

Void Fee Assignments (Fees Wizard)

Last Modified on 03/11/2024 8:44 am CDT

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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](#).

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 Uncollectible

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Fee Wizard Logs

10/28/2019 14:53 - Create Fee Assignments
 10/28/2019 14:53 - Create Fee Assignments
 10/28/2019 14:52 - Create Fee Assignments
 10/28/2019 14:52 - Create Fee Assignments

Fees Wizard
Fees > Wizards > Fees Wizard

Fee Wizard

This wizard will Void Fee Assignments for persons who match the Ad hoc filter or Grade Level selected.

If a Fee Assignment was created with a Due Date, the Fee Assignment will only be voided if the Due Date entered in the wizard matches the Due Date on the Fee Assignment. Since creating Fee Assignments without a Due Date is a valid scenario, a Due Date is not required. For Fee Assignments where no Due Date was provided, the wizard will void all Fee Assignments of people who match 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.

You must select how you want to handle situation where the payment is a credit card payment or online payment. If you chose to Continue Processing and void such payments, these payments will be added to the persons surplus and hence can no longer be refundable in the Payments Reporter. If you chose to Stop processing, you will be given a list of the Fees found that have such payments and allow you to use the Payments Reporter to refund these payments. After they are refunded you can use the Fees Wizard to void the assignments.

Voiding Fees

*Void Date

*Void Reason

How do you want to handle processing if the assignment has a payment that is from a credit card or online payment?

☒ Stop processing and produce an error (allowing you to refund the payment in Payments Reporter)
☐ Continue processing and void the payment (which will make it nonrefundable in Payments Reporter)

Select Harrison High Fees

10th Grade PSAT Prep \$50.00
 10th Grade Retreat \$45.00
 11th Grade Retreat \$45.00
 9th Grade Retreat \$40.00
 Annual Registration \$5.00
 Art \$10.00
 Biology Lab \$10.00*

CTRL-click and SHIFT-click for multiple

☐ Match on due date.

Select Calendars

13-14 4T4P Block - Harrison Hi
 14-15 Harrison High
 15-16 Harrison High
 16-17 Harrison High
 17-18 Harrison High
 18-19 Harrison High
 19-20 Harrison High
 20-21 Harrison High
 21-22 Harrison High

Select Students

☒ Grade
☐ Ad Hoc Filter

Comments:

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Important Information about Voiding Fees

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 .

Field	Description
How do you want to handle processing if the assignment has a payment that is from a credit card or online payment?	<ul style="list-style-type: none"> • Stop processing and produce an error (allowing you to refund the payment in Payments Reporter): If a credit card or online payment was made on the fee assignment, marking this option produces an error message similar to the one below. The Fees Wizard will NOT void the payment and it must be refunded in the Payments Reporter tool for each person listed in the error message. <div data-bbox="517 501 1382 694" data-label="Form"> <div>Form Validation Error</div> <div>You must use the Payments Reporter tool to void all online payments associated with these fees before voiding the assignment: Youngmark, Britani:Carter Field Trip - Bendix, Darren:Carter Field Trip - Dohl, Lewis:Carter Field Trip - Hilliges, Paolo:Carter Field Trip - Lain, Isabelle:Carter Field Trip -</div> <div>District: MN - MN (MN) appServer b3710398.CMB001</div> <div>Date: Jul 31, 2022 10:13:54 AM</div> <div>Error Token: 1862480249</div> <div>This error was caused by invalid input. Please hit 'Back' and correct the mistake. If this is not the case, please report this error to Campus Support. Describe the steps necessary to reproduce the error.</div> </div> • Continue processing and void the payment (which will make it nonrefundable in Payments Reporter): If a credit card or online payment was made on the fee assignment, marking this option allows the Fees Wizard to void the payment. The payment amount is deposited into the surplus, and the payment can NOT be refunded in Payments Reporter.
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.
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. Determine how to handle credit card or online payments by selecting the radio button for the option **Stop processing and produce an error** or **Continue processing and void the payment**.
4. Select the **Fee** to void.
5. Mark the **Match on Due Date** checkbox and enter a Date to only void fee assignments due on the entered date.
6. Select the **Calendar**.
7. Select the **Students** either by **Grade level** or an **Ad hoc filter**.
8. 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.

TIP: If you are running the Fees Wizard with the **Stop processing and produce an error (allowing you to refund the payment in Payments Reporter)** option, you may want to print this report and use it when making refunds in Payments Reporter.

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

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Fee Wizard Report

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**

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Fee Wizard Report

2011-12 Forest Elementary

Student	Person ID	Name	Assignment ID	Amount
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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 Assignment Run Wizard Report