U-Store/TouchNet Deposit Guidelines & Instructions

This is information related to completing the daily deposits for U-Stores. Please be sure to read and send to anyone that is responsible for making the deposit.

1. The deposit must be completed and sent to the cashier’s office either by email or delivery no later than 11:00 am DAILY. You can scan and email to departmentalcashier@ecu.edu
   - Remember that on each Monday you will need to include the weekend activity.
   - Failure to complete the deposit each day is a violation of the Cash Management Policy. Failure to comply with this policy may result in the loss of your U-Store and/or disciplinary action.

2. When sending your deposits, only include the TouchNet batch report and the deposit slip that have the same amount as the banner session.
   - You do not need to send a screenshot of the banner session.
   - Please be sure to complete the departmental deposit receipt summary slip using...
     o Your U-Store user name
     o Preparer’s name
     o Banner session number
     o Optional - Banner receipt number (only needed when the receipt is manually entered)
     o The date for the session activity
     o Amount of daily activity that equals the TouchNet report (put this amount under E-Commerce)
   - If your TouchNet report and Banner session totals do not match, please determine the cause and note the reason on your deposit slip

**DAILY DEPARTMENTAL RECEIPT SUMMARY**

<table>
<thead>
<tr>
<th>Item</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>U-Store user name</td>
<td></td>
</tr>
<tr>
<td>Department/ Preparer</td>
<td></td>
</tr>
<tr>
<td>Banner Session number</td>
<td></td>
</tr>
<tr>
<td>Banner Receipt number</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Master Card</td>
<td></td>
</tr>
<tr>
<td>Visa</td>
<td></td>
</tr>
<tr>
<td>Discover</td>
<td></td>
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<tr>
<td>Amex</td>
<td></td>
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<tr>
<td>E-Commerce</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
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</tbody>
</table>
Steps to Completing Daily U-Store/TouchNet deposits

1. Access Banner from the ECU webpage under Quick links or by using the following website:
   http://www.ecu.edu/banner/
   Select the PRODUCTION – INTERNET NATIVE BANNER link and log In with your Banner User ID and Password.

2. From the Main Menu Screen, access the Cashier Session Review screen by typing TGACREV in the Go To... Box. Press the ENTER button.
3. Exit past the Account Printer Selection Screen by selecting the icon indicated below.

4. Type in the U store user name (XXXweb) in the Session User box. Tab over to Session number and click on the down arrow to populate the session Validation box. Select the session by double clicking on the session.
5. To populate the session information, click “save” (F10) and then click “next block” 2 times (Ctrl and Page Down). This will display the banner session information in the lower portion. You should print this screen for your records. You can retrieve the receipt number by clicking “next block” again (Ctrl and Page Down). This will also display the individual transaction information.
6. Log into TouchNet using your Username and password.
https://secure.TouchNet.com/ucommercecentral

7. From the Application Tab select Payment Gateway
8. Once the Payment Gateway loads,
   - Select “Reports” from the left side menu
   - Once the “Report Selection” page loads, make the appropriate selections
     - Payment Type – Credit card
     - Report Type – Batch Details or Batch Settlement (your preference)
   - Define Date Range – in general, you should click the “Today” button to view the previous day’s activity which closed out at midnight (today)
   - For Weekend and Holiday Activity – you should enter date range Saturday, Sunday and Monday, plus any additional holiday, individually.
   - If you have multiple merchant accounts verify only one merchant account is selected at a time. **Repeat for each individual merchant account.**
     - Then select “VIEW”

9. The Credit Card Batch Detail Report (or Credit Card Batch Settlement Report) provides activity based on the date range entered. It also identifies the card type used to make payment. The total amount should match the associated session in Banner. Complete the deposit by entering:
   - Your U-Store user name
   - Preparer’s name
   - Banner session number
   - Optional - Banner receipt number (only needed when the receipt is manually entered)
   - The date for the session activity
   - Amount of daily activity that equals the TouchNet report (put this amount under E-Commerce)
10. Deliver the deposit slip and the TouchNet credit card batch report via email or in person to the cashier’s office.

11. Use ClientLine to verify settlement activity with the bank. Settlement amounts should match the Banner/TouchNet activity. Please note there is a delay (1-2 days) between the time payments post in TouchNet and Banner and when those same payments settle to the bank and are viewable in ClientLine.

12. Designate a back up to perform these functions daily when the person with primary responsibility for preparing the deposit is absent. Be sure that individual has the same access as the primary user. It is helpful if the person designated as the backup completes a deposit occasionally even when the primary person is available. This will keep the process fresh and if questions or issues arise, the primary person is able to answer questions. This should prevent issues on days where the primary person is out and the backup is required to complete the deposit.

If you need assistance with completing your U-Store/TouchNet deposit, need to obtain access to TouchNet or Banner INB, or encounter an out of balance issue with your deposit, please contact:

Robin Mayo – mayoro@ecu.edu or 737-4729
Michelle Yeager – yeagerm16@ecu.edu or 737-4917

If you need assistance specifically with submitting or delivering your deposit, please contact Lisa Mizell at departmentalcashier@ecu.edu or 328-2618.