Click on the "Settlement" tab in the menu bar to get to the invoice entry screen.
Invoice Creation: This is where invoices will begin to be entered. For non-PO invoices select “Supplier search”, then type in the name of the supplier and select the appropriate supplier. Then click on the yellow “Create Invoice” button. If this is a credit memo, click on “Create Credit Memo.”

If the vendor is not available in the supplier search and the vendor exists in FAMIS email vendorhelp@tamu.edu with the vendor name and appropriate remit to address. If this is a new vendor to FAMIS and AggieBuy or an address change, then follow the vendor set up instructions below: http://finance.tamu.edu/fmo/vs/docs/vendor-setup.pdf

Once a vendor has been selected, then that vendor will be available for selection in the “Create from a recently used supplier” drop down.
“Supplier Invoice No.”: Enter the invoice number exactly as it appears on the vendor invoice. The maximum number of characters allowed is 14, just as it is in FAMIS. All punctuation has to be entered such as spaces, dashes, commas, slashes, etc. If the invoice # is too long to fit here, first take out the punctuation starting at the beginning of the number. If it is still too long, then take off letters or numbers at the beginning of the number until it fits. If there is no invoice number, enter the account number or customer number referenced on the invoice. It should be a number that the vendor will recognize in order to help them properly credit our payment. Using the same number each time will give a “duplicate invoice” error message. To prevent that add the 3-letter month and 2-number year on the end of the number. Click on “Save” as soon as you enter this so that you will know if you have entered a duplicate invoice number or not.
“Invoice Date”: This will always default to today’s date, but must be changed to reflect the actual invoice date on the invoice. If there is no invoice date provided on the invoice it is acceptable to use the invoice received date documented on the invoice. You can key the invoice date in the format listed or you can click on the calendar icon to the right and choose the correct invoice date by clicking on that date. Keep in mind that keying the date will be more efficient than selecting the date via the calendar icon.

“Due Date”: This field automatically populates the due date according to the vendor’s payment terms from their profile. The default payment terms in AggieBuy are “net 27” meaning that the check will cut 27 days from the invoice date. AggieBuy will automatically schedule all payments to be made 27 days from the invoice date, unless the vendor has different vendor terms in the contract with TAMU. See terms for more information on page 5.

“Override Due Date”: By checking this box and changing the date the normal scheduling of the payment 27 days from the invoice date will be overridden. This should rarely be used, only instances in which vendor requires prepayment for goods/services or requires payment at the time the goods or services are provided.
"Terms": Most vendors will show terms of net 30 on their invoices. If so then the net 27 that is defaulted as shown below is correct and no further entry is necessary. However, it is very important to review the invoice for any advantageous payment terms. For example, a common payment term that provides a discount is 2%/10/net 30. This means that the vendor will let us take a 2% discount if we make the payment within 10 days from the invoice date. If we miss the 10 day time frame then the full amount is due within 30 days of the invoice date. If these were the discount terms on the invoice, enter 2 in the "Discount" field, leave % in the next field, enter 10 in the "Days" and 27 in the "Net" field. We want to take full advantage of the discount days, so record it as it appears on the invoice. Note that we do allow for 3 days on the net payment terms reducing it from 30 to 27 to allow for enough days for the vendor to post so they will not send a past due notification.

In rare instances the vendor may offer a dollar discount instead of a percentage. In this case enter the dollar amount in the "Discount", click the drop down arrow in the next field and select USD, enter the number of days the vendor allows us to take that discount in the "Days" and leave 27 that defaults in the "Net" field.

If the vendor has terms that are less than Net 30, please check with FMO for the appropriate terms to use for that vendor. Some vendors will add Net 10 to their invoice when the PO, agreement or contract will state Net 30. There are very few instances in which we will reduce Net terms from 30 (27 in AggieBuy).

"Terms Discount": This field automatically calculates the dollar amount of the discount according to the terms that were entered in the "Terms" field above.
If there is a need to request a “Special Payment Method” then click on “Select from all values”.

“Order Category” is not a required field on non-PO based invoices as it is on requisitions. This field should remain blank.

If there is a need to rush an invoice, then select “Rush the Pymt Process”.

If the creator is also an allocator, then “Bypass Invoice Allocator” will be an available field. Select “Yes” in the “Select from all values” drop down to bypass the allocator step. This can be set in the creators profile as a default value.
“Special Payment Method” values appear: Choose the appropriate special payment method and only if necessary.

To reduce cost for Texas A&M University these values should only be selected when absolutely necessary. Additional costs would include postage, bank fees and/or additional labor costs.
**Remit To Location List**: If the remit to address on the invoice does not match the address that pulls to this section, click the drop down arrow and select the correct address. You have to hit “save” for the new address to appear. If the remit to address on the invoice is not listed follow the instructions listed on page 2 to have the address added to AggieBuy as a valid drop down selection.

While waiting for the address to be added to AggieBuy this invoice will remain as a draft invoice and will be available in “Draft Invoices” for completion once the address is available. To start another invoice click “Save” and then click on the “Settlement” tab.

**Invoice Rcvd Date**: Enter in or select the date that the invoice was first received on campus. This must be documented. It can be stamped/handwritten on the invoice, fax date shown on invoice, or the email date invoice was received (the email would have to be attached showing email date received).

**Non-PO Goods Rcvd Date**: The system will automatically default to today’s date, however it is extremely important to enter in or select the actual goods/services received date.
"Tax": If tax, other than Texas Sales Tax, is billed on the invoice enter the amount here. This will stop in FMO sales tax folder for review to determine if it can be or should be paid by TAMU.

"Shipping": If shipping is billed on the invoice enter the amount here.

"Handling": If handling is billed on the invoice enter the amount here.

"Discount": If there is a dollar discount listed for the entire invoice that is not part of discount terms discussed previously, enter the dollar amount here.
You must click “save” before entering line items. If this is not saved, then when the line items are entered and then saved it will lose the invoice header information. So always “save” before entering line items.
Click on “Add Non-PO Item to this Invoice”
“PO Number”: Do not enter anything here.

“Product Description”: Enter a description that generically, but accurately describes the items purchased.

“Catalog Number”: This is a required field but can be entered as “na” if there is no catalog number or if summarizing the lines on the invoice into one or more lines.

“Quantity”: Enter the summarized quantity for this invoice.

“Price Estimate”: Enter the summarized amount for this invoice.

“Packaging”: If the unit of measure on the invoice from the vendor is not “EA-Each” select the correct unit of measure from the drop down box. If there are no packaging terms on the invoice or summarizing use “each”.

The invoice can be entered in detail format or a summarized by “like items” format. If the invoice were to be entered in a detail format to capture each item purchased and the number of items purchased, then it is important to enter the description, catalog number, quantity, price estimate and packaging fields as it appears on the invoice. If the invoice is being summarized by “like items” (so for example if all items on an invoice are consumable office supplies it is acceptable to do one line item summarizing the entire invoice) then follow the directions in the boxes listed above each non-po item field.

Note: All asset related (regardless of dollar amount), non-delegated (greater than 5k unless exempt) purchases or payment request must be done as a confirming or regular order.
If there are no more line items to add click on the "Save and Close" button. If you click on the "Close" button everything you entered will be lost and you will have to start over.

If there are more line items to add click on the "Save and Add Another" button. Continue to add as many line items as needed, one at a time.
The PO Department field will default to the department of the individual creating the invoice and 99% of the time this will reflect the accurate department. However, in the event this invoice is being entered on behalf of another department, it is important to select the appropriate department in the field shown below.
Click on "Save" after completing the line item entries and then click on "Review" to continue the invoice processing.
After selecting review the “Summary” view of the invoice appears to allow the end user to add attachments, allocate to appropriate accounts and verify the final invoice amount. To add the invoice and any other documentation select “add attachment” under “Internal Attachments”. 
To add the invoice/document select “Browse” and then navigate to the location in which the invoice is saved on your computer and select the invoice.

The “File Name” field can be left blank and the name of the file added into AggieBuy will default to the file name as it appeared on your computer.

If preferred the “File Name” can be changed by entering the values or invoice number into the “File Name” field and then clicking “Save”.

To add or update the account codes select “Edit” under “Codes”.

The department and account code fields should be set as default values in the invoice creator’s profile. Default values from the user’s profile will automatically be populated into department and account code fields shown below. Remember to be sure to change the department code when appropriate to get the appropriate account code listing for that particular department code.
Select "Department Code" value from the "Select from all values" or "Select from profile values".

Select or enter the "Account Code" value. Once the appropriate department is selected, the account code value can be typed in here in the format of 02-123456-00000. The department code field has to be selected however and cannot be typed in.

Once the fields are updated click on "Recalculate and Save".
Verify that the “Total” amount matches the invoice submitted for payment. In the instance that there is a “terms discount” it will deduct the terms discount from the invoice total, so the invoice would be off by the terms discount amount. Once the amount is verified click on the “Complete” button in the top right hand corner of the screen.
The AggieBuy invoice has now been submitted into workflow and can be viewed by selecting view beside the Invoice number (or by selecting the invoice number). The invoice will route to the final department approver (if bypass dept allocator was selected, if not selected then it will route to department allocator prior to Final Approver) and then on to FMO for review.

To create next invoice search/select the vendor and then select "Create Invoice".

To view the approval workflow click on the “Approvals” tab on the invoice after navigating to the invoice.

Click “view approvers” on any step to view approvers in that workflow step.
You will see on the “Settlement” tab under “Invoice Information” invoices that you have recently completed and invoices still in a draft status. If you want to update or delete a draft invoice that is no longer needed click on the “Draft Invoices” tab.
To update or process a draft invoice select the "Invoice Name".

Select the draft invoice that you want to delete by checking the box to the right of that line, select "Delete selected drafts" in the drop down box above, and click on "Go".