

Update Deposit Location and Merchant Information

Important Information

- This step-by-step procedure details the steps to update the Deposit Location page and the Merchant Information page in the M-Pathways Financial & Physical Resources System.
- The Deposit Location page is used to identify Treasury deposit locations and users who are the Primary, Secondary Contacts, and Authorized Users for their department.
- In order to update information on the Deposit Location page, you must have the security role of GL_CR_DEPOSIT_LOC_CONTACT_USER.
- The Merchant Information page identifies who can view credit card merchant information and update Authorized Users.
- In order to update information on the Merchant Information page, you must have the security role of GL_CC_MERCHANT_CONTACT_USER.
- For more information or to request access to the roles mentioned, see the System Access & Data Requests (<http://www.mais.umich.edu/access/index.html>) to complete a request using the Online Access Request System (OARS) (<https://access.its.umich.edu>).

Navigation

Deposit Location: NavBar > Navigator > > General Ledger > Manage Cash Receipts > Deposit Location

Merchant Information: NavBar > Navigator > General Ledger > Manage Credit Card Business > Maintain Merchants > Merchant Information

Step-by-Step Process

Deposit Location Page

Screenshots: ON

1. Enter **UMICH** in the **SetID** field.

Deposit Location

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)

▼ **Search Criteria**

SetID =

Location Code

Description

Include History
 Correct History
 Case Sensitive

 Basic Search
 Save Search Criteria

[Find an Existing Value](#) | [Add a New Value](#)

2. Enter the applicable number in the **Location Code** field.
Note: If **Location Code** is unknown, enter part or all of the description of the location in the **Description** field.
3. Click **Search**.
4. Review the information in the **Primary Contact** group box. To update, click Lookup to find the appropriate user.
Note: **Primary Contact** is the location's first point of contact for Treasury to communicate any issues and news.

[Deposit Location](#) | [Authorized Users](#)

Deposit Location

SetID: UMICH Location Code: 0463

Effective Date Find | View All First 1 of 4 Last

*Effective Date: 04/29/2016 *Status: Inactive

*Description: MHealthy - Woto Office

Primary Contact

Name: CONTACT. CAM

Uniqname: camcon Empl ID: 12345678

Secondary Contact

Name: CONTACT. CONNIF

Uniqname: concon EmplID: 87654321


*Reporting Department: 311738 Occupational Health Services

Deposit Chartfields

Returned Item/Fee Chartfields

Fee Exempt

Deposit Location | Authorized Users

5. Review the information in the **Secondary Contact** group box. To update, click **Lookup**  to find the appropriate user.


Notes:

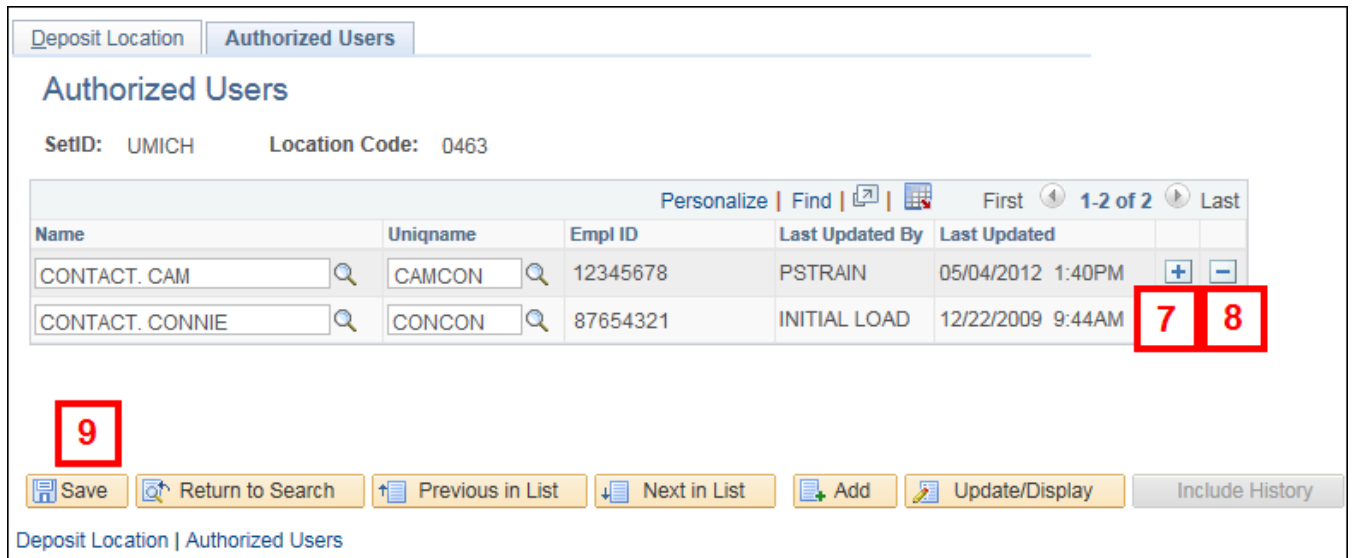
- **Secondary Contact** is generally the supervisor of the **Primary Contact**.
- The **Lookup** only works in the **Name** field in the **Primary Contact** and **Secondary Contact** group boxes.

6. Click the **Authorized Users** tab.

Update **Authorized Users** before they begin to make deposits. Promptly remove them when they no longer process deposits or cash receipt tickets.

7. To add an additional authorized user, click **Add Row**  and use **Lookup**  to find the appropriate user.



Note: The **Lookup**  only works in the **Name** field.









Deposit Location | **Authorized Users**







Authorized Users

SetID: UMICH Location Code: 0463


Personalize | Find |  |  First 1-2 of 2 Last

Name	Uniqname	Empl ID	Last Updated By	Last Updated		
CONTACT.CAM 	CAMCON 	12345678	PSTRAIN	05/04/2012 1:40PM		
CONTACT.CONNIE 	CONCON 	87654321	INITIAL LOAD	12/22/2009 9:44AM	7	8

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 Save  Return to Search  Previous in List  Next in List  Add  Update/Display Include History

Deposit Location | Authorized Users

8. To delete an authorized user, click **Delete Row** .

9. Click **Save**.

Merchant Information Page

1. Enter **UMICH** in the **SetID** field.

Merchant Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

Search Criteria

SetID	=	<input type="text" value="UMICH"/>	<input type="button" value="Search"/>
Merchant Number	begins with	<input type="text"/>	<input type="button" value="Search"/>
Store Number	begins with	<input type="text"/>	<input type="button" value="Search"/>
Merchant Name	begins with	<input type="text"/>	<input type="button" value="Search"/>
Contact Name	begins with	<input type="text"/>	<input type="button" value="Search"/>
American Express Merch Number	begins with	<input type="text"/>	<input type="button" value="Search"/>
Discover Merchant Number	begins with	<input type="text"/>	<input type="button" value="Search"/>

Include History Correct History Case Sensitive

 [Basic Search](#) [Save Search Criteria](#)

2. Enter the applicable number in the **Merchant Number** field.

Note: If **Merchant Number** is unknown, enter known information into the fields that follow.

3. Click **Search**.

4. Review the information to ensure the correct merchant displays.

Note: If incorrect information displays, complete a Merchant Change Form (<http://www.finance.umich.edu/node/2195>) – available on the Treasurer’s Office website (<http://www.finance.umich.edu/treasury>) and email it to merchantservices@umich.edu (<mailto:merchantservices@umich.edu>).

5. Click the **Merchant Equipment** tab.

6. Review the information displayed.

Note: If incorrect information displays, complete a Merchant Change Form (<http://www.finance.umich.edu/node/2195>) – available on the Treasurer’s Office website (<http://www.finance.umich.edu/treasury>) and email it to merchantservices@umich.edu (<mailto:merchantservices@umich.edu>).

7. Click the **Authorized Users** tab.

Update **Authorized Users** before they begin to process credit cards. Promptly remove them when they no longer process credit cards.

8. To add an additional authorized user, click **Add Row** and use Lookup to find the applicable user.

Note: The Lookup only works in the **Name** field.

Merchant | Merchant Equipment | **Authorized Users** | Merchant Notes

SetID: UMICH Merchant Number: 001346718

Personalize | Find | | First 1 of 1 Last

Name	Uniqname	Empl ID	Last Updated By	Last Update/Time		
<input type="text"/>	<input type="text"/>					

8 **9**

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Save Return to Search Previous in List Next in List Add Update/Display Include

Merchant | Merchant Equipment | Authorized Users | Merchant Notes

- 9. To delete an authorized user, click **Delete Row**
- 10. Click **Save**.