Void Receipts

1. Click the **Student Financials** link.
2. Click the **Cashiering** link.
3. Click the **Cash Management** link.
4. Click the **Void Receipts - Cashier** link.
5. If your User Defaults are set, your Business Unit will enter by default in the *Business Unit* field. If not, you can enter or look up the appropriate Business Unit.
6. Click on the appropriate *Business Unit* to select it.
7. Click the **Search** button.
8. On the **Void Receipts** look up page, click on the appropriate *Cashier’s Office* to select it.
9. On the **Void Receipts** page, click the **Void** button adjacent to the Receipt you wish to void.
10. On the **Enter Void Reason** page, click the Look up **Void Reason Code** icon.
11. Click on the appropriate Void Reason to select it.
12. Click the **OK** button.
13. **End of Procedure.**