Void Fees for Household Members [.2211 - .2227]

Last Modified on 10/22/2022 10:48 am CDT

You are viewing a previous version of this article. See Void Fees for Household Members for the most current information.

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.

If a fee was paid using an online payment, the fee assignment, payment, or adjustment should **NOT** be made made void. If needed, use the Payments Reporter to refund the payment.

What can I do?	What do I need to know?
• Void an Assignment • Void a Payment • Void an Adjustment	• Important Information about Voiding Fees

Important Information about Voiding Fees

- Deposits cannot be voided, only refunded in the Census People Fees tool.
- Fees paid using online payments must be refunded using the Payments Reporter.
- 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.
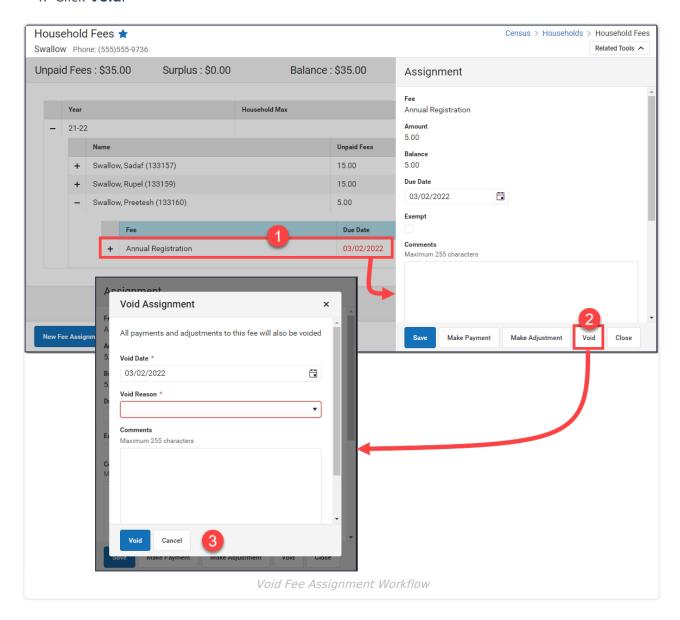
Void an Assignment

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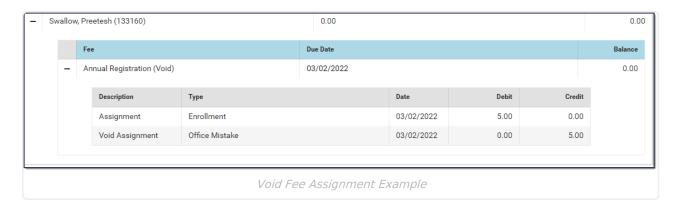   **Result**: The Assignment panel displays.
2. Click the **Void** button.
   Result: The Void Assignment screen displays.
3. Enter the **Void Date** and select a **Void Reason**. Comments are optional.
4. Click **Void**.

Void Fee Assignment Workflow

	Swallow, Preetesh (133160)		0.00			0.00

	Fee		Due Date			Balance
−	Annual Registration (Void)		03/02/2022			0.00

Description	Type	Date	Debit	Credit
Assignment	Enrollment	03/02/2022	5.00	0.00
Void Assignment	Office Mistake	03/02/2022	0.00	5.00

Void Fee Assignment Example

Void a Payment

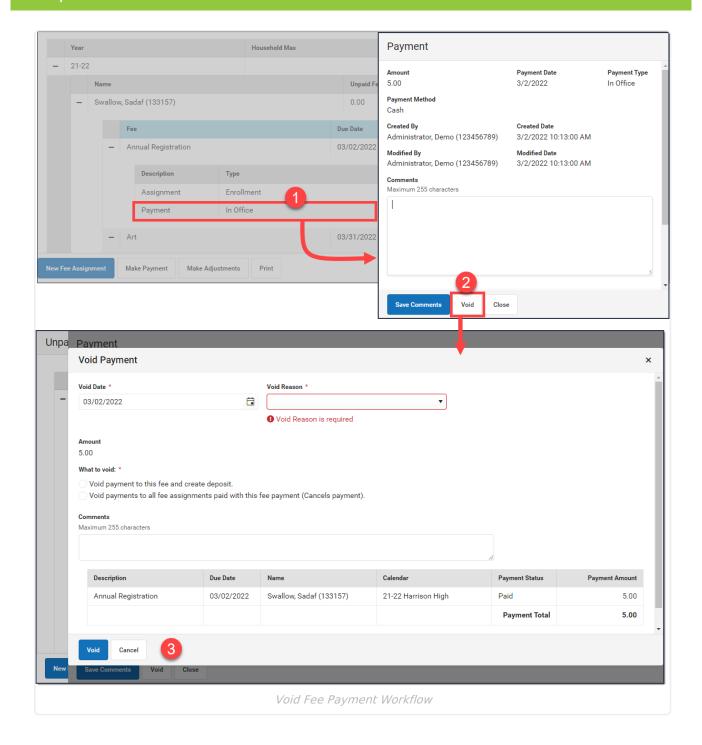1. Select the fee payment you want to void.
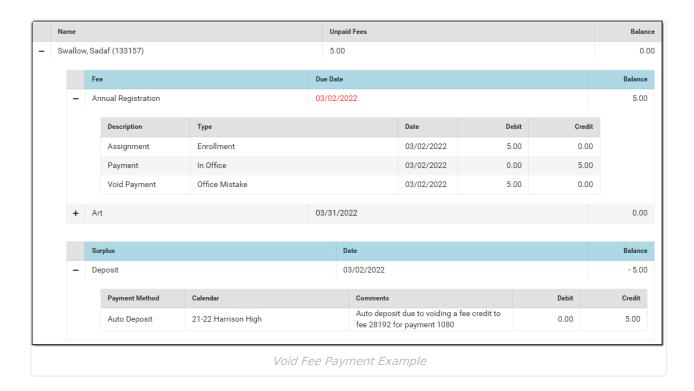   **Result**: The Payment panel displays.
2. Click the **Void** button.
   Result: The Void Payment screen displays.
3. Enter the **Void Date** and select a **Void Reason**. Comments are optional.
4. Select **What to Void**.
   - **Void payment to this fee and create deposit** will void the selected payment 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**.

Void Fee Payment Workflow

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**.

Void Fee Adjustment Workflow

Fee		Due Date				Balance
− Chromebook Screen Repair		03/02/2022				80.00
	Description	**Type**	**Date**	**Debit**	**Credit**	
	Assignment	Technology	03/02/2022	80.00	0.00	
	Adjustment	Uncollectible	03/02/2022	0.00	40.00	
	Void Adjustment	Office Mistake	03/02/2022	40.00	0.00	

Void Fee Adjustment Example