

Credit Memo

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I received a credit memo, how do I process?

You need to determine if the credit should be sent to FMO or if you should create a non PO based credit memo.

Was the original invoice processed on an AggieBuy PO? If so then you send that credit memo to accounts payable so that it can be processed on the purchase order.

Was the original invoice processed as a non PO based invoice? If so then you create the credit memo.

Original payment was issued on an AggieBuy PO

1. Scan the invoice to your computer
2. Search for the purchase order in AggieBuy
3. Go to the comments tab and add a comment
4. Add email recipient
 - a. Enter invoices in the last name field
 - i. invoices@tamu.edu
 - b. Select the address
5. Attach the scanned invoice to the comment
6. Select Add Comment
7. Complete receiving if needed

Add Comment ✕

This will add a comment to the document. If you select a user they will receive an email indicating that a comment has been added to the document.

Email notification(s):

- Training Allocator10 (Prepared by) <c-gillar@tamu.edu>
- Training Allocator25 (Approver) <caglover@tamu.edu>

[add email recipient...](#)

1000 characters remaining

Attach file to this document (optional):

Attachment Type File ▾

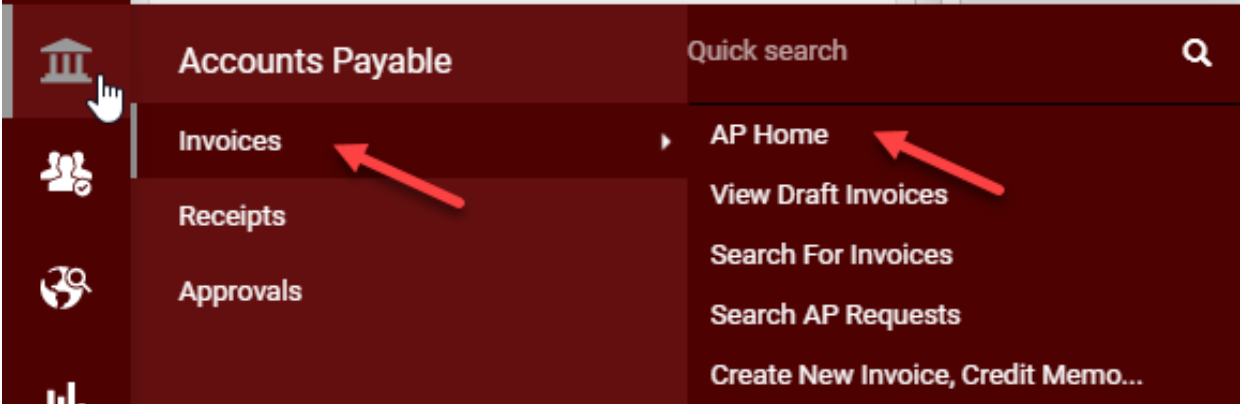
File Name

File Choose File No file chosen

Add Comment Close

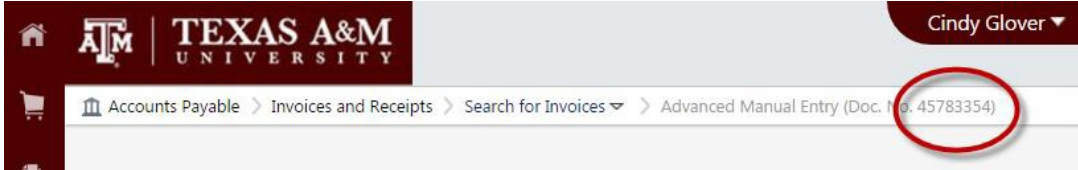
Original invoice was processed as a non PO based invoice or outside of AggieBuy

- 1. Go to the AP homepage



- 2. Select Credit memo
- 3. From non PO
- 4. Supplier name (can search using the magnifying glass)
- 5. Click on create

- 6. Enter invoice information using the following field descriptions (screen shot follows)
 - a. **Invoice Name** - This will default with today's date, your UIN and the number of invoices that you have created today. This can be changed or left as is
 - b. **Supplier Invoice number (credit memo number)** is required. 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.



- c. **Credit Memo Date** is required. Enter the date exactly as it on the vendor invoice. If you are processing an employee reimbursement enter today's date
- d. **Due Date** this will calculate based on the invoice date and vendor terms
- e. **Terms** - If the vendor offers an early payment discount you enter that here. If the vendor terms that pull are not correct contact vendorhelp@tamu.edu to have the

vendor terms corrected

- f. **Terms Discount** - This will calculate based on the invoice amount and discount terms that are entered.
- g. **Report Reference A** - This is a free text field. This information is not in FAMIS. This is searchable in AggieBuy. This is searchable in the Data Warehouse.
- h. **Report Reference B** - This is a free text field. This information is not in FAMIS. This is searchable in AggieBuy. This is searchable in the Data Warehouse.
- i. **Bypass Department Allocator** - If you are an allocator this is hardcoded in your profile. If you DO need the invoice to route to an allocator for review and approval other than yourself you can change this to no.
- j. **Special Payment Method** - You MUST select the special payment method needed. Notes alone will not ensure that the special payment method will be added
- k. **Remit to** - It is CRITICAL that you select the correct remit to address. If the address you need is not listed contact vendorhelp@tamu.edu to have the address added **before** you continue.
- l. **PO Department** - This is going to pull from your ordering department. This determines what department allocator the invoice will route to. Do not need to change this unless you are creating the invoice for another department and you have removed the bypass invoice allocator
- m. **Non PO Goods Rcvd Date** - This is the date that you actually received the goods. This can be a future date (if you are paying for a service period). It is CRITICAL that this date be correct due to it is one of the dates that is used to calculate prompt payment interest.
- n. **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. It is CRITICAL that this date be correct due to it is one of the dates that is used to calculate prompt payment interest.
- o. **External Note** - These notes would be viewable to the vendor if they utilize the Supplier Portal. This is a good place to add notes about why an invoice is being short paid so that vendors will be able to see that in the Supplier Portal.
- p. **Internal Notes** - This is where you add notes for accounts payable, who to contact to pick up check, why payment is being rushed, etc.
- q. **Discount** - These are discounts that the vendor offers regardless of when payment is issued (higher education discounts, promo discounts etc.).
- r. **Tax 1** - If the vendor invoice includes tax and you do not know if the tax should be paid you enter it here. If you know that the tax should NOT be paid then you leave it off. This will cause the invoice to route to a tax review step so that we can determine if the tax should be paid.
- s. **Shipping** - You can enter the shipping here or include a line item for the shipping. If the vendor has offered a terms discount then the shipping should be entered here.
- t. **Handling** - Same as shipping above.

See the screen shot on the next page for the location of all the fields.

Supplier Name: DEALERS ELECTRICAL SUPPLY CO

Invoice Type: Credit memo

Invoice Name: 2021-05-19 702001964 01

Supplier Invoice No.: 123test

Invoice Date: 5/19/2021

Record No.:

Due Date: 5/18/2021

Terms:

Discount: %

Days: 0

Type: Net

Days After: 30

F.O.B. Destination

Check Number:

Check Date (MM/DD/YYYY):

Report Reference A:

Report Reference B:

Bypass Invoice Allocator: No Value

Special Payment Method:

Remit To: PO BOX 2535, WACO, Texas 76702-2535

United States, Address ID: 00-X0100929000, 3rd Party Address ID: 00-X0100929000

Billing address: no address

External Attachments: Add

Invoice Owner: AggieBuy, AggieBuy Support Team

PO Department:

PO business unit:

Non-PO Goods Rcvd Date: 5/19/2021

Invoice Rcvd Date:

External Note:

Internal Note:

Discount, tax, shipping & handling:

Allocation	Weighted	Header-level
Discount	0.00	USD
Tax1	0.00	USD
Shipping	0.00	USD
Handling	0.00	USD

Pre-Pay & Add:

Issues:

- Correct these issues. You are unable to proceed until addressed.
- Invoice must contain one or more lines to Complete. Required: Department Code Line
- Be aware of these issues. You may review and proceed. Empty: Invoice Rcvd Date

DEALERS ELECTRICAL SUPPLY CO

Supplier Invoice No.: 123test

Total (0.00 USD)

Subtotal	0.00
Discount	0.00
Tax1	0.00
Shipping	0.00
Handling	0.00
Shipping Tax	0.00
Handling Tax	0.00
Save	0.00

What's next?

Next Step: OK to Pay

Approvals: Automatically calculated by system

Workflow:

- Draft (Active, Kathryn Powell)
- OK to Pay (Future)
- Auto Close PO (Future)
- Finish (Future)

7. SAVE THE DOCUMENT BEFORE YOU ADD A NON-PO ITEM or you will lose the information you entered above
8. Click Add non-PO item

Line Items

8

No lines have been added. Add new PO or Add Non-PO Item

9. Product Description - Enter the items that you are purchasing. You can group like items for example Office supplies instead of a line item for each pen, paper and folder.
10. Catalog No – This is a required field but you can enter what you would like here
11. Quantity - AggieBuy will automatically convert it to a credit
12. Price - AggieBuy will automatically convert it to a credit
13. Select Save and Close or Salve and Add Another until all items have been added

Add Non-PO Item

Item

Description *	Catalog No. *	Quantity *	Price	Packaging
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> USD	EA - Each

254 characters remaining

9 10 11 12

Additional Details

★ Required fields

13

Save Save And Add Another Close

- 14. Click on the Summary tab
- 15. Attach the credit memo in the internal attachments
 - a. select the file you want to attach and click save changes.

Credit memo 14

Entry Summary Matching Supplier Messages Comments Attachments History

General **Addresses** **Note/Attachments**

Invoice Type	Credit memo	Remit To	External Note	no value
Invoice Number	no value	PO BOX 2535 WACO, Texas 76702-2535	Internal Note	no value
Supplier Invoice No.	123test	United States	External Attachments	Add
Supplier Name	DEALERS ELECTRICAL SUPPLY CO	Address Id 00-X0100929000 3rd Party Address ID 00-X0100929000	Internal Attachments	Add ← 15

Add Attachments

Attachment Type File Link

File(s) * Drop files to attach, or browse. Done

21137910730001.pdf ✓

Maximum upload file size: 25.88 MB

★ Required fields

- 16. Enter the account number(s)

Codes Click the pencil to edit the codes section

LINE	Fiscal Year	Member ID	Department Code	Account Code	Class Code	Object Code	Report Reference C	Report Reference D	Special Routing1
	2021	02 Texas A&M University	no value Required	no value	no value	no value	no value	no value	no value

- a. Fiscal Year – required field
- b. Member ID – required field
- c. Department code – required field
- d. Account code – required field
- e. Report Reference C – optional field - This a free text field. This information is not in FAMIS. This is searchable in AggieBuy. This is searchable in the Data Warehouse.
- f. Report Reference D – optional field - This a free text field. This information is not in FAMIS. This is searchable in AggieBuy. This is searchable in the Data Warehouse.
- g. Save changes

Edit Codes


Accounting Codes Add alternate distribution for Discount +

LINE	Fiscal Year	Member ID *	Department Code *	Account Code	Class Code	Object Code	Report Reference C	Report Reference D	Special Routing1
	2021	02	Search			Search		Search	No Value

★ Required fields

17. Verify information entered and Complete

Draft

 **Be aware of these issues.**
You may review and proceed.

Empty: Invoice Rcvd Date

DEALERS ELECTRICAL SUPPLY CO

Supplier Invoice No. 123test

Total (-0.05 USD)

Subtotal	-0.05
Discount	0.00
Tax1	0.00
Shipping	0.00
Handling	0.00
Shipping Tax	0.00
Handling Tax	0.00
	<hr/>
	-0.05

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Complete