

## **WEBTRAX BALANCING PROCEDURE**

### 1. General

WEBTRAX is the TAMU-C internet payment portal whereby students make credit card payment for tuition/fees, housing, meal plans, loans, and other University charges. The Student Account Office has the responsibility for balancing student account payment activity available through SIS Plus to Global Payments clearing records and to prepare the weekly deposit for receipt by the University Cashier. Global Payments is the credit card clearing agent for WEBTRAX and settlement of credit card charges each night provides a record of funds deposited to University accounts.

### 2. Specific Procedure

WEBTRAX is balanced daily for the preceding workday. The process begins with retrieval of summary WEBTRAX information through SIS screen 411 for each day in the reporting time period. In addition, the Student Accounts Manager (or other designated staff) retrieves daily settlement reports through the Global Payments website. Global Payments settles daily transactions each night at 11:55 PM so each settlement report trails the corresponding SIS report by one calendar day. The two reports are compared and differences are investigated for reconciliation. If needed, adjusting entries may be made to SIS or charges/refunds may be made to the student's credit card.

Summary settlement figures are entered on an Excel spreadsheet for each day in the reporting period and for each credit card type. The daily figures are then totaled for a weekly deposit figure. An SIS worksheet is prepared for the daily summary with two copies of the Excel spreadsheet attached and the deposit is delivered to the Cashier window for processing.