

3. On the E-COMMERCE screen, in the **NEXT FUNCTION** line, type: **RECR**, press **ENTER**:

```

01/04/07          INTEGRATED BUSINESS INFORMATION SYSTEM      M3EC
15:40:51.9          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

                                3

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

```

TIP: Take the "fast-track" to the RECR screen:
 On the **IBIS Main MENU**: type **RECR** in the **NEXT FUNCTION** line, press **ENTER**.

This brings you to the **RECR screen**:

You can browse electronic cash receipts by admin area, by account, by Merchant ID, by Terminal ID, or by C-number (cash receipts number). (C-number: A number that is sequentially assigned to each electronic commerce cash receipt. If one knows the C-number, the transaction can be retrieved by entering the C-number into the designated field.)

4. Select your preference to browse by entering the appropriate information in the space provided. Only enter one:

- (1) enter the **admin area** three digit number, or
 - (2) enter a valid **account** number, or
 - (3) enter a **merchant id** number (MID)(11 characters), or
 - (4) enter a **terminal id** number (TID) (16 characters), or
 - (5) enter a **C-Number** (cash receipts number)
- Press **ENTER**.

```

01/05/07          INTEGRATED BUSINESS INFORMATION SYSTEM      RECR
14:06:44.3          REVIEW ELECTRONIC CASH RECEIPTS          SVB1

PLEASE ENTER ONE OF THE FOLLOWING:

(1) Admin Area: 004
(2) Account:   -   -   UP   _____
(3) Merchant ID (MID): _____
(4) Bank Processor Terminal ID (TID): _____ - _____
    and (optional) Batch ID: _____
(5) C-Number: C _____

DATE RANGE (Optional) for (1), (2), (3), or (4), NOT VALID for (5).
Batch dates from: 00 / 00 / 0000      to: 00 / 00 / 0000

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

```

If only one available settlement is found for your selection, it will be shown. If multiple settlements are found, a browse screen is displayed, from which you may select settlement(s).

Example: Resulting browse screen for Admin Area:

```

SELECT TRANSACTIONS & PRESS ENTER, OR PRESS ENTER (OR PF8) FOR NEXT PAGE
01/05/07          INTEGRATED BUSINESS INFORMATION SYSTEM          RECR
14:14:06.4       REVIEW ELECTRONIC CASH RECEIPTS                    SVB1
                                                           Page 1

```

BATCH DATE	MERCHANT NAME	CARD BRAND	DEFAULT ACCT
STATUS	TERMINAL/LOCATION	AMOUNT	C-NUMBER
- 1. 02/02/2005	MID8	DISC	00-001-21 UP 10010
NEW	0000000000-000016	29.35	C000000019
- 2. 02/02/2005	MID8	DISC	00-001-21 UP 10010
NEW	0000000000-000010	29.05	C000000013
- 3. 02/02/2005	MERC7 - AA IS 48	AMEX	00-001-49 UP 10010
NEW	0000000000-000007	29.00	C000000011
- 4. 01/01/2005	MID8	DISC	00-001-21 UP 10010
NEW	0000000000-000016	29.35	C000000009
- 5. 01/01/2005	MID8	DISC	00-001-21 UP 10010
NEW	0000000000-000010	29.05	C000000003
- 6. 01/01/2005	MERC7 - AA IS 48	AMEX	00-001-49 UP 10010
NEW	0000000000-000007	29.00	C000000001
- 7.			

```

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

```

The browse screen sort order is:

- Administrative Area, Account, MID #, terminal # (TID), or C-number.
 - Optional batch number, if selected, when browsing by TID.
 - Settlement Date (from recent to oldest).
 - Batch number if browsing by administrative area.
(Note that batch number is part of the sort order only when browsing by TID with optional batch, or when browsing by administrative area.)
- No matter which option you select, the browse will be in **descending order** (i.e., oldest to newest dates, and highest to lowest numbers.)
 - Browse by 'account'** browses based on the DEFAULT account for the terminal as of the time at which the settlements were loaded to IBIS.
 - Browses by account, MID, and C-number** are limited to currently valid accounts. If a card's default account has been closed, browse by **terminal ID** instead.
 - Review & posting via RECR is STRONGLY recommended**, rather than allowing a transaction to post automatically. Auto-posting is also referred to as auto-neglected. This is different from the automatic batch posting used only for certain terminals which do not require RECR.

5. Select the transaction(s) to be settled by placing an **X** on the line provided and press **ENTER**.

```

SELECT TRANSACTIONS & PRESS ENTER, OR PRESS ENTER (OR PF8) FOR NEXT PAGE
01/18/07          INTEGRATED BUSINESS INFORMATION SYSTEM          RECR
10:29:05.9       REVIEW ELECTRONIC CASH RECEIPTS                    SVB1
                                                           Page 1

```

BATCH DATE	MERCHANT NAME	CARD BRAND	DEFAULT ACCT
STATUS	TERMINAL/LOCATION	AMOUNT	C-NUMBER
X 1. 02/02/2005	MID8	DISC	00-001-21 UP 10010
NEW	0000000000-000016	29.35	C000000019
- 2. 02/02/2005	MID8	DISC	00-001-21 UP 10010
NEW	0000000000-000010	29.05	C000000013
- 3. 02/02/2005	MERC7 - AA IS 48	AMEX	00-001-49 UP 10010
NEW	0000000000-000007	29.00	C000000011
- 4. 01/01/2005	MID8	DISC	00-001-21 UP 10010
NEW	0000000000-000016	29.35	C000000009
- 5. 01/01/2005	MID8	DISC	00-001-21 UP 10010
NEW	0000000000-000010	29.05	C000000003
- 6. 01/01/2005	MERC7 - AA IS 48	AMEX	00-001-49 UP 10010
NEW	0000000000-000007	29.00	C000000001
- 7.			

```

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

```

- Once a settlement is selected (e.g., by typing an 'x' or other character by it in the browse screen), you will see a screen which allows you to distribute the settlement to the appropriate account(s).

- Up to 16 distributions are allowed.
- If part of the settlement is being posted to another system (e.g., NCCR or ISIS), press PF6 to indicate the amount(s) that will be posted outside IBIS. Note: that entering these amount(s) in the RECR PF6 window will NOT accomplish this non-IBIS posting. You must ensure that these amount(s) are posted correctly in the non-IBIS system according to its own normal procedure(s).
- If there are non-IBIS amounts, they must be entered into the (PF6) non-IBIS partial distribution window prior to IBIS resolution (PF10). The non-IBIS and IBIS totals MUST add up to the total amount of the settlement before resolution can proceed.
- If the entire amount is non-IBIS, use PF6 to fill out the partial distribution window as above, but use PF12 instead of PF10 to process your update.

The Distribution screen:

```

ENTER DATA TO DISTRIBUTE SETTLEMENT AND PRESS PF10 FOR FANS
01/18/07          INTEGRATED BUSINESS INFORMATION SYSTEM          RECR
10:45:14.0       REVIEW ELECTRONIC CASH RECEIPTS                  SVB1

CNumber:C 19      Amt: 29.35      Sales Tax: 0.00
Trans Date: 02/02/2005  FY: 2006 / 2 6 Defer? N      Status: NEW
Merchant Name: MID8      User ID:
Partial Post Amount Outside IBIS (Press PF6 to Distribute): 0.00 7
Description: _____ 8
_____
_____

Ref#/          BUDGET DISTRIBUTION
Encm   Budget   Fund Name   Fund   Obj   Proj   Amount
-----
00 - 001 - 21 UP 9      10010   _____  _____  _____  29.35
_____
_____
_____
_____
(Press PF8 for more lines) Sub-total:
TOTAL:
NEXT FUNCTION: _____ (MENU, END)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP  MENU  CMPS  END   CLRS  PRTL  .    FWRD  NEXT  FANS  PRNT  PPROC
  
```

6. DEFER?

- The 'DEFER' indicator is used to indicate that this settlement will be deferred to the fiscal year following the year shown on the RECR.
- Normally, this indicator should remain set to 'N'. If you are not sure whether a settlement should be deferred, please check with your Financial Officer.

7. PARTIAL POST

- If part of the settlement is being posted to another system (e.g., NCCR or ISIS), press PF6 to indicate the amount(s) that will be posted outside IBIS. Note: that entering these amount(s) in the RECR PF6 window will NOT accomplish this non-IBIS posting. You must ensure that these amount(s) are posted correctly in the non-IBIS system according to its own normal procedure(s).
- If there are non-IBIS amounts, they must be entered into the (PF6) non-IBIS partial distribution window prior to IBIS resolution (PF10). The non-IBIS and IBIS totals MUST add up to the total amount of the settlement before resolution can proceed.
- If the entire amount is non-IBIS, use PF6 to fill out the partial distribution window as above, but use PF12 instead of PF10 to process your update.

11. Add the dollar amount to the proper Cost Center(s). The Cost Center(s) cumulative amount must equal the AMOUNT at the top. **FREE SPACE** can be changed as desired. Press **ENTER**.

Financial Account Numbers (FANS)						
Fiscal Year	Account Budget	Object/ Fund Sub-Obj	Cost Center	Activity	Amount/ Dept Space	
2006/2007	00-001-49 UP	10010 0036			31722.72	
Detail Des C000000704						
Amount: 31722.72						
ACCOUNT: 0000149 UP10010						
Cost Center Amount Free Space						
AND AM					SUPPLIES	
ANOTHER					SUPPLIES	
EPASING					SUPPLIES	
EPS					SUPPLIES	
JAMB			21722.72		SUPPLIES fis	
JANC			10000.00		SUPPLIES offc	
PENN SUB					SUPPLIES	

ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9--PF10--PF11--PF12
RES CNCL BACK FWRD RTRN RESV PRNT BRWS

Note: If the dollar AMOUNT doesn't equal the amount above, an error message will prompt you to fix it before you can move on.

Press **PF12** to browse the details if desired.

Press **PF9** to return to the previous screen. FANS resolution is complete.

Press **PF9** returns you to the CASH RECEIPTS BROWSE screen. Select another transaction to process or **end the session with PF4**.

PF KEYS: (PF1-PF4 are standard IBIS Function keys. Other PF key functions may vary).

RECR:

PF1 = HELP	PF5 = CLEAR SCREEN	PF9 = RETURN or NEXT
PF2 = MENU	PF6 = PARTIAL	PF10 = FANS
PF3 = CMPS	PF7 = TOP	PF11 = PRINT
PF4 = END	PF8 = FORWARD	PF12 = PROCESS

FANS:

PF5 = RERESOLVE	PF8 = FORWARD	PF11 = PRINT
PF6 = CANCEL	PF9 = RETURN	PF12 = BROWSE
PF7 = BACK	PF10 = RESOLVE	


```

01/24/07          INTEGRATED BUSINESS INFORMATION SYSTEM          BECR
10:58:44.3      BROWSE ELECTRONIC CASH RECEIPTS                  SVB1

CNumber:C 616      Amt: 100.00      Sales Tax: -6.00      TID: ***000240
Trans Date: 07/03/2006  FY: 2006 / 2007  Defer?: N Status: VIEWED,POSTED
Merchant Name:      Distr ID: KZL3      DstDate: 09/12/2006
Partial Post Amt Outside IBIS (Press PF6 to view): 0.00      AA: 048
Description: THIS IS FOR TESTING

Ref#/
Encm      Budget      EUDGET DISTRIBUTION      Fund Name      Fund      Obj      Proj      Amount
00 - 001 - 49 UP      10010      0029      100.00
- - - - -
- - - - -
- - - - -
- - - - -

(Press PF8 for more lines) Sub-total:      100.00
TOTAL:      100.00

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

```

- Press **PF8** to **forward** to the next screen. There are two screens of information per transaction.
- Press **PF9** to **return** to the previous screen.
- Press **ENTER** to **advance** to the **next transaction** that you had selected (if more than one was selected).
- Press **PF6** to see **Partial Post Data**. This window displays the system(s) and amount(s) which the reviewer indicated would be posted outside of IBIS (if any).

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01/24/00          PLEASE ENTER PARTIAL POST DATA          BECR
11:04:34          This 'window' displays the system(s) and          SVB1
                  amount(s) which the reviewer indicated would be
                  posted outside of IBIS (if any).
CNumber:C          Running Total: 0.00          PACE 1 of 3          : ***000240
Trans Dat          OTHER          BATCH          BATCH DATE          POSTED
Merchant          AMOUNT          SYSTEM          NUMBER          (MM/DD/YYYY)          09/18/2006
Partial P          -----          -----          -----          -----          AA: 048
Descripti          1.          / / /
Ref#/          2.          / / /
Encm          3.          / / /
          4.          / / /
          5.          / / /
          6.          / / /
          7.          / / /
          8.          / / /
          9.          / / /
          10.          / / /
          NOTE: Posting to non-IBIS systems is NOT
          automatic. This window displays only the
          non-IBIS distributions as typed by the reviewer.
NEXT FUN          F7=BACK, F8=FORWARD, F3 or F12=Return to RECR.
Enter-PF1
NEXT HEL

```

- Press **PF12** to return to the browse screen.

TIP: It is very helpful to observe the:

- **Messages** at the top of the screen.
- **PF KEY functions** at the bottom of the screen as they can change from screen to screen.