The RECR function allows designated IBIS users to distribute settlement income to the correct IBIS account(s). The RECR function will display only those settlements which require review & posting into IBIS. (Use BECR to browse other settlements.) Any settlement shown which is NOT reviewed and posted within 7 days will automatically be posted to the default account as an ‘autoposted’ (auto-neglected) settlement.

1. On the IBIS Main Menu screen, in the NEXT FUNCTION line, type: M2FN, press ENTER.

2. On the Financial System screen, in the NEXT FUNCTION line, type: M3EC, press ENTER.
3. On the E-COMMERCE screen, in the **NEXT FUNCTION** line, type: **RECR**, press ENTER.

<table>
<thead>
<tr>
<th>FUNCTION</th>
<th>DESCRIPTION</th>
<th>FUNCTION</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMC</td>
<td>Add Merchant ID</td>
<td>RECR</td>
<td>Review Elec Receipt</td>
</tr>
<tr>
<td>UMID</td>
<td>Update Merchant ID</td>
<td>REC</td>
<td>Browse Elec Receipt</td>
</tr>
<tr>
<td>IMID</td>
<td>Inquiry Merchant ID</td>
<td>REC</td>
<td>Browse Error Elec Receipt</td>
</tr>
<tr>
<td>AITA</td>
<td>Activate Terminal ID Accnt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UITA</td>
<td>Update Terminal ID Accnt</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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) (16 characters), or
4. enter a **terminal id** number (TID) (16 characters), or
5. enter a **C-Number** (cash receipts number)

Press ENTER.

**PLEASE ENTER ONE OF THE FOLLOWING:**

(1) Admin Area: **004**
(2) Account: -- -- ___
(3) Merchant ID (MID): ___-___-___-___-___
(4) Bank Processor Terminal ID (TID): ___-___-___-___
(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
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:

The browse screen sort order is:
1. Administrative Area, Account, MID #, terminal # (TID), or C-number.
2. Optional batch number, if selected, when browsing by TID.
3. Settlement Date (from recent to oldest).
4. 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.)
- **Browes 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**.

- 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., NCRR 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:

**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.

**PARTIAL POST**
- If part of the settlement is being posted to another system (e.g., NCRR 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.
8. **DESCRIPTION:** Enter a description for this action on the lines provided.

9. **ACCOUNT information:**
   - Enter appropriate reference number or encumbrance number obtained from a Planned (UPEN) or Ordinary (UENC) encumbrance, budget number, fund name, object code, project, amount. If you are unsure of the object code number, press **PF1** on the object code line to see a list of object codes from which to make a selection.
   - If posting to a ledger account, enter in a “0” budget number. Example: **00-000-00_UP 06800**
   - After entering all the account information, press **PF10** for **FANS**.

10. **FANS Window**
    On the **FANS SCREEN**, enter information in the **DEPT FREE SPACE** and in the **DETAIL DESCRIPTION** that is meaningful to you.
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)**

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Budget Code</th>
<th>Object/Account</th>
<th>Cost Center</th>
<th>Activity</th>
<th>Dept Space</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008/2009</td>
<td>00-00149 UP</td>
<td>100010</td>
<td>0036</td>
<td>31722.72</td>
<td></td>
</tr>
</tbody>
</table>

**Details:**

- **Amount:** 31722.72
- **Account:** 0000149 UP10010
- **Cost Center:** 11
- **Activity:** 1
- **Dept Space:** 1

**FREE SPACE** can be changed as desired. Press ENTER.

---

**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**.

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

**RECR:**  
PF1 = HELP  
PF2 = MENU  
PF3 = CMPS  
PF4 = END

**PF5 = CLEAR SCREEN  
PF6 = PARTIAL  
PF7 = TOP  
PF8 = FORWARD

**PF9 = RETURN or NEXT  
PF10 = FANS  
PF11 = PRINT  
PF12 = PROCESS

**FANS:**  
PF5 = RERESOLVE  
PF6 = CANCEL  
PF7 = BACK

PF8 = FORWARD  
PF9 = RETURN  
PF12 = BROWSE

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RECR / BECR  
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BECR

Browse Electronic Cash Receipts

Use the BECR function to browse settlements that do not require review and posting to IBIS. The BECR function allows users to browse electronic cash receipts by Admin Area, Account, MID, terminal ID or C-Number and to select status(es) of New, Viewed and Posted, Autoposted (autoneglected), and/or Batch Posted.

- If only one electronic commerce transaction is available for your selection, it will be shown.
- If multiple electronic commerce transactions are found, a list is displayed, from which you may select one or more transactions to view.
- Users without university-wide access (most people) will view only one Admin Area, Account, MID, terminal, or C-Number at a time. Central users may view all transactions starting from a particular account.
- Browse by 'account' browses based on the DEFAULT acct for the terminal as of the time at which the settlements were loaded into IBIS. It does NOT browse based on the various accounts to which the details were resolved. To do that, use ICAG, FIT, or the data warehouse.
- Browses by account, MID, and C-Number are limited to currently valid accounts. If a terminal's default account is now closed, browse by terminal ID instead.

1. On the NEXT FUNCTION line of any screen, enter BECR and press ENTER. The BROWSE ELECTRONIC CASH RECEIPTS screen is displayed.

2. Enter only one of the following: Admin Area, Account, Merchant ID, Terminal ID, or C-Number in the space provided.

3. Select the status(es) that you would like included by placing an X on the line(s) provided (more than one is permitted). Press ENTER.

4. Select the transactions which you would like to view by placing an X in the space provided. PF8 to the next page to view more transactions. Press ENTER after all selections have been made.
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).

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.