

OMS ACCOUNTING GUIDE

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SECTION 1 | INTRODUCTION

PURPOSE OF THIS GUIDE

This guide is designed to support the University of Washington (UW) departments that accept credit card, ACH and other electronic payments by providing clear, step-by-step guidance on financial reconciliation, transaction management, and reporting. It serves as a companion to the resources provided by the Office of Merchant Services (OMS), helping merchants navigate the tools and processes required to maintain financial accuracy.

WHO SHOULD USE THIS GUIDE

This guide is intended for:

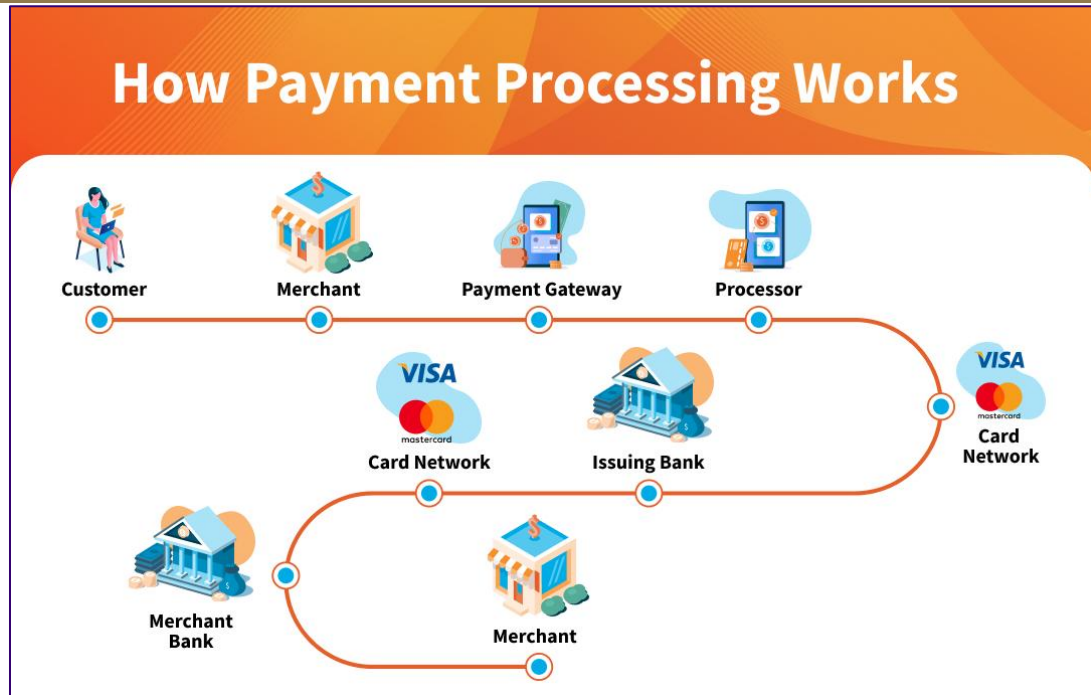
- Departmental staff responsible for managing merchant accounts
- Fiscal specialists and financial analysts
- Business administrators and managers
- Anyone involved in reconciling revenue and fees from credit card transactions

No prior accounting expertise is required, though familiarity with UW financial systems and terminology will be helpful.

About the Office of Merchant Services The Office of Merchant Services ensures that all UW merchants operate in compliance with the **Payment Card Industry Data Security Standards (PCI DSS)**. All [UW Merchants](#) must receive approval from OMS before accepting credit card payments, accepting ACH payments through an e-commerce solution, or entering into agreements involving payment services or equipment. OMS provides centralized oversight and support for departments that accept credit card payments, including:

- Approving new merchant accounts
- Ensuring PCI compliance across the UW enterprise
- Offering training and guidance on secure payment practices
- Supporting reconciliation and reporting processes

Note: A [glossary](#) of key terms is included at the end of this guide. Readers unfamiliar with specific terminology may find it helpful to refer to the glossary as needed.



1. A customer has made a payment utilizing a branded payment card at a merchant location or website.
2. Payment gateway securely transmits the payment data to the processor
3. Processor settles the transaction and notifies the card network
4. Card network verifies the card's validity and notifies the issuing bank
5. The issuing bank approves (or declines) the transaction based on the purchase amount
6. Card network sends approved funds to merchant bank
7. Merchant bank distributes funds to merchants

MERCHANT PROFILES

The connection between your MID and Workday worktags is referred to as your Merchant Profile. When a MID is established, your department is required to provide specific worktags to ensure that revenue and related fees are accurately routed to the appropriate cost center. Currently the following worktags are available for Credit Card/ACH revenue and expense assignment:

- Cost Center
- Resource
- Program
- Ledger Account
- Revenue Category

At present, the Workday integrations only support the worktags listed previously. Your MID cannot be associated with Activity or Assignee worktag at this time.

IMPORTANT: OMS cannot route transactions to Grant or Gift worktags or to Resource worktags that are associated with grants or gifts.

- Gifts/Donations: If you would like to accept credit card revenue as a gift or donation, they must go through Online Giving. Please reach out to UW Advancement at giftdata@uw.edu
- Grants: If you would like to accept external payments related to a grant, please reach out to the Grant & Contract Accounting at gcahelp@uw.edu

NOT SURE WHAT YOUR MERCHANT PROFILE IS?

E-mail pcihelp@uw.edu if you'd like a copy of your merchant profile to confirm the current worktags.

If you need to apply revenue and related expenses across multiple cost centers, implementing separate storefronts will offer a more efficient and scalable solution. Each storefront would be assigned a unique MID and its own merchant profile. To explore this solution, please contact us at pcihelp@uw.edu.

SYSTEM ACCESS FOR REPORTING

It is important to know how to access data at each point of the lifecycle of a payment. Your department's accounting team may need access to the following systems:

Point of Sale (Various)

The UW Managed Point of Sales (POS) tools provide basic reporting and, in some instances, administration functionality (e.g. refunds, product configuration, etc.).

If you need access: E-mail your MID, Username and email, and POS to pcihelp@uw.edu.

Payment Gateway (Various)

The UW Managed Payment Gateway applications provide basic reporting and, in some instances, administration functionality (e.g. refunds, product configuration, etc.).

If you need access: E-mail your MID, Username and email, and Gateway to pcihelp@uw.edu.

Payment Processor (Various)

Payment processors provide detailed information regarding transactions, processor fees and monthly statements.

If you need access to FiServ or American Express statements and transaction information, please email pcihelp@uw.edu with the following information:

- First Name:
- Last Name:
- NetID:
- Role:
- Merchant ID(s):

Workday Reporting

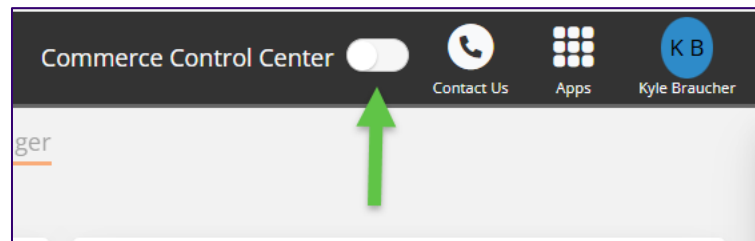
All revenue and fees related to your Credit Card and ACH transactions are reported in Workday Finance. There are several reports that are helpful when reconciling payments and searching for individual transactions. These can be found in [Section 3](#).

If you need access: Fill out the form found [here](#). This will direct a UW Connect Ticket to your Shared Environment which can give you the security roles you need for Workday access.

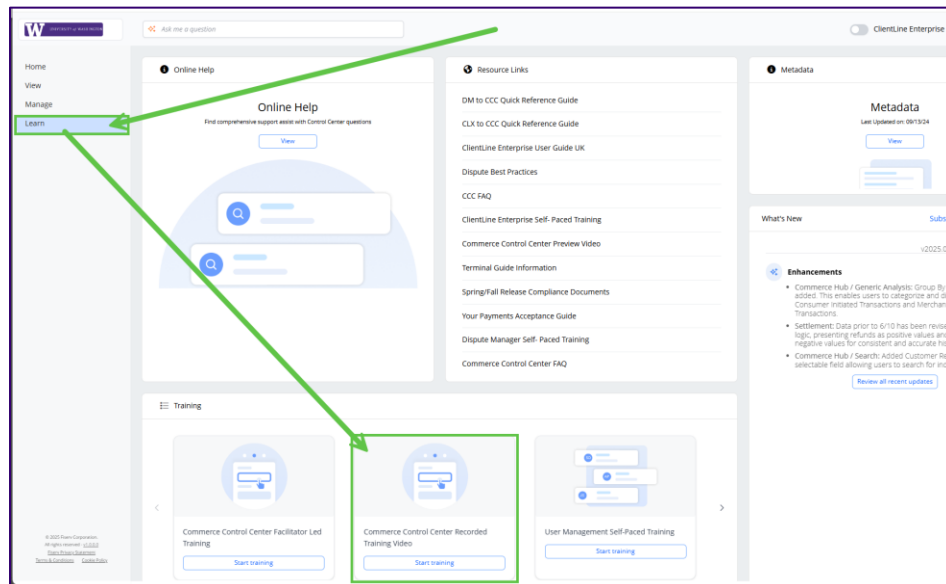
Commerce Control Center (CCC), formally known as ClientLine, provides access to reporting, transaction details, monthly statements, and chargeback management (disputes). American Express, Discover, Mastercard and Visa transactions processed using your FiServ MID are available in CCC.

GETTING STARTED

1. Log into Commerce Control Center ([Link](#))
 - If you do not have access to Commerce Control Center, email pcihelp@uw.edu. Include the MID(s) you are requesting access to.
2. If the site does not start in “Commerce Control Center” mode, click on the toggle in the upper right corner of the screen:



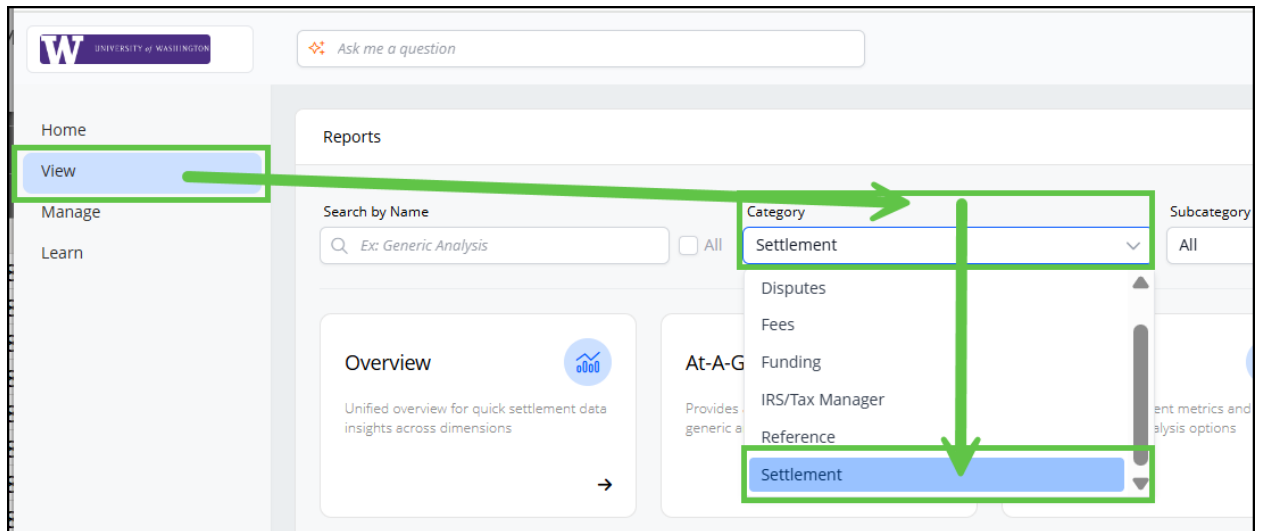
3. For a basic tutorial on Commerce Control Center, click on “Learn” for additional resources on learning the ins and outs of Commerce Control Center, including the “Commerce Control Center Recorded Training Video” which will walk you through how to navigate the site and run reports.



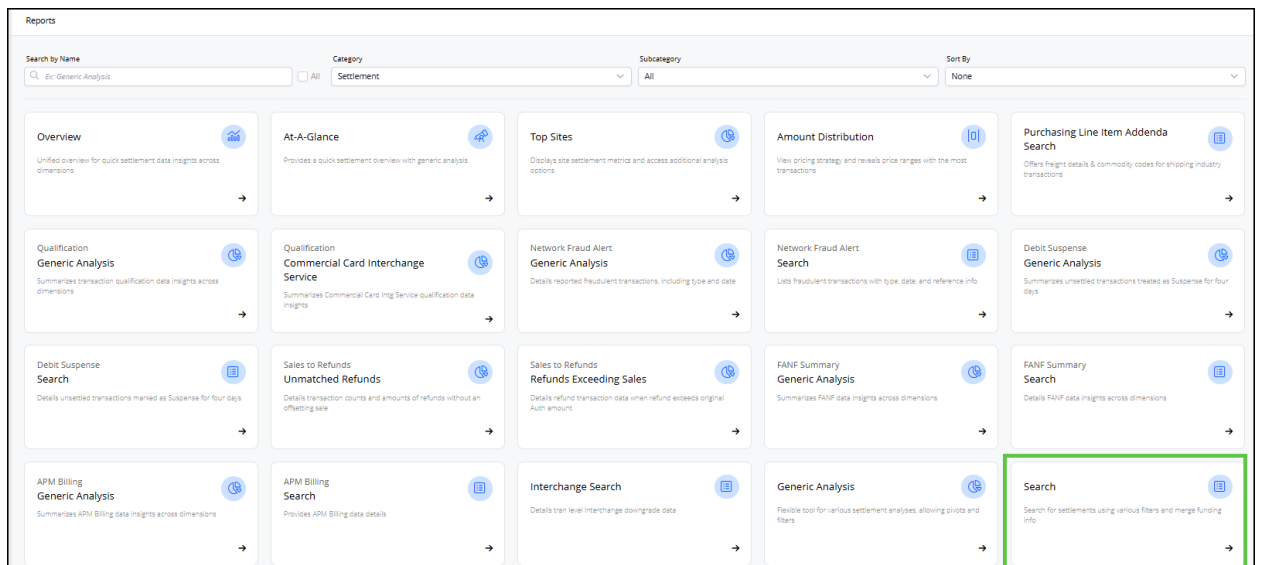
DOWNLOADING CARD PROCESSOR TRANSACTIONS, PROCEDURE

In this section you will learn how to pull transaction data from Commerce Control Center.

1. Click on “View”
2. Select “Settlement” from the Category drop down menu.



3. Select the “Search” report in the lower right corner from the selections given.



4. Click “Add Filters” and search for ‘Site Hierarchy’ and select it to be included in the report. This will allow you to select a particular MID.

5. Change the Date Range to the range you're interested in.
6. Type in your MID or DBA name into the "Site Hierarchy" field you added as a filter earlier.

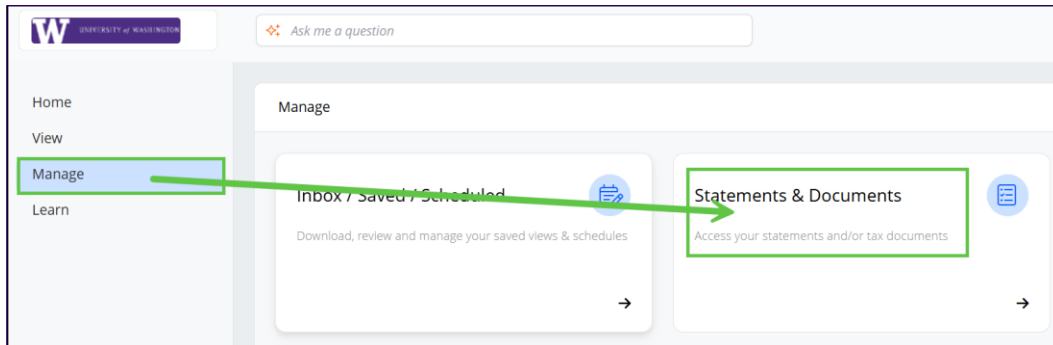
7. Click "Generate". You can review this data on this page or download the report. Depending on the size of the report it will be downloaded instantly or queued up and delivered to you to your Inbox in Commerce Control Center.

Site ID (BE)	External ID	Site Name	Txn Date	Batch Date	Record Date
>			07/01/2025	07/02/2025	07/02/2025
>			07/01/2025	07/02/2025	07/02/2025
>			07/01/2025	07/02/2025	07/02/2025
>			07/01/2025	07/02/2025	07/02/2025

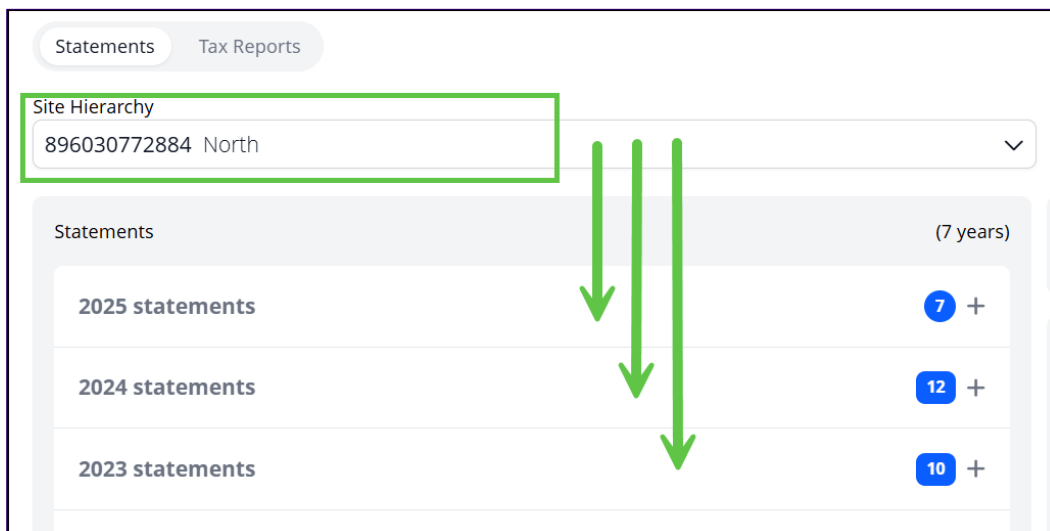
8. If you'd like to review declined transactions, return to step 2 in this section and select "Authorizations" instead of "Settlement" and repeat the remaining steps.

DOWNLOADING STATEMENTS, PROCEDURE

1. Log into Commerce Control Center ([Link](#))
2. Click on the “Manage” selection on the far left, and then click on “Statements & Documents”




3. Type in your MID or DBA name into the “Site Hierarchy” field. This will display all available statements going back seven years.



4. Download the PDF of monthly statement you'd like to review.

READING YOUR CREDIT CARD STATEMENT

KeyBank  <small>PO Box 2394, Omaha, NE 68103-2394</small>		STATEMENT PERIOD: 07/01/24 - 07/31/24	Total revenue from all credit card transactions
		THIS IS NOT A BILL Merchant Number: 	
YOUR CARD PROCESSING STATEMENT			Total revenue from American Express transactions
Account Summary			
<small>An overview of your account activity for the statement period.</small>			
Page 2	Total Amount Submitted	\$204,454.04	
Page 3	Third Party Transactions	-\$19,008.13	
Page 4	Chargebacks/Reversals	0.00	
Page 4	Adjustments	0.00	
Page 4	Fees	-\$5,716.13	Fees including device purchases and gateway fees
Total Amount Processed		\$179,729.78	

Total Amount Submitted: This is the total collected from all credit card transactions (American Express, Discover, Mastercard and Visa) for the month.

Third-Party Transactions: This is the total collected from American Express transactions during the month. These transactions are routed through your FiServ MID, while daily settlement is handled by American Express. As a result, the amount is reversed on your FiServ statement. American Express transaction information is included in the CCC reporting.

Chargebacks/Reversals & Adjustments: Any completed chargebacks, reversals or adjustments charged to your MID.

Visa, Mastercard and Discover Fees: The total Processor related fees charged to your MID.

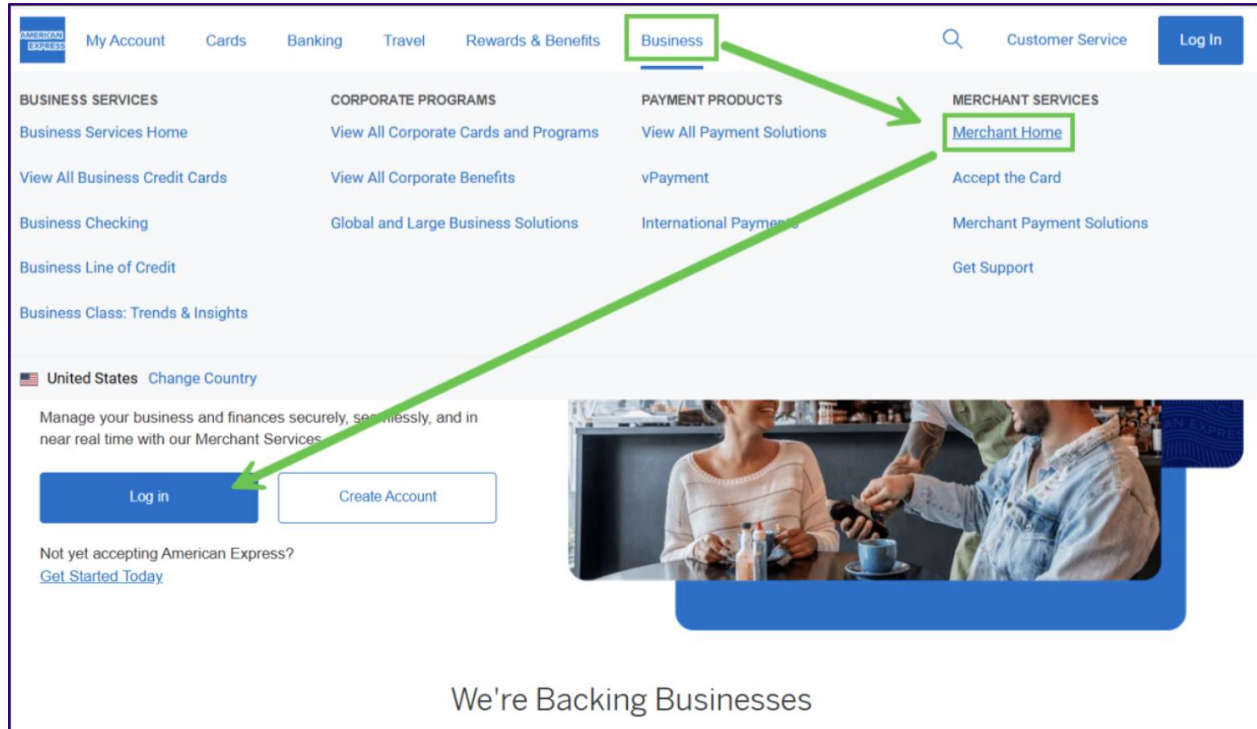
Transaction Fees: Includes interchange and authorization fees charged by credit card companies.

Account Fees: Covers additional charges such as fees for chargebacks, as well as transactions made with Purchasing Cards (P-Cards) or international cards.

Products and Services Fees: Some MIDs may incur extra charges for gateway services or Point of Sale devices (terminal) purchased during the month. The remaining pages of the statement breakdown revenue by credit card batch and fees are broken down by specific credit card fee.

AMERICAN EXPRESS STATEMENTS

Log in to American Express. Be sure you're logging in to a Business/Merchant Account shown in the screenshot here:



"Download E-Statements" Should appear in the center of your screen. The most recent statements will be shown with the option to view additional statements by clicking the "More Download Options" Button.

American Express fees are listed as the 'Discount Amount.' The statement begins with a summary of total fees for the period, followed by detailed breakdowns of each transaction batch.

ACH REVENUE

The TouchNet E-Commerce Platform allows for ACH (e-check/webcheck) payments. Records of these payments can be found on TouchNet Marketplace.

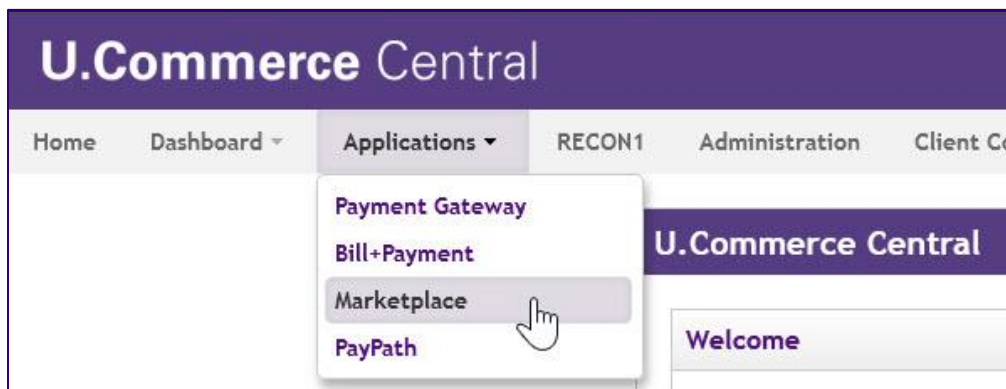
GETTING STARTED

Log into TouchNet Marketplace ([link](#))

- If you don't have access to TouchNet Marketplace, email pcihelp@uw.edu.
- Include the MID(s) you are requesting access to.

REPORTING

1. To access the Marketplace reports for your store or site, please navigate in uCommerce to Marketplace:



2. The scroll down to the Marketplace Reports in the left navigation and expand to your store or site:



3. Select "Transaction Details":

Revenue By Payment Type
By Product
By Stock No.
By Product Type
Totals
Taxes
Buyer Information
Recurring Payment
User Roles
● Transaction Details
<u>Operations Center Activity</u>
Product Inventory

4. Select the date range you'd like to review and click "View". ACH payments will be listed as "webCheck" in the Payment Method column.

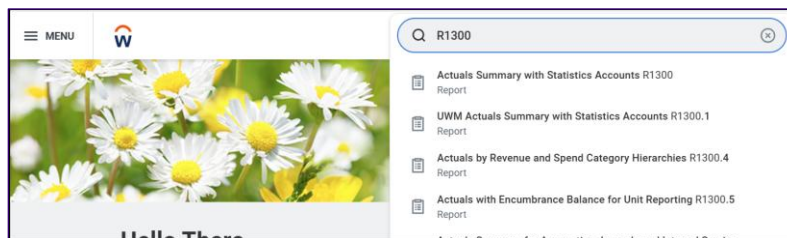
Purchase/Refund	Payment Method	QTY of items included in order
Purchase	Visa	1
Purchase	webCheck	
Purchase	AmEx	1

SECTION 3 | WORKDAY REPORTING

The following reports are designed to give you greater visibility of your department's financial activity and support accurate reconciliation and reporting.

R1300.X ACTUALS SUMMARY & R1408 TRIAL BALANCE

The R1300.X and R1408 reports in Workday allow users to view transactions associated with their cost center. There are multiple versions of these reports, each distinguished by a suffix (e.g., ".1", ".2", etc.) and each with a different purpose. To run a report, simply enter the report number—such as “R1300”—into the Workday search bar.



Enter your search parameters. The following screenshot uses R1300 as an example:

A screenshot of the 'Actuals Summary with Statistics Accounts R1300' report configuration page. The page includes instructions, a report update date, and various filter options. The filters are organized into sections: 'Resource Hierarchies', 'Repeat By', 'Company' (with a dropdown showing 'All Companies (Financial COH 01)'), 'Period' (with a dropdown showing 'FY2026 - Jul'), 'Time Period' (with a dropdown showing 'Current Period YTD'), 'Cost Center Hierarchies', 'Worktags', 'Additional Options' (with checkboxes for 'Exclude Pro Forma Journals' and 'Include Payroll Details'), 'Book' (with a dropdown showing 'Common Book'), 'Perform Intercompany Eliminations' (checkbox), 'Eliminations Only' (checkbox), 'Worktags to Exclude', and 'Worktag Types to Exclude'.

Repeat By (Optional): Selecting a category here will add a column for each value within that category. For example, if you select “Program,” the resulting report will display each program worktag in its own column, showing its individual revenue and spend.

Company (Required): Enter the Company code where your Cost Center is located. If this is not known, reach out to your Shared Environment team.

Period (Required): In Workday, a *period* represents a calendar month and defines the reporting timeframe. It acts as the “finish line” for the data you want to view. For example, whether you wish to see data for May 2025 or for all months up to and including May 2025, you would select **FY2025 May** as your period.

Time Period (Required):

This field works in conjunction with the Period to determine how many months to display in the report. The two most common selections you’ll make are:

- **Current Period** limits results to only the month selected in the Period field.
- **Current Period YTD** displays transactions from the start of the fiscal year (FY) up to and including the selected period.

Other selections allow you to view other time frames related to the period you’ve selected.

Worktags (Optional): This field is not required, but you should enter your cost center or program worktag(s) that you’re interested in reporting on. By entering specific cost centers or programs you can generate targeted reports. You can also filter by revenue categories or spend categories to limit results to those selections.

Saving a Filter: At the bottom of this window, you can name and save your filter settings for future use. This is helpful when working with complex combinations of Worktags across multiple Cost Centers or Programs. Saving the filter allows you to quickly reapply those settings each month or quarter without having to rebuild them from scratch.

DRILL-DOWN FUNCTIONALITY IN WORKDAY

Once you run one of the reports mentioned in the previous section, you'll see a financial summary showing all revenue and expenses recorded during the selected period. In Workday, any data shown in blue font is interactive: clicking on it lets you drill down into the details behind the number. This reveals the individual transactions that contribute to the total. Use this feature to better understand the source of specific transactions and how they roll up into the overall figures presented in the main report.

Actuals Summary with Statistics Accounts R1300

> **Details**

Drill-To report links do not work at a Company level due to amount of data load. Please limit your search to COH or other worktags for better performance.

25 Items

Ledger Accounts Hierarchy							Total
Other Operating Revenues						1,250	1,250
Total Operating Revenues						162,726	162,726
Operating Expenses							
Salaries and Wages						62,799	62,799
Employee Benefits						18,992	18,992
Supplies and Materials						8,632	8,632
Professional and Purchased Services						130,508	130,508
Utilities						9	9
Total Operating Expenses						220,939	220,939
Non-Operating Revenues (Expenses)							
Total Non-Operating Revenues (Expense)						(\$58,214)	(\$58,214)
Other Revenues							
Total Other Revenues						0	0
Change in Net Position						(\$58,214)	(\$58,214)

Criteria View by: Select a Field... and then by: Select a Field... Refresh

3 Items

Journal	Journal Source	Company	Operational Transaction	Accounting Date	Ledger Account
Operational Journal: UW13001 University of Washington - 07/08/2024	Supplier Invoice	UW13001 University of Washington	Supplier Invoice: SI-0000058303	07/08/2024	60210-Sup Materials

PIVOTING DATA IN WORKDAY

As seen in the previous data table, the “criteria” section allows you to pivot your report using up to two fields. By combining these fields in different ways, you can transform a general report into a more targeted analysis. Examples of some reports you could run when reconciling transactions in Workday:

“I want to view revenue by month...”

Criteria View by: Revenue Category and then by: Period

“I want to view spend categories by program worktags...”

Criteria View by: Spend Category as Worktag and then by: Program

“I want to view all transactions in this report by Line Memo field...”

Criteria View by: Line Memo and then by: Select a Field...

IMPORTANT: The “Line Memo” field is where your MID number will be displayed in Workday for both revenue and expenses related to Merchant Services activities.

R1257.1 & R1257* MERCHANT SERVICES FEE REPORTS

For a more limited view of just Merchant Service fees can run the report **R1257.1**, which can be used to display just Merchant Services Fee transactions based on the Merchant ID (MID) you enter.

1. In the Workday search bar, type **R1257.1** and select the report from the results.
2. In the Internal Service Provider field, select:
Finance | Merchant Services
3. Filter by Merchant ID or Worktags
 - To view fees for a specific MID, enter the Merchant ID(s) in the appropriate field.
 - Alternatively, you can filter by **Cost Center** or **Program** worktags to view fees across broader categories.
4. Choose the appropriate **Period** and **Time Period** to define the reporting window.

The screenshot shows the configuration window for the 'Merchant Fee Breakdown by Revenue Categories R1257.1' report. The window includes instructions, prompts, and various filter fields. The 'Company' field is set to 'All Companies (Financial COH 01)'. The 'Internal Service Provider' field is set to 'Finance | Merchant Services'. The 'Starting Document Date' is set to '07/01/2025'. The 'Ending Document Date', 'Starting Accounting Date', and 'Ending Accounting Date' fields are empty. There is a 'Filter Name' field and a 'Save' button at the bottom.

Merchant Fee Breakdown by Revenue Categories R1257.1

Instructions This report is limited to transactions occurring on Internal Sales Delivery Lines with Spend Category Merchant Services (SC1359).

Prompts:
MID prompt is from the Line Memo on the ISD. Users may enter up to two MIDs using the separate prompts below.
Document Date indicates the date the ISD was created.
Accounting Date indicates the date the ISD was posted.

Company * All Companies (Financial COH 01)

MID 1

MID 2

Internal Service Provider X Finance | Merchant Services

Worktags

Starting Document Date 07/01/2025

Ending Document Date MM/DD/YYYY

Starting Accounting Date MM/DD/YYYY

Ending Accounting Date MM/DD/YYYY

Filter Name

Manage Filters **Save**

0 Saved Filters

The R1257.1 report will display each type of fee, along with the quantity and total charge, grouped by Merchant ID (MID) based on the parameters you selected. This allows for a clear breakdown of Merchant Services Fee activity by MID.

**The R1257 report is for historical use only for transactions prior to FY26.*

MERCHANT SERVICES WORKDAY WORKTAGS

Using the previous reports and tools at your disposal you can quickly identify Merchant Service transactions. Here is a list of important worktags related to Merchant Service activity that can be found in your financial reports. Use these as worktag filter in a report or one of the criteria to sort by.

Merchant Service fees are internal fees charged to departments by the Office of Merchant Services. They use the following work tags:

Spend Category: Merchant Services SC1359

Ledger Account: 62760: Financial Services

Journal Source: Internal Service Delivery

Credit Card Fees are all charged to:

Spend Category: External Merchant Fee SC1156

Ledger Account: 62760: Financial Services

Journal Source: zINT Fiserv, zINT American Express, zINT TouchNet, etc.

Line Memo: The field should always include your Merchant ID and/or your DBA related to revenue *and* fees.

Resolving Errors & Updating Worktags

If you discover something that needs to be changed regarding your MID Worktag setup, send in a ticket to pcihelp@uw.edu. Include your MID number and a detailed explanation of your request.

SECTION 4 | RECONCILIATION CONCEPTS

Reconciliation is the process of comparing transactions and activity to supporting documentation. Further, reconciliation involves resolving any discrepancies that may have been discovered.

ACCURACY OF ACTIVITY

A good internal control system provides a mechanism to verify that transactions and activity are for the correct purpose and amount and are allowable.

For each type of activity consider documenting the information from source documents that is to be compared to the appropriate report. This assists in ensuring that transactions are valid and are correctly attributed to your department. Ensure that transactions have been properly authorized and that all transactions are allowed by your department.

The oversight of any transaction is strengthened by the process of matching source documentation of the transaction to the appropriate reporting documentation or reporting tool.

ERROR CORRECTION

Errors and discrepancies, intentional or unintentional, should be detected, investigated and resolved in a timely fashion.

Verify the recording of transactions in a timely manner. Review source documents to ensure they are processed and posted in a timely manner by the processing department. If not, follow up with the appropriate central office or processing department. Document a plan for the research and correction of errors or discrepancies of each type of transaction or activity. Communicate these processes and procedures with the appropriate staff. Establish expectations for timeliness of error correction.

DOCUMENTING THE PROCESS AND COMPLETION

Reconciliation processes are most effective when they are consistent and thorough. Employees involved in the reconciliation process should be knowledgeable and clear on their responsibilities and expectations. It should be clear to an external reviewer when a reconciliation has been completed.

Be consistent with reconciliation processes. Changing the reconciliation process often leads to undiscovered inaccuracies and potential fraud. Reconciliation should be documented clearly to verify that a review has been done.

The reconciliation process and procedures should be documented clearly and communicated.
Consider documenting

- The steps in the process
- Who performs each step
- Expectations regarding timeliness
- A mechanism for providing proof that all activity has been reviewed and reconciled
- A procedure for error correction.

SECTION 5 | CREDIT CARD RECONCILIATION IN WORKDAY

In the case of credit card data, reconciliation requires matching transactions recorded by your payment processor with those recorded in your financial reporting system, Workday. It is recommended that departments reconcile these transactions monthly.

- **From Card Processor:** Download transaction reports from your card processor. Depending on your processor you'll gather this data from a different source:

- Commerce Control Center (FiServ)
- American Express (American Express)
- TouchNet (Heartland)
- Tessitura (Adyen)

This data typically includes transaction IDs, amounts, dates, merchant info, and settlement status.

- **From Financial System:** Extract corresponding transaction data from Workday. The key worktag fields that are most useful for this process are:
 - Line Memo that includes your MID #
 - Cost Center / Program
 - Revenue Category
- This data typically includes accounting date, amounts, merchant info, and posting status.

MATCHING TO THE SOURCE

Ensure both datasets cover the same time span and use consistent formats for dates, currency, and identifiers. You may need to edit your files before you start matching data sets. Remove unapplicable data, correct obvious errors, and ensure all fields are populated.

Match transactions from the card processor and Workday using:

- **Date of Transaction**
- **Amount**
- **Merchant ID**

DOCUMENTING THE PROCESS

- **Fully Matched Transactions:** Mark as reconciled.
- **Partial Matches:** Flag for review (e.g., same amount but different date).
- **Unmatched Transactions:**
 - From processor but not in financial system → possibly unrecorded revenue, transferred on a future period.
 - From financial system but not in processor data → Possibly previously recorded revenue, transferred last period, possibly erroneous or duplicate entries.

INVESTIGATING DISCREPANCIES

- **Timing Differences:** Transactions may appear in one system before the other due to settlement delays.
- **Chargebacks, Adjustments:** Processor may deduct chargebacks or make adjustments that are not immediately apparent in the financial system.
- **Fraud or Errors:** Review transactions for signs of fraud, duplicate charges, or misclassified entries. If you suspect any such issues, contact pcihelp@uw.edu as soon as possible.

RESOLUTION

- **Correct Entries:** Update the financial system to reflect accurate data.
- **Journal Entries:** Post adjustments or corrections.
- **Documentation:** Keep a log of discrepancies and resolutions for audit purposes.

RECONCILIATION COMPLETION AND REPORTING

Create a monthly reconciliation report:

- Summary of matched vs unmatched transactions
- Total discrepancies and resolution status
- Notes on systemic issues or recurring problems
- An included on the OMS website where this document is located is an example template that you can use for your reconciliations.

CONTINUOUS IMPROVEMENT

- Identify patterns in discrepancies and work with relevant teams (e.g., Merchant Services, Banking & Accounting, your Workday Shared Environment) to improve data flow and accuracy.
- Document the reconciliation process specific to your department.

SECTION 6 | APPENDICES

APPENDIX A: MERCHANT SERVICES & WORKDAY RESOURCES

- [Merchant Service Fee Structure](#)
 - <https://finance.uw.edu/merchant-services/merchants/fee-structure>
- [OMS Combined Standards Document](#)
 - <https://finance.uw.edu/merchant-services/files/Uploads/oms-combined-standards-document.pdf>
- [UW Merchant Application Form](#)
 - <https://finance.uw.edu/merchant-services/accept-payments/become-credit-card-merchant>
- [Outage Status and Procedures for Merchant Service products](#)
 - <https://finance.uw.edu/merchant-services/resources/outage-status-and-procedures>
- [UW Connect Request Forms for Workday requests](#)
 - https://uwconnect.uw.edu/finance?id=request_form_home

APPENDIX B: GLOSSARY

ACRONYMS

- ACH – Automated Clearing House
- AHBT – Ad Hoc Bank Transaction
- FY – Fiscal Year
- ISD – Internal Service Delivery
- JE – Journal Entry
- MID – Merchant Identification Number
- OMS – Office of Merchant Services
- PCI DSS – Payment Card Industry Data Security Standard
- POS – Point of Sale
- YTD – Year To Date

DEFINITIONS

Accounting Journals- Journal entries that are created manually or through integrations with Workday.

Ad Hoc Bank Transactions (AHBT) - Ad Hoc Bank Transactions are deposit or withdrawal transactions associated with a bank account configured in Workday.

Automated Clearing House (ACH) Transactions – Electronic transfer of funds between bank accounts processed through the Automated Clearing House network. ACH Transactions that occur through an e-commerce platform fall into the scope of PCI compliance and are subject to OMS.

Driver Worktags - A worktag that is configured to automatically add related worktags when the driver worktag is selected. For example, selecting a Cost Center for a transaction could automatically attach a Fund and Function to that transaction. Driver worktags help users do less data entry inside Workday.

Internal Service Delivery (ISD) - The business document that is issued from an Internal Service Provider to an internal entity within the enterprise for a good or service provided to account for the necessary journal entries.

Ledger Account - The specific "natural account" within the general ledger for financial reporting used to categorize every transaction as an asset, liability, equity, revenue, or expense.

Merchant - Any college, school, unit, department, or organization at the University that accepts credit cards as a form of payment for goods and/or services. This includes temporary, seasonal, or one-time events. This includes acceptance of credit cards in any form be it mail, phone, online, or in-person. This includes all company selections found in Workday: UW1861, SOM, HMC, UWMC, UWP, ALNW, UWMPC, and UWMSS.

Merchant Identification Number (MID) - The account number assigned to university merchants associated with processing credit card payments.

Merchant Profile - The collection of merchant information used to record accounting transactions and for Workday integrations. The Merchant profile establishes relationships between MID, banking codes and workday worktags.

Operational Journals- Journal entries that Workday creates automatically for operational transactions.

Payment Gateway - An application that securely transmits payment information from the *Point of Sale* to the *Payment Processor*. UW works with several Payment Gateways including CardConnect, TouchNet Gateway, and Authorize.Net.

Payment Processor - A financial institution that processes payment card transactions for merchants. UW currently uses *FiServ* as their main payment processor. Other payment processors UW has agreements with include American Express, Heartland and Adyen.

Point of Sale (POS) - The physical device or e-commerce application where the customer makes a payment for goods or services (e.g. Clover Terminal or TouchNet uStore).

Revenue Category – Revenue categories are mapped to ledger accounts for financial reporting and describe granular revenue streams to facilitate revenue reporting.

Spend Category – A classification of expenses for UW enterprise. Maps to ledger accounts for financial reporting and describes granular spend sources to facilitate spend reporting.

UW Merchant – Any college, school, unit, department, or organization affiliated University of Washington that accepts credit cards as a form of payment for goods and/or services. This includes temporary, seasonal, or one-me events. This includes acceptance of credit cards in any form be it mail, phone, online, or in-person. This includes the UW School of Medicine, Harborview Medical Center, UW Medical Center, UW Physicians, Airlift Northwest, and UW Alumni Association.

Worktags - Identifiers that you can assign to transactions to make the business purpose clear and to classify the transaction for reporting. Worktags provide a multidimensional view of UWs business operations allowing flexibility across the enterprise and commonality at the enterprise level.

Workday - The University's financial reporting system.

Workday Custom Validations- A custom validation defines validation logic which controls the data quality for a transaction and helps identify transaction issues. The custom validation for a transaction can consists of two parts:

- A set of condition rules that are deemed critical, i.e., if one of the condition rules evaluates to be true, the transaction will not complete and return error message(s).
- A set of condition rules that are deemed warnings, i.e., if one of the condition rules evaluates to be true, the transaction will complete with alert message(s).