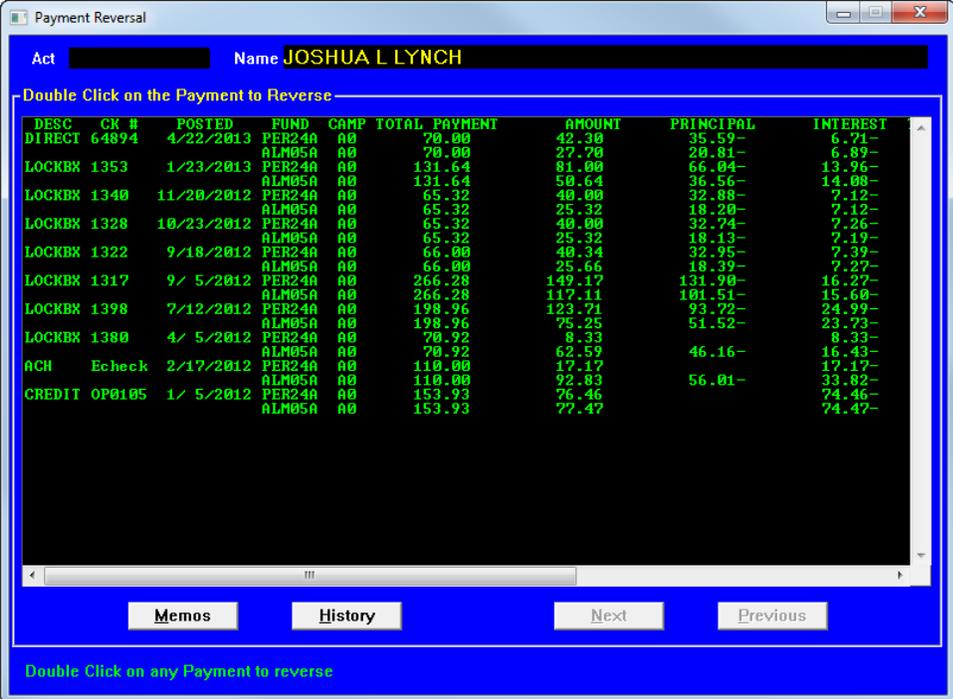


Reversing a Payment

A payment reversal removes a transaction from an account. It reverses the payment and posts back any dues/fees that may have been paid using the transaction.

Reversing a Payment																																																																																																																																																																																														
Step 1:	From the Primary Window of the account that should have a payment reversal applied, click the Adjustment Action Tab.																																																																																																																																																																																													
Step 2:	Click the Payment Reversal button.																																																																																																																																																																																													
Step 3:	<p>Double-click the payment that needs to be reversed.</p>  <p>The screenshot shows a window titled "Payment Reversal" for account "JOSHUA L LYNCH". It displays a table of transactions with the following columns: DESC, CK #, POSTED, FUND, CAMP, TOTAL PAYMENT, AMOUNT, PRINCIPAL, INTEREST. The table contains several rows of data, including DIRECT, LOCKBX, ACH, and CREDIT transactions. A red box highlights the first row of the table.</p> <table border="1"> <thead> <tr> <th>DESC</th> <th>CK #</th> <th>POSTED</th> <th>FUND</th> <th>CAMP</th> <th>TOTAL PAYMENT</th> <th>AMOUNT</th> <th>PRINCIPAL</th> <th>INTEREST</th> </tr> </thead> <tbody> <tr> <td>DIRECT</td> <td>64894</td> <td>4/22/2013</td> <td>PER240</td> <td>A0</td> <td>70.00</td> <td>42.30</td> <td>35.59-</td> <td>6.71-</td> </tr> <tr> <td></td> <td></td> <td></td> <td>ALM050</td> <td>A0</td> <td>70.00</td> <td>27.70</td> <td>20.81-</td> <td>6.89-</td> </tr> <tr> <td>LOCKBX</td> <td>1353</td> <td>1/23/2013</td> <td>PER240</td> <td>A0</td> <td>131.64</td> <td>81.00</td> <td>66.04-</td> <td>13.96-</td> </tr> <tr> <td></td> <td></td> <td></td> <td>ALM050</td> <td>A0</td> <td>131.64</td> <td>50.64</td> <td>36.56-</td> <td>14.08-</td> </tr> <tr> <td>LOCKBX</td> <td>1340</td> <td>11/20/2012</td> <td>PER240</td> <td>A0</td> <td>65.32</td> <td>40.00</td> <td>32.88-</td> <td>7.12-</td> </tr> <tr> <td></td> <td></td> <td></td> <td>ALM050</td> <td>A0</td> <td>65.32</td> <td>25.32</td> <td>18.20-</td> <td>7.12-</td> </tr> <tr> <td>LOCKBX</td> <td>1328</td> <td>10/23/2012</td> <td>PER240</td> <td>A0</td> <td>65.32</td> <td>40.00</td> <td>32.74-</td> <td>7.26-</td> </tr> <tr> <td></td> <td></td> <td></td> <td>ALM050</td> <td>A0</td> <td>65.32</td> <td>25.32</td> <td>18.13-</td> <td>7.19-</td> </tr> <tr> <td>LOCKBX</td> <td>1322</td> <td>9/18/2012</td> <td>PER240</td> <td>A0</td> <td>66.00</td> <td>40.34</td> <td>32.95-</td> <td>7.39-</td> </tr> <tr> <td></td> <td></td> <td></td> <td>ALM050</td> <td>A0</td> <td>66.00</td> <td>25.66</td> <td>18.39-</td> <td>7.27-</td> </tr> <tr> <td>LOCKBX</td> <td>1317</td> <td>9/ 5/2012</td> <td>PER240</td> <td>A0</td> <td>266.28</td> <td>149.17</td> <td>131.90-</td> <td>16.27-</td> </tr> <tr> <td></td> <td></td> <td></td> <td>ALM050</td> <td>A0</td> <td>266.28</td> <td>117.11</td> <td>101.51-</td> <td>15.60-</td> </tr> <tr> <td>LOCKBX</td> <td>1398</td> <td>7/12/2012</td> <td>PER240</td> <td>A0</td> <td>198.96</td> <td>123.71</td> <td>93.72-</td> <td>24.99-</td> </tr> <tr> <td></td> <td></td> <td></td> <td>ALM050</td> <td>A0</td> <td>198.96</td> <td>75.25</td> <td>51.52-</td> <td>23.73-</td> </tr> <tr> <td>LOCKBX</td> <td>1380</td> <td>4/ 5/2012</td> <td>PER240</td> <td>A0</td> <td>70.92</td> <td>8.33</td> <td>46.16-</td> <td>8.33-</td> </tr> <tr> <td></td> <td></td> <td></td> <td>ALM050</td> <td>A0</td> <td>70.92</td> <td>62.59</td> <td>17.17-</td> <td>17.17-</td> </tr> <tr> <td>ACH</td> <td>Echeck</td> <td>2/17/2012</td> <td>PER240</td> <td>A0</td> <td>110.00</td> <td>92.83</td> <td>56.01-</td> <td>33.82-</td> </tr> <tr> <td></td> <td></td> <td></td> <td>ALM050</td> <td>A0</td> <td>110.00</td> <td>76.46</td> <td>74.46-</td> <td>74.46-</td> </tr> <tr> <td>CREDIT</td> <td>OP0105</td> <td>1/ 5/2012</td> <td>PER240</td> <td>A0</td> <td>153.93</td> <td>77.47</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>ALM050</td> <td>A0</td> <td>153.93</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Buttons: Memos, History, Next, Previous</p> <p>Double Click on any Payment to reverse</p>	DESC	CK #	POSTED	FUND	CAMP	TOTAL PAYMENT	AMOUNT	PRINCIPAL	INTEREST	DIRECT	64894	4/22/2013	PER240	A0	70.00	42.30	35.59-	6.71-				ALM050	A0	70.00	27.70	20.81-	6.89-	LOCKBX	1353	1/23/2013	PER240	A0	131.64	81.00	66.04-	13.96-				ALM050	A0	131.64	50.64	36.56-	14.08-	LOCKBX	1340	11/20/2012	PER240	A0	65.32	40.00	32.88-	7.12-				ALM050	A0	65.32	25.32	18.20-	7.12-	LOCKBX	1328	10/23/2012	PER240	A0	65.32	40.00	32.74-	7.26-				ALM050	A0	65.32	25.32	18.13-	7.19-	LOCKBX	1322	9/18/2012	PER240	A0	66.00	40.34	32.95-	7.39-				ALM050	A0	66.00	25.66	18.39-	7.27-	LOCKBX	1317	9/ 5/2012	PER240	A0	266.28	149.17	131.90-	16.27-				ALM050	A0	266.28	117.11	101.51-	15.60-	LOCKBX	1398	7/12/2012	PER240	A0	198.96	123.71	93.72-	24.99-				ALM050	A0	198.96	75.25	51.52-	23.73-	LOCKBX	1380	4/ 5/2012	PER240	A0	70.92	8.33	46.16-	8.33-				ALM050	A0	70.92	62.59	17.17-	17.17-	ACH	Echeck	2/17/2012	PER240	A0	110.00	92.83	56.01-	33.82-				ALM050	A0	110.00	76.46	74.46-	74.46-	CREDIT	OP0105	1/ 5/2012	PER240	A0	153.93	77.47						ALM050	A0	153.93			
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Step 4:	Verify that the correct payment will be reversed.																																																																																																																																																																																													
Step 5:	If there is a loan on the screen that should NOT have the payment reversed on it, click the Remove a Payment/Loan button. Double-click the loan that should be excluded and then click the Yes button.																																																																																																																																																																																													

Step 6: If all loans should be processed, click the **Process Reversal** button.

Reverse this Payment?

You have selected to Reverse this payment

Type: **DIRECT** Check #: **64894** Remove a Payment / Loan

Date: **04/22/2013** Amount: **70.00**

FUND	CAMPUS	TOTAL PYMT	LOAN PYMT	PRINCIPAL	INTEREST	FEES
PER24A	A0	70.00	42.30	35.59-	6.71-	
ALH05A	A0	70.00	27.70	20.81-	6.89-	

Process for the current Fiscal Year? Yes No

Memos History Process Reversal

Step 7: Verify the information on the screen. Click the **Yes** button.

Step 8: SAL will return to the Primary Window. A memo is automatically added to the account and the Last Transaction is updated to reflect the reversal.