

Business Process Procedures

1.50 VOID RECEIPTS

Overview These procedures walk an operator through the step-by-step process of voiding a receipt.

Key Points The Void Receipt process can be accomplished via two pages. One provides a secure view; the other is unsecured.

Void Receipts is a secured panel. It displays only those receipts entered by the Cashier making the selection. Supervisors will be able to view transactions they entered, as well as transactions their cashiers entered.

Void Receipts-All is an alternative way to void receipts. This is an unsecured view that displays all of the receipts entered for the Current Business Date.

Note The directions for Void Receipts and Void Receipts-All are exactly the same.

Navigation The navigation for the secure panel is:

[Main Menu](#) > [Student Financials](#) > [Cashiering](#) > [Cash Management](#) > [Void Receipts](#)

The navigation for the unsecured panel is:


[Main Menu](#) > [Student Financials](#) > [Cashiering](#) > [Cash Management](#) > [Void Receipts-All](#)

Detailed Directions

Step 1 Navigate to the Void Receipt-All page. A dialog window displays.

Void Receipts- All
Enter any information you have and click Search. Leave fields blank for a list of all values.


Find an Existing Value


Business Unit: 


Cashier's Office:

Description:

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

Enter **NV280** as the Business Unit or click  to lookup.

Enter the Cashier's Office name or click  to lookup, or click to search for a name. Do not enter anything in the description field. If you chose to search for the Cashier's Office name, then choose the appropriate value from the search results.

Step 2 The Void Receipts-All page displays.


Void Receipts - All

Business Unit: NV280 Business Date: 02/24/2006
 Cashier's Office: WOBO Woodbridge Business Office


First Receipt Seq Nbr: 1 Last Receipt Seq Nbr: 1
 Total Number of Receipts: 1 Seq 1 to 1

Void Code	GL Run	Status	Receipt Number	Register	Cashier	Total Amount	Time	Trans Type	ID
Void	N	Posted	80000156303	WO02	0370975	76.47	11:33:21AM	Stdnt Pymt	5012262

Step 3 Locate the receipt number you wish to void. Click **Void** to void the transaction.

Step 4 Enter a valid void reason in the Void Reason Code field or click  to lookup a valid code.

Enter Void Reason


*Void Reason Code: 


OK **Cancel**

Step 5 If the receipt voids successfully, you will be returned to **Student Payments** page. Click **Add** to re-enter the payment.


Student Payments

Add a New Value

Business Unit: 

Cashier's Office: 

Receipt Number:

ID: 

Add