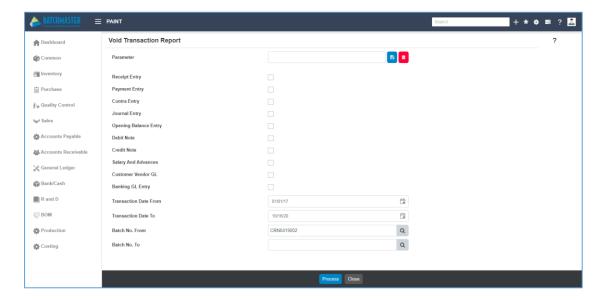
## 1.1.1 Void Transaction Report

Use this *Void Transaction* report to view the void transactions processed from the following screens:

- Receipt Entry
- Journal Entry
- Debit Note
- Payment Entry
- Opening Balance Entry
- Credit Note
- Contra Entry

Go To: General Ledger → GL Reports → Void Transaction Report.

Clicking on the Void Transaction Report option displays the Void Transaction Report window.



## 1.1.1.1 Generating a Void Transaction Report

- 1. Open the Void Transaction Report window.
- 2. Mark the screens in the *Filter Options* section from which transactions processed as void need to be reported.

- 3. Enter the transaction date range for filtering the data in the *Transaction Date From* and *Transaction Date To* fields.
- 4. Select the batch number range for which the report needs to be generated in the *Batch No. From* and *Batch No. To* fields.
- 5. Click the *Process* button to generate the report.

The system generates *Void Transaction Report* window.