

## REVERSE AN INDIVIDUAL CHARGE

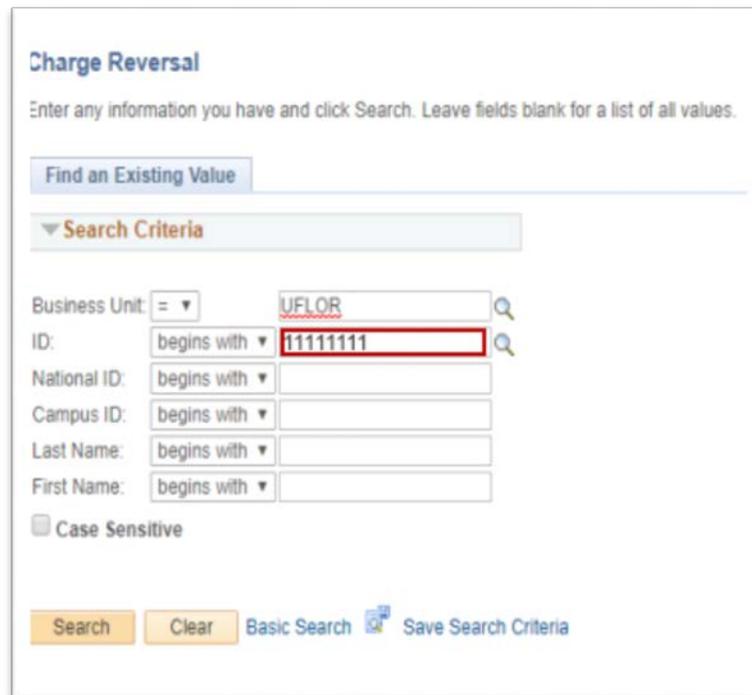
If you create a charge in error, you will need to reverse the charge. Use the steps provided in this instruction guide to complete the task.

### NAVIGATION

Log into myUFL and Navigate to:

[NavBar](#) > [Student Financials](#) > [UF Campus Solutions](#) > [Student Financials](#) > [Charges and Payments](#) > [Reversals](#) > [Reverse Charge](#)

1. Enter the individual's **UFID**.



The screenshot shows a web form titled "Charge Reversal". Below the title is the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There is a button labeled "Find an Existing Value". Below this is a section titled "Search Criteria" with a dropdown arrow. The form contains several input fields: "Business Unit" with a dropdown set to "=" and a text box containing "UFLO" (with "R" crossed out); "ID" with a dropdown set to "begins with" and a text box containing "11111111" (highlighted with a red border); "National ID" with a dropdown set to "begins with" and an empty text box; "Campus ID" with a dropdown set to "begins with" and an empty text box; "Last Name" with a dropdown set to "begins with" and an empty text box; and "First Name" with a dropdown set to "begins with" and an empty text box. There is also a checkbox labeled "Case Sensitive" which is currently unchecked. At the bottom of the form are buttons for "Search", "Clear", "Basic Search" (with a magnifying glass icon), and "Save Search Criteria" (with a magnifying glass icon).

2. Click the **Search** button.
3. Click the **Account Details** link.

**Charge Reversal**

Business Unit: UFLOR  
Alligator, Alberta B ID: 02062630 Academic Information ★  
Total: 2,498.02 Anticipated Aid: 0.00

Find | View All First 1-7 of 40 Last

Account Type	Account Number	Balance	Open Date	Status	
Payback	0000000001 -	0.00 USD	05/10/2013	Active	Account Details
AcadTech	AT001 -	10.00 USD	04/14/2015	Active	Account Details

- Click the **Reverse** button next to the Keyboard Replacement charge.

**Charge Detail**

Account Number: AT001 - Account Balance: 10.00

Find | View All First 1-2 of 2 Last

Item Type	Term	Amount	Balance	
AT-CIRCA Laser Color April	Spring 2015	0.00	0.00	Item Details
AT-CIRCA Laser Print January	Spring 2018	10.00	10.00	Item Details <b>Reverse</b>

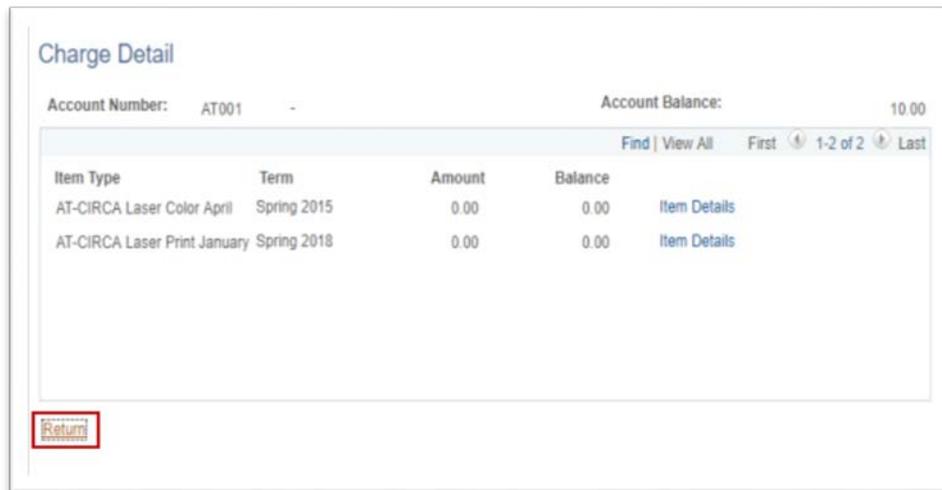
- Enter the **Item Effective Date**.
- Enter a **description**.
- Enter the **reason**.

**Reversal Detail**

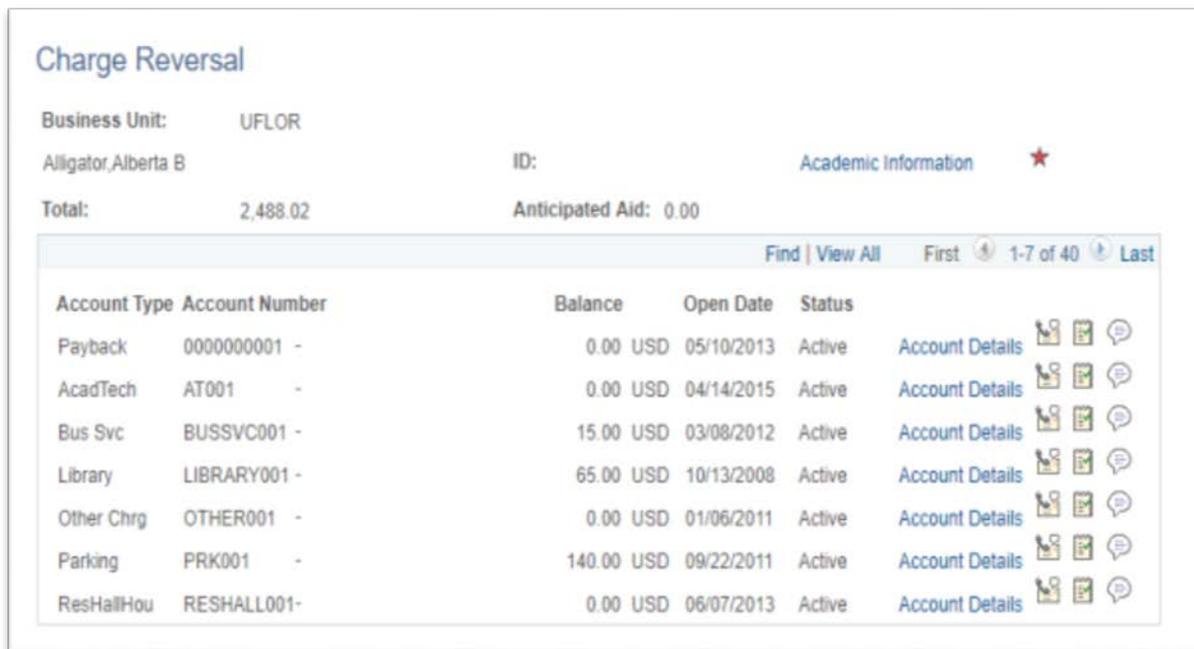
Item Effective Date: 05/15/2018  
Description: incorrect charge  
Reason: err

OK Cancel

- Click **Ok**.
- Click **Return**.



10. Verify that the charge has been reversed.



### ADDITIONAL HELP

If you need assistance, please contact the UF Help Desk at 392-HELP or [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu)

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