

Void Fee Assignments (Fees Wizard)

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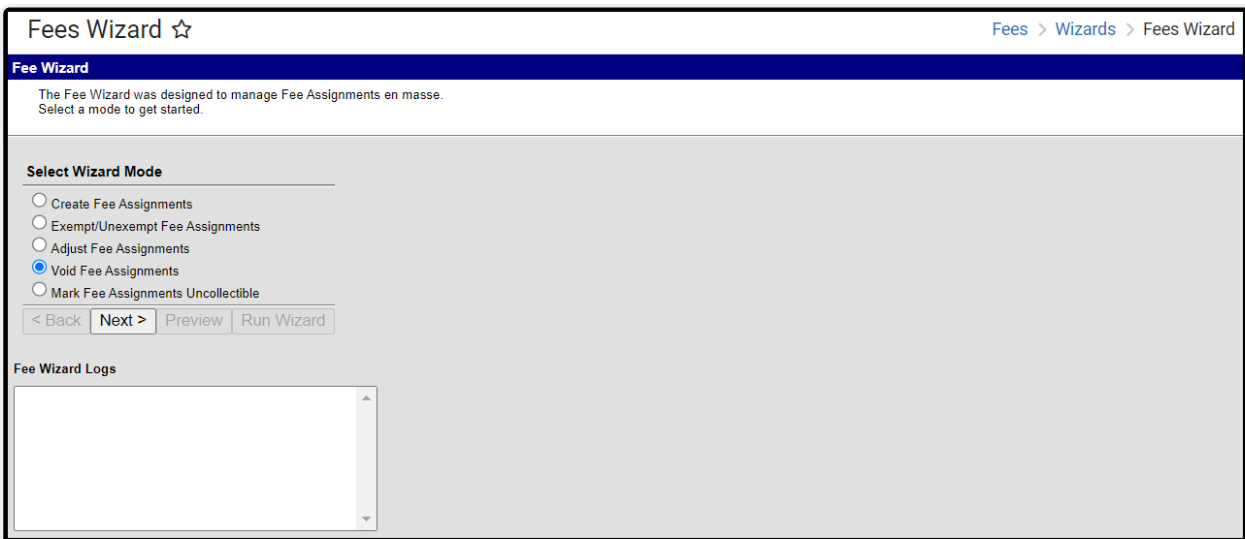
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This content applies when the **Void Fee Assignments** option was selected in the first step of the Fees Wizard.

Tool Search: Fees 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](#) tool. A Fees Wizard log entry is also created and visible from the first page of the [Fees Wizard](#).



The screenshot shows the 'Fees Wizard' interface. At the top, there is a breadcrumb trail: 'Fees > Wizards > Fees Wizard'. Below this is a blue header bar with 'Fee Wizard'. The main content area has a message: 'The Fee Wizard was designed to manage Fee Assignments en masse. Select a mode to get started.' Underneath, there is a section titled 'Select Wizard Mode' with five radio button options: 'Create Fee Assignments', 'Exempt/Unexempt Fee Assignments', 'Adjust Fee Assignments', 'Void Fee Assignments' (which is selected), and 'Mark Fee Assignments Uncollectible'. Below the radio buttons are four buttons: '< Back', 'Next >', 'Preview', and 'Run Wizard'. At the bottom, there is a section titled 'Fee Wizard Logs' with an empty text area and a vertical scrollbar.

Void Fee Assignments

Important Information about Voiding Fees

Options for void reasons are stored in a user defined [Attribute Dictionary](#) for *Fee Void*. 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 tool. |
| Void Reason | Selection indicates why the fee was voided. Void reasons are created in the Attribute Dictionary . |
| 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 1312 1378 1503" data-label="Code-Block"> <pre> Form Validation Error 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 - District: MN - MN (MN) appServer b3710398-CMB001 Date: Jul 31, 2022 10:13:54 AM Error Token: 1862480249 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. </pre> </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. |

| Field | Description |
|-------------------------|---|
| 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 tool 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.

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.