

# 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

The screenshot shows the 'Create Invoice' form with the following fields and values:

- Type: Invoice (dropdown arrow labeled A)
- From: PO (dropdown arrow labeled B)
- PO numbers: AB0315945 (text input field with a clear button 'x', labeled C)
- Create (blue button, labeled 2)

# 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 today's 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](mailto: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**

The screenshot shows a 'Detailed Manual Entry' form for an invoice. At the top, there are tabs for 'Buyer Invoice', 'Approvals', 'Matching', 'Comments', 'Attachments', and 'History'. A 'Save' button is highlighted with a red arrow and the number 8. Below the tabs, a message states 'Invoice was saved successfully.' The form is divided into several sections:

- Supplier Information:** Supplier Name (INTEGRA YORK PA INC), Invoice Type (Invoice), Invoice No. (2017-07-11 402003778 02), Supplier Invoice No. (24410526), Invoice Date (6/26/2017), Due Date (7/26/2017), Terms (0.00 USD), Order Category (1 - Regular), Special Payment Method, and Rush the Pymt checkbox.
- Remit To Information:** Remit To Location List (02-INTEGRA YORK PA INC), Remit To Address (PO BOX 404129, ATLANTA, GA 303845758), Billing address (Texas A&M University-Accounts Payable, 750 Agronomy Road - Suite 3101, 6000 TAMU, College Station, TX 77843-6000, United States), and PO Department (23-0346 (23-0346)).
- Invoice Dates:** Non-PO Goods Rcvd Date (7/11/2017) and Invoice Rcvd Date (6/30/2017).
- Discount, tax, shipping & handling:** Allocation (Weighted), Header-level (0.00 USD), Terms Discount (0.00 USD), Tax 1 (0.00 USD), Shipping (0.00 USD), and Handling (0.00 USD).

Red arrows and numbers 1 through 8 point to the following fields:

- 1: Supplier Invoice No.
- 2: Invoice Date
- 3: Remit To Location List
- 4: Invoice Rcvd Date
- 5: Tax 1
- 6: Shipping
- 7: Handling
- 8: Save button

# Line Item Details

## 1. Verify line item Unit Price and Quantity

**1**

PO Line	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	<input type="checkbox"/>
1	1 Programmable AC Motor Speed Control 200-240V AC Input, 3 Phase, 5 hp, Indoor Enclosure <a href="#">more info...</a>	7786K16	EA	911.64 <small>select contract...</small>	2	EA 1,823.28 USD	<input type="checkbox"/>
2	2 Precision Programmable Temperature Controllerwith Relay Output, 1/4 DIN <a href="#">more info...</a>	38615K72	EA	319.99 <small>select contract...</small>	3	EA 959.97 USD	<input type="checkbox"/>
3	3 High-Temperature Cartridge Heater 120 Volts,1/4" Diameter, 1-1/2" Length, 200 Watts <a href="#">more info...</a>	35025K118	EA	36.96 <small>select contract...</small>	6	EA 221.76 USD	<input type="checkbox"/>
4	4 Super-Conductive 101 Copper Rectangular Bar,1/2" x 4", 1' Long <a href="#">more info...</a>	3350K224	EA	150.28 <small>select contract...</small>	1	EA 150.28 USD	<input type="checkbox"/>
5	5 Polycarbonate Washdown Enclosure with GrayLift-Off Cover & Screw Closure, 7.5" x 7.5" x 5" <a href="#">more info...</a>	69945K147	EA	61.35 <small>select contract...</small>	3	EA 184.05 USD	<input type="checkbox"/>
6	6 5-3/4" x 5-3/4" Panel for Enclosure <a href="#">more info...</a>	69945K53	EA	5.08 <small>select contract...</small>	3	EA 15.24 USD	<input type="checkbox"/>

Add an Invoice Line Item to this PO...

<b>Subtotal</b>	<b>3,354.58</b>
Terms Discount	-67.09
Discount	0.00
Tax1	0.00
Shipping	0.00
Handling	0.00
<b>Total</b>	<b>3,287.49 USD</b>

## 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

**b**

PO Line	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	<input type="checkbox"/>
1	1 Programmable AC Motor Speed Control 200-240V AC Input, 3 Phase, 5 hp, Indoor Enclosure <a href="#">more info...</a>	7786K16	EA	911.64 <small>select contract...</small>	2	EA 1,823.28 USD	<input type="checkbox"/>
2	2 Precision Programmable Temperature Controllerwith Relay Output, 1/4 DIN <a href="#">more info...</a>	38615K72	EA	319.99 <small>select contract...</small>	3	EA 959.97 USD	<input type="checkbox"/>

Add an Invoice Line Item to this PO...

<b>Subtotal</b>	<b>2,783.25</b>
Terms Discount	-55.67
Discount	0.00
Tax1	0.00
Shipping	0.00
Handling	0.00
<b>Total</b>	<b>2,727.58 USD</b>

**c**

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.

**a**

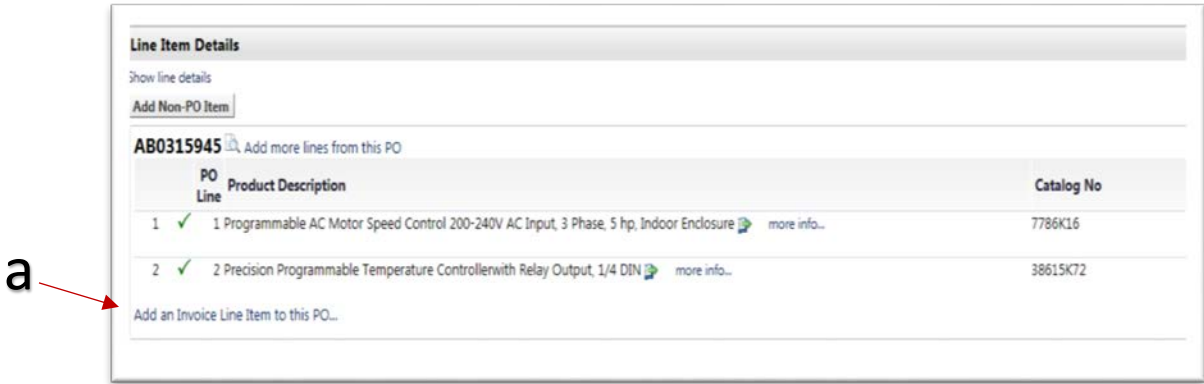
**b**

**Add PO Line to Invoice** ?

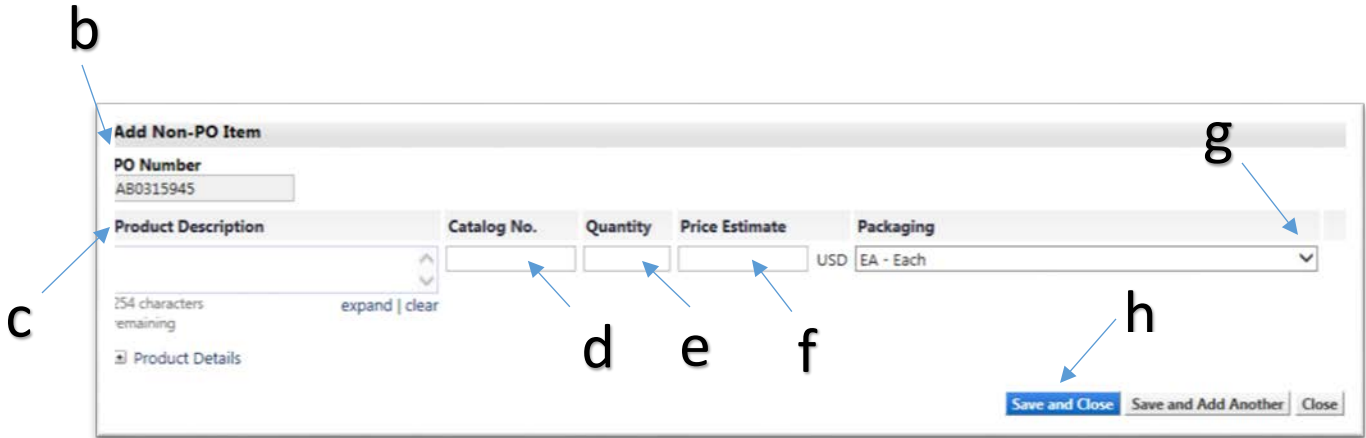
Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	
1 ✓ <b>Programmable AC Motor Speed Control 200-240V AC Input, 3 Phase, 5 hp, 7786K16</b> Indoor Enclosure  more info...		EA	911.64	2 EA	1,823.28 USD	<input checked="" type="checkbox"/>
Taxable <input checked="" type="checkbox"/>		Capital Expense <input checked="" type="checkbox"/>		Commodity Code 26101100 Electric alternating current AC motors   5753 <\$5k, 8425		
Requisition Number 89450842 view   print		External Note no note				
Attachments for supplier						
2 ✓ <b>Precision Programmable Temperature Controllerwith Relay Output, 1/4</b> DIN  more info...	38615K72	EA	319.99	3 EA	959.97 USD	<input type="checkbox"/>
Taxable <input checked="" type="checkbox"/>		Capital Expense <input checked="" type="checkbox"/>		Commodity Code 41112205 Temperature regulators   5751 <\$5k 8422		
Requisition Number 89450842 view   print		External Note no note				
Attachments for supplier						

**c**

- 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.

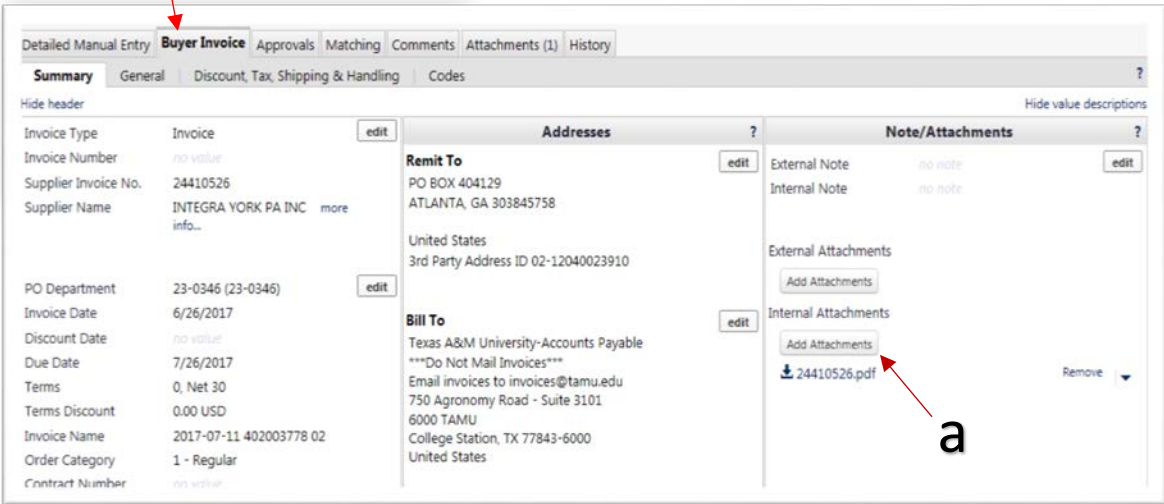


- b. PO Number – This field will be populated automatically with the PO number
- c. Product Description-Type in a brief description from invoice
- d. Catalog No: Type in NA
- e. Quantity: type in the number for quantity from the invoice
- f. Price Estimate: Enter in the Amount of the line item
- g. Packaging: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

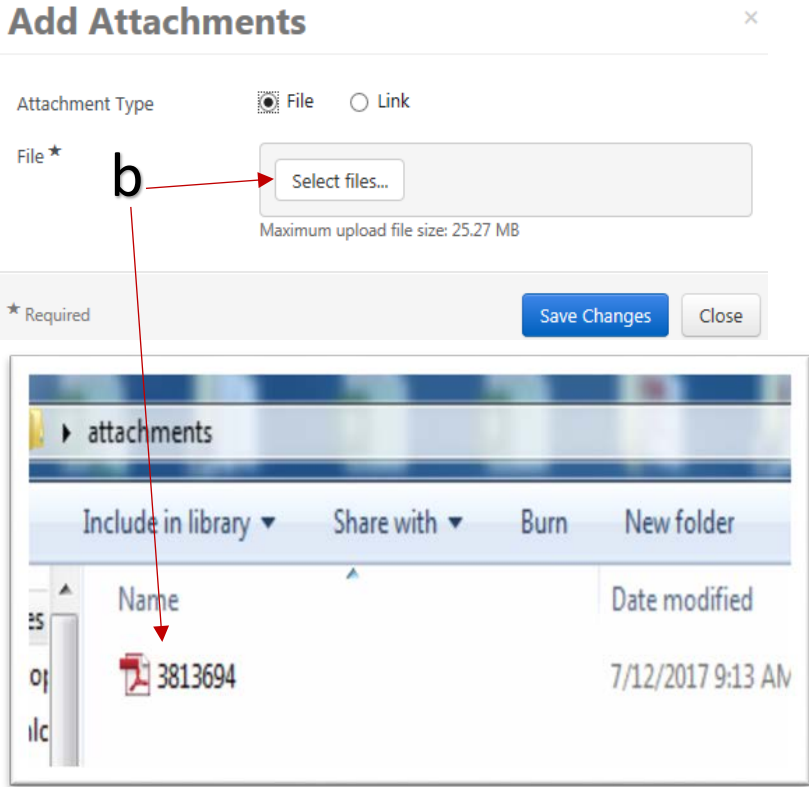


# Buyer Invoice Tab

- 1. Select Buyer Invoice



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



### Add Attachments

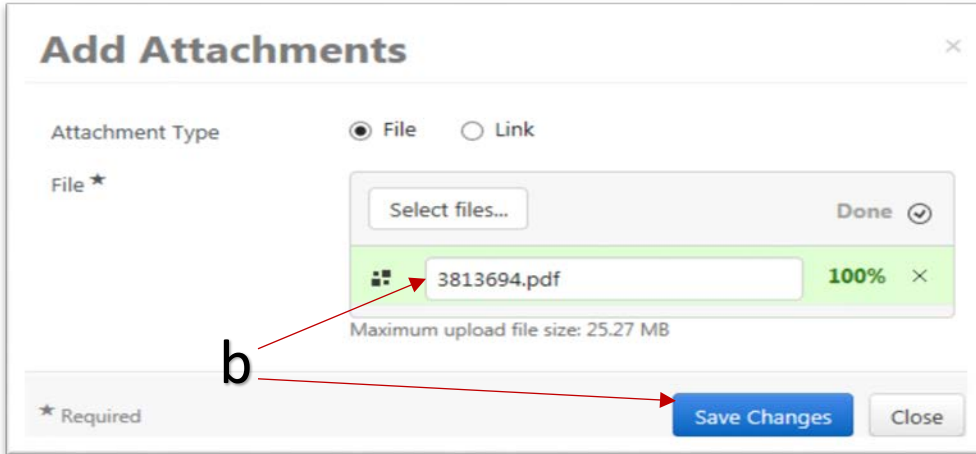
Attachment Type  File  Link

File **\***

100%

Maximum upload file size: 25.27 MB

**\*** Required



### Note/Attachments

External Note *no note*

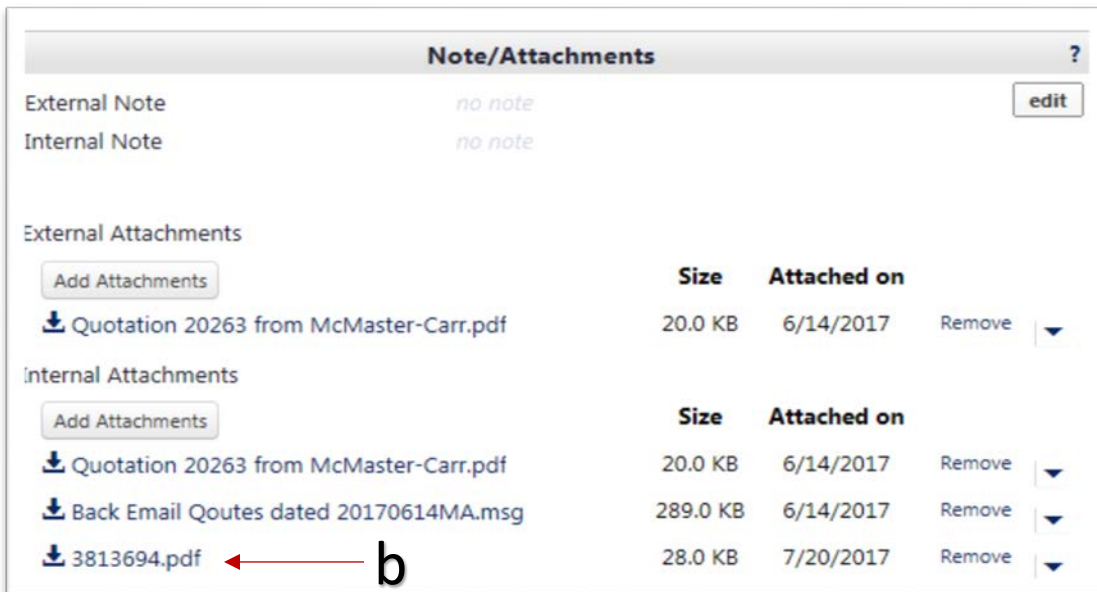
Internal Note *no note*

External Attachments

	Size	Attached on	
<input type="button" value="Add Attachments"/>			
<input type="button" value="Download"/> Quotation 20263 from McMaster-Carr.pdf	20.0 KB	6/14/2017	Remove <input type="button" value="v"/>

Internal Attachments

	Size	Attached on	
<input type="button" value="Add Attachments"/>			
<input type="button" value="Download"/> Quotation 20263 from McMaster-Carr.pdf	20.0 KB	6/14/2017	Remove <input type="button" value="v"/>
<input type="button" value="Download"/> Back Email Qoutes dated 20170614MA.msg	289.0 KB	6/14/2017	Remove <input type="button" value="v"/>
<input type="button" value="Download"/> 3813694.pdf	28.0 KB	7/20/2017	Remove <input type="button" value="v"/>





1. Select Complete

The screenshot shows a software interface for managing invoices. At the top right, a workflow consists of three steps: 'Entry', 'Review', and 'Complete'. The 'Review' step is currently selected and highlighted in red. A red arrow points from the text '1. Select Complete' to the 'Complete' step. Below the workflow, there are buttons for 'Invoice Approvals' and 'Add Comment'. The main header area displays 'Invoice Number' (blank), 'Supplier Invoice No.' (24410526), and 'Supplier Name' (INTEGRA YORK PA INC). A yellow 'Warnings' box contains two items: 'Required receipt has not been created.' and 'Quantities are outside the allowed tolerance. Please refer the matching tab for detailed information.' Below this, there are tabs for 'Detailed Manual Entry', 'Buyer Invoice', 'Approvals', 'Matching', 'Comments', 'Attachments (1)', and 'History'. The 'Buyer Invoice' tab is active, showing a 'Summary' section with sub-tabs for 'General', 'Discount, Tax, Shipping & Handling', and 'Codes'. The main content area is divided into three columns: 'Invoice', 'Addresses', and 'Note/Attachments'. The 'Invoice' column shows details like 'Invoice Number' (no value), 'Supplier Invoice No.' (24410526), 'Supplier Name' (INTEGRA YORK PA INC), 'PO Department' (23-0346), 'Invoice Date' (6/26/2017), 'Discount Date' (no value), and 'Due Date' (7/26/2017). The 'Addresses' column is split into 'Remit To' (PO BOX 404129, ATLANTA, GA 303845758, United States, 3rd Party Address ID 02-12040023910) and 'Bill To' (Texas A&M University-Accounts Payable, '\*\*\*Do Not Mail Invoices\*\*\*', Email invoices to invoices@tamu.edu). The 'Note/Attachments' column shows 'External Note' (no note), 'Internal Note' (no note), 'External Attachments' (Add Attachments), and 'Internal Attachments' (Add Attachments, 24410526.pdf, Remove).