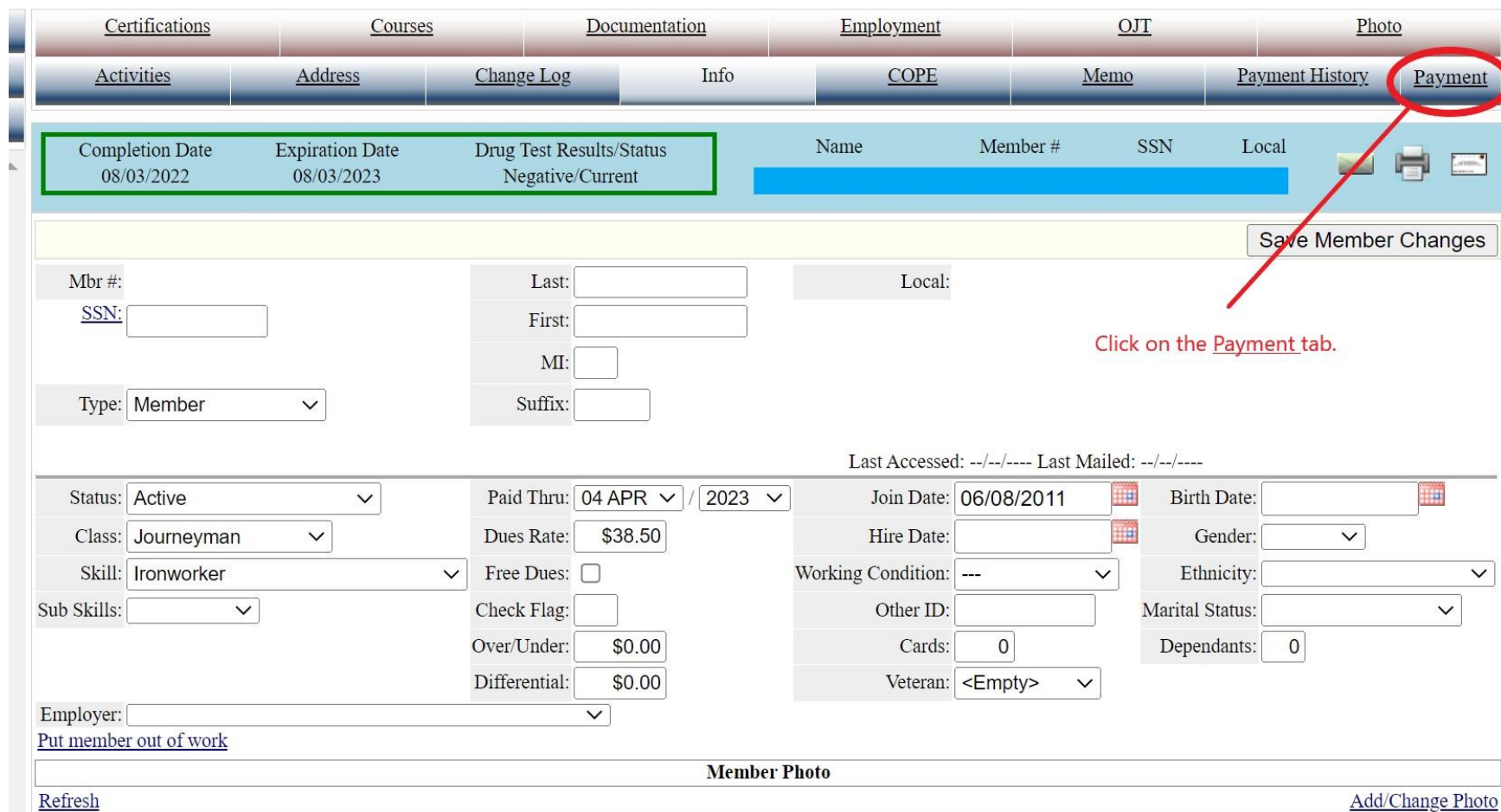


Receipt Voids

- It is best to begin by checking the payment history to ensure you have the correct receipt number and amount.
 - Keep in mind that Dues must be voided by date order.** This means if you need to void a payment of dues received on 1/1/23, and dues payments have been received since then, those that came in after 1/1/23 will need to be voided before you can void the 1/1/23 receipt.



The screenshot shows a web application interface for managing member information. At the top, there is a navigation bar with tabs: [Certifications](#), [Courses](#), [Documentation](#), [Employment](#), [OJT](#), [Photo](#), [Activities](#), [Address](#), [Change Log](#), [Info](#), [COPE](#), [Memo](#), [Payment History](#), and [Payment](#). The [Payment](#) tab is circled in red, and a red arrow points to it with the text "Click on the Payment tab." Below the navigation bar, there is a header section with a green border containing the following information: Completion Date: 08/03/2022, Expiration Date: 08/03/2023, Drug Test Results/Status: Negative/Current, Name, Member #, SSN, and Local. Below this header, there is a "Save Member Changes" button. The main form area contains various input fields and dropdown menus for member information, including: Mbr #, SSN, Last, First, MI, Suffix, Local, Type (Member), Status (Active), Class (Journeyman), Skill (Ironworker), Sub Skills, Paid Thru (04 APR / 2023), Dues Rate (\$38.50), Free Dues (checkbox), Check Flag (checkbox), Over/Under (\$0.00), Differential (\$0.00), Employer, Join Date (06/08/2011), Birth Date, Hire Date, Working Condition (---), Other ID, Cards (0), Veteran (<Empty>), Gender, Ethnicity, Marital Status, and Dependents (0). At the bottom, there is a "Member Photo" section with a "Refresh" button and an "Add/Change Photo" link.

Certifications	Courses	Documentation	Employment	OJT	Photo		
Activities	Address	Change Log	Info	COPE	Memo	Payment History	Payment

Completion Date
08/03/2022

Expiration Date
08/03/2023

Drug Test Results/Status
Negative/Current

Name

Member #

SSN

Local

Save Member Changes

Mbr #:

SSN:

Type: Member

Last:

First:

MI:

Suffix:

Local:

Status: Active

Class: Journeyman

Skill: Ironworker

Sub Skills:

Paid Thru: 04 APR / 2023

Dues Rate: \$38.50

Free Dues: ☐

Check Flag: ☐

Over/Under: \$0.00

Differential: \$0.00

Employer:

Join Date: 06/08/2011

Hire Date:

Working Condition: ---

Other ID:

Cards: 0

Veteran: <Empty>

Birth Date:

Gender:

Ethnicity:

Marital Status:

Dependents: 0

Refresh

Member Photo

Add/Change Photo

Payment

Member's Receipts

Cancel/Close/Done

Set Back Date: MM/DD/YYYY

5 23 2023

00 Member wants to pay for how many months?

Click on Member's Receipts tab.

Description

Mos/Wks/Amt/Hrs

Type

Rate

Due

Paid

Payment Method: Credit Card CC Fee? 3.00 Ref #:

DUES - MEMBERSHIP DUES

0

Monthly

38.50

0.00

0.00

4/2023

Member Receipt Totals

Previous O/U: 0.00

Dues Due: 0.00

Dues Paid: 0.00

Other Due: 0.00

Other Paid: 0.00

Convenience Fee: 0.00

Total Due: 0.00

Paid: 0.00

Print Receipt

Email:

Cancel

Save Ba

Payment				Member's Receipts							Cancel/Close/Done		
Void Ind	Apply Date	Enter Date	Receipt No	Receipt Description	Amount Owed	Total Paid	Prev O/U	New O/U	Paid Thru	Payment Method	Void Date	Void Reason	Print Ind
<input checked="" type="checkbox"/>	2/1/2023	2/1/2023	340719	Membership Dues	154.00	154.00			04/2023	Check			Reprint
<input type="checkbox"/>	9/13/2022	9/13/2022	339622	Membership Dues	154.00	154.00			12/2022	Check		Click on the V next to the receipt you would like to void.	Reprint
<input type="checkbox"/>	5/24/2022	5/24/2022	338690	Membership Dues	154.00	154.00			08/2022	Check			Reprint
<input type="checkbox"/> Void	5/24/2022	5/24/2022	338688	Membership Dues	154.00	154.00			08/2022	Credit Card	5/24/2022	MODE OF PAYMENT INCORRECT	Reprint
<input type="checkbox"/>	1/29/2022	1/29/2022	337775	Membership Dues	154.00	154.00			04/2022	Check			Reprint
<input type="checkbox"/>	9/28/2020	9/28/2020	335093	Membership Dues	462.00	462.00			12/2021	By Local			Reprint
<input type="checkbox"/>	6/30/2020	6/30/2020	334381	Membership Dues	115.50	115.50			12/2020	Check			Reprint
<input type="checkbox"/>	5/26/2020	5/26/2020	334128	Membership Dues	115.50	115.50			09/2020	Check			Reprint

Payment		Member's Receipts		Cancel/Close/Done				
Receipt Void Administration								
Back to Receipt Search								
Receipt Details - Receipt Number: 340719								
Code	Description	Qty/Months/etc.	Paid Thru	Paid	Prev O/U	Curr O/U	GLNO	Receipt Total:
D	Membership Dues	4	2023-04-01	154.00	0.00	0.00	4001	Click Submit Void
								Receipt Total: 154.00
Reason: ---								5/23/2023 Submit Void
<div> <div># Pmts</div> <div>Amount</div> <div>Date</div> <div>NSF</div> <div>Other</div> <div>Pmt Mode</div> <div>Refund</div> <div>Stop Pmt</div> <div>Wrong Mem No</div> </div>								<p>Today's date. This is the date the receipt will be voided.</p>

Select the correct VOID reason:

If it is a same day void, you will not be able to select Refund. Instead, you should select Amount.

If it is not a same day void, and you want the money to appear in the member's O/U, select Refund.

After voiding, you can re-enter any payments needed. If you need the new payments to be paid from the refunded money in the O/U, the payment method used is Previous Deposit. **If the payment is being done from a same day void the payment method should not be previous deposit.**

If the voided payment is a dues payment, always remember to **double check the paid thru date after the void to ensure the paid thru date updated correctly** so the next payment's paid thru will update correctly. If it did not update correctly, contact the ITHelpdesk at: itehelpdesk@iwintl.org