

Reversing Group Charges

Purpose: When you need to reverse a group that has previously been posted, the system creates a new group with reversing entries. The new group references the original.

The following instructions describe how to reverse telephone installation charges.

Step	Action						
1.	Navigating to the Group Reversal page: Select Main Menu > Student Financials > Charges and Payments > Group Processing > Reverse Groups						
	Favorites Main Menu > Student Financials > Charges and Payments > Group Processing > Reverse Groups						
	Group Reversal						
	Enter any information you have and click Search. Leave fields blank for a list of all values.						
	Find an Existing Value Add a New Value						
	Maximum number of rows to return (up to 300): 300						
	Run Control ID: begins with 👻						
	E Case sensitive						
	Search Clear Basic Search 🔲 Save Search Criteria						
	<i>Note:</i> The first time you run the Group Reversal you will add a new run control. In the future, you may use the run control you have created.						
	A Run Control ID is an identifier that, when paired with your User ID, uniquely identifies the process you are running. The Run Control ID defines parameters that are used when a process is run. This ensures that when a process runs in the background, the system does not prompt you for additional values.						
2.	Click the Add a New Value tab.						
	Group Reversal						
	Eind an Existing Value Add a New Value						
	Run Control ID:						
	Add						
3.	Type a name for your Run Control ID and click the Add button.						
	<i>Tip:</i> The name cannot contain spaces.						



Step	Action								
4.	On the Group Reversal page enter the request parameters.								
	Group Reversal Run Control ID: rajonesreversegroups Report Manager Process Monitor Run								
	Parameters								
	Business Unit: UNICS Q University of Northern Iowa								
	Group ID:								
	Description:								
	Bank Tracer Nbr:								
	Item Effective Date:								
	*Due Date Option: Old Due Dt -								
	 Complete the following: Group ID – Enter the 15 digit group id number (e.g. 000000000032) Description – Enter details for group reversal (e.g. Posted in Error) Item Effetive Date – Populate with current date Due Date Option - 								
5.	Click the Run button. Result: The Process Scheduler Request page displays. Process Scheduler Request								
	User ID: rajones Run Control ID: rajonesreversegroups								
	Server Name: 05/25/2011								
	Recurrence: Run Time: 3:13:23PM Reset to Current Date/Time								
	Process List								
	Select Description Process Name Process Type *Type *Format Distribution Image: Select Description Group Reversal SFRVRGRP SQR Report Web PDF Distribution								
6.	Click the OK button.								



Step	Action									
7.	You are returned to the Group Reversal page. Click the Process Monitor link.									
	Group Reversal									
	Run Control ID: rajonesreversegroups Report Manager Process Monitor Run									
	Parameters					110003	o motanee.re	,55 <u>2</u>		
	Business Unit:		Universi	ty of No	thern Iowa			V	nclude Detail	
	Group ID:	0000000000000000	0032 🔍							
	Description:	Posted in Erro	r							
	Bank Tracer Nbr:									
	Item Effective Date:	05/25/2011	ij							
	*Due Date Option:	Old Due Dt	•							
	Result: The Proc	ess List di	isplays.							
	Process List Server List									
	View Process Request For									
	User ID: rajones	Туре:		-	Last	•	1 Days	•	Refresh	
	Server:	Name:		Q_ In	stance:	to				
	Status:	Status:		•	≥ Sa	ive On Refresh				
	Process List Customize Find View All 🔄 🔠 First 🗹 1-2 of 2							f 2 🕨 Last		
	Select Instance Seq. Proces	<u>s Type</u>	Process Name	<u>User</u>	Run Date/Time		<u>Run Status</u>	<u>Distributic</u> Status	<u>n</u> <u>Details</u>	
	75932 SQR R	eport	SFRVRGRP r	rajones	05/25/2011 3	:13:23PM CDT	Success	Posted	Details	
	75927 COBOL	SQL	SFPGRPST r	rajones	05/25/2011 1	:33:16PM CDT	Success	Posted	Details	
8.	If needed, click th	ne Refres ł	h button	until	the Run	Status =	Success	and th	e	
	Distribution Statu	s = Posted	d.							



Step	Action									
9.	 9. After running the process, you can check to see that the telephone group charges were reversed by navigating to the Review Transactions page: Select Main Menu > Student Financials > Charges and Payments > Group Processing > Review Transactions Enter search criteria Click the Group Post Details link 									
	Business Unit:	UNICS		Operator:	ra	ajone	28			
	Group ID:	00000000000032		Original Gr	Original Group ID:					
	Туре:	B OBC)	Assign To:						
	Origin ID:	00029	Science				Accounting Date: 05/25/2011			
	Balance the	Group								
	Control Totals						Control Information			
	Control Total:		150.00	USD		3	Received: 05/25/2011			
	Entered Total:		150.00			3	Entry Date: 05/25/2011			
	Difference:		0.00			0				
	Posted Total:		150.00	05/25/2011		3	Approval Information			
	Edit Status:		Deposit Bala	nce:	Posting A	ction	Posting Status:			
	Edited		Balanced		Posted		Reversed			
	Return									
	<i>Note:</i> The Po	osting	Status is <i>Re</i>	eversed.						