

# Allocator Guide

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## **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

The screenshot displays the 'Shopping Cart' interface for Texas A&M University. The main form contains the following fields:

- Business Unit: 02-Texas A&M University (02)
- Cart Name: 2021-06-15-420007942 03
- Share cart:
- Prepared by: Cindy Glover
- Prepared by: Cindy Glover
- Cart Description/Purpose: [Empty]
- Order Category: 1 - Regular
- Report Reference # [Empty]
- Report Reference # [Empty]
- Cost Recovery Required:
- Request Dept Allocator: No

The 'Details' panel on the right shows:

- For: Cindy Glover
- Estimate (403.00 USD)
- Subtotal: 403.00
- Shipping: 0.00
- Handling: 0.00
- Total: 403.00 USD

Buttons in the 'Details' panel include 'Proceed to Checkout' and 'Assign Cart'. The '100 Items' section shows a single item: 'Sterling Infosystems/Sterling Talent Solutions/Sterling Backcheck - 100 Items - 403.00 USD'. The 'SUPPLIER DETAILS' section shows 'STERLING TALENT SOLUTIONS/STERLING INFOSYSTEMS' with Contract Number 'C8022089' and PO Number 'To Be Assigned'. A table at the bottom lists columns for Item, Catalog No., Size/Packaging, Unit Price, Quantity, and Ext. Price.

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

**General**

Ordering Department: 02-FISC-OPS (02-FISC-OPS)  
 Business Unit: 02-Texas A&M University (02)  
 Cart Name: 2021-06-13 920000792 03  
 Share cart: X  
 Prepared by: Cindy Glover  
 Prepared for: Cindy Glover  
 Cart Description/Purpose: no value  
 Order Category: 1 - Regular  
 Report Reference A: no value  
 Report Reference B: no value  
 Pre-Pay \$ add: X

**Shipping**

Ship To  
 Attn: Bush School of Gov't & Public Service  
 DC Graduate School  
 Suite 1420 L St NW  
 Washington, DC 20036  
 United States

Delivery Options  
 Ship Via: Best Carrier-Best Way  
 Requested Delivery Date: no value

Buyer Information  
 Buyer: Buyer Email: Buyer Phone Number

**Billing**

Bill To  
 Texas A&M University-EDM  
 \*\*\*Do Not Mail Invoices\*\*\*  
 Email Invoices to tamu.invoices@edmgrou.com  
 PO BOX 3987  
 Sorrento, FL 32955  
 United States

**Draft**

Total (403.00 USD)  
 Subtotal: 403.00  
 Shipping: 0.00  
 Handling: 0.00  
 Total: 403.00

Buttons: [Submit Order](#), [Assign Cart](#)

What's next for my order?

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

Cost Receipt Required: X

Bypass Dept Allocator: No

**Accounting Codes**

Fiscal Year	Member ID	Department Code	PA UIN	Account Code	Report Reference C	Report Reference D	Object Code	Class Code	Special Routing I
2021	02 Texas A&M University	no value	no value	no value	no value	no value	1616 GL - Cash Disbursements/Climg-1099Reportable	no value	no value

**Internal Notes and Attachments**

Internal Note: no value  
 Internal Attachments: [Add](#)

**External Notes and Attachments**

Note to all Suppliers: no value  
 Attachments for all suppliers: [Add](#)  
 PO Clauses: [View details](#)

External Notes and attachments will be sent to the vendor with the purchase order

100 Items

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

**General**

Ordering Department: 02-FISC-OPS (02-FISC-OPS)  
 Business Unit: 02-Texas A&M University (02)  
 Cart Name: 2021-06-13 920000792 03  
 Share cart: X  
 Prepared by: Cindy Glover  
 Prepared for: Cindy Glover  
 Cart Description/Purpose: no value  
 Order Category: 1 - Regular  
 Report Reference A: no value  
 Report Reference B: no value

**Shipping**

Ship To  
 Attn: Bush School of Gov't & Public Service  
 DC Graduate School  
 Suite 1420 L St NW  
 Washington, DC 20036  
 United States

Delivery Options  
 Ship Via: Best Carrier-Best Way  
 Requested Delivery Date: no value

Buyer Information

**Billing**

Bill To  
 Texas A&M University-EDM  
 \*\*\*Do Not Mail Invoices\*\*\*  
 Email Invoices to tamu.invoices@edmgrou.com  
 PO BOX 3987  
 Sorrento, FL 32955  
 United States

**Draft**

Total (403.00 USD)  
 Subtotal: 403.00  
 Shipping: 0.00  
 Handling: 0.00  
 Total: 403.00

Buttons: [Submit Order](#), [Assign Cart](#)

What's next for my order?

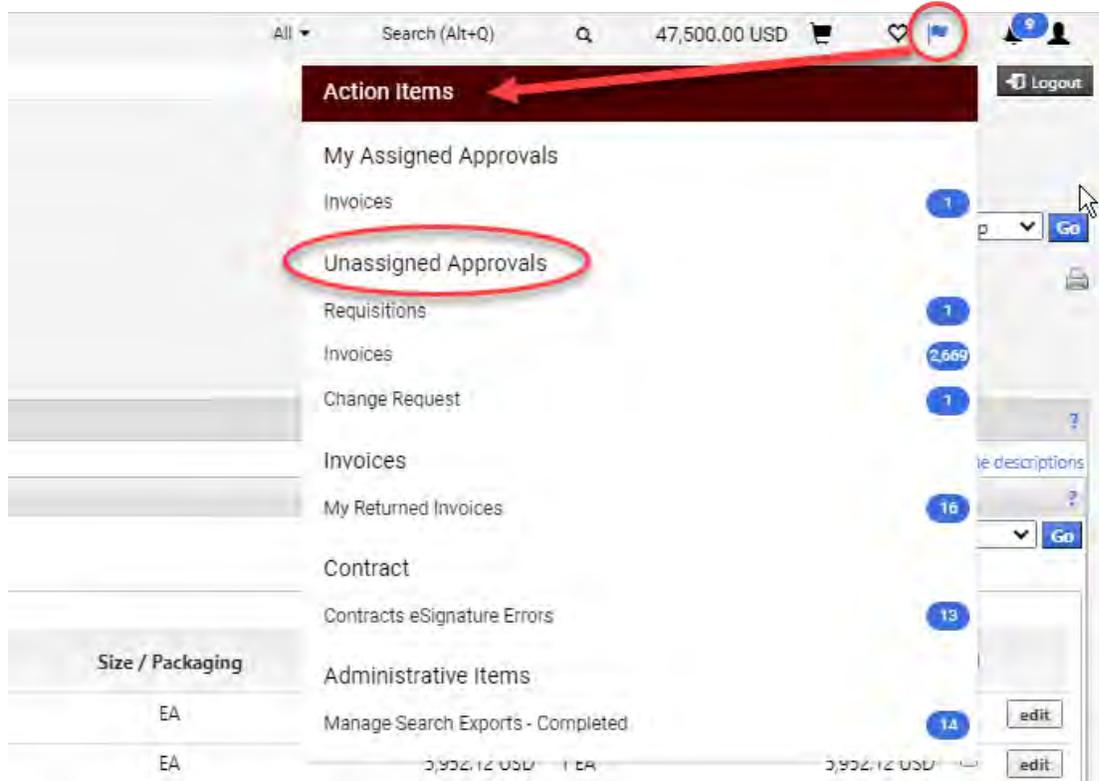
Next Step: Department Allocator  
 Approvers: Chargois, Bridgett, Dillon, Lindsey, Garfano, John

## Approving Requisitions

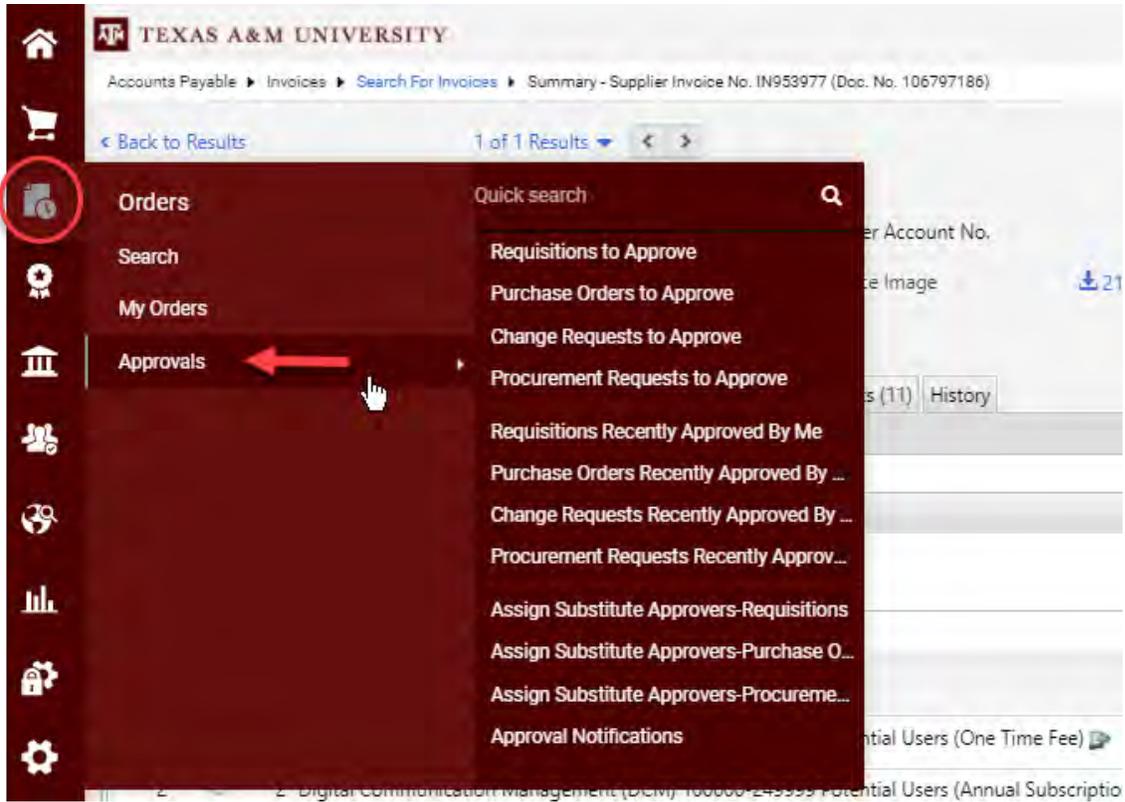
How do I locate documents that I need to approve?

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 buy 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

Requisition : 145137651

Summary Taxes/S&H PO Preview Comments Attachments History

**General** **Shipping** **Billing**

Status: Pending  
Commodity Code Assigner

Submitted: 6/11/2021 10:27 AM

Ordering Department: 23-2515 (23-2515)

Business Unit: 23-Texas A&M Health Science Center (23)

Cart Name: 2021-06-11 302007871 01

Share cart: X

Prepared by: Melissa Cumby

Cart Description/Purpose: no value

Order Category: 1 - Regular

Report Reference A: no value

Report Reference B: no value

**Ship To**  
Attn: TAMP-Clinic  
Clinical Translational Medicine  
Suite 200  
2900 E 29th St  
Bryan, TX 77802  
United States

**Delivery Options**  
Ship Via: Best Carrier-Best Way  
Requested Delivery Date: no value

**Buyer Information**

Buyer	Buyer Email	Buyer Phone Number
no value	no value	no value

**Report Codes-1**

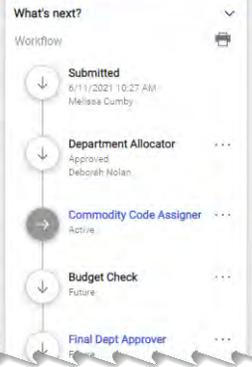
Order Type	USAS One	USAS Two	LDT Code
no value	no value	no value	no value

**Bill To**  
Texas A&M Health Science Center-EDM  
\*\*\*Do Not Mail Invoices\*\*\*  
Email invoices to: tamu.invoices@edmgrou.com  
PO BOX 3687  
Scranton, PA 18505  
United States

**Pending**

Total (705.12 USD)	
Subtotal	705.12
Shipping	0.00
Handling	0.00
	<b>705.12</b>

Assign To Myself



Bypass Dept Allocator: no value

**Accounting Codes**

Fiscal Year	Member ID	Department Code	PA UIN	Account Code	Report Reference C	Report Reference D	Object Code	Class Code	Special Routing1
2021	23	23-2515 Texas A&M Health Science Ctr	no value	23-203101-00000 Mardp-Com-Family Medicine	no value	no value	no value	no value	L Local

**Internal Notes and Attachments**

Internal Note: no value

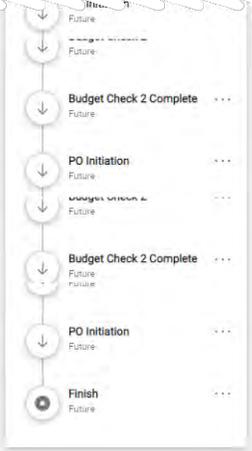
Internal Attachments

**External Notes and Attachments**

Note to all Suppliers: no value

Attachments for all suppliers

PO Clauses: 3 View details



**2 Items**

**HENRY SCHEIN INC - 2 Items - 705.12 USD**

SUPPLIER DETAILS: HENRY SCHEIN INC : 135 DURVEA ROAD, MELVILLE, New York 11747 United States

Contract Number: no value | PO Number: To Be Assigned

Pricing Code: no value | Quote number: no value

Need to make changes? [VIEW ITEMS](#) Item(s) was retrieved on: 6/11/2021 10:25:54 AM

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

Status	Item	Catalog No.	Size/Pack aging	Unit Price	Quantity	Ext. Price
	Epinephrine Auto-Injector Syringe 0.3mg Non-Returnable Adult 2/Pk	1272677	PK	352.56	Qty: 2 PK	705.12

**ITEM DETAILS**

Supplier Part Auxiliary ID: PK\_1

Contract: no value

Commodity Code: 51000000 / Drugs and Pharmaceutical Products / 4045

Internal Note: no value

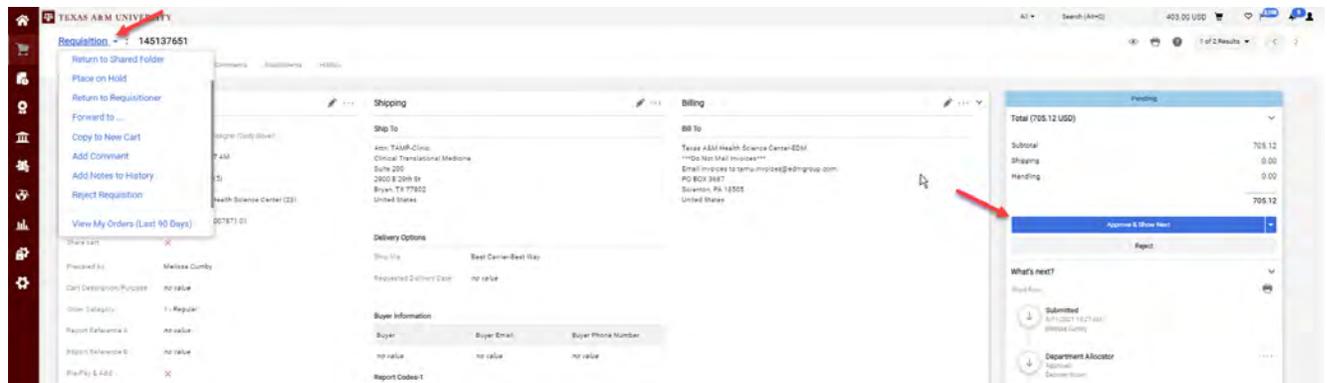
Internal Attachments

External Note: no value

Attachments for supplier



## 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

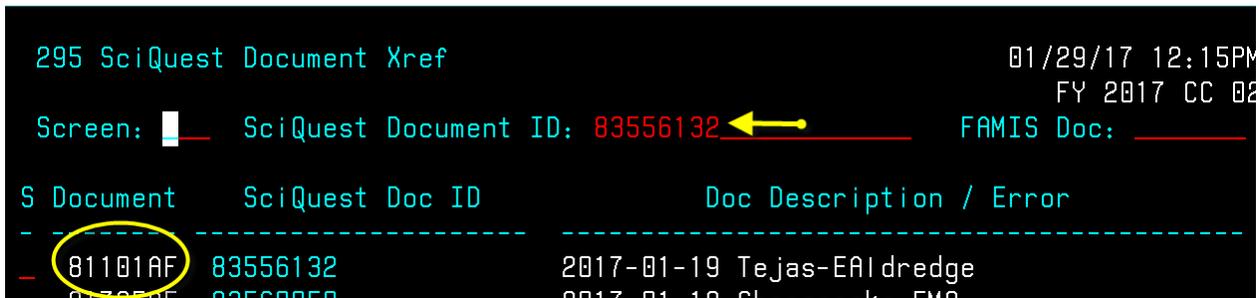
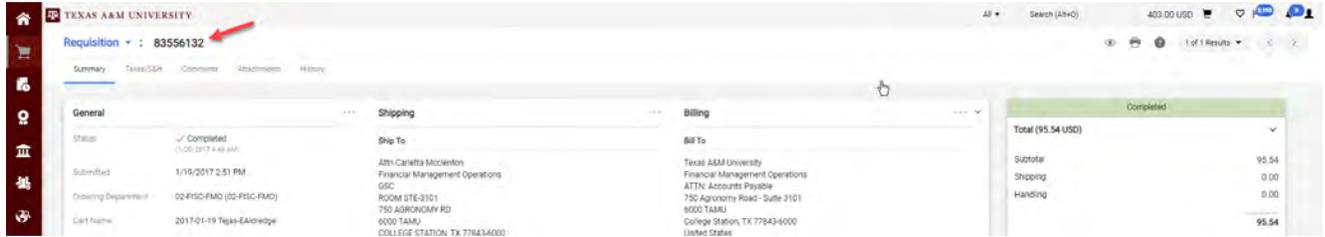
- b. If you DO need the requisition to route to an allocator for review and approval other than yourself you can change this to no
- 10. Pre-Pay & Add
  - a. This allows shipping to be paid when there is not a line item added for shipping
  - b. If you are using state funds you MUST include a line item 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

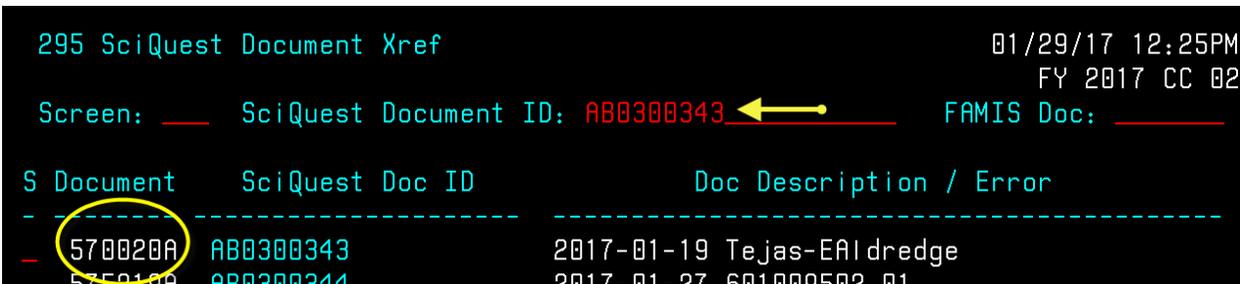
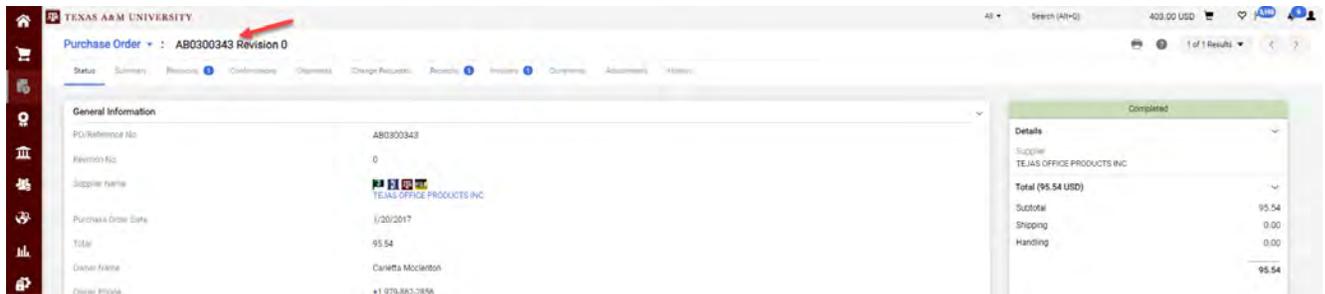
# How to Locate AggieBuy Documents in FAMIS

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

## Requisition

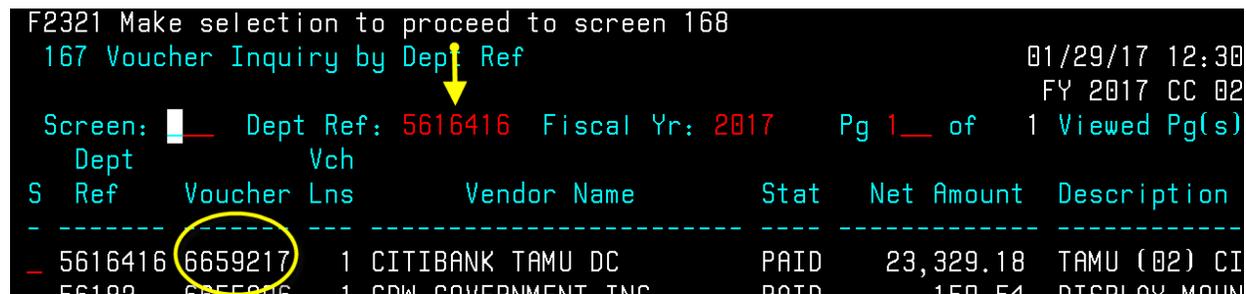
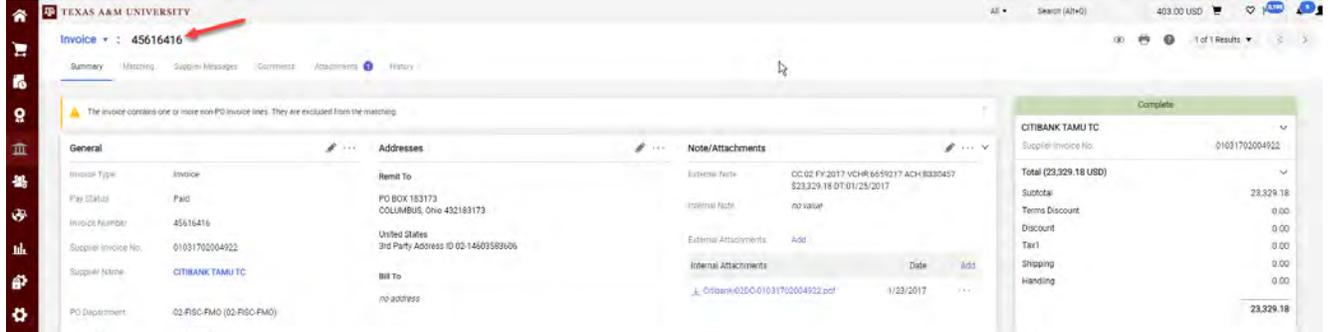


## Purchase Order



## Non PO based invoices

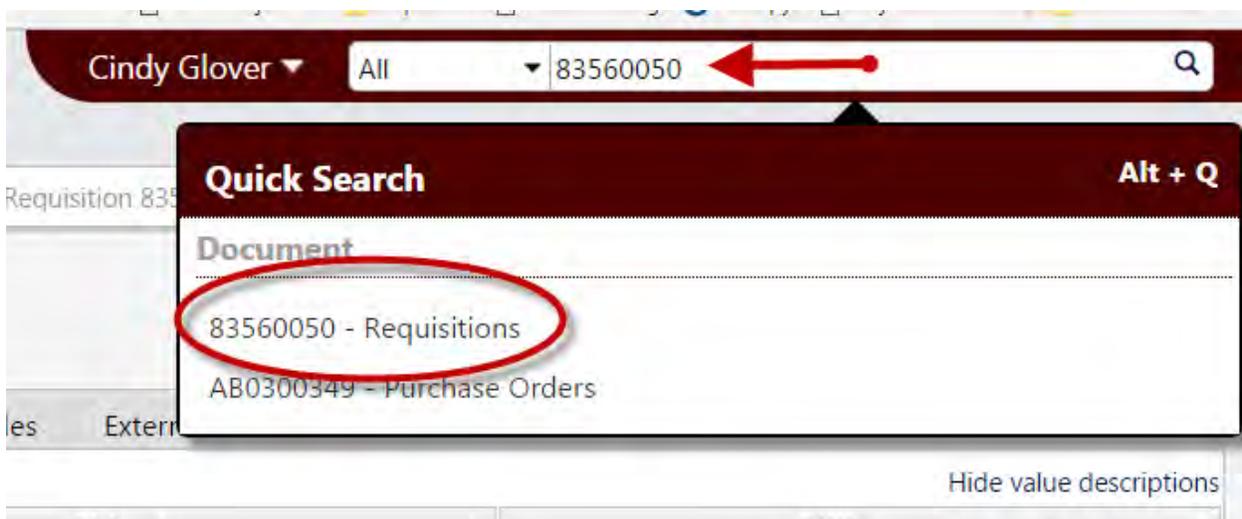
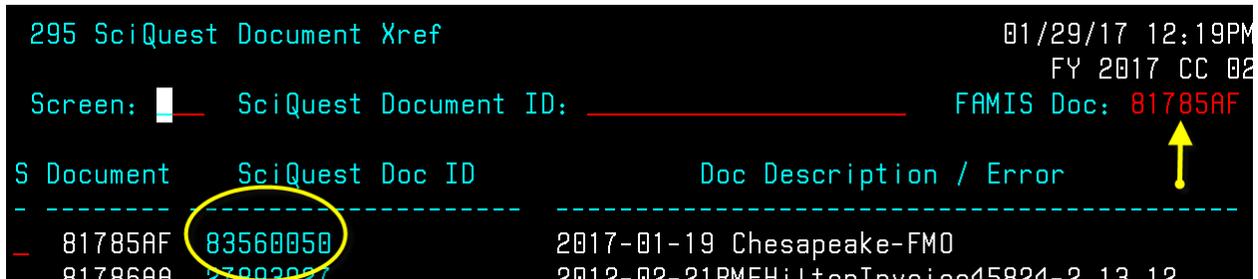
Enter the last 7 digits of the AggieBuy invoice number (not the same as the supplier invoice number) on screen 167 in FAMIS



## 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

```
F2321 Make selection to proceed to screen 169
168 Voucher Total Inquiry                                01/29/17 12:35
                                                         FY 2017 CC 02

Screen: 1 Voucher: 6659217 Fiscal Year: 2017

Vendor: 14603583606 CITIBANK TAMU DC                    Status: PAID
Alt Vndr:                                                Hold: N      Pend:
Due Dt: 01/25/2017 Desc: TAMU (02) CITIBANK MONTHL    Encl:        Wire: N
Inv Dt: 01/03/2017 Cust AR Nbr:                        St Vchr: N
Divry Dt: 01/03/2017 GSC Ord:                          Revolv: N
Dept Ref: 5616416 Cont Wk Force: N Confidential:      Chg Src: N
Tran Cd: 140 FAMIS Trace: B330457 St Warrant Nbr:
St Req Nbr: ACH Dt: 01/25/2017 Warrant Dt:
Vchr Total: 23329.18 Check Recon: USAS Doc Type: PCC:
Bank Trace: 091000013063117 IC: Reason: Orig Dist Dt:
S Itm Account Net Amount PO No. Invoice Number Bank Dp Vd XRef
-----
1 011170 000000 1615 23,329.18 01031702004922 060000 N N
```

Cindy Glover ▾ All ▾ 01031702004922 🔍

**Quick Search** Alt + Q

Document

45616416 Invoices

Document Search