Invoices can be voided in The MyBusiness App. The invoice must be voided before 10 PM EDT on the same day the invoice was created. Manual invoices cannot be voided.

Here's how to void an invoice:

- 1. After you've finalized an invoice, if you realize you need to void it, on the "Store Info" screen, tap on "View Sales History."
- 2. Then tap on the right-facing chevron (>) to the right of the invoice to go to the "Invoice Info" screen.
- 3. To void the invoice, tap on "Void" on the lower left. You'll be asked to confirm that you want to void the invoice.

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Sales	History	Invoice Info		≡	
WALN 5588 Litt	MART S le Debbie Pa	SUP 3835 arkway, Ooltewah, 1	ſN		
UPC	Product		Cost	Units	
LD BIG	PACKS				
4334	BP DONU	IT STICKS	. 34.58	13	
4335	BP PECA	N SPINS	42.56	16	
LD FAM	ILY PACK	S			
4101	OATMEAL	CRM PIE	29.70	22	
4102	HONEY B	UNS	13.50	10	
4120	NUTTY B	ARS	13.50	10	
4130	SWISS RO	DLLS	13.50	10	
4134	DONUT S	TICKS	16.20	12	
4172	PECAN S	PINWHEELS	32.10	15	
4411	APPLE FF	RUIT PIE	34.56	16	
4432	BAG MINI	FROSTED	14.20	10	
4442	MINI MFN	I BLBRY	33.48	18	
4455	GLZ MINI	DNTS-BG	18.46	13	
Sales Inv	oice # 80	6193001			
Total			\$296.34	165	
		7 Ca	ses / 89 Loos	e Units	
Void		Print	R	esend	

4. Tap "Yes" to void the invoice, and you will see the voided invoice listed under the store's "Sales History" screen.

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< Sales	s History	Invoice Info	0	=
WAL 5588 Lit	MART S	UP 3835 arkway, Ooltewah	I, TN	
UPC	Product		Cost	Units
LD BIG	PACKS			
4334	BP DONU	IT STICKS	34.58	13
4335	BP PECAI	N SPINS	42.56	16
LD FAI	MILY PACK	S		
4101		Confirm Vo	bid	22
4102	Are	e vou sure vou t	to void	10
4120		this invoice?	?	10
4130			_	10
4134	Ye	S	No	12
4172	PECAN S	PINWHEELS	32.10	15
4411	APPLE FF	UIT PIE	34.56	16
4432	BAG MINI	FROSTED	14.20	10
4442	MINI MFN	BLBRY	33.48	18
4455	GLZ MINI	DNTS-BG	18.46	13
Sales In	voice # 80	6193001		
Total			\$296.34	165
		7 C	Cases / 89 Loos	e Units
1623		Delet		
Void		Print	R	esend

5. To see all voided transactions, go to "Reports" from the Home Screen and tap on "Voided Invoices". Filter by Location, Start Date, and End Date to run the report.

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< Report	rts	Voided Invoice	=			
Location	1					
64210						
Start Da	te					
Thursda	ay, April 23,	, 2020				
End Date	е					
Today						
Date	Number	Store	Type	Amount		
05/06	8061930 01	WALMART SUP 3835	Void	\$296.34		
55/00	01	3835	Sale	\$230.34		
Print						

By default, all users will have this ability. Principal distributors can go into MyBusiness Permissions to turn off this feature for location operators if they choose.

Voiding invoices is an online only feature. When voiding an invoice, we do the following actions:

- Cancel Billing to the WD and store (if billing store)
- Create an opposite invoice for your records
- Re-apply inventory that had been adjusted out from original invoice