Transaction Log Viewer
Voids/Refunds Report

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**Transaction Log Viewer: Voids/Refunds Report**

- The Voids/Refunds report will list all of the voids and/or refunds that occurred during a specified time period
- The report provides transaction details such as the clerk code, barcode, description, and amount of the void/refund

1. In the Transaction Log Viewer, **click** the **Transaction Reports** tab
   - The Transaction Log Viewer is accessed by clicking the **Till Apps & Parameters** icon
2. Click the **Item Reports** tab
3. Click the **Voids/Refunds** check box
4. Select the **Start Date** and **End Date** for the report
5. Click the **Print** button
6. Click the **Preview** check box to view the report without printing
   - It is best practice to preview all reports to ensure they contain the information you need before printing
7. Click the **OK** button
Transaction Log Viewer: Voids/Refunds Report (cont’d)

- The preview screen allows you to view the report without/prior to printing
- The preview below shows an example of a report that contains both Voids (V) and Refunds (R)

8. **Click** the **preview icons** to view the report:
   - [Zoom In](#) and [Zoom Out](#)
   - [Previous Page](#) and [Next Page](#)

9. **Click** the Exit ![button](#) to close the preview without printing
   - **OR**

10. **Click** the Print ![button](#) button to print a copy of the report

11. **Click** the OK button in the Print options window

12. **Click** the Exit ![button](#) button when complete