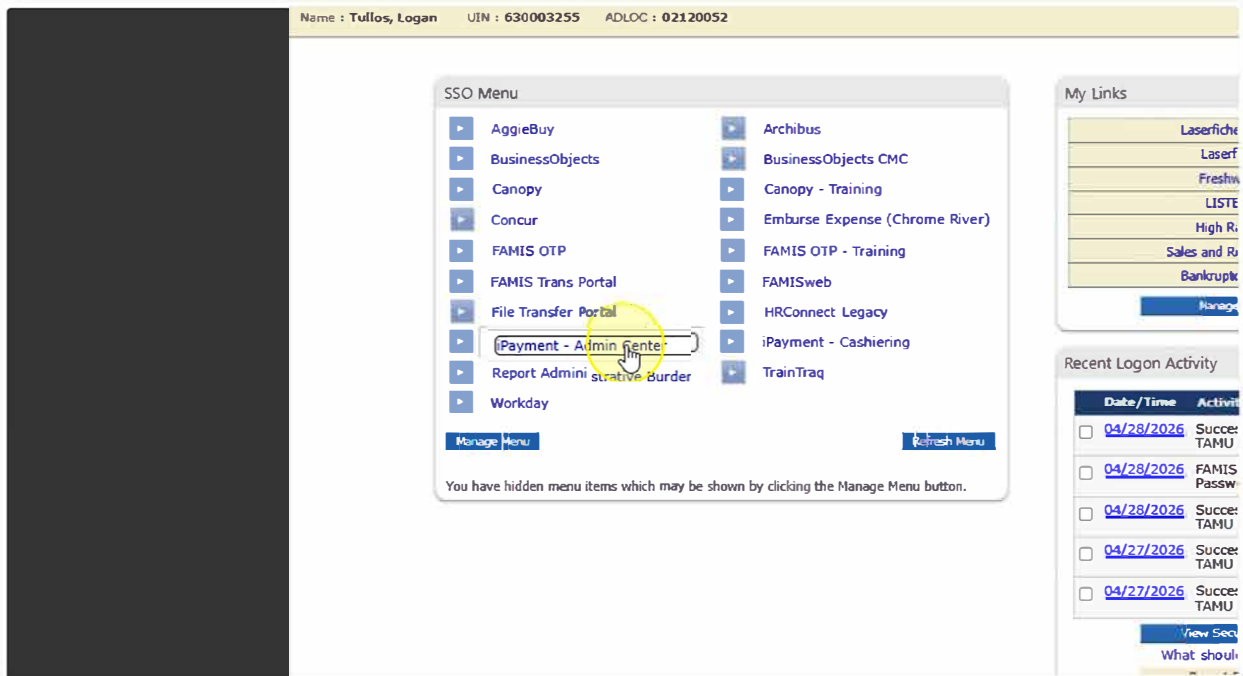
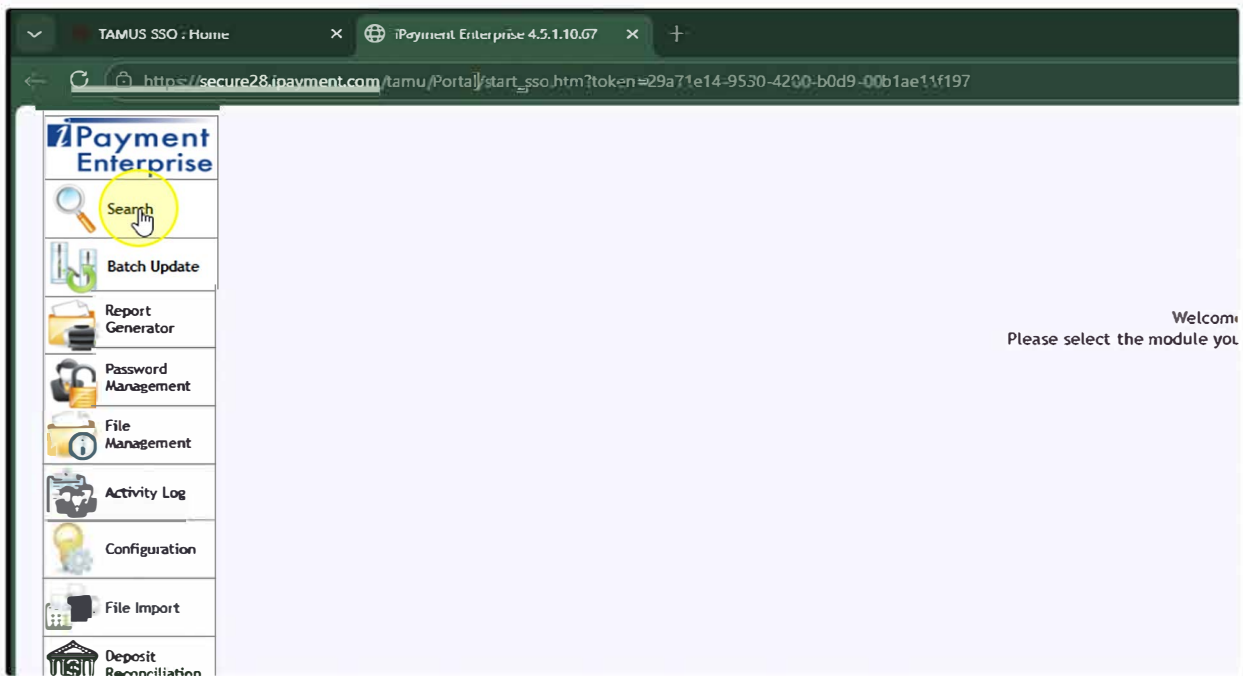


Verify an AR

1 Click "iPayment - Admin Center"



2 Click "Search"



3 Click "file ID" and type your Core File number 2026.....

The screenshot shows the iPayment Enterprise search interface. The browser address bar displays the URL: `https://secure28.ipayment.com/tamu/Portal/start_sso.htm?token=29a71e14-9530-4200-b0d9-00b1ae11f197`. The search form includes the following fields:

- Source: All
- Event Status: All
- Receipt or File(s): Receipt Reference (dropdown) or File ID (input field, highlighted with a yellow circle) or Effective Date (dropdown)
- Effective Date: from 04/28/2026 to 04/28/2026
- Transaction Type or Tender Type: All
- Primary ID: (input field)
- Amount: (input field) To (input field)
- User: All
- Workgroup: All
- Custom Field Text: (input field)

Buttons for "Search" and "Clear" are located at the bottom right of the form.

4 Click "Search"

This close-up screenshot focuses on the search form. The 'File ID' field now contains the value '2026093006'. The 'Effective Date' is still set from 04/28/2026 to 04/28/2026. The 'Search' button is highlighted with a yellow circle, and a mouse cursor is pointing at it. The 'Clear' button is also visible.

5 If there are multiple blue reference numbers, click each one to find your specific file. If there is only one, click it to see the full file

The screenshot shows the iPayment Enterprise interface in a Microsoft Edge browser. The browser title is "iPayment Enterprise 4.5.1.10.67 - School - Microsoft Edge". The address bar shows the URL: "https://secure28.ipayment.com/tamu/my/0/0/0/a_search_result.htm?__DOUBLESUBMIT__=UkWQtHXUF9eJ6vC/z...".

On the left side, there is a "Search Criteria" section with the following details:

- Date: 04/28/2026 09:28:40
- User: 630003255
- Source: All
- Reference Number: 2026093006-1
- Primary ID: [blank]
- Text: [blank]
- Transaction Type: All
- Tender Type: All
- Amount: [blank]
- User: All
- Workgroup: All
- Date Type: Effective Date
- Event Status: All

Below the search criteria is a table with two columns: "REFERENCE NUMBER" and "POSTED ON". The first row contains the reference number "2026093006-1" and the date "4/3/2026 7:29:18 AM". A red arrow points to this reference number.

On the right side, there is a detailed view for the selected reference number "2026093006-1". It includes the following information:

- Effective Date: 4/3/2026
- Workgroup: 02FISC Financial Management Operations
- User: 630003255
- TRANSACTIONS: 02FISC-Misc, \$419.00
- Date/time: 4/3/2026 7:28:35 AM
- Campus Code: 02
- EMAIL_RECEIPT: tcarroll@rec.tamu.edu
- GL Nbr: 021300420|00000|0435|Y|062
- Description: Rental - Equipment
- Amount: 1,000
- Quantity: 5194.00
- 021300420|00000|0441|Y|062
- Description: Rental - Room
- Amount: 1,000
- Quantity: 5225.00

At the bottom, there is a "Display Image:" section showing a thumbnail of a document titled "2026093006-1-1-0-TRAN".

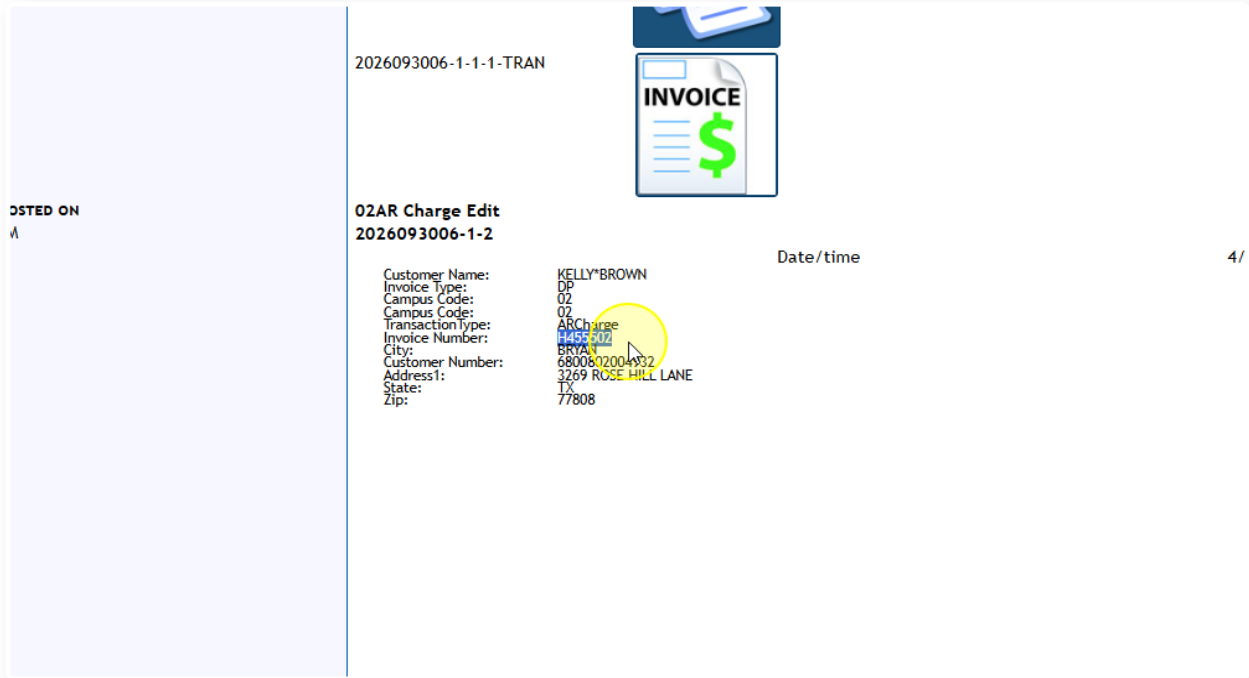
6 Click "2026093006-1"

This is a close-up screenshot of the reference number table from the previous image. The table has two columns: "REFERENCE NUMBER" and "POSTED ON". The first row contains the reference number "2026093006-1" and the date "4/3/2026 7:29:18 AM". A yellow circle highlights the reference number "2026093006-1", and a mouse cursor is positioned over it.

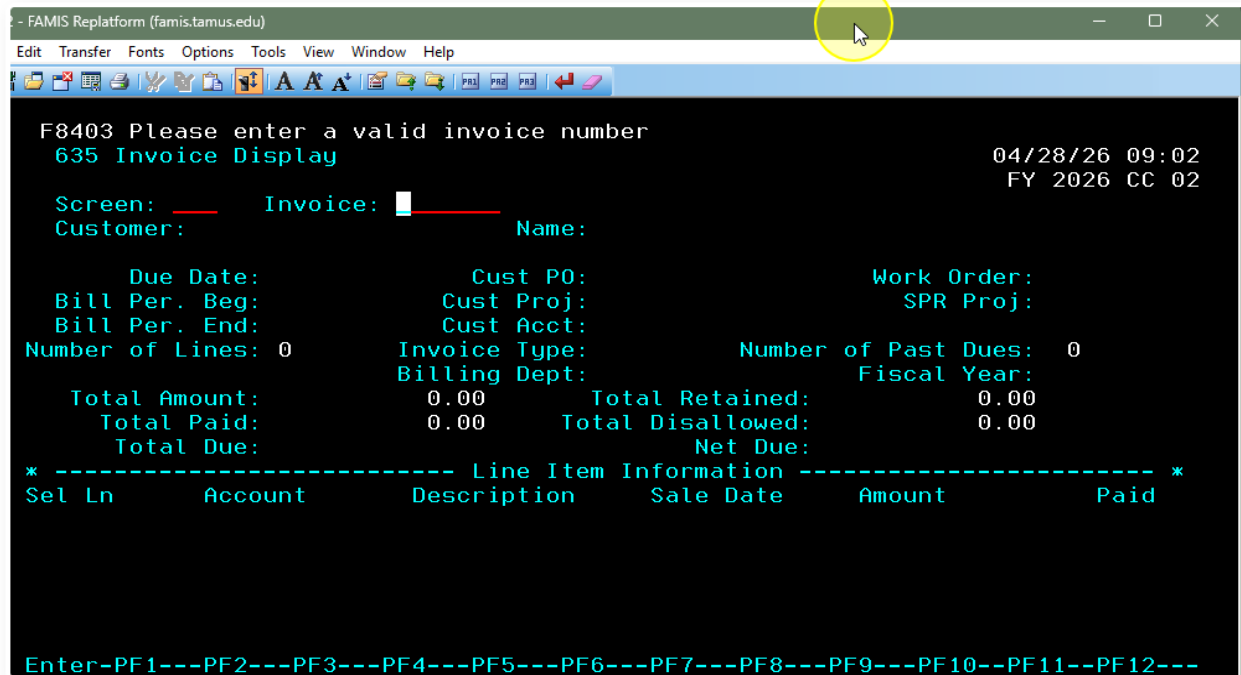
On the right side of the table, there are three rows of reference numbers:

- 2026093006-1-1-0-TRAN
- 2026093006-1-1-1-TRAN
- 02AR Charge Edit

7 Locate the Invoice number at the bottom of the File



8 Log into FAMIS and go to Screen 635



9

Type in your Invoice number and you will see if it has posted or not

F2408 Select Line Item to proceed to Screen 636
635 Invoice Display

04/28/26 09:29
FY 2026 CC 02

Screen: Invoice: H455502
Customer: 6800802004932 Name: KELLY*BROWN

Due Date: 04/22/2026 Cust P0: Work Order:
Bill Per. Beg: Cust Proj: SPR Proj:
Bill Per. End: Cust Acct:
Number of Lines: 2 Invoice Type: DP Number of Past Dues: 0
Billing Dept: RSP0 Fiscal Year: 2026

Total Amount: 419.00 Total Retained: 0.00
Total Paid: 0.00 Total Disallowed: 0.00
Total Due: 419.00 Net Due: 419.00

* ----- Line Item Information ----- *

Sel Ln	Account	Description	Sale Date	Amount	Paid
1	300420 00000 0435	RENTAL - EQUIPM	04/03/26	194.00	0.00
2	300420 00000 0441	RENTAL - ROOM	04/03/26	225.00	0.00

** End of line items **

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