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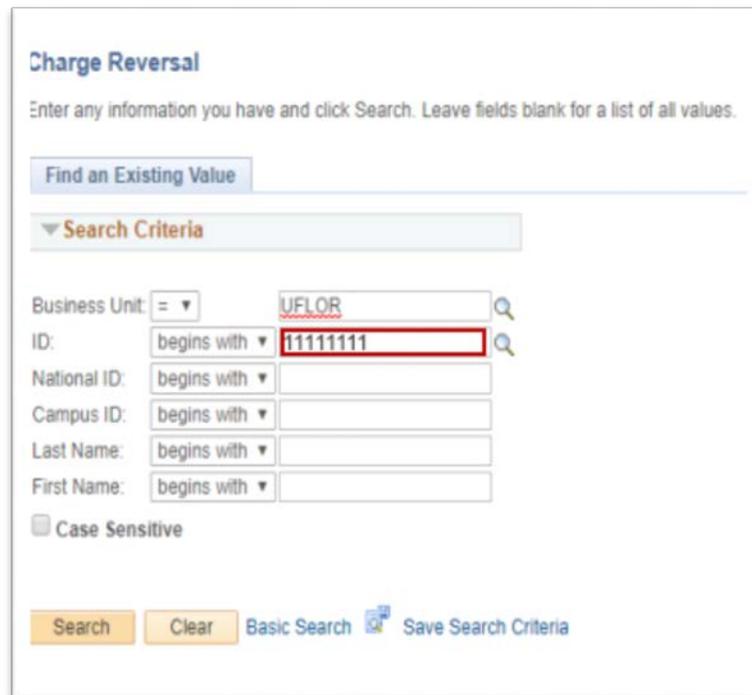
If you create a charge in error, you will need to reverse the charge. Use the steps provided in this instruction guide to complete the task.

## 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**.

**Charge Reversal**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

| | | |
|---|---|---|
| Business Unit: | = ▼ | UFLOR |
| ID: | begins with ▼ | 11111111 |
| National ID: | begins with ▼ | |
| Campus ID: | begins with ▼ | |
| Last Name: | begins with ▼ | |
| First Name: | begins with ▼ | |

☐ Case Sensitive

Search    Clear    Basic Search    Save Search Criteria

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**.
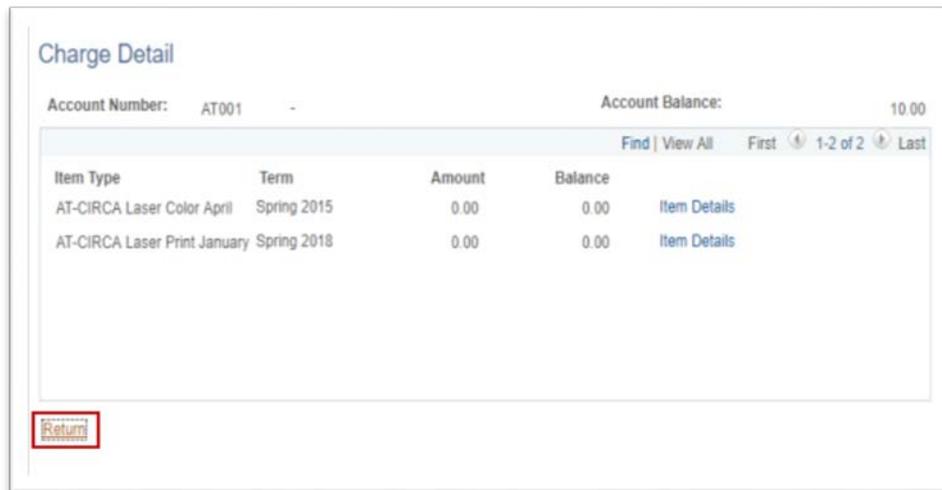
10. Verify that the charge has been reversed.
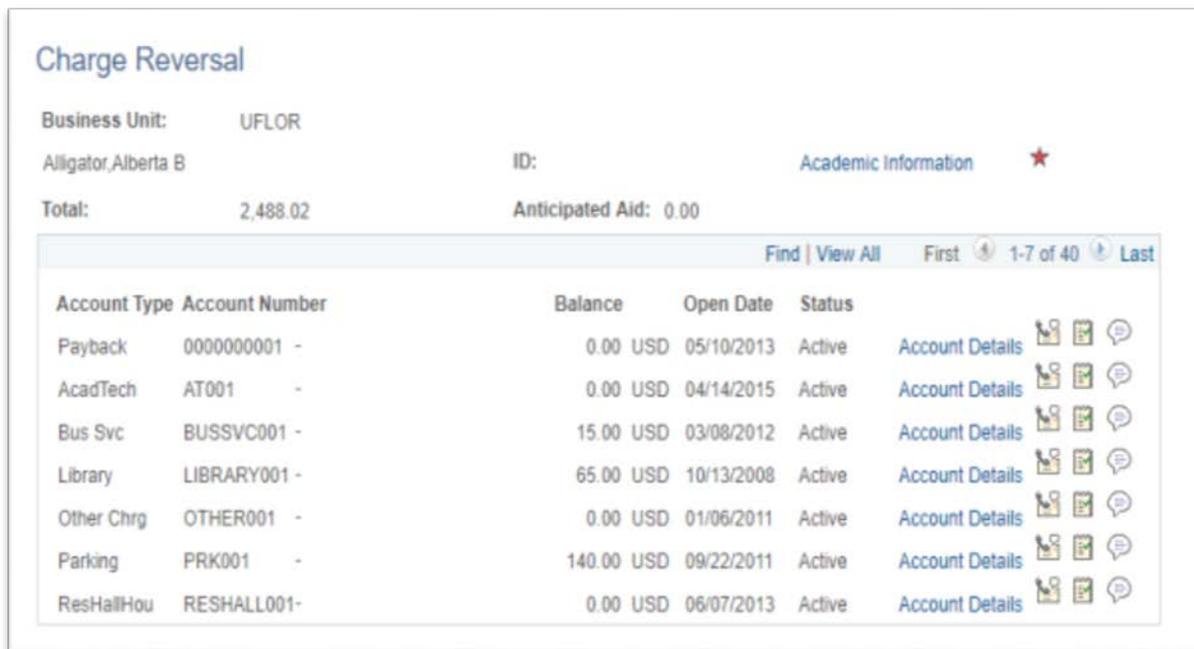


## ADDITIONAL HELP

If you need assistance, please contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu

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