

VOIDED TRANSACTIONS

Tools > Reports > Transactions > Voiced Transactions

The Voiced Transactions report displays a list of your voided transactions in chronological order. For each transaction the report shows the name of the client, the amount, the payment type, and the reason for the void. You can also view the exact date and time when the void occurred, as well as the employee who processed the void. The last page of the report displays the total amount that was voided within the given date range. This report will help you monitor voiding practices within your business, which can assist with developing strategies to reduce the number of voids occurring.

Original Sale	Trans #	Client	Amount	Paid By	Operator (Terminal)	Void Reason
Voiced Transactions <div style="float: right; text-align: right;">  <p>Peppermint Park</p> </div>						
From		Tuesday, 1 March, 2016				
To		Monday, 1 August, 2016				
Time Period		154 Days (22.0 Weeks)			Peppermint Park	
Original Sale	Trans #	Client	Amount	Paid By	Operator (Terminal)	Void Reason
1/03/2016 11:20AM	2	Brooke James	\$105.00	Cash	Anna (AUSNB067)	
Voiced: 1/03/2016 12:59PM Trans # 13 by Anna (AUSNB067)						
		Blowdry	\$50.00		Lucy	
		Ladies Style Cut	\$55.00		Lucy	
10/03/2016 11:31AM	5	Brooke James	\$45.00	MasterCard	Anna (AUSNB067)	
Voiced: 5/04/2016 11:51AM Trans # 4 by Anna (AUSNB067)						
		Full Leg IPL	\$45.00		Katie	Wrong Service
21/03/2016 12:02PM	7	Patricia Lawson	\$55.00	Cash	Anna (AUSNB067)	
Voiced: 5/04/2016 11:49AM Trans # 3 by Anna (AUSNB067)						
		Ladies Style Cut	\$55.00		Anna	Wrong service
22/03/2016 11:58AM	1	Jessie Walker	\$50.00	Cash	Anna (AUSNB067)	
Voiced: 5/04/2016 11:48AM Trans # 2 by Anna (AUSNB067)						
		Rehydrating Facial	\$50.00		Anna	Wrong service
4/04/2016 12:12PM	6	Fiona Smith	\$30.00	EFTPOS	Anna (AUSNB067)	
Voiced: 5/04/2016 11:47AM Trans # 1 by Anna (AUSNB067)						
		Full Body Tan	\$30.00		Chris	Wrong service
1/07/2016 11:32AM	8	Claire Stevenson	\$75.00	Cash	Anna (AUSNB067)	
Voiced: 1/07/2016 11:45AM Trans # 16 by Anna (AUSNB067)						
		Crushed Blush Coral Reef	\$45.00		James	Wrong items processed
		Eyeliner Passion	\$0.00		James	
		Full Body Tan	\$30.00		Katie	
Total Amount Voided:			\$360.00			

ORIGINAL SALE
The date and time when the original transaction was processed.

VOIDED
This section shows the date and time when the void occurred, the transaction number of the void, the employee, and the terminal the void was processed on.

TRANS #
The transaction number of the original sale.

OPERATOR (TERMINAL)
The employee who processed the void, and the terminal they were logged into.

TRANSACTION EMPLOYEE
The employee associated with the original sale.

PAID BY
The payment type that was used.

AMOUNT
The amount that was voided in the transaction.

VOID REASON
The reason that was entered by the operator, explaining why the void occurred.

TOTAL AMOUNT VOIDED
The total amount that was voided in all the transactions listed.

ITEMS
The goods or services that were voided in the transaction.