



This module outlines how to void a student receipt. There are 2 ways to void a student receipt:

1. The receipt is voided by the cashier making the error
2. The receipt is voided by an authorized person, but not the cashier making the error

Note: Receipt errors can be made at the time of the transaction and corrections are made then. But also, transaction errors are noticed when trying to balance and close the register, before the transcript cashier office is closed. Corrections can also be made at this time.

Procedure 1

•Void Receipts - Cashier

Procedure 2

•Void Receipts - All

**Step 1a
Void Receipts-
Cashier**

Navigate to: Student Financials → Cashiering → Cash Management → Void Receipts - Cashier

Click **Search**.

The screenshot shows the 'Void Receipts' search interface. At the top right, there are links for 'New Window', 'Help', and a help icon. Below the title 'Void Receipts', there is a subtitle 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A yellow button labeled 'Find an Existing Value' is positioned above a search input field. Below this, there are three search criteria: 'Business Unit' with a dropdown set to '=' and a text field containing 'COLUM'; 'Cashier's Office' with a dropdown set to 'begins with' and an empty text field; and 'Description' with a dropdown set to 'begins with' and an empty text field. A 'Case Sensitive' checkbox is present and unchecked. At the bottom, there is a 'Search' button circled in green, a 'Clear' button, and links for 'Basic Search' and 'Save Search Criteria'.



Step 1b
Void Receipts-
Cashier

Click on any item in the correct line to auto fill the **Cashier's Office**.

[New Window](#) | [Help](#) |

Void Receipts
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: begins with

Description: begins with

Case Sensitive

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

Search Results
View All First 1-2 of 2 Last

Business Unit	Cashier's Office	Description
COLUM	MAIN	U of Missouri - Columbia
COLUM	TRNSCRPT	Transcripts



Step 1c
Void Receipts-
Cashier

Click the **Void** button beside the receipt to be voided.

[New Window](#) | [Help](#) | [Customize Page](#) |

Void Receipts

Business Unit: COLUM **Business Date:** 10/13/2008
Cashier's Office: MAIN U of Missouri-Columbia

First Receipt Seq Nbr: 3 **Last Receipt Seq Nbr:** 10
Total Number of Receipts: 8 Seq 3 to 10

[Customize](#) | [Find](#) |

<u>Void Code</u>	<u>GL Run</u>	<u>Status</u>	<u>Receipt Number</u>	<u>Register</u>	<u>Cashier</u>	<u>Total Amount</u>	<u>Time</u>	<u>Trans Type</u>	<u>ID</u>
Void	N	Processed	67727	1	GARMANL	10.00	8:57:54AM	Stdnt Pymt	01058362
Void	N	Processed	67728	1	GARMANL	20.00	9:10:21AM	Stdnt Pymt	01055478
Void	N	Processed	67729	1	GARMANL	10.00	9:25:50AM	Stdnt Pymt	02100250
Void	N	Processed	67730	1	GARMANL	10.00	9:31:57AM	Stdnt Pymt	01054476
Void	N	Processed	67731	1	GARMANL	10.00	9:34:28AM	Stdnt Pymt	02100383
Void	N	Processed	67732	1	GARMANL	10.00	12:02:35PM	Stdnt Pymt	01022332
Void	N	Processed	67733	1	GARMANL	10.00	12:03:43PM	Stdnt Pymt	01018062
Void	N	Processed	67734	1	GARMANL	30.00	12:04:42PM	Stdnt Pymt	01001385

Step 1d
Void Receipts-
Cashier

The **Enter Void Reason** screen pops up.

Click **Void Reason Code** for a list of the void reasons.
Click on any item in the correct line to auto fill the **Void Reason Code** field.

[New Window](#) | [Help](#) | [Customize Page](#) |

Enter Void Reason

*Void Reason Code:



[New Window](#) | [Help](#) |

Look Up Void Reason Code

SetID: COLUM
Void Reason Code: begins with

[Basic Lookup](#)

Search Results

View All First 1-4 of 4 Last -

Void Reason Code	Short Description
AMT	Amount Inc
ERR	Error
PWS	Wrong stdt
STU	St chg mnd

Step 1e
Void Receipts-
Cashier Click **OK**.

[New Window](#) | [Help](#) | [Customize Page](#) |

Enter Void Reason

*Void Reason Code:

Note: Clicking **OK** will take you to the **Student Payment** screen with the Student ID auto filled (from the voided entry) in the event you want to enter a new transaction.



The **Voided Receipt** can be seen by going back into Void Receipts – Cashier.

[New Window](#) | [Help](#) | [Customize Page](#) |

Void Receipts

Business Unit: COLUM **Business Date:** 10/13/2008
Cashier's Office: MAIN U of Missouri-Columbia

First Receipt Seq Nbr: 3 **Last Receipt Seq Nbr:** 11
Total Number of Receipts: 9 Seq 3 to 11

[Customize](#) | [Find](#) |

<u>Void Code</u>	<u>GL Run</u>	<u>Status</u>	<u>Receipt Number</u>	<u>Register</u>	<u>Cashier</u>	<u>Total Amount</u>	<u>Time</u>	<u>Trans Type</u>	<u>ID</u>
Void	N	Processed	67727	1	GARMANL	10.00	8:57:54AM	Stdnt Pymt	01058362
Void	N	Processed	67728	1	GARMANL	20.00	9:10:21AM	Stdnt Pymt	01055478
Void	ERR	Voided	67729	1	GARMANL	10.00	9:25:50AM	Stdnt Pymt	02100250
Void	N	Processed	67730	1	GARMANL	10.00	9:31:57AM	Stdnt Pymt	01054476
Void	N	Processed	67731	1	GARMANL	10.00	9:34:28AM	Stdnt Pymt	02100383
Void	N	Processed	67732	1	GARMANL	10.00	12:02:35PM	Stdnt Pymt	01022332
Void	N	Processed	67733	1	GARMANL	10.00	12:03:43PM	Stdnt Pymt	01018062
Void	N	Processed	67734	1	GARMANL	30.00	12:04:42PM	Stdnt Pymt	01001385
Void	N	Processed	67735	1	GARMANL	20.00	1:52:19PM	Stdnt Pymt	02100250

Return to Search Notify



Step 1a
Void Receipts-
All

Navigate to: Student Financials → Cashiering → Cash Management → Void Receipts - All

Click **Search**.

[New Window](#) | [Help](#) |

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: begins with

Description: begins with

Case Sensitive

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

Step 1b
Void Receipts-
Cashier

Click on any item in the correct line to auto fill the **Cashier's Office**.

[New Window](#) | [Help](#) |

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: begins with

Description: begins with

Case Sensitive

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

Search Results
View All First Last

Business Unit	Cashier's Office	Description
COLUM	MAIN	U of Missouri - Columbia
COLUM	TRNSCRPT	Transcripts



Step 1c
Void Receipts-
Cashier

Click the **Void** button beside the receipt to be voided.

[New Window](#) | [Help](#) | [Customize Page](#) |

Void Receipts - All

Business Unit: COLUM Business Date: 10/13/2008
 Cashier's Office: MAIN U of Missouri-Columbia

First Receipt Seq Nbr: 1 Last Receipt Seq Nbr: 11
 Total Number of Receipts: 11 Seq 1 to 11

Customize Find										
<u>Void Code</u>	<u>GL Run</u>	<u>Status</u>	<u>Receipt Number</u>	<u>Register</u>	<u>Cashier</u>	<u>Total Amount</u>	<u>Time</u>	<u>Trans Type</u>	<u>ID</u>	
<input type="button" value="Void"/>	N	Processed	67725	1	BROOKSK	10.00	10:23:34AM	Stdnt Pymt	12287169	
<input type="button" value="Void"/>	N	Processed	67726	1	BROOKSK	10.00	10:27:15AM	Stdnt Pymt	12287169	
<input type="button" value="Void"/>	N	Processed	67727	1	GARMANL	10.00	8:57:54AM	Stdnt Pymt	01058362	
<input type="button" value="Void"/>	N	Processed	67728	1	GARMANL	20.00	9:10:21AM	Stdnt Pymt	01055478	
<input type="button" value="Void"/>	ERR	Voided	67729	1	GARMANL	10.00	9:25:50AM	Stdnt Pymt	02100250	
<input type="button" value="Void"/>	N	Processed	67730	1	GARMANL	10.00	9:31:57AM	Stdnt Pymt	01054476	
<input type="button" value="Void"/>	N	Processed	67731	1	GARMANL	10.00	9:34:28AM	Stdnt Pymt	02100383	
<input type="button" value="Void"/>	N	Processed	67732	1	GARMANL	10.00	12:02:35PM	Stdnt Pymt	01022332	
<input type="button" value="Void"/>	N	Processed	67733	1	GARMANL	10.00	12:03:43PM	Stdnt Pymt	01018062	
<input type="button" value="Void"/>	N	Processed	67734	1	GARMANL	30.00	12:04:42PM	Stdnt Pymt	01001385	
<input type="button" value="Void"/>	N	Processed	67735	1	GARMANL	20.00	1:52:19PM	Stdnt Pymt	02100250	



Step 1d
Void Receipts-
All

The **Enter Void Reason** screen pops up.


Click **Void Reason Code**  for a list of the void reasons.

Click on any item in the correct line to auto fill the **Void Reason Code** field.

[New Window](#) | [Help](#) | [Customize Page](#) | 

Enter Void Reason

*Void Reason Code:

[New Window](#) | [Help](#) | 

Look Up Void Reason Code

SetID:

Void Reason Code:

[Basic Lookup](#)

Search Results

View All 1-4 of 4

Void Reason Code	Short Description
AMT	Amount Inc
ERR	Error
PWS	Wrong stdt
STU	St chg mnd

Step 1e
Void Receipts-
All

Click **OK**.

[New Window](#) | [Help](#) | [Customize Page](#) | 

Enter Void Reason

*Void Reason Code:

Note: Clicking **OK** will take you to the **Student Payment** screen with the Student ID auto filled (from the voided entry) in the event you want to enter a new transaction.



The **Voided Receipt** can be seen by going back into Void Receipts – All.

[New Window](#) | [Help](#) | [Customize Page](#) |

Void Receipts - All

Business Unit: COLUM **Business Date:** 10/13/2008
Cashier's Office: MAIN U of Missouri - Columbia

First Receipt Seq Nbr: 1 **Last Receipt Seq Nbr:** 11
Total Number of Receipts: 11 Seq 1 to 11

Void		GL Run	Status	Receipt Number	Register	Cashier	Total Amount	Time	Trans Type	ID
Void		N	Processed	67725	1	BROOKSK	10.00	10:23:34AM	Stdnt Pymt	12287169
Void	ERR	N	Voided	67726	1	BROOKSK	10.00	10:27:15AM	Stdnt Pymt	12287169
Void		N	Processed	67727	1	GARMANL	10.00	8:57:54AM	Stdnt Pymt	01058362
Void		N	Processed	67728	1	GARMANL	20.00	9:10:21AM	Stdnt Pymt	01055478
Void	ERR	N	Voided	67729	1	GARMANL	10.00	9:25:50AM	Stdnt Pymt	02100250
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Void		N	Processed	67731	1	GARMANL	10.00	9:34:28AM	Stdnt Pymt	02100383
Void		N	Processed	67732	1	GARMANL	10.00	12:02:35PM	Stdnt Pymt	01022332
Void		N	Processed	67733	1	GARMANL	10.00	12:03:43PM	Stdnt Pymt	01018062
Void		N	Processed	67734	1	GARMANL	30.00	12:04:42PM	Stdnt Pymt	01001385
Void		N	Processed	67735	1	GARMANL	20.00	1:52:19PM	Stdnt Pymt	02100250

Return to Search Notify

Congratulations! You have completed "Voiding a Student Receipt"