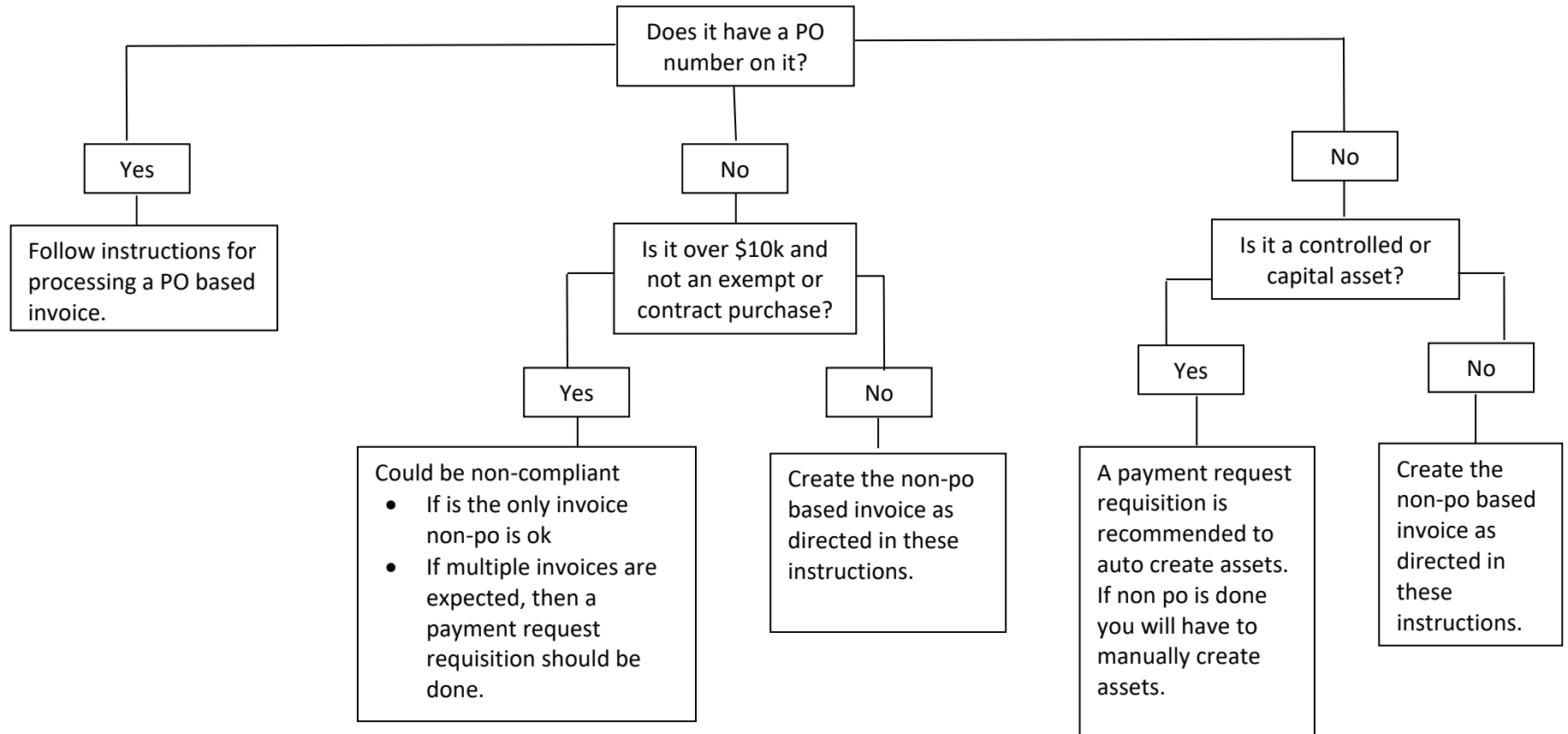


# Non-PO Based Invoices

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## Do I process as a NON-PO Invoice?



## How do I process an invoice that refers to 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](mailto: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

# Updated Invoice Entry Page Layout

Entry Summary Matching Supplier Messages Comments Attachments History

Supplier Name: **TEXAS A & M UNIVERSITY**

Invoice Name: 2022-02-15 920000792 03

Supplier Invoice No. \*  **Required**

Invoice Date \*  **Required**

Due Date \*  **Required**

Terms:  %  Days

Discount Days:  0

Type:  Net

Net Days:  30

Terms Discount: 0.00 USD

Bypass Invoice Allocator:  Yes

Start Date:

End Date:

Remit To: FISCAL OFFICE  
COKE BUILDING  
COLLEGE STATION, Texas 778430000  
United States  
3rd Party Address ID 02-17460005310

Invoice Owner \* Cindy Glover  
Select a different user...

PO business unit:  02-Texas A&M University (02)

Reimburse Vendor ID:

Special Pymt Method:

Rush the Pymt:

Contract No.:

Supplier Account No.:

Report Ref A:

Report Ref B:

Non-PO Goods Rcvd Date:  2/15/2022

Invoice Rcvd Date:

EDM Rcvd Date:

Internal Note:

Internal Attachments:  Add

Discount Allocation Table:

Term	Discount	Tax 1	Shipping	Handling
Discount	0.00 USD			
Tax 1	0.00 USD			
Shipping	0.00 USD			
Handling	0.00 USD			

To eliminate the need to move between the entry tab and the summary tab, you can now add the invoice attachment and account number on the entry page.  
*Note: Line item allocation still has to be done on the summary tab.*

To reduce the amount of scrolling on the entry page some fields have been relocated on this page

**Codes**

LINE	Fiscal Year	Member ID	Department Code	Account Code	Object Code	Special Routing1	Report Reference C	Report Reference D
	2021	02 Texas A&M University	no value <b>Required</b>	no value	no value	no value	no value	no value

**Line Items**

<No PO Number>

Status	PO Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1	✓	Line item	na	EA	1.00	1 EA	1.00

ITEM DETAILS

Contract:  Select Contract

PO Number: no value

Substitute Item:

Taxable:

Capital Expense:

Commodity Code:

Report Ref A:

Report Ref B:

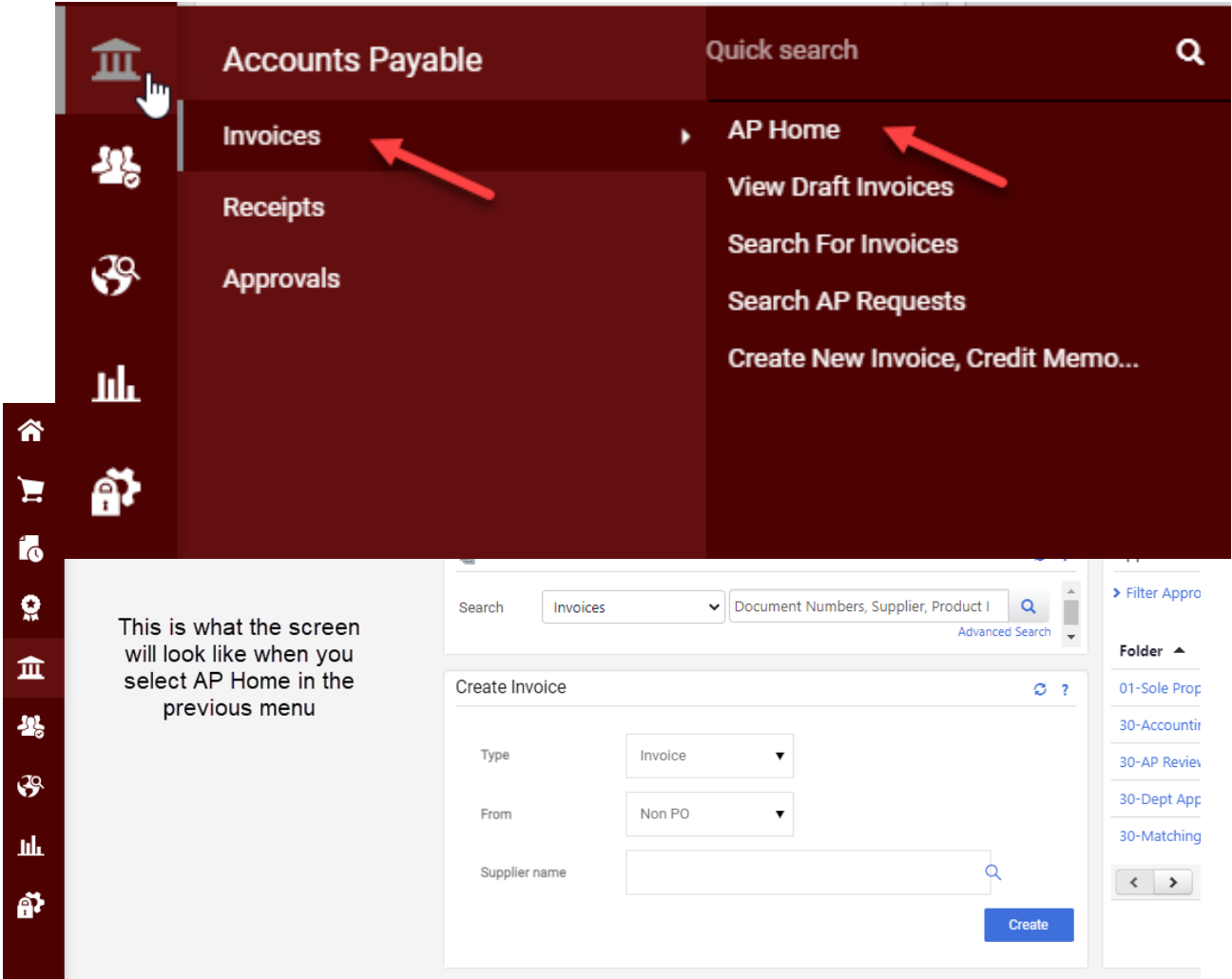
Discount, tax, shipping & handling

	From header	Line-level
Terms Discount	0.00 USD	
Discount	0.00 USD	0.00 USD
Tax 1	0.00 USD	0.00 USD
Shipping	0.00 USD	0.00 USD
Handling	0.00 USD	0.00 USD

We have also relocated the commodity code field and added the Report Ref A and Report Ref B field to the manual entry screen

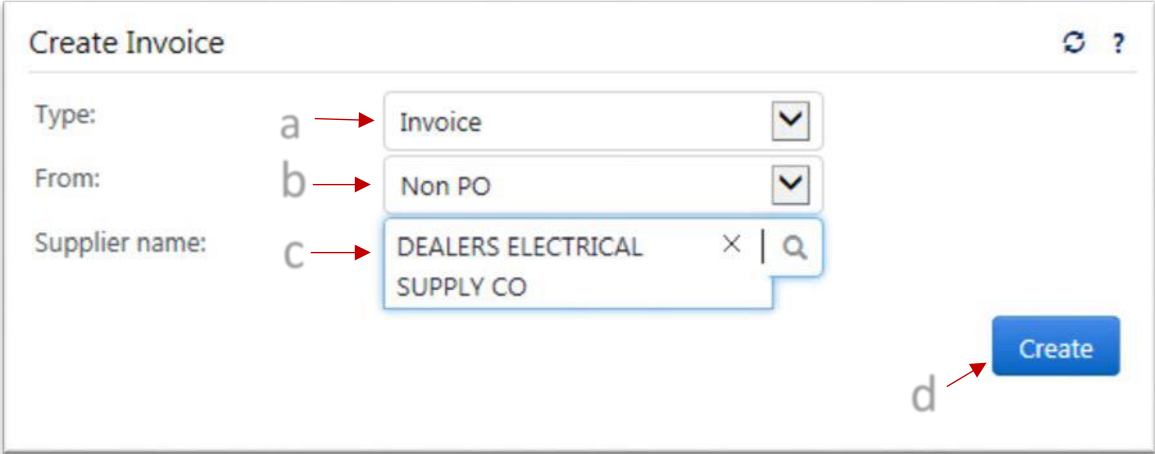
# How to create a non-PO based invoice

1. Go to the AP homepage



2. Create Invoice

- **Type** – Invoice
- **From:** Non PO
- **Supplier Name** - Enter the supplier name and select the vendor
- **Create** – Select



### Required Invoice Fields

- 1. **Supplier Invoice No** - 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
- 2. **Invoice Date** - Enter the date exactly as it on the vendor invoice, if you are processing an employee reimbursement enter today's date
- 3. **Remit to Location List** - It is CRITICAL that you select the correct remit to address, if the address you need is not listed send a comment on the document to [vendorhelp@tamu.edu](mailto:vendorhelp@tamu.edu) to have the address added **before** you continue. Just leave this in your drafts until you hear back from Vendorhelp.
- 4. **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). This is critical due to it is one of the dates that is used to calculate prompt payment interest.
- 5. **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. This is critical due to it is one of the 3 dates that is used to calculate prompt payment interest
- 6. **Tax 1** – Members have the option to enter sales tax to have it route to a sales tax folder for a specialist to review if it is appropriate to pay the tax and if not then they can contact the vendor to issue internal credit to remove the sales tax from the AR. Or the member can decide to short pay the invoice and not enter the sales tax, but the invoice creator will need to contact the vendor to sure the issue an internal credit for the sales tax.
- 7. **Shipping** – Review the invoice to see if shipping needs to be added.
- 8. **Handling** – Review the invoice to see if handling needs to be added.
- 9. **Save**

The screenshot shows the 'Invoice' entry interface. On the left, there are tabs for 'Entry', 'Summary', 'Matching', 'Supplier Messages', 'Comments', 'Attachments', and 'History'. The main form contains the following fields:

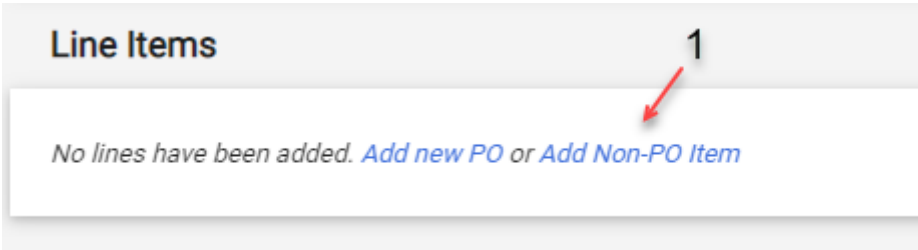
- Supplier Name:** BROWN DARRELL
- Invoice Type:** Invoice
- Invoice Name:** 2021-04-09 702001964 01
- Supplier Invoice No.:** 1443227 (marked with a red '1' and 'Required' error)
- Invoice Date:** 4/9/2021 (marked with a red '2')
- Due Date:** 4/14/2021
- Remit To:** BOX T-0785 STEPHENVILLE, Texas 76402 (marked with a red '3')
- Non-PO Goods Rcvd Date:** 4/9/2021 (marked with a red '4')
- Invoice Rcvd Date:** Empty (marked with a red '5')
- External Note:** 1000 characters remaining
- Internal Note:** 1000 characters remaining
- Discount, tax, shipping & handling:** Allocation: Weighted
- Table:**

	Header-level
Terms Discount	0.00 USD
Discount	0.00 USD
Tax 1	0.00 USD
Shipping	0.00 USD
Handling	0.00 USD

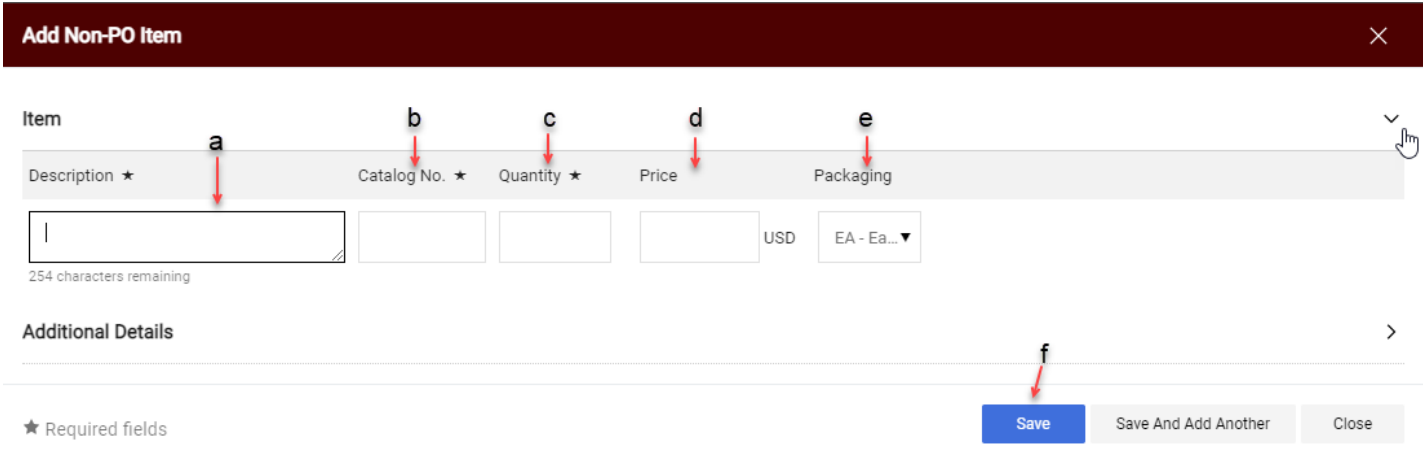
(Tax 1, Shipping, and Handling are marked with red '6', '7', and '8' respectively)
- Special Payment Method:** (dropdown)

On the right, a 'Draft' panel shows a warning: 'Correct these issues. You are unable to proceed until addressed.' It lists 'Required: Supplier Invoice No.' and 'Empty: Invoice Rcvd Date'. Below this is a summary for 'BROWN DARRELL' with a total of 29.38 USD. At the bottom of the draft panel, a 'Save' button is marked with a red '9'.

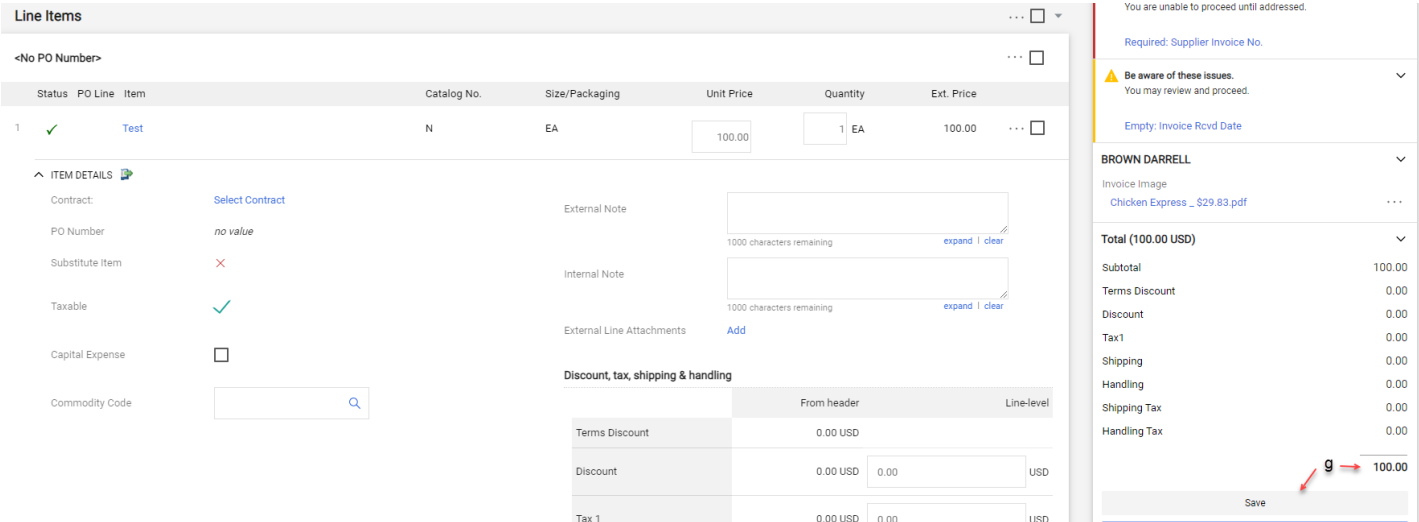
1. Add Non PO item



- a. **Product Description** - Non-po based invoices can be summarized into one line for each category (example: postal/freight services if there are 20 lines on the invoice it is ok to do one line for the total of the invoice). If the invoice has two different categories for example office supplies and then food (coffee, water, etc) then there would need to be two summary based lines \* \*one for the office supplies and then one for the food.
- b. **Catalog No** – Required field but can be N/A
- c. **Quantity**
- d. **Price Estimate**
- e. **Packaging**
- f. **Save or Save and Add Another** if additional line items are needed



g. Total – Verify total then select Save



# Summary Tab

## 1. Select Summary

Invoice ▾ 1

Entry Summary Matching Supplier Messages Comments Attachments 1 History

⚠ The invoice contains one or more non-PO invoice lines. They are excluded from the matching.

General		Addresses		Note/Attachments	
Invoice Type	Invoice	Remit To		External Note	no value
Invoice Number	no value	BOX T-0785 STEPHENVILLE, Texas 76402		Internal Note	no value
Supplier Invoice No.	no value Required	United States 3rd Party Address ID 00-X0205071000		External Attachments	Add
Supplier Name	BROWN DARRELL	Bill To		Internal Attachments	Date Add
Reimburse Vendor ID	no value	no address		↓ Chicken Express _ \$29.83.pdf	4/8/2021
PO business unit	02-Texas A&M University (02)				
PO Department	02-FISC-OPS (02-FISC-OPS)				
Invoice Owner	Kathryn Powell				
Invoice Date	4/9/2021	Payment Information		Discount, Tax, Shipping & Handling	
Discount Date	no value	Non-PO Goods Rcvd Date	4/9/2021	Discount, tax, shipping & handling	
Due Date	4/14/2021	Invoice Rcvd Date	no value Empty	Allocation	Weighted
Terms	0, Net 5	EDM Rcvd Date	no value		
Terms Discount	0.00 USD	Check Number	no value		
Invoice Name	2021-04-09 702001964 01	Check Date	no value		
Order Category	1 - Regular	(MM/DD/YYYY)			

	Header-level
Terms Discount	0.00 USD
Discount	0.00 USD
Tax 1	0.00 USD

## 2. Invoice Attachments

- a. Add Attachments
- b. Select file you wish to attach (multiples are allowed)

### Add Attachments

Attachment Type  File  Link

File(s) \*  Drop files to attach, or browse.

Maximum upload file size: 25.88 MB

★ Required fields

attachments

Include in library ▾ Share with ▾ Burn New folder

Name	Date modified
3813694	7/12/2017 9:13 AM



## Field Descriptions

2. Invoice Name
  - a. This will default with today's date, your UIN and the number of invoices that you have created today
  - b. This can be changed or left as is
3. Supplier Invoice No
  - a. Enter the supplier invoice number EXACTLY as it appears on the invoice, including all punctuation that may be included
4. Invoice Date
  - a. Enter the date exactly as it on the vendor invoice
  - b. If you are processing an employee reimbursement enter todays date
5. Due Date
  - a. This will calculate based on the invoice date and vendor terms
6. Terms
  - a. If the vendor offers an early payment discount you enter that here
  - b. If the vendor terms that pull are not correct contact [vendorhelp@tamu.edu](mailto:vendorhelp@tamu.edu) to have the vendor terms corrected
7. Order Category
  - a. This will pull from your profile but it does not matter what is entered here on non PO based invoices
8. 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
9. Rush the Pymt Process
  - a. This is used when the payment needs to be released before the standard 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
10. Bypass Invoice Allocator
  - a. If you are an allocator this is hardcoded in your profile
  - b. If you DO need the invoice to route to an allocator for review and approval other than yourself you can change this to no
11. Contract Number
  - a. If you have a contract number add it here
12. 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
13. 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
14. Remit to
  - a. It is CRITICAL that you select the correct remit to address

- b. If the address you need is not listed contact [vendorhelp@tamu.edu](mailto:vendorhelp@tamu.edu) to have the address added **before** you continue
15. PO Department
- a. This is going to pull from your ordering department
  - b. This determines what department allocator the invoice will route to
  - c. Do not need to change this unless you are creating the invoice for another department and you have removed the bypass invoice allocator
16. Non PO Goods Rcvd Date
- a. This is the date that you actually received the goods
  - b. This can be a future date (if you are paying for a service period)
  - c. This is one of the dates that is used to calculate prompt payment interest
  - d. CRITICAL that this date be correct
17. Invoice Rcvd Date
- a. This is the date that you actually received the invoice
  - b. If there is no received stamp on the invoice then this needs to be entered as the invoice date
  - c. This is one of the dates that is used to calculate prompt payment interest
  - d. CRITICAL that this date be correct
18. External Note
- a. These notes would be viewable to the vendor if they utilize the Supplier Portal
  - b. 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
19. Internal Notes
- a. This is where you add notes for accounts payable, who to contact to pick up check, why payment is being rushed, etc.
20. Discount Tax Shipping & Handling
- a. Terms Discount
    - i. This will calculate based on the invoice amount and discount terms that are entered
  - b. Discount
    - i. These are discounts that the vendor offers regardless of when payment is issued (higher education discounts, promo discounts etc.)
  - c. Tax 1
    - i. If the vendor invoice includes tax and you do not know if the tax should be paid you enter it here
    - ii. If you know that the tax should NOT be paid then you leave it off
    - iii. This will cause the invoice to route to a tax review step so that we can determine if the tax should be paid
  - d. Shipping
    - i. You can enter the shipping here or include a line item for the shipping
    - ii. If the vendor has offered a terms discount then the shipping should be entered here
  - e. Handling
    - i. Same as shipping above
21. SAVE THE DOCUMENT BEFORE YOU ADD A NON-PO ITEM or you will lose the information you entered above

22. Click Add non-PO item

**Add Non-PO Item** ? X

PO Number

Product Description	Catalog No.	Quantity	Price Estimate	Packaging
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	EA - Each

254 characters remaining expand | clear

[Product Details](#)

[Save and Close](#) [Save and Add Another](#) [Close](#)

23. Product Description

- a. Enter the items that you are purchasing
- b. You can group like items
  - i. Office supplies instead of a line item for pen, paper, folder

24. Catalog No

- a. This is required field but we do not need the catalog number so you can enter what you would like here

25. Quantity

26. Price Estimate

27. Select Save and Close or Salve and Add Another until all items have been added

28. Click on the Buyer Invoice tab OR the Review tab

Accounts Payable > Invoices and Receipts > Search for Invoices > Advanced Manual Entry - Supplier Invoice No. test (Doc. No. 34692035) Logout

Invoice Number: test Supplier Account No. KFF VENTURE

Supplier Invoice No. KFF VENTURE Supplier Name

Available Actions: Add Comment Go

**Errors**

- Invalid value: Account Code: Discount
- Invalid value: Account Code: Early Payment Discount

This is a partial list of errors/warnings. Click here to see all (29)

View Simple Manual Entry

**Detailed Manual Entry** Buyer Invoice Approvals Matching Comments Attachments (15) History

29. Attach the invoice in the internal attachments

Detailed Manual Entry Buyer Invoice Approvals Matching Comments Attachments History

**Summary** General Discount, Tax, Shipping & Handling Codes

Hide header Hide value descriptions

Invoice Type	Invoice Number	Supplier Invoice No.	Supplier Name	PO Department	Invoice Date	Discount Date	Due Date	Terms
Invoice	no value	a5df5a	DEALERS ELECTRICAL SUPPLY CO more info...	02-FISC-OPS (02-FISC-OPS)	1/29/2017	no value	2/25/2017	0, Net 27

Addresses	Note/Attachments
<b>Remit To</b> PO BOX 2535 WACO, TX 767022535 United States Address Id 02-17419721206 3rd Party Address ID 02-17419721206	External Note no note Internal Note no note External Attachments Add Attachments <b>Internal Attachments</b> Add Attachments

**Bill To** no address

30. Enter the account number(s)

**Codes** ?

LINE	Fiscal Year	Member ID	Department Code	Account Code	Department Code Final Approver	Class Code	Object Code	Special Routing1	Report Reference C	Report Reference D
2017	02	Texas A&M University	02-FISC-OPS - 02-FMO - Accounting Operations	02-271300-21000 A/R & General Accounting	02-FISC-OPS - 02-FMO - Accounting Operations	no value	no value	no value	no value	no value

Add alternate distribution for Discount Go

View/edit by line item...

- a. If needed you can override the object code that will pull based on the commoditycode that FMO will assign
- b. Report Reference C
  - i. This a free text field

- ii. This information is not in FAMIS
  - iii. This is searchable in AggieBuy
  - iv. This is searchable in the Data Warehouse
- c. Report Reference D
- i. This a free text field
  - ii. This information is not in FAMIS
  - iii. This is searchable in AggieBuy
  - iv. This is searchable in the Data Warehouse

31. Verify information entered and Complete

