

Adding A New Process To An Existing Merchant Account



Finance Area:

[Vice President for Finance](#)

Responsible or Contact Office/Role:

[Financial Reporting & Operations \(Payment Card Services\)](#)

Review Date:

Jan 2019

Procedure:

- This procedure covers the steps a unit will follow in order to add a new EPAY process where the revenue will flow to the same PTAO or to the same clearing project as the existing account does and the description in Elavon will be the same for the new process.
 - Example: The Elavon Description is **UVA Physics Events**
The orders in EPAY are:
 - UVA Physics Events – Jamison Clinic
 - UVA Physics Events – Annual Meeting of PI's

- This procedure does not cover the steps a unit will follow if:
 - a. the funds ARE REQUIRED TO flow to a different revenue string or;
 - b. the fees ARE REQUIRED TO post to a different PTAO or;
 - c. the description (DBA) on the existing Elavon merchant account does not identify the event.
 - Example: The Elavon Description is **UVA Physics Events**
 - The orders in EPay are: UVA Physics Events – Jamison Clinic
 - And, the second order is sponsored by Physics Instructors International and is called: **Explorations in Hydraulics**.

Where the funds are not deposited into the same University revenue string, Account Services can post to a Clearing Project and the department can distribute. A new merchant account is NOT necessary. However, if the PTAO is different or if the description of the event/process is different from the DBA then, complete a [new account application](#) and check **ongoing** event or

process. Or if this is a one-time event that rotated this year to UVA, select a **One-Time** Event application.

- This procedure does not cover the steps a unit will follow if adding a new process for a [third-party](#) fully hosted process (request a new TID from Payment Card Services).

Definitions:

DBA – Doing Business As

Elavon- is the University credit card processor/acquirer. Our contract to accept payment cards is through Elavon who sets up our merchant account which drives the description on a cardholder's billing statement (DBA). They also:

- serve as the clearing house for individual transactions back to the card issuing bank (process);
- provide the means to authorize/approve a sale (gateway);
- collect revenue on our behalf from card issuers (interchange) for a fee;

EPAY/CommerceManager – a third-party contracted vendor managed by NELNET who provide a registration page, a secure payment page and link to our processor Elavon for reporting.

Order – a sub-account in EPAY derived from the original merchant DBA in Elavon. Each new order has a new TID which allows a different name, registration and payment configuration yet because each "order" is linked to the same merchant number, the deposits and fees are posted to the same account in a lump-sum.

TID – Terminal ID number issued and tracked by Elavon. A TID allows for separate batches to be identified for instance, separate ticket window sales or a different process in EPAY.

Department Head Responsibilities:

The Unit Department Head or Dean is responsible for:

- making sure the resources are available to manage the process/event;
- the accounting for payment card revenues and reconciliation;
- any website requirements;
- the personnel who will conduct business in a PCI compliant manner at all times;
- making sure that the revenue generating activity has been approved.

Other useful Links:

[Application form – Permanent Account \(PDF\)](#)

[Application – Third party Provider](#)

[Front-line training](#)

[Confidentiality Agreement](#)