

Void Fees for Household Members

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[Important Information about Voiding Fees](#) | [Void an Assignment](#) | [Void a Payment](#) | [Void an Adjustment](#) | [Void Fee Adjustment Example](#)

Classic View: Census > Household > Fees

Search Terms: Fees

Fee Assignments, Payments and Adjustments cannot be deleted. Instead, they are voided, which reverses the transaction.

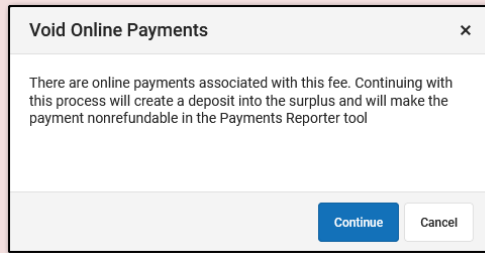
What can I do?	What do I need to know?
<ul style="list-style-type: none"> • Void an Assignment • Void a Payment • Void an Adjustment 	<ul style="list-style-type: none"> • Important Information about Voiding Fees

Important Information about Voiding Fees

- Deposits cannot be voided, only refunded in the [Census People Fees](#) tool.
- Voided fees are not visible on the Portal.
- Voiding an **Assignment** also voids all Payments and Adjustments attached to the assignment.
- After you void a **Payment**, the Fees tool displays any deposits made as a result of the payment.
- When voiding a Payment, indicate **What to Void**.
 - **Void payment to this fee and create deposit** will void the selected payment only and create a surplus with the amount paid.
 - **Void payments to all fee assignments paid with this fee payment** will void the selected payment and any other payments made in the same transaction. All payments made in the transaction payment are listed in the payment transaction table.

Void an Assignment

When voiding a fee assignment that was paid using an online payment, this message appears:



- Clicking **Continue** voids the payment and deposits the amount into the surplus, and the payment can **NOT** be refunded in the [Payments Reporter](#) tool.
- Clicking **Cancel** does **NOT** void the online payment through the Fees tool. Instead, you can use the [Payments Reporter](#) to refund the payment.

1. Select the fee assignment you want to void.
Result: The Assignment panel displays.
2. Click the **Void** button.
Result: The Void Assignment screen displays.
3. Enter the **Void Date** and select a **Void Reason**. Comments are optional.
4. Click **Void**.

Household Fees ☆ Census > Households > Household Fees
 Eleanor Fleischer Phone: (555)555-9736 Related Tools ^

Unpaid Fees : \$50.00 Surplus : \$50.00 Balance : \$0.00

Years to Print: 21-22 x

Year	Household Max
- 21-22	250.00

Name	Unpaid Fees
- Fleischer, Brent (313159)	0.00
+ Fleischer, Bryan (313147)	50.00

Fee	Due Date
+ Media Lost or Damaged Book	07/18/2022

Assignment

Fee: Media Lost or Damaged Book

Amount: 20.00

Balance: 0.00

Due Date: 07/18/2022

Exempt:

Comments: Maximum 255 characters

Buttons: Save, Make Payment, Make Adjustment, **Void**, Close

Void Assignment

All payments and adjustments to this fee will also be voided

Void Date: 07/18/2022

Void Reason:

Comments: Maximum 255 characters

Buttons: Save, Make Payment, Make Adjustment, **Void**, Cancel

Void Fee Assignment Workflow

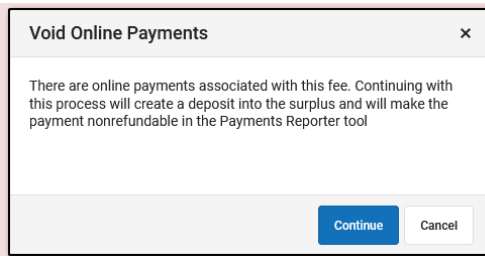
Fee	Due Date	Balance
- Media Lost or Damaged Book (Void)	07/18/2022	0.00

Description	Type	Date	Debit	Credit
Assignment	Media	07/18/2022	20.00	0.00
Void Assignment	Item Returned	07/19/2022	0.00	20.00

Void Fee Assignment Example

Void a Payment

When voiding a fee payment that was paid using an online payment, this message appears:



- Clicking **Continue** voids the payment and deposits the amount into the surplus, and the payment can **NOT** be refunded in the [Payments Reporter](#) tool.
- Clicking **Cancel** does **NOT** void the online payment through the Fees tool. Instead, you can use the [Payments Reporter](#) to refund the payment.

1. Select the fee payment you want to void.
Result: The Payment panel displays.
2. Click the **Void** button.
Result: The Void Payment screen displays.
3. Enter the **Void Date** and select a **Void Reason**. Comments are optional.
4. Select **What to Void**.
 - **Void payment to this fee and create deposit** will void the selected payment only and create a surplus with the amount paid.
 - **Void payments to all fee assignments paid with this fee payment** will void the selected payment and any other payments made in the same transaction. All payments made in the transaction payment are listed in the payment transaction table.
5. Click **Void**.

Year	Household Max
21-22	250.00

Fee	
Media Lost or Damaged Book	
Description	Type
Assignment	Media
Payment	In Office

Buttons: New Fee Assignment, Make Payment, Make Deposit, Make Refund

Payment		
Amount	30.00	Payment Date
		7/19/2022
		Payment Type
		In Office
Payment Method	Cash	
Created By	Administrator, System (9999999999)	Created Date
		7/19/2022 1:14:00 PM
Modified By	Administrator, System (9999999999)	Modified Date
		7/19/2022 1:14:00 PM
Comments	Maximum 255 characters	
<input type="text"/>		
Save Comments	Void	Close

Unpaid Payment

Void Payment

Years to 21-22

Void Date * 07/19/2022

Void Reason *

Void Reason is required

Amount 30.00

What to void: *

Void payment to this fee and create deposit.

Void payments to all fee assignments paid with this fee payment (Cancels payment).

Comments Maximum 255 characters

Description	Due Date	Name	Calendar	Payment Status	Payment Amount
Media Lost or Damaged Book	07/14/2022	Bergeson, Timothy (313162)	Sweeney Elementary 21-22	Paid	30.00
				Payment Total	30.00

Buttons: New, Save Comments, Void, Close

Void Fee Payment Workflow

Name	Unpaid Fees	Surplus	Balance	
+ Bergeson, Zenith (313158)	0.00	100.00	- 100.00	
- Bergeson, Timothy (313162)	30.00	30.00	0.00	

Fee	Due Date	Balance	
- Media Lost or Damaged Book	07/14/2022	30.00	

Description	Type	Date	Debit	Credit
Assignment	Media	07/19/2022	30.00	0.00
Payment	In Office	07/19/2022	0.00	30.00
Void Payment	Cancellation Related	07/19/2022	30.00	0.00

Surplus	Date	Balance	
- Deposit	07/19/2022	- 30.00	

Payment Method	Calendar	Comments	Debit	Credit
Auto Deposit	Sweeney Elementary 21-22	Auto deposit due to voiding a fee credit to fee 49484 for payment 158035	0.00	30.00

Void Fee Payment Example

Void an Adjustment

1. Select the fee adjustment you want to void.
Result: The Adjustment panel displays.
2. Click the **Void** button.
Result: The Void Assignment screen displays.
3. Enter the **Void Date** and select a **Void Reason**. Comments are optional.
4. Click **Void**.

Unpaid Fees : \$42.50 Surplus : \$0.00 Balance : \$42.50

Years to Print: 21-22

Year	Household Max	Student Max
21-22	250.00	100.00

Fee	Due Date
Tech iPad Repair or Lost	07/19/2022

Description	Type	Date	Debit	Credit
Assignment	Technology	07/19/2022	50.00	0.00
Adjustment	Change/Update Fee	07/19/2022	0.00	7.50

Adjustment

Amount: 7.50

Adjustment Date: 7/19/2022

Adjustment Type: CHG: Change/Update Fee

Comments: Maximum 255 characters

Calendar: Sweeney Elementary 21-22

Created By: Carter, Magda (999999999)

Created Date: 7/19/2022 12:25:00 PM

Modified By: Carter, Magda (999999999)

Modified Date: 7/19/2022 12:26:00 PM

Buttons: Save, **Void**, Close

Void Adjustment

Void Date: 07/19/2022

Void Reason:

Void Reason is required

Comments: Maximum 255 characters

Calendar: Sweeney Elementary 21-22

Buttons: Save, **Void**, Cancel

Void Fee Adjustment Workflow

Fee	Due Date	Balance
Tech iPad Repair or Lost	07/19/2022	50.00

Description	Type	Date	Debit	Credit
Assignment	Technology	07/19/2022	50.00	0.00
Adjustment	Change/Update Fee	07/19/2022	0.00	7.50
Void Adjustment	Cancellation Related	07/19/2022	7.50	0.00

Void Fee Adjustment Example

Previous Versions

[Void Fees for Household Members \[.2211 - .2227\]](#)