Creating PO Based Invoices

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Summary

1. When invoices are received referencing an AggieBuy PO number ABXXXXXX the back office should create PO based invoice in AggieBuy (not as a non-po based invoice). Failure to do so will create issues regarding encumbrance releases on the AggieBuy purchase order.

How Invoices Can Be Sent and Received by Accounts Payable

1. Mail-mailed to Accounts Payable direct from the vendor
2. Email – Emailed directly from the vendor to generic email provided on PO
3. Via Comment from Department – departments may receive the invoice in error because the vendor may not follow the PO instructions. If this occurs the department should select a generic user for Accounts Payable to send the invoice to AP, using the comment feature on the PO. (Please get with your AggieBuy Administrator to set up a generic user for end users to select. This generic user will have the same generic email that is provided on the PO to the vendor)
4. Via Email Notification – This would be delivered to a generic “invoices” email when the Order Category of “Payment Request” is selected on the requisition. This can be used to do a Payment Request for an out of compliance payment that should have gone through procurement. Or to have the system establish assets if preferred.
5. Invoices should be entered within 24-48 hours generally. It is important to get the invoice entered as soon as possible to get them in the system for tracking purposes (to know when the invoice is due) and approval purposes (timely approval).

How to create a PO Based Invoice in AggieBuy

1. Select the following under Create Invoice
   a. Type - Invoice
   b. From- PO
   c. PO numbers: Enter the purchase order number in the PO number field (AB********)
2. Select Create
Required Invoice Fields

1. **Supplier Invoice No** - Enter the supplier invoice number EXACTLY as it appears on the invoice, including all punctuation that may be included. If there is no supplier invoice number you can use the invoice number that AggieBuy creates for each invoice. This will always be a unique number and prevent any duplicate errors.

2. **Invoice Date** - Enter the date exactly as it on the vendor invoice, if you are processing an employee reimbursement enter todays date.

3. **Remit to Location List** - It is CRITICAL that you select the correct remit to address, if the address you need is not listed send a comment on the document to vendorhelp@tamu.edu to have the address added **before** you continue. Just leave this in your drafts until you hear back from Vendorhelp.

4. **Invoice Rcvd Date** - This is the date that you actually received the invoice, if there is no received stamp on the invoice then this needs to be entered as the invoice date. This is critical due to it is one of the dates that is used to calculate prompt payment interest.

5. **Tax 1** – Members have the option to enter sales tax to have it route to a sales tax folder for a specialist to review if it is appropriate to pay the tax and if not then they can contact the vendor to issue internal credit to remove the sales tax from the AR. Or the member can decide to short pay the invoice and not enter the sales tax, but the invoice creator will need to contact the vendor to sure the issue an internal credit for the sales tax.

6. **Shipping** – Review the invoice to see if shipping needs to be added. Add it here but first check to be sure shipping is not listed under Line Item Details as a Product Description.

7. **Handling** – Review the invoice to see if handling needs to be added. Add it here but first check to be sure shipping is not listed under Line Item Details as a Product Description.

8. **Save**
Line Item Details

1. Verify line item Unit Price and Quantity

2. Removing Select Items
   a. With this being a PO flip all unbilled lines and items from the PO will be presented to the invoice creator. If there are lines presented in AggieBuy from the PO flip that are not on the vendor invoice then remove those line items. Select the check box to the right of the line item.
   b. Select Go to Remove Selected line Items. The line item will disappear.
   c. Click on Save
3. Add PO Line to Invoice
   a. If you selected the wrong line item to be removed you have the option to add back the line item. Select Add PO Line to Invoice
   b. Add PO line to Invoice by selecting the correct line number and description
   c. Scroll down and Select Add.
4. Add An Invoice Line Item to the PO
   a. If a PO line item is listed on the invoice but does not appear in the Line Item Details it will need to be added. Select Add an Invoice Line Item to this PO.

   b. PO Number – This field will be populated automatically with the PO number
   c. Product Description-Type in a brief description from invoice
   d. Catalog No: Type in NA
   e. Quantity: type in the number for quantity from the invoice
   f. Price Estimate: Enter in the Amount of the line item
   g. Packaging: Select EA-Each
   h. Save and Add Another or Save and Close
**Buyer Invoice Tab**

1. Select Buyer Invoice

2. Invoice Attachments
   a. Add Attachments
   b. Select file
Add Attachments

Attachment Type
- File

File
- Select files...
- 3813694.pdf
- 100%

Maximum upload file size: 25.27 MB

Required

Save Changes

Note/Attachments

External Note
- no note

Internal Note
- no note

External Attachments
- Add Attachments
- Quotation 20263 from McMaster-Carr.pdf
  - Size: 20.0 KB
  - Attached on: 6/14/2017
- Remove

Internal Attachments
- Add Attachments
- Quotation 20263 from McMaster-Carr.pdf
  - Size: 20.0 KB
  - Attached on: 6/14/2017
- Remove
- Back Email Quotes dated 20170614MA.msg
  - Size: 289.0 KB
  - Attached on: 6/14/2017
- Remove
- 3813694.pdf
  - Size: 28.0 KB
  - Attached on: 7/20/2017
- Remove
1. Select Complete