

Departmental Form: SSB Third Party IDT Instructions

Actions by Departments or Office of Graduate and Professional Studies (OGAPS)

This form is to be used to process third party payments from TAMU departmental Part 02, Part 10, and Part 23 FAMIS accounts. These payments will be used to cover charges assessed to student accounts through COMPASS.

Departments must complete all sections in yellow. A maximum of 10 student payments may be processed per form. Separate requests must be submitted for each department and term. You must enter separate lines per contract number, even if it is for the same student.

If you have any questions regarding this process please email twapmts@tamu.edu.

Please follow the below steps in order to complete the form.

I. Check which payment type is applicable:

-
- Departmental Payment - College Code: ____ Dept Code: ____
- Office of Graduate Studies Pymt - College Code: RG Dept Code: GRST

a. Departmental Payment

- a. For a Departmental Payment, also include your 2 digit college code and 4 digit departmental codes as indicated on FAMIS Screen 006. Screen Shot Below.

FAMIS SCREEN 006 (sample)

Screen: 006 Account: _____

Account Title: _____ SA create enable: _

Resp Person: _____ Old Acct: _____

ABR Rule: ____ Map Code: ____ Reporting Group: ____

Bottom Line Cntl: ____ Deflt Cat Cntl: ____ Deflt Cat Tol Pct: ____

AFR Fund Group: ____ Fund Group: ____ Sub Fund Group: ____ Sub-Sub: ____

Year-End Process: ____ Year-End Acct: ____ Function: ____ Sub-Fun: ____

Default Bank: ____ Override: ____ Proj FYTD End Mo: ____ Aux Code: ____

____ Alternate Banks: _____ Security: _____

____ State Funds: ____ Appropriated: ____ ----SA Transactions--

Dept	S-Dept	Exec Div	Coll	Mail Cd	Stmt	Budget	Actual
Primary: _____	_____	_____	_____	_____	_____	Expense: ____	_____
Secondary: _____	_____	_____	_____	_____	_____	Revenue: ____	_____

b. Office of Graduate and Professional Studies Payment

- a. Your College Code and Department Code have already been entered for you.

II. Step 1: CORE/One Step section:

	COMPASS Vendor ID	/ /	Date Dept. Requested
	Term to be Charged		Dept. E-mail
	Dept. Contact Name		Dept. Phone Number
	Dept. Mail Stop		Dept. Fax Number
	Dept. Name	_____	

A. Enter your Vendor ID:

- i. Departmental Payments: V13100001 (TAMU), V23100001 (TAMUG), and V43100001 (HSC)
- ii. Dept. Payments (Not on Fin. Aid Award): V13100002 (TAMU), V23100002 (TAMUG), and V43100002 (HSC)
- iii. Office of Graduate and Professional Studies Payments: V12100001 (TAMU), V22100001 (TAMUG), and V42100001 (HSC)

B. Enter Departmental Contact Information. This is important so that we can contact you if there is something wrong with the payment:

- i. Dept. Contact Name
- ii. Dept. Mail Stop
- iii. Dept. Name
- iv. Date Dept. Requested
- v. Dept. Email
- vi. Dept. Phone Number
- vii. Dept. Fax Number

C. Enter the Term to be Charged in Term format (ex. Fall 2009 CS → 200931):

- i. **Characters 1-4** is the year: YYYY
- ii. **Character 5** is the Semester
 - a) 1 – Spring
 - b) 2 – Summer
 - c) 3 – Fall
 - d) 4 – Professional, Year Long Term (4th Yr. Vet, MD, and BD)
- iii. **Character 6** is the Campus
 - a) 1 – College Station/HSC
 - b) 2 – Galveston

III. Complete the Student Payment information:

Cont	Student Name (Last, First)	Student UIN	Percent	FAMIS Account	**Amount Pd
				- - -	\$
					e

A. Enter the contract in which you want to pay for the student. Contract numbers are indicated below.

Contract Numbers are:

Departmental Payments – V13100001, V23100001, V43100001	
1	100% 9 Hours Grad Tuition Only
2	100% 6 Hours Grad Tuition Only
3	100% 3 Hours Grad Tuition Only
4	50% 9 Hours Grad Tuition Only
5	50% 6 Hours Grad Tuition Only
7	100% Tuition Only
10	100% Tuition and Registration Fees
13	100% Registration Fees
14	50% Registration Fees
15	100% Room Rent
16	100% Meal Plan Only
17	Orientation Fees
18	Parking Permit Only
19	TAMU Insurance Only
20	Graduation Fees
21	ELI Tuition and Fees Only
24	General Deposit
25	International Admin Fee
26	Late Fees
27	TEES- Fees, excluding unauth fees
28	TEES- T&F, excluding unauth fees
29	Withholding Tax

Departmental Payments NOT on Financial Aid Awards- V13100002, V23100002, V43100002	
7	100% Tuition Only
10	100% Tuition and Registration Fees
12	100% Tuition, Fees, Meal, Dorm
15	100% Room Rent
16	100% Meal Plan Only
18	Parking Permit Only
19	TAMU Insurance Only
21	ELI Tuition and Fees Only
24	General Deposit
26	Late Fees
29	Withholding Tax

Office of Graduate and Professional Studies- V12100002, V22100002, V42100002	
1	100% 9 Hours Grad Tuition Only
4	50% 9 Hours Grad Tuition Only
10	100% Tuition and Registration Fees

Please contact twapmts@tamu.edu if you have a payment request that is not present in the contract number list above.

- B. Enter the student’s full name (Last, First)
- C. Enter the student’s UIN (Not COMPASS ID-T#)
- D. Enter the Percentage that you want to pay of the contract
 - i. This can only be used with 100% contracts.
 - ii. For example, if you want to pay for 75% of a student’s tuition, you will select to use Contract 7, and in the percentage field you will enter 75%
- E. Enter the FAMIS Account that you wish to pay with. **DO NOT** leave any part of this blank.
 - i. First Section: College Part (02 – College Station, 10 – Galveston, 23 - HSC)
 - ii. Second Section: Account Number (Requirements indicated below)
 - iii. Third Section: Support Account
 - iv. Fourth Section: Object Code
 - a) 5910 – Undergraduate
 - b) 5915 – Graduate
 - c) 6032 – Grant Accounts (4XXXXXX)
 - d) 6335 – Sponsored Student Programs Office

Authorized FAMIS Accounts:

- **ALL** Accounts for FAMIS Function Code 60 on screen 006 are allowed.
- **1xxxxx** Scholarships/fellowships should be paid from accounts in the 163700 to 163869 range with function 60.
- **20xxxx/21xxxx** Accounts that have FAMIS Function Code 15 on screen 006.
- **23xxxx** Accounts that have FAMIS Function Code 15 on screen 006.
- **24xxxx** scholarships/fellowships should be paid from accounts in the 248000 to 248499 range function 60. Exception function 15 is allowed.
- **25xxxx** can pay for scholarships but they will need another account in the 25xxxx range with the function of 60.
- **29xxxx** scholarships/fellowships should be paid from account in the 290650 to 290849 range function 60. Exception function 15 is allowed.
- **4xxxxx** can pay for scholarships/fellowships or tuition and fees if it is listed on screen 008 no matter what the function code is on screen 006.
- **50xxxx/51xxxxx** accounts that do not currently have function 60 should transfer funds to a 65xxxx range to pay scholarships/fellowships.

IV. Department Third Party IDT Approved By section must be completed before the form can be submitted to Student Business Services. An authorized signer (signature/printed name) for each FAMIS account listed must be present. To find a list of authorized signers go to FAMIS screen 923 or follow directions on form.

Approved by (sign & print name) - Must be authorized signer on form 860 in FAMIS	Date (mm/dd/yyyy)
	/ /
	/ /
	/ /

Student Business Services will verify authorized signature in FAMIS:
 Screen 006 – Input the account to find the department abbreviation
 Screen 941 – Input the department abbreviation to find office name

V. Departments may submit completed forms via fax to 979-845-9406, email twapmts@tamu.edu or through campus mail 6001 TAMU (in an sealed envelope).

Use FAMIS Screen 046 to Trace Completed Payments.

Departments can trace their payments to the applicable FAMIS accounts. Go to FAMIS screen 046. Enter system part number and account number used to pay on IDT form. Enter the month the funds were paid. Look in the REF 2 column for the Pay File Number on the form. The description line in FAMIS should read CORE OSW and the receipt number.

EXAMPLE:

The “O” means OneStep “216021” is the Payfile number without the two leading digits of the year.

Departments may type “OXXX” where the “x”s are the 3rd 4th and 5th digits in the Payfile number and all the OneStep entries for that day on their account will pull up.

FAMIS SCREEN 046 (sample)

```

046 Transactions for a Month by Reference Number 2 or 4          08/08/05
10:23
                                INTERNATIONAL STUDENT ADMINISTRATIV      FY 2005 CC
02
Screen:  ___  Account: 211640  Month: 8_  Search On Ref: 2  Ref Nbr:
-----
                                Display Ref: 2  Bank Option: N
bcd TC   Ref 2   Date   Description                               Amount       I BatRef
--- ---  -
650 060 0216021 08/04 CORE OSW 0521602-1                68.69-      OSJ217

```

You may view your requests in COMPASS by going to the following COMASS forms:

TSAACCT – You will want to use the student’s UIN/Banner ID (T#) in the ID field. Next block 3 times until you get to the “Exemptions/Contracts” block. You will see the Vendor ID, contract number, term and Maximum Amount in the Contracts section of this form.

TSICSRV – You will want to use the student’s UIN/Banner ID (T#) in the ID field. Next block. You will be able to see that the student’s account has been paid in this form.

For Departmental payments, you will see the detail code CP3B (TAMU), GP3B (TAMUG), or HP3B (HSC).

For Office of Graduate Studies payments you, will see this as detail code CP3D (TAMU), GP3D (TAMUG), or HP3D (HSC).

Note: WAIVERS

Waivers will need to be applied to eligible student accounts prior to the Third Party IDT being submitted to SBS. If the waiver has not been applied to the contract, all non-resident tuition will be charged to the Third Party IDT. This will not be monitored by SBS.

If a waiver has not been added onto the student account and you only wish to pay resident tuition, be sure to enter a limit amount on the payment.

If you have a student that needs a waiver after the 12th class day, it must be submitted to the Office of Graduate and Professional Studies for approval before we will process it to the student’s account.

Actions by Student Business Services (Specialized Student Billing)

When Third Party IDT Form is submitted to SBS

- I. SBS will check for authorized signers on forms submitted.
 - A. FAMIS Screen 006: Input the account to find the department abbreviation
 - B. FAMIS Screen 941: Input the departmental abbreviation to find the office name
 - C. FAMIS Screen 923: Input the office to view authorized signers
- II. SBS will check that an authorized account is used.
 - A. FAMIS Screen 006: Function Code
 - B. FAMIS Screen 008: 4XXXXX have a note that Tuition and Fees may be used.
- III. SBS will complete “Student Business Services – SSB Approved By (sign & print name)” section of the form.
- IV. SBS will process the approved Third Party IDT contract onto the student account using COMPASS form TSACONT and will complete the “**Date Stud Added to Contract” section of the Third Party IDT.
- V. SBS will complete the **COMPASS Payment Detail Code section of the form.
 - A. CP32 – College Station Third Party IDT
 - B. GP32 – Galveston Third Party IDT
 - C. HP32 - HSC Third Party IDT

Actions by Student Business Services (Payment Processing Office)

- I. Cashiers will process payment in COMPASS
 - A. Cashiers will process the payment to the COMPASS Vendor ID using COMPASS form TSADETL – **NO CORE ENTRY IS NEEDED FOR THIS TRANSACTION.**
 - i. In TSADETL use the COMPASS Vendor ID as the ID
 - ii. Insert a Record in order to enter a new payment. Use the following information:
 - a) **COMPASS Payment Detail Code
 - b) **Amount Dept Contract payment
 - c) Term to be Charged
 - d) Check Contract Pay Detail (ALWAYS)
 - B. Cashiers will complete the following sections on the Third Party IDT form:
 - i. Step 1: CORE/OneStep
 - a) **COMPASS Contract Pymt Date
 - ii. Step 2: TSADETL
 - a) Deposit Total
 - b) Transaction # (needed in order to complete TSACPDT)
- II. Cashiers Office will process One-Step Entry (3rdPdept)
 - A. Cashiers will use the information in Step 1 of the Third Party IDT to process the payment in CORE/OneStep.
 - B. Cashiers will complete the following sections on the Third Party IDT form:
 - i. **Pay File Number
 - ii. **Date Processed in CORE/OneStep
- III. Cashiers Office will send the original Third Party IDT along with a printed CORE Receipt back to Specialized Student Billing to image in SBS imaging system.