

Merchant Tip of the Month

Opening a new Merchant Account
or changing your chartfield info?

Please supply an Account code
(rather than a shortcode). Thanks!

Snapshot below is from our "Merchant Change Form 2018.pdf" (<https://finance.umich.edu/resource/merchant-account-change-form>)

Indicate Chartfields* Changes Below:							* Please call Shared Services Center at 734-615-2000 if you have any chartfield/Account questions.
	Account (6)	Fund (5)	Dept ID (6)	Program (5)	Class (5)	Project/Grant (0-15)	
Revenue & Chargebacks							
Processing Fees & Equipment Cost	613200						

[Difference between a Shortcode and an Account](http://finance.umich.edu/node/58) <http://finance.umich.edu/node/58>

[Explanation of Accounts](http://finance.umich.edu/finops/accounting/chartfields/account) <http://finance.umich.edu/finops/accounting/chartfields/account>

[Explanation of Shortcodes](http://finance.umich.edu/finops/accounting/chartfields/shortcode) <http://finance.umich.edu/finops/accounting/chartfields/shortcode>

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Questions? Please contact Merchant Services at merchantservices@umich.edu.