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
 - b. Select the address
- 5. Attach the scanned invoice to the comment
- 6. Select Add Comment
- 7. Complete receiving if needed

Add Com	iment	
This will add a con indicating that a co	nment to the document. If you select a user the omment has been added to the document.	ey will receive an email
Email notification(s):	
 Training All Training All add email recip 	locator10 (Prepared by) <c-gillar@tamu.edu> locator25 (Approver) <caglover@tamu.edu> ient</caglover@tamu.edu></c-gillar@tamu.edu>	
add email recip		
add email recip		
1000 characters rem	aining	- Li
1000 characters rem Attach file to this o	aining document (optional):	n.
1000 characters rem Attach file to this o Attachment Ty	aining document (optional): ype File T	
1000 characters rem Attach file to this o Attachment Ty File Name	aining document (optional): /pe File T	n

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

Create Invoice					0	?
Тура	2->	Credit Memo	- 9			
From	3→	Non PO	1			
Supplier name	4→	DEALERS ELECT	RICAL SUPPLY CO	×		
				5 → 🔽 Cr	eate	

6. Enter invoice information using the following field descriptions (screen shot follows)

- a. **Invoice Na**me This will default with today's date, your UIN and the number of invoices that youhave 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 todays 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 <u>vendorhelp@tamu.edu</u> to have the

vendor terms corrected

- f. **Terms Discount** This will calculate based on the invoice amount and discount terms thatare entered.
- g. **Report Reference A** This 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 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 otherthan 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 <u>vendorhelp@tamu.edu</u> to have the address added **before** you continue.
- I. **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 anotherdepartment 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 theinvoice 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 thatvendors 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 upcheck, 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 shouldbe 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 beentered here.
- t. Handling- Same as shipping above.

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

							Det	
Supprer Nerve	DEALERS ELECTRICAL SUPPLY CO.	Remit To		How PO Goods Roud Data	3/19/2021	a m	Correct these lases	,
rycox Type	Credit memo	PO 80X 2535	K		505.00(1977)		You are unable to proceed until addressed.	
riske Nime-	a 2021-05-19 702001984 01	United States	If the address is	Imusce Road, Dete	-	а n	Required. Department Code, Line	
Loplier Insolai No 🔹	b-+ \tilvee	Address M 05-X0100929050 8rd Party Address ID 05-X0100929050	pencil to select the correct address.				Be evalue of these issues. You hay review and proceed.	
nume Date *	Ç- 5/19/2021	Billing address		Enternal None O			Broury, Investor Ravel Date	
	and the form	10 460400			1000 former a serviced	angles (main	DEALERS ELECTRICAL SUPPLY CO	~
Necord No.		Econol Attachments Add		p	Data territoria	- 1	Supplier Involte Ro	123test
Die Dire.	d > o/ill/2021 Diveride	inside cards Appleo	Planted -		out to the second	adare (can	Total (0.00 USD) Substal	0.0
		PdDepartment /	•	Discount, tax, emptying &	underg		Discourt	0.00
_{temp} e				Allocation //	elad •		Tax1 Shinesen	0.00
Danger	f-+	ALC DEPEND OF A				Header-level	Handling	0.00
				Q- Decourt	0.00	uso	Shipping Tax	0.00
pays	1						7	
Type	Nei ·			r Ter1	0.00	usp	1	0.00
				S sheeing	0.00	uso	See	
Cave Jime	90.					1		
100				L Handing	0.00	LISD	Ivent Saep OK to Pay	
(internet)	Annanc.			Print Ray (Links)			Approximity Automatically calculated by system	
Check Number							VesseleReeve	
Check Date (100/ DD/)	9991.1						C Sut Same	
Report Reference A	g						4 DK to Pay	
Report Reference Q	h						Auto Chara PC	
Bogana Invision Alhoper	i to Valer V						() has	
		(1) (a) (a) (a) (a) (a) (a) (a) (a) (a) (a					Erith	

- 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	E *
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 \star	Price		Packaging		
1				USD	EA - Each	÷	
254 charácters remáining 📏 9	10	11	12				
Additional Details						13	.>
* Required fields						Save Save And Add And	other 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.

try Summary	Matching Supplier	Messages Comments	Attachments History			
eneral		ø	Addresses	1	Note/Attachments	
voice Type	Credit memo		Remit To		External Note	no value
voice Number	no value		PO BOX 2535		Internal Note	no value
upplier Invoice No.	123test		WACO, 16xas 76702-2535		External Attachments	Add
Supplier Name	DEALERS ELECTRI	CAL SUPPLY CO	United States Address Id 00-X0100929000		Internal Attachments	Add - 15
		Add Attachmen	ts		×	
		Add Attachmen Attachment Type	ts		×	
		Add Attachmen Attachment Type File(s) *	File O Link SELECT FILES Orop files to stach, or Argumen	Done	× ⊙	
		Add Attachmen Attachment Type File(s) * 15a	ts File Link SELECT FILES Drop files to attach, or 21137910730001.pdf	Done	× ⊙	
		Add Attachmen Attachment Type File(s) * 15a	ts File Link SELECT FILES Drop files to strach, or 21137910730001.pdf Maximum upload file size: 25.88 Mil	Done ✓	× ©	

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							and activity from	illunum ha- Discount 👻 🕂
LINE								
Fiscal Year	Member ID *	Department Code * =	Account Code =	Clace Code =	Object Gode	Report Reference G	Report Reference D =	special Routing1
2021 C	va e b	Taketty Q	t		and S	t e	Seato Q.	Ho Value
-			_				mig, whereas is a cost	IDUTION for Discourt • +
· HarponetTeda.					De		g —	Save Champes Close

17. Verify information entered and Complete

Draft	
A Be aware of these issues. You may review and proceed.	~
Empty: Invoice Rovd Date	
DEALERS ELECTRICAL SUPPLY CO	~
Supplier Involce 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 17	0.00
	-0.05
Complete	