

## Chapter 11 - Receipt Inquiry/Void - LUP

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Following are field descriptions for the Master Payment Inquiry screen.

**~Receipt #~**

This is the receipt number that you are inquiring on.

**~Paid By~**

This is the person that paid for this transaction.

**~Cashier~**

This is the user that created the receipt and collected the money.

**~Case~**

This is the case number that this receipt was written for.

**~Suffix~**

This is the suffix number for this case.

**~Name~**

This is the name of the person that is responsible for this financial order.

**~Party~**

This is the party number and description of this party as it was entered on the party screen.

**~Relation~**

This is the relation of this party to the minor child. This field is only used in Juvenile.

**~Case/Suffix~**

This is the case number and suffix number that the financial order was added to. This number may be different than the suffix number that the party is attached to.

**~Respondent Name~**

This is the party number and description of this party as it was entered on the party screen.

**~Code~**

This is the price code that the party paid on.

**~Description~**

This is the description of the price code that the party paid on as taken from the PRM screen.

**~Petition #~**

This is the petition number that the financial order was added to.

**~Event #~**

This is the event number that the financial order was added to.

**~Qty~**

This is the quantity of items/services received. In juvenile this is always one. In probate and civil it is the actual amount of items/services.

**~Code Amt~**

This is the amount that is associated with the price code in the PRM screen. If that amount shows \$.00 then this is a variable amount. If that amount shows a dollar figure then it is predefined and can't be changed.

**~Ext. Amt~**

This is the amount collected for this financial order.

**~Paid Amt~**

This is the total amount collected for this charge.

**~Cash Amount~**

This is the amount received if the payment was made with cash.

**~Check Amount~**

This is the amount received if the payments was made by check.

**~Check Number~**

This is the check number if the payment was made by check.

**~Money Order~**

This is the amount received if the payment was made with a money order.

**~Money Order #~**

this is the money order number if the payment was made by money order.

**~Charge Amount~**

This is the amount received if the payment was made with a credit card.

**~Card Type~**

This is the type of credit card that payment was made from.

**~Receipt Number~**

This is the number assigned to this receipt. This number is assigned by the system.

**~Total Applied~**

This is the total amount of payments applied to this receipt.

**~Date/Time of Add~**

This is the date and time that the user added this receipt to the system.

**~Amount Paid~**

This is the total payment applied to this receipt.

**~Operator~**

This is the user that created this transaction.

**~Change~**

This is the amount of change that the system has established is due back to the person paying.

**~Notes~**

This is to display any special notes that the user added to the receipt when it was created.

### Voiding a Receipt:

Following is an example of the process of voiding a receipt. First, the user must have authority to void a receipt. Second, a void is permanent. There is no way of un-voiding a voided receipt. If a mistake is made then the user must add a new financial order and process a new receipt.

There are two ways to display a receipt that needs voiding. The following instructions assume that you know the receipt number that needs voiding.

### Accessing the A/R Receipt Inquiry/Void Screen:

To access the A/R master receipt inquiry/void screen, enter **LUP** in the next tran field and **INQ** in the type field along with the receipt number in the case number field and press <Enter>.

#### Probate Next Tran Line:

```
NXT TRAN  P LUP  TYPE INQ  CASE NBR  __45334  REC NBR  __
```

#### Juvenile Next Tran Line:

```
NXT TRAN  LUP  TYPE INQ  CASE NBR  __45334  PET 00000000 EVT  __  PTY  __
```

The following screen will be displayed for you.

```

Court ID: J 44 ANGIE      Juvenile Cash Receipt Inquire

Receipt #:      45507  Paid by: TEST NAME      Cashier: TEST
Case sfx      Name      Party Relation
00000216 1      TEST NAME      J01 JUV SUBJECT
Case/Suffix 00000216 1  Respondent Name TEST NAME
Code: RST  Description: RESTITUTION      Petn#: 00000002  Evt#: 5
Qty. 1  Code amt. $150.00  Ext. amt $150.00  Paid amt $150.00

Cash amount:      150.00
Check amount:
Money order:
Charge amount:
Receipt number:      45507
Date/Time of Add 03/29/2001 13:24
Operator: TEST
Notes:

Check number:
Money order #:
Card type:
Total applied      150.00
Amount paid      150.00
-----
Change

Nxt Tran  LUP Type INQ Case# 00045507 1 Petn# 00000001 Evt#  Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F5=Re-prt F6=System
F8=Probate F9=Name Inq F10=Void F13=Notes F14=Dkt.Inq F16=Inv.Cal

MP b 22/032
I902 - Session successfully started  \\SCAO\1N54QL5 on Ne05:
    
```

After you have checked to make sure this is the correct receipt that you want to void, press <F10>. The system will display the following screen.

```

Court ID: J 44 ANGIE      Juvenile Cash Receipt Inquire

Receipt #:      45507  Paid by:  TEST NAME                Cashier: TEST
Case   sfx     Name                                     Party Relation
00000216  1     TEST NAME                               J01 JUV SUBJECT
Case/Suffix 00000216  1     Respondent Name  TEST NAME
Code: RST   Description: RESTITUTION                   Petn#: 00000002  Evt#:  5
Qty.  1   Code amt.  $150.00  Ext. amt  $150.00  Paid amt  $150.00

Cash amount:      150.00
Check amount:
Money order:
Charge amount:
Receipt number:   45507
Date/Time of Add 03/29/2001 13:24
Operator: TEST
Notes:
Void reason:
Change
Pass word

Please enter void reason and your PASSWORD!

Nxt Tran  LUP Type  INQ Case# 00045507  1  Petn# 00000001  Evt#  Party
F1=Help F2=Nxt Tran F3=Exit F4=Prompt F5=Re-prt F6=System
F8=Probate F9=Name Inq F10=Void F13=Notes F14=Dkt.Inq F16=Inv.Cal

MP      b                                     20/015
1902 - Session successfully started          \\SCAO\IN54QLS on Ne05:

```

You are required to enter a Void reason and your password. After you have entered this, press <Enter>. The system will void the receipt and print a copy of the voided receipt.

**NOTE:** If a void is processed on a receipt that was created outside of the transmittal period that you are currently in it will affect your transmittal.