IPayment Step-by-Step Instructions for processing an AR

1. **Logon** https://ipayment.tamu.edu **(page 12 of manual)**
    -**Enter User ID and Password**
    -**If this is your first log on, enter New Password and Confirm New Password before selecting "Sign In" button.**
    -**If this is your first log on and you do not have Java, you will be prompted to install it.**
    -**BE SURE TO ALLOW POP-UPS FROM THIS SITE.**

2. **Open a File (page 17 of manual)**
    -**Single click on "Create New Individual File" or "Create New Shared File"**
    -**Click the "Sign On" button**
    -**Enter a File Description meaningful to the users of that file.**
    -**Click the "Create" button.**
    -**If a file is already created, you will just need to double click on it to open it.**

3. **Process Transactions (page 20-24 of manual)**
    -**Select the button with the account you are depositing the revenue into.**
    -**Upon selecting an account, the panel will display all the object codes configured for that account.**
    -**Check the "Pay" box for the object code you wish to send to FAMIS. If there is only one object code for this account, this may already be defaulted.**
    -**Modify the description if needed, and enter the amount.**
    -**If this is taxable, the Tax box will have a gray check mark. Be sure to mark the "Tax Exempt" box at the bottom of the screen and provide a reason in the comments field if your customer is tax exempt.**
    -**Verify the account is correct. If you have a support account, you will be able to modify the support account field.**
    -**Add comments as deemed necessary.**
    -**Click "Add Tran." This will pull the information you entered to the left hand screen under Current Transactions.**
    -**Review the information under Current Transactions. To see more, click the "+" button. If everything is correct, continue with step 4. If something is incorrect, see Cheat Sheet on Voids and Recalls.**

4. **Process Tender via AR Charge** (page 33-35 in manual)
    - -Select "AR-Chrg" button on screen or in the Toolbar
    - -Enter the Customer # you are charging in the "Customer #" field. Customer numbers are comprised of the system part, their account, and their support account. For Example, if your customer is Research Foundation, and they tell you to charge account 490671-01440, your customer number will be 9949067101440. Customer numbers can be verified on screen 603 in FAMIS.
    - -Click the "Inquiry" button. This will generate an invoice number and pull the amount from the transaction to the Amount field as a negative. It will also pull the Customer Name and address information from FAMIS.
    - -Enter Comments as deemed necessary. These will pull to the invoice eventually.
    - -Enter Invoice Description. This will pull to the invoice eventually.
    - -Click the "ADD Tran" button. This will generate an invoice.

If the customer number does not exist in FAMIS, you will have to request that it be set up by entering information at this link http://finance.tamu.edu/fmo/sales/forms/ar-new-customer-form.asp. You will have to wait until the day after it is set up to process.

5. **Receipting** (page 36-39 in manual)
    - -Receipts are not required for AR transactions.
    - -Click the "View" button to see the details of the AR transaction. You will need to print this and send it to FMO mailstop 6000 so it can be keyed to FAMIS.
    - -Click the "Invoice" button to view the invoice. You will need to save this invoice to a file so that it can be retrieved at a later date if necessary. You can send this to your customer electronically via email or you can print it out and send it to your customer via mail.

6. **Continue Processing**
    - -Continue processing other AR-Chrg transactions by selecting "Process" button on right portion of screen. Repeat steps beginning with step 3 until you have entered all of your AR-Chrg transactions.

If you have USER access, you can now log off of IPayments by clicking on the yellow key in the toolbar on the top left corner. If you have SUPERVISOR access, continue.

7. **Balance File** (page 62-64 in manual)

-If you are not logged in IPayments, see step 1. You will then double click on the file you wish to balance.

-Select "Balance" in toolbar or go to "Home" and select "Balance" from File Options.

-File number will default to file the user is logged into and the User will be "All Users."

-Click "Find." This will bring up the Balance File report.

-Review the information in the report. If it is all correct, continue. If something is incorrect, see Cheat Sheet on Voids and Recalls.

-Click "Mark As Balanced" button. *****

-At this point, the file will disappear from the left panel.

*Please note that you may have deposits and IDTs in the same file as your AR Transactions.

8. **Log Off** (page 15 in manual)

-Click on the picture of the yellow key on the toolbar and select "Log Off Transaction Suite" option.