

Non-PO Based Invoices

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When should a non-PO based invoice NOT be created?

1. Invoices in excess of \$10k unless it is an exempt purchase or purchased under contract
 - a. Any non-delegated order should be processed as a regular order prior to the order being placed so that it will route to Procurement Services. In the event this process was not followed and you have a non-compliant purchase then you will create a confirming requisition
2. Any item on the invoice is a controlled or capital assets
3. The invoice references a AggieBuy purchase order

How do I process an invoice that refers to 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...](#)

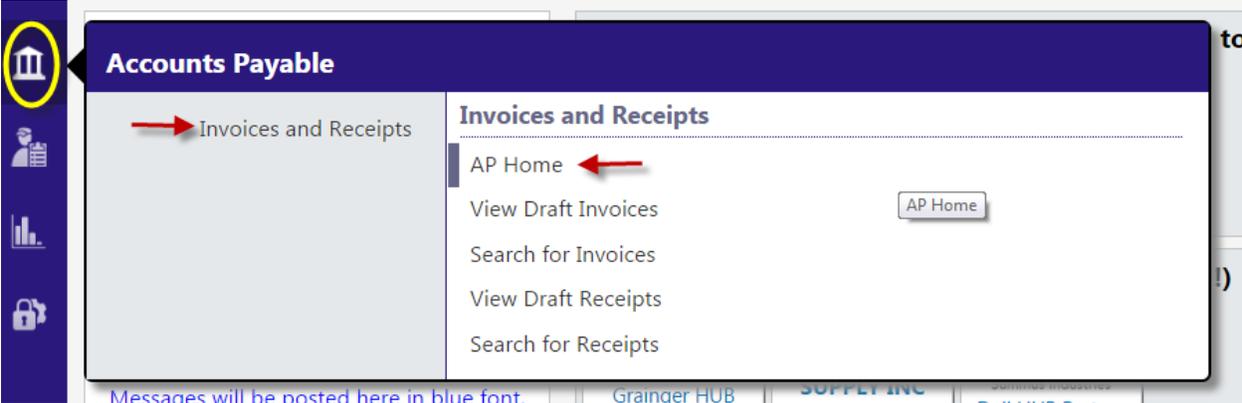
1000 characters remaining

Attach file to this document (optional):

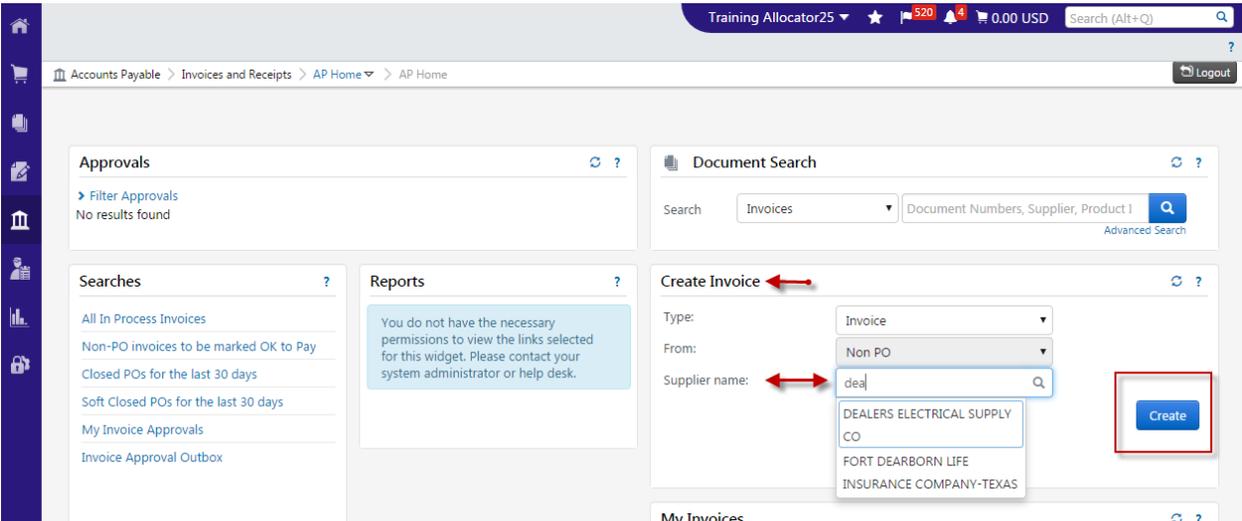
Attachment Type	<input type="text" value="File"/>	
File Name	<input type="text"/>	
File	<input type="button" value="Choose File"/>	No file chosen

How to create a non-PO based invoice

- 1. Go to the AP homepage



- 2. Enter the supplier name in the Create Invoice section of the AP homepage and select the vendor
- 3. Click on create



- 4. Enter invoice information

Required Invoice Fields

- 1. Supplier Invoice No
 - a. Enter the supplier invoice number EXACTLY as it appears on the invoice, including all punctuation that may be included
 - b. 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
 - a. Enter the date exactly as it on the vendor invoice
 - b. If you are processing an employee reimbursement enter todays date
- 3. 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 to have the address added **before** you continue Non PO Goods Rcvd Date
- 4. This is the date that you actually received the goods
 - a. This can be a future date (if you are paying for a service period)
 - b. This is one of the dates that is used to calculate prompt payment interest
 - c. CRITICAL that this date be correct
- 5. 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
- 6. Save
- 7. Add Non PO item and enter item information
- 8. Verify invoice amount
- 9. Select Review

Accounts Payable > Invoices and Receipts > Search for Invoices > Advanced Manual Entry - Supplier Invoice No. Invoice Number (Doc. No. 631870)

Supplier Invoice No. **Invoice Number**
Supplier Invoice No. **2017-02-19 Allocator25 01**
Supplier Name **DEALERS ELECTRICAL SUPPLY CO**

Supplier Name: DEALERS ELECTRICAL SUPPLY CO
Invoice Type: Invoice
Invoice Name: 2017-02-19 Allocator25 01
Supplier Invoice No.: Invoice Number
Invoice Date: 2/1/2017

Remit To
Remit To Location List: 02-DEALERS ELECTRICAL SUPPLY CO
PO BOX 2535
WACO, TX 767022535
United States
3rd Party Address ID 02-17419721206

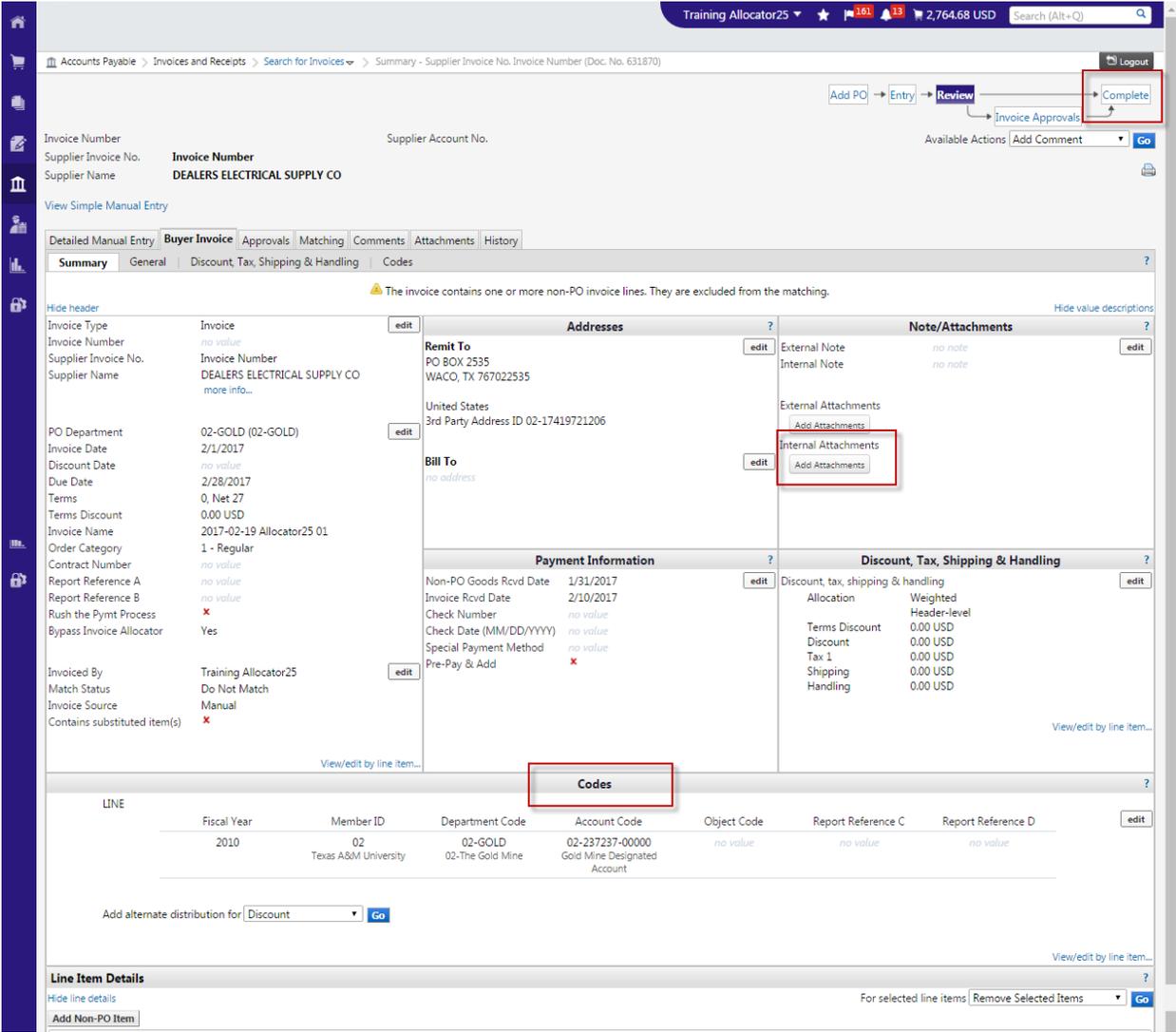
Non-PO Goods Rcvd Date: 1/31/2017
Invoice Rcvd Date: 2/10/2017

Due Date: 2/28/2017
Terms: 0/27
Discount: 0.00 USD
Order Category: 1 - Regular

PO Line	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1	Enter Procducts	na	EA	150.00	1	150.00 USD

Subtotal: 150.00
Terms Discount: 0.00
Discount: 0.00
Tax1: 0.00
Shipping: 0.00
Handling: 0.00
Total: 150.00 USD

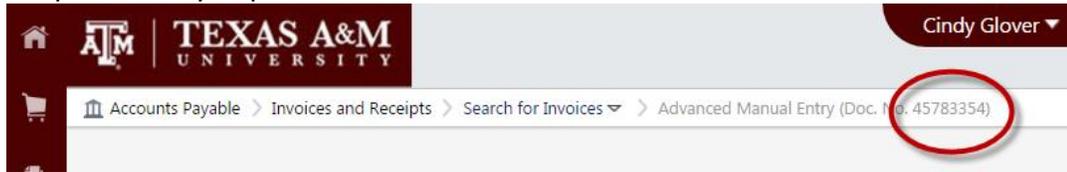
- 10. Attach the invoice in the INTERNAL attachments
- 11. Enter account(s) in Code Section
- 12. Complete



Field Descriptions

- 1. Invoice Name
 - a. This will default with today's date, your UIN and the number of invoices that you have created today
 - b. This can be changed or left as is
- 2. Supplier Invoice No
 - a. Enter the supplier invoice number EXACTLY as it appears on the invoice, including all punctuation that may be included

- b. 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.



- 3. Invoice Date
 - a. 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 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 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

Add Non-PO Item ? X

PO Number

Product Description Catalog No. Quantity Price Estimate Packaging

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

25. Price Estimate

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

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

Accounts Payable > Invoices and Receipts > Search for Invoices > Advanced Manual Entry - Supplier Invoice No. test (Doc. No. 34692035) Logout

Invoice Number Supplier Invoice No. Supplier Name

Supplier Account No. test KFF VENTURE

Entry Review Complete

Invoice Approvals

Available Actions Add Comment Go

Errors

- Invalid value: Account Code: Discount
- Invalid value: Account Code: Early Payment Discount

This is a partial list of errors/warnings. Click here to see all (29)

View Simple Manual Entry

Detailed Manual Entry Buyer Invoice Approvals Matching Comments Attachments (15) History

28. Attache the invoice in the internal attachments

Detailed Manual Entry Buyer Invoice Approvals Matching Comments Attachments History

Summary General Discount, Tax, Shipping & Handling Codes

Hide header Hide value descriptions

Invoice Type	Invoice	edit	Addresses ?	Note/Attachments ?
Invoice Number	no value		Remit To	External Note no note edit
Supplier Invoice No.	a5df5a		PO BOX 2535	Internal Note no note
Supplier Name	DEALERS ELECTRICAL SUPPLY CO more info...		WACO, TX 767022535	External Attachments
PO Department	02-FISC-OPS (02-FISC-OPS) edit		United States	Add Attachments
Invoice Date	1/29/2017		Address Id 02-17419721206	Internal Attachments
Discount Date	no value		3rd Party Address ID 02-17419721206	Add Attachments
Due Date	2/25/2017		Bill To	
Terms	0, Net 27		no address	

29. Enter the account number(s)

LINE	Fiscal Year	Member ID	Department Code	Account Code	Department Code Final Approver	Class Code	Object Code	Special Routing1	Report Reference C	Report Reference D	edit
	2017	02 Texas A&M University	02-FISC-OPS 02-FMO - Accounting Operations	02-271300-21000 A/R & General Accounting	02-FISC-OPS 02-FMO - Accounting Operations	no value	no value	no value	no value	no value	

Add alternate distribution for Discount Go

View/edit by line item...

- 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

