



Banking and Receivables

Staff/Contact Information



Greg Chavarria

Senior Financial Accountant | Outgoing wires, equity transfers, banking/credit card fees, positive pay and fraud filter issues

979-845-7229

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Gail Guajardo

Financial Specialist III | Customer set-ups, ongoing receivables, past due receivables, inter-departmental requests (IDT), Deduct from Expenditures, Deduct from Income, and deposits for Veterinary Medical Diagnostic Laboratory

979-845-0323

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Jessica Lee

Financial Accountant III | Incoming ACH identification AgriLife Research; desktop deposit verification for all departments, daily notification to system regarding incoming cash and outgoing wires, NSF checks

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Staff/Contact Information



Natalie Perdue

Financial Specialist III | Incoming ACH Identification, Deduct from Expenditures, Deduct from Income, and Deposits for AgriLife Extension

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Terri Roeseler

Financial Specialist III | Deduct from Expenditures, Deduct from Income, and deposits for AgriLife Research

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Gwen Tucker

Manager | Banking & Receivables, Provide oversight for Banking, Accounts Receivables, and E-Commerce

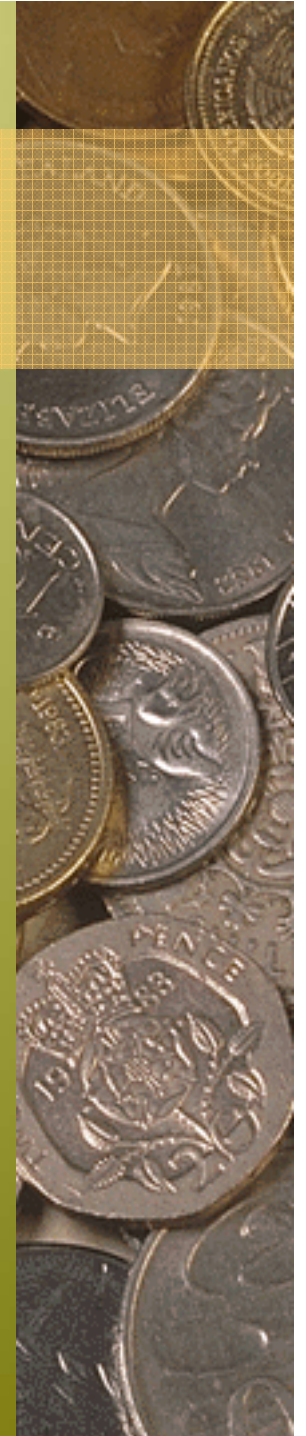
979-862-2245

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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/>



Interdepartmental Transfers - IDTs

- An interdepartmental transfer is used to charge between Research (06) or Extension (07) accounts. (Cannot cross system parts)
- Procedures
 - <http://agrilifeas.tamu.edu/documents/ar-idt.pdf>
- 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



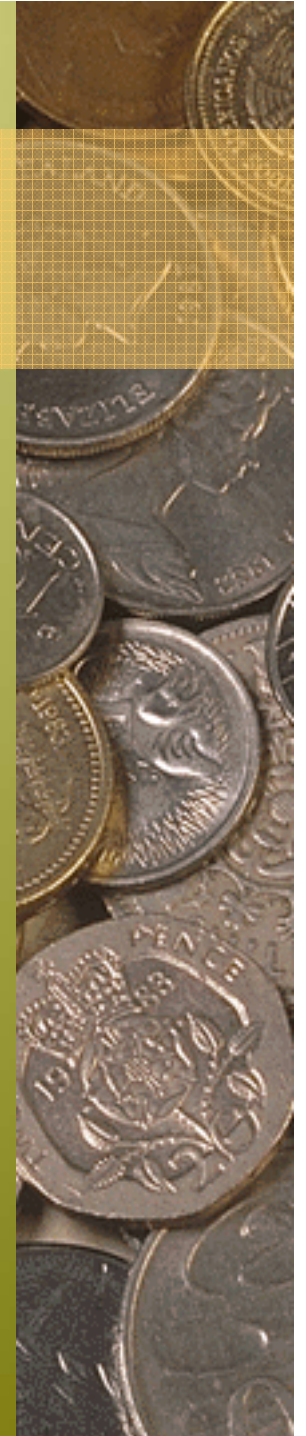
Incoming ACHs/Wires

- 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 you customer to put the 4 letter department code identifier in the description of the wire.



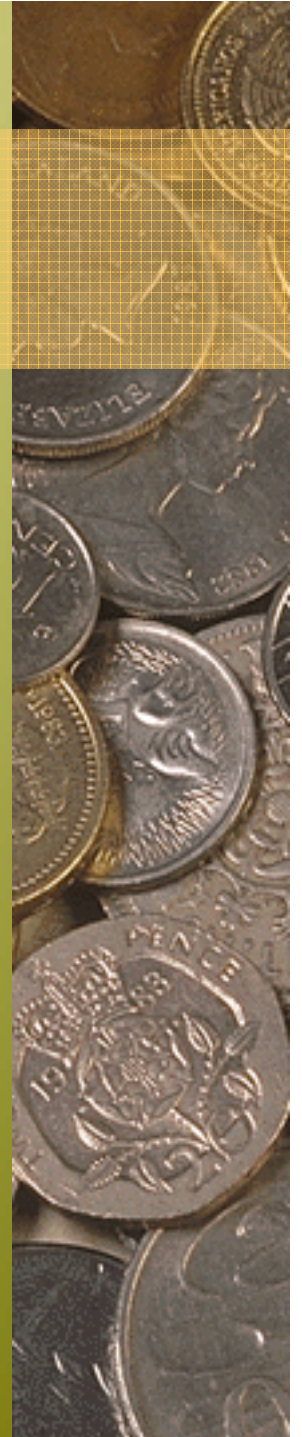
Credit Cards

- 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
 - 2 ½ %
- Marketplace is available for online stores or registration
 - Auto-feed option into famis (no deposit forms)
 - Current fees
 - .40 per transaction
 - 2 ½%



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/>

