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
4 | Review Transactions
5 | Select Transaction to Void
6 | Confirm Void
7 | Void Captured
8 | Print Customer Receipt
9 | Void Complete

Step 2
Select 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 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.