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".

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

( 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.

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.
To Activate All Terminal ID accounts:

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

<table>
<thead>
<tr>
<th>ITEM</th>
<th>CODE</th>
<th>ECOMM OPTS WHERE POSTING</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ISIS</td>
<td>POST FULL AMOUNT TO ISIS</td>
</tr>
<tr>
<td>2</td>
<td>ISIS</td>
<td>AMT SPLIT (IBIS &amp; ISIS)</td>
</tr>
<tr>
<td>3</td>
<td>ISIS</td>
<td>POST FULL AMOUNT TO ISIS</td>
</tr>
</tbody>
</table>

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

EXIT HELP WITH PF12 OR PF24

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.

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

2. Enter eCommerce Department (MID): \(32002004851\)
   
   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.

   or

   X Update ONLY this Terminal ID Account (TID): \(3200200485198\)
   - Use this selection to override the department settings for only this terminal.

3. Type the merchant account id number that you would like to update/change.

4. 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)
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.