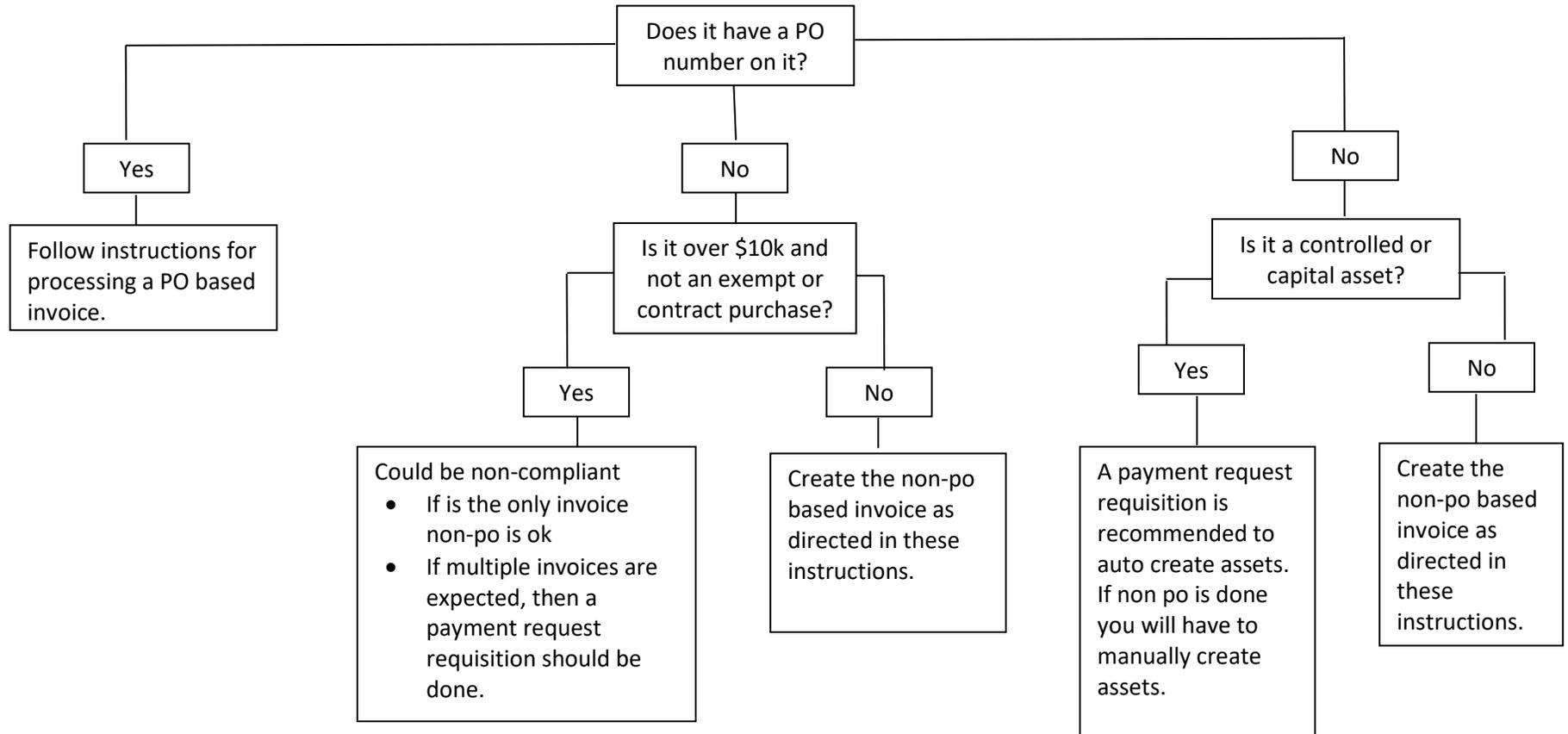


Non-PO Based Invoices

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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
 - 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...](#)

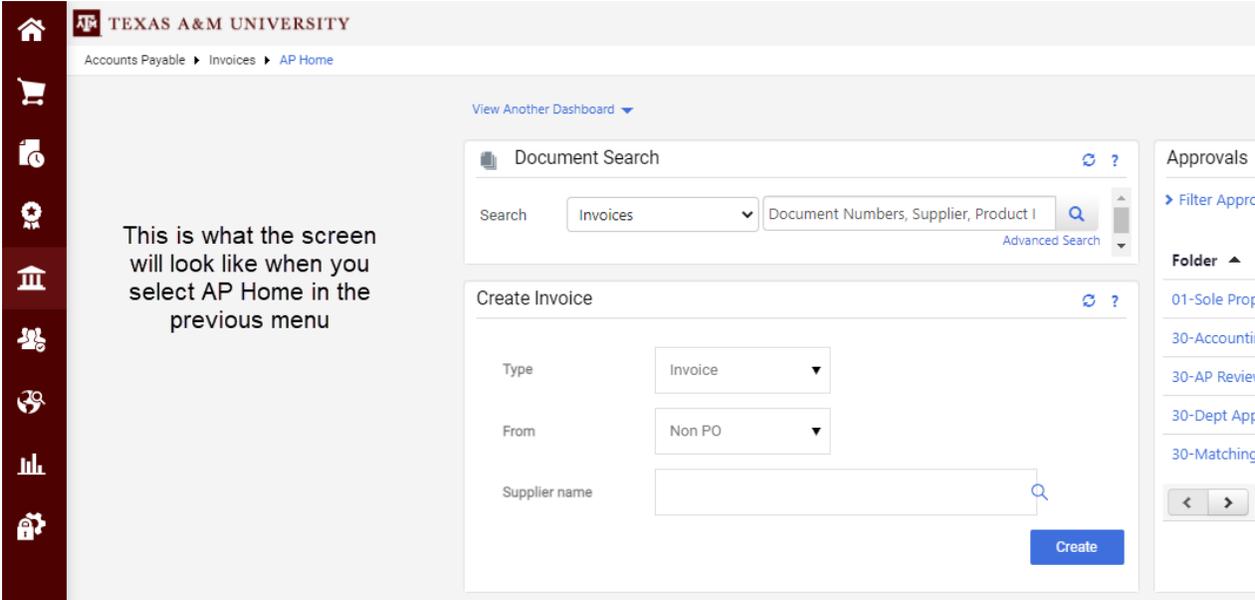
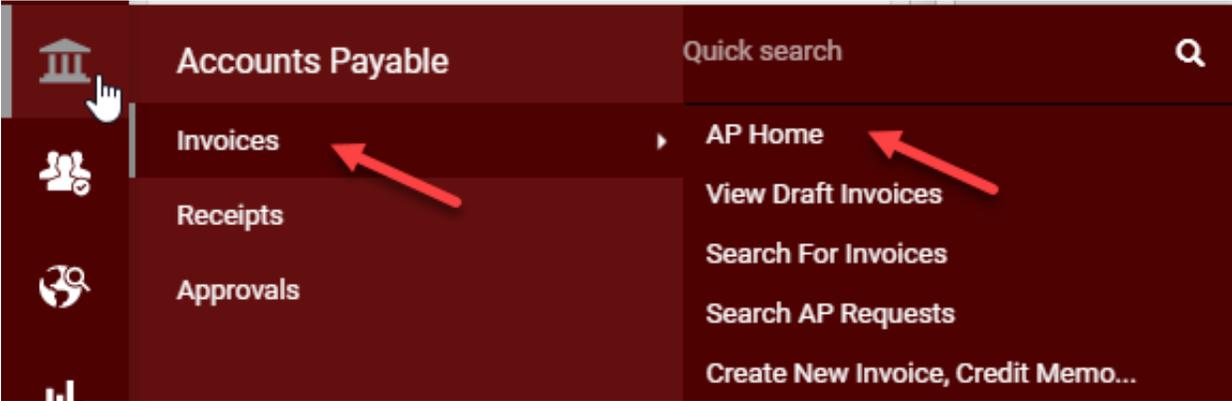
1000 characters remaining

Attach file to this document (optional):

Attachment Type	File ▼
File Name	
File	<input type="button" value="Choose File"/> No file chosen

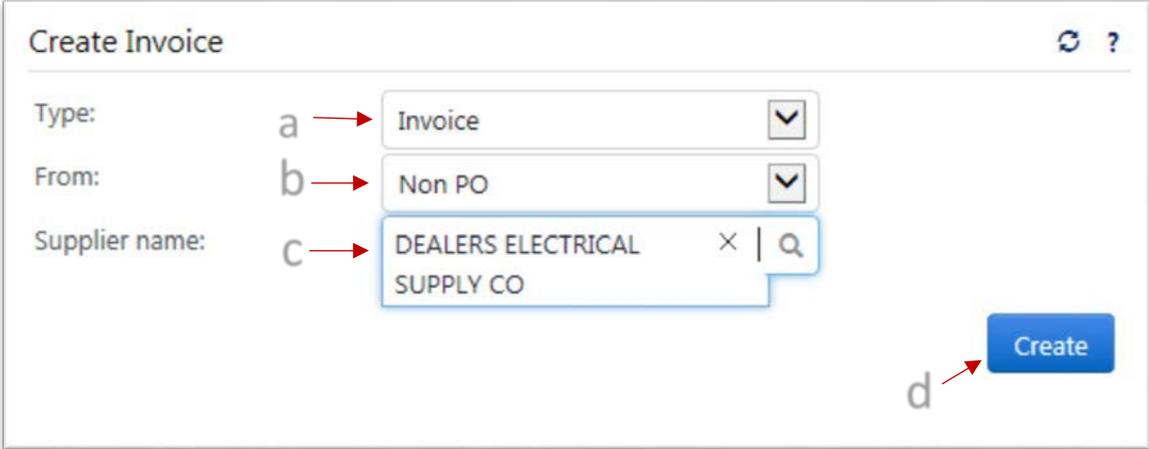
How to create a non-PO based invoice

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

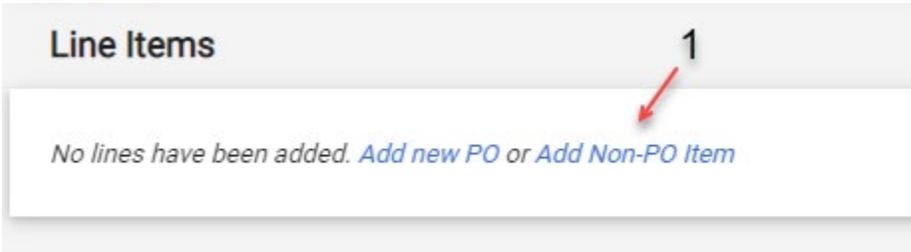
- Supplier Invoice No** - Enter the supplier invoice number EXACTLY as it appears on the invoice, including all punctuation that may be included. If there is no supplier invoice number you can use the invoice number that AggieBuy creates for each invoice. This will always be a unique number and prevent any duplicate errors
- Invoice Date** - Enter the date exactly as it on the vendor invoice, if you are processing an employee reimbursement enter today's date
- 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 to have the address added **before** you continue. Just leave this in your drafts until you hear back from Vendorhelp.
- 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.
- 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 dates that is used to calculate prompt payment interest
- 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.
- Shipping** – Review the invoice to see if shipping needs to be added. Add it here but first check to be sure shipping is not listed under Line Item Details as a Product Description.
- Handling** – Review the invoice to see if handling needs to be added. Add it here but first check to be sure shipping is not listed under Line Item Details as a Product Description.
- Save**

The screenshot shows the 'Invoice Entry' form for 'BROWN DARRELL'. The form is divided into several sections: Supplier Information, Remit To, Invoice Details, Billing Address, External Attachments, PO business unit, Invoice Owner, Reimburse Vendor ID, and Discount, tax, shipping & handling. A 'Draft' sidebar on the right contains a 'Save' button and a 'Complete' button. Red arrows and numbers 1 through 9 point to specific fields: 1. Supplier Invoice No. (1443227), 2. Invoice Date (4/9/2021), 3. Remit To (United States), 4. Non-PO Goods Rcvd Date (4/9/2021), 5. Invoice Rcvd Date (Empty), 6. Tax 1 (0.00 USD), 7. Shipping (0.00 USD), 8. Handling (0.00 USD), and 9. Save button.

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

Total (29.38 USD)	
Subtotal	29.38
Terms Discount	0.00
Discount	0.00
Tax1	0.00
Shipping	0.00
Handling	0.00
Shipping Tax	0.00
Handling Tax	0.00
Total	29.38

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		Internal Note	no value
Supplier Invoice No.	no value Required	STEPHENVILLE, Texas 76402		External Attachments	Add
Supplier Name	BROWN DARRELL	United States		Internal Attachments	Date Add
Reimburse Vendor ID	no value	3rd Party Address ID 00-X0205071000		↓ Chicken Express _ \$29.83.pdf	4/8/2021
PO business unit	02-Texas A&M University (02)	Bill To	no address		
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		Header-level
Terms Discount	0.00 USD	Check Number	no value	Terms Discount	0.00 USD
Invoice Name	2021-04-09 702001964 01	Check Date	no value	Discount	0.00 USD
Order Category	1 - Regular	(MM/DD/YYYY)		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 today's 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 abvendorhelp@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 abvendorhelp@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

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	edit	Addresses	Note/Attachments
Invoice Number	no value		Remit To	External Note no note edit
Supplier Invoice No.	a5df5a		PO BOX 2535	Internal Note no note
Supplier Name	DEALERS ELECTRICAL SUPPLY CO more info...		WACO, TX 767022535	External Attachments
PO Department	02-FISC-OPS (02-FISC-OPS) edit		United States	Add Attachments
Invoice Date	1/29/2017		Address Id 02-17419721206	Internal Attachments
Discount Date	no value		3rd Party Address ID 02-17419721206	Add Attachments
Due Date	2/25/2017		Bill To	
Terms	0, Net 27		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	edit
	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

