

# Activate Terminal ID Account (ATIA)

Function description and purpose: The ATIA is an IBIS function that activates a terminal ID for credit card processing on E-Commerce.

Some general IBIS guidelines for your information: In IBIS,

- PF keys are the function (F) keys located at the top of your PC keyboard
- Use the TAB key to navigate in IBIS screens
- Fast-track to a sub-menu by typing the acronym on the NEXT FUNCTION line of the MAIN IBIS MENU. Not case sensitive
- Press F1 on the line for HELP (not available on all screens)
- If an error screen pops up, type BACK on the NEXT FUNCTION line, to return to previous screen/menu

From the **IBIS Main Menu** screen (below): on the **NEXT FUNCTION** line, type "**M2FN**".

On the second screen, **Financial System Menu**: on the **NEXT FUNCTION** line, type "**M3EC**".

```
10/17/06          INTEGRATED BUSINESS INFORMATION SYSTEM      M2FN
15:45:32.9       FINANCIAL MAINTENANCE SYSTEM                          SVB1

Any of the functions included in this system can be invoked by
entering the corresponding function code on the command line next
to 'NEXT FUNCTION:'. The following functions are available:

FUNCTION          DESCRIPTION          FUNCTION          DESCRIPTION
-----          -
M3AF  Accounts and Funds System      M3CL  Client/Server Functions
M3AS  Agency/Subagency System        M3FM  EASY Forms
M3CT  Contract Info System             M3FR  Financial Online Rept
M3MF  Misc Financial Functions         M3FS  Fin Structure/Post
M3GE  Gifts/Endows and Annuities       M3MT  Struct Maint/Carryover
M3SP  Special Projects System           M3EC  E-Commerce

NEXT FUNCTION: M3EC          PREV MENU: M1M1
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP  MENU  CMPS  END  .  .  .  .  .  .  KEYS  PRNT  .
```

On the third screen, **E-Commerce Menu**: on the **NEXT FUNCTION** line, type "**ATIA**".

```
10/17/06          INTEGRATED BUSINESS INFORMATION SYSTEM      M3EC
15:45:56.8       E-COMMERCE                                                  SVB1

Any of the functions included in this system can be invoked by
entering the corresponding function code on the command line next
to 'NEXT FUNCTION:'. The following functions are available:

FUNCTION          DESCRIPTION          FUNCTION          DESCRIPTION
-----          -
AMID  Add Merchant ID                RECR  Review Elec Receipt
UMID  Update Merchant ID            BECR  Browse Elec Receipt
IMID  Inquiry Merchant ID           BECT  Browse Error Elec Receipt
ATIA  Activate Terminal ID Acct
UTIA  Update Terminal ID Acct

NEXT FUNCTION: ATIA          PREV MENU: M2FN
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP  MENU  CMPS  END  .  .  .  .  .  .  KEYS  PRNT  .
```

( **TIP:** To go directly to the ATIA screen, type ATIA on the NEXT FUNCTION line of the IBIS MAIN MENU )

Below is the first screen of the ATIA form. Enter the required information.

```
10/17/06          INTEGRATED BUSINESS INFORMATION SYSTEM          ATIA
15:51:21.6          ACTIVATE TERMINAL ID ACCOUNT                  SVB1

Enter eCommerce Department (MID): 32802004851 1
and Select One:
  X Activate all Terminal ID Accounts for this Department (MID)
  (Press PF1 for help)
  or
  - Activate ONLY this Terminal ID Account (TID): _____ 3
  (Press PF1 for help)

NEXT FUNCTION: _____ (MENU,END)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP MENU CMPS END . . . . . PRNT .
```

1. Enter the eCommerce department **Merchant ID** number (MID). *(required)*
2. Type an "X" in front of the option you wish to select. Select only one option. *(required)*  
*Help for ACTIVATE ALL TIDS:*
  - Unless otherwise specified, all associated Terminals (TIDS) will post according to the Department (MID) rules you specify on the next screen.
  - This choice can be used to:
    - Activate a new Department (MID) and all TIDS under the MID, --or--
    - Activate any new available TIDS for an already active MID.
3. To activate ONLY this TID: Enter an "X" to select this option and enter the **Terminal ID** to be activated.  
*Help for ACTIVATE ONLY THIS TID:*
  - In order to select this option, the Department (MID) to which this Terminal (TID) belongs should already be active.
  - Use this selection only when adding a new (TID) to an existing Department (MID) and you want to specify posting information that differs from the defaults you have set up for that MID.

Press **ENTER** after you have made your selection.

The screen below follows selection: **To Activate All Terminal ID accounts:**

```

INDICATE SETTLEMENT POSTING INFORMATION AND PRESS 'PF12'.
10/17/06          INTEGRATED BUSINESS INFORMATION SYSTEM          ATIA
15:52:25.4       ACTIVATE TERMINAL ID ACCOUNT                    SVB1

eCommerce Department (MID): 32802004851
eCommerce Merchant Name: PENN STATE - AG SCIENCES
eCommerce Terminal ID Account(s): ALL TIDS IF NOT OTHERWISE SPECIFIED

eCommerce settlements will be posted to: IBIS ONLY_          4
                                     (Press PF1 for help)

Automatically batch post settlements to IBIS? (Y/N): Y      6
                                     (Press PF1 for help)

For posting to IBIS (unless posted online using RECR function),
Default IBIS Account: 02 - 004 - 01 UP 10010_              7
Default IBIS Object Code: 0030                             8

NEXT FUNCTION: _____ (MENU,END)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP MENU CMPS END . . . . . RTRN . PRNT UPDT
  
```

4. Select the posting options by pressing **PF1**. (*cursor must be in the field for which you are requesting help*)

```

ITEM   CODE   ECOMM OPTS WHERE POSTING
-----
  1  IBIS ONLY  POST FULL AMOUNT TO IBIS
  2  IBIS-ISIS  AMT SPLIT (IBIS & ISIS)
  3  ISIS ONLY  POST FULL AMOUNT TO ISIS

ENTER: T = TOP   N = NEXT   P = PREV
      or ITEM # to select correct code

EXIT HELP WITH PF12 OR PF24
5 SELECTION: N_
  
```

5. Within the Help screen, type the item number into the **SELECTION** field. Press **PF12** to close the Help screen.

6. Automatic Batch Post field requires a yes or no response. Enter a "Y" or an "N".

'Y' means that settlements will be automatically posted to IBIS when received.  
 'N' means that the settlements will 'stop' for account distribution via the RECR function.

You can select 'Y' only when electing to post in 'IBIS ONLY'.  
 If any posting will occur outside IBIS, 'N' is required.

7. Enter the **account number** that you would like to use as the default account number for posting.

8. Enter the **object code** that you would like to use as the default object code for posting. (use 4 digits)

9. Press the **F12** function key (PF12) to **UPDATE**.

# Update Terminal ID Account (UTIA)

The Update Terminal ID Account (UTIA) function is used to update or change an existing account.

```

E9MM - THERE IS NO PREVIOUS MENU TO BE SHOWN
11/07/06          INTEGRATED BUSINESS INFORMATION SYSTEM      M1M1
15:23:45.1                                           SVB1

Any of the functions included in this system can be invoked by
entering the corresponding function code on the command line next
to 'NEXT FUNCTION:'. The following functions are available:

FUNCTION          DESCRIPTION          FUNCTION          DESCRIPTION
-----          -
FORM             Help Selecting HRS Forms          M2PI             Property Inventory
M2AH             IBIS Adhoc Functions              M2PR             Purchasing System
M2AS             EASY Elec. Appr. System          M2VA             Vendor System
M2BG             Budgeting System                  BAMB             Budget Planning: BudAuto
M2FN             Financial System                  M2IM             Inventory Management
M2FS             Facilities System                 CODE             Codeset Maint. System
M2HR             Human Resources System            M2NC             Nat Conn. Applications
M2PA             Payroll System                    M2PE             Pay & Effort Functions

NEXT FUNCTION: utia 1          PREV MENU: NONE
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP MENU CMPS END . . . . . KEYS PRNT .
    
```

1. At the **MAIN IBIS MENU**, on the **NEXT FUNCTION** line type: **UTIA**, press **ENTER**.  
(This is a "fast-track" to the **UTIA** screen)

```

11/07/06          INTEGRATED BUSINESS INFORMATION SYSTEM      UTIA
15:36:15.7                                           UPDATE TERMINAL ID ACCOUNT      SVB1

Enter eCommerce Department (MID): 32802004851 2

and Select One:

- Update the above department (MID)
  * The specified department settings will be used for each
  Terminal (TID) which does not have its own settings.
3
or
X Update ONLY this Terminal ID Account (TID): 3280200485198
  * Use this selection to override the department settings
  for only this terminal.

NEXT FUNCTION: _____ (MENU,END)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP MENU CMPS END . . . . . PRNT .
    
```

2. Type the **merchant account id number** that you would like to update/change.
3. Type an **X** on the line of the Option you want to select. Select only one.  
Enter a **Terminal ID** (if required, according to the option you chose).  
Press **ENTER**.  
(Note: there is no Help (F1) available on this screen)

```
INDICATE SETTLEMENT POSTING INFORMATION AND PRESS 'PF12'.
11/07/06          INTEGRATED BUSINESS INFORMATION SYSTEM      UTIA
15:57:06.6       UPDATE TERMINAL ID ACCOUNT                  SVB1
```

```
eCommerce Department (MID): 32802004851
eCommerce Merchant Name: PENN STATE - AG SCIENCES
eCommerce Terminal ID Account(s): MEATS LAB ON CAMPUS AT UP
```

```
eCommerce settlements will be posted to: IBIS ONLY
                                         (Press PF1 for help)
```

```
Automatically batch post settlements to IBIS? (Y/N): Y
                                         (Press PF1 for help)
```

```
For posting to IBIS (unless posted online using RECR function),
  Default IBIS Account: 02 - 004 - 01 UP 10010
  Default IBIS Object Code: 0030
```

```
NEXT FUNCTION: _____ (MENU,END)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP  MENU  CMPS  END   .   .   .   .   .   .   .   .   .   .   .   .   .   .   .   .
```

- 4. Make changes to the information on this screen as necessary. (See documentation for ATIA, numbers 4 through 8).
- 5. Press keyboard function key **F12** to **UPDATE** the information.