

# Credit Memo

## Table of Contents

I received a credit memo, how do I process? .....	2
Original payment was issued on an AggieBuy PO.....	2
Original invoice was processed as a non PO based invoice or outside of AggieBuy .....	3
Field Descriptions .....	4

## 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](mailto: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...](#)

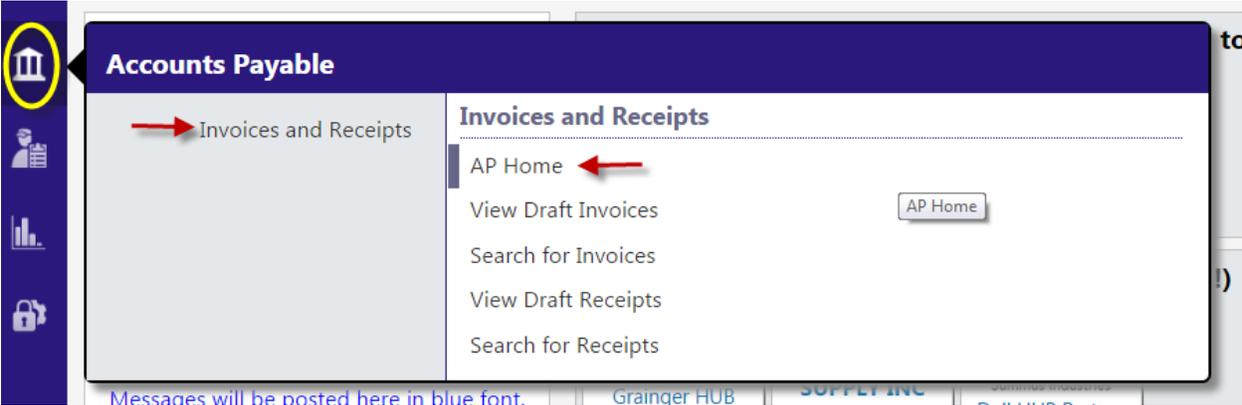
1000 characters remaining

Attach file to this document (optional):

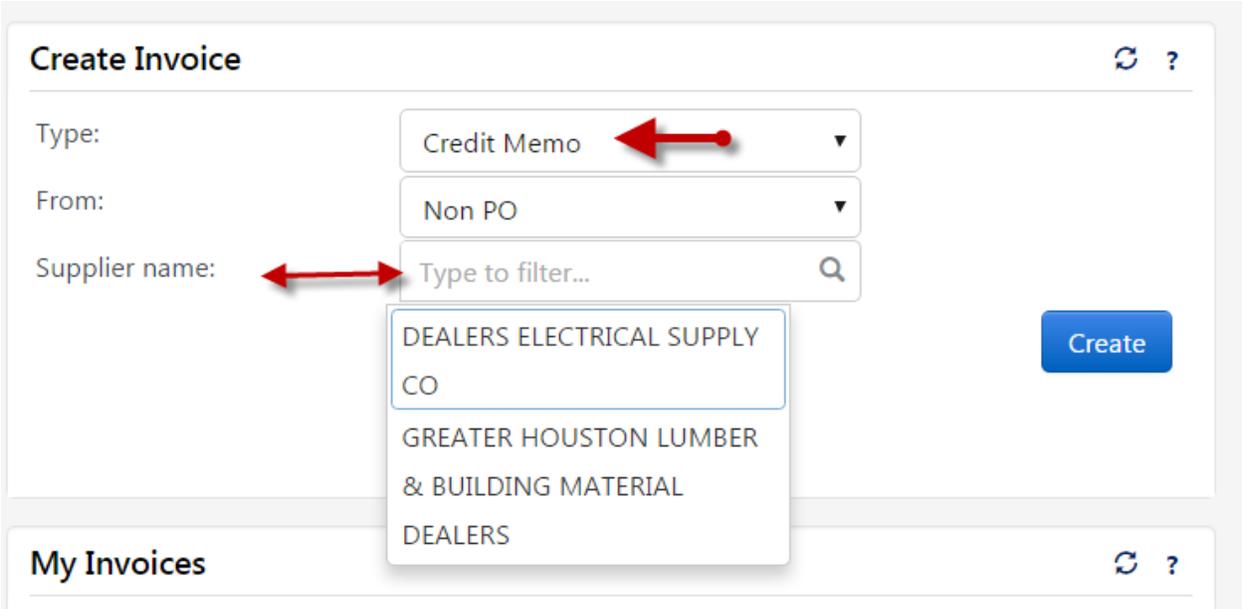
Attachment Type	<input type="text" value="File"/>
File Name	<input type="text"/>
File	<input type="button" value="Choose File"/> No file chosen

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. Enter the supplier name in the Create Invoice section of the AP homepage
- 4. Click on create
- 5. Enter invoice information



Training Allocator25 520 0.00 USD Search (Alt+Q) Logout

Accounts Payable > Invoices and Receipts > Search for Invoices > Advanced Manual Entry (Doc. No. 620414)

Supplier Name: DEALERS ELECTRICAL SUPPLY CO

**Errors**

- Required field: Invoice Rcvd Date
- Required field: Supplier Invoice No.

Supplier Name: DEALERS ELECTRICAL SUPPLY CO more info... Remit To: 02-DEALERS ELECTRICAL SUPPLY CO

Invoice Type: Invoice

Invoice Name: 2017-01-28 Allocator25 01

Supplier Invoice No.: **Required field**

Invoice Date: 1/28/2017

Due Date: 2/24/2017

Terms: 0/27

Discount: 0.00 USD

Remit To Location List: PO BOX 2535, WACO, TX 767022535

Non-PO Goods Rcvd Date: 1/28/2017

Invoice Rcvd Date: **Required field**

External Note:

Internal Note:

Discount, tax, shipping & handling: Discount 0.00, Tax 1 0.00, Shipping 0.00, Handling 0.00

**Line Item Details**

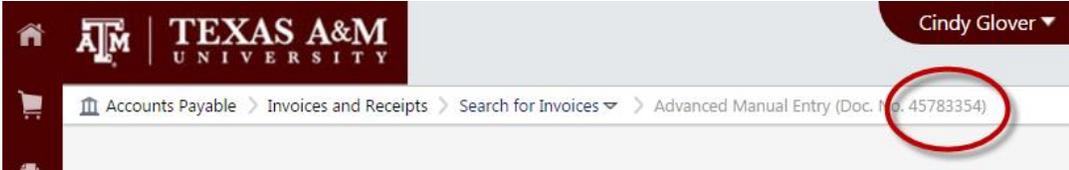
Add Non-PO Item

No buyer invoice line items.

Save

### Field Descriptions

- 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
- Supplier Credit Memo No - 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.



- Credit Memo Date - Required
  - Enter the date exactly as it on the vendor invoice

- b. If you are processing an employee reimbursement enter today's date
- 4. Due Date
  - a. This will calculate based on the invoice date and vendor terms
- 5. Terms
  - a. If the vendor offers an early payment discount you enter that here
  - b. If the vendor terms that pull are not correct contact [abvendorhelp@tamu.edu](mailto:abvendorhelp@tamu.edu) to have the vendor terms corrected
- 6. Order Category
  - a. This will pull from your profile but it does not matter what is entered here on non PO based invoices
- 7. 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
- 8. Rush the Pymt Process
  - a. This is used when the payment needs to be released before the standard 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
- 9. Bypass Invoice Allocator
  - a. If you are an allocator this is hardcoded in your profile
  - b. If you DO need the invoice to route to an allocator for review and approval other than yourself you can change this to no
- 10. Contract Number
  - a. If you have a contract number add it here
- 11. 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
- 12. 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
- 13. Remit to
  - a. It is CRITICAL that you select the correct remit to address
  - b. If the address you need is not listed contact [abvendorhelp@tamu.edu](mailto:abvendorhelp@tamu.edu) to have the address added **before** you continue
- 14. PO Department
  - a. This is going to pull from your ordering department
  - b. This determines what department allocator the invoice will route to
  - c. Do not need to change this unless you are creating the invoice for another department and you have removed the bypass invoice allocator
- 15. Non PO Goods Rcvd Date

- a. This is the date that you actually received the goods
- b. This can be a future date (if you are paying for a service period)
- c. This is one of the dates that is used to calculate prompt payment interest
- d. CRITICAL that this date be correct

16. Invoice Rcvd Date

- a. This is the date that you actually received the invoice
- b. If there is no received stamp on the invoice then this needs to be entered as the invoice date
- c. This is one of the dates that is used to calculate prompt payment interest
- d. CRITICAL that this date be correct

17. External Note

- a. These notes would be viewable to the vendor if they utilize the Supplier Portal
- b. 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

18. Internal Notes

- a. This is where you add notes for accounts payable, who to contact to pick up check, why payment is being rushed, etc.

19. Discount Tax Shipping & Handling

- a. Terms Discount
  - i. This will calculate based on the invoice amount and discount terms that are entered
- b. Discount
  - i. These are discounts that the vendor offers regardless of when payment is issued (higher education discounts, promo discounts etc.)
- c. Tax 1
  - i. If the vendor invoice includes tax and you do not know if the tax should be paid you enter it here
  - ii. If you know that the tax should NOT be paid then you leave it off
  - iii. This will cause the invoice to route to a tax review step so that we can determine if the tax should be paid
- d. Shipping
  - i. You can enter the shipping here or include a line item for the shipping
  - ii. If the vendor has offered a terms discount then the shipping should be entered here
- e. Handling
  - i. Same as shipping above

20. SAVE THE DOCUMENT BEFORE YOU ADD A NON-PO ITEM or you will lose the information you entered above

21. Click Add non-PO item

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

254 characters remaining [expand](#) | [clear](#)

[Product Details](#)

[Save and Close](#) [Save and Add Another](#) [Close](#)

22. Product Description

- a. Enter the items that you are purchasing
- b. You can group like items

i. Office supplies instead of a line item for pen, paper, folder

23. Catalog No

a. This is required field but we do not need the catalog number so you can enter what you would like here

24. Quantity

a. Do not enter this as a negative, AggieBuy will automatically convert it to a credit

25. Price Estimate

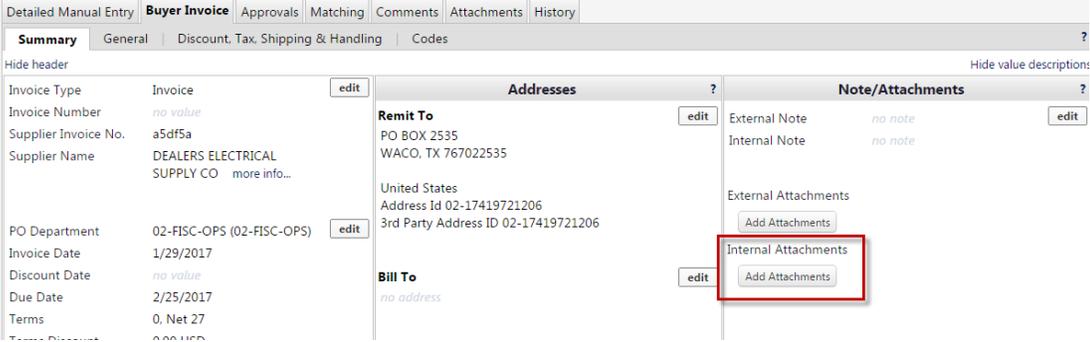
a. Do not enter this as a negative, AggieBuy will automatically convert it to a credit

26. Select Save and Close or Save and Add Another until all items have been added

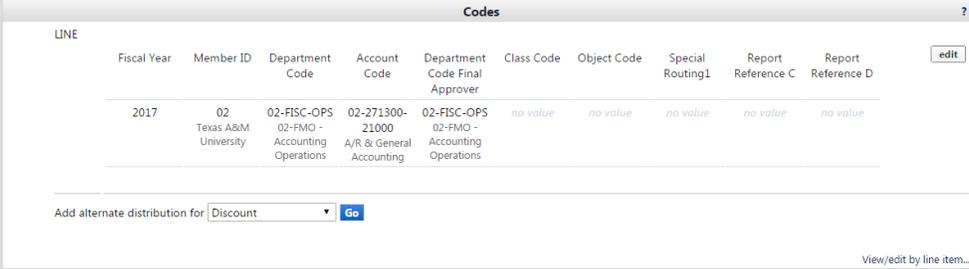
27. Click on the Buyer Invoice tab OR the Review tab



28. Attache the credit memo in the internal attachments



29. Enter the account number(s)



- a. If needed you can override the object code that will pull based on the commodity code that FMO will assign
- b. Report Reference C
  - i. This a free text field
  - ii. This information is not in FAMIS
  - iii. This is searchable in AggieBuy
  - iv. This is searchable in the Data Warehouse
- c. Report Reference D
  - i. This a free text field
  - ii. This information is not in FAMIS
  - iii. This is searchable in AggieBuy
  - iv. This is searchable in the Data Warehouse

### 30. Verify information entered and Complete

