

## Void Invoices and Payments

You can void invoices and payments for current students and prospective students on the individual's billing tab. For information about entering payments or generating invoices, see [Enter and Post Transactions](#).



### Note

All voided transactions appear in red when the Show Voided option is selected.

1. On the Home screen, click **Students** or **Prospective Students**.
2. Double-click a student's name.
3. Click the **Billing** tab.
4. In the Invoices and Payment list, select the **Payments** option.
5. Click on the payment you want to void.
6. Click **Void**.
7. When the confirmation message displays, click **Yes**.

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2. Double-click a student's name.
3. Click the **Billing** tab.
4. In the Invoices and Payment list, select the **Invoices** option.
5. Click on the invoice you want to void.
6. Click **Void**.
7. When the confirmation message displays, click **Yes**.