

Void Fee Assignments (Fees Wizard) [.2124 - .2227]

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You are viewing a previous version of this article. See [Void Fee Assignments \(Fees Wizard\)](#) for the most current information.

[Important Information about Voiding Fees](#) | [Void Fee Assignments Editor Options](#) | [Using the Void Fee Assignments Mode](#)

This content applies when the **Void Fee Assignments** option was selected in the first step of the Fees Wizard.

Classic View: Fees > Wizards > Fee Wizard

Search Terms: Fee Wizard

The Void Fee Assignments mode cancels the selected fee for the designated students. When voiding fee assignments, users must enter or select a **Void Date** and **Void Reason**, indicating when and why the transactions were voided.

Voided fees are visible on the student's [Fees](#) tab. A Fees Wizard log entry is also created and visible from the first page of the [Fees Wizard](#).

If a fee was paid using an online payment, the fee assignment should **NOT** be made void. If needed, use the [Payments Reporter](#) to refund the payment.

Fees Wizard ☆

Fees > Wizards > Fees Wizard

Fee Wizard

The Fee Wizard was designed to manage Fee Assignments en masse. Select a mode to get started.

Select Wizard Mode

Create Fee Assignments

Exempt/Unexempt Fee Assignments

Adjust Fee Assignments

Void Fee Assignments

Mark Fee Assignments Uncollected

Fee Wizard Logs

Fees Wizard ☆

Fees > Wizards > Fees Wizard

If a Fee Assignment was created with a Due Date, the Fee Assignment will only be voided if the Due Assignments without a Due Date is a valid scenario, a Due Date is not required. For Fee Assignments the Ad hoc filter or Grade Level selected.

All transactions made against a Fee Assignment will be Voided.
Payments made against Voided Fee Assignments will be returned to the student as a Surplus.

Voiding Fees

*Void Date

*Void Reason

Select Van Buren High School Fees

10th Grade PSAT Prep \$50.00

Annual Registration \$5.00

Art \$10.00

Book \$0.00*

Chemistry Lab \$5.00

District Fee \$10.00

Drama Club \$10.00

Elementary Field Trip \$0.00*

Fall Sports \$50.00

CTRL-click and SHIFT-click for multiple

Match on due date.

Select Calendars

08-09 Van Buren High School

09-10 Van Buren High School

10-11 Van Buren High School

11-12 Van Buren High School

Van Buren High School 12-13

13-14 Van Buren High School

17-18 Van Buren High School

18-19 Van Buren High School

19-20 Van Buren High School

Select Students

Grade

09

10

11

12

Ad Hoc Filter

Comments:

Void Fee Assignments

Important Information about Voiding Fees

If a fee was paid using an online payment, the fee assignment can **NOT** be made void. If needed, use the [Payments Reporter](#) to refund the payment.

Options for void reasons are stored in a user defined [Attribute Dictionary](#) for *FeeVoid*. Below are the default options.

- Cancellation Related
- Office Mistake
- Uncollectible

Users also have the option of narrowing results further by specifying an original due date for fees being voided. If the **Match on due date** checkbox is marked and a date entered, only fee assignments due on the entered date will be voided.

When voiding a fee assignment, the **Fee ID** column of the report is replaced by **Assignment ID**, indicating the identification number of the fee assignment voided. When marking fees as uncollectible, **Amount** is replaced by **Adjustment Amount**, indicating how much was adjusted to bring the balance due for the fee to \$0.

Void Fee Assignments Editor Options

Field	Description
Void Date	Date the fee was voided from the student's Fees tab.
Void Reason	Selection indicates why the fee was voided. Void reasons are created in the Attribute Dictionary .
Select Fees	List of fees that can be voided.
Match on Due Date	When selected and a date has been entered, only fee assignments due on the entered date will be voided.
Select Calendars	Students who have active enrollments in the selected calendar will have the selected fees voided. The Year and School selected in the Campus toolbar will automatically be selected. If a school is not selected in the Campus toolbar, all calendars for all years appear in the calendar list.

Field	Description
Select Students	Students can be selected by a Grade Level or an Ad hoc Filter. If a school is selected in the Campus toolbar, only those grade levels in the selected school are available for selection. When an ad hoc filter is selected, only those students included in the filter will have the fees voided for them.
Comments	Enter comments related to the voiding of the selected fees. Comments appear when selecting a fee from a student's Fees tab on the Edit Fee Assignment window.

Using the Void Fee Assignments Mode

Mode Selection

1. Select the **Void Fee Assignment Mode** from the main Fees Wizard page.
2. Click the **Next** button. The **Voiding Fees** editor displays.

Void Fees

1. Enter a **Void Date** for the fee. Dates are entered in *mmdyy* format or use the calendar icon to select a date.
2. Select the **Void Reason** from the dropdown list.
3. Select the **Fee** to void.
4. Mark the **Match on Due Date** checkbox and enter a Date to only void fee assignments due on the entered date.
5. Select the **Calendar**.
6. Select the **Students** either by **Grade level** or an **Ad hoc filter**.
7. Enter any **Comments** related to this void.

Preview Fee Assignment

1. Click the **Preview** button. A **Fee Wizard Report** displays in a new browser window, listing the students who will have a fee voided.
2. Return to the **Fees Wizard** window to complete the process.

Fees will not be voided until the **Run Wizard** button is selected.

2011-12 Elementary		Fee Wizard Report		
Generated on 03/14/2012 02:57:08 PM Page 1				
2011-12 Forest Elementary				
Student	Person ID	Name	Assignment ID	Amount
Student, Morgan	123456	Book Fee	219143	5.00
Student, Dylan	234567	Book Fee	219144	5.00
Student, Alan	345678	Book Fee	219126	5.00
Student, Hannah	456789	Book Fee	219164	5.00
Student, Jabar	567890	Book Fee	219131	5.00
Student, Caleb	678901	Book Fee	219097	5.00
Student, Heather	789012	Book Fee	219119	5.00
Student, Karissa	890123	Book Fee	219195	5.00
Student, Zachary	901234	Book Fee	219128	5.00
Student, Gabriel	012345	Book Fee	219112	5.00
Student, Nicholas	098765	Book Fee	219082	5.00
Student, Angela	987654	Book Fee	219156	5.00
Student, Colin	876543	Book Fee	219170	5.00
Student, Jada	765432	Book Fee	219193	5.00

Void Fee Preview Report

Run Wizard

Click the **Run Wizard** button to assign the selected fees. A **Fees Wizard Report** will display in a new browser window listing the students and the assigned fees that will be voided.

This is the only indication a user receives that fees have been voided.

2011-12
Elementary

Fee Wizard Report

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2011-12 Forest Elementary

Student	Person ID	Name	Assignment ID	Amount
Student, Morgan	123456	Book Fee	219143	5.00
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Student, Caleb	678901	Book Fee	219097	5.00
Student, Heather	789012	Book Fee	219119	5.00
Student, Karissa	890123	Book Fee	219195	5.00
Student, Zachary	901234	Book Fee	219128	5.00
Student, Gabriel	012345	Book Fee	219112	5.00
Student, Nicholas	098765	Book Fee	219082	5.00
Student, Angela	987654	Book Fee	219156	5.00
Student, Colin	876543	Book Fee	219170	5.00
Student, Jada	765432	Book Fee	219193	5.00

Void Fee Assignment Run Wizard Report