

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 XXXXXXXX = 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 and select: Training > myUFL Toolkits > Student Financials

Click here: <http://www.hr.ufl.edu/training/myUFL/toolkits/StudentFinancials.asp>

Contact the UF Help Desk at helpdesk@ufl.edu or call them at (352)392-HELP