



February 6, 2018

TO: Texas A&M AgriLife Business Administrators

SUBJECT: Update AgriLife iPayment Implementation

Both AgriLife Extension Service and AgriLife Research have begun implementation of the iPayment system for deposits, accounts receivables and interdepartmental transfer requests as of February 1, 2018 with the academic units and the vet school beginning the transition. The off campus will begin transition at the end of February, with non-academic units to follow in mid-March with full implementation by end of April.

In preparation for the remaining unit transitions, AgriLife Banking and Receivables will begin to do data entry directly into iPayment. What this means for the units not yet utilizing the iPayment system is the electronic notices you may begin receiving notifying the unit of activity on unit accounts. These receipts are auto generated by the system.

The iPayment system will be generating emails for the recipient who is listed on Screen 860, in the "IPay IDT Email/ID" field. This field can be either someone's UIN, direct email or a generic unit email. To add or change what is in the field, send request to BAR@ag.tamu.edu. A blank field will cause an error when processing transactions.

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F8209 Field marked is required
860 Department Table Maintenance                                02/05/18

Screen: ___ Department:  Sub Dept: ___
  Dept Name: _____
  Head/Director ID: _____ PH: _____
  Alt APO ID: _____ PH: _____
  Reporting ID: _____ PH: _____
  IPay IDT Email/ID: _____
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Questions may be directed to Dana Evans, Manager, Banking and Receivables at 862-2445 or email BAR@ag.tamu.edu