2025/12/11 22:05 UTC 1/1 Void a Payment

## **Void a Payment**

- 1. From the main menu, go to [Receive Payments]
- 2. If the payment needs to be voided, click [Void Receipt] near the bottom right of the window
- 3. Enter a reason for voiding in the teal pop-box box

4. Click [OK]

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Last update: 2020/05/29 14:52 UTC

