



## Processing an Accounts Receivable via iPayments

**What is an Accounts Receivable?** An Accounts Receivable is an invoice, a bill, a charge, a statement, etc. It is the mechanism used to charge non-TAMU (02) accounts for goods or services provided by TAMU (02) accounts. This includes accounts external to TAMU System. The same is true for TAMUS (01) accounts billing non-TAMUS (01) accounts, TAMUG (10) accounts billing non-TAMUG (10) accounts, and HSC (23) accounts billing non-HSC (23) accounts.

### AR Test

Is the department selling a good or service?

- ☐ **Yes:** Continue to next question.
- ☐ **No: Process a Reduction to an Expense**

Is the customer a member of the same agency as the selling department (01/01; 02/02; 10/10); 23/23?

- ☐ **Yes:** Continue to next question.
- ☐ **No: Process AR**

Is the customer a Student Organization using an SOFC (TAMU) account or an SORG (TAMUG) account?

- ☐ **Yes: Process AR**
- ☐ **No:** Continue to next question.

Is the account provided by the customer an Advanced Research Account (02-160XXX; 10-169XXX)?

- ☐ **Yes: Process AR**
- ☐ **No:** Continue to next question.

Is the account provided by the customer a Renovation Account (02-806XXX)?

- ☐ **Yes: Process AR**
- ☐ **No: Process an Interdepartmental Transfer (IDT)**

Once it is determined that an Accounts Receivable should be processed, several criteria must be met prior to proceeding with the iPayment process. Are the selling accounts and appropriate revenue codes set up in iPayments? Does this department have approval to extend credit? Does the customer exist? Please send an email to [ipay@tamu.edu](mailto:ipay@tamu.edu) to request an account and code to be set up in iPayments. Send an email to [ar@tamu.edu](mailto:ar@tamu.edu) to determine if you have approval to extend credit. See page 3 to determine if the customer number exists.

## System Regulation 21.01.04 Extension of Credit

Department personnel processing Accounts Receivables must be knowledgeable of **System Regulation 21.01.04 Extension of Credit**. The purpose of this regulation is to provide guidelines for the extension of credit and referral of delinquent accounts and to establish uniform procedures for system extension of credit and related collection processes. Please review the full regulation for details. Below are highlights of some of the requirements.

- ✓ May extend credit only when it serves the best interest of the system and the public good of the State of Texas.
- ✓ Must provide written documentation explaining the need to extend credit and that documentation must be reviewed and approved.
- ✓ Must only extend credit to customers no more than thirty (30) days. Special circumstances requiring more than thirty (30) days must be disclosed and approved.
- ✓ Must submit monthly report of receivable billing and collections including aging of outstanding accounts to Sales & Receivables. This is handled automatically by FMO when iPayments is used to bill customers.
- ✓ Must be in compliance with the Federal Trade Commission's Red Flag Rule by understanding and following TAMU's Identity Theft Prevention Program.
- ✓ Must place delinquent accounts on State Warrant Hold as stated by the State's Accounting Policy Statement (APS 028).
- ✓ Must have approval to write off delinquent accounts.

## 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 iPayments. **iPayments** 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 tax rate for their location. The current 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**.

**Confirm Customer Number exists.** Customer numbers are 13 digit accounts designed to permit multiple payments or transactions. These numbers allow us to track customers' normal business activities and delinquent payments. These numbers are required to create invoices through iPayments.

On FAMIS screen 602 or screen 603, enter the customer name in the customer field. If information pulls forward, verify that it matches the customer information being searched. If no information pulls forward, refine your search.

- SOFC customer numbers all have 'SOFC' as the first word of the customer name
- System members names will begin with the System member part number (28 TEES, 06 AgriLife Research, etc)
- Remove words like 'THE' and 'A' when searching for name (Cat Clinic or The Cat Clinic)
- Enter the customer number by following the criteria listed below

Each customer number is created based on specific criteria for each type of customer.

**TAMU System Members**- First 2 digits equal the System Part Number of the customer, next 6 digits equal the members 6 digit account number (provided to you by the customer), and the last 5 digits equal the support account or '00000.'

- Research Foundation account 469811-00001 equals 9946981100001
- TEES account 123456 equals 28123456000000.

**Student Organizations**- First 2 digits equal '68' if TAMU or '88' if TAMUG, next 6 digits equal the SOFC 6 digit account number (9419XX-95XXXX with department code SACT ORG if TAMU and 947XXX-948XXX with department code SORG if TAMUG), and the last 5 digits equal the support account or '00000.' Although SOFC accounts are set up as TAMU (02) or TAMUG (10) accounts in FAMIS, they are considered external customers.

**Renovation Accounts**- First 2 digits equal '68' if TAMU or '88' if TAMUG, next 6 digits equal the 6 digit account number (806XXX), and the last 5 digits equal the support account or '00000.' Although Renovation Accounts are TAMU (02) or TAMUG (10) accounts, they must be billed via AR because they are state funded accounts. Renovation accounts that are not (806XXX) should be processed via IDT.

**Advanced Research Accounts**- First 2 digits equal '02' if TAMU or '10' if TAMUG, next 6 digits equal the 6 digit account number (02-160XXX or 10-169XXX), and the last 5 digits equal the support account or '00000.' Although Advanced Research Accounts are TAMU (02) or TAMUG (10) accounts, they must be billed via AR because they are state funded accounts.

**All Others**- First 2 digits equal '55' if TAMUS, '68' if TAMU or HSC, or '88' if TAMUG and the remaining 11 digits are assigned by Sales & Receivables. The Customer Information Form must be completed and signed by the customer prior to providing goods/services and extending credit. Once the department verifies the identification of the customer and that the form has been completed in full, the form must be faxed to (979) 458-4188 for TAMU and HSC or (409)740-4460 for TAMUG. Sales & Receivables will verify the information with the customer and the IRS, and assign the customer number. Once you have been provided with a customer number, please shred your copy of the form. Sales & Receivables will retain the faxed copy. If the customer refuses to complete the Customer Information Form, payment must be received at the time of service.

- Includes individuals, students, companies, other government agencies, other state agencies outside of TAMUS, foreign entities, non-profit organizations, etc.

**Confirm Existing Customer number is valid.** Although a customer number may pull to the screen, it may not be valid. Check the System Information panel to confirm that there are no flags on the customer. Any flag of 'Y' in this section will result in an error message in iPayments. Customers can be viewed in FAMIS on screen 603 or in Canopy under FRS Accounts Receivable.

**F0013 Please enter desired modifications**  
**603 Customer Add/Modify** 04/22/17 15:08  
99 TAMU-PSYCHOLOGY  
FY 2017 CC 02

Screen:  Customer: **9949816100001**

Name: **99 TAMU-PSYCHOLOGY**

Billing Address: **3578 TAMU** Alternate Address:

City: **COLLEGE STATION** State: **TX** City:  State:   
 Zip: **77843** Country:  Zip:  Country:   
 Phone: **979-845-1394** Ext:  Phone:  Ext:   
 E-Mail:

Customer Type: **RF** Retention Months: **18** SPR Sponsor ID:   
 Bill Type: **1** Bill Frequency: **M** Credit Limit: **0.00**

\* ----- \* System Information \* ----- \*

Established: <b>06/10/2008</b>	Outstnd. Bal: <b>0.00</b>	Freeze Flag: <b>Y</b>
Last Activity: <b>04/23/2014</b>	Deposit Held: <b>0.00</b>	Delete Flag: <b>N</b>
Last Invoice: <b>Q087226</b>	Last Billed:	Drop Flag: <b>N</b>

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

**Canopy**  
 The Texas A&M University System

Campus: **TEXAS A&M UNIVERSITY (02)** Fiscal Year: **2017** Set COPY

EPA FFX FRS Buy A&M Routing System

Main Menu > FRS > Accounts Receivable > Customer Information

Customer Search Create Customer Customer Information Customer Invoice Search Customer Invoice Customer Invoice Item Customer Misc Invoice Search Suspense List

Customers: **9949816100001** Submit Reset

**Customer Information**

Name: **99 TAMU-PSYCHOLOGY**

Billing Address: **3578 TAMU** Alternate Address:   
 2i:  2i:   
 3i:  3i:   
 4i:  4i:

City: **COLLEGE STATION** State: **TX** City:  State:   
 Zip: **77843** Country:  Zip:  Country:   
 Phone: **9798451394** Ext:  Phone:  Ext:   
 E-Mail:

Customer Type: **RF** Retention Months: **18** Spr Sponsor ID:   
 Bill Type: **1** Bill Frequency: **M** Credit Limit: **\$0.00**

\* ----- \* System Information \* ----- \*

Established Date: <b>06/10/2008</b>	Outstanding Balance: <b>\$0.00</b>	Freeze Flag: <b>Y</b>
Last Activity Date: <b>04/23/2014</b>	Deposit Held: <b>\$0.00</b>	Delete Flag: <b>N</b>
Last Invoice: <b>Q087226</b>	Last Billed Date:	Drop Flag: <b>N</b>

Canopy, a Business Computing Services application.  
 The Texas A&M University System  
 Version: 03/23/2017 23:59:03

Top of Page

Theme: **Default** Set Theme Turn Paging Off System - Site Map




If the customer number exists and there are no flags, continue to the iPayment logon section on page 7.  
 If the customer number does not exist, see next step below.

**Request Customer Number Set up.** If the customer number does not exist, a request will need to be submitted to FMO. There are two types of customers- Internal and External.

**INTERNAL customers are TAMU System members.** Use the **TAMU System Customer Form** to request a new customer. Customers allowed to be submitted on this form include all system members including 99-Research Foundation and 68/88 Student Organizations.

Customer Account Information	
System Part: 68 - TAMU external customers including SOFC accounts	Select the campus code of customer from drop box. Enter campus code-6 digit account- 5digit support account. Enter customer name.
Account Number: 02-956340-00000	
Customer Name: SOFC Fish Camp	
Billing Address	
Mail Stop: 1236 TAMU	Enter the Billing Address of the customer. Use Mail Stop for campus customers only.
Street:	
City: College Station	
State: TX	
Zip Code: 77843-1236	
Alternate Address (Optional)	
Mail Stop:	Optional Alternate Address usually left blank.
Street:	
City:	
State:	
Zip Code:	
Customer Contact Information	
Name: Jill Aggie	Provide customer contact information. This is usually the person responsible for paying the invoice. Information provided here will be used in collection efforts.
Phone: 979-999-9999	
Email: Jill.Aggie@tamu.edu	
Billing Department Information (All fields required)	
Submitted By: Joe Smith	Enter your contact information. This will be used to notify you when the customer is established. Enter the Billing Part. This is the agency that will be billing this customer.
Phone: 979-777-7777	
Email: Joe.Smith@tamu.edu	
Billing Part: 02 - Texas A&M University	
Billing Department: FISC	
Mail Stop: 6000 TAMU	
Submit	Once the form is complete, click submit. This will forward the form electronically to FMO.

**EXTERNAL customers are not members of the TAMU System.** Use the [Customer Information Form](#) to request a new customer. External customers are set up with the prefix 55 for TAMUS, 68 for TAMU and HSC, and 88 for TAMUG. The customer information form is required to establish a customer account that allows us to extend credit for goods and/or services to External customers. If a customer account is not established, payment must be made at the time of the sale of the goods and/or services. This form must be completed and signed by the customer. This form is used to keep us in compliance with the Federal Trade Commission's Red Flag Rule. Instructions on how to complete this form can be found at [Customer Information Form Instructions](#). Please note that this form is not valid unless the customer's FEIN or SSN is provided.

		
<b>Please use all CAPS</b>		
<b>Customer Information Form</b>		
Blue or Black Ink only		
Customer/Company Name: (First name, middle initial, last name)	Social Security Number OR Federal ID Number	TAMU /TAMUS/TAMUG/TAMHSC assigned Customer Number
<b>Customer Information:</b> Address: _____ _____ City: _____ State: _____ Zip: _____ Contact Name: _____ Email Address: _____ Phone: _____ Fax: _____ Customer Representative: _____ Title: _____ Signature: _____ Date: _____		<b>Accounts Payable Information:</b> Contact Name: _____ Email Address: _____ Phone: _____ Fax: _____ Please either fax or mail completed form as shown below: <div style="display: flex; justify-content: space-between; font-size: x-small;"> <div>           TAMU/TAMUS/HSC -            Fax: (979) 458-4188            Mail: Texas A&amp;M University            Financial Mgmt. Operations - S&amp;R            6000 TAMU            College Station, Texas 77843         </div> <div>           TAMU - Galveston            Fax: (409) 740-4573            Mail: Texas A&amp;M University Galveston            Financial Management Services            PO Box 1675            Galveston, Tx 77553         </div> </div>
<p><b><i>This form must be completed in order to extend credit and allow our customers to pay for goods/services at a later date. PAST DUE INVOICES ARE SUBJECT TO BEING REPORTED TO THE STATE COMPTROLLER AND/OR A COLLECTION AGENCY. A FEE WILL BE APPLIED TO ALL RETURNED CHECKS.</i></b></p> <p><b>Privacy Notice:</b> State Law requires that you be informed of the following: (1) You are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provide by law); (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected at no charge to you.</p>		
<b>TAMU/TAMUG/TAMUS/TAMHSC Departmental Certification:</b> I have verified the identification of the customer requesting this service.		
Department Name	Dep. Rep Signature	Dep. Rep Name
Dep. Rep Email		

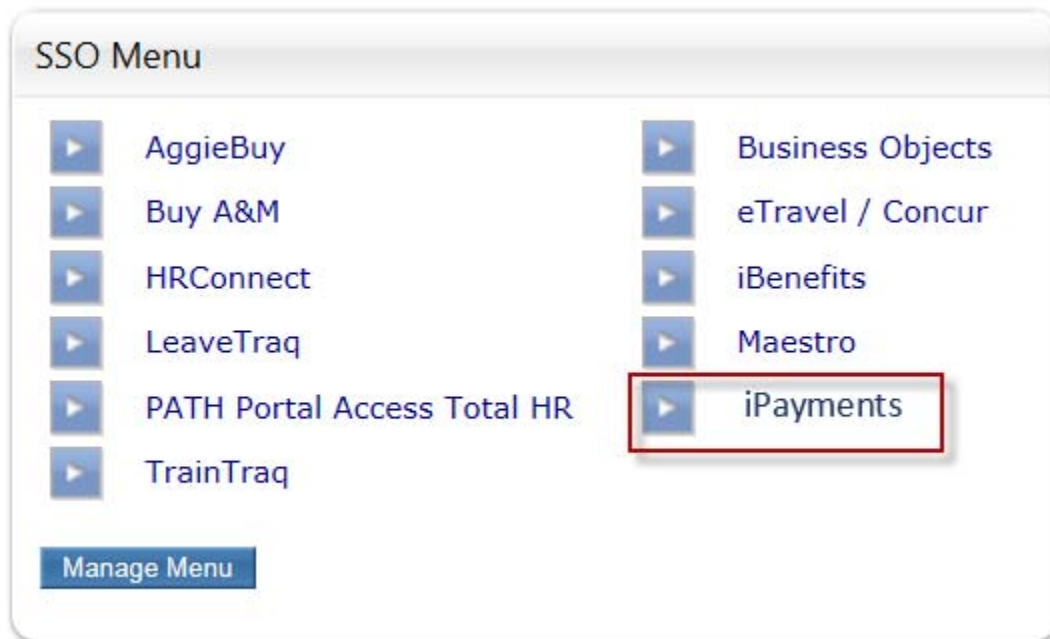
An email will be sent to the requester with the customer number once it is established. The customer will also be contacted to confirm the validity of the customer account request. FAMIS screen 603 and Canopy will show if a customer information form has been received for any particular customer. In the City field of the Alternate Address, users will see CIF: mmddyy. In the example below, the Customer Information Form was received on 4/14/16.

City:	CIF: 4/14/16	State:
Zip:		Country:
Phone:		Ext:

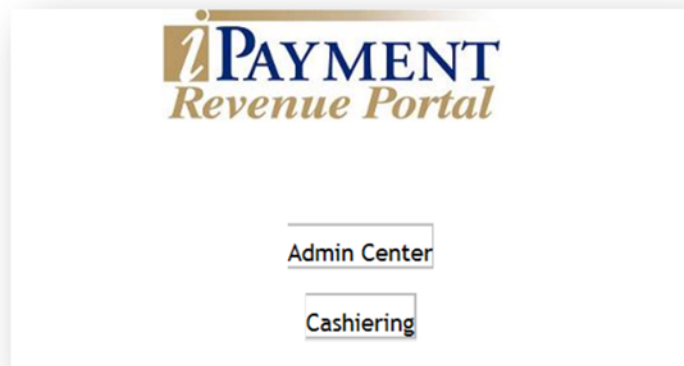


## iPayment Logon Screen

iPayments is 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**

 [02 Animal Science](#)

 [06 Animal Science](#)

 [07 Animal Science](#)

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 create and AR, 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 screenshot shows a software interface for creating a CORE file. It features a tabbed interface with 'FILE MANAGEMENT' and 'CREATE FILE'. The 'CREATE FILE' tab is active. Below the tabs, the title 'Create a CORE File' is displayed. The form includes several fields: 'TYPE' is a dropdown menu currently set to 'Individual'; 'OWNER' is a dropdown menu showing 'iPayment Supervisor (111991111)'; 'DESCRIPTION' is a text input field marked with a red asterisk as required; 'EFFECTIVE DATE' is a text input field marked with a red asterisk as required, showing the date '2/14/2017'; and 'WORKGROUP' is a text input field showing '02 Animal Science'. At the bottom of the form is a blue button labeled 'CREATE'.

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.

FILE MANAGEMENT

CREATE FILE

Open an Existing CORE File

File Filter >

	FILE#	WORKGROUP	DESCRIPTION	OWNER	EFFECTIVE DATE	STATUS
<input type="radio"/>	 2017045009	02 Animal Science	ipayment deposit demo	iPayment Supervisor	02/14/2017	active
<input type="radio"/>	 2017045002	02 Animal Science	Kim	Kim Harrington CORE	02/14/2017	active

OPEN

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**.

FILE MANAGEMENT
CREATE FILE

### Open an Existing CORE File

**File Filter** ▼

SOURCE All ▼

WORKGROUP 02 Animal Science (02ANSC) ▼

AVAILABLE TO iPayment Supervisor (111991111) ▼

FILE DATE Collections Week To Date ▼

DATE TYPE Effective Date ▼

STATUS Opened ▼

FILE TYPE Individual and Shared ▼

FILE FROM DATE 02/01/2017

FILE TO DATE 02/14/2017

[FILTER FILES](#)

	FILE#	WORKGROUP	DESCRIPTION	OWNER	EFFECTIVE DATE	STATUS
<input type="radio"/>	2017045009	02 Animal Science	ipayment deposit demo	iPayment Supervisor	02/14/2017	active
<input type="radio"/>	2017045002	02 Animal Science	Kim	Kim Harrington CORE	02/14/2017	active
<input type="radio"/>	2017044001	02 Animal Science	Kim	Kim Harrington CORE	02/13/2017	active
<input type="radio"/>	2017041003	02 Animal Science	Kim	Kim Harrington CORE	02/10/2017	active
<input type="radio"/>	2017040001	02 Animal Science	kim	Kim Harrington CORE	02/09/2017	active
<input type="radio"/>	2017038001	02 Animal Science	test	Stacie Sodolak	02/07/2017	active

[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.

[CHANGE WORKGROUP](#)
[ADMIN CENTER](#)
[LOG OUT](#)

## 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.

The screenshot displays the iPayment Supervisor interface. At the top, there is a search bar and a navigation menu with options: EVENT TOOLS, AUTO-RECEIPT ON, RESET PERIPHERALS, ADMIN CENTER, AUTO BALANCE, BALANCE, CLOSE, and LOG OUT. Below the search bar, the '02ANSC MENU' is expanded, showing a list of accounts with right-pointing arrows. The accounts listed are: IDT - Interdepartmental Transfer, 02ANSC-201970 Lamb\_Goat Prospect Show and Camp, 02ANSC-201980 Judging Camps, 02ANSC-202030 Horse Judging Camp, 02ANSC-210200 Wool Judging Team, 02ANSC-216240 TAMU Livestock Judging Contest, 02ANSC-217010 G Rollie White Visitor Center, 02ANSC-217600 ANSC Meat Judging Team, 02ANSC-250278 Meat and Poultry HACCP Alliance, 02ANSC-250315 Food Safety\_HACCP Training, 02ANSC-250739 Horse Judging Team Banquet, 02ANSC-553196 Meat Judging Team Reunion, 02ANSC-653448 Graduate Tuition Payments-ANSC, and AR Charge. Below the menu, there are tabs for TOTAL, ACH, and ALL TENDERS. The 'Tender Due: \$0.00' is displayed. On the right side, there is a section for 'Active Receipt' with the Texas A&M University logo and a 'TOTAL AMOUNT: \$0.00' at the bottom. The footer indicates the system is powered by CORE Business Technologies and is running iPayment Supervisor - 02 Animal Science - [2017045009] - ipayment deposit demo.

02ANSC MENU	SEARCH
IDT - Interdepartmental Transfer	>
02ANSC-201970 Lamb_Goat Prospect Show and Camp	>
02ANSC-201980 Judging Camps	>
02ANSC-202030 Horse Judging Camp	>
02ANSC-210200 Wool Judging Team	>
02ANSC-216240 TAMU Livestock Judging Contest	>
02ANSC-217010 G Rollie White Visitor Center	>
02ANSC-217600 ANSC Meat Judging Team	>
02ANSC-250278 Meat and Poultry HACCP Alliance	>
02ANSC-250315 Food Safety_HACCP Training	>
02ANSC-250739 Horse Judging Team Banquet	>
02ANSC-553196 Meat Judging Team Reunion	>
02ANSC-653448 Graduate Tuition Payments-ANSC	>
AR Charge	>

Tender Due: \$0.00

TOTAL AMOUNT: \$0.00

Select the account in which the AR is to credit by clicking on the account.

A close-up view of the account selection list. The list contains three items: 02ANSC-201970 Lamb\_Goat Prospect Show and Camp, 02ANSC-201980 Judging Camps (which is highlighted with a red border), and 02ANSC-202030 Horse Judging Camp.

02ANSC-201970 Lamb_Goat Prospect Show and Camp
02ANSC-201980 Judging Camps
02ANSC-202030 Horse Judging Camp

There are several optional fields listed at the top of the screen. Each of these options is a searchable field in the iPayment System. The customer name and address fields are usually left blank when creating an invoice. Both comments fields pull to the invoice that will be generated. 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.

02ANSC-201980 Judging Camps

CUSTOMER NAME	Joe Aggie		
ADDRESS1	1876 George Bush Drive	ADDRESS2	Apt 41
CITY	College Station	STATE	TX ZIP 77843
COMMENTS	iPayment Training		
COMMENTS1	Fun with Deposits		
FILE UPLOAD	<input type="button" value="Browse..."/>		
REF NBR	GigEm123		

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 and on the invoice. 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.

Allocations

GL NUMBERS


DESCRIPTION	AMOUNT	QUANTITY	TOTAL	SELECTED	TAXED
Registration	\$100.00	1	\$100.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
GL # 02 201980 00000 0520 Y 062 VALID					
Clothing	\$18.48	1	\$18.48	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
GL # 02 201980 00000 0558 Y 062 VALID					
Animal Judging Services	\$0.00	1	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
GL # 02 201980 00000 0616 Y 062					
Returned Check Repayment	\$0.00	1	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
GL # 02 201980 00000 6312 Y 062					
Returned Check Fee	\$30.00	1	\$30.00	<input type="checkbox"/>	<input type="checkbox"/>
GL # 02 201980 00000 0714 Y 062					
<input type="button" value="VALIDATE ALLOCATIONS"/>					



Use the FILE UPLOAD to attach backup documentation for the AR. 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.

CUSTOMER NAME	Joe Aggie		
ADDRESS1	1876 George Bush Drive	ADDRESS2	Apt 41
CITY	College Station	STATE	TX
		ZIP	77843
COMMENTS	iPayment Training		
COMMENTS1	Fun with Deposits		
FILE UPLOAD	C:\Users\saw\Pictures\ Browse...		
REF NBR	GigEm123		

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


**TEXAS A&M**  
 UNIVERSITY

Active Receipt

**2017103002-1**


▼ 02ANSC-201980 Judging B \$118.48

Camps

CUSTOMER NAME: Joe Aggie	
ADDRESS1: 1876 George Bush Drive	
ADDRESS2: Apt 41	
CITY: College Station	
STATE: TX	
ZIP: 77843	
COMMENTS: iPayment Training	
COMMENTS1: Fun with Deposits	
REF NBR: GigEm123	

GL Nbr	Description	Amount
02   201980   00000   0520   Y   062	Registration	\$100.00
02   201980   00000   0558   Y   062	Clothing	\$18.48

DISPLAY IMAGE: 2017103002-1-1-0-TRAN



RECALL

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TAX

▼ 02Sales Tax \$1.52


Description	Amount
Brazos County Sales Tax	\$1.52

EXEMPT

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TOTAL AMOUNT: \$120.00

SUSPEND VOID EVENT

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. Select AR Charge at the top of the menu.

## AR Charge Transactions

Users are redirected to another page with three options.

**AR Charge**

\* CAMPUS CODE

CUSTOMER #

CUSTOMER NAME

**Do not change the CAMPUS CODE.** This field is already defaulted to the correct campus code and should not be altered.

Enter the 13 digit customer number or enter the customer name.

The customer # must be the exact number found in FAMIS, but the customer name can be a partial name.

For example, enter 'test' in the customer name and click Continue. This will display a screen listing all customers with test in the name in which one customer can be selected.

CAMPUS CODE	CUSTOMER #	CUSTOMER NAME	LINE1 ADDRESS	LINE2 ADDRESS	CITY	STATE	ZIP	COUNTRY	
02	9946568100001	Test							<input type="button" value="SELECT"/>
02	6802687200000	Test							<input type="button" value="SELECT"/>
02	6802525700000	Test							<input type="button" value="SELECT"/>
02	6803698900000	Test							<input type="button" value="SELECT"/>

After entering the 13 digit customer number, iPayments will display the customer information and generate an Invoice Number. Users can add additional comments here that will display on the invoice. Click Continue.

**AR Charge**

**Customer Info**

CUSTOMER #	CUSTOMER NAME	ALIAS	LINE1 ADDRESS	LINE2 ADDRESS	LINE3 ADDRESS	LINE4 ADDRESS	CITY	STATE	ZIP	COUNTRY
6800100100100	FMO AR CORE TEST		6000 TAMU	ROOM 3150	ATTN: STACIE SODOLAK	S- WHEELER1@TAMU.EDU	COLLEGE STATION	TX	778436000	US

**AR Invoice Nbr Information**

CAMPUS CODE	INVOICE NUMBER
02	Q130808

\* CHARGE AMOUNT

INVOICE TYPE

COMMENTS

COMMENTS1



CORE Business Technologies

**ATM | TEXAS A&M**  
UNIVERSITY.

Texas A&M University

Receipt

Your Reference Number:  
**2017112001-1**  
04/22/2017 6:20:38 PM

TRANSACTIONS

**02ANSC-201980 Judging Camps** B \$118.48  
**2017112001-1-1**

CUSTOMER NAME: Joe Aggie  
ADDRESS1: 1876 George  
Bush Drive  
ADDRESS2: Apt 41  
CITY: College Station  
STATE: TX  
ZIP: 77843  
COMMENTS: iPayment  
Training  
COMMENTS1: Fun with ARs  
GigEm123  
REF NBR: 021201980100000105201Y1062  
GL NBR: 021201980100000105581Y1062  
DESCRIPTION: Registration  
AMOUNT: \$100.00  
Clothing \$18.48  
USERNAME: Stacie Sodalak

**AR Charge** (\$120.00)  
**2017112001-1-2**

INVOICE NUMBER: Q130808  
CUSTOMER #: 6800100100100  
CUSTOMER NAME: FMO AR CORE TEST  
CHARGE AMOUNT: (\$120.00)  
**TOTAL AMOUNT: (\$1.52)**

TAXES

**02Sales Tax** B \$1.52

DESCRIPTION	AMOUNT
Brazos County Sales Tax	\$1.52
<b>TAX AMOUNT:</b>	<b>\$1.52</b>
<b>TOTAL:</b>	<b>\$0.00</b>

PAYMENT

Page 1

To View/Print your invoice click Invoice Image below



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 Invoice Number, customer number, customer name and charge amount. The sales tax is listed separately, but also included in the total charge amount.

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

Click on the INVOICE icon to view the invoice.

Below is a sample invoice. The invoice is generated in pdf format.



TEXAS A&M

UNIVERSITY®

Billing Department  
02 Animal Science  
College Station, Texas 77843  
Email: AR@tamu.edu

Date	Invoice
04/22/2017 06:41 PM	Q130808

Bill To

Customer 6800100100100  
FMO AR CORE TEST  
6000 TAMU  
ROOM 3150  
COLLEGE STATION, TX 778436000

Total Amount Due

\$120.00

Description of Goods/Services	Price	Quantity	Total
Registration	\$100.00	1	\$100.00
Clothing	\$18.48	1	\$18.48
Sales Tax:			\$1.52
Total Due:			\$120.00

Comments

iPayment Training, Fun with ARs

Additional Comments

AR test, iPayment AR test

ALL PAYMENTS ARE DUE WITHIN 30 DAYS OF RECEIPT OF INVOICE.

Please make checks payable to **Texas A&M University** and reference the invoice number on the check.

REMIT CHECK PAYMENTS TO: FEIN: 74-6000531 State Agency: 3711711711 000 BAM Vendor ID#: 00001815  
Texas A&M University  
Financial Management Operations  
Attr: Sales and Receivables Department  
6000 TAMU  
College Station, TX 77843

Users can hover over the invoice to have an action bar appear.



Clicking the Adobe icon, will display a tool bar across the top of the screen which allows the user to select options to print, save, or email.



Users can select email to send invoices to customers. Simply click the envelope icon, select 'Send Copy', 'Microsoft Outlook' and Continue. This will open Outlook where users can add the customers email address, add a subject line, and include a statement and signature in the body of the email.

Invoices are stored in iPayments and are retrievable in this invoice format.

## Depositing and Balancing Files- USER ACCESS

Once all of the invoices have been created, the file must be balanced. Persons with USER access can enter ARs but cannot balance the files. At this point, persons with USER access have completed all of the steps in which they have access. Click Close and then Log Out.



## Depositing and Balancing Files- SUPERVISOR ACCESS

Once all of the invoices have been created, the file must be balanced.



The Depositing and Balancing screen will default to the users UIN and display the Tender Summary by Bank. Note that there are no tenders listed and no deposit amount.

Depositing and Balancing  REFRESH EXIT

### Tender Summary by Bank

CORE File: test (2017112001, active)

#### Deposits

REFERENCE NUMBER	SLIP#	BANK ACCOUNT	POSTED ON	OWNER	CREATOR	DEPOSIT AMOUNT
No deposits have been made.						

VOID CONSOLIDATE VIEW

Deposit Total: \$0.00  
Over/Short Amount: \$0.00  
Core File Total: \$0.00

Depositing and Balancing  LOCK BALANCE & CLOSE REFRESH EXIT

### Tender Summary by Bank

CORE File: test (2017112001, active)

#### Deposits

REFERENCE NUMBER	SLIP#	BANK ACCOUNT	POSTED ON	OWNER	CREATOR	DEPOSIT AMOUNT
No deposits have been made.						

VOID CONSOLIDATE VIEW

Deposit Total: \$0.00  
Over/Short Amount: \$0.00  
Core File Total: \$0.00

#### USER DEPOSITS BALANCING REPORT

USER NAME	EXPECTED AMOUNT	DEPOSITED AMOUNT	REMAINING AMOUNT
-----------	-----------------	------------------	------------------

Notice that the summary of ARs no longer displays. To view the details of this AR, Click EXIT.

This will take the user back to the home page listing the menus and accounts. Click EVENT TOOLS which is the first option listed in the top right corner of the page.



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

A search form with a white background and a light gray border. It contains several input fields and dropdown menus. At the top left is a 'SOURCE' dropdown menu set to 'All'. Below it is a 'RECEIPT OR FILE(S)' section with a 'Receipt Reference' dropdown menu. To the right of this is a 'FILE ID' field containing '2017112001'. Further right is an 'Effective Date' dropdown menu set to '04/22/2017', with 'FROM' and 'TO' labels. Below these are 'TRANSACTION TYPE' and 'ORTENDER TYPE' dropdown menus, both set to 'All'. There is a 'PRIMARY ID' text field. Below that is an 'AMOUNT' section with two text fields separated by a 'TO' label. Below the amount fields are 'USER' and 'WORKGROUP' dropdown menus, both set to 'All'. At the bottom left is a 'CUSTOM FIELD TEXT' text field. At the bottom right are two buttons: 'SEARCH' and 'CLEAR', both with blue gradients and rounded corners.

Click SEARCH.

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

DATE:04/22/2017 20:12:55  
USER:501006808

Search Criteria  
SOURCE:all  
REFERENCE NUMBER:  
PRIMARY ID :  
TEXT :  
TRANSACTION TYPE :All  
TENDER TYPE :All  
AMOUNT :  
AMOUNT :  
USER :all  
DEPARTMENT :all  
TRANREFNBR :  
DATE TYPE:effective\_date

iPayment Reference Number:  
**2017112001-1**  
EFFECTIVE DATE 4/22/2017  
WORKGROUP 02 Animal Science  
USER 501006808

TRANSACTIONS  
**02ANSC-201980 Judging Camps** \$118.48  
**2017112001-1-1**  
DATE/TIME 4/22/2017 6:20:37 PM  
CAMPUS CODE: 02  
CITY: College Station  
COMMENTS: iPayment Training  
COMMENTS1: Fun with ARs  
CUSTOMER NAME: Joe Aggie  
EMAIL\_RECEIPT: SSODOLAK@TAMU.EDU  
DU.SSODOLAK@TAMU.EDU  
ADDRESS1: 1876 George Bush Drive  
ADDRESS2: Apt 41  
STATE: TX  
ZIP: 77843  
AMOUNT: \$118.48  
TRANSACTIONTYPE: DeptDeposit  
REF NBR: GtgEm123  
QTY: 1  
TAX TYPE: B  
TRANSACTIONTYPE: DeptDeposit  
GL NBR:  
02|201980|00000|0520|Y|062  
02|201980|00000|0558|Y|062  
DESCRIPTION AMOUNT  
Registration \$100.00  
Clothing \$18.48

DISPLAY IMAGE:  
2017112001-1-1-0-TRAN  
2017112001-1-1-1-TRAN  
**INVOICE**  
AR Charge (\$120.00)  
2017112001-1-2

Exit

Back

Reverse

Void

Reprint

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

This will take users back to the home page. If there is only one invoice in this file, the user can select Autobalance. If there is more than one event, Click BALANCE.

EVENT TOOLS   AUTO-RECEIPT ON   RESET PERIPHERALS

ADMIN CENTER

**AUTO BALANCE**

BALANCE

CLOSE

LOG OUT

This will take users back to the Depositing and Balancing Screen. **Change the UIN to All.** Clicke BALANCE and CLOSE.


LOCK

**BALANCE & CLOSE**


REFRESH

EXIT

Users should then be presented with a Management Report and a message that the File Update is Complete.



FORMATS: Detail  
 STATUS: Balanced  
 WORKGROUP: 02 Animal Science  
 FILE OWNER: 501006808  
 CORE FILES: 2017112001

  
 CF2017112001

**Management Report**  
 REPORT DATE/TIME: 04/22/2017 8:22 PM  
 CREATED BY: 501006808

**FILE REPORT**

	TOTAL \$BANKED	TOTAL \$POSTED	TOTAL \$TRANSFERRED	TOTAL \$OVER/SHORT
	\$0.00	\$0.00	\$0.00	\$0.00

FILE#	POST DATE	WORKGROUP	OWNER ID	CREATOR ID	BAL DATE	STATUS	VOID CNT	TRAN CNT	\$BANKED	\$POSTED	\$TRANSFERRED	\$OVER/SHORT
2017112001	4/22/2017	02 Animal Science	501006808	501006808	4/22/2017	Updated	0	3	\$0.00	\$0.00	\$0.00	\$0.00

**TRANSACTION TYPE REPORT**

	TOTAL TRAN COUNT	TOTAL AMOUNT
	3	\$0.00

TRANSACTION TYPE DESCRIPTION	TRAN COUNT	AMOUNT
02ANSC-201980 Judging Camps	1	\$118.4
02Sales Tax	1	\$1.5
AR Charge	1	(\$120.00)



**File Update Complete - Result:**  
 File ID - 2017112001

OK

	TOTAL COUNT	TOTAL AMOUNT
	0	\$0.00

**BANK PRE-DEPOSIT REPORT**

TOTAL AMOUNT
\$0.00

**BANK DEPOSIT REPORT**

TOTAL AMOUNT
\$0.00

**VOIDS AND REVERSALS**

Click OK. Users 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. Click Log Out to Exit the program. Users should now review the ARs in FAMIS.

**NEED HELP Processing ARs?**  
**FMO Sales & Receivables**  
[ipay@tamu.edu](mailto:ipay@tamu.edu)

## Reviewing the AR in FAMIS

The invoice in this example is invoice number Q130808. This can be viewed in FAMIS on several screens. For this example, review the invoice on FAMIS screen 635.

```
F2408 Select Line Item to proceed to Screen 636
635 Invoice Display                                04/22/17 19:40
                                                    FY 2017 CC AM

Screen:      Invoice: Q130808
Customer: 6800100100100 Name: FMO AR CORE TEST

Due Date: 05/22/2017 Cust PO: Work Order:
Bill Per. Beg: Cust Proj: SPR Proj:
Bill Per. End: Cust Acct:
Number of Lines: 3 Invoice Type: DP Number of Past Dues: 0
Billing Dept: ANSC Fiscal Year: 2017

Total Amount: 120.00 Total Retained: 0.00
Total Paid: 0.00 Total Disallowed: 0.00
Total Due: 120.00 Net Due: 120.00

* ----- Line Item Information ----- *
Sel Ln Account Description Sale Date Amount Paid
- 1 201980 00000 0520 REGISTRATION 04/22/17 100.00 0.00
- 2 201980 00000 0558 CLOTHING 04/22/17 18.48 0.00
- 3 034998 00000 2110 BRAZOS COUNTY S 04/22/17 1.52 0.00

** End of line items **

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Notes Desc
```

FAMIS screen 636 which is the line item display will show the file number which also pulls to the ref#4 on screen 47. The file number (in this case 2017112001) is converted to 7112001. 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 112<sup>th</sup> day of the year and it was the 1<sup>st</sup> file opened this day.

```
636 Invoice Line Item Display                                04/22/17 19:48
                                                    FY 2017 CC AM

Screen:      Invoice: Q130808 Line Item: 01
Customer: 6800100100100 Name: FMO AR CORE TEST

Account: 201980 00000 0520 Amount: 100.00
Desc: REGISTRATION Amount Fed: 100.00
7112001 Amount Paid: 0.00
Cost Ref1: 2: 3: Amount Paid Fed: 0.00
Line Net Due: 100.00 Amount Retained: 0.00
Line Total Due: 100.00 Amount Disallowed: 0.00

* ----- Audit History ----- *
Bat Date Bat Ref Amount C/P D/C Ref Feed Bank Description
04/22/17 OSC001 100.00 C D 7112001 Y 06000 REGISTRATION
```