

Business Process Procedures

7.15 REVERSE CORPORATE CHARGE

Overview These procedures walk an operator through the step-by-step process of reversing a charge posted to an External Organization account.

Key Points This process reverses charges posted from the Corporate Post page, and is generally used to reverse an incorrect charge (e.g. posted to incorrect ID, posted incorrect amount, etc.).

Reverse Charge will also temporarily remove tuition and fee charges associated with enrollments, however tuition and fees will be automatically replaced on student and then transferred to corporate accounts during the next tuition calculation. The student must be dropped from the class(es) in order to permanently remove tuition and fee charges.

Navigation [Student Financials > Charges and Payments > Reversals > Reverse Corporate Charge](#)

Detailed Directions

Step 1 Navigate to the Charge Corp Reversal page. A dialog window appears.

Corp Charge Reversal
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: =

External Org ID: begins with

Description: begins with

Search Name: begins with

Organization Type: =

School Code: begins with

School Type: begins with

City: begins with

State: begins with

Country: begins with

Case Sensitive

[Basic Search](#)

Enter **NV280** as the Business Unit.

Enter the External Org ID, or click to lookup.

Click .

Note If the External Org ID is not available, enter either part or all of the corporation's description, name, type or other descriptor, and click to search records matching the criteria. Choose the appropriate value from the search results and click on the appropriate hyperlink in the search results.

Step 2 The Corp Charge Corp Reversal page appears.

Corp Charge Reversal

Business Unit: NV280 Northern Virginia Comm College
External Org ID: 5000597 NVCC SENIOR CITIZENS
Total: 231,353.52

Account Type	Account Number	Balance	Open Date	Status	
3rdPrtyCon	TPC001 2006 Spring	92,433.56	02/08/2006	Active	Account Details
3rdPrtyCon	TPC001 2005 Fall	93,449.84	10/14/2005	Active	Account Details
3rdPrtyCon	TPC001 2005 Summer	45,159.76	05/19/2005	Active	Account Details
3rdPrtyCon	TPC001 2005 Spring	0.00	01/31/2005	Active	Account Details
3rdPrtyCon	TPC001 2004 Fall	310.36	09/16/2004	Active	Account Details

Go to: [Detail Trans](#) [Item Summary](#) [Items by Term](#) [Items by Date](#) [Due Charges](#) [Third Party Contract](#)

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

Step 3 Click [Account Details](#) for the appropriate term and account type. A secondary page appears, allowing you to enter more search criterion to narrow down the search results.

Contract Number:

Contract ID:

Enter a Contract Number and/or Contract ID, or click to continue.

Step 4 The Charge Detail page displays.

Charge Detail

Account Nbr: TPC001 - 2006 Sprng **Account Balance:** 92,433.56

Item	Term	Status	Amount	
Sen Cit In-State Waiver	2006 Spring	Active	213.00	Item Details <input type="button" value="Reverse"/>
2062CRSRCIT	0342841 Sheehan,Thomas D	02/23/2006	213.00	
Sen Cit Tech Fee Waiver	2006 Spring	Active	9.45	Item Details <input type="button" value="Reverse"/>
2062CRSRCIT	0342841 Sheehan,Thomas D	02/23/2006	9.45	

[Return](#)

Step 5 Locate the charge you wish to reverse and click for that line item. The Reversal Detail page displays.

Reversal Detail


Item Effective Date: 09/07/2006

Description:

Reason:

Accept the Item Effective Date default.

Enter a description identifying the reason for the reversal.

Enter a reason code or click  to lookup.

Click .

Step 7

The charge is successfully reversed when the Charge Detail page appears and appears gray.

Step 6

If you wish, you may view the adjustment details by clicking [Item Details](#).

Charge Detail			
Account Nbr: TPC001 - 2006 Spring		Account Balance: 92,433.56	
		Find View 100 First 1-2 of 877 Last	
Item	Term	Status	Amount
Contract Number	ID	Last Activity Date	Balance
Sen Cit In-State Waiver	2006 Spring	Active	0.00 Item Details
2062CRSRCIT	0342841	Sheehan,Thomas D 09/09/2006	0.00
Sen Cit Tech Fee Waiver	2006 Spring	Active	9.45 Item Details <input type="button" value="Reverse"/>
2062CRSRCIT	0342841	Sheehan,Thomas D 02/23/2006	9.45

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Step 7

The Item Details page will appear. If the charge was reversed properly, the amount of the charge will have changed to \$0.00 and the student balance decreases by the amount reversed.

Item Details			
External Org ID: 5000597 NVCC SENIOR CITIZENS		Business Unit: NV280	
Item Nbr: 800000000808505 Sen Cit In-State Waiver			
Item Amount:	0.00	Applied Amount:	0.00
Reference Nbr:		Item Type:	000007311110
Details			
Find View All First 1-2 of 2 Last			
Nbr	Posted	Effective	Billed
1	02/23/2006	02/23/2006	
2	09/09/2006	02/23/2006	
Due	GL Posted	Reference Nbr	Amount
	02/23/2006 11:51:14PM		213.00
			-213.00
Payments paying this Charge			
Find View All First 1 of 1 Last			
Item Description	Account Nbr	Term	Date
			Amount
			0.00

[Return](#)