Reverse an Individual Charge

If you create a charge in error, you will need to reverse the charge. Use the steps provided in this instruction guide to complete the task.

1. Login to myUFL
   - Click the Login button
   - Open an internet browser
   - Navigate to my.ufl.edu
   - Click the Access myUFL button
   - Enter your GatorLink username and password
   - Click the Login button

2. Navigate to UF Campus Solutions > Charges and Payments > Reversals > Reverse Charge

3. Click in the ID field.

4. Enter the UFID of the individual for whom you need to make the correction.

5. Click the Search button.

6. Click the Account Details link.

7. Click the Reverse button next to the Keyboard Replacement charge.

8. Click the Look up Reason button.

9. Click an entry in the Line Reason Code column.

10. Click the OK button.

11. Note the Item Type Amount has been updated and the Account Balance has been changed to reflect the amount currently due.

If you need assistance, please contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu.

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