

Department	
Responsibility/Role	
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Reverse Student Payment(s)

Trigger:

Required Field(s)	Comments

Output - Result(s)	Comments

Additional Information

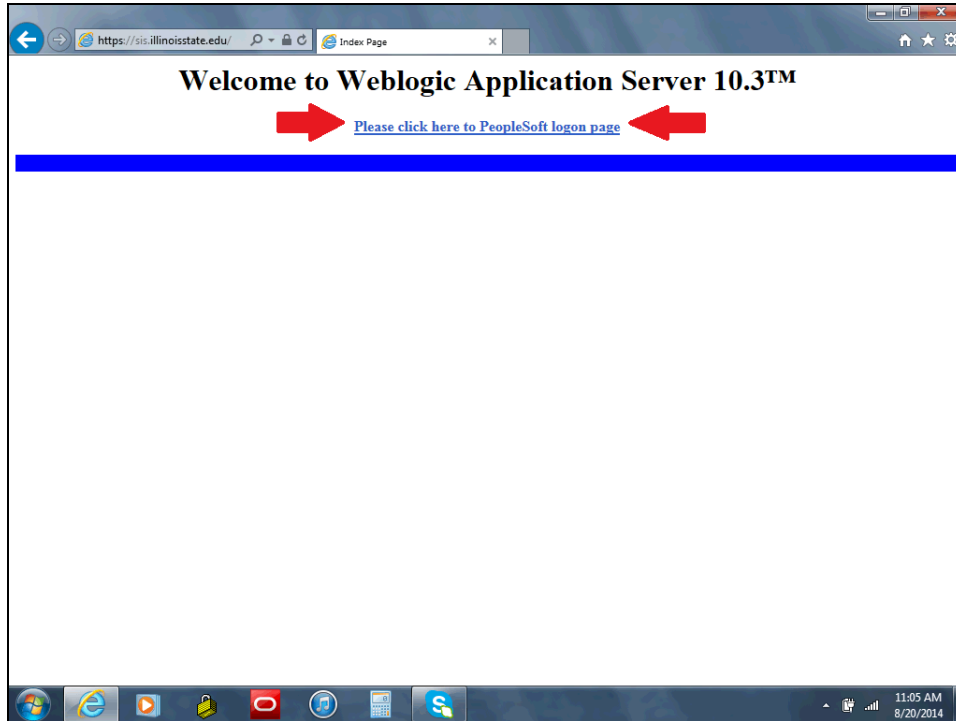
System Process Document

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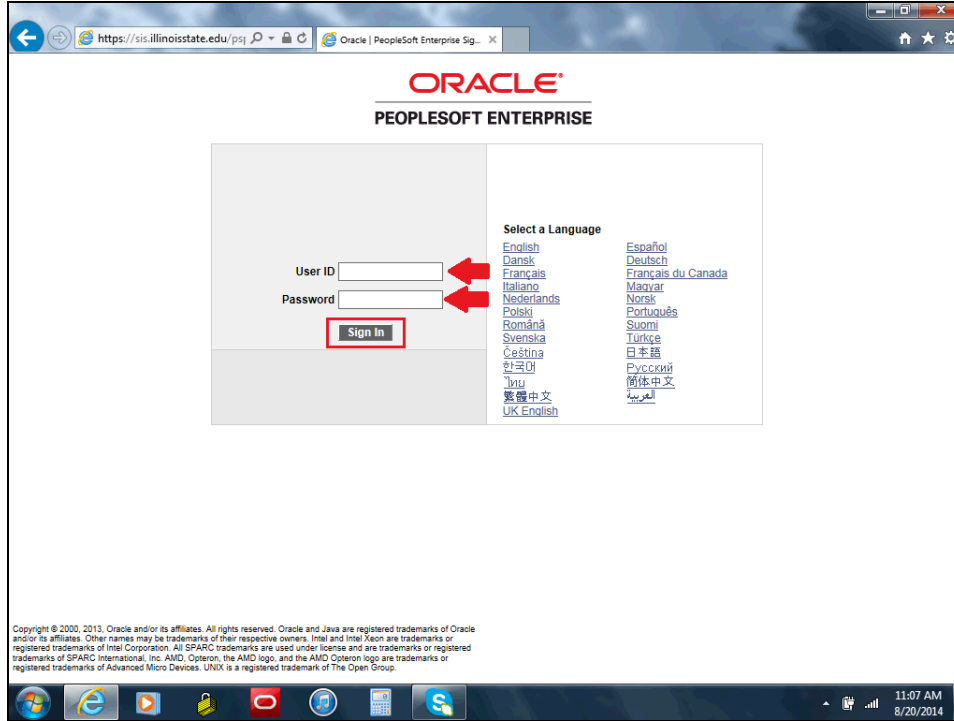


Procedure

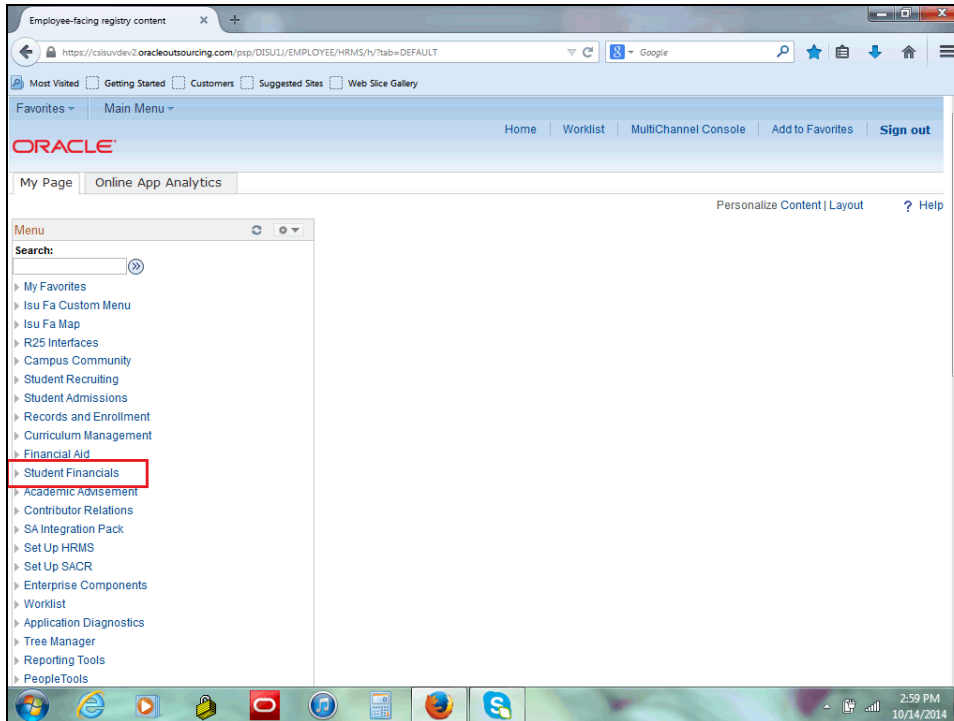
In this topic, you will learn how to **Reverse a Student Payment**.



Step	Action
1.	To sign in to Campus Solutions, go to sis.illinoisstate.edu. Click the Please click here to PeopleSoft logon page link.



Step	Action
2.	You will be directed to the Campus Solutions logon screen. Enter your User ID and Password then click the Sign In button.

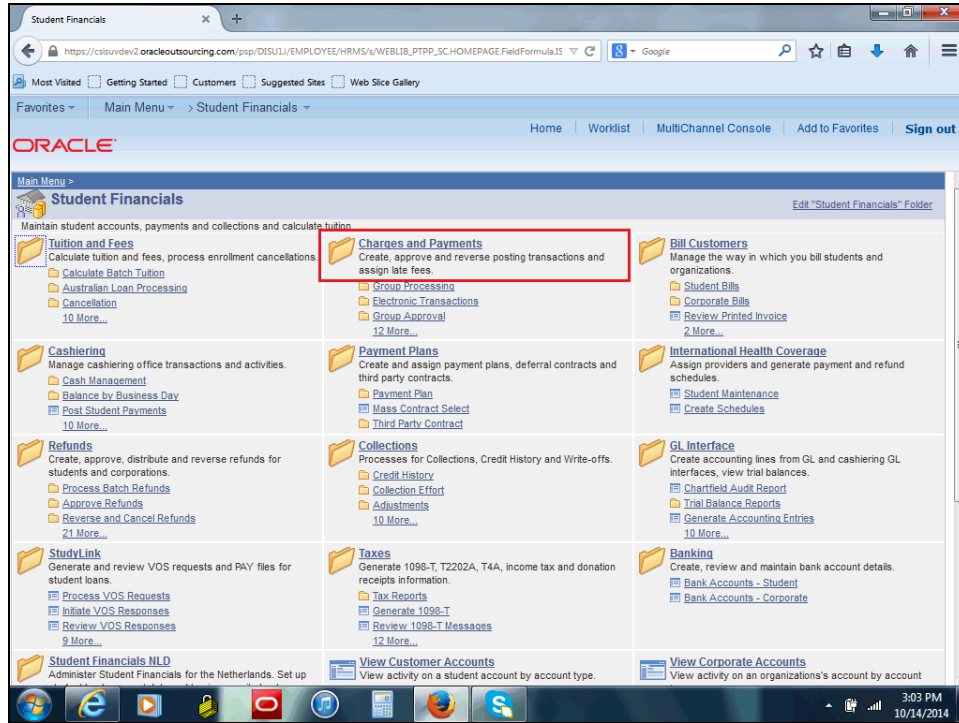


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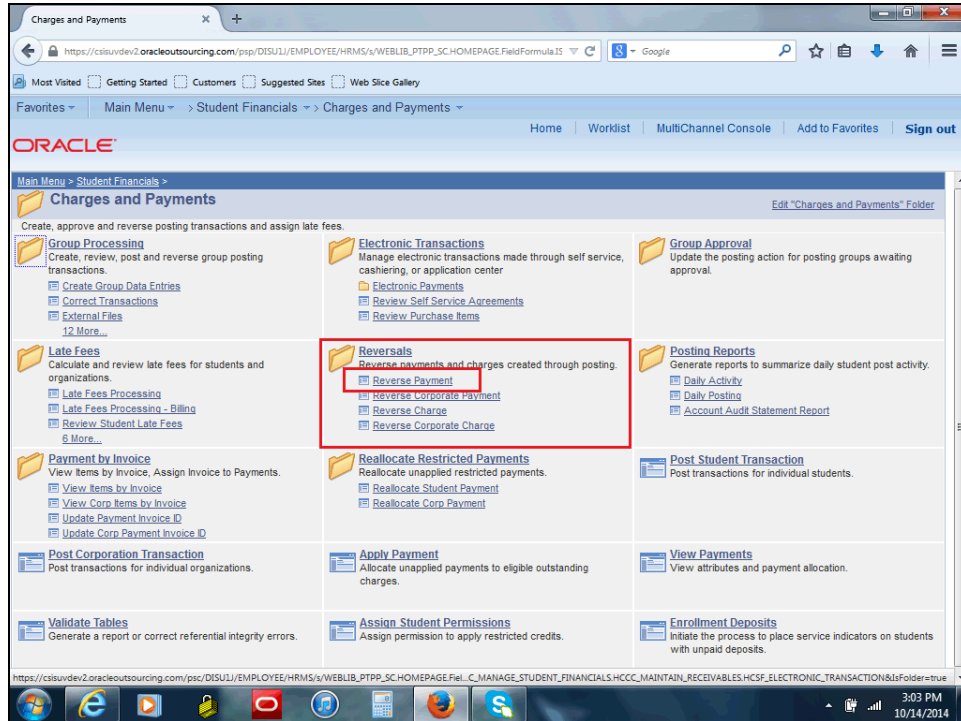
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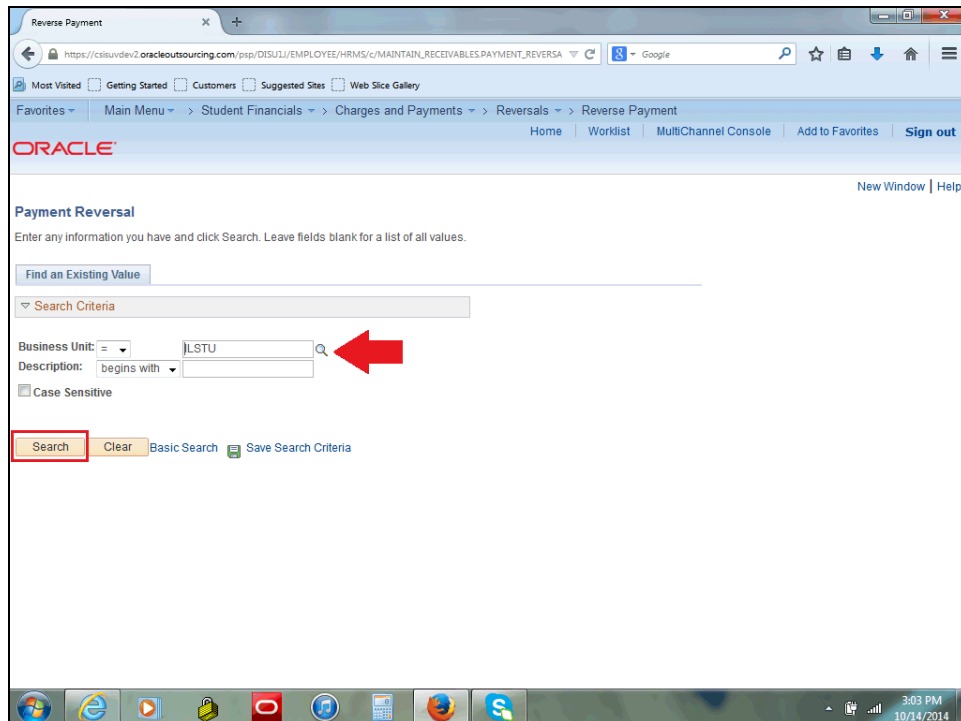
Step	Action
3.	<p>Once you sign in, you will see a list of navigation links that relate to your roles and responsibilities.</p> <p>Charges and Payments is within Student Financials menu.</p> <p>Click the Student Financials link.</p>



Step	Action
4.	<p>Reversals is within the Charges and Payments folder.</p> <p>Click the Charges and Payments folder.</p>



Step	Action
5.	<p>Reverse Payment is within the Reversals folder.</p> <p>Click the Reverse Payment link.</p>

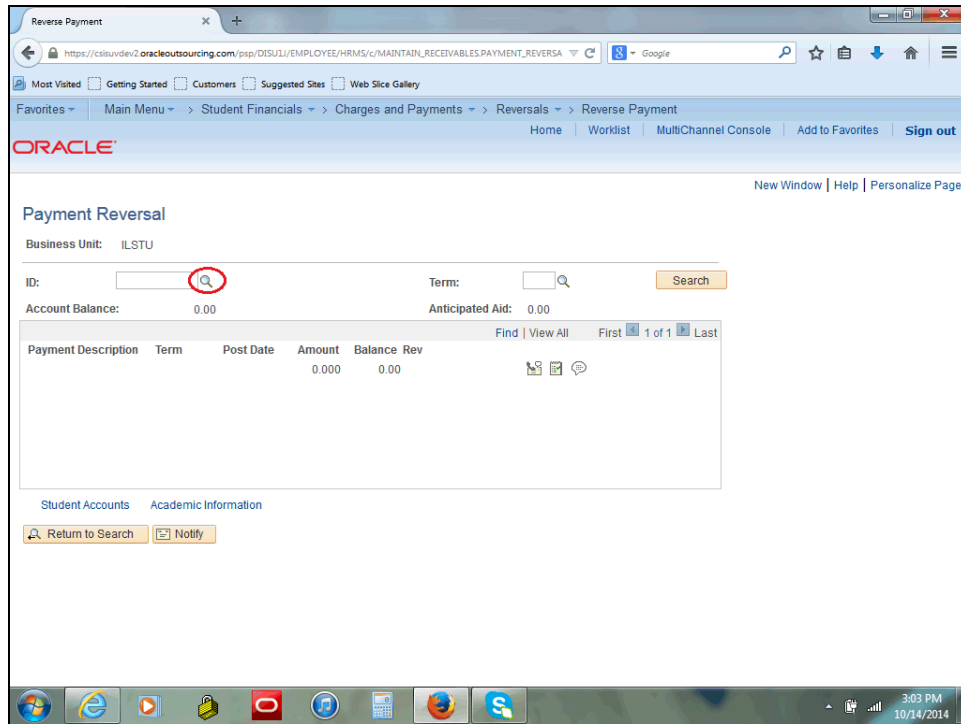


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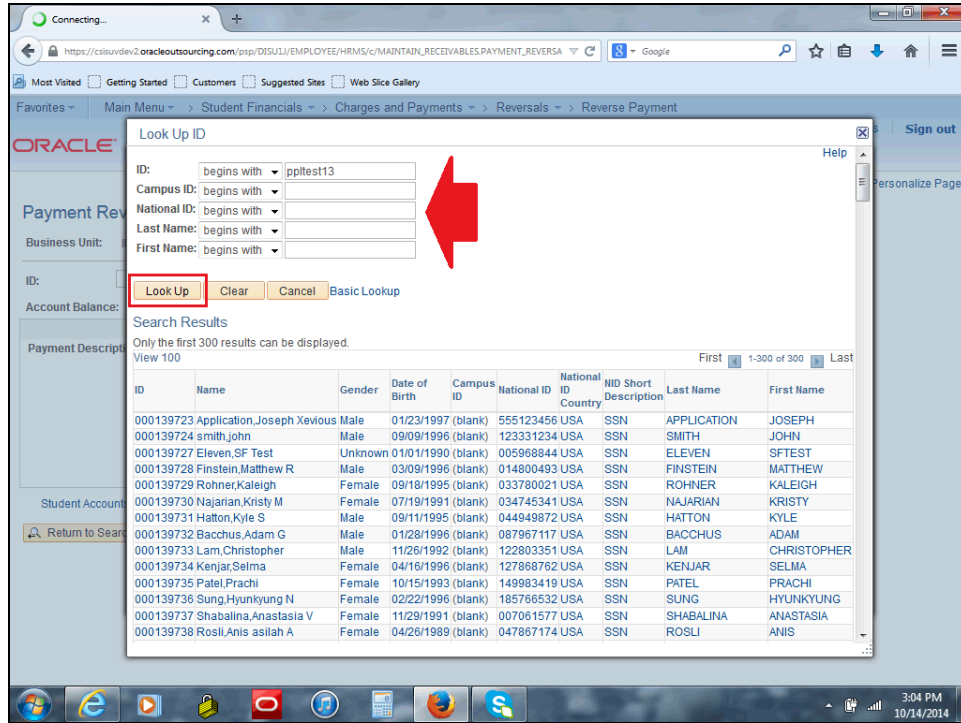
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Step	Action
6.	From the Payment Reversal find screen, click the Business Unit Look Up button and select ILSTU from the list. Click the Search button.



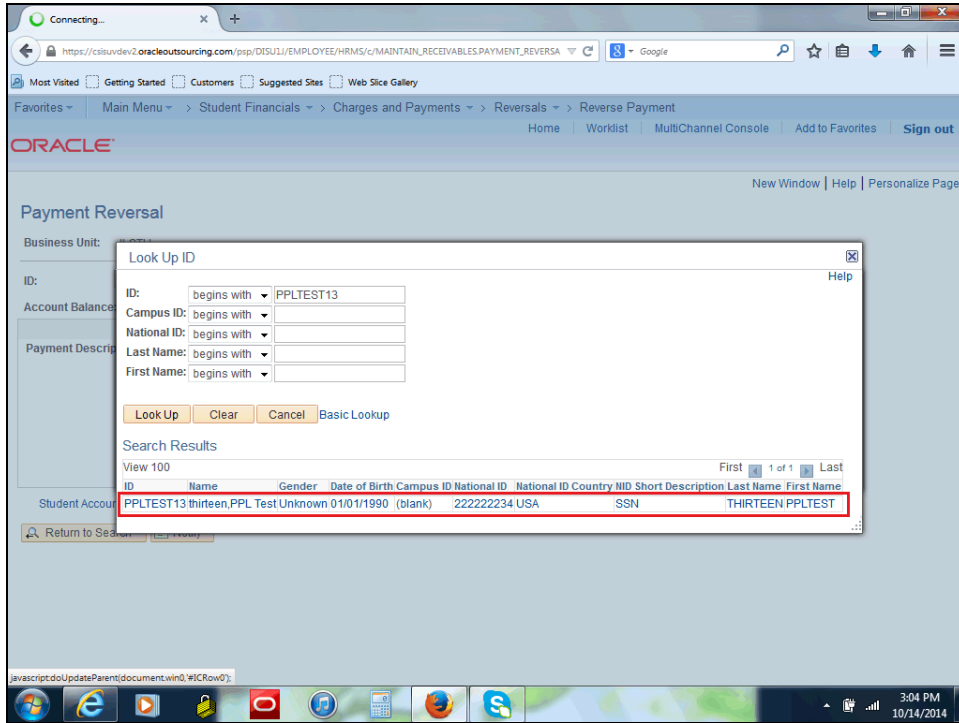
Step	Action
7.	Click the ID Look Up button.



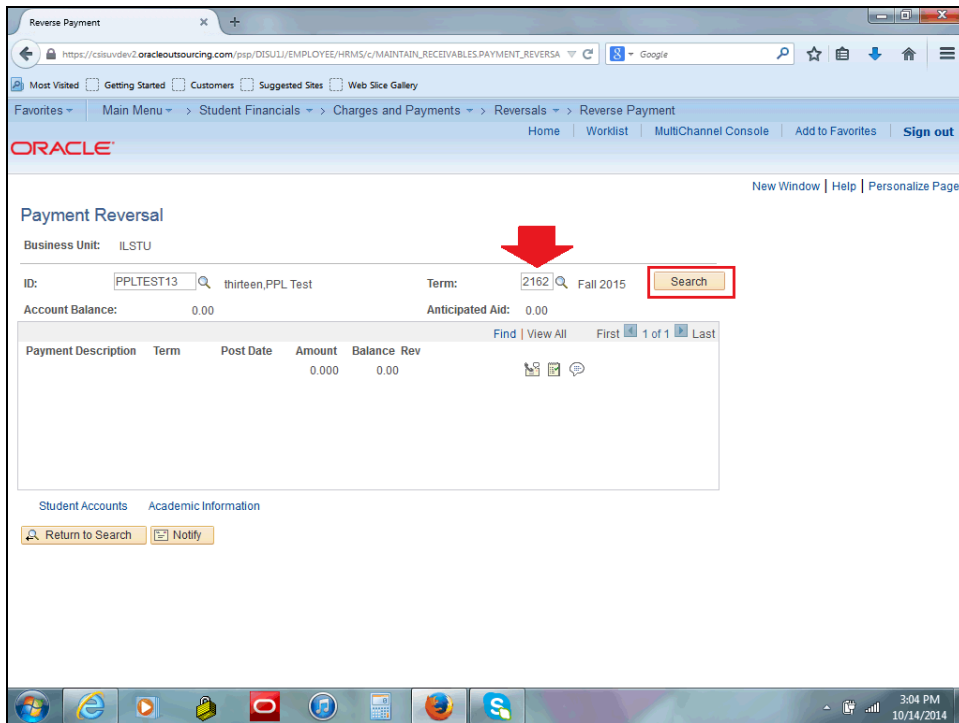
Step	Action
8.	To further define your search results, enter student information in the search parameters. Click the Look Up button.

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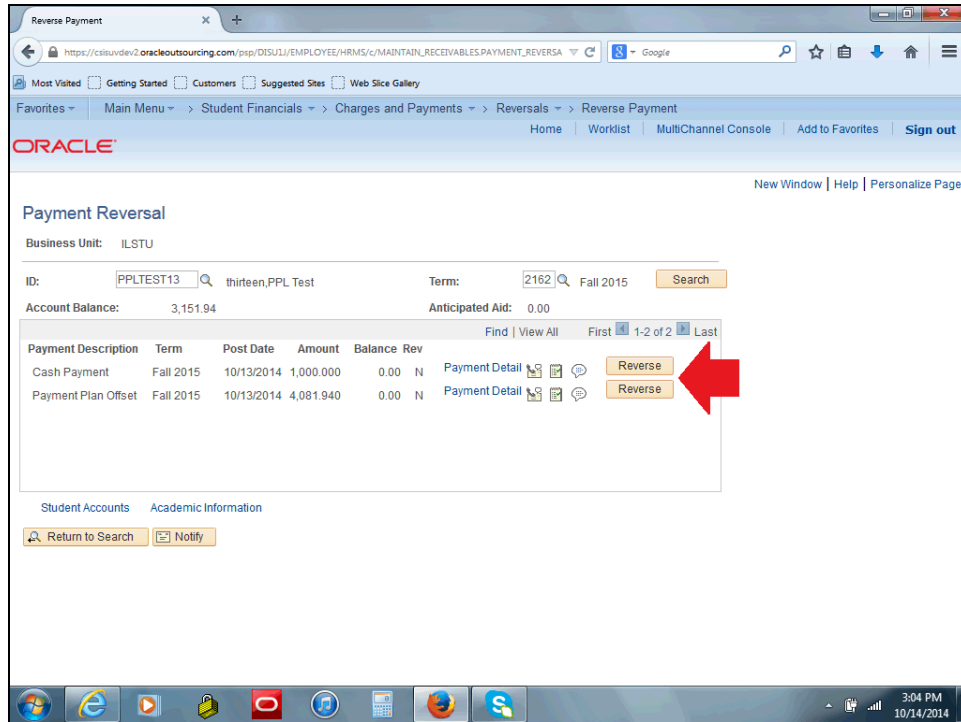
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Step	Action
9.	Click the link for the desired student.



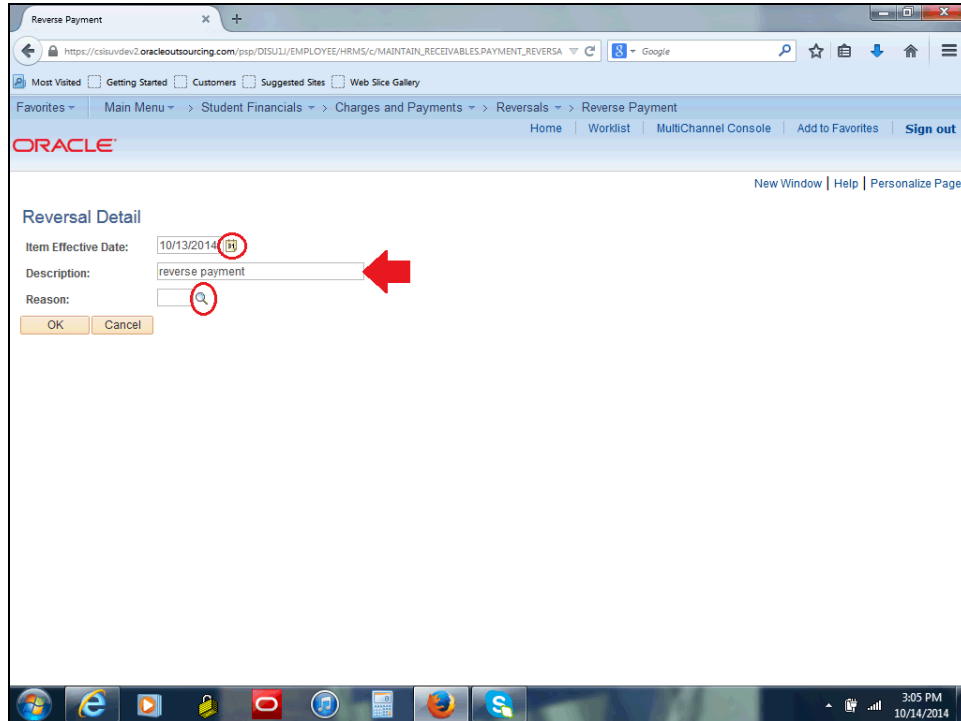
Step	Action
10.	<p>Enter the Term for which the payment was applied. Or leave blank to view payments for all terms.</p> <p>For this example, we will select the term 2162.</p> <p>Click the Search button.</p>



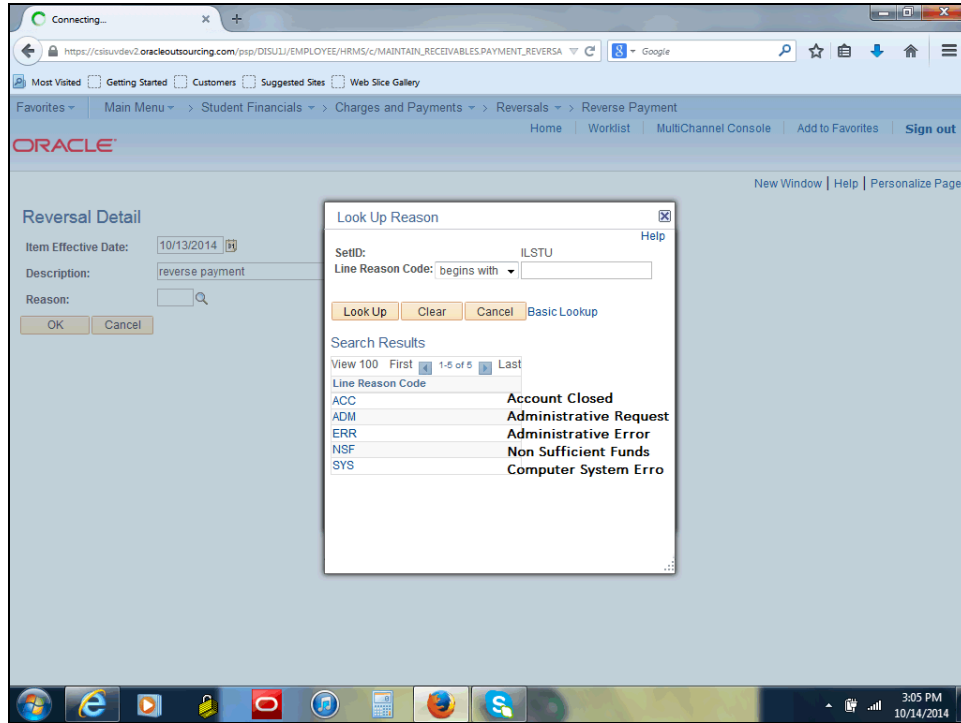
Step	Action
11.	<p>Payments applied to charges for term 2162 are displayed.</p> <p>If the payment is eligible for reversal (has not previously been reversed) the Reverse button will be active.</p> <p>Click the Reverse button for the payment line to be reversed.</p>

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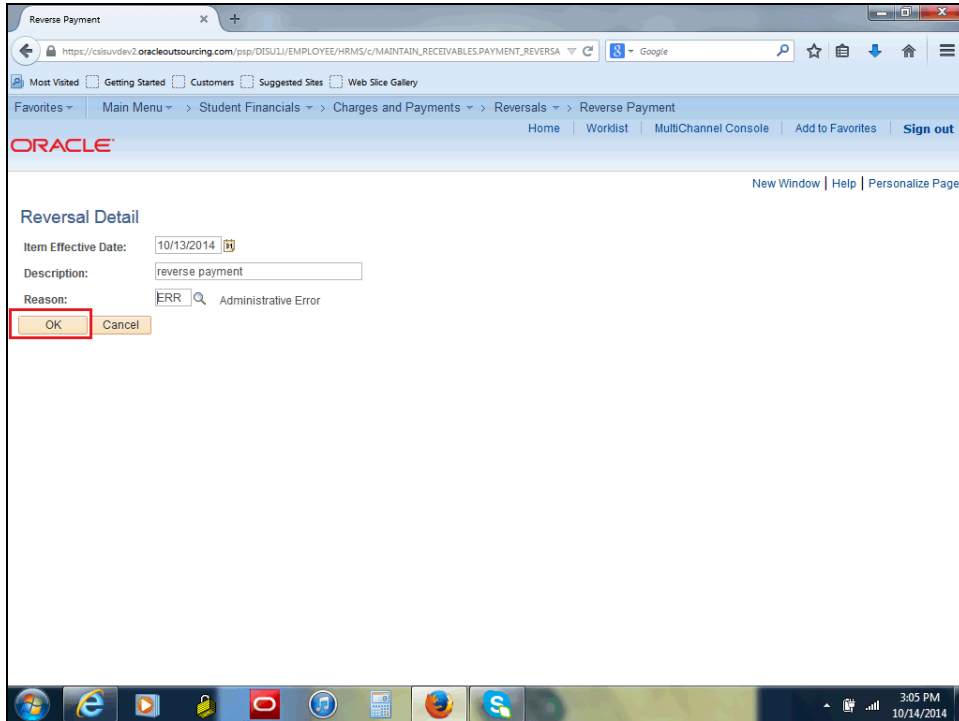
Step	Action
12.	<p>The Item Effective Date will default to the Posted date. Click the Calendar link to edit if desired.</p> <p>Enter a Description of the reversal.</p> <p>Click the Reason Look Up button.</p>



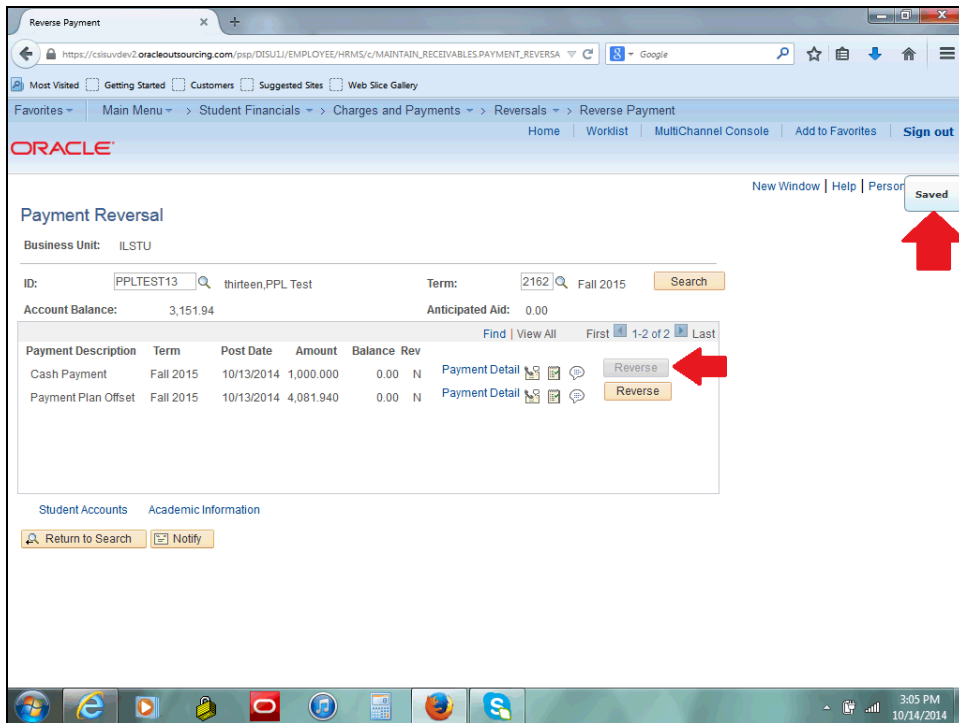
Step	Action
13.	Select a reason from the list. ACC: Account Closed ADM: Administrative Request ERR: Administrative Error NSF: Non-Sufficient Funds SYS: Computer System Error

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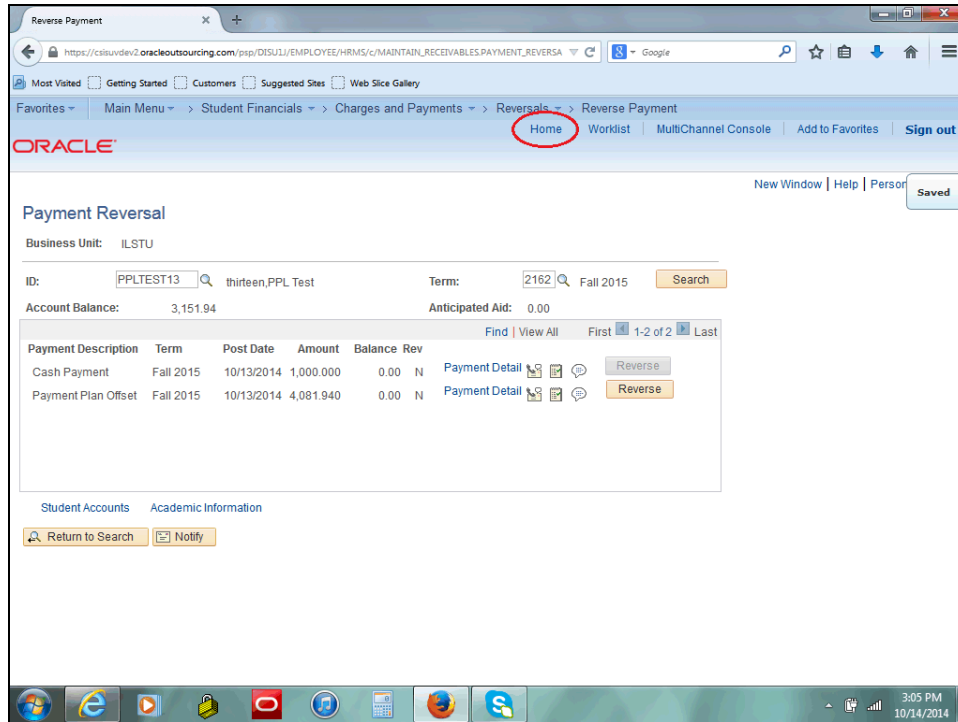
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Step	Action
14.	Click the OK button to save.



Step	Action
15.	Once Saved , the Reverse button will be inactive.



Step	Action
16.	To return to the Navigation Menu page, click the Home link at the upper right of the screen.
17.	Congratulations, you have completed reversing a student's payment. End of Procedure.