



Processing a Deposit via iPayments

Texas A&M University - College Station
Texas A&M University - Galveston
Texas A&M University System

1. Log on- <https://ipayment.tamu.edu>

- Allow pop-ups from this site.
- Enter User ID and Password.
- Select the appropriate department (if user only has access to one department, this option will not be available).

2. Open a File

- Double click on 'Create New Individual File' or 'Create New Shared File' located on left side of the screen.
- Enter a File Description in the pop-up. This description should be meaningful to all users for that department.
- Select the 'Create' button on the pop-up.
- If the file is already created, it will appear in the 'Open a File' panel at the left of the screen. Double click on that file to open it.

3. Process Transactions

- Select the desired selling account.
- The screen will now display all the object codes configured for that specific account. If the desired object code is not listed, send an email request to ipay@tamu.edu to have it added.
- Add desired notes in the 'Comments 1' and 'Comments 2' fields. These comments will pull to the receipt. These fields are not required.
- Enter the name and address of the person or entity making the payment. These fields are not required, but are useful when researching information or processing refunds.
- Check the 'Pay' box for each object code required (may already be defaulted as checked).
- Modify the description if necessary and enter the amount.
- If the item is taxable, the 'Tax' box will have a grey check mark. The sales tax will automatically calculate. If this is a tax exempt purchase, click the 'Tax Exempt' box at the bottom of the screen and add notes to the 'Comments' field that a tax exemption certificate is on file (not required when billing other TAMU System members).
- Verify the account hardcoded on the line item is the correct account. The support account can be edited if necessary.
- Confirm the total amount is correct.
- Select 'ADD Tran' button located in the top right corner of the screen. This will pull the information to the left panel of the screen under Current Transactions.
- Review the information under Current Transactions. The folders will expand by clicking the plus (+) symbol. If the information is correct, continue to the next step. If something is incorrect, review the Void and Edit process located at [iPayments Procedures](#). **Please note that a transaction should be processed for each customer. Lump sum transactions are only allowed with credit card deposits, when cash registers were used to ring up the original sales, or when manual cash receipts tracked by FMO were provided to customers at the time of the original sale.**

4. Process Tenders

- Select the appropriate tender type located in the tool bar. Please note that ACH and Credit Card tenders should be on separate payfiles with only that tender type.
 - CASH
 - The full receipt balance will automatically populate the 'Amount' field.
 - Confirm the amount is correct and select 'ADD Tender.' This will generate a Confirmation Record.
 - CHECK (includes Money Orders)
 - The full receipt balance will automatically populate the 'Amount' field.
 - Enter the check number in the appropriate field. The remaining fields should be left blank. Please note that deposits from cash register entries or manual cash receipts tracked by FMO are allowed to make lump sum check entries. In these cases, enter 999 and the total number of checks collected. For example, if 25 checks were collected the check number should be entered as 99925.
 - Confirm the amount is correct and select 'ADD Tender.' This will generate a Confirmation Record.
 - ACH
 - Departments will receive a notification from FMO when an ACH payment is received. ACHs should only be processed in a payfile with ACH tender types.
 - The full receipt balance will automatically populate the 'Amount' field.
 - Enter the department code and the date of the ACH in the appropriate field.
 - Confirm the amount is correct and select 'ADD Tender.' This will generate a Confirmation Record.
 - CREDIT CARD
 - These entries should be lump sum entries for the total amount of the daily batch settlement. Credit Cards should only be processed in a payfile with Credit Card tender types.
 - Enter 10 ones in the 'Credit Card#' field (1111111111).
 - Enter the current month in the 'Exp. Month' field.
 - Enter the current calendar year in the 'Exp. Year' field.
 - Enter the department code in the 'Cardholder's Name' field.
 - Enter 7 sevens in the 'Authorization#' field (7777777).
 - Confirm the amount is correct and select 'ADD Tender.' This will generate a Confirmation Record.

5. Print Receipt

- Click on the 'Print Receipt' button to generate the receipt for the customer. All customers must be given a receipt when funds are exchanged. Please note that an iPayment receipt is not required for all iPayment transactions. If a cash register is used, the customer should be given the receipt from the cash register. If a manual receipt tracked by FMO was used, the white receipt should have been given to the customer. If a Credit Card machine was used, the customer should have been provided with a receipt generated by the Credit Card machine.
- Departments must print the 'View Details' for Credit Card deposits, attach the batch settlement tape, and mail the documentation to FMO Banking at MS6000.
- Departments may choose to print the 'View Details' for convenience copies of backup. This document contains the accounting information that is not included on the receipt. It is not required to print the 'View Details' as this document can be pulled from iPayments at any time.

6. Process additional payments

- Continue processing other payments by selecting 'Process' located on the right side of the screen. Repeat steps 3 through 6 until all payments are entered. Multiple deposits can be created within the same File#. However, it is advised that ACH files and Credit Card files be kept separate from Check/Cash files. After all receipts are created, proceed to 'Balance File'.

7. Balance File (User Deposit)

- Those with 'User' access cannot balance a file, but should still make the user deposit. This will confirm the amount of funds the user should have for the deposit and is a form of balancing the user's cash drawer similar to how a cashier will balance a cash register.
- Select 'Balance' in the toolbar or Select 'Home' and then 'Balance' from the File Options on the right panel.
- The 'File #' will default to the payfile that is currently opened. The 'User' will default to the User's name.
- Select 'Find.' This will populate the screen with the summary information of the payfile.
- Verify the deposit information is correct. This information is located under **Tender Totals** and **Customer Receipts Transactions Type Totals**. The Tender totals should equal the number of items by that tender and the total amount of that tender type. If something is incorrect, the transaction can be voided. For more information on voids, visit [iPayment Procedures](#).
- Select 'Add Deposit'. This will pull up the Deposit Dialog.
- Click on the hyperlink for each tender to see the details and enter the denominations for cash collected, or check 'Found' to confirm the check numbers and amounts are correct, the credit card transactions are correct, and the ACH transactions are correct. Click 'Exit'.
- This will revert back to the Deposit Dialog. Confirm the Expected Deposit and Deposit Amounts for each Tender Type are the same.
- **Check/Cash Payfiles**: Enter the 7 digit deposit slip number and the Bank Bag Number in the appropriate fields for cash/check deposits. Leave 'CC Settle Nbr' blank.
- **Credit Card Payfiles**: Enter CCC and the department's 4 digit code in the 'Deposit Slip Nbr' field for Credit Card Deposits. Example: CCCFISC. Leave 'Bank Bag Nbr' blank. Enter the Credit Card Settlement Nbr if available in the 'CC Settle Nbr' field.
- **ACH Payfiles**: Enter the first letter of the department code and the date of the ACH (mmddyy) in the 'Deposit Slip Nbr' field. Example: F103111. Leave the 'Bank Bag Nbr' and 'CC Settle Nbr' fields blank.
- Click 'Save'. This will revert back to the balance summary page.
- The Summary page will now show the deposit amount and the Date and Time Stamp. It will also show that the Deposit Amount Remaining is \$0.00. The User role in this process is now complete. The funds should be given to the individual with Supervisor access so the physical deposit can be verified and the payfile Marked As Balanced. Proceed to Step 9.

8. **Balance File (File Deposit)** *Persons with Supervisor Access or Above*

- Follow Step 1 to log in, skip to bullet 4 of Step 2, and then continue to the next bullet below.
- Select 'Balance' in the toolbar or Select 'Home' and then 'Balance' from the File Options on the right panel.
- The 'File #' will default to the payfile that is currently opened. The 'User' will default to 'All Users.'
- Select 'Find.' This will populate the screen with the summary information of the payfile including the User Deposit information located at the bottom under **User Deposits**. This screen also includes a Mark As Balanced button that was not available to the User.
- Verify the deposit information is correct. This information is located under **Tender Totals** and **Customer Receipts Transactions Type Totals**. The Tender totals should equal the number of items by that tender and the total amount of that tender type. If something is incorrect, the transaction can be voided. For more information on voids, visit [iPayment Procedures](#).
- Select 'Add Deposit'. This will pull up the Deposit Dialog.
- Click on the hyperlink for each tender to see the details and enter the denominations for cash collected, or check 'Found' to confirm the check numbers and amounts are correct, the credit card transactions are correct, and the ACH transactions are correct. Click 'Exit'.
- This will revert back to the Deposit Dialog. Confirm the Expected Deposit and Deposit Amounts for each Tender Type are the same.
- **Check/Cash Payfiles:** Enter the 7 digit deposit slip number and the Bank Bag Number in the appropriate fields for cash/check deposits. Leave 'CC Settle Nbr' blank.
- **Credit Card Payfiles:** Enter CCC and the department's 4 digit code in the 'Deposit Slip Nbr' field for Credit Card Deposits. Example: CCCFISC. Leave 'Bank Bag Nbr' blank. Enter the Credit Card Settlement Nbr if available in the 'CC Settle Nbr' field.
- **ACH Payfiles:** Enter the first letter of the department code and the date of the ACH (mmddyy) in the 'Deposit Slip Nbr' field. Example: F103111. Leave the 'Bank Bag Nbr' and 'CC Settle Nbr' fields blank.
- Click 'Save'. This will revert back to the balance summary page.
- The Summary page will now show the **File Deposit** and indicate the Deposit Amount Remaining is \$0.00.
- Click the 'Mark As Balanced' button. This will complete the transaction and send the information to the queue for the FAMIS Feed.
- Seal the deposit into a deposit bag with the white copy of the deposit slip. The Deposit bag should be delivered to the Cashiers or drop box if not picked up by a courier service.

9. **Log Off**

- Click on the yellow key in the top right corner on the toolbar. A pop-up with three options will appear.
- Select 'Log Off Transaction Suite.'

NEED HELP Processing Deposits?
FMO Sales & Receivables
ipay@tamu.edu