

Texas A&M AgriLife Banking and Receivables Correction Requests Procedures

Certain type of corrections may be initiated by the unit. The type of correction (see below) will determine if a Departmental Correction Request (DCR) is appropriate or if the request needs to be submitted to the AgriLife Banking and Receivables Office, BAR@ag.tamu.edu, for further action.

Any correction requests for deposit, IDT or accounts receivables correction requests should be initiated from the **selling unit**.

- **Accounts Receivable Corrections**

- **iPayment payfile has NOT been balanced**

- AR transactions can be voided and re-entered prior to being marked as balanced. Please do not recall and edit ARs. They must be voided and re-entered to post correctly to FAMIS.

- **iPayment payfile has been balanced**

- If corrections are needed to AR after payfile has been balanced and transaction posted to FAMIS, a request will need to be submitted to BAR@ag.tamu.edu . Please be specific for types of corrections indicated below.
 - **Changing revenues codes:** Include the invoice number, account number, support account number, current revenue code, and requested revenue code change. The amount will need to be provided. If the revenue code is being changed to a taxable code, please make sure the appropriate sales tax account is indicated.
 - **Changing selling accounts:** Include the invoice number, current account number, support account number, revenue code, and requested account changes. The amount will need to be provided.
 - **Changing the amount:** Include the invoice number, account number, support account number, revenue code, and amount of change need. Be clear as to what the new invoice total should be.
 - **Changing the support accounts:** Include invoice number, account number, current support account number, new support account, revenue code, and amount need to be provided.

- **Cancelling the AR:** Request that the invoice be voided entirely by submitting a memo including justification for cancellation. The invoice number, account number, support account number, revenue code, and amount will need to be provided. Total amount of invoice cancellation should be stated clearly.
- **Changing the Customer Number:** Include the invoice number, account number, support account number, revenue code, amount, and current customer number need to be provided. Please make sure the customer number you are requesting the invoice be changed to is set up in FAMIS by checking FAMIS screen 603.

- **Deposit Corrections**

- iPayment payfile has **NOT** been balanced

- Deposit transactions can be voided and/or recalled and edited prior to being marked as balanced.

- iPayment payfile **has** been balanced

- Verify deposit has posted to FAMIS before initiating deposit correction. Check screen 47 in FAMIS. Please be specific for types of corrections indicated below.

- **Changing revenues codes:** Unit initiates a DCR changing the revenue code. The DCR will route for approval. Cannot change from expense to revenue code or vice versa.
- **Changing the account / support accounts:** Unit initiates a DCR changing the account and/or support account. The DCR will route for approval.
- **Changing the amount:** Request amounts to increased/decreased by submitting request to BAR@ag.tamu.edu . Be specific in request to include deposit ref#, account number, support account number, revenue code and amount. Include justification statement as to why amount is changing. Be clear as to what the new deposit total should be. Unit signatory required.
- **Cancelling a Deposit:** Request that the deposit be voided entirely by submitting a memo including justification for cancellation. The deposit ref #, account number, support account number, revenue code, and amount

will need to be provided. Total amount of deposit cancellation should be stated clearly. Unit signatory required.

- **IDT Corrections**

- **iPayment payfile has NOT been balanced**

- IDT transactions can be voided and/or recalled and edited prior to being marked as balanced.

- **iPayment payfile has been balanced**

- Verify IDT has posted to FAMIS before initiating IDT correction. Check screen 47 in FAMIS. Please be specific for types of corrections indicated below.

- **Changing revenues codes:** Unit initiates a DCR changing the revenue code. The DCR will route for approval.
- **Changing expense codes:** Unit initiates a DCR changing the expense code. The DCR will route for approval.
- **Changing buying accounts:** Unit initiates a DCR changing the account and/or support account. The DCR will route for approval.
- **Changing selling accounts:** Unit initiates a DCR changing the account and/or support account. The DCR will route for approval.
- **Changing the amount:** Request amounts to increased/decreased by submitting request to BAR@ag.tamu.edu . Be specific in request to include IDT ref#, both account numbers, both support account numbers, both revenue codes and expense codes and amount. Include justification statement as to why amount is changing. Be clear as to what the new IDT total should be. Unit signatory required.
- **Cancelling an IDT:** Request that the IDT be voided entirely by submitting a request to BAR@ag.tamu.edu including justification for cancellation. The IDT ref #, account number, support account number, revenue code, and amount will need to be provided. Total amount of IDT cancellation should be stated clearly. Unit signatory required.