Quick Reference Guide and Helpful Hints
iPayment Processing for AgriLife Research and AgriLife Extension Service

- Verify correct campus code before entering: (02) TAMU, (06) RESEARCH, and (07) EXTENSION; users will see options based on security access

- iPayment System will function better if Chrome or Firefox are the browsers used rather than Internet Explorer and make sure the Pop-Up Blockers are turned off

- **NOTE: CORE file types CANNOT be combined. Deposits, ARs and IDTs must each be processed separately.** Deposits must also be batched with the same tender and same bank.

- IDT's are generated by the selling department within the same agency.

- Any new accounts or sub accounts that need to be added to iPayment please send an email to BAR@ag.tamu.edu (approval will be needed before processing)

- **Invoice Number Formats**
  - AR (07) Extension Invoices are 7 – digits, starts with "**E**" followed by last digit of Fiscal Year and then 5 numbers assigned automatically, Example: E800005
  - AR (06) Research Invoices are 7-digits, starts with "**Y**" followed by last digit of Fiscal Year and then 5 numbers assigned automatically, Example: Y800005
  - Concur (07) Extension Invoices starts with "**V**" followed by the Concur Report Key #
  - Concur (06) Research Invoices starts with "**E**" followed by the Concur Report Key #

- **Request Customer Number Set up**
  - If the customer number does not exist, a request will need to be submitted to AgriLife Banking and Receivables. There are two types of customers- Internal and External.
    - **External Customer** requests will need to be submitted on the AG-257 form. External customers will begin with the following:
      - (07) Extension 55-----
      - (06) Research 56-----
    - Counties (AgriLife Extension)- Texas A&M AgriLife Extension Service will use the first two digits of 50 to signify county customers.
    - **Internal Customers are TAMU System Members**. Use the AgriLife New Customer Setup Request for a new customer. Customers allowed to be submitted on this form include all system members.
    - First 2 digits equal the System Part Number (Research-06, Extension-07) of the customer, next 6 digits equal the members 6 digit account number (provided to you by the

customer), and the last 5 digits equal the support account or '00000.' Examples below:

- (06) Research account 121204-31840 equals 0612120431840
- (07) Extension account 129000 equals 0712900000000

- **Attachments to iPayment Files:**
  o Needs to be attached while processing prior to balancing and closing the file
  o Cannot go back to add attachments after the file is closed.
  o Pdf attachments should not be larger than 4000kb or 4mb, if so it should be saved as a reduced size pdf otherwise you will receive HR102 Error.
  o Attach copy of checks with all confidential information redacted when making deposits
  o If manual receipts issued, include the receipt as attachment
  o Gift forms can be attachments
  o Sales tax exemption forms can be attachments
  o Backup documentation for Extension fee-based program activities

- **Gifts**
  o Each unit will have access to the agencies gift holding accounts in iPayment. Gifts may be deposited via iPayment in the appropriate agencies gift holding account.
  o
  o Gift forms should be included in the attachments along with a copy of the check. Any confidential information on the check should be redacted (i.e. bank account information).
  o
  o The units gift base account will be used to make the deposit based on restricted or unrestricted gift unless the unit indicate a specific account and support account combination.
  o
  o Department code and donor name should be indicated in the description line. Example: SCSC/Dow
  o
  o The AgriLife Reporting Office will receive notification via iPayment and finish processing the gift and transferring to the appropriate unit gift account.
  o
  o For additional information on gifts refer to Texas A&M AgriLife Gifts Reporting website.

- **Sales Tax** is not flagged or turned on, you will need to manually check sales tax for taxable items. Texas A&M AgriLife Extension Service (07), and Texas A&M AgriLife Research (06) are exempt from paying State of Texas sales tax on purchases. However, the agencies are not exempt from collecting tax on sales made by each of the respective agencies. For tax exempt sales the customer's sales tax exemption certificates should be obtained and kept on file by the selling unit following the retention schedule (current FY + 3 years).

- More detailed information regarding sales tax can be found at **Sales Tax Issues.**

- **Deposits in iPayment**
  - **Deposit Slips and Bank Bags**
    - The AgriLife Banking and Receivables Office will provide pre-numbered 3-part deposit slips and plastic tamper resistant deposit bags for bank deposits.
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    - The first 3 digits of the deposit slip are a location number and will identify the unit and the bank. The last 4 digits are a sequential deposit number.
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    - All bank deposit slips and bags must be ordered through the AgriLife Banking and Receivables Office.
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    - Email requests to **BAR@ag.tamu.edu** or call 979-862-2245. Please provide your location number, mail stop, and contact information.
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    - Items will be mailed to the mail stop provided unless specified otherwise.
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    - Items can also be picked up at the Texas A&M AgriLife Banking and Receivables, Suite 500 between 8am and 3pm Monday through Friday.
  - **Cash Deposits**
    - 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 #.
  - **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).

- o **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).

- o **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.

- o **ACH Deposits**
  - For Slip # enter 3digit unit location and the 4-digit FAMIS department code and current date (Example: 041ANSC) 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.
  - o **Comments field in iPayment** can by 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 and the date the deposit hit Wells Fargo (Example: 041ANSC)
    - Wire deposit = W the date the wire (mmddyy) hit Wells Fargo (Example: W011518)

- **Corrections to Accounts Receivable**
  - **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 revenue 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. Unit signatory required.
      - **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. Unit signatory required.
      - **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. Unit signatory required.
      - **Changing the support accounts**: Include invoice number, account number, current support account number, *new support account*, revenue code, and amount need to be provided. Unit signatory required.
      - **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. Unit signatory required.
      - **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. Unit signatory required.
  - **Corrections to IDTs**
    - **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.

- 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.

- **Corrections to Deposits**
  - **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.
    - 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 be 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 the 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.

- **Julian Calendar**

  iPayment payfiles are generated based on the Ordinal Date. For example, May 17, 2018 is the 137th day of 2018. iPayment payfiles created on this date will be 2018137001 with the last three digits being the sequential number in which the payfiles are created.
  http://www.fs.fed.us/fire/partners/fepp/julian-calendar.pdf

- **FAMIS Batch References for iPayment files:**
  - FMC= AR Charge
  - FMP= Payment
  - FMR= Receipt
  - FMJ= Journal Entry (IDT)

- If you receive an error message, please send a screen shot to BAR@ag.tamu.edu for assistance.

- Helpful Hints:
  - iPayment does not accept slashes in comments field, only spaces and dashes
  - FAMIS Screens:
    - 632 -all AR Invoices per Customer
    - 633 - all the AR Invoices per Dept
    - 634 – AR Invoice Line Item by Account
    - 637- AR Invoices by Invoice Number