MERCHANT SERVICES UPDATES
Tahna Hekhuis & Olga Mery, General Accounting
Matt Coy & Mary Lee, Banking Services
WELCOME to BFS Mini Tune-ups

OBJECTIVE:
Online meetings to provide campus staff with a high level perspective and information on both topics of interest and new/upcoming initiatives and policy updates.

PRINCIPLES:
- Sessions are conducted via Zoom and will last no longer than 30 minutes
- Participants will be muted during the session
- Chat questions can be submitted but priority will be given to questions submitted ahead of time at www.bfs.ucsb.edu/coaching
- The Mini Tune-up website will be updated with session details and information
What is changing in the Merchant Services accounting process?

• Journals to revenue and expense accounts
• Bank detail in Data Warehouse
• Weekly journals from BFS
Current Process:

- Deposits
- Fees
- 116xxx Liability Account
- Revenue Account
- Expense Account
New Process:

Deposits → 116xxx Liability Account → Revenue Account

Fees → 116xxx Liability Account → Expense Account
### Retired Report:

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<tr>
<th>DatePosted</th>
<th>Amount</th>
<th>Desc</th>
<th>BankRef</th>
<th>Indn</th>
<th>Internal Outlet #</th>
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### Existing ledger detail:

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<th>Fund</th>
<th>Sub</th>
<th>Object Code</th>
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<th>Cost Type</th>
<th>Project Code</th>
<th>Description</th>
<th>Appropriation</th>
<th>Expenditure</th>
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<tbody>
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### New ledger detail:

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Timing of Merchant Services Journals

• Beginning with August merchant activity
• Weekly journals start September
• Ledgers update Thursdays
  • Use EZ Access “Pending Transactions Inquiry”
• Bluefin & Authorize.net gateway fees recorded separately
Banking Services – Merchant Support

Please contact us at merchant.support@bfs.ucsb.edu for your merchant services needs, including the following:

- **Merchant account creation**: Updates to existing accounts to add hardware or new forms of payment, new account creations, questions about which services might work best for your needs.
- **Merchant account reconciliation**: For research regarding missing or incorrect deposits, merchant fees, or missing statements.
- **Contact information updates**: Contact us if there are updates to your merchant contacts. This will ensure proper routing of annual PCI requests and other merchant alerts.
- **Functional/Group email address recommended**: A ticket can be opened to create a functional/group email box here: https://ucsb.servicenow.com/it - this will ensure that each department user who should see statements or alerts is able to view them.
Contacts for Merchant Services

• General Accounting: tahna@ucsb.edu and ga@bfs.ucsb.edu
  • GL account-funds for deposits and fees
  • Accounting process questions

• Banking Services: merchant.support@bfs.ucsb.edu
  • Questions about specific transactions
  • New merchant accounts/merchant account updates
  • PCI compliance
Questions & Answers
CLOSING - BFS Mini Tune-ups

NEXT STEPS:

Visit the Mini Tune-ups website to:
• View our session blog updates
• Look for future sessions and submit questions
  • Payroll/Work Authorization Updates 8/26 @ 10am
  • Procurement Services Updates 9/17 @ 1pm
• Submit suggestions for future topics

www.bfs.ucsb.edu/coaching
Thank You!

*Please feel free to contact us*