PROCEDURES FOR CREDIT CARD AND WEB CREDIT CARD DEPOSITS

Credit Card Terminal & Credit Card Web Transactions

The deposit procedures for departments processing in-person credit card transactions or web credit card transactions are as follows.

1. Routine Business deposits should be done by the next business day. Each settlement total should be entered as a separate line item. The merchant number and date should be included in the assignment field.(i.e. 1234567 10.25)

Document Date	10/30/2018	Currency	USD		Total Dr.		
Posting Date	10/30/2018	Period	2			250.00	USD
Document Number	2619001919						
Inv#/Ref#					Total Cr.		
Doc.Header Text	TEST SAMPLE					250.00	USD
Document type	RB	Routine Bus. Entry					
☐Doc.currency					OO■		
Company Code	754	Texas State University San Marcos					

5 Items (No entry variant selected)

G/L acct	D/C	Amount in doc.c...	Assignment	Text	Bu...	Cost center	Fund	Order	W
100001	Debit ▼	25.00	1234567 10.30	CREDIT CAR...	1000		9001341000		
100001	Debit ▼	50.00	1234567 10.30	CREDIT CAR...	1000		9001341000		
100001	Debit ▼	100.00	1234567 10.30	CREDIT CAR...	1000		9001341000		
100001	Debit ▼	75.00	1234567 10.30	CREDIT CAR...	1000		9001341000		
103305	Cred... ▼	250.00		test docum...	1000		2000031019		
	▼								

2. Send an email to bursar@txstate.edu with the subject line *Department Name Deposit, 10.30* (i.e. SBS Deposit 10.30); attach a print screen of the parked RB document, similar to above screen shot. Be sure to attach a copy of the settlement report(s), whether terminal or web based to your parked document for verification purposes before sending the email. Instructions on how to attach a document to a parked RB doc is outlined at the end of this document.
   - If the settlement report from the in-person terminals do not have the words "settlement successful", the deposit will be rejected.
   - Any settlement report issues should be directed to the help desk at Chase Paymentech at 1-888-886-8869. Provide the merchant number, settlement total and settlement date. Document the representative's name and a reference number. After verifying the batch settled, reply to the email from bursar@txstate.edu with the information provided by the help desk.

3. The department is responsible for securing and retaining the credit card slips and settlement reports with limited personnel access for six months. After six months the credit card slips, and settlement reports must be shredded via cross-cut shredder. For example, December 2018 credit card slips can be shredded in July 1, 2019.
   - The Cashiers Office will no longer accept credit card slips. Credit card slips must be kept for 6 months for credit card dispute purposes. SBS will notify the department by email of any credit card dispute. A scanned copy of the credit card slip and information pertaining to the transaction must be

provided by the department within 3 business days. Failure to provide the information will result in loss of revenue based on the dispute.

Wireless Terminal Credit Card Transactions

The deposit procedures for departments renting wireless credit card terminals are as follows.

1. Routine Business deposits for wireless credit cards should be done the by first business day following the return of the terminal. Each settlement total should be entered as a separate line item.

2. Bring credit card slips and settlement report(s) must be sent to the SBS Cashier's office.
   - Student Business Services is the merchant of record for the wireless terminals, therefore, responsible for securing and retaining the credit card slips with limited access for six months.

Contacts

SAP deposit questions:

Roxanne Munos 512.245.2242

Veronica Martinez 512.245.6364

email bursar@txstate.edu

Credit Card Settlement Questions:

Renae Smith 512.245.9001 rs49@txstate.edu

Chase Help Desk Phone Number

Settlements or terminal issues 1.888.886.8869

Adding Attachments to SAP Parked RB Document

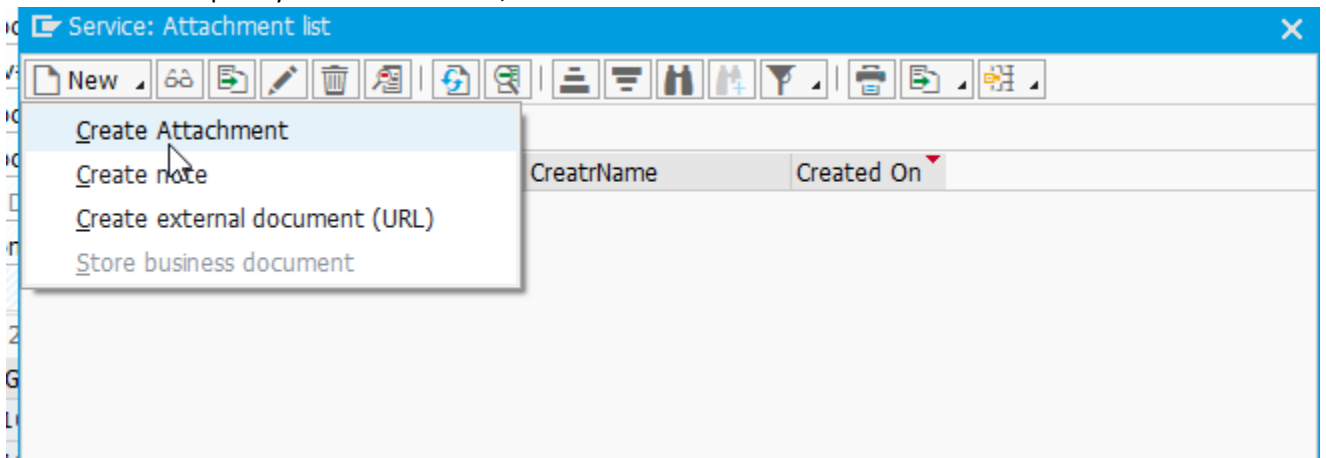1. Enter your deposit information and park.

2. Open your parked document and select the drop down located just below the Menu button on the left. Select *Attachment List.*
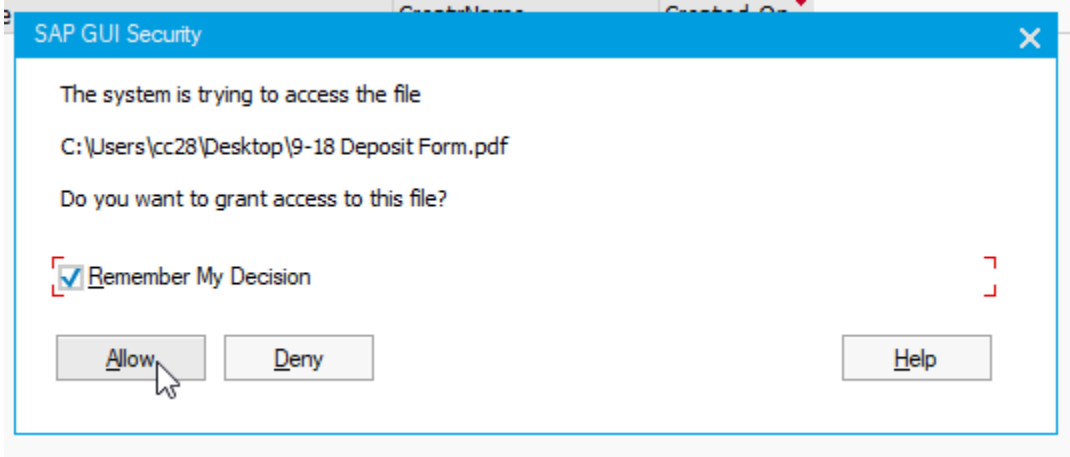
3. After the menu opens you will select *New, Create Attachment.*

4. Once you have selected *Create Attachment,* you will browse the location of where you saved your scanned document, and select the file to open.
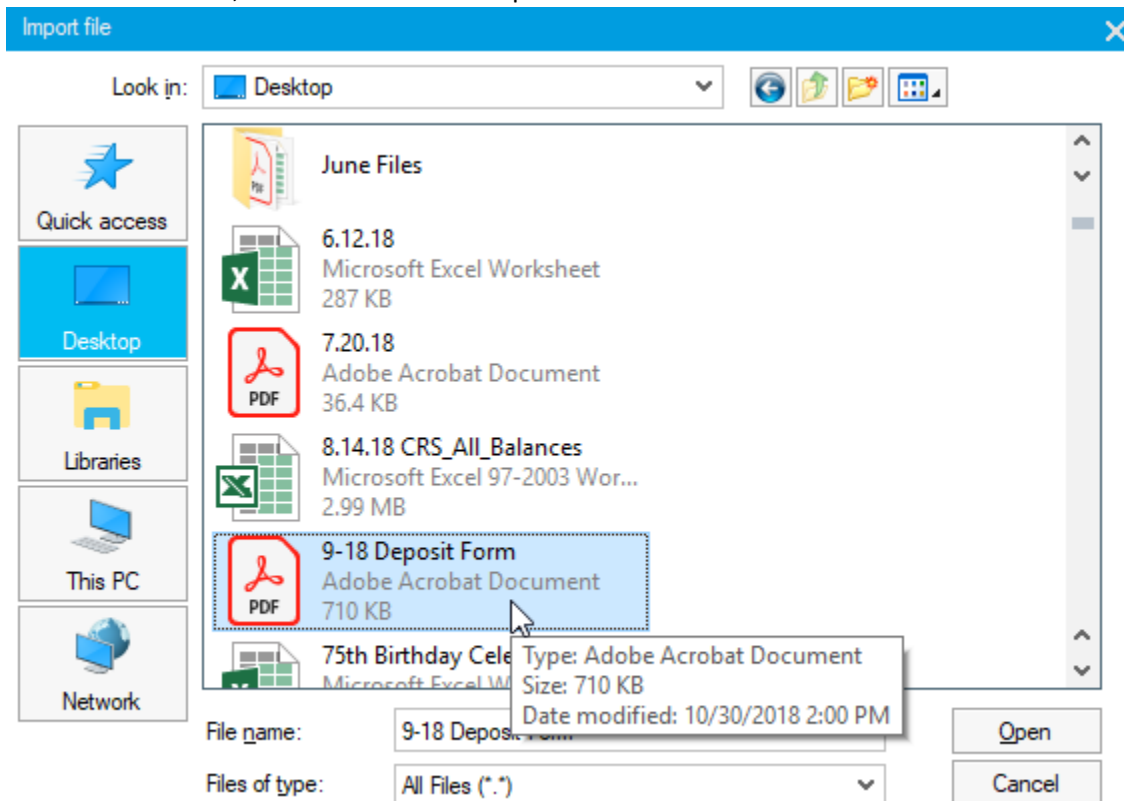
5. You will receive a message about granting access to the file upload and you select *Allow*.

SAP GUI Security ✕

The system is trying to access the file

C:\Users\cc28\Desktop\9-18 Deposit Form.pdf

Do you want to grant access to this file?

☑ Remember My Decision

[Allow] [Deny] [Help]

6. Once you have completed this piece you will see the attachment list and you should see your document.

Service: Attachment list ✕

New ⌄ | 🔍 | 📤 | ✏️ | 🗑 | 📇 | 🔄 | 📧 | ⬇️ ⬆️ | 🔍 🔍 | 🔽 ⌄ | 🖨 📤 ⌄ | 📲 ⌄

AttachmentFor754 26190019192019

Icon	Title	CreatrName	Created On
📄	9-18 Deposit Form	Cynthia Castillo	10/30/2018