Where do I get the required eCommerce reports to reconcile electronic payments?

Tell Me

1. Departments or units processing payment cards typically operate under a unique merchant account number.
2. Each merchant account will be provided with access to the appropriate banking and internal reporting system.
3. Each merchant will be able to request access to those systems typically for two individuals within their area (a primary person their backup).
4. Submit the request to the eCommerce Office on the Reporting Access Setup-Termination Request.

Note

Forms and other helpful information are also available to Campus Merchants on the S drive under Campus Merchants.

5. Departments or units processing under an alternative method will have the reports provided to them by the eCommerce Office.
6. All groups will be responsible for reconciling their transactions and making their deposits to the University Cashier’s Office.

Related FAQs

Page: How do I know which eCommerce access to request for a new user?
Page: May I still submit the scanned or hard copy of the “EC-AR - Access Request to Reporting Systems?”
Page: How long does it take for the access request to be granted?
Page: What reports should be submitted with the Payment Book Receipt (“PBR”) for the daily deposit?
Page: When should an eCommerce Access Request eForm be submitted?