Business Process Procedures

2.15 REPRINT STUDENT RECEIPT

Overview

These procedures walk a cashier through the step-by-step process of reprinting a student receipt.

Key Points

The VCCS has modified the delivered receipt printing process to enhance performance. These instructions were developed for the modified process.

Navigation

Home > VCCS Custom > VCCS Student Financials > Student Receipt

It is strongly suggested that you add this navigation to your Favorites Menu.

Detailed Directions

Step 1

Navigate to the Post Student Payment page. A dialog window displays.

![Student Receipt Dialog Window]

Enter NV280 as the Business Unit or click to lookup.

If desired, enter the Cashier’s Office name or click to lookup a name. If you chose to search for the Cashier’s Office name, then choose the appropriate value from the search results.

If desired, enter a Receipt Number.

Enter the student’s EmplID in the ID field, or click to lookup.

Click Search.
Step 2  The search results appear.

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Cashier's Office</th>
<th>Receipt Number</th>
<th>Current Business Date</th>
<th>Cash Register ID</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>NV280</td>
<td>NC50</td>
<td>80600012491</td>
<td>03072005</td>
<td>1681638 NC50</td>
<td>43937151</td>
</tr>
<tr>
<td>NV280</td>
<td>NC50</td>
<td>80600012692</td>
<td>03072005</td>
<td>1681668 NC50</td>
<td>43937155</td>
</tr>
</tbody>
</table>

Step 3  Click the link for the receipt you wish to print. The receipt appears as a web page.
### STUDENT PAYMENT RECEIPT

**Date:** 06/03/2006  
**Time:** 10:30 AM  
**Transaction Date:** 03/07/2006  
**Transaction Time:** 8:12:17 AM

**ID:** 4003715  
**Telephone:** 703/323-2118  
**Receipt #:** 000000100451  
**Register:** NC01  
**Total:** $1.00

<table>
<thead>
<tr>
<th>Line Number</th>
<th>Amount</th>
<th>Description</th>
<th>Subject Area</th>
<th>Catalog Nbr</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$1.00</td>
<td>CASH</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ACCOUNT BALANCES**

After posting the payment on this receipt, the college shows you have the following balances:

<table>
<thead>
<tr>
<th>Account Term</th>
<th>Account Type</th>
<th>Account Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**MESSAGES**

Northern Virginia Community College  
6333 Little River Turnpike, Annandale, VA 22003

**Tender Messages**

**Test Cash Message**

**Target Messages**

**Test Target Message**

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**Step 4**  
Click to print.