REVERSING GROUP CHARGES

Use this instruction guide to reverse charges for a group students, where the transaction was enter using the Group Post process. To complete this task, you must attend PST310 Student Financials and have the security roles:

- UF_SF_UPDATE_CHARGES – Permits entering and modifying charges
- UF_SF_PP_XXXXXXX - Defines your scope of authority where XXXXXXX = your department/unit

You must complete these steps to completely reverse the transaction:
1. Reverse the group charge
2. Find the Group ID of the reversal
3. Post the reversal

Follow these instructions to learn how to reverse and post a previously posted group transaction.

NAVIGATION

1. Login to myUFL and navigate to:
   Nav Bar > Main Menu > Student Information System > Student Financials > Charges and Payments > Group Processing > Reverse Groups

REVERSE THE GROUP CHARGE

1. Enter your **Run Control ID**.
   
   **Note:** A **Run Control ID** is an identifier that, when paired with your User ID, uniquely identifies the process you are running. The Run Control ID defines parameters that are used when a process is run. This ensures that when a process runs in the background, the system does not prompt you for additional values.

   - You can run this process by searching for an existing Run Control ID or you can add a new value.
   - If you do not have one, you can create one:
     1. Click the **Add a New Value** tab.
     2. Enter the desired information into the **Run Control ID** field
     3. Enter an ID that is relevant to the process. This may help you remember it for future use.
     4. Click the **Add** button

USE THE GROUP REVERSAL PAGE TO REVERSE GROUPS OF TRANSACTIONS

1. Enter the last few digits of the **Group ID** you want to reverse in the **Group ID** field
   - There are 15 digits in the Group ID number
   - Use the **Find a Group ID** instruction guide if you need to identify with Group ID to enter
2. Click the **Lookup** button and select the Group ID from the list
3. Click in the **Description** field and enter a brief description of the reversal
4. Click in the **Item Effective Date** field and enter the appropriate date
5. Click the **Run** button
6. Click the **OK** button

**FIND THE GROUP ID OF THE REVERSAL**
After running the process, you can check to see that the group charges were reversed

1. Click the **Review Transactions** link
2. Enter your **UFID** into the **User ID** field
3. Enter date of the **REVERSAL** into the date field
4. Click the **Search** button.

**POSTING THE REVERSAL TRANSACTION**
Next, you will post the transaction(s)

1. Click the **Post Transactions** link
2. Search for your **Run Control ID**
   - View all your Run Control IDs by simply clicking the **Search** button

**USE THE POST TRANSACTIONS PAGE TO RUN THE GROUP POST PROCESS**

1. In the **Group Type** field, enter **C** or click the look up button and select **Charge**
2. Click in the **Starting Group ID** field and enter the **Group ID** the system created for the **REVERSAL**
3. Click the lookup button to view a list. Note you can search by UFID
4. Use the **Find a Group ID** instruction guide if you need to identify with Group ID to enter
5. Click the **Run** button to access the Process Scheduler Request page
6. Click the checkbox next to **Group Posting Process** (SFPGRPST) to select it
7. Click the **OK** button

**REVIEW THE TRANSACTION**

1. Click the **Review Transactions** link
2. Enter the appropriate ID into the **Group ID** field
3. Click the **Search** button

**FOR FURTHER ASSISTANCE**

Review the myUFL Toolkit for Student Financials at the Human Resource Services website:
Navigate to [hr.ufl.edu](http://hr.ufl.edu) and select: Training > myUFL Toolkits > Student Financials
Click here: [http://www.hr.ufl.edu/training/myUFL/toolkits/StudentFinancials.asp](http://www.hr.ufl.edu/training/myUFL/toolkits/StudentFinancials.asp)
Contact the UF Help Desk at [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu) or call them at (352)392-HELP