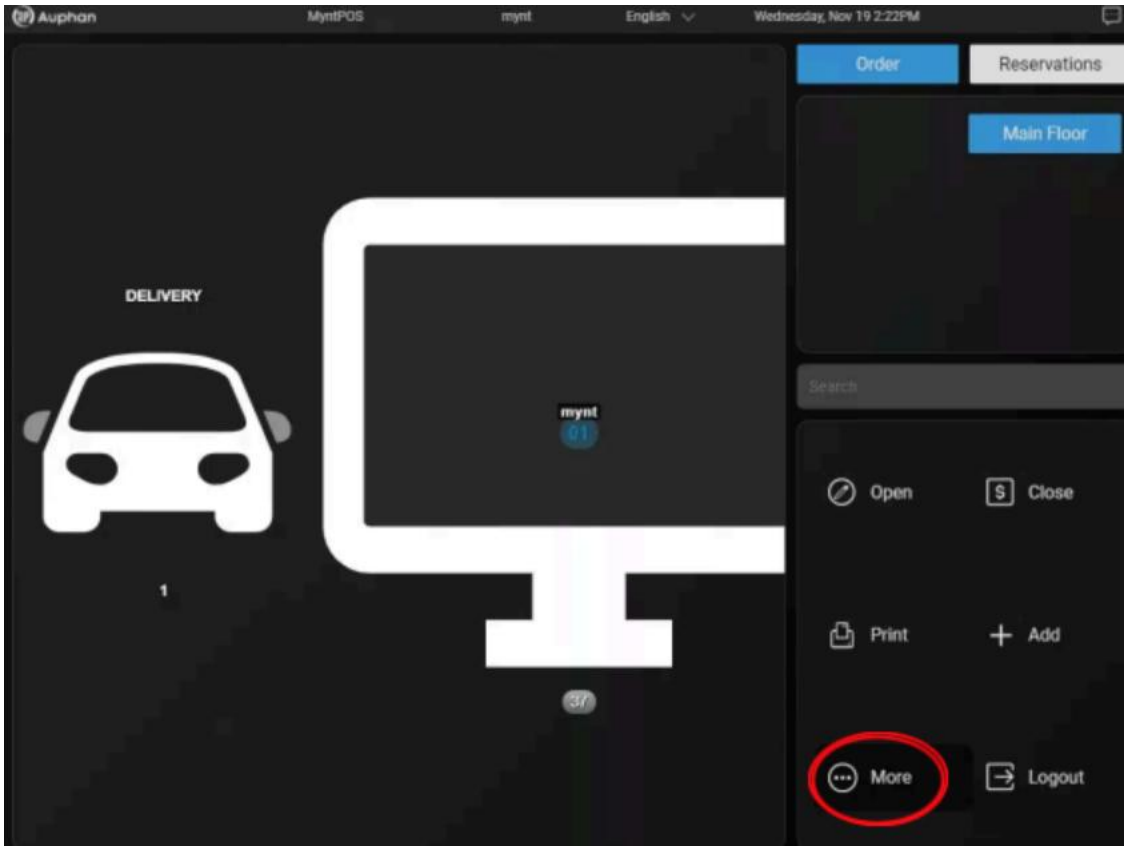
VOIDING A PAYMENT

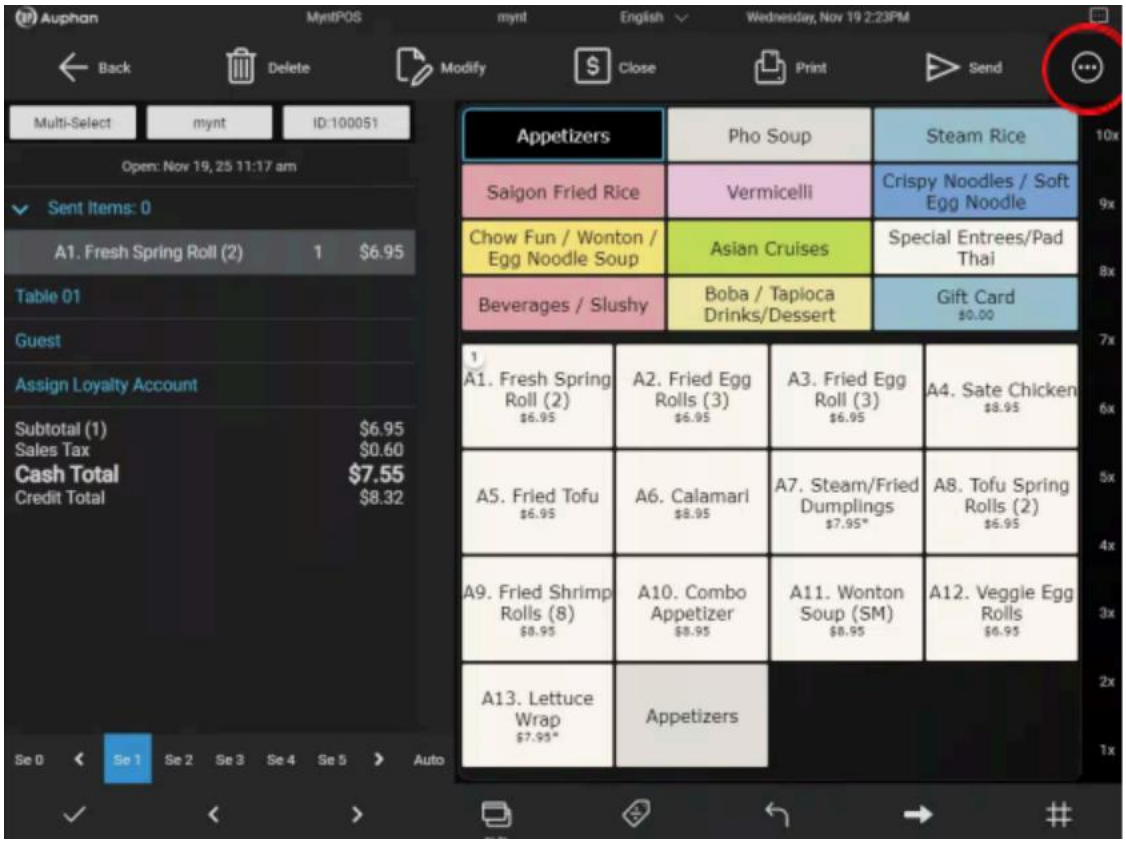
MYNT CORE & ENTERPRISE

This Is a step-by-step guide on how to void a payment in Mynt.

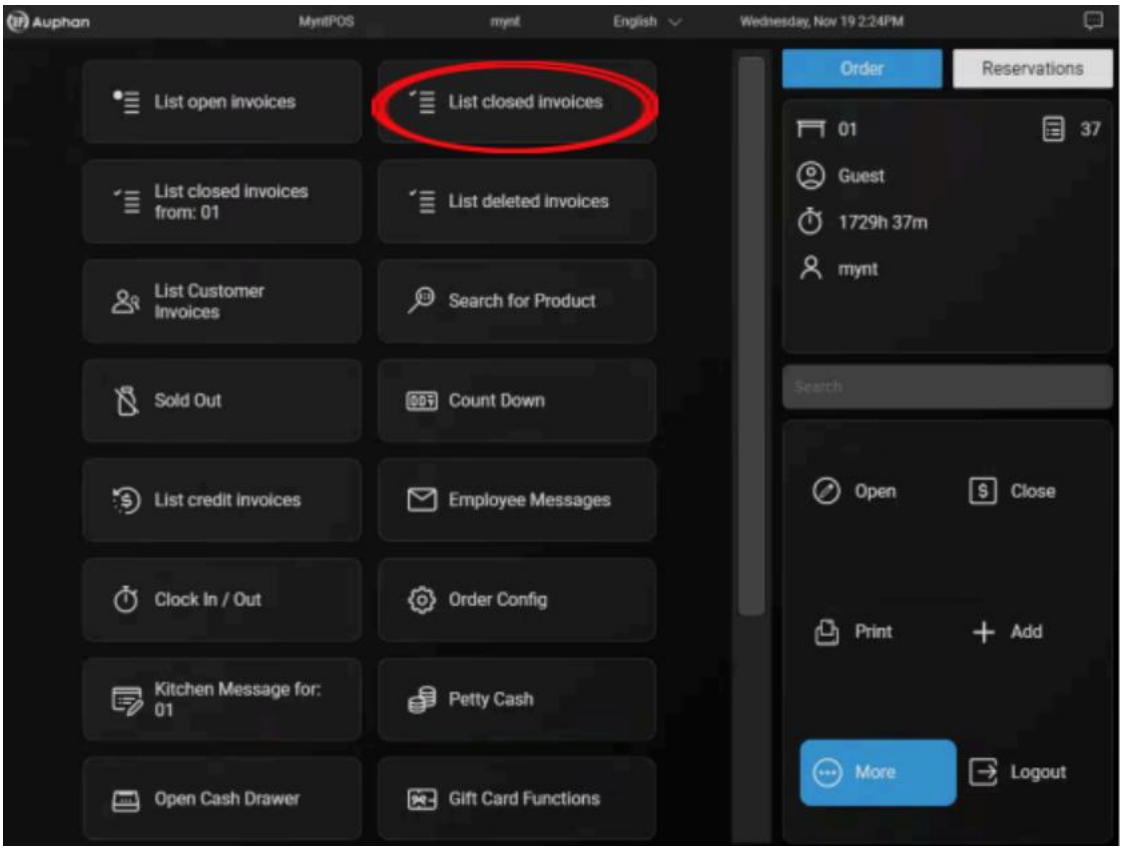
Locate the invoice you intend to void the payment on. Closed invoices can be found in the “More” section on the table map, or the ordering screen.



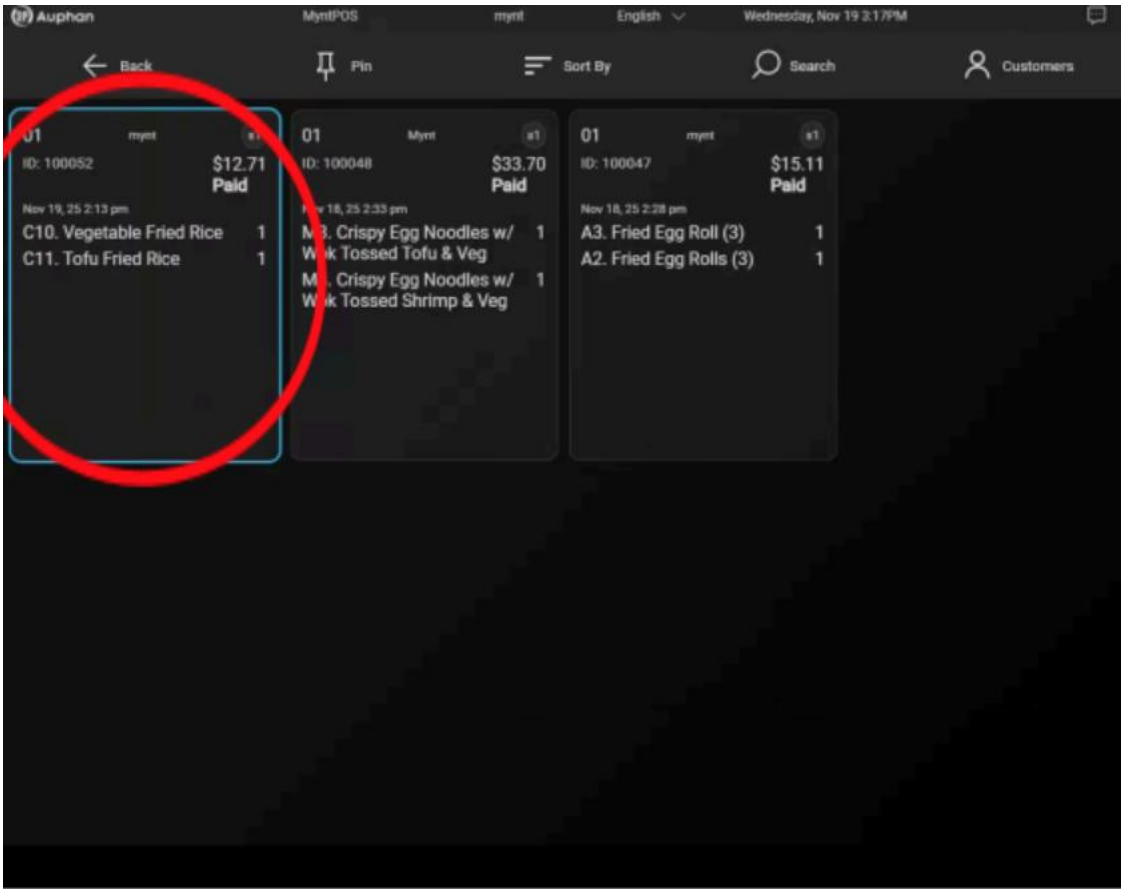
“More” on the table map screen.



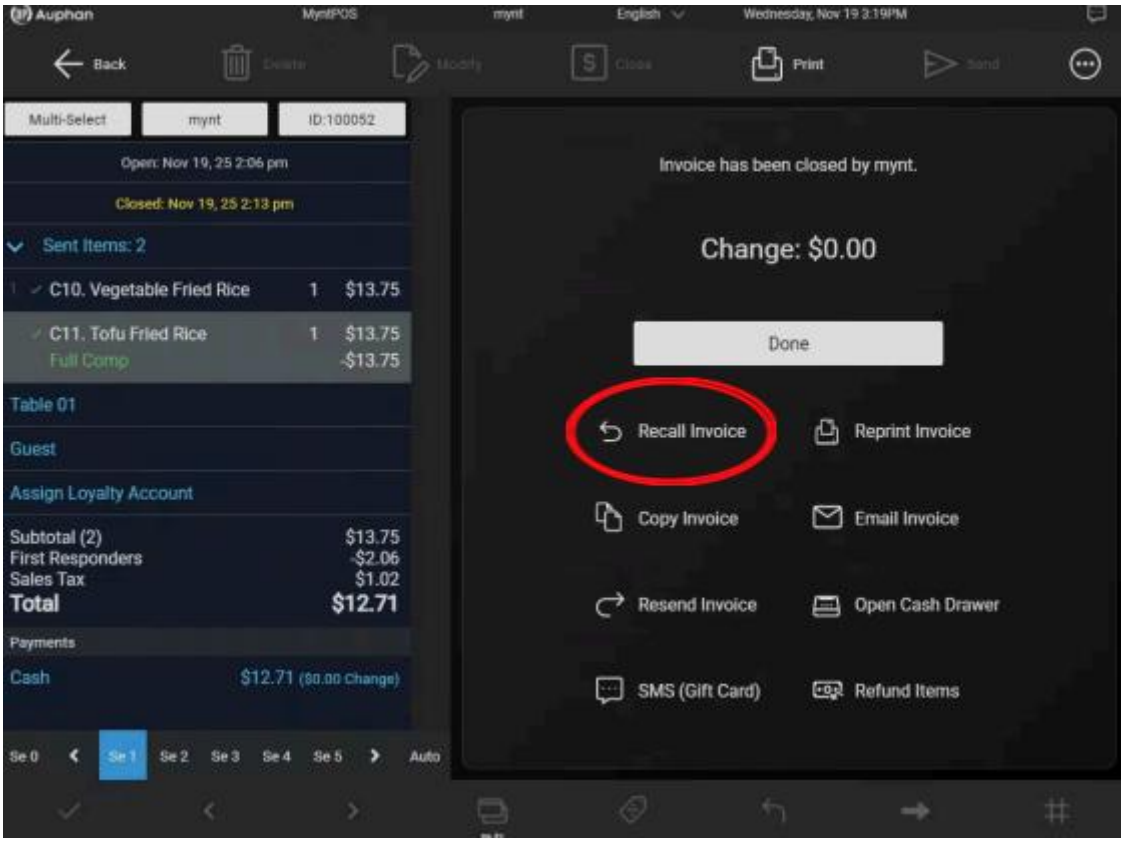
"More" on the order screen.



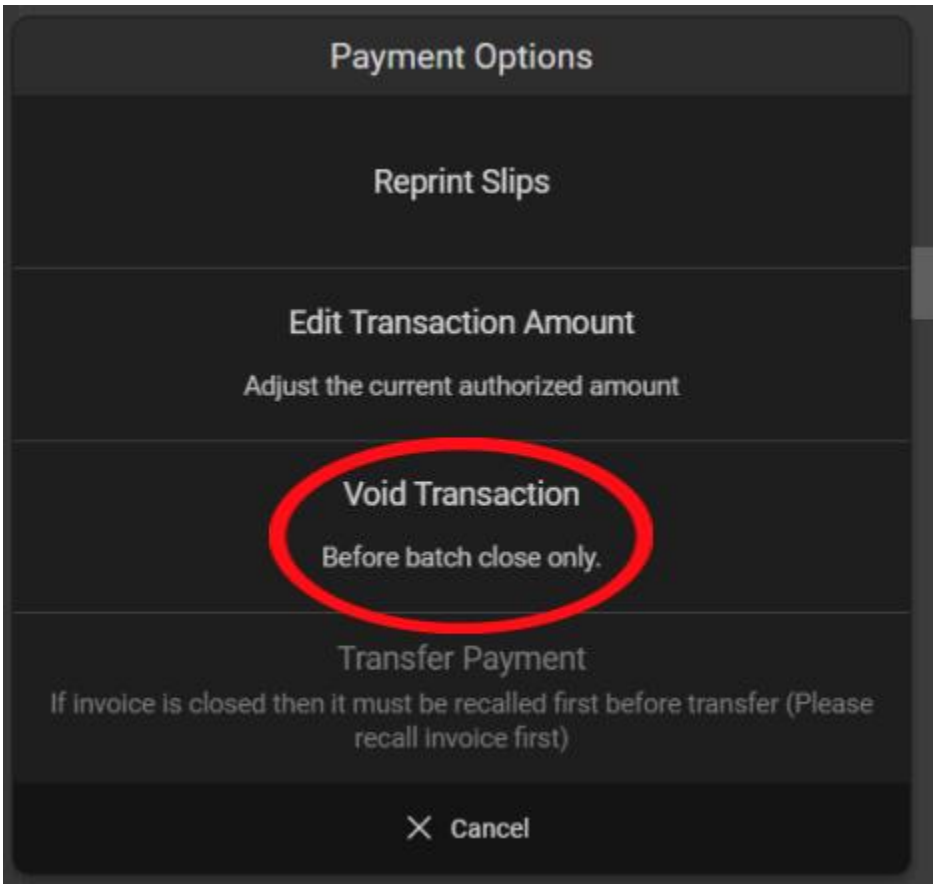
Open "List Closed Invoices".



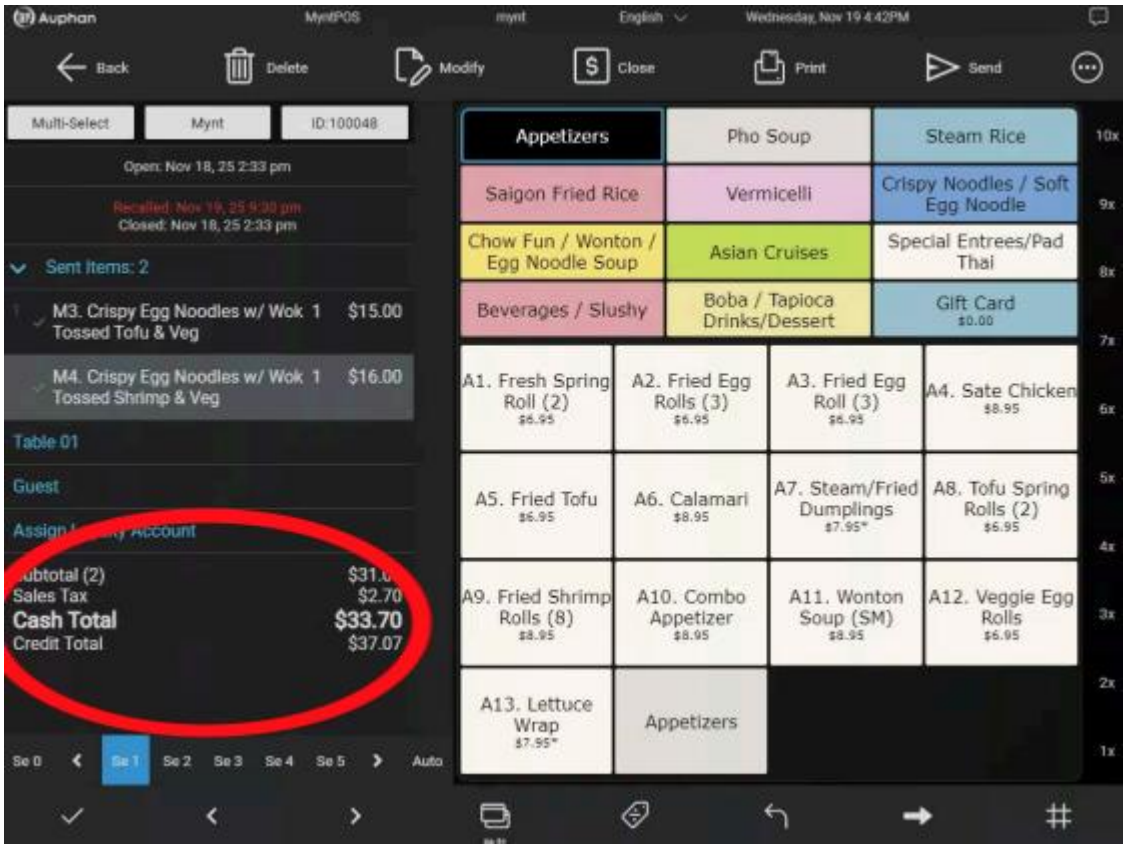
Scroll the list of closed invoices to find the invoice in question, or utilize the search function. Once the invoice has been located, tap on it to open.



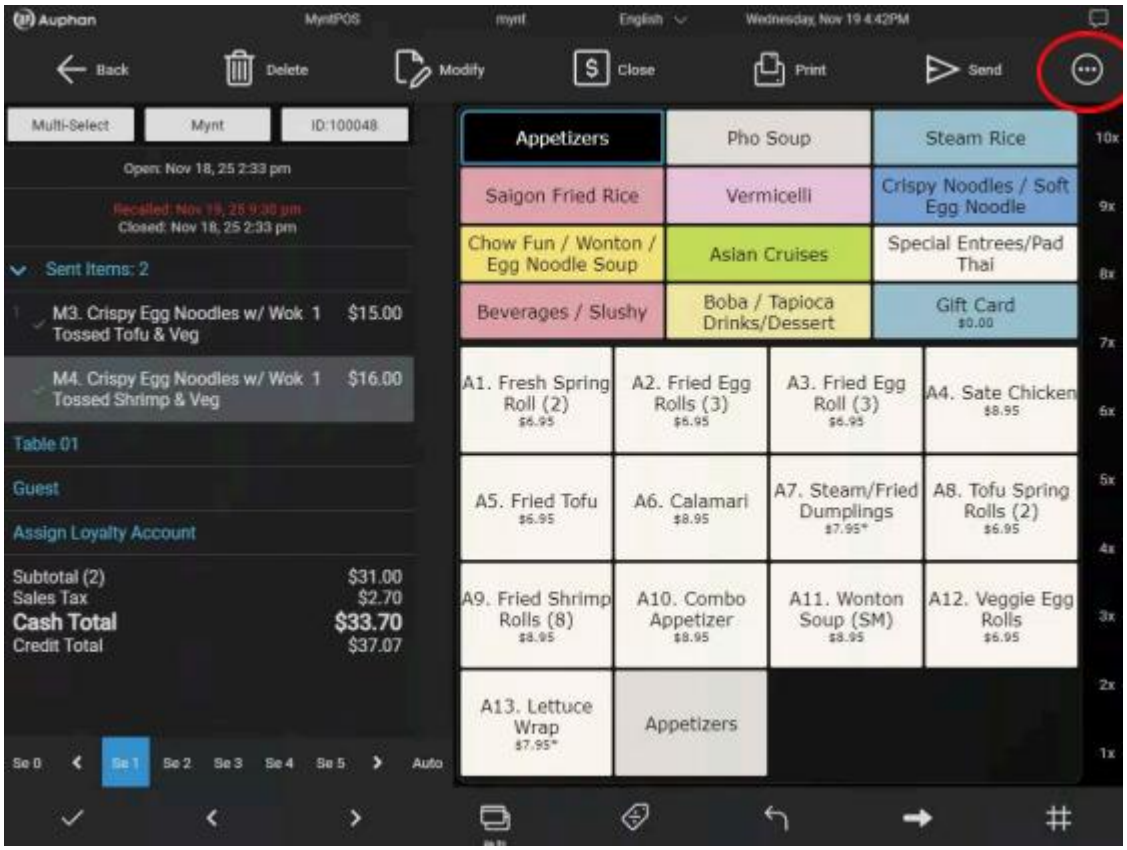
Press the "Recall Invoice" button. This takes it out of closed and calls it back into the open invoices.



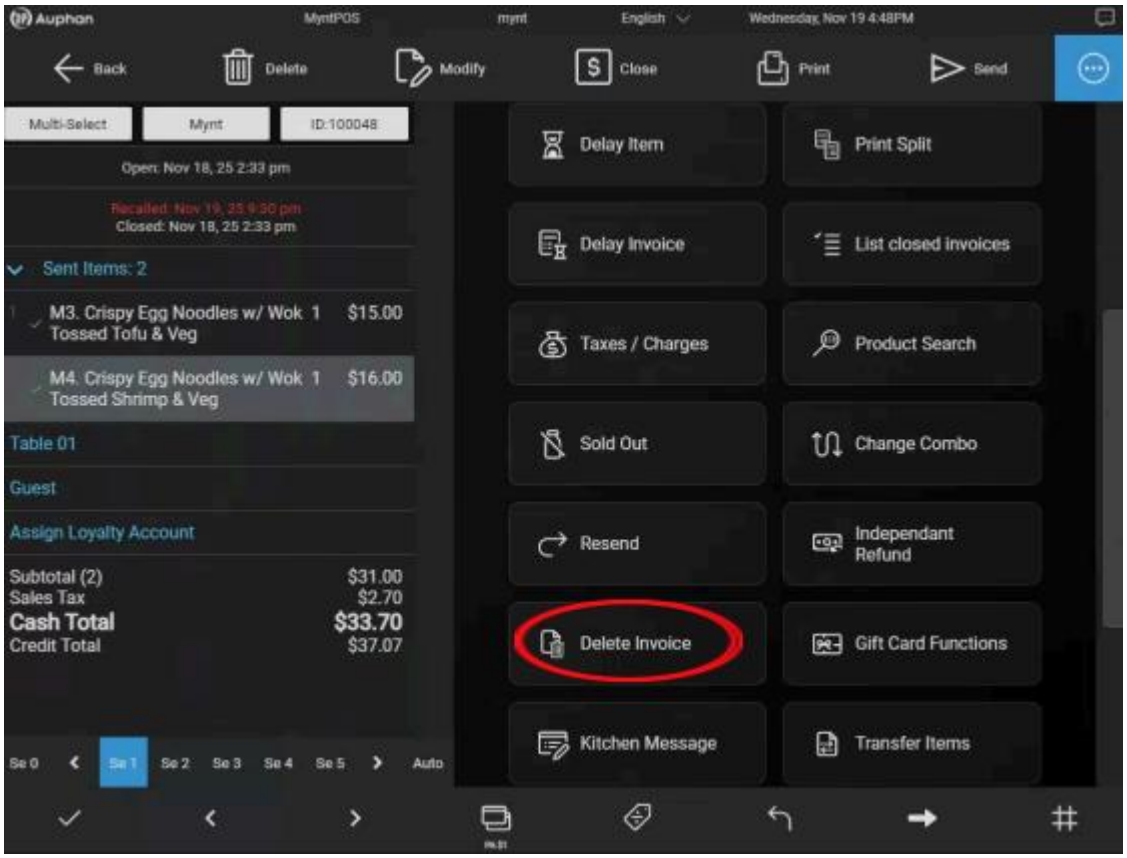
Once recalled, select the blue payment line to bring up the menu.



After the void processes, the payment line will be removed, meaning the void has gone through successfully.



After it is voided, delete the invoice by first pressing the three dots.



Select "Delete Invoice" and give a reason for the delete.

Congratulations!

You can now successfully void payments!