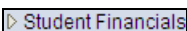
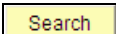


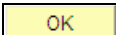


## Voiding Receipts

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