

SA Credit Card Book Receipt (CCBR)

User Manual

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**Form Instructions:**

This form is used by departments that process *Credit Cards* on site or accept *Credit Cards* via the Internet. **All Book Receipts Must Be Submitted By 12pm (Noon)** to ensure that we meet the State Treasurer’s Office daily deposit/certification deadlines. Failure to comply could jeopardize the status of your merchant account. Separate submissions must be made for each credit card type. The back-up documentation specific to each card type must be included with this deposit submission. After submitting the form, a notification will be sent to the Initiator and any associated "Designated Contacts" related to the merchant account. If there are errors, these will be notated in the confirmation email. Details of all transactions are maintained in TouchNet and can be accessed and exported at any time for your convenience.

To submit a subsequent Book Receipt form, click on the "Reset and Submit Another Receipt" button.

* **Submitted By** - This must be your UNCC ID Number (800#). You will see your name displayed next to the box when entered correctly.
* **Merchant Name** - You must select the correct merchant name from the dropdown list. The business officers / designated contacts for the selected merchant name will be copied on the confirmation email.
* **Journal Voucher Type** - Your only option is "Book Receipt".
* ***NEW!* Report Date -** This is prepopulated with yesterday's date. You can, and should, change this date to reflect the date shown on the ClientLine or OMS Report. The date format should be mm/dd/yyyy. You can choose the date by clicking on the calendar icon to the right of the text field.
* **Credit Card Type** - You must select the appropriate credit card type for the deposit being submitted. Specific documentation is required, depending on the *Credit Card Type* selected. Please review that list below, to ensure timely processing of your submission:
  + **Visa/MasterCard** 
    - **Online Sales** - TouchNet Payment Gateway Batch Settlement Report (Totals Only) and ClientLine HL0605 Sales Report
    - **POS Terminal Sales** - ClientLine HL0605 Sales Report

(**\*Note**: Settlement Tape/Report from POS Terminal is no longer required.)

* + **American Express** 
    - **Online Sales** - OMS Merchant Financial Activity Settlement
    - **POS Terminal Sales** - OMS Merchant Financial Activity Settlement

(**\*Note**: Settlement Tape/Report from POS Terminal is no longer required.)

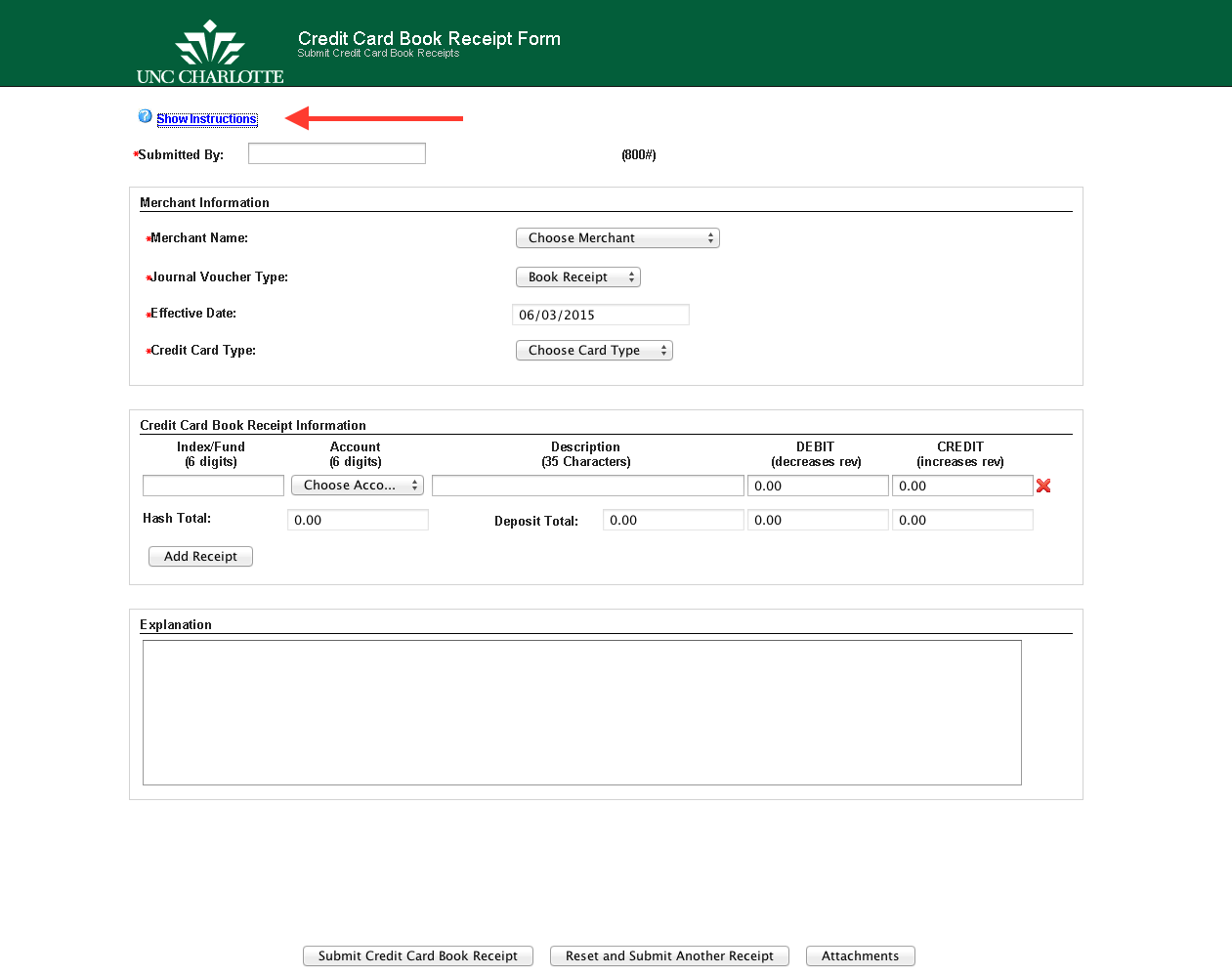
* **Index/Fund** - You must enter the appropriate (valid) 6-digit Index/Fund code for the transaction line.

(**\*Note**: AN INVALID INDEX/FUND WILL INVALIDATE THE ENTIRE SUBMISSION.)

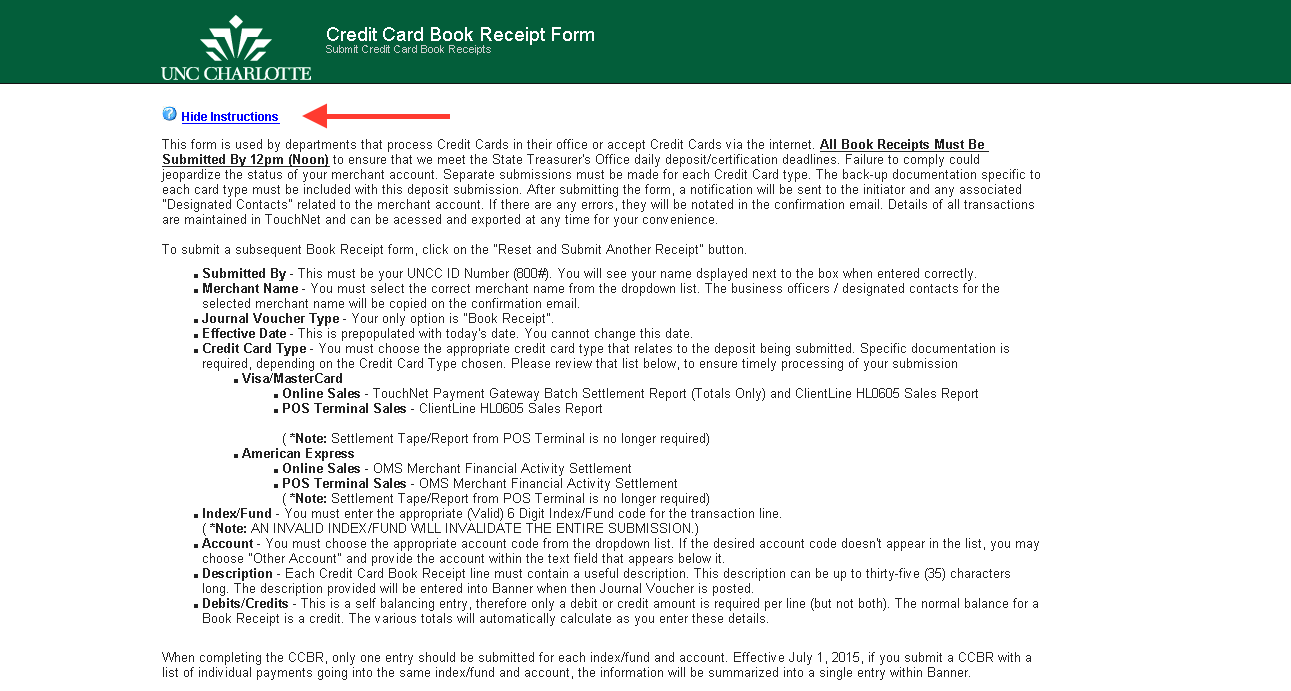
* **Account** - You must select the appropriate account code from the dropdown list. If the desired account code doesn't appear in the list, please notify the Cashiers Office for assistance.
* **Description** - Each Credit Card Book Receipt line must contain a useful description. This description can be up to thirty-five (35) characters long. This description will be entered into Banner when then journal voucher (JV) is posted.
* **Debits/Credits** - This is a self-balancing entry, therefore only a debit or credit amount is required per line (but not both). The normal balance for a book receipt is a credit. Totals will automatically calculate as you enter line details.

When completing the CCBR, only one entry should be submitted for each Index/Fund and Account. Effective July 1, 2015, if you submit a CCBR with a list of individual payments going into the same Index/Fund and Account, then the information will be summarized into a single entry within Banner.

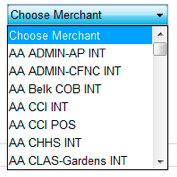
1. Click the link [Book Receipt for Credit Cards](http://imagenow.uncc.edu/imagenowforms/fs?form=CCBR_Form) on the Financial Services form webpage, <http://finance.uncc.edu/resources/forms>. The entry form below will be displayed:



1. Click on the link, ***Show Instructions***, to display the form instructions.
2. Click on the link, ***Hide Instructions***, to hide the form instructions, as shown below:

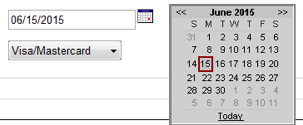


1. Enter the **Submitted By (800#)** (UNCC ID Number) of the person submitting the form. (**\*Note**: Once you press the TAB key the Initiator’s name will appear.)
2. Select a **Merchant** for the credit card book receipt by clicking the drop-down list, as shown below:

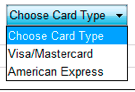


(**\*Note**: See new list of Merchant Names located at the end of this document.)

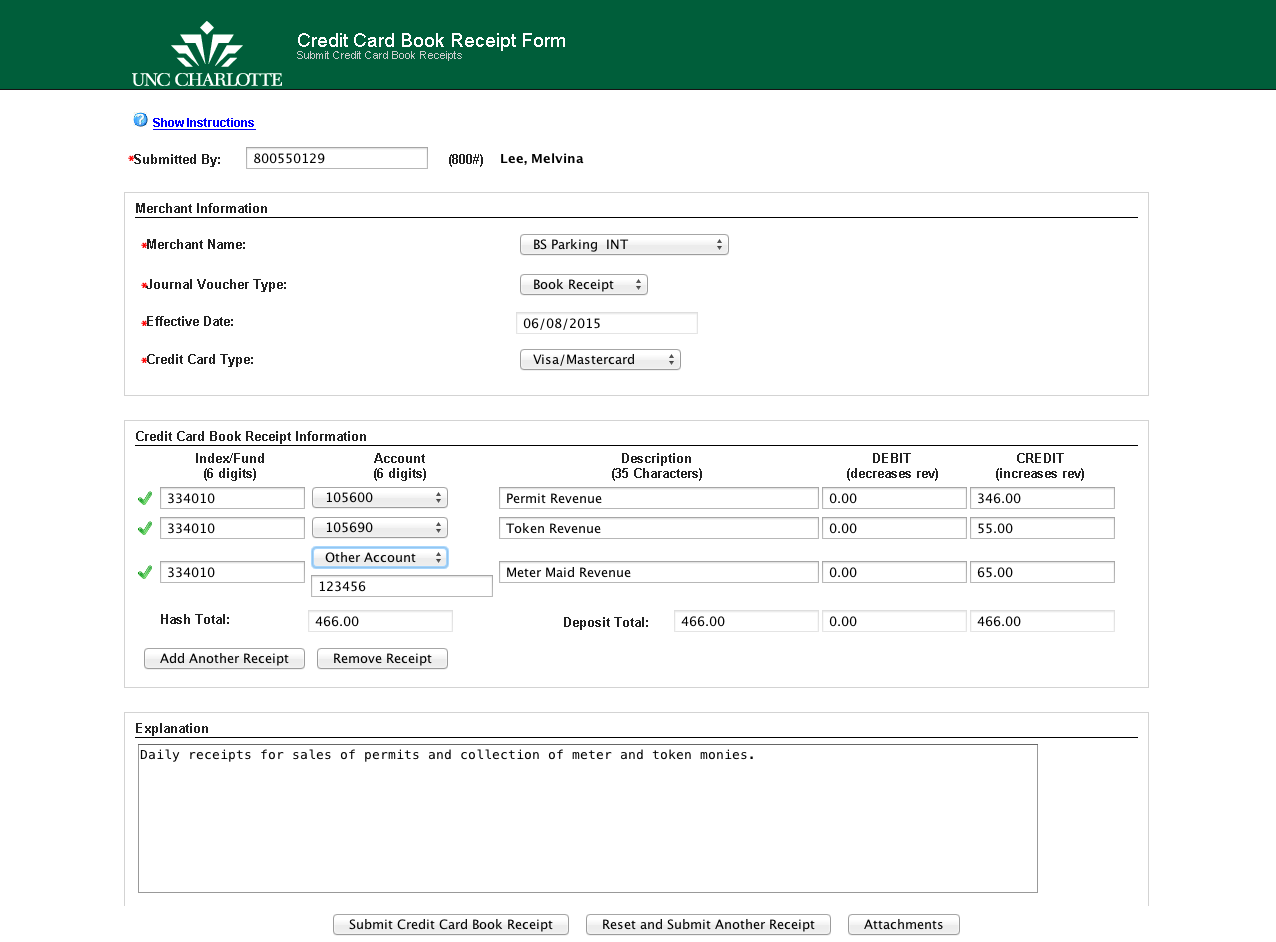
1. Select the **Journal Voucher Type**. Currently there is only one voucher type called *Book Receipt*; additional types may be used in the future.
2. ***NEW!*** Select the **Report Date** for the date shown on the ClientLine or OMS report. This field defaults yesterday’s date.



1. Select a **Credit Card Type** for the book receipt by clicking the drop-down list, as shown below:



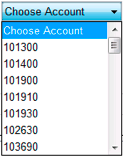
1. Enter at least one **Index/Fund/Account/Description/Debit or Credit** combination. To add another line, click the **Add Receipt** button. You can enter an unlimited number of credit card book receipts (**Index/Fund/Account/Description/Debit or Credit**). You can also remove the last **Receipt** line by clicking the **Remove Receipt** button. See example below:



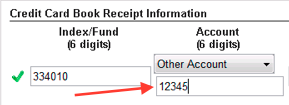
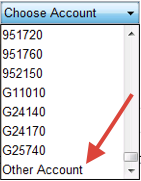
* 1. Enter a valid **Index/Fund** number.

**\*Note:** If a valid Index/Fund number has been entered, a  will be displayed. If the Index/Fund number is invalid (or if there are entries in the Debit and Credit fields, an  will be displayed.

* 1. Select an **Account** by clicking the drop-down list, as shown below:



**\*Note**: If an **Account** number does not appear in the drop-down list, select ***OTHER ACCOUNT*** and manually enter in the account number as shown below:

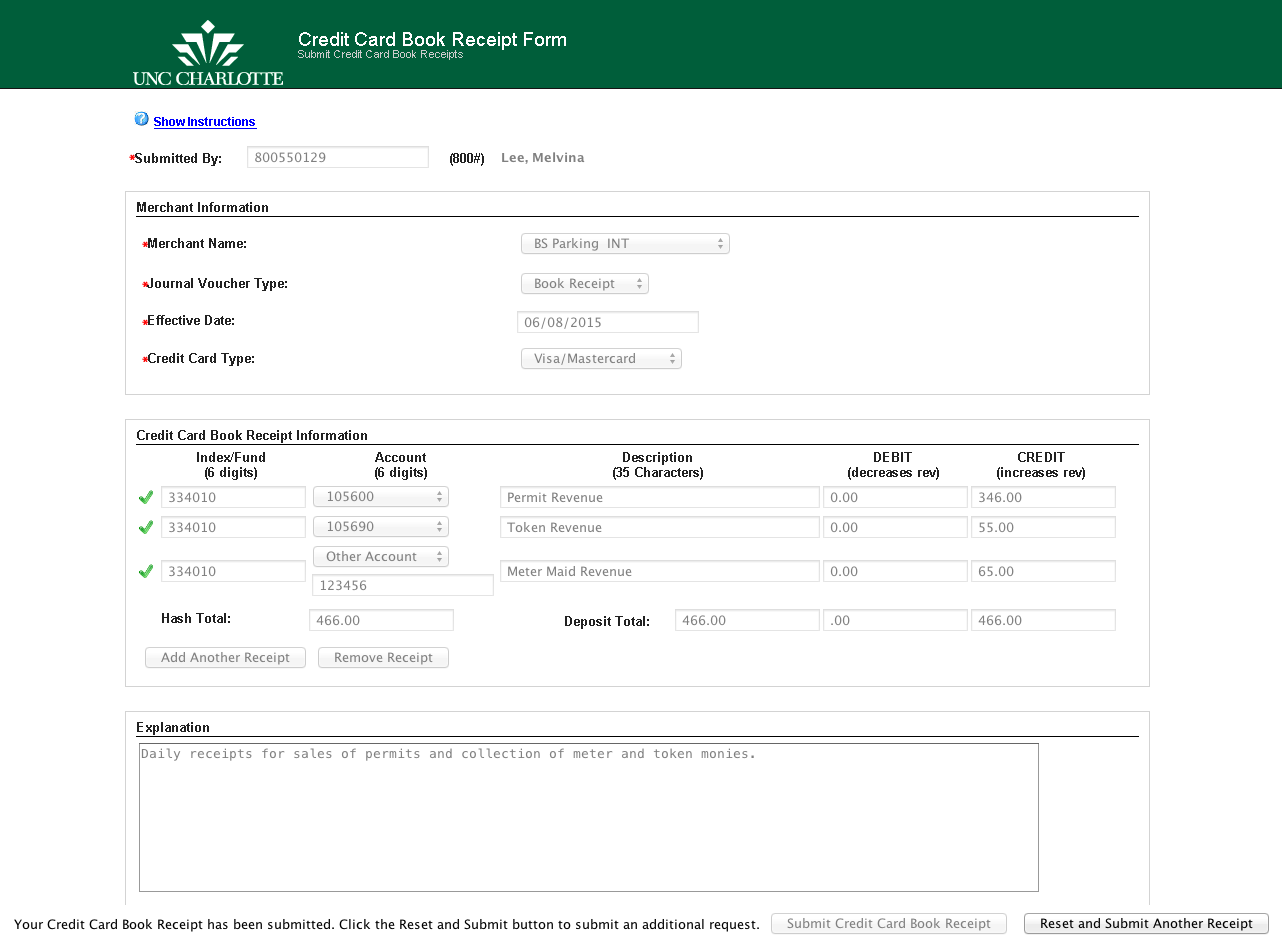


* 1. Enter a **Description**; this description can be up to thirty-five (35) characters and will be use in Banner when the journal voucher (JV) is posted.
  2. Enter either a **Debit** or **Credit** amount, but not both.

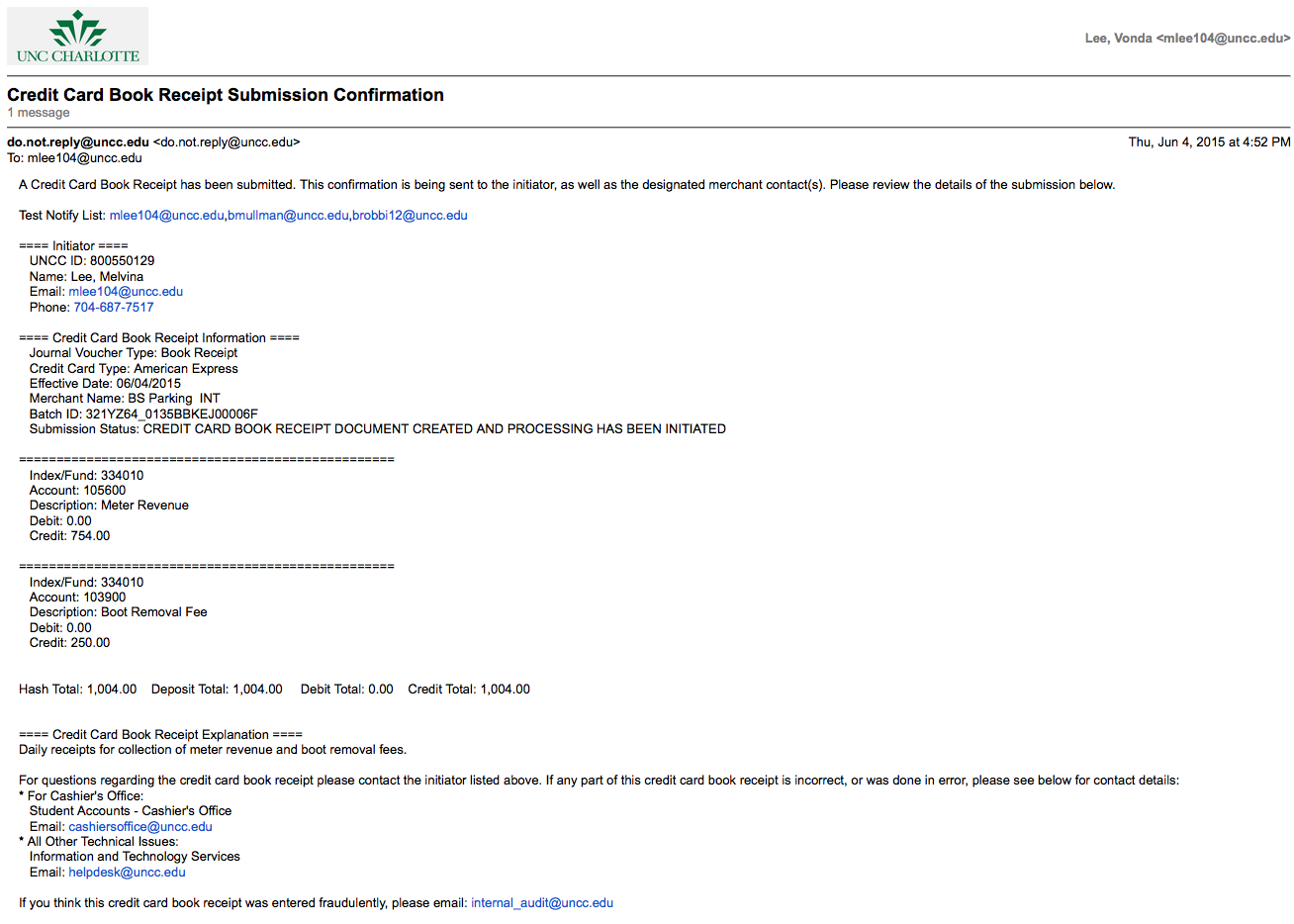
1. Enter any additional information in the **Explanation** section. Entry is required.
2. You can attach any supporting documentation such as reports or emails to the form by clicking the **Attachments** button.

**\*Note: *NEW!*** Only attach PDF formatted files. Use *Adobe Acrobat X Pro* to open/save the Bank Reports, see **Printing Bank Reports** section of this document. Contact the IT Service Desk for installation and details.

1. Click the **Submit Credit Card Book Receipt** button to submit the ImageNow CCBR Form; a confirmation screen will be displayed as shown below:

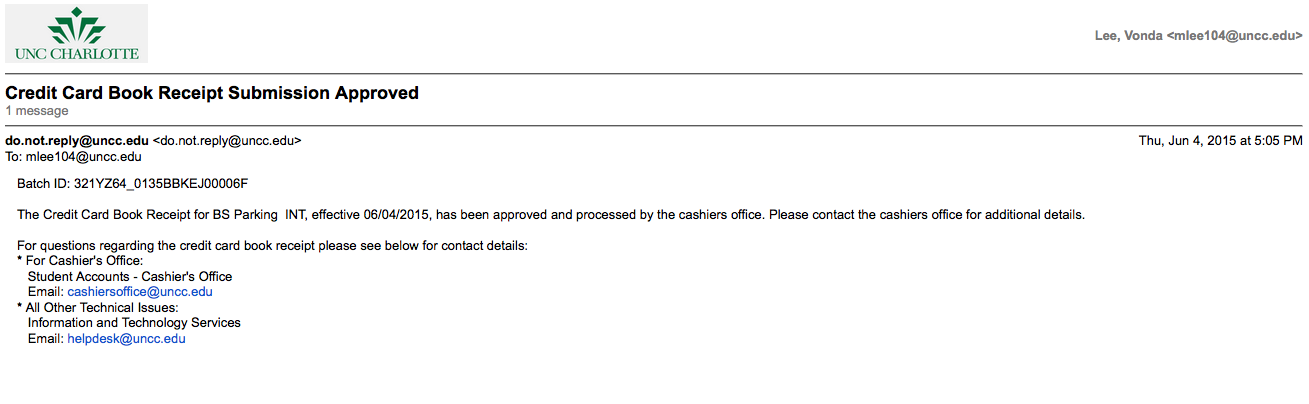


1. Click the **Reset and Submit Another Receipt** button to create another credit card book receipt form.
2. To exit the form, close the browser or tab.
3. The following Email notifications will be sent to the **Submitted By** user**.**
   1. Confirmation Email informing the *Initiator* and *Designated Merchant Contacts* the form submission has been received. This email will detail all book receipt and department contact information, as shown below.

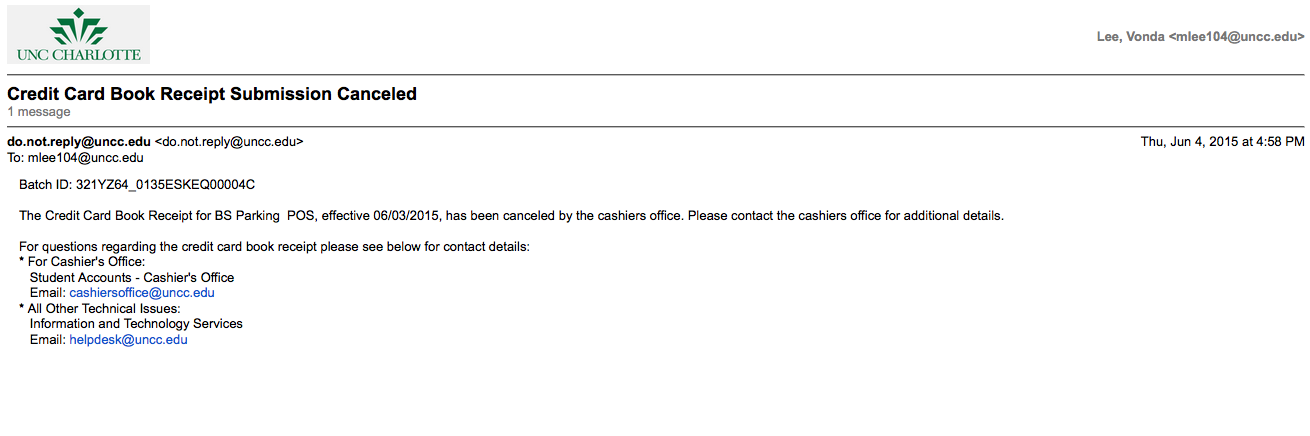


**\*Note**: Make sure to review this email for errors and submission status.

* 1. Confirmation Email informing the *Initiator* the submitted book receipt has been **APPROVED** and processed, as shown below:

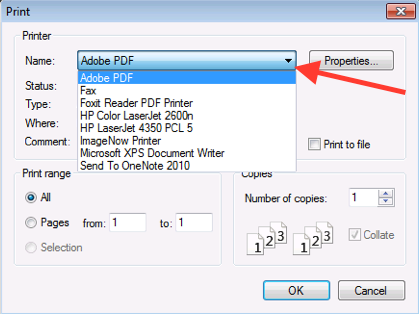


* 1. Confirmation Email informing the *Initiator* the submitted book receipt has been **CANCELED**, as shown below:

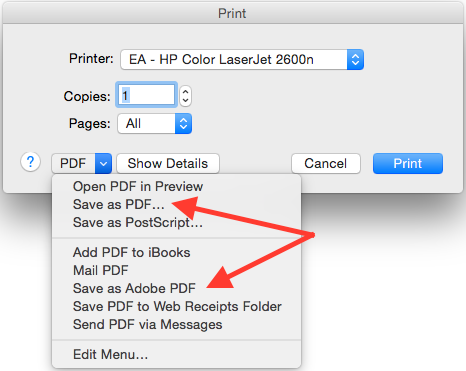


***NEW!* Printing Bank Reports**– save reports to your desktop or selected folder to be used as an attachment for the CCBR submission.

1. After querying the desired bank information to print, select the **PRINT**  icon within the browser and the following **Print** windows will display:
   1. For Windows:



* Select the **ADOBE PDF** printer.
* Select the **OK** button.
* A **Save PDF File As** window will display; enter an appropriate name for your bank report.
* The bank report will open in Adobe Acrobat X Pro.
  1. For MAC:



* Select the **Save as PDF** in the PDF drop-down list.
  + A **Print** window will display; enter an appropriate name for your bank report and select where to save.
  + Select the **SAVE** button.
  + Double-click the saved bank report in the Explorer window to open.
* Or select the **Save as Adobe PDF** in the PDF drop-down list.
  + A **Save as Adobe PDF** window will display; for the **After PDF Creation** parameter, select **Adobe Acrobat Pro**.
  + Select the **Continue** button.
  + A **Save** window will display; enter an appropriate name for your bank report and select where to save.
  + The bank report will open up in Adobe Acrobat X Pro.

**Cancelations**– canceling a *Credit Card Book Receipt Form* in process

For a CCBR form submission that is ***NOT*** fully processed (the Initiator has not received an email notification stating that the book receipt has been approved and processed), please forward the original email submission confirmation to the Cashiers Office below requesting the book receipt be canceled.

For a CCBR form submission that ***IS*** fully processed (the Initiator has received an email notification stating that the book receipt has been approved and processed), please forward the original email submission confirmation to the Cashiers Office below requesting the journal voucher (JV) be reversed.

* For Cashiers Office:

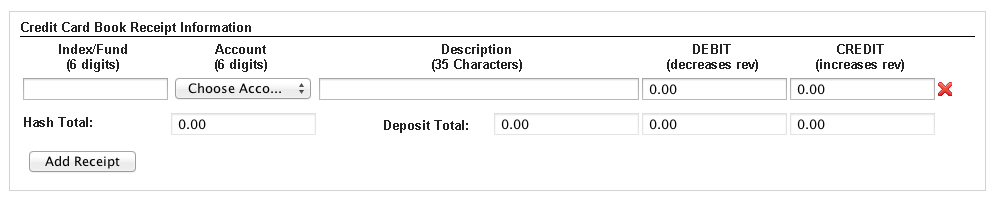
Cashiers Office SAO  
Email: [cashiersoffice@uncc.edu](mailto:cashiersoffice@uncc.edu)

*Please attach any supplemental documentation to ensure cancellation of the correct book receipt.*

**Revisions**– revising a *Credit Card Book Receipt Form* in process

If you need to revise a CCBR form submission that is ***NOT*** fully processed (the Initiator has not received an email notification stating the book receipt has been approved and processed), contact the Cashiers Office.

**\*Note**: Only the information depicted below can be **revised**. Additional receipts cannot be added nor can entire lines be deleted.



Please forward the original email submission confirmation to the Cashiers Office below requesting the book receipt be revised.

For a CCBR form submission that ***IS*** fully processed (the Initiator has received an email notification stating that the book receipt has been approved and processed), please forward the original email submission confirmation to the Cashiers Office below requesting the journal voucher (JV) be reversed. Another CCBR should be submitted with the correct information and supporting documentation.

* For Cashiers Office:   
  Cashiers Office SAO  
  Email: [cashiersoffice@uncc.edu](mailto:cashiersoffice@uncc.edu)

*Please attach any supplemental documentation to ensure revision of the correct book receipt.*

**List of ImageNow Merchant Names**:

|  |  |
| --- | --- |
| **Assigned Merchant Name** | **ImageNow Merchant Name - Drop Down List** |
|  |  |
| 49er Card INT | BS 49erCard INT |
| 49er Card Pos | BS 49erCard POS |
| AA ASCareer INT | AA Career Center INT |
| AA CHHS INT | AA CHHS INT |
| AA Cntr City INT | AA Center City INT |
| AA CoAA INT | AA CoAA INT |
| AA IUG INT | AA GRAD CGL-TFA |
| AA MAS INT | AA MAS INT |
| AA OIP INT | AA OIP INT |
| AARegistrar INT | AA Registrar INT |
| Alumni Off Pos | ADV Alumni POS |
| Athletic 49 INT | ATH Ticket Sales INT |
| Athletic 49 POS | ATH Ticket Sales POS |
| Belk COB INT | AA Belk COB INT |
| Box Office INT | AA COAA-Box Office |
| BS Mail SU POS | BS Mail POS |
| Cashiers INT | FS Cashiers INT |
| Cashiers POS | FS Cashiers POS |
| CLAS Gardns INT | AA CLAS-Gardens INT |
| CLAS Gardns POS | AA CLAS-Gardens POS |
| Clg of CI INT | AA CCI INT |
| Clg of CI POS | AA CCI POS |
| CoEd OEO INT | AA CoED-OEO INT |
| CoED STEM INT | AA CoEd-STEM INT |
| CoER ENGR INT | AA CoER-INT |
| CoER EPIC INT | AA CoER-EPIC INT |
| Cont Ed Off INT | AA ExAP INT |
| CRI INT | AA RED INT |
| Dean of Stu INT | SA DSO INT |
| Dev Ath Fd INT | ADV Ath Fd INT |
| Dev Fd INT | ADV Fd INT |
| Dining Serv Pos | BS Dining POS |
| ELTI INT | AA OIP ELTI INT |
| Foundation POS | ADV Fd POS |
| GenMark1 INT | FS GenMark 1 INT |
| GenMark2 INT | FS GenMark 2 INT |
| Grad Admin INT | AA GRAD INT |
| Housing INT | SA HRL INT |
| HousingConf INT | SA HRL Conference INT |
| Library POS | AA Library POS |
| MSWomensSum INT | AA WGRA INT |
| OEA INT | AA OIP-OEA |

|  |  |
| --- | --- |
| Parking INT | BS Parking INT |
| Parking POS | BS Parking POS |
| ParkingDec POS | BS Parking Decks POS |
| Registrar POS | AA Registrar POS |
| SA AppleSto POS | SA Niner Tech POS |
| SA CnslCntr INT | SA Counseling Center INT |
| SA RecSvcs INT | SA Rec Services INT |
| SA StuHlth INT | SA Student Health INT |
| SA SUAR INT | SA SUAR INT |
| SA Venture INT | SA Venture INT |
| Stu Accts INT | FS StuAccts INT |
| Stu Health POS | SA Student Health POS |
| Und Grad Ad INT | AA ADMIN-CFNC INT |
| UnderGrad AP INT | AA ADMIN-AP INT |
| UnivTimes INT | SA Student Media INT |

Appendix

* Browser Bookmark URL – <http://imagenow.uncc.edu/imagenowforms/fs?form=CCBR_Form>
* Contact IT Service Desk for any technical issues with the online form, Java, or browser:
  + Call 704-687-5500 (7-5500)
  + [HelpDesk Online](https://helpdesk.uncc.edu/helpdesk)
  + Email [help@uncc.edu](mailto:help@uncc.edu?subject=ImageNow%20RED%20SEA%20Online%20Form%20Issue)