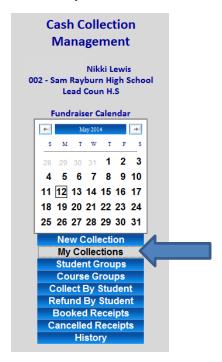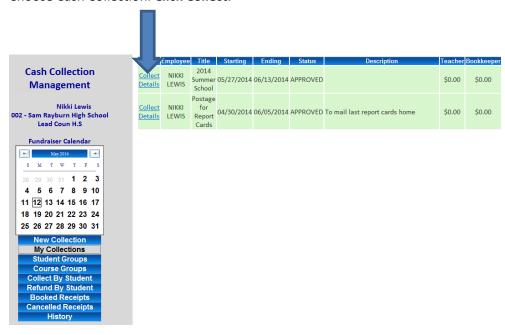# Cancel a Cash Receipt

*Cancel feature is to be used for mistakes such as a duplicate receipt, entering incorrect amount, or selecting the incorrect student. Money being issued back to students should only be handled by the campus secretary/bookkeeper and **Refund By Student** module should be used.*
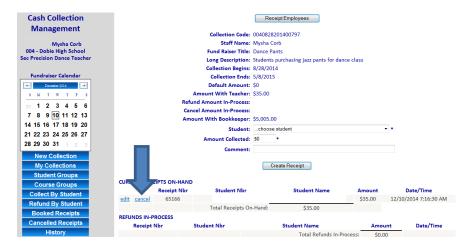
Click on **My Collections**

Choose Cash Collection. **Click Collect.**

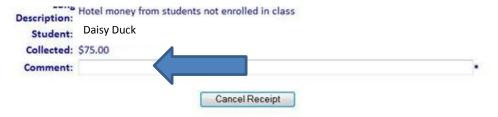|	Employee	Title	Starting	Ending	Status	Description	Teacher	Bookkeeper
Collect Details	NIKKI LEWIS	2014 Summer School	05/27/2014	06/13/2014	APPROVED		$0.00	$0.00
Collect Details	NIKKI LEWIS	Postage for Report Cards	04/30/2014	06/05/2014	APPROVED	To mail last report cards home	$0.00	$0.00

Click Cancel

(Ensure correct receipt number is cancelled. Cancel link is only available if not receipted with Bookkeeper/Secretary.)

Comment Filled is required. Enter detail reason for cancellation.

Click Cancel Receipt

*Once submitted, the cancel request must be approved/rejected by campus secretary/bookkeeper.