



**WVU Department Actions**

- At the end of day, **close your credit card terminal**. Refer to the bank manual for detailed procedures.

Your credit card terminal must be closed daily. The transaction approval is only guaranteed for a limited time. Failure to close daily may result in the loss of revenue.

- Run a **Detail Transaction Listing** for your credit transactions, and verify each one.
- Run the **Batch Close by Credit Card Type Report**.

Once the credit card terminal is closed, your Miscellaneous Receipt must match your credit card batch close report. Correcting transactions must be posted in your new credit card batch / Miscellaneous Receipt.

- To record credit card receipts in MAP, prepare a Miscellaneous Receipt (see instructions for *How to Prepare a Miscellaneous Receipt to Record Revenue / Expenditure Reductions*).
- Prepare the **Departmental Revenue Credit Card Activity Report** as follows:

Field Name	Description
Miscellaneous Receipt	Enter the Miscellaneous Receipt number used to record credit card sales.
Department Name	Enter your department's name.
Deposit Loc #	Enter your credit card deposit location number as follows: 4500 CCR-WVUIT 4501 CCR-WVUIT COMMUNITY SERVICES 4502 CCR-WVUIT BOOKSTORE 4503 CCR-WVU OFFICE OF STUDENT ACCTS 4504 CCR-WVU STATE TREASURY LOCKBOX 4505 CCR-WVU SABO – ERC 4506 CCR-WVU SABO – HSC A&R 4507 CCR-WVU EXT LEARN – MORGANTOWN 4508 CCR-WVU CHARLESTON DIVISION 4509 CCR-WVU PARKERSBURG BUSINESS OFFICE 4510 CCR-WVU EXTENSION – JACKSONS MILL 4511 CCR-WVU RESEARCH 4512 CCR-WVU SABO – MOUNTAINLAIR 4513 CCR-WVU FACILITIES & SERVICES 4514 CCR-WVU INSTIT ADVANCE 4515 CCR-WVU AG. FORESTRY & DESIGN 4516 CCR-WVU ARTS & SCIENCES 4517 CCR-WVU ATHLETICS 4518 CCR-WVU BUSINESS & ECONOMICS 4519 CCR-WVU CREATIVE ARTS 4520 CCR-WVU ENG & MINERAL RES 4521 CCR-WVU EXTENSION 4522 CCR-WVU HEALTH SCIENCES CTR 4523 CCR-WVU EDUCATION & HUMAN SRV

	4524 CCR-WVU INFORMATION TECH 4525 CCR-WVU INSTIT ADVANCE – STW HALL 4526 CCR-WVU LIBRARIES 4527 CCR-WVU PARKERSBURG 55089 4528 CCR-WVU BUSINESS & PROCUREMENT
<i>Batch Close Date</i>	Enter the date of your credit card batch close in the format MMDD <b>Example:</b> 0214
<i>Totals by Card Type</i>	Enter the amount of credit card transactions by type.
<i>Grand Total</i>	Sum the Totals by Card Type.
<i>Batch Close Total</i>	Enter the grand total amount of your credit card batch close.
<i>MR Total Receipt Amount</i>	Enter the <b>Receipt Amount</b> from the Miscellaneous Receipt used to record credit card sales.
<i>Cashier Signature</i>	The person preparing the form must sign, enter their phone number, and date this form.
<i>Supervisor Signature</i>	If required by the EBO, the cashier’s supervisor must sign, enter their phone number, and date this form.

7. Send the original **Miscellaneous Receipt** and **Departmental Revenue Credit Card Activity Report** to the department responsible for keying your revenue into MAP Accounts Receivable.
  - a. If WVU Revenue Services keys your receipts, then forward the documents to:

WVU Revenue Services  
 PO Box 6011  
 Morgantown, WV 26506-6011

8. You have completed this task.