



Miscellaneous Receipt Correction Procedures

Revised November 2017

The following scenarios address miscellaneous receipt corrections:

Scenario 1

I processed a refund of receipt but forgot to say "Y" to create a warrant check. How do I get the check?
After querying the refund in USASWeb/Refund, reverse the refund using the Reverse option. Then process another refund in USASWeb/Refund clicking on "Y" to create a warrant check.

Scenario 2

I entered the wrong account number on a receipt. How can I correct this?
After querying the receipt in USASWeb/Receipt, select Reverse to reverse the receipt or part of the receipt with the incorrect account code. Then receipt it in using the correct account.

Scenario 3

I processed a refund of receipt but used the incorrect check number. How can I fix this?
Use CHKSEQ Option 1 to resequence the check to the correct check number.

Scenario 4

The incorrect date and receipt number was entered on a receipt. How can I correct this?
You can modify the receipt number and date on an existing receipt using the Modify option.