



This should only be done to correct errors

Payments may be cancelled by superusers, but only on the same day that they were added. They may not be cancelled at a later date, as this would affect payment reporting, and may enable malicious activity.

In order to cancel a payment, the user must have superuser access rights, and the payment must either be a 'Manual' or 'Cash' payment. To cancel the payment, simply press the relevant button:

CARD: 01/12/2025 16:19 0.05 GBP ✓ MANUAL iconography

Cancel payment

CASH: 01/12/2025 16:19 0.02 GBP ✓ MANUAL iconography

Cancel payment

This will then alter the Sales Order:

CARD: 01/12/2025 16:19 0.05 GBP ✗ CANCELLED iconography

CASH: 01/12/2025 16:19 0.02 GBP ✓ MANUAL iconography

The user is then free to add further payments as required.

Cancelled payments are discounted from all payment reporting

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