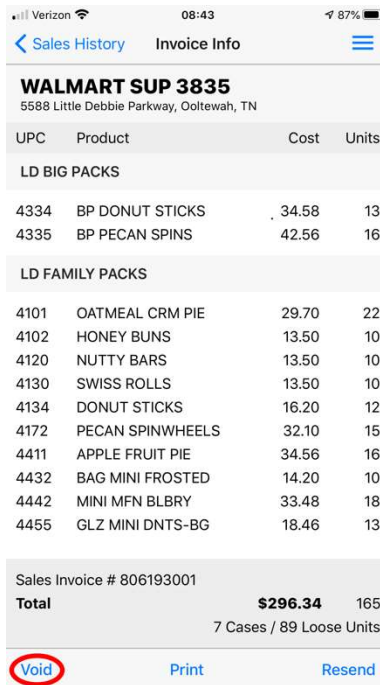


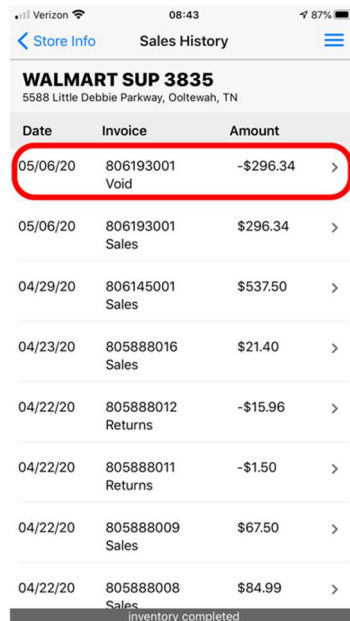
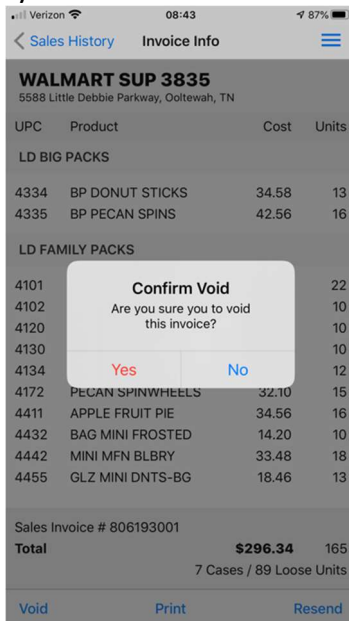
Invoices can be voided in The MyBusiness App. The invoice must be voided before 10 PM EDT on the same day the invoice was created. Manual invoices cannot be voided.

Here's how to void an invoice:

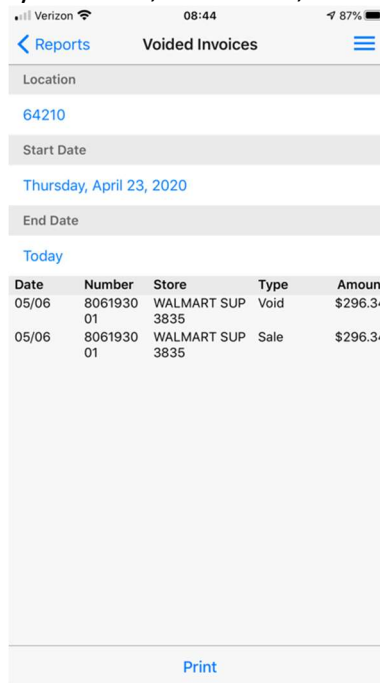
1. After you've finalized an invoice, if you realize you need to void it, on the "Store Info" screen, tap on "View Sales History."
2. Then tap on the right-facing chevron (>) to the right of the invoice to go to the "Invoice Info" screen.
3. To void the invoice, tap on "Void" on the lower left. You'll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



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



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.



Date	Number	Store	Type	Amount
05/06	8061930 01	WALMART SUP 3835	Void	\$296.34
05/06	8061930 01	WALMART SUP 3835	Sale	\$296.34

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