

Void a Payment

todo

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].

From:

<https://grandjean.net/wiki/> - **Grandjean & Braverman, Inc**

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https://grandjean.net/wiki/tax_coll/void_a_payment?rev=1591022049

Last update: **2020/06/01 14:34 UTC**

