



## 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**.

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## 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**.

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## 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.

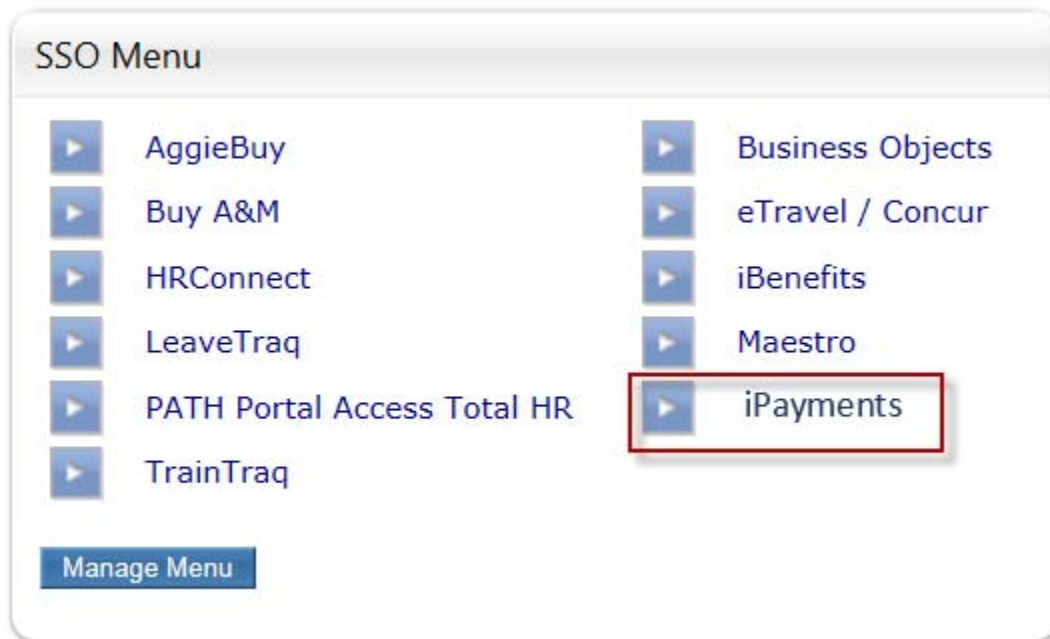
**Is the payment a reimbursement for Centrex charges, copy charges, or a repayment for a returned check?**

- ☐ **Yes: Process a deposit.**
- ☐ **No:** Submit the payment on a reduction to expense form.

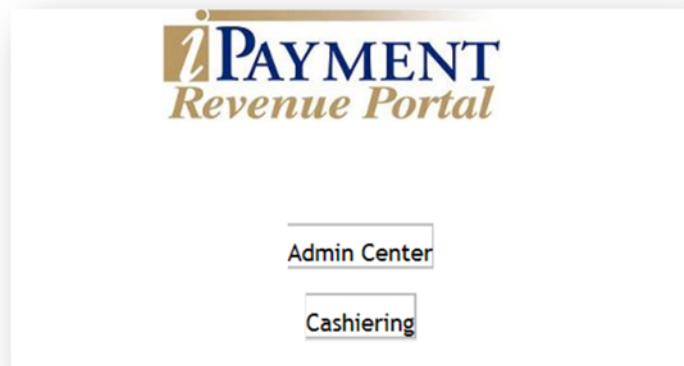
Once it is determined that a deposit should be processed, the selling account and appropriate revenue code and the taxability of that code must be hardcoded to the department's transactions in iPayments. Please send an email to [iPay@tamu.edu](mailto:iPay@tamu.edu) to request the account and code be 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**

**ATM | TEXAS A&M UNIVERSITY.**  
[02 Animal Science](#)

**TEXAS A&M AGRILIFE RESEARCH**  
[06 Animal Science](#)

**TEXAS A&M AGRILIFE EXTENSION**  
[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 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 screenshot shows a web-based interface for creating a CORE file. At the top, there are two tabs: "FILE MANAGEMENT" and "CREATE FILE". The "CREATE FILE" tab is active and highlighted with a red box. Below the tabs, the title "Create a CORE File" is displayed. The form contains several fields: "TYPE" is a dropdown menu set to "Individual"; "OWNER" is a dropdown menu set to "iPayment Supervisor (111991111)"; "DESCRIPTION" is a text input field with a red asterisk indicating it is required; "EFFECTIVE DATE" is a text input field set to "2/14/2017" with a red asterisk; and "WORKGROUP" is a text input field set to "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. The main area is divided into two sections. The left section, titled '02ANSC MENU', contains a list of accounts with a search bar and a 'SEARCH' button. 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 Rolie 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. The right section, titled 'EVENT', shows the 'Active Receipt' for 'TEXAS A&M UNIVERSITY' with a 'TOTAL AMOUNT: \$0.00'. Below the menu, there is a 'TOTAL' section with a 'Tender Due: \$0.00' and a 'TENDERS' button. The bottom of the screen shows the footer: 'Powered by CORE Business Technologies', 'iPayment Supervisor - 02 Animal Science - [2017045009] - ipayment deposit demo', and a QR code icon.

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 Rolie 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 deposit is to be made 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', and '02ANSC-202030 Horse Judging Camp'. The second item, '02ANSC-201980 Judging Camps', is highlighted with a red border.

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. 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.

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. 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 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.

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 Camps      B      \$118.48

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.

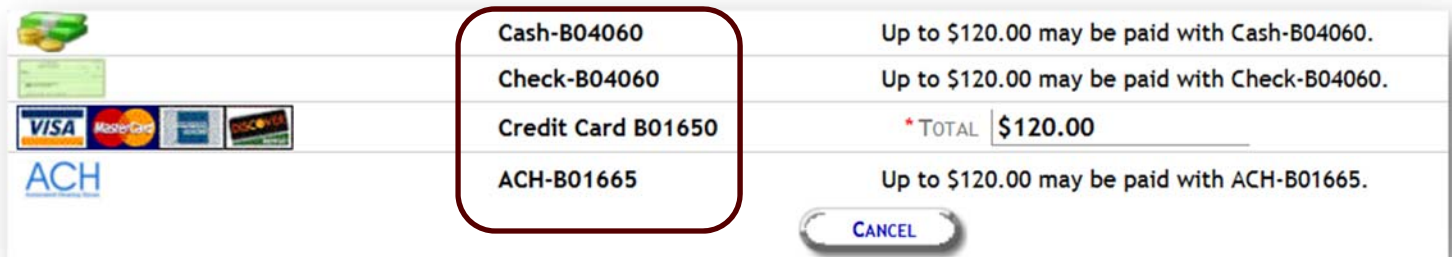
If everything is correct, it is now time to 'tender' the Event.

## Tender Transactions

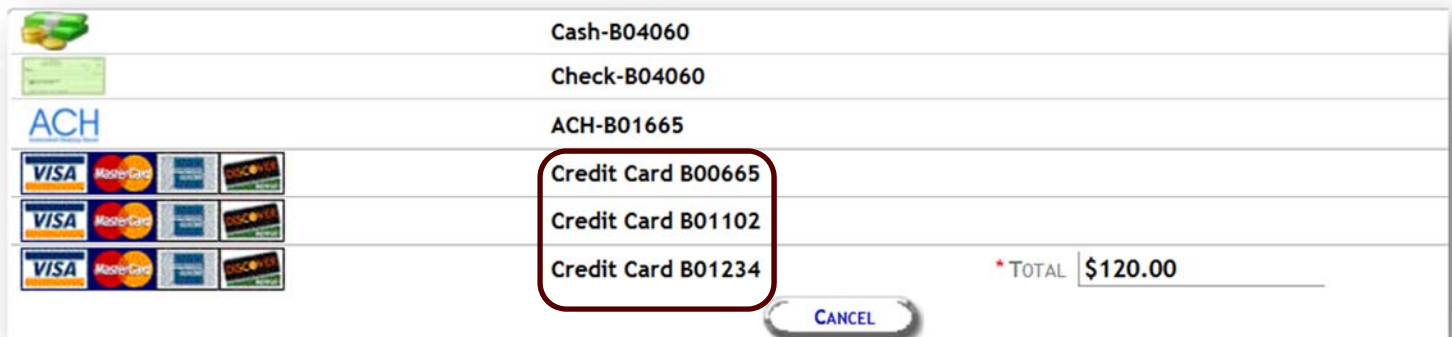
The tender options are located at the bottom of the screen. The tenders displayed here are dependent upon the types of tenders accepted by your department.



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).



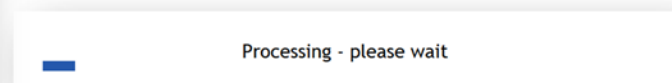
Some departments may have multiple banks for the same tender. In the example above, a separate deposit file will have to be created for each different credit card bank.

## 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.

The screenshot shows a mobile application interface for selecting a tender. At the top, there are five tabs: 'TOTAL', a green coin icon, a green document icon, 'ACH', and 'ALL TENDERS'. The 'ALL TENDERS' tab is selected. Below the tabs, the text 'Cash-B04060' is displayed. Underneath, there is a label '\* AMOUNT' followed by a text input field containing '\$120.00'. Below the input field is a blue button with the text '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.

The screenshot shows a receipt from Texas A&M University. At the top, it says 'CORE Business Technologies' and 'TEXAS A&M UNIVERSITY'. Below that, it says 'Texas A&M University' and 'Receipt'. The 'Your Reference Number:' is '2017103002-4' and the date is '04/13/2017 2:18:19 PM'. The receipt is divided into sections: 'TRANSACTIONS', 'TAXES', and 'PAYMENT'. The 'TRANSACTIONS' section lists '02ANSC-201980 Judging Camps' with a total of \$118.48. The 'TAXES' section lists '02Sales Tax' with a total of \$1.52. The 'PAYMENT' section lists 'Cash-B04060' with a total of \$120.00. A barcode is shown below the payment section. The receipt also includes customer information, comments, and a thank you message at the bottom.

GL Nbr	Description	Amount
02 201980 00000 0520 Y 062	Registration	\$100.00
02 201980 00000 0558 Y 062	Clothing	\$18.48
TOTAL AMOUNT:		\$118.48

Description	Amount
Brazos County Sales Tax	\$1.52
TAX AMOUNT:	\$1.52
TOTAL:	\$120.00

**PAYMENT**  
Cash-B04060 \$120.00

CE2017103002-4

Page 1

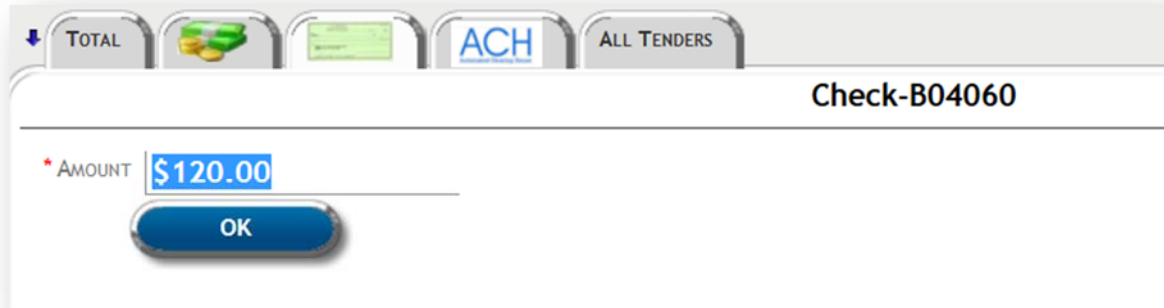
To View/Print your invoice click Invoice Image below

Thank you. Have a nice day!



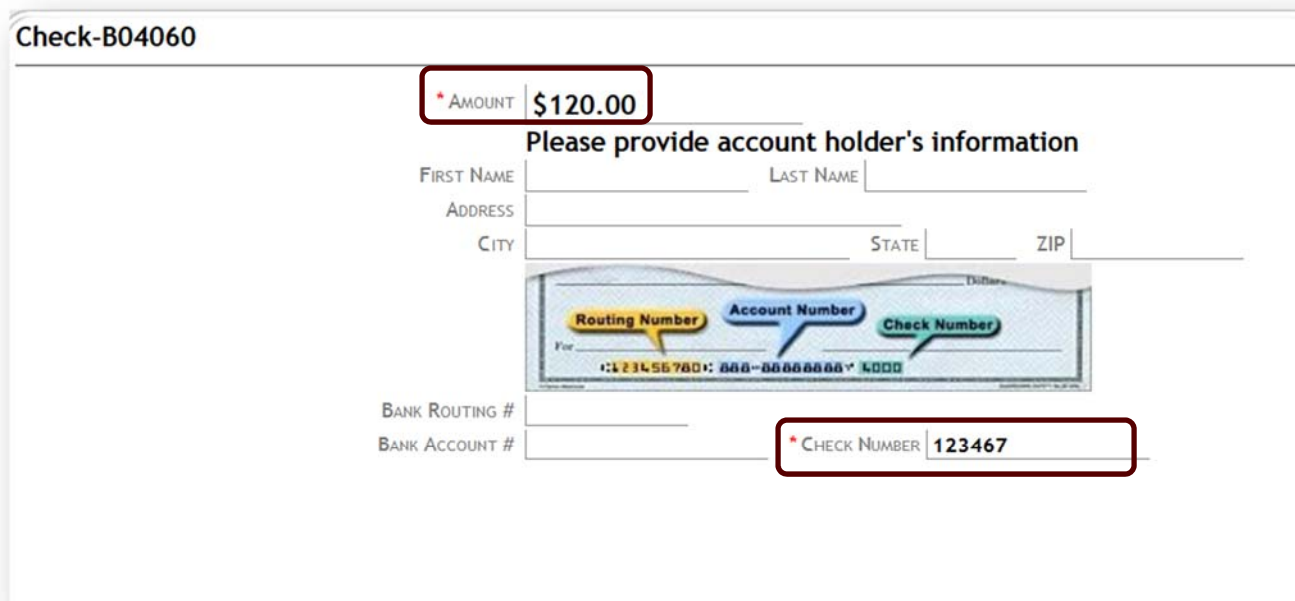
## Tender Transactions-CHECK

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 screenshot shows a mobile application interface for processing a check. At the top, there is a navigation bar with icons for 'TOTAL', a coin icon, a document icon, 'ACH', and 'ALL TENDERS'. Below this, the title 'Check-B04060' is displayed. The main area shows a field for '\* AMOUNT' with the value '\$120.00' entered. Below the amount field is a blue button labeled 'OK'.

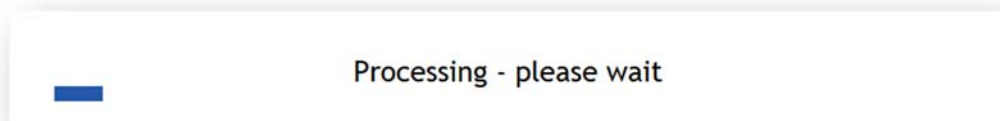
The screen will now display fields for entering a check. The only required fields are the amount and the check number. Future phases of this system will allow for the electronic deposit of checks, but until then, please do not enter the Bank Routing # or the Bank Account # in the available fields.



The screenshot shows the 'Check-B04060' screen with various input fields. The '\* AMOUNT' field is highlighted with a red box and contains '\$120.00'. Below it, the text 'Please provide account holder's information' is displayed. The form includes fields for 'FIRST NAME', 'LAST NAME', 'ADDRESS', 'CITY', 'STATE', and 'ZIP'. There is also a visual representation of a check with callouts for 'Routing Number', 'Account Number', and 'Check Number'. Below the check image, there are fields for 'BANK ROUTING #', 'BANK ACCOUNT #', and '\* CHECK NUMBER'. The '\* CHECK NUMBER' field is highlighted with a red box and contains '123467'.

After entering the required information, click CONTINUE.

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



The screenshot shows a status bar at the bottom of the screen. It consists of a blue progress bar on the left and the text 'Processing - please wait' on the right.

You will then be prompted to print the receipt.

CORE Business Technologies

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

Texas A&M University

Receipt

Your Reference Number:  
**2017103002-6**  
04/13/2017 2:31:01 PM

TRANSACTIONS

**02ANSC-201980 Judging Camps**  
**2017103002-6-1** B \$118.48

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  
USERNAME: Stacie Sodalak

**TOTAL AMOUNT: \$118.48**


TAXES

**02Sales Tax** B \$1.52

Description Amount  
Brazos County Sales Tax \$1.52  
TAX AMOUNT: \$1.52  
**TOTAL: \$120.00**


PAYMENT

**Check-B04060** \$120.00  
CHECK NUMBER: 123467

  
CE2017103002-6

Page 1

To View/Print your invoice click Invoice Image below



Thank you. Have a nice day!

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.

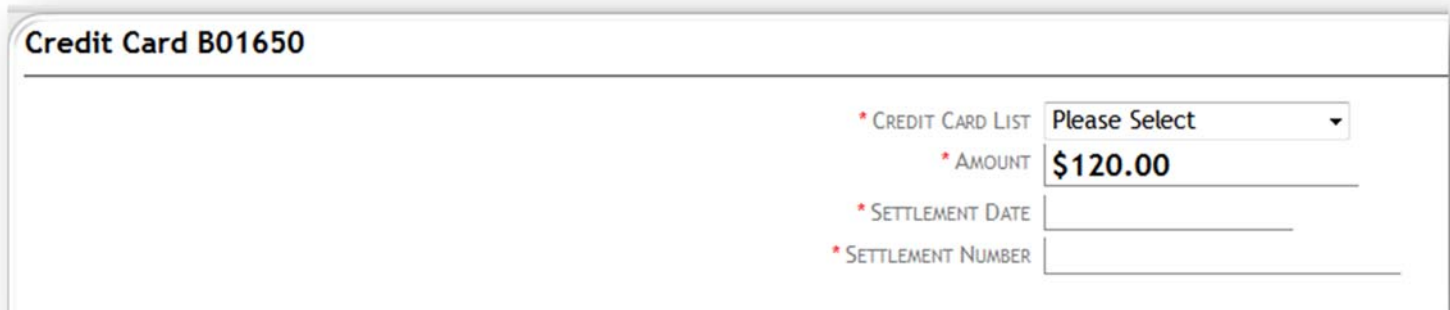
## Tender Transactions-CREDIT CARD

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 screenshot shows a software interface for processing a credit card tender. At the top, there is a navigation bar with several icons: a downward arrow, 'TOTAL', a green coin icon, a green document icon, 'ACH', and logos for 'VISA', 'MasterCard', 'Discover', and 'American Express'. To the right of these is a button labeled 'ALL TENDERS'. Below the navigation bar, the title 'Credit Card B01650' is displayed. The main area contains a label '\* AMOUNT' followed by a text input field containing '\$120.00'. Below the input field is a blue button with the text 'OK'.

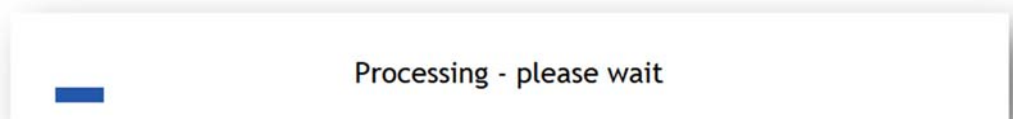
The screen will now display fields for entering a credit card deposit. Please NOTE: Credit Card deposits are to be entered in lump sum settlements. iPayments does not actually process payments from credit cards. Users should continue to use credit card devices to charge customer cards. The Credit Card 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 7777777777.



The screenshot shows the same software interface as before, but with additional fields. The title 'Credit Card B01650' is still at the top. Below it, there are four fields: '\* CREDIT CARD LIST' with a dropdown menu showing 'Please Select', '\* AMOUNT' with a text input field containing '\$120.00', '\* SETTLEMENT DATE' with an empty text input field, and '\* SETTLEMENT NUMBER' with an empty text input field.

After entering the required information, click CONTINUE.

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



The screenshot shows a status bar with a blue progress bar on the left and the text 'Processing - please wait' on the right.



You will then be prompted to print the receipt.

CORE Business Technologies

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

Texas A&M University

Receipt

Your Reference Number:  
**2017103002-7**  
04/13/2017 2:40:32 PM

TRANSACTIONS

**02ANSC-201980 Judging Camps** B \$118.48  
**2017103002-7-1**

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 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  
USERNAME: Stacie Sodolak


**TOTAL AMOUNT: \$118.48**

TAXES

**02Sales Tax** B \$1.52  
Description Amount  
Brazos County Sales Tax \$1.52  
**TAX AMOUNT: \$1.52**  
**TOTAL: \$120.00**


PAYMENT

**Credit Card B01650** \$120.00  
SETTLEMENT NUMBER: 7777777777  
SETTLEMENT DATE: 04/13/2017

  
CE2017103002-7

Page 1

To View/Print your invoice click Invoice Image below



Thank you. Have a nice day!

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.



A screenshot of a software interface for selecting a tender. At the top, there is a horizontal menu with several icons: a downward arrow, 'TOTAL', a green coin icon, a green document icon, 'ACH' (highlighted in blue), 'VISA', 'MasterCard', 'Discover', and 'ALL TENDERS'. Below the menu, the text 'ACH-B01665' is displayed in the top right corner. In the center, there is a label '\* AMOUNT' followed by a text input field containing '\$120.00'. Below the input field is a blue button with the text 'OK'.

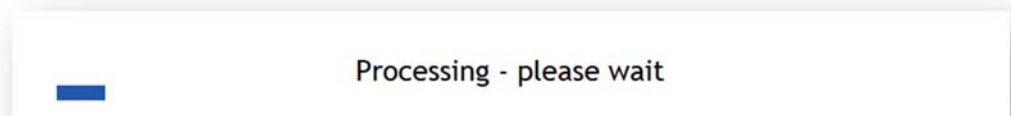
The user will be prompted a second time to confirm the amount.



A screenshot of a software interface for confirming the tender amount. The text 'ACH-B01665' is displayed in the top left corner. In the bottom right corner, there is a label '\* AMOUNT' followed by a text input field containing '\$120.00'.

Click CONTINUE.

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



A screenshot of a status bar. It consists of a white rectangular box with a blue progress bar on the left side. To the right of the progress bar, the text 'Processing - please wait' is displayed.

You will then be prompted to print the receipt.

CORE Business Technologies

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

Texas A&M University

Receipt

Your Reference Number:  
**2017103002-13**  
04/13/2017 4:33:40 PM

TRANSACTIONS

**02ANSC-201980 Judging Camps**  
**2017103002-13-1** B \$118.48

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  
USERNAME: Stacie Sodolak

**TOTAL AMOUNT: \$118.48**

TAXES


**02Sales Tax** B \$1.52

Description Amount  
Brazos County Sales Tax \$1.52  
**TAX AMOUNT: \$1.52**

**TOTAL: \$120.00**


PAYMENT

**ACH-B01665** \$120.00

  
CE2017103002-13

Page 1

To View/Print your invoice click Invoice Image below



Thank you. Have a nice day!

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.

A screenshot of the 'Depositing and Balancing' screen. At the top, there is a dropdown menu showing '501006808'. Below it, the title 'Depositing and Balancing' is followed by a dropdown menu showing '501006808'. The main content area is titled 'Tender Summary by Bank' and '02 TAMU Wells Fargo Depository'. There is a 'CREATE DEPOSIT' button. Below this is a table with the following data:

TENDER CATEGORY	EXPECTED AMOUNT	DEPOSITED AMOUNT	REMAINING AMOUNT
Cash	\$120.00	\$0.00	\$120.00
<b>TOTAL</b>	<b>\$120.00</b>	<b>\$0.00</b>	<b>\$120.00</b>

Click **CREATE DEPOSIT**.

A screenshot of the 'Create New Deposit' screen. It shows a 'CORE File: deposit test (2017103006, active)' and '02 TAMU Wells Fargo Depository'. There is a table with the following data:

TENDER	EXPECTED AMT	DEPOSITED AMT	REMAINING AMT	AMOUNT	COUNT
Cash	\$120.00	\$0.00	\$120.00	\$0.00	<input type="button" value="COUNT"/>


Below the table, there are fields for 'Slip#:', 'Comments:', and 'Print Deposit Slip: ☒'. At the bottom, there are 'CREATE' and 'CANCEL' buttons.


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.


**Count Cash**  
Actual Total: \$120.00  
Adjusted Total: 0.00


Loose Bills >


 0 Hundreds

 0 Fifties


 0 Twenties


 0 Tens


 0 Fives


 0 Ones


Coins >


 0 Dollars

 0 Half Dollars

 0 Quarters

 0 Dimes

 0 Nickels

 0 Pennies

Bundles of >

Rolls >

OK

CANCEL

PRINT

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.

**Create New Deposit**  
CORE File: deposit test (2017103006, active)  
**02 TAMU Wells Fargo Depository**

TENDER	EXPECTED AMT	DEPOSITED AMT	REMAINING AMT	AMOUNT	COUNT
Cash	\$120.00	\$0.00	\$120.00	\$120.00	<div>COUNT</div>

Slip#:

1234567

Comments:

Bag 55547894134

Print Deposit Slip: ☒

CREATE

CANCEL

Click CREATE.

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

**Deposit TSFD20170413-1**

---

**02 TAMU Wells Fargo Depository 04060**

<b>Tender</b>	<b>Amount</b>
<b>Cash</b>	<b>\$120.00</b>
<b>Slip#:</b>	<b>1234567</b>
<b>Comments:</b>	<b>Bag 55547894134</b>

**CLOSE**

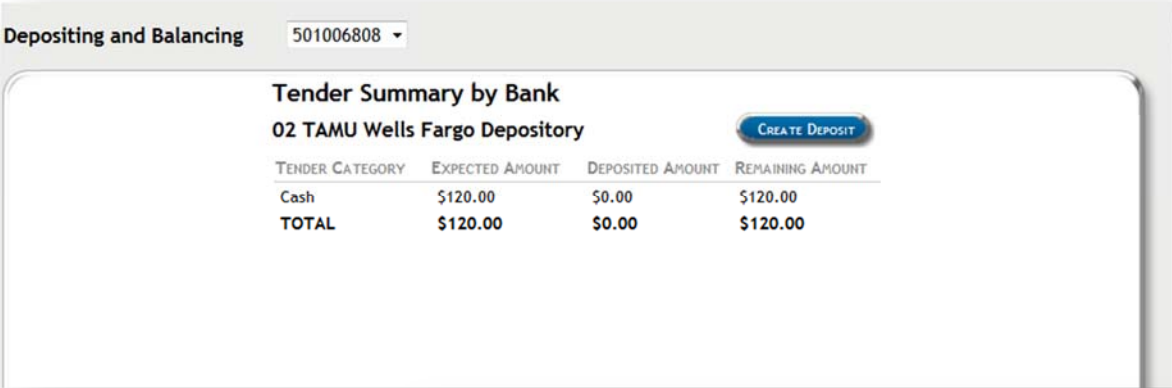
At this point, persons with USER access are done and they can pass the deposit on to persons with SUPERVISOR access. Click EXIT and CLOSE then LOG OUT.

Depositing and Balancing Files- SUPERVISOR ACCESS

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

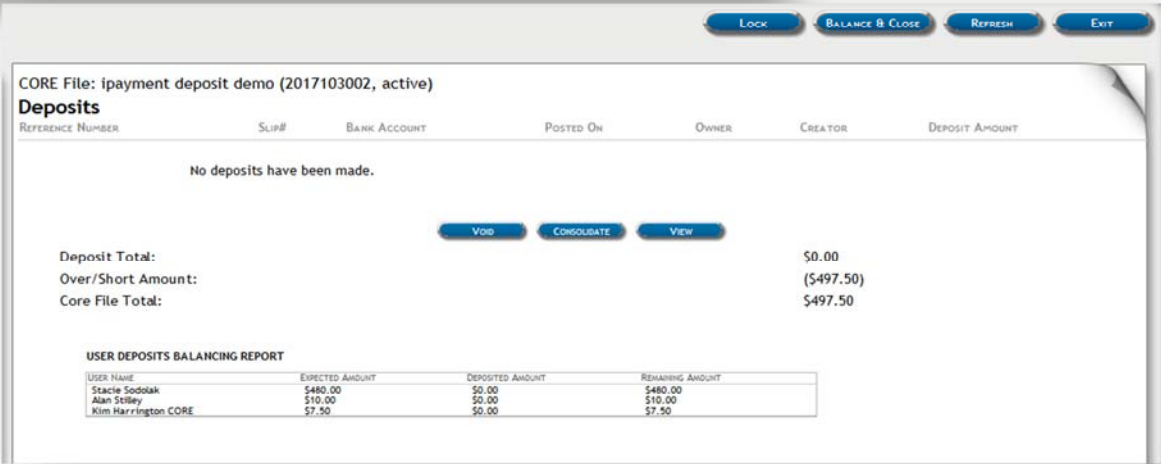


The Depositing and Balancing screen will default to the users UIN and display the Tender Summary by Bank information.



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.

A search form with a white background and a light gray border. It contains several input fields and dropdown menus. At the top left, there is a 'SOURCE' dropdown menu set to 'All'. Below it, 'RECEIPT OR FILE(S)' has a dropdown menu set to 'Receipt Reference'. To the right of this, there is a 'FILE ID' field with the value '2017103006'. Further right, there is an 'Effective Date' dropdown menu set to 'Effective Date', with 'FROM' and 'TO' date fields below it, showing '04/13/2017' and '04/14/2017' respectively. Below these, there are dropdown menus for 'TRANSACTION TYPE' (set to 'All'), 'ORTENDER TYPE' (set to 'All'), 'PRIMARY ID' (empty), 'AMOUNT' (empty), 'To' (empty), 'USER' (set to 'All'), 'WORKGROUP' (set to 'All'), and 'CUSTOM FIELD TEXT' (empty). At the bottom right, there are two buttons: 'SEARCH' and 'CLEAR'.

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.

DATE: 04/14/2017 10:43:55  
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

**TRANSACTIONS**  
02ANSC-201980 Judging Camps \$118.48  
2017103002-1-1  

DATE/TIME 4/13/2017 12:20:46 PM  
CAMPUS CODE: 02  
CITY: College Station  
COMMENTS: Payment Training  
COMMENTS: Fun with Deposits  
CUSTOMER NAME: Joe Aggie  
EMAIL\_RECEIPT: SSODOLAK@TAMU.EDU, SSODOLAK@TAMU.EDU  
ADDRESS: 1876 George Bush Drive  
ADDRESS2: Apt 41  
STATE: TX  
ZIP: 77843  
AMOUNT: \$118.48  
TRANSACTION TYPE: DeptDeposit  
REF NBR: 01Em123  
QTY: 8  
TAX TYPE: 8  
TRANSACTION TYPE: DeptDeposit  
GL NBR: 02 | 201980 | 00000 | 0520 | Y | 062  
Description Amount  
Registration \$100.00  
Clothing \$18.48

2017103002-1-1-0-TRAN  


**TAXES**  
02Sales Tax \$1.52  
DATE/TIME 4/13/2017 1:15:11 PM  
TAX AMOUNT: \$1.52  
TOTAL: \$120.00

**PAYMENT**  
Cash-804060 \$120.00  
: CA

REFERENCE NUMBER	POSTED ON
<a href="#">View</a> 2017103002-1	4/13/2017 1:15:12 PM
<a href="#">View</a> 2017103002-2	4/13/2017 2:13:56 PM
<a href="#">View</a> 2017103002-3	4/13/2017 2:16:02 PM
<a href="#">View</a> 2017103002-4	4/13/2017 2:18:24 PM
<a href="#">View</a> 2017103002-5	4/13/2017 2:29:51 PM
<a href="#">View</a> 2017103002-8	4/13/2017 4:21:49 PM
<a href="#">View</a> 2017103002-11	4/13/2017 4:26:31 PM
<a href="#">View</a> 2017103002-12	4/13/2017 4:30:20 PM
<a href="#">View</a> 2017103002-14	4/13/2017 4:47:07 PM
<a href="#">View</a> 2017103002-10	4/13/2017 5:28:41 PM

NEXT

EXIT BACK REVERSE VOID REPRINT

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.

**Create New Deposit**  
CORE File: deposit test (2017103006, active)  
**02 TAMU Wells Fargo Depository**

TENDER	EXPECTED AMT	DEPOSITED AMT	REMAINING AMT	AMOUNT	COUNT
Cash	\$120.00	\$0.00	\$120.00	<input type="text" value="\$0.00"/>	<input type="button" value="COUNT"/>

Slip#:


Comments:


Print Deposit Slip: ☒


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


**Count Cash**  
Actual Total: \$120.00  
Adjusted Total:


Loose Bills >


 Hundreds

 Fifties


 Twenties


 Tens


 Fives


 Ones


Coins >


 Dollars

 Half Dollars

 Quarters

 Dimes

 Nickels

 Pennies

Bundles of >

Rolls >

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.

Processing a Deposit via iPayments

Page 26

Click CREATE.

Create New Deposit

CORE File: deposit test (2017103006, active)

02 TAMU Wells Fargo Depository

TENDER	EXPECTED AMT	DEPOSITED AMT	REMAINING AMT	AMOUNT	COUNT
Cash	\$120.00	\$0.00	\$120.00	\$120.00	<div>COUNT</div>

Slip#:

1234567

Comments:

Bag 55547894134

Print Deposit Slip:

☒

CREATE

CANCEL

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

Deposit TSFD20170413-1

02 TAMU Wells Fargo Depository 04060

Tender	Amount
Cash	\$120.00
Slip#:	1234567
Comments:	Bag 55547894134

CLOSE

At this point the deposit summary will display on the right side of the screen. Click BALANCE & CLOSE to complete the file.

LOCK

BALANCE & CLOSE

REFRESH

EXIT


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

PRINT

EXIT

REFRESH

REPRINT




**Management Report**

Report Date/Time: 04/14/2017 11:25 AM

Created By: 501006808

Format: Detail  
 Status: Balanced  
 Workgroup: 02 Animal Science  
 File Owner: 501006808  
 Core File: 2017104003



CF2017104003

FILE#

2017104003

POST DATE

4/14/2017

WORKGROUP

02 Animal Science

OWNER ID

501006808

CREATOR ID

501006808

BAL DATE

4/14/2017

STATUS

Updated 0

VOID CNT

2

TRAN CNT

2

\$120.00

\$120.00

\$0.00


\$0.00

TOTAL \$BANKED	TOTAL \$SPOTED	TOTAL \$TRANSFERRED	TOTAL \$OVER/\$SHORT
\$120.00	\$120.00	\$0.00	\$0.00

**TRANSACTION TYPE REPORT**

TRANSACTION TYPE DESCRIPTION	TRAN COUNT	AMOUNT
02ANSC-201980 Judging Camps	1	\$118.48
02Sales Tax	1	\$1.52

TOTAL TRAN COUNT	TOTAL AMOUNT
2	\$120.00



**File Update Complete - Result:**  
File ID - 2017104003

OK

**BANK DEPOSIT REPORT**

DEPOSIT SLIP HSR	BANK ID	BANK NAME	COMMENTS	OWNER ID	CREATOR ID	ACCEPTED	AMOUNT	TENDER
1234567	04060	02 TAMU Wells Fargo Depository	Bag 5547894134	501006808			\$120.00	Check

TOTAL AMOUNT

**\$120.00**

TOTAL \$BANKED	TOTAL \$SPOTED	TOTAL \$TRANSFERRED	TOTAL \$OVER/\$SHORT
\$120.00	\$120.00	\$0.00	\$0.00

**VOIDS AND REVERSALS**

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 Julian calendar date. The day this file was created was the 104<sup>th</sup> day of the year and it was the 3<sup>rd</sup> 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.

047 Transaction Inquiry on Reference Number 2 or 4										04/14/17 10:56
ANSC JUDGING CAMPS										FY 2017 CC AM
Screen: <u>    </u>		Account: 201980		Search On Ref: 2		Ref Nbr: 7104003				
		Display Ref: 2		Bank Option: N						
Sbcd	TC	Ref 2	Date	Description	Amount	I	BatRef	Offset	Acct	
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
0520	062	7104003	04/14	Registration	100.00-		OSJ001	001004	1610	
0558	062	7104003	04/14	Clothing	18.48-		OSJ001	001004	1610	

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

047 Transaction Inquiry on Reference Number 2 or 4										04/14/17 11:00
SALES TAX PAYABLE										FY 2017 CC AM
Screen: <u>  </u>		Account: 034998		Search On Ref: 2		Ref Nbr: 7104003				
		Display Ref: 2		Bank Option: N						
Sbcd	TC	Ref 2	Date	Description	Amount	I	BatRef	Offset	Acct	
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
2110	062	7104003	04/14	Brazos County Sale	1.52-		OSJ001	001004	1610	



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.

### Display of Detailed Transaction Record

04/14/2017 : Registration

\$100.00

TransCode: 062 -> 06X - Journal Entry

Dir/Ind: D

Account: 001004 00000 1610 CLEARING-CASH DEPOSIT\_FROM DEPTS

Cash Receipts Clearing

Offset: 201980 00000 0520 ANSC JUDGING CAMPS

Sales - Short Course Fees

PO/Enc/Ref 1:

Cost Ref1:

Fiscal Yr: 2017

Ref 2: 7104003

2:

Proc Month: 08

Ref 3:

3:

Batch Date: 04/14/2017

Ref 4: 1234567

Bank: 06000

Batch Ref: OSJ001

Vndr/Card Id:

Enc Obj Cd:

Ovrd Comp Cd:

Processed: 04/14/2017 10:25:27

Liquidation Amt: 0.00

User Id: FARNEON

Oper Id:

Indirect Base Code:

Term Id: STEP01

Base Amount: 0.00

Internal Tracking Nbr: 2504429

PF3= Back to 047 PF4= Exit PF5= Acq PF6= Indirect Accts PF7= Corrections

If your agency uses a clearing account for your deposits, you can view those details by changing the account to the clearing account number.

047 Transaction Inquiry on Reference Number 2 or 4

04/14/17 11:04

CLEARING-CASH DEPOSIT\_FROM DEPTS

FY 2017 CC AM

Screen: █ Account: 001004 Search On Ref: 2 Ref Nbr: 7104003

Display Ref: 2 Bank Option: N

Sbcd	TC	Ref 2	Date	Description	Amount	I	BatRef	Offset	Acct
1610	033	7104003	04/14	Registration	100.00-	C	OSR002		
1610	062	7104003	04/14	Registration	100.00		OSJ001	201980	0520
1610	033	7104003	04/14	Clothing	18.48-	C	OSR002		
1610	062	7104003	04/14	Clothing	18.48		OSJ001	201980	0558
1610	033	7104003	04/14	Brazos County Sale	1.52-	C	OSR002		
1610	062	7104003	04/14	Brazos County Sale	1.52		OSJ001	034998	2110

Bank information can be viewed by changing the Bank Option from N to Y.

047 Transaction Inquiry on Reference Number 2 or 4

04/14/17 11:05

CLEARING-CASH DEPOSIT\_FROM DEPTS

FY 2017 CC AM

Screen: ☐ Account: 001004 Search On Ref: 2 Ref Nbr: 7104003

Display Ref: 2 Bank Option: Y

Sbcd	TC	Ref 2	Date	Description	Amount	I	BatRef	Bank
1610	033	7104003	04/14	Registration	100.00-	C	OSR002	04060
1610	062	7104003	04/14	Registration	100.00		OSJ001	06000
1610	033	7104003	04/14	Clothing	18.48-	C	OSR002	04060
1610	062	7104003	04/14	Clothing	18.48		OSJ001	06000
1610	033	7104003	04/14	Brazos County Sale	1.52-	C	OSR002	04060
1610	062	7104003	04/14	Brazos County Sale	1.52		OSJ001	06000

## 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

**Create New Deposit**  
CORE File: check deposit (2017104004, active)  
**02 TAMU Wells Fargo Depository**

TENDER	EXPECTED AMT	DEPOSITED AMT	REMAINING AMT	AMOUNT	COUNT
Check	\$120.00	\$0.00	\$120.00	\$0.00	<input type="button" value="COUNT"/>

Slip#:

Comments:

Print Deposit Slip: ☒

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

**Count Check**

EVENT NBR	CHECK NBR	DEPOSIT AMT

FOUND	EVENT NBR	CHECK NBR	DEPOSIT AMT
<input type="checkbox"/>	<a href="#">2017104004-1</a>	1234567	\$120.00

Actual Total: \$120.00  
Adjusted Total:

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 Tender Detail
File# 2017104004
2017/04/14 12:20 501006808

Receipt Ref Nbr  Check Nbr      Amount
2017104004-1    1234567      $120.00

                        Total: $0.00

Signature _____
```

## CHECK AND CASH Deposit

**Depositing and Balancing** All ▾

**Create New Deposit**  
CORE File: cash and check (2017104005, active)  
**02 TAMU Wells Fargo Depository**

TENDER	EXPECTED AMT	DEPOSITED AMT	REMAINING AMT	AMOUNT	COUNT
Check	\$20.00	\$0.00	\$20.00	\$0.00	<a href="#">COUNT</a>
Cash	\$100.00	\$0.00	\$100.00	\$0.00	<a href="#">COUNT</a>

Slip#:

Comments:

Print Deposit Slip: ☒

CREATE

CANCEL

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

**Create New Deposit**  
CORE File: credit card test (2017104006, active)  
**02 TAMU Credit Card B01650**

TENDER	EXPECTED AMT	DEPOSITED AMT	REMAINING AMT	AMOUNT	COUNT
Other	\$120.00	\$0.00	\$120.00	\$0.00	<input type="button" value="COUNT"/>

Slip#:

Comments:

Print Deposit Slip: ☒

Users can manually enter the amount in the AMOUNT fields or click COUNT to pull up the list of credit card entries.

**Count Other**

FOUND	EVENT NBR	REF NBR	DEPOSIT AMT
<input type="checkbox"/>	<a href="#">2017104006-1</a>		\$120.00

Actual Total: \$120.00

Adjusted Total:

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.

**Create New Deposit**  
CORE File: credit card test (2017104006, active)  
**02 TAMU Credit Card B01650**

TENDER	EXPECTED AMT	DEPOSITED AMT	REMAINING AMT	AMOUNT	COUNT
Other	\$120.00	\$0.00	\$120.00	\$120.00	<input type="button" value="COUNT"/>

Slip#:

CCCANSC

Comments:

Print Deposit Slip: ☒

## ACH/EFT/Wire Deposit

**Create New Deposit**  
CORE File: ach (2017104007, active)  
**02 TAMU Wells Fargo ACH B01665**

TENDER	EXPECTED AMT	DEPOSITED AMT	REMAINING AMT	AMOUNT	COUNT
Other	\$120.00	\$0.00	\$120.00	\$0.00	<input type="button" value="COUNT"/>

Slip#:

Comments:

Print Deposit Slip: ☒

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

**Count Other**

FOUND	EVENT NBR	REF NBR	DEPOSIT AMT
<input type="checkbox"/>	<a href="#">2017104007-1</a>		\$120.00

Actual Total: \$120.00

Adjusted Total:

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

**Create New Deposit**  
CORE File: ach (2017104007, active)  
**02 TAMU Wells Fargo ACH B01665**

TENDER	EXPECTED AMT	DEPOSITED AMT	REMAINING AMT	AMOUNT	COUNT
Other	\$120.00	\$120.00	\$0.00	\$120.00	<input type="button" value="COUNT"/>

Slip#:

Comments:

Print Deposit Slip: ☒