



Processing an Interdepartmental Transfer via iPayments

What is an Interdepartmental Transfer (IDT)? An Interdepartmental Transfer is an invoice, a bill, or a charge to another department within the same agency as the selling department. It is the mechanism used to charge other TAMU (02) accounts for goods or services provided by TAMU (02) accounts. The same is true for TAMUS (01) accounts billing other TAMUS (01) accounts, TAMUG (10) accounts billing other TAMUG (10) accounts, and HSC (23) accounts billing other HSC (23) accounts.

IDT Test

Is the department selling a good or service?

- Yes:** Continue to next question.
- No: Is the department sharing the cost of an item/event with another department?**
 - Yes: Process DBR (Departmental Budget Request)**
 - No: Is the department moving a charge to another account within the same agency?**
 - Yes: Process a DCR (Departmental Correction Request)**
 - No: Contact Sales & Receivables**

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.

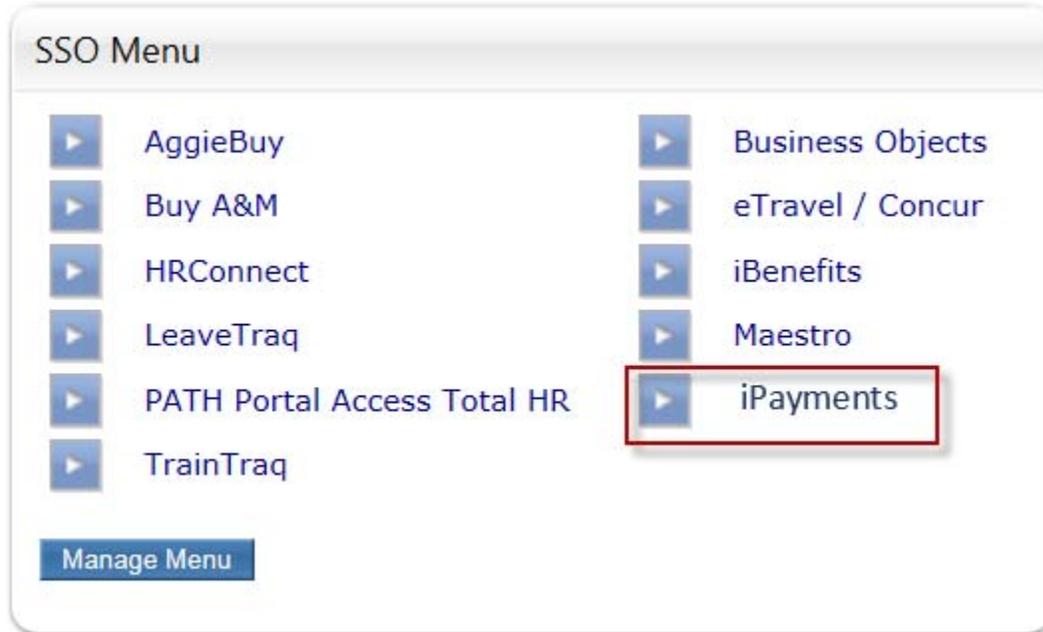
Is the account provided by the customer a Renovation Account (02-806XXX)?

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

Once it is determined that an Interdepartmental Transfer 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 the IDT transactions set up in iPayment? Please send an email to ipay@tamu.edu to request an account and code be set up in iPayments.

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.



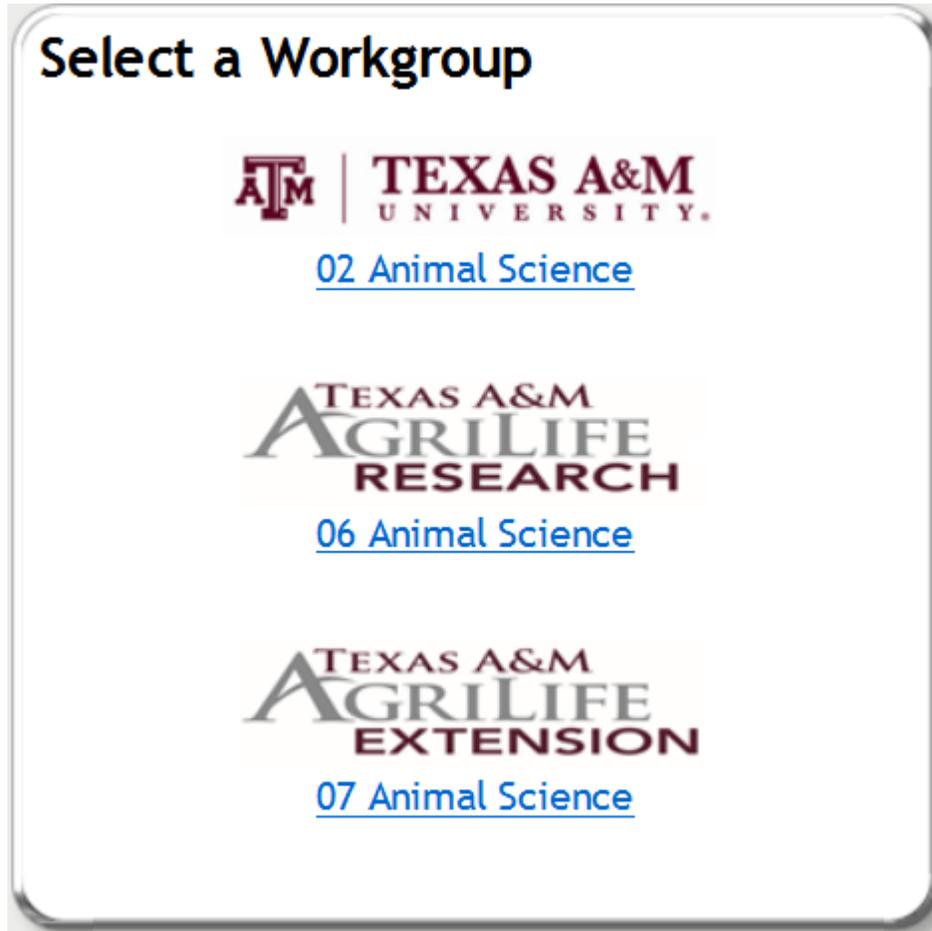
The Cashiering Module is where users will go to process transactions for deposits, Interdepartmental Transfers (IDTs), and/or AR invoices.

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.



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 an IDT, 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.

FILE MANAGEMENT CREATE FILE

Create a CORE File

TYPE Individual ▾

OWNER iPayment Supervisor (111991111) ▾

* DESCRIPTION

* EFFECTIVE DATE 2/14/2017

WORKGROUP 02 Animal Science

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

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

When a CORE File is created, but closed prior to being balanced, the file will be displayed on the File Management tab. This tab will only display the files created today. To view files that were opened previously, click **File Filter >**.

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

FILE MANAGEMENT
CREATE FILE

Open an Existing CORE File

File Filter ▾

SOURCE: All ▾ STATUS: Opened ▾ FILE TYPE: Individual and Shared ▾

WORKGROUP: 02 Animal Science (02ANSC) ▾

AVAILABLE TO: iPayment Supervisor (111991111) ▾

FILE DATE: Collections Week To Date ▾

DATE TYPE: Effective Date ▾

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 navigation buttons: EVENT TOOLS, AUTO-RECEIPT ON, RESET PERIPHERALS, ADMIN CENTER, AUTO BALANCE, BALANCE, CLOSE, and LOG OUT. The main area is divided into two panes. The left pane, titled '02ANSC MENU', contains a list of accounts with a search bar and a right-pointing arrow for each item. The right pane, titled 'EVENT LAST SUSP.', shows the 'Active Receipt' section with the Texas A&M University logo and a 'TOTAL AMOUNT: \$0.00' at the bottom right. Below the account list, there are buttons for 'TOTAL', 'ACH', and 'ALL TENDERS'. A 'Tender Due: \$0.00' is displayed in the center. The footer includes 'Powered by CORE Business Technologies', 'iPayment Supervisor - 02 Animal Science - [2017045009] - ipayment deposit demo', and a small logo.

Account Name	Action
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	>

Select the account in which the deposit is to be made by clicking on the account.

A close-up view of the account list from the screenshot. Three accounts are 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. The customer name and address fields are usually left blank when creating an IDT. Both comments fields pull to the receipt. Type in 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	_____		
ADDRESS1	_____	ADDRESS2	_____
CITY	_____	STATE	_____
ZIP	_____		
COMMENTS	iPayment Training		
COMMENT S1	Fun with IDTs		
FILE UPLOAD	<input type="text"/> Browse...		
REF NBR	GigEm123		

Use the FILE UPLOAD to attach backup documentation for the IDT after allocations have been selected. See Allocations on page 9. 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 an email or document providing approval to charge the account in question for the IDT.

CUSTOMER NAME	_____		
ADDRESS1	_____	ADDRESS2	_____
CITY	_____	STATE	_____
ZIP	_____		
COMMENTS	iPayment Training		
COMMENT S1	Fun with IDTs		
FILE UPLOAD	C:\Users\saw\Pictures\ <input type="text"/> Browse...		
REF NBR	GigEm123		

IDT -Interdepartmental Transactions

There are three different IDT scenarios of which users should be aware. Scenario 1 is a one to one transaction. Scenario 2 is a one to many transaction. Scenario 3 is a many to many transaction. Each of these scenarios are described in detail below.

IDT SCENARIO 1- One to One

This scenario involves one selling account and one buying account for one item or service. This scenario is the most common scenario for an IDT.

Once the selling account is selected, the user will be presented with the list of allocations available for that account. Below are the Allocations available for this account. The description is editable. However, the description here will not be the description that will display in FAMIS. Enter the AMOUNT and or QUANTITY, and remove sales tax in the TAXED column. Since an IDT is being processed, sales tax should not be charged. 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.

DESCRIPTION	AMOUNT	QUANTITY	TOTAL	SELECTED	TAXED
Registration	\$1,000.00	1	\$1,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
GL # 02 201980 00000 0520 Y 062					
VALID					
Clothing	\$0.00	1	\$0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
GL # 02 201980 00000 0558 Y 062					
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					

VALIDATE ALLOCATIONS

Click CONTINUE.

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

Active Receipt
2017114004-2

02AN5C-201980 Judging Camps B \$1,000.00

COMMENTS: iPayment Training
COMMENTS: Fun with IDTs
REF NBR: GieEm123
GL NBR: 021201980100000109201Y1062
DESCRIPTION: Registration AMOUNT: \$1,000.00

RECALL

TOTAL AMOUNT: \$1,000.00

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 IDT- Interdepartmental Transfer at the top of the menu.

IDT - Interdepartmental Transfer

* CAMPUS CODE Texas A and M University

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

IDTs cannot cross over to other agencies.

Click CONTINUE.

Users are redirected to another page listing the campus code and assigned IDT Ref Nbr across the top. Users are given two more comments fields and an additional Ref Nbr field. These fields are optional. Enter information that is meaningful to both the selling account and the buying account.

IDTRefNbr information_block

IDT Reference Number

CAMPUS CODE	IDT REF NBR
02	0000920

COMMENTS _____

COMMENTS1 _____

REF NBR _____

Allocations with blank account fields and hardcoded expense codes will be displayed. Please note that the description is editable. Descriptions on the IDT- Interdepartmental Transfer page are the descriptions that will pull to FAMIS. In this example, the registrant's name has been added to the description. Key the expense account in the available field and enter the amount. Please note that the amount will automatically change to a negative amount.

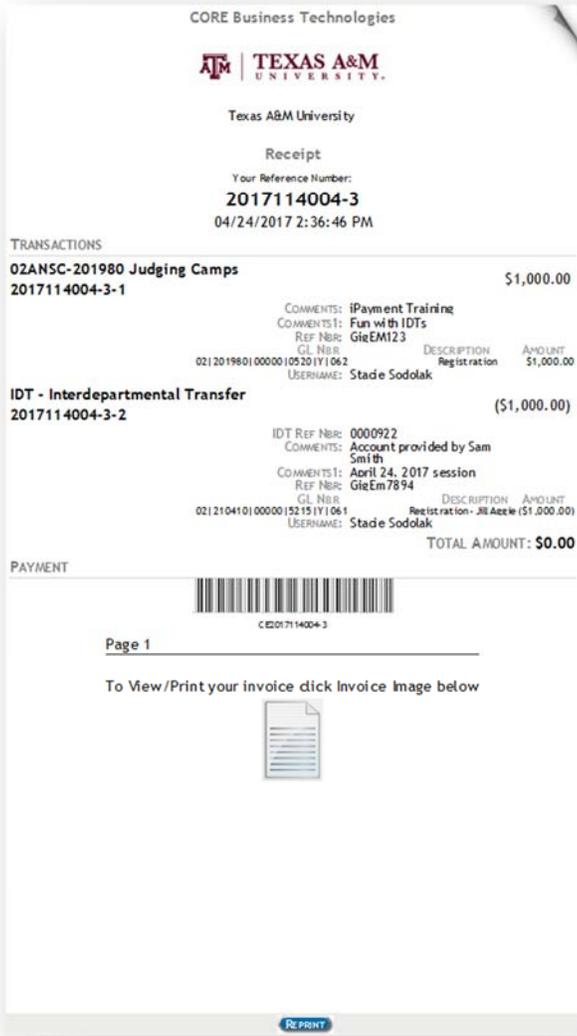
Allocations

GL NUMBERS

DESCRIPTION	AMOUNT	QUANTITY	TOTAL	SELECTED	TAXED
Registration- Jill Aggie	(\$1,000.00)	1	(\$1,000.00)	<input checked="" type="checkbox"/>	
GL # 02 210410 00000 5215 Y 061					
VALID					
Meals	0.00	1	\$0.00	<input type="checkbox"/>	
GL # 02 00000 6339 Y 061					
Clothing	0.00	1	\$0.00	<input type="checkbox"/>	
GL # 02 00000 5755 Y 061					
Animal Judging Services	0.00	1	\$0.00	<input type="checkbox"/>	
GL # 02 00000 5670 Y 061					
Books	0.00	1	\$0.00	<input type="checkbox"/>	
GL # 02 00000 4014 Y 061					
Catering Services	0.00	1	\$0.00	<input type="checkbox"/>	
GL # 02 00000 6338 Y 061					
G Rollie White Visitor Ctr Rent	0.00	1	\$0.00	<input type="checkbox"/>	
GL # 02 00000 5870 Y 061					
Banquet Tickets	0.00	1	\$0.00	<input type="checkbox"/>	
GL # 02 00000 6339 Y 061					
Contracted Services	0.00	1	\$0.00	<input type="checkbox"/>	
GL # 02 00000 5670 Y 061					
Caps, Hats, Belts	0.00	1	\$0.00	<input type="checkbox"/>	
GL # 02 00000 5755 Y 061					

VALIDATE ALLOCATIONS

Click VALIDATE ALLOCATIONS to confirm that the account is valid and has budget. This will also check other flags in FAMIS such as sub code edits and support account flags. Click CONTINUE.



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



You will then be prompted to print the receipt.

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

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

It will also include the IDT Ref Nbr and any optional field that had information keyed to it as well as the icon for attached backup.

It will also display the buying account allocations.

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

Once all of the IDTs have been created, the file must be balanced. Please proceed to Depositing and Balancing Files on page 19.

IDT SCENARIO 2- One to Many

This scenario involves one selling account and multiple buying account for one type of item or service. This scenario is the second most common scenario for an IDT.

Once the selling account is selected, the user will be presented with the list of allocations available for that account. Below are the Allocations available for this account. The description is editable. However, the description here will not be the description that will display in FAMIS. Enter the AMOUNT and or QUANTITY, and remove sales tax in the TAXED column. Since an IDT is being processed, sales tax should not be charged. 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.

02EAHR-241303 Educational Administration

CUSTOMER NAME

ADDRESS1 ADDRESS2

CITY STATE ZIP

COMMENTS

COMMENTS1

FILE UPLOAD

REF NBR

▼ Allocations

✓ GL NUMBERS

DESCRIPTION	AMOUNT	QUANTITY	TOTAL	SELECTED	TAXED
Copy Charges- IDT or AR Only	\$50.00	1	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>

GL # 02 | 241303 | 00000 | 5616 | Y | 062

Click CONTINUE. Then Select IDT- Interdepartmental Transfer.

IDT - Interdepartmental Transfer

* CAMPUS CODE

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

IDTs cannot cross over to other agencies.

Click CONTINUE.

Users are redirected to another page listing the campus code and assigned IDT Ref Nbr across the top. Users are given two more comments fields and an additional Ref Nbr field. These fields are optional. Enter information that is meaningful to both the selling account and the buying account.

Allocations with blank account fields and hardcoded expense codes will be displayed. Please note that the description is editable. Descriptions on the IDT- Interdepartmental Transfer page are the descriptions that will pull to FAMIS. In this example, additional information has been added to the description. Key the expense account in the available field and enter the amount. Please note that the amount will automatically change to a negative amount.

IDTRefNbr information_block

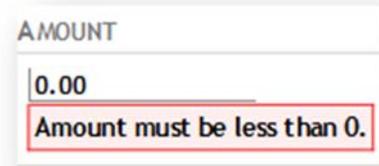
IDT Reference Number
 CAMPUS CODE: 02
 IDT REF Nbr: 0000928
 COMMENTS: iPayment IDT TEST
 COMMENTS1: This is only a test
 REF NBR: Copy7894

Allocations
 GL NUMBERS

DESCRIPTION	AMOUNT	QUANTITY	TOTAL	SELECTED	TAXED
Registration	0.00	1	\$0.00	<input checked="" type="checkbox"/>	
GL # 02 00000 5215 Y 061					
Awards Dinner	0.00	1	\$0.00	<input type="checkbox"/>	
GL # 02 00000 6339 Y 061					
Tailgate Tickets	0.00	1	\$0.00	<input type="checkbox"/>	
GL # 02 00000 6339 Y 061					
Clothing	0.00	1	\$0.00	<input type="checkbox"/>	
GL # 02 00000 5755 Y 061					
Contracted Services	0.00	1	\$0.00	<input type="checkbox"/>	
GL # 02 00000 5670 Y 061					
Copy Charges-A	(\$10.00)	1	-\$10.00	<input checked="" type="checkbox"/>	
GL # 02 210410 00000 5616 Y 061					
Copy Charges-B	(\$10.00)	1	-\$10.00	<input checked="" type="checkbox"/>	
GL # 02 200300 00000 5616 Y 061					
Copy Charges-C	(\$10.00)	1	-\$10.00	<input checked="" type="checkbox"/>	
GL # 02 270280 00000 5616 Y 061					
Copy Charges-D	(\$10.00)	1	-\$10.00	<input checked="" type="checkbox"/>	
GL # 02 300460 00000 5616 Y 061					
Copy Charges-E	(\$10.00)	1	-\$10.00	<input checked="" type="checkbox"/>	
GL # 02 300210 00000 5616 Y 061					
Copy Charges	0.00	1	\$0.00	<input type="checkbox"/>	
GL # 02 00000 5616 Y 061					

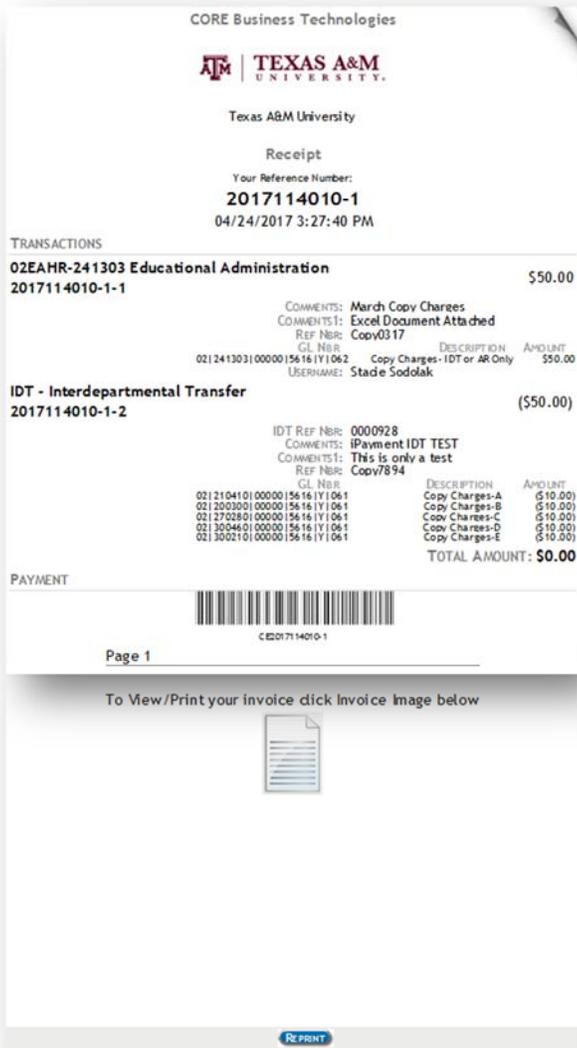
[VALIDATE ALLOCATIONS](#)

Uncheck the first line item if it not being used. Otherwise, the user will get the following error message.

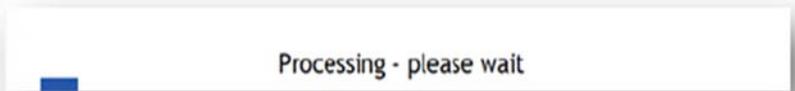


Click VALIDATE ALLOCATIONS to confirm that the account is valid and has budget. This will also check other flags in FAMIS such as sub code edits and support account flags.

Click CONTINUE.



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



You will then be prompted to print the receipt.

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

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

It will also include the IDT Ref Nbr and any optional field that had information keyed to it as well as the icon for attached backup.

It will also display the buying account allocations.

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

Once all of the IDTs have been created, the file must be balanced. Please proceed to Depositing and Balancing Files on page 19.

IDT SCENARIO 3- Many to Many

This scenario involves one selling account and buying account for more than one type of item or service. This scenario is the least common scenario for an IDT.

Once the selling account is selected, the user will be presented with the list of allocations available for that account. Below are the Allocations available for this account. The description is editable. However, the description here will not be the description that will display in FAMIS. Enter the AMOUNT and or QUANTITY, and remove sales tax in the TAXED column. Since an IDT is being processed, sales tax should not be charged. 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.

02SABR-203700 SAPO- Passport Processing

CUSTOMER NAME _____
ADDRESS1 _____ ADDRESS2 _____
CITY _____ STATE _____ ZIP _____
COMMENTS **Visiting Speaker** x
COMMENTS1 _____
FILE UPLOAD C:\Users\saw\Desktop\ Browse...
REF NBR _____

▼ Allocations
▼ GL NUMBERS

DESCRIPTION	AMOUNT	QUANTITY	TOTAL	SELECTED	TAXED
Passport-Execution Fees	\$70.00	1	\$70.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
GL # 02 203700 00000 0575 Y 062					
Passport Photo	\$10.00	1	\$10.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
GL # 02 203700 00000 0620 Y 062					

Click CONTINUE. Then Select IDT- Interdepartmental Transfer.

IDT - Interdepartmental Transfer

* CAMPUS CODE **Texas A and M University** ▼

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

IDTs cannot cross over to other agencies.

Click CONTINUE.

Users are redirected to another page listing the campus code and assigned IDT Ref Nbr across the top. Users are given two more comments fields and an additional Ref Nbr field. These fields are optional. Enter information that is meaningful to both the selling account and the buying account.

Allocations with blank account fields and hardcoded expense codes will be displayed. Please note that the description is editable. Descriptions on the IDT- Interdepartmental Transfer page are the descriptions that will pull to FAMIS. In this example, additional information has been added to the description. Key the expense account in the available field and enter the amount. Please note that the amount will automatically change to a negative amount.

IDT - Interdepartmental Transfer

IDTRefNbr information_block

▼ IDT Reference Number

CAMPUS CODE	IDT REF NBR
02	0000953

COMMENTS: iPayment IDT test.

COMMENTS1: This is only a test. x

REF NBR: _____

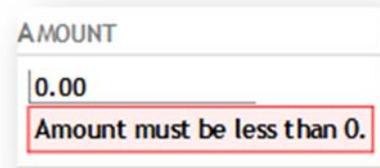
▼ Allocations

▼ GL NUMBERS

DESCRIPTION	AMOUNT	QUANTITY	TOTAL	SELECTED	TAXED
Passport-Execution Fees	0.00	1	\$0.00	<input checked="" type="checkbox"/>	
GL # 02 00000 5231 Y 061					
Passport Photo	0.00	1	\$0.00	<input type="checkbox"/>	
GL # 02 00000 5615 Y 061					
Administrative Services	(\$70.00)	1	-\$70.00	<input checked="" type="checkbox"/>	
GL # 02 210410 00000 5231 Y 061					
Drop Fee Charges	(\$10.00)	1	-\$10.00	<input checked="" type="checkbox"/>	
GL # 02 210410 00000 5231 Y 061					
Registration	0.00	1	\$0.00	<input type="checkbox"/>	
GL # 02 00000 5215 Y 061					

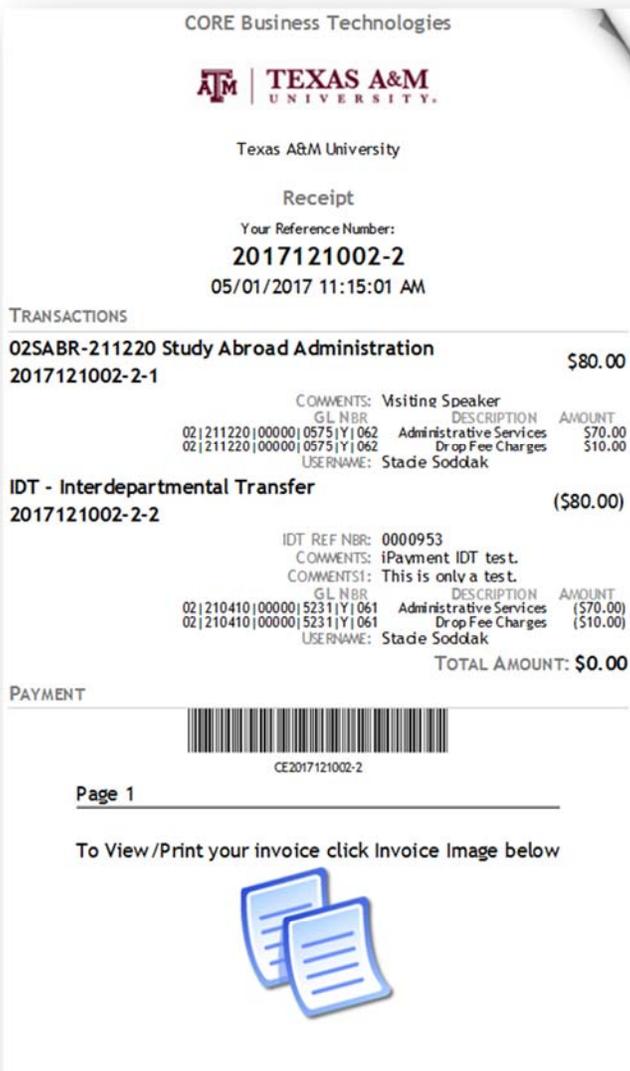
[VALIDATE ALLOCATIONS](#)

Uncheck the first line item if it is not being used. Otherwise, the user will get the following error message.



Click VALIDATE ALLOCATIONS to confirm that the account is valid and has budget. This will also check other flags in FAMIS such as sub code edits and support account flags.

Click CONTINUE.



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



You will then be prompted to print the receipt.

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

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

It will also include the IDT Ref Nbr and any optional field that had information keyed to it as well as the icon for attached backup.

It will also display the buying account allocations.

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

Once all of the IDTs have been created, the file must be balanced. Please proceed to Depositing and Balancing Files on page 19.

Depositing and Balancing Files- USER ACCESS

Once all of the IDTs have been created, the file must be balanced. Persons with USER access can enter IDTs 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.

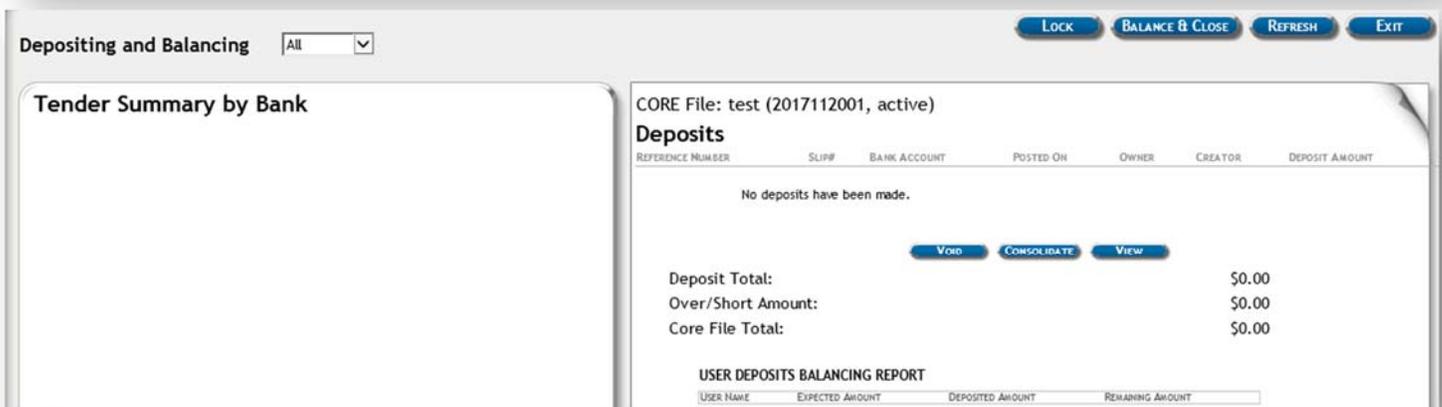
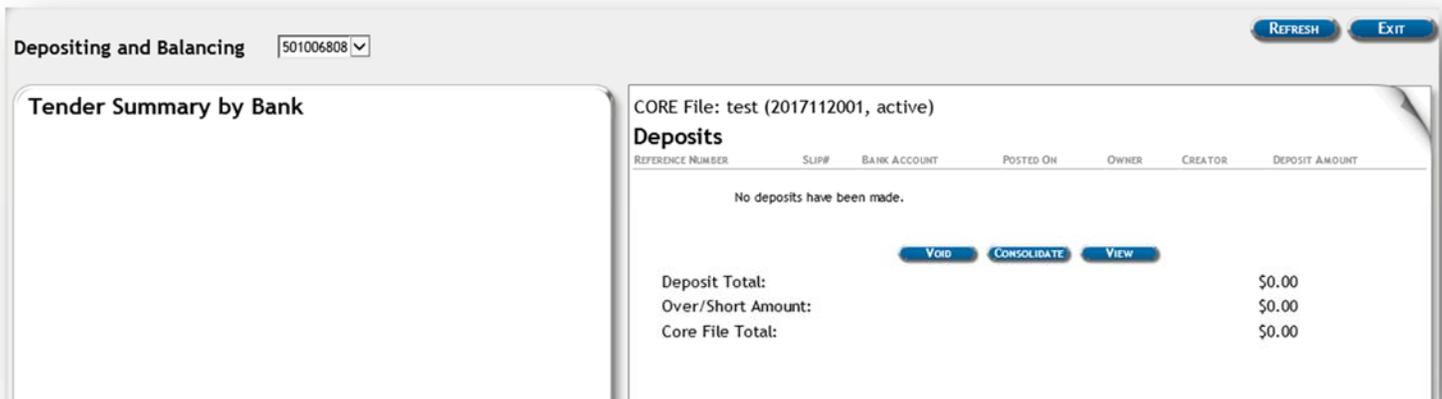


Depositing and Balancing Files- SUPERVISOR ACCESS

Once all of the IDTs 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.



Notice that the summary of IDTs no longer displays. To view the details of this IDT, 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 the SEARCH screen. The File ID will default to the file in which the user is currently logged.

A search form with the following fields and options:

- SOURCE: All (dropdown)
- RECEIPT OR FILE(S): Receipt Reference (dropdown)
- FILE ID: 2017112001
- Effective Date: 04/22/2017 (dropdown)
- FROM: 04/22/2017
- TO: 04/22/2017
- TRANSACTION TYPE: All (dropdown)
- ORTENDER TYPE: All (dropdown)
- PRIMARY ID: (text input)
- AMOUNT: (text input) TO (text input)
- USER: All (dropdown)
- WORKGROUP: All (dropdown)
- CUSTOM FIELD TEXT: (text input)

At the bottom right 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: 05/01/2017 12:04:29
 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:
2017121002-2
 EFFECTIVE DATE 5/1/2017
 WORKGROUP 02 Study Abroad Program Office
 USER 501006808

TRANSACTIONS

02SABR-211220 Study Abroad Administratio \$80.00
 2017121002-2-1

DATE/TIME 5/1/2017 11:15:01 AM
 CAMPUS CODE: 02
 COMMENTS: Visiting Speaker
 TRANSACTION TYPE: DeptDeposit
 AMOUNT: \$80.00
 QTY: 1
 TAX TYPE: B
 UPDATE SYSTEM INTERFACE LIST: XmlFileUpdate
 GL NBR DESCRIPTION AMOUNT
 02|211220|00000|05751|Y|062 Administrative Services (\$70.00)
 02|211220|00000|05751|Y|062 Drop Fee Charges (\$10.00)

2017121002-2-1-0-TRAN 

IDT - Interdepartmental Transfer (\$80.00)
 2017121002-2-2

DATE/TIME 5/1/2017 11:20:47 AM
 AMOUNT: (\$80.00)
 QTY: 1
 UPDATE SYSTEM INTERFACE LIST:
 COMMENTS: iPayment IDT test.
 COMMENTS1: This is only a test.
 CAMPUS CODE: 02
 IDT REF NBR: 0000953
 TRANSACTION TYPE: IDTBuy
 IDT REF NBR: 0000953
 BUYER EMAIL: ASTILLEY@TAMU.EDU,ASTILLEY@TAMU.EDU
 GL NBR DESCRIPTION AMOUNT
 02|210410|00000|52311|Y|061 Administrative Services (\$70.00)
 02|210410|00000|52311|Y|061 Drop Fee Charges (\$10.00)
 TOTAL AMOUNT: \$0.00

EXIT BACK REVERSE VOID REPRINT

Users can view the backup documentation by clicking on the 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 receipt from this location. To go back to Depositing and Balancing screen, click EXIT.

This will take you 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 you back to the Depositing and Balancing Screen. **Change the UIN to All.** Click 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.



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

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



CF2017112001

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
<p>File Update Complete - Result: File ID - 2017112001</p> <p style="text-align: center;"><input type="button" value="OK"/></p>			
		0	\$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)

BANK PRE-DEPOSIT REPORT		TOTAL AMOUNT
		\$0.00

BANK DEPOSIT REPORT		TOTAL AMOUNT
		\$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 IDT in FAMIS.

Reviewing the IDT in FAMIS

The IDT in this example is number 0000953. This number is the ref#2. This can be viewed in FAMIS on several screens. For this example, review the IDT on FAMIS screen 47.

```

047 Transaction Inquiry on Reference Number 2 or 4                                05/01/17 11:25
                                     STUDY ABROAD ADMINISTRATION                FY 2017 CC AM
Screen:  ___ Account: 211220 Search On Ref: 2 Ref Nbr: 0000953
                                     Display Ref: 2 Bank Option: N
Sbcd TC   Ref 2   Date   Description                               Amount       I BatRef Offset Acct
-----
0575 061 0000953 05/01 Administrative Ser                70.00-       FMJ001 210410 5231
0575 061 0000953 05/01 Drop Fee Charges                10.00-       FMJ001 210410 5231
    
```

The file number (in this case 2017121002) is converted to 7121002. 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 121st day of the year and it was the 2nd file opened this day. This file number is the ref#4 for IDTs. By placing the cursor on one of the items and clicking PF6, users can view more details about the IDT .

```

+-----+
|                                     Display of Detailed Transaction Record                                     |
+-----+
| 05/01/2017 : Administrative Services                $70.00- |
| TransCode: 061 JE - IDT                               Dir/Ind: D |
| Account: 211220 00000 0575   STUDY ABROAD ADMINISTRATION |
|                               Services - Administration |
| Offset: 210410 00000 5231   FMO |
|                               Service Charges |
| PO/Enc/Ref 1:                               Cost Ref1:       Fiscal Yr: 2017 |
|   Ref 2: 0000953                               2:               Proc Month: 09 |
|   Ref 3:                               3:               Batch Date: 05/01/2017 |
|   Ref 4: 7121002                               Bank: 06000         Batch Ref: FMJ001 |
| Vndr/Card Id: |
| Enc Obj Cd: |
| OvrD Comp Cd: |
| Liquidation Amt: 0.00 |
| Indirect Base Code: |
| Base Amount: 0.00 |
| PF3= Back to 047 PF4= Exit PF5= Acq PF6= Indirect Accts PF7= Corrections |
+-----+
    
```

**NEED HELP Processing IDTs?
FMO Sales & Receivables
ipay@tamu.edu**