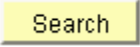

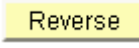


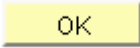
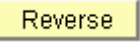

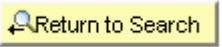


Reverse Charges and Payments

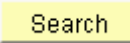

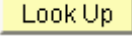

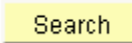
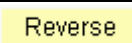

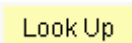
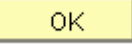
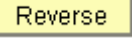
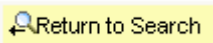
Reverse a Charge

| | |
|--------------|---|
| 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  |
| 3. | Click  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  . 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  , click  and then select the reason. |
| 8. | Click  . Note: The  button is no longer displayed. |
| 9. | To return to the Charge Reversal page, click  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  . |

Reverse a Payment

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

| | |
|-----|---|
| 1. | On the Find an Existing Value page, click  . |
| 2. | In the ID field, enter the appropriate ID. To select an ID from the Lookup List, click  to the right of the field. On the Lookup ID page, type the student's name and then click  . A list of IDs is displayed. Note: You may need to click  for all IDs to appear. |
| 3. | In the Term field, type the 4-digit Term code. |
| 4. | Click  . |
| 5. | Identify the payment that needs to be reversed, and then click  . 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  , click  and then select the reason. |
| 9. | Click  . Note: The  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  . |