Sage Intacct minI-uSER Guide

Voiding Transactions

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This guide includes instructions on how to void payments within Sage Intacct using the Paya integration. Users can void payments when the batch is still open.

Navigate to **"Dashboard" > "Accounts Receivable" > "Invoices"**

Steps:

1. Click **"View"** on a posted transaction line item that you are ready to void.

Graphical user interface, application

Description automatically generated

1. Click **"Void Paya Payment"** in the top right hand of the screen.

Graphical user interface, text

Description automatically generated

1. A popup window will appear asking for confirmation that you would like to void the payment. Please confirm the void amount and select **“Yes”.**

Graphical user interface, text, application, email

Description automatically generated