

Steps

- 1 | Start the Void Transaction
- 2 | Select Void
- 3 | Search Menu
- 4 | Review Transactions
- 5 | Select Transaction to Void
- 6 | Confirm Void
- 7 | Void Captured
- 8 | Print Customer Receipt
- 9 | Void Complete



Step 1

Start the Void Transaction

Press the green **[Enter]** key.

Steps

- 1 | Start the Void Transaction
- 2 | Select Void
- 3 | Search Menu
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Step 2

Select Void

Press the **[2]** key to begin a Void transaction.

Steps

- 1 | Start the Void Transaction
- 2 | Select Void
- 3 | Search Menu
- 4 | Review Transactions
- 5 | Select Transaction to Void
- 6 | Confirm Void
- 7 | Void Captured
- 8 | Print Customer Receipt
- 9 | Void Complete



Step 3

Search Menu

Press the [1] key to search all transactions in your open batch.

Steps

- 1 | Start the Void Transaction
- 2 | Select Void
- 3 | Search Menu
- 4 | Review Transactions
- 5 | Select Transaction to Void
- 6 | Confirm Void
- 7 | Void Captured
- 8 | Print Customer Receipt
- 9 | Void Complete



Step 4

Review Transactions

Press **[F2]** key to search for the transaction to void.

Steps

- 1 | Start the Void Transaction
- 2 | Select Void
- 3 | Search Menu
- 4 | Review Transactions
- 5 | Select Transaction to Void
- 6 | Confirm Void
- 7 | Void Captured
- 8 | Print Customer Receipt
- 9 | Void Complete



Step 5

Select Transaction to Void

When the screen displays the transaction to void, press the **[F4]** key to void the transaction.

Steps

- 1 | Start the Void Transaction
- 2 | Select Void
- 3 | Search Menu
- 4 | Review Transactions
- 5 | Select Transaction to Void
- 6 | **Confirm Void**
- 7 | Void Captured
- 8 | Print Customer Receipt
- 9 | Void Complete



Step 6

Confirm Void

Press the **[F1]** key for Yes to confirm the void.

Steps

- 1 | Start the Void Transaction
- 2 | Select Void
- 3 | Search Menu
- 4 | Review Transactions
- 5 | Select Transaction to Void
- 6 | Confirm Void
- 7 | **Void Captured**
- 8 | Print Customer Receipt
- 9 | Void Complete



Step 7

Void Captured

The void is captured, and the merchant receipt will print.

Steps

- 1 | Start the Void Transaction
- 2 | Select Void
- 3 | Search Menu
- 4 | Review Transactions
- 5 | Select Transaction to Void
- 6 | Confirm Void
- 7 | Void Captured
- 8 | **Print Customer Receipt**
- 9 | Void Complete



Step 8

Print Customer Receipt

Press the green **[Enter]** key to print the customer receipt.

Steps

- 1 | Start the Void Transaction
- 2 | Select Void
- 3 | Search Menu
- 4 | Review Transactions
- 5 | Select Transaction to Void
- 6 | Confirm Void
- 7 | Void Captured
- 8 | Print Customer Receipt
- 9 | Void Complete



Step 9

Void Complete

The main menu screen is displayed.