

Credit Memo

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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 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:

File Name:

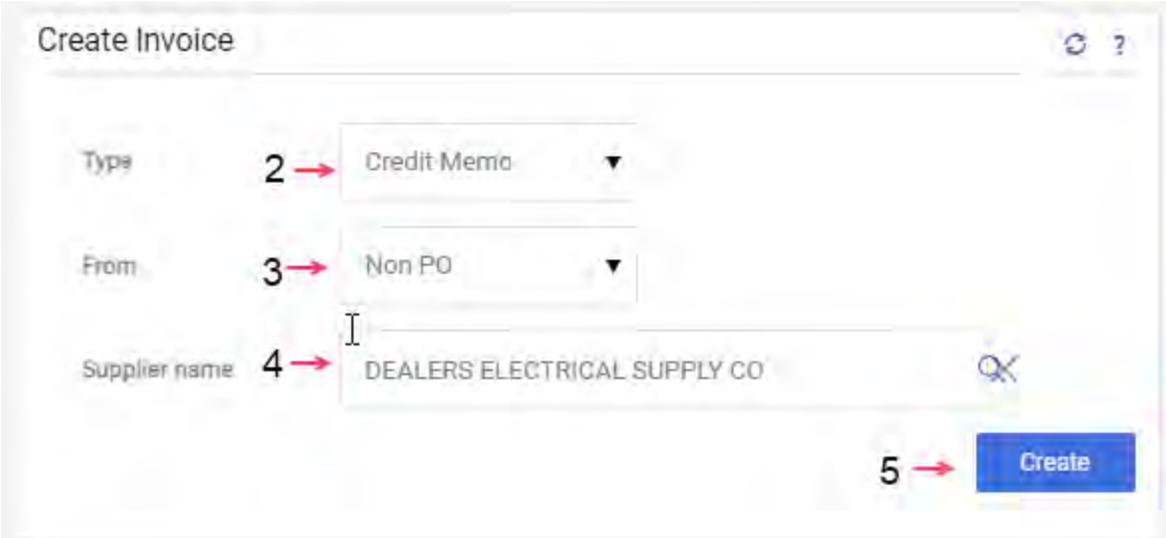
File: No file chosen

Original invoice was processed as a non PO based invoice or outside of AggieBuy

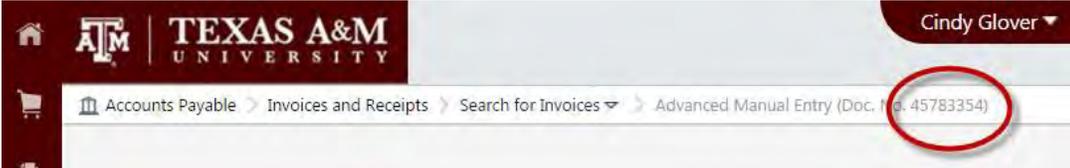
- 1. Go to the AP homepage



- 2. Select Credit memo
- 3. From non PO
- 4. Supplier name (can search using the magnifying glass)
- 5. Click on create



- 6. Enter invoice information using the following field descriptions (screen shot follows)
 - a. **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
 - 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 today's 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 vendorhelp@tamu.edu to have the

vendor terms corrected

- f. **Terms Discount** - This will calculate based on the invoice amount and discount terms that are entered.
- g. **Report Reference A** - This is 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 is 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 other than 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 vendorhelp@tamu.edu to have the address added **before** you continue.
- l. **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 another department 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 the invoice 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 that vendors 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 up check, 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 should be 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 be entered here.
- t. **Handling** - Same as shipping above.

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

The screenshot shows a credit memo form for 'DEALERS ELECTRICAL SUPPLY CO'. It includes fields for Invoice Name (2021-05-19 102001944 01), Invoice Date (5/19/2021), and various tax and shipping options. A red arrow labeled 'k' points to the 'Remit To' address field, which contains 'PO BOX 2555, WACO, TEXAS 76702-0255'. A text box next to it says 'If the address is incorrect, use the pencil to select the correct address.' The 'Draft' sidebar on the right shows a 'Save' button with a red arrow labeled '7' pointing to it.

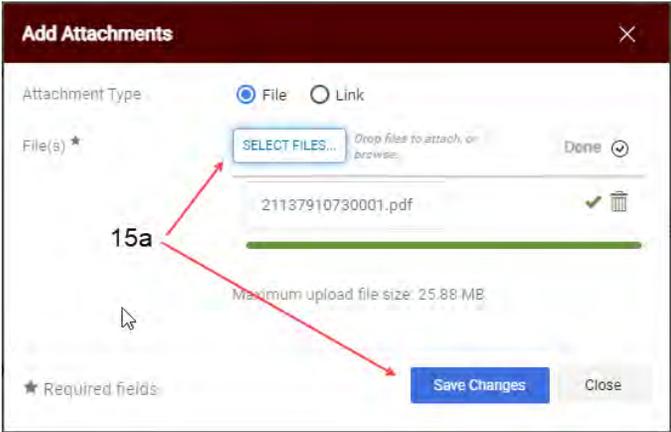
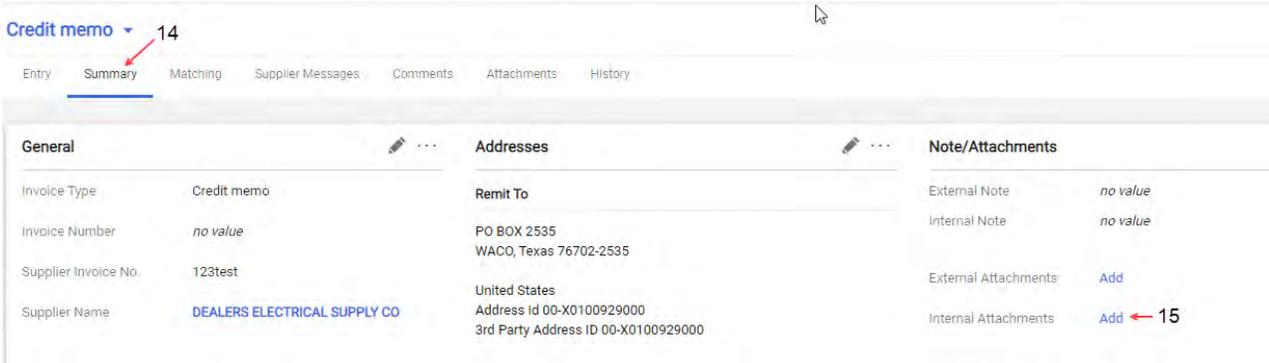
- 7. SAVE THE DOCUMENT BEFORE YOU ADD A NON-PO ITEM or you will lose the information you entered above
- 8. Click Add non-PO item

The 'Line Items' section is currently empty, displaying the message: 'No lines have been added. Add new PO or Add Non-PO Item'. A red arrow labeled '8' points to the 'Add Non-PO Item' link.

- 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

The 'Add Non-PO Item' dialog box is shown. It has a table with columns: Description, Catalog No., Quantity, Price, and Packaging. The 'Description' field has a red arrow labeled '9' pointing to it, with a note '154 characters remaining'. The 'Catalog No.' field has a red arrow labeled '10'. The 'Quantity' field has a red arrow labeled '11'. The 'Price' field has a red arrow labeled '12'. The 'Packaging' dropdown is set to 'EA - Each'. At the bottom, there are three buttons: 'Save' (with a red arrow labeled '13'), 'Save And Add Another', and 'Close'. A legend at the bottom left indicates that fields with a star are required.

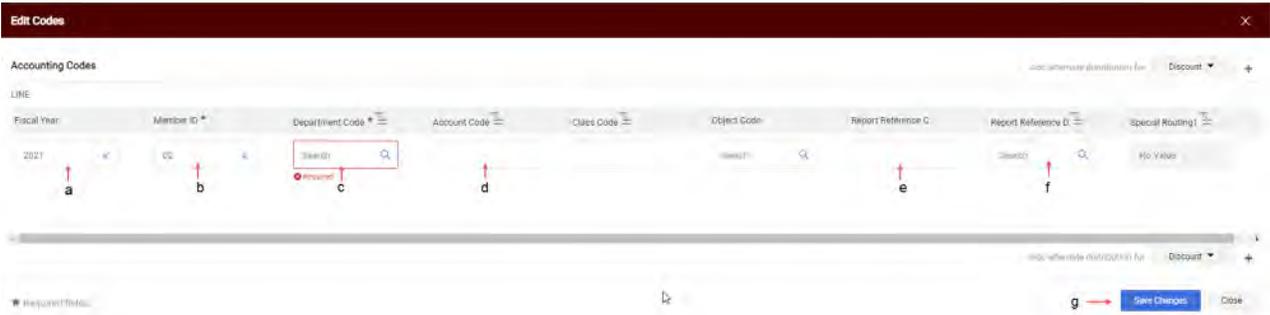
- 14. Click on the Summary tab
- 15. Attach the credit memo in the internal attachments
 - a. select the file you want to attach and click save changes.



- 16. Enter the account number(s)



- 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



17. Verify information entered and Complete

Draft

⚠ Be aware of these issues. ▼
You may review and proceed.

Empty: Invoice Rcvd Date

DEALERS ELECTRICAL SUPPLY CO ▼

Supplier Invoice 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	0.00
	-0.05

17
↓

Complete