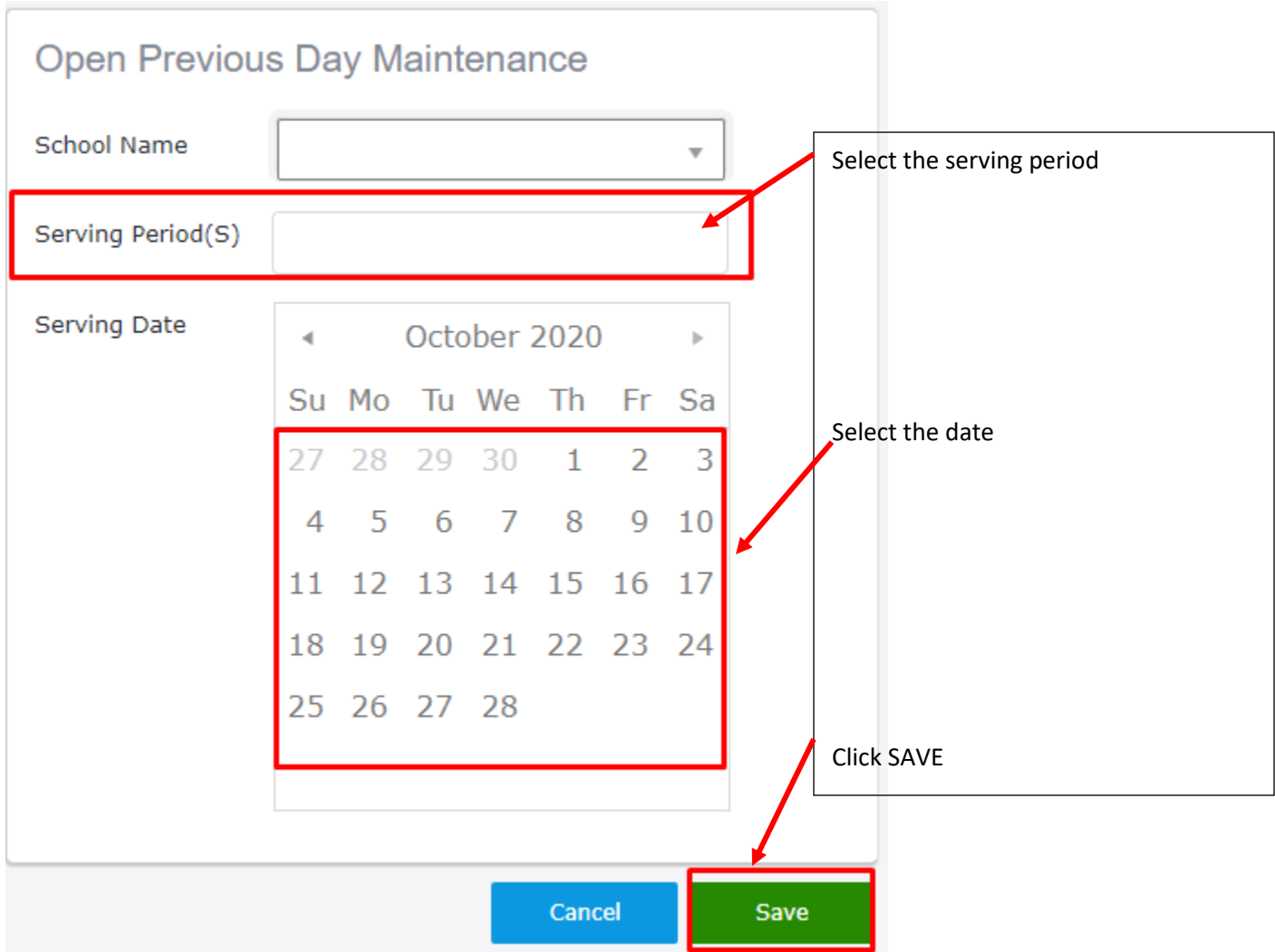


1. Click on End of Day



Open Previous Day Maintenance

School Name

Serving Period(S)

Serving Date

October 2020						
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Cancel Save

Select the serving period

Select the date

Click SAVE

4. Click on Review Transactions
5. Click the date where you need to void the transaction
6. Enter the student and click Display results
7. Double click on the student
8. Change transaction voided from NO to YES and Click Save

Transaction ID: 9847

Transaction Voided:

Serving Date: 11/22/2019 09:44AM Marked for Review:

User: cmarino

Menu Products

9. Close day