

Voiding a Receipt in PetPoint

Go to FINANCE>Search/Edit Receipt

Find your receipt using the search criteria, hit FIND

Intake Outcome Edit Care PPTN Services Schedule Licensing Finance Case Reports Admin Support

Add/Edit Receipt

Search Criteria: Receipt Number (circled) Receipt: **Find** (circled)
Clear Receipt Search

Person Search Criteria: Name (dropdown) First: Middle: Last:
 Fuzzy Search **Find** Clear Person Search

No Person

Person Detail

Select the receipt you wish to void by clicking on the green button of the appropriate receipt

Search Criteria: Person Name (dropdown) First name: pretend Last name: Fuzzy Search **Find**

Select	Total	Cash Paid	Check Paid	Debit Paid	Credit Card Paid	Credit Card Type	Gift Card Paid	Voucher Paid	Balance	Date	Closing #	Closed
R0028456503	\$6.00	\$6.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	10/21/2024 6:37:00 PM		
R0028775318	\$30.00	\$30.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	1/8/2025 10:08:00 AM		
R0028884968	\$42.00	\$0.00	\$42.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	1/30/2025 1:53:00 PM		

1 Record Count: 3 10 / Page

Scroll to the bottom of the page, on the left side click the VOID button

Receipt Notes

Template: -- Select -- Override Append Clear Spell Check

2025 licenses for sammy, jo, etc

Submit Receipt **Void** (circled)
Print Receipt Clear

Home Contact Us Sign Out

You will receive a pop-up asking you to confirm that you wish to void the receipt

A confirmation dialog box is displayed over a receipt form. The dialog box has a title "sms.petpoint.com says" and the text "Are you sure you want to void this receipt?". It contains two buttons: "OK" (highlighted in blue) and "Cancel".

The background shows a receipt form with the following fields:

Type	Gift Card Paid	voucher #	voucher type	voucher Subtype	voucher Paid
-	\$0.00	>>	-- Select --	-- Select --	\$0.00

Once you click OK, the receipt will be voided. You'll see this message in the Person section of the receipt.

The "Person Detail" section of a receipt form is shown. It contains the following fields:

Person ID	First Name*	Last Name*	Primary	Phone Number*
P0046112283	Pretend	Person	<input type="checkbox"/>	---

Country: United States

Street Address*

Zip Code: >> -- Select --

State*: -- Select --

City: -- Select --

City Alias

Jurisdiction: -- Select --

County: -- Select --

Primary:

Email Address: rsteciukhome@gmail.com

Receipt # 28775318 for Pretend Person This Receipt was Voided on 02/03/2025 12:13PM by rsteciuk

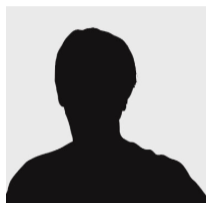
The receipt will also show as void in the Person Profile

P0046112283-Pretend Person



Photo

Details



Person ID:P0046112283
Name: Pretend Person
Gender: Unknown
Pronoun:
Date of Birth:
Identification:

Address:
Phone:
Email:
✉: rsteciukhome@gmail.com
Consent To Contact: Yes

Records | Memos/Files | Associations | Agency Membership | Related Persons | Survey | Petango Applications

Time Period

All

Sort



Void Receipt - 28775318
Total: \$30
Date:

Cash Paid: \$30
Balance: \$0
Change Given: 0