

Household Fees

Last Modified on 04/24/2026 8:27 am CDT

Tool Search: Fees

The Household Fees tool displays fees transactions for all members of a household, including fee assignments, payments and adjustments.

If the household has reached the [maximum fee](#) amount established by the school and/or district, that will be noted in the Fees Editor.

If a school or district has a [household maximum](#) set, individuals' fees should be managed here, on the Household Fees tool.

Deposits cannot be made in the Household Fees tool. Deposits can be made in [Student Fees](#) or [Person Fees](#); however, surplus values do appear in the Household Fees Editor.

Household Fees ☆
Census > Households > Household Fees

Geny Phone: (555)555-4490
Related Tools ^

Unpaid Fees : \$110.00
Surplus : \$0.00
Balance : \$110.00

Years to Print

21-22 x
x

	Year	Household Max	Student Max	Balance
-	21-22	500.00	250.00	110.00

	Name	Unpaid Fees	Balance
+	Smith, Callie (113831)	50.00	50.00
+	Geny, Bradley (113833)	10.00	10.00
+	Geny, Dimitri	50.00	50.00

New Fee Assignment
Make Payment
Make Adjustments
Print

See the [Fees](#) page for additional information on tasks that can be performed on all Fees tools.

See the [Household Fees/Household Payments Tool Rights](#) article for information about rights needed to use this tool.

Household Fees Logic

Fees are not directly tied to a calendar: if fees remain unpaid from a previous year, they will appear in the **Unpaid Fees** amount. However, the calendar selected in the Campus Toolbar controls the calendar in which the fee is assigned.

Inactive students with previous enrollments can pay old, unpaid fees and students with future enrollments can pay unpaid fees on future calendars using [Online Payments](#).

Fees are assigned to a person and are not dependent on an enrollment. Therefore, the fees listed for a person can include fees assigned by other schools.

Calendar rights are enforced when assigning fees to individuals. Users will only be able to select fees that are created for a school to which they have rights. Fees created for use by all schools in the district will also display.

Primary vs. Secondary Households

When managing fees for students who belong to multiple households, or for blended households which include students with primary and secondary memberships in the household, the following items should be considered:

- Only members indicated as primary can be assigned fees in the Household Fees editor.
- Only fees assigned to members indicated as primary will calculate towards the Household [Fee Maximum](#).
- If a student has primary household memberships in two households, the Household Fee Max does **NOT** apply for any person in the household. However, the Student Fee Max (if set) does apply to all students in the household.

Fees Editor

The Fees Editor itemizes all fees assigned to each member of a household, including totals of how much was charged, how much was paid and the remaining debt or surplus. The following table describes all of the columns found in the Fee Editor.

The following table describes all of the columns found in the Household Fees Editor.

Field	Description
Unpaid Fees	The total amount that needs to be paid.

Field	Description																										
Surplus	If more has been paid than has been charged, a positive value appears and indicates the surplus amount available to be applied to later fees. Even after Surplus money is applied to other fees or refunded, you can see deposit and withdrawal details in the Surplus table. The Auto-pay Fees with Surplus Balance District Preference automatically pays any fee from the Surplus.																										
Balance	The Balance is the net of all debits minus all credits. A negative account balance indicates the account holder has funds available to pay unpaid fees, while a positive balance indicates the account holder owes money.																										
Years to Print	The years for which you want to print a Fee Billing Statement for the household .																										
Year	The year in which the fees were assigned.																										
Household Max Student Max	<p>The Fee Maximums tool sets a cap on the amount of fees a family pays for a school year. This cap can be set for just student fees (applies to fees listed on the Student Fees tool), for just household fees (applies to fees listed on the Household Fees tool) or both. The fee maximums defined in the Fee Maximums tool display.</p> <ul style="list-style-type: none"> Only fees assigned to members indicated as primary will calculate towards the Household Fee Maximum. If a student has primary household memberships in two households, the Household Fee Max does NOT apply for any person in the household. However, the Student Fee Max (if set) does apply to all students in the household. 																										
	<p>The screenshot shows the 'Household Fees' tool interface for a household named 'Sutterby'. It displays summary statistics: Unpaid Fees: \$30.00, Surplus: \$0.00, Balance: \$30.00. Below this, there is a 'Years to Print' dropdown set to '21-22'. A table shows the maximum fee amounts for the year 21-22: Household Max is 1,000.00 and Student Max is 500.00. A red box highlights these two values. Below the table, a list of household members is shown with their respective unpaid fees and balances.</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Household Max</th> <th>Student Max</th> <th>Balance</th> </tr> </thead> <tbody> <tr> <td>21-22</td> <td>1,000.00</td> <td>500.00</td> <td>30.00</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Name</th> <th>Unpaid Fees</th> <th>Balance</th> </tr> </thead> <tbody> <tr> <td>Sutterby, Grady (133136)</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Sutterby, Evelina</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Sutterby, Adib (133139)</td> <td>10.00</td> <td>10.00</td> </tr> <tr> <td>Sutterby, Ari (133140)</td> <td>10.00</td> <td>10.00</td> </tr> <tr> <td>Sutterby, Adnan</td> <td>10.00</td> <td>10.00</td> </tr> </tbody> </table>	Year	Household Max	Student Max	Balance	21-22	1,000.00	500.00	30.00	Name	Unpaid Fees	Balance	Sutterby, Grady (133136)	0.00	0.00	Sutterby, Evelina	0.00	0.00	Sutterby, Adib (133139)	10.00	10.00	Sutterby, Ari (133140)	10.00	10.00	Sutterby, Adnan	10.00	10.00
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Name	The member of the household to whom the fee was assigned.																										
Fee	The name of the name.																										
Due Date	The date the fee payment is due. If a due date has passed and the fee has not yet been paid, the due date will appear in red.																										
Balance	Indicates the amount remaining to be paid.																										

Field	Description
Description	For gray rows, this column includes a description of the fee, such as "Athletic Shorts" or "Summer School Tuition." For white rows, this column indicates what kind of transaction was performed, either a Payment or an Adjustment. Information about individual fees can be expanded and collapsed by clicking the + or - sign next to the Fee Description.
Type	For gray rows, this column includes the category of the fee, such as "Gym Uniforms" or "Registration." For white rows, this column indicates where the Payment was made, such as "In Office" or "Online."
Date	Applies to Payments and Adjustments, indicating when the transaction took place.
Exempt	Indicates if a fee is considered exempt and therefore does not need to be paid. If a Student or Household Fee Maximum has been reached, the word Exempt displays in parenthesis next to the fee.
Debit	The original amount of the fee.
Credit	Applies to Payments and Adjustments, indicating the amount that was deducted, through either payment or removal because of an adjustment.

Assign a Fee to Family Members

You can use the Household Fees tool to assign Fees to an individual household member or to multiple household members at the same time.

Household Fees ★
Aarens Phone: (555)555-1905

Unpaid Fees : \$5.00

Years to Print
21-22 x

Year
+ 21-22

New Fee Assignment

Fee *

Fee is required

Amount *

Due Date
02/28/2022

Exempt

<input type="checkbox"/>	Name	Calendar
<input type="checkbox"/>	Aarens, Reginald (104367)	21-22 Harrison High
<input type="checkbox"/>	Aarens, Lann (104369)	21-22 Harrison High
<input type="checkbox"/>	Aarens, Joey (104368)	21-22 Arthur Elementary
<input type="checkbox"/>	Aarens, Billie (104370)	21-22 Harrison High
<input type="checkbox"/>	Aarens, Bernadette	21-22 Harrison High
<input type="checkbox"/>	Aarens, Barnaby	21-22 Harrison High

Comments
Maximum 255 characters

New Fee Assignment

Assign a Fee

1. Click the **New Fee Assignment** button.
Result: The New Fee Assignment panel displays.
2. Select a **Fee** from the dropdown list.
Tip: This list is populated with values set in the [Fees](#) section.
If the fee amount is predetermined, this value will appear after the fee description. Otherwise the Amount displays as 0.00. If the fee amount is variable, an asterisk (*) will appear after the amount.
3. If applicable, enter the **Amount** of the fee.
Tip: If the description of the fee ends in an asterisk (*), the fee amount can be edited.
4. Enter a **Due Date** for the fee in *mmddyyyy* format.
Tip: Click the date field to open a calendar where you can pick the date.
5. Mark the **Exempt** checkbox if the person is exempt from paying this fee.
6. Select the checkbox next to the member(s) of the household to whom the fee should be **Assigned**.
7. Select the **Calendar** of enrollment for each individual from the dropdown list.
Tip: The current calendar of enrollment is automatically selected.
8. Enter any **Comments** related to the fee assignment in the **Comments** field.
9. Click the **Save** button when finished.
Result: The new fee displays in the **Fee Editor** with the total adjusted appropriately.

Edit a Fee Assignment

Once a fee has been assigned, clicking on the fee displays the Assignment panel. Only the **Due Date**, **Exempt Status** and **Comments** can be modified in this window.

Click **Save** when finished. To change the amount of a fee,

Adjust Fees for Household Members

Fee adjustments are used to modify the amount due for a fee. Fee adjustments may only be made for up to the amount of the fee assignment.

Household Fees ☆ Census > Households > Household Fees
 Torres Phone: (555)555-7978 Related Tools ^

Unpaid Fees : \$120.00 Surplus : \$0.00 Balance : \$120.00

Years to Print
21-22 x

Year	Household Max
- 21-22	

Name	Unpaid Fees
- Howard, Nina (13010500)	120.00

Fee	Due Date
+ 11th Grade Retreat	
- Yearbook	

Description	Type
Assignment	Technology

Assignment

Fee
Yearbook

Amount
75.00

Balance
75.00

Due Date
10/28/2019

Exempt

Comments
Maximum 255 characters

Calendar
21-22 Harrison High

Created By
Administrator, ASystem

2

New Fee Assignment Make Payment Make Adjustments Print Save Make Payment **Make Adjustment** Void Close

Household Fees ☆ Census > Households > Household Fees
 Torres Phone: (555)555-7978 Related Tools ^

Unpaid Adjustments

Years to Print
21-22

Adjustment Date * 3 Adjustment Type 4

11/06/2019 6

Fee	Due Date	Fee Amount	Fee Balance	Amount	Percent
Yearbook		75.00	75.00		

Comments
Maximum 255 characters

5

7

New **Make Adjustment** Cancel

Make an Adjustment

Make an Adjustment

1. Select the Fee Assignment to which you want to make an adjustment.
Result: The Assignment panel displays.
2. Click the **Make Adjustment** button.
Result: The Adjustments panel displays.
3. Enter an **Adjustment Date** in *mmddyyyy* format.

Clicking the date field opens a calendar from which you can pick a date.

4. Select the **Type** of adjustment. (*Optional*)
5. Enter any **Comments** associated with the adjustment.
6. Enter the amount to be removed from the fee(s) in the **Amount** or % field.

The subtracted amount cannot exceed the amount of the fee assignment. Enter a dollar amount in the **Amount** field OR a **Percentage** amount (do not enter the '%' sign, just a number up to three decimal points like 10 or 10.567).

7. Click **Make Adjustment** when finished.

Result: The entered adjustment displays below the fee to which it was applied with the date of the adjustment, the amount deducted in the **Credit** column and **Balances** and **Totals** updated accordingly.

Edit an Adjustment

After an adjustment is made, clicking on the adjustment displays the Adjustment panel which includes the adjusted **Amount**, the **Adjustment Date**, the **Type** of adjustment, as well as any **Comments** attached to the adjustment.

Only adjustment **Type** and **Comments** can be added or modified. Click **Save** when finished.

Surplus : \$0.00 Balance :

Household Max

Unp

ward, Nina (13010500) 110

Fee

- + 11th Grade Retreat
- Yearbook

Description	Type
Assignment	Technology
Adjustment	

Adjustment

Amount
10.00

Adjustment Date
7/21/2022

Adjustment Type
▼

Comments
Maximum 255 characters
Discount: Yearbook Editor

Calendar
21-22 Harrison High

Created By
Administrator, System

Created Date
7/21/2022 3:17:00 PM

Modified By
Administrator, System

Modified Date
7/21/2022 3:17:00 PM

Save Void Close

Edit an Adjustment

Record Household Fee Payments

Fees can be paid one at a time or you can pay multiple fees with a single payment. You cannot use the Household Fees tool to pay more than the required balance.

Make a Payment

1. Click the **Make Payment** button at the bottom of the screen.

Result: The **Payment** panel displays all fees from all years for all household members for which a payment is needed.

Household Fees ★ Census > Households > Household Fees

Swallow Phone: (555)555-9736 Related Tools ^

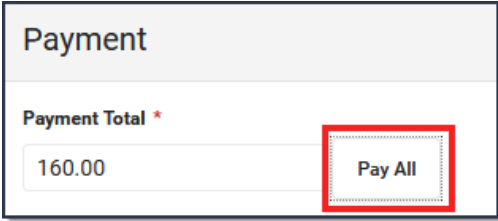
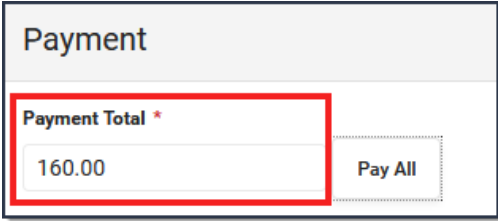
Unpaid Payment

Payment Total * Payment Date * Payment Method *

Name	Fee	Due Date	Fee Balance	Payment Amount
Swallow, Sadaf (133157)	Annual Registration	03/02/2022	5.00	
Swallow, Sadaf (133157)	Chromebook Screen Repair	03/02/2022	80.00	
Swallow, Rupel (133159)	Annual Registration	03/02/2022	5.00	
Swallow, Rupel (133159)	Art	03/31/2022	10.00	
Total			100.00	0.00

Comments
Maximum 255 characters

2. Enter a **Payment Date** in *mmddyyyy* format.
3. Enter the amount of the payment using one of the following options.

Option	Description
Pay All	<p>Click Pay All to populate this field with the total amount remaining to be paid.</p> 
Payment Total	<p>The Payment Total field at the top of the panel allows you to enter the amount to be paid. If the total amount exceeds the Fee Assignment amount, the remaining amount is deposited as a surplus.</p> 

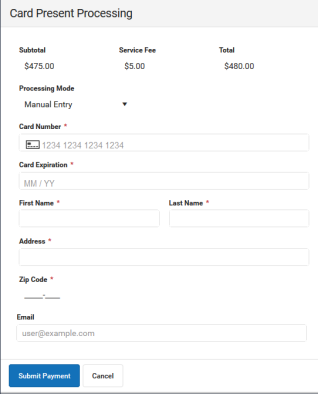
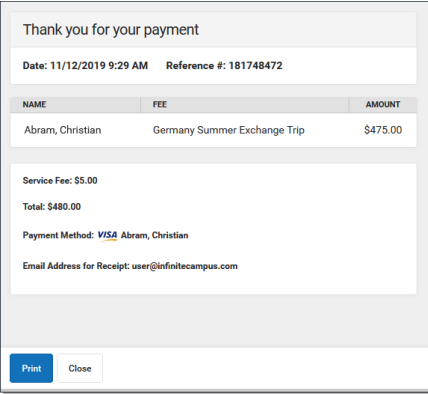
Option	Description																																				
PaymentAmount	<p>The Payment Amount column allows you to manually enter a unique value for each line. Campus automatically updates the Payment Total to match the values you enter.</p> <div style="border: 1px solid black; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Payment Total *</td> <td style="width: 20%;">Payment Date *</td> <td style="width: 50%;">Payment Method *</td> </tr> <tr> <td>47.00 <input type="button" value="Pay All"/></td> <td>04/14/2021 <input type="button" value="Calendar"/></td> <td><input type="text"/></td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th>Fee</th> <th>Fee Max</th> <th>Due Date</th> <th>Fee Balance</th> <th>Payment Amount</th> </tr> </thead> <tbody> <tr> <td>AD - 16/17 REG FEE GR 9-12</td> <td>Applies</td> <td>04/30/2021</td> <td>160.00</td> <td></td> </tr> <tr> <td>AMS-LOST TEXTBOOK</td> <td>Applies</td> <td>04/14/2021</td> <td>15.00</td> <td style="border: 2px solid red;">10</td> </tr> <tr> <td>DCHS-YEARBOOK</td> <td>Applies</td> <td>04/08/2021</td> <td>25.00</td> <td>25.00</td> </tr> <tr> <td>AD - 16/17 PE. SHORTS</td> <td>Applies</td> <td>03/31/2021</td> <td>12.00</td> <td>12.00</td> </tr> <tr> <td colspan="3" style="text-align: right;">Total</td> <td>212.00</td> <td>47.00</td> </tr> </tbody> </table> </div>	Payment Total *	Payment Date *	Payment Method *	47.00 <input type="button" value="Pay All"/>	04/14/2021 <input type="button" value="Calendar"/>	<input type="text"/>	Fee	Fee Max	Due Date	Fee Balance	Payment Amount	AD - 16/17 REG FEE GR 9-12	Applies	04/30/2021	160.00		AMS-LOST TEXTBOOK	Applies	04/14/2021	15.00	10	DCHS-YEARBOOK	Applies	04/08/2021	25.00	25.00	AD - 16/17 PE. SHORTS	Applies	03/31/2021	12.00	12.00	Total			212.00	47.00
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AD - 16/17 PE. SHORTS	Applies	03/31/2021	12.00	12.00																																	
Total			212.00	47.00																																	

4. Enter any **Comments** associated with the payment.
5. Select one of the following **Payment Methods** and complete the payment.

Payment Method	Description
Cash	Click the Make Payment button.
Check	The Check # field displays when you select this option. Enter the Check # then click the Make Payment button.
Surplus (Balance: \$XX.XX)	<p>This option only displays if a surplus is available on the account. If the Amount you previously entered is higher than the available Surplus, Campus clears the Amount field and you must enter the Amount again. The Surplus Balance is reduced by the amount used to pay the fee.</p> <div style="background-color: #e1f5fe; padding: 10px; border: 1px solid #cfe2f3;"> <p>Surpluses can only be applied to fees for the selected student. When a surplus is available, the payment of a fee comes from the surplus amount for that student only.</p> </div>
Record Credit/Debit Card	If your district does NOT use Online Payments or a Desktop Card Reader, enter the Reference # then click the Make Payment button.
Process Credit/Debit Card (Card Swipe)	<p>Complete these steps if you are using a Desktop Card Reader.</p> <p>▶ Click here to expand...</p> <ol style="list-style-type: none"> 1. Click the Make Payment button. <p>Result The Card Present Processing window displays.</p>

Payment Method	Description												
	<div data-bbox="608 190 1305 808" style="border: 1px solid gray; padding: 10px;"> <p style="text-align: center;">Present Processing</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Subtotal</td> <td style="width: 33%;">Service Fee</td> <td style="width: 33%;">Total</td> </tr> <tr> <td style="text-align: center;">\$475.00</td> <td style="text-align: center;">\$5.00</td> <td style="text-align: center;">\$480.00</td> </tr> </table> <p>Processing Mode</p> <p>Card Swipe ▼</p> <p>Card Swipe *</p> <p>Ready for card swipe</p> <p>First Name * Last Name *</p> <p><input type="text"/> <input type="text"/></p> <p>Email</p> <p>user@example.com</p> <p style="text-align: center;"> <input type="button" value="Submit Payment"/> <input type="button" value="Cancel"/> </p> </div> <p>2. Swipe the card through the card reader.</p> <p>Result</p> <p>A progress bar appears in the Card Swipe field. When the process completes, the message changes to Success.</p> <div data-bbox="603 969 1422 1133" style="background-color: #e1f5fe; padding: 10px; border: 1px solid #ccc;"> <p>If you already entered the First Name and Last Name, click <i>Enable Card Swipe</i> in the Card Swipe field then swipe the card through the card reader.</p> </div> <p>3. Enter the First Name and Last Name.</p> <p>4. Enter an Email address. <i>(Optional)</i></p> <div data-bbox="603 1240 1422 1404" style="background-color: #e1f5fe; padding: 10px; border: 1px solid #ccc;"> <p>If Email Settings are set up, Campus will send the receipt to the Email address entered here. This email is not included in the Sent Message Log.</p> </div> <p>5. Click the Submit Payment button.</p> <p>Result</p> <p>If the transaction is successful, the receipt displays and you can print the receipt from your browser. A receipt is emailed if an email address was entered in the Email field.</p> <div data-bbox="608 1626 1042 2018" style="border: 1px solid gray; padding: 10px;"> <p style="text-align: center;">Thank you for your payment</p> <p style="text-align: center;">Date: 11/12/2019 9:29 AM Reference #: 181748472</p> <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;">NAME</th> <th style="text-align: left;">FEE</th> <th style="text-align: left;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td>Abram, Christian</td> <td>Germany Summer Exchange Trip</td> <td>\$475.00</td> </tr> </tbody> </table> <p style="margin-top: 10px;">Service Fee: \$5.00</p> <p style="margin-top: 5px;">Total: \$480.00</p> <p style="margin-top: 5px;">Payment Method: VISA Abram, Christian</p> <p style="margin-top: 5px;">Email Address for Receipt: user@infinitecampus.com</p> <p style="text-align: center; margin-top: 10px;"> <input type="button" value="Print"/> <input type="button" value="Close"/> </p> </div>	Subtotal	Service Fee	Total	\$475.00	\$5.00	\$480.00	NAME	FEE	AMOUNT	Abram, Christian	Germany Summer Exchange Trip	\$475.00
Subtotal	Service Fee	Total											
\$475.00	\$5.00	\$480.00											
NAME	FEE	AMOUNT											
Abram, Christian	Germany Summer Exchange Trip	\$475.00											

Payment Method	6. Click the Close button. Description Result
	The payment displays below the fee(s) with the type and date of the payment, the amount paid in the Credit column and Balances and Totals updated accordingly.

Payment Method	Description
<p>Process Credit/Debit Card (Manual Entry)</p>	<p>Complete these steps if you do not have a Desktop Card Reader.</p> <p>▶ Click here to expand...</p> <ol style="list-style-type: none"> Click the Make Payment button. <p>Result The Card Present Processing window displays.</p>  <ol style="list-style-type: none"> Select <i>Manual Entry</i> in the Processing Mode dropdown list. Fill out the following fields. <ul style="list-style-type: none"> Card Number Card Expiration Name on Card Address Zip Code Email Click the Submit Payment button. <p>Result If the transaction is successful, the receipt displays and you can print the receipt from your browser. A receipt is emailed if an email address was entered in the Email field. This email is not included in the Sent Message Log.</p>  <ol style="list-style-type: none"> Click the Close button. <p>Result The payment displays below the fee(s) with the type and date of the payment, the amount paid in the Credit column and Balances and Totals updated accordingly.</p>

Void Fees for Household Members

Fee Assignments, Payments and Adjustments cannot be deleted. Instead, they are voided, which reverses the transaction.

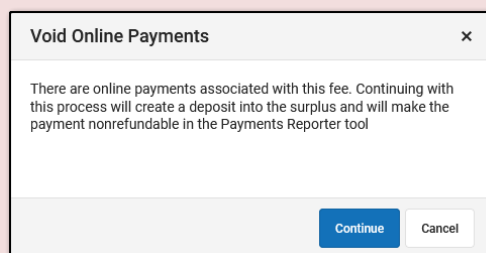
What can I do?	What do I need to know?
<ul style="list-style-type: none"> • Void an Assignment • Void a Payment • Void an Adjustment 	<ul style="list-style-type: none"> • Important Information about Voiding Fees

Important Information about Voiding Fees

- Deposits cannot be voided, only refunded in the [Census People Fees](#) tool.
- 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

When voiding a fee assignment that was paid using an online payment, this message appears:



- Clicking **Continue** voids the payment and deposits the amount into the surplus, and the payment can **NOT** be refunded in the [Payments Reporter](#) tool.
- Clicking **Cancel** does **NOT** void the online payment through the Fees tool. Instead, you can use the [Payments Reporter](#) to refund the payment.

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 ☆
Eleanor Fleischer Phone:(555)555-9736

Unpaid Fees : \$50.00 Surplus : \$50.00 Balance : \$0.00

Assignment

Year	Household Max
21-22	250.00

Name	Unpaid Fees
Fleischer, Brent (313159)	0.00
Fleischer, Bryan (313147)	50.00

Fee	Due Date
+ Media Lost or Damaged Book	07/18/2022

Assignment Details:

- Fee: Media Lost or Damaged Book
- Amount: 20.00
- Balance: 0.00
- Due Date: 07/18/2022
- Exempt:
- Comments: Maximum 255 characters

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

Void Assignment Dialog:

All payments and adjustments to this fee will also be voided

Void Date: 07/18/2022

Void Reason:

Comments: Maximum 255 characters

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

Void Fee Assignment Workflow

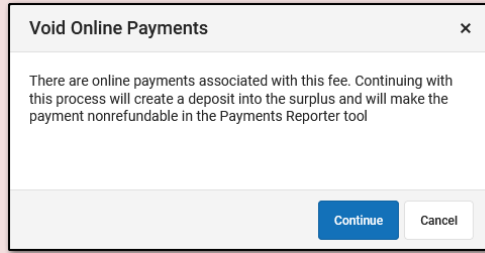
Fee	Due Date	Balance
- Media Lost or Damaged Book (Void)	07/18/2022	0.00

Description	Type	Date	Debit	Credit
Assignment	Media	07/18/2022	20.00	0.00
Void Assignment	Item Returned	07/19/2022	0.00	20.00

Void Fee Assignment Example

Void a Payment

When voiding a fee payment that was paid using an online payment, this message appears:



- Clicking **Continue** voids the payment and deposits the amount into the surplus, and the payment can **NOT** be refunded in the [Payments Reporter](#) tool.
- Clicking **Cancel** does **NOT** void the online payment through the Fees tool. Instead, you can use the [Payments Reporter](#) to refund the 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	250.00

Fee	
Media Lost or Damaged Book	
Description	Type
Assignment	Media
Payment	In Office

Buttons: New Fee Assignment, Make Payment, Make Deposit, Make Refund

Payment		
Amount	30.00	Payment Date
		7/19/2022
		Payment Type
		In Office
Payment Method	Cash	
Created By	Administrator, System (9999999999)	Created Date
		7/19/2022 1:14:00 PM
Modified By	Administrator, System (9999999999)	Modified Date
		7/19/2022 1:14:00 PM
Comments	Maximum 255 characters	
<input type="text"/>		
Save Comments	Void	Close

Unpaid Payment

Void Payment

Years to 21-22

Void Date * 07/19/2022

Void Reason *

Void Reason is required

Amount 30.00

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
Media Lost or Damaged Book	07/14/2022	Bergeson, Timothy (313162)	Sweeney Elementary 21-22	Paid	30.00
				Payment Total	30.00

Buttons: New, Save Comments, Void, Close

Void Fee Payment Workflow

Name	Unpaid Fees	Surplus	Balance	
+ Bergeson, Zenith (313158)	0.00	100.00	- 100.00	
- Bergeson, Timothy (313162)	30.00	30.00	0.00	

Fee	Due Date	Balance	
- Media Lost or Damaged Book	07/14/2022	30.00	

Description	Type	Date	Debit	Credit
Assignment	Media	07/19/2022	30.00	0.00
Payment	In Office	07/19/2022	0.00	30.00
Void Payment	Cancellation Related	07/19/2022	30.00	0.00

Surplus	Date	Balance	
- Deposit	07/19/2022	- 30.00	

Payment Method	Calendar	Comments	Debit	Credit
Auto Deposit	Sweeney Elementary 21-22	Auto deposit due to voiding a fee credit to fee 49484 for payment 158035	0.00	30.00

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 : \$42.50 Surplus : \$0.00 Balance : \$42.50

Years to Print: 21-22

Year	Household Max	Student Max
21-22	250.00	100.00

Fee	Due Date
Tech iPad Repair or Lost	07/19/2022

Description	Type	Date	Debit	Credit
Assignment	Technology	07/19/2022	50.00	0.00
Adjustment	Change/Update Fee	07/19/2022	0.00	7.50

Adjustment

Amount: 7.50
 Adjustment Date: 7/19/2022
 Adjustment Type: CHG: Change/Update Fee

Calendar: Sweeney Elementary 21-22
 Created By: Carter, Magda (999999999)
 Created Date: 7/19/2022 12:25:00 PM
 Modified By: Carter, Magda (999999999)
 Modified Date: 7/19/2022 12:26:00 PM

Buttons: Save, **Void**, Close

Void Adjustment

Void Date: 07/19/2022

Void Reason:

Void Reason is required

Comments:

Calendar: Sweeney Elementary 21-22

Buttons: Save, **Void**, Cancel

Void Fee Adjustment Workflow

Fee	Due Date	Balance
Tech iPad Repair or Lost	07/19/2022	50.00

Description	Type	Date	Debit	Credit
Assignment	Technology	07/19/2022	50.00	0.00
Adjustment	Change/Update Fee	07/19/2022	0.00	7.50
Void Adjustment	Cancellation Related	07/19/2022	7.50	0.00

Void Fee Adjustment Example

Print a Fee Billing Statement for a Household

To print a report detailing what fees remain unpaid, select the **Years to Print** then click the **Print** button.

Household Fees ☆ Census > Households > Household Fees

Swallow Phone: (555)555-9736 Related Tools ^

Unpaid Fees : \$50.00 Surplus : \$0.00 Balance : \$50.00

Years to Print
 × 1

	Year	Household Max	Student Max	Balance
+	21-22			25.00
+	20-21			25.00

2

The Fee Billing Statement generates in a PDF format that can be printed, folded, and mailed to the household's primary address. Beside the address appears a summary of information about the individual and a list of totals, including the number and value of all fees incurred, the district-determined fee maximum if applicable and the total amount paid. The Balance Due follows this list, in larger font and underlined.

The Fee detail section lists the fees assessed to the person, the due date, the fee amount and any adjustments or payments that have been made. The total balance due appears at the end of the list.

Fee Billing Statement

03/02/2022
Page 1 of 1

21-22 Harrison High
5856 Peachtree Parkway, Metro City, MN 55436
Phone: (763)555-5555 Fax:

To: The Swallow Household
8801 Smith St N
Blaine, MN 55449

Number of Fees: 10
Fee Amount: \$360.00
Adjustments: \$0.00
Paid: -\$110.00
Unpaid Fees: \$250.00
Surplus: \$5.00
Balance: \$245.00

Fees

Fee (Type)	Due Date	Member	Payment/Adjustment				Balance Due
			Type	Date	Amount	Method	
Annual Registration (Enrollment) \$5.00	03/02/2022	Swallow, Sadaf	Payment	03/02/2022	\$5.00	Credit Card Auth #: 123456	\$0.00
Chromebook Screen Repair (Technology)* \$80.00	03/02/2022	Swallow, Sadaf	Payment	03/02/2022	\$80.00	Credit Card Auth #: 123456	\$0.00
10th Grade PSAT Prep (Activity) \$50.00	03/02/2022	Swallow, Sadaf					\$50.00
Art (Course) \$10.00	03/31/2022	Swallow, Sadaf	Payment	03/02/2022	\$10.00	Cash	\$0.00
Surplus	2022	Swallow, Sadaf					-\$5.00
10th Grade PSAT Prep (Activity) \$50.00	03/02/2022	Swallow, Chi-mun					\$50.00
Annual Registration (Enrollment) \$5.00	03/02/2022	Swallow, Rupel	Payment	03/02/2022	\$5.00	Credit Card Auth #: 123456	\$0.00
10th Grade PSAT Prep (Activity) \$50.00	03/02/2022	Swallow, Rupel					\$50.00
Art (Course) \$10.00	03/31/2022	Swallow, Rupel	Payment	03/02/2022	\$10.00	Credit Card Auth #: 123456	\$0.00
10th Grade PSAT Prep (Activity) \$50.00	03/02/2022	Swallow, Preetesh					\$50.00
10th Grade PSAT Prep (Activity) \$50.00	03/02/2022	Swallow, Fern					\$50.00

* stands for variable rate fee.

Total Balance Due for Fees: \$245.00

Fee Billing Statement Example