

Online Teacher Receipting: How to Void Receipts in a Teacher Account

This document is the instructions for how to void Receipts in Online Teacher Receipting.

Please note:

In OTR, you can either do an **Receipt Void to permanently negate an OTR Receipt** or you can do a **Refund/Return to keep the order**. Confirm if you're doing a Refund/Return or a Void before moving forward as you <u>can't undo these actions</u>. Please see the other Refund Instructions on how to issue a refund.

If you have any questions or comments, please contact the OSMS Support Desk either by emailing <u>support@osmsinc.com</u> or by calling 703-378-8299 ext. 204.

-The OSMS Support Desk

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A) Review Previous Receipts

- 1) First, review if there are any old or duplicate receipts we need to void. Login with your **teacher username and password**, and select your **school location**. Then go to the **Transactions tab** and select the page called **Teacher Receipting Deposit**.
 - a. ****IMPORTANT**** You must be logged in as the **OTR user account who did the original receipt**s. For Bookkeepers, you cannot use your own OTR user account; please assist the original teacher as needed.



2) This will open up the **Teacher Receipt Deposit page**. In the list or queue, you will see any OTR receipts that **have not yet deposited**. They are "waiting" to be added to a new deposit.

🛛 + Transa	actions > Teacher R	eceipting Deposi	t							🛋 Galaxy Mic	ddle	• Logou
Teacher Dep	posit											Ξ
	User Name : Izie	egler	Last : Zieg	gler Fi	rst: Lauren	Depo	osit Date : 8/22/2	017 Dep	osit Number :		P	
	—Filter Receipt Cash/Check:	All	Ţ	All Dates: 🖉	or Begin:		End:		Update	e Filter 🛛 e	Show All Users	
	Receipt	Number	User	Date	Amount	Method	Check #	Student Id	Last Name	First Name	All 🗆 🗅	
	TR-106582	P1001	lziegler	08/22/2017	\$80.00	Cash	NA	1850345	Hartnett	Will		
											-	
	1 - Records found	d										
				Selected Totals		Enter Count	Totals	Difference				
	Total Cash Am	iount:		\$ (0.00		\$ 0.00		\$ 0.00			
	Total Check Ar	mount:		\$ (0.00		\$ 0.00		\$ 0.00			
	Deposit Total:			\$ (0.00		\$ 0.00		\$ 0.00			
		Cance	el		Reprint		Void			Deposit		
											89	

- 3) Check the date for these receipts, particularly the receipts at the top. Ideally, all receipts should be deposited within 48 hours. If the date is extraordinarily old, please check to see why it hasn't been deposited yet. Make a note or screenshot of any receipts that need to be voided, then proceed to either the Void Receipt Steps or Void
 - **a.** Possible reasons why it's still waiting include:
 - i. It's a duplicate of another receipt
 - ii. It has the wrong student or wrong item
 - iii. It's from a previous, already audited year (12+ months)
 - iv. Unknown, but all money is accounted for so it needs to be deleted

All 🗌	First Name	Last Name	Student Id	Check #	Method	Amount	Date	User	Number	Receipt
	Will	Hartnett	1850345	NA	Cash	\$80.00	08/22/2017	lziegler	P1001	TR-106582

B) Void Undeposited Receipts

4)

1) First, go to the Transactions tab, and select the Teacher Receipting page.



2) This will open up the **Teacher Receipting page**. Select the **magnifying glass** besides the **Receipt Number field** in to the top right field.

• Transactions > Teacher Receipting				🖾 Galaxy Middle 🔻 Logout
Teacher Receipting				
—Teacher—				
Username: Iziegler Las	t: Ziegler Fi	rst: Lauren	Receipt N	umber:
Student Select: - Student - • 👂 F	ilter Student List: My Students	My School O All Schools	Edit My Student List	No Student ID Required
or Enter ID: 🚺 🗘 Las	t: C First:	•	Grade: 😋	Email:
Student Detailed Obligations				
Obligation ID Description	ion Obligatio	n Type	Oblig. Date Am	nt. Due Amt. to Pay 🏾 🗹 Pay
Activities and Variable Payments Activities and Variable Payments Enter Or Select Type: and Select Activity Nam Select Activity Shopping Cart	All Activities Assigned Activities Grade Level: v	Favorite Activities Variabi Course/Class: D	e Payments (Obligations) escription: Qua	antity: Price/Item: Add To Cart
No items added into Cart.				
Payment Payment Type:	Check Number:	Payee:		Payment:
Cash Check Card	NA	NA		Delete
Notes: Clear/Cancel	Email Receipt Print Receipt Vo	d Receipt Difference:	\$ 0 + Another Payment Pay	vment Amt: 0 Post Receipt

3) This will open up the List of Receipts page. Find the individual receipt you need to void and click the corresponding Select button to the far right column.



4) This will open up the **individual receipt** back on the **Teacher Receipting page**. Verify you have the correct one by confirming the details of the receipt (such as **Receipt Number**, **student name**, **student ID #, Check #**, **item purchased** etc.).

🛛 + Transad	ctions > Teacher Receipting				🖾 Ga	alaxy Middle	▼ Log
Feacher Rece	eipting						
—Teacher—							
Username:	Iziegler	Last: Ziegler	First: Lauren		Receipt Number:	TR-106582	P
—Student— Select:	Hartnett, Will - 185034 •	Filter Student List:	My Students O My School O All Scho	edit My Student List		No Student ID Requ	ired 🔲
or Enter ID:	1850345	last: Hartnett	C First: Billy	Grade: 11	C Email:	writnsew@gmail.com	
- Student Det	tailed Obligations				Lindi		
- Activities ar Enter Activity #: - Shopping Ca	nd Variable Payments Or Select Ty and Select -Select Ac	pe: ® All Activities © Assi Activity Name: ivity- v	gned Activities Favorite Activities Grade Level: Course/Class:	Variable Payments (Obligations Description:) Quantity:	Price/Item:	o Cart
Activity Nur	mber		Activity Name			Price	
CI701-142			2017 2 Prom Tickets		Tota	\$80.00 al : \$80.00	
Payment						-	
Cash	/pe: Check Card	NA	Pa N	yee:		\$ 80.00	Delete
Notes:		Clear/Cancel Email Receipt Print	nt Receipt Void Receipt Difference	\$ 0.00 + Another Paym	Payment Am	t: \$ 80.00 Post	Receipt

5) Then, select the **Void Receipt button** on the bottom right.

Payment Type:	Check Number:
Cash Check Card	NA
lotes:	Clear/Cancel Email Receipt Print Receipt Void Receipt Di

6) A **Confirm Void pop up window** will appear. Click the **OK button** to confirm the void.



7) A Void Reason pop up window will appear. Click the drop-down box to select a void reason and then select the Void button.

Please select a reason for voiding this receipt: Select Vo	pid Reason 🔹	
Void	Cancel	

Select Void Reason
Select Void Reason
Entered in Receipt Twice by Accident
Entered in Wrong Payment Amount
Entered in Wrong Receipt Date
Selected an Incorrect Student

Please select a reason for voiding this receipt:	Entered in Wrong Receipt Date]
Void	Cancel	
-		

8) If the void completes successfully, you will see a green triangle with a message confirming the void



9) To confirm the void, go back to the Magnifying Glass beside the Receipt Number field. Find the receipt on the List of Receipts page. Notice there is now a "yes" in the Voided column.

You can also click on the **Select button** to the far right to open up the receipt again in the **Teacher Receipting Page**. You'll notice there is now a **Voided message** in the top left corner.

			st of Re	ceipts								
View Last 30 Days View Last 90 Days View All Student Last Name : Show All Receipts												
rder Id	Order D.	Amount(\$)	Voided	Student Id	Last Name	First Name						
-106582	8/22/2017	\$80	Yes	1850345	Hartnett	Will	Select					
	Stude rder Id 106582	Student Last Name : rder Id Order D. 106582 8/22/2017	Student Last Name : rder Id Order D. Amount(\$) 106582 8/22/2017 \$80.cu	Student Last Name : rder Id Order D. Amount(\$) Voided 106582 8/22/2017 \$80.00 Yes	Student Last Name : rder Id Order D. Amount(\$) Voided Student Id 106582 8/22/2017 \$80.00 Yes 1850345	Student Last Name : Voided Student Id Last Name rder Id Order D. Amount(\$) Voided Student Id Last Name r106582 8/22/2017 \$80.00 Yes 1850345 Hartnett	Student Last Name : Show All R rder Id Order D. Amount(\$) Voided Student Id Last Name First Name 106582 8/22/2017 \$80.00 Yes 1850345 Hartnett Will					

• Transactions > Teacher Reco	ipting							🗟 Gal	axy Middle	▼ Logou
Teacher Receipting										
VOIDED										
Isername: Iziegler	Last:	Ziealer		First: Lauren			Rei	ceint Number:	TP_106582	ø
-Student-	Lust	2.03.01							111-100302	
Select: Hartnett, Will - 18	i034 v Filt	er Student List:	My Students	🔍 My School 🛛 🖉	ll Schools	Edit My Stu	<u>dent List</u>		No Student I	D Required 📃
or Enter ID: 1850345	C Last:	Hartnett	C Firs	t: Billy	0	Grade:	11	C Email:	writnsew@gma	il.com
Student Detailed Obligations										
Activities and Variable Payment				-	-					
Enter Or Se	ect Type: (Select Activity Name:	P All Activities 🔍 As	ssigned Activities Grade Level:	Favorite Activit Course/(ies 🔍 Variable lass: De	Payments (C	bligations)	Quantity:	Price/Item:	
-Sel	ect Activity-	Ŧ				Scription		Quantity		Add To Cart
Shopping Cart										
Activity Number			Activity	Name					Price	
CI701-142			2017 2 P	om Tickets				T -1-	\$80.00	
								Iota	\$ 80.00	
Payment										
Payment Type:	C	heck Number:			Payee:				Payment:	
Cash Check Card		NA			NA				\$ 80.00	Delete
Notes:	Clear/Cancel	Email Receipt	Print Receipt	Void Receipt Diffe	rence: \$	0.00 + AI	nother Payment	Payment Amt	\$ 80.00	Post Receipt

10) Redo the original receipt (payment) if needed with the correct info.

C) Void Already Deposited Receipts

1) Already deposited OTR receipts cannot be voided straight away. You will notice they will have in all red and bold the words DEPOSITED with the specific OTR Deposit Number in the top left corner.

Because the OTR Receipt has already been deposited, you will be **unable to void the receipt**. In fact, the **Void Receipt button** at the bottom of the page will be greyed out and **completely unresponsive**.

											Galaxy M	ladie	•
ner Receipting DEPOSITED	TDCI701-000528	+											
— l eacher— Username:	lziegler	La	ast: Ziegler		First: Lau	ren		I	Receipt Nu	imber:	TR-106584	4 🏓)
—Student— Select:	Smith,John - T001	Ŧ	Filter Student Lis	t: 🖲 My St	udents 🔍 My Scho	ol 🔍 All Schools	Edit My St	tudent List			No Student	ID Required	
or Enter ID:	T001	🗘 La	ast: Smith	0	First: John	0	Grade:	-Select Gra	de 🗘	Email:	veenaa@acelo	osolutions.com	
Activities a Enter Activity #:	Ind Variable Payments	t Type: ect Activity Na Activity-	All Activities me:	s Assigned Act Grade L	tivities Favorit evel: C	e Activities 🔍 Varial ourse/Class: I	ble Payments Description:	(Obligations)	Qua	ntity:	Price/Item:	Add To Cart	
Activities a Enter Activity #: Shopping C Activity Nu	nd Variable Payments Or Selec Selec Select Tart 	t Type: ect Activity Na Activity-	All Activitie: me:	s Assigned Act Grade I	tivities Favorit .evel: C	e Activities Varial ourse/Class: I	ble Payments Description:	(Obligations)	Qua	ntity:	Price/Item:	Add To Cart	
Activities a Enter Activity #: Shopping C Activity Nu CI701-140 CI701-147	nd Variable Payments	t Type: ect Activity Na Activity-	All Activities me:	s Assigned Act Grade L T Activity 2017 Sin 2017 Scie	tivities Favoriti evel: C Name gle Prom Ticket ence Lab Fee	e Activities O Varial ourse/Class: I	ble Payments Description:	(Obligations)	Qua	ntity:	Price/Item: Price \$62.50 \$12.00 \$ 74.50	Add To Cart	
Activities a Enter Activity #: Shopping C Activity Nu CI701-140 CI701-147	nd Variable Payments	t Type: ect Activity Na Activity-	All Activities me:	s Assigned Act Grade I Activity 2017 Sin 2017 Scie	tivities Favoriti .evel: C Name gle Prom Ticket ence Lab Fee	e Activities O Varial ourse/Class: I	ble Payments Description:	(Obligations)	Qua	ntity:	Price/Item: Price \$62.50 \$12.00 : \$74.50	Add To Cart	
Activities a Enter Activity #: - Shopping C Activity Nu CI701-140 CI701-147 - Payment - Payment T	nd Variable Payments	t Type: ect Activity Na Activity-	All Activities me: Check Number	s Assigned Act Grade I V Activity 2017 Sin 2017 Scie	tivities Favoriti evel: C Name gle Prom Ticket ance Lab Fee	e Activities O Varial ourse/Class: I Payee:	ble Payments Description:	(Obligations)	Qual	ntity:	Price/Item: Price \$62.50 \$12.00 \$12.00 Payment:	Add To Cart	
Activities a Enter Activity #: - Shopping C Activity Nu CI701-140 CI701-147 Payment T Cash	nd Variable Payments	t Type: ect Activity Na Activity-	All Activities me: Check Number 5520	s Assigned Act Grade L V Activity 2017 Sin 2017 Scie	tivities Favoriti evel: C Name gle Prom Ticket ence Lab Fee	e Activities Varial ourse/Class: I Payee: Brad Pit	ble Payments Description:	(Obligations)	Quar	ntity:	Price/Item: Price \$62.50 \$12.00 1: \$74.50 Payment: \$24.50	Add To Cart]
Activities a Enter Activity #: Shopping C Activity Nu CI701-140 CI701-147 Payment T Cash (Cash (nd Variable Payments Or Select and Select Select Select 	t Type: ect Activity Na Activity-	All Activities me: Check Number 5520 NA	s Assigned Act Grade I • Activity 2017 Sin 2017 Scie	tivities Favorit evel: C Name gle Prom Ticket ence Lab Fee	e Activities Varial ourse/Class: I Payee: Brad Pit NA	ble Payments Description:	(Obligations)	Qua	ntity: Total	Price/Item:	Add To Cart	te

2) In order to delete these receipts, you must first void the affiliated OTR Deposit. Go to the Transactions tab, then select the Teacher Receipting Deposit page.



3) On the **Teacher Receipting Deposit page**, select the magnifying glass adjacent to the Deposit Number field. It is usually in the top left or top right of the screen.

	acher Receipting Deposit					Galaxy Middle	▼ Logout
Teacher Deposit							Ξ
	User Name : Iziegler	Last : Ziegler Fi	st: Lauren	Deposit Date : 8/22/2017	7 Deposit Number :		
	Cash/Check: All	🔻 All Dates: 🥑	or Begin:	End:	Update Filter	Show All Users	
	0 - Records found					*	
		Selected Totals		Enter Count Totals	Difference		
	Total Cash Amount:	\$ 0	.00	\$ 0.00	\$ 0.00		
	Total Check Amount:	\$ 0	.00	\$ 0.00	\$ 0.00		
	Deposit Total:	\$ 0	.00	\$ 0.00	\$ 0.00		
	Cancel		Reprint	Void	Depos	t	
						8	

4) This will open up the List of Deposited Statements page. You will need to click the Select button in the far right column to open up that specific OTR Deposit. Refer back to the specific OTR Deposit Number if you have it available, otherwise you will need to check each deposit until you have selected the right one.

	List of D	eposited Statements	•	Х
Last	t 30 Days 🔍 Last 90 Days 🔍 View All		Sho	w All Deposits
Begin De	eposit Date : End D	eposit Date :		<i></i>
SN	Deposit Number	Deposit Date	Amount(\$)	^
1	TDCI701-000528	8/22/2017	\$131.50	Select

- 5) This will open up the **specific OTR Deposit**. Verify you have the correct one by confirming the details of the receipts (such as dates, student ID #s, Check #s etc.). Then, select the **Void Deposit button** on the bottom right.
 - a. ****IMPORTANT**** If this Void Deposit button is greyed out and nonresponsive, this means that this OTR Deposit is already in your School Activity Fund Software, such as School Funds Online (SFO). Please contact the OSMS Support Desk at support@osmsinc.com or 703-378-8299 x 204 so we can assist with the next step.

insactions > T	Teacher Receipting Depo	osit								🛋 Galaxy Middle	
eposit											
	User Name : Izie	egler	Last : Ziegle	First :	Lauren	Deposit Da	te: 8/22/2017	Deposit Nu	Imber : TDCI701	-000528 🔎	
	Cash/Check:	All	T	All Dates: 🕜 or	Begin:		End:		<u>Update Filter</u>	Show All Users	
	Receipt	Number	User	Date	Amount	Method	Check #	Student Id	Last Name	First Name	
	TR-106583	P1001	lziegler	08/22/2017	\$32.00	Check	6565	1850349	Hartnett	Michael	
	TR-106584	P1001	lziegler	08/22/2017	\$24.50	Check	5520	T001	Smith	John	
	TR-106584	P1002	lziegler	08/22/2017	\$50.00	Cash	NA	T001	Smith	John	
	TR-106585	P1001	lziegler	08/22/2017	\$25.00	Check	4441	1850349	Hartnett	Michael	
										~	
	Total Cash Am	ount:		Selected Totals	I	Enter Count Totals		Difference	0.0		
	Total Chark Ar			\$ 50.00		3 50.0		φU.	00		
	Total Clieck Al	nount:		\$ 81.50		\$ 81.5	0	\$ 0.1	00		
	Deposit Total:			\$ 131.50		\$ 131.5	50	\$ 0.	00		
		Cance	1		Reprint		Void		Deposi	t	

6) A Void Reason pop up window will appear. Click the drop-down box to select a void reason and then select the Void button.

d Cancel

Select Void Reason	۲
Select Void Reason	
Entered in wrong Deposit Date	
Needed to void a Receipt included in this Deposit	
Wrong Deposit Amount	

Please select a reason for voiding this deposit:	Needed to void a Receipt included in this Deposit •
	Void Cancel

7) If the void completes successfully, you will see a green triangle with a message confirming the void. You may also see a Void Deposit Done Successfully pop up window. Click OK to close.



8) Next, go to the Transactions tab, and select the Teacher Receipting page.



9) This will open up the **Teacher Receipting page**. Select the **magnifying glass** besides the Receipt Number button. Depending on the OTR version you are currently using, this will either be in the top left or top right of the screen.

• Transactions > Teacher R	ceipting				🗟 Gal	axy Middle	• Lo
eacher Receipting							
-Teacher							_
Jsername: Iziegler		Last: Ziegler	First: Lauren		Receipt Number:		P
-Student	▼ 👂	Filter Student List:	My Students My School	All Schools Edit My Student L	ist	No Student ID Re	equired 🗌
r Enter ID:	•	Last:	First:	Grade:	C Email:		
Student Detailed Obligations							
Obligation ID	Descr	iption	Obligation Type	Oblig. Date	Amt. Due	Amt. to Pay	🗹 Pay
No Student Detailed Obligations a	re due						
Activities and Variable Payme Enter Or Activity #: P ar	nts Select Type: d Select Activity N	All Activities	Assigned Activities Favorite Acti Grade Level: Course	rities Ovariable Payments (Obliga /Class: Description:	itions) Quantity:	Price/Item:	
Activities and Variable Payme Enter Or Activity #:	nts Select Type: Id Select Activity N elect Activity-	All Activities ame:	Assigned Activities Favorite Activ Grade Level: Course	rities Variable Payments (Obliga /Class: Description:	itions) Quantity:	Price/Item:	Id To Cart
Activities and Variable Payme Enter Or Activity #: P ar Shopping Cart No items added into Cart.	nts Select Type: Id Select Activity N elect Activity-	All Activities	Assigned Activities Favorite Activ Grade Level: Course	rities Variable Payments (Obliga /Class: Description:	tions) Quantity:	Price/Item:	id To Cart
Activities and Variable Payme Enter Or Activity #: Shopping Cart No items added into Cart.	nts Select Type: Id Select Activity N elect Activity-	All Activities	Assigned Activities Favorite Activ Grade Level: Course	rities Variable Payments (Obliga /Class: Description:	utions) Quantity:	Price/Item:	Id To Cart
Activities and Variable Payme Enter Or Activity #: P ar Shopping Cart No items added into Cart. Payment Payment Type:	nts Select Type: Id Select Activity N elect Activity-	All Activities ame: Check Number:	Assigned Activities Favorite Acti Grade Level: Course	rities Variable Payments (Obliga /Class: Description: Payee:	tions) Quantity:	Price/Item:	Id To Cart
No Student Detailed Obligations a Activities and Variable Payme Enter Or Activity #: ai Shopping Cart Shopping Cart No items added into Cart. Payment Payment Type: © Cash Check Card 	nts Select Type: Id Select Activity N elect Activity- 	All Activities ame: Check Number: NA	Assigned Activities Favorite Activ Grade Level: Course	vities Variable Payments (Obliga /Class: Description: Payee: NA	utions)	Price/Item: Ad	Id To Cart Delete

10) This will open up the **List of Receipts page**. Find the individual receipt you need to void and click the corresponding **Select button** to the far right column.

				Lis	st of Re	ceipts)	X
(۲	View Last 30 Da	iys 🔍 View Las	st 90 Days 🔘	View All					
		Stude	ent Last Name :					Show All F	Receipts	
5	5N	Order Id	Order Date	Amount(\$)	Voided	Student Id	Last Name	Fn. M/me		
	1	TR-106585	8/22/2017	\$25.00		1850349	Hartnett	Mic	Select	
	2	TR-106584	8/22/2017	\$74.50		T001	Smith	John	Select	
	3	TR-106583	8/22/2017	\$32.00		1850349	Hartnett	Michael	Select	
	4	TR-106582	8/22/2017	\$80.00	Yes	1850345	Hartnett	Will	Select	

11) This will open up the individual receipt back on the Teacher Receipting page. Verify you have the correct one by confirming the details of the receipt (such as Receipt Number, student name, student ID #, Check #, item purchased etc.). Then, select the Void Receipt button on the bottom right.

Username:	lziegler	Last: Ziegler		First: Lau	ren			Receipt N	umber:	TR-106585	P
-Student-											
select:	Hartnett, Michael - 18! •	Filter Student Li	it: 🖲 My St	udents 🔍 My Scho	ol 🔍 All Schools	Edit My S	tudent List			No Student ID I	Required
or Enter ID:	1850349	Last: Hartnett	0	First: Michae	C	Grade:	04	0	Email:	lziegler@osmsinc.	.com
Student Det	ailed Obligations										
Activities an Enter Activity #: ,	Id Variable Payments Or Select Type and Select Activ	: ® All Activiti tivity Name: ity-	s Assigned Act Grade I	tivities 🔍 Favorit .evel: C	Activities 🔍 Var burse/Class:	riable Payment Description:	(Obligations	;) Qu	antity:	Price/Item:	Add To Cart
Activities an Enter Activity #: , Shopping Ca Activity Nun	Id Variable Payments Or Select Type and Select Ac Select Activ art	: ® All Activiti tivity Name: ity-	s Assigned Act Grade L	tivities Favoriti evel: C	: Activities 🔍 Va ourse/Class:	riable Payment Description:	(Obligations	;) Qu	antity:	Price/Item:	Add To Cart
Activities an Enter Activity #: , Shopping Ca Activity Nun C1701-131	nd Variable Payments Or Select Type and Select Ac Select Activ art mber	: ® All Activiti tivity Name: ity-	s Assigned Act Grade I T	tivities Favoriti evel: C ivity Name to Play - Football	: Activities Va Jurse/Class:	riable Payments	: (Obligations	;) Qu	antity:	Price/Item:	Add To Cart
Activities an Enter Activity #: , Shopping Ca Activity Nun C1701-131	Id Variable Payments Or Select Type and Select Ac -Select Activ art mber	: ® All Activiti tivity Name: ity-	s Assigned Act Grade L T Act Pay	tivities Favoriti evel: C ivity Name to Play - Football	: Activities Var uurse/Class:	riable Payments Description:	(Obligations	;) Qu	antity:	Price/Item:	Add To Cart
Activities an Enter Activity #: Shopping Ca Activity Nun Cl701-131	nd Variable Payments Or Select Type and Select Ac Select Activ art nber	: ® All Activiti tivity Name: ity-	s Assigned Act Grade I T Act Pay	tivities Favoriti evel: C ivity Name to Play - Football	: Activities Va uurse/Class:	riable Payments Description:	(Obligations	;) Qu	antity:	Price/Item:	Add To Cart
Activities an Enter Activity #: Shopping Ca Activity Nun Cl701-131 Payment Ty	Id Variable Payments Or Select Type and Select Ac -Select Activ art nber pe:	: ® All Activiti tivity Name: ity- <u>Check Numbe</u>	s Assigned Act Grade I Act Pay	iivities Favoriti evel: C ivity Name to Play - Football	Activities Var Surse/Class:	riable Payments Description:	(Obligations	;) Qu	antity:	Price/Item: Price \$25.00 al : \$25.00 Payment:	Add To Cart

12) Then, select the **Void Receipt button** on the bottom right.

Payment Type:	Check Number:	
Cash Check Card	4441	

13) A pop up window will appear. Click the **OK button** to confirm the void. If the void completes successfully, you will see a green triangle with a message confirming the void.



11) A Void Reason pop up window will appear. Click the drop-down box to select a void reason and then select the Void button.

Please select a reason for voiding this receipt:	Select Void Reason	•
Void	Cancel	



14) To confirm the void, go back to the Magnifying Glass beside the Receipt Number field. Find the receipt on the List of Receipts page. Notice there is now a "yes" in the Voided column.

You can also click on the **Select button** to the far right to open up the receipt again in the **Teacher Receipting Page**. You'll notice there is now a **Voided message** in the top left corner.

🔍 View Last 30 Days 🔍 View Last 90 Day 🔍 View All	
Student Last Name :	eceipts
SN Order Id Order Date Amount(\$) Voided Student Id Last Name First Name	
1 TR-106585 8/22/2017 \$25.00 Yes 1850349 Hartnett Michael	Select
2 TR-106584 8/22/2017 \$74.50 T001 Smith John	Select
3 TR-106583 8/22/2017 \$32.00 1850349 Hartnett Michael	Select
4 TR-106582 8/22/2017 \$80.00 Yes 1850345 Hartnett Will	Select

ns > Teacher Receipting				🛋 Galaxy Mid	ddle
ting					
her Iziegler	Jast: Ziegler	First: Jauren	Deceint	t Number: TD 106585	Ø
ent		First. Ladren	Keceipi	TR-100305	<i>~</i>
Hartnett, Michael - 18! V	Filter Student List: My 	Students 🔍 My School 🔍 All Schools	Edit My Student List	No Student II	D Required 📃
r ID: 1850349 🗘	Last: Hartnett 🔇	First: Michael 🔇	Grade: 04 🗘	Email: lziegler@osmsin	nc.com
ent Detailed Obligations					
ities and Variable Payments					
ities and Variable Payments r Or Select Type: and Select Activity ping Cart	O All Activities Assigned A ivity Name: Grade ty-	Activities Favorite Activities Variable Level: Course/Class: De	: Payments (Obligations) scription:	Quantity: Price/Item:	Add To Cart
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- 15) Redo the original receipt (payment) if needed
- 16) Redo the original Teacher deposit (batch) if needed

D) Void OTR Credit Card Payments

1) Traditional voids in OTR for credit card purchases will not work. Please have the school bookkeeper do either a void or refund via the Transactions tab → Refund Page.

Please see the other instructions for more info.

¥ Home	Statements	≥ Transactions ≥ Inquiry ≥ Reports ≥ Setup ≥ Import/Export
🛛 + Home		Activity Setup
INFREENCE REGISTRATION		Refund
		District Activity Setup
		Teacher Receipting
		Teacher Receipting Deposit
		Favorite Activities Setup
		Multi Student Receipting
		OSP Category
		OSP Product Variations
		Inventory Quantity Adjustments
		Ticket Redemption
		OSP Products