

# 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

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