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

Enter the Cashier’s Office name or click to lookup, or click Search 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.
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**Step 2** The Void Receipts-All page displays.

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

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

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