

**Accounts Receivable, IDTs &  
Marketplace**

**Employee Development Event  
May 2014**

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▪ **Website**

- <http://agrififeas.tamu.edu/fiscal/fiscal-accounts-receivables/>

▪ **Extension of Credit - AG-222**

- Submitted annually
- Departments AR Procedures

▪ **Extension policy requires that all invoicing be done centrally by the fiscal office.**

**Account  
Receivables**

▪ **Request for Invoice**

- Extension
  - AG-209 A Request for Accounts Receivable Invoice
  - AG-209 B Request for Accounts Receivable Memorandum

▪ **Additional training provided upon request.**

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▪ **Procedures**

- <http://agrififeas.tamu.edu/documents/ar-idt.pdf>

▪ **Forms**

- AG-251 Interdepartmental Transfer Request
- AG-252 Interdepartmental Transfer Correction

▪ **Laserfiche**

- Submit via LF into Work in Progress – Accounts Receivable
- Final Copy stored
  - 4.2.6 Interdepartmental Department Transfers

**Interdepartmental  
Transfers**

▪ **When to use IDTs**

- An interdepartmental transfer is used to charge another same campus account. The selling account is the account receiving the credit (revenue). The buying account is the account being charged the debit (expense).
  - Research to Research
  - Extension to Extension

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- Please allow 2 business days for the IDT to post to FAMIS. *(excluding SRS accounts)*
- **Using FAMIS**
  - On screen 47, enter account number in the account number field and the 7 digit IDT ref# in the Ref Nbr field. This will pull both the selling and buying sides of the IDT entry if it has posted.
- For additional details, place the cursor on the line item and select PF6 key.
- **Using Canopy**
  - In FRS under Account Search, select the Transactions tab. Enter account in the account number field, select the appropriate month range, enter the 7 digit IDT ref# in the Ref2 field, and select submit. This will pull both the selling and buying sides of the IDT entry if it has posted.

**How do I check the status of an IDT?**

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- For employees of Texas A&M AgriLife Extension, Research and the College of Agriculture and Life Sciences you can now purchase your Microsoft Windows computer workstations and laptops centrally via AgriLife IT.
- Systems will be generally delivered within 3 days or sooner. For remote AgriLife sites shipping will require at least one day.
- Web address
  - <http://linstcalihelp.tamu.edu/purchasing/agrilife-computer-workstation-purchasing-program-cwpp>

**AgriLife Computer Workstation Purchasing Program (CWPP)**

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- **Payment of Computer Workstations**
  - State Funds
    - Invoice request will be submitted
    - Limited or Exempt document will need to be created at the department to process the invoice for payment
    - Preliminary Fixed Assets will be handled by the department
- **Vendors**
  - Unique Vendor ID have been established for 02/06/07 processing of invoice payments.
  - 02
    - 3556556566 for Texas AgriLife Research
    - 3555555555A for Texas AgriLife Extension
  - 06/07
    - Extension- 9555555555
    - Research- 9556556566
  - Local or Grant Funds
    - An IDT will be processed to transfer funds from the buying department to the Computer Service Center account.
    - Preliminary Fixed asset steps will be completed, asset will be tagged prior to shipment or delivery of workstation.

**AgriLife Computer Workstation Purchasing Program (CWPP)**

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- Texas A&M Agrilife with Texas A&M facilitates the ability for departments to accept credit cards as a form of payment. Agrilife is responsible for establishing new merchant accounts and representing the department to the system's card processor.
- Procedures for establishing and maintaining a credit card merchant account are established in SAP 21.01.02.M0.03 Credit Card Collections.
- Forms
  - AG-224 E-Commerce Departmental Application
  - AG-225 E-Commerce Departmental Agreement

### Texas A&M Marketplace

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- Available in Train Traq
  - This course reviews the Payment Card Industry Data Security Standard, and how the A&M System meets each requirement of the Standard.
- Required for A&M System employees who accept debit/credit card payments or are responsible for some part of the processing of card transactions.
- Must be completed upon hire and annually thereafter.

### Payment Card Industry Data Security Standard

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### Contact Information

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