

iPayment Access Request

Please submit all requests to BAR@ag.tamu.edu

New User
Add to Existing Access
Replace Existing Access
Remove Existing Access

USER INFORMATION

Employee Name: _____ Home Campus Code: _____
 Employee UIN: _____ Email: _____
 Department: _____ Phone: _____

USER ACCESS

| | |
|-------------------|---|
| USER | CASHIER ACCESS: Enters deposit information, creates deposit, creates interdepartmental transfers (IDT), creates AR invoices, voids transactions and tenders PRIOR to receipt, searches receipts and invoices, runs departmental reports, reviews OWN balance report and expected totals. Users cannot finalize transactions and submit them to FAMIS. |
| SUPERVISOR | APPROVER ACCESS: Has same access a USER, but also finalizes the deposit, balances and approves files, voids transactions and tenders AFTER receipt, views credit card reports, views ANY users expected total in the assigned department. Supervisors MUST finalize transactions to <u>Submit them to FAMIS.</u> |
| INQUIRY | VIEW ACCESS: Can only view and search iPayment files, can view any user's transactions, and can run Department/unit reports. Persons with Inquiry access cannot create files or post transactions and cannot submit files to FAMIS. |
| DELETE | INACTIVE USER/DELTE ACCESS: Freezes a user account to prevent further activity, but will allow department to run reports on transactions processed by user. May be used to freeze a user's account while on extended leave. |

DEPARTMENT ACCESS

| | Member Unit/Dept Code | Member Unit/Dept Code |
|--|--------------------------|--------------------------|
| Add Specific Depts: | _____ | _____ |
| | _____ | _____ |
| <i>Select member and enter required department code</i> | _____ | _____ |
| | _____ | _____ |
| <i>Access may be restricted by college/division and department</i> | _____ | _____ |
| | _____ | _____ |

DECLARATION

I understand that I will be in violation of System regulations, State and Federal law if I gain or help others gain unauthorized access to the systems above. I acknowledge that neither I nor anyone else possess the authority to allow anyone to use my I.D. or password. I understand that if I violate System regulations and State and Federal laws by gaining or helping others gain unauthorized access, I will be subject to disciplinary action and criminal prosecution to the full extent of the law. (Chapter 33, Title 7 of the Texas Penal Code). I accept the responsibility of keeping the reports and information confidential. I understand, accept and will complete training related to the software provided to me by Texas A&M System Members. Misuse or abuse of this responsibility as User/Supervisor may be just cause for revocation of software access and disciplinary action. I agree further not to attempt to circumvent the computer security system by using or attempting to use any transactions, software, files or resources I am not authorized to use.

| | | |
|-------------------------|-----------|------|
| User Printed Name | Signature | Date |
| Supervisor Printed Name | Signature | Date |