



Banking and Receivables

Deduct from Expenditures

- **Definition** – Commonly referred to as a “DFE.” This transaction reduces a specific account. The account balance is increased by this transaction.
- This type of transaction may arise from a duplicate payment to a vendor, an overpayment to a vendor, a refund or rebate from a vendor, or other types of reductions of the original expense.
- A DFE may only be credited against an existing expenditure.



DFE Documentation

- **Form AG-211, Deduction from Expenditure Form**
 - A fully completed Deduction from Expenditure form is to be completed for each DFE request.
 - Accurate completion of this form will assist Banking and Receivables Office in accurately crediting these accounts.
- **Original expense documentation** (One of the following should be attached to AG-211)
 - FAMIS Screen 168
 - Payment Card expenses
 - Departmental Voucher
- **Funds supporting DFE– vendor check, rebate check, etc.**



C
Receipt Number (Ref 2)

Deduction from Expenditure

FAMIS Screen 013

Please attach a copy of voucher or copy of FAMIS Screen 168

06 Research 07 Extension 20 TVMDL

Accounting Analysis: SL/Account SA/Project Expense Code

Type: 4

Ref. #:

Date:

Description: DFE:

Amount: \$

Debit/Credit: C

Ref. No 2:

Ref. No 4:

Memo Bank:

Departmental Approval:

Signed: Original Signature REquired

Date: _____

Dept/Unit: _____

Fiscal Office Prepared:

Signed: Original Signature Required

Date: _____

Fiscal Office Approved:

Signed: Original Signature Required

Date: _____



Deduct from Income

- **Definition**

- Commonly referred to as a “DFI.” This transaction reduces income in a specific account. The account balance is decreased by this transaction.
- This type of transaction may arise from a deposit that was made incorrectly, a refund to a customer or an overpayment from a sponsor.
- A DFI should be processed against the account that originally received the funds. A DFI that cannot be verified cannot be processed.

- **Signatures**

- Valid signature is required for all DFIs submitted. An AG-205 must be on file for each authorized representative.



DFI Documentation

- **Form AG-210, Deduction from Income Form**
 - A fully completed Deduction from Income form is to be completed for each DFI request.
 - Accurate completion of this form will assist Banking & Receivables in accurately processing these requests.
 - This includes providing the state VID or Federal ID number. Payment cannot be made without one of these numbers.
- **Original income documentation** – (one of the following should be attached to the AG-210)
 - The cash document is required (Cdoc number)
 - Invoice to customer
 - Memo explaining the request for a refund may also be included to further substantiate the request.





Voucher Number (Ref 2)

Deduction from Income

FAMIS Screen 104

Please attach all documentation to substantiate this refund.

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Vendor Name:

Vendor Number:

Type: 1

Dept. Ref. Number:

Enclosure Code: Y

Invoice Date:

Description: **DFI:**

Override ACH

Yes No

Accounting Analysis: SL/Account

SA/Project

Revenue Code

Memo Bank:

Amount: \$

Invoice Number: **DFI:**

Departmental Approval:

Signed: _____

Date: _____

Dept/Unit: _____

Fiscal Office Prepared:

Signed: _____

Date: _____

Fiscal Office Approved:

Signed: _____

Date: _____



Outgoing Wires

- **International Wires**

- If you are sending funds outside the United States this is considered an International wire. Information needed to send this type of wire is Account number, Beneficiary name, Swift code and the IRC (International Routing Code). Additional information may be required from some countries, but that will be requested as needed.

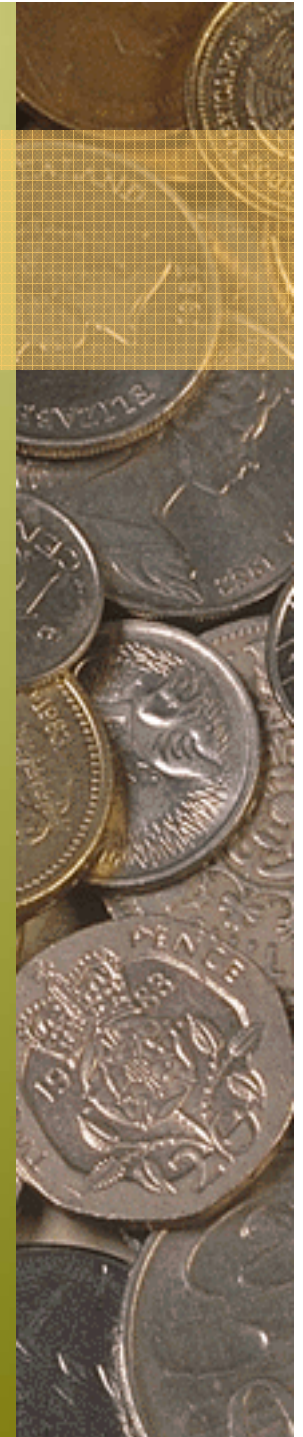
- **Domestic Wires**

- A domestic wire is one where the funds are being wired inside the United States. Information needed is Account number, Routing number and Beneficiary name.

- **Time Frame for Wires**

- US dollar domestic wire hits the vendor's bank the same day.
- US dollar international wire (to a foreign bank) takes up to 2 days. Foreign currency wire has a 2 day waiting period in our bank. It can take up to 5 or 6 days to actually get in the foreign bank account.

- When wiring funds, Texas A&M AgriLife's financial institution charges a fee, this fee is passed to the department/unit requesting the wire transfer. The fee for wiring to foreign financial institutions is \$40. The fee for wiring to domestic financial institutions is \$20.



AG-212 (06/16)

Texas A&M AgriLife
Administrative Services – Banking & Receivables



Outgoing Wire Transfer Request

06 Research 07 Extension 20 TVMDL

Voucher Number: _____

Check Number: _____

Amount to be Paid: _____

Description of Wire: _____

Account for Transfer Fees: _____

Beneficiary Account Name: _____

Domestic Wires

Beneficiary Bank: _____

Bank Account Number: _____

ABA Routing Number: _____

International/ Foreign Wires

US Dollars Foreign Currency (if applicable)

Beneficiary Bank: _____

Bank Account Number: _____

OR

IBAN Number
(22-27 Digits): _____

Swift Code (5-8 Letters): _____

Intermediary Bank
(if applicable): _____

Account Number: _____

Requested By: _____ Approve d: _____

Phone: _____ Date: _____

Date: _____

Confirmation: _____ Entered by: _____ Date: _____



Sales Tax

- A&M System members are exempt from paying sales tax when making purchases, but are not exempt from collecting sales tax when selling taxable items.
- Sales tax should be collected whenever taxable items are sold unless proof of tax exemption is obtained.



Taxable items

- Taxable items are defined by the state as tangible personal property and taxable services
 - A good rule of thumb for determining if sales tax should apply to an item is to ask yourself, “If I were to purchase this item from a local business, would I be charged sales tax?”



E-Commerce


- AG-225 E-Commerce Departmental Agreement
- AG-225 E-Commerce Departmental Application
- https://secure.touchnet.com/C21490_ustores/web/index.jsp



Marketplace - ANSC

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AgriLife Research Animal Science

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**Equine
Reproductive
Management Short
Course**



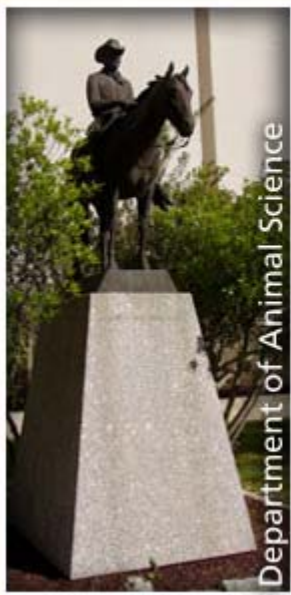
**Mathematical
Nutrition Models**



Example Registration

Equine Reproductive Management Short Course

[Home](#) | [AgriLife Research Animal Science](#) | [Equine Reproductive Management Short Course](#)



Join us for the Equine Reproductive Management Short Course January 11 – 13, 2017. For more information, please contact Dr. Martha Vogelsang m-vogelsang@tamu.edu.

Courses are subject to cancellation when registration is inadequate to cover program costs. Registrants will be refunded in full if the course is cancelled. If a registrant request cancellation 15 days prior to the short course, the refund will be 75% of the original fee; cancellations less than 15 days in advance will not be refunded.

Stock number: 2127828

Price: \$700.00

Quantity:

[Add To Cart](#)



Credit Card Deposits

- Due to the variances in processing, we ask that credit card deposits not only be separate from all other deposits, but also be separated by type of credit card:
 - MasterCard, Visa & Discover may be deposited together
 - American Express deposited by itself



Credit Card Deposits

- **Departments processing transactions via card swipe**
 - Departments should provide with the AG-207 form, the original signed credit card receipts as well as the summary batch readout from the credit card machine.
- **Departments processing transactions via E-commerce**
 - Departments should provide with the AG-207 form, receipts and reports from the e-commerce site totaling the transactions submitted by type of card.
- **Departments processing transactions via mail/phone/fax**
 - After successful processing, all credit card numbers should be sanitized to only have the last four digits readable.
- **Departments submitting credit card payments to be processed by Banking & Receivables**
- Deposits should be submitted to Banking & Receivables intact with all credit card information. Do not email. Any cardholder information that is retained in the department should be sanitized prior to being filed with departmental records
 - Credit Card Authorization forms (AG-223)



Onsite/On Location Credit Card

- AG-256 Mobile Credit Card Processor
 - MasterCard and Visa Only
- AG-218 Cardholder Information Security Agreement
 - Anyone in contact with customer card information



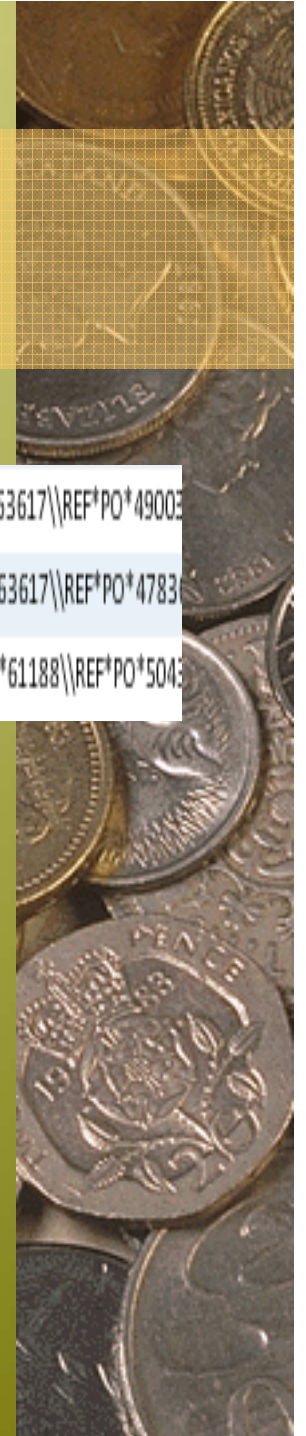
Chargebacks

- A chargeback (also known as a reversal) is a form of customer protection provided by the card issuing banks, which allows cardholders to file a complaint regarding fraudulent transactions on their statement. Once the cardholder files a dispute, the issuing bank makes an investigation into the complaint.
- In October 2016 with the implementation of the EMV chips; card issuing banks put the burden of proof to the merchants. We have to have verification in writing from the cardholder that the charge is valid and can be resubmitted or reversed.
- In the event that the cardholder does not respond, or confirm charge, a debit will be applied to the famis account for the chargeback.



ACH Deposit Identification

20.00	09/16/2016	OTHER REFERENCE:IA000013115967UNIQUE ID:00000091004154920164TVMDL - B06617 VENDOR PAY 160915 XXXXXXX8005 RMR*IV*326130\\REF*11*63617\\REF*PO*49003
20.00	09/19/2016	OTHER REFERENCE:IA000015017052UNIQUE ID:00000091004357591016TVMDL - B06617 VENDOR PAY 160916 XXXXXXX8005 RMR*IV*325658\\REF*11*63617\\REF*PO*4783
312.00	10/12/2016	OTHER REFERENCE:IA000014973934UNIQUE ID:00000091004257230405AL-RSCH CAMPUS VENDOR PAY 161011 XXXXXXX8005 RMR*IV*326289\\REF*11*61188\\REF*PO*5043



FAMIS entry - example

- Cdoc will be the same for the entry
- Ref 4 will be invoice number

Screen	GL/SL Account	Support Account	Sub Code	Description	Amount	D/C	Ref 2 CDOC	Ref 4 INV #	Bank
12	250300	60002	0603	SCSC-INVOICE PAYMENT	20.00	C	C123456	326130	8863
12	250300	60002	0603	SCSC-INVOICE PAYMENT	20.00	C	C123456	326658	8863
12	250300	60002	0603	SCSC-INVOICE PAYMENT	312.00	C	C123456	326289	8863
12	250300	60002	0603	SCSC-INVOICE PAYMENT		C			8863
12	250300	60002	0603	SCSC-INVOICE PAYMENT		C			8863
12	250300	60002	0603	SCSC-INVOICE PAYMENT		C			8863
12	250300	60002	0603	SCSC-INVOICE PAYMENT		C			8863
12	250300	60002	0603	SCSC-INVOICE PAYMENT		C			8863
		Count	3	Total	352.00				C123456

A few reminders

- Receipts should be issued anytime a payment is received.
- Keep records of all receipts - including voided receipts.
- Endorse checks immediately and deposit all collected funds.
- Examine checks carefully before accepting them; this includes traveler's and foreign checks.
- Deposit all collected funds in a timely manner.



Resources

- Banking and Receivables
 - <http://agrilifeas.tamu.edu/fiscal/fiscal-banking-and-receivables/>
- E-Commerce
 - <http://agrilifeas.tamu.edu/fiscal/fiscal-e-commerce/>

