Credit Memo

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I received a credit memo, how do I process?

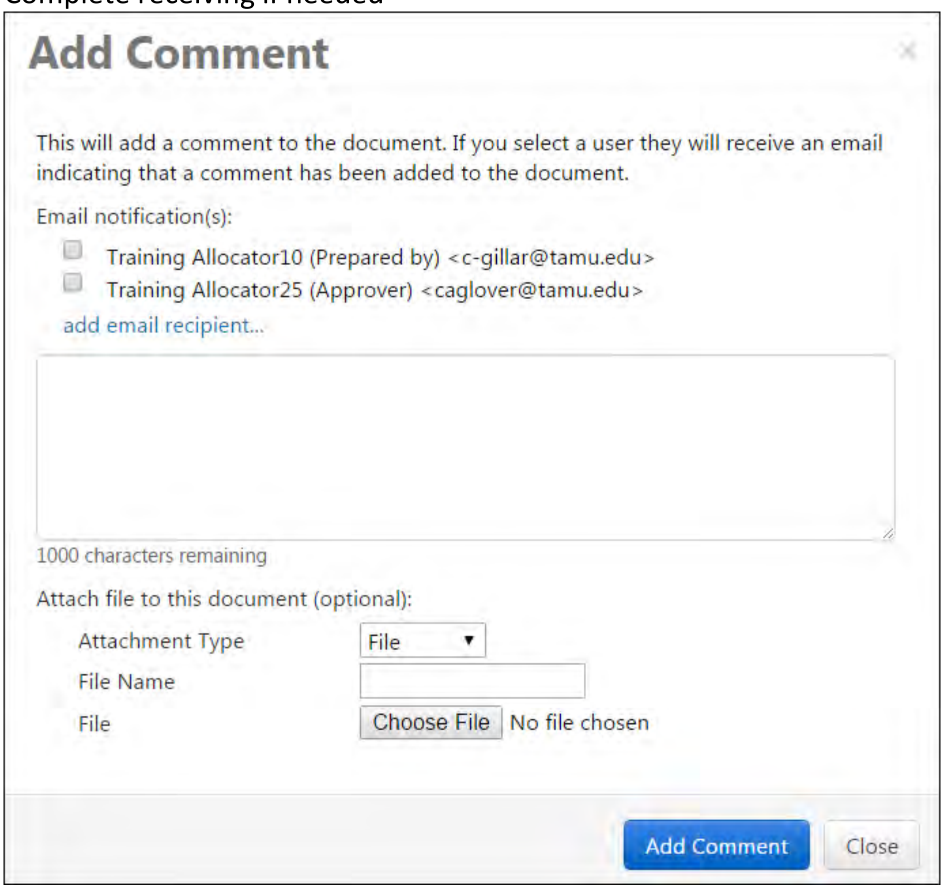
You need to determine if the credit should be sent to FMO or if you should create a non PO based credit memo.

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



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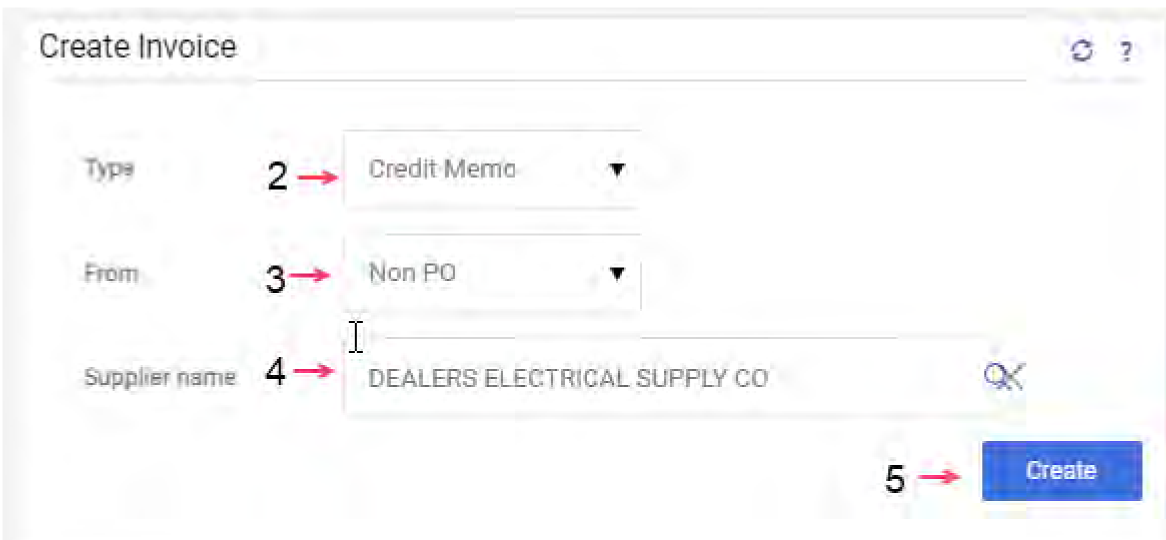
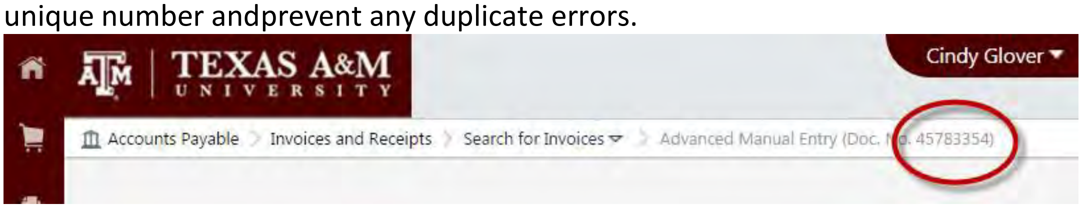
Original invoice was processed as a non PO based invoice or outside of AggieBuy

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 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 andprevent 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 vendorhelp@tamu.edu 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 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 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.

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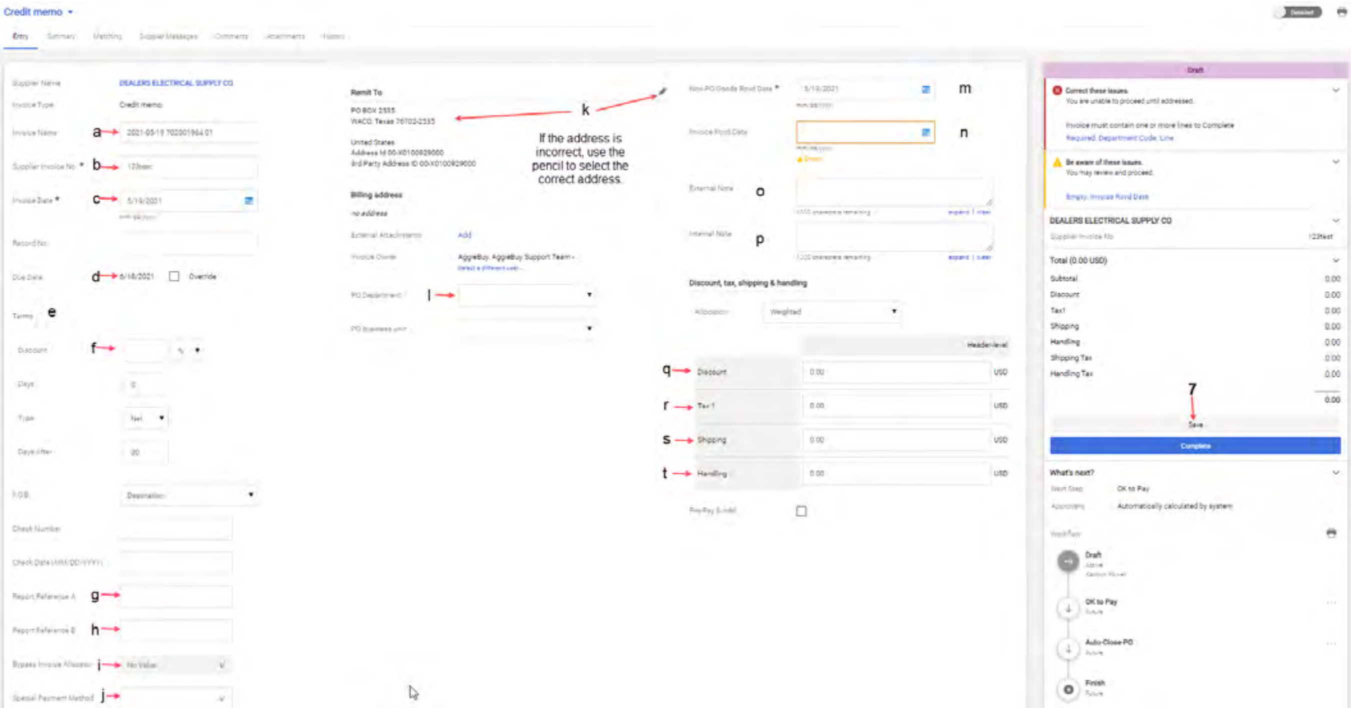
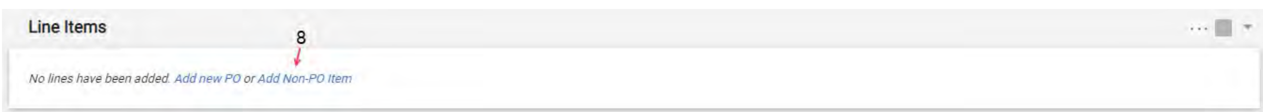
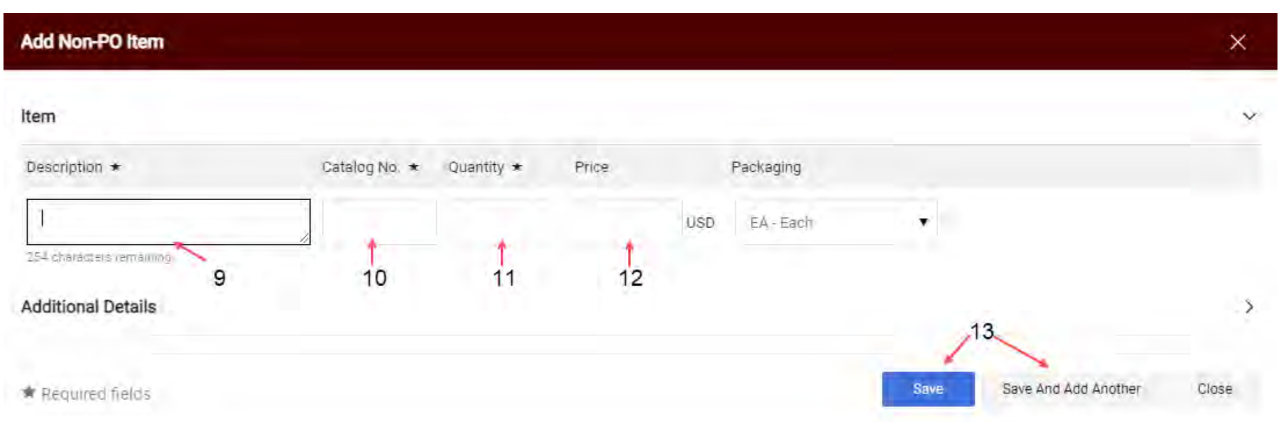


7. SAVE THE DOCUMENT BEFORE YOU ADD A NON-PO ITEM or you will lose the information you entered above
8. Click Add non-PO item



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



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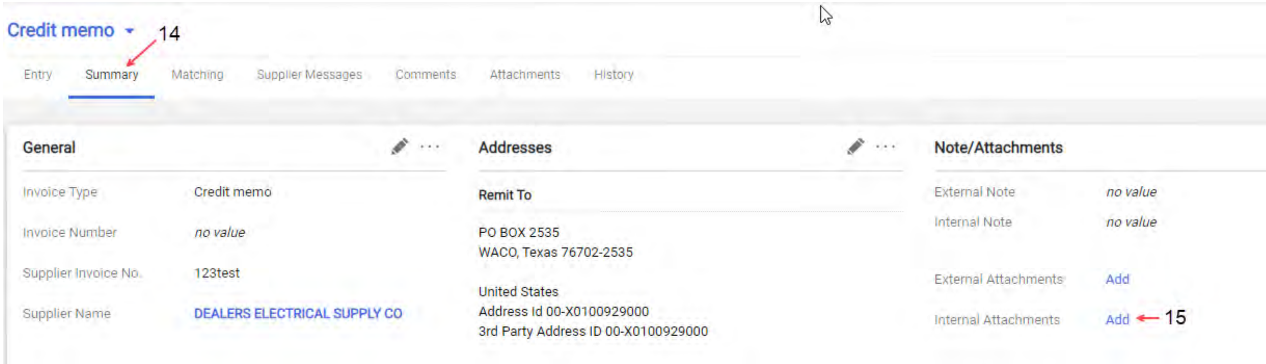
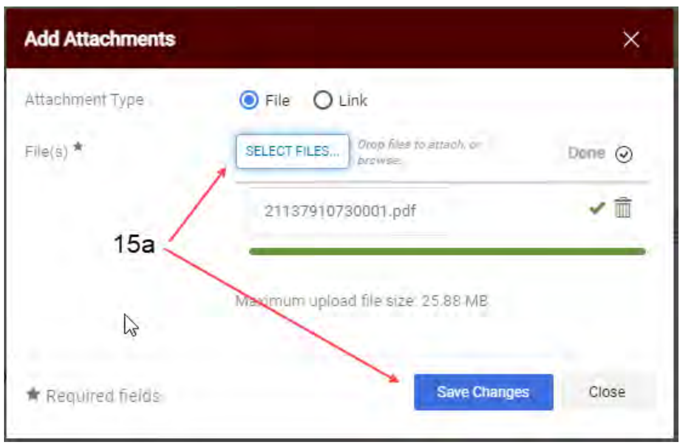
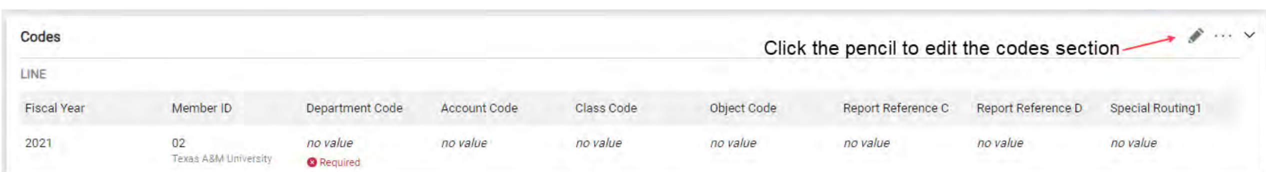
14. Click on the Summary tab
15. Attach the credit memo in the internal attachments
    a. select the file you want to attach and click save changes.

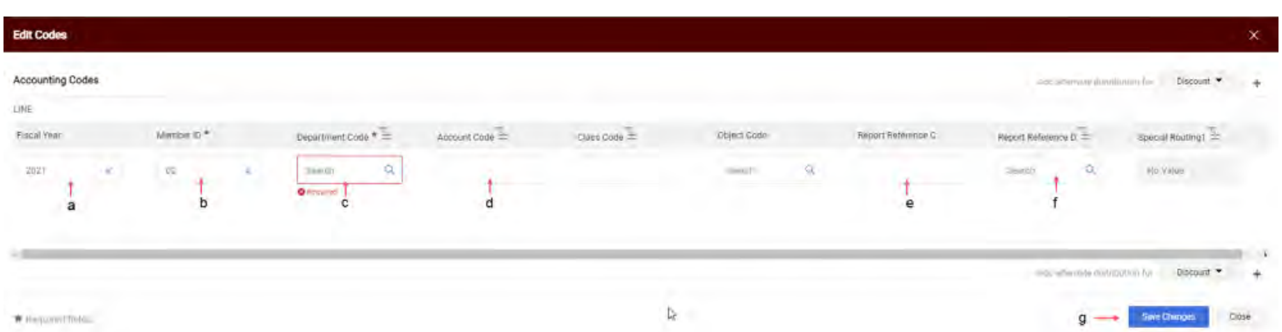




16. Enter the account number(s)



   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



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17. Verify information entered and Complete