Banking and Receivables
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Contact Information</th>
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<tr>
<td><strong>Greg Chavarria</strong></td>
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### Staff/Contact Information

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<th>Name</th>
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<tr>
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<td>Incoming ACH Identification, Deduct from</td>
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<td>Expenditures, Deduct from Income, and</td>
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<td>Deposits for AgriLife Extension</td>
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<tr>
<td><strong>Terri Roeseler</strong></td>
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<td>Deduct from Expenditures, Deduct from</td>
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<td>Income, and deposits for AgriLife Research</td>
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<tr>
<td><strong>Gwen Tucker</strong></td>
<td>Manager</td>
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<td>Banking &amp; Receivables, Provide oversight</td>
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<td>for Banking, Accounts Receivables, and</td>
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<td>E-Commerce</td>
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Accounts Receivable - Canopy

- Canopy.tamus.edu
  - FRS
    - Accounts Receivable
      - Customer Search
      - Create Customer
        - Only banking can create customers
      - Customer Information
      - Customer Invoice Search
        - Ability to search by name or invoice number
      - Customer Invoice Item
      - Customer Misc. Invoice Search
Accounts Receivable - Updates

• When an invoice is created, a journal entry is produced which credits the FAMIS account (SL) and debits the General Ledger (GL) Account control 1300 – Receivables.

• This means the account receives revenue immediately, regardless if the invoice is paid.

• Pay close attention to checks that are received to verify that they are not related to an open invoice.

• Aged reports now included in FAMIS month end reports.
  – Review monthly
  – Notify AR of issues
    • Payments misapplied
    • Duplicate invoices
Gifts

• **Account Issues**
  – Confirm account numbers before submitting paperwork
    – Extension – 2XX600-2XX699 or 2XX999
    – Research – 212000-212999 or 203XXX

• The following should not be processed as gifts:
  – Any support documentation notation on support documentation (i.e. check or receipt or AG-207) that the monies are for sponsorship, grants/trials, or mileage

• **Contact Reporting for any gift related questions**;
  [http://agrilifeas.tamu.edu/fiscal/reporting/](http://agrilifeas.tamu.edu/fiscal/reporting/)
Interdepartmental Transfers - IDTs

• An interdepartmental transfer is used to charge between Research (06) or Extension (07) accounts. (Cannot cross system parts)
• Procedures
• Preferred method when paying within the same agency
Refunds and Reimbursements

- Must be submitted as a Deduct from Expenditure (DFE)
  - AG-211
  - Screen 168
- Accounts Receivable Invoice Request – DFE
  - AG-258
Incoming ACHs/Wires

• If a customer wants to pay an invoice by an electronic check or wire, we have secured instructions that include our bank account information to provide. These instructions must be emailed using a password protected pdf. Contact Banking and Receivables for more information.

• Ask your customer to put the 4 letter department code identifier in the description of the wire.
Credit Cards

- Texas A&M AgriLife provides departments/units the ability to accept credit cards as a form of payment.
- AgriLife Fiscal office is responsible for establishing new merchant accounts and for representing the department/unit to the systems card processor, as well as, being responsible for annual Payment Card Industry Security Standards Certification.
- Wireless terminals are available to check out for on sight events
  - 2½%
- Marketplace is available for online stores or registration
  - Auto-feed option into famis (no deposit forms)
  - Current fees
    - .40 per transaction
    - 2½%
Updates

- Deposits should be made daily whenever the amount on hand reaches $200 and at least once every three business days regardless of the amount.
- Electronic deposits received by banking and receivables no longer require receipts written.
- Updated AG-207
  - Description reduced to only 4 Letter department code
- If you have daily/monthly deposits that are recurring contact banking for auto posting.
Resources

• Banking and Receivables
  – http://agrilifeas.tamu.edu/fiscal/fiscal-banking-and-receivables/

• E-Commerce
  – http://agrilifeas.tamu.edu/fiscal/fiscal-e-commerce/