

Processing a Deposit via iPayment (Condensed Version)

- **Step 1: Log on- through the SSO Portal**
 - Allow pop-ups from this site- turn off pop-up blockers.
 - Preferred web browsers, Mozilla, Firefox and Chrome
 - Select iPayment Button
 - Enter User ID and Password.
 - Select the appropriate unit (if user only has access to one unit, this option will not be available) (02) TAMU, (06) Research or (07) Extension

- **Step 2: Open a File**
 - Double click on 'Create New Individual File' or 'Create New Shared File' located on left side of the screen.
 - Enter a File Description in the pop-up. This description should be meaningful to all users for that department.
 - Select the 'Create' button on the pop-up.
 - If the file is already created, it will appear in the 'Open a File' panel at the left of the screen. Double click on that file to open it.

- **Step 3: Process Transactions**
 - Select the desired Work Group and Selling Account.
 - The screen will now display all the object codes configured for that specific account. If the desired object code is not listed, send an email request to ipay@tamu.edu to have it added.
 - Add desired notes in the 'Comments 1' and 'Comments 2' fields. These comments will pull to the receipt. These fields are not required.
 - Enter the name and address of the person or entity making the payment. These fields are not required but are useful when researching information or processing refunds.
 - The * indicates required fields. Enter a DESCRIPTION in the required field. The description field does not feed to FAMIS. It can be should be an alphanumeric value. It is recommended best practice to indicate type of deposit. Example: Check/cash deposits; credit card deposits, ACH deposits. The EFFECTIVE DATE will default to today's date. Click CREATE to continue.
 - **NOTE: CORE file types CANNOT be combined. Deposits, ARs and IDTs must each be processed separately.**
 - After the file is created, the unit will proceed to the transaction screen. It is made up of tabs listing the accounts set up for use for each workgroup/unit, tabs for tenders, and tabs for the active receipt. This screen also has additional options as well as a search feature running across the top.
 - Select the account in which the deposit is to be made by clicking on the account.
 - There are several optional fields listed at the top of the screen. Each of these options is a searchable field in the iPayment System. Each of these fields when used, will display on the receipt generated for the customer except for the File Upload field. Type in the name of the customer or entity providing the payment. Type in the address and add comments meaningful to the customer and the unit. Do not add the File Upload currently. Please note the REF NBR field does not allow the use of spaces.

- If manual receipts were issued and iPayment is now being using for deposit, REF NBR should be used to list the manual receipt # that was issued (# on pink copy of manual receipt).
 - When an amount is entered, the SELECTED section will automatically flag a check mark.
 - Once the information is entered, the user can opt to click VALIDATE ALLOCATIONS. This will check each account selected for available budget, object code matching, account flags, and support account flags against FAMIS and validate. Error message will be generated at this time.
 - Use the FILE UPLOAD to attach backup supporting documentation for the deposit. Users can attach documents with the following file extensions: .pdf, .xls, .docx, .jpeg, .png, and .txt.
 - Please do not attach documents containing confidential information.
 - Examples of what file uploads may be included, are but not limited to, include sales tax exemptions or Extension documentation for fee-based programming.
 - Click CONTINUE.
 - The information entered now pulls to the Active Receipt on the right side of the screen.
- **Step 4: Tender Transactions**
 - The tender options are located at the bottom of the screen. The tenders displayed here are dependent upon the types of tenders accepted by your unit.
 - By Clicking the ALL TENDERS tab, you can see more information about the tenders.
 - **NOTE:** Deposit files **CANNOT** have combined tender type banks. In the example above, a deposit file for this unit can contain both Cash and Check tenders because they share the same bank (B04060). A separate deposit file will have to be created for Credit Card deposits (B01650) and yet another file for any ACH deposits (B01665).
 - Some units may have multiple banks for the same tender. In the example above, a separate deposit file will have to be created for each different credit card bank.
 - **Tender Transactions CASH**
 - When the CASH icon is selected, the screen will display the name of the tender (CASH-B04060), the amount, and an OK button. If the amount is correct, click OK.
 - At this point an email notification is sent to the depositing account. FAMIS Screen 860 has a field labeled iPay IDT Email/ID that is used to direct these emails.
 - **Tender Transactions CHECK (includes Money Orders)**
 - When the CHECK icon is selected, the screen will display the name of the tender (CHECK-B04060), the amount, and an OK button. If the amount is correct, click OK.
 - The screen will now display fields for entering a check. The only required fields are the amount and the check number. Future phases of this system will allow for the electronic deposit of checks, but until then, please do not enter the Bank Routing # or the Bank Account # in the available fields.
 - After entering the required information, click CONTINUE.
 - At that point a status bar will display on the screen.
 - You will then be prompted to print the receipt.
 - At this point an email notification is sent to the Depositing Account. FAMIS Screen 860 has a field labeled iPay IDT Email/ID that is used to direct these emails.

- **Tender Transactions-CREDIT CARD**

- When the CREDIT CARD icon is selected, the screen will display the name of the tender (Credit Card -B01650), the amount, and an OK button. If the amount is correct, click OK.
- The screen will now display fields for entering a credit card deposit. Please NOTE: Credit Card deposits are to be entered in lump sum settlements. iPayment does not actually process payments from credit cards. Users should continue to use credit card devices to charge customer cards. The Credit Card List drop box requires that a credit card type be selected, however, it is not necessary to break out your amount by each card. Simply select one card type and enter the full amount of your settlement. Enter the settlement date and the settlement number. If a settlement number is not available use 7777777777.
- After entering the required information, click CONTINUE.
- At that point a status bar will display on the screen.
- You will then be prompted to print the receipt.
- At this point an email notification is sent to the Depositing Account. FAMIS Screen 860 has a field labeled iPay IDT Email/ID that is used to direct these emails.

- **Tender Transactions- ACH**

- The ACH tender is used for ACH, EFT, and Wire payments. Your unit will be notified by AgriLife Banking and Receivables when this type of payment has been received. When the ACH icon is selected, the screen will display the name of the tender (ACH- B01665), the amount, and an OK button. If the amount is correct, click OK.
- The user will be prompted a second time to confirm the amount.
- After entering the required information, click CONTINUE.
- At that point a status bar will display on the screen.
- You will then be prompted to print the receipt.
- At this point an email notification is sent to the Depositing Account. FAMIS Screen 860 has a field labeled iPay IDT Email/ID that is used to direct these emails.

▪ **Step 5: Depositing and Balancing Files- USER ACCESS**

- Once all the receipts have been entered for a tender type, the file must be balanced. Persons with USER access can enter the deposit information. Click on BALANCE at the top right of the screen.
- The Depositing and Balancing screen will default to the users UIN and display the Tender Summary by Bank information
- Click CREATE DEPOSIT
- Users can manually enter the amount in the AMOUNT field or Click COUNT to pull up a currency counter.
- Best Practice for AgriLife units is to utilize the currency counter, the following window will appear. Enter the amounts for each denomination. This can be printed and used as your deposit tape.
- Enter the 7 digits in the Slip # field. Enter the 3-digit unit deposit slip location and the last 4 digits of the deposit slip.
- In the comments section enter the deposit bag #.
- Click CREATE.
- If you have the Print Deposit Slip checked. A prompt to print will display.
- At this point, persons with USER access are done and they can pass the deposit on to persons with SUPERVISOR access. Click EXIT and CLOSE then LOG OUT.

▪ **Step 5: Depositing and Balancing Files-SUPERVISOR ACCESS**

- Once all the receipts have been entered for a tender type, the file must be balanced.
- The Depositing and Balancing screen will default to the users UIN and display the Tender Summary by Bank information.
- Notice that the options at the top right of your screen have changed.
- Also notice that the summary of your deposit no longer includes the account. To view the details of the deposit, Click EXIT.
- This will take you back to the home page listing your menus of accounts. Click EVENT TOOLS which is the first option listed in the top right corner of the page.
- This search screen will appear. The File ID will default to the file in which the user is currently logged.
- Click Search.
- This will take you to a new screen that will list each receipt in the file and allow you to click on each one to view the details.
- Supervisors can view the backup documentation by clicking on the Paper Icon. The account and object code and receipt details are included on this page. If the information is incorrect, supervisors can void this receipt at this point by clicking VOID. Supervisors can also reprint the receipt from this location. To go back to the Depositing and Balancing screen, click EXIT.
- This will take you back to the home page. Click BALANCE.
- This will take you back to the Depositing and Balancing Screen. Change the UIN to All. Click CREATE DEPOSIT. Please NOTE: If this step was performed by the USER, then the SUPERVISOR does not have to re-add the deposit.
- User can manually enter the amount in the Amount field or click COUNT to pull up a currency counter.
- Enter the amounts for each denomination. This can be printed and used as your deposit tape.
- Enter the 7 digits in the Slip # field. Enter the 3-digit unit deposit slip location and the last 4

- digits of the deposit slip.
 - Click Create.
 - If you have the Print Deposit Slip checked. A prompt to print will display.
 - At this point the deposit summary will display on the right side of the screen. Click BALANCE & CLOSE to complete the file.
 - Users should then be presented with a Management Report and a message that the File Update is Complete.
 - Click OK. You will get a message that the File is balanced. Click OK and then EXIT. Users will then be re-routed to the File Management/Create File Screen.
 - Users should **ALWAYS** review the deposit posted in FAMIS.
- **Step 6: Reviewing the Deposit in FAMIS**
 - The file number (in this case 2017104003) is converted into the ref#2 in FAMIS as 7104003. The last digit of the year is the first number and the following 6 numbers are the remaining digits. The file number is generated by Julien calendar date. The day this file was created was the 104th day of the year and it was the 3rd file opened this day.
 - This deposit example was a \$100.00 registration and a \$20.00 clothing sale (includes tax) on account 02-201980. This can be viewed in FAMIS on several screens. For this example, review the deposit on FAMIS screen 47.
 - By placing your cursor on one of the line items and clicking PF6, users can view more details about the deposit including the deposit slip number which is populated as the ref#4.
 - Bank information can be viewed by changing the Bank Option from N to Y.
 - **Other Deposit Examples**
 - **NOTE:** Deposit files **CANNOT** have combined tender type banks. A separate deposit file will have to be created for Credit Card deposits (B01650) and yet another file for any ACH deposits (B01665). The deposit example above only included cash, however, cash and check files can be combined if they use the same bank.
 - **CHECK Deposits**
 - For Slip # enter **3-digit unit location #** and last **4 digits of the deposit slip** (Example: **0360052**). The 3-digit unit location # is located on the unit deposit slips. Contact AgriLife Banking and Receivables if you need assistance determining unit location code. This will feed to FAMIS and be used to match truncations in reconciliation process.
 - The Comments field will not feed to FAMIS. The best practice of AgriLife will be to use the deposit bag # that checks are taken to bank in or to the drop box in. If there is no deposit bag, use the **4-digit FAMIS department code** and **current date** (Example: **ANSC0119**).
 - Users can manually enter the amount in the AMOUNT field or click COUNT to pull up a list of checks.
 - Users can click the link for each receipt under EVENT NBR to view details about each check. Compare this list to the checks in the deposit and click FOUND next to each one. Once the checks are all FOUND, click PRINT.

- This will generate a tape of the checks with a signature line at the bottom. The AgriLife best practice is to keep this tape with the deposit backup.
- **Check and Cash Deposits**
 - For Slip # enter **3-digit unit location #** and last 4 digits of the deposit slip (Example: **0360052**). The 3-digit unit location # is located at the top of unit deposit slips. Contact AgriLife Banking and Receivables if you need assistance determining unit location code. This will feed to FAMIS and be used to match truncations in reconciliation process.
 - The Comments field will not feed to FAMIS. The best practice for AgriLife will be to use the deposit bag # that checks are taken to bank or drop box in. If there is no deposit bag, use the **4-digit FAMIS department code** and **current date** (Example: **ANSC0119**).
 - Users can manually enter the amount in the AMOUNT fields or click COUNT to pull up a currency counter and a list of checks.
 - Best Practice for AgriLife units is to utilize the currency counter. Enter the amounts for each denomination. This can be printed and used as your deposit tape.
- **CREDIT CARD Deposits**
 - For Slip # enter 7-digit merchant number (EXAMPLE: 6856478) provided to unit at time the credit card usage is setup for the unit. Contact AgriLife Banking and Receivables if you need assistance determining correct merchant ID. This will feed to FAMIS and be used to match truncations in reconciliation process
 - The Comments field will not feed to FAMIS. Unit can determine what to enter in this field as unit reference.
 - Users can manually enter the amount in the AMOUNT fields or click COUNT to pull up the list of credit card entries.
- **ACH Deposits**
 - For Slip # enter the 3-digit unit location # and the 4-Digit FAMIS Department Code (Example 041ANSC) AgriLife Banking and Receivables. This will feed to FAMIS and be used to match truncations in reconciliation process.
 - The Comments field will not feed to FAMIS. Units should enter ACH and date the deposit hit Wells Fargo (EXAMPLE: AGCH0121). The Wells Fargo date will be date in the first column of the ACH spreadsheet.
 - Users can manually enter the amount in the AMOUNT fields or click COUNT to pull up a currency counter and a list of ACHs.
 - **Slip # Field** and Comments in iPayment will be used by units in the following ways based
 - **Credit card deposits** = 7 digit merchant card number (Example: 6856478)
 - **Cash / Check deposits** = 3 digit unit location # and last 4 digits of deposit slip (Example: 0360052)

- **Desktop Deposits** = Location ID of panini and date (Example: 0410115)
- **ACH /Wire deposits** = 3 digit unit location # and the 4-Digit FAMIS Department Code (Example: 041ANSC)
- **Comments field** in iPayment can be used by units to search in iPayment
 - **Credit card deposit** = CCC and dept code (Example: CCCANSC)
 - **Cash / Check deposit** = deposit bag # that checks are taken to bank or drop box in.
 - **Desktop Deposit** = DDD and dept code (Example: DDDANSC)
 - **ACH deposit** = ACH 3 Digit Unit Location and the 4-Digit FAMIS Department Code (Example: ACH041ANSC)
 - **Wire deposit** = W the date the wire (mmddyy) hit Wells Fargo (Example: W011518)
- Multiple deposits can be created within the same File#. However, it is advised that ACH files and Credit Card files be kept separate from Check/Cash files. After all receipts are created, proceed to 'Balance File'.