

# iPayments - Intermediate

## CSBA Workshop

**Presented By**

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**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](mailto:corrections@vpfn.tamu.edu) if the payfile has been balanced.



# Editing a transaction BEFORE receipting

Home Admin Susp Rcpts Balance Menus Trans AR-Chrg IDT BUY Tenders Cash Check CreditCard

**File#: 20083500074**

**Current Transactions**

**Receipt #: 20083500074-1**

ACADEMY NETWORK PARTNERSHIPS \$500.00

- Tran#: 1
- Customer Receipts
- Additional Information
- Desc: Lab Rental

[Void #1](#) [Recall #1](#) [Add Image](#)

~~500.00~~ 500.00

[Suspend List](#)

**Process Transactions** [Clear Screen](#)

Menu  Transaction Type

**The amount entered is \$500.00, but it should have been \$50.00. To change the amount, click Void#1.**

AR-Chrg	215310	250513	651619
250513	651619	IDT BUY	

**You will receive this pop-up. Click Yes.**

Home Admin Susp Rcpts Balance Menus Trans AR-Chrg IDT BUY Tenders Cash Check CreditCard

**File#: 20083500074**

**Current Transactions**

**Receipt #: 20083500074-1**

- ACADEMY NETWORK PARTNERSHIPS \$500.00
  - Tran#: 1
  - Customer Receipts
  - Additional Information
  - Desc: Lab Rental

**Balance: 500.00**

**Process Transactions**

Menu  Transaction Type

**Choose one**

Are you sure you wish to void transaction #1?

Java Applet Window

The transaction will fade out and leave the option to recall. Please notice that the balance is zero. Click Recall#1.

Home Admin Susp Rcpts B

**File#:** 20083500074

**Current Transactions**

**Receipt #:** 20083500074-1

- ACADEMY NETWORK PARTNERSHIPS \$500.00
  - Tran#: 1
  - Customer Receipts
  - \*\*\*VOID\*\*\*
- Additional Information
- Receipt List

**Recall #1**

**Balance:** 0.00

Suspend List    Receipt List

**Process Transactions**    Clear Screen

Menu: All TranTypes    Transaction Type: Select TransType

AR-Chrg	215310	250513	651619
250513	651619	IDT BUY	

Home Admin Susp Rcpts Balance Menus Trans AR-Chrg IDT BUY Tenders Cash Check CreditCard

**File#: 20083500074**

**Current Transactions**

**Receipt #: 20083500074-1**

ACADEMY NETWORK PARTNERSHIPS \$500.00

- Tran#: 1
- Customer Receipts
- \*\*\*VOID\*\*\*
- Additional Information
- Desc: Lab Rental

[Recall #1](#)

**Balance: 0.00**

[Suspend List](#) [Receipt List](#)

### Process Transactions

Menu  Transaction Type

[Clear Screen](#) [ADD Tran](#)

[Inquiry](#)

Name:

Street Address:

City, State:

Zip Code:

Pay Description	Amount	Qty	Tax Total
<input checked="" type="checkbox"/> Lab Rental	<input type="text" value="500.00"/>	<input type="text" value="1"/>	500.00
<input type="checkbox"/> BVCNET Services	<input type="text" value="0.00"/>	<input type="text" value="1"/>	0.00
Sales Tax			0.00
<b>Transaction Total</b>			500.00

[Chartfield Layout](#)

**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.**

Home Admin Susp Rcpts Balance Menus Trans AR-Chrg IDT BUY Tenders Cash Check CreditCard

File#: 20083500074

Current Transactions

Receipt #: 20083500074-1

ACADEMY NETWORK PARTNERSHIPS \$500.00

Recall #1

ACADEMY NETWORK PARTNERSHIPS \$50.00

Tran#: 2

Customer Receipts

Additional Information

Desc: Lab Rental

Recall #2 Add Image

**Balance: 50.00**

Suspend List

AR-Chrg 215310 250513 651619

250513 651619 IDT BUY



# Voiding a transaction BEFORE receipting

Home Admin Susp Rcpts Balance Menus Trans AR-Chrg IDT BUY Tenders Cash Check CreditCard

**Previous Receipt: 20083500074-1**  
[View Details](#) [Print Receipt](#)

**File#: 20083500074**

**Current Transactions**

**Receipt #: 20083500074-2**

- ACADEMY NETWORK PARTNERSHIPS \$50.00
  - Tran#: 1
  - Customer Receipts
  - Additional Information
  - Desc: Lab Rental

[Void #1](#) [Recall #1](#) [Add Image](#)

[Suspend List](#)

**Process Transactions** [Clear Screen](#)

**To void a transaction entirely from the system, click Void#1.**

AR-Chrg	215310	250513	651619
250513	651619	IDT BUY	

You will receive this pop-up. Click Yes.

### Process Transactions

Clear Screen

Menu All TranTypes Transaction Type Select TransType

Choose one

Are you sure you wish to void transaction #1?

Yes No

Java Applet Window

Previous Receipt: 20083500074-1

View Details

Print Receipt

File#: 20083500074

#### Current Transactions

Receipt #: 20083500074-2

ACADEMY NETWORK PARTNERSHIPS \$50.00

Tran#: 1

Customer Receipts

Additional Information

Desc: Lab Rental

Void #1

Recall #1

Add Image

Balance: 50.00

Suspend List

250513

651619

250513

651619

IDT BUY

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.

Home Admin Susp Rcpts Balance Menus Trans AR-Chrg IDT BUY Tenders Cash Check CreditCard

**Current Transactions**

Receipt #: 20083500074-2

- ACADEMY NETWORK PARTNERSHIPS \$50.00
  - Tran#: 1
  - Customer Receipts
  - \*\*\*\*VOID\*\*\*
- Additional Information
- Desc: Lab Rental

Recall #1

Balance: 0.00

Suspend List Receipt List

AR-Chrg	215310	250513	651619
250513	651619	IDT BUY	



Previous Receipt: 20083500074-2

View Details

Print Receipt

File#: 20083500074

Current Transactions

### Confirmation Record

Texas A&M University

TEXAS A&M UNIVERSITY

Department: ACADEMY FOR ADV TELECOMM & LEARNING TECH

Receipt Number: 20083500074-2

Receipt Date/Time: 12/19/2008 1:10 PM

**Total of All Transactions: \$0.00**

Tenders:

Have a great day!

Home

Process

**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 screenshot displays a web application interface. At the top, there is a navigation menu with items: Home, Admin, Susp Rcpts, Balance, Menus, and Trans A. Below the menu, a section titled "Previous Receipt: 20083500074-3" contains two buttons: "View Details" and "Print Receipt". Underneath, there is a section "Open A File" with two links: "Create New Individual File" and "Create New Shared File". A red box highlights a link labeled "20083500074 - csba presentation examples - Share". Below this, there is a "File#" input field and a "Sign on" button. At the bottom of the interface, it says "No File Currently Open".

AR-Chrg      215310      250513      651619

250513      651619      IDT BUY



Home Admin Susp Rcpts Balance Menu Trans AR-Chrg IDT BUY Tenders Cash Check CreditCard

File#: 20083500074

Current Transactions

Process Transactions

Clear Screen

The process transactions screen will pull to the right.  
Go to the toolbar and click Home.

AR-Chrg

215310

250513

651619

250513

651619

IDT BUY

Previous Receipt: 20083500074-3

View Details

Print Receipt

File#: 20083500074

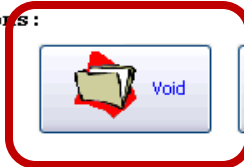
Current Transactions

Welcome Stacie Sodolak!

Please select an action...

Click VOID.

Transaction Options:



File Options:



Department Options:



Home Admin Susp Rcpts Balance Menus Trans AR-Chrg IDT BUY Tenders Cash Check CreditCard

**Previous Receipt: 20083500074-3**

View Details Print Receipt

**File#: 20083500074**

**Void From Previous Receipt**

List #:  Find

**Current Transactions**

**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.**

Home Admin Susp Rcpts Balance Menus Trans AR-Chrg IDT BUY Tenders Cash Check CreditCard

**Previous Receipt: 20083500074-3**

View Details Print Receipt

**File#: 20083500074**

**Current Transactions**

### Void From Previous Receipt

List #:

List #: 3  
Date/Time: 12/15/2008 1:56 PM

**Transaction Type: ACADEMY NETWORK PARTNERSHIPS**

:

Comments 1: stuff stuff stuff  
Comments 2: stuff and more stuff  
Name: Stressed Out  
Street Address: Calgon Avenue  
City, State: Take me away, TX  
Zip Code: 777777

Acct Nbr	Description	Amount	Qty	Total
0221531000000440Y062	Lab Rental	50.00	1	50.00
Transaction Total:				50.00

Tax Exempt: NO  
Comments:

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.

Home Admin Susp Rcpts Balance Menus Trans AR-Chrg IDT BUY Tenders Cash Check CreditCard

**Previous Receipt: 20083500074-3**  
View Details Print Receipt

**File#: 20083500074**

**Current Transactions**

**Receipt #: 20083500074-3**

ACADEMY NETWORK PARTNERSHIP \$50.00  
Void #1 Recall #1 Add Image

Check \$50.00  
Void #1 Recall #1 Add Image

**Balance: 0.00**  
Suspend List Receipt List

**Process Transactions** Clear Screen

Menu All TranTypes Transaction Type Select TransType

AR-Chrg 215310 250513 651619

**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.**

**Process Transactions**

Menu  Transaction Type

**Previous Receipt: 20083500074-3**  
[View Details](#) [Print Receipt](#)  
**File#: 20083500074**  
**Current Transactions**  
**Receipt #: 20083500074-3**  
 ACADAMY NETWORK PARTNERSHIPS \$50.00  
[Void #1](#) [Recall #1](#) [Add Image](#)  
 Check \$50.00  
[Void #1](#) [Recall #1](#) [Add Image](#)  
**Balance: 0.00**  
[Suspend List](#) [Receipt List](#)

**Choose one**

Are you sure you wish to void transaction #1?

Java Applet Window

250513 651619

250513 651619 IDT BUY

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.

**Current Transactions****Receipt #: 20083500074-3**

ACADEMY NETWORK PARTNERSHIPS \$50.00  
Tran#: 1  
Customer Receipts  
\*\*\*\*VOID\*\*\*  
Additional Information  
Desc: [Redacted]

[Recall #1](#)

Check \$50.00

[Void #1](#)[Recall #1](#)[Add Image](#)**Balance: -50.00**[Suspend List](#)

AR-Chrg

215310

250513

651619

250513

651619

IDT BUY

**The original transaction will pull forward on the right panel.  
 Make your change to the amount and click ADD Tran.**

Home Admin Susp Rcpts Balan

**Previous Receipt: 200835**  
 View Details

**File#: 20083500074**

**Current Transactions**

**Receipt #: 20083500074-3**

- ACADEMY NETWORK PARTNERSHIPS \$50.00
  - Tran#: 1
  - Customer Receipts
  - \*\*\*\*VOID\*\*\*
  - Additional Information
  - Desc: Lab Rental

Recall #1

Check \$50.00

Void #1 Recall #1 Add Image

**Balance: -50.00**

Suspend List

Menu All TranTypes Transaction Type ACADEMY NETWORK PARTNERSHIPS ADD Tran

[GO TO ITEMS](#) Inquiry

Amount Qty 1 Total 50.00

Comments

Comments 1: stuff stuff stuff

Comments 2: stuff and more stuff

Name: Stressed Out

Street Address: Calgon Avenue

City, State: Take me away, TX

Zip Code: 77777

Pay Description	Amount	Qty	Tax Total
<input checked="" type="checkbox"/> Lab Rental	50.00	1	50.00
02 215310 00000 0440 Y 062			
<input type="checkbox"/> BVCNET Services	0.00	1	0.00
02 215310 00000 0608 Y 062			
Sales Tax			0.00
<b>Transaction Total</b>			<b>50.00</b>

[Chartfield Layout](#)



Previous Receipt: 20083500074-3

View Details

Print Receipt

Process Transactions

Clear Screen

File#: 20083500074

Current Transactions

Receipt #: 20083500074-3

ACADEMY NETWORK PARTNERSHIPS \$50.00

Recall #1

ACADEMY NETWORK PARTNERSHIPS \$500.00

Tran#: 2

Customer Receipts

Additional Information

Desc: Lab Rental

Void #2

Recall #2

Add Image

AR-Chrg

215310

250513

651619

Check \$50.00

Void #1

Recall #1

Add Image

250513

651619

IDT BUY

Balance: 450.00

Suspend List

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.**

**Process Transactions**

Menu  Transaction Type

**Previous Receipt: 2008350074-3**  
[View Details](#) [Print Receipt](#)  
**File#: 2008350074**  
**Current Transactions**  
**Receipt #: 2008350074-3**  
 ACADEMY NETWORK PARTNERSHIPS \$50.00  
[Recall #1](#)  
 ACADEMY NETWORK PARTNERSHIPS \$500.00  
 Tran#: 2  
 Customer Receipts  
 Additional Information  
 Desc: Lab Rental  
[Void #2](#) [Recall #2](#) [Add Image](#)  
 Check \$50.00  
[Void #1](#) [Recall #1](#) [Add Image](#)  
**Balance: 450.00**  
[Suspend List](#)

**Choose one**

Are you sure you wish to void tender #1?

Java Applet Window

250513 651619

250513 651619 IDT BUY

Home Admin Susp Rcpts Balance Menus Trans AR-Chrg IDT BUY **Tenders** Cash Check CreditCard

**Previous Receipt: 20083500074-3**  
View Details Print Receipt

**File#: 20083500074**

**Current Transactions**

**Receipt #: 20083500074-3**

ACADEMY NETWORK PARTNERSHIPS \$50.00  
Recall #1

ACADEMY NETWORK PARTNERSHIPS \$500.00  
Void #2 Recall #2 Add Image

Check \$50.00  
Tndr#: 1  
Check#: 123456  
\*\*\*VOID\*\*\*  
Recall #1

**Balance: 500.00**

Suspend List

### Process Transactions

Clear Screen

Menu All TranTypes Transaction Type Select TransType

AR-Chrg	215310	250513	651619
250513	651619	IDT BUY	

**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.**

**Previous Receipt: 20083500074-3**
[View Details](#)
[Print Receipt](#)
**File#: 20083500074**
**Current Transactions**
**Receipt #: 20083500074-3**

ACADEMY NETWORK PARTNERSHIPS \$50.00

[Recall #1](#)

ACADEMY NETWORK PARTNERSHIPS \$500.00

[Void #2](#)
[Recall #2](#)
[Add Image](#)

Check \$50.00

Tndr#: 1

Check#: 123456

\*\*\*VOID\*\*\*

[Recall #1](#)
**Balance: 500.00**
[Suspend List](#)
**Process Tender**
[Clear Screen](#)

 Tender Type 
[ADD Tender](#)

 Amount 

 Check # 

 Comments 

 Bank Routing# 

 Bank Acct. # 

**The amount of the original payment pulls forward.  
 Change the amount of your payment .**



Click ADD tender.

Home Admin Susp Rcpts Balance Menus Trans AR-Chrg IDT BUY Tenders Cash Check CreditCard

Previous Receipt: 20083500074-3

View Details

Print Receipt

File#: 20083500074

Current Transactions

Receipt #: 20083500074-3

ACADEMY NETWORK PARTNERSHIPS \$50.00

Recall #1

ACADEMY NETWORK PARTNERSHIPS \$500.00

Void #2

Recall #2

Add Image

Check \$50.00

Tndr #: 1

Check #: 123456

\*\*\*VOID\*\*\*

Recall #1

Balance: 500.00

Suspend List

### Process Tender

Clear Screen

Tender Type

Check



ADD Tender

Amount

500.00

Check #

123456

Comments

Bank Routing#

Bank Acct. #



You will now receive your Confirmation Record.

Previous Receipt: 20083500074-3

View Details

Print Receipt

File#: 20083500074

Current Transactions

Confirmation Record

Texas A&M University

TEXAS A&M UNIVERSITY

Department: ACADE...
Receipt Number: 200835...
Receipt Date/Time: 12/15/...

Transaction Type: ACADEMY NETWORK PARTNERSHIPS

Comments 1: stuff stuff stuff
Comments 2: stuff and more stuff
Name: Stressed Out
Street Address: Calgon Avenue
City, State: Take me away, TX
Zip Code: 777777

Table with 5 columns: Item, Description, Amount, Qty, Total. Row 1: 02215310000000440Y062 Lab Rental 50.00 1 \$50.00. Transaction Total: \$50.00

Tax Exempt: NO
Comments:
Post Date/Time: 12/15/2008 1:56 PM
Tran#: 1

\*\*\*\*\*VOID\*\*\*\*

Home
Process

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

Home Admin Susp Rcpts Balance Menus Trans AR-Chrg IDT BUY Tenders Cash Check CreditCard

### Open A File

[Create New Individual File](#)  
[Create New Shared File](#)  
[20083500074 - csba presentation examples - Share](#)

File#

*No File Currently Open*

### Process Transactions

Menu  Transaction Type

AR-Chrg	215310	250513	651619
250513	651619	IDT BUY	

**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.**



Home Admin Susp Rcpts Balance Menus Trans AR-Chrg IDT BUY Tenders Cash Check CreditCard

File#: 20083500074

Current Transactions

Process Transactions

Clear Screen

The process transactions screen will pull to the right. Go to the toolbar and click Home.

AR-Chrg

215310

250513

651619

250513

651619

IDT BUY

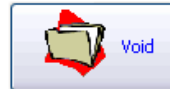
File#: 20083500074

Current Transactions

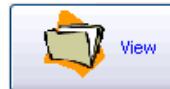
Welcome Stacie Sodolak!

Please select an action...

## Transaction Options:



## File Options:



## Department Options:

**Click VOID.**

Home Admin Susp Rcpts Balance Menus Trans AR-Chrg IDT BUY Tenders Cash Check CreditCard

File#: 2008350074  
Current Transactions

Void From Previous Receipt

List #:

**Enter the List #. The list # is the number after the dash in the file#. If you want to edit or void 2008350074-3, you would enter 3.**

Home Admin Susp Rcpts Balance Menus Trans AR-Chrg IDT BUY Tenders Cash Check CreditCard

File#: 20083500074

Current Transactions

### Void From Previous Receipt

List #: 3

Find

Void Entire Receipt

Edit Receipt

List #: 3

3

Date/Time:

12/15/2008 2:11 PM

Transaction Type: ACADEMY NETWORK PARTNERSHIPS

:

After entering the List#, click Find. This will pull up the options to Void Entire receipt or Edit Receipt. Click Void Entire Receipt.

Zip Code: 77777

Acct Nbr	Description	Amount	Qty	Total
0221531000000440Y062	Lab Rental	500.00	1	500.00
Transaction Total:				500.00

Tax Exempt: NO

Comments:

Tenders:

Check \$ 500.00



You will now receive your Confirmation Record for the voided transaction.

Previous Receipt: 20083500074-3

[View Details](#)

[Print Receipt](#)

File#: 20083500074

[Current Transactions](#)

### Confirmation Record

[Home](#)

[Process](#)

Texas A&M University

TEXAS A&M UNIVERSITY

Department: 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: Calgon Avenue  
City, State: Take me away, TX  
Zip Code: 777777

Click the Process button to start your next transaction.

Item	Description	Amount	Qty	Total
02215310000000440Y062	Lab Rental	50.00	1	\$50.00
			Transaction Total:	\$50.00

Tax Exempt: NO  
Comments:  
Post Date/Time: 12/15/2008 1:56 PM  
Tran#: 1

\*\*\*\*VOID\*\*\*\*



# Voiding a Deposit



Previous Receipt: 20090120062-1

[View Details](#)

[Print Receipt](#)

File#: 20090120062

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.

### Balance File

File #:  User:

[Find](#)

[Print](#)

[Mark As Balanced](#)

#### Texas A&M University

File Number: 20090120062  
Department: FISC - FINANCIAL MANAGEMENT OPERATIONS

#### Deposit Totals

<a href="#">Check</a>	1	\$54.13
<b>TOTAL</b>		<b>\$54.13</b>

#### File Deposits

<a href="#">Deposit: TSFD20090112-46</a>	\$54.13
<a href="#">Deposit: TSFD20090112-47</a>	\$54.13
Amount Deposited To Date:	\$108.26
Deposit Amount Remaining:	\$-54.13

[Add Deposit](#)

#### Tender Totals

[View Credit Card Report](#)

Check	1	\$54.13
-------	---	---------

#### Customer Receipts Transaction Type Totals

Receipt	1	\$54.13
---------	---	---------



Previous Receipt: 20090120062-1

View Details

Print Receipt

File#: 20090120062

Current Transactions

### Balance File

File #:  User:

Find

Print

Ma

### Texas A&M University

File Number: 20090120

Department: FISC - FIN

#### Deposit Totals

[Check](#) 1 \$54.13  
TOTAL \$54.13

#### File Deposits

[Deposit: TSFD20090112-46](#) \$54.13

[Deposit: TSFD20090112-47](#) \$54.13

Amount Deposited To Date: \$108.26

Deposit Amount Remaining: \$-54.13

Add Deposit

#### Tender Totals

Check 1 \$54.13

#### Customer Receipts Transaction Type Totals

FISC - FIN 1 \$54.13

### Void Deposit Dialog

#### Tenders Deposited

Tender	Deposit Amount
Cash	0.00
Off-line Credit Card	0.00
Check	54.13
Other	0.00

TOTAL 54.13

Deposit Slip Nbr

Bank Bag Nbr

CC Settle Nbr

Void

Cancel

Java Applet Window

[View Credit Card Report](#)

Verify that the pop-up is the correct deposit to void and click the Void button.





Previous Receipt: 20090120062-1

[View Details](#)

[Print Receipt](#)

File#: 20090120062

[Current Transactions](#)

### Balance File

File #:  User:

[Find](#)

[Print](#)

Success!



Deposit voided successfully!

[OK](#)

Texas A&M

File Number:

Department:

#### Deposit Totals

[Check](#)

TOTAL \$54.13

#### File Deposits

[Deposit: TSFD20090112-47](#) \$54.13

Amount Deposited To Date: \$54.13

Deposit Amount Remaining: \$0.00

[Add Deposit](#)

#### Tender Totals

[View Credit Card Report](#)

Check 1 \$54.13

#### Customer Receipts Transaction Type Totals

FISC-Deposits - Departmental Deposits 1 \$54.13

You will get this notification. Click OK. Not that your deposit amount is now correct.

IT OPERATIONS

Home Admin Susp Rcpts Balance Menus Trans AR-Chrg IDT BUY Tenders Cash Check CreditCard

**Previous Receipt: 20083500074-3**  
View Details Print Receipt

**File#: 20083500074**  
**Current Transactions**

### Balance File

File #: 20083500074 User: All Users

Find Print **Mark As Balanced**

**Texas A&M University**  
File Number: 20083500074  
Department: ATLT - ACADEMY FOR ADV TELECOMM & LEARNING TECH

**Deposit Totals**  
TOTAL \$0.00

**File Deposits**  
Amount Deposited To Date: \$0.00  
Deposit Amount Remaining: \$0.00

Add Deposit

**No Tenders to display!**

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.

Home Admin Susp Rcpts Balance Menus Trans AR-Chrg IDT BUY Tenders Cash Check CreditCard

**Previous Receipt: 20083500074-3**  
View Details Print Receipt

**Open A File**  
[Create New Individual File](#)  
[Create New Shared File](#)

**Balance File**  
File #: 20083500074 User: All Users  
Find  
Print

**Texas A&M University**  
File Number: 20083500074  
**BALANCED:** 12/15/2008 4:21 PM  
Department: AT&T ACADEMY FOR ADV TELLCOMM & LEARNING TECH

**Deposit Totals**  
TOTAL \$0.00

File#  
Sign on  
**No File Currently Open**

**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



047 Transaction Inquiry on Reference Number 2 or 4

12/16/08 10:16

STUDENT MEDIA

FY 2009 CC 02

Screen: \_\_\_ Account: 300750 Search On Ref: 2 Ref Nbr: 2450004

Display Ref: 2 Bank Option: N

Sbcd	TC	Ref 2	Date	Description	Amount	I	BatRef	Offset	Acct
0480	062	2450004	09/01	CORE IPAY 20082450	1,922.00-		OSJ246	001004	1610
0480	062	2450004	09/01	CORE IPAY 20082450	1,386.01-		OSJ246	001004	1610
0480	062	2450004	09/01	CORE IPAY 20082450	651.00-		OSJ246	001004	1610
0480	062	2450004	09/01	CORE IPAY 20082450	220.00-		OSJ246	001004	1610

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**



047 Transaction Inquiry on Reference Number 2 or 4

12/16/08 10:18

STUDENT MEDIA

FY 2009 CC 02

Screen: █ Account: 300750 Search On Ref: 2 Ref Nbr: 2450004

Display Ref: 2 Bank Option: N

Sbcd	TC	Ref 2	Date	SAcct	Description	Amount
0480	062	2450004	09/01	00000	CORE IPAY 20082450004 0001 0001	1,922.00-
0480	062	2450004	09/01	00000	CORE IPAY 20082450004 0002 0001	1,386.01-
0480	062	2450004	09/01	00000	CORE IPAY 20082450004 0003 0001	651.00-
0480	062	2450004	09/01	00000	CORE IPAY 20082450004 0004 0001	220.00-

**The payfile # is 20082450004. It has 4 receipts associated with it.**

\* End of Data \*

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---  
Hmenu Help EHelp View DLoad Right Left

Home Admin Susp Rcpts Balance Menus Trans AR-Chrg IDT BUY Tenders Cash Check CreditCard

### Open A File

[Create New Individual File](#)  
[Create New Shared File](#)

File#

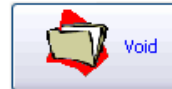
Sign on

No Fil

Welcome Stacie Sodolak!

Please select an action...

#### Transaction Options:



#### File Options:



#### Department Options:



Log onto iPayments and click VIEW. You do not have to open a file.

Home Admin Susp Rcpts Balance Menus Trans AR-Chrg IDT BUY Tenders Cash Check CreditCard

**Open A File**

[Create New Individual File](#)  
[Create New Shared File](#)

**View File**

File #:  Find

Include Detail

File#

Sign on

No Fil

**Copy the file number from FAMIS without the receipt number and paste it into the File# field.**





### Open A File

- [Create New Individual File](#)
- [Create New Shared File](#)

File#

*No File Currently Open*

### View File

File #:

Include Detail

**Click FIND.**



Transaction File: 20082450004  
Department: SPUB - Student Media  
Open Date/Time: 9/1/2008 8:27 AM  
Close Date/Time: 9/1/2008 9:03 AM  
Balance Date/Time: 9/1/2008 9:03 AM  
Update Date/Time: 9/2/2008 1:46 PM

---

**This will bring up a pop-up file. It contains every transaction entered in this file. Scrolling down will show receipts 2-4.**

*Customer Receipts*

*Transaction Type: STUDENT MEDIA*

Comments 1:

Comments 2:

Name:

Street Address:

City, State:

Zip Code:

Fin Acct Nbr	Description	Amount	Qty	Total
02300750000000480Y062	Sales - Advertising	1,922.00	1	1,922.00
Transaction Total:				1,922.00

Tax Exempt: N

Comments: None

Tran #: 1

Post Date: 9/1/2008 8:27 AM

---

Tenders:

Check 1,922.00

Check #: 1250004

**Total List Amt: \$1,922.00**

**Receipt#: 20082450004-1**



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

---

Here is an example of a file with information entered in the comments.

*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

Fin Acct Nbr	Description	Amount	Qty	Total
0227064000000596Y062	Services - Refuse Disposal	404.50	1	404.50
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**

Home Admin Susp Rcpts Balance Menus Trans AR-Chrg IDT BUY Tenders Cash Check CreditCard

### Open A File

[Create New Individual File](#)  
[Create New Shared File](#)

File#

Sign on

*No File Currently Open*

Welcome Stacie Sodolak!

Please select an action...

#### Transaction Options:



#### File Options:



#### Department Options:



You can also find information if you click **SEARCH** instead of **VIEW**.



Home Admin Susp Rcpts Balance Menus Trans AR-Chrg IDT BUY Tenders Cash Check CreditCard

**Open A File**

[Create New Individual File](#)  
[Create New Shared File](#)

**Search Receipts**

File #:

From:  To:

List #:  To:

Transaction Type:  Amount:

Tender Type:  Amount:

User:

File#

No File Currently Open

**Enter the File#, Enter the List#, and remove the dates. To search for the third receipt details, enter 3 in the List# field.**



### Open A File

[Create New Individual File](#)

[Create New Shared File](#)

File#

Sign on

No File Currently Open

### Search Receipts

File #:



From:

To:

List #:

To:

Transaction Type:

Amount:

Tender Type:

Amount:

User:

**Click Find.**

Home Admin Susp Rcpts Balance Menus Trans AR-Chrg IDT BUY Tenders Cash Check CreditCard

**Open A File**  
[Create New Individual File](#)  
[Create New Shared File](#)

File#   
  
*No File Currently Open*

**Search Receipts - Microsoft Internet Explorer provided by Division of Finance**

Links Imaging ATM Texas A&M - Division of Finance Ipayment Production Aggle Answers CIS Invoices

The page cannot be found  
The page you are looking for might have been removed, had its name changed, or is temporarily unavailable.

**Receipt Summary**

File #: 20082450004  
List #: 3 To:

[20082450004-3 : 9/1/2008 8:51 AM : \\$651.00](#)

**Receipt Detail**

[Click on a Receipt Number to the left to see Detail](#)

**This pop-up will pull forward. Click on the link in the left panel.**

The page you are looking for might have been removed, had its name changed, or is temporarily unavailable.

The page you are l

**Receipt Summary**

**File #:** 20082450004

**List #:** 3      **To:**

[20082450004-3 : 9/1/2008 8:51 AM : \\$651.00](#)

Student Media  
20082450004-3  
9/1/2008 8:51 AM

**STUDENT MEDIA**

Comments 1::

Comments 2::

Name::

Street Address::

City, State::

Zip Code::

Fin Acct Nbr	Description	Amount	Qty	Total
02300750000000480Y062	Sales - Advertising	651.00	1	651.00
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.

Print

The information for receipt 3 will pull forward to the right panel for review. You also have the option to print the receipt.





047 Transaction Inquiry on Reference Number 2 or 4

12/16/08 10:58

STUDENT MEDIA

FY 2009 CC 02

Screen: \_\_\_ Account: 300750 Search On Ref: 2 Ref Nbr: 2450004

Display Ref: 2 Bank Option: N

Sbcd	TC	Ref 2	Date	SAcct	Description	Amount
0480	062	2450004	09/01	00000	CORE IPAY 20082450004 0001 0001	1,922.00-
0480	062	2450004	09/01	00000	CORE IPAY 20082450004 0002 0001	1,386.01-
0480	062	2450004	09/01	00000	CORE IPAY 20082450004 0003 0001	651.00-
0480	062	2450004	09/01	00000	CORE IPAY 20082450004 0004 0001	220.00-

Place your cursor on the transaction and click PF6 Key.

\* End of Data \*

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---  
Hmenu Help EHelp View DLoad Right Left



**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

P0/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: 0SJ246

Vndr/Card Id:

Enc Obj Cd:

Ovrd Comp Cd:

Processed: 09/02/2008 16:43:05

Liquidation Amt: 0.00

User Id: K702FA

Oper Id: BATCH

Indirect Base Code:

Term Id: STEP01

Base Amount: 0.00

Internal Tracking Nbr: 41096608

PF3= Back to 047 PF4= Exit PF6= Indirect Accts

[Open A File](#)

### Balance File

 File #:  User: 



### Texas A&M University

File Number: 20082450004

BALANCED: 9/1/2008 9:03

Department: SPUB - Student

#### Deposit Totals

Check	4	\$4,179.01
<b>TOTAL</b>		<b>\$4,179.01</b>

#### File Deposits

<a href="#">Deposit: TSFD20080901-25</a>	\$4,179.01
--	------------

Amount Deposited To Date: \$4,179.01

Deposit Amount Remaining: \$0.00

#### Tender Totals

Check	4	\$4,179.01
-------	---	------------

#### Customer Receipts Transaction Type Totals

SPUD- 300750 - STUDENT MEDIA	4	\$4,179.01
------------------------------	---	------------

#### Void Deposit Dialog

Tenders Deposited

Tender	Deposit Amount
Cash	0.00
Off-line Credit Card	0.00
Check	4,179.01
Other	0.00
<b>TOTAL</b>	<b>4,179.01</b>

Deposit Slip Nbr:

Bank Bag Nbr:

CC Settle Nbr:

Java Applet Window

[View Credit Card Report](#)

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



047 Transaction Inquiry on Reference Number 2 or 4

12/16/08 13:19

STUDENT MEDIA

FY 2009 CC 02

Screen: █ Account: 300750 Search On Ref: 2 Ref Nbr: 0008510

Display Ref: 2 Bank Option: N

Sbcd	TC	Ref 2	Date	Description	Amount	I	BatRef	Offset	Acct
0480	061	0008510	09/22	CORE IPAY 20082660	518.40-		OSJ267	001004	1610

**Change the Account to '001004' to view both sides of the IDT.**

\* End of Data \*

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---  
Hmenu Help EHelp View DLoad Right Left



047 Transaction Inquiry on Reference Number 2 or 4

12/16/08 13:19

CLEARING-CASH DEPOSIT\_FROM DEPTS

FY 2009 CC 02

Screen: █ Account: 001004 Search On Ref: 2 Ref Nbr: 0008510

Display Ref: 2 Bank Option: N

Sbcd	TC	Ref 2	Date	Description	Amount	I	BatRef	Offset	Acct
1610	061	0008510	09/22	CORE IPAY 20082660	518.40-		OSJ267	301060	5641
1610	061	0008510	09/22	CORE IPAY 20082660	518.40		OSJ267	300750	0480

**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



047 Transaction Inquiry on Reference Number 2 or 4

12/16/08 13:20

CLEARING-CASH DEPOSIT\_FROM DEPTS

FY 2009 CC 02

Screen: █ Account: 001004 Search On Ref: 2 Ref Nbr: 0008510

Display Ref: 2 Bank Option: N

Sbcd	TC	Ref 2	Date	SAcct	Description	Amount
1610	061	0008510	09/22	00000	CORE IPAY 20082660089 0001 0002	518.40-
1610	061	0008510	09/22	00000	CORE IPAY 20082660089 0001 0001	518.40

**The payfile # is 20082660089.**

\* End of Data \*

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---  
Hmenu Help EHelp View DLoad Right Left

Home Admin Susp Rcpts Balance Menus Trans AR-Chrg IDT BUY Tenders Cash Check CreditCard

### Open A File

[Create New Individual File](#)

[Create New Shared File](#)

File#

Sign on

No File Currently Open

Welcome Stacie Sodolak!

Please select an action...

#### Transaction Options:



#### File Options:



#### Department Options:



**Log onto iPayments and click VIEW. You do not have to open a file.**



Home Admin Susp Rcpts Balance Menus Trans AR-Chrg IDT BUY Tenders Cash Check CreditCard

**Open A File**  
[Create New Individual File](#)  
[Create New Shared File](#)

**View File**  
File #:  Find  
 Include Detail

File#   
Sign on  
*No File Currently Open*

**Copy the file number from FAMIS without the receipt number and paste it into the File# field.**

Home Admin Susp Rcpts Balance Menus Trans AR-Chrg IDT BUY Tenders Cash Check CreditCard

### Open A File

[Create New Individual File](#)

[Create New Shared File](#)

File#

Sign on

*No File Currently Open*

### View File

File #:

Find

Include Detail

**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#.

Comments 1:  
Comments 2:  
Name:  
Street Address:  
City, State:  
Zip Code:

Fin Acct Nbr	Description	Amount	Qty	Total
0230075000000480Y062	Sales - Advertising	518.40	1	518.40
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 RefNbr: 0008510

Comments 1:  
Email Address: s-lopez@neo.tamu.edu

Fin Acct Nbr	Description	Amount	Qty	Total
02301060360105641Y061	advertising	-518.40	1	-518.40
Transaction Total:				-518.40

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

Home Admin Susp Rcpts Balance Menus Trans AR-Chrg IDT BUY Tenders Cash Check CreditCard

**Open A File**

[Create New Individual File](#)  
[Create New Shared File](#)

**Welcome Stacie Sodolak!**  
**Please select an action...**

**Transaction Options:**

 Process  Void  Search

**File Options:**

 Balance  Reset  View

**Department Options:**

 Departmental Reports

File#

No File Current

**You can also find information if you click SEARCH instead of VIEW.**

 Administrative Options

Home Admin Susp Rcpts Balance Menus Trans AR-Chrg IDT BUY Tenders Cash Check CreditCard

**Open A File**

[Create New Individual File](#)  
[Create New Shared File](#)

File#

*No File Currently Open*

**Search Receipts**

File #:

12/16/2008  12/16/2008

List #:  To:

Transaction Type:  Amount:

Tender Type:  Amount:

User:

**Enter the File and remove the dates.**

Home Admin Susp Rcpts Balance Menus Trans AR-Chrg IDT BUY Tenders Cash Check CreditCard

**Open A File**

[Create New Individual File](#)  
[Create New Shared File](#)

File#

*No File Currently Q*

**Search Receipts**

File #:

List #:

To:

Transaction Type:  Amount:

Tender Type:  Amount:

User:

**After you enter the File# and remove the dates, click FIND.**

Home Admin Susp Rcpts Balance Menus Trans AR-Chrg IDT BUY Tenders Cash Check CreditCard

**Open A File**  
[Create New Individual File](#)  
[Create New Shared File](#)

File#   
  
*No File Currently Open*

**Search Receipts - Microsoft Internet Explorer provided by Division of Finance**

Links Imaging ATM Texas A&M - Division of Finance Ipayment Production Aggie Answers CIS Invoices

The page cannot be found. The page you are looking for might have been removed, had its name changed, or is temporarily unavailable.

<u>Receipt Summary</u>	<u>Receipt Detail</u>
<p><b>File #:</b> 20082660089</p> <p><a href="#">20082660089-1 : 9/22/2008 3:36 PM : \$0.00</a></p> <p><a href="#">20082660089-2 : 9/22/2008 3:49 PM : \$0.00</a></p>	<p><b>Click on a Receipt Number to the left to see Detail</b></p>

Done Local intranet 100%

**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 page you are looking for might have been removed, had its name changed, or is temporarily unavailable.

The page you are l

### Receipt Summary

File #: 20082660089

[20082660089-1 : 9/22/2008 3:36 PM : \\$0.00](#)

[20082660089-2 : 9/22/2008 3:49 PM : \\$0.00](#)

#### STUDENT MEDIA

Comments 1::

Comments 2::

Name::

Street Address::

City, State::

Zip Code::

Fin Acct Nbr	Description	Amount	Qty	Total
02300750000000480Y062	Sales - Advertising	518.40	1	518.40
Transaction Total:				518.40

Tax Exempt: NO

Comments: None

Tran #: 1

Post Date: 9/22/2008 3:35 PM

#### IDT BUY ACCOUNT

IDT Ref Nbr:: 0008510

Comments 1::

Email Address:: s-lopez@neo.tamu.edu

Fin Acct Nbr	Description	Amount	Qty	Total
02301060360105641Y061	advertising	-518.40	1	-518.40
Transaction Total:				-518.40

Tax Exempt: NO

Comments: None

The information for this IDT will pull forward to the right panel for review. You also have the option to print the receipt.





The page you are looking for might have been removed, had its name changed, or is temporarily unavailable.

The page you are l

- [20083380021-1 : 12/3/2008 8:50 AM : \\$0.00](#)
- [20083380021-2 : 12/3/2008 8:53 AM : \\$0.00](#)
- [20083380021-3 : 12/3/2008 9:01 AM : \\$0.00](#)
- [20083380021-4 : 12/3/2008 8:59 AM : \\$0.00](#)
- [20083380021-5 : 12/3/2008 9:05 AM : \\$0.00](#)
- [20083380021-6 : 12/3/2008 9:08 AM : \\$0.00](#)
- [20083380021-7 : 12/3/2008 9:11 AM : \\$0.00](#)
- [20083380021-8 : 12/3/2008 9:14 AM : \\$0.00](#)
- [20083380021-9 : 12/3/2008 9:21 AM : \\$0.00](#)
- [20083380021-10 : 12/3/2008 9:39 AM : \\$0.00](#)
- [20083380021-11 : 12/3/2008 9:45 AM : \\$0.00](#)
- [20083380021-12 : 12/3/2008 9:49 AM : \\$0.00](#)
- [20083380021-13 : 12/3/2008 9:57 AM : \\$0.00](#)
- [20083380021-14 : 12/3/2008 10:00 AM : \\$0.00](#)
- [20083380021-15 : 12/3/2008 10:17 AM : \\$0.00](#)
- [20083380021-16 : 12/3/2008 10:26 AM : \\$0.00](#)
- [20083380021-17 : 12/3/2008 10:46 AM : \\$0.00](#)
- [20083380021-18 : 12/3/2008 10:52 AM : \\$0.00](#)
- [20083380021-19 : 12/3/2008 10:57 AM : \\$0.00](#)
- [20083380021-20 : 12/3/2008 11:07 AM : \\$0.00](#)
- [20083380021-21 : 12/3/2008 11:13 AM : \\$0.00](#)
- [20083380021-22 : 12/3/2008 11:16 AM : \\$0.00](#)

Comments 1:: inv. 13329  
 Comments 2:: inv. 13329  
 Name:: TAMU College of Vet Med  
 Street Address:: Steiner  
 City, State:: College Station, TX  
 Zip Code:: 77843

Fin Acct Nbr	Description	Amount	Qty	Total
0221687000000525Y062	Sales - Supplies - Laboratory	9.72	1	9.72

Transaction Total:  
 Tax Exempt: YES  
 Comments: inv. 13329  
 Tran #: 1  
 Post Date: 12/3/2008 9:48 AM

-----  
 IDT BUY ACCOUNT  
 IDT RefNbr:: 0010480  
 Comments 1:: inv. 13329  
 Email Address:: ppsychopen@cvm.t

Fin Acct Nbr	Des
02216860000004013Y061	dry ice

Transaction Total: -9.72  
 Tax Exempt: NO  
 Comments: inv. 13329  
 Tran #: 2

**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



047 Transaction Inquiry on Reference Number 2 or 4 12/16/08 14:33  
CENTER FOR EXECUTIVE DEVEL \*DR\* FY 2009 CC 02  
Screen: \_\_\_ Account: 250033 Search On Ref: 2 Ref Nbr: Q009662  
Display Ref: 2 Bank Option: N

Sbcd	TC	Ref 2	Date	Description	Amount	I	BatRef	Offset	Acct
0486	065	Q009662	09/16	HALLIBURTON ENERGY	51,250.00-		OSC261	025000	1300

**Copy the Ref 2 and go to screen 635. Please note that there is no iPayment information.**

\* End of Data \*

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---  
Hmenu Help EHelp View DLoad Right Left



F2408 Select Line Item to proceed to Screen 636  
635 Invoice Display

12/16/08 14:33  
FY 2009 CC 02

Screen: \_\_\_\_ Invoice: **Q009662**

Customer: 6803698900000

Name: HALLIBURTON ENERGY SERVICES, INC.

Due Date: 10/16/2008

Cust PO:

Work Order:

Bill Per. Beg:

Cust Proj:

SPR Proj:

Bill Per. End:

Cust Acct:

Number of Lines: 1

Invoice Type: DP

Number of Past Dues: 2

Billing Dept: EXDE

Fiscal Year: 2009

Total Amount: **51250.00**

Total Retained: 0.00

Total Paid: 51250.00

Total Disallowed: 0.00

Total Due:

Net Due:

\* ----- Line Item Information ----- \*

Sel Ln	Account	Description	Sale Date	Amount	Paid
1	250033 00000 0486	Registration	09/16/08	51250.00	51250.00

**This screen provides the customer number which will be used to verify your search in iPayments. Please note the SALE DATE and AMOUNT.**

Enter F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12  
Hmenu Help EHelp Desc

Home Admin Susp Rcpts Balance Menus Trans AR-Chrg IDT BUY Tenders Cash Check CreditCard

### Open A File

[Create New Individual File](#)

[Create New Shared File](#)

File#

Sign on

*No File Currently Open*

Welcome Stacie Sodolak!

Please select an action...

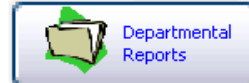
#### Transaction Options:



#### File Options:



#### Department Options:



**Log on to iPayments and select the SEARCH button. You do not have to open a file.**

Home Admin Susp Rcpts Balance Menus Trans AR-Chrg IDT BUY Tenders Cash Check CreditCard

**Open A File**  
[Create New Individual File](#)  
[Create New Shared File](#)

**Search Receipts**

File #:

User #:  To:

Transaction Type:  Amount:

Tender Type:

User:

File#

*No File Currently Open*

**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.**

Home Admin Susp Rcpts Balance Menus Trans AR-Chrg IDT BUY Tenders Cash Check CreditCard

**Open A File**  
[Create New Individual File](#)  
[Create New Shared File](#)

**Search Receipts - Microsoft Internet Explorer provided by Division of Finance**

Links | Imaging | ATM Texas A&M - Division of Finance | Ipayment Production | Aggie Answers | CIS Invoices

The page cannot be found  
 The page you are looking for might have been removed, had its name changed, or is temporarily unavailable.

Receipt Summary	Receipt Detail
<p><b>TranType:</b> AR Charge</p> <p><b>TranAmount:</b> 51250.00</p> <hr/> <p>Microsoft OLE DB Provider for ODBC Drivers            error '80040e14'</p> <p>[Microsoft][ODBC SQL Server Driver][SQL Server]Internal Query Processor Error: The query processor ran out of stack space during query optimization.</p> <p>/Search/ReceiptSummary.asp, line 219</p>	<p>Click on a Receipt Number to the left to see Detail</p>

File#

No File Currently Open

Done Local intranet 100%

**If your search is too broad, you may get this error.**

Home Admin Susp Rcpts Balance Menus Trans AR-Chrg IDT BUY Tenders Cash Check CreditCard

**Open A File**  
[Create New Individual File](#)  
[Create New Shared File](#)

**Search Receipts**

File #:

09/16/2008  09/16/2008

List #:  To:

Transaction Type: AR Charge  Amount: 51250.00

Tender Type: Select TenderType  Amount:

User: All Users

File#

*No File Currently Open*

**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.**



Home Admin Susp Rcpts Balance Menus Trans AR-Chrg IDT BUY Tenders Cash Check CreditCard

**Open A File**

[Create New Individual File](#)

[Create New Shared File](#)

**Search Receipts - Microsoft Internet Explorer provided by Division of Finance**

Links | Imaging | Texas A&M - Division of Finance | Ipayment Production | Aggie Answers | CIS Invoices

★ + 🏠 📄 🖨️ ⚙️ Tools 🔍

The page cannot be found. The page you are looking for might have been removed, had its name changed, or is temporarily unavailable.

<u>Receipt Summary</u>	<u>Receipt Detail</u>
<p><b>Date:</b> 09/16/2008 <b>To:</b> 09/16/2008</p> <p><b>TranType:</b> AR Charge</p> <p><b>TranAmount:</b> 51250.00</p> <hr/> <p><a href="#">20082600132-1 : 9/16/2008 3:50 PM : \$0.00</a></p>	<p><b>Click on a Receipt Number to the left to see Detail</b></p>

File#     
 No File Currently Open

Done Local intranet 100%

**Click the link on the left panel to view the result of the search.**



### Receipt Summary

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

[20082600132-1 : 9/16/2008 3:50 PM : \\$0.00](#)

CENTER FOR EXECUTIVE DEVELOPMENT  
20082600132-1  
9/16/2008 3:50 PM

CENTER FOR EXECUTIVE DEVEL

Comments 1:  
Comments 2:  
Name:  
Street Address:  
City, State:  
Zip Code:

**Verify the customer number  
and the invoice# to determine if  
this is the payfile in question.**

Fin Acct Nbr	Description	Amount	Qty	Total
02250033000000486Y062	Registration	51,250.00	1	51,250.00
Transaction Total:				51,250.00

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 Nbr: 02

Invoice #: Q009662

Customer Name: HALLIBURTON ENERGY SERVICES, INC.

Invoice Desc:

10000 BELLAIR BLVD

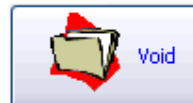
**You can also search by doing a departmental report if you are the selling department. Click on Departmental Reports. You do not have to be logged into a file.**

Home Admin Susp Rcpts Balan

### Open A File

[Create New Individual File](#)  
[Create New Shared File](#)

#### Transaction Options:



#### File Options:



#### Department Options:



File#

Sign on

*No File Currently Open*



## Transaction Suite Report Generator

CORE Business Technologies

### TranSuite Report Generator

Please enter your report criteria:

Report Type:

Detail Report  Summary Report

#### Files:

Date Selection:   
Date Range from:  to

#### Filter On:

Open Date  Balance Date  Accept Date  Update Date

#### Include:

Active Files  Balanced Files  Accepted Files  Updated Files

#### Departments:

EXDE - CENTER FOR EXECUTIVE DEV

Select All

Deselect All

#### Users:

stacie123 - Stacie Inquiry Only  
staciesuper - Stacie S. Supervisor  
stacieuser - Stacie S. User  
stacie - Stacie Sodolak  
stacievoids - StacieVoid  
TLB390 - Tammy L Bage  
TAG699 - Terri A Gardner

Select All

Deselect All

#### Transaction Types:

ARChrg - AR Charge  
BUY - IDT BUY ACCOUNT  
EXDE- 250033 - CENTER FOR EXECUTI

Select All

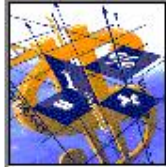
Deselect All

Generate Report

Clear

Enter the date range, select the department, users, and ARCharge transaction type. Click "Generate Report."

## Transaction Type Detail Report



Active, Balanced, Accepted, and Updated Files Opened From 9/16/2008 To 9/16/2008

For Departments: EXDE

For Users: alim, CLC720, DRB291, DMA698, Elizabeth, KKM530, Ketra, linda, PSP697, PGC173, RSM172, RHS128, RJF356, SSS622, stacie

For Transaction Types: ARChrg

Report Generated: 01/12/2009 4:03 PM

Trans Type: ARChrg - AR Charge

Receipt#	Tran #	Item #	Description	Amount	Qty	Taxed	Total	Fin. Acct. #	Customer #:	Item Acct. #
20082600132-1	2	1	NONE	-51,250.00	1	N	-51,250.00		6803698900000	

**TOTALS:** -51,250.00

**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

Home Admin Susp Rcpts Balance Menus Trans AR-Chrg IDT BUY Tenders Cash Check CreditCard

**Open A File**

[Create New Individual File](#)  
[Create New Shared File](#)

File#

*No File Currently Open*

**Welcome Stacie Sodolak!**  
**Please select an action...**

**Transaction Options:**

**File Options:**

**Department Options:**

**Click Search. You do not have to log into a file.**

Home Admin Susp Rcpts Balance Menus Trans AR-Chrg IDT BUY Tenders Cash Check CreditCard

**Open A File**

[Create New Individual File](#)  
[Create New Shared File](#)

### Search Receipts

File #:

12/01/2008  12/17/2008

List #:  To:

Transaction Type:  Amount:

Tender Type:

User:

**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.**



Home Admin Susp Rcpts Balance Menus Trans AR-Chrg IDT BUY Tenders Cash Check CreditCard

**Open A File**  
[Create New Individual File](#)  
[Create New Shared File](#)

File#   
  
*No File Currently Open*

**Search Receipts - Microsoft Internet Explorer provided by Division of Finance**

Links [Imaging](#) [Texas A&M - Division of Finance](#) [Ipayment Production](#) [Aggie Answers](#) [CIS Invoices](#)

The page cannot be found  
 The page you are looking for might have been removed, had its name changed, or is temporarily unavailable.

Receipt Summary	Receipt Detail
<p><b>Date:</b> 12/01/2008 <b>To:</b> 12/17/2008</p> <p><b>TranType:</b> IDT BUY ACCOUNT</p> <p><b>TranAmount:</b> 150.00</p>	<p>Click on a Receipt Number to the left to see Detail</p>
<p><a href="#">20083360023-1 : 12/1/2008 9:49 AM : \$0.00</a></p> <p><a href="#">20083520020-18 : 12/17/2008 10:19 AM : \$0.00</a></p>	

Done Local intranet 100%

**This search pulled two possible files.**



The page you are looking for might have been removed, had its name changed, or is temporarily unavailable.

The page you are l

### Receipt Summary

**Date:** 12/01/2008 **To:** 12/17/2008  
**TranType:** IDT BUY ACCOUNT  
**TranAmount:** 150.00

[20083360023-1 : 12/1/2008 9:49 AM : \\$0.00](#)

[20083520020-18 : 12/17/2008 10:19 AM : \\$0.00](#)

**Click on the link and the details will pull to the right panel.**

Name:

Street Address:

City, State:

Zip Code:

Fin Acct Nbr	Description	Amount	Qty	Total
02302850000000588Y062	Health Services	150.00	1	150.00
Transaction Total:				150.00

Tax Exempt: NO

Comments: EMS Equestrian Event for 11/15/08

Tran #: 1

Post Date: 12/1/2008 9:47 AM

IDT BUY ACCOUNT

IDT RefNbr: 0010326

Comments 1:

Email Address: ghaggerty@shs.tamu.edu

Fin Acct Nbr	Description	Amount	Qty	Total
02300090145005425Y061	Equestrian Event for 11/15/08	-150.00	1	-150.00
Transaction Total:				-150.00

Tax Exempt: NO

Comments: EMS Equestrian Event for 11/15/08

Tran #: 2

Post Date: 12/1/2008 9:49 AM

**Open A File**[Create New Individual File](#)  
[Create New Shared File](#)

File#

Sign on

**No File Currently Open****Search Receipts**

File #:

Find

From

09/01/2008

To

12/17/2008

List #:

To:

Transaction Type:

Select TransType

Amount:

Tender Type:

Check

Amount:

User:

All Users

Report written to secondary window.

**Let's say you know you deposited a check between September and December. Enter the date range and tender type. Click Find.**

Home Admin Susp Rcpts Balance Menus Trans AR-Chrg IDT BUY Tenders Cash Check CreditCard

**Open A File**  
[Create New Individual File](#)  
[Create New Shared File](#)

File#   
  
*No File Currently Open*

**Search Receipts - Microsoft Internet Explorer provided by Division of Finance**

Links [Imaging](#) [Texas A&M - Division of Finance](#) [Ipayment Production](#) [Aggie Answers](#) [CIS Invoices](#)

The page cannot be found  
 The page you are looking for might have been removed, had its name changed, or is temporarily unavailable.

**Receipt Summary**

**Date:** 12/01/2008 **To:** 12/17/2008  
**TranAmount:** 25.00  
**TenderType:** Check

**Receipt Detail**

[Click on a Receipt Number to the left to see Detail](#)

Active Server Pages error 'ASP 0113'  
 Script timed out  
 /Search/ReceiptSummary.asp

The maximum amount of time for a script to execute was exceeded. You can change this limit by specifying a new value for the property Server.ScriptTimeout or by changing the value in the IIS administration tools.

Done Local intranet 100%

**If your search is too broad, you may receive this message.**

**Open A File**

[Create New Individual File](#)  
[Create New Shared File](#)

File#

*No File Currently Open***Search Receipts**

File #:	<input type="text"/>	<input type="button" value="Find"/>	
From:	<input type="text" value="12/01/2008"/>	To:	<input type="text" value="12/01/2008"/>
List #:	<input type="text"/>	To:	<input type="text"/>
Transaction Type:	<input type="text" value="Select TransType"/>	Amount:	<input type="text"/>
Tender Type:	<input type="text" value="Check"/>	Amount:	<input type="text" value="150"/>
User:	<input type="text" value="All Users"/>		

**Refine your search by shortening the date range and adding the check amount. Click Find.**



The page you are looking for might have been removed, had its name changed, or is temporarily unavailable.

The page you are l

### Receipt Summary

---

**Date:** 12/01/2008 **To:** 12/01/2008  
**TenderType:** Check  
**TenderAmount:** 150

---

- [20083360013-1 : 12/1/2008 9:09 AM : \\$150.00](#)
- [20083360013-2 : 12/1/2008 10:11 AM : \\$150.00](#)
- [20083360024-2 : 12/3/2008 1:29 PM : \\$150.00](#)
- [20083360026-3 : 12/1/2008 11:30 AM : \\$150.00](#)
- [20083360039-1 : 12/1/2008 11:09 AM : \\$150.00](#)
- [20083360039-3 : 12/1/2008 11:13 AM : \\$150.00](#)
- [20083360039-4 : 12/1/2008 11:15 AM : \\$150.00](#)
- [20083360039-5 : 12/1/2008 11:17 AM : \\$150.00](#)
- [20083360039-6 : 12/1/2008 11:18 AM : \\$150.00](#)
- [20083360039-7 : 12/1/2008 11:20 AM : \\$150.00](#)
- [20083360040-1 : 12/1/2008 11:11 AM : \\$150.00](#)
- [20083360040-3 : 12/1/2008 11:32 AM : \\$150.00](#)
- [20083360082-20 : 12/1/2008 1:53 PM : \\$150.00](#)
- [20083360108-5 : 12/1/2008 3:51 PM : \\$150.00](#)

### Receipt Detail

---

Click on a Receipt Number to the left to see Detail

**This search resulted in 14 possible receipts.**

**Open A File**[Create New Individual File](#)  
[Create New Shared File](#)

File#

Sign on

*No File Currently Open***Search Receipts**

File #:	<input type="text"/>	<input type="button" value="Find"/>	
<input type="button" value="From"/>	<input type="text" value="12/01/2008"/>	<input type="button" value="To"/>	<input type="text" value="12/01/2008"/>
List #:	<input type="text"/>	To:	<input type="text"/>
Transaction Type:	<input type="text" value="Select TransType"/>	Amount:	<input type="text"/>
Tender Type:	<input type="text" value="Check"/>	Amount:	<input type="text" value="150"/>
User:	<input type="text" value="Andrea C. Williams"/>		

**Refine your search even more by selecting a User.  
Click Find.**



The page you are looking for might have been removed, had its name changed, or is temporarily unavailable.

The page you are l

### Receipt Summary

**Date:** 12/01/2008      **To:** 12/01/2008  
**TenderType:** Check  
**TenderAmount:** 150  
**Posted By User:** Andrea C Williams

- [20083360039-1 : 12/1/2008 11:09 AM : \\$150.00](#)
- [20083360039-3 : 12/1/2008 11:13 AM : \\$150.00](#)
- [20083360039-4 : 12/1/2008 11:15 AM : \\$150.00](#)
- [20083360039-5 : 12/1/2008 11:17 AM : \\$150.00](#)
- [20083360039-6 : 12/1/2008 11:18 AM : \\$150.00](#)
- [20083360039-7 : 12/1/2008 11:20 AM : \\$150.00](#)

### Receipt Detail

Click on a Receipt Number to the left to see Detail

**This search resulted in 6 possible receipts.**





Subject: FW: TranSuite IDT BUY ACCOUNT Confirmation-02200210000004010Y061

**From:** IDT Receipt Administrator [mailto:ipayment@corebt.com]  
**Sent:** Thursday, November 06, 2008 10:46 AM  
**To:** Sodolak, Stacie  
**Subject:** TranSuite IDT BUY ACCOUNT Confirmation-02200210000004010Y061

-----  
Confirmation of IDT BUY ACCOUNT Transaction  
-----

Processing Department: SPUB  
Processing User: MDB555  
Processing Date/Time: 11/6/2008 10:45 AM  
Email Address: [m-bomnskie@tamu.edu](mailto:m-bomnskie@tamu.edu)  
IDT Ref Nbr: 0009711

Sales - Publications 02300750000000516Y062 15.00

5 Campus Directories 02200210000004010Y061 -15.00

-----  
Thank you!  
-----

Now let's say you received  
this email. How do you  
find more information in  
iPayments?

Home Admin Susp Rcpts Balance Menus Trans AR-Chrg IDT BUY Tenders Cash Check CreditCard

**Open A File**  
[Create New Individual File](#)  
[Create New Shared File](#)

### Search Receipts

File #:

Transaction Type:  Amount:

Tender Type:  Amount:

User:

**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.**



The page you are looking for might have been removed, had its name changed, or is temporarily unavailable.

The page you are l

### Receipt Summary

**Date:** 11/06/2008      **To:** 11/06/2008  
**TranType:** IDT BUY ACCOUNT  
**TranAmount:** 15.00  
**Posted By User:** Mae Dell Bomnskie

- [20083110039-5 : 11/6/2008 10:13 AM : \\$0.00](#)
- [20083110039-15 : 11/6/2008 10:45 AM : \\$0.00](#)
- [20083110039-16 : 11/6/2008 10:47 AM : \\$0.00](#)

#### STUDENT MEDIA

Comments 1:  
 Comments 2:  
 Name:  
 Street Address:  
 City, State:  
 Zip Code:

Fin Acct Nbr	Description	Amount	Qty	Total
02300750000000516Y062	Sales - Publications	15.00	1	15.00
Transaction Total:				15.00

Tax Exempt: YES  
 Comments: None  
 Tran #: 1  
 Post Date: 11/6/2008 10:45 AM

#### IDT BUY ACCOUNT

IDT RefNbr: 0009711  
 Comments 1:  
 Email Address: m-bomnskie@tamu.edu

Fin Acct Nbr	Description	Amount	Qty	Total
02200210000004010Y061	5 Campus Directories	-15.00	1	-15.00
Transaction Total:				-15.00

Tax Exempt: NO  
 Comments: Annenberg Presidential Conference Center

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