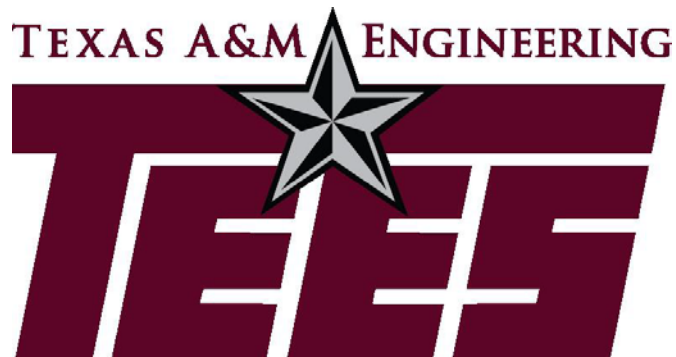


# Texas A&M Engineering Experiment Station iPayments Implementation



Presented by

**Adrienne Person**

Financial Manager, TEES Fiscal Office  
Texas A&M Engineering Experiment Station

February 1, 2019

# Agenda

- iPayments Overview
- Deposits
- Accounts Receivables
- Interdepartmental Transfers
- Corrections
- Non-invoice payments
  - Gifts
  - Reductions to Expense
- Demo

# iPayments Overview

TEES has implemented the Accounts Receivable (AR) and Interdepartmental Transfer (IDT) modules of iPayments.

- No state accounts will be loaded.
- Non-invoice type payments will continue to be sent to TEES Fiscal (i.e. – gifts, reduction to expenses, etc).
- Payments will continue to be sent to the Fiscal Office for deposit and posting.
- Questions should be emailed to [teesipay@tamu.edu](mailto:teesipay@tamu.edu).

# iPayments Overview

- iPayment Access Request Form needs to be filled out and emailed to [teesipay@tamu.edu](mailto:teesipay@tamu.edu).
  - <https://fmo.tamu.edu/media/66053/CORE-Access-Request.pdf>
- Access through SSO-Train for training - <https://sso-train.tamus.edu>
  - Requires NETID and password or SSO-Train user id and password
  - Automatically have this in training
- Access through SSO for production - <https://sso.tamus.edu>
  - Requires NETID and password or SSO-Train user id and password
  - Must be added to SSO menu when we go live
- To submit requests for modifications to data hardcoded in iPayments such as accounts, support accounts, object codes, and workgroups, use the [iPayment Request Form](#).
- Cash Handling training will be assigned if not already, must complete this class before access is granted to Production.

# Deposits

TEES is not utilizing the deposit function in iPayments. All payments will continue to be sent to the Fiscal Office and we will post payments through iPayments for you.

Although you will not be utilizing the deposit function in iPayments, please follow proper cash handling procedures as outlined in system regulation 21.01.02 when receiving payments in your office or at events.

## What is an Accounts Receivable?

Accounts Receivable (AR) is an invoice, a bill, a charge, a statement, etc. It is the mechanism used to charge non-TEES (28) accounts for goods or services provided by TEES (28) accounts.

The following questions need to be answered before proceeding in iPayments:

- Are the selling accounts and appropriate revenue codes set up in iPayments?
- Have the appropriate rates been loaded into iPayments?
- Has the customer been set up in FAMIS?

If the answer is no to any of these questions, please send an email to [teesipay@tamu.edu](mailto:teesipay@tamu.edu) to request an account & object code to be set up in iPayments or new customer number be added.

ARs are true invoices in which the customer has received goods and/or services and is required to make payment.

ARs entered into iPayments will produce past due notices that will be sent to customers. If soliciting a customer/vendor/company for any other type of payment, such as a gift or registration, please do not enter these into iPayments. We refer to these items as non-invoice type payments in which the customer is not required to make payment and should not receive past due notices.

## Customer numbers

Viewed in FAMIS on screen 603 and under FRS Accounts Receivable in Canopy

- Confirm there are no flags on the customer (any flag of “Y” will result in error message in iPayments).
- Confirm contact information is available for the customer.
- Two types of customers
  - Internal – TAMUS System Members
    - Use TAMU System Customer Form
  - External – Non-TAMU System members
    - Use Customer Information Form – form must be completed and signed by customer with FEIN or SSN provided

Email Customer Forms to [teesipay@tamu.edu](mailto:teesipay@tamu.edu)

## Step by Step for an AR via iPayments

- VALIDATE CUSTOMER NUMBER EXISTS
- LOGON TO IPAYMENTS
- CLICK CASHIERING
- SELECT WORKGROUP
- GIVE YOUR CORE FILE A DESCRIPTION (EX: AR+DATE)
- CLICK CREATE
- SELECT ACCOUNT TAB
- ENTER COMMENTS (NOT REQUIRED)
- ENTER REF NBR (NOT REQUIRED)
- SELECT RATE, ENTER AMOUNT & QUANTITY
- HIT TAB
- UPLOAD FILE (**REQUIRED**)
- CLICK CONTINUE
- CLICK 28AR CHARGE
- DON'T CHANGE CAMPUS CODE, HIT CONTINUE*
- ENTER VALID CUSTOMER NUMBER (COPY/PASTE FROM FAMIS)
- CLICK CONTINUE
- CONFIRM VENDOR AND AMOUNT ARE CORRECT (DISPLAYS A NEGATIVE AMOUNT)
- ENTER COMMENTS SPECIFIC TO CHARGE (COMMENT DISPLAYS ON INVOICE)
- HIT ENTER
- CLICK BALANCE
- CHANGE UIN TO ALL
- CLICK BALANCE & CLOSE
- CLICK OK X2
- CLICK EXIT



## What is an Interdepartmental Transfer (IDT)?

An interdepartmental transfer is used to charge another TEES(28) account. The selling account is the account receiving the credit (revenue). The buying account is the account being charged the debit (expense).

When should I use an IDT?

- IDTs are used to bill another account from the same system member for **goods and/or services**.
- IDTs should not be used to transfer support to another department (DBR process).
- IDTs should not be used to correct vouchers (DCR Process).

*If using a state account, please send the IDT to the Fiscal office to process as state accounts are not loaded into iPayments for TEES.*

## Processing an IDT in iPayments

- IDTs are entered into iPayment by the selling department.
- Make sure the correct account, object codes, and rates are loaded in ipayments before proceeding.
- Backup documentation showing approval to bill the buying account should be attached to the transaction. Please include PI approval where applicable.

## Step by Step for an IDT via iPayments

- LOGON TO IPAYMENTS FROM SSO
- CLICK CASHIERING
- SELECT WORKGROUP
- GIVE YOUR CORE FILE A DESCRIPTION (EX: IDT+DATE)
- CLICK CREATE
- SELECT ACCOUNT TAB
- ENTER COMMENTS (NOT REQUIRED)
- ENTER REF NBR (NOT REQUIRED)
- SELECT RATE, ENTER AMOUNT & QUANTITY
- HIT TAB ON KEYBOARD
- UPLOAD FILE (REQUIRED)
- CLICK CONTINUE
- CLICK IDT
- DON'T CHANGE CAMPUS CODE*
- CLICK CONTINUE
- ENTER REF NBR (NOT REQUIRED)
- SELECT RATE, ENTER AMOUNT & QUANTITY –  
MODIFY DESCRIPTION IF DESIRED  
(THIS DESCRIPTION DISPLAYS ON INVOICE)
- ENTER ACCOUNT NUMBER
- CLICK CONTINUE
- CLICK BALANCE
- CHANGE UIN TO ALL
- CLICK BALANCE & CLOSE
- CLICK OK X2
- CLICK EXIT

# IDT - Interdepartmental Transfer

## iPayments and IDT's

There are three different scenarios in which IDTs can be entered in iPayments.

### One revenue line to one expense line.

REVENUE – ACCT TAB	28FISC-MISC FISC Services 28 XXXXXX 00000 0603	\$280.00
EXPENSE – IDT Tab	IDT - Interdepartmental Transfer DEPT Services 28 XXXXXX 00000 5670 Y 061	(\$280.00)

### One revenue line to many expense lines.

REVENUE – ACCT TAB	28FISC-MISC FISC Services 28 XXXXXX 00000 0603	\$840.00
EXPENSE – IDT Tab	IDT - Interdepartmental Transfer DEPT Services 28 XXXXXX 00000 5670 Y 061	(\$280.00)
EXPENSE – IDT Tab	IDT - Interdepartmental Transfer DEPT Services 28 XXXXXX 00000 5670 Y 061	(\$280.00)
EXPENSE – IDT Tab	IDT - Interdepartmental Transfer DEPT Services 28 XXXXXX 00000 5670 Y 061	(\$280.00)

### Many revenue lines to many expense lines that are equal and opposite.

REVENUE – ACCT TAB	28FISC-MISC FISC Services 28 XXXXXX 00000 0603	\$280.00
REVENUE – ACCT TAB	28FISC-MISC FISC Services 28 XXXXXX 00000 0603	\$280.00
REVENUE – ACCT TAB	28FISC-MISC FISC Services 28 XXXXXX 00000 0603	\$280.00
EXPENSE – IDT Tab	IDT - Interdepartmental Transfer DEPT Services 28 XXXXXX 00000 5670 Y 061	(\$280.00)
EXPENSE – IDT Tab	IDT - Interdepartmental Transfer DEPT Services 28 XXXXXX 00000 5670 Y 061	(\$280.00)

## DO NOT ENTER MANY REVENUE LINES to LESS EXPENSE LINES

REVENUE – ACCT TAB	28FISC-MISC FISC Services 28 XXXXXX 00000 0603	\$280.00
REVENUE – ACCT TAB	28FISC-MISC FISC Services 28 XXXXXX 00000 0603	\$280.00
REVENUE – ACCT TAB	28FISC-MISC FISC Services 28 XXXXXX 00000 0603	\$280.00
EXPENSE – IDT Tab	IDT - Interdepartmental Transfer DEPT Services 28 XXXXXX 00000 5670 Y 061	(\$840.00)

REVENUE – ACCT TAB	28FISC-MISC FISC Services 28 XXXXXX 00000 0603	\$280.00
REVENUE – ACCT TAB	28FISC-MISC FISC Services 28 XXXXXX 00000 0603	\$280.00
REVENUE – ACCT TAB	28FISC-MISC FISC Services 28 XXXXXX 00000 0603	\$280.00
EXPENSE – IDT Tab	IDT - Interdepartmental Transfer DEPT Services 28 XXXXXX 00000 5670 Y 061	(\$280.00)
EXPENSE – IDT Tab	IDT - Interdepartmental Transfer DEPT Services 28 XXXXXX 00000 5670 Y 061	(\$560.00)

## Correction Services

**Corrections to documents do not feed back to iPayments. iPayments talks to FAMIS, but FAMIS does not talk back to iPayments.**

- IDTs (requests must come from selling department)
  - Changing codes (DCR)
    - Cannot change from expense to revenue and vice versa
  - Changing accounts (DCR)
  - Changing amount
    - Must email corrections ([teesar@tamu.edu](mailto:teesar@tamu.edu))
  - Changing support accounts (DCR)
  - Cancelling IDT
    - Must email corrections with explanation for cancellation ([teesar@tamu.edu](mailto:teesar@tamu.edu))
- A/Rs
  - All must be emailed to [teesar@tamu.edu](mailto:teesar@tamu.edu)
  - Requests must come from selling department

What is an non-invoice payment?

A non-invoice type payment is a payment made to TEES for items other than goods or services, such as a gift or registration. These types of payments do not require an invoice be created or sent to the payee since they are not required to make payment.

# Non-invoice Payments

Gifts and all other non-invoice type payments will be deposited and posted to FAMIS by the Fiscal office. Please email [teesar@tamu.edu](mailto:teesar@tamu.edu) with any documentation referring to expected non-invoice type payments.

Reduction to Expenses are payments received as a reimbursement to an expense paid from a department account. Please provide a reduction to expense form for these types of payments. The instructions and form can be found on the COE Intranet website.

Reduction to Expense Instructions - [http://coe-intranet.tamu.edu/Business\\_and\\_Finance/TEES/Accounts%20Receivable/files/Processing%20a%20Reduction%20to%20an%20Expense.pdf](http://coe-intranet.tamu.edu/Business_and_Finance/TEES/Accounts%20Receivable/files/Processing%20a%20Reduction%20to%20an%20Expense.pdf)

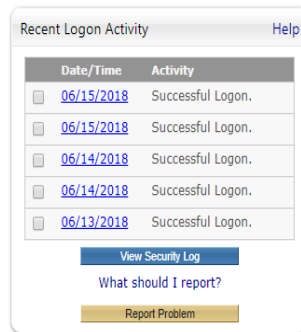
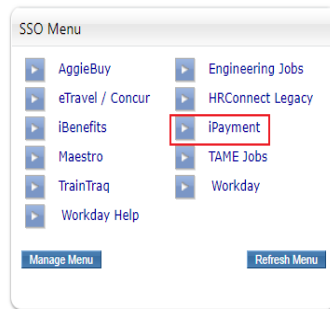
Reduction to Expense Form - [http://coe-intranet.tamu.edu/Business\\_and\\_Finance/TEES/Accounts%20Receivable/files/Reduction\\_to\\_Expense\\_Form.pdf](http://coe-intranet.tamu.edu/Business_and_Finance/TEES/Accounts%20Receivable/files/Reduction_to_Expense_Form.pdf)

The following slides provide step by step instructions with screen shots for processing ARs and IDTs through iPayments for TEES.



## Step by Step for an IDT via iPayments

1. Logon to iPayments from SSO



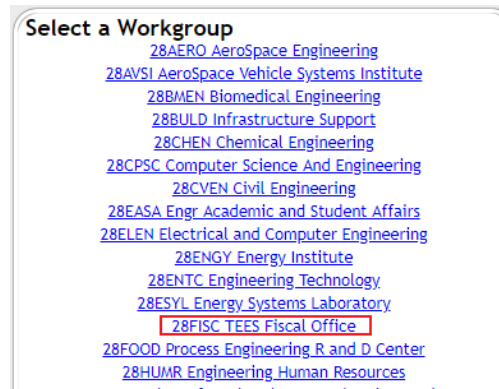
2. Click CASHIERING



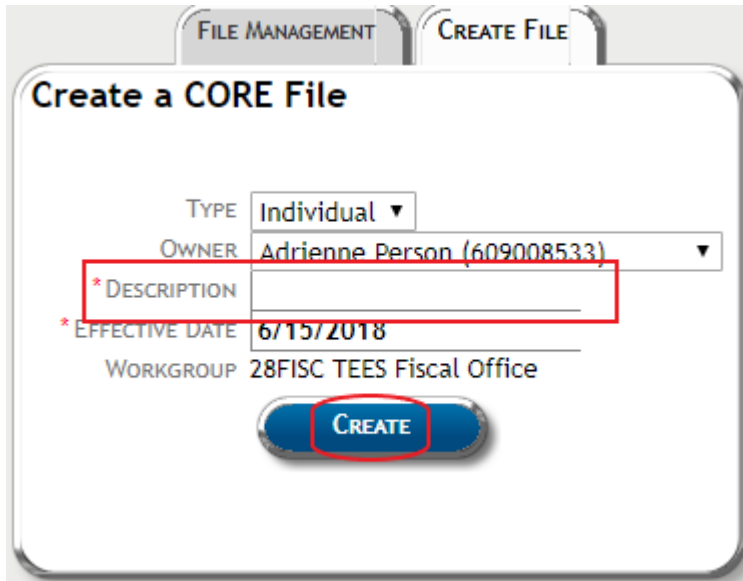
Admin Center

**Cashiering**

3. Select WORKGROUP



## Step by Step for an IDT via iPayments



FILE MANAGEMENT CREATE FILE

### Create a CORE File

TYPE Individual ▾

OWNER Adrienne Person (609008533) ▾

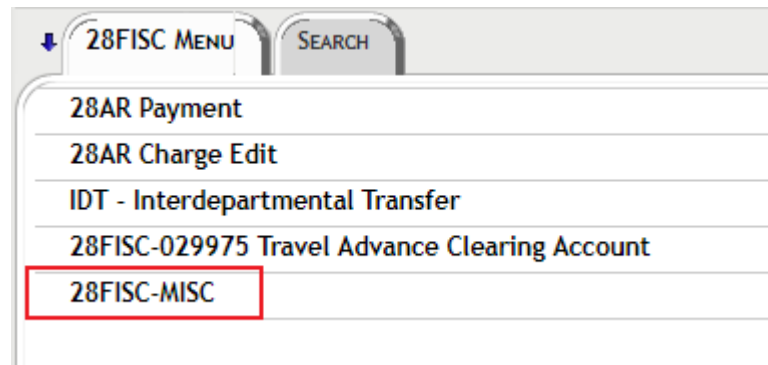
\* DESCRIPTION

\* EFFECTIVE DATE 6/15/2018

WORKGROUP 28FISC TEES Fiscal Office

CREATE

4. Give your CORE File a Description  
(i.e.: IDTdate) This description is not saved.
5. CREATE
6. Select DEPARTMENT/ACCOUNT



28FISC MENU SEARCH

- 28AR Payment
- 28AR Charge Edit
- IDT - Interdepartmental Transfer
- 28FISC-029975 Travel Advance Clearing Account
- 28FISC-MISC

## Step by Step for an IDT via iPayments

7. Enter COMMENTS – (NOT REQUIRED).
8. Enter REF NBR (i.e.: bill slip number)  
(NOT REQUIRED).
9. AMOUNT & QUANTITY
10. Hit TAB on your keyboard

28FISC-MISC

CUSTOMER NAME

ADDRESS1  ADDRESS2

CITY  STATE  ZIP

COMMENTS

COMMENTS1

Please Upload File

FILE UPLOAD  No file chosen

REF NBR

Allocations

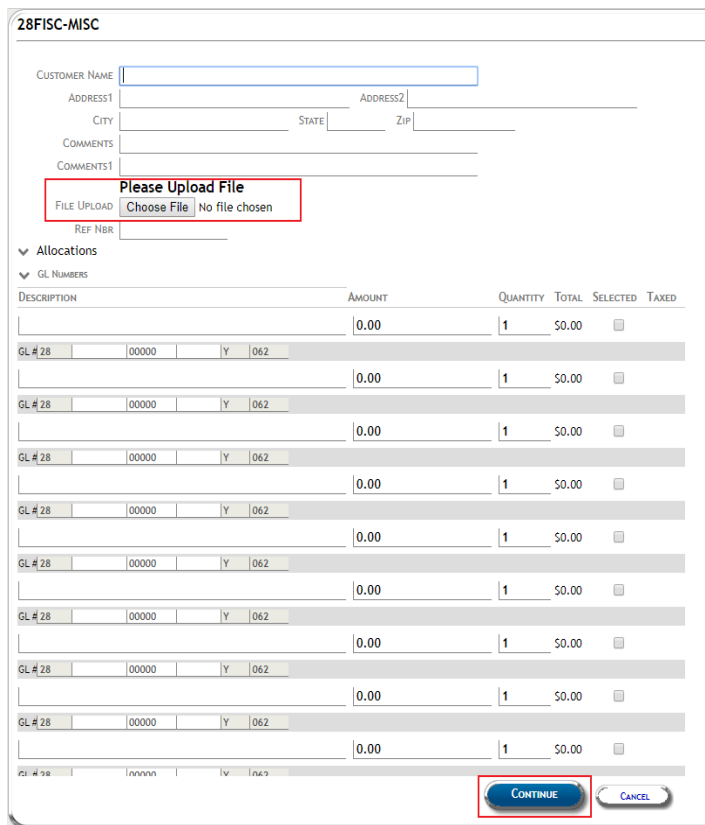
GL NUMBERS

DESCRIPTION	AMOUNT	QUANTITY	TOTAL	SELECTED	TAXED
	0.00	1	50.00	<input type="checkbox"/>	
GL # 28 00000 Y 062	0.00	1	50.00	<input type="checkbox"/>	
	0.00	1	50.00	<input type="checkbox"/>	
GL # 28 00000 Y 062	0.00	1	50.00	<input type="checkbox"/>	
	0.00	1	50.00	<input type="checkbox"/>	
GL # 28 00000 Y 062	0.00	1	50.00	<input type="checkbox"/>	
	0.00	1	50.00	<input type="checkbox"/>	
GL # 28 00000 Y 062	0.00	1	50.00	<input type="checkbox"/>	
	0.00	1	50.00	<input type="checkbox"/>	
GL # 28 00000 Y 062	0.00	1	50.00	<input type="checkbox"/>	
	0.00	1	50.00	<input type="checkbox"/>	
GL # 28 00000 Y 062	0.00	1	50.00	<input type="checkbox"/>	
	0.00	1	50.00	<input type="checkbox"/>	
GL # 28 00000 Y 062	0.00	1	50.00	<input type="checkbox"/>	
	0.00	1	50.00	<input type="checkbox"/>	
GL # 28 00000 Y 062	0.00	1	50.00	<input type="checkbox"/>	
	0.00	1	50.00	<input type="checkbox"/>	
GL # 28 00000 Y 062	0.00	1	50.00	<input type="checkbox"/>	
	0.00	1	50.00	<input type="checkbox"/>	

*Hit enter on keyboard*

## Step by Step for an IDT via iPayments

11. UPLOAD FILE **(REQUIRED)** and click Continue



28FISC-MISC

CUSTOMER NAME

ADDRESS1  ADDRESS2

CITY  STATE  ZIP

COMMENTS

COMMENTS1

**Please Upload File**

FILE UPLOAD  No file chosen

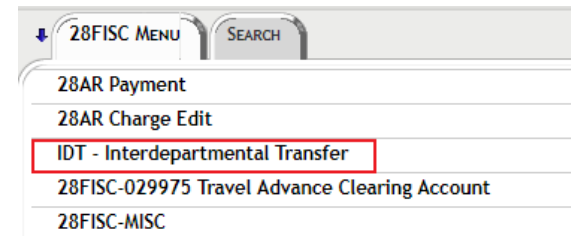
REF NBR

Allocations

GL NUMBERS

DESCRIPTION	AMOUNT	QUANTITY	TOTAL	SELECTED	TAXED
<input type="checkbox"/> GL # 28 <input type="checkbox"/> 00000 <input type="checkbox"/> Y <input type="checkbox"/> 062	0.00	1	\$0.00	<input type="checkbox"/>	
<input type="checkbox"/> GL # 28 <input type="checkbox"/> 00000 <input type="checkbox"/> Y <input type="checkbox"/> 062	0.00	1	\$0.00	<input type="checkbox"/>	
<input type="checkbox"/> GL # 28 <input type="checkbox"/> 00000 <input type="checkbox"/> Y <input type="checkbox"/> 062	0.00	1	\$0.00	<input type="checkbox"/>	
<input type="checkbox"/> GL # 28 <input type="checkbox"/> 00000 <input type="checkbox"/> Y <input type="checkbox"/> 062	0.00	1	\$0.00	<input type="checkbox"/>	
<input type="checkbox"/> GL # 28 <input type="checkbox"/> 00000 <input type="checkbox"/> Y <input type="checkbox"/> 062	0.00	1	\$0.00	<input type="checkbox"/>	
<input type="checkbox"/> GL # 28 <input type="checkbox"/> 00000 <input type="checkbox"/> Y <input type="checkbox"/> 062	0.00	1	\$0.00	<input type="checkbox"/>	
<input type="checkbox"/> GL # 28 <input type="checkbox"/> 00000 <input type="checkbox"/> Y <input type="checkbox"/> 062	0.00	1	\$0.00	<input type="checkbox"/>	
<input type="checkbox"/> GL # 28 <input type="checkbox"/> 00000 <input type="checkbox"/> Y <input type="checkbox"/> 062	0.00	1	\$0.00	<input type="checkbox"/>	
<input type="checkbox"/> GL # 28 <input type="checkbox"/> 00000 <input type="checkbox"/> Y <input type="checkbox"/> 062	0.00	1	\$0.00	<input type="checkbox"/>	
<input type="checkbox"/> GL # 28 <input type="checkbox"/> 00000 <input type="checkbox"/> Y <input type="checkbox"/> 062	0.00	1	\$0.00	<input type="checkbox"/>	
<input type="checkbox"/> GL # 28 <input type="checkbox"/> 00000 <input type="checkbox"/> Y <input type="checkbox"/> 062	0.00	1	\$0.00	<input type="checkbox"/>	

12. Click IDT – Interdepartmental Transfer

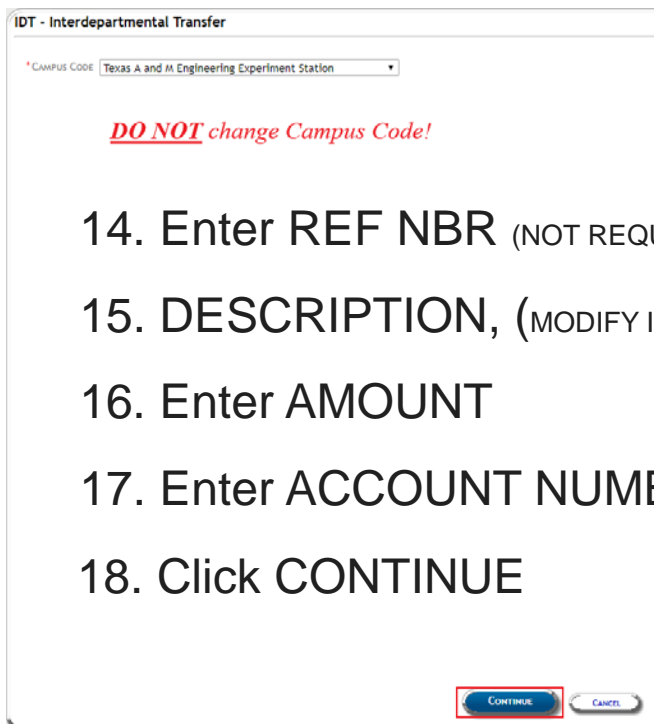


28FISC MENU SEARCH

- 28AR Payment
- 28AR Charge Edit
- IDT - Interdepartmental Transfer**
- 28FISC-029975 Travel Advance Clearing Account
- 28FISC-MISC

## Step by Step for an IDT via iPayments

13. DO NOT CHANGE CAMPUS CODE  
CLICK CONTINUE.



IDT - Interdepartmental Transfer

\* CAMPUS CODE: Texas A and M Engineering Experiment Station

***DO NOT change Campus Code!***

CONTINUE CANCEL

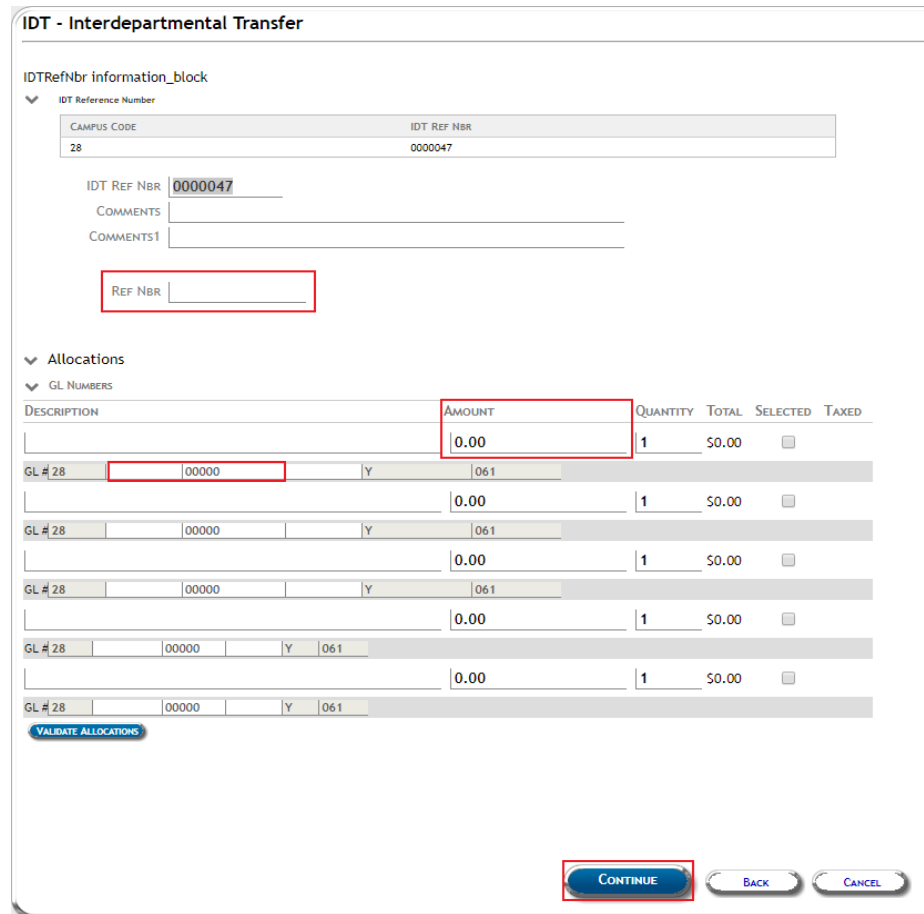
14. Enter REF NBR (NOT REQUIRED)

15. DESCRIPTION, (MODIFY IF DESIRED).

16. Enter AMOUNT

17. Enter ACCOUNT NUMBER

18. Click CONTINUE



IDT - Interdepartmental Transfer

IDTRefNbr information\_block

▼ IDT Reference Number

CAMPUS CODE	IDT REF NBR
28	0000047

IDT REF NBR: 0000047

COMMENTS1

REF NBR

▼ Allocations

▼ GL NUMBERS

DESCRIPTION	AMOUNT	QUANTITY	TOTAL	SELECTED	TAXED
	0.00	1	50.00	<input type="checkbox"/>	
GL # 28   00000   Y   061					
	0.00	1	50.00	<input type="checkbox"/>	
GL # 28   00000   Y   061					
	0.00	1	50.00	<input type="checkbox"/>	
GL # 28   00000   Y   061					
	0.00	1	50.00	<input type="checkbox"/>	
GL # 28   00000   Y   061					
	0.00	1	50.00	<input type="checkbox"/>	
GL # 28   00000   Y   061					

VALIDATE ALLOCATIONS

CONTINUE BACK CANCEL

## Step by Step for an IDT via iPayments

EVENT TOOLS AUTO-RECEIPT ON RESET PERIPHERALS **ADMIN CENTER** **AUTO BALANCE** **BALANCE** **CLOSE** **LOG OUT**

### 18. CLICK BALANCE

Depositing and Balancing All ▾

Tender Summary by Bank

19. CHANGE UIN TO ALL

20. CLICK BALANCE & CLOSE

CORE File: TEST (2018166060, active)

**Deposits**

REFERENCE NUMBER	SLIP#	BANK ACCOUNT	POSTED ON	OWNER	CREATOR	DEPOSIT AMOUNT
No deposits have been made.						

VOID CONSOLIDATE VIEW

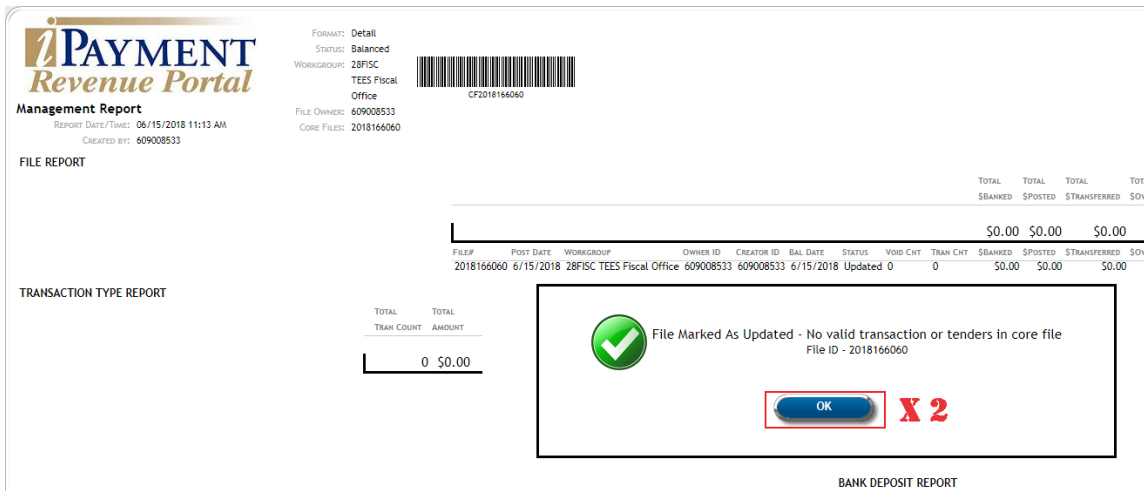
Deposit Total: \$0.00  
Over/Short Amount: \$0.00  
Core File Total: \$0.00

**USER DEPOSITS BALANCING REPORT**

USER NAME	EXPECTED AMOUNT	DEPOSITED AMOUNT	REMAINING AMOUNT
-----------	-----------------	------------------	------------------

Lock **BALANCE & CLOSE** Refresh Exit

## Step by Step for an IDT via iPayments



**iPAYMENT Revenue Portal**  
Management Report  
REPORT DATE/TIME: 06/15/2018 11:13 AM  
CREATED BY: 609008533

FORMAT: Detail  
STATUS: Balanced  
WORKGROUP: 28FISC  
TEES Fiscal Office  
FILE OWNER: 609008533  
CORE FILES: 2018166060

CF2018166060

FILE#	POST DATE	WORKGROUP	OWNER ID	CREATOR ID	BAL DATE	STATUS	VOID CNT	TRAN CNT	\$BANKED	\$POSTED	\$TRANSFERRED	TOTA \$OVI
2018166060	6/15/2018	28FISC	TEES Fiscal Office	609008533	6/15/2018	Updated	0	0	\$0.00	\$0.00	\$0.00	

TRANSACTION TYPE REPORT

TOTAL TRAN COUNT	TOTAL AMOUNT
0	\$0.00

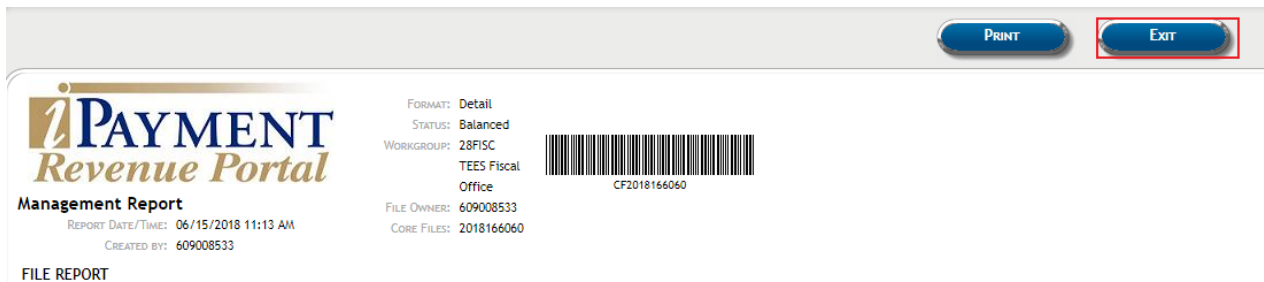
File Marked As Updated - No valid transaction or tenders in core file  
File ID - 2018166060

OK X 2

BANK DEPOSIT REPORT

21. CLICK OK TWICE

22. CLICK EXIT



**iPAYMENT Revenue Portal**  
Management Report  
REPORT DATE/TIME: 06/15/2018 11:13 AM  
CREATED BY: 609008533

FORMAT: Detail  
STATUS: Balanced  
WORKGROUP: 28FISC  
TEES Fiscal Office  
FILE OWNER: 609008533  
CORE FILES: 2018166060

CF2018166060

PRINT EXIT

File Marked As Updated - No valid transaction or tenders in core file  
File ID - 2018166060

OK X 2

BANK DEPOSIT REPORT

## Step by Step for an AR via iPayments

1. LOGON TO IPAYMENT
2. CLICK CASHIERING



Admin Center

Cashiering

SSO Menu

AggieBuy	Engineering Jobs
eTravel / Concur	HRConnect Legacy
iBenefits	<b>iPayment</b>
Maestro	TAME Jobs
TrainTraq	Workday
Workday Help	

Manage Menu Refresh Menu

Recent Logon Activity [Help](#)

Date/Time	Activity
<input type="checkbox"/> 06/15/2018	Successful Logon.
<input type="checkbox"/> 06/15/2018	Successful Logon.
<input type="checkbox"/> 06/14/2018	Successful Logon.
<input type="checkbox"/> 06/14/2018	Successful Logon.
<input type="checkbox"/> 06/13/2018	Successful Logon.

[View Security Log](#)  
What should I report?  
[Report Problem](#)

Select a Workgroup

- [28AERO AeroSpace Engineering](#)
- [28AVSI AeroSpace Vehicle Systems Institute](#)
- [28BMEN Biomedical Engineering](#)
- [28BUILD Infrastructure Support](#)
- [28CHEN Chemical Engineering](#)
- [28CPSC Computer Science And Engineering](#)
- [28CVEN Civil Engineering](#)
- [28EASA Engr Academic and Student Affairs](#)
- [28ELEN Electrical and Computer Engineering](#)
- [28ENGY Energy Institute](#)
- [28ENTC Engineering Technology](#)
- [28ESYL Energy Systems Laboratory](#)
- [28FISC TEES Fiscal Office](#)**
- [28FOOD Process Engineering R and D Center](#)
- [28HUMR Engineering Human Resources](#)

FILE MANAGEMENT CREATE FILE

### Create a CORE File

TYPE

OWNER

\* DESCRIPTION

\* EFFECTIVE DATE

WORKGROUP 28FISC TEES Fiscal Office

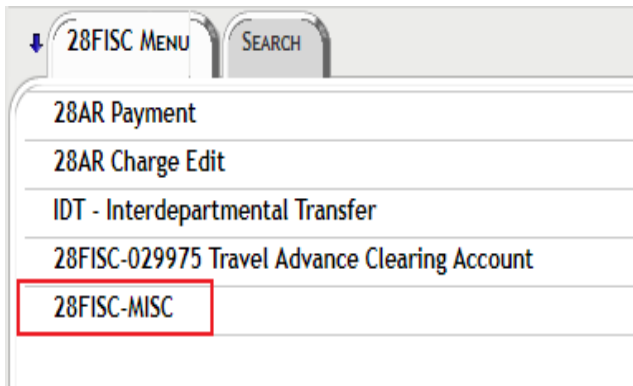
[CREATE](#)

3. SELECT WORKGROUP
4. GIVE YOUR CORE FILE A DESCRIPTION  
(i.e.: AR+date)



## Step by Step for an AR via iPayments

### 5. SELECT DEPARTMENT/ACCOUNT



28FISC MENU SEARCH

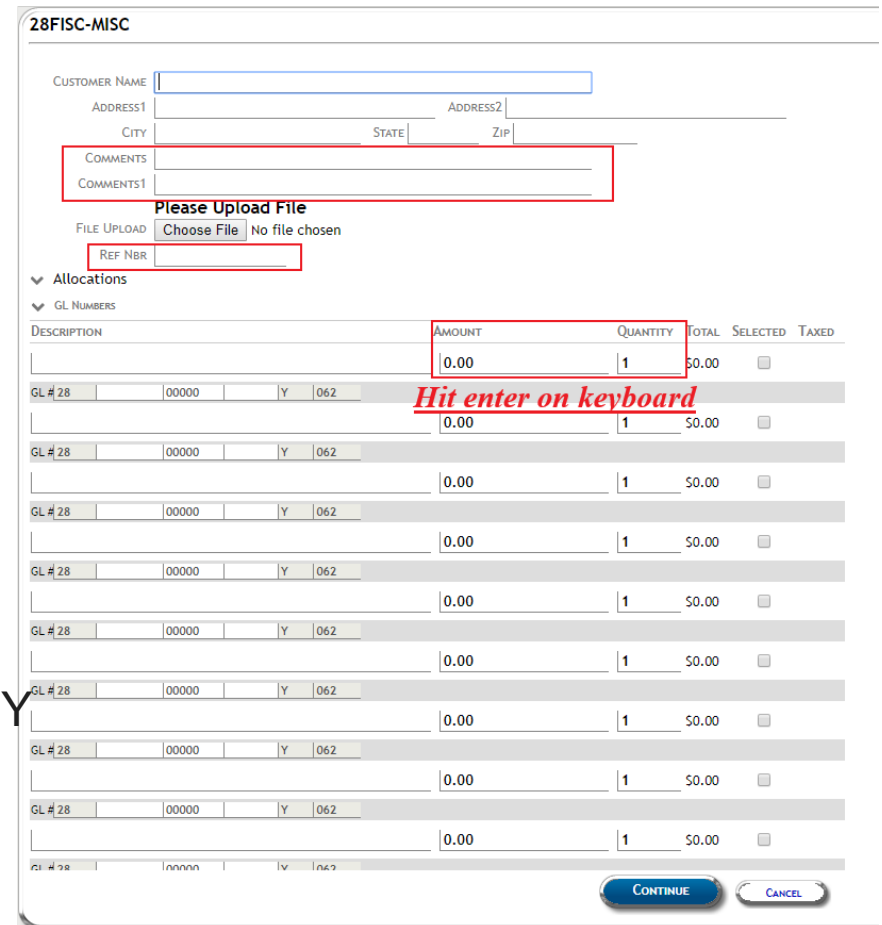
- 28AR Payment
- 28AR Charge Edit
- IDT - Interdepartmental Transfer
- 28FISC-029975 Travel Advance Clearing Account
- 28FISC-MISC**

6. Enter COMMENTS (NOT REQUIRED)

7. REF NBR (NOT REQUIRED)

8. SELECT RATE, AMOUNT & QUANTITY

9. Hit TAB on your keyboard



28FISC-MISC

CUSTOMER NAME

ADDRESS1  ADDRESS2

CITY  STATE  ZIP

COMMENTS

COMMENTS1

Please Upload File

FILE UPLOAD Choose File No file chosen

REF NBR

Allocations

GL NUMBERS

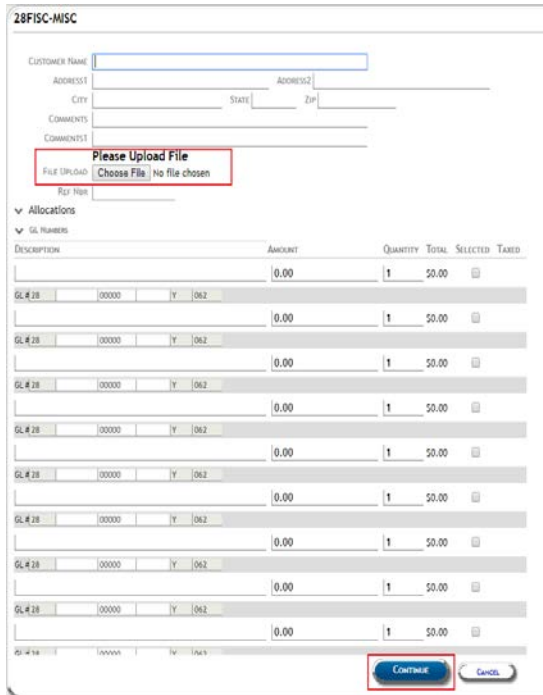
DESCRIPTION	AMOUNT	QUANTITY	TOTAL	SELECTED	TAXED
<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="1"/>	\$0.00	<input type="checkbox"/>	
GL # 28 <input type="text"/> 00000 <input type="text"/> Y 062	<input type="text" value="0.00"/>	<input type="text" value="1"/>	\$0.00	<input type="checkbox"/>	
<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="1"/>	\$0.00	<input type="checkbox"/>	
GL # 28 <input type="text"/> 00000 <input type="text"/> Y 062	<input type="text" value="0.00"/>	<input type="text" value="1"/>	\$0.00	<input type="checkbox"/>	
<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="1"/>	\$0.00	<input type="checkbox"/>	
GL # 28 <input type="text"/> 00000 <input type="text"/> Y 062	<input type="text" value="0.00"/>	<input type="text" value="1"/>	\$0.00	<input type="checkbox"/>	
<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="1"/>	\$0.00	<input type="checkbox"/>	
GL # 28 <input type="text"/> 00000 <input type="text"/> Y 062	<input type="text" value="0.00"/>	<input type="text" value="1"/>	\$0.00	<input type="checkbox"/>	
<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="1"/>	\$0.00	<input type="checkbox"/>	
GL # 28 <input type="text"/> 00000 <input type="text"/> Y 062	<input type="text" value="0.00"/>	<input type="text" value="1"/>	\$0.00	<input type="checkbox"/>	
<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="1"/>	\$0.00	<input type="checkbox"/>	
GL # 28 <input type="text"/> 00000 <input type="text"/> Y 062	<input type="text" value="0.00"/>	<input type="text" value="1"/>	\$0.00	<input type="checkbox"/>	

Hit enter on keyboard

CONTINUE CANCEL

## Step by Step for an AR via iPayments

10. UPLOAD FILE (**REQUIRED**)  
CLICK CONTINUE



28FISC-MISC

CUSTOMER NAME

ADDRESS1 ADDRESS2

CITY STATE ZIP

COMMENTS

COMMENTS1

File Upload

Please Upload File

Choose File | No file chosen

Per Note

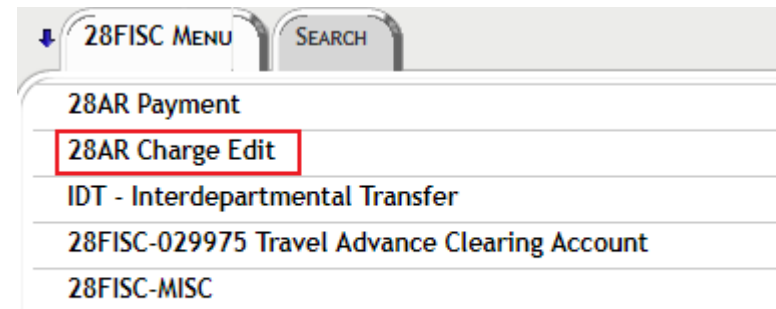
Allocations

GL Numbers

DESCRIPTION	AMOUNT	QUANTITY	TOTAL	SELECTED	TAXED
GL# 28 00000 Y 062	0.00	1	50.00	<input type="checkbox"/>	
	0.00	1	50.00	<input type="checkbox"/>	
GL# 28 00000 Y 062	0.00	1	50.00	<input type="checkbox"/>	
	0.00	1	50.00	<input type="checkbox"/>	
GL# 28 00000 Y 062	0.00	1	50.00	<input type="checkbox"/>	
	0.00	1	50.00	<input type="checkbox"/>	
GL# 28 00000 Y 062	0.00	1	50.00	<input type="checkbox"/>	
	0.00	1	50.00	<input type="checkbox"/>	
GL# 28 00000 Y 062	0.00	1	50.00	<input type="checkbox"/>	
	0.00	1	50.00	<input type="checkbox"/>	
GL# 28 00000 Y 062	0.00	1	50.00	<input type="checkbox"/>	
	0.00	1	50.00	<input type="checkbox"/>	
GL# 28 00000 Y 062	0.00	1	50.00	<input type="checkbox"/>	
	0.00	1	50.00	<input type="checkbox"/>	
GL# 28 00000 Y 062	0.00	1	50.00	<input type="checkbox"/>	
	0.00	1	50.00	<input type="checkbox"/>	

CONTINUE CANCEL

11. CLICK 28AR CHARGE EDIT



28FISC MENU SEARCH

28AR Payment

**28AR Charge Edit**

IDT - Interdepartmental Transfer

28FISC-029975 Travel Advance Clearing Account

28FISC-MISC

## Step by Step for an AR via iPayments

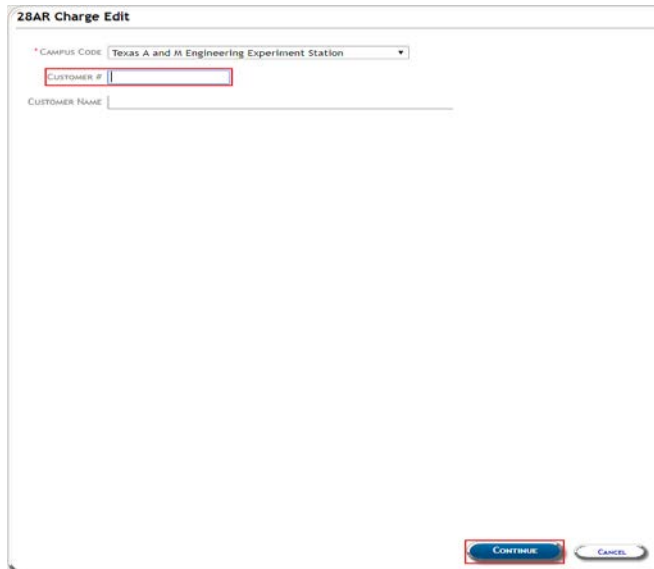
12. DO NOT CHANGE CAMPUS CODE

13. Enter CUSTOMER NUMBER

**COPY AND PASTE FROM FAMIS (SCREEN 603)**

**DO NOT ENTER CUSTOMER NAME.**

**CUSTOMER NUMBER WILL POPULATE NAME ON NEXT SCREEN**

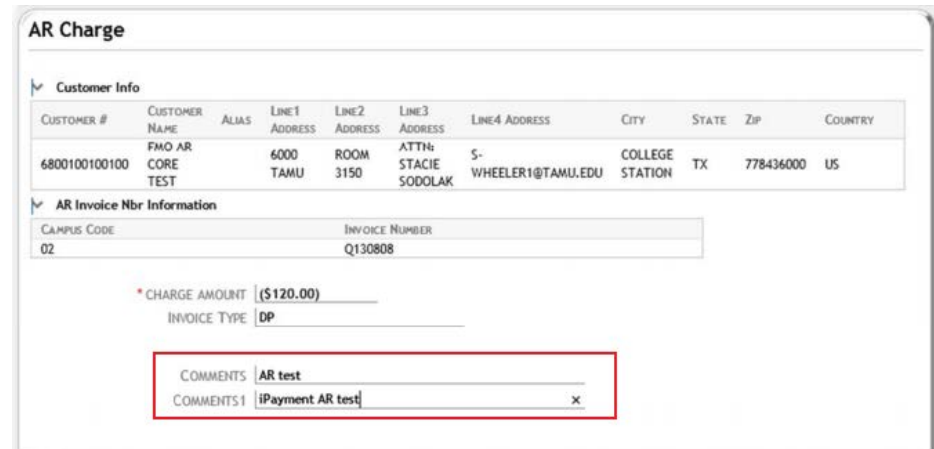


2BAR Charge Edit

\* CAMPUS CODE: Texas A and M Engineering Experiment Station

CUSTOMER #

CUSTOMER NAME



AR Charge

Customer Info

CUSTOMER #	CUSTOMER NAME	ALIAS	LINE1 ADDRESS	LINE2 ADDRESS	LINE3 ADDRESS	LINE4 ADDRESS	CITY	STATE	ZIP	COUNTRY
6800100100100	FMO AR CORE TEST		6000 TAMU	ROOM 3150	ATTN: STACIE SODOLAK	S- WHEELER1@TAMU.EDU	COLLEGE STATION	TX	778436000	US

AR Invoice Nbr Information

CAMPUS CODE: 02 INVOICE NUMBER: Q130808

\* CHARGE AMOUNT: (\$120.00)

INVOICE TYPE: DP

COMMENTS: AR test

COMMENTS1: iPayment AR test

14. Click CONTINUE

15. CONFIRM VENDOR AND AMOUNT ARE CORRECT  
(DISPLAYS A NEGATIVE AMOUNT)

16. ENTER COMMENTS SPECIFIC TO CHARGE  
(COMMENT DISPLAYS ON INVOICE)

17. HIT ENTER

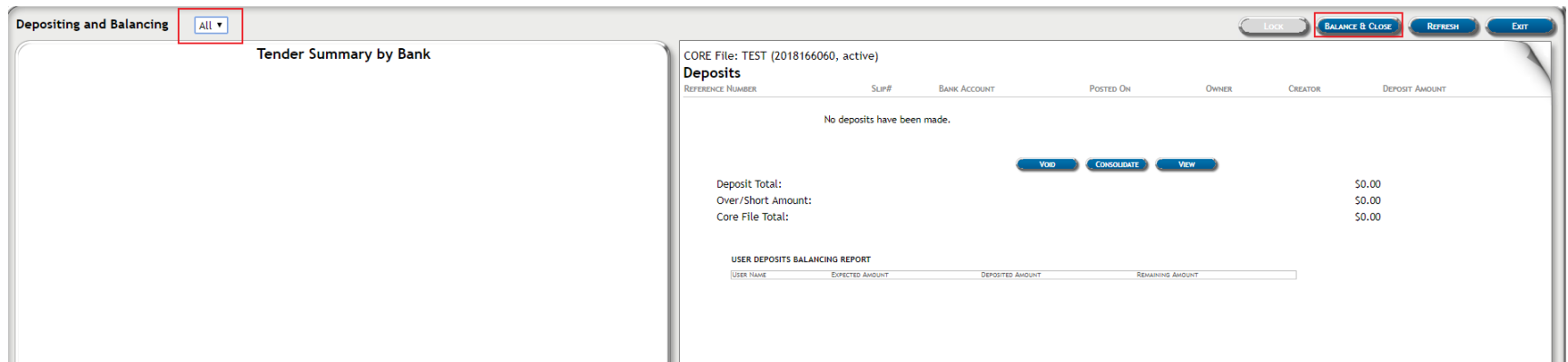
## Step by Step for an AR via iPayments

18. Click BALANCE



19. Change UIN to ALL

20. Click BALANCE & CLOSE



## Step by Step for an AR via iPayments

**Management Report**  
 REPORT DATE/TIME: 06/15/2018 11:13 AM  
 CREATED BY: 609008533

FILE REPORT  
 TRANSACTION TYPE REPORT  
 BANK DEPOSIT REPORT

FORMAT: Detail  
 STATUS: **Balanced**  
 WORKGROUP: 28FISC  
 TEES Fiscal Office  
 FILE OWNER: 609008533  
 CORE FILES: 2018166060

CF2018166060

21. CLICK OK TWICE

FILE#	POST DATE	WORKGROUP	OWNER ID	CREATOR ID	BAL DATE	STATUS	VOID CNT	TRAN CNT	\$BANKED	\$POSTED	\$TRANSFERRED	\$OVER/SHORT
2018166060	6/15/2018	28FISC	TEES Fiscal Office	609008533	6/15/2018	Updated	0	0	\$0.00	\$0.00	\$0.00	\$0.00

TOTAL TRAN COUNT: 0  
 TOTAL AMOUNT: \$0.00

File Marked As Updated - No valid transaction or tenders in core file  
File ID - 2018166060

**OK** X 2

**Management Report**  
 REPORT DATE/TIME: 06/15/2018 11:13 AM  
 CREATED BY: 609008533

FILE REPORT

FORMAT: Detail  
 STATUS: **Balanced**  
 WORKGROUP: 28FISC  
 TEES Fiscal Office  
 FILE OWNER: 609008533  
 CORE FILES: 2018166060

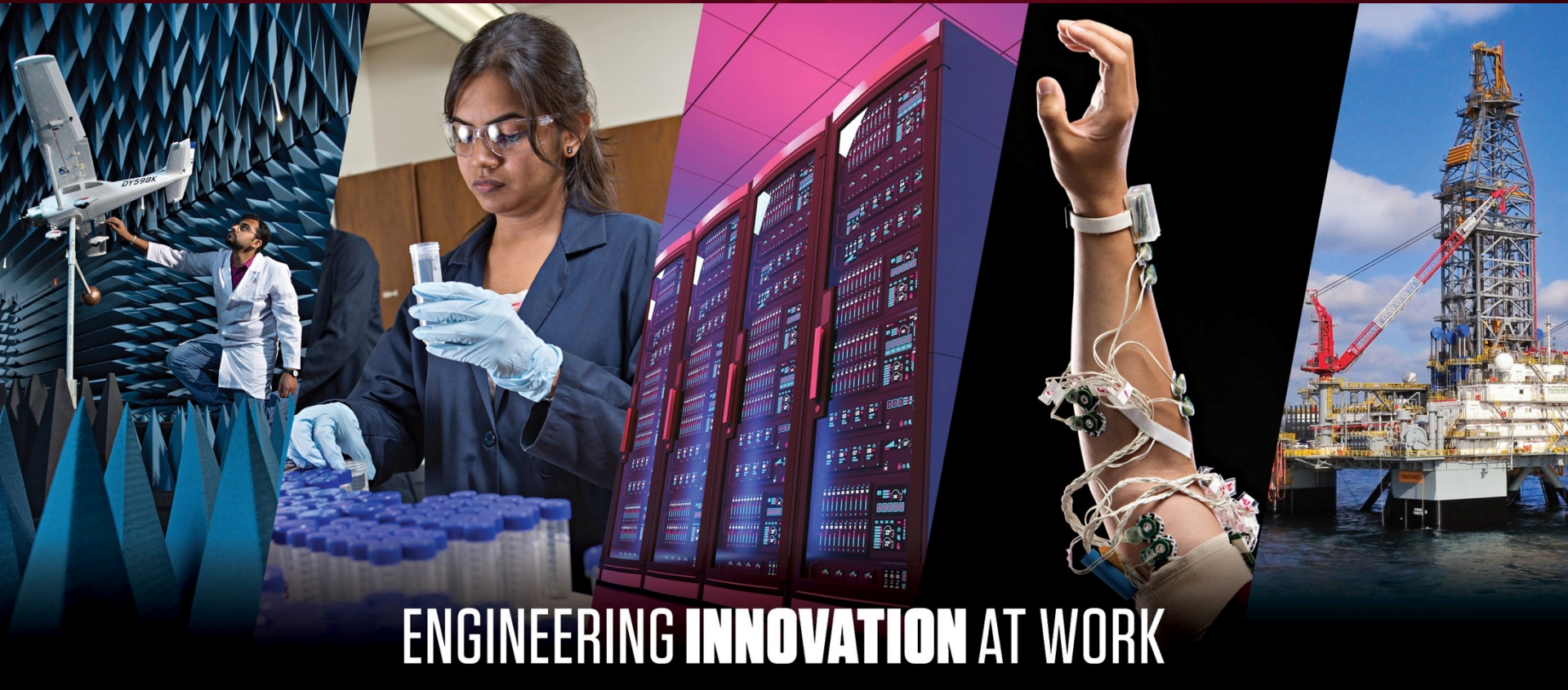
CF2018166060

22. CLICK EXIT

FILE#	POST DATE	WORKGROUP	OWNER ID	CREATOR ID	BAL DATE	STATUS	VOID CNT	TRAN CNT	\$BANKED	\$POSTED	\$TRANSFERRED	\$OVER/SHORT
									\$0.00	\$0.00	\$0.00	\$0.00



# TEXAS A&M ENGINEERING EXPERIMENT STATION



**ENGINEERING INNOVATION AT WORK**