CREDIT CARD EDEPOSIT INSTRUCTIONS

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SECTION 1—CREATING A DEPOSIT PROFILE  
(ONLY NEED TO DO THIS ONE TIME, PRIOR TO YOUR FIRST EDEPOSIT)

1. Log in to Employee Self Service
2. Select the “ADMINISTRATION” tab
3. In the “SYSTEMS” box, click on the eDeposit link
4. The Start a New Deposit Screen will display.

5. Select the “OPTIONS” tab at the top.

6. Select the “MAINTAIN YOUR DEPOSIT PROFILES” link.
7. Select the “START A NEW PROFILE” link then the Profile Type drop-down list and select “CV user profile” or “CV grp profile” if you are creating a shared profile for a group of individuals (you must be setup in eDeposits as a Group Admin).

8. After you have selected the CV user or grp profile type, enter a name for the profile in the following “Description” field. (For example, Credit Card Sales Deposit. This description will be displayed as one of your profile options each time you start a new deposit ticket.)

Then select the “CREATE NEW PROFILE” button.

9. The next step is to enter the MFKs where revenue will be credited (deposited) and accounts receivable will be debited (shown as a negative amount). These MFKs will be added to the profile from the previous screen.
10. Enter the MFK where revenue should be credited. In the “Description” field, enter something that describes the type of revenue; for example, CC Rev-Equip Rental (credit card revenue for equipment rental).

Then select the “ADD PROFILE DISTRIBUTION LINE” button.

NOTE: STEP 10 CAN BE REPEATED FOR MULTIPLE REVENUE ACCOUNTS BEING COMBINED ON A SINGLE DEPOSIT.

11. Enter the MFK that will be used as your receivable (control) account, the IAcct is 1102. This is the MFK you will monitor using the SA3 report on GLDSS to make sure that the University has received the cash at the bank (normally 2 business days after the batch settlement).

12. When you are finished adding all of the accounting distribution information for the credit card sales profile, select the “Next Step” button.
13. Your profile is now complete and you can begin using it to create new credit card deposits.
SECTION 2—CREATING THE EDEPOSIT FOR POSTING CREDIT CARD SALES
(WHEN THE DAILY NET SALES TOTAL IS GREATER THAN ZERO)

NOTE: THE FOLLOWING PROCEDURES ARE FOR DEPOSITS WHEN THE AMOUNT OF CREDIT CARD SALES IS GREATER THAN $0.00. IF YOU ARE RECORDING SALES LESS THEN ZERO, FOR EXAMPLE ON A DAY WHERE YOU HAVE MORE REFUNDS THAN SALES, PLEASE REFER TO SECTION 3 OF THIS DOCUMENT.

1. Log in to Employee Self Service
2. Select the “ADMINISTRATION” tab
3. In the “SYSTEMS” box, select the eDeposit link
4. The Start a new deposit ticket screen is displayed.

5. Select the credit card profile you created from the drop-down list displayed next to the number “1”, then select the “USE PROFILE” button. Your credit card sales profile will be displayed.
6. Make sure you have the credit card sales NET total (sales minus refunds) calculated, this will be the amount you will be entering to the accounts receivable MFK.

**IMPORTANT NOTE: DO NOT COMBINE SALES FROM MULTIPLE DAYS INTO A SINGLE EDEPOSIT! THIS WILL MAKE IT EXTREMELY DIFFICULT TO RECONCILE THE ACCOUNTS RECEIVABLE SECTION OF THE SA3 REPORT. EACH DAY OF CREDIT CARD SALES SHOULD HAVE A SEPARATE EDEPOSIT.**

**RECOMMENDATION: CREDIT CARD SALES EDEPOSITS SHOULD BE SUBMITTED THE DAY AFTER THE SALES HAVE BEEN PROCESSED. FOR EXAMPLE, FOR SALES THAT ARE PROCESSED ON TUESDAY, THE EDEPOSIT SHOULD BE COMPLETED ON WEDNESDAY, ETC.**
7. In the accounting distribution line(s) where you have used a revenue IAcct, enter the amount(s) that are to be credited to the account. (This amount should be a positive number)

8. It is recommended that in the description field you indicate the date the sales were processed. This information will be helpful when it is time to reconcile the monthly statement of account.

9. In the accounts receivable amount field, enter the total net sales amount as a negative number.

**IMPORTANT NOTE: THE GRAND TOTAL FOR ANY CREDIT CARD EDEPOSIT SHOULD ALWAYS BE ZERO. (SEE ABOVE CIRCLED IN ORANGE)**

10. Select the “CONTINUE WITH PROFILE” button.
11. If all information is correct, select the “REVIEW AND FINALIZE” button.
12. You’ll be presented with one last opportunity to correct or cancel your eDeposit.
13. If everything is correct, select the “CONFIRM AND SUBMIT” button

14. You will get a confirmation message -- “Deposit successfully submitted”

15. Select the “RETURN TO START PAGE” link if you need to create another eDeposit, otherwise you can return to Employee Self Service or log off.
SECTION 3—CREATING THE EDEPOSIT FOR POSTING NEGATIVE CREDIT CARD SALES  
(WHEN THE DAILY NET SALES TOTAL IS LESS THAN ZERO)

NOTE: THE FOLLOWING PROCEDURES ARE FOR DEPOSITS WHEN THE AMOUNT OF CREDIT CARD SALES IS LESS THAN $0.00. A DAY WHEN YOU HAVE MORE REFUNDS THAN SALES.

1. Log in to Employee Self Service  
2. Select the “ADMINISTRATION” tab  
3. In the “SYSTEMS” box, select the eDeposit link  
4. The “Start a new deposit ticket” screen will be displayed.

5. Select the credit card profile you created from the drop-down list displayed next to the number “1”; then select the “USE PROFILE” button. Your credit card sales profile will be displayed.
6. Since your eDeposit is to record negative sales (money is being taken out of the University’s bank account rather than being deposited into the account) replace the IAcct for the accounts receivable MFK (designated by IAcct 1102) with the expense IAcct that the Treasurer’s Office has on file for the merchant’s fees and chargebacks.

![Profile distribution for: Credit Card Sales Deposit - 03/27/12](Image)

- **Profile distribution for: Credit Card Sales Deposit - 03/27/12**
  - You are using a Wire Transfer CV profile. A deposit made with this profile will not record cash and check distribution.
  - **Desc:** 02/16/12-Credit Card Refunds
  - **From:** SLID/SLAC: / UNIVID:
  - **Desc:** 02/16/12-Credit Card Refunds
  - **From:** SLID/SLAC: / UNIVID:
  - **Total amount to be credited to above MFK’s:** 0.00

7. In the accounting distribution line(s) where you have used a revenue IAcct, enter the amount(s) that should be deducted from the account as a negative number.

8. In the accounting distribution line with the expense IAcct amount field, enter the negative net sales amount as a positive number.

**IMPORTANT NOTE: THE GRAND TOTAL FOR ANY CREDIT CARD EDEPOSIT SHOULD ALWAYS BE ZERO. (SEE ABOVE CIRCLED IN ORANGE)**

9. Click on the “CONTINUE WITH PROFILE” button.

10. If all information is correct, select the “REVIEW AND FINALIZE” button.

11. You’ll be presented with one last opportunity to correct or cancel your eDeposit.
12. If everything is correct, select the “CONFIRM AND SUBMIT” button

13. You will get a confirmation message -- “Deposit successfully submitted”

14. Select the “RETURN TO START PAGE” link if you need to create another eDeposit, otherwise you can return to Employee Self Service or log off.