

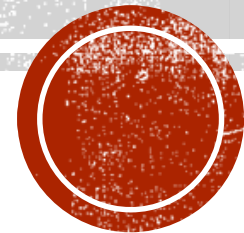
# CASH HANDLING, PCI COMPLIANCE, TOUCHNET, STUDENT ACCOUNT NAVIGATION

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907-786-1089



# UAA ACCOUNTING SERVICES

- **Cashiering:** payment processing, cash handling, and bank deposit
- **Disbursements:** student accounts, scholarships and private donor payments, international student taxes, refunds and disbursements of all Financial aid monies
- **Collections:** late fee assessment, student accounts holds, collection agency reporting and TMS payment plan management.
- **Agency 3<sup>rd</sup> Party Billing:** Billing for outside entities who sponsor various student populations.
- **Misc. Department Billing:** AR management for the UAA departments' receivables..





Oracle Fusion Middleware Forms Services: Open 30233123

File Edit Options Global Item Record Query Tools Help

Account Detail Review Form - Student TSAREV 8.6.0 UAA (PROD)

ID:  Credit Limit:

Direct Deposit:  User: ANCR1 Holds:

Account Details

| Detail Code | Description                    | Term   | Charge | Payment | Balance | Source | Effective Date |
|-------------|--------------------------------|--------|--------|---------|---------|--------|----------------|
| ANCR        | UAA Empl Staff Tuk Wkr         | 201503 |        | 549.00  | .00     | C      | 01-SEP-2015    |
| ARZL        | CBPP Res Tuion Lower Level     | 201503 | 549.00 |         | 157.00  | R      | 01-SEP-2015    |
| AGT         | UAA Technology Fee             | 201503 | 15.00  |         | .00     | R      | 01-SEP-2015    |
| AFCF        | UAA Facilities Fee             | 201503 | 12.00  |         | .00     | R      | 01-SEP-2015    |
| ATCL        | UAA Learning Fee               | 201503 | 76.00  |         | .00     | R      | 01-SEP-2015    |
| ANC         | Network Charge                 | 201503 | 21.00  |         | .00     | R      | 01-SEP-2015    |
| AAOL        | Sch of Bus 1 Time Semester Lab | 201503 | 34.00  |         | .00     | R      | 01-SEP-2015    |
| AWEB        | Web Electronic Credit Card     | 201401 |        | 1.00    | -1.00   | W      | 04-MAY-2015    |
| AWBR        | Web Cr Card Refund             | 201401 | 15.00  |         | .00     | T      | 13-JUN-2014    |
| AWEB        | Web Electronic Credit Card     | 201401 |        | 15.00   | .00     | W      | 13-JAN-2014    |

Query Balance: 156.00 Account Balance: 156.00 Amount Due: 156.00 Memo Balance: .00 Authorized Aid Balance: .00 NSF: 0 Receipt?: N

# TOPICS

Cash Handling refresher

Payment Card Industry (PCI) compliance and updates

Touchnet and the Marketplace for ecommerce

UAA Student account navigation

What is new in Accounting Services?



# UNIVERSITY OF ALASKA CASH POLICIES

## Timely Deposits

- Funds in excess of \$200 of currency or \$500 in checks must be deposited daily.
- Funds must be stored in a locked container in a secure facility
- Lesser amounts must be deposited weekly
- No funds should be held over one week in ANY circumstance
- Exceptions to these restrictions may be authorized by the MAU chief financial officer

*BOR section 100: Accounting and Finance*



# UNIVERSITY OF ALASKA CASH POLICIES CONT'D

## Other

- Prenumbered receipts
- Checks must be for amount of purchase only
- Checks may *not* be cashed
- Credit card refunds will be processed in accordance with current credit card regulations.
- Under no circumstances may any member of the faculty, staff or student body realize personal gain through the handling of university funds.

*BOR section 100: Accounting and Finance*



# PHYSICAL SECURITY OF CASH

- Cash and checks need to be protected at all times
- Lock the cash and checks in a safe or locking fire-proof cabinet
- Ensure the safety of those transporting the cash
  - Make sure the security bag is *locked/sealed*
  - Utilize armored courier service
  - Travel in 2's which will ensure dual custody
  - Use the drop box at the University Center
- Keep minimum cash on hand
- Mail which may contain cash/check payments should be opened under dual control
  - Log checks upon receiving
- Document custody of cash/checks start to finish (mail to UC drop box)



# TIPS ON CASH CONTROLS



Financial Services  
UNIVERSITY of ALASKA ANCHORAGE

- When in doubt, dual control
- Segregation duties
- Management or Supervisor review: When you sign the bottom of the cash transmittal... you are validating the form
- Lock your drawer, use your safe
- Issue receipts
- Train, retrain, and provide refresher-training for your staff
- Remember that controls are in place to protect the employees *and* the University
- Verify the controls you put in place are used



# CASHIERING DEPARTMENT

- UAA Cashiering

- LOCATION: 3901 Old Seward HWY, Anchorage AK
- PHONE: 907-786-1440 opt 2
- EMAIL: [uaa\\_cashiering@uaa.alaska.edu](mailto:uaa_cashiering@uaa.alaska.edu)
- HOURS:

|           |          |
|-----------|----------|
| Monday    | 9AM-5PM  |
| Tuesday   | 9AM-5PM  |
| Wednesday | 10AM-5PM |
| Thursday  | 9AM-5PM  |
| Friday    | 9AM-5PM  |

- Axiom Armored currently provides secured courier service for deposit delivery to the UC



Left to Right:  
Michelle Weaver (Lead), New Year Solomona, Justine Ebert,  
Christina Jones, Beth Holdman (Supervisor)







Financial Services  
UNIVERSITY *of* ALASKA ANCHORAGE

# PCI COMPLIANCE



# PCI COMPLIANCE DE-MYSTIFIED

- Payment Card Industry, governed by the PCI Security Standard Council (2006)
- Council provides a framework for which merchants can mold their credit card processes around to ensure security for customer credit card data.
- The five major card brands are represented within the council: American Express, Discover Financial Services, JCB International, MasterCard Worldwide, and Visa Inc.



# UA ADMINISTRATIVE POLICY ON PCI

Departments are not permitted to transmit, process, or store payment card (either credit or debit card) information on University Computers, Servers, Workstations, or on other electronic media (Email, Internet, Fax Machines, CD/DVD media, or flash drives). When cardholders visit university online sites they must be redirected to a PCI compliant (University approved) third party site to transmit, process, or store the payment card information, or be processed with applications adopted and supported by the University of Alaska.



# IMPACTS OF PCI TO THE UNIVERSITY OF ALASKA

- Who do we report to and why?
- What is an SAQ?
- What is a breach?
- What happens when there is a breach?



# PCI MOVING PARTS

Hardware



Software



Humans



# PCI MOVING PARTS CONT'D

Hardware: where is the credit card information being gathered?

- Credit card machine
- iPhone Dongle
- Point of Sale device



# PCI MOVING PARTS CONT'D

Software: what program is transmitting the data?

- Point of Sale (MBS, Sequoia, Micros)
- Online software (uaonline, touchnet, Adirondack)



# PCI MOVING PARTS CONT'D

## Human

- Who is taking payment?
- How are they taking payment?
- Who monitors?
- Ensure systems are in place to prevent fraud



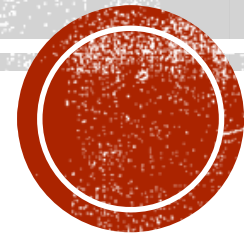


# TIPS FOR MERCHANTS

- Process credit card transactions immediately
- Never write down the CC #, expiration date, and the CVV2 code
- Ensure CC Transactions coincide with either a printed receipt from your point of sale, or a hand written pre-numbered receipt
- When you make changes to your hardware, software or website that interacts with CC information please notify immediately; this includes moving your office or any hardware associated with credit card payments
- Secure your machine, dongle or swiper when not in use
- Monitor the traffic through your MID to make sure its relative to your revenue deposits



# TOUCHNET MARKET PLACE



**TouchNet**<sup>®</sup> | [ Set The Curve ]  
+ Heartland



- TouchNet® Marketplace™ is your solution for creating, managing, and operating online stores and malls.
- TouchNet Marketplace makes creating shopping carts, custom storefronts, and even store promotions easy even for on-campus merchants with limited technical experience.
- Marketplace tools let you build branded websites, sell tickets, promote events, and much more. Online shoppers can use one shopping cart and single checkout from multiple stores, while you feed all their transactions to the campus ERP system. Processing is PA-DSS compliant and reports are viewable online and on demand.
- TouchNet Marketplace gives campus merchants the flexibility they want – while giving you the control and security you need.

<https://clientcommunity.touchnet.com/web/display/PROD/TouchNet+U.Commerce>



# TOUCHNET MARKETPLACE

- Allows University Merchants to receive online credit card payments through a PCI compliant gateway
- University of Alaska has licensing which allows UAA departments to use
- Makes receiving revenue easier for departments
- It 'talks' to Banner
- Elevates the need for manual processes, such as invoicing
- Decreases the amount of cash and checks on hand



# TOUCHNET U-PAY AND USTORE

## U-Pay

- Allows the merchant to attach a 'button' to their existing website software (like uaonline)
- 1 Fund/Org/Acct string only

## U-Store

- Allows merchant to customize a menu-style store with multiple menu items
- Can use multiple Fund/Org/Acct sources



# HOW DO I GET STARTED?

## Merchant ID

- This must be set up through our credit card processing bank-TransFirst
- Order through UAA Accounting Services, who will work with SW Cash Management to get the ID
- Complete the web merchant ID request form, submit to UAA Accounting Services
  - Who?
  - What?
  - Why?
  - Where?

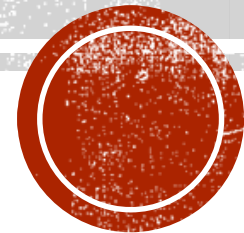
## E-Commerce Request

- The request must be approved by SW Financial Systems
- Complete the e-commerce request form, submit to UAA Accounting Services
  - What is the gateway going to be used for?
  - U-pay or U-store?
  - What is the existing URL?
  - Who is responsible?



# STUDENT ACCOUNTS

How to navigate Banner to find payments, charges and other information pertaining to our student population



# SCHOLARSHIP OR DEPT. PMT TRACKING

Oracle Fusion Middleware Forms Services: Open > TSAAREV

File Edit Options Block Item Record Query Tools Help

Account Detail Review Form - Student TSAAREV 8.5.0.1UA (PROD)

ID:  Credit Limit:

Direct Deposit User: ANCER1 Holds:

Account Details

| Detail Code | Description                    | Term   | Charge | Payment | Balance | Source | Effective Date |
|-------------|--------------------------------|--------|--------|---------|---------|--------|----------------|
| A99F        | UAA Empl Staff Tut Wvr         | 201503 |        | 549.00  | .00     | C      | 01-SEP-2015    |
| AR2L        | CBPP Res Tuition Lower Level   | 201503 | 549.00 |         | 157.00  | R      | 01-SEP-2015    |
| AGT         | UAA Technology Fee             | 201503 | 15.00  |         | .00     | R      | 01-SEP-2015    |
| AFCF        | UAA Facilities Fee             | 201503 | 12.00  |         | .00     | R      | 01-SEP-2015    |
| ATCL        | UAA eLearning Fee              | 201503 | 75.00  |         | .00     | R      | 01-SEP-2015    |
| ANC         | Network Charge                 | 201503 | 21.00  |         | .00     | R      | 01-SEP-2015    |
| AAOL        | Sch of Bus 1 Time Semester Lab | 201503 | 34.00  |         | .00     | R      | 01-SEP-2015    |
| AIWEB       | Web Electronic Credit Card     | 201501 |        | 1.00    | -1.00   | W      | 04-MAY-2015    |
| AWBR        | Web Cr Card Refund             | 201401 | 15.00  |         | .00     | T      | 13-JUN-2014    |
| AIWEB       | Web Electronic Credit Card     | 201401 |        | 15.00   | .00     | W      | 13-JAN-2014    |

Query Balance: 156.00 Account Balance: 156.00 Amount Due: 156.00 Memo Balance: .00 Authorized Aid Balance: .00 NSF: 0 Receipt?: N

- TSAAREV is the basic screen to see Chronological activity
- Query by detail code (if you know it), terms, or descriptions
- If you are set up to print bills you can F3 here and the current term will print out





# SCHOLARSHIP OR DEPT. PMT TRACKING

Award Maintenance RPAAWRD 8.23.0.4 (PROD)

Aid Year: 1516 ID: 31078374 Emily Margaret Beeson

Award Maintenance | Award Schedule | Disbursement Schedule | Direct Loan Interface

Fund Awards

| Fund   | Description                    | Status | Amounts   |          |                       |                      |          | Schedule |
|--------|--------------------------------|--------|-----------|----------|-----------------------|----------------------|----------|----------|
|        |                                |        | Offered   | Accepted | Declined or Cancelled | Memoed or Authorized | Paid     |          |
| AAPS   | Alaska Performance Scholarship | ACPT   | 3,566.00  | 1,783.00 |                       |                      | 1,783.00 |          |
| ADIRUN | Federal Unsubsidized Loan      | OWEB   | 7,500.00  |          |                       |                      |          |          |
| ATWCAS | UAA Tuition Award--CAS         | ACPT   | 400.00    | 400.00   |                       |                      | 400.00   |          |
| ATWCOM | Tuition Award--Community       | ACPT   | 663.00    | 663.00   |                       |                      | 663.00   |          |
| ATWHON | TuitionAward - Honors College  | ACPT   | 1,000.00  | 1,000.00 |                       |                      | 1,000.00 |          |
| Total: |                                |        | 13,129.00 | 3,846.00 |                       |                      | 3,846.00 |          |

Summary | Packaging Group | Pell | Loans

Offered: 13,129.00 Aid Period: FULL Budget: 25,778.00 EFC: 31,776 Gross Need: .00 Unmet Need: -5,629.00

Resource: .00 Pell Aid Period: FM: IM: Budget Group: UNDERG Pell: 24,924.00 31,776

Crossover Pell Award: Crossover Aid Year: Packaging Lock Period Budget Group Detail BBAYS Awarded

- RPAAWRD is the Financial aid summary screen, you should be able to see what is offered, accepted and declined here.
- Look for your fund code on the left (these are different than *detail codes*).



# STUDENT TERM BALANCES

Student Payment Detail Query TSIQACT 8.2 (PROD)

ID: 31078374 Emily Margaret Beeson Term: 201503

### Current Term Charges

| Detail Code | Description             | Term   | Amount   | Balance | Transaction Number | Source | Effective Date |
|-------------|-------------------------|--------|----------|---------|--------------------|--------|----------------|
| ANC         | Network Charge          | 201503 | 570.00   | .00     | 477                | R      | 22-OCT-2015    |
| AHLA        | UAA Health Ctr Lab Fees | 201503 | 5.00     | .00     | 475                | T      | 07-OCT-2015    |
| AWBR        | Web Cr Card Refund      | 201503 | 2,783.00 | .00     | 474                | T      | 18-SEP-2015    |

### Current Term Credits

| Detail Code | Description                  | Term   | Aid Year | Amount  | Balance | Transaction Number | Source | Effective Date |
|-------------|------------------------------|--------|----------|---------|---------|--------------------|--------|----------------|
| AAEC        | Electronic Credit Card**0111 | 201503 |          | 570.00  | 0.00    | 478                | T      | 30-OCT-2015    |
| AWEB        | Web Electronic Credit Card   | 201503 |          | 5.00    | 0.00    | 476                | W      | 08-OCT-2015    |
| ATWN        | Tuition Waiver - Honors      | 201503 | 1516     | 1000.00 | 0.00    | 473                | F      | 11-SEP-2015    |

### Memo Items

| Detail Code | Description | Term | Aid Year | Amount | Transaction Number | Source | Effective Date |
|-------------|-------------|------|----------|--------|--------------------|--------|----------------|
|             |             |      |          |        |                    |        |                |
|             |             |      |          |        |                    |        |                |
|             |             |      |          |        |                    |        |                |

| Current Charges | Current Credits | Memo Items | Current Term Authorized Aid |
|-----------------|-----------------|------------|-----------------------------|
| 12,222.62       | 12,222.62       | .00        | .00                         |

- TSIQACT you can look at each term individually
- Types of transactions are: Charges, Credits or Memo (not used)



# DETAIL CODE LOOK UP

Detail Code Query By Accounting Form TFI2DET 8.0 (PROD)

**Institution**

| COAS | Code | Active Ind. | Fund   | Orgn  | Acct | Prog   | Actv | Locn |
|------|------|-------------|--------|-------|------|--------|------|------|
| B    | A    | B           | 104110 | 15369 | 9889 | 4254SA |      |      |

---

Detail Code:  Title:  Term Ind:  F.I. Code:  Active:

| Fund A | Orgn A | Acct A | Prog A | Fund B | Orgn B | Acct B | Prog B | Term |
|--------|--------|--------|--------|--------|--------|--------|--------|------|
| 104110 |        | 0262   |        | 104110 | 15369  | 9889   | 4254SA |      |

Detail Code:  Title:  Term Ind:  F.I. Code:  Active:

| Fund A | Orgn A | Acct A | Prog A | Fund B | Orgn B | Acct B | Prog B | Term |
|--------|--------|--------|--------|--------|--------|--------|--------|------|
| 104110 |        | 0262   |        | 104110 | 15369  | 9889   | 4254SA |      |

- If you know the fund/org/acct string you can look up which detail codes funnel to that account in TFI2DET
- Once you find the 4 digit detail code you can then go to TSADETC to see what type of detail code it is

Detail Code Control Form - Student TSADETC 8.4.3UA (PROD)

Detail Code:

Type:  Refund Code:

Category:   Direct Deposit

Grant Type:

Priority:   Refundable

Receipt  Active

Term Based  Aid Year Based  Like Term  Like Aid Year  Like Period  GL Enterable

Pay Type:  Tax Type:

Title IV  Institutional Charges  Exclude Invoice Print  Payment History

**Defaults**

Amount:

Term:

Effective Date:



# TOAD

- Then to get a roster, you can pull a TOAD report
  - By Term or date range
  - By detail code or multiple detail codes
  - Return: SID, name, date posted, etc....

Toad Data Point...load Software | Editor Finance\_Bal...Campus\_Reg.sql | Query Builder Detai...r CHD 10.9.14.tsm\* | Query Builder FGBT...nt code detail.tsm\*

**SPRIDEN**

- (Add All Columns)
- \* (Wildcard)
- SPRIDEN\_PIDM
- SPRIDEN\_ID
- SPRIDEN\_LAST\_NAME
- SPRIDEN\_FIRST\_NAME
- SPRIDEN\_MI
- SPRIDEN\_CHANGE\_IND
- SPRIDEN\_ENTITY\_IND
- SPRIDEN\_ACTIVITY\_DATE
- SPRIDEN\_USER

**TBRACCD**

- (Add All Columns)
- \* (Wildcard)
- TBRACCD\_PIDM
- TBRACCD\_TRAN\_NUMBER
- TBRACCD\_TERM\_CODE
- TBRACCD\_DETAIL\_CODE
- TBRACCD\_USER
- TBRACCD\_ENTRY\_DATE
- TBRACCD\_AMOUNT
- TBRACCD\_BALANCE
- TBRACCD\_EFFECTIVE\_DATE
- TBRACCD\_BILL\_DATE
- TBRACCD\_DUE\_DATE
- TBRACCD\_DESC
- TBRACCD\_RECEIPT\_NUMBER
- TBRACCD\_TRAN\_NUMBER\_PAID
- TBRACCD\_CROSSREF\_PIDM
- TBRACCD\_CROSSREF\_NUMBER
- TBRACCD\_CROSSREF\_DETAIL\_CODE
- TBRACCD\_SRCE\_CODE
- TBRACCD\_ACCT\_FEED\_IND

SPRIDEN\_PIDM = TBRACCD\_PIDM

---

Only fetch unique records    Top row count: 0

| Field            | SPRIDEN_CHA...   | SPRIDEN_ID   | SPRIDEN_LAS...   | TBRACCD_TERM_CODE  | TBRACCD_DETAIL_C...  | TBRACCD_ENTRY_D...   | TBRACCD_AMOUNT   | TBRACCD_USER   | TBRACCD_DESC   | TBRACCD_BALANCE  |
|------------------|--|--|--|--|--|--|--|--|--|--|
| Table            | SPRIDEN  | SPRIDEN  | SPRIDEN  | TBRACCD  | TBRACCD  | TBRACCD  | TBRACCD  | TBRACCD  | TBRACCD  | TBRACCD  |
| Database         | PUBLIC   | PUBLIC   | PUBLIC   | PUBLIC   | PUBLIC   | PUBLIC   | PUBLIC   | PUBLIC   | PUBLIC   | PUBLIC   |
| Aggregate Fun... |  |  |  |  |  |  |  |  |  |  |
| Where Co...      | IS NULL  |  | BETWEEN '07/01/2015'... = 'AAPW'   |  |  |  |  |  |  |  |
| Or               |  |  |  |  |  |  |  |  |  |  |
| Group By         |  | Group(1)   | Group(2)   | Group(3)   | Group(4)   | Group(5)   | Group(6)   | Group(7)   | Group(8)   | Group(9)   |
| Having Co...     |  |  |  |  |  |  |  |  |  |  |
| Sort             | <input checked="" type="radio"/> None<br><input type="radio"/> Ascending<br><input type="radio"/> Descending | <input checked="" type="radio"/> None<br><input type="radio"/> Ascending<br><input type="radio"/> Descending | <input checked="" type="radio"/> None<br><input type="radio"/> Ascending<br><input type="radio"/> Descending | <input checked="" type="radio"/> None<br><input type="radio"/> Ascending<br><input type="radio"/> Descending | <input checked="" type="radio"/> None<br><input type="radio"/> Ascending<br><input type="radio"/> Descending | <input type="radio"/> None<br><input checked="" type="radio"/> Ascending<br><input type="radio"/> Descending | 1<br><input type="radio"/> None<br><input type="radio"/> Ascending<br><input type="radio"/> Descending | <input checked="" type="radio"/> None<br><input type="radio"/> Ascending<br><input type="radio"/> Descending | <input checked="" type="radio"/> None<br><input type="radio"/> Ascending<br><input type="radio"/> Descending | <input checked="" type="radio"/> None<br><input type="radio"/> Ascending<br><input type="radio"/> Descending |
| Visible          | <input type="checkbox"/>   | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>  |
| Field Alias      |  |  |  |  |  |  |  |  |  |  |

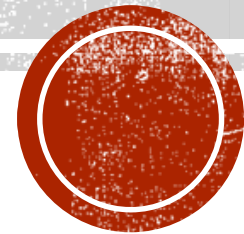


# WHAT IS NEW IN ACCOUNTING SERVICES?

- Sponsorpoint implementation for Agency sponsorship billing
- Tuition Management Services (pmt plan provider) *Student Account Center* implementation date 11/30/15
- Addition of Conserve Collections Agency 7/1/2014



# QUESTIONS?



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