

# Void a Fee Assignment, Payment, or Adjustment

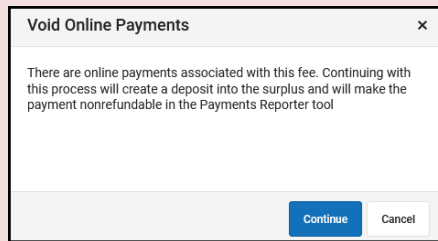
Last Modified on 10/21/2024 8:21 am CDT

Tool Search: Fees

Transactions may NOT be deleted. Instead, they are voided which reverses the transaction. The procedures in this article describe voiding Fee Payments and Adjustments that were entered using the Fees tool in Campus.

## Important Information About this Process

- Deposits cannot be voided, only refunded.
- Voiding a Fee Assignment also voids all Payments and Adjustments attached to the assignment.
- If a payment transaction originally included surplus funds which were then reallocated to another fee, the original payment cannot be voided. Later payments made with the surplus funds must first be voided before the original payment can be voided.
- When voiding a fee that was paid using an online payment, this message appears:



Clicking **Continue** voids the payment and deposits the amount of the online payment 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.

## Void an Assignment, Payment, Or Adjustment

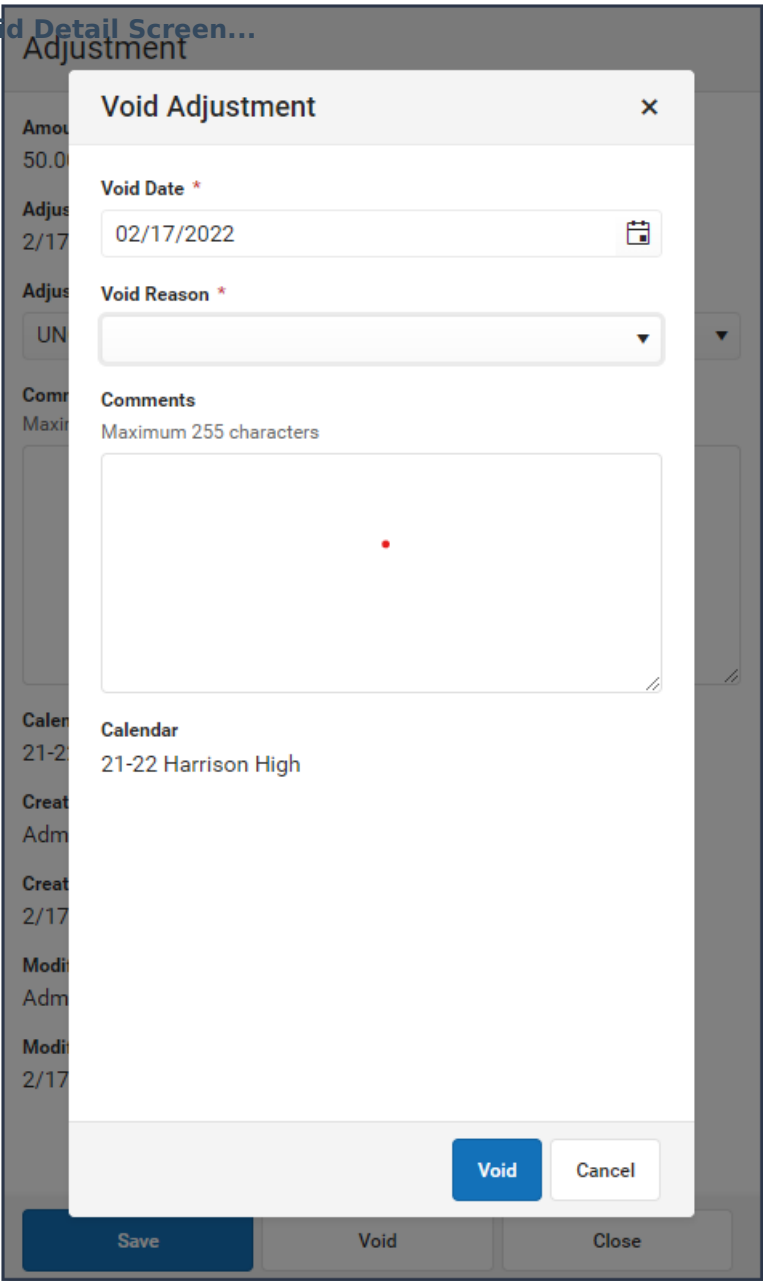
1. Select the Assignment, Adjustment or Payment and click the **Void** button.

**Result:** A **Void Detail** screen displays.

When voiding...	The Void Detail Screen...
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When voiding...	The Void Detail Screen...
<p>an <b>Assignment</b></p>	<p>includes the Fee assigned, the Amount, the Due Date and any Fee Comments. Expand the area below to see an example of this screen.</p> <p>▶ <a href="#">Click here to expand...</a></p> <div data-bbox="544 427 1315 1697" style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: 80%;"> <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;"> <p><b>Assignment</b></p> <p><b>Void Assignment</b> <span style="float: right;">✕</span></p> <p>All payments and adjustments to this fee will also be voided</p> <p><b>Void Date *</b></p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <span>02/17/2022</span> <span style="margin-left: 10px;">📅</span> </div> <p><b>Void Reason *</b></p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> <p><b>Comments</b></p> <p>Maximum 255 characters</p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> <p><b>Calendar</b></p> <p>21-22 Harrison High</p> <div style="display: flex; justify-content: flex-end; gap: 10px; margin-top: 10px;"> <span style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 3px;">Void</span> <span style="border: 1px solid #ccc; padding: 5px 10px; border-radius: 3px;">Cancel</span> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 3px;">Save</span> <span style="padding: 5px 10px;">Make Payment</span> <span style="padding: 5px 10px;">Make Adjustment</span> <span style="padding: 5px 10px;">Void</span> <span style="padding: 5px 10px;">Close</span> </div> </div>

When voiding...	The Void Detail Screen...						
<p>a <b>Payment</b></p>	<p>includes the Payment Date, the Amount paid, the Payment Method and any Fee Payment Comments. A table detailing the payment transaction appears following the summary information which includes the Fee, the Due Date, the Amount owed and the Payment Amount, as well as any deposits made as a result of the payment.</p> <p>When voiding a Payment, indicate the <b>Payment Void Type</b>.</p> <ul style="list-style-type: none"> <li>◦ <b>Void payment to this fee and create deposit</b> voids the selected payment only and creates a surplus with the amount paid.</li> <li>◦ <b>Void payments to all fee assignments paid with this fee payment</b> voids 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.</li> </ul> <p>Expand the area below to see an example of this screen.  <a href="#">▶ Click here to expand...</a></p> <div data-bbox="445 846 1422 1525" style="border: 1px solid gray; padding: 10px;"> <p><b>Payment</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Amount</th> <th style="text-align: left;">Payment Date</th> <th style="text-align: left;">Payment Type</th> </tr> </thead> <tbody> <tr> <td>12.00</td> <td>4/14/2021</td> <td>In Office</td> </tr> </tbody> </table> <div style="border: 1px solid gray; padding: 10px; margin-top: 10px;"> <p><b>Void Payment</b> <span style="float: right;">✕</span></p> <p>Void Date * <span style="margin-left: 150px;">Void Reason *</span></p> <p>04/15/2021 <span style="margin-left: 100px;">▼</span></p> <p>What to void: *</p> <p><input type="radio"/> Void payment to this fee and create deposit.</p> <p><input checked="" type="radio"/> Void payments to all fee assignments paid with this fee payment (Cancels payment).</p> <p>Comments</p> <p>Maximum 255 characters</p> <div style="border: 1px solid gray; height: 30px; width: 100%;"></div> <p style="text-align: right;"> <input type="button" value="Void"/> <input type="button" value="Cancel"/> </p> </div> </div>	Amount	Payment Date	Payment Type	12.00	4/14/2021	In Office
Amount	Payment Date	Payment Type					
12.00	4/14/2021	In Office					
<p>an <b>Adjustment</b></p>	<p>includes the Void Date, Void Reason, and any Adjustment Comments. Expand the area below to see an example of this screen.  <a href="#">▶ Click here to expand...</a></p>						

When voiding...	The Void Detail Screen...
	

When voiding...	The Void Detail Screen...

2. Enter a **Void Date** in *mmd/yyyy* format. Clicking the date field will open a calendar of the current month below. This field defaults to the current date.
3. Select a **Void Reason** from the dropdown list, such as Activity Cancelled, Office Mistake or Uncollectible.
4. Enter any **Comments** associated with the void transaction.
5. Click **Void** when finished.

**Result:** After a Payment or Adjustment is void, Campus adds a line to the editor to reverse the credit. When an Assignment is void, Campus adds a line to reverse the debit and labels the assignment as Void.

	Fee	Due Date	Balance																									
-	Senior Trip (Void)	02/17/2022	0.00																									
	<table border="1"> <thead> <tr> <th data-bbox="264 813 496 857">Description</th> <th data-bbox="496 813 863 857">Type</th> <th data-bbox="863 813 999 857">Date</th> <th data-bbox="999 813 1158 857">Debit</th> <th data-bbox="1158 813 1318 857">Credit</th> </tr> </thead> <tbody> <tr> <td data-bbox="264 857 496 902">Assignment</td> <td data-bbox="496 857 863 902">Field Trip</td> <td data-bbox="863 857 999 902">02/16/2022</td> <td data-bbox="999 857 1158 902">100.00</td> <td data-bbox="1158 857 1318 902">0.00</td> </tr> <tr> <td data-bbox="264 902 496 947">Payment</td> <td data-bbox="496 902 863 947">In Office</td> <td data-bbox="863 902 999 947">02/16/2022</td> <td data-bbox="999 902 1158 947">0.00</td> <td data-bbox="1158 902 1318 947">100.00</td> </tr> <tr> <td data-bbox="264 947 496 992">Void Payment</td> <td data-bbox="496 947 863 992">Cancellation Related</td> <td data-bbox="863 947 999 992">02/17/2022</td> <td data-bbox="999 947 1158 992">100.00</td> <td data-bbox="1158 947 1318 992">0.00</td> </tr> <tr> <td data-bbox="264 992 496 1034">Void Assignment</td> <td data-bbox="496 992 863 1034">Cancellation Related</td> <td data-bbox="863 992 999 1034">02/17/2022</td> <td data-bbox="999 992 1158 1034">0.00</td> <td data-bbox="1158 992 1318 1034">100.00</td> </tr> </tbody> </table>	Description	Type	Date	Debit	Credit	Assignment	Field Trip	02/16/2022	100.00	0.00	Payment	In Office	02/16/2022	0.00	100.00	Void Payment	Cancellation Related	02/17/2022	100.00	0.00	Void Assignment	Cancellation Related	02/17/2022	0.00	100.00		
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