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.

2. Click the Search button.
3. Click the Account Details link.
4. Click the **Reverse** button next to the Keyboard Replacement charge.

5. Enter the **Item Effective Date**.
6. Enter a **description**.
7. Enter the **reason**.

8. Click **Ok**.
9. 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

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