Reverse Charges and Payments

Reverse a Charge

Path:  Student Financials> Charges and Payments> Reversals> Reverse Charge

1. In the **ID** field, enter the appropriate ID or type the student’s first and last name.

2. Click **Search**.

3. Click **Account Details** for the Account Type and Term that contains the charge you wish to reverse.

4. Identify the charge that needs to be reversed, and then click **Reverse**.
   **Note:** Your security will limit what you can see on this page. A supervisor of the department must e-mail bursar@uconn.edu to request a security update with your logon name and the name of the charge(s).

5. The **Effective Date** field should not be changed.

6. In the **Description** field, enter a short detailed description of why the charge is being reversed.

7. Next to the Reason field, click **Look Up** and then select the reason.

8. Click **OK**.
   **Note:** The **Reverse** button is no longer displayed.

9. To return to the **Charge Reversal** page, click **Return** at the bottom of the page.

10. To process another charge reversal for this student, repeat steps 3-9.

11. To process a charge reversal for another student, at the bottom of the page, click **Return to Search**.
Reverse a Payment

Path: **Student Financials>Charges and Payments > Reversals> Reverse Payment**

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
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<tbody>
<tr>
<td>1.</td>
<td>On the <strong>Find an Existing Value</strong> page, click <strong>Search</strong>.</td>
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</table>
| 2.   | In the **ID** field, enter the appropriate ID. To select an ID from the Lookup List, click **Look Up** to the right of the field. On the Lookup ID page, type the student’s name and then click **Look Up**. A list of IDs is displayed.  
**Note:** You may need to click **View All** for all IDs to appear. |
| 3.   | In the **Term** field, type the 4-digit Term code. |
| 4.   | Click **Search** |
| 5.   | Identify the payment that needs to be reversed, and then click **Reverse**.  
**Note:** Your security will limit what you can see on this page. A supervisor of the department must e-mail bursar@uconn.edu to request a security update with your logon name and the name of the payment(s). |
| 6.   | The **Effective Date** field should not be changed. |
| 7.   | In the **Description** field, enter a short detailed description of why the payment is being reversed. |
| 8.   | Next to the Reason field, click **Search**, click **Look Up** and then select the reason. |
| 9.   | Click **OK**  
**Note:** The **Reverse** button becomes inactive. |
| 10.  | To process another payment reversal for this student, repeat steps 2-9. |
| 11.  | To process a payment reversal for another student, at the bottom of the page, click **Return to Search**. |