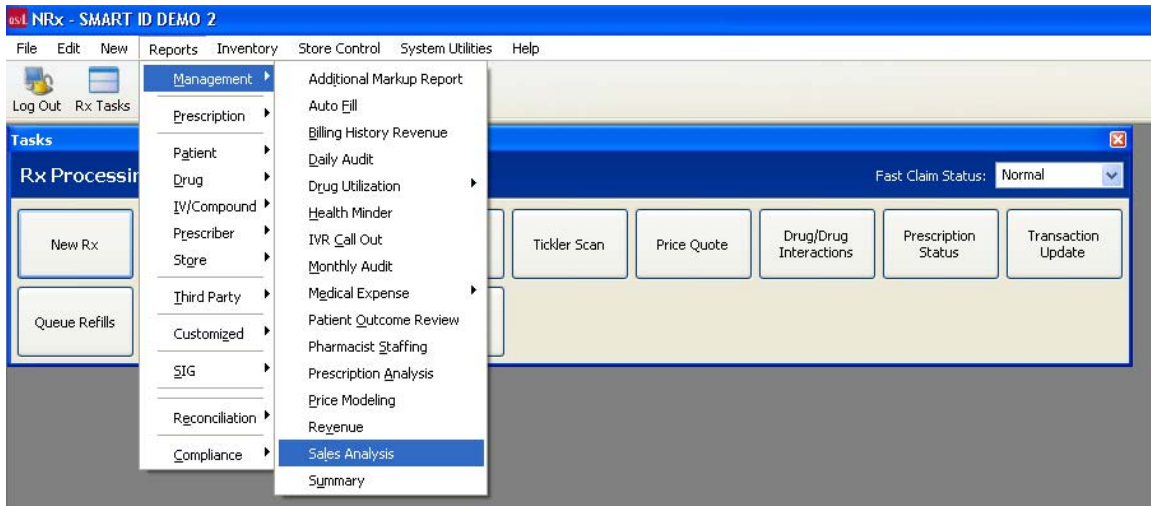
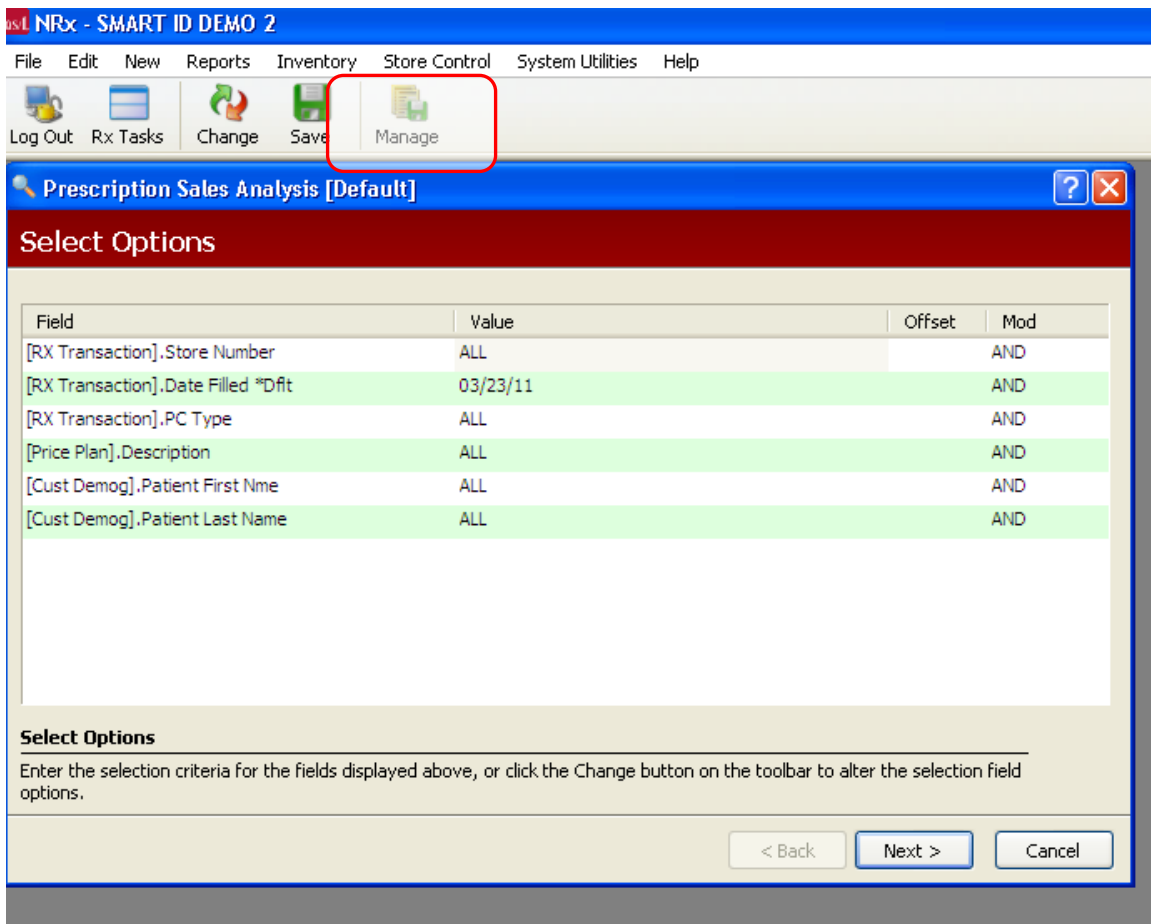


## How to run the VOIDING Report

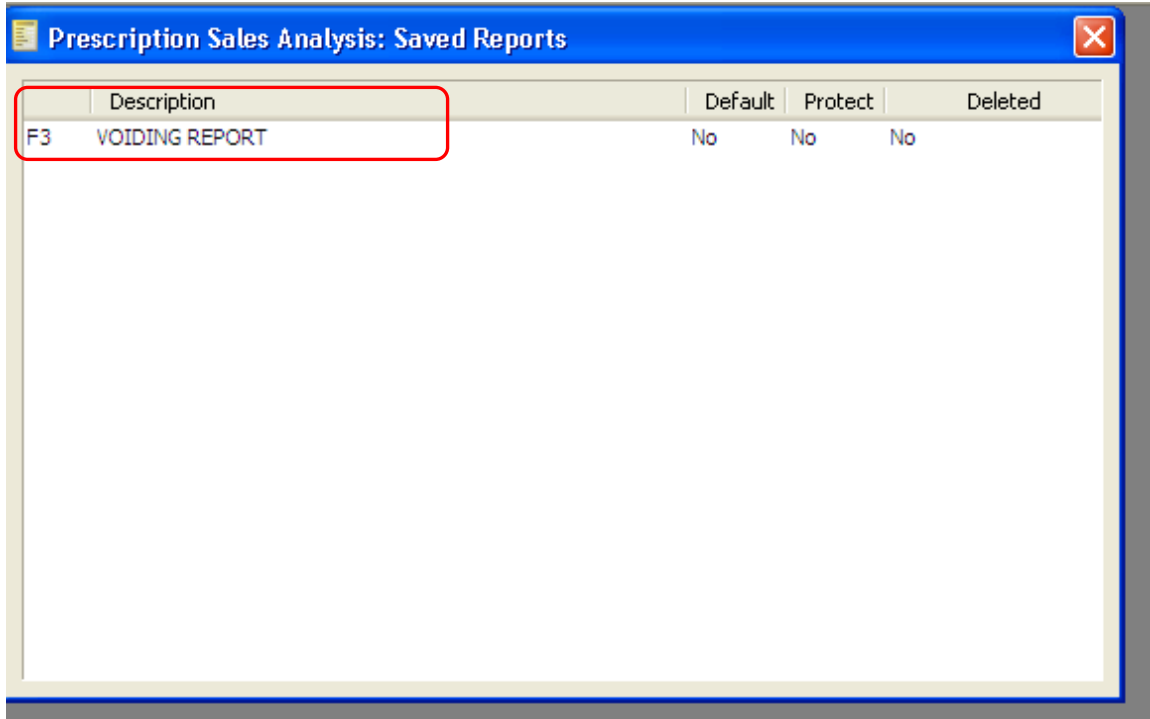
1. Go to Reports, Management, Sales Analysis



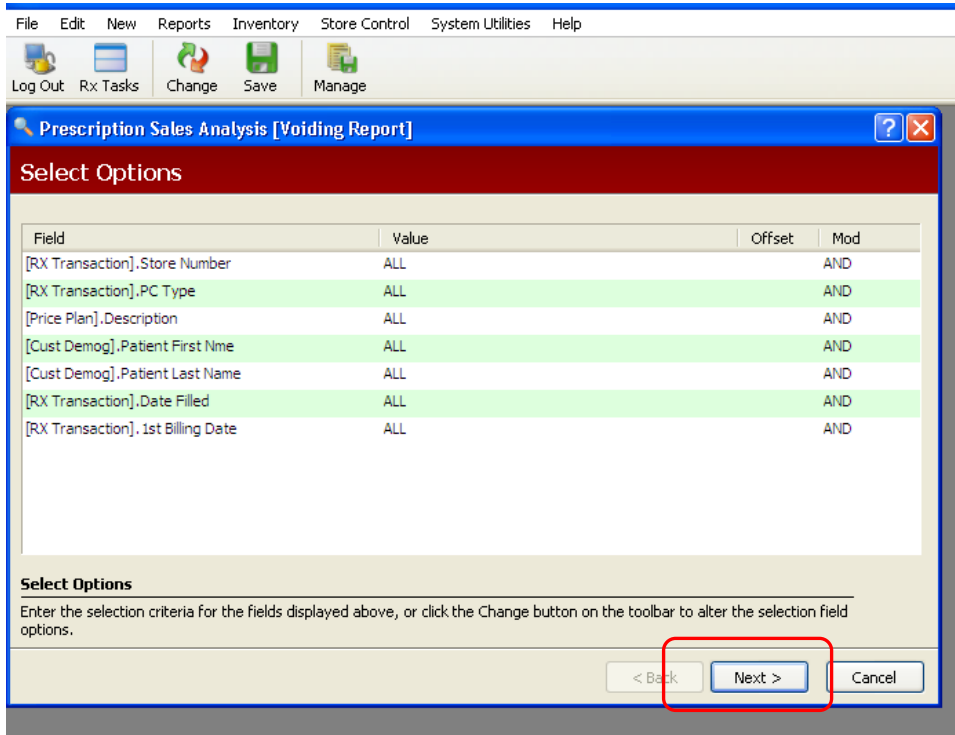
2. Click on Manage at the top of the screen.



3. Double click on the VOIDING Report

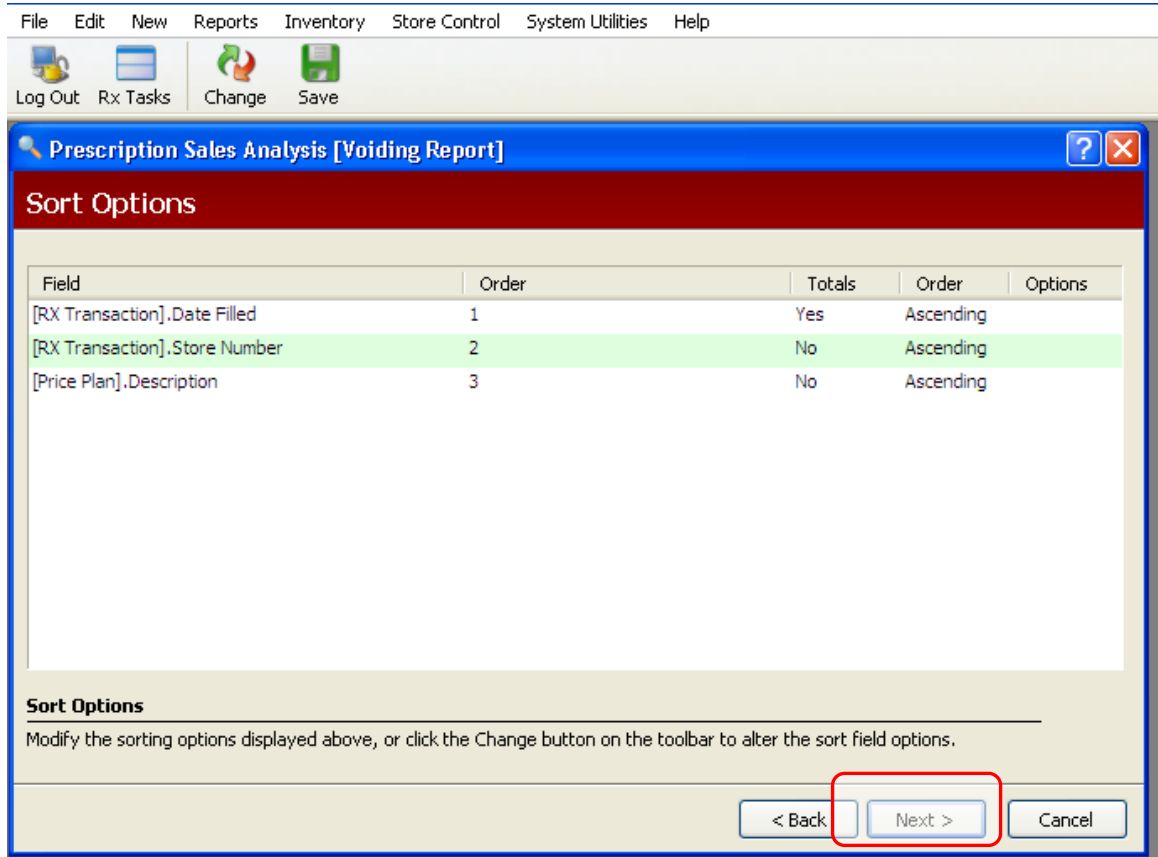


4. You do not need to change anything on the first screen. Click Next.



5. The following screen will pop up. You do not need to change anything on this screen. Click

## Next



6. The following screen will pop up. You do not need to change anything on this screen either. Click Finish.

File Edit New Reports Inventory Store Control System Utilities Help

Log Out Rx Tasks Save

### Prescription Sales Analysis [Voiding Report]

#### Print Option Values

Print Option	Value	Error Message
Prt Detail...?	YES	
Date Ranges..?		
Drg Cost Only?	NO	
Negative Mrgn?	ALL	
Sep Total Pg ?	NO	
Retail=Cop+Aju	YES	

**Print Option Values**  
Enter values for the print options above, or accept the defaults and continue.

< Back Finish Cancel

Your report will print all the scripts that need to be voided out of the Electronic Claims Log. It will look just like the Sales Analysis Report.

If you have any questions please call your Smart ID Works Account Manager.