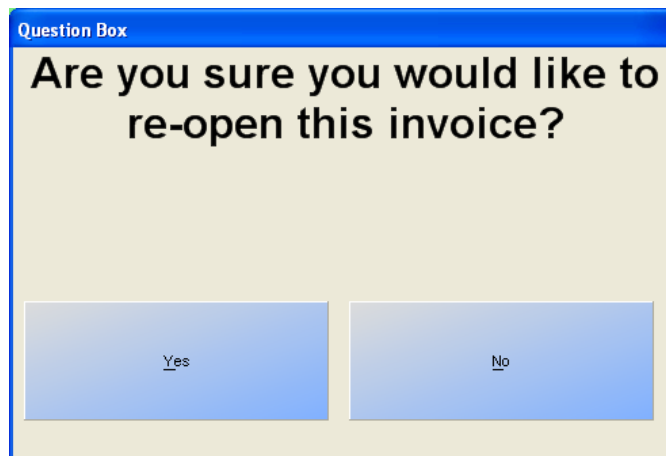


## Pulling Back and Voiding a Check (RPE)

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Checks can be voided before they are paid for and closed out. A check can be reopened by pulling it back.

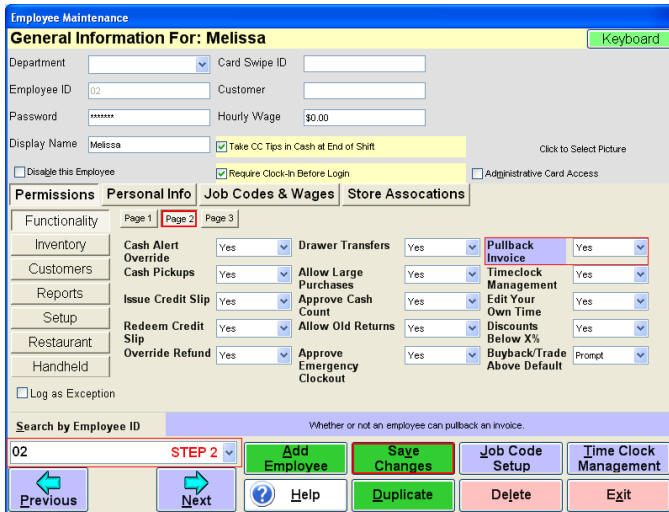
Checks that are pulled back can be voided. This provides the possibility of theft. To help prevent this, you can forbid particular employees from pulling back checks and prevent employees from pulling back checks from previous shifts.

## Setting an Employee's Permission to Pull Back Checks

Pulling back checks is a permission which can be granted to or denied from particular employees. To modify this permission, select **Manager** from the login screen, provide the requested credentials, and follow these steps.



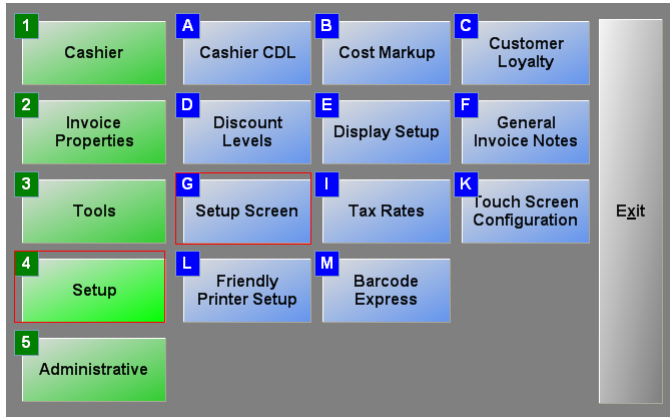
1. Select **Employee Maintenance**.



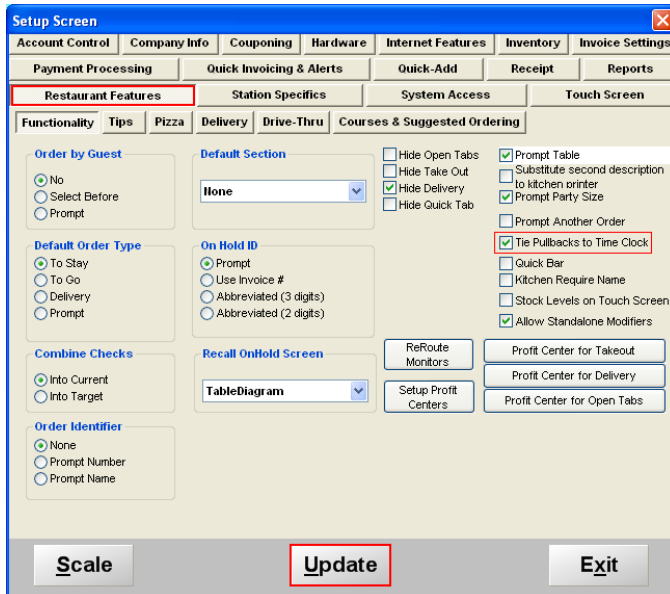
2. Select an employee.
3. Select **Page 2** of the **Functionality** tab.
4. Select the desired permission for **Pullback Invoice**.
5. Select **Save Changes**.

## Tying Pullbacks to the Time Clock

To prevent employees from pulling back checks from previous shifts, select **Manager** from the login screen, provide the requested credentials, and follow these steps.



1. Select **Setup** and then **Setup Screen**.



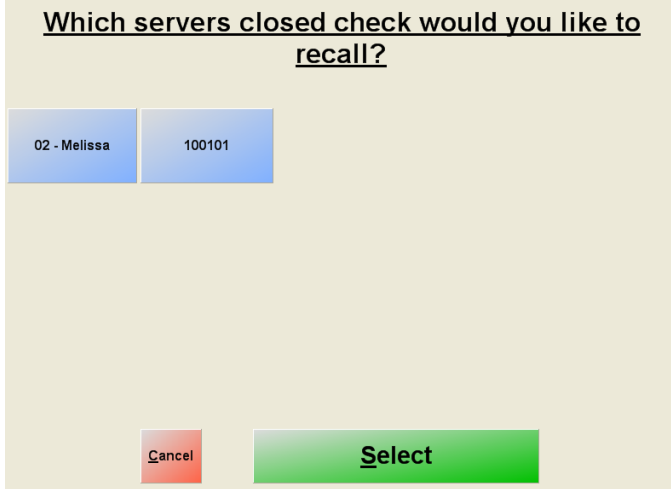
2. Select the **Restaurant Features** tab.
3. Check **Tie Pullbacks to Time Clock**.
4. Select **Update**.

**Pulling back a check**

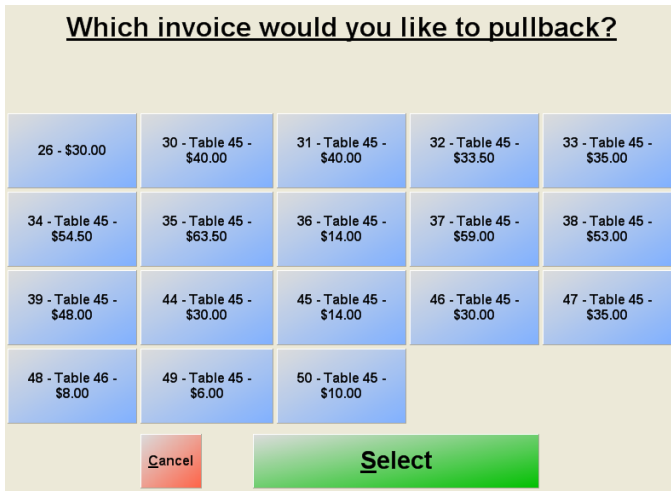
To pull back a check, select **Manager/Options** at the invoice screen, provide the requested credentials, and follow these steps.



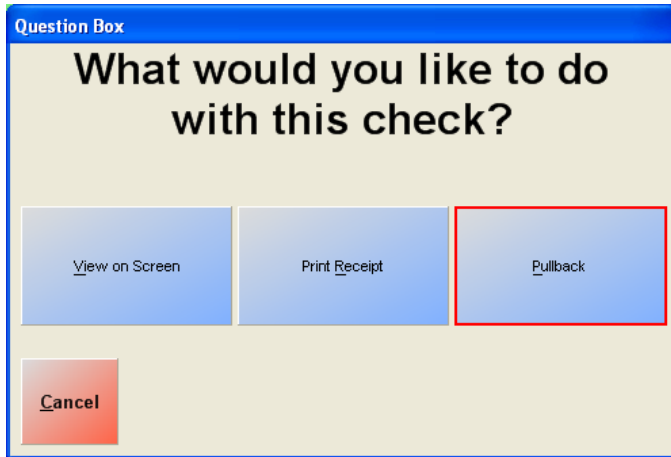
1. Select **Cashier** and then **Pullback Check**.



2. Select the server who closed the check you would like to pull back.

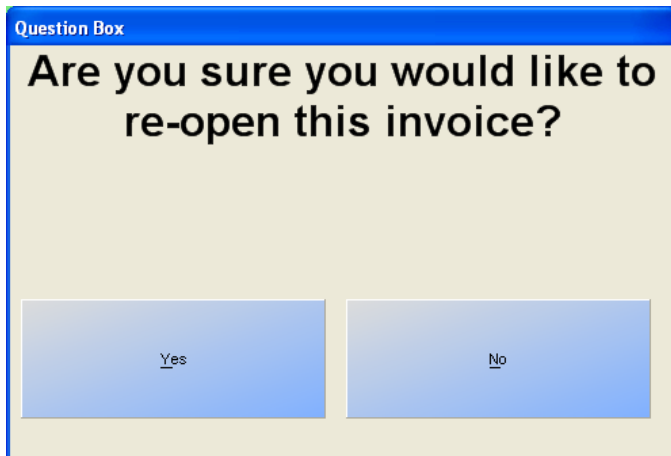


3. Select an invoice to pull back.



4. Select **Pullback**.

- If the check was from a table that is currently occupied, you will be asked to attach it to an empty table that you choose.



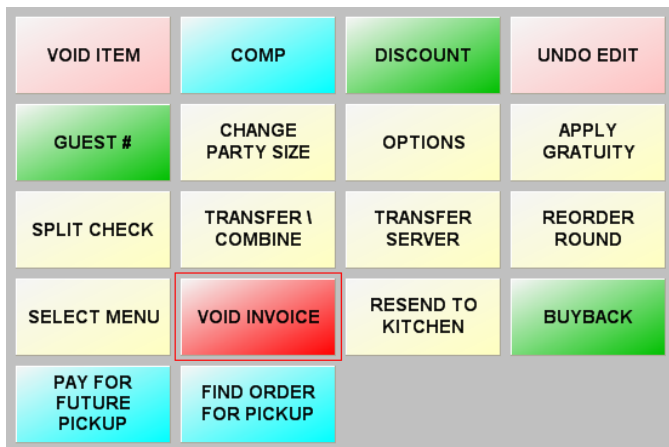
5. Confirm your decision.

## Voiding a check

To void a check, follow these steps from the invoicing screen.



1. Select **EDITS**.



2. Select **VOID INVOICE**.