

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

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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?
<ul style="list-style-type: none"> <li><a href="#">Void an Assignment</a></li> <li><a href="#">Void a Payment</a></li> <li><a href="#">Void an Adjustment</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Important Information about Voiding Fees</a></li> </ul>

## 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**.

**Household Fees** ★  
Swallow Phone: (555)555-9736

Unpaid Fees : \$35.00    Surplus : \$0.00    Balance : \$35.00

Year	Household Max	Name	Unpaid Fees
- 21-22			
		+ Swallow, Sadaf (133157)	15.00
		+ Swallow, Rupel (133159)	15.00
		- Swallow, Preetesh (133160)	5.00

**Assignment**

Fee: Annual Registration  
Amount: 5.00  
Balance: 5.00  
Due Date: 03/02/2022

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

**Void Assignment**

All payments and adjustments to this fee will also be voided

Void Date \*: 03/02/2022

Void Reason \*: [Dropdown]

Comments: Maximum 255 characters

Buttons: Void, Cancel

*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	Credit
Assignment	Enrollment	03/02/2022	0.00
Void Assignment	Office Mistake	03/02/2022	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**.

Year	Household Max
21-22	

  

Name	Unpaid Fee
Swallow, Sadaf (133157)	0.00

  

Fee	Due Date
Annual Registration	03/02/2022

  

Description	Type
Assignment	Enrollment
Payment	In Office

  

Art	03/31/2022

### Payment

Amount: 5.00      Payment Date: 3/2/2022      Payment Type: In Office

Payment Method: Cash

Created By: Administrator, Demo (123456789)      Created Date: 3/2/2022 10:13:00 AM

Modified By: Administrator, Demo (123456789)      Modified Date: 3/2/2022 10:13:00 AM

Comments: Maximum 255 characters

### Unpaid Payment

#### Void Payment

Void Date: 03/02/2022      Void Reason:  

❗ Void Reason is required

Amount: 5.00

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
Annual Registration	03/02/2022	Swallow, Sadaf (133157)	21-22 Harrison High	Paid	5.00
<b>Payment Total</b>					<b>5.00</b>

Void Fee Payment Workflow

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*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 : \$60.00      Surplus : \$5.00      Balance : \$55.00

Year	Household Max	Student Max
21-22		

Name	Unpaid Fees
- Swallow, Sadaf (133157)	45.00

Fee	Due Date
+ Annual Registration	03/02/2022
- Chromebook Screen Repair	03/02/2022

Description	Type	Date	Debit	Credit
Assignment	Technology	03/02/2022	80.00	0.00
Adjustment	Uncollectible	03/02/2022	0.00	40.00

**Adjustment**

Amount: 40.00

Adjustment Date: 3/2/2022

Adjustment Type: UNC: Uncollectible

Comments: Maximum 255 characters

Calendar: 21-22 Harrison High

Created By: Administrator, Demo (123456789)

Created Date: 3/2/2022 10:38:00 AM

Modified By: Administrator, Demo (123456789)

Modified Date: 3/2/2022 10:39:00 AM

Buttons: Save, **Void**, Close

**Void Adjustment**

Void Date: 03/02/2022

Void Reason:

**Void Reason is required**

Comments: Maximum 255 characters

Calendar: 21-22 Harrison High

Buttons: Void, Cancel, Save

*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*