



ADMINISTRATIVE TECHNOLOGIES

Illinois State University

How to Void Receipts

Application:

Campus Solutions

Audience:

Student Financials

Objective:

In this job aid, you will learn how to **Void a receipt created by you or any cashier who reports directly to you.**

Before you Begin:

To sign in to Campus Solutions, go to sis.illinoisstate.edu. Once there, click the **Please click here to PeopleSoft logon page** link. Then, you will be prompted to log in with your ULID and password.

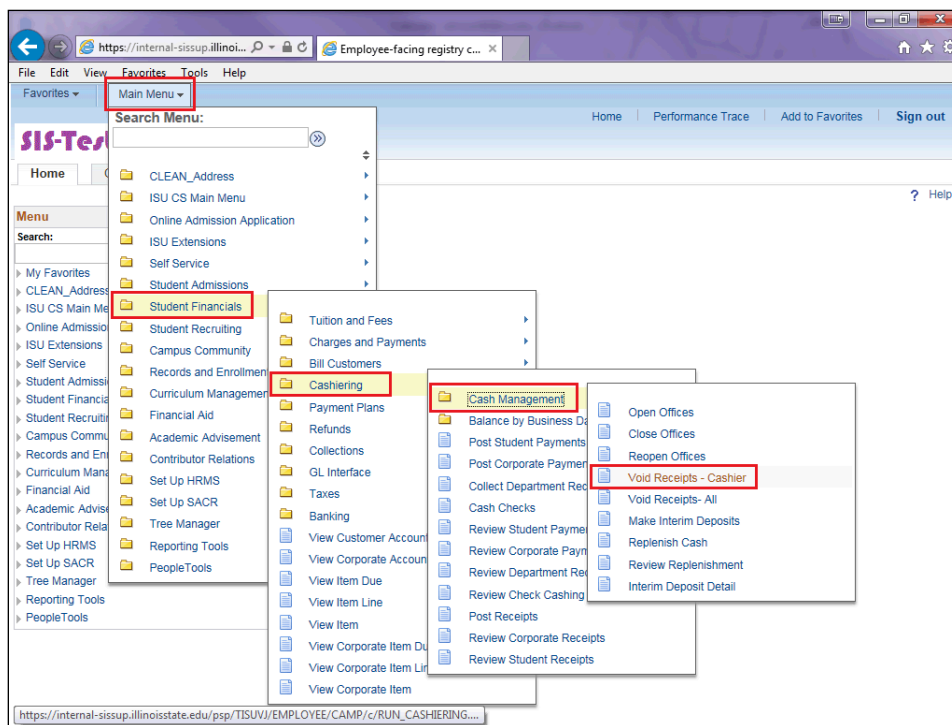
Once you log in, the options on your screen will depend on your security access.

If you are unable to log in, contact the Technology Support Center (TSC) at (309)438-HELP(4357), supportcenter@illinoisstate.edu, or ITHelp.IllinoisState.edu.



ADMINISTRATIVE TECHNOLOGIES

Illinois State University

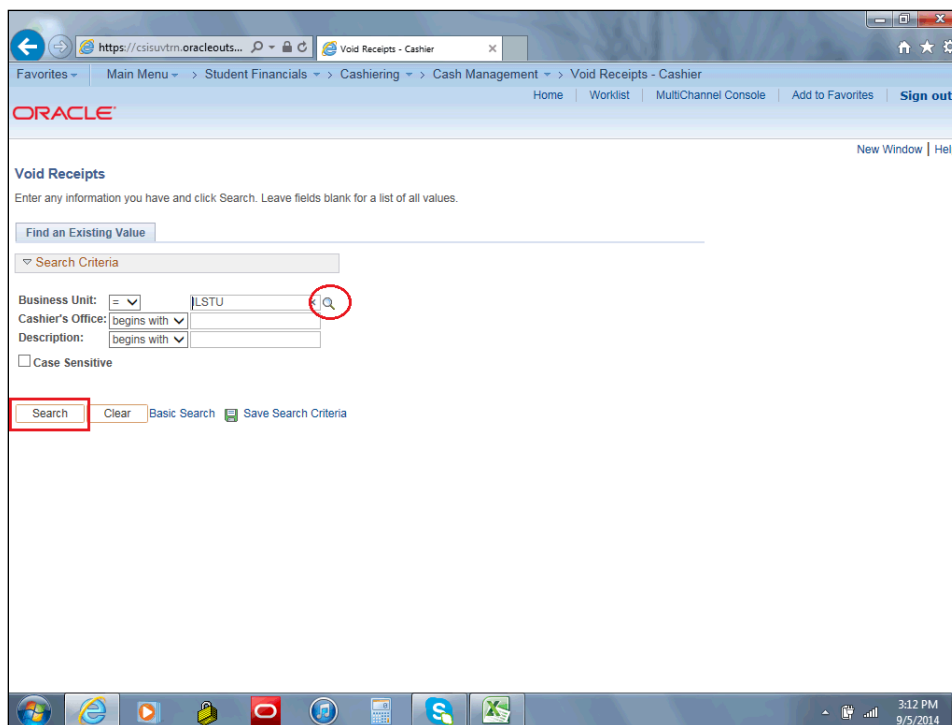


Step	Action
1.	To access the Void Receipts - Cashier page, click Main Menu . Then, click Student Financials . Next, click Cashiering . Then, click Cash Management . Finally, click Void Receipts - Cashier .



ADMINISTRATIVE TECHNOLOGIES

Illinois State University

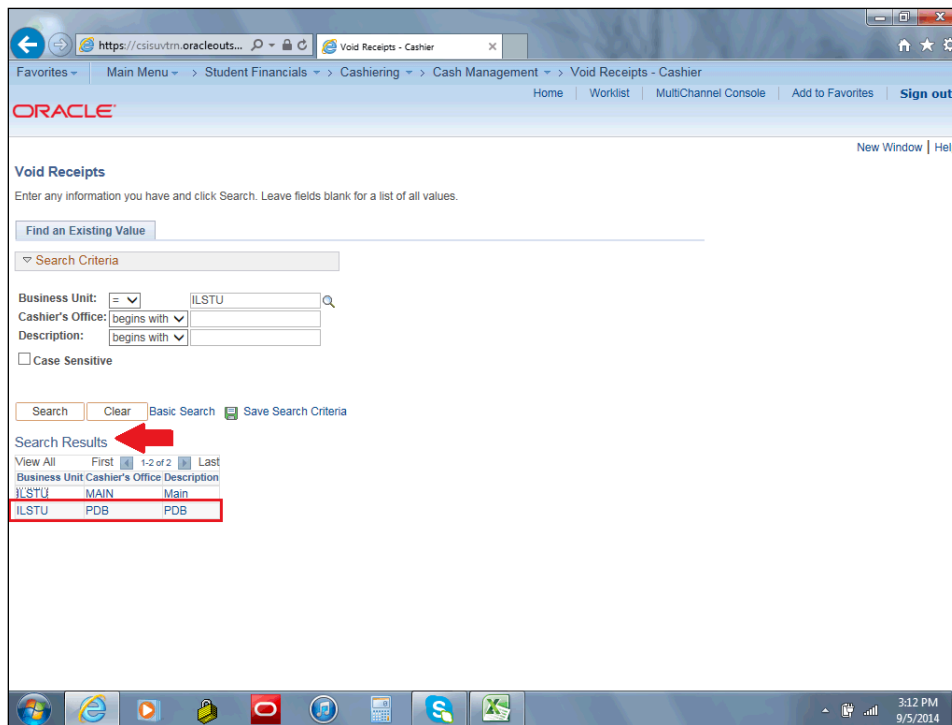


Step	Action
2.	Verify the Business Unit defaults to ILSTU. Manually enter the Business Unit or use the Look Up button to select from the search results. Click the Search button.



ADMINISTRATIVE TECHNOLOGIES

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Step	Action
3.	From the Search Results , select the cashier's office you wish to void a receipt. For example, click ILSTU_PDB link from the list.

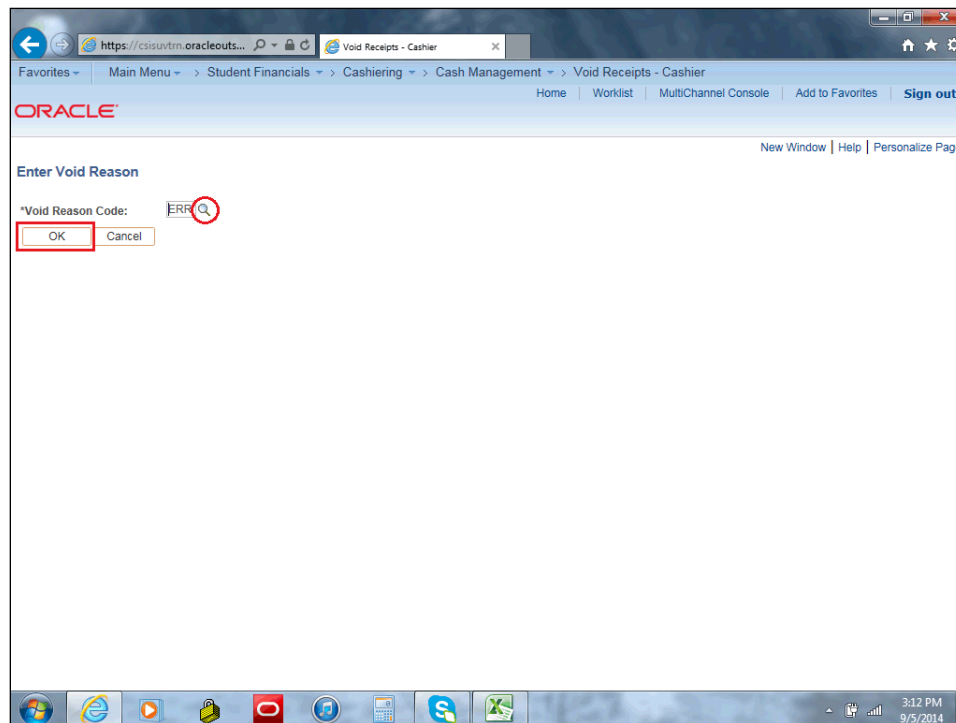


Business Unit: ILSTU Business Date: 09/09/2014
Cashier's Office: PDB PDB
First Receipt Seq Nbr: 1 Last Receipt Seq Nbr: 2
Total Number of Receipts: 2

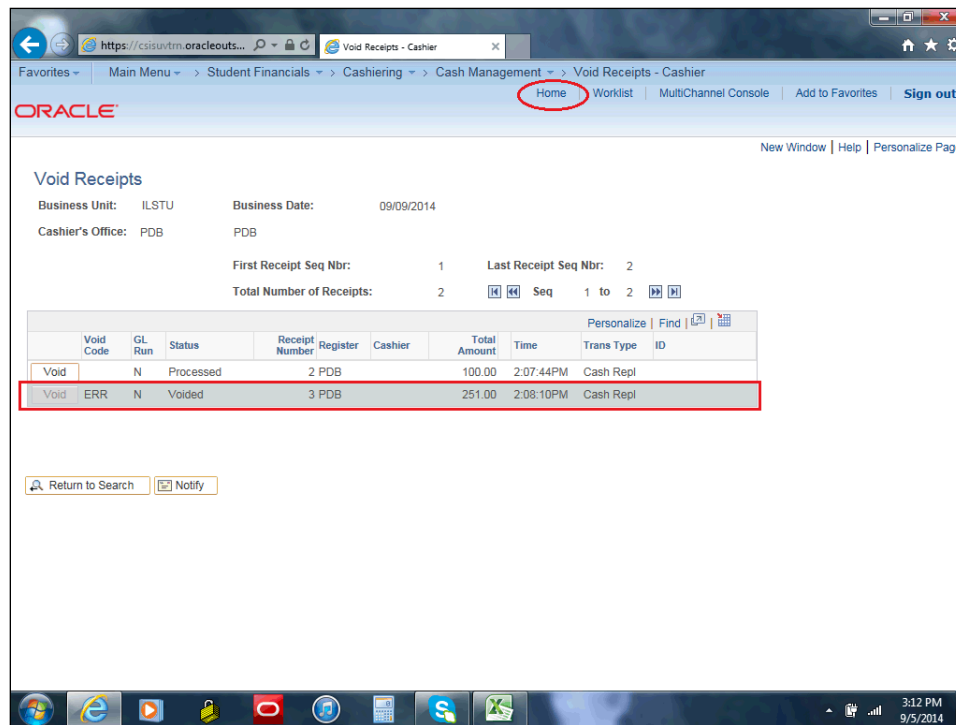
Void Code	GL Run	Status	Receipt Number	Register	Cashier	Total Amount	Time	Trans Type	ID
Void	N	Processed	2	PDB		100.00	2:07:44PM	Cash Repl	
Void	N	Processed	3	PDB		251.00	2:08:10PM	Cash Repl	

Return to Search Notify

Step	Action
4.	<p>The Void Receipts screen will display all receipt types.</p> <p>For this example, a cash replenishment was made in error. We need to void the receipt.</p> <p>Click the Void button for the line to be voided.</p>



Step	Action
5.	<p>You will be directed to the Enter Void Reason screen.</p> <p>Click the Void Reason Code Look Up button to select a reason code from the list.</p> <p>Click the OK button.</p>



Step	Action
6.	Confirm that the row is now Voided . To return to the Navigation Menu page, click the Home link at the top right of the page.



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Need Help?

Contact the AT Training team ATtraining@ilstu.edu

To view more instructional documents and training videos, or to sign up for workshops:

Visit AT.IllinoisState.edu/Training