Processing a Deposit via iPayments

Several items must be considered prior to engaging in the sale of goods or services.

- Does the department have written cash handling procedures?
- Are the persons accepting funds knowledgeable of those procedures and System Regulation 21.01.02 Receipt, Custody, and Deposit of Revenues?
- Will funds be received through the mail or person to person?
- Does the department need to purchase official receipts from Financial Management Operations?
- Are the goods or services being sold subject to Sales Tax?
- Is the payment coming from a tax exempt entity?
- Does the department have deposit slips and bank bags?
- Does the department have an account that allows for the deposit of revenues?
- Are the selling account and appropriate revenue codes set up in iPayments?

System Regulation 21.01.02 Receipt, Custody and Deposit of Revenues

Department personnel processing deposits must be knowledgeable of System Regulation 21.01.02 Receipt, Custody and Deposit of Revenues. The purpose of this regulation is to provide a workable, controlled, cash-handling environment. Please review the full regulation for details. Below are highlights of some of the requirements.

- Departments must have written cash-handling procedures that are followed and regularly reviewed.
- Departments must give official receipts or cash register entries for all transactions where funds are exchanged person to person. More detailed information on cash receipts can be found at When should I use a Cash Receipt?
- Funds must be kept secure at all times. Cash in excess of $2,500.00 must be accompanied by a security guard when in transport. The Cashier Office can be contacted to schedule a one-time pick by the courier service.
- Logs tracking the transfer of funds must be kept and reconciled.
- Amounts of $200.00 or more must be deposited daily. Amounts less than $200.00 must be made within 3 business days regardless of amount.
- Checks must be endorsed immediately upon receipt and follow the Standard Administrative Procedure 21.01.02.M02 Check Endorsement Requirements.
- Proper segregation of duties must be in place.

Guidelines to assist in developing cash handling procedures can be found at Guidelines for Cash Handling Procedures.
Sales Tax

Texas A&M University is exempt from paying State of Texas sales tax on purchases. However, it is not exempt from collecting tax on sales made by the University.

When a university department sells a taxable item, it is responsible for collecting the sales tax, unless proof of tax exemption is obtained. Sales tax exemption certificates should be kept on file by the selling department following the retention schedule. The department must collect the tax and deposit it through iPac. Payments is configured to charge sales tax on all taxable items and send the funds to the appropriate sales tax account. If the purchaser is sales tax exempt, select the tax exempt option to remove the sales tax. Be sure to attach the sales tax exemption or resale certificate as backup when you remove the sales tax.

There is no such thing as a pass through sale. We cannot pass on the University’s exempt sales tax status to anyone else. For example, a university department cannot purchase shirts and then sell them to non-tax exempt persons without collecting the sales tax.

Financial Management Operations remits the sales tax collected by the entire university to the State Comptroller’s Office as required. There is no need for the department to fill out a sales tax form or to remit the tax to the state. The tax rates vary from county to county and sellers should use the appropriate sales tax rate for their location. The current sales tax rate for Brazos County, Dallas County, Tarrant County, and Galveston County is 8.25%.

More detailed information regarding sales tax can be found at Sales Tax Issues.

Deposit Slips and Bank Bags - TAMU

The Cashier Office will provide pre-numbered 3-part deposit slips and plastic tamper resistant deposit bags for the bank deposit.

The first 3 digits of the deposit slip is a location number and will identify your department to the Cashiers and the bank. The last 4 digits is a sequential deposit number.

All bank deposit slips and bags must be ordered through the Cashier Office.

Send an email to vpfa-sbs-processing@exchange.tamu.edu or call 979-862-5762. Please provide your location number, mail stop, and contact information.

Items will be mailed to the mail stop provided unless specified otherwise.

Items can be picked up at the GSC Suite 2801 between 8am and 3pm Monday through Friday.

For all other agencies, please contact your respective business office for information on obtaining deposit slips and bank bags.
Deposit Test

Is the payment for a good or service provided by the department?
   □ Yes: Was an Accounts Receivable created?
      ○ Yes: Forward payment to FMO Sales & Receivables MS6000
      ○ No: Process a deposit.
   □ No: Continue to next question.

Is the payment a gift or a sponsorship?
   □ Yes: Submit payment to the Texas A&M Foundation.
   □ No: Continue to next question.

Is the payment a reimbursement for Centrex charges, copy charges, or a repayment for a returned check?
   □ Yes: Process a deposit.
   □ No: Submit the payment on a reduction to expense form.

Once it is determined that a deposit should be processed, the selling account and appropriate revenue code and the taxability of that code must be hardcoded to the department’s transactions in iPayments. Please send an email to iPay@tamu.edu to request the account and code be set up in iPayments. Once this is configured, the department can proceed with the iPayment deposit process.
iPayment Logon Screen

iPayments will be accessible via SSO.

Selecting the iPayments button will redirect the user to another page displaying the options of Cashiering or Admin Center. Access to either of these locations within the iPayments program is dependent upon the user security access type.

The Cashiering Module is where users will go to process transactions for deposits, Interdepartmental Transfers (IDTs), and/or AR invoices.

The Admin Center Module is where users will go to run reports and view details for transactions.

iPayments is accessible using the following web browsers: Internet Explorer, Mozilla Firefox, Chrome, and Safari.
Workgroup/Department Logon Screen

A user may be granted access to more than one workgroup (department) and/or more than one system member. If so, the user is required to specify which department is needed. If the user is only granted access to one department, this step is skipped.

Select a Workgroup

The workgroup/member list will contain only those departments assigned to the user. Click the link to the department to continue.
Create a CORE File or Manage Existing Files

Upon selecting the workgroup/department in which to submit a deposit, the user will be presented with an option to create a CORE file or to manage existing files.

Create a CORE File

The default file TYPE is **Individual**, but it can be changed to **Shared** by clicking the drop box. Users must have the appropriate security permissions to access either of these options. An **Individual** file type is one that is assigned to a particular user (usually the user that creates the file). A **Shared** file type is one that is assigned for shared work, usually across a workgroup/department.

The default OWNER is the user that is creating the file, but users with Supervisor Access are able to assign the file to any other user with access to that workgroup/department. Enter a DESCRIPTION in the required field. This should be an alphanumeric value. The EFFECTIVE DATE will default to today's date. Click CREATE to continue. Please NOTE: Files can no longer include deposits, ARs, and IDTs. They have to be kept separate.
Manage Existing Files

When a CORE File is created, but closed prior to being balanced, the file will be displayed on the File Management tab.

This tab will only display the files created today. To view files that were opened previously, click File Filter >.
The **File Filter** > option will allow the user to select specific criteria to find active files from previous dates. In the example below the **File From Date** was modified to **02/01/2017** which pulled 4 additional files for review. To continue, select the file and click **OPEN**.

**NOTE:** If the incorrect workgroup/department is selected in error, the user can easily change workgroups by clicking on the **CHANGE WORKGROUP** option at the top right hand corner of the screen.
Process Transactions

The transaction screen is made up of tabs listing the accounts set up for use for each particular workgroup/department, tabs for tenders, and tabs for the active receipt. This screen also has additional options as well as a search feature running across the top.

Select the account in which the deposit is to be made by clicking on the account.
There are several optional fields listed at the top of the screen. Each of these options is a searchable field in the iPayment System. Each of these fields when used, will display on the receipt generated for the customer with the exception of the File Upload field. Type in the name of the customer or entity providing the payment. Type in the address and add comments meaningful to the customer and the department. Do not add the File Upload at this time. Please note the REF NBR field does not allow the use of spaces.

Below are the Allocations available for this account. The description is editable. Please note that the description entered in this field is the description that will display in FAMIS. Enter the AMOUNT and or QUANTITY, and review sales tax in the TAXED column. Please note that sales tax can now be removed at the line item level. When a taxable line item is selected be sure to back out the sales tax from the amount entered so the sales tax calculation performed by the system is for the correct amount. When an amount is entered, the SELECTED section will automatically flag a check mark. Once the information is entered, the user can opt to click VALIDATE ALLOCATIONS. This will check each account selected for available budget, object code matching, account flags, and support account flags.
Use the FILE UPLOAD to attach backup documentation for the deposit. Users can attach documents with the following file extensions: .pdf, .xls, .docx, .jpeg, .png, and .txt. Please do not attach documents containing confidential information. An example of what users may upload would be a sales tax exemption or resale certificate when a taxable item is flagged as non-taxable.

Click CONTINUE. The information entered now pulls to the Active Receipt on the right side of the screen.

Review the information. To view the details, click the . If anything is incorrect, click the trash can to void the entry and start over or, Void the entire receipt by clicking Void Event at the bottom of the receipt.

Click on the icon to display the attached backup.

If this is the incorrect backup, the transaction will have to be voided and re-entered with the correct backup added.

If everything is correct, it is now time to 'tender' the Event.
Tender Transactions

The tender options are located at the bottom of the screen. The tenders displayed here are dependent upon the types of tenders accepted by your department.

By Clicking the ALL TENDERS tab, you can see more information about the tenders.

Please NOTE: Deposit files can no longer have combined tender type banks. In the example above, a deposit file for this department can contain both Cash and Check tenders because they share the same bank (B04060). A separate deposit file will have to be created for Credit Card deposits (B01650) and yet another file for any ACH deposits (B01665).

Some departments may have multiple banks for the same tender. In the example above, a separate deposit file will have to be created for each different credit card bank.
Tender Transactions-CASH

When the CASH icon is selected, the screen will display the name of the tender (CASH-B04060), the amount, and an OK button. If the amount is correct, click OK.

At that point a status bar will display on the screen.

You will then be prompted to print the receipt.

The receipt listed on the right side of the screen will no longer have ‘Active Receipt’ at the top.

It will have CORE Business Technologies, the agency brand, the agency name, and ‘Receipt’.

It will also include the payment details, the icon for added backup, and a statement thanking the customer.

At this point an email notification is sent to the depositing account. FAMIS Screen 860 has a field labeled iPay IDT Email/ID that is used to direct these emails.
Tender Transactions-CHECK

When the CHECK icon is selected, the screen will display the name of the tender (CHECH-B04060), the amount, and an OK button. If the amount is correct, click OK.

The screen will now display fields for entering a check. The only required fields are the amount and the check number. Future phases of this system will allow for the electronic deposit of checks, but until then, please do not enter the Bank Routing # or the Bank Account # in the available fields.

After entering the required information, click CONTINUE.

At that point a status bar will display on the screen.
You will then be prompted to print the receipt.

The receipt listed on the right side of the screen will no longer have ‘Active Receipt’ at the top.

It will have CORE Business Technologies, the agency brand, the agency name, and ‘Receipt’.

It will also include the payment details including the check number, the icon for added backup, and a statement thanking the customer.

At this point an email notification is sent to the depositing account. FAMIS Screen 860 has a field labeled iPay IDT Email/ID that is used to direct these emails.
Tender Transactions-CREDIT CARD

When the CHECK icon is selected, the screen will display the name of the tender (Credit Card B01650), the amount, and an OK button. If the amount is correct, click OK.

The screen will now display fields for entering a credit card deposit. Please NOTE: Credit Card deposits are to be entered in lump sum settlements. iPayments does not actually process payments from credit cards. Users should continue to use credit card devices to charge customer cards. The Credit Card List drop box requires that a credit card type be selected, however, it is not necessary to break out your amount by each card. Simply select one card type and enter the full amount of your settlement. Enter the settlement date and the settlement number. The settlement number may be listed as the Batch Num. If a settlement number is not available use 777777777.

After entering the required information, click CONTINUE.

At that point a status bar will display on the screen.
You will then be prompted to print the receipt.

The receipt listed on the right side of the screen will no longer have ‘Active Receipt’ at the top.

It will have CORE Business Technologies, the agency brand, the agency name, and ‘Receipt’.

It will also include the payment details including the Settlement Date and Number, the icon for added backup, and a statement thanking the customer.

At this point an email notification is sent to the depositing account. FAMIS Screen 860 has a field labeled iPay IDT Email/ID that is used to direct these emails.
Tender Transactions-ACH

The ACH tender is used for ACH, EFT, and Wire payments. Your department will be notified by FMO when this type of payment has been received. When the ACH icon is selected, the screen will display the name of the tender (ACH-B01665), the amount, and an OK button. If the amount is correct, click OK.

The user will be prompted a second time to confirm the amount.

Click CONTINUE.

At that point a status bar will display on the screen.
You will then be prompted to print the receipt.

The receipt listed on the right side of the screen will no longer have 'Active Receipt' at the top.

It will have CORE Business Technologies, the agency brand, the agency name, and 'Receipt'.

It will also include the payment details, the icon for added backup, and a statement thanking the customer.

At this point and email notification is sent to the depositing account. FAMIS Screen 860 has a field labeled iPay IDT Email/ID that is used to direct these emails.
**Depositing and Balancing Files- USER ACCESS**

Once all of the receipts have been entered for a particular tender type, the file must be balanced. Persons with USER access can enter the deposit information but cannot balance the files. Click on BALANCE at the top right of the screen.

The Depositing and Balancing screen will default to the users UIN and display the Tender Summary by Bank information.

Click CREATE DEPOSIT.

Users can manually enter the amount in the AMOUNT field or Click COUNT to pull up a currency counter.
Enter the amounts for each denomination. This can be printed and used as your deposit tape.

Enter the 7 digit deposit slip# in the Slip # field. Enter the deposit bag number in the Comments field. See page 32 for Check, Credit Card, and ACH examples.

Click CREATE.
If you have the Print Deposit Slip checked. A prompt to print will display.

At this point, persons with USER access are done and they can pass the deposit on to persons with SUPERVISOR access. Click EXIT and CLOSE then LOG OUT.
Deposit and Balancing Files - SUPERVISOR ACCESS

Once all of the receipts have been entered for a particular tender type, the file must be balanced.

The Depositing and Balancing screen will default to the users UIN and display the Tender Summary by Bank information.

![Depositing and Balancing Screen](image)

Change the drop box from the users UIN to All. Notice that the screen is now split in two with additional information and options on the right.

Left Side

Right Side

Notice that the options at the top right of your screen have changed.

Also notice that the summary of your deposit no longer includes the account. To view the details of the deposit, Click EXIT.
This will take you back to the home page listing your menus of accounts. Click EVENT TOOLS which is the first option listed in the top right corner of the page.

This will take you to a SEARCH screen. The File ID will default to the file in which the user is currently logged.

Click SEARCH.
This will take you to a new screen that will list each receipt in the file and allow you to click on each one to view the details.

Users can view the backup documentation by clicking on the Paper Icon. The account and object code and receipt details are included on this page. If the information is incorrect, users can void this receipt at this point by clicking VOID. Users can also reprint the receipt from this location. To go back to the Depositing and Balancing screen, click EXIT.

This will take you back to the home page. Click BALANCE.

This will take you back to the Depositing and Balancing Screen. Change the UIN to All. Click CREATE DEPOSIT. Please NOTE: If this step was performed by the USER, then the SUPERVISOR does not have to re-add the deposit.
Users can manually enter the amount in the AMOUNT field or click COUNT to pull up a currency counter.

Enter the amounts for each denomination. This can be printed and used as your deposit tape.

Enter the 7 digit deposit slip# in the Slip # field. Enter the deposit bag number in the Comments field. See page 32 for Check, Credit Card, and ACH examples.
Click CREATE.

If you have the Print Deposit Slip checked. A prompt to print will display.

At this point the deposit summary will display on the right side of the screen. Click BALANCE & CLOSE to complete the file.
Users should then be presented with a Management Report and a message that the File Update is Complete.

Click OK. You will get a message that the File is balanced. Click OK and then EXIT. Users will then be re-routed to the File Management/Create File Screen. Users should now review the deposit in FAMIS.
Reviewing the Deposit in FAMIS

The file number (in this case 2017104003) is converted into the ref#2 in FAMIS as 7104003. The last digit of the year is the first number and the following 6 numbers are the remaining digits. The file number is generated by Julien calendar date. The day this file was created was the 104th day of the year and it was the 3rd file opened this day.

This deposit example was a $100.00 registration and a $20.00 clothing sale (includes tax) on account 02-201980. This can be viewed in FAMIS on several screens. For this example, review the deposit on FAMIS screen 47.

![Transaction Inquiry on Reference Number 2 or 4](image)

The sales tax can be viewed by changed the account to the appropriate sales tax account for your agency.

![Transaction Inquiry on Reference Number 2 or 4](image)
By placing your cursor on one of the line items and clicking PF6, users can view more details about the deposit including the deposit slip number which is populated as the ref#4.

If your agency uses a clearing account for your deposits, you can view those details by changing the account to the clearing account number.
Bank information can be viewed by changing the Bank Option from N to Y.

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<th>Sbcd</th>
<th>TC</th>
<th>Ref 2</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>I BatRef</th>
<th>Bank</th>
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<td>033</td>
<td>7104003</td>
<td>04/14</td>
<td>Registration</td>
<td>100.00</td>
<td>OSR002</td>
<td>04060</td>
</tr>
<tr>
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<td>062</td>
<td>7104003</td>
<td>04/14</td>
<td>Registration</td>
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<td>06000</td>
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<td>Brazos County Sale</td>
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<td>OSJ001</td>
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</tbody>
</table>
Other Deposit Examples

Please NOTE: Deposit files can no longer have combined tender type banks. A separate deposit file will have to be created for Credit Card deposits (B01650) and yet another file for any ACH deposits (B01665). The deposit example above only included cash, however, cash and check files can be combined if they use the same bank.

CHECK Deposit

Users can manually enter the amount in the AMOUNT field or click COUNT to pull up a list of checks.

Users can click the link for each receipt under EVENT NBR to view details about each check. Compare this list to the checks in the deposit and click FOUND next to each one. Once the checks are all FOUND, click PRINT.
This will generate a tape of the checks with a signature line at the bottom. It is suggested that this tape be kept with the deposit backup.

CHECK AND CASH Deposit

Users can manually enter the amount in the AMOUNT fields or click COUNT to pull up a currency counter and a list of checks.
CREDIT CARD Deposit

Enter CCC and the department's 4 digit code (if the code is 5 digits then just enter CC). Users can leave the Comments field blank.
Users can manually enter the amount in the AMOUNT fields or click COUNT to pull up a currency counter and a list of ACHs.

Enter the first letter of the department code and the date of the ACH (mm/dd/yyyy) in the Slip # field. Users can leave the Comments field blank.