Void Invoice
Daily > Void Invoice

To void an invoice, select an invoice you wish to void and click the Void button. A screen will display with all unpaid invoices for that vendor that are available to void, giving you the option to void more than one at a time. The invoice distributions or line items show at the bottom of the screen for the invoice you have selected at the top. You can choose to void part of an invoice by checking which distributions you want to void at the bottom.

Note that the invoice you had already selected is checked by default. Check all invoices that you wish to void. The void period and void date are at the top of the screen and can be changed. You may also enter a comment to explain the reason for the void. Click the Void button.