

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.

The screenshot shows the 'Void Transaction Report' window in the BATCHMASTER application. The window has a dark blue header with the 'BATCHMASTER' logo and a 'PAINT' button. A sidebar on the left lists various modules: Dashboard, Common, Inventory, Purchase, Quality Control, Sales, Accounts Payable, Accounts Receivable, General Ledger, Bank/Cash, R and D, BOM, Production, and Costing. The main content area is titled 'Void Transaction Report' and features a 'Parameter' section with a list of transaction types and checkboxes: Receipt Entry, Payment Entry, Contra Entry, Journal Entry, Opening Balance Entry, Debit Note, Credit Note, Salary And Advances, Customer Vendor GL, and Banking GL Entry. Below the checkboxes are four input fields: 'Transaction Date From' (01/01/17), 'Transaction Date To' (10/16/20), 'Batch No. From' (CRND419002), and 'Batch No. To'. At the bottom of the window are 'Process' and 'Close' buttons.

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.