



## EMAF Cash Management Confirmation of Daily Activity – Credit Cards

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### **Overview:**

This job aide provides departmental and reconciliation contacts the process to confirm that credit card receipts have correctly posted to the General Ledger. The Treasurer's Office is responsible for reconciling the cash recorded in the general ledger to the cash in the University's Credit Card receipt accounts however the campus or individual merchant is responsible for ensuring that cash is recorded appropriately. Campus users will need to request these security roles from their respective Data Custodian/Security Administrator:

FS\_QRYCM\_PROD  
FS\_QRYCM\_RPTG

### **Cash Receipt Posting:**

The University has created an automated process to post cash receipts resulting from credit card activity. We receive a daily file from our acquiring bank. This is the Merchant File, also known as the EMAX (enhanced merchant activity file). This file provides all transactions on the day they are initiated. Activity on this file should tie directly to the daily settlement reports created when you batch out your terminal or run your Cybersource or Commerce Manager reports.

A crosswalk has been created to translate merchant id's to chartfield information. The crosswalk is maintained by the Treasurer's Office with input from the campus merchants. The transactions are one-for-one, meaning that each merchant id can only translate to one chartfield string (CFS).

An interface to journal-generate from the EMAX files runs on a daily basis and does include transactions from all card types including AMEX. There is one file for every day including weekends. Journals are generated for each file at the BU level (detail within the JE is at the MID summary level).

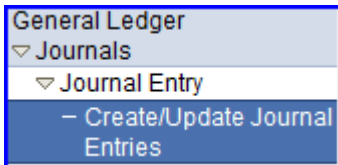
The Treasurer's Office is responsible for reconciling the cash recorded in the general ledger to the cash in the University's Credit Card receipt accounts. The campus or individual merchant is responsible for ensuring that cash is recorded appropriately.

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## General Ledger Journals:

1. All journals created in this process will begin with CM and all queries for this activity will begin with CM\_ACCTG.
2. The navigation to confirm the daily total amount is:



3. Select Find an Existing Value and input the appropriate merchant information:

**Create/Update Journal Entries**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** | **Add a New Value**

Business Unit: = [v] UMAMH [magnifying glass]

Journal ID: begins with [v] CM

Journal Date: = [v] 05/27/2010 [calendar icon]

Document Sequence Number: begins with [v]

Line Business Unit: = [v] [magnifying glass]

Journal Header Status: = [v] [dropdown menu]

Budget Checking Header Status: = [v] [dropdown menu]

Source: = [v] [magnifying glass]

**Search** | **Clear** | [Basic Search](#) | [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

4. This search will bring up the CM journals created for that day for UMAMH.
5. Select the Journal ID to review the lines. There is one line for each crosswalk value.

Search Results												
View All												
Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits
UMAMH	CM02773323	05/27/2010	0	(blank)	UMAMH	Posted	Valid	ACTUALS	CM	USD	48	45807.92



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- When the journal opens, select the LINES tab at the top and search the lines until you find your dept id or fund.

Header | **Lines** | Totals | Errors | Approval

Unit: UMAMH Journal ID: CM02773323 Date: 05/27/2010 \*Process: Edit Journal Process

Template List Search Criteria  Errors Only Line: 10

Select	Line	Unit	Ledger	SpeedType	Account	Fund	Dept	Program	Class	PC Bus Unit
<input type="checkbox"/>	10	UMAMH	ACTUALS		695000	51008	A870008000			
<input type="checkbox"/>	7	UMAMH	ACTUALS		110001	51008	A870301000			
<input type="checkbox"/>	9	UMAMH	ACTUALS		110001	51008	A870305000			
<input type="checkbox"/>	8	UMAMH	ACTUALS		695000	51008	A870305000			
<input type="checkbox"/>	2	UMAMH	ACTUALS		110001	51008	A870308000			
<input type="checkbox"/>	6	UMAMH	ACTUALS		695000	51069	A082302000			
<input type="checkbox"/>	4	UMAMH	ACTUALS		110001	51179	A732018000	L14		
<input type="checkbox"/>	5	UMAMH	ACTUALS		695000	51179	A732030000	L14		
<input type="checkbox"/>	1	UMAMH	ACTUALS		695000	51198	A835300000			
<input type="checkbox"/>	3	UMAMH	ACTUALS		695000	51437	A825401000			

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UMAMH	48	45,807.92	45,807.92	P	V

Save Return to Search Notify Refresh

- Scroll to the right for the dollar amount. (Revenue will be recorded as negative.)

Amount	Stat	Stat Amt	UOM	Reference	Journal Line Description
-1,084.94				CASHMGT	Cash Management
312.05				CASHMGT	Cash Management
79.35				CASHMGT	Cash Management
-79.35				CASHMGT	Cash Management
2,043.73				CASHMGT	Cash Management
-265.00				CASHMGT	Cash Management
40.00				CASHMGT	Cash Management
-35.00				CASHMGT	Cash Management
-966.00				CASHMGT	Cash Management
-69.21				CASHMGT	Cash Management

- Searching through Journals can be time consuming and won't give you the batch detail. You may want to use Queries for your research.



## Queries:

1. Navigate to Queries and search for queries beginning with CM\_ACCTG:

The screenshot shows the 'Query Manager' interface. On the left, a 'Menu' sidebar is visible with 'Reporting Tools' expanded to show 'Query Manager' selected. The main content area is titled 'Query Manager' and includes instructions: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are links for 'Find an Existing Query' and 'Create New Query'. A search section is present with a dropdown menu set to 'Query Name', a search box containing 'CM', and a 'Search' button. A link for 'Advanced Search' is also visible.

2. If you do not have Query Manager access then select Query View.

The screenshot shows the 'Query Viewer' interface. The left 'Menu' sidebar has 'Reporting Tools' expanded to show 'Query Viewer' selected. The main content area is titled 'Query Viewer' and includes the same instructions as the Query Manager: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' It also features links for 'Find an Existing Query' and 'Create New Query'. The search section has a dropdown menu set to 'Query Name', a search box containing 'CM\_', and a 'Search' button. A link for 'Advanced Search' is also visible.



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- This will bring up all of the available credit card queries:

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
CM_ACCTG_LN_ALL	CM Accounting Line	Public	CM	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
CM_ACCTG_LN_BY_ACCTG_DT	CC Transactions by Acctg Dt	Public	CM	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
CM_ACCTG_LN_BY_BATCH_NR	CC Transactions by Batch Nr	Public	CM	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
CM_ACCTG_LN_BY_CARD_NR	CC Transactions by Card Nr	Public	CM	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
CM_ACCTG_LN_BY_CARD_TYPE	CC Transactions by Card Type	Public	CM	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
CM_ACCTG_LN_BY_CHCK_ACCT	CC Transactions by Check Acct	Public	CM	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
CM_ACCTG_LN_BY_DEPTID	CC Transactions by Dept ID	Public	CM	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
CM_ACCTG_LN_BY_DIVISON	CC Transactions by Division	Public	CM	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
CM_ACCTG_LN_BY_FILE_DT	CC Transactions by File Dt	Public	CM	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
CM_ACCTG_LN_BY_FUND	CC Transactions by Fund Code	Public	CM	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
CM_ACCTG_LN_BY_JRNL_ID	CC Trans by Store and Jrnl ID	Public	CM	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
CM_ACCTG_LN_BY_MERCHANT_ID	CC Transactions by Merchant ID	Public	CM	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
CM_ACCTG_LN_BY_PROCESS_DT	CC Transactions by Process Dt	Public	CM	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
CM_ACCTG_LN_BY_REF_NR	CC Trans by Merchant Ref Nr.	Public	CM	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
CM_ACCTG_LN_BY_STORE	CC Transactions by Store	Public	CM	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
CM_ACCTG_LN_BY_STORE_ACCTG_DT	CC Trans by Store and Acctg Dt	Public	CM	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
CM_ACCTG_LN_BY_STORE_FILE_DT	CC Trans by Store and File Dt	Public	CM	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
CM_ACCTG_LN_BY_STORE_JRNL_DT	CC Trans by Store and Jrnl Dt	Public	CM	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
CM_ACCTG_LN_BY_STORE_PROCES_DT	CC Tran by Store and Proces Dt	Public	CM	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
CM_ACCTG_LN_BY_STORE_TRANS_DT	CC Trans by Store and Trans Dt	Public	CM	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
CM_ACCTG_LN_BY_TRANS_DT	CC Transactions by Trans Dt	Public	CM	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
CM_ACCTG_LN_BY_TRANS_ID	CC Transactions by Trans ID	Public	CM	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
CM_ACCTG_LN_BY_TRANS_TYPE	CC Transactions by Trans Type	Public	CM	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
CM_ACCTG_LN_BY_YEAR_PERIOD	CM Accounting Line by Year/Per	Public	CM	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>

- The highlighted queries will be the most useful in a day to day basis. Click the Excel button to run the query. You will be promoted for pertinent information based on the criteria within the query.

For Example – running the DEPTID query to get the same day as the journal (May 27) looks like this:

Business Unit (Upper Case):

Dept Id (Upper Case):

Fiscal Year:

From Accounting Period:

To Accounting Period:

Processing Date	File Date	Number	Merchant Id	Unit	Ledger Grp	Ledger	SetID	Fund	Dept	Program	Class	Project	Account	Template	Amount	Cur
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- The results are for the entire period you select, you can choose a month but not a day. So the output can be sorted by (1) account and then by (2) file date.

Processing Date	File Date	Merchant Id	Fund	Dept	Account	Amount	Journal ID	Date	Batch Number	Card Number	Card Type	Merchant Descr
5/26/2010	5/27/2010	4445000195313	51069	A082302000	110001	70.000	CM02773323	5/27/2010	00135	546549XXXXXX7683	MCRD	UMA OUTREACH BOOKSTORE
5/26/2010	5/27/2010	4445000195313	51069	A082302000	110001	70.000	CM02773323	5/27/2010	00135	549099XXXXXX5390	MCRD	UMA OUTREACH BOOKSTORE
5/26/2010	5/27/2010	4445000195313	51069	A082302000	110001	55.000	CM02773323	5/27/2010	00135	426428XXXXXX1130	VISA	UMA OUTREACH BOOKSTORE
5/26/2010	5/27/2010	4445000195313	51069	A082302000	110001	46.000	CM02773323	5/27/2010	00135	430851XXXXXX5566	VISA	UMA OUTREACH BOOKSTORE
5/26/2010	5/27/2010	4445000195347	51069	A082302000	110001	24.000	CM02773323	5/27/2010	01451	426684XXXXXX3703	VISA	EXTENSION BOOKSTORE
5/27/2010	5/28/2010	4445000195347	51069	A082302000	110001	40.000	CM02773330	5/28/2010	01461	514891XXXXXX4407	MCRD	EXTENSION BOOKSTORE
5/27/2010	5/28/2010	4445000195347	51069	A082302000	110001	28.000	CM02773330	5/28/2010	01461	433993XXXXXX8952	VISA	EXTENSION BOOKSTORE
5/28/2010	5/29/2010	4445000195313	51069	A082302000	110001	70.000	CM02773337	5/29/2010	00136	517805XXXXXX0586	MCRD	UMA OUTREACH BOOKSTORE
5/28/2010	5/29/2010	4445000195313	51069	A082302000	110001	49.000	CM02773337	5/29/2010	00136	432626XXXXXX8784	VISA	UMA OUTREACH BOOKSTORE
5/28/2010	5/29/2010	4445000195313	51069	A082302000	110001	-60.000	CM02773337	5/29/2010	00136	480213XXXXXX8123	VISA	UMA OUTREACH BOOKSTORE
5/29/2010	5/30/2010	4445000195313	51069	A082302000	110001	61.750	CM02773345	5/30/2010	00137	553419XXXXXX6449	MCRD	UMA OUTREACH BOOKSTORE
5/29/2010	5/30/2010	4445000195347	51069	A082302000	110001	47.000	CM02773345	5/30/2010	01481	558828XXXXXX7359	MCRD	EXTENSION BOOKSTORE
5/26/2010	5/27/2010	4445000195313	51069	A082302000	695000	-70.000	CM02773323	5/27/2010	00135	546549XXXXXX7683	MCRD	UMA OUTREACH BOOKSTORE
5/26/2010	5/27/2010	4445000195313	51069	A082302000	695000	-70.000	CM02773323	5/27/2010	00135	549099XXXXXX5390	MCRD	UMA OUTREACH BOOKSTORE
5/26/2010	5/27/2010	4445000195313	51069	A082302000	695000	-55.000	CM02773323	5/27/2010	00135	426428XXXXXX1130	VISA	UMA OUTREACH BOOKSTORE
5/26/2010	5/27/2010	4445000195313	51069	A082302000	695000	-46.000	CM02773323	5/27/2010	00135	430851XXXXXX5566	VISA	UMA OUTREACH BOOKSTORE
5/26/2010	5/27/2010	4445000195347	51069	A082302000	695000	-24.000	CM02773323	5/27/2010	01451	426684XXXXXX3703	VISA	EXTENSION BOOKSTORE
5/27/2010	5/28/2010	4445000195347	51069	A082302000	695000	-40.000	CM02773330	5/28/2010	01461	514891XXXXXX4407	MCRD	EXTENSION BOOKSTORE
5/27/2010	5/28/2010	4445000195347	51069	A082302000	695000	-28.000	CM02773330	5/28/2010	01461	433993XXXXXX8952	VISA	EXTENSION BOOKSTORE
5/28/2010	5/29/2010	4445000195313	51069	A082302000	695000	-70.000	CM02773337	5/29/2010	00136	517805XXXXXX0586	MCRD	UMA OUTREACH BOOKSTORE
5/28/2010	5/29/2010	4445000195313	51069	A082302000	695000	-49.000	CM02773337	5/29/2010	00136	432626XXXXXX8784	VISA	UMA OUTREACH BOOKSTORE
5/28/2010	5/29/2010	4445000195313	51069	A082302000	695000	60.000	CM02773337	5/29/2010	00136	480213XXXXXX8123	VISA	UMA OUTREACH BOOKSTORE
5/29/2010	5/30/2010	4445000195313	51069	A082302000	695000	-61.750	CM02773345	5/30/2010	00137	553419XXXXXX6449	MCRD	UMA OUTREACH BOOKSTORE
5/29/2010	5/30/2010	4445000195347	51069	A082302000	695000	-47.000	CM02773345	5/30/2010	01481	558828XXXXXX7359	MCRD	EXTENSION BOOKSTORE

- The highlighted entries total the \$265.00 from the journal.

- Run the query by Fund Code:

Business Unit (Upper Case):	<input type="text" value="UMAMH"/>
Fund Code:	<input type="text" value="51069"/>
Fiscal Year:	<input type="text" value="2010"/>
From Accounting Period:	<input type="text" value="11"/>
To Accounting Period:	<input type="text" value="12"/>
<input type="button" value="View Results"/>	

- You will need to sort the results by Fund and Processing Date to get your data. This query returns the cash clearing line as well as the department chartfields. You only need to look at your own fund code. You get the same results as the DEPTID query.

Processing Date	File Date	Number	Merchant Id	SetID	Fund	Dept	Account	Amount	Acctg Date	Year	Period	Journal ID	Date	Line #
5/26/2010	5/27/2010	5	4445000195313	UMAMH	51069	A082302000	695000	-70.000	6/7/2010	2010	11	CM02773323	5/27/2010	6
5/26/2010	5/27/2010	7	4445000195313	UMAMH	51069	A082302000	695000	-70.000	6/7/2010	2010	11	CM02773323	5/27/2010	6
5/26/2010	5/27/2010	9	4445000195313	UMAMH	51069	A082302000	695000	-55.000	6/7/2010	2010	11	CM02773323	5/27/2010	6
5/26/2010	5/27/2010	11	4445000195313	UMAMH	51069	A082302000	695000	-46.000	6/7/2010	2010	11	CM02773323	5/27/2010	6
5/26/2010	5/27/2010	53	4445000195347	UMAMH	51069	A082302000	695000	-24.000	6/7/2010	2010	11	CM02773323	5/27/2010	6



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9. Run the query by STORE (you have to zero fill the store number):

Merchant Store:	<input type="text" value="000000006"/>
Fiscal Year:	<input type="text" value="2010"/>
From Accounting Period:	<input type="text" value="11"/>
To Accounting Period:	<input type="text" value="11"/>
<input type="button" value="View Results"/>	

Processing Date	File Date	Numbe	Merchant Id	Unit	Fund	Dept	Account	Template	Amount
5/26/2010	5/27/2010	53	4445000195347	UMAMF	51069	A082302000	110001	CM_CC	24.000
5/27/2010	5/28/2010	45	4445000195347	UMAMF	51069	A082302000	110001	CM_CC	40.000
5/27/2010	5/28/2010	47	4445000195347	UMAMF	51069	A082302000	110001	CM_CC	28.000
5/29/2010	5/30/2010	15	4445000195347	UMAMF	51069	A082302000	110001	CM_CC	47.000
5/26/2010	5/27/2010	53	4445000195347	UMAMF	51069	A082302000	695000	CM_CC	-24.000
5/27/2010	5/28/2010	45	4445000195347	UMAMF	51069	A082302000	695000	CM_CC	-40.000
5/27/2010	5/28/2010	47	4445000195347	UMAMF	51069	A082302000	695000	CM_CC	-28.000
5/29/2010	5/30/2010	15	4445000195347	UMAMF	51069	A082302000	695000	CM_CC	-47.000

10. You get the same results as the DEPTID query.

11. These results should be confirmed to your Cybersource, Commerce Manager, or POS Terminal reports – and they should tie. It is recommended that you confirm your report totals to one of these queries every day. If there are discrepancies please notify Jen Kroleski immediately.