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

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**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.

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**Void Receipts**

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

<table>
<thead>
<tr>
<th>Void Code</th>
<th>GL Run</th>
<th>Status</th>
<th>Receipt Number</th>
<th>Register</th>
<th>Cashier</th>
<th>Total Amount</th>
<th>Time</th>
<th>Trans Type</th>
<th>ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Void</td>
<td>N</td>
<td>Processed</td>
<td>67727 1</td>
<td>GARMANL</td>
<td>10.00</td>
<td>8:57:54AM</td>
<td>Stnt Pymt</td>
<td>01058302</td>
<td></td>
</tr>
<tr>
<td>Void</td>
<td>N</td>
<td>Processed</td>
<td>67728 1</td>
<td>GARMANL</td>
<td>20.00</td>
<td>9:10:21AM</td>
<td>Stnt Pymt</td>
<td>01055478</td>
<td></td>
</tr>
<tr>
<td>Void</td>
<td>N</td>
<td>Processed</td>
<td>67729 1</td>
<td>GARMANL</td>
<td>10.00</td>
<td>9:25:50AM</td>
<td>Stnt Pymt</td>
<td>02100250</td>
<td></td>
</tr>
<tr>
<td>Void</td>
<td>N</td>
<td>Processed</td>
<td>67730 1</td>
<td>GARMANL</td>
<td>10.00</td>
<td>9:31:57AM</td>
<td>Stnt Pymt</td>
<td>01054476</td>
<td></td>
</tr>
<tr>
<td>Void</td>
<td>N</td>
<td>Processed</td>
<td>67731 1</td>
<td>GARMANL</td>
<td>10.00</td>
<td>9:34:28AM</td>
<td>Stnt Pymt</td>
<td>02100383</td>
<td></td>
</tr>
<tr>
<td>Void</td>
<td>N</td>
<td>Processed</td>
<td>67732 1</td>
<td>GARMANL</td>
<td>10.00</td>
<td>12:02:35PM</td>
<td>Stnt Pymt</td>
<td>01022332</td>
<td></td>
</tr>
<tr>
<td>Void</td>
<td>N</td>
<td>Processed</td>
<td>67733 1</td>
<td>GARMANL</td>
<td>10.00</td>
<td>12:03:43PM</td>
<td>Stnt Pymt</td>
<td>01018082</td>
<td></td>
</tr>
<tr>
<td>Void</td>
<td>N</td>
<td>Processed</td>
<td>67734 1</td>
<td>GARMANL</td>
<td>30.00</td>
<td>12:04:42PM</td>
<td>Stnt Pymt</td>
<td>01001385</td>
<td></td>
</tr>
</tbody>
</table>
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.

Step 1c Void Receipts - Cashier

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 – Cashier.
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.
Step 1b Void Receipts - All

The Enter Void Reason screen pops up.

Click Void Reason Code for the 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.

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.

Congratulations! You have completed "Voiding a Student Receipt"