

Voiding Receipts by Cashier

Path: Main Menu > Campus Solutions > Student Financials > Cashiering > Cash Management > Void Receipts -Cashier

1. Type "FSCJ1" in the **Business Unit** box or click on the magnifying glass to select it
2. Type your location in the **Cashier's Office** box
3. Click on the **Search** button

Void Receipts
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit: = FSCJ1

Cashier's Office: begins with

Description: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

4. Click the **Void** button next to the receipt that you want to void

Void Receipts

Business Unit: FSCJ1 Business Date: 06/22/2017
 Cashier's Office: NORTH North Campus
 First Receipt Seq Nbr: 1 Last Receipt Seq Nbr: 1
 Total Number of Receipts: 1 Seq 1 to 1

Void Code	GL Run	Status	Receipt Number	Register	Cashier	Total Amount	Time	Trans Type	ID
Void	N	Posted	53	REG01	10XXXXX	25.00	5:49:30PM	Stdnt Pymt	3XXXXXX

5. Type the **Void Code Reason** in the box, or click on the magnifying glass to search for and select the reason code
6. Click **OK**.

Enter Void Reason

*Void Reason Code:

OK Cancel

Search Results

Void Reason Code	Short Description
CIE	Cash Error
PME	Pmt Method
WAM	Wrong Amt
WST	Wrong Stu

The status of the receipt will show "Voided"

Void Code	GL Run	Status	Receipt Number	Register	Cashier	Total Amount	Time	Trans Type	ID	
Void	CIE	N	Voided	53	REG01	10XXXXX	25.00	5:49:30PM	Stdnt Pymt	3XXXXXX