

Credit Card Journals

Departments which accept credit cards are assigned a Bank of America Merchant ID number from Treasury. This merchant ID number is provided to process credit card transactions and to identify credit card deposits to the bank.

Currently, the bank line description on credit card deposit journals lists the last six digits of the Bank of America Merchant ID and the credit card settlement date. Ex: 159999 08/31/2015.

Effective September 1, 2015, the bank line description for the credit card bank will be changing from recording the last six digits of the Bank of America Merchant ID and settlement date to all twelve digits of the Bank of America Merchant ID and the settlement date. Ex: 345732159999 09/01/2015.

This change is occurring because Bank of America issued new Merchant ID numbers and several of the new numbers have the same last six digits. The six digit duplication prevents efficient identification of department's credit card deposits.

The Bank of America Merchant ID list is located on the Finance website, http://www.uh.edu/finance/pages/GA_Bank_Recon.htm.

Credit Card Deposit Journal Instructions

Credit card sales occurring on or after 9/1/2015 will be recorded as follows:

1. One credit card bank line for each batch settlement (POS machines) or each day's sales report (Web Interface with automatic settlement).
2. Credit card bank lines will not be separated by card type; the same line will be used for all cards transmitted in the same batch.
3. Credit card bank line description will list all twelve digits of the Bank of America Merchant ID and the date of the batch settlement in the following format: 345732159999 09/01/2015.
4. Credit card transactions are recorded to the 10512 bank.
5. Documentation required for credit card deposit journals is the daily settlement or sales report.

Sample Journal Entry - Record One Credit Card Batch

If you are recording one batch (one printout from your swipe machine or one days' sales from a web-interface with automatic settlement), you would record one journal line for all sales.

If your department's batch report showed the following (\$616 Visa, \$7 Amex, \$440 MasterCard, \$11 Discover, totaling \$1,074):

Sample of Swipe Machine Batch				Sample of Web Sales Report Batch					
TOTALS REPORT									
Card	Cnt	Sale	Total	Term ID	Card Type	Protobase Count	Protobase Amount	Transaction Amount	PB - PSI Difference
VI	13	616.00	616.00	HOUSTON	AMER EXPR	8	7885.00	7885.00	0.00
AX	1	7.00	7.00	HOUSTON	DISCOVER	3	669.00	669.00	0.00
MC	15	440.00	440.00	HOUSTON	MASTERCARD	15	2481.00	2481.00	0.00
DS	1	11.00	11.00	HOUSTON	MC_PURCH_4	1	60.00	60.00	0.00
				HOUSTON	VISA	19	3415.00	3415.00	0.00
Sale Total:		\$ 1074.00							
Total:		\$ 1074.00							

The twelve digit Bank of America Merchant ID number is 345799999999, your journal would look like this:

Journal ID: 0002779060	Reversal: None	Ledger Group: ACTUALS									
Date: 05/12/2015	Reversal Date:	Created By: 0812420 Douglas, Tanya Smith									
Source: ACC	Budget Adjust Type: Actuals	Post Date:									
Header Ref:	Edit / Hdr Status: Edit Req'd	BCM Status: Not Chk'd									
Description: Record credit card sales for September 2, 2015.		BCM Bypass: N									
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Line #	Account	Line BU	Fund	Deptld	Prog	Bdgt Ref.	Project	Line Ref	Chart.1	Line Description	Amount
1	43654	00730	2080	H0157	F3680	BP2015	NA			NONTAXBL SALES/SVC-E&G-DEPT 7	-1,074.00
2	10512	00730	BANK			BP2015				345799999999 09.02.2015	1,074.00

Sample Journal Entry – Record Multiple Credit Card Batches

If you are recording multiple batch reports (printouts from multiple swipe machines that share the same merchant ID, or more than one day's sales reports from a web-interface with automatic settlement over the weekend), you will record one journal line for each batch:

If you have two batch reports with the following sales – Batch 1 (\$616 Visa, \$7 Amex, \$440 MasterCard, \$11 Discover, totaling \$1,074), and Batch 2 (\$96 Visa, \$782 Amex, \$23 MasterCard, totaling \$901):

Sample of Swipe Machine Batch				Sample of Web Sales Report Batch					
TOTALS REPORT				Term ID	Card Type	ProtoBase Count	Transaction Amount	PB - PSI Amount	Difference
Card	Cnt	Sale	Total	HOUSTON	AMER EXPR	8	7885.00	7885.00	0.00
VI	13	616.00	616.00	HOUSTON	DISCOVER	3	669.00	669.00	0.00
AX	1	7.00	7.00	HOUSTON	MASTERCARD	15	2481.00	2481.00	0.00
MC	15	440.00	440.00	HOUSTON	MC_PURCH_4	1	60.00	60.00	0.00
DS	1	11.00	11.00	HOUSTON	VISA	19	3415.00	3415.00	0.00
Sale Total:		\$ 1074.00							
Total:		\$ 1074.00							

Sample of Swipe Machine Batch				Sample of Web Sales Report Batch					
TOTALS REPORT				Term ID	Card Type	ProtoBase Count	Transaction Amount	PB - PSI Amount	Difference
Card	Cnt	Sale	Total	HOUSTON	AMER EXPR	8	7885.00	7885.00	0.00
VI	7	96.00	96.00	HOUSTON	DISCOVER	3	669.00	669.00	0.00
AX	2	782.00	782.00	HOUSTON	MASTERCARD	15	2481.00	2481.00	0.00
MC	7	23.00	23.00	HOUSTON	MC_PURCH_4	1	60.00	60.00	0.00
Sale Total:		\$ 901.00							
Total:		\$ 901.00							

And the twelve digits of your Bank of America MasterCard/Visa Merchant ID number is 345799999999, your journal would look like this:

Journal ID: 0002779061	Reversal: None	Ledger Group: ACTUALS
Date: 05/12/2015	Reversal Date:	Created By: 0812420 Douglas, Tanya Smith
Source: ACC	Budget Adjust Type: Actuals	Post Date:
Header Ref:	Edit / Hdr Status: Edit Req'd	BCM Status: Not Chk'd
Description: Record credit card sales for September 2, 2015.		BCM Bypass: N

Line #	Account	Line BU	Fund	DeptId	Prog	Bdgt Ref.	Project	Line Ref	Chart.1	Line Description	Amount
1	43654	00730	2080	H0157	F3680	BP2015	NA			NONTAXBL SALES/SVC-E&G-DEPT 7	-1,074.00
2	10512	00730	BANK			BP2015				345799999999 09.02.2015	1,074.00
3	43654	00730	2080	H0157	F3680	BP2015	NA			NONTAXBL SALES/SVC-E&G-DEPT	-901.00
4	10512	00730	BANK			BP2015				345799999999 09.03.2015	901.00