

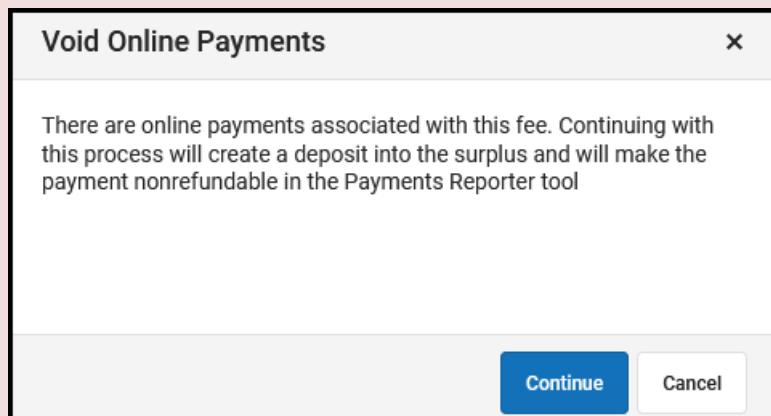
# Void a Fee Assignment, Payment or Adjustment

Last Modified on 12/14/2025 8:45 pm CST

Transactions may NOT be deleted. Instead, they are voided which reverses the transaction. The procedures in this article describe voiding Fee Payments and Adjustments 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...
an <b>Assignment</b>	includes the Fee assigned, the Amount, the Due Date and any Fee Comments. Expand the area below to see an example of this screen. ► Click here to expand...

When voiding...	The Void Detail Screen...
<b>a Payment</b>	<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.</p> <p>► <a href="#">Click here to expand...</a></p>
<b>an Adjustment</b>	<p>includes the Void Date, Void Reason, and any Adjustment Comments.</p> <p>Expand the area below to see an example of this screen.</p> <p>► <a href="#">Click here to expand...</a></p>

2. Enter a **Void Date** in *mmddyyyy* 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="287 1664 398 1680">Description</th><th data-bbox="398 1664 727 1680">Type</th><th data-bbox="727 1664 811 1680">Date</th><th data-bbox="811 1664 975 1680">Debit</th><th data-bbox="975 1664 1303 1680">Credit</th></tr> </thead> <tbody> <tr> <td data-bbox="287 1686 398 1715">Assignment</td><td data-bbox="398 1686 727 1715">Field Trip</td><td data-bbox="727 1686 811 1715">02/16/2022</td><td data-bbox="811 1686 975 1715">100.00</td><td data-bbox="975 1686 1303 1715">0.00</td></tr> <tr> <td data-bbox="287 1722 398 1751">Payment</td><td data-bbox="398 1722 727 1751">In Office</td><td data-bbox="727 1722 811 1751">02/16/2022</td><td data-bbox="811 1722 975 1751">0.00</td><td data-bbox="975 1722 1303 1751">100.00</td></tr> <tr> <td data-bbox="287 1758 398 1787">Void Payment</td><td data-bbox="398 1758 727 1787">Cancellation Related</td><td data-bbox="727 1758 811 1787">02/17/2022</td><td data-bbox="811 1758 975 1787">100.00</td><td data-bbox="975 1758 1303 1787">0.00</td></tr> <tr> <td data-bbox="287 1796 398 1825">Void Assignment</td><td data-bbox="398 1796 727 1825">Cancellation Related</td><td data-bbox="727 1796 811 1825">02/17/2022</td><td data-bbox="811 1796 975 1825">0.00</td><td data-bbox="975 1796 1303 1825">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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