

## Electronic Check Deposit Journals

To record your electronic check transaction, you need to attach your settlement batch activity report from V-Clerk as document backup to your journal. For your journal, please make sure that you:

- Use account number 10512, which is the credit card bank account number, as your bank line account code
- Include in your journal line description the twelve digit Bank of America MasterCard/Visa Merchant ID number. You can find the list of merchant numbers on the Finance website, [http://uh.edu/finance/pages/GA\\_Bank\\_Recon.htm](http://uh.edu/finance/pages/GA_Bank_Recon.htm)
- Include the transaction date or the batch date
- Include your batch number.
- One journal line per batch

Here is an example: Electronic checks for batch date of 08/24/2015 with batch number 157900 for BOA merchant number 323341579000.

Account	Line BU	Fund	DeptId	Prog	Bdgt Ref.	Project	Line Ref	Chart.1	Line Description	Amount
10512	00730	BANK			BP2015				160898-08/24/15- 323341579000	3,270.00
43600	00730	2064	H0156	F0787	BP2015	NA			Revenue	-3,270.00
10100	00730	BANK			BP2015				CLAIM ON CASH	-3,270.00
10100	00730	2064			BP2015				CLAIM ON CASH	3,270.00

To run the settlement batch detail report, please follow the following steps:

- Log on to <https://www.velocitypayment.com/admin/bankofamerica/uh/vclerk/>.

Once you're on the V-Clerk web site, click on "Settlement Batch Activity Report":

The screenshot shows the 'Payment Collection Gateway' interface. At the top, there is a navigation bar with 'Change Password | Logout' and 'v+Dashboard | v+Help'. Below this is the 'v+Clerk Reporting' section, which includes a 'Reports' subsection. Under 'Reports', there are several links with descriptions:

- [Transaction Summary Report](#): View processing totals for a given day, week or month, itemized by payment tender.
- [Daily Activity Report](#): View daily activity report for a given time period.
- [Settlement Batch Activity Report](#): View settlement batch activity for a given time period. (A red arrow points to this link.)
- [Payment Account Activity Report](#): View and examine the activity for a given payment account (e.g. bill number or account number) to determine if payment has been received or to compare against your accounts receivables system.
- [Payment Tender Activity Report](#): View and examine the activity for a given payment tender (e.g. credit card number or checking/savings account) to determine what payments have been issued using the given tender.
- [Exceptions Report](#): View information related to transactions that were not successfully processed for a given time period.
- [Download Report](#): Download information related to transactions for a given time period.

## Electronic Check Deposit Journals

After you select “Settlement Batch Activity Report”, the report is defaulted to display the credit card transactions for your department. To display your electronic check transactions, click on “adjust date range and transaction type” and drop down the menu to select “ACH” for your transaction type and then click on “Go”.

**Payment Collection Gateway** [Change Password](#) | [Logout](#)

Stephanie Hayes [shayes2] [v+Dashboard](#) | [v+Help](#)

### v+Clerk Reporting

Settlement Batch Activity Report

Customer: University of Houston  
Transaction Type: Credit Card  
Date Range: 03/22/2011 00:00 — 03/28/2011 23:59  
Date Generated: March 28, 2011 06:47:15PM CDT  
Time Zone: CDT

[Adjust Date Range and Transaction Type](#)

Adjust Dates: 03/22/2011 00:00 to 03/28/2011 23:59

Adjust Trn Type: ACH | **Go**  
Credit Card  
ACH

You will then be able to view all your electronic check transactions, your report will look like this:

**Payment Collection Gateway** [Change Password](#) | [Logout](#)

[v+Dashboard](#) | [v+Help](#)

### v+Clerk Reporting

Settlement Batch Activity Report

Customer: University of Houston  
Transaction Type: ACH  
Date Range: 03/22/2011 00:00 — 03/28/2011 23:59  
Date Generated: March 28, 2011 06:48:37PM CDT  
Time Zone: CDT

[Adjust Date Range and Transaction Type](#)

Company ID: 1234567 Description: UH Sample Department

Batch ID	Batch Date	Status	Net Total	Sales Total	Credit Total	Cut-Off Time
	March 27, 2011 06:45:12PM CDT	✓	\$58,318.11	\$58,318.11	\$0.00	March 27, 2011 06:30:00PM CDT
	March 26, 2011 06:46:03PM CDT	✓	\$39,050.38	\$39,050.38	\$0.00	March 26, 2011 06:30:00PM CDT
	March 25, 2011 06:55:19PM CDT	✓	\$87,752.54	\$87,752.54	\$0.00	March 25, 2011 06:30:00PM CDT
	March 24, 2011 06:50:20PM CDT	✓	\$65,355.75	\$65,355.75	\$0.00	March 24, 2011 06:30:00PM CDT
	March 23, 2011 08:03:32PM CDT	✓	\$94,478.90	\$94,478.90	\$0.00	March 23, 2011 06:30:00PM CDT
	March 22, 2011 06:56:42PM CDT	✓	\$101,468.62	\$101,468.62	\$0.00	March 22, 2011 06:30:00PM CDT

## Electronic Check Deposit Journals

Either print this page with your company id information or write your company id number on your settlement batch detail report. Your company id is located on the top left corner of the settlement batch detail report as shown on the V-Clerk web site when you first log on. In this fictional example, the company id number is 1234567 which belongs to the UH Sample Department.

Company ID: 1234567							Description: UH Sample Department
Batch ID	Batch Date	Status	Net Total	Sales Total	Credit Total	Cut-Off Time	
<a href="#">1</a>	March 27, 2011 06:45:12PM CDT	<input checked="" type="checkbox"/>	\$58,318.11	\$58,318.11	\$0.00	March 27, 2011 06:30:00PM CDT	
<a href="#">1</a>	March 26, 2011 06:46:03PM CDT	<input checked="" type="checkbox"/>	\$39,050.38	\$39,050.38	\$0.00	March 26, 2011 06:30:00PM CDT	
<a href="#">1</a>	March 25, 2011 06:55:19PM CDT	<input checked="" type="checkbox"/>	\$87,752.54	\$87,752.54	\$0.00	March 25, 2011 06:30:00PM CDT	
<a href="#">1</a>	March 24, 2011 06:50:20PM CDT	<input checked="" type="checkbox"/>	\$65,355.75	\$65,355.75	\$0.00	March 24, 2011 06:30:00PM CDT	
<a href="#">1</a>	March 23, 2011 08:03:32PM CDT	<input checked="" type="checkbox"/>	\$94,478.90	\$94,478.90	\$0.00	March 23, 2011 06:30:00PM CDT	
<a href="#">1</a>	March 22, 2011 06:56:42PM CDT	<input checked="" type="checkbox"/>	\$101,468.62	\$101,468.62	\$0.00	March 22, 2011 06:30:00PM CDT	

Next click on the link underneath the batch number on the “Batch ID” column to display the details you need for your report.

Company ID: 1234567							Description: UH Sample Department
Batch ID	Batch Date	Status	Net Total	Sales Total	Credit Total	Cut-Off Time	
<a href="#">1</a>	March 27, 2011 06:45:12PM CDT	<input checked="" type="checkbox"/>	\$58,318.11	\$58,318.11	\$0.00	March 27, 2011 06:30:00PM CDT	
<a href="#">1</a>	March 26, 2011 06:46:03PM CDT	<input checked="" type="checkbox"/>	\$39,050.38	\$39,050.38	\$0.00	March 26, 2011 06:30:00PM CDT	
<a href="#">1</a>	March 25, 2011 06:55:19PM CDT	<input checked="" type="checkbox"/>	\$87,752.54	\$87,752.54	\$0.00	March 25, 2011 06:30:00PM CDT	
<a href="#">1</a>	March 24, 2011 06:50:20PM CDT	<input checked="" type="checkbox"/>	\$65,355.75	\$65,355.75	\$0.00	March 24, 2011 06:30:00PM CDT	
<a href="#">1</a>	March 23, 2011 08:03:32PM CDT	<input checked="" type="checkbox"/>	\$94,478.90	\$94,478.90	\$0.00	March 23, 2011 06:30:00PM CDT	
<a href="#">1</a>	March 22, 2011 06:56:42PM CDT	<input checked="" type="checkbox"/>	\$101,468.62	\$101,468.62	\$0.00	March 22, 2011 06:30:00PM CDT	

# Electronic Check Deposit Journals

This is the report you need to attach to your electronic check journal.

**Payment Collection Gateway** [Change Password](#) | [Logout](#)

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**v+Clerk Reporting**

[Settlement Batch Detail](#)

[Return to Activity Report](#)

**General Information**

Batch ID:	5111111
Depository Bank:	Bank of America Enterprise
Batch Status:	<input checked="" type="checkbox"/> Success
Batch Date:	March 26, 2011 06:46:03 PM CDT
Transaction cut-on time:	March 24, 2011 06:30:00 PM CDT
Transaction cut-off time:	March 26, 2011 06:30:00 PM CDT

  

Totals	Standard Entry Class	Total Principal	Total Conv Fee	Total Sales	# Sales	Total Credits	# Credits	Net Amount
	WEB	\$0.00	\$0.00	\$39,050.38	50	\$0.00	0	\$39,050.38