

## *IPayment Step-by-Step Instructions for processing Credit Cards*

1. Logon <https://ipayment.tamu.edu> (page 12 of manual)
  - Enter User ID and Password
  - If this is your first log on, enter New Password and Confirm New Password before selecting “Sign In” button.
  - If this is your first log on and you do not have Java, you will be prompted to install it.
  - BE SURE TO ALLOW POP-UPS FROM THIS SITE.**
  
2. Open a File (page 17 of manual)
  - Single click on “Create New Individual File” or “Create New Shared File”
  - Click the “Sign On” button
  - Enter a File Description meaningful to the users of that file.
  - Click the “Create” button.
  
3. Process Transactions (page 20-24 of manual)
  - Select the button with the account you are depositing the revenue into.
  - Upon selecting an account, the panel will display all the object codes configured for that account.
  - There are several optional fields listed at the top of the screen. The first comments are for your department, but the other fields are printed for the customer.
  - Check the “Pay” box of the object code you wish to send to FAMIS, modify the description if needed, and enter the amount. If you only have one object code configured, it should already be checked as a default.
  - If this is taxable, the Tax box will have a gray check mark. If the customer is tax exempt, be sure to mark the “Tax Exempt” box at the bottom of the screen and provide a reason in the comments field.
  - Verify the account is correct. If you have a support account, you will be able to modify the support account field.
  - Add comments as deemed necessary.
  - Click “Add Tran.” This will pull the information you entered to the left hand screen under Current Transactions.
  - Review the information under Current Transactions. To see more, click the “+” button. If everything is correct, continue with step 4. If something is incorrect, see Cheat Sheet on Voids and Recalls.
  
4. Process Tender (page 25-28 in manual)
  - Select Credit Card located in the toolbar of the system
    - The amount from Current Transactions will pull to the amount filed. Confirm this is correct. This should be a lump sum amount from your batch settlement.
    - In the “Credit Card#” field, enter “111111111.”
    - In the “Exp. Month” field, enter the processing month, i.e. 08 for August.
    - In the “Exp. Year” field, enter the processing year, i.e. 08 for 2008.
    - In the “Cardholder’s Name” field, enter your department code or department name.
    - In the “Authorization#” field, enter “7777777.”

- Click “ADD Tender” button.
- Upon clicking the “ADD Tender” button, you will receive a Confirmation Record and the option to print the receipt.
- Print a “View Detail” report to send to Patti Ponzio at Mail Stop 6000 with the batch settlement tape.

**5. Receipting (page 36-39 in manual)**

- You will not print a receipt.

**6. Make User Deposit (page 52-60 in manual) **USER ACCESS ONLY****

- Select “Balance” in toolbar or go to Home and select “Balance” from File Options.
- File number will default to file the user is logged into and the User will be the user logged in.
- Click “Find.” This will bring up the Deposit File report.
- Review the information in the report. If it is all correct, continue. If something is incorrect, see Cheat Sheet on Voids and Recalls.
- Click “Add Deposit” button.
- Enter deposit amount for off-line credit cards. Clicking on the hyperlink will show you the detail.
- Enter “7777777” in the Deposit Slip Nbr field. This number is required.
- Leave the Bank Bag Nbr. Blank.
- Enter Credit Card Settle Nbr. This field is not required.
- Click “Save.” This will take you back to the Balance File screen.

**If you have USER access, you can now log off of IPayments by clicking on the yellow key in the toolbar on the top left corner. If you have SUPERVISOR access, continue.**

**8. Make File Deposit (page 62-64 in manual) **SUPERVIOR ACCESS & ABOVE****

- LogOn-See step one.
- Open the file you need to balance by double clicking on it.
- Select “Balance” in toolbar or go to Home and select “Balance” from File Options.
- File number will default to file the user is logged into and the User will be “All Users.”
- Click “Find.” This will bring up the Deposit File report.
- Review the information in the report. If it is all correct, continue. If something is incorrect, see Cheat Sheet on Voids and Recalls.
- Click “Add Deposit” button.
- Enter deposit amount for off-line credit cards. Clicking on the hyperlink will show you the detail.
- Enter “7777777” in the Deposit Slip Nbr field. This number is required.
- Leave the Bank Bag Nbr. Blank.
- Enter Credit Card Settle Nbr. This field is not required.
- Click “Save.” The will take you back to the Balance File screen. If you need to make last minute changes, you can void this deposit by clicking on the hyperlink.
- Click “Mark As Balanced” button.
- At this point, the file will disappear from the left panel.

**Make sure you print a “View Detail” report to send to Patti Ponzio at Mail Stop 6000 with the batch settlement tape.**

**10. Log Off (page 15 in manual)**

**-Click on the picture of the yellow key on the toolbar and select “Log Off Transaction Suite” option.**