iPayments - Intermediate

CSBA Workshop

Presented By
Stacie Sodolak
Financial Management Supervisor II
FMO-Sales & Receivables
January 13, 2009
Agenda

- **Corrections**
  - Voids and Recalls BEFORE receipting
    - Editing a transaction BEFORE receipting (Slides 4-9)
    - Voiding a transaction BEFORE receipting (Slides 10-14)
  - Voids and Recalls AFTER receipting
    - Editing a transaction AFTER receipting (Slides 15-30)
    - Voiding a transaction AFTER receipting (Slides 31-37)
    - Voiding a Deposit (38-41)

- **Searches**
  - Searching for Deposits that have posted to FAMIS (Slides 44-59)
  - Searching for IDTs that have posted to FAMIS (Slides 60-73)
  - Searching for Invoices that have posted to FAMIS (Slides 74-85)
  - Searching for Documents when you do not have the payfile # (Slides 86-99)
Corrections

- Can only be made in iPayments if the payfile is still opened.

- Must be emailed to corrections@vpfn.tamu.edu if the payfile has been balanced.
Editing a transaction BEFORE receipting
The amount entered is $500.00, but it should have been $50.00. To change the amount, click Void#1.
You will receive this pop-up. Click Yes.
The transaction will fade out and leave the option to recall. Please notice that the balance is zero. Click Recall#1.
The original transaction will pull forward on the right panel. Make your change to the amount and click ADD Tran.
Now your amount charged is $50.00 and your balance due is $50.00. You can now tender your transaction.
Voiding a transaction BEFORE receipting
To void a transaction entirely from the system, click Void#1.
You will receive this pop-up. Click Yes.
The transaction will fade out and leave the option to recall. Please note that the balance is zero. To void the transaction completely, click Receipt List.
You will receive a Confirmation Record with a $0.00 transaction total.
Editing a transaction AFTER receipting
Voids AFTER receipting can only be processed by those persons with Supervisor access or higher. Log into the file by double clicking on the payfile name.
The process transactions screen will pull to the right. Go to the toolbar and click Home.
Welcome Stacie Sodolak!
Please select an action...

Transaction Options:
- Process
- Void
- Search

File Options:
- Balance
- Reset
- View

Department Options:
- Departmental Reports

Click VOID.
Once the DCR number has been assigned you can now edit the DCR document. You must enter in a description and choose a Justification Code.

Enter the List #. The list # is the number after the dash in the file#. If we want to edit or void 20083500074-3, we would enter 3.
After entering the List#, click Find. This will pull up the options to Void Entire receipt or Edit Receipt. Confirm this is the correct receipt and Click Edit Receipt.
Currently there are eight justification codes.

- AC (New account has been Established)
- CI (Capitol/Inventory Goods Change)
- DF (Clear Deficit in the Account)
- ER (Clerical Error)
- NE (No Expense Allowed on Current Account)
- OC (Object Code Modifications)
- OT (Other) *NOTES REQUIRED*
- PW (Processed on Wrong Account)

The amount entered is $50.00 but it should have been $500.00. To change the amount, click Void#1 under the transaction. Please note that Void#1 is located under each transaction AND under each tender. Please make sure you are selecting the correct one.
You will receive this pop-up. Click Yes.
The transaction will fade out and leave the option to recall. Please notice that the balance is $-50.00. This is because you have a zero transaction but a check tendered for $50.00. Click Recall#1.
The original transaction will pull forward on the right panel. Make your change to the amount and click ADD Tran.
Now your amount charged is $500.00 and your balance due is $450.00. Click Void#1 under Check.
You will receive this pop-up. Click Yes.
Your check transaction will be faded out and you have the option to recall at this point or you can go to tender in the toolbar. Please note that your balance due is now the full amount of $500.00. Click Recall #1 under Check.
The amount of the original payment pulls forward. Change the amount of your payment.
Click ADD tender.
You will now receive your Confirmation Record.

Click the process button to start your next transaction.

Please note that the $50.00 transaction has been voided. Scroll down to see the $500.00 details.
Voiding a transaction AFTER receipting
Voids AFTER receipting can only be processed by those persons with Supervisor access or higher. Log into the file by double clicking on the payfile name.
The process transactions screen will pull to the right. Go to the toolbar and click Home.
Welcome Stacie Sodolak!

Please select an action...

Transaction Options:
- Process
- Void
- Search

File Options:
- Balance
- Reset
- View

Department Options:
- Departmental Reports

Click VOID.
Enter the List #. The list # is the number after the dash in the file#. If you want to edit or void 20083500074-3, you would enter 3.
After entering the List#, click Find. This will pull up the options to Void Entire receipt or Edit Receipt. Click Void Entire Receipt.

<table>
<thead>
<tr>
<th>Acct Nbr</th>
<th>Description</th>
<th>Amount</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>02215310000000401052</td>
<td>Lab Rental</td>
<td>500.00</td>
<td>1</td>
<td>500.00</td>
</tr>
</tbody>
</table>

Transaction Total: 500.00

Tax Exempt: NO

Comments:

Tenders:

Check: $500.00
You will now receive your Confirmation Record for the voided transaction.

Confirmation Record

Texas A&M University

ACADEMY FOR ADV TELECOMM & LEARNING TECH

Receipt Number: 20083500074-3
Receipt Date/Time: 12/15/2008 2:11 PM

Transaction Type: ACADEMY NETWORK PARTNERSHIPS
Comments 1: stuff stuff stuff
Comments 2: stuff and more stuff
Name: Stressed Out
Street Address: Caigon Avenue
City, State: Take me away, TX
Zip Code: 77777

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Amount</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>02215310000000440Y062</td>
<td>Lab Rental</td>
<td>50.00</td>
<td>1</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

Transaction Total: $50.00

Click the Process button to start your next transaction.
Voiding a Deposit
To void duplicate of incorrect deposits, click on the Deposit link that you wish to void. Note that this file is not Marked as Balanced.
Verify that the pop-up is the correct deposit to void and click the Void button.
You will get this notification. Click OK. Not that your deposit amount is now correct.
The corrections we just discussed are only possible if the payfile is still open. If the Mark As Balanced button is showing on the Balance screen, the payfile has not been balanced and corrections can be made.
Here is how the Balance screen will appear if the payfile has been balanced. Notice that the Mark As Balanced button is no longer available.

Also note that the payfile no longer appears on the left panel.
Searching for Deposits that have posted to FAMIS
<table>
<thead>
<tr>
<th>Sbcd</th>
<th>TC</th>
<th>Ref 2</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>I BatRef</th>
<th>Offset Acct</th>
</tr>
</thead>
<tbody>
<tr>
<td>0480</td>
<td>062</td>
<td>2450004</td>
<td>09/01</td>
<td>CORE IPAY 20082450</td>
<td>1,922.00-</td>
<td>OSJ246 001004 1610</td>
<td></td>
</tr>
<tr>
<td>0480</td>
<td>062</td>
<td>2450004</td>
<td>09/01</td>
<td>CORE IPAY 20082450</td>
<td>1,386.01-</td>
<td>OSJ246 001004 1610</td>
<td></td>
</tr>
<tr>
<td>0480</td>
<td>062</td>
<td>2450004</td>
<td>09/01</td>
<td>CORE IPAY 20082450</td>
<td>651.00-</td>
<td>OSJ246 001004 1610</td>
<td></td>
</tr>
<tr>
<td>0480</td>
<td>062</td>
<td>2450004</td>
<td>09/01</td>
<td>CORE IPAY 20082450</td>
<td>220.00-</td>
<td>OSJ246 001004 1610</td>
<td></td>
</tr>
</tbody>
</table>

* End of Data *

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp View DLoad Right Left
The payfile # is 20082450004. It has 4 receipts associated with it.

<table>
<thead>
<tr>
<th>Sbcd</th>
<th>TC</th>
<th>Ref 2</th>
<th>Date</th>
<th>SAcct</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>0480</td>
<td>062</td>
<td>2450004</td>
<td>09/01</td>
<td>00000</td>
<td>CORE IPAY 200824500004 0001</td>
<td>1,922.00-</td>
</tr>
<tr>
<td>0480</td>
<td>062</td>
<td>2450004</td>
<td>09/01</td>
<td>00000</td>
<td>CORE IPAY 200824500004 0002</td>
<td>1,386.01-</td>
</tr>
<tr>
<td>0480</td>
<td>062</td>
<td>2450004</td>
<td>09/01</td>
<td>00000</td>
<td>CORE IPAY 200824500004 0003</td>
<td>651.00-</td>
</tr>
<tr>
<td>0480</td>
<td>062</td>
<td>2450004</td>
<td>09/01</td>
<td>00000</td>
<td>CORE IPAY 200824500004 0004</td>
<td>220.00-</td>
</tr>
</tbody>
</table>
Log onto iPayments and click VIEW. You do not have to open a file.
Copy the file number from FAMIS without the receipt number and paste it into the File# field.
Click FIND.
This will bring up a pop-up file. It contains every transaction entered in this file. Scrolling down will show receipts 2-4.
Here is an example of a file with information entered in the comments.

Transaction File: 20083400005
Department: VTPB - VET - PATHOBIOLOGY
Open Date/Time: 12/5/2008 8:13 AM
Close Date/Time: 12/10/2008 10:07 AM
Balance Date/Time: 12/10/2008 10:07 AM
Update Date/Time: 12/10/2008 1:26 PM

Customer Receipts
Transaction Type: VETERINARY PATHOLOGICAL SERVICE
Comments 1: BWSF-09-0546
Comments 2: BWSF-09-0546
Name: Texas A&M College of Vet Med
Street Address: VTPP
City, State: College Station TX
Zip Code: 77843

<table>
<thead>
<tr>
<th>Fin Acct Nbr</th>
<th>Description</th>
<th>Amount</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>02270640000000596Y062</td>
<td>Services - Refuse Disposal</td>
<td>404.50</td>
<td>1</td>
<td>404.50</td>
</tr>
</tbody>
</table>

Transaction Total: 404.50
Tax Exempt: Yes
Comments: BWSF-09-0546
Tran #: 1
Post Date: 12/10/2008 9:51 AM

Tenders:
Check 404.50
Check #: 046351

Total List Amt: $404.50
Receipt #: 20083400005-1
Welcome Stacie Sodolak!

Please select an action...

Transaction Options:
- Process
- Void
- Search

File Options:
- Balance
- Reset
- View

Department Options:
- Departmental Reports

You can also find information if you click SEARCH instead of VIEW.
Enter the File#, Enter the List#, and remove the dates. To search for the third receipt details, enter 3 in the List# field.
Click Find.
This pop-up will pull forward. Click on the link in the left panel.
The information for receipt 3 will pull forward to the right panel for review. You also have the option to print the receipt.

<table>
<thead>
<tr>
<th>Fin Acct Nbr</th>
<th>Description</th>
<th>Amount</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>02300750000000480Y062</td>
<td>Sales - Advertising</td>
<td>651.00</td>
<td>1</td>
<td>651.00</td>
</tr>
</tbody>
</table>

Transaction Total: 651.00
Tax Exempt: NO
Comments: None
Tran #: 1
Post Date: 9/1/2008 8:51 AM

Total List Amt: $651.00
Tenders:
Check 651.00
Check #: 56157732

Posted By: Selina M. Lopez
Thank you. Have a nice day.
**047 Transaction Inquiry on Reference Number 2 or 4**

**STUDENT MEDIA**

**Screen:** __ Account: **300750** Search On Ref: **2** Ref Nbr: **2450004**

Display Ref: **2** Bank Option: **N**

<table>
<thead>
<tr>
<th>Sbod</th>
<th>TC</th>
<th>Ref 2</th>
<th>Date</th>
<th>SAacct</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>0480</td>
<td>062</td>
<td>2450004</td>
<td>09/01</td>
<td>00000</td>
<td>CORE IPAY 20082450004 0001 0001</td>
<td>1,922.00-</td>
</tr>
<tr>
<td>0480</td>
<td>062</td>
<td>2450004</td>
<td>09/01</td>
<td>00000</td>
<td>CORE IPAY 20082450004 0002 0001</td>
<td>1,386.01-</td>
</tr>
<tr>
<td>0480</td>
<td>062</td>
<td>2450004</td>
<td>09/01</td>
<td>00000</td>
<td>CORE IPAY 20082450004 0003 0001</td>
<td>651.00-</td>
</tr>
<tr>
<td>0480</td>
<td>062</td>
<td>2450004</td>
<td>09/01</td>
<td>00000</td>
<td>CORE IPAY 20082450004 0004 0001</td>
<td>220.00-</td>
</tr>
</tbody>
</table>

*Place your cursor on the transaction and click PF6 Key.*
This will bring up more detail. Ref 1 is the bank deposit slip #.

Display of Detailed Transaction Record

09/01/2008 : CORE IPAY 20082450004 0001 0001 $1,922.00-

TransCode: 062 -> 06X - Journal Entry  Dir/Ind: D
Account: 300750 00000 0480 STUDENT MEDIA
Sales - Advertising
Offset: 001004 00000 1610 CLEARING-CASH DEPOSIT_FROM DEPTS
Cash Receipts Clearing
PO/Enc/Ref 1: 0320730 Cost Ref1: Fiscal Yr: 2009
Ref 2: 2450004 2: Proc Month: 01
Ref 3: 0062358 3: Batch Date: 09/01/2008
Ref 4: Bank: 06000 Batch Ref: OSJ246
Vndr/Card Id:
Enc Obj Cd:
Ovrd Comp Cd: Processed: 09/02/2008 16:43:05
Liquidation Amt: 0.00 User Id: K702FA
Indirect Base Code: Oper Id: BATCH
Base Amount: 0.00 Term Id: STEP01
Internal Tracking Nbr: 41096608
PF3= Back to 047 PF4= Exit PF6= Indirect Accts
On the balance screen for your payfile, you can click on the Deposit link under File deposits. This will pull up the deposit information. Please note that you can verify the deposit slip number and bank bag number here.
Searching for Interdepartmental Transfers that have posted to FAMIS
Change the Account to ‘001004’ to view both sides of the IDT.
<table>
<thead>
<tr>
<th>Sbcd</th>
<th>TC</th>
<th>Ref 2</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>I BatRef</th>
<th>Offset Acct</th>
</tr>
</thead>
<tbody>
<tr>
<td>1610</td>
<td>061</td>
<td>0008510</td>
<td>09/22</td>
<td>CORE IPAY 20082660</td>
<td>518.40-</td>
<td>OSJ267 301060 5641</td>
<td></td>
</tr>
<tr>
<td>1610</td>
<td>061</td>
<td>0008510</td>
<td>09/22</td>
<td>CORE IPAY 20082660</td>
<td>518.40</td>
<td>OSJ267 300750 0480</td>
<td></td>
</tr>
</tbody>
</table>

Click the PF11 Key to show the full description.

* End of Data *

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp View DLoad Right Left
**Transaction Inquiry on Reference Number 2 or 4**

<table>
<thead>
<tr>
<th>Sbd TC</th>
<th>Ref 2</th>
<th>Date</th>
<th>SAacct</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1610</td>
<td>061</td>
<td>09/22</td>
<td>00000</td>
<td>CORE IPAY</td>
<td>00082660089 0001 0002 518.40</td>
</tr>
<tr>
<td>1610</td>
<td>061</td>
<td>09/22</td>
<td>00000</td>
<td>CORE IPAY</td>
<td>00082660089 0001 0001 518.40</td>
</tr>
</tbody>
</table>

The payfile # is **20082660089**.

* End of Data *
Log onto iPayments and click VIEW. You do not have to open a file.
Copy the file number from FAMIS without the receipt number and paste it into the File# field.
Click FIND.
This will bring up a pop-up file. It contains every transaction entered in this file. Please note the location of the IDT#.

<table>
<thead>
<tr>
<th>Fin Acct Nbr</th>
<th>Description</th>
<th>Amount</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>02300750000000480Y062</td>
<td>Sales - Advertising</td>
<td>518.40</td>
<td>1</td>
<td>518.40</td>
</tr>
</tbody>
</table>

Transaction Total: 518.40

Tax Exempt: N
Comments: None
Tran #: 1
Post Date: 9/22/2008 3:35 PM

Customer Receipts
Transaction Type: IDT BUY ACCOUNT

IDT Ref Nbr: 0008510

<table>
<thead>
<tr>
<th>Fin Acct Nbr</th>
<th>Description</th>
<th>Amount</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>02301060360105641Y061</td>
<td>advertising</td>
<td>-518.40</td>
<td>1</td>
<td>-518.40</td>
</tr>
</tbody>
</table>

Transaction Total: -518.40

Tax Exempt: N
Comments: None
Tran #: 2
Post Date: 9/22/2008 3:36 PM
Welcome Stacie Sodolak!

Please select an action...

Transaction Options:
- Process
- Void
- Search

File Options:
- Balance
- Reset
- View

Department Options:
- Departmental Reports

You can also find information if you click SEARCH instead of VIEW.
Enter the File and remove the dates.
After you enter the File# and remove the dates, click FIND.
This pop-up will pull forward. Click on the link in the left panel. This particular payfile has two receipts. Click the first link.
The information for this IDT will pull forward to the right panel for review. You also have the option to print the receipt.
This is an example of an IDT with information keyed to comments. It is also an example of a payfile with multiple receipts. Note that this is receipt 12 in a list of 22.
Searching for Invoices that have posted to FAMIS
Copy the Ref 2 and go to screen 635. Please note that there is no iPayment information.

<table>
<thead>
<tr>
<th>Sbcd</th>
<th>TC</th>
<th>Ref 2</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>I BatRef</th>
<th>Offset Acct</th>
</tr>
</thead>
<tbody>
<tr>
<td>0486</td>
<td>065 Q009662</td>
<td>09/16</td>
<td>HALLIBURTON ENERGY</td>
<td>51,250.00-</td>
<td>OSC261</td>
<td>025000 1300</td>
<td></td>
</tr>
</tbody>
</table>
This screen provides the customer number which will be used to verify your search in iPayments. Please note the SALE DATE and AMOUNT.
Log on to iPayments and select the SEARCH button. You do not have to open a file.
Remove the dates, select AR Charge as the Transaction Type, and enter 51250.00 in the Amount field adjacent to the Transaction Type field. Click FIND.
If your search is too broad, you may get this error.
Enter the SALE DATE of 09/16/2008 in the date range. Click on the FROM and TO buttons to get a calendar pop-up. Click FIND.
Click the link on the left panel to view the result of the search.
Verify the customer number and the invoice# to determine if this is the payfile in question.

**Receipt Summary**

Date: 09/16/2008  To: 09/16/2008
TranType: AR Charge
TranAmount: 51250.00

---

**Center for Executive Development**

Center for Executive Devol
Comments 1:
Comments 2:
Name:
Street Address:
City, State:
Zip Code:

**Fin Accr Nbr** | **Description** | **Amount** | **Qty** | **Total**
--- | --- | --- | --- | ---
022500330000004686Y062 | Registration | 51,250.00 | 1 | 51,250.00

Transaction Total:
Tax Exempt: NO
Comments: Halliburton Financial 9/7-9/12 2008
Tran #: 1
Post Date: 9/16/2008 3:50 PM

---

**AR Charge**
Customer #: 6803698900000
Comments 1:

Part #: 02
Invoice #: Q009662

---

**Halliburton Energy Services, Inc.**
Invoice Desc:
Line 1 Address: 10200 BELLAIRE BLVD
You can also search by doing a departmental report if you are the selling department. Click on Departmental Reports. You do not have to be logged into a file.
Enter the date range, select the department, users, and ARCharge transaction type. Click “Generate Report.”
You can now get the details by taking the payfile number to the View Option.
Searching for Documents when you do not have the payfile number
Welcome Stacie Sodolak!

Please select an action...

Transaction Options:
- Process
- Void
- Search

File Options:
- Balance
- Reset
- View

Department Options:
- Departmental Reports

Click Search. You do not have to log into a file.
Let’s say that you know you should have an IDT for $150.00 and you know it would have been processed in December. Enter the date range for December, Select IDT BUY ACCOUNT for Transaction Type, and enter 150.00 in the Amount field adjacent to the Transaction Type. Leave the User field as All Users and click Find.
This search pulled two possible files.

- 2008360023-1 - 12/1/2008 9:49 AM - $0.00
- 20083520020-18 - 12/17/2008 10:15 AM - $0.00
Click on the link and the details will pull to the right panel.

<table>
<thead>
<tr>
<th>Date:</th>
<th>12/01/2008 To: 12/17/2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>TranType:</td>
<td>IDT BUY ACCOUNT</td>
</tr>
<tr>
<td>TranAmount:</td>
<td>150.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fin Acct Nbr</th>
<th>Description</th>
<th>Amount</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>02302850000000588Y062</td>
<td>Health Services</td>
<td>150.00</td>
<td>1</td>
<td>150.00</td>
</tr>
</tbody>
</table>

**Transaction Total:** 150.00

Tax Exempt: NO

Comments: EMS Equestrian Event for 11/15/08

<table>
<thead>
<tr>
<th>Tran #:</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post Date</td>
<td>12/1/2008 9:47 AM</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>IDT BUY ACCOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDT Ref Nbr: 0010326</td>
</tr>
<tr>
<td>Comments 1: EMS Equestrian Event for 11/15/08</td>
</tr>
<tr>
<td>Email Address: <a href="mailto:ghaggerty@shs.tamu.edu">ghaggerty@shs.tamu.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fin Acct Nbr</th>
<th>Description</th>
<th>Amount</th>
<th>Qty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>02300090145005425Y061</td>
<td>Equestrian Event for 11/15/08</td>
<td>-150.00</td>
<td>1</td>
<td>-150.00</td>
</tr>
</tbody>
</table>

**Transaction Total:** -150.00

Tax Exempt: NO

Comments: EMS Equestrian Event for 11/15/08

<table>
<thead>
<tr>
<th>Tran #:</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post Date</td>
<td>12/1/2008 9:49 AM</td>
</tr>
</tbody>
</table>
Let’s say you know you deposited a check between September and December. Enter the date range and tender type. Click Find.
If your search is too broad, you may receive this message.
Refine your search by shortening the date range and adding the check amount. Click Find.
This search resulted in 14 possible receipts.

### Receipt Summary

**Date:** 12/01/2008  To: 12/01/2008  
**TenderType:** Check  
**TenderAmount:** $150.00

<table>
<thead>
<tr>
<th>Receipt Number</th>
<th>Time</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>20083360013-1</td>
<td>12/1/2008 9:09 AM</td>
<td>$150.00</td>
</tr>
<tr>
<td>20083360013-2</td>
<td>12/1/2008 10:11 AM</td>
<td>$150.00</td>
</tr>
<tr>
<td>20083360024-2</td>
<td>12/3/2008 1:29 PM</td>
<td>$150.00</td>
</tr>
<tr>
<td>20083360026-3</td>
<td>12/1/2008 11:30 AM</td>
<td>$150.00</td>
</tr>
<tr>
<td>20083360039-1</td>
<td>12/1/2008 11:09 AM</td>
<td>$150.00</td>
</tr>
<tr>
<td>20083360039-3</td>
<td>12/1/2008 11:13 AM</td>
<td>$150.00</td>
</tr>
<tr>
<td>20083360039-4</td>
<td>12/1/2008 11:15 AM</td>
<td>$150.00</td>
</tr>
<tr>
<td>20083360039-5</td>
<td>12/1/2008 11:17 AM</td>
<td>$150.00</td>
</tr>
<tr>
<td>20083360039-6</td>
<td>12/1/2008 11:18 AM</td>
<td>$150.00</td>
</tr>
<tr>
<td>20083360039-7</td>
<td>12/1/2008 11:20 AM</td>
<td>$150.00</td>
</tr>
<tr>
<td>20083360040-1</td>
<td>12/1/2008 11:11 AM</td>
<td>$150.00</td>
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<tr>
<td>20083360040-3</td>
<td>12/1/2008 11:32 AM</td>
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<tr>
<td>20083360082-20</td>
<td>12/1/2008 1:53 PM</td>
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<tr>
<td>20083360108-5</td>
<td>12/1/2008 3:51 PM</td>
<td>$150.00</td>
</tr>
</tbody>
</table>
Refine your search even more by selecting a User. Click Find.
This search resulted in 6 possible receipts.

<table>
<thead>
<tr>
<th>Receipt Number</th>
<th>Date/Time</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>20083360039-1</td>
<td>12/1/2008 11:09 AM</td>
<td>$150.00</td>
</tr>
<tr>
<td>20083360039-2</td>
<td>12/1/2008 11:13 AM</td>
<td>$150.00</td>
</tr>
<tr>
<td>20083360039-3</td>
<td>12/1/2008 11:15 AM</td>
<td>$150.00</td>
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<tr>
<td>20083360039-4</td>
<td>12/1/2008 11:17 AM</td>
<td>$150.00</td>
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<tr>
<td>20083360039-5</td>
<td>12/1/2008 11:18 AM</td>
<td>$150.00</td>
</tr>
<tr>
<td>20083360039-6</td>
<td>12/1/2008 11:20 AM</td>
<td>$150.00</td>
</tr>
</tbody>
</table>

**Receipt Summary**

Date: 12/01/2008  
To: 12/01/2008

**Tender Type:** Check

**Tender Amount:** $150

**Posted By User:** Andrea C Williams
Now let’s say you received this email. How do you find more information in iPaments?
Enter the date from the email, select IDT BUY ACCOUNT as your transaction type, and enter the $15.00 in the amount field adjacent to the transaction type. You may also want to change the User to the one listed on the email address. Click Find.
This search resulted in 3 possible receipts. The second one to the left was posted at 10:45 am which is the time indicated on the email.
Questions?
Contact Information

- **ipay@tamu.edu**
  - Send password reset requests
  - Account/Code additions
  - Other questions
- **Tammy Bage**
  - tbage@vPFN.tamu.edu
  - 847-8739
- **Karen Miller**
  - kkmiller@vPFN.tamu.edu
  - 862-2872
- **Stacie Sodolak**
  - s-wheeler1@tamu.edu
  - 845-4509