

IPayment Step-by-Step Instructions for processing an IDT

ONLY THE SELLING DEPARTMENTS WILL PROCESS IDTS WITH IPAYMENTS.

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.

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. The amount you enter could be for an individual transaction or multiple transactions. For example, you have 5 departments that you are charging a conference registration to for a total of \$500.00. You can enter the \$500.00 here and then charge each individual department their \$100.00. However, in doing so, each department will have the same IDT reference number since only one will be generated. If you want a different IDT reference number for each department, you will need to process one at a time.
 - 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 since IDT customers are 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 IDT (page 29-32 in manual)

- Select “IDT BUY” button on screen or in the Toolbar
- This transaction type allows you to process up to 10 buying accounts for each single selling account or it can be used with a one-to-one relationship.
- Click the “Inquiry” button. This will generate an IDT Ref Nbr and pull the amount from the transaction to the Amount field as a negative.
- Enter Comments as deemed necessary. This field may be a great place to enter the name of the person in the buying department that gave you authority to charge their account.
- Enter your email address in the “Email Address” field. This information will pull to the IDT BUY email notification that will be sent to the department of the buying account. It will be a hyperlink so the buying department can contact you with any questions.
- Enter the description on the first line. Please note that the “Pay” box is already marked on the first line, but you will need to mark it for each additional line you use. The description you enter here can be identical to the description on your selling transaction, or it can be additional information such as an invoice number, a name of a registrant, the month of copy charges, etc.
- Enter the amount. Be sure to enter the minus sign (-) to make the amount negative. It will change from black to red.
- Enter the buying SL account in the field to the right of the “02” field. This account is 6 digits.
- Enter the support account in the second field to the right of the “02” field. This account is 5 digits. If the department did not provide a support account, enter all zeros.
- Enter the expense object code for the buying account in the third field to the right of the “02” field. This is 4 digits. A listing of expense object codes can be found on screen 806 in FAMIS. Expense object codes are in the range of 4xxx-8xxx.
- Check the “Pay” box for each additional account you are charging and enter the description, amount, SL account, SA account, and expense object code for each.
- Click the “ADD Tran” button once you have all of your buying account entered.

If the buying account you are charging is overbudget, you will get an error notification that the total amount exceeds the line amount. This charge will have to be processed at a later date. You will need to void the selling account information under the current transaction on the left panel of the screen.

5. Receipting (page 36-39 in manual)

- Receipts are not required for IDT transactions.
- Click the “View” button to see the details of the IDT transaction. You will need to print two copies of this detail while we are in the testing phase. One copy will go to your customer and the other copy will need to be sent to FMO mailstop 6000 so it can be keyed to FAMIS.

6. Continue Processing

- Continue processing other IDT transactions by selecting “Process” button on right portion of screen. Repeat steps beginning with step 3 until you have entered all of your IDT 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 ARs in the same file as your IDT 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.