

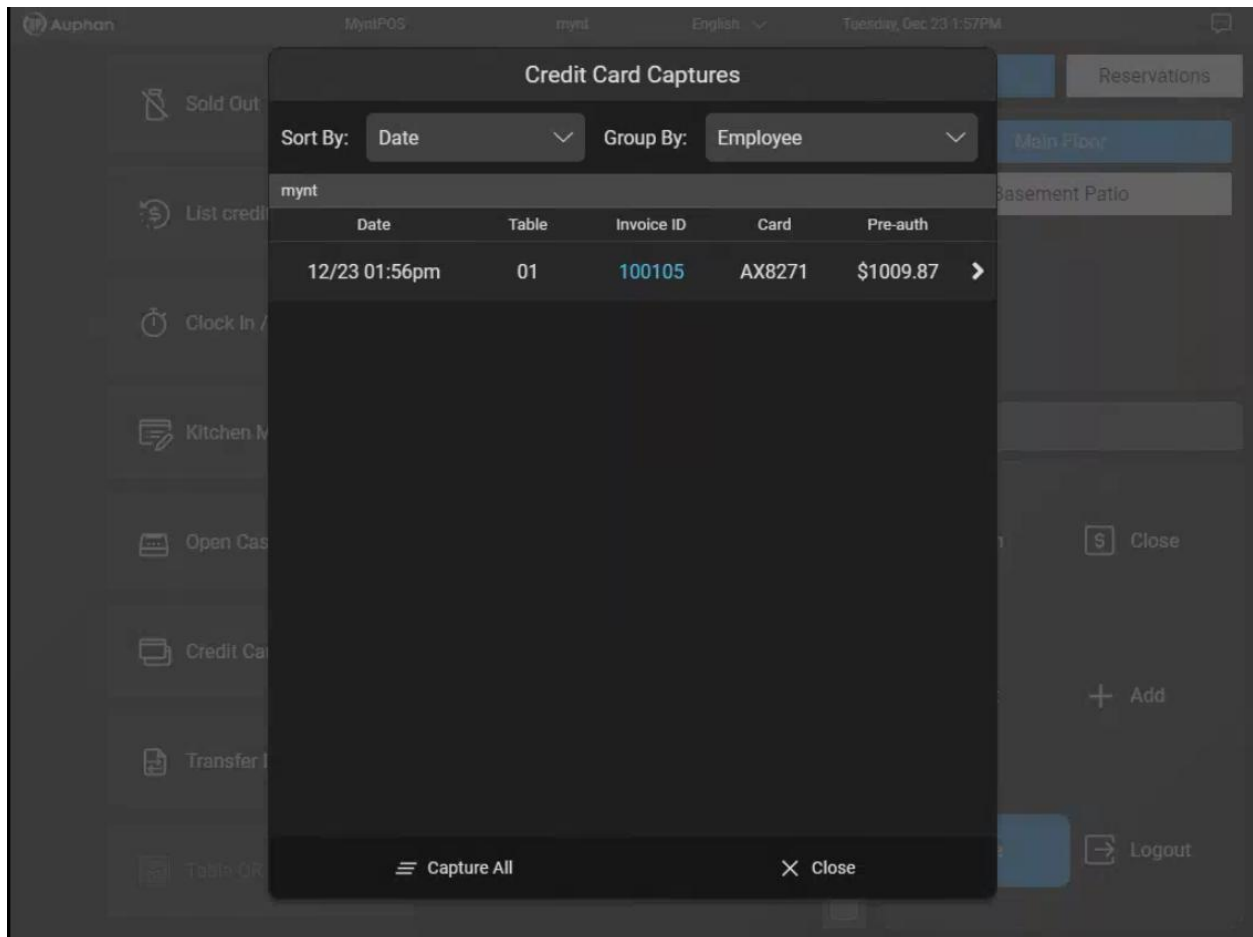


EDITING A TRANSACTION AMOUNT

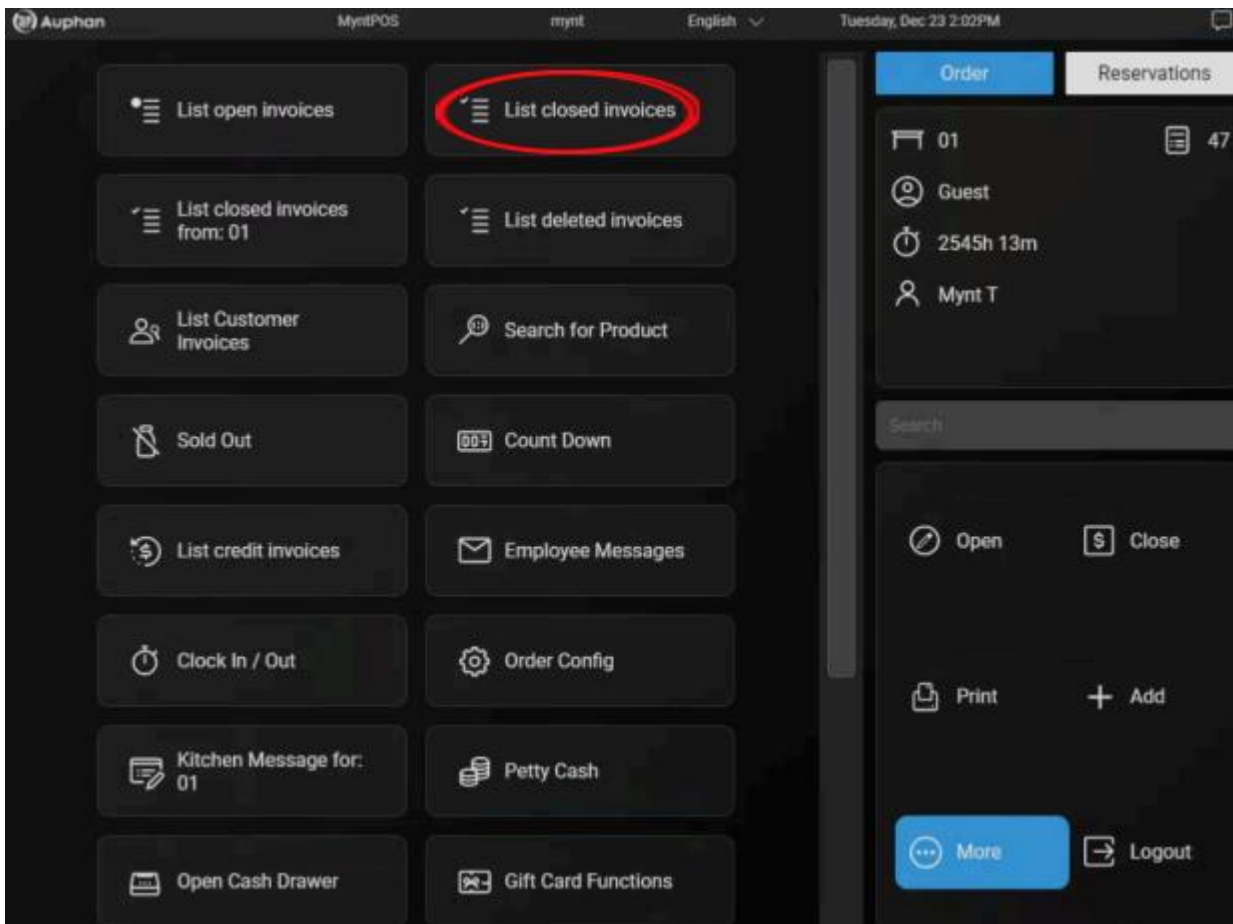
MYNT CORE & ENTERPRISE

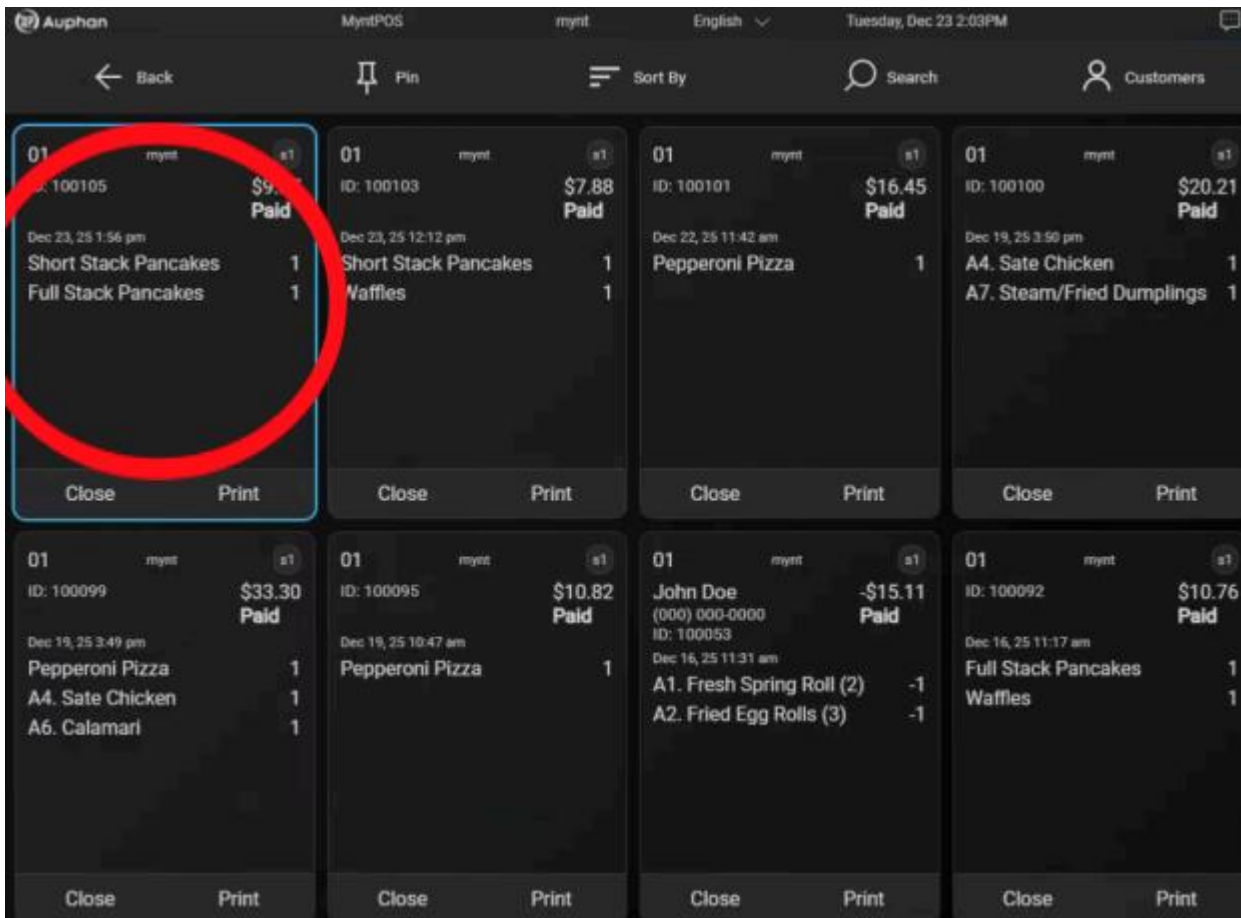
This is a step-by-step guide on how to edit a transaction amount in Mynt.

Please note: This is only for adjusting tips. If the wrong amount was captured, void out the payment and take it again.

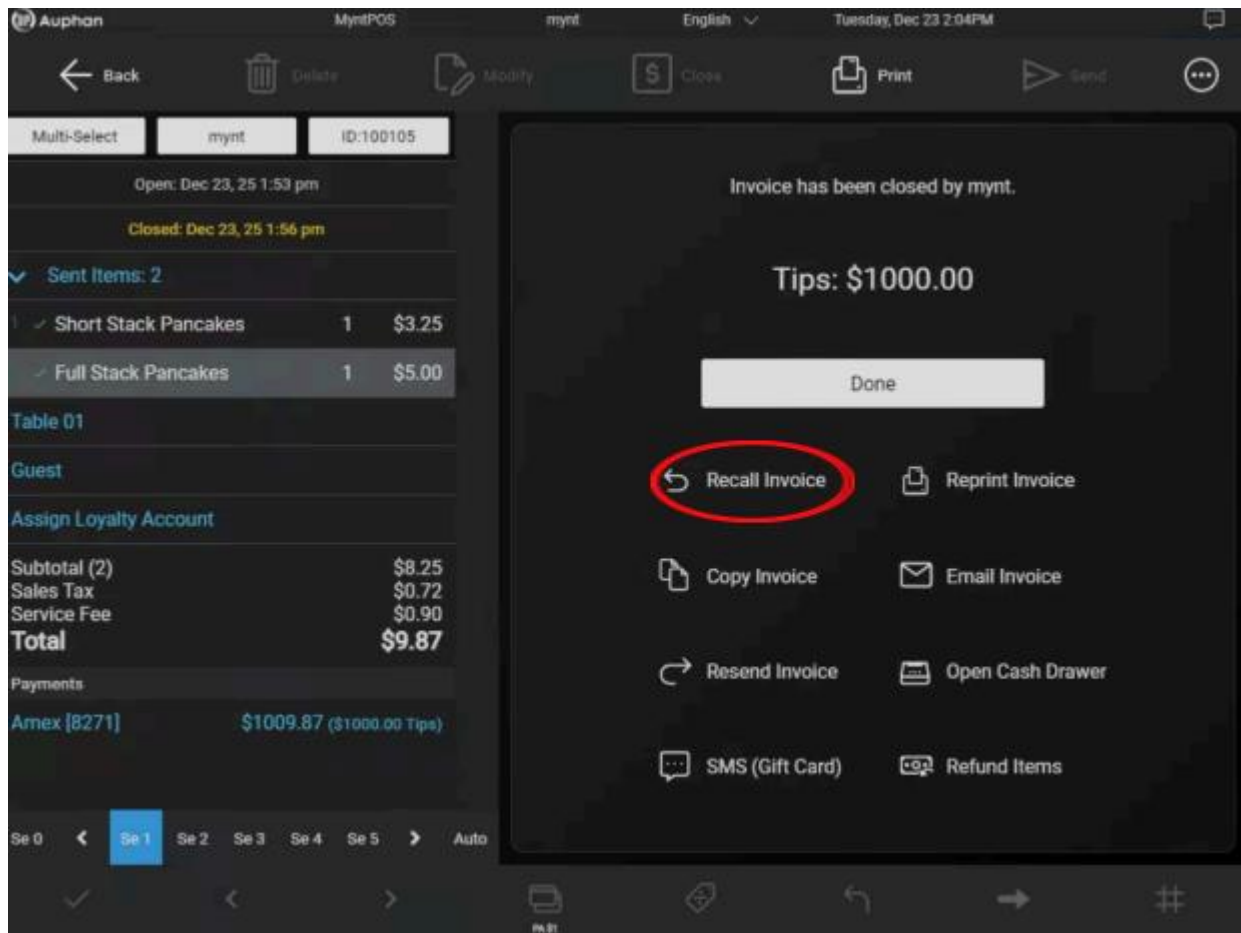


Open the invoice with the incorrect tip. Closed invoices can be found in the “More” section on the table map, or the ordering screen.

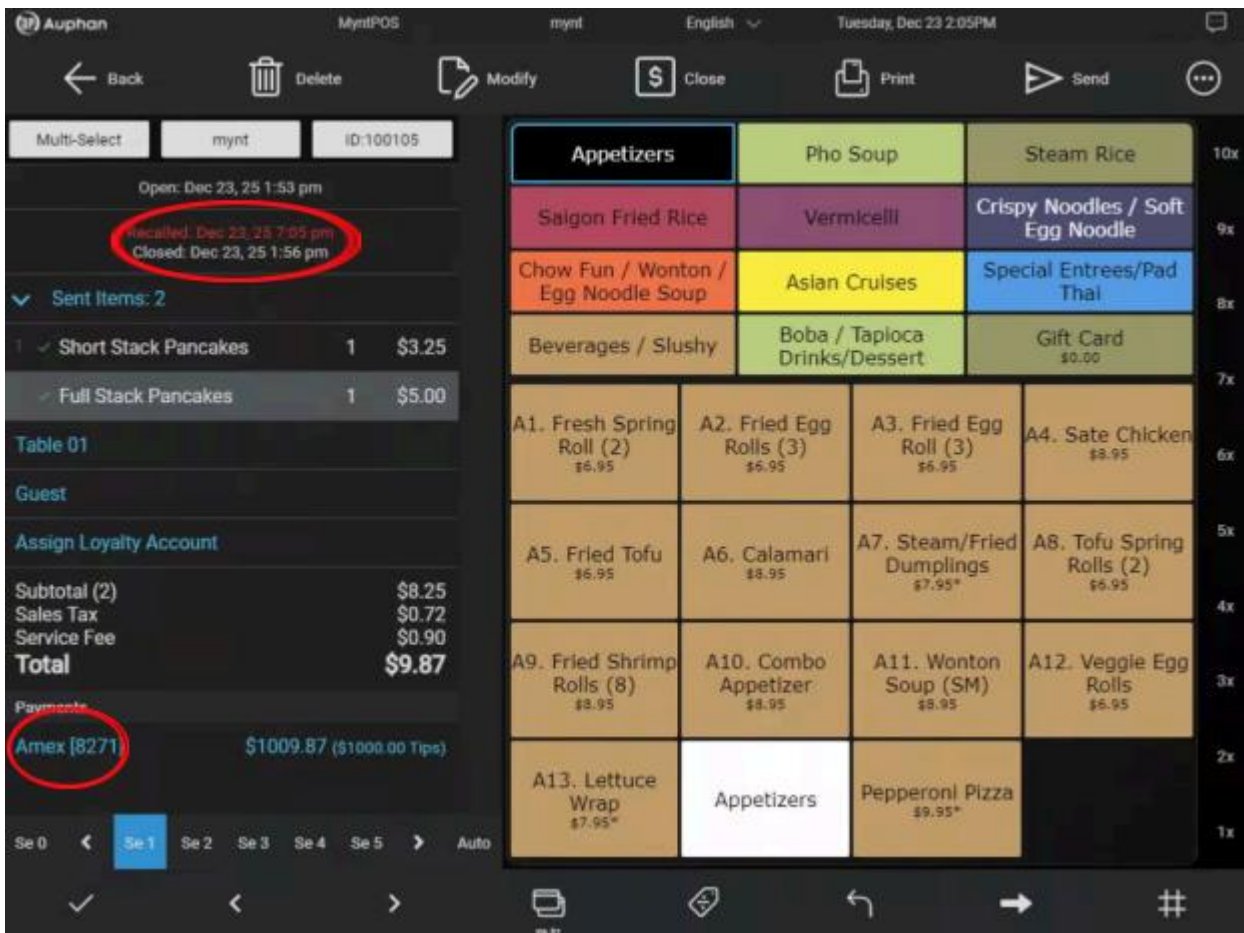




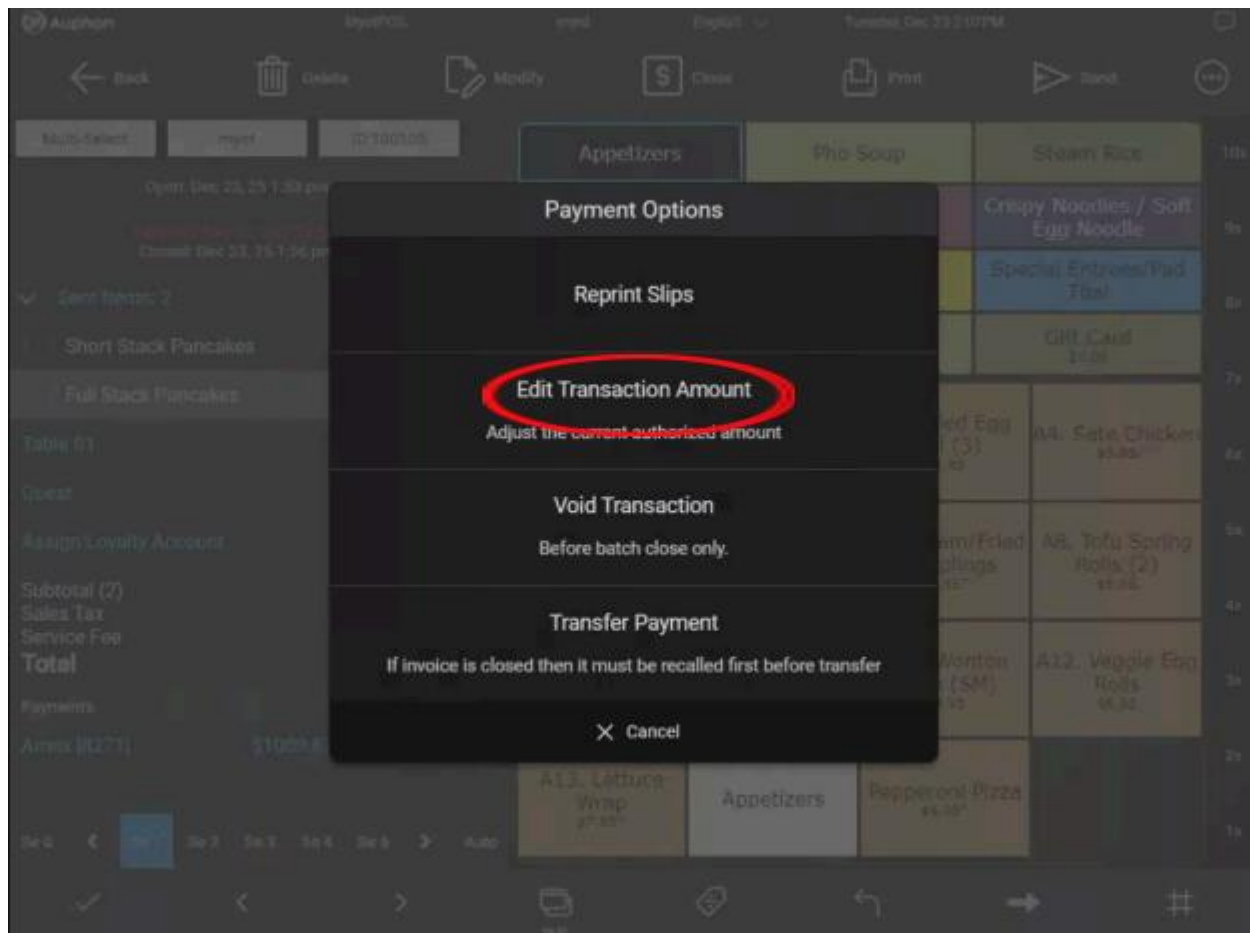
Open the Invoice.



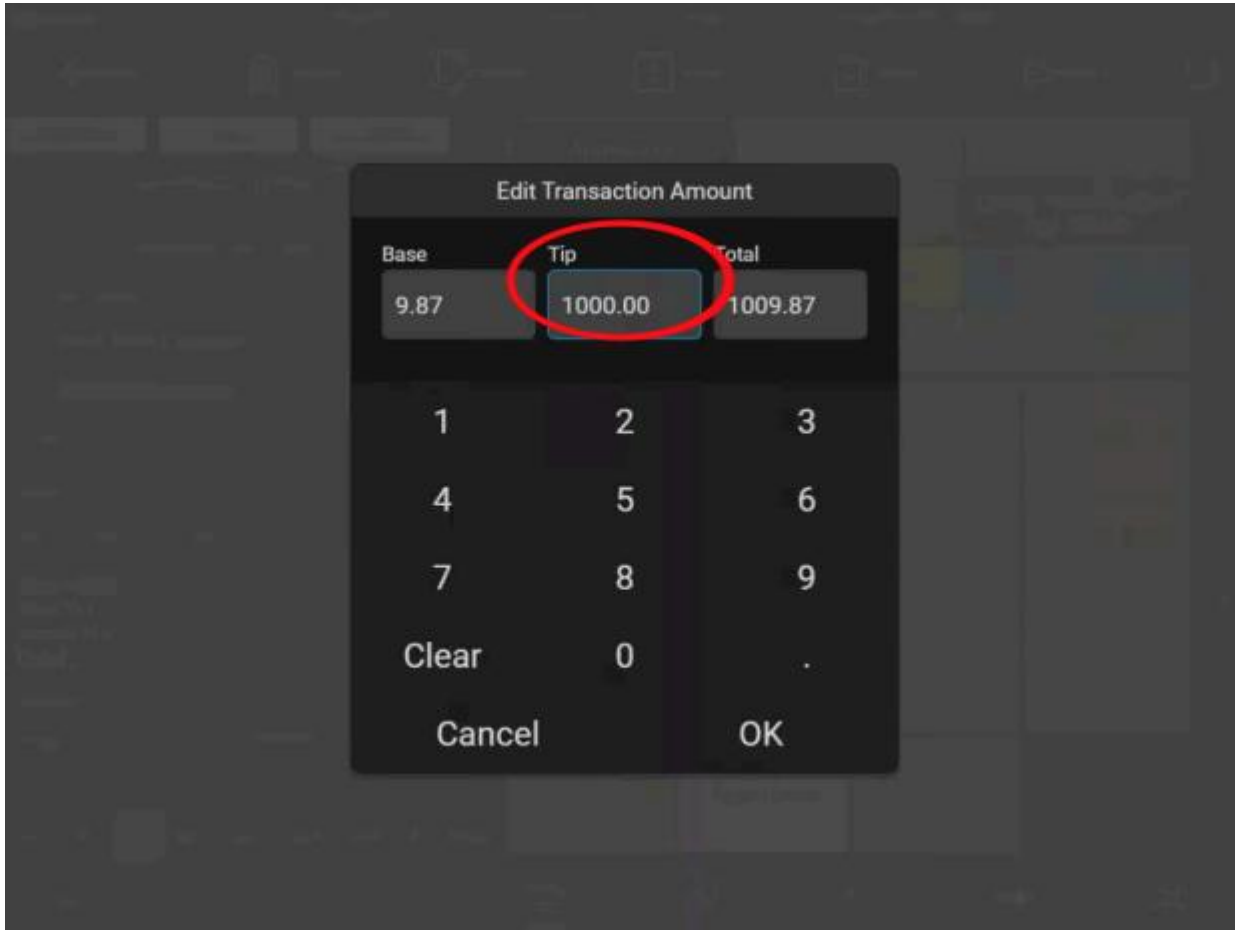
Select “recall invoice”. Recalling an invoice brings it from closed to open.



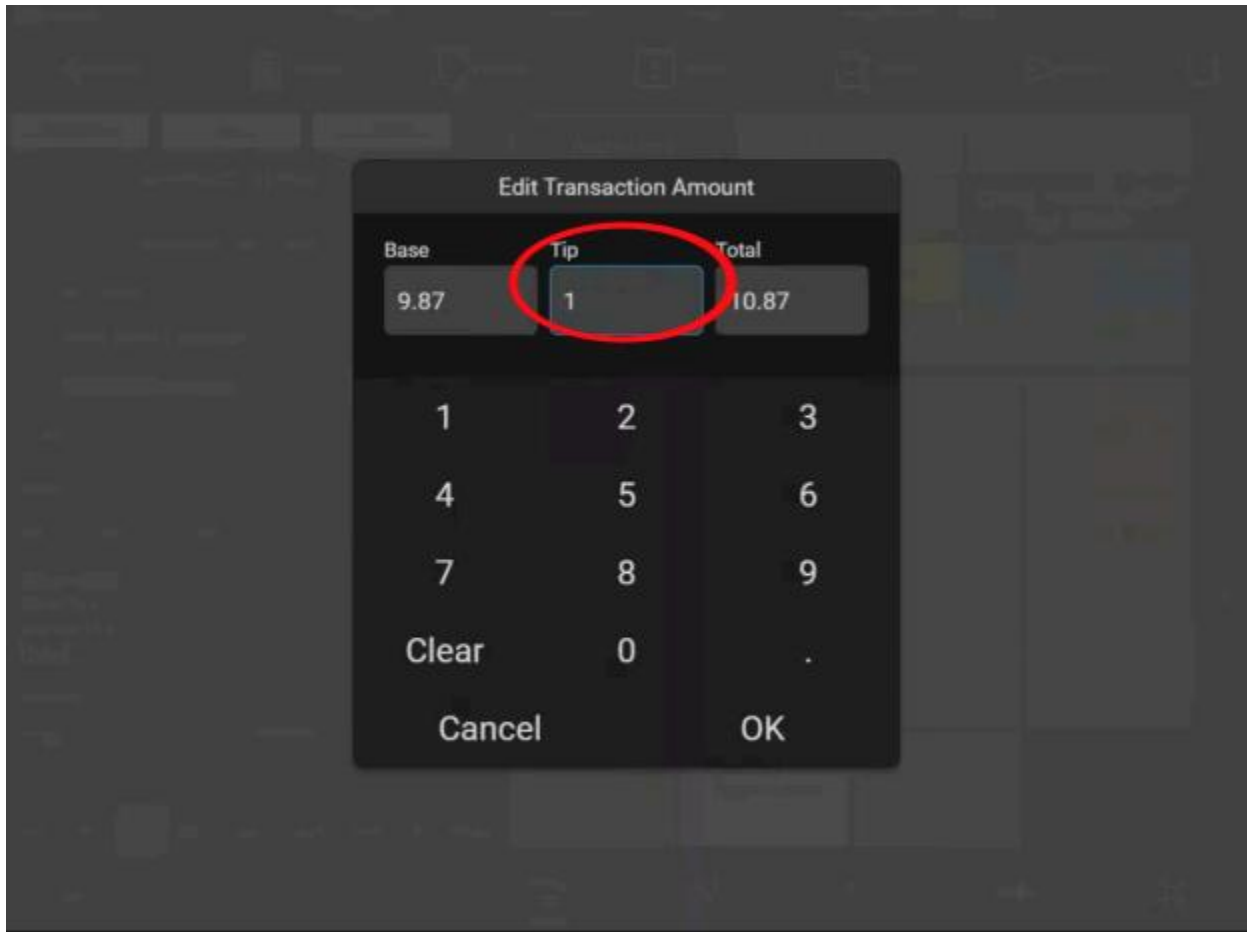
Once it is recalled, click on the “Payment” button in the bottom left.



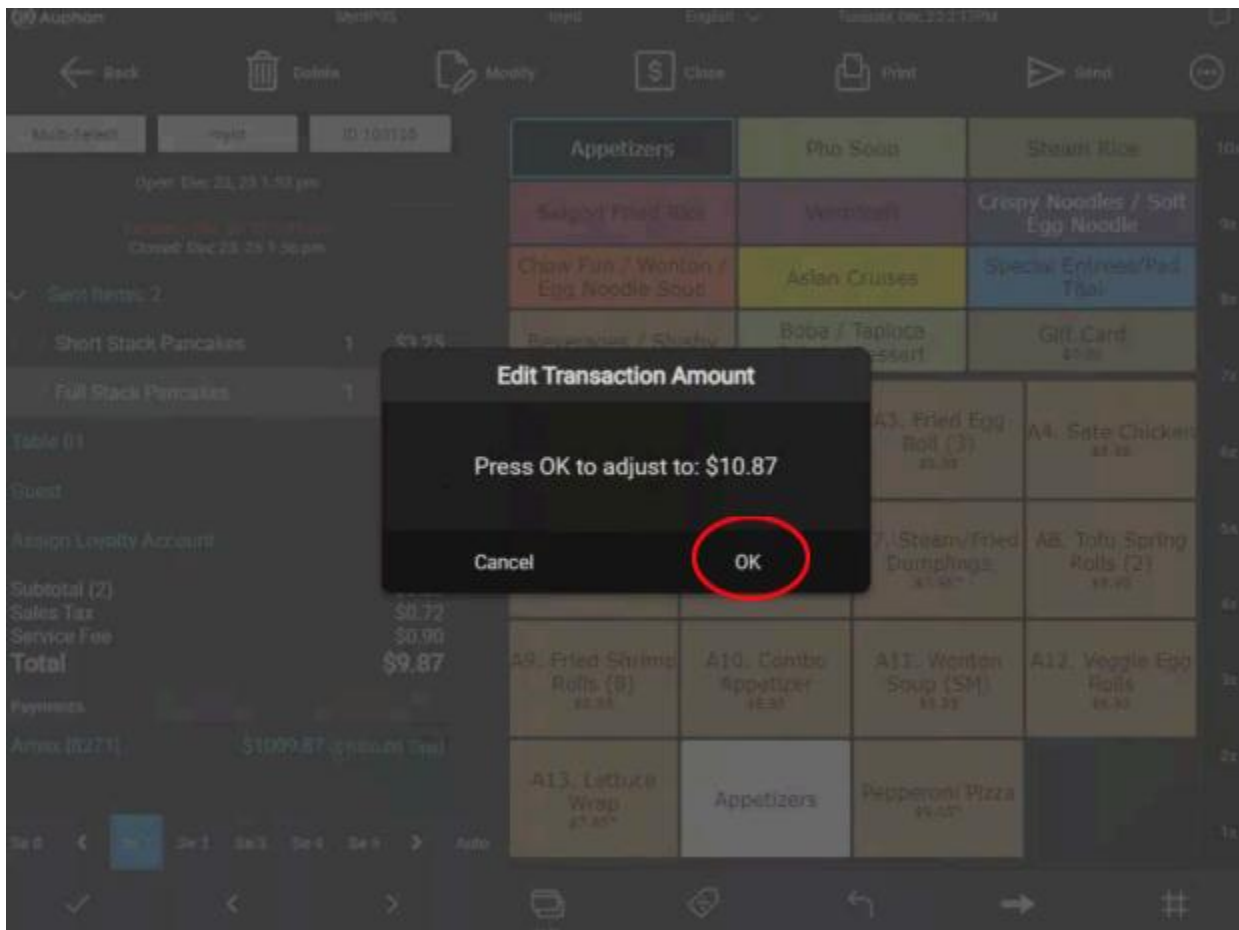
Select "Edit Transaction Amount".



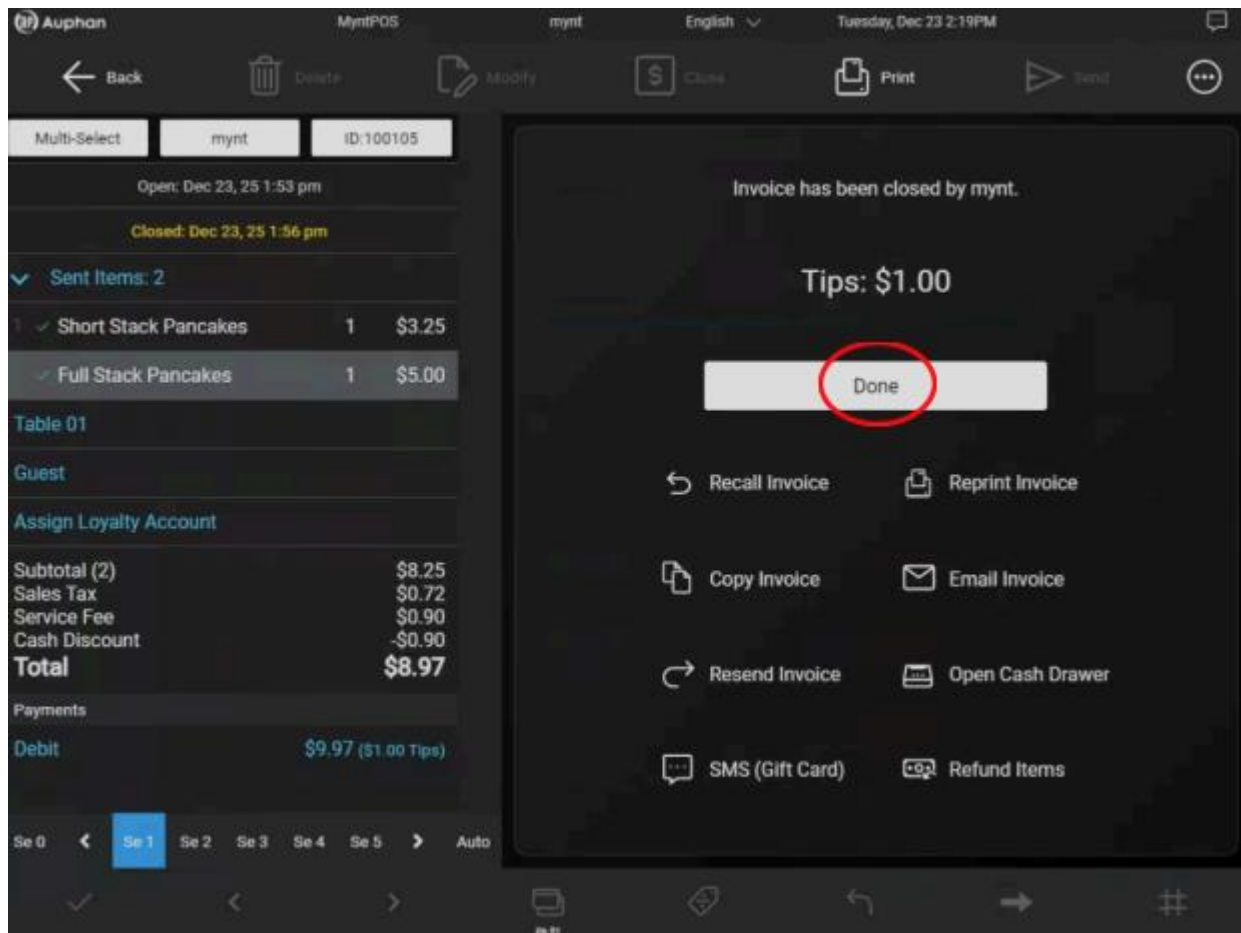
Highlight the "Tip" field and change the value.



After the tip is adjusted, press "OK".



A confirmation screen will open to edit the transaction amount from the original value to the changed value. Review and press "OK".





IMPORTANT NOTE: This is only for changing tips; you cannot change the base credit card amount. Also note, this can only be done before the credit card batch is closed. If the batch is closed, you will need to reach out to your credit card processor. Only they can change the tips after the batch is settled.

Congratulations!

You can now edit a transaction amount!