Allocator Guide

Table of Contents

What are my responsibilities as the Department Allocator? ........................................... 2
Training ................................................................................................................................ 2
  Required Allocator training .......................................................................................... 2
  Recommended Allocator Training ............................................................................. 2
Shopping ......................................................................................................................... 3
  Shopping when you are the department allocator .................................................... 3
Approving Requisitions ................................................................................................. 6
  How do I locate documents that I need to approve? ............................................... 6
  Review Requisition Submitted by Dept Shoppers ..................................................... 7
  Requisition Available Actions ................................................................................ 9
Field descriptions ............................................................................................................. 10
How to Locate AggieBuy Documents in FAMIS ............................................................ 13
  Requisition ............................................................................................................. 13
  Purchase Order ..................................................................................................... 13
  Non PO based invoices ......................................................................................... 13
How to Locate FAMIS Documents in AggieBuy ............................................................ 15
  Requisition or Purchase Order ............................................................................. 15
  Non PO based invoice .......................................................................................... 15
What are my responsibilities as the Department Allocator?
As the department allocator you are verifying that department purchases and any disbursement of funds are made in accordance with the State of Texas laws, applicable statutes and regulations, the State Comptroller's guidelines ([Expendit](#), [Texas A&M System regulations](#) and [Texas A&M Rules and Standard Administrative Procedures](#). [Texas A&M University Disbursement Guidelines](#) is derived from the sources above.

Training

Required Allocator training
Department Allocators are required to complete the Texas A&M University Disbursement of Funds and Travel Training
- [Guidelines for the Disbursement of Funds](#)
  - This is an online course that can be found in TrainTraq

Recommended Allocator Training
- [AggieBuy Shopping and Requisition Creation](#)
- [AggieBuy Allocator Training](#)
- [AggieBuy Receiving Training](#)
  - These are classroom trainings that can be found in TrainTraq
Shopping

A shopper is only required to enter the order type, when they submit the cart for approval it will route to the department allocator to review. The allocator will review and add the additional required information. If you are creating the order and you are also the allocator then you need to add all of the required information during the original creation of the document since it will not route to the allocator step for review.

Shopping when you are the department allocator

You are bypassing the department allocator step so you need to enter all of the necessary information from this screen

a. Cart Name – this is the doc description in FAMIS
b. Order Category (required)
   i. Regular – Send the PO to the vendor to place the order
   ii. Confirming – goods have already been ordered and you are processing the invoice
   iii. Payment Request – goods have been received and you have the invoice to process
2. Verify that the appropriate vendor has been used
   a. Is there a vendor that offers contracted prices?
   b. Is there a HUB vendor that could be used?
   c. Is there a vendor that provides better pricing?
3. Select Proceed to Checkout
4. Verify that the correct Ship To address has been selected

5. Scroll down to the Accounting Codes Section to enter accounts (required)

6. Attach any attachments that need to be added
7. Once you have completed reviewing the document then you select Submit Order
Approving Requisitions

How do I locate documents that I need to approve?

There are multiple ways to get to the documents that are waiting for your review and approval

1. Click on the Action Items Icon
   a. My Assigned Approvals
      i. These are invoices and requisitions that you have assigned but have not approved
   b. Unassigned Approval
      i. These are invoices and requisitions that need to be reviewed and approved
   c. You will only see documents where you are an approved on the current workflow step
2. From the icons on the side
Review Requisition Submitted by Dept. Shoppers
This is the view of the document when a department shopper creates it and you are reviewing and approving

1. Assign the requisition to yourself
2. You will verify that all of the required information has been entered, revise as needed
   a. Order Category
   b. Ship To Address
   c. Accounting Codes
   d. Vendor
   e. Quantity
   f. Unit Price
3. Approve/Complete Step
### Accounting Codes

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Member ID</th>
<th>Department Code</th>
<th>Replaces Code</th>
<th>Report Reference A</th>
<th>Report Reference B</th>
<th>Object Code</th>
<th>Class Code</th>
<th>Special Routing</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021</td>
<td>29-2515</td>
<td>29-20100000</td>
<td>no value</td>
<td>no value</td>
<td>no value</td>
<td>no value</td>
<td>no value</td>
<td>L</td>
</tr>
</tbody>
</table>

### Internal Notes and Attachments
- Internal Note: no value
- Internal Attachments: no value

### External Notes and Attachments
- Notes to all Suppliers: no value
- Attachments for all Suppliers: no value
- PO Causes: no value

### 2 Items

<table>
<thead>
<tr>
<th>Supplier Name</th>
<th>Quantity</th>
<th>Ext. Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>HENRY SCHEIN INC</td>
<td>2 items</td>
<td>$705.12 USD</td>
</tr>
</tbody>
</table>

**Epinephrine Auto-Injector Syringe 0.3 mg Non-Refillable Adult 2/Pk**

<table>
<thead>
<tr>
<th>Status</th>
<th>Item</th>
<th>Catalog No</th>
<th>Size/Package</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Ext. Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>127567</td>
<td>1/2/1000</td>
<td>355.16</td>
<td>2 PK</td>
<td>705.12</td>
</tr>
</tbody>
</table>

**Additional Details**
- Contract Number: no value
- PO Number: To Be Assigned
- Pricing Code: no value
- Default: no value

**Need to make changes?** VIEW ITEMS

Items were retrieved on: 6/11/2021 10:25:54 AM
- Epinephrine Auto-Injector Syringe 0.3 mg Non-Refillable Adult 2/Pk

**Suppliers**
- HENRY SCHEIN INC: 156 DUKE ROADS MILLVILLE, New York, 11787 United States
Requisition Available Actions

1. Approve/Complete & Show Next
   a. This will approve the current requisition and automatically open the next requisition to be reviewed

2. Approve/Complete Step
   a. This will approve the requisition, but you will stay on the current document

3. Return to Shared Folder
   a. You have assigned a document but will not be processing it. Returning it to the shared folder allows another approver to assign and process document

4. Return to Requisitioner
   a. Returns the document to the creator for revisions

5. Forward to
   a. You forward the document to another user to review
   b. ***If the other user has turned off notifications then they will not know this has been sent to them, so you need to let the other user know that they need to process the document

6. Copy to New Cart
   a. Create a new requisition exactly has the document you are reviewing

7. Add Comment
   a. Add a note or send a comment to another user

8. Add Notes to History
   a. Adds a note to the history tab of the document
   b. This is basically the same thing as adding a comment only you do not have the ability to send the note to a user

9. Reject Requisition
   a. Rejecting the document is cancelling it. The creator is not able to resubmit
Field descriptions

1. Cart Name
   a. This will default with today’s date, your UIN and the number of carts you have created today
      i. You are not required to change this field but this is the Doc Description that is on the account in FAMIS so it may be a good idea to change this

2. Share Cart
   a. When you create a draft cart no one else is able to revise or submit that cart. This means that if you are out and the order needs to be completed then someone else will need to create a new cart
      i. You can create a shared cart and add user that will have access. Those users will be able to revise and submit your existing cart

3. Prepared By
   a. This will default to you, the creator and cannot be changed

4. Prepared For
   a. You can indicate who you are creating the cart for if needed
      i. This will change the department allocator that the requisition will be submitted to
         ii. ** Any person listed here will not be able to be an approver on the document in any approval step

5. Cart Description/Purpose

6. Order Category
   a. 1-Regular Order
      i. You have NOT contacted the vendor to order these goods
      ii. When the PO is created it will be submitted to the vendor to place the order
      iii. You do NOT have an invoice
   b. 2-Confirming Order
      i. You have already ordered the goods
   c. 3-Payment Request
      i. You have already received the goods
      ii. You have the invoice in hand

7. Report Reference A
   a. This a free text field
   b. This information is not in FAMIS
   c. This is searchable in AggieBuy
   d. This is searchable in the Data Warehouse

8. Report Reference B
   a. This a free text field
   b. This information is not in FAMIS
   c. This is searchable in AggieBuy
   d. This is searchable in the Data Warehouse

9. Bypass Dept Allocator
   a. If you are an allocator this is hardcoded in your profile
b. If you DO need the requisition to route to an allocator for review and approval other than yourself you can change this to no

10. Pre-Pay & Add
   a. This allows shipping to be paid when there is not a line item added for shipping
   b. If you are using state funds you MUST include a line item for shipping.
      i. If you do not add a line item you will be contacted to provide state documentation or a local account for shipping

11. Route to Procurement Services
   a. This will force the requisition to route to Procurement Services for review and approval when it is below the $10k limit

12. Emergency
   a. If you hover over this you will find a link to the form that should be completed and attached to a non-compliant purchase

13. Sole Source
   a. If you hover over this you will find a link to the form that should be completed and attached to let Procurement know why this cannot be sent out for bids

14. Contract Number
   a. If you have a contract number that was issued outside of AggieBuy add it here.
   b. If you are purchasing the items from the punch out, catalog or contract then the items should added from that contract

15. Do Not Encumber
   a. You select this if the cart you are creating is to create a contract
   b. NO purchase order will be created for documents with this flag
   c. NO payment will be issued

16. Start Date / End Date
   a. You can enter services dates in these fields

17. Rush the Pymt Process
   a. This is used when the payment needs to be processed before the standard vendor terms
   b. Typical rush reasons
      i. Past due invoice
      ii. Invoice due date within 10 days
      iii. Agreement with vendor stating terms other than standard terms
   c. If the rush reason is other than these then you need to add notes explaining why the payment needs to be rushed

18. Special Payment Method
   a. You MUST select the special payment method needed
   b. Notes alone will not ensure that the special payment method will be added

19. Trade-In
   a. This is let Property know that the amount of the asset needs to be adjusted

20. Create Asset Manually
   a. AggieBuy will automatically create an asset based on the code and unit price of the items purchased
   b. If the code/unit price will not automatically create the asset this flag will create 1 asset for EVERY line item on the PO
   c. You may want to add this at the line item level instead of at the header level

21. Add to Asset Number
a. This will open the asset up to be modified when the purchase needs to be added to an existing asset number

22. IFR (Items for Resale)
   a. This is only for your department shoppers to notify you that the items are for resale and should be coded for resale
How to Locate AggieBuy Documents in FAMIS

Enter the AggieBuy document number to screen 295 in FAMIS in the SciQuest Document Id field

Requisition

Purchase Order
Non PO based invoices
Enter the last 7 digits of the AggieBuy invoice number (not the same as the supplier invoice number) on screen 167 in FAMIS

How to Locate FAMIS Documents in AggieBuy
Requisition or Purchase Order
Enter the FAMIS document on screen 295 in the FAMIS doc field
Non PO based invoice

Find the supplier invoice number from the voucher