

Credit Card Receipts End-of-Day Balancing

PURPOSE	TRIGGER	ASSISTANCE
Use this procedure to ensure that receipts keyed into MAP balance to what was anticipated to be keyed.	Perform this procedure daily if your department receives revenue from POS credit card transactions.	<p>If you need assistance, please report your issue to the Self Service Help Desk:</p> <ul style="list-style-type: none"> http://it.wvu.edu/support/service-desk/selfservice

PROCEDURE

Forms Required

- Obtain the following document:

Field Name	Description
<i>Departmental Revenue Credit Card Activity Report</i>	Download the form from the Revenue Services forms page: http://financialservices.wvu.edu/revenue_services/revenue

WVU DEPARTMENTAL REVENUE CREDIT CARD ACTIVITY REPORT								
IMPORTANT: Daily, credit card terminals must be closed (settled) and Misc Receipt/Dept Rev Credit Card Activity Report processed.								
Transaction Type (Check One): <input type="checkbox"/> Deposit (All Batch Close amounts listed below must be positive.) <input type="checkbox"/> Chargeback (All Batch Close amounts listed below must be negative.)								
Department Name:			Contact:			Phone:		
Visa Merchant #	Deposit Loc. #	Batch Close Date mm/dd/yy	Visa (0)	AMEX (1)	Diner's Club (2)	Discover (3)	Mastercard (4)	Batch Close Total
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
							Grand Total	0.00
Miscellaneous Receipt (MR) #:						MR Total Receipt Amount		
						Difference (must equal zero)		0.00
Cashier Signature					Phone		Date	
Supervisor Signature					Phone		Date	
Rev. 4/5/08								

WVU Department Actions

- At the end of day, **close your credit card terminal**. Refer to the bank manual for detailed procedures.

Your credit card terminal must be closed daily. The transaction approval is only guaranteed for a limited time. Failure to close daily may result in the loss of revenue.

- Run a **Detail Transaction Listing** for your credit transactions, and verify each one.

- Run the **Batch Close by Credit Card Type Report**.

Once the credit card terminal is closed, your Miscellaneous Receipt must match your credit card batch close report. Correcting transactions must be posted in your new credit card batch / Miscellaneous Receipt.

- To record credit card receipts in MAP, prepare a Miscellaneous Receipt (see instructions for *How to Prepare a Miscellaneous Receipt to Record Revenue / Expenditure Reductions*).
- Prepare the **Departmental Revenue Credit Card Activity Report** as follows:

Field Name	Description
<i>Miscellaneous Receipt</i>	Enter the Miscellaneous Receipt number used to record credit card sales.
<i>Department Name</i>	Enter your department's name.
<i>Deposit Loc #</i>	Enter your credit card deposit location number as follows:
	4500 CCR-WVUIT
	4501 CCR-WVUIT COMMUNITY SERVICES
	4502 CCR-WVUIT BOOKSTORE
	4503 CCR-WVU OFFICE OF STUDENT ACCTS
	4504 CCR-WVU STATE TREASURY LOCKBOX
	4505 CCR-WVU SABO – ERC
	4506 CCR-WVU SABO – HSC A&R
	4507 CCR-WVU EXT LEARN – MORGANTOWN
	4508 CCR-WVU CHARLESTON DIVISION
	4509 CCR-WVU PARKERSBURG BUSINESS OFFICE
	4510 CCR-WVU EXTENSION – JACKSONS MILL
	4511 CCR-WVU RESEARCH
	4512 CCR-WVU SABO – MOUNTAINLAIR
	4513 CCR-WVU FACILITIES & SERVICES
	4514 CCR-WVU INSTIT ADVANCE
	4515 CCR-WVU AG. FORESTRY & DESIGN
	4516 CCR-WVU ARTS & SCIENCES
	4517 CCR-WVU ATHLETICS
	4518 CCR-WVU BUSINESS & ECONOMICS
	4519 CCR-WVU CREATIVE ARTS
	4520 CCR-WVU ENG & MINERAL RES
	4521 CCR-WVU EXTENSION
	4522 CCR-WVU HEALTH SCIENCES CTR
	4523 CCR-WVU EDUCATION & HUMAN SRV

	4524 CCR-WVU INFORMATION TECH 4525 CCR-WVU INSTIT ADVANCE – STW HALL 4526 CCR-WVU LIBRARIES 4527 CCR-WVU PARKERSBURG 55089 4528 CCR-WVU BUSINESS & PROCUREMENT
<i>Batch Close Date</i>	Enter the date of your credit card batch close in the format MMDD Example: 0214
<i>Totals by Card Type</i>	Enter the amount of credit card transactions by type.
<i>Grand Total</i>	Sum the Totals by Card Type.
<i>Batch Close Total</i>	Enter the grand total amount of your credit card batch close.
<i>MR Total Receipt Amount</i>	Enter the Receipt Amount from the Miscellaneous Receipt used to record credit card sales.
<i>Cashier Signature</i>	The person preparing the form must sign, enter their phone number, and date this form.
<i>Supervisor Signature</i>	If required by the EBO, the cashier's supervisor must sign, enter their phone number, and date this form.

7. Send the original **Miscellaneous Receipt** and **Departmental Revenue Credit Card Activity Report** to the department responsible for keying your revenue into MAP Accounts Receivable.
 - a. If WVU Revenue Services keys your receipts, then forward the documents to:

WVU Revenue Services
 PO Box 6011
 Morgantown, WV 26506-6011

8. You have completed this task.