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 and 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

- May credit card information be stored in files or documents on my computer?
- When are eCommerce training sessions offered?
- Where do I get the required eCommerce reports to reconcile electronic payments?
- Are there fees associated with processing credit cards?
- Do I have to make a deposit for card transactions that process at the bank?