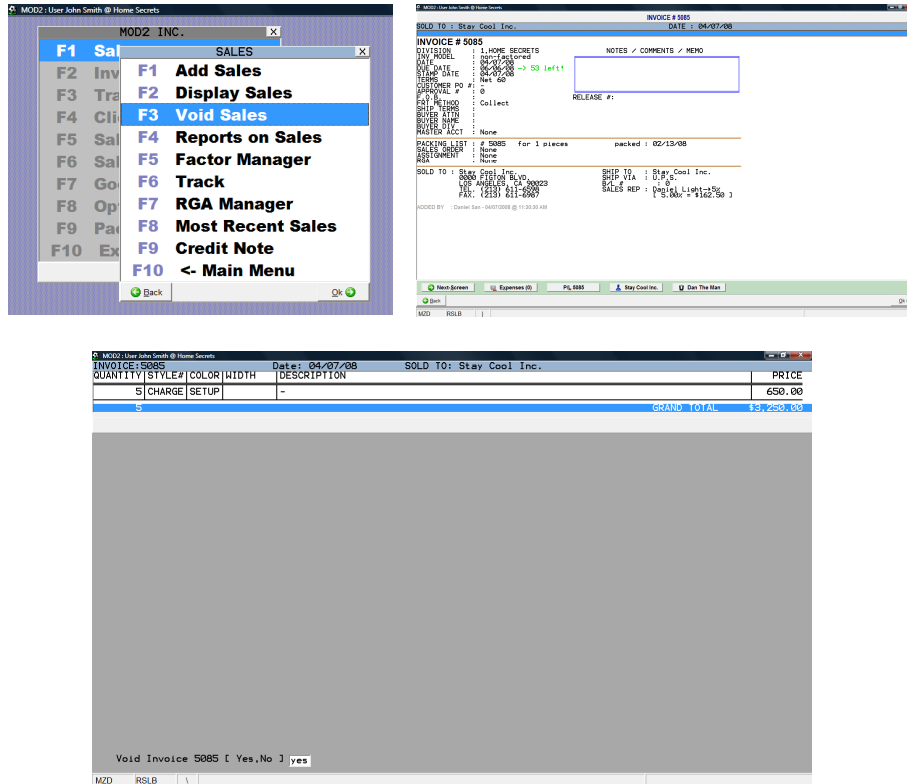


Voiding Notes is a feature in MOD2 that records information about why you are voiding a particular transaction. It allows you to specify who voided the transaction, who approved the voiding of the transaction, the reason why you are voiding it, and much more.

## Typical Uses:



## Procedure:

If you want to void a transaction, simply go to menu where you want to void your transaction, you will see the voiding confirmation where the system will ask you to complete the information before you void one transaction complete this data and confirm by saying yes. This data is for the internal purpose.

## Key Benefits:

Keeps complete information for the voided transaction.

You can easily trace and review who and why the transaction was voided

You can write additional notes and comments explaining the reason for voiding the transaction

May be printed for your records by pressing "P" on your key board

Useful to track and secure financial transaction such as Invoices and Credit Memos