



<b>File Name</b>	<b>Voiding Receipts.doc</b>
<b>Version</b>	<b>8.9</b>
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<b>Last Changed by</b>	<b>ASDS</b>
<b>Status</b>	<b>FINAL</b>

## **Voiding Receipts**

### **Concept**

It is possible for a processed or even a posted receipt to become invalid. A cashier could make a mistake when creating a receipt, a student's check could bounce, or an organization could stop payment on a check. In these cases, the Cashiering feature enables you to void a receipt.

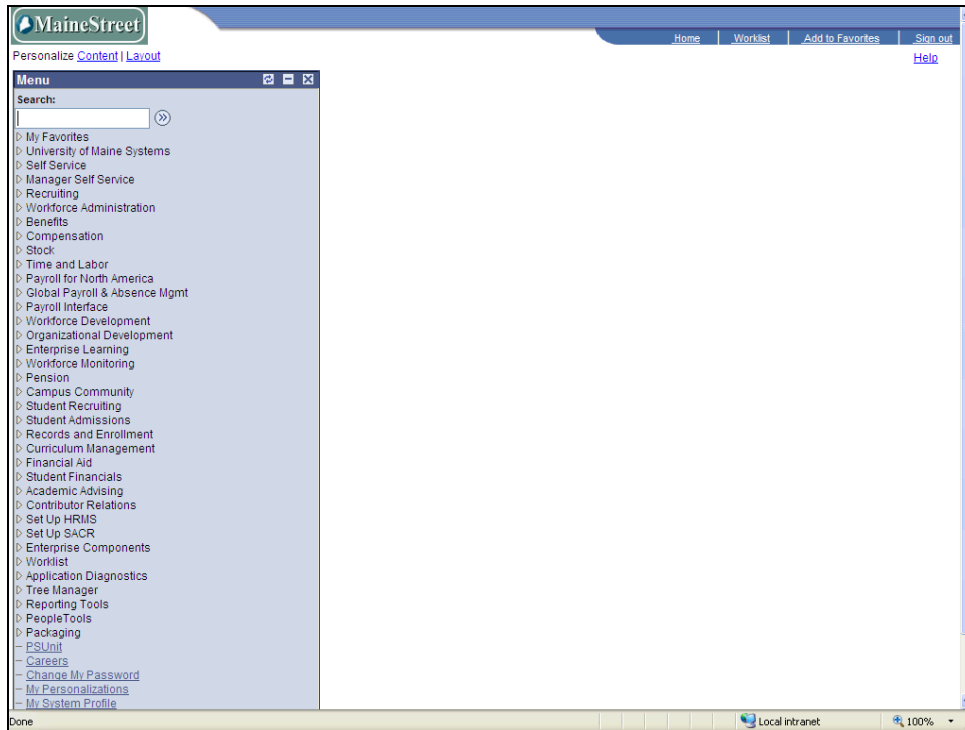
Note that you can void receipts only for an open business day. If you want to void a receipt for a past business day, you must reopen the cashiering office for that business day.


# Process Document

## Voiding Receipts

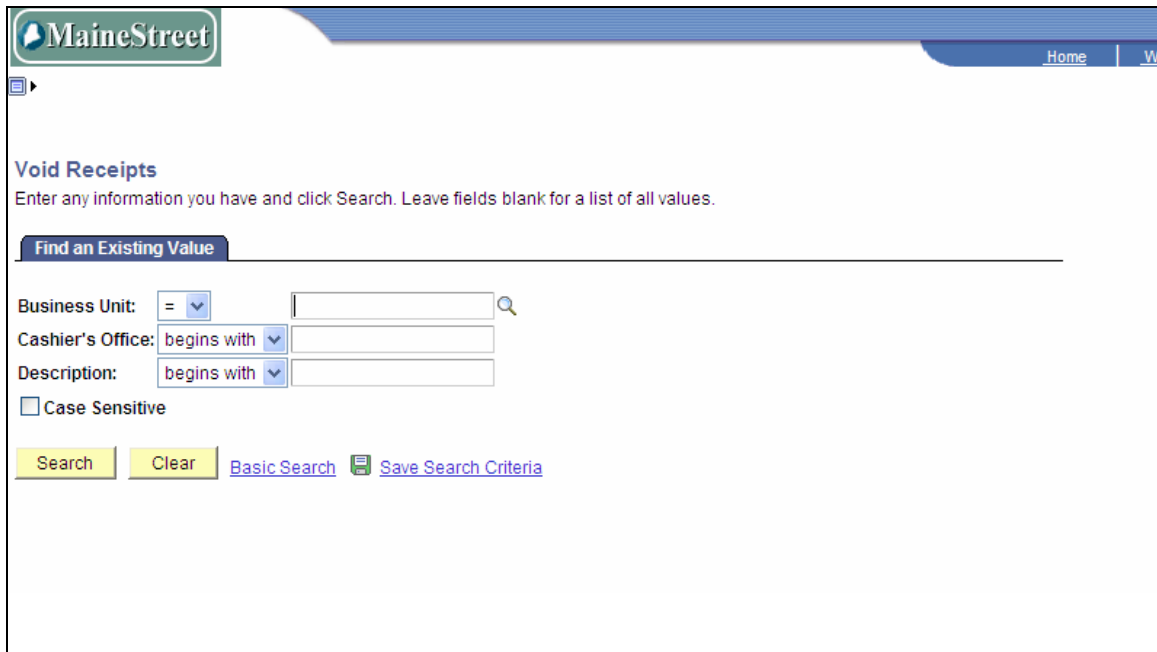



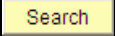
## Navigation



Step	Action
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.

## Procedure



Step	Action
5.	<p>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.</p> <p>For this example, click the Look up <b>Business Unit</b> icon.</p> 
6.	Click on the appropriate <b>Business Unit</b> to select it.
7.	<p>Click the <b>Search</b> button.</p> 
8.	On the <b>Void Receipts</b> look up page, click on the appropriate <b>Cashier's Office</b> to select it.

# Process Document

## Voiding Receipts



**MaineStreet** Home Worklist Add to Favorites Sign out  
[New Window](#) | [Help](#) | [Customize Page](#) |

### Void Receipts

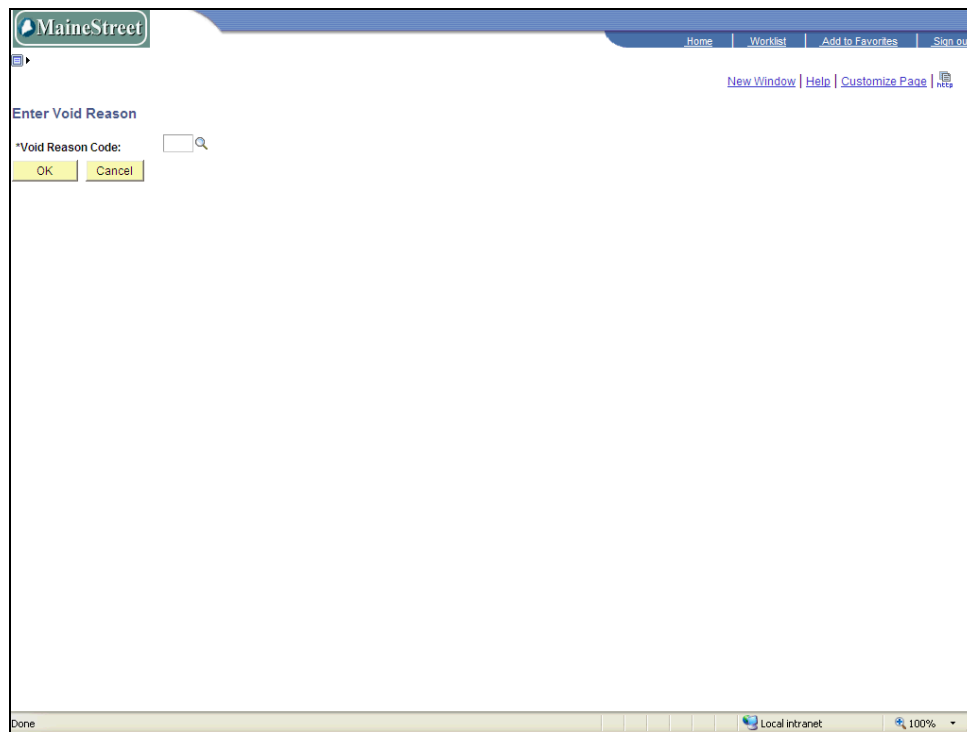
Business Unit: UMS06 Business Date: 11/29/2007  
 Cashier's Office: PORTLAND Portland Cashier's Office


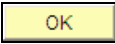
First Receipt Seq Nbr: 1 Last Receipt Seq Nbr: 2  
 Total Number of Receipts: 2 Seq 1 to 2

	Void Code	GL Run	Status	Receipt Number	Register	Cashier	Total Amount	Time	Trans Type	ID
<input type="button" value="Void"/>	N		Posted	19 REG01		0099999	500.00	3:19:02PM	Stdnt Pymt	0099999
<input type="button" value="Void"/>	N		Posted	20 REG01		0099999	250.00	3:30:22PM	Stdnt Pymt	0099999

Done Local intranet 100%

Step	Action
9.	On the <b>Void Receipts</b> page, Click the <b>Void</b> button adjacent to the Receipt you wish to void. <input type="button" value="Void"/>



Step	Action
10.	On the <b>Enter Void Reason</b> page, click the Look up <i>Void Reason Code</i> icon. 
11.	Click on the appropriate Void Reason to select it.
12.	Click the <b>OK</b> button. 

# Process Document

## Voiding Receipts

A screenshot of the MaineStreet web application. The page title is "Student Payments". Below the title is a blue button labeled "Add a New Value". Underneath, there are four input fields: "Business Unit:" with the value "UMS06", "Cashier's Office:" with the value "PORTLAND", "Receipt Number:" with the value "999999999999", and "ID:" with the value "0143915". Each field has a magnifying glass icon to its right. Below the input fields is a yellow button labeled "Add". The browser's address bar shows "Local intranet" and "100%". The status bar at the bottom left says "Done".

Step	Action
13.	<b>End of Procedure.</b>