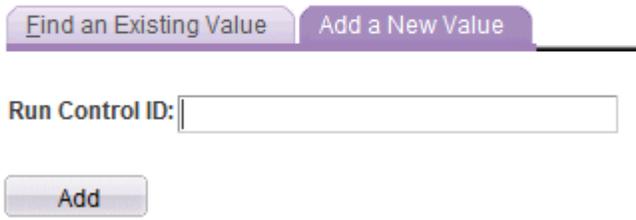


Reversing Group Charges

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.	<p>Navigating to the Group Reversal page: Select Main Menu > Student Financials > Charges and Payments > Group Processing > Reverse Groups</p>  <p>Group Reversal</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p>  <p><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.</p> <p>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.</p>
2.	<p>Click the Add a New Value tab.</p> 
3.	<p>Type a name for your Run Control ID and click the Add button.</p> <p><i>Tip:</i> The name cannot contain spaces.</p>



Step	Action														
4.	<p>On the Group Reversal page enter the request parameters.</p> <p>Group Reversal</p> <p>Run Control ID: rajonesreversegroups Report Manager Process Monitor <input type="button" value="Run"/></p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Parameters</p> <p>Business Unit: UNICS <input type="text"/> University of Northern Iowa <input checked="" type="checkbox"/> Include Detail</p> <p>Group ID: <input type="text"/></p> <p>Description: <input type="text"/></p> <p>Bank Tracer Nbr: <input type="text"/></p> <p>Item Effective Date: <input type="text"/></p> <p>*Due Date Option: Old Due Dt <input type="button" value="v"/></p> </div> <p>Complete the following:</p> <ul style="list-style-type: none"> • Group ID – Enter the 15 digit group id number (e.g. 00000000000032) • Description – Enter details for group reversal (e.g. Posted in Error) • Item Effective Date – Populate with current date • Due Date Option - 														
5.	<p>Click the Run button.</p> <p>Result: The Process Scheduler Request page displays.</p> <p>Process Scheduler Request</p> <p>User ID: rajones Run Control ID: rajonesreversegroups</p> <p>Server Name: <input type="text"/> Run Date: 05/25/2011 <input type="button" value="v"/></p> <p>Recurrence: <input type="text"/> Run Time: 3:13:23PM <input type="button" value="Reset to Current Date/Time"/></p> <p>Time Zone: <input type="text"/></p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Group Reversal</td> <td>SFRVRGRP</td> <td>SQR Report</td> <td>Web <input type="button" value="v"/></td> <td>PDF <input type="button" value="v"/></td> <td>Distribution</td> </tr> </tbody> </table>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	Group Reversal	SFRVRGRP	SQR Report	Web <input type="button" value="v"/>	PDF <input type="button" value="v"/>	Distribution
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6.	Click the OK button.														

Step	Action																														
7.	<p>You are returned to the Group Reversal page. Click the Process Monitor link.</p> <p>Group Reversal</p> <p>Run Control ID: rajonesreversegroups Report Manager Process Monitor Run</p> <p style="text-align: right;">Process Instance:75932</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Parameters</p> <p>Business Unit: UNICS University of Northern Iowa <input checked="" type="checkbox"/> Include Detail</p> <p>Group ID: 000000000000032</p> <p>Description: Posted in Error</p> <p>Bank Tracer Nbr: <input type="text"/></p> <p>Item Effective Date: 05/25/2011</p> <p>*Due Date Option: Old Due Dt</p> </div> <p>Result: The Process List displays.</p> <p>Process List Server List</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>View Process Request For</p> <p>User ID: rajones Type: Last 1 Days Refresh</p> <p>Server: Name: Instance: to </p> <p>Run Status: Distribution Status: <input checked="" type="checkbox"/> Save On Refresh</p> </div> <table border="1" data-bbox="358 1119 1365 1255"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>75932</td> <td></td> <td>SQR Report</td> <td>SFRVRGRP</td> <td>rajones</td> <td>05/25/2011 3:13:23PM CDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> <tr> <td><input type="checkbox"/></td> <td>75927</td> <td></td> <td>COBOL SQL</td> <td>SFPGRPST</td> <td>rajones</td> <td>05/25/2011 1:33:16PM CDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	75932		SQR Report	SFRVRGRP	rajones	05/25/2011 3:13:23PM CDT	Success	Posted	Details	<input type="checkbox"/>	75927		COBOL SQL	SFPGRPST	rajones	05/25/2011 1:33:16PM CDT	Success	Posted	Details
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8.	<p>If needed, click the Refresh button until the Run Status = <i>Success</i> and the Distribution Status = <i>Posted</i>.</p>																														

