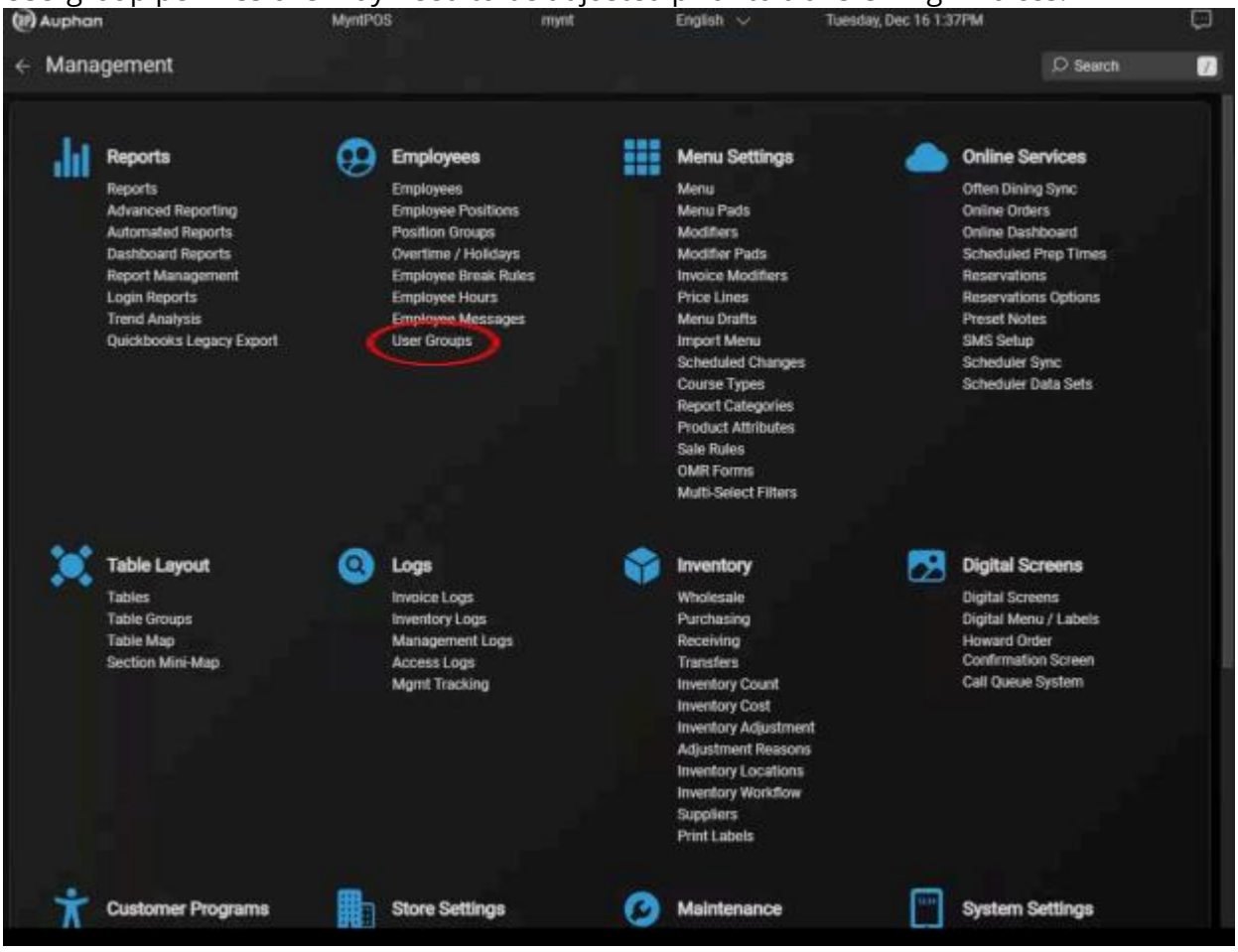
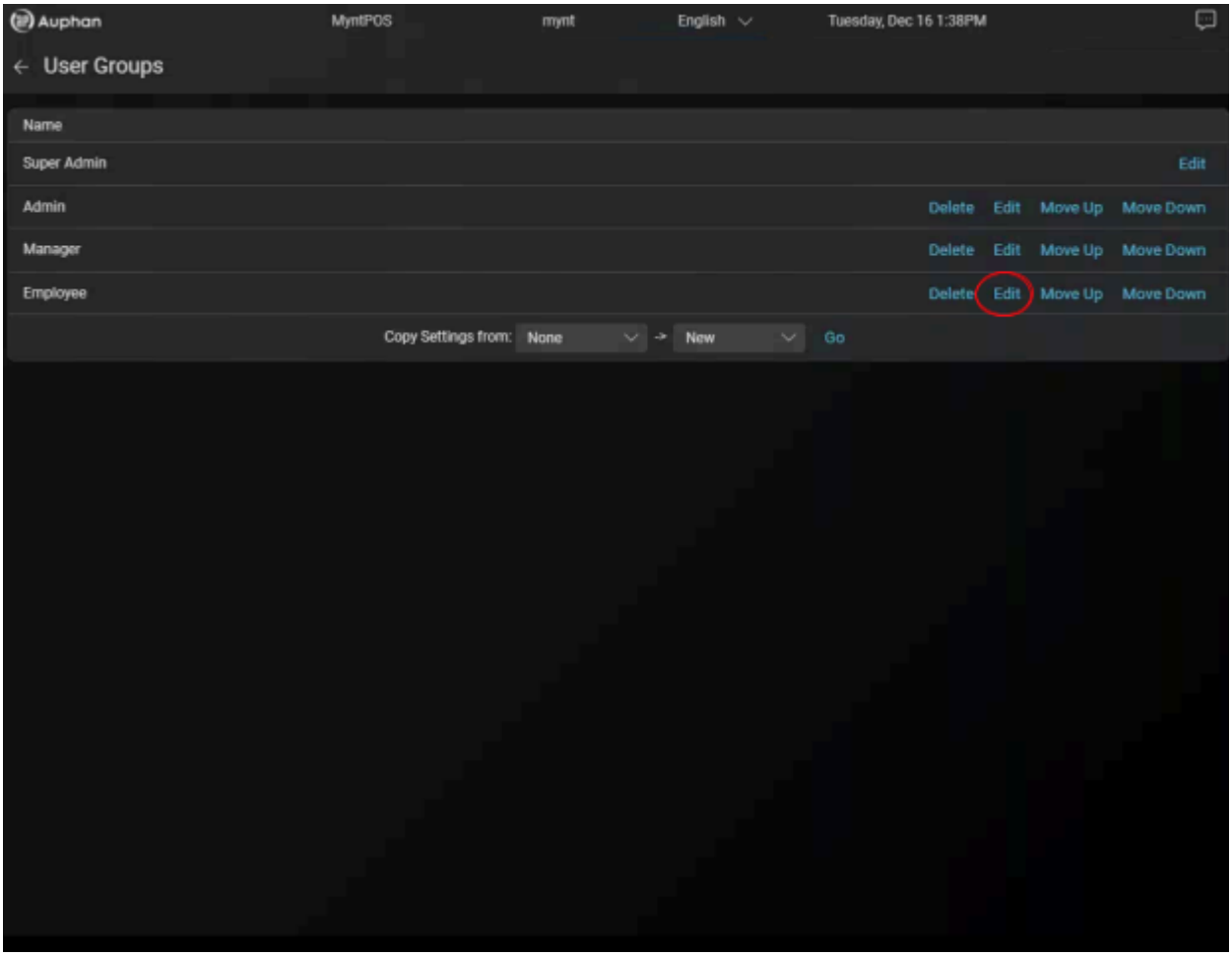
TRANSFERRING INVOICES BETWEEN EMPLOYEES

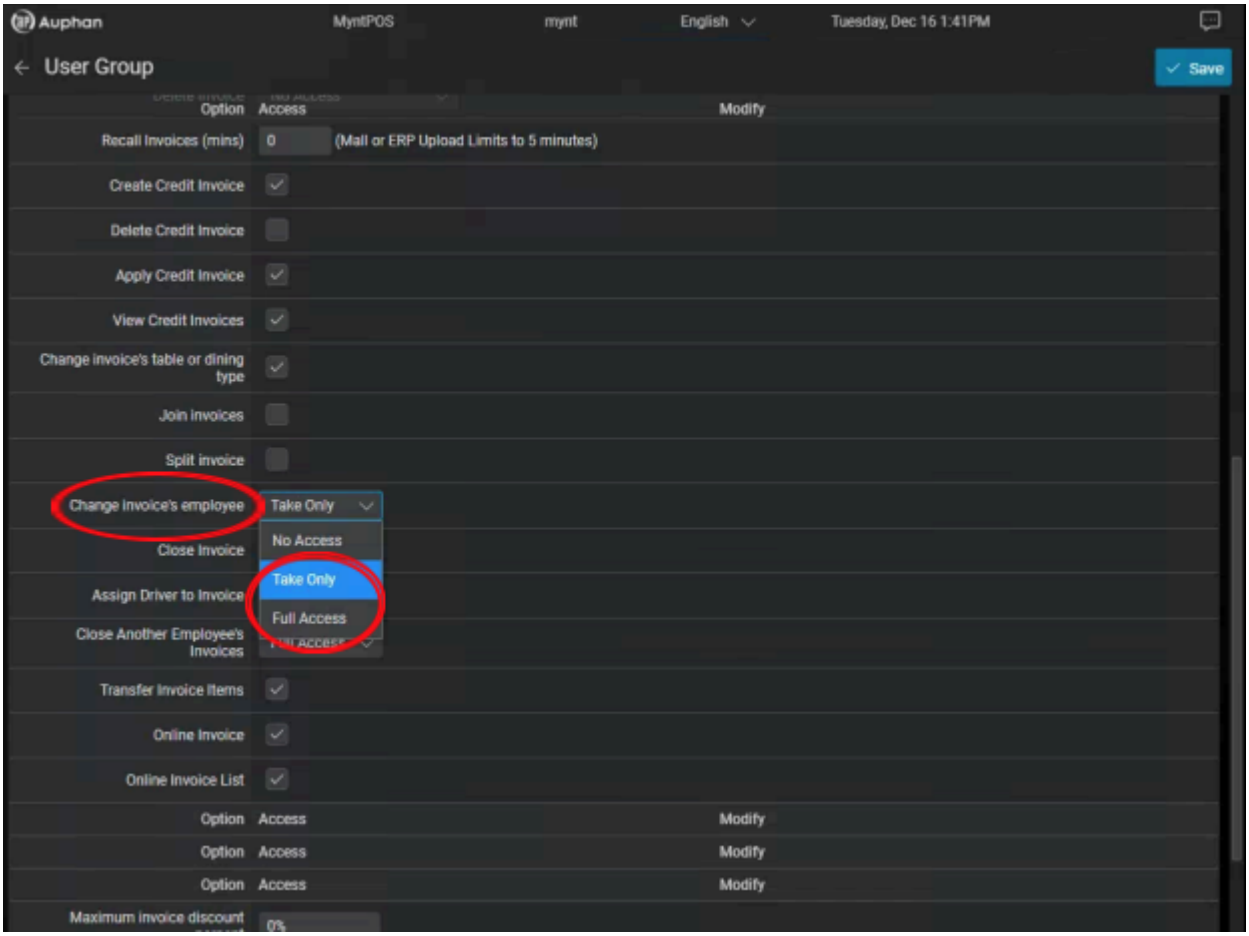
MYNT CORE & ENTERPRISE

This Is a step-by-step guide on how to transfer invoices between employees in Mynt.

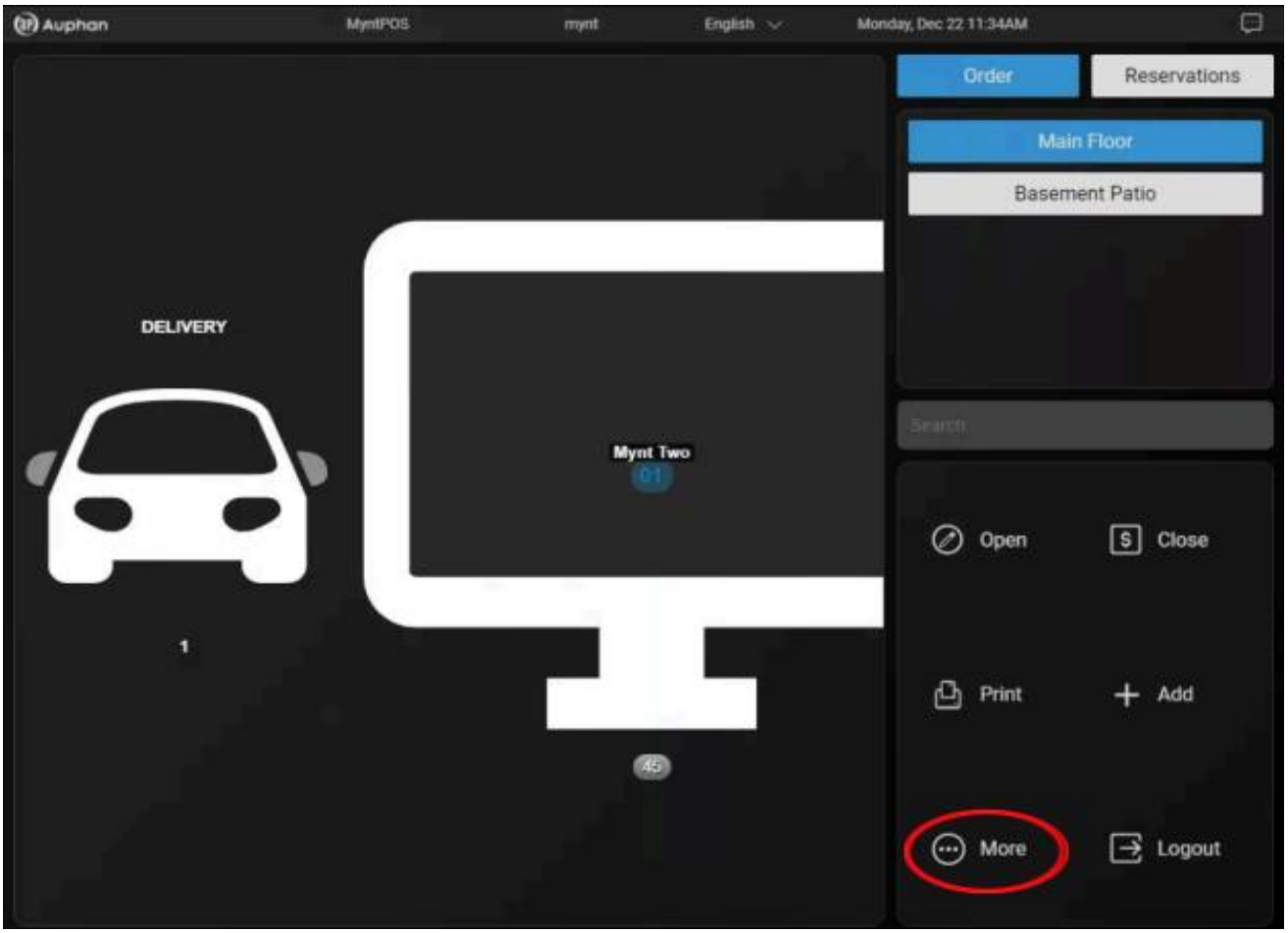
Usergroup permissions may need to be adjusted prior to transferring invoices.




Auphan
MyntPOS
mynt
English
Tuesday, Dec 16 1:38PM
User Groups
Name
Super Admin
Edit
Admin
Delete
Edit
Move Up
Move Down
Manager
Delete
Edit
Move Up
Move Down
Employee
Delete
Edit
Move Up
Move Down
Copy Settings from:
None
New
Go

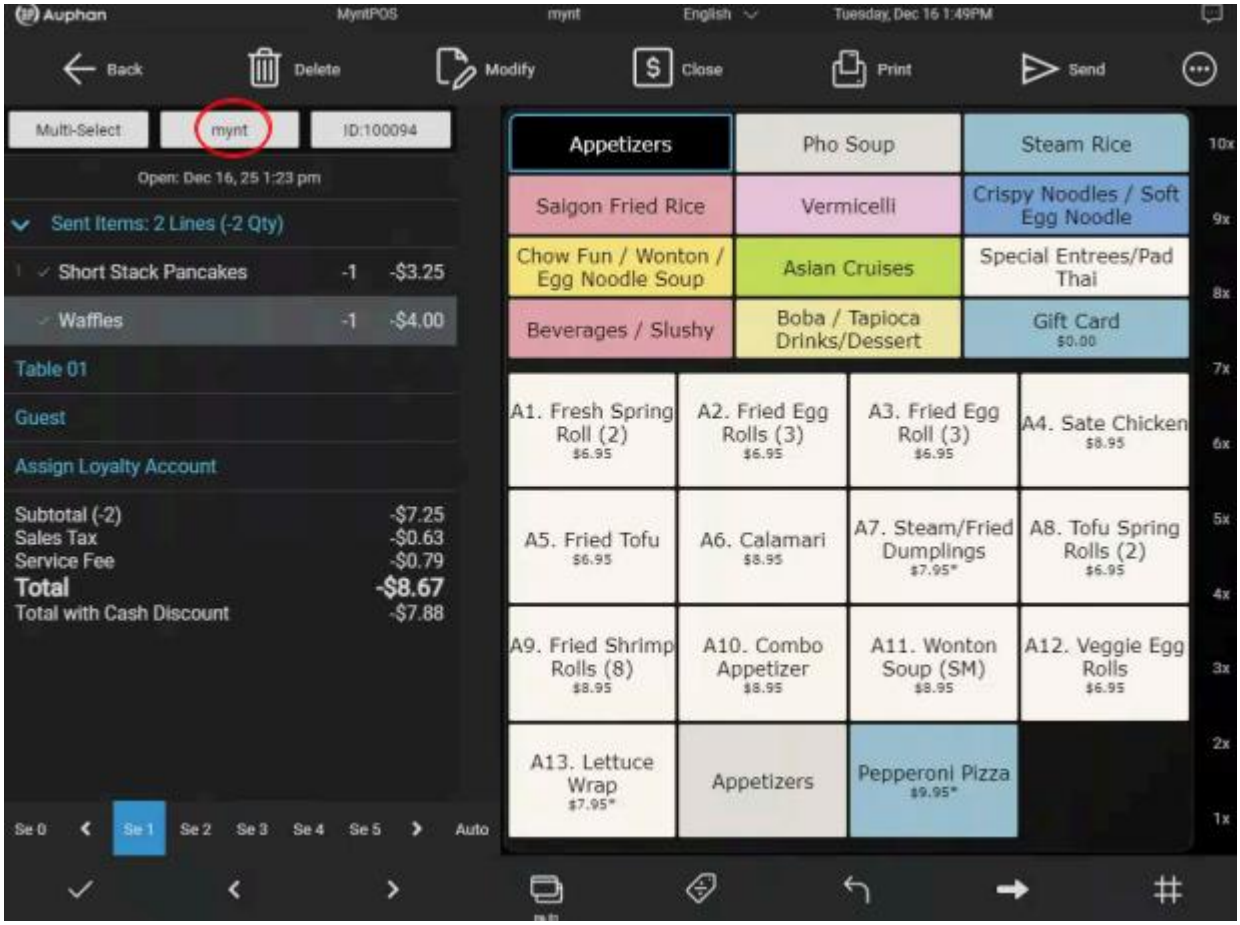


"Change invoice's employee" will need to either be "Take Only" or "Full Access".

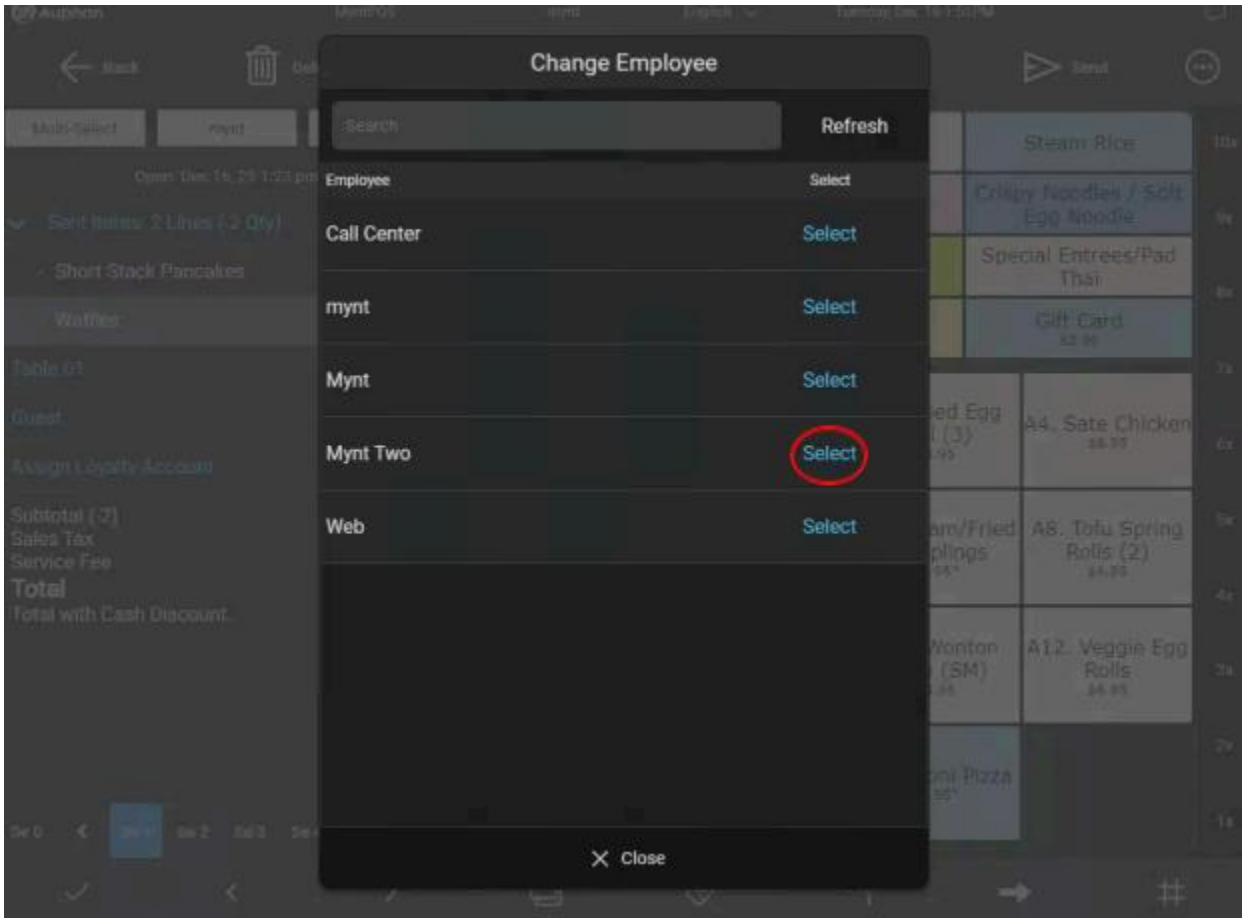


Invoices can either be transferred from the invoice itself, or from the Table Map.

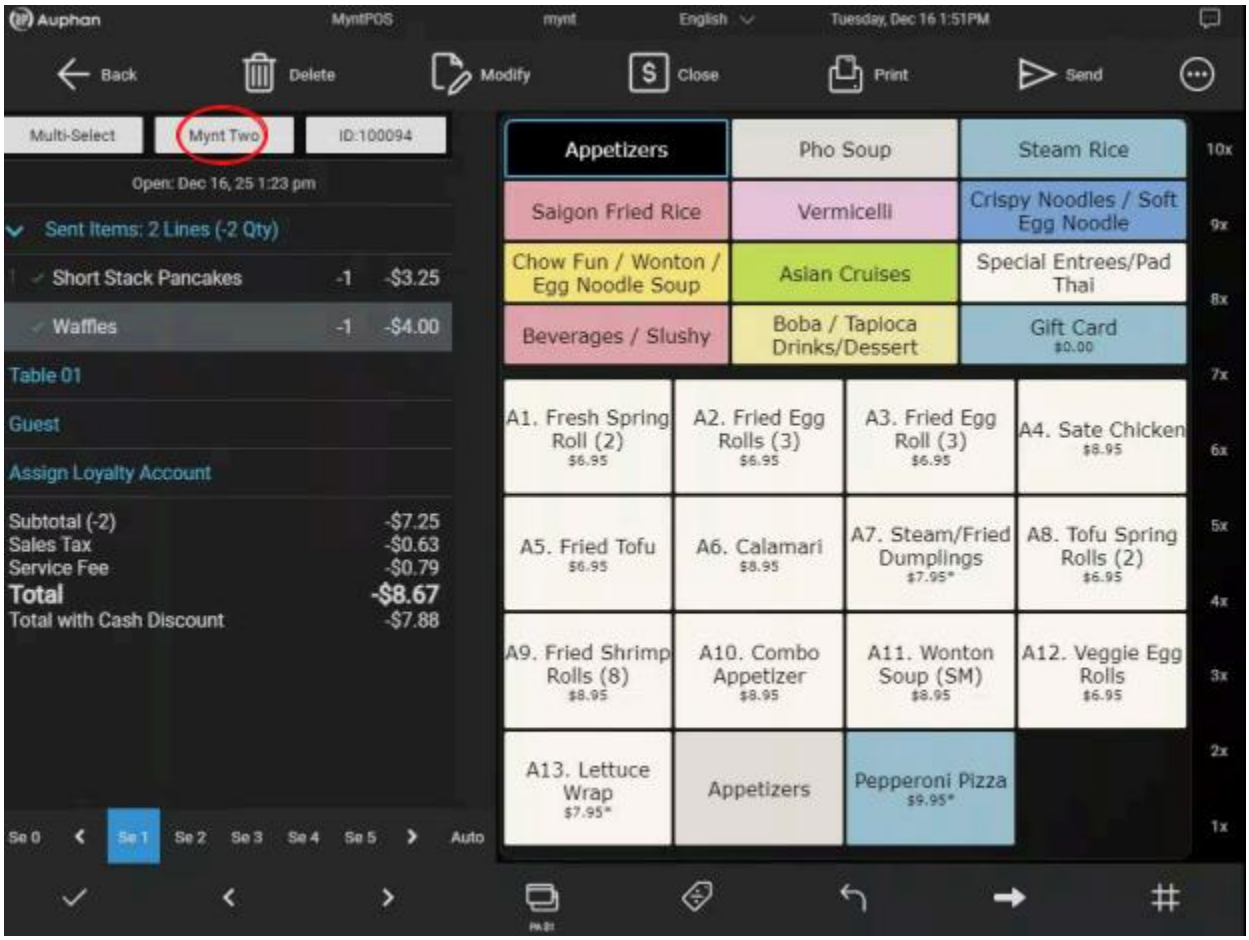
Within the Invoice Method



Press the employee's name at the top.

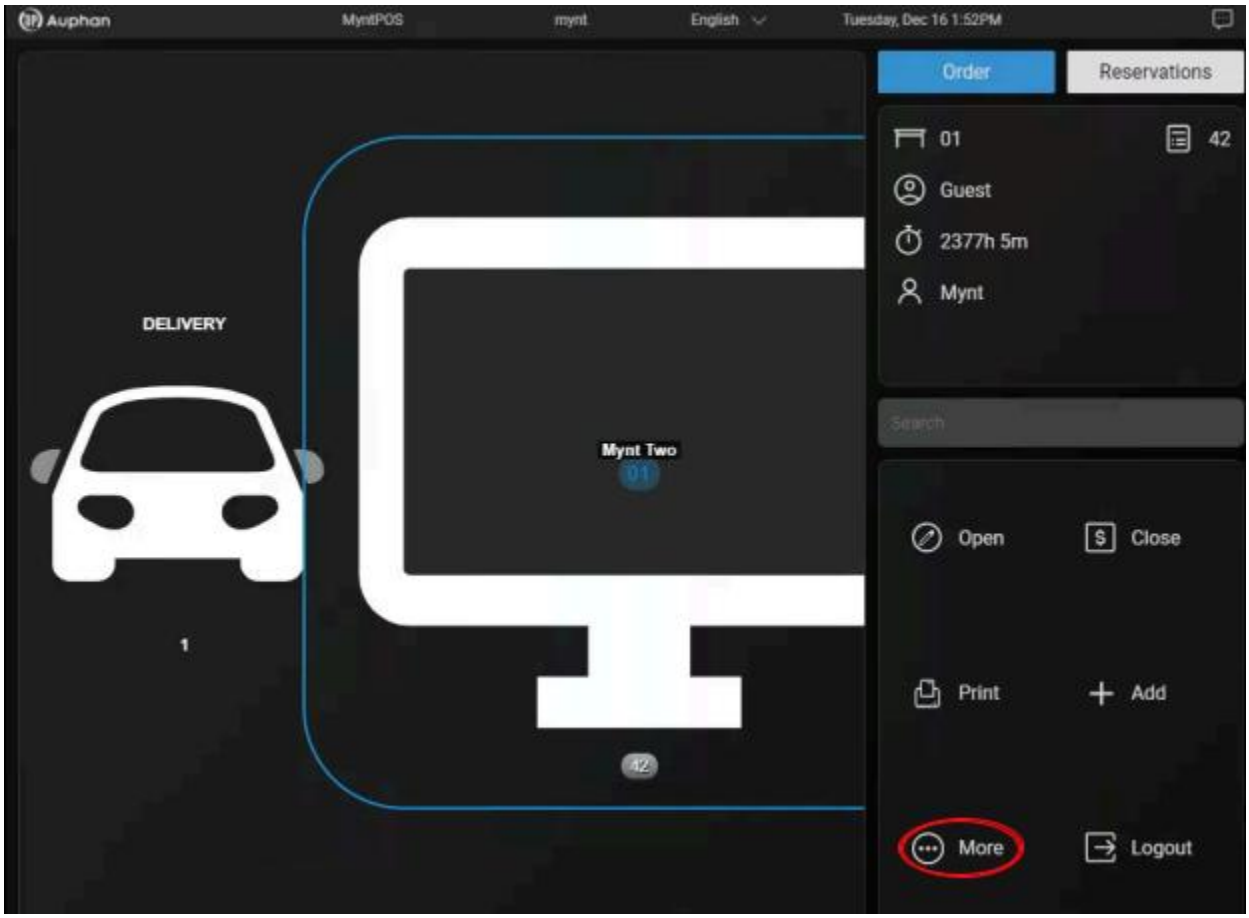


A list of employees will pop up. Find and select the employee who is taking over the invoice.

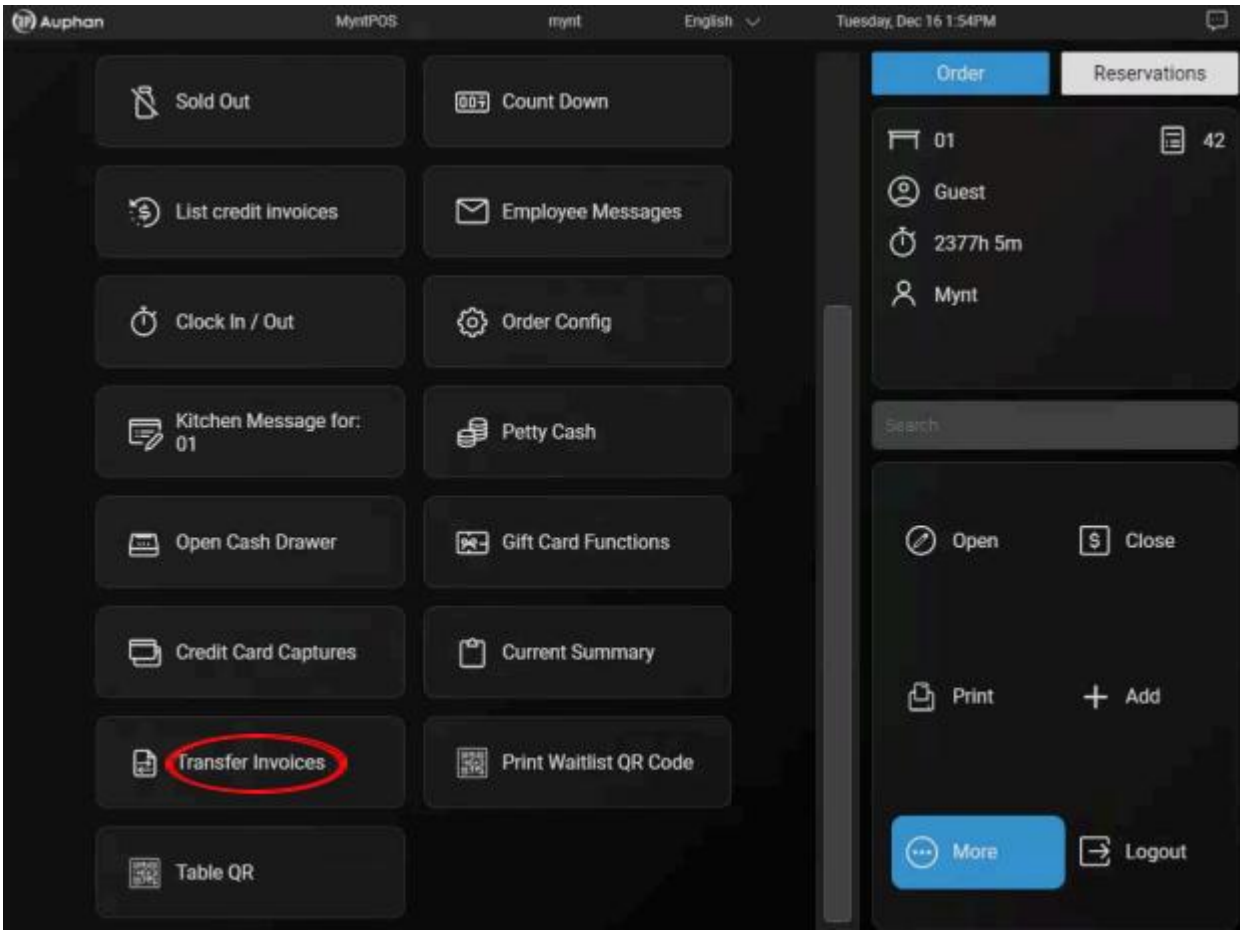


The selected employee has now taken over the invoice.

From the Tablemap method.

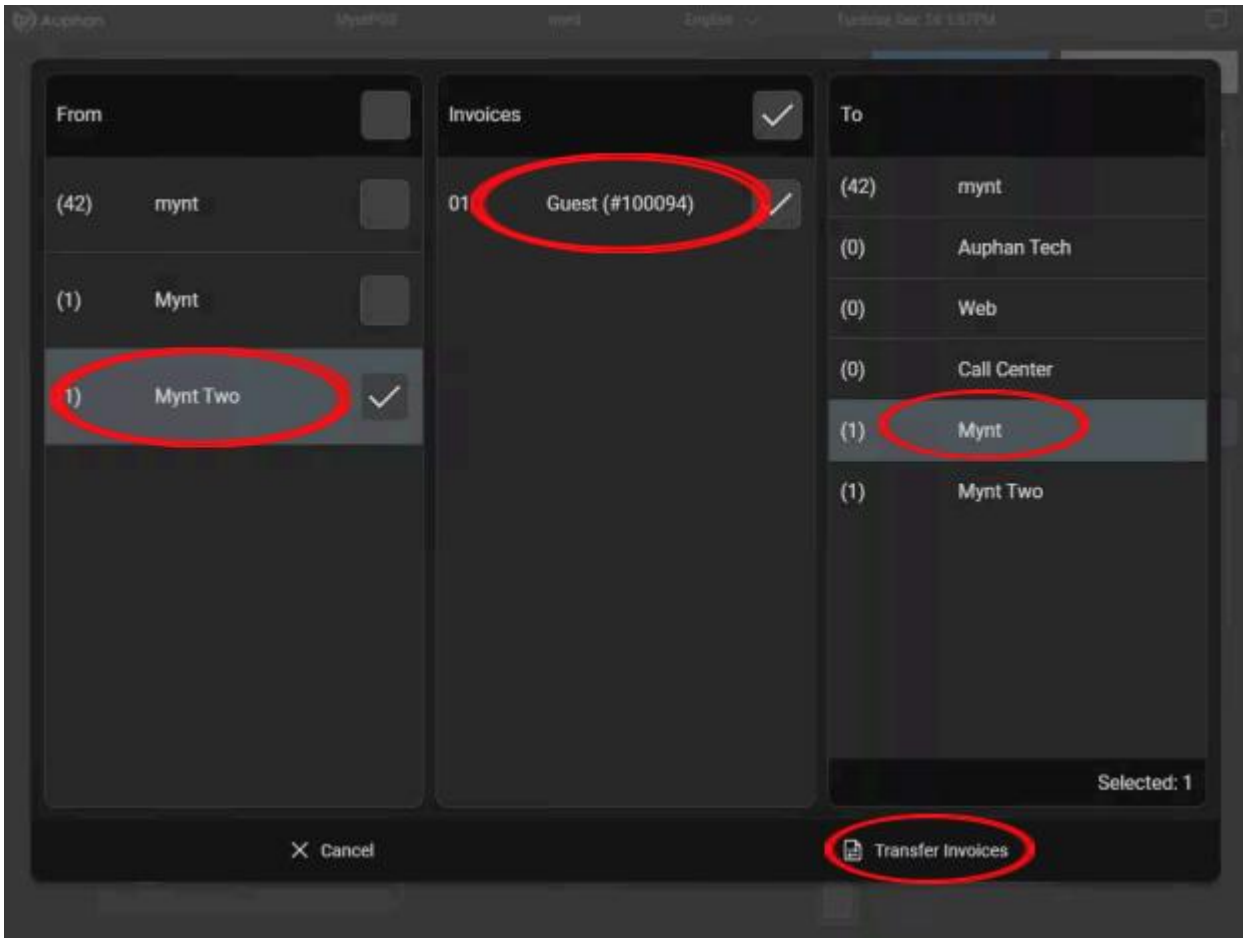


Select the “More” (Three Dots) button.



Select “Transfer Invoices”

IMPORTANT NOTE: If the “Transfer Invoices” option is not on this screen, call Mynt Support to get it added for you.



Congratulations!

You can now successfully transfer invoices between employees!