

Reverse a Corporate Payment/Charge

Purpose: Use this document as a reference for reversing Corporate Payments that have been posted outside of cashiering.

Audience: College staff responsible for processing charges and payments.

 You must have at least one of these local college managed security roles:

- ZZ SF Charges and Payments

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Reverse a Corporate Payment

Navigation: Student Financials > Charges and Payments > Reversals > Reverse Corporate Payment

1. The Corporate Payment Reversal Find an Existing Value search page displays.
2. Enter the **Business Unit** and select the **Search** button.
3. Once the Corporate Payment Reversal page displays, enter or search for the **External Org ID**.
4. Optional search parameters:
 - A. Payment ID Nbr
 - B. Contract ID
 - C. Term

 It is encouraged to enter the External Organization ID and the Term to narrow down your search parameters for payments.

5. Select the **Search** button.
6. In the Payments section, different payment lines will populate.
7. Select the appropriate **Reverse** button of the payment you are reversing.
8. The Reversal Detail page displays.
9. Update the **Item Effective Date** to the current date.
10. Optional: Enter a Description.
11. Enter or search for the **Reason** code **ADM**.

12. Select the **OK** button.
13. The Corporate Payment Reversal page displays.
 - Notice the Reverse button selected has disappeared.
14. Process complete.

Video Tutorial

The video below demonstrates the process actions described in steps listed above. There is no audio included with this video. Select the play button to start the video.

Video Tutorial Via Panopto

View the external link to [Reverse a Corporate Payment](#). This link will open in a new tab/window.

Reverse a Corporate Charge

 **DO NOT** reverse corporate charges that are assigned through the Third Party contract module. Only reverse corporate charges that have been posted through the Post Corporate Transaction page.

Navigation: Student Financials > Charges and Payments > Reversals > Reverse Corporate Charge

1. The Corporate Charge Reversal search page displays.
2. Enter the **Business Unit** and **External Org ID**.
3. Select the **Search** button and the Reverse Corporate Charge page displays.
4. Select the appropriate **Account Details** link based on the **Account Type** and **Term**.
5. The Charge Detail page displays.
 - Select the **Item Details** link to view more information about the charge. Select the Return link.
6. In the **Details** section, select the **Reverse** button on the appropriate **Contract Number** and **Term** line.
7. The Reversal Detail page displays.

8. Update the **Item Effective Date** to the **Current Date**.
9. Enter the **Description** and **Reason**.
10. Select the **OK** button and the Charge Detail page displays.
 - Notice the Reverse button selected has disappeared.
11. Process complete.

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

View Tutorial Via Panopto

View the external link to [Reverse a Corporate Charge](#). This link will open in a new tab/window.