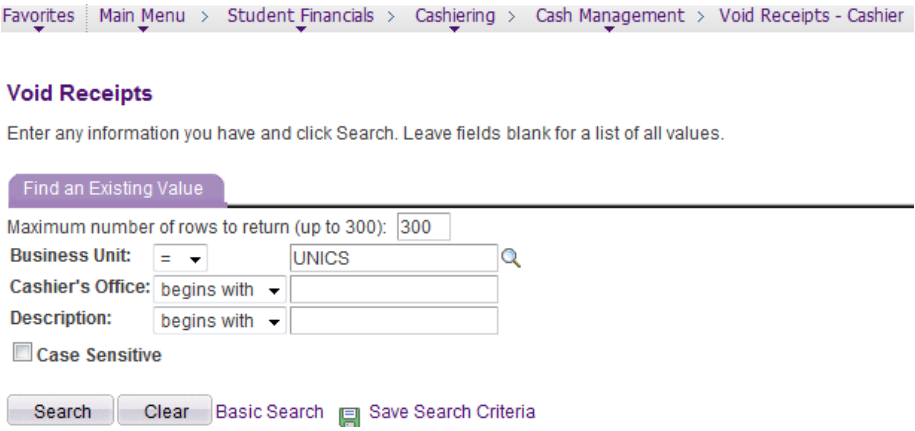
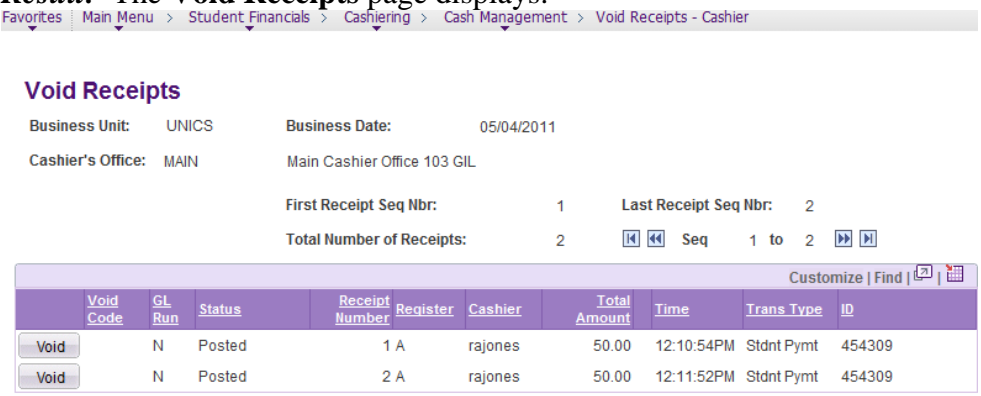


Voiding Transaction Receipts

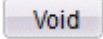



Purpose: Receipts can be voided for the open business day. Processed or even posted receipts may become invalid. A cashier could make a mistake when creating a receipt; in this case, the Cashiering feature enables you to void a receipt. Two examples:

- Payment was entered twice, you need to void one payment
- Payment was entered incorrectly, you need to void and re-enter correct payment

The following instructions describe how to void a transaction receipt.

Step	Action																														
1.	<p>Begin by navigate to the Void Receipts page: Main Menu > Student Financials > Cashiering > Cash Management > Void Receipts-Cashier</p> 																														
2.	Enter or select Business Unit = UNICS (this may default)																														
3.	<p>Click the Search button.</p> <p>Result: The Void Receipts page displays.</p>  <table border="1" data-bbox="365 1640 1323 1774"> <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>Posted</td> <td>1 A</td> <td></td> <td>rajones</td> <td>50.00</td> <td>12:10:54PM</td> <td>Stdnt Pymt</td> <td>454309</td> </tr> <tr> <td>Void</td> <td>N</td> <td>Posted</td> <td>2 A</td> <td></td> <td>rajones</td> <td>50.00</td> <td>12:11:52PM</td> <td>Stdnt Pymt</td> <td>454309</td> </tr> </tbody> </table> <p>Return to Search Notify</p>	Void Code	GL Run	Status	Receipt Number	Register	Cashier	Total Amount	Time	Trans Type	ID	Void	N	Posted	1 A		rajones	50.00	12:10:54PM	Stdnt Pymt	454309	Void	N	Posted	2 A		rajones	50.00	12:11:52PM	Stdnt Pymt	454309
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Step	Action																														
4.	<p>Click the Void button next to the receipt that you want to void.</p>  <p>Result: The Enter Void Reason page displays.</p> <p>Enter Void Reason</p> <p>*Void Reason Code: <input type="text"/> </p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>																														
5.	<p>Enter or select the appropriate reason in the Void Reason Code field.</p> <p>Values: ERR – Error, ADM – Administrative Decision</p>																														
6.	<p>Click the OK button.</p> <p>Result: Once you enter a void reason, the system returns to the Student Payments page, so that you may enter the payment correctly (in the event that it was a mistake). If you are voiding a duplicate, no further action is necessary.</p>																														
7.	<p>To verify the void was processed, return to the Void Receipts – Cashier page. The result should be: The system voids the receipt, makes the Void button unavailable, and displays the Void Code representing the void reason that you entered.</p> <p>Void Receipts</p> <p>Business Unit: UNICS Business Date: 05/04/2011 Cashier's Office: MAIN Main Cashier Office 103 GIL</p> <p>First Receipt Seq Nbr: 1 Last Receipt Seq Nbr: 2 Total Number of Receipts: 2  Seq 1 to 2 </p> <table border="1"> <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><input type="button" value="Void"/></td> <td>N</td> <td>Posted</td> <td>1 A</td> <td></td> <td>rajones</td> <td>50.00</td> <td>12:10:54PM</td> <td>Stdnt Pymt</td> <td>454309</td> </tr> <tr> <td><input type="button" value="Void"/></td> <td>ERR</td> <td>N</td> <td>Voided</td> <td>2 A</td> <td>rajones</td> <td>50.00</td> <td>12:11:52PM</td> <td>Stdnt Pymt</td> <td>454309</td> </tr> </tbody> </table>	Void Code	GL Run	Status	Receipt Number	Register	Cashier	Total Amount	Time	Trans Type	ID	<input type="button" value="Void"/>	N	Posted	1 A		rajones	50.00	12:10:54PM	Stdnt Pymt	454309	<input type="button" value="Void"/>	ERR	N	Voided	2 A	rajones	50.00	12:11:52PM	Stdnt Pymt	454309
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