? Naming Transactions

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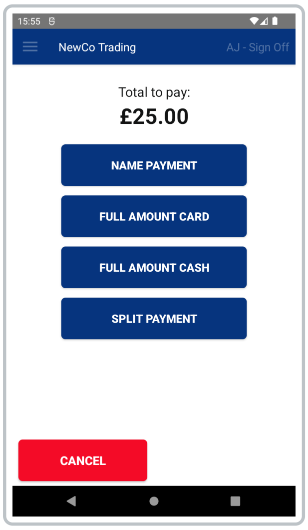
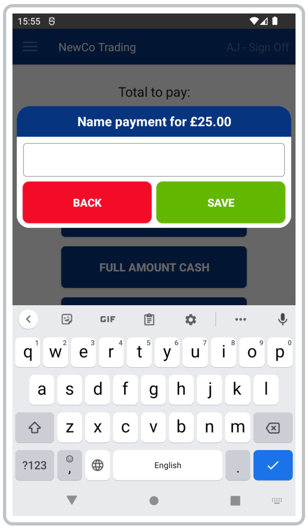
You can choose to **add a name to any transaction**, which makes it easier to identify specific sales or refunds later. This is especially useful for tracking by **customer name, invoice number, job type**, or any other reference.

When This Feature is Enabled:

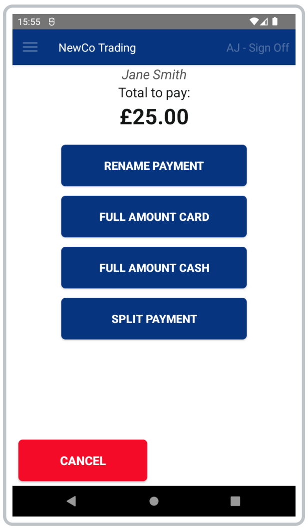
- During a **Sale** or **Refund**, after entering the amount, you'll see a **Name Payment** or **Name Refund** button.



- Tap this button to open a text box where you can enter a name or reference (up to 200 characters).



- After typing your entry, tap **Save**.
- The transaction name will appear at the top of the screen for the remainder of the process.



Where the Transaction Name Appears:

- In the Transaction History on your terminal
- In the Transaction Report on the Web Portal

If you don't require this feature, you can easily disable it.

? Learn more:

- ? See this article on how to turn naming transactions on or off

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