



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

You are automatically taken to the **Void Receipts** screen. 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: TRNSCRPT Transcripts

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


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



Step 1b
Void Receipts-
Cashier

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


Click **Void Reason Code**  for **Look Up Void Reason Code** screen which lists the void reasons.

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

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Enter Void Reason

*Void Reason Code:

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

Look Up Void Reason Code

SetID: COLUMN

Void Reason Code:

[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 cha mnd

Step 1c
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.

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Void Receipts

Business Unit: COLUM **Business Date:** 10/13/2008
Cashier's Office: TRNSCRPT Transcripts

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

Customize Find										
Void Code	GL Run	Status	Receipt Number	Register	Cashier	Total Amount	Time	Trans Type	ID	
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

You are automatically taken to the **Void Receipts** screen.
Click the **Void** button beside the receipt to be voided.

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Void Receipts - All

Business Unit: COLUM Business Date: 10/13/2008
 Cashier's Office: TRNSCRIPT Transcripts


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

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

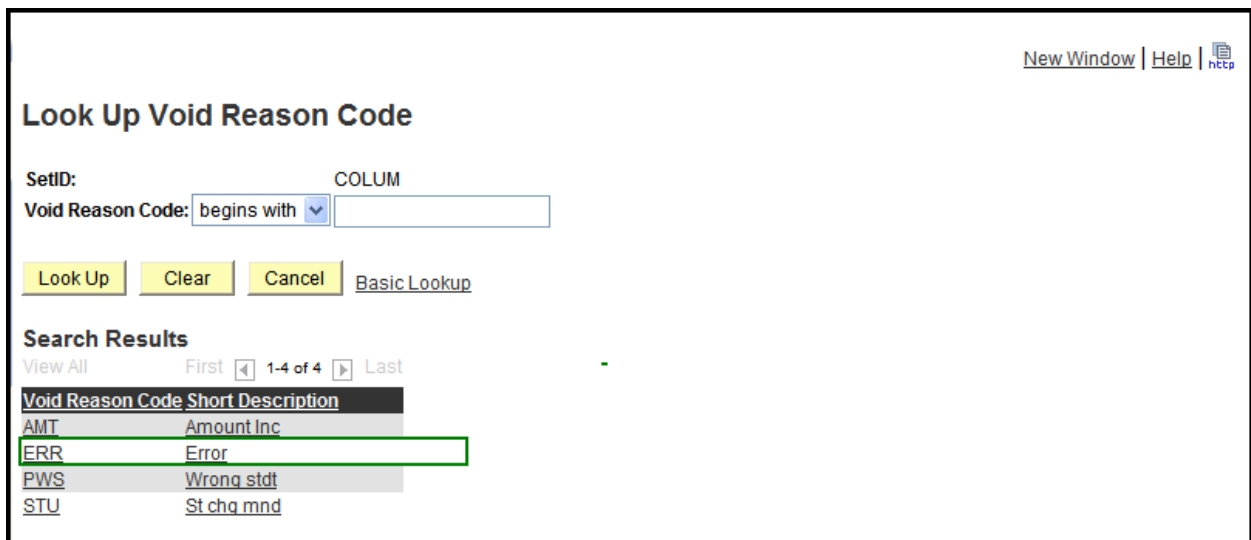


Step 1b
Void Receipts-
All

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Void Reason Code	Short Description
AMT	Amount Inc
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Step 1c
Void Receipts-
All

Click **OK**.





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: TRNSCRPT Transcripts

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

Customize Find										
Void Code	GL Run	Status	Receipt Number	Register	Cashier	Total Amount	Time	Trans Type	ID	
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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"