AggieBuy Accounts Payable Topics

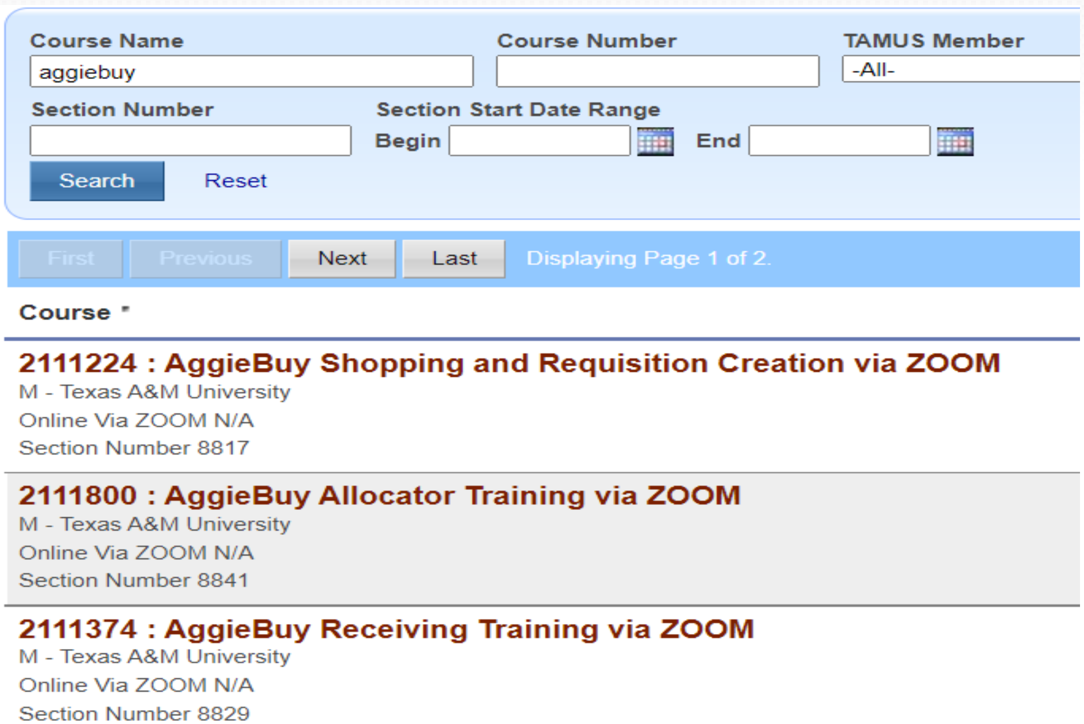
What is AggieBuy?

- TEES utilizes a software system called AggieBuy for purchasing and invoice processing. Invoices and payment requests are initiated and created within AggieBuy, which is fully integrated with FAMIS.

- This course is designed for employees already familiar with creating AggieBuy requisitions and non-PO based invoices and want to follow the document through to the paid invoice process and understand other aspects of accurate invoice processing.

AggieBuy Courses Available

- Courses are offered monthly
- Review TrainTraq for current training dates



Today's Class Objectives

- Understand the fundamentals of invoice payments
- Understand non-PO "vendor" invoice setup and employee reimbursements (including numbering schematic)
- Understand non-reimbursement payments to individuals and other expense types with specific requirements
- Understand how to review invoices in AggieBuy and FAMIS
- Understand the importance of receiving properly
- Understand the resources on the A/P website

Invoice Fundamental Basics

- An invoice is a demand for payment presented by the vendor in exchange for a good or service.
- An invoice provides
  - name and remit to address of the vendor,
  - description of the goods or service provided,
  - amount owed,
  - invoice number and invoice date (usually).
- Invoice must be itemized and original.
- *Do not enter statements, quotes, banquet checks, or other non-invoices into AggieBuy – contact the vendor for an original invoice.*
- Invoices and receipts must be “date stamped” upon arrival at the department.

Expenditure Grid

- Understand what types of expenses can be paid on TEES funds
- Understand what accounts you can use for various expense categories
- For example, by reviewing the grid, you will see that alcohol can only be paid for only on specific account ranges

EXPENDITURE GUIDELINES GRID

TEXAS A&M ENGINEERING EXPERIMENT STATION

Note: This document serves as a general guideline to assist divisions in voucher preparation. It does not constitute an official audit or compliance document. All expenditures on TEES fund sources remain subject to fiscal audit and compliance. Any reimbursement for expenditures not specifically listed on this grid will be reviewed by TEES on a case-by-case basis and could be subject to limitations on only certain funding sources. Sponsor approval does not supersede TEES review and approval. EXPENDITURE	General Revenue, State Account 1xxxxx except next column	State Rider Appropriations 133-135xxx, 160-163xxx, 170xxx	PUF 26xxxx	Incentive 230xxx-234xxx, 239xxx	Startup and Initiatives 220xxx, 222xxx-225xxx, 235xxx	Local Development 208xxx, 221xxx	Service Accounts 27xxxx (int) and 28xxxx (ext)	Cost Sharing (Matching) 210xxx	Contract Research 4xxxxx-5xxxxx	Consortia 258xxx	Short Course / Membership 207xxx, 250xxx-254xxx	Endowment 246xxx-247xxx	Fixed Price Balance 211xxx-212xxx	Restricted Gift 6xxxxx	Unrestricted Gift 206xxx	Admin 205xxx	Royalty and Misc Income 201xxx-202xxx
Alcoholic Beverages (official events)	No	No	No	No	No	No	No	No	No	Rel	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Alumni/Industry Liaison Activities	No	No	No	No	No	No	No	No	No	No	Yes	Yes	Yes	Yes	Yes	No	Yes
Athletic/Event Tickets (official events, not gifts)	No	No	No	No	No	No	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Centrex Cell Phone (follow System Policy 25.99.09)	No	Rel	No	Yes	Yes	Yes	Rel	A	Srs	Rel	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Conference Registration Fee	No	Rel	No	Yes	Yes	Yes	Yes	A	Srs	Rel	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Consultants (additional requirements apply - contact TEES Purchasing)	G	G	No	G	G	G	G	G	G	G	G	G	G	G	G	G	G
Contracted Services/Professional Services (requires professional service form)	No	Rel	No	Yes	Yes	Yes	Rel	A	Srs	Rel	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Vendor Selection and Remit To

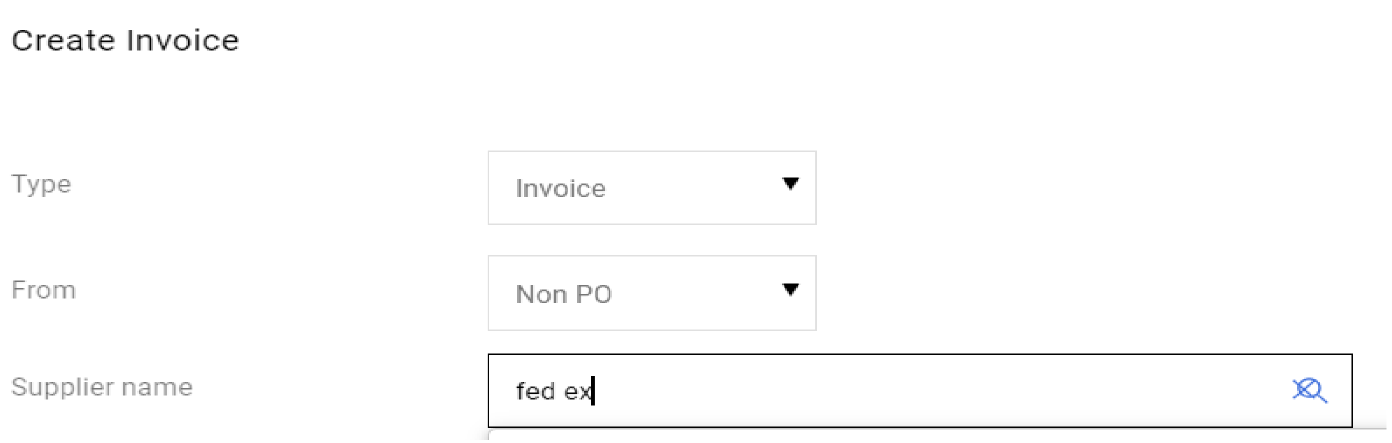
- Select accurate vendor (e.g., TAMU and TAMUS are not the same).
  - No one can correct the vendor once selected.
  - Invoice must be canceled (rejected) and you will need to start over if it is submitted into routing.

- Select correct remit to address to match invoice.
  - If you need a remit to address not available in AggieBuy, then send a comment within AggieBuy to Vendor Help. Make sure your invoice is already attached as an internal attachment. (Remember, you will send comment before submitting into routing.) After Vendor Help responds (also AB comment), you will select the correct address and submit into routing.

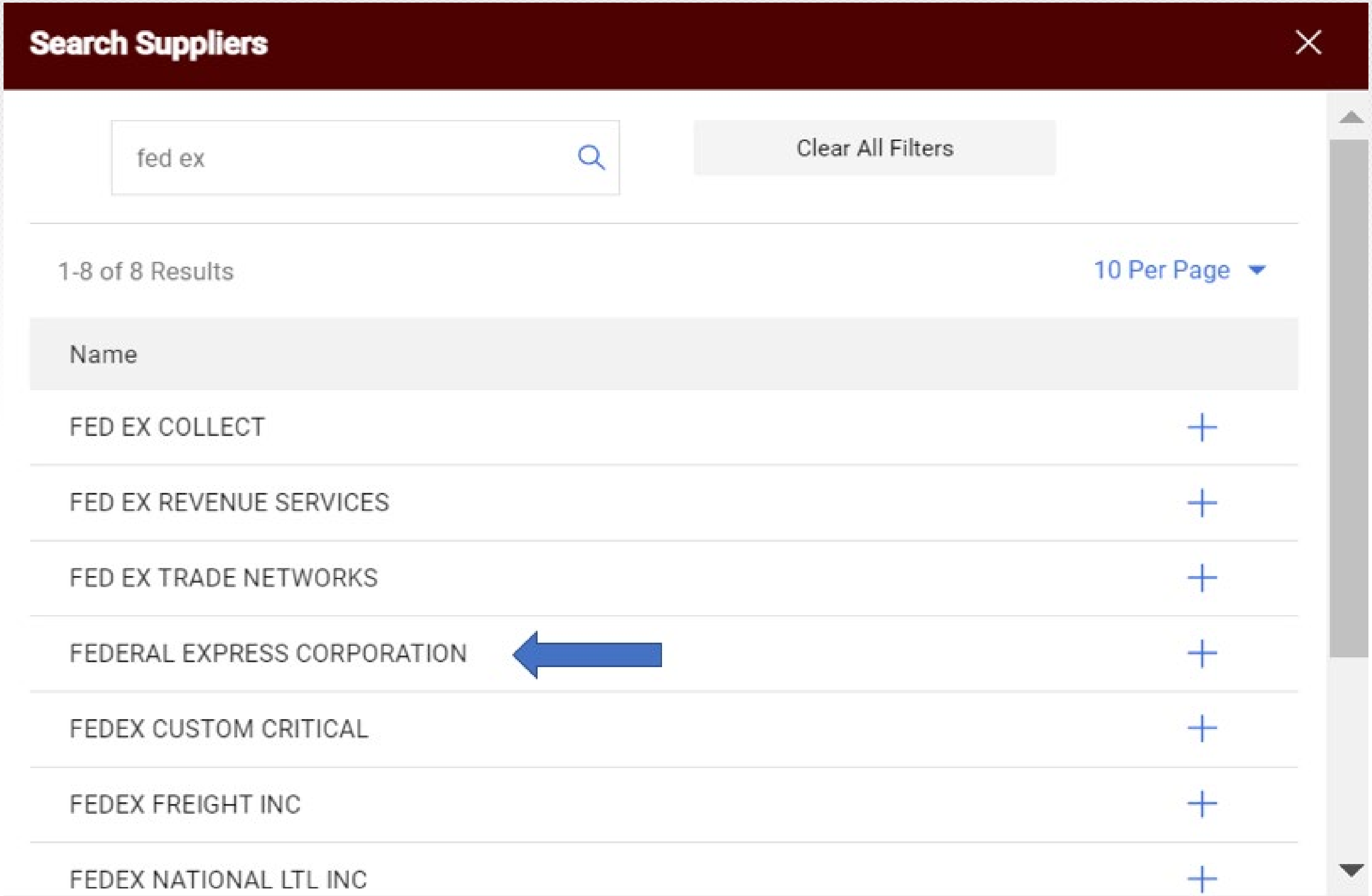
- If your vendor is not setup at all:
  - Instructions are available on the A/P website, vendor setup tab.
  - Do not start the invoice if the vendor is not available.

Federal Express

- When you type “Fed Ex” in the search and click the magnify glass there are a lot of choices (see next slide)
- Look at the invoice vendor name to make a proper selection for your situation.
- The typical selection is Federal Express Corporation.



Fed Ex Choices



Fed Ex Freight vs Fed Ex Invoices

- Notice when Fed Ex Freight needs to be paid, "Freight" is in the vendor name:

FedEx Freight

Remittance Advice
PLEASE RETURN THIS PORTION WITH YOUR PAYMENT
Payment Due From Account # 626694802

Send to: DEPT CH PO BOX 10306
PALATINE IL 60055-0306

FREIGHT BILL NUMBER
4372803002

- This is a "regular" Fed Ex invoice:

Detailed descriptions of surcharges can be located at fedex.com

To ensure proper credit, please return this portion with your payment to FedEx.
Please do not staple or fold. Please make check payable to FedEx.
☐ For change of address, check here and complete form on reverse side.

Invoice Number	Account Number	Amount Due
6-177-23964	1187-4641-4	USD $29.07

Remittance Advice
Your payment is due by Jun 24, 2018

118746416177239644700000290742

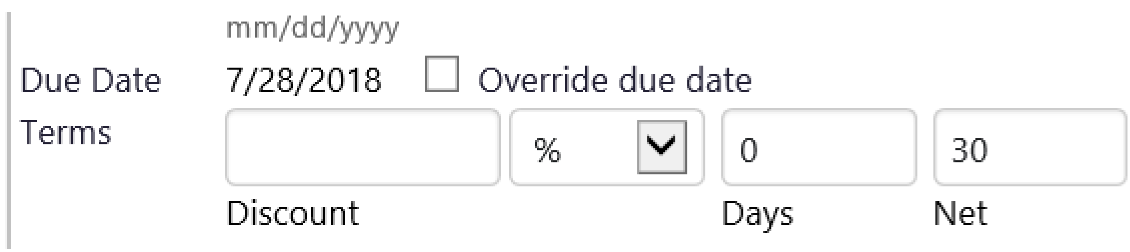
TEXAS A&M UNIV-COLLEGE STATION
3003 TAMU
COLLEGE STATION TX 77843-0001

FedEx
P.O. Box 371461
Pittsburgh PA 15250-7461

Payment Scheduling

AggieBuy schedules ALL payments

- Based on vendor invoice date and due date terms
- Term is 30 days from invoice date for most vendors (default)
- Term is 5 days on employees / students
- If vendor offers discount, term can vary



Payment Scheduling
for Vendor Offering Discount

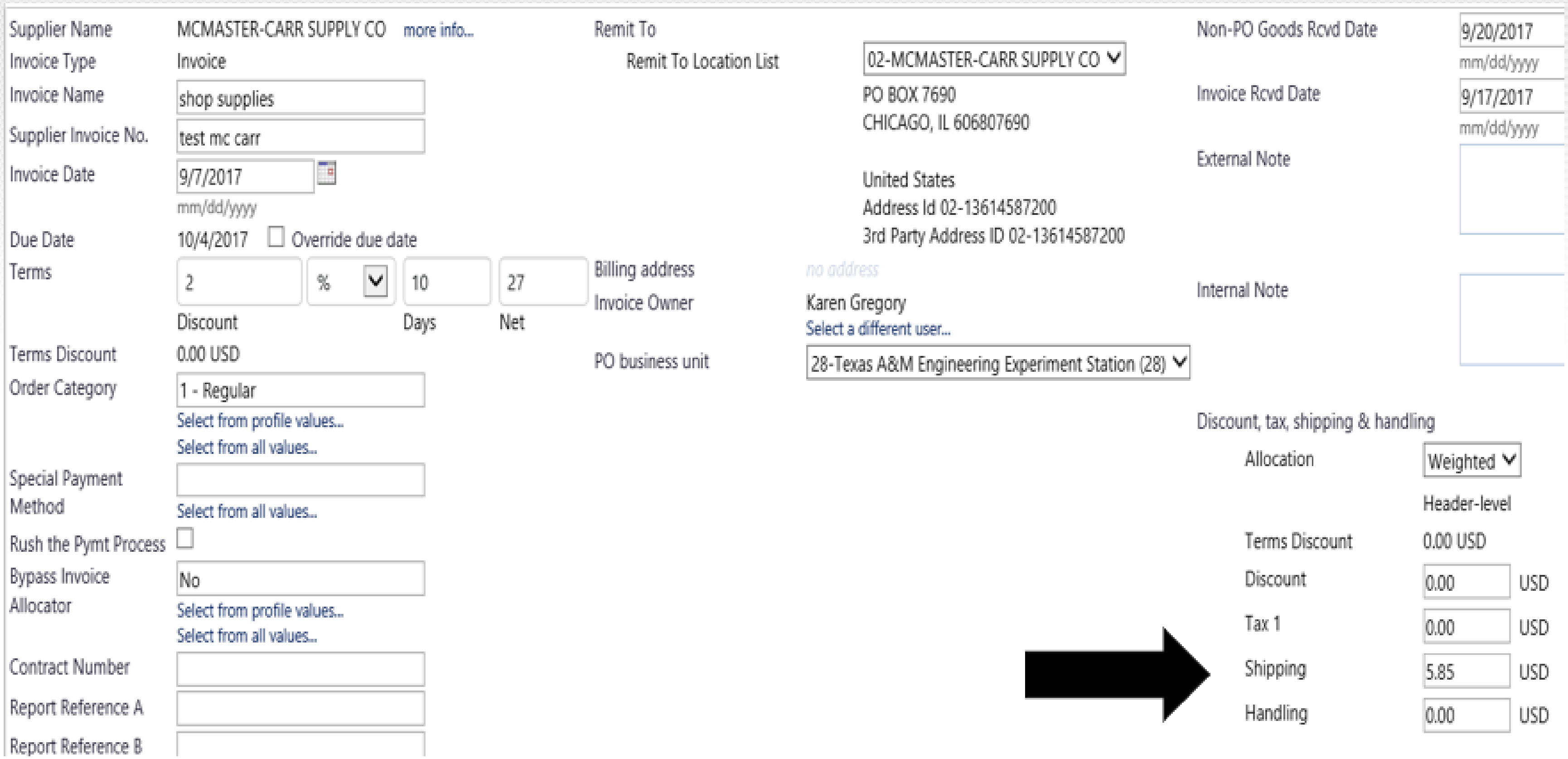
If vendor offers discount terms, it might already be on the vendor file.

- i.e., McMaster-Carr
- You can add terms if needed (either % or dollar) *as long as receiving a discount*

Discount Terms

- Many vendors that offer discounts will have the terms automatically applied through vendor table, such as McMaster-Carr.
- Setup the invoice for the full invoice amount, not the expected discount.
- If the invoice gets fully approved in AggieBuy and posted to FAMIS by the discount date, the discount will be automatically taken.
- Often the discount does not apply to shipping so be sure to break that out separately (not as a non-PO line item) – see next slide.

Notice Where to Add Shipping Amount



Prompt Pay Interest (PPI)

- Due when we don’t pay our vendors (employees, students and state agencies excluded) within 30 days of the latest of the following three dates
  - Invoice date (what we schedule based on)
  - Invoice receipt date (must be same or later than invoice date)
  - Goods/service received date

- We will discuss entering accurate dates later – this is a big reason why!

- PPI is 5.75% in fiscal year 2023. For more information on rates see this state website

Advance Payments

- As a general rule we pay vendors **<u>after</u>** we have received the goods.
- If a down payment is required by the vendor, that needs to be commented in the PO (or on the invoice).
- Unless there is business advantage such as a cost discount, receive something more for extra years, etc., we only pay for services for one year (not multiple) – i.e., memberships or subscription services.

Changing Business Unit on non-PO Based Invoices

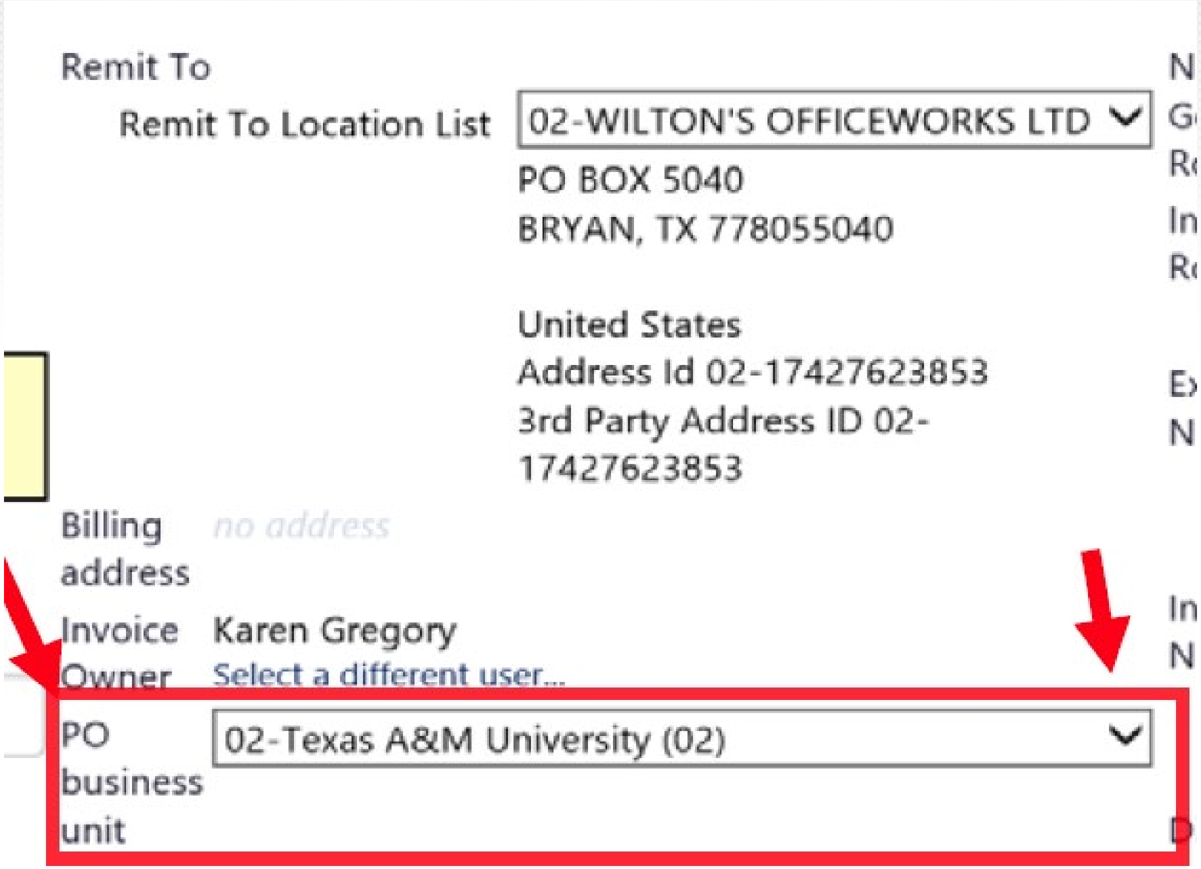
- COE and other personnel associated with TAMU, need to change the PO business unit from 02 to 28 on 100% TEES (28) fund invoices.

- This change will ensure that the invoice routes to the proper back-office stops.

- On a non-PO based invoice, make sure you do not change the invoice owner field.

- Detailed instructions here.

"PO Business Unit" Field on Non-PO Invoices



Change Business Unit on Requisitions as well

- It is not as simple on requisitions but just as important.
- Please review these detailed instructions for steps and screenshots.

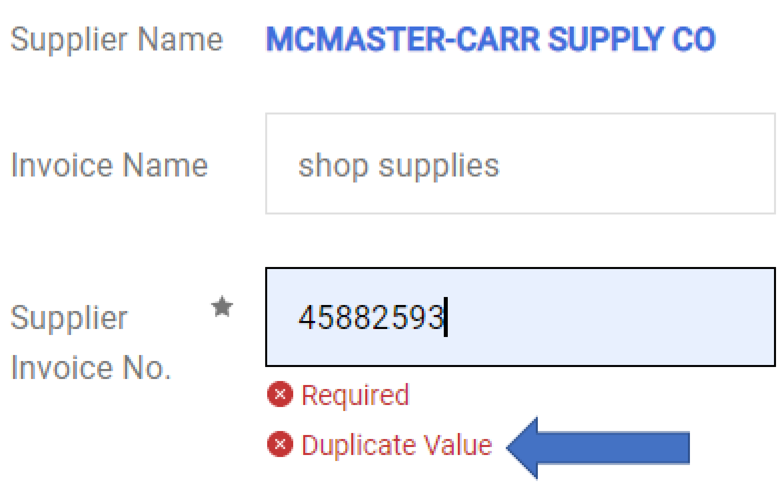
Who Can Prevent Duplicate Payments?

YOU Can!

- Make sure that the invoice has not already been paid (i.e., the invoice shows an outstanding balance).

- Do not put through AggieBuy an invoice that was paid on a TEES / TAMU Payment Card.

- If AggieBuy gives you a duplicate value error (below), make sure you research before just adding an “A” to the end! (comments are helpful).



Duplicate Paid Invoices

- Let's look at a couple of examples of invoices that were put in AggieBuy to be paid.

- Can you tell why they should not have been created in AggieBuy?

PERRY office plus

Your workday just got better.

1401 North 3rd
TEMPLE, TX 76501
Phone: (254) 778-4755

Invoice IN-1263866

Customer Account ......: 157551
Customer Phone # ......: 979-845-7551
Department ....: -
Invoice Date ....: 1/23/2017
Sales Order ....: SO-1271965
Order Date ....: 1/20/2017
Payment Terms ....: *Due by the 10th of the month following purchase.*
Payment Method ....: CreditCard
Page ....: 1 of 1

Bill To:

Ship To:

Contact Name:R

Customer PO #:

Item Number	Description	Ordered	Shipped	B/O	U/M	Price	Ext Amount
XER106R01628	TONER,F/PH 6010,MG	1	1		EA	87.42	87.42

Sign Here: ______________________

Subtotal:	87.42
Freight:	0.00
Sales Tax:	0.00
Total:	87.42
Deposit:	0.00
Amount Due:	87.42

* See our Credit/Return policy at www.perryop.com/returns

PLEASE DETACH THIS PORTION AND RETURN WITH PAYMENT.
PLEASE BE SURE TO INCLUDE YOUR CUSTOMER NUMBER ON YOUR CHECK.

Invoice #: IN-1263866
Total Amount Due: 0.00
Customer Name ....:

Customer Account # : 157551
Invoice Due Date ...: *Due by the 10th of the month following purchase*

PLEASE REMIT PAYMENT TO:
PERRY OFFICE PLUS
P.O. BOX 1200
TEMPLE, TX 76503

Thank you for your Business!

PERRY *office plus*

Your workday just got better.

1401 North 3rd
TEMPLE, TX 76501
Phone: (254) 778-4755

Invoice IN-1263866

Customer Account ......: 157551
Customer Phone # ......: 979-845-7551
Department ....: -
Invoice Date ....: 1/23/2017
Sales Order ....: SO-1271965
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Sign Here: ______________________

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Invoice #: IN-1263866
Total Amount Due: 0.00
Customer Name ....:

Customer Account # : 157551
Invoice Due Date ...: *Due by the 10th of the month following purchase*

PLEASE REMIT PAYMENT TO:
PERRY OFFICE PLUS
P.O. BOX 1200
TEMPLE, TX 76503

Thank you for your Business!

Membrane SPECIALISTS

Membrane Specialists LLC
2 Rowe Court
Hamilton, OH 45015
USA
www.membranespecialists.com

Invoice

Invoice Number: 3756

Invoice Date: Jul 11, 2016

Page: 1

JUL 18 2016

Sold To:

Ship to:

Customer ID	Customer PO	Payment Terms	
TEXASU100		e credit card	
Job ID	**Shipping Method**	**Ship Date**	**Due Date**
S7210	UPS Ground	7/11/16	8/10/16

Ordered	Shipped	B/O	Item	Description	Unit Price	Total Price
1.00	1.00		XP301/04/S/A19	XP301 4ft unpotted A19 Tubes. Experimental MF membrane at 0.4 microns. Includes special A19 tubeseals	279.92	279.92
1.00	1.00			Freight terms: FOB Hamilton, OH. Prepay and add.	28.81	28.81

	Subtota	308.73
	Sales Tax	
	Total Invoice Amoun	308.73
088576	Payment Received	308.73
	TOTAL (US Dollars)	0.00

Thank You!

For questions about this invoice please call 513-860-9490

Membrane SPECIALISTS

Membrane Specialists LLC
2 Rowe Court
Hamilton, OH 45015
USA
www.membranespecialists.com

Invoice

Invoice Number:
3756

JUL 18 2016

Invoice Date:
Jul 11, 2016

Page:
1

Sold To:

Ship to:

Customer ID	Customer PO	Payment Terms	
TEXASU100		:e credit card	
Job ID	**Shipping Method**	**Ship Date**	**Due Date**
S7210	UPS Ground	7/11/16	8/10/16

Ordered	Shipped	B/O	Item	Description	Unit Price	Total Price
1.00	1.00		XP301/04/S/A19	XP301 4ft unpotted A19 Tubes. Experimental MF membrane at 0.4 microns. Includes special A19 tubeseals	279.92	279.92
1.00	1.00			Freight terms: FOB Hamilton, OH. Prepay and add.	28.81	28.81

	Subtota	308.73
	Sales Tax	
	Total Invoice Amoun	308.73
088576	Payment Received	308.73
	TOTAL (US Dollars)	0.00

Thank You!

For questions about this invoice please call 513-860-9490

Axner Pottery Supply
14400 Lomitas Avenue
City of Industry, CA 91746
626/330-0631 FAX 626/333-7694

1 of 1	315829		10/13/17	TAMU
INVOICE			Work Order No. 136623	Back Ord No. 0

SOLD TO
TAMU
[redacted]

SHIP TO
TAMU
[redacted]

Date Shipped	Purchase Order No.	Ship Via	F.O.B.	Terms
10/12/17	AX 59997	GROUND	DELIVERY POINT	MASTERCARD

Buyer	Date Requested	Location	Salesperson	Territory
MICAH-DI	10/11/17	00001	AXNER	OUT STATE-CA

Item No.	Description	Quantity Ordered	Quantity Back Ord	Quantity Shipped	Unit Price	Gross Amount	Tax
RF423	BRICKS SOFT K-23, 2-1/2" STRAIGHT, EACH (12 PER CASE)	5		5	4.600	23.00	
PAC	PACKING & HANDLING CHARGE SHIPPING EST $26.61	1		1	3.950	3.95	
TY	THANK YOU FOR THE ORDER! [redacted]	1		1		0.00	

PAID BY CREDIT CARD

Sub total	Freight	Net Weight	
26.95	18.19	9.50	43.14

save time, money, mistakes fax or email your order!

1.5% monthly finance charge on all past due accounts

Invoice No. 315829

Please Remit This Amount

You Should Now Understand These Invoice Fundamentals

- Eligible account selection
- Proper vendor selection
- Payment scheduling and interest
- Changing business unit in AggieBuy for proper routing
- Duplicate payments

Understanding
Non-PO Invoice Setup

Vendor Payments
and
Employee Reimbursements

Where Should the Vendor Send an Invoice?

It depends!

- Invoices for purchases not initiated through AggieBuy (non purchase orders) are mailed directly to the department and must be entered as non-PO based invoices (if not already paid by a credit card!) or created against a contract.

- Remember, purchase orders need to have the invoice entered by TEES Accounts Payable (A/P) on CC28 funds.
  - The invoice should come directly to A/P from the vendor.

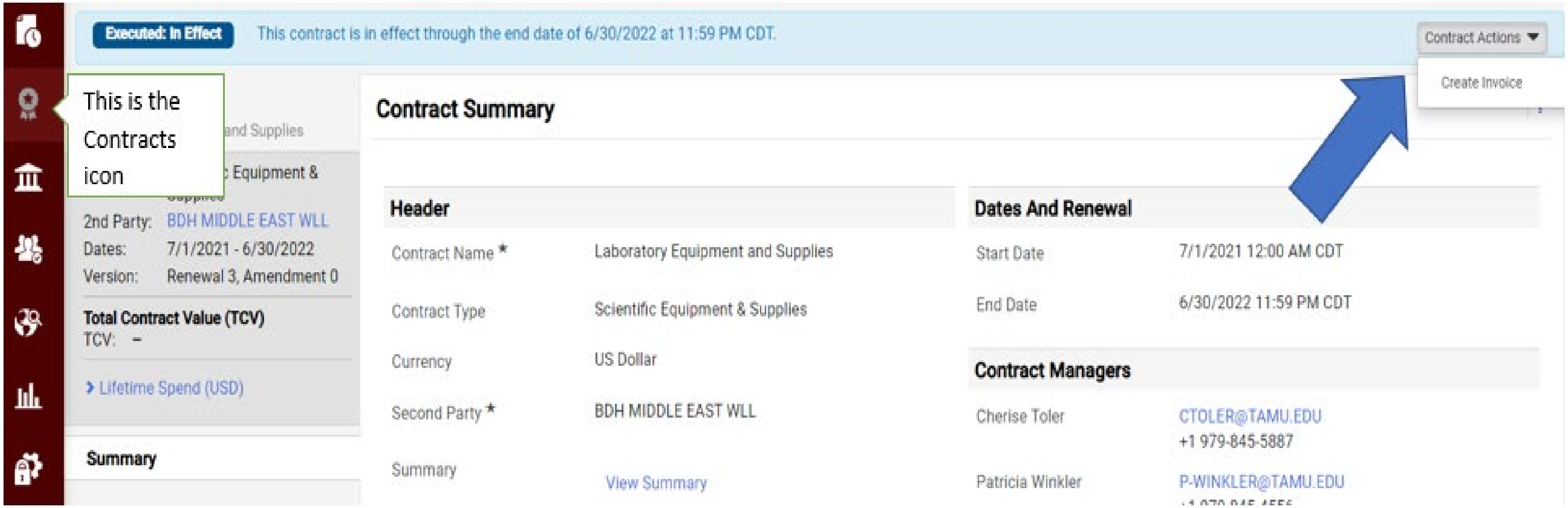
  - If the vendor sends to the department, add comment in AB (and send the comment!) and attach. Detailed instructions are on our website.

Invoices Against a PO

- Since the department approved the requisition, **invoice** will not route to department for approval unless the invoice is for more dollars than the original PO, on a line-item basis.
- Examples
  - Overages on copiers,
  - Shipping,
  - Individual line items are higher.
- Do not approve the invoice if you are not okay with the extra expense
  - Contact vendor for a credit memo if needed.

Invoices Against Contracts

- If instead of setting up a PO, you are paying from an AggieBuy contract, make sure you know your contract # (ask Purchasing if you don't) and create your invoice from the "Contracts" icon, not the "Accounts Payable" icon.



Non-PO Based Invoices

- Used in situations when a punchout, contract, hosted catalog, or non catalog requisition was NOT done.
- Vendor mails invoice to department and department creates the invoice directly into AggieBuy.
- Follow these detailed instructions.
- Don't forget to attach the invoice (or receipts) in "internal attachments".
- *Make sure the invoice does not reference an AggieBuy PO, if it does, do not setup as a non-PO based invoice.*

Review invoices that arrive at the department for a PO number

If you see an AggieBuy PO number, do not setup as a non-PO

OfficeWorks Wilton's
Office Furniture & Supplies

Invoice

DATE	INVOICE #
10/24/2018	148616

P.O Box 5040
Bryan, Tx 77805
979-268-0062
979-268-0311(fax)

www.wiltons.com

BILL TO	SHIP TO
TAMU MECHANICAL ENGINEERING 3123 TAMU COLLEGE STATION, TX 77843-3123	TAMU MECHANICAL ENGINEERING MEOB RM 225 845-1505 ATTN: MICHAEL DOUGLAS

P.O. NUMBER	TERMS	REP	Ship Date	Comments
AB033502	NET 10 DAYS	S/A		

QUANTITY	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT
		PRICING TAKEN FROM HON TCPN		

Orders Placed Outside of AggieBuy (Non-PO)

- Provide the vendor with a purchase order number of
  Member #-Department Code-FAMIS Account #- Support Acct #.

- The Member number and department code are required, the account and support account are optional but recommended.

- For example, if TEES Fiscal placed an order with a vendor, but did not use the AggieBuy PO process, we would provide the following PO # to the vendor at a minimum: 28-FISC, with the recommended format being 28-FISC-205637-00000.

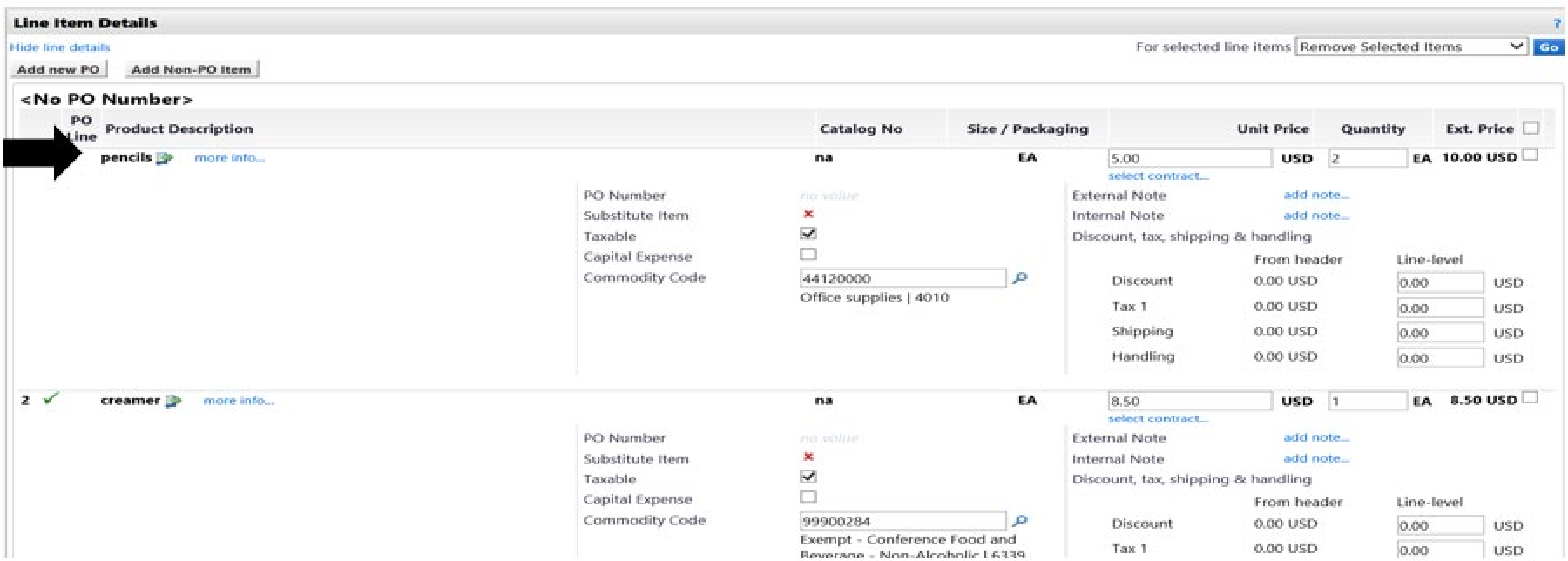
- Helps us quickly identify who the invoice belongs and how it should be funded.

- Increases the efficiency in which these “non-PO” invoices are processed for payment.

Setup Non-PO Line Items

- Add a “Non-PO Item” for each category of expense (supplies vs food vs equipment vs services, etc.) on the invoice.

- If your category of expense is on the frequently used commodity code list, then include the code on that Non-PO Item.



Frequently Used Commodity Cost List (partial)

Frequently Used Commodity Codes for Non PO Based Invoices

For the below categories of expenses, when entering an AggieBuy Non-PO Based Invoice, please include the commodity code within the section "Add Non-PO Item". Click "Product Details" to see your opportunity to enter the code.

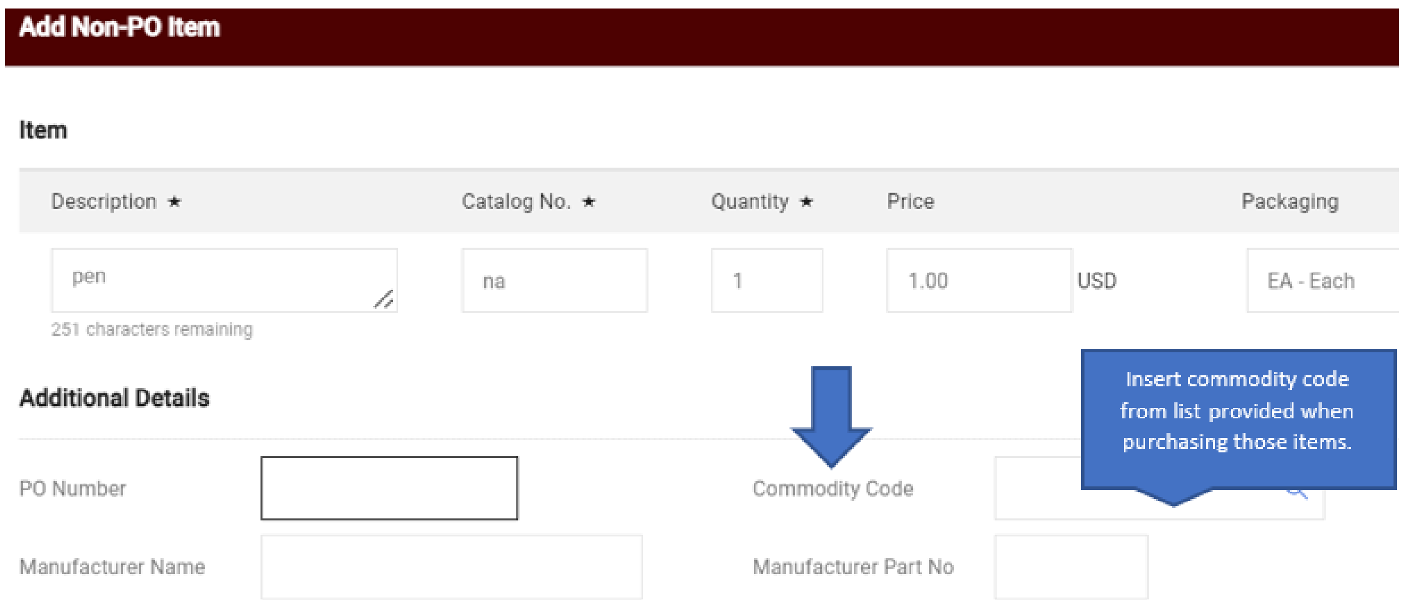
Frequently Used Commodity Codes – Please enter on Non PO Based Invoices

Category	Commodity Code	Object Codes
Office Supplies (includes paper goods and toner)	44120000	4010, 4011, 4020
Research Supplies	99900297	4013
Shop/Industrial/Building Supplies	99900354	4075, 4076
Chemicals and Gases	12000000	4040
Telecommunications – Long Distance	83111502	5110
Telecommunications – Monthly Charge	83111500	5115
Telecommunications – Other Service Charges	83111503	5130
Rental of Containers (and goods/tools/services)	99900097	5810, 5811, 5812, 5813
Freight/Delivery Services	78000000	5650
Postal Services (includes Campus Mail Service)	78102201	5655, 5682
Chemical Instrumentation Services (Materials and Characterization invoices only)	99900352	5684

Food Categories	Commodity Code	Object Codes
Food – Business Meal	99900036	6340
Food – Catering (Service Performed)	99900285	6338
Food – Not Business Meal, Not Catering, Not Sponsored Participant Food	99900284	6339
Alcohol Purchase	50202200	6341
Food – Purchases for Sponsored Participant (If need to be excluded from MTDC)	99900044	6373

Frequently Used Commodity Codes

- For certain categories of expenses, when entering an AggieBuy Non-PO Based Invoice, please include the commodity code – if not on list – skip!
  - Add within the section “Add Non-PO Item”
  - Expand “Additional Details” arrow to see your opportunity to enter the code



- See full list of frequently used codes here

4013 is NOT a Catch All Code!

- If what you have purchased is not a research supply / consumable (i.e., supply that will last less than 1 year with a low cost per unit), please do not code it 4013 (99900297).
- For non-PO based invoices, we ask that you only input a commodity code when that line item it is on the frequently used list.
- TEES A/P will add the proper commodity code when the purchased item is not on the list.
- For requisitions, do not add commodity codes at all. TEES Purchasing will add for you.

Example of Needing to Breakout Line Items

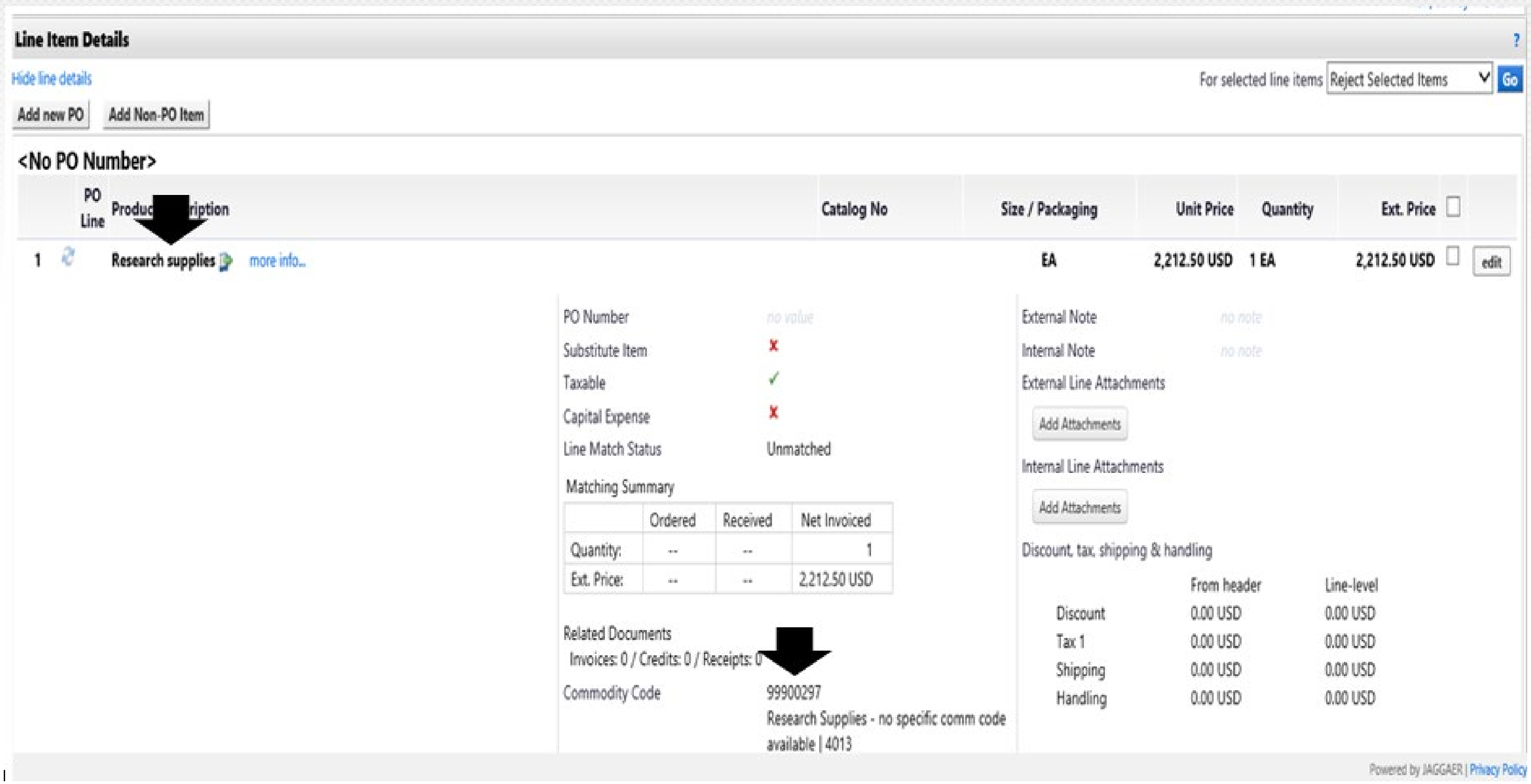
This invoice consists of 1 piece of equipment and 2 consumables:

ITEM	DESCRIPTION	QTY.	UNIT	AMOUNT
1	Zortrax Inkspire 3D printer	1	$ 2,042.50	$ 2,042.50
	Includes 1 bottle of Basic White Resin			$ -
				$ -
2	Basic Grey Resin, 500ml	1	$ 85.00	$ 85.00
				$ -
3	Pigment Free Resin, Basic, 500ml	1	$ 85.00	$ 85.00
				$ -
				$ -

Sub-Total	$ 2,212.50
Tax @ %	N/A
Shipping	Inc
Total	$ 2,212.50

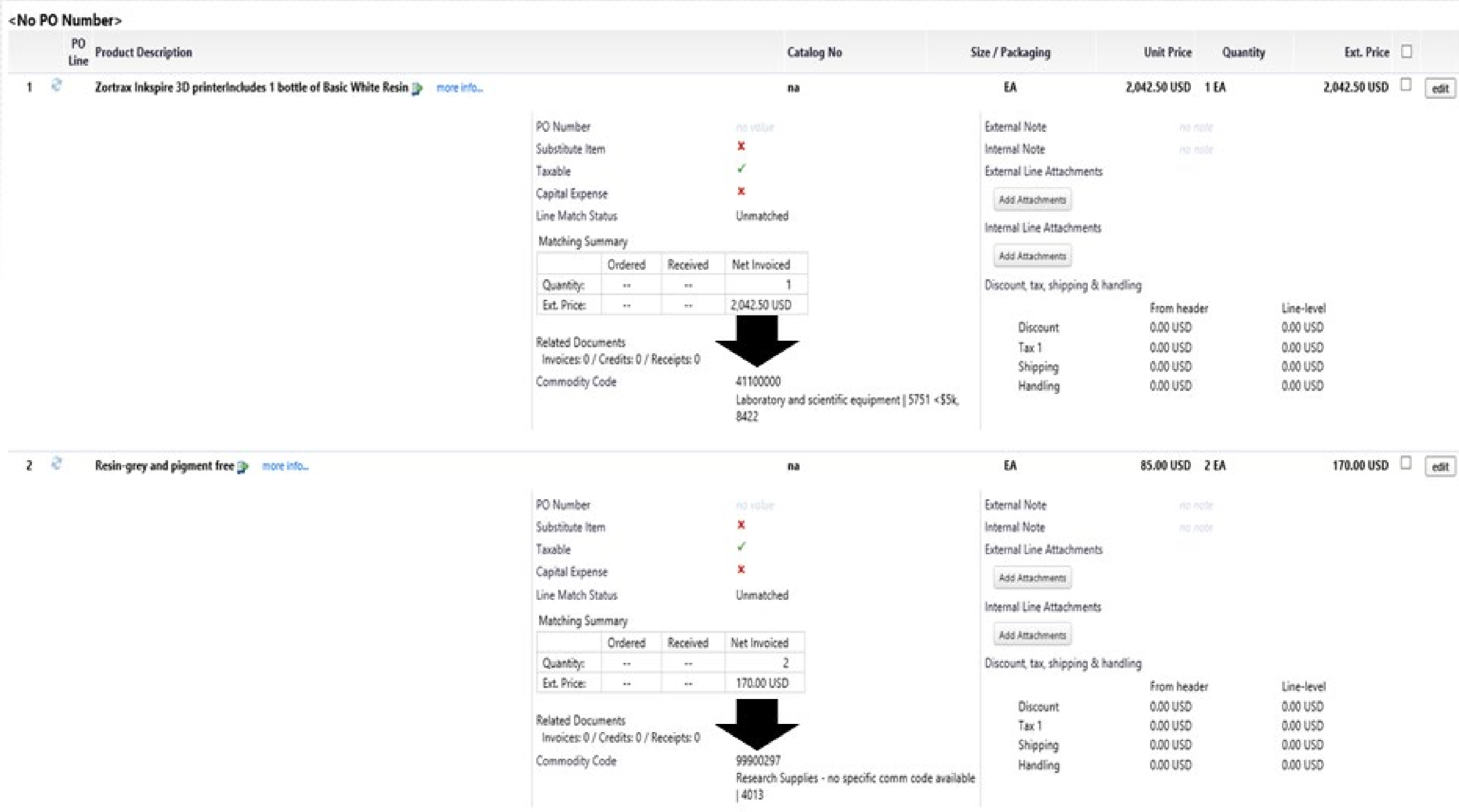
Wrong Way to Setup

- Do NOT put all under one line item coded to 4013 like the below:



Correct Way to Setup

- How this invoice should be input with two lines with different codes:


<No PO Number>

	PO Line	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
1		Zortrax Inkspire 3D printerIncludes 1 bottle of Basic White Resin more info...	na	EA	2,042.50 USD	1 EA	2,042.50 USD

PO Number: no value
Substitute Item: ✗
Taxable: ✓
Capital Expense: ✗
Line Match Status: Unmatched

Matching Summary

	Ordered	Received	Net Invoiced
Quantity:	--	--	1
Ext. Price:	--	--	2,042.50 USD

Related Documents
Invoices: 0 / Credits: 0 / Receipts: 0
Commodity Code: 41100000
Laboratory and scientific equipment \| 5751 <$5k, 8422

External Note: no note
Internal Note: no note
External Line Attachments
Add Attachments
Internal Line Attachments
Add Attachments
Discount, tax, shipping & handling

	From header	Line-level
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

	PO Line	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price
2		Resin-grey and pigment free more info...	na	EA	85.00 USD	2 EA	170.00 USD

PO Number: no value
Substitute Item: ✗
Taxable: ✓
Capital Expense: ✗
Line Match Status: Unmatched

Matching Summary

	Ordered	Received	Net Invoiced
Quantity:	--	--	2
Ext. Price:	--	--	170.00 USD

Related Documents
Invoices: 0 / Credits: 0 / Receipts: 0
Commodity Code: 99900297
Research Supplies - no specific comm code available \| 4013

External Note: no note
Internal Note: no note
External Line Attachments
Add Attachments
Internal Line Attachments
Add Attachments
Discount, tax, shipping & handling

	From header	Line-level
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

TAMU Telecom Invoices

- Notice that these commodity codes are on the frequently used list so please be sure you add them in.
- These need to be broken out into multiple Non-PO items – one for each commodity code.
- Please don’t put these through as “rushes”.

TAMU Information Technology Invoice

Total (13)	**236:57**	**16.58**	**0.00**	**16.58**

Expense Summary

CATEGORY	OBJECT CODE	DUR	CHARGE
Toll		18:48	0.00
Toll	5110	236:57	16.58
Monthly Recurring Charges	5115	0:00	19.86
Total (3)		**255:45**	**36.44**

Notice the Multiple Items with Commodity Codes Added

<No PO Number>

	PO Line	Product Description	Catalog No
1	✓	Telephone Bill for Department more info...	n/a

PO Number	no value
Substitute Item	✗
Taxable	✓
Capital Expense	✗
Line Match Status	Unmatched

Matching Summary

	Ordered	Received	Net Invoiced
Quantity:	--	--	1
Ext. Price:	--	--	19.86 USD

Related Documents
Invoices: 0 / Credits: 0 / Receipts: 0

Commodity Code 83111500
Local and long distance telephone communications | 5115

	PO Line	Product Description	Catalog No
2	✓	TOLL more info...	n/a

PO Number	no value
Substitute Item	✗
Taxable	✓
Capital Expense	✗
Line Match Status	Unmatched

Matching Summary

	Ordered	Received	Net Invoiced
Quantity:	--	--	1
Ext. Price:	--	--	16.58 USD

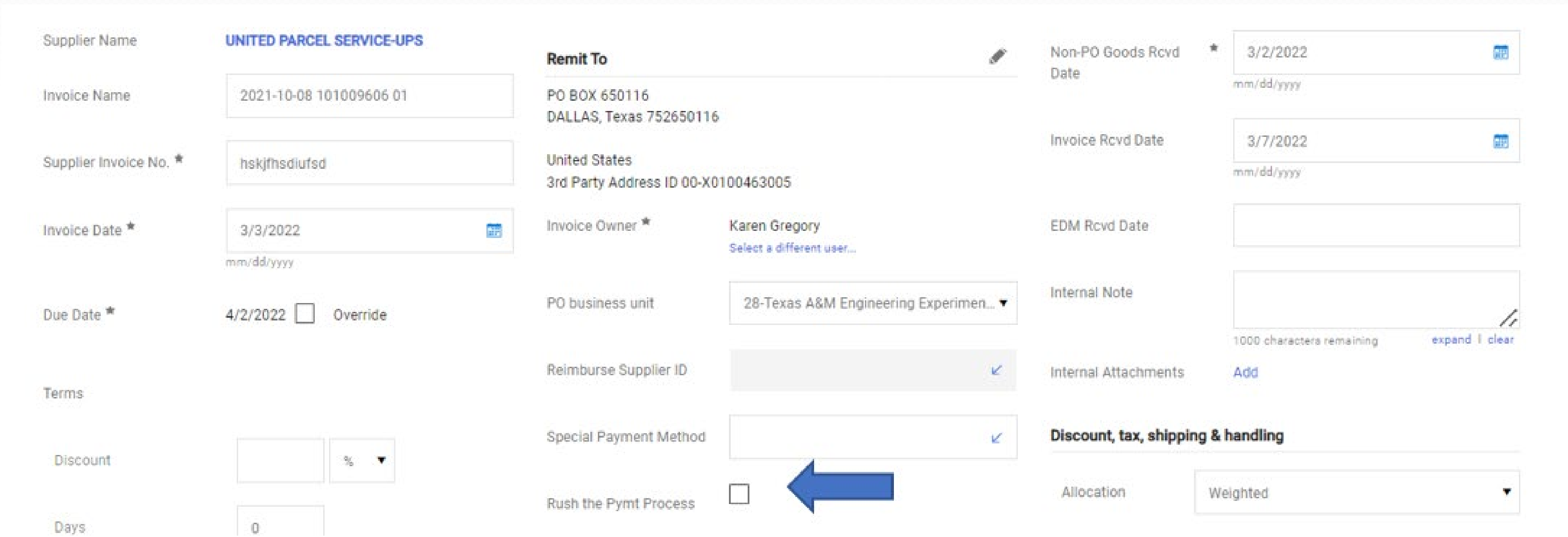
Related Documents
Invoices: 0 / Credits: 0 / Receipts: 0

Commodity Code 83111502
Long distance telephone services | 5110

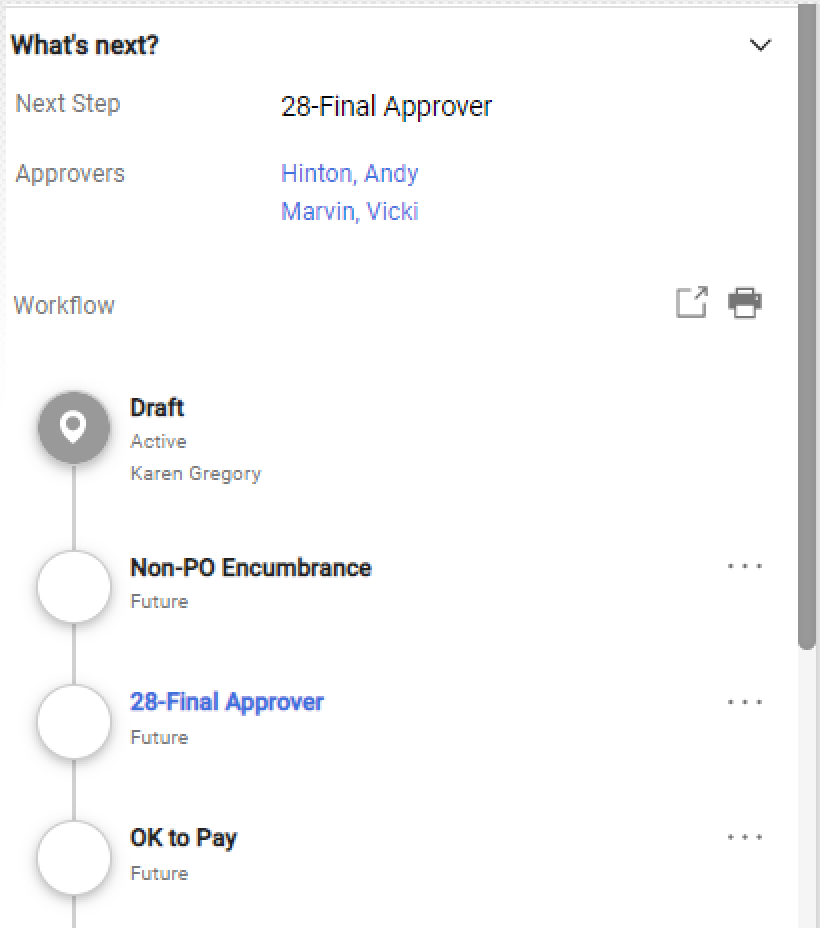
Rushes

- Please use this feature sparingly; often slows down process if it wasn't going to stop at A/P before.

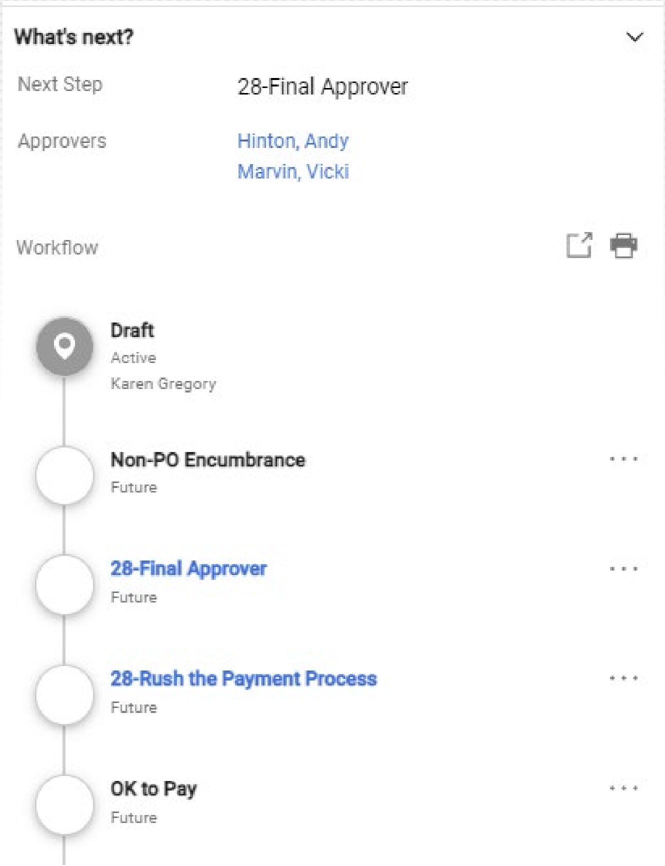
- Remember A/P works based on invoice date (except for commodity code assignment) so older invoices are automatically at the top of A/P's workflow.



Notice the routing before RUSH is selected when commodity code has been added by you



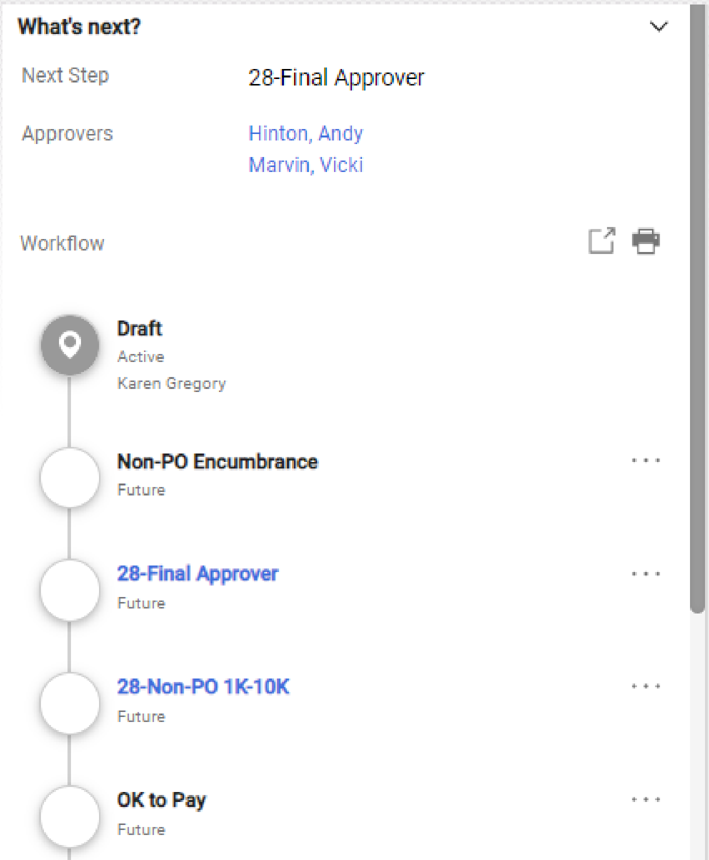
Same Invoice with Rush Selected (notice the extra stop)

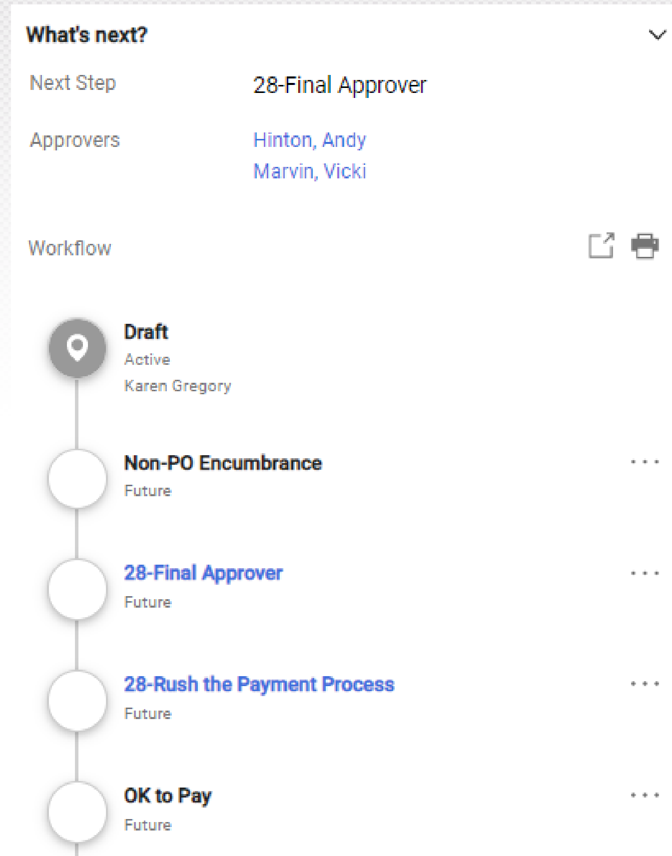


- The key is that the commodity code has been entered and the invoice is a low dollar amount with low-risk goods.

- *Pay attention to the "What's next" workflow before you select "Rush" to be sure you aren't adding unneeded stops!*

When the dollar amount is higher, notice that rush can be useful

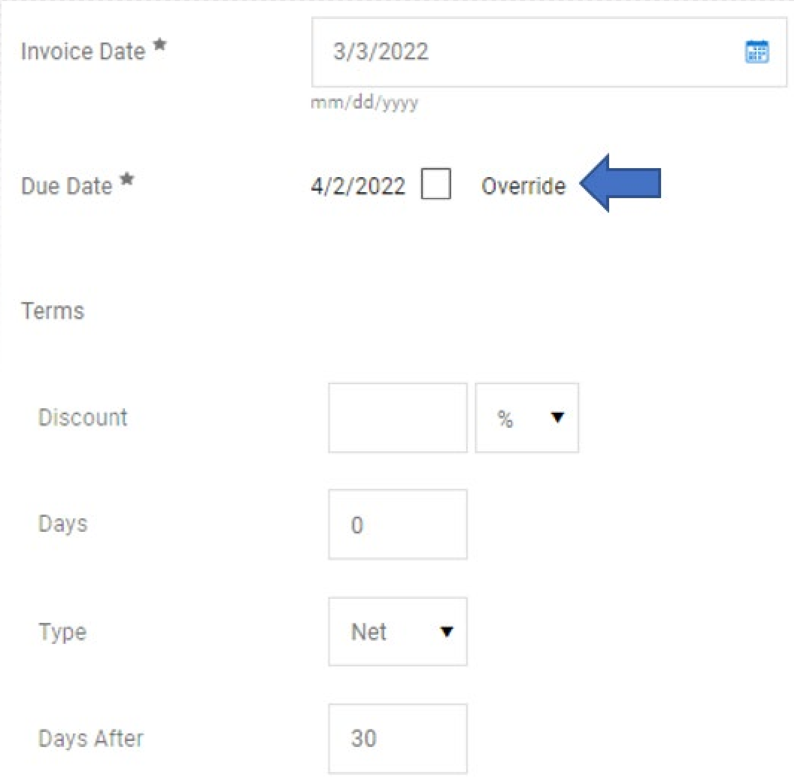




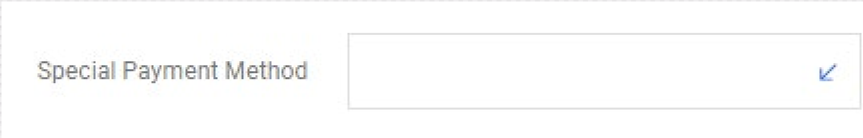
Last Reminder on RUSHES

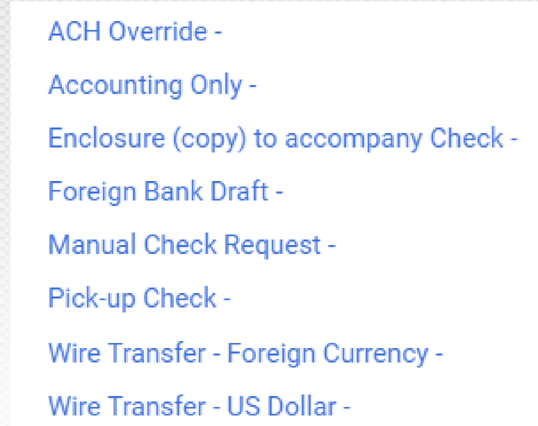
- The standard criteria for rushing the payment process on AggieBuy documents are items involving discounts, past due invoices, or certain payments where the due date supersedes the prompt payment law (rents, utilities).

- If a payment needs to go out quicker than the typical AB generated due date, override the date and add a comment explaining why the payment needs to be "rushed".
  - Example: the vendor required a pre-pay (this needs to be in writing).



Special Payment Handling





- Do not enter in this field unless you have a special need. Meaning this field should NOT be input most of the time.
- Use to ask for a wire transfer – if you don't, check/ACH will cut instead!
- When select "pick-up check", put who to contact (and phone #) on the comments tab or as an internal note.
- If you select Accounting only, no disbursement will generate, and vendor will NOT be paid (this has very specific uses).

Wire Transfers

- If the invoice is in US dollars:
  - select Wire Transfer – US Dollar
  - Attach wire transfer form
  - Be careful on stipends or ICs if Glacier tax paperwork involved

- If the invoice is in foreign currency,
  - select Wire Transfer – Foreign Currency (unless you have written documentation for an agreed upon US dollar amount)
  - Attach a currency conversion (Oanda.com) showing the US dollar amount entered into AggieBuy
  - Attach wire transfer form marked with proper amount of foreign currency (not what you entered into AB which was US dollars)
  - After wire is sent, the actual US dollar amount (after bank conversion) will be charged to your account

Vendor Invoice Numbers

Enter the Supplier Invoice Number exactly as it appears on the invoice, including extra spaces. You are limited to 14 characters so if the vendor invoice number exceeds the 14-character limit, start at the right side of the number and count backwards to 14 characters.

- Example 1: 147-851-74AT
  This is less than 14 characters so enter exactly as it appears (include special characters)

- Example 2: A 1547895
  This has an extra space but enter exactly as it appears: A 1547895
  If this invoice had what appeared to be more than one space between the A and the 1, leave only one space

- Example 3: 00010000015463FJ
  This is too long so enter just the last 14 characters: 010000015463FJ

Vendor Invoices Without an Invoice Number

- Various non-employee/student vendors may not have a vendor supplied invoice number, but AggieBuy requires the supplier invoice number field to be completed (max is 14 characters). You can continue inputting a department created number as you have in the past or other suggestions include:

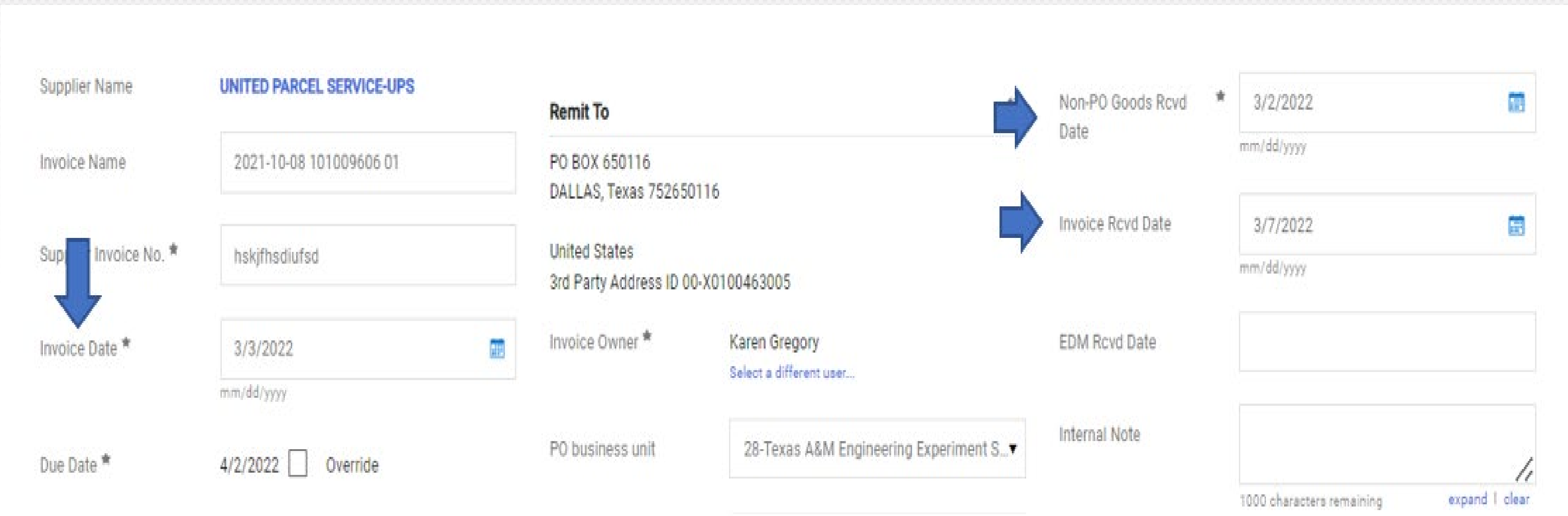
  - On stipends, Homeland Security payments, memberships to an organization, etc. consider using the last name of the individual and a date (i.e., Mullens0618).

  - Or you can use the AggieBuy document (invoice) number assigned by the system.

Dates Matter – Vendor Invoice

- Invoice Date
  - Input the date vendor put on invoice.
  - AggieBuy no longer defaults
- Non-PO Goods Received date (GRD)
  - Input date items actually received or last day of service
  - AggieBuy will default to today – <u>change to make accurate</u>
- Invoice Rcvd Date (IRD)
  - Department should date stamp when the invoice arrives
  - Input the “date stamped” date or actual received date
- Prompt Pay Interest (PPI) is calculated based on IRD and GRD

Vendor Invoice Dates



Employee/Student Reimbursements

- Employee / student reimbursements will not have a formal invoice but will need receipts with proof of payment.
- Remember travel related documents are entered in Concur.
- Employee reimbursements are NOT a Best Practice.
- For small dollar purchases, the payment card is the efficient payment method for processing delegated purchases (under $10,000).
- We will discuss the invoice numbers for these reimbursements next.

  (Following these rules keeps us from making duplicate payments.)

Employee/Student Reimbursement Numbering Schematic

- **Supplier Invoice Number = employee last name followed by 6-character date of purchase (mmddyy).**
- No spaces, dashes, or hyphens.
- AggieBuy will only accept 14 characters in this field, so we need to keep the supplier invoice number very compact (i.e., no special characters).
- If the last name is more than eight characters, just use the first 8 letters of the last name plus the 6-digit date.
- Common error – including all 4 digits of year – avoid this pitfall – only use 2-digit year.
- Be sure to follow invoice numbering instructions on website.

Employee/Student Reimbursements Numbering Examples

- Example 1: a receipt from October 25, 2021, purchased by Karen Gregory would be entered as Gregory102521

- Example 2: a receipt from July 3, 2021, purchased by Bob Smith-Anderson would be entered as Smithand070321 (notice you drop the hyphen)

- Example 3: a receipt dated May 21, 2022, purchased by Fred Zhou Kuman would be entered as Zhoukuma052122
(if employee has two last names but without a hyphen, start with the first last name and add the second if you have enough characters)

Employee/Student Reimbursements Numbering for Multiple Receipts on Same Day

- One receipt per AggieBuy Invoice

- If the same employee had multiple reimbursable purchases on the same day, then put an “A” at the end of the invoice # for the second receipt
  - this will be a separate non-po based invoice in AggieBuy

  - Example: Bob Smith-Anderson had two receipts on July 3rd

    Second invoice number: Smithan070321A (because of the A at the end, we can fit one less character of Bob’s hyphenated last name of Smith-Anderson – i.e., 7 characters, not 8 this time)

    Put B at the end for the third invoice number

Dates Matter – Employee Reim Invoice

- Invoice Date
  - Date you are entering into AggieBuy (i.e., use “today’s date”)
- Non-PO Goods Received date (GRD)
  - Date you are entering into AggieBuy (i.e., the AggieBuy default)
  - This is to ensure we don’t pay Prompt Pay Interest to an employee
- Invoice Rcvd Date (IRD)
  - Department needs to date stamp when the receipt(s) arrive
  - Input the “date stamped” date
  - If not date stamped, input vendor invoice date (above)
  - You must attach the tax withholding form if this date is 90 days after the receipt date (see Taxation of Employee Reimbursements for additional information)

Are Reimbursements to Employees and Students a Good Practice?

No!

Please see Fiscal Office Memo sent on 3/24/2023

To: Department Accountants

From: Jane Zhou, Assistant CFO *Xiaojuan Zhou*

Subject: Employee / Student Reimbursements NOT Best Practice

As a reminder, TEES discourages the practice of personal reimbursements for the purchase of goods or services for business purposes. Personnel making purchases with personal funds, then seeking reimbursement, circumvents the required HUB good faith effort and vendor-on-hold verifications. TEES also loses the ability to maximize vendor volume discounts when personal reimbursements are processed. Lastly, if employees are reimbursed payments to service vendors, then TEES is at risk of underreporting compensation on IRS Forms 1099.

Because of the extra documentation requirements, personal reimbursements are a much less efficient process than paying a vendor directly. Furthermore, personal reimbursements carry the extra risk of being reported as taxable income to the employee if they are not properly accounted for within 90 days of the purchase. For small dollar purchases (those under $10,000 and not capital equipment), the payment card is a fast, efficient, and cost-effective payment method for processing delegated purchases. Another preferred method is to purchase items directly through AggieBuy as a requisition.

An example of an acceptable employee reimbursement is a business meal, if utilizing a Payment card is not feasible. However, we should not have personnel incur out of pocket expenses for items that can easily be ordered through AggieBuy or paid for with a Payment card. Please remember that most travel related expenses can be charged to an agency/university travel card.

Also, as a reminder when reimbursing out-of-pocket expenses, the receipt needs to show proof of payment. A receipt paid with cash must be *signed* and *dated* by the person seeking the reimbursement with the statement "paid with cash". If a receipt showing that the bill was paid with a credit card is not retained, then a copy of the credit card statement will suffice along with the detailed receipt.

We appreciate your assistance with communication within your department of the importance of avoiding personal reimbursements, whenever feasible. If you have questions about these best practices, please do not hesitate to contact our offices. I can be reached at 979.317.3824, Karen Gregory (Accounts Payable) can be reached at 979.317.3815 or Mary Williams (Purchasing) can be reached at 979.317.3822. Thank you in advance for your support.

How can YOU assist in this situation?

- Remind personnel that Payment cards can be obtained / checked out for small dollar purchases.
- Make sure department personnel know how to shop within AggieBuy – preferable with punchout catalogs and HUB vendors.
- Make sure you communicate with personnel who frequently ask for nonbusiness meal reimbursements about other options.

Payments to Individuals Which Are <u>Not</u> <u>Reimbursements</u>

Payments to Employees and Students

- TEES reimburses employees and students for receipted expenses (i.e., reimbursements) in AggieBuy as discussed in the last set of slides.
- TEES does not make non-reimbursement payments to employees .
  - Work with Payroll for fee payments.
  - Reminder: all gift cards given to employees are taxable events.
- TEES does not make non-reimbursement payments to (nonemployee) TAMUS students.
  - We can reimburse TAMUS institutions for items run through their student accounting system.

Payments to Other Individuals

When CC28 funds are used to process a payment directly to an individual not employed by the Texas A&M University System (or an enrolled student), there are two completely distinct methods depending on the type of payment.

1. **Fees (or non-receipted expenses) for independent contracted services**
2. **Stipend Payments (those not in return for services rendered)**

1. Fee Payments for a Service

- If a non-TAMUS employee is to be paid a fee for a service (or reimbursed for any non-receipted expenses such as lodging or meals) that does not require an AggieBuy requisition, then the "Request to Pay Independent Contractor Fee" form *must be completed and attached* to the AggieBuy non-PO based invoice.

- Includes payments to:
  - research collaborators named in a sponsored agreement,
  - guest speakers,
  - contracted services such as,
    - copy editors,
    - web designers,
    - entertainers, etc.

Fees Continued

Instructions for the IC form are on our website as well.

Payments through AggieBuy to individuals are considered payments to independent contractors and are subject to IRS Form 1099 reporting, if they are a U.S citizen. (We will discuss fees to non-citizens later.)

AggieBuy documents involving an independent contractor (IC) will not be approved if the payee appears to have an employee relationship as opposed to IC relationship. These payments must be handled through Payroll rather than through AggieBuy.

Not Eligible for Rehire

- If a previous employee has been designated in Workday as “Not Eligible for Rehire”, you may not enter into a contract with that individual.
- i.e., TEES Fiscal cannot pay the person as an independent contractor (IC).
- IC form recently updated with new question about the above.
- Be sure you always use the newest version on web – not a saved version.

Request to Pay Independent Contractor Fee

SECTION A - Basic Information

FAMIS Dept Code

Dept Contact Name

Phone or Email

Name of Individual to be Reimbursed

DBA name, if applicable

Amount submitted for payment/reimbursement

Justification for the amount of the payment (industry standard, negotiated rate, approved by sponsor, etc)

SECTION B - Nature of Service To Be Performed

(Refer to TAMUS Regulation 25.99.03, Section 2 for further information)

Check One

Research Collaborator. Subject Matter experts and evaluators named in a sponsored research proposal.

Guest Lecturer or Guest Speaker. Must provide the below information

Title of Lecture	Date of Lecture	To Whom the Lecture was presented

Contracted Services (only if under $10,000).
Contracted Services: Examples include entertainers, security, copy editors, website design, data processing and training services. If the amount is above the delegated purchasing limit in one fiscal year, a competitive bid process is required. Process as an open market bid in that case.

Specify service:

Professional Services (least common situation and only if under $10,000).
Must be within the scope of practice as defined by state law and the person is providing the service in connection with his or her professional employment/practice.

SECTION C - Employee vs. Independent Contractor

The information provided below will assist in determining whether the individual performing the services will be classified as an independent contractor or as an employee of TEES (complete I., II. and III.). These questions are intended as a guide in making this classification. Further evaluation may be requested based on specific individual circumstances.

I. Relationship with TEES	YES	NO
1. Does the individual currently work for TEES or any A&M System member (TAMUS) as an employee?		
2. Did the individual work as an employee of TAMUS during the 12 months prior to the date of this contract?		
3. Has an offer of employment/title been extended to the individual?		
If YES to questions 1, 2 or 3 above, classify as an employee.		
4. If former TAMUS employee, are they eligible for rehire?		
If NO, TEES cannot pay as IC. Do not enter in AggieBuy.		
5. Does the individual currently work for another State of Texas Institution/Agency?		
If YES, attach a completed/signed "The State of Texas Employee Statement" form.		

II. Classifications Guidelines	(Complete ONLY a, b or c below depending on the nature of service selected in Section B)	
a. Research Collaborator	**YES**	**NO**
1. Will the Individual perform research under the supervision of TAMUS faculty / staff?		
2. Will the individual serve in an advisory capacity with TAMUS faculty / staff?		
If YES to question 1 and NO to question 2, classify as an employee.		
b. Guest Lecturer/Speaker		
1. Has the Individual been at the institution in this capacity fewer than 4 times in the past 12 months?		
2. Has the Individual provided the same or similar services as an ongoing business to other unrelated entities in the past 12 months?		
If NO to question 1 and NO to question 2 classify as an employee.		
c. Individuals Not Covered Under II. (a) or (b) above		
1. Has the Individual provided the same or similar services to other unrelated entities or to the general public as a trade or business during the last 12 months? *If NO, proceed to question 2. If YES, proceed to C.III.*		
2. Will the department provide the Individual with specific instructions regarding performance of the required work rather than rely on the Individual's expertise?		
If NO, proceed to question 3. If YES, classify as an employee.		
3. Can TEES set the number of hours and/or days of the week that the Individual is required to work, as opposed to allowing the Individual to set his/her own work schedule?		
If YES to question 3, classify as an employee.		

III. Classification (Choose classification based on answers provided in C.I. and C.II.)

Check one:

- Employee - Coordinate through HR & Payroll - Do NOT submit through AggieBuy for payment *If employee, you do not need to continue with this form.*
- Independent Contractor (IC) - continue with this form and attach it to invoice in AggieBuy.

Please be advised that historically, a majority of IRS letter rulings and court cases in employee vs. independent contactor matters involving highly skilled professional workers have resulted in reclassifications to employees, often leading to a substantial financial impact on the paying institution. Therefore, your responses on this form indicating an independent contractor relationship could be subject to scrutiny by the IRS in the event of an audit. I understand this statement and want to continue to process as an independent contractor. Yes No

Completed by: ____________________ Date: __________

(Signature)

____

(Printed name)

SECTION D - Citizenship Guidelines

	YES	NO
1. Is the IC a U.S. Citizen or legal resident alien?		
If YES, done with this section. If NO, proceed to question 2.		
2. Are the services being performed in the United States?		
If YES to question 2 and NO to question 1, the IC needs to complete the Glacier tax software. Be sure the Glacier tax summary report and all documents required by the tax summary report are attached to the AggieBuy document prior to submission.		

SECTION E - Vendor Certification (in lieu of an invoice)

If no invoice is submitted by the vendor, then they must sign this form as certification that the work has been performed.

I certify the descripted service was contracted for and the account is true, correct, and unpaid.

____________________ __________

Independent Contractor Signature Date

Notice Section D - Citizenship

- If instructed by this section of the IC form to complete Glacier paperwork, please setup the individual to be able to do so. Contact Payroll with Glacier questions.
- Review "Fees/Stipends Paid to Non-U.S. Citizens" on A/P website.
- Taxes are typically 30% for a service – notice how the IC has completed the "income type" category. Below is a typical Glacier category for an IC.

J-1 Visa Guest Speaker/Independent Contractor Fee

Applicable Tax Withholding Rate: 30 Percent

(If Tax Treaty Does Not Apply or Form Is Not Submitted)

Tax Treaty Exemption Status: Taxable

Tax Treaty Time Limit: Not Applicable

Tax Treaty Exemption Period: Not Applicable

TAX

Glacier Income Type Choices for IC

Relationship with Individual (Select as many categories as applicable, but make only one choice per category)	**Income Type** (If applicable, select one choice per category)
☐ Guest Speaker/Lecturer/Independent Contractor	☐ B1/B2/WB/WT Visa Honoraria/Guest Speaker Fee ☐ J-1 Visa Guest Speaker/Independent Contractor Fee ☐ Other Visa - Guest Speaker/Independend Contractor

Glacier Tax Summary Report

- Review the report submitted by the IC for these items:
  - Income type (prior slide)
  - Applicable tax rate (should be 30% for IC)
  - Tax Treaty Exemption Status
    - This will be highlighted on right side of page as well.
    - Will be either taxable (i.e., setup a line item to pay the IRS)
    - Or will be exempt (i.e., IC can receive the full payment)
  - Required Forms
  - Required Document Copies
  - IC signature on Tax Summary report

Tax Determinations and Results: Based on the data entered, GLACIER has made the following determinations:

Tax Residency Status:	Nonresident Alien for U.S. Tax Purposes
Residency Status Change Date:	Not Applicable
Residency Status Start Date:	Not Applicable
Residency Status Change Date 2 (if applicable):	
Residency Status Start Date 2 (if applicable):	

J-1 Visa Guest Speaker/Independent Contractor Fee

Applicable Tax Withholding Rate: 30 Percent

(If Tax Treaty Does Not Apply or Form Is Not Submitted)

TAX

Tax Treaty Exemption Status:	Taxable
Tax Treaty Time Limit:	Not Applicable
Tax Treaty Exemption Period:	Not Applicable
Tax Treaty Dollar Limit:	Not Applicable

FICA Tax Status: Not Applicable

FICA Tax Start/Change Date: Not Applicable

Required Forms and Document Copies: Attach the following Forms and Documents to the Tax Summary Report

Please print, sign and submit with Tax Summary Report

Required Forms:

Form W-8BEN

Please copy and submit with Tax Summary Report

Required Document Copies:

Form I-94/I-94W Card

Form DS-2019

Visa Sticker/Stamp (In Passport)

Certification

I hereby declare that the information provided by me to Texas Engineering Experiment Station and/or entered into the GLACIER Online Tax Compliance System for purposes of making the tax determinations above is true and correct. If any of the information provided changes or if other relevant information becomes available, I will notify Texas Engineering Experiment Station as soon as possible so that this information and/or my U.S. tax status may be updated.

Signature [redacted]

Date: 2/8/17

How do I setup the IRS Line for IC Taxes in AggieBuy?

- Review these instructions carefully. They have screen shots and go into great detail on the *exact steps* you need to take.
- Make sure you follow instructions for IC (stipends are also in this document).

What should be Included as an Attachment in AggieBuy?

- The completed and signed (section C) IC form.
- Invoice sent by IC (or if IC signature in Section E, no invoice required).
- If there is a fully executed (signed by both parties) contract, include it as well.
- If Section D asks for Glacier, then the Tax Summary Report and all required forms and document copies listed on the report.

2. Stipend Payments
(Those Not in Return for Services Rendered)

If a non-TAMUS employee / non-TAMUS student is receiving a stipend payment (i.e., payment not supported by receipts, such as participant support stipend or visiting scholar stipend) made through TEES Accounts Payable, then the "Stipend Payment Form" must be completed and attached to the AggieBuy non-PO based invoice. Stipends are paid directly to the individual, never TAMU.

- If the individual is a student at a TAMUS institution but is neither enrolled for summer school sessions nor employed by the institution during the summer, then a stipend can be processed during those summer months.

- The typical commodity code for NON-SERVICE stipends is 99900385.

Stipend Payment Form

TEES AggieBuy Stipend Payment Form

Attach completed form to AggieBuy non-PO based invoice payable to an Individual for stipend payments (i.e., payment not supported by receipts, such as Participant Support Stipends or Visiting Scholar Stipends).

1. Is the Individual currently enrolled at a TAMUS Institution?

   ☐ YES ☐ NO

   If yes, process through the student business service/financial aid office of the student's academic institution. Then create AggieBuy non-PO based invoice to pay the academic institution directly and include the Compass printout. (You cannot pay the individual directly in this case.)

2. If question 1 is no, is the Individual on PAYROLL at a TAMUS institution?

   ☐ YES ☐ NO

   If yes, contact the Payroll Office– payment cannot process through AggieBuy.

If questions 1 and 2 are both NO, proceed with this form.

Name of stipend recipient: ______________________
Total time period recipient will receive support: ______________
Total stipend amount for the entire time period: $________

Time period this payment covers: ________________
Payment amount for this period: $________

Purpose of Stipend (or attach invitation letter):

____
____
____

Payment Certification:
I certify that the above payment is allocable and allowable under the awarded terms and conditions of the above referenced TEES project. Further, no employer-employee relationship exists regarding these funds.

______________________	______________________
Signature of Principal Investigator, or Designee	Printed Name

---

3. Is the Individual a U.S. Citizen or Resident Alien?

   ☐ YES ☐ NO

   If yes, set up an AggieBuy non-PO based invoice to pay the individual directly; commodity code 99900385 in most cases.

   If no, review Payments to Non U.S. Citizens on A/P website to understand the scenarios and requirements.

Stipend Payment Date

Departments have discretion for when they want the stipend funds released. AggieBuy / TEES will schedule for after the time period of support unless department has changed the due date to an override date.

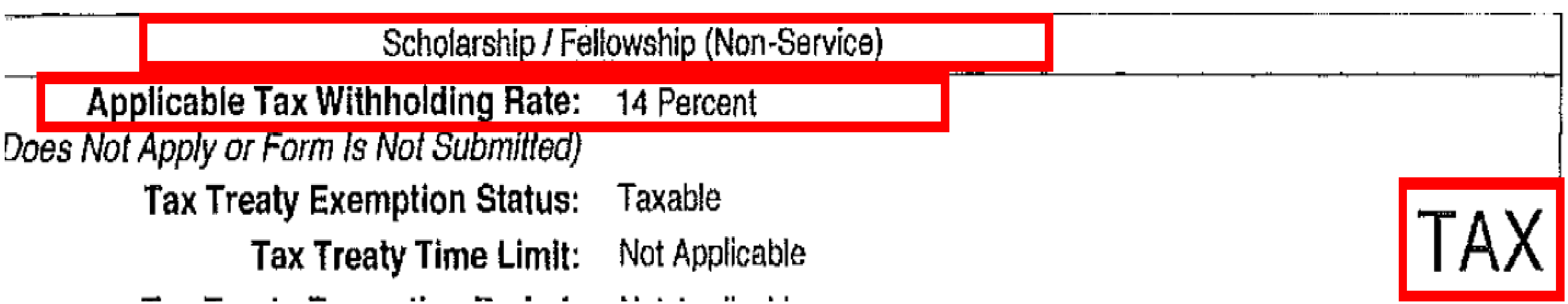
If Stipend is to a U.S. Citizen

Create non-PO based AggieBuy invoice:

- Input commodity code,
- Attach TEES stipend form,
- Attach invitation letter if visiting scholar.
- Make sure you understand the time period you are paying (should be spelled out on the stipend form):
  - Impacts dates you are entering,
  - Impacts amount of the payment.

Stipends to Non-U.S. Citizens

- If instructed by stipend form to complete Glacier paperwork, please setup the individual to be able to do so. Contact Payroll with Glacier questions.
- Review "Fees/Stipends Paid to Non-U.S. Citizens" on A/P website.
- Taxes are typically 14% for a non-service – notice how the stipend recipient has completed the category of their service. Below is a typical Glacier category for a stipend recipient.


Scholarship / Fellowship (Non-Service)
Applicable Tax Withholding Rate: 14 Percent
Does Not Apply or Form Is Not Submitted)
Tax Treaty Exemption Status: Taxable
Tax Treaty Time Limit: Not Applicable
TAX

Glacier Income Type Choice for Stipend

Relationship with Individual (Select as many categories as applicable, but make only one choice per category)	Income Type (If applicable, select one choice per category)
☑ Student Receiving Scholarship or Fellowship	☐ Scholarship / Fellowship (Non-Service)

Glacier Tax Summary Report

- Review the report submitted by the stipend recipient for these items:
  - Classification of service (prior slide)
  - Applicable tax rate (should be 14% for non-service stipend)
  - Tax Treaty Exemption Status
    - This will be highlighted on right side of page
    - Will be either taxable (i.e., setup a line item to pay the IRS)
    - Or will be exempt (i.e., they can receive the full payment)
  - Required Forms
  - Required Document Copies
  - Stipend recipient signature on Tax Summary report

How do I setup the IRS Line for Stipend Taxes in AggieBuy

- Review these instructions carefully. They have screen shots and go into great detail on the *exact steps* you need to take.

- Make sure you follow instructions for stipends (independent contractors are also in this document).

- It is important that the IRS section is properly setup as it triggers a payment to the IRS for the tax line on each voucher.

What should be Included as an Attachment in AggieBuy?

- The completed and signed stipend form.
- If visiting scholar, include the invitation letter also.
- If stipend form asks for Glacier, then the signed Tax Summary Report and all required forms and document copies listed on the report.
- See AB document 53602974 for an example with just the document that should be included (no more, no less).

Questions about Completing Glacier

- If you, or your guests, need assistance with Glacier, please contact Engineering Payroll at 979.458.7493.

- Accounts Payable does not have access to Glacier.

Expense Types with Specific Requirements

Depending on the type of expense/payment, there may be specific documentation requirements before the payment can be processed. The expenditure grid (or reviewing A/P forms) tells you about many of these situations.

Below are a few more:

- Advertising
- Attorney Fees
- Food/Business Meals
- Gift Cards
- Insurance
- Notary Fees
- Subscriptions
- Tuition vs Fellowship
- Capital Equipment Fabrications

Advertising

- If paying for an advertisement, the tear sheet or proof of the ad for print, or the script of the radio or television ad, must be attached as part of the payment documentation, as well as the dates the ad ran.

- Advertisement is considered an exempt purchase for direct advertisements in newspapers, magazines, books, internet, radio, and television for example.

- Marketing plans or complete advertising portfolios are not considered exempt and must be processed via a requisition through TEES Purchasing if they are greater than the delegated limit.

Attorney Fees

- State agencies may not retain or select outside counsel or pay a settlement or judgment without first receiving authorization and approval from the Texas A&M System Office of General Counsel who will obtain approval from the Office of the Attorney General.

- Please attach the letter from General Counsel that you have permission to pay outside attorney fees.

Food / Business Meals

There are 5 main codes related to non-travel status food purchases

Food Categories	Commodity Code	Object Codes
Food – Business Meal	99900036	6340
Food – Catering (Service Performed)	99900285	6338
Food – Not Business Meal, Not Catering, Not Sponsored Participant Food	99900284	6339
Alcohol Purchase	50202200	6341
Food – Purchases for Sponsored Participant (If need to be excluded from MTDC)	99900044	6373

Business Meal

- Food coded 99900284 (6340) have to follow strict IRS rules for 5 Ws
  - Who – exactly who was in attendance with full names, etc.
  - What – breakdown of expenses / receipt
  - When - date of meal
  - Where – name of restaurant
  - Why – TEES benefit of business meeting

- Food/business meal form must be completed and attached (next slide)

- Business must have been discussed and documented on the form

- See expenditure grid for allowable accounts (remember alcohol needs to be broken out separately and put on account that allows)

Food/Business Meal Documentation

Food / Business Meals Documentation

To Be Reimbursed/Paid to:

Date and Place of Meeting:

TEES Benefit of Meeting:

Person or Group Attending (attach list if needed):

Names	**Job Title/Company**

Account #

Breakdown of Expenses:

Subtotal on Receipt (all food and alcohol before tax and tip)	$
Total of Alcoholic Beverages (before tip and tax)	$
Total Tax	$
Total Tip	$
Total cost of the Food (see commodity code options below)	$
Total cost of the Alcohol (commodity code 50202200; subcode 6341)	$ 0.00
Total Amount of Reimbursement:	$ 0.00

I certify that this food and alcohol was purchased for the business purpose described above.

Signature (only if alcohol included)   Date

Below are the commodity code options for the food portion:

Business Meal -must list name of attendee / not group name	commodity code 99900036; subcode 6340
Catered food - must be served, not sponsored participants	commodity code 99900285; subcode 6338
Food purchased for sponsored participants (excluded from MTDC)	commodity code 99900044; subcode 6373
Other Food (not catered/not business meal/not sponsored participant food)	commodity code 99900284; subcode: 6339

Is All Food a Business Meal?

- It is **not** a business meal when food or a meal is being provided for a conference, short course, or seminar.
- Coding on these can be complex – review bottom of business meal/food form (BMF) for guidance.
- If alcohol is purchased, it will need to be separated (own line item) and coded as a 50202200.
- Departments need to complete the BMF and include it as an attachment in AggieBuy.

Also Not a Business Meal

- It is **not** a business meal when food is provided at an official event (business meeting, employee training class, etc.) **<u>and</u>** the food is not served as a major meal (breakfast, lunch, dinner).
- For example, cookies purchased for a meeting are not a “meal”. They should be coded 99900284 (6339).
- The same goes for orange juice and donuts provided at an employee training class.
- Please also remember to refer to the expenditure grid for the accounts that can purchase official event food and include the business meal/food form (roster from training class, generalization of who was invited is fine for attendees).

Receipts for Non-Direct Billed Meals

- For non-direct billed meals, there should always be an itemized receipt with a meal purchase, not just the credit card summary receipt.
- For business meal employee reimbursements both in AggieBuy or Concur, you will typically submit both of these receipts (see receipt policy).
- Again, food / business meal purchases must be documented on this form.

Review Food Documentation for Attendees

- The dollar amounts related to non-essential personnel at an official business meal (e.g., spouses) cannot be allocated to accounts on the expenditure grid line called “food and flowers – official events”.
- The spousal food and drinks will need to follow the expenditure grid line called “food-general office use”.
- As a general rule, make sure you understand if official business was discussed at the event or if the event was more social in nature (such as a reception, appreciation meal, holiday party) and select the appropriate account accordingly.

Receptions, Galas and Other Festive Parties

- Food provided at these events are also generally not business meals.
- It needs to be paid off an account that is eligible to pay for “general office use” food (review the expenditure guideline grid).
- Include a food/business meal form (generalization of who was invited is fine for attendees).

General Office Use Food

- Food for general office use (coffee, water, candy, etc. available to employees, students, office guests, etc.) is not food for an “official event”.
- It needs to be paid off an account that is eligible to pay for “general office use” food (review the expenditure guideline grid).
- Code 99900284 (6339) on non-PO based invoices.
- The food / business meal form is not required for this category.

Catering

- Catering services code 99900285 (6338) should be used if a catering company is serving the food (except for sponsored participants which need to be excluded from MTDC).

- The food / business meal form is required for this code.

Gift Cards to Employees

- IRS requires this to be taxable income (added to employee's W-2).
- Code 5240 (A/P will code for you in AggieBuy but for P-cards, make sure accurate code is put on document!).
- Attach "Request for Tax Withholding on Non-Salary Compensation Items" form.
- Review Expenditure Grid for allowable accounts.
- Review TEES Rule 31.01.10.E0.01 for more information about gifts to employees in general.

Insurance

As a general rule, a department should not purchase insurance without prior approval of the policy – either by System Risk Management or TEES Insurance Services. This office oversees property and casualty insurance policies and coordinates the review of property damage and personal injury claims filed against TEES.

When submitting a document in AggieBuy for an insurance policy make sure you have attached the prior approval to ensure all insurance coverage is procured in accordance with *System Policy 24.01: Risk Management*.

Notary Fees

- State employees designated by a state agency to be a notary public are no longer required to purchase a notary bond.
- Therefore, when notarizing documents outside the course and scope of your work duties, you will not have the protection for your actions unless you personally purchase the notary bond.
- All notary applications are to be submitted to the State Office of Risk Management with a check for $11.00 made payable to the Secretary of State. Procedures and applications can be found at the State Office of Risk Management website.

Subscriptions

- Subscriptions should be in the name of TEES/ the department.
- In general, payment cannot be made more than six weeks before the start of the subscription period.
- If payment is required earlier than six weeks, an explanation must be included on the voucher when on state funds.
- Give the beginning and ending date of the subscription on the voucher.
- The voucher must state the exact campus address where the subscription is to be mailed.

Amazon Prime Memberships

- TAMUS has a purchasing partnership with Amazon Business.
- All Amazon purchases should go through our centralized Amazon Business account.
- TEES funds can no longer be used to purchase an Amazon Prime Membership.
- Contact TEES Purchasing for more information about signing up for Amazon Business.

Tuition

- COE departments can use their TEES accounts when entering tuition in TWAPMTS.
- Tuition cannot be posted to a State account (1xxxxx) or to an SRS SA=00000 (must use a different SA).
- If not using TWAPMT process, may only pay a TAMUS academic institution, never an individual.
- AggieBuy backup must include Compass printout.

TAMU Fellowship / Scholarship Definition

Fellowship

- Funds given to assist living and educationally related expenses.
- Monthly (or lump sum) payment to student through their TAMUS student account.
- You might hear these referred to as stipends but when paying a TAMUS academic institution, we do not code as a stipend so please do not use word “stipend” in AggieBuy for these situations.
- This ensures A/P will assign accurate coding. Usually called a Fellowship on your Compass backup so use that word in AggieBuy description.

Scholarship

- Awarded on competitive basis.
- Lump sum payment to student through their TAMUS student account.

Fellowship / Scholarship

- Always pay TAMUS academic institution (Q invoice through iPayments)
- Never pay an individual directly for a fellowship/scholarship
- AggieBuy backup must include Compass printout

Capital Equipment Fabrications (Construction in Progress)

Individual pieces are purchased and put together to create one single item which must:

- Reach a value =/> $5,000.00
- Have a Useful Life greater than one year
- Be functional and standalone asset
- The department / PI is responsible for identifying invoices applicable to the fabrication
- The PI must also notify their accounting staff if parts are removed, so that the value of the fabrication may be adjusted accordingly

Fabrication Items to Note

- The first voucher does not have to exceed $5,000.00.
- Vouchers may cross fiscal years.
- All transactions should be coded Object Class Code 8733 (do not put in commodity code but use object code on "Codes" section.
  (A/P will not know that this is part of a fabrication so you need to add code / comment as we would probably assign wrong commodity code. If PO, make sure purchasing is aware of proper object code.)
- Smaller values which would typically be expensed can be capitalized (obj code 8733) as long as the items become a permanent part of the end item, are not consumables, and will not be removed from the final build.
- Extended maintenance/repair/service agreements are not included in the value.

More on Equipment

- If you purchase inventory items, an email is being sent to your Alt APO to build the preliminary asset in Canopy.
- If you are aware of invoices that include inventory items, it would be helpful if you communicate with your departmental Alt APO (provide PO # or whatever information you have) so they can start gathering information to build the asset.

Purchases on State Funds

State Funds on POs

- If AggieBuy is used “properly” (i.e., Requisition to PO to Invoice Payment) then the PO suffices as a purchasing documentation element of the 3-way match.

- Do receiving in AggieBuy to acknowledge receipt of the good or service. i.e., two-way match rules do not apply on State funds.

State Funds on non-PO invoices

State required 3-way match guidelines:

1. Purchasing documentation (e.g., PO form, quote from vendor, catalog price list, pricing printout from website, etc.). Price quote must be dated PRIOR to the purchase of the goods. It should include the order date, quantity, price of goods & estimated shipping charge (even if it is an estimate, the amount that can be paid cannot exceed the quoted amount – move overage to local funds).

2. Invoice (must be stamped with IRD).

3. Receiving documentation (e.g., GRD stamped on invoice, packing slip, receiving report, etc.).

Spot Purchases

If the purchase was made and picked up directly at the vendor's establishment within B/CS (or in rare occasions, while traveling or if residence is in another city—comments need to be added to explain), this is called an "On the Spot Purchase" and a quote prior to the purchase is not needed. Be sure there is a comment in AggieBuy (or written on the receipt) that includes "SPOT PURCHASE PICKED UP".

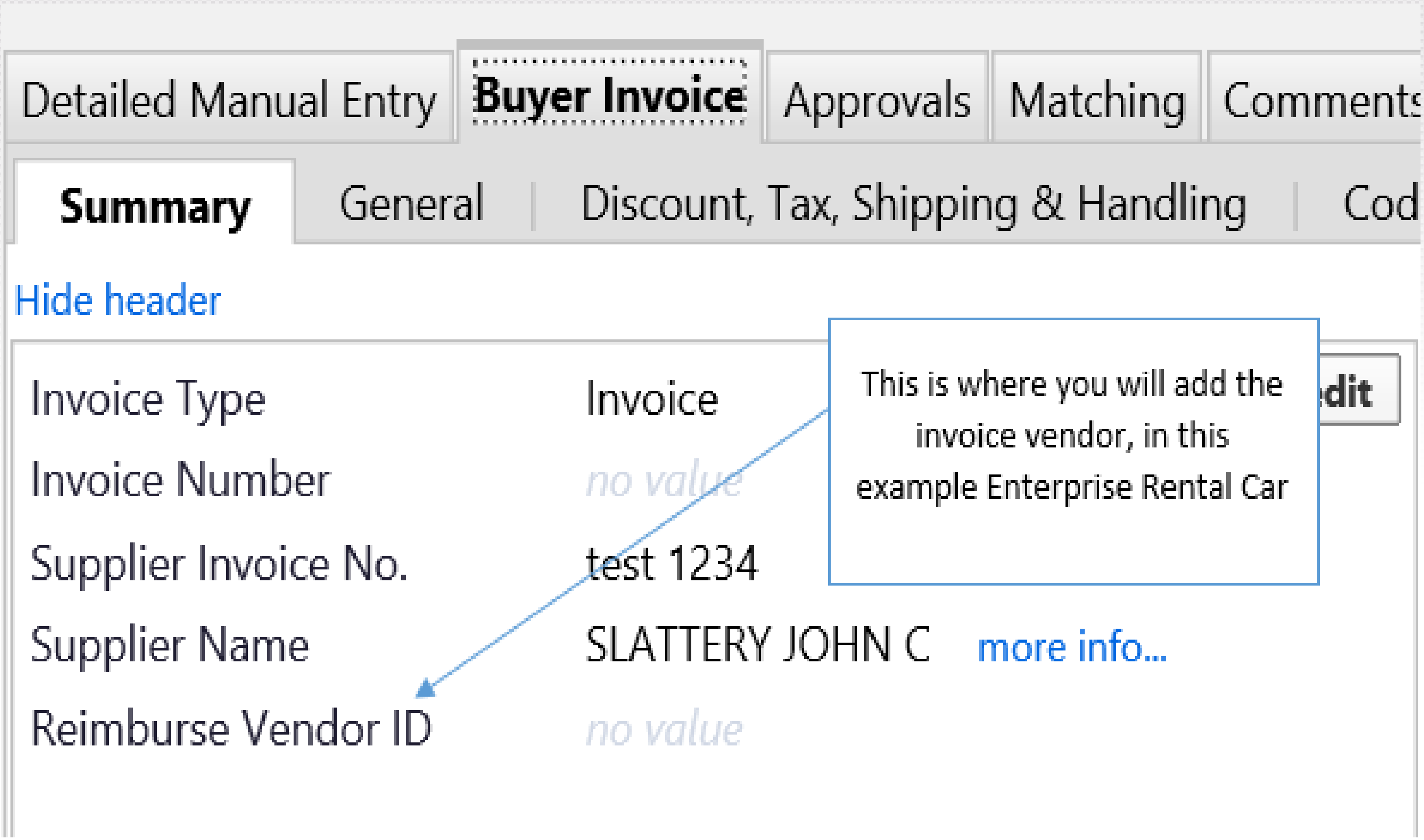
Examples of Items NOT Allowed on State Funds

- Tuition, scholarships and fellowships
- Food / business meals
- Sales tax
- Tips
- Alcohol
- Gifts
- Any amounts above the PO or quote (includes shipping, surcharges, hazard fees or any other charge that is tacked on to the invoice)

Travel Direct Bills on State Funds

- Field in AggieBuy called Reimburse Vendor ID.
  - Needed when using State funds to pay a direct bill vendor.
  - Will allow a non-po invoice creator to be able to select a vendor (person who used the direct billed service) and then you select a reimburse vendor ID (the invoice vendor).

- Example, state funds are being used to pay an Enterprise Rental Car invoice.
  - The vendor that will be chosen on the initial create invoice screen in AggieBuy is the person who rented the car. (If they are not setup as a vendor in AggieBuy, that will need to be done first).
  - Then, the reimburse vendor ID will be Enterprise Rental Car. The reimburse vendor ID will become the vendor record used to create and distribute the payment.

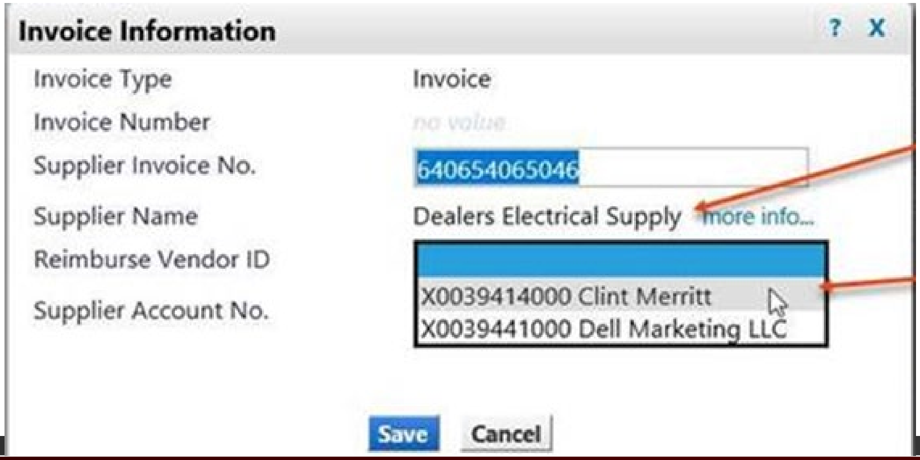

Detailed Manual Entry
Buyer Invoice
Approvals
Matching
Comments
Summary
General
Discount, Tax, Shipping & Handling
Hide header
Invoice Type
Invoice
Invoice Number
no value
Supplier Invoice No.
test 1234
Supplier Name
SLATTERY JOHN C
more info...
Reimburse Vendor ID
no value
This is where you will add the invoice vendor, in this example Enterprise Rental Car

Employee or Student Reimbursements on State Funds

- If an employee or student makes a purchase with personal funds and needs to be reimbursed from **a state account**, use the Reimburse Vendor ID field.
- First, identify the receipt vendor (merchant) to be selected as the "Supplier Name" in AggieBuy. If that merchant is not already setup as a vendor, you will need to get the vendor setup first.
- Select the employee for the Reimburse Vendor ID field.

Employee Example on State Funds

- Employee Clint Merritt paid Dealers Electrical Supply and is requesting reimbursement.
- Select Dealers Electrical Supply as the Supplier Vendor.
- Select Clint Merritt in the Reimburse Vendor ID field (remember, if your employee is not setup as a Reimburse Vendor ID, work with TAMU Vendor Help).
- Once you have entered both vendors, Dealers Electrical Supply will ultimately be the vendor in FAMIS and Clint Merritt as the Alt Vendor in FAMIS and the payment will go to Clint Merritt.



Service Department Selections when paying Texas A&M University, TEES, Agrilife, etc. on State Funds

- If making a payment to TEES, Texas A&M University or any other System Member, you must select the appropriate service center (examples shown on next slide).
- If it is not a service center you are paying then you can just use the default selection.
- To be able to select one of the service centers shown below, you can simply select the normal Texas A&M University (or TEES, etc.) vendor and then edit the remit to address.
- You will NOT use the Reimburse Vendor ID in these situations.

Service Department ID Examples

Texas A&M University Transportation – **X0101417023**
Texas A&M University Utilities – **X0101417024**
Texas A&M University Health Services – **X0101417025**
Texas A&M University Police – **X0101417026**
Texas A&M University Information Technology – **X0101417027**
Texas A&M University Telecom – **X0101417028**
Texas A&M University Educational Broadcast Services – **X0101417029**
Texas A&M University Financial Services – **X0101417030**
Texas A&M University Library – **X0101417031**
Texas A&M University Facilities Administration – **X0101417032**
Texas A&M University Student Services – **X0101417033**
TEES AggieFab Facility – **X0101448025**

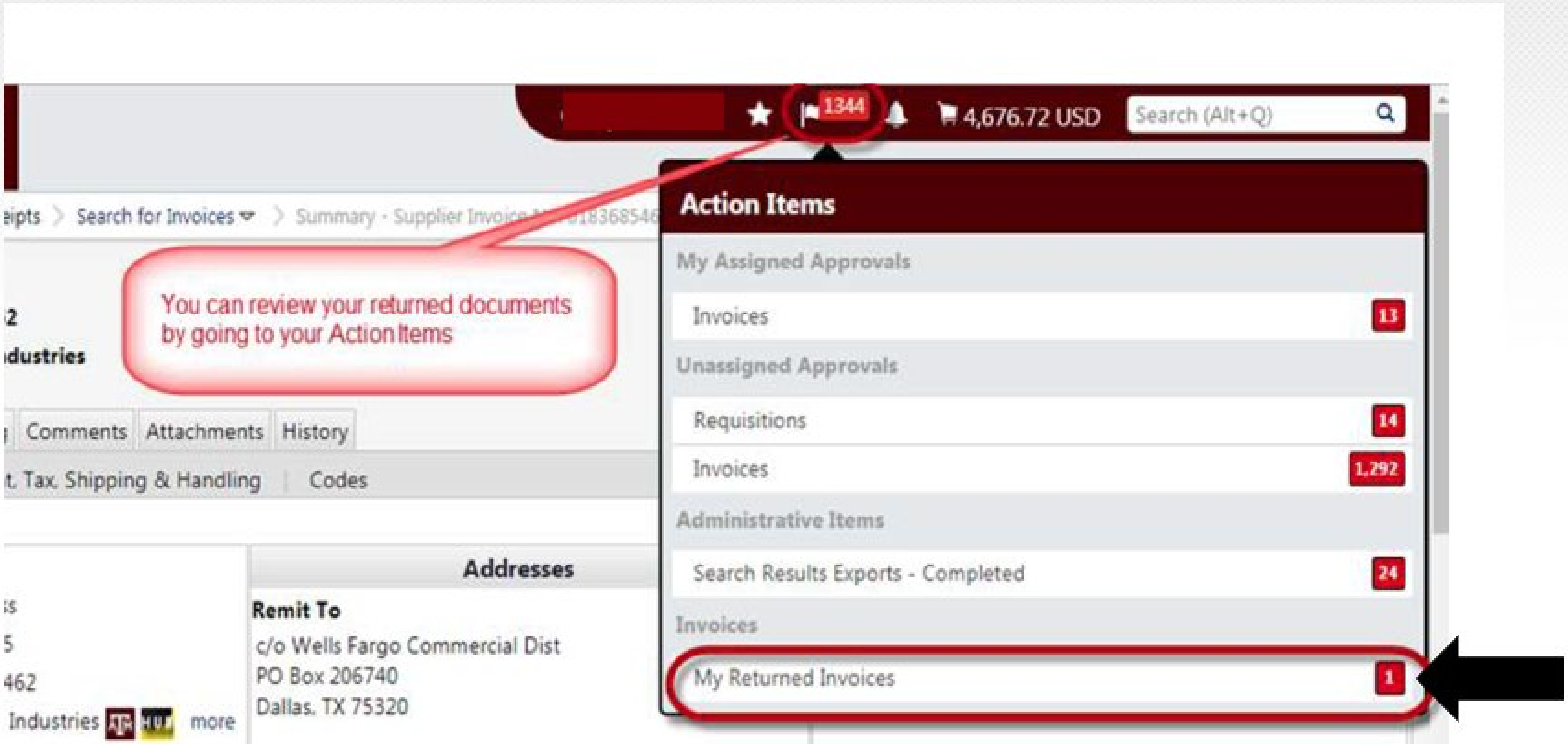
Please remember that in AggieBuy, TEES should not be a vendor unless you are using State funds to pay a TEES service center. When using local funds, use the IDT process, not AggieBuy.

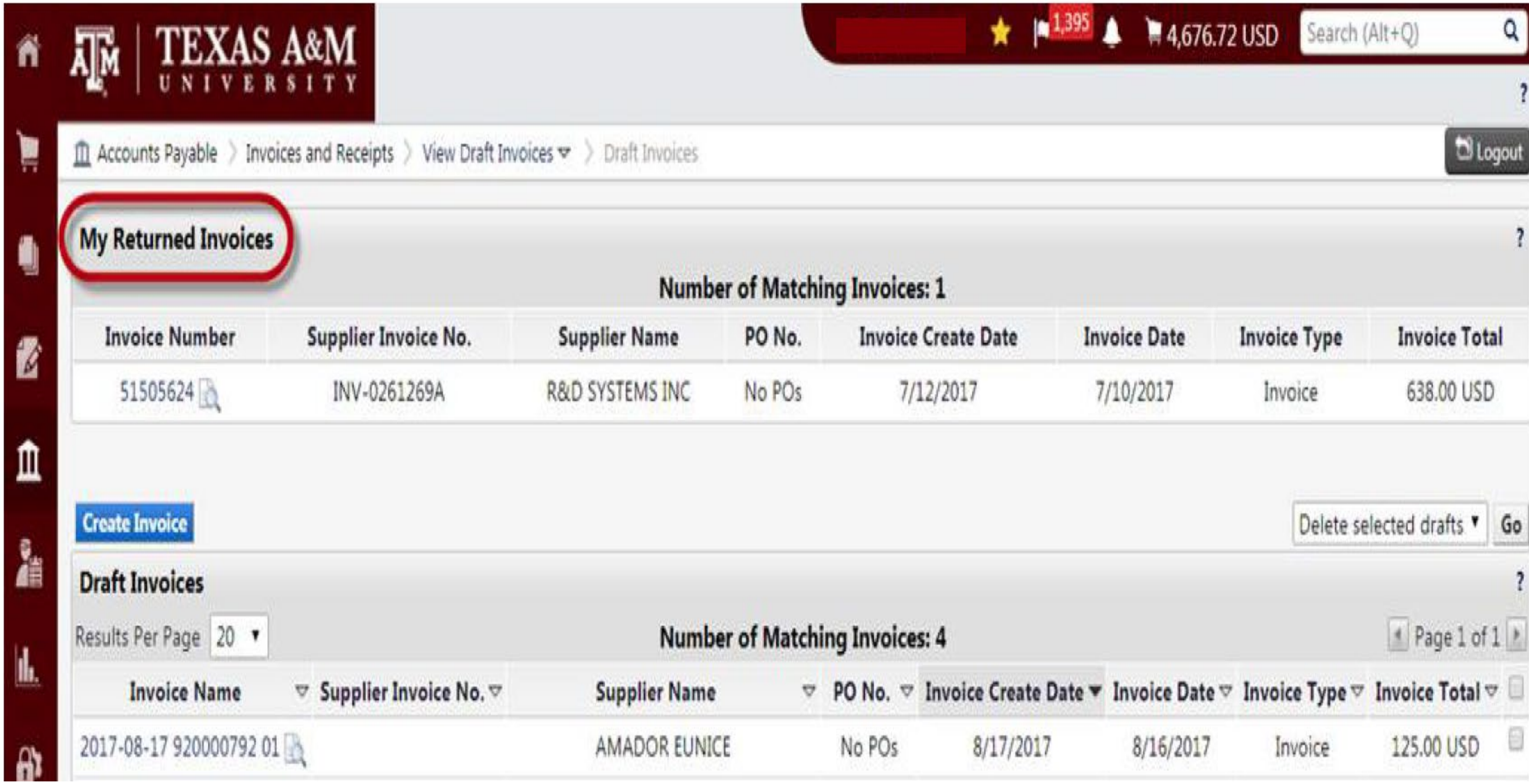
Understand Searches to Identify Problem Invoices in AggieBuy

Returned Invoices

In AggieBuy, non-PO based invoices can be returned to the creator by an approver (within the department, Fiscal Office, etc.) or automatically by the system for a variety of reasons (usually budget check failure). Returned invoices need to be addressed by the creator within the department.

How Do I Find Returned Invoices?



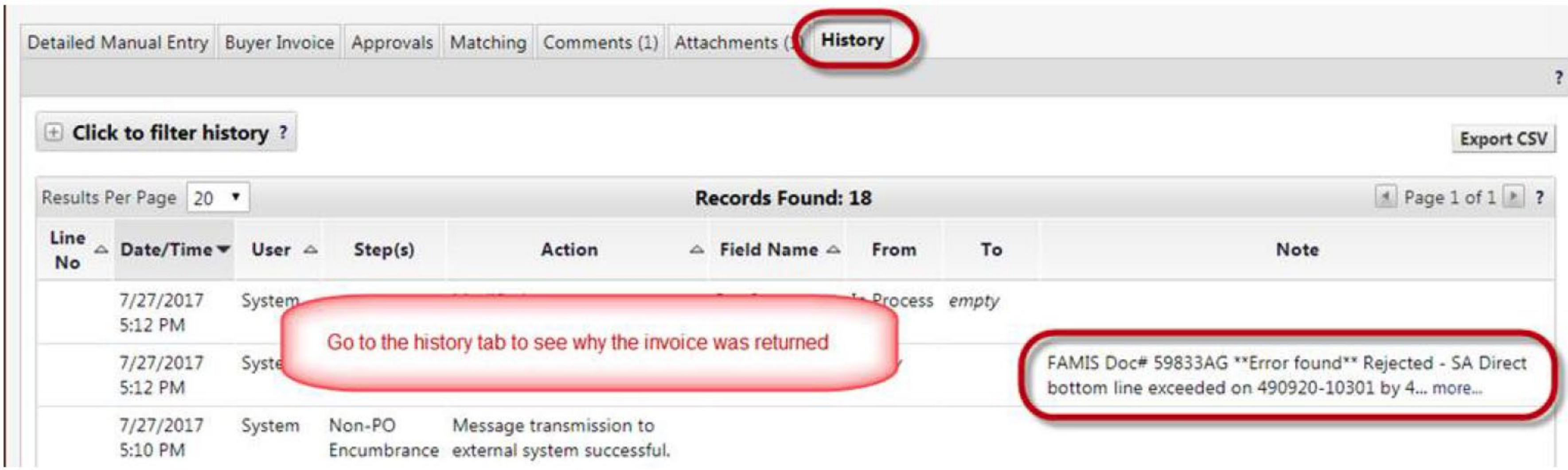

TEXAS A&M UNIVERSITY
1,395
4,676.72 USD
Search (Alt+Q)
Accounts Payable
Invoices and Receipts
View Draft Invoices
Draft Invoices
Logout
My Returned Invoices
Number of Matching Invoices: 1
Invoice Number
Supplier Invoice No.
Supplier Name
PO No.
Invoice Create Date
Invoice Date
Invoice Type
Invoice Total
51505624
INV-0261269A
R&D SYSTEMS INC
No POs
7/12/2017
7/10/2017
Invoice
638.00 USD
Create Invoice
Delete selected drafts
Go
Draft Invoices
Results Per Page
20
Number of Matching Invoices: 4
Page 1 of 1
Invoice Name
Supplier Invoice No.
Supplier Name
PO No.
Invoice Create Date
Invoice Date
Invoice Type
Invoice Total
2017-08-17 920000792 01
AMADOR EUNICE
No POs
8/17/2017
8/16/2017
Invoice
125.00 USD

Who Else Can See My Returned Invoices?

- Generally no one else can see these and you can’t find them by searching for the AB invoice #.
- Always keep an eye on this AB box and make sure your student workers do as well or invoices that you thought were getting paid may not be paid at all!
- Detailed instructions on how to review these invoices can be found here.

System Generated Budget Error Returns

Notice the message has the word "more" at end so press to read the remainder of the message.



Once you have determined that the budget problem is resolved (or you change the account on the document), you can put back into routing by pressing "Complete" at the top (as you typically do to route a document).

If Assistance Needed with Budget Errors

- Griselda Vazquez can assist with CC28 local account budget questions and “flag flipping”.
- SRS PAs can assist with sponsored account budget issues and “flag flipping”.
- A/P staff do not have that FAMIS access.

TEES Returned Invoices that Need to be Deleted

- If you have this situation, please send an AggieBuy comment to Karen Gregory, as opposed to someone else in A/P, requesting the invoice be cancelled.

- Typical reasons you need returned documents canceled:
  - Wrong vendor on invoice and you need to start over
  - Document has already been paid on either a different AB doc # or by credit card
  - No longer need to make payment

- Canceled invoices will release the encumbrance (as long as the account is not frozen).

AggieBuy Comments

- How A/P communicates with you about an invoice.

- Please make sure you are reading comments. When responding, do so within AggieBuy. Do not hit reply in your email – we need the audit trail to stay in AggieBuy.

- Notice that AggieBuy automatically checks creators and other commenters so uncheck as needed to not bother extra people.

- A/P student workers assist you with invoice creation (PO based invoices and some non-PO ones as well)
  - As creators, returns go back to them.
  - They need you to provide answers so they can help you – please respond to their comments but don’t include them on questions to others.
  - If system returned to them for budget issue, they remove the account and put back in routing (to department allocator). Look at comments / history to see error to resolve.

AggieBuy Comments

- Once you receive an email about a comment on a document, press "View Comment" to read it within AB and respond within AB as well. (This is also the only way to know who else received the comment.)
- If you did not create the document, this is the only way you can see returned documents.
- Once you are on a returned document, you can make changes and submit / complete it, regardless of who originally created it.

Re: COMMENT ADDED TO INVOICE #: 60630797

Dear Karen Gregory,

[redacted] has commented on Invoice 60630797

Comment: This is now a duplicate. Can you please delete? Thanks.

To reply to this comment click on the following link

View Comment

Support Team Contact Information:

AggieBuy Encumbrances

- If a document that has already encumbered gets returned, when it is resubmitted, it looks for enough funds to encumber again.
- It will NOT encumber the second time, but it needs that amount of funds available.
- If document gets returned and you know it has already encumbered, contact your PA if SRS account or Griselda Vazquez if CC28 local funds.
- When they have “flipped a flag” or made an adjustment to the account, try again.
- Example on next slide.

Look for Encumbrance in AB History Tab

- The document encumbered:

11/29/2017 10:34 AM	System	Non-PO Encumbrance	Invoice budget check passed	Invoice 55767784, FAMIS Doc# 21296AH

- The document was returned:

12/13/2017 10:44 AM	Shaana Christley	Invoice Returned *(via email)*	Shaana Christley	Doris Wilson	[redacted]

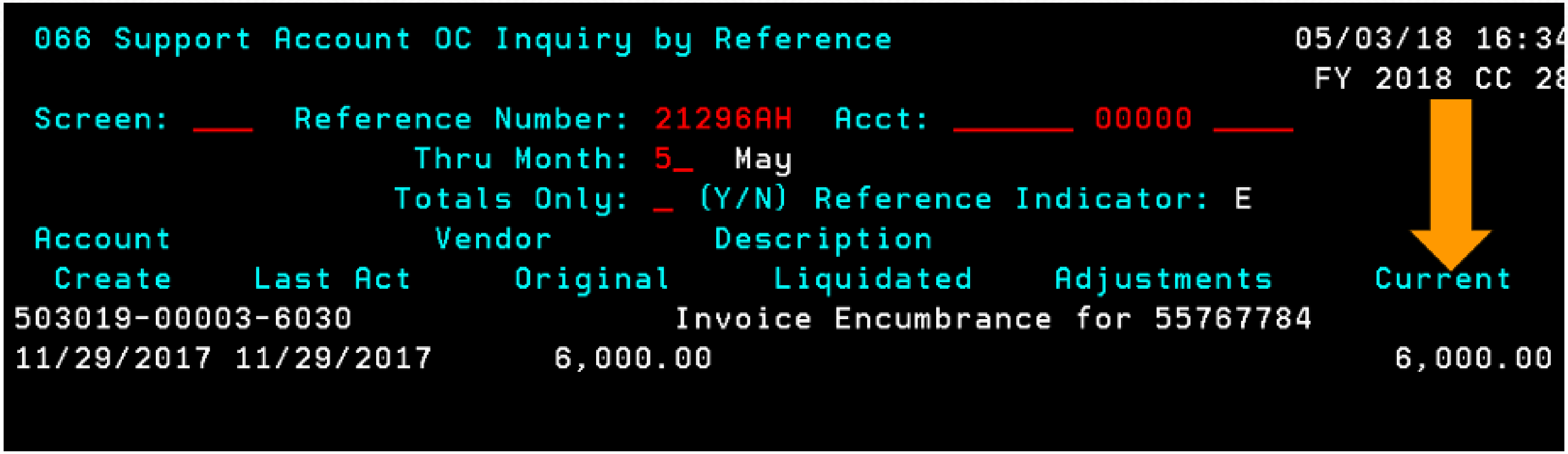
- The document got returned when it was resubmitted:

12/14/2017 7:50 PM	System	Invoice Returned *(via UI)*	*empty*	Doris Wilson	FAMIS Doc# 21296AH **Error found** Rejected - SL Direct bottom line exceeded on 503019 by 3,258.1... more..

- Now, you need to contact someone to flip a flag in FAMIS before you re-submit the AB document again.

How to See the Encumbrance that AB Referenced

- Screen 66 in FAMIS with the FAMIS Doc # from history tab
- Notice the encumbrance is still "Current"



```
 066 Support Account OC Inquiry by Reference                    05/03/18 16:34
                                                                 FY 2018 CC 28
 Screen: ___   Reference Number: 21296AH  Acct: ______ 00000 ____
                     Thru Month: 5_   May
                    Totals Only: _ (Y/N) Reference Indicator: E
 Account                Vendor        Description
  Create    Last Act      Original     Liquidated     Adjustments      Current
503019-00003-6030                  Invoice Encumbrance for 55767784
11/29/2017 11/29/2017      6,000.00                                   6,000.00
```

Hanging Encumbrance on PO

- If you create a PO but then pay the invoice as a non-PO based invoice, it will not release that encumbrance that was created.
- You have created extra work by re-typing the invoice data and then someone will need to manually release the hanging encumbrance.
- Remember to look at your invoice carefully

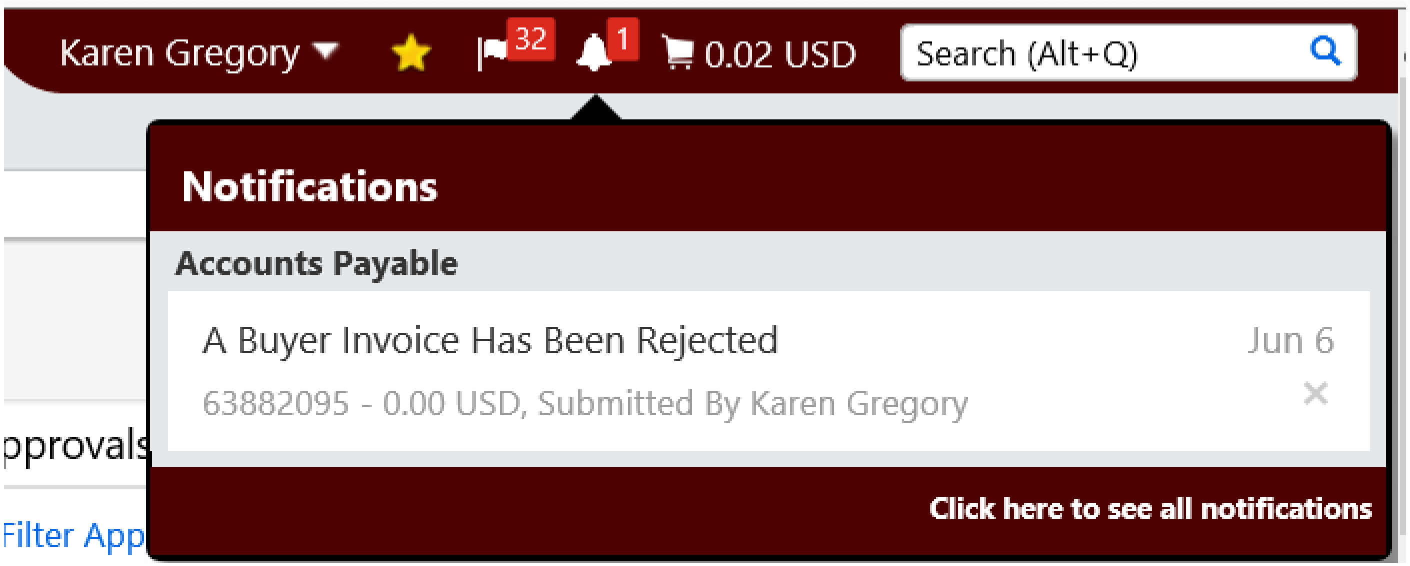
Returned vs Rejected in AggieBuy

- Returned = goes to creator for them to fix.

- Rejected (canceled) = will not be paid. It will try to release the encumbrance, if one existed. If account is frozen, encumbrance will not release but AB document will cancel. The easy way you will know about the hanging encumbrance is to check FRS66. Contact PA, if applicable, and Karen Gregory to manually release these encumbrances.

Rejected Invoices

- You will receive an email about rejected invoices, unless you turned those off in AggieBuy Preferences
- You also see them in your "bell" notifications (more on rejected / canceled invoices later)



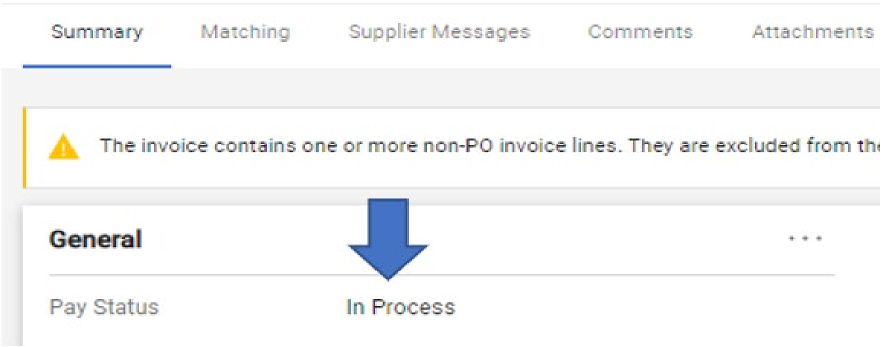
HOW TO REVIEW INVOICES IN AGGIEBUY AND FAMIS TO ANSWER VENDOR QUESTIONS

4 AggieBuy Pay Statuses
(no status will show on returned invoices)

- In Process
- Payable
- Paid
- Cancelled

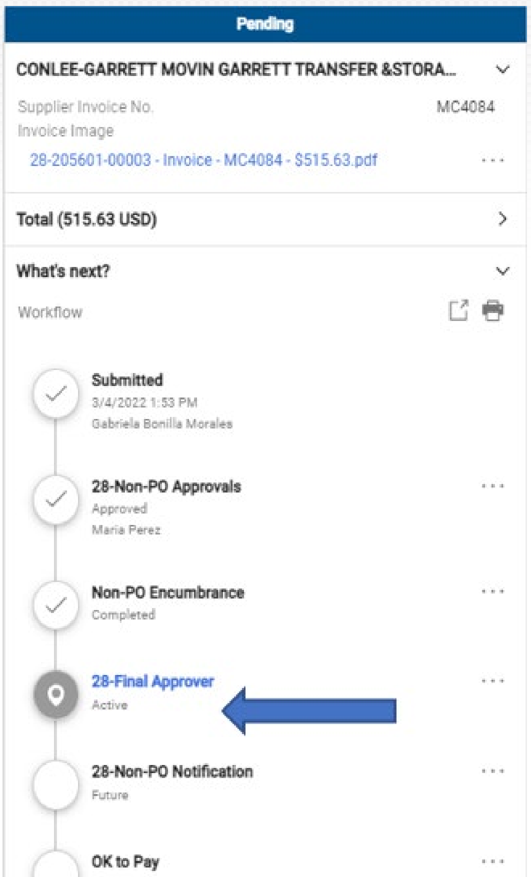
AggieBuy Pay Status = In Process

- Means it has not been approved through every workflow yet.
- Review “What’s next?” tab along right side, look for “active” box .
- Don’t be confused if the “active” box has a check mark next to a name, one workflow can need multiple approvers (i.e., multiple department accounts and therefore multiple final approvers needed).



What's next? Tab

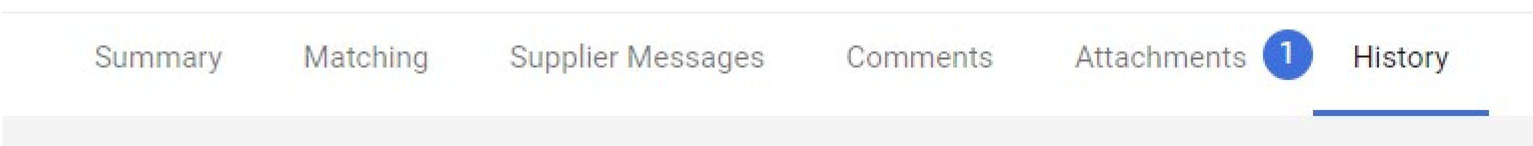
Expand the "active" link to see who the document is waiting with for approval.



Who Should I Call if I need invoice “approved quickly” to Payable status?

- One of the people on the active workflow box
(see previous slide to find those people on the active workflow step)

- You can review the history tab across top of document to see when it was approved in the prior workflow box (i.e., to see if the people in the active workflow just received it).



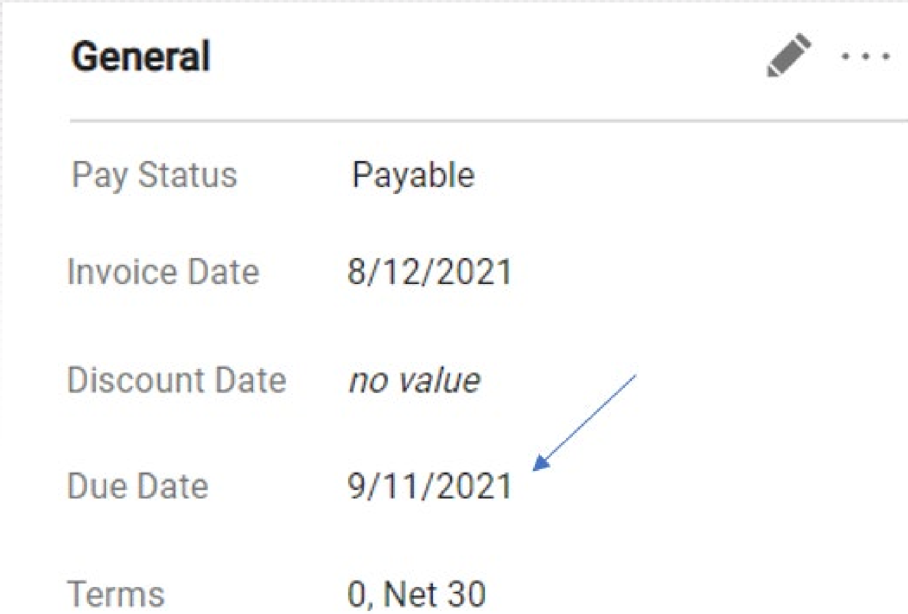
AggieBuy Pay Status = Payable

- Means it is through AggieBuy approvals but holding for due date (or paid today).

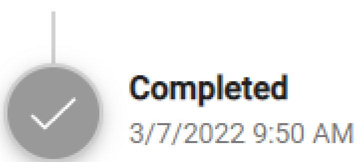
Invoice Type	Invoice
Pay Status	Payable
Invoice Number	74429350
Supplier Invoice No.	5941
Supplier Name	KOCUREK INDUSTRIES INC more info...
PO business unit	28-Texas A&M Engineering Experiment Station (28)
PO Department	28-PETE (28-PETE)
Invoice Owner	Dawson Behee
Invoice Date	2/7/2019
Discount Date	no value
Due Date	3/9/2019
Terms	0, Net 30

Payable Status, Due Date in Past

- Due date in the past but still payable status – why?

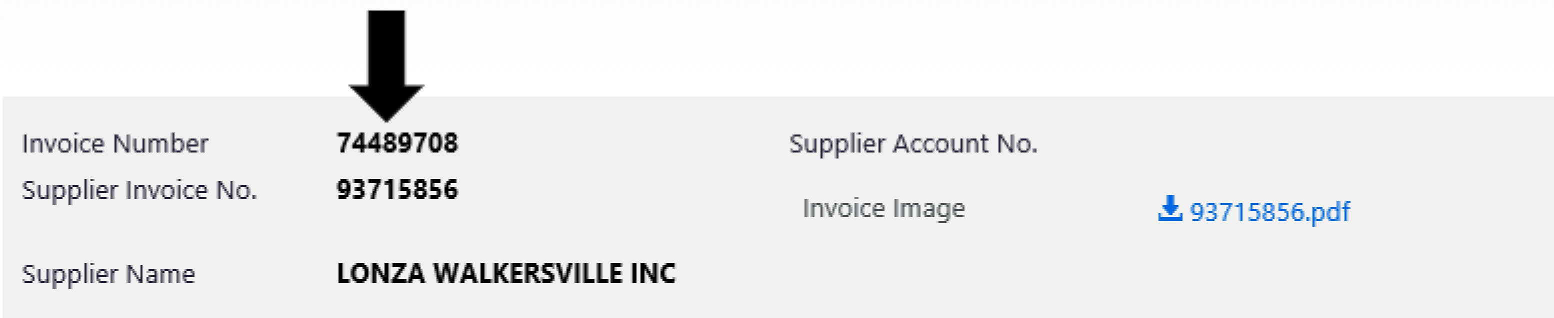


- Look at "What's next" workflow to see when it completed routing. It may not have completed routing until after the due date (and if the completed date is today or yesterday, it may be in cycle to pay and AggieBuy not updated yet).



AggieBuy to FAMIS: Non-PO Invoice

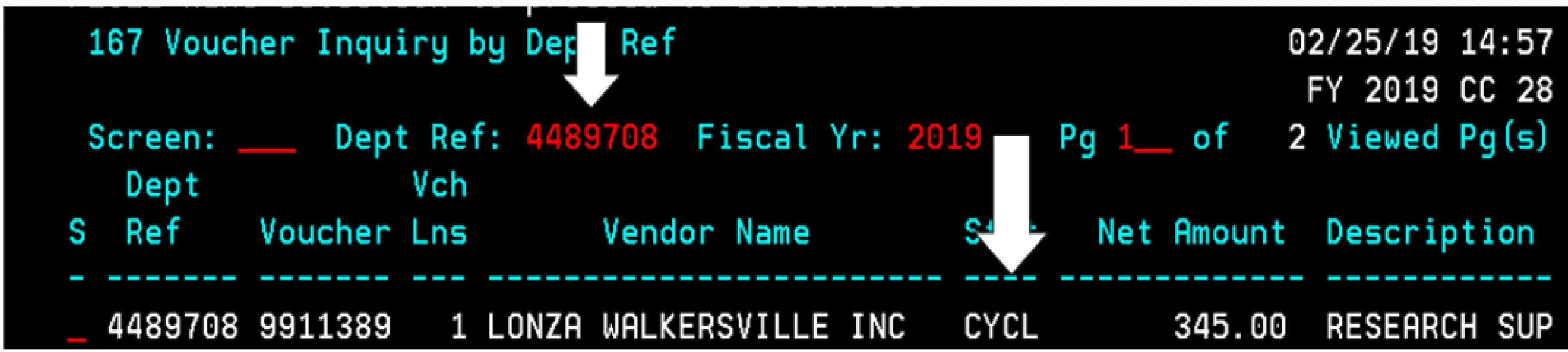
- In situations with a past due date or due date of today, look the next day. Then you will see the status updated to “Paid”.
- If you don’t want to wait, look in FAMIS now for FAMIS status.
- Use AggieBuy “Invoice number” (not supplier invoice number) which is also the AggieBuy document number.



- If non-PO based invoice, take doc # (also called invoice #) to FRS167 and <u>use the last 7 digits.</u>

Screen 167 shows the FAMIS Status

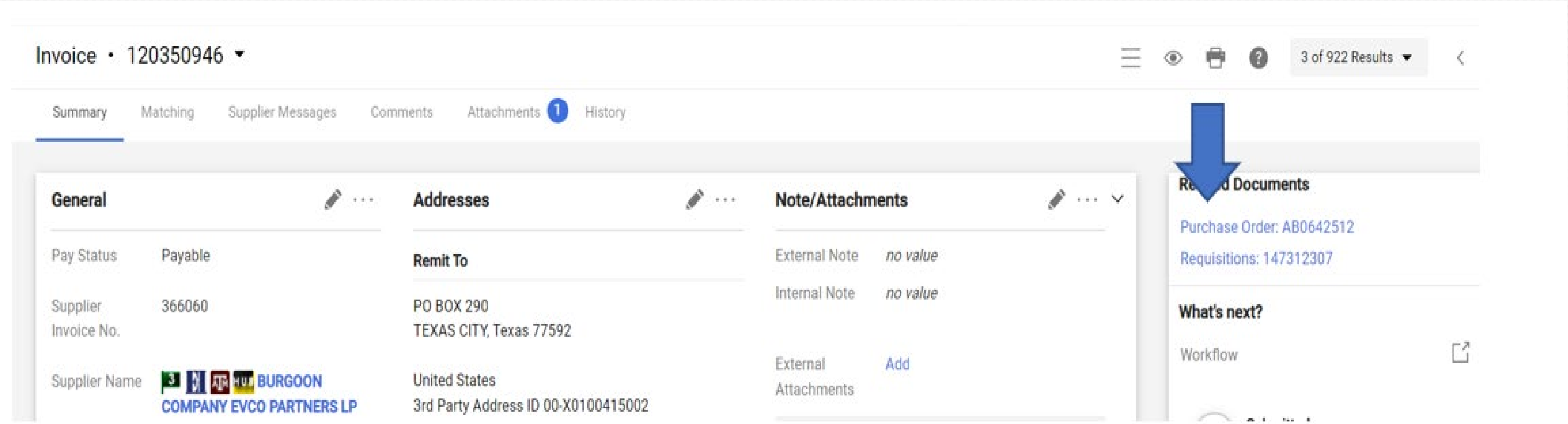
- FAMIS status = CYCL
- This FAMIS status means the check or ACH generated “today”



AggieBuy to FAMIS: PO

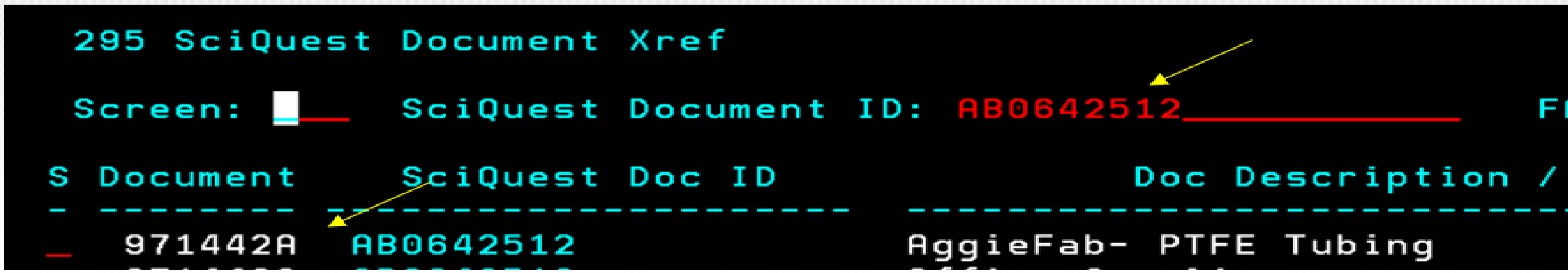
- To look up a FAMIS status when the AggieBuy document is a PO (as opposed to non-PO based invoice like we just reviewed), use FAMIS screen 295 with the AggieBuy PO number.

When Invoice is on a PO, Gather the PO

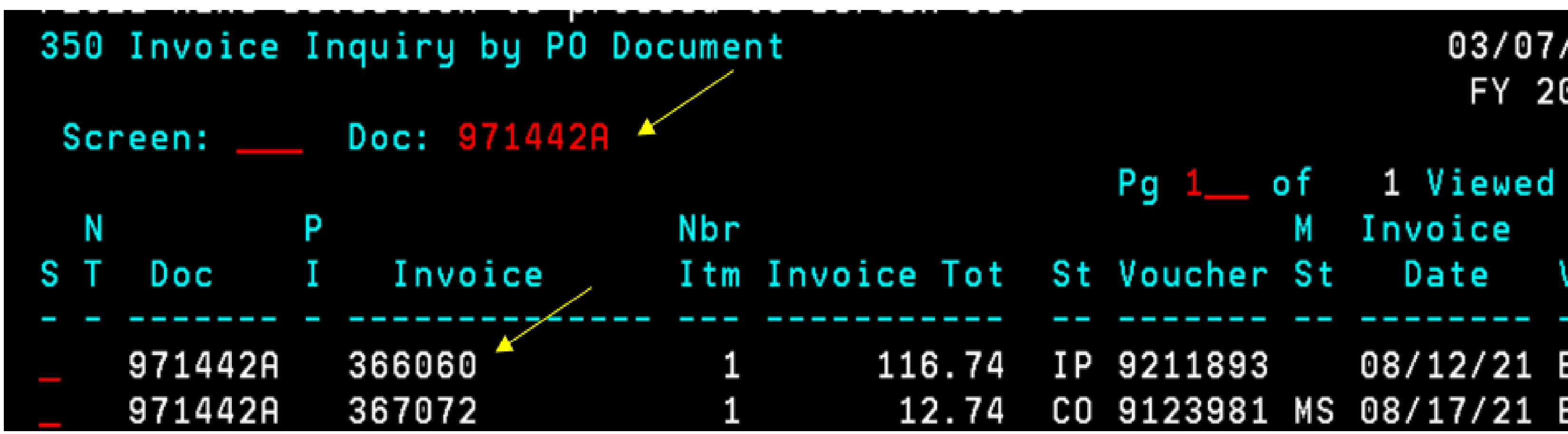


Take AB PO# to FAMIS Screen 295

- Use screen 295 to find FAMIS Document # from AB PO#



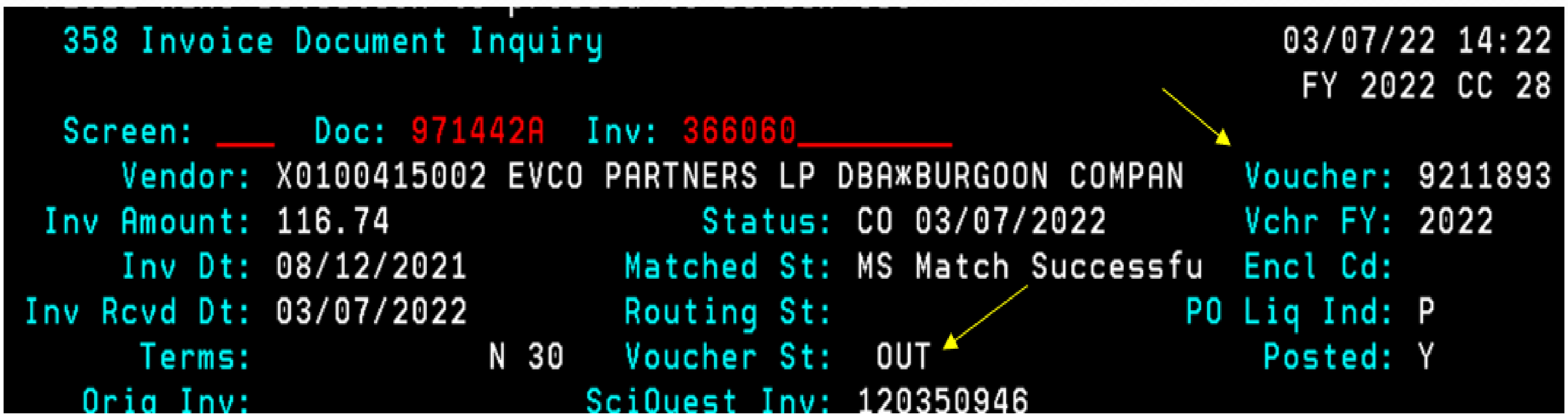
- Take that # to screen 350 and search for your supplier invoice # and select that line.



Now we see the FAMIS Status!

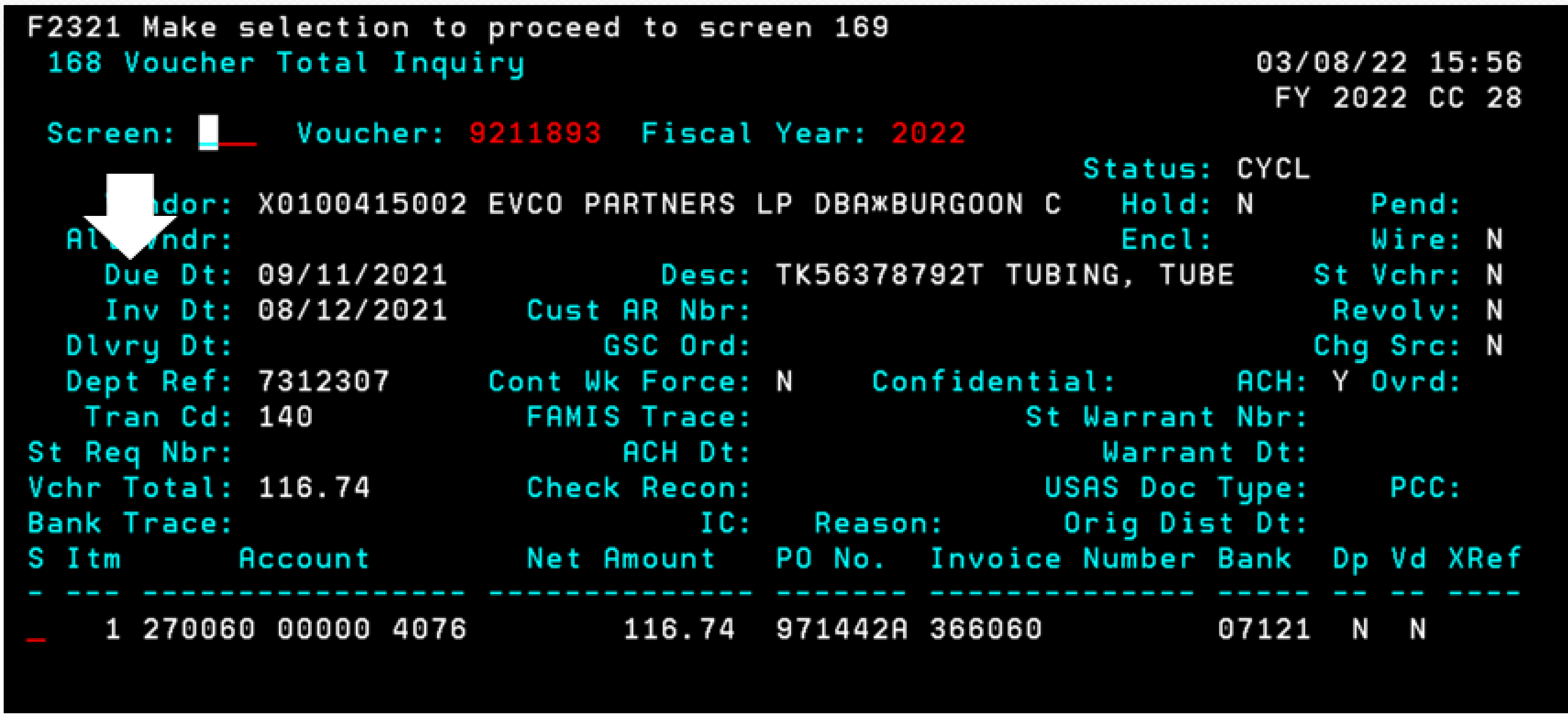
And now you will be on FRS358

Notice the voucher status = OUT and you now have the FAMIS voucher #



Where do I see the Payment Due Date on the PO based invoice?

You found the voucher number on screen 358 so take that number to screen 168



6 FAMIS Voucher Statuses to Know

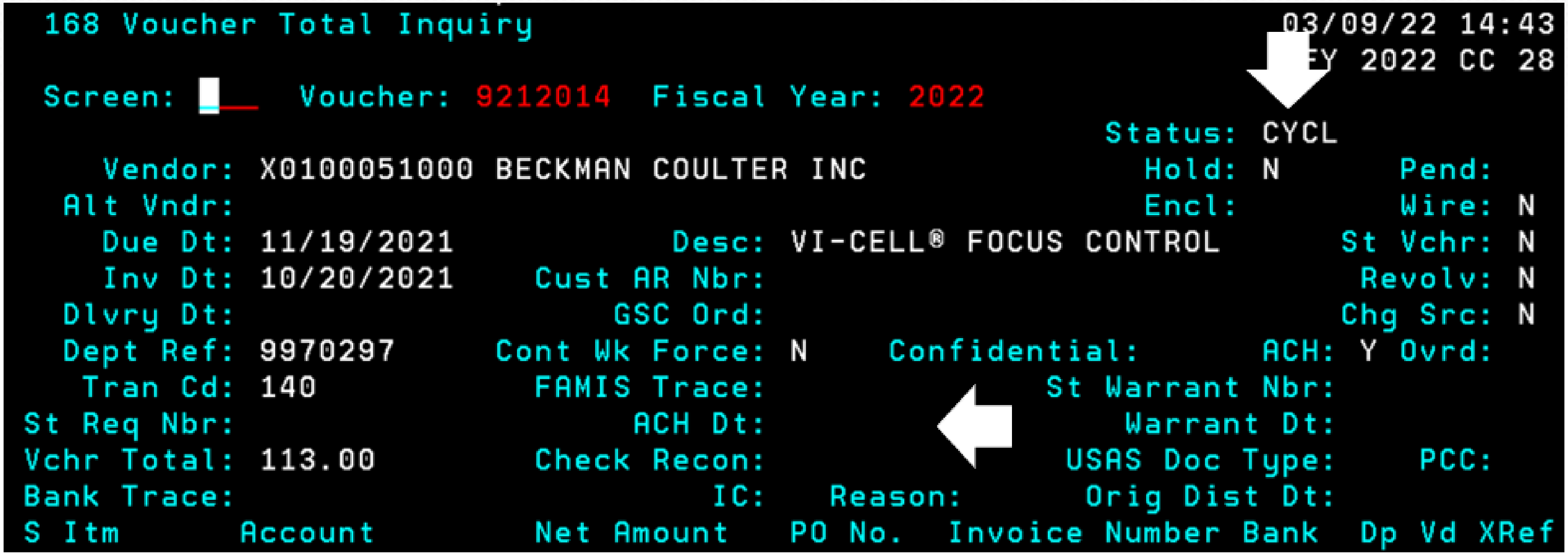
- CYCL = means the check or ACH generated today
- OUT = posted into FAMIS (from AB). Waiting on Payment Due Date
- PAID = payment has processed and check # / ACH # is now available
- RECN = Vendor has cashed the check
- P-OP = Document final approved in AB the day you are reviewing it; document will try to close and post in FAMIS overnight.
- P-CL = AB work is complete but error occurred in the posting of the voucher; TEES Fiscal is aware of these issues and works error reports daily.

OUT Status

```
 168 Voucher Total Inquiry                                     03/07/22 14:36
                                                               FY 2022 CC 28
 Screen: ___  Voucher: 9211436  Fiscal Year: 2022
                                                      Status: OUT
    Vendor: X0100328005 SUMMUS INDUSTRIES - VWR         Hold: N        Pend:
  Alt Vndr:                                             Encl:          Wire: N
    Due Dt: 03/30/2022           Desc: ETHANOL 200PRF 4X1GL PRM      St Vchr: N
    Inv Dt: 02/28/2022     Cust AR Nbr:                              Revolv: N
  Dlvry Dt:                    GSC Ord:                             Chg Src: N
  Dept Ref: 4577641      Cont Wk Force: N    Confidential:      ACH:    Ovrd:
   Tran Cd: 140              Check Nbr:                St Warrant Nbr:
St Req Nbr:                   Check Dt:                    Warrant Dt:
Vchr Total: 58.42          Check Recon:                 USAS Doc Type:     PCC:
Bank Trace:                         IC:   Reason:        Orig Dist Dt:
S Itm       Account          Net Amount   PO No.  Invoice Number Bank  Dp Vd XRef
- --- ----------------- -------------- ------- -------------- ----- -- -- ----
_   1 518560 00001 4040          58.42   020750B 8807713711     07121  N  N
```

CYCL Status

- Payment generated today
- Check back tomorrow for ACH or Check #



AB Pay Status = Payable

- If you have an extenuating circumstance to justify the payment being processed before the AggieBuy due date, please email Karen or Gina with the voucher number and the justification to speed up the payment.

- Remember to use FAMIS 167 or 295 to find the FAMIS voucher number. (Which screen you use is based on whether it is a non-PO based invoice or PO based invoice).

AggieBuy Pay Status = Paid

General

Invoice Type	Invoice
Pay Status	Paid
Invoice Number	118864444
Supplier Invoice No.	198830828

Addresses

Remit To

PO BOX 28072
NEW YORK, New York 100878072

United States
Phone 1-800-7085444-
3rd Party Address ID 00-X0100317000

Note/Attachments

External Note	CC:28 FY:2022 VCHR:9209856 ACH:A153401 $289.00 DT:03/04/2022 Show less
Internal Note	*no value*
External	Add

Finding Wire Information

- If the invoice was paid via wire, you will not see the wire date in this section, instead look lower down page under “Payment Information”. It will be listed as check date.
- The wire confirmation page will also be an “Internal Attachments” in AggieBuy.

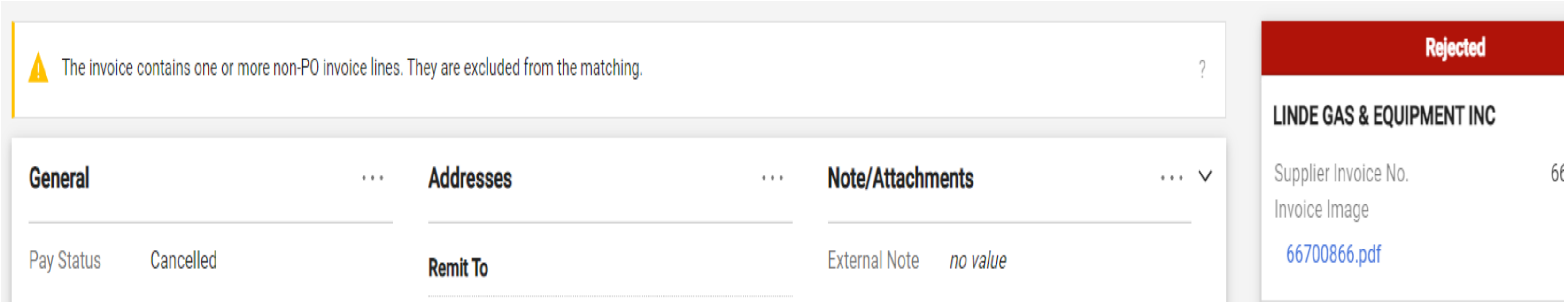
External Note	CC:28 FY:2022 VCHR:9210649 WIRE $900.00 DT:

Payment Information

Non-PO Goods Rcvd Date	1/31/2022
Invoice Rcvd Date	2/7/2022
EDM Rcvd Date	*no value*
Check Number	W031639
Check Date (MM/DD/YYYY)	2/17/2022
Special Payment Method	Wire Transfer - US Dollar

AggieBuy Status = Canceled

- Action needed by YOU depends on the reason invoice was canceled
- Remember, returned versus canceled (rejected) are different in AggieBuy. We discussed returned invoices earlier (look for under your action flag).



Why is an Invoice Canceled?

- Inaccurate vendor being paid (no one can change the vendor after it is put in routing)

- Duplicate invoice (maybe you paid on credit card)

- SRS or department reasons

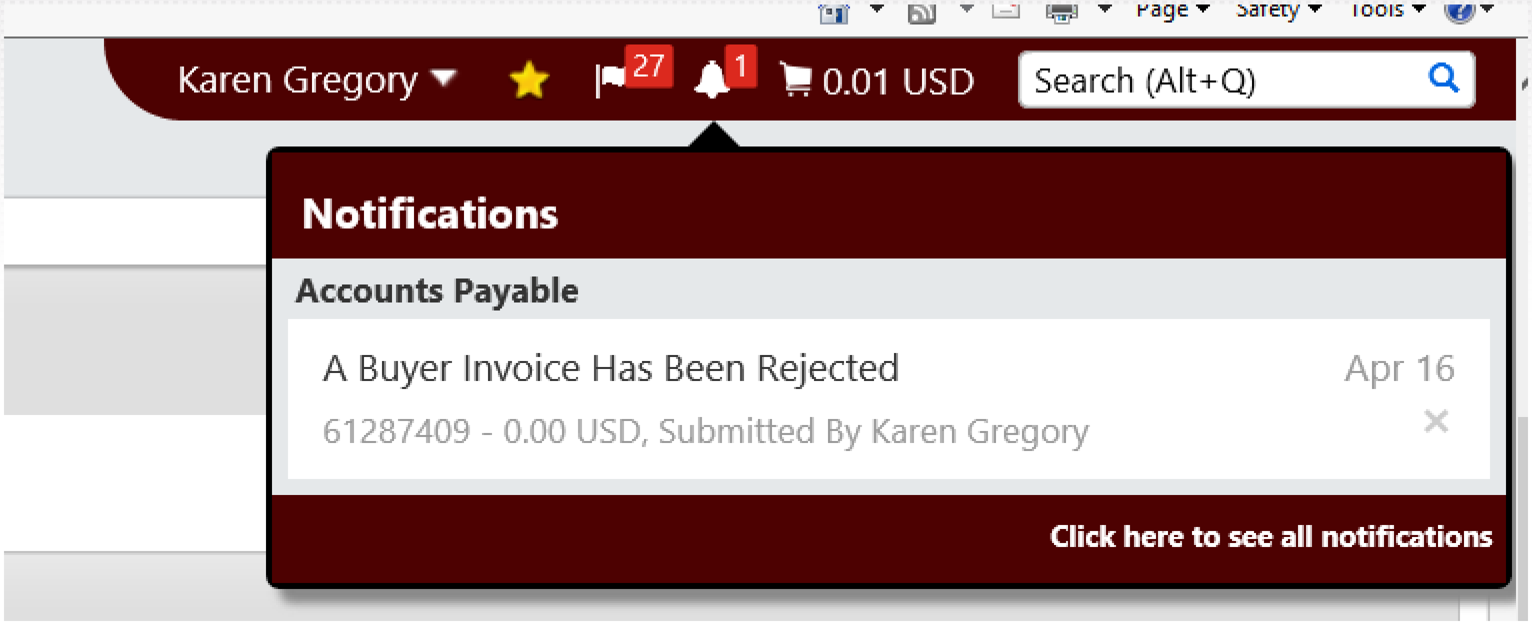
- Generally, a canceled invoice releases an encumbrance, if applicable

- If a returned invoice needs to be canceled, do you remember what to do?

Canceled Invoice

- AggieBuy sends a comment when an invoice created by you has been canceled.
- Invoices can be canceled by anyone along the approval path so be sure to look at comments to see why it was cancelled.
- Canceled invoices might need your attention.

Canceled Invoice Notification



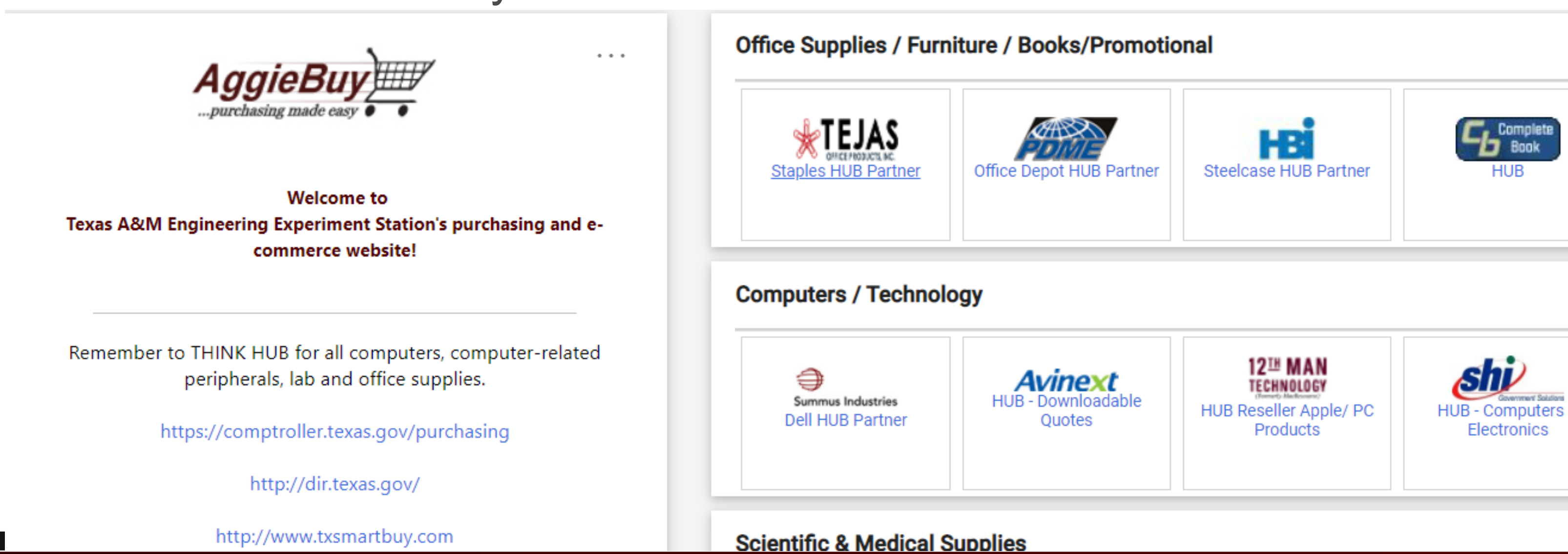
Receiving

Receiving

- How the department acknowledges that the goods/services have been received on POs
- How the department provides the date that the goods/services were received
- Provides the approval to release the payment for line items that match (receiving done and invoice entered)
- Should ONLY be completed when the goods/services have actually been received
- Remember to attend AggieBuy Receiving Training (register in Traintraq) – this is just a quick refresher

2 Way Match

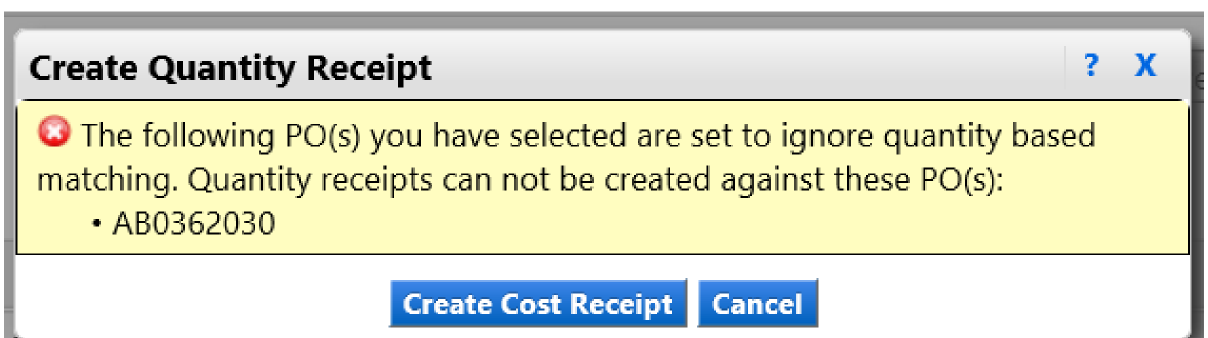
- Process in which the invoice is matched to the PO if it matches in quantity, unit price, and extended amount without the need for receiving to be evaluated
- Reduces the need for departments to complete receiving on *low dollar* purchases against punch-out vendors and other high-volume vendors within AggieBuy
- Work with vendor if you do not receive items



AggieBuy Terminology

- Received = an item is marked Received when it is physically received
- Returned = marked when item is physically returned to vendor. (Often used to correct mistakes of receiving also)
- Cancelled = used to “close-out” a PO for future receipts (be careful)
- Quantity Receipt = PO set up with UOM in quantity
- Cost Receipt = PO set up with UOM in cost

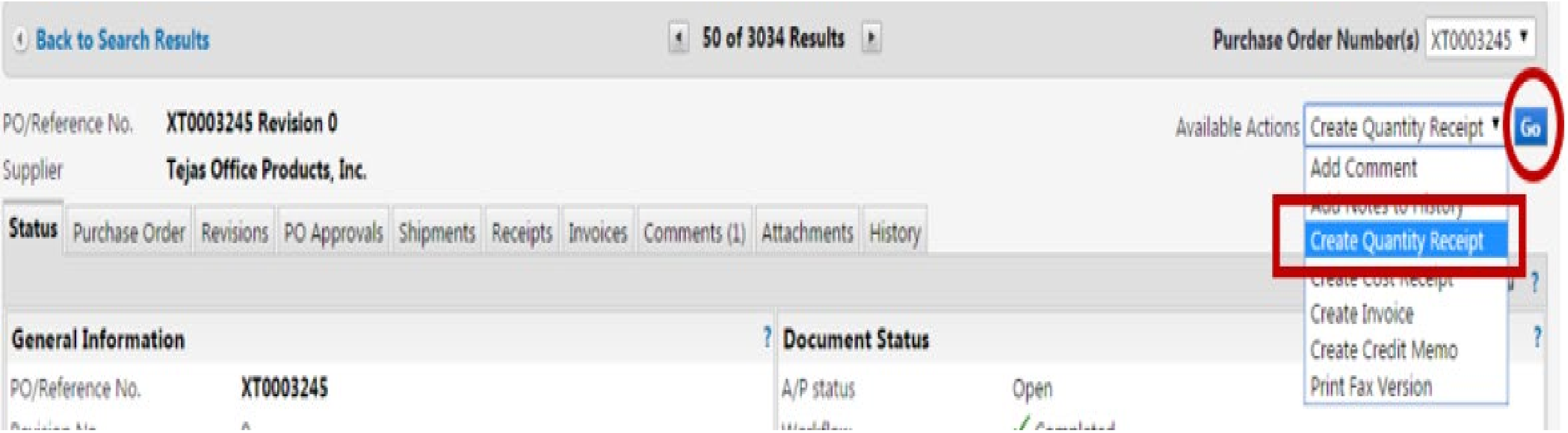
AggieBuy will not allow you to create the wrong type of receipt (quantity vs cost – you will see error message)

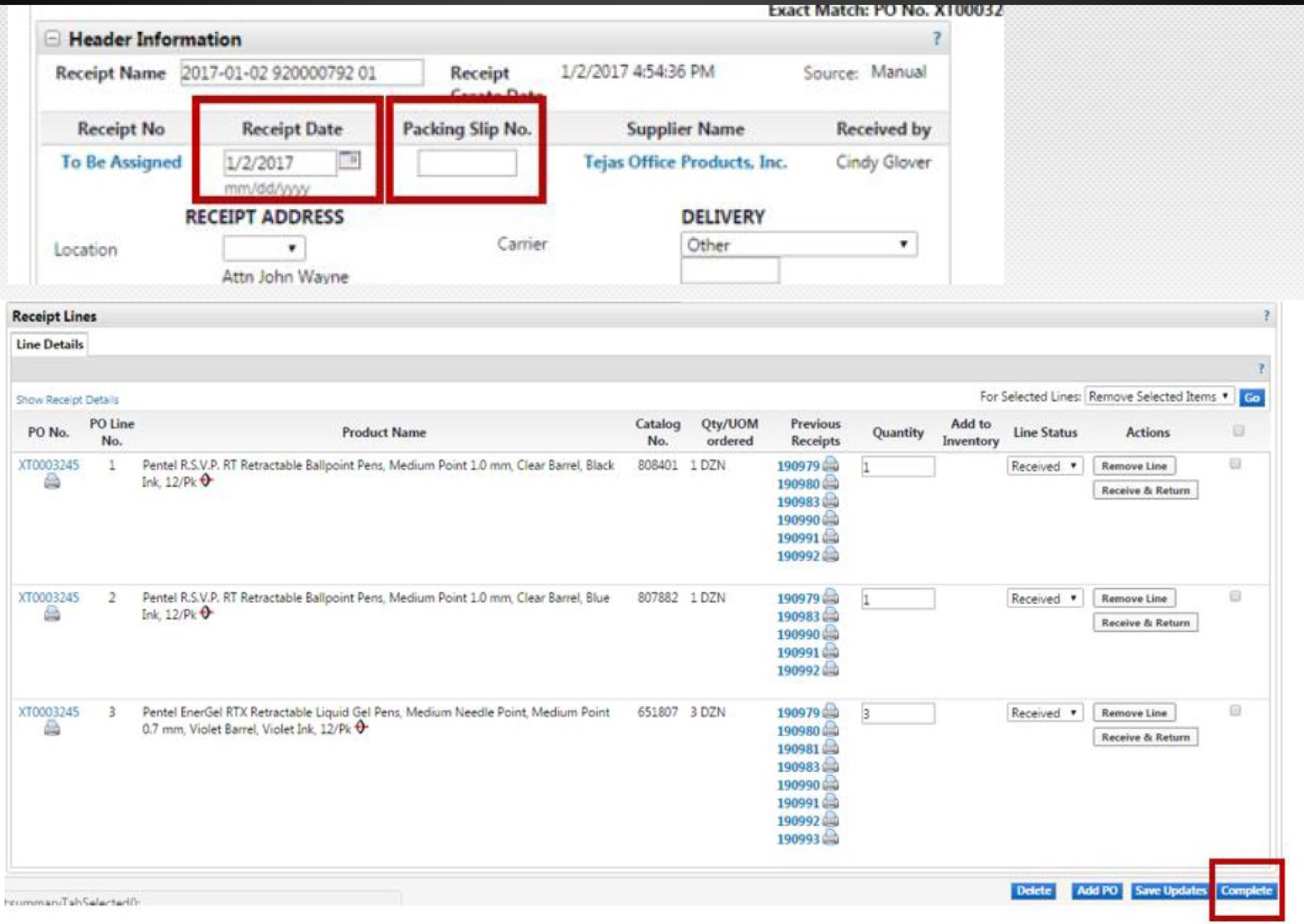


How to Receive ENTIRE PO

1. Open the purchase order
2. Select **Create Quantity Receipt** (or Cost Receipt based on your PO) and click **Go**
3. Enter the actual goods received date in the **Receipt Date** field
4. *Optional* Enter the invoice/packing slip # in **Packing Slip No.** field
5. Select **Complete**

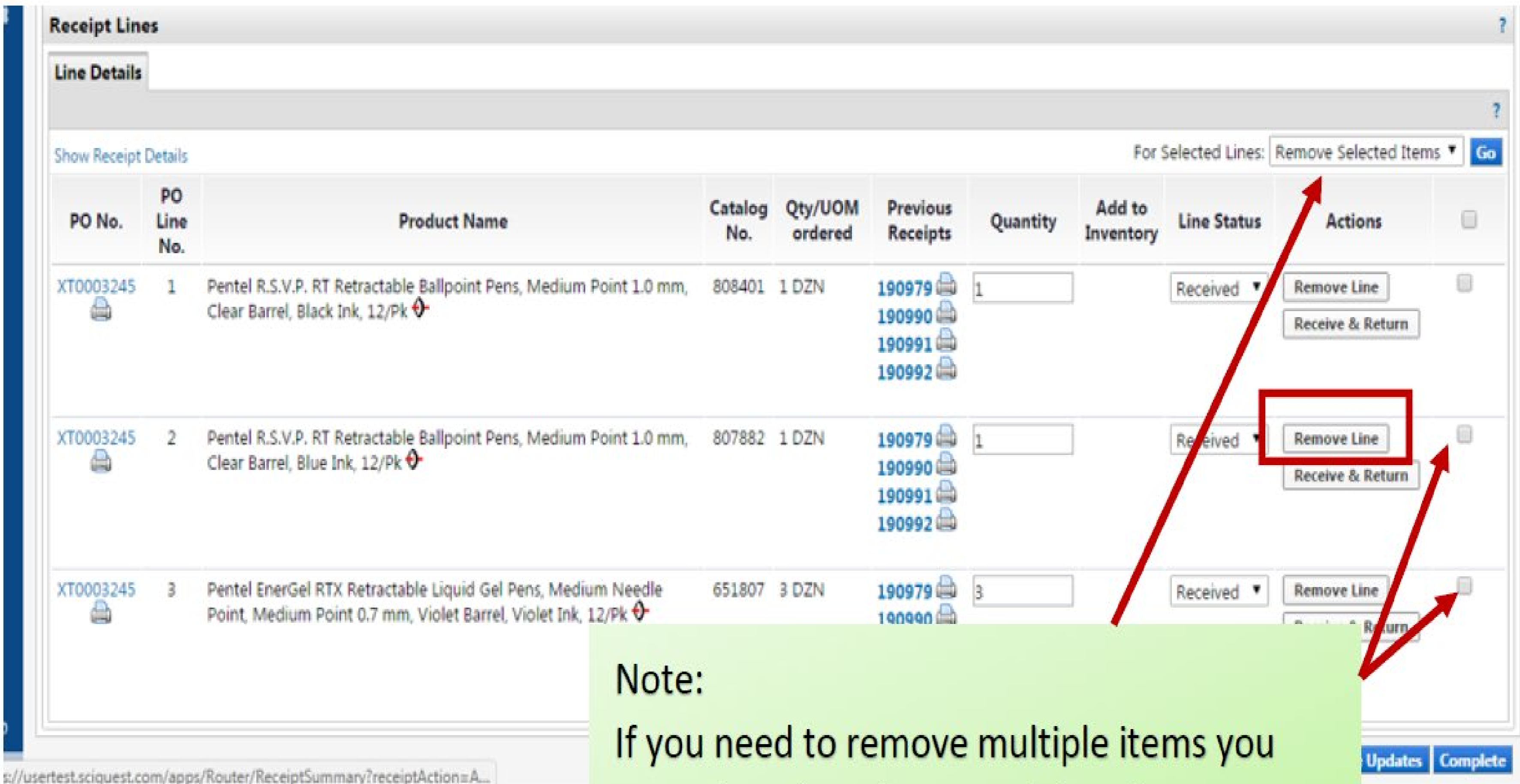
Most mistakes happen when receiving entire PO – be sure you really have everything!




Exact Match: PO No. XT00032
Header Information
Receipt Name 2017-01-02 920000792 01
Receipt Create Date 1/2/2017 4:54:36 PM
Source: Manual
Receipt No
Receipt Date
Packing Slip No.
Supplier Name
Received by
To Be Assigned
1/2/2017
mm/dd/yyyy
Tejas Office Products, Inc.
Cindy Glover
RECEIPT ADDRESS
DELIVERY
Location
Carrier
Other
Attn John Wayne
Receipt Lines
Line Details
Show Receipt Details
For Selected Lines: Remove Selected Items
Go
PO No.
PO Line No.
Product Name
Catalog No.
Qty/UOM ordered
Previous Receipts
Quantity
Add to Inventory
Line Status
Actions
XT0003245 1 Pentel R.S.V.P. RT Retractable Ballpoint Pens, Medium Point 1.0 mm, Clear Barrel, Black Ink, 12/Pk 808401 1 DZN
190979 190980 190983 190990 190991 190992
1
Received
Remove Line
Receive & Return
XT0003245 2 Pentel R.S.V.P. RT Retractable Ballpoint Pens, Medium Point 1.0 mm, Clear Barrel, Blue Ink, 12/Pk 807882 1 DZN
190979 190983 190990 190991 190992
1
Received
Remove Line
Receive & Return
XT0003245 3 Pentel EnerGel RTX Retractable Liquid Gel Pens, Medium Needle Point, Medium Point 0.7 mm, Violet Barrel, Violet Ink, 12/Pk 651807 3 DZN
190979 190980 190981 190983 190990 190991 190992 190993
3
Received
Remove Line
Receive & Return
Delete
Add PO
Save Updates
Complete

How to Partially Receive Items on a Purchase Order

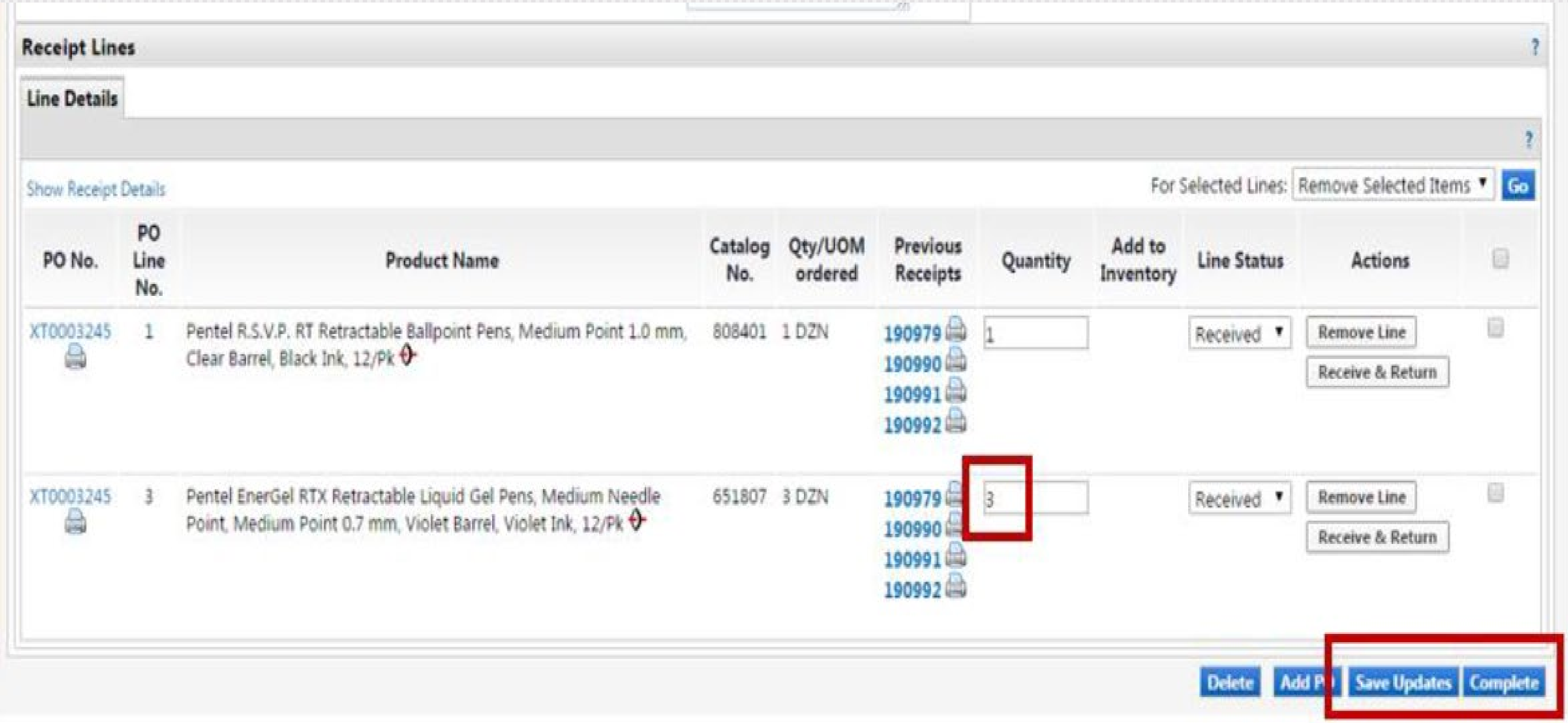
- First 4 steps are the same as receiving for entire PO
- Then remove the items that you have NOT received (next slide)
- Verify / adjust the quantity that you have received
- Select **Save Updates**
- Select **Complete**



Note:

If you need to remove multiple items you can select those items and then “remove selected items” and Go instead of removing each item individually

Verify / adjust the quantity that you have received



How to Return Items on Quantity Receipts

1. Open the purchase order
2. Select **Create Quantity Receipt** and click **Go**
3. Enter the actual goods received date in the **Receipt Date** field
4. *Optional* Enter the invoice/packing slip number in the **Packing Slip No.** field
5. Remove the items that you have NOT returned
6. Verify/adjust the quantity being returned and select Retuned from the drop down
7. Select Save Updates
8. After you save then the **Returned For** section will appear and you need to select the reason for the return (required). You can add additional notes if needed
9. Select **Complete**

Step 5

Receipt Lines ?

Line Details

Show Receipt Details

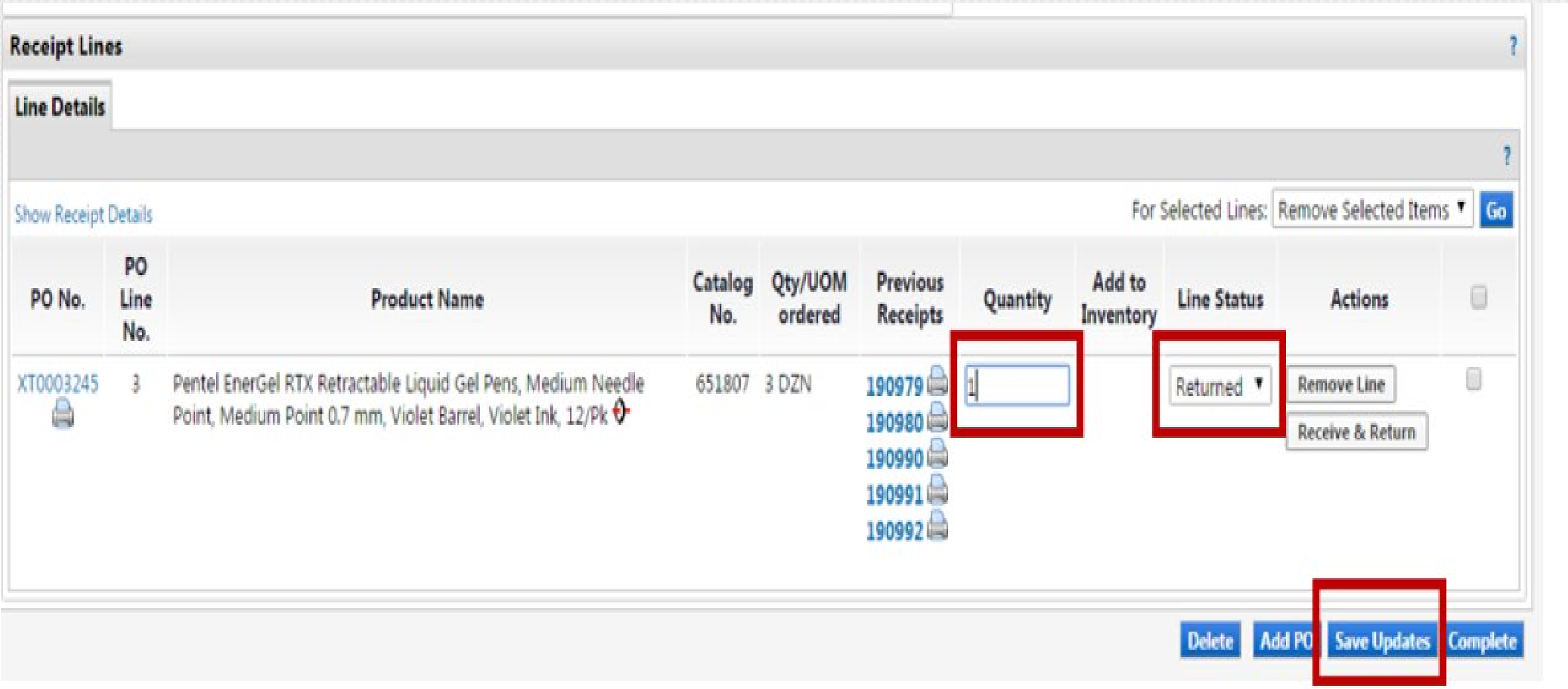
For Selected Lines: Remove Selected Items Go

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions	
XT0003245	1	Pentel R.S.V.P. RT Retractable Ballpoint Pens, Medium Point 1.0 mm, Clear Barrel, Black Ink, 12/Pk	808401	1 DZN	190979 190990 190991 190992	1		Received	Remove Line Receive & Return	
XT0003245	2	Pentel R.S.V.P. RT Retractable Ballpoint Pens, Medium Point 1.0 mm, Clear Barrel, Blue Ink, 12/Pk	807882	1 DZN	190979 190990 190991 190992	1		Received	Remove Line Receive & Return	
XT0003245	3	Pentel EnerGel RTX Retractable Liquid Gel Pens, Medium Needle Point, Medium Point 0.7 mm, Violet Barrel, Violet Ink, 12/Pk	651807	3 DZN	190979 190990 190991 190992	3		Received	Remove Line Receive & Return	

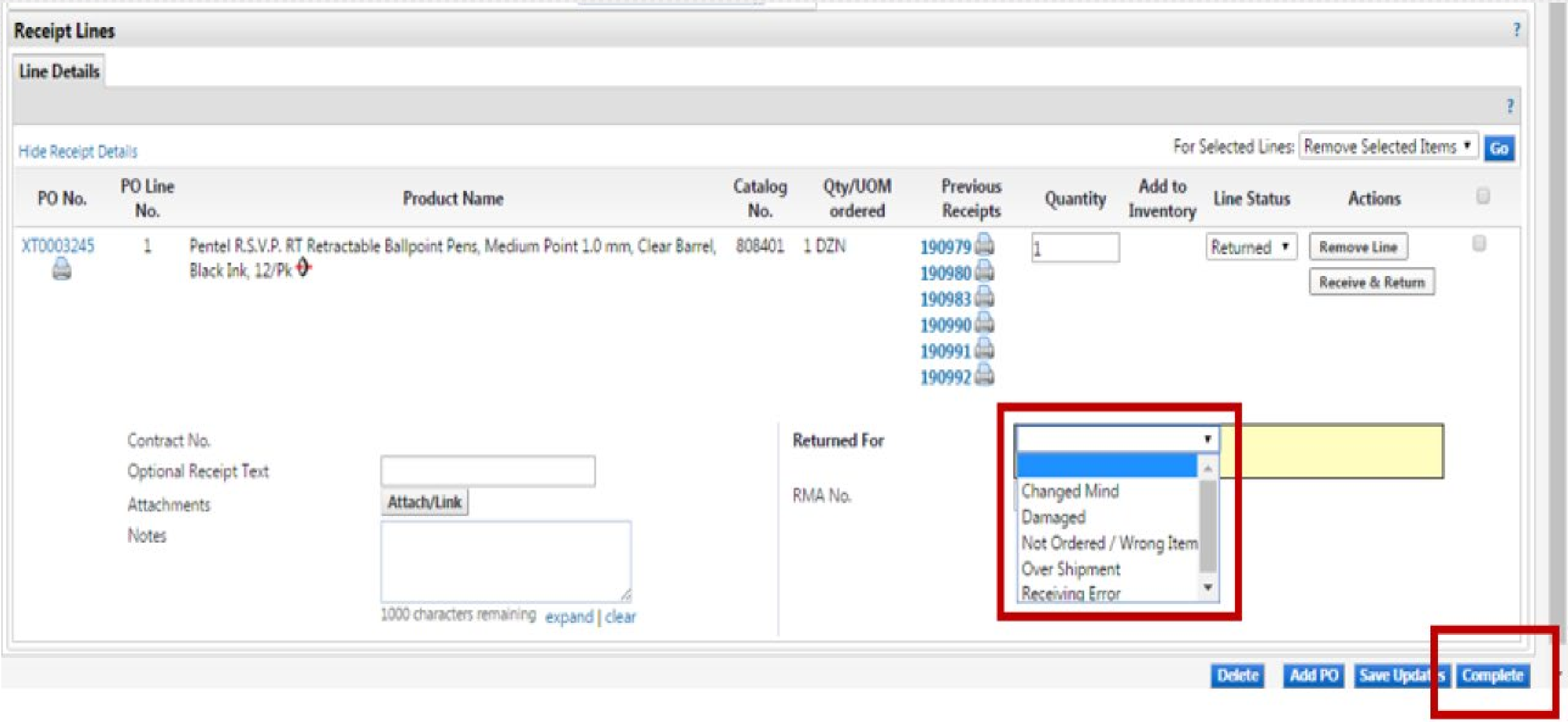
Delete Add PO Save Updates Complete

ertest.sciquest.com/apps/Router/ReceiptSummary?receiptAction=A...

Step 6


Receipt Lines
Line Details
Show Receipt Details
For Selected Lines: Remove Selected Items
Go
PO No.
PO Line No.
Product Name
Catalog No.
Qty/UOM ordered
Previous Receipts
Quantity
Add to Inventory
Line Status
Actions
XT0003245
3
Pentel EnerGel RTX Retractable Liquid Gel Pens, Medium Needle Point, Medium Point 0.7 mm, Violet Barrel, Violet Ink, 12/Pk
651807
3 DZN
190979
190980
190990
190991
190992
1
Returned
Remove Line
Receive & Return
Delete
Add PO
Save Updates
Complete

Step 8


Receipt Lines
Line Details
Hide Receipt Details
For Selected Lines: Remove Selected Items Go
PO No.
PO Line No.
Product Name
Catalog No.
Qty/UOM ordered
Previous Receipts
Quantity
Add to Inventory
Line Status
Actions
XT0003245
1
Pentel R.S.V.P. RT Retractable Ballpoint Pens, Medium Point 1.0 mm, Clear Barrel, Black Ink, 12/Pk
808401
1 DZN
190979
190980
190983
190990
190991
190992
1
Returned
Remove Line
Receive & Return
Contract No.
Optional Receipt Text
Attachments
Attach/Link
Notes
1000 characters remaining expand | clear
Returned For
RMA No.
Changed Mind
Damaged
Not Ordered / Wrong Item
Over Shipment
Receiving Error
Delete
Add PO
Save Updates
Complete

Return Item Example

- The facts
  - PO for 5 monitors
  - All 5 arrive but one is broken
  - Vendor invoices for all 5

- To Do
  - Receive 4 good monitors AND “receive and return” 1
  - Contact vendor about returning the broken monitor
  - Determine with vendor if you will receive a new monitor or if a credit memo (CM) will be issued
  - Put a comment in AB about what you and vendor discussed / are handling about 5th monitor.
    - If they are sending new monitor, do receiving when it arrives (invoice will pay then)
    - If vendor sending credit memo (CM) instead of 5th monitor, original invoice will pay after CM is entered into AggieBuy against the PO

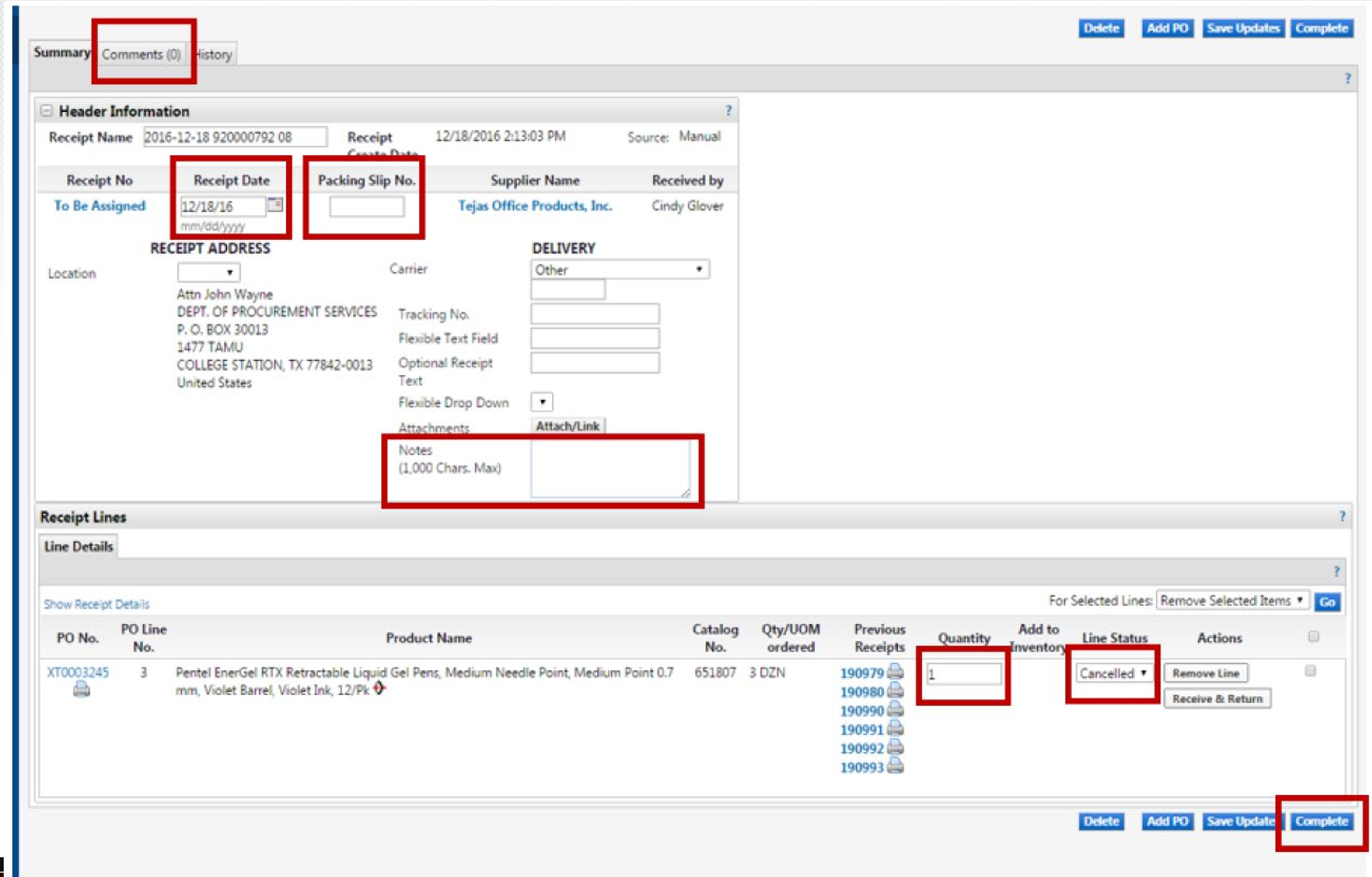
Why would I cancel an item?

- Cancel receipts should ONLY be completed when you will never be invoiced for the item
- Cancel receipts cancel the item from the order
- Cancel receipts should release the encumbrance (doesn't always work)
- Cancel receipts CANNOT be undone
- Cancel receipts close out the PO so use carefully and best to involve Purchasing Office.

How to Cancel Items from the Purchase Order

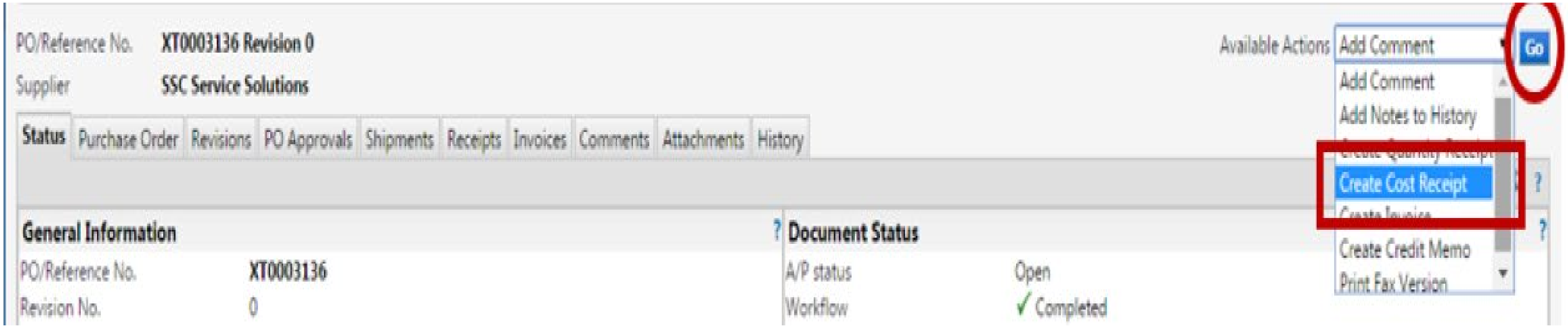
1. Open the purchase order
2. Select **Create Quantity Receipt** and click **Go**
3. Remove the items that you do NOT want cancelled
4. Enter the actual goods received date in the **Receipt Date** field
5. *Optional* Enter the invoice/packing slip number in the **Packing Slip No.** field
6. *Optional* Enter Notes or Comments explaining why the items are being cancelled
7. Verify/adjust the quantity that you are cancelling and select Cancelled from the drop down
8. Select **Complete**

Step 7 and 8

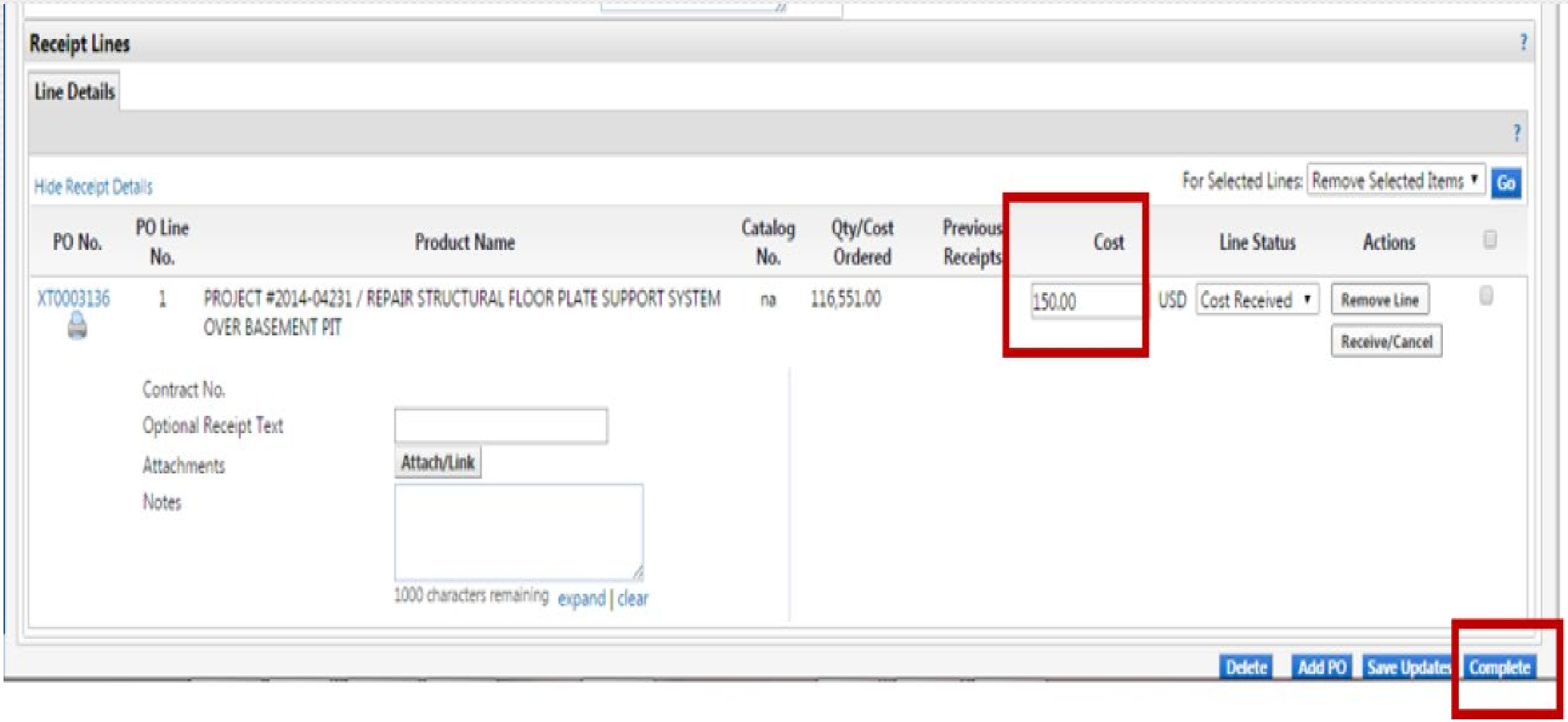

Delete
Add PO
Save Updates
Complete
Summary
Comments (0)
History
Header Information
Receipt Name
2016-12-18 920000792 08
Receipt Create Date
12/18/2016 2:13:03 PM
Source: Manual
Receipt No
Receipt Date
Packing Slip No.
Supplier Name
Received by
To Be Assigned
12/18/16
mm/dd/yyyy
Tejas Office Products, Inc.
Cindy Glover
RECEIPT ADDRESS
Location
Attn John Wayne
DEPT. OF PROCUREMENT SERVICES
P. O. BOX 30013
1477 TAMU
COLLEGE STATION, TX 77842-0013
United States
DELIVERY
Carrier
Other
Tracking No.
Flexible Text Field
Optional Receipt Text
Flexible Drop Down
Attachments
Attach/Link
Notes
(1,000 Chars. Max)
Receipt Lines
Line Details
Show Receipt Details
For Selected Lines:
Remove Selected Items
Go
PO No.
PO Line No.
Product Name
Catalog No.
Qty/UOM ordered
Previous Receipts
Quantity
Add to Inventory
Line Status
Actions
XT0003245
3
Pentel EnerGel RTX Retractable Liquid Gel Pens, Medium Needle Point, Medium Point 0.7 mm, Violet Barrel, Violet Ink, 12/Pk
651807
3 DZN
190979
190980
190990
190991
190992
190993
1
Cancelled
Remove Line
Receive & Return
Delete
Add PO
Save Updates
Complete

How to Create Cost Receipt

1. Open the purchase order
2. Select **Create Cost Receipt** and click **Go**
3. Enter the actual goods received date in the **Receipt Date** field
4. *Optional* Enter the invoice/packing slip number in the **Packing Slip No.** field
5. *Optional* Enter Notes or Comments if needed
6. Verify/adjust the AMOUNT that you are approving for payment
7. Select **Complete**



Step 6

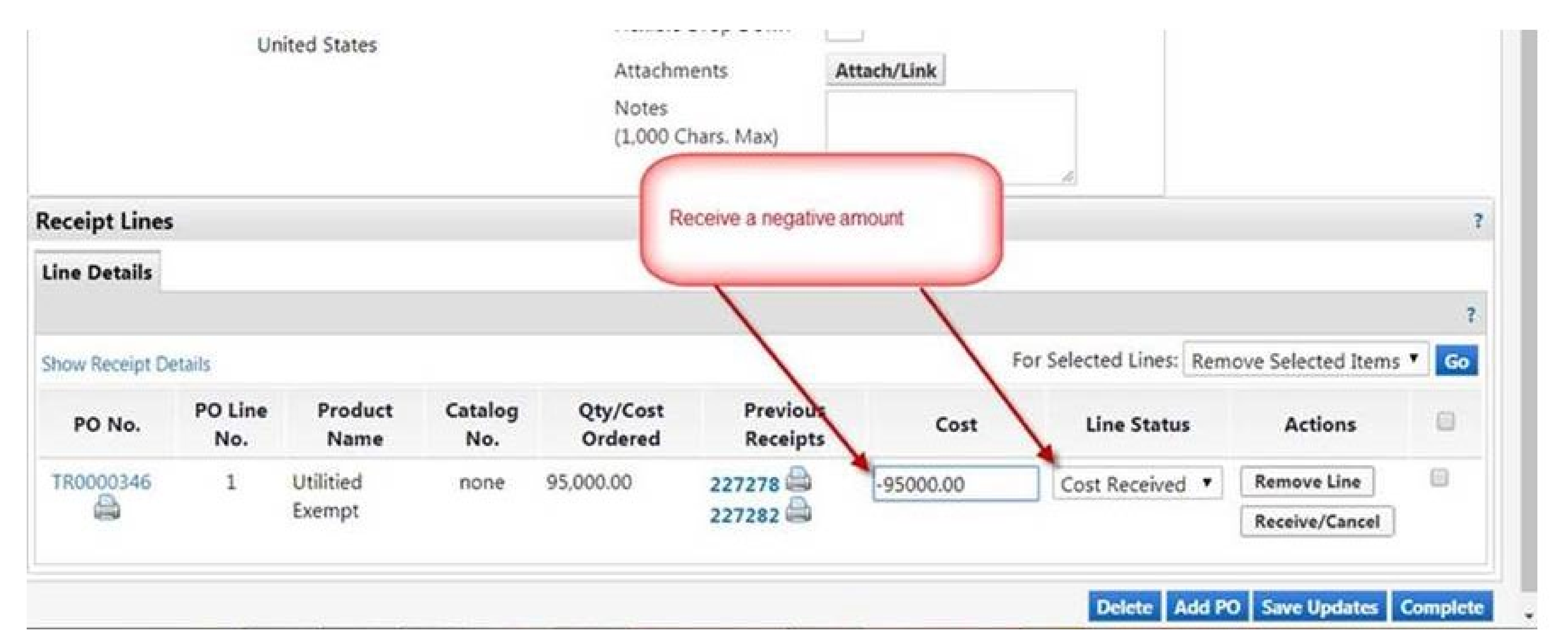

Receipt Lines
Line Details
Hide Receipt Details
For Selected Lines: Remove Selected Items
Go
PO No.
PO Line No.
Product Name
Catalog No.
Qty/Cost Ordered
Previous Receipts
Cost
Line Status
Actions
XT0003136
1
PROJECT #2014-04231 / REPAIR STRUCTURAL FLOOR PLATE SUPPORT SYSTEM OVER BASEMENT PIT
na
116,551.00
150.00
USD
Cost Received
Remove Line
Receive/Cancel
Contract No.
Optional Receipt Text
Attachments
Attach/Link
Notes
1000 characters remaining
expand | clear
Delete
Add PO
Save Updates
Complete

Cost Receipt Corrections

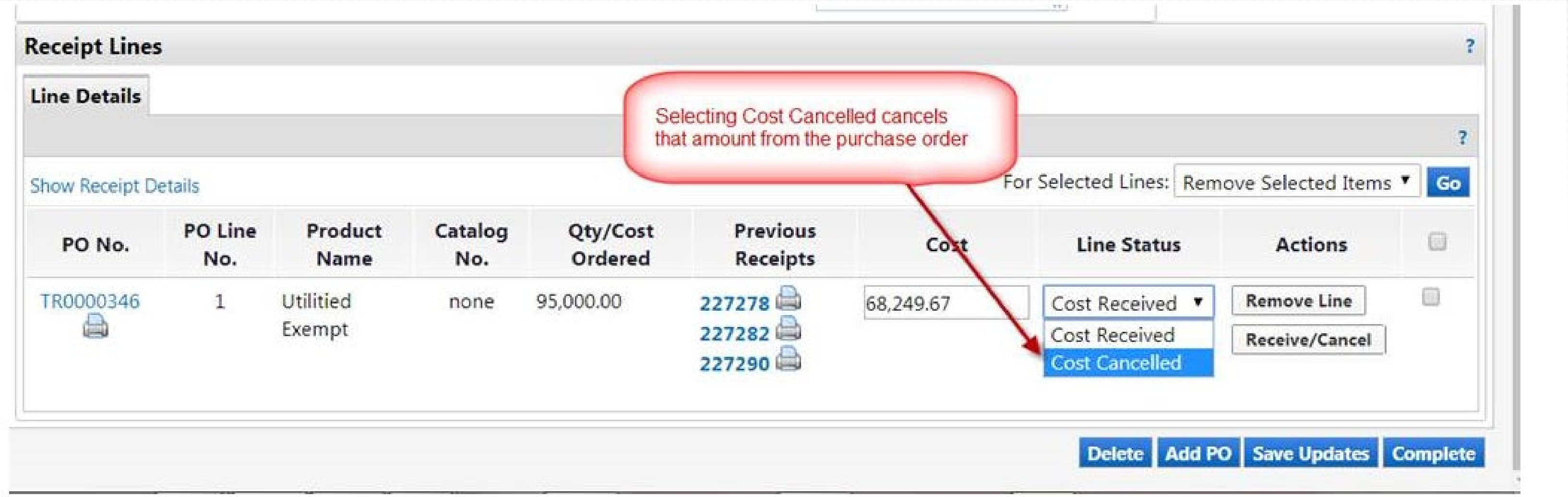
- When doing cost receipt corrections for accidentally receiving the entire amount or too much, please do not do a cost cancel receipt. Instead create a "Cost Received" line but use a negative dollar value.

- A cost cancel receipt to correct an over receipt will cancel the amount from the purchase order which releases that amount in FAMIS. Only use this in the event the vendor will not be providing those goods/services.

There is no return option on a cost receipt so RECEIVE using a negative amount.



What NOT to Do



ACTION REQUIRED - AggieBuy No Receiving automated email

When do you receive this email:

- An invoice has been processed in AggieBuy in which the 3-way match shows either no receiving, incomplete receiving, or "over" receiving. The invoice will remain in a pending status until receiving is completed.

- This email is intended for notification only, no email response is necessary, but ACTION IS REQUIRED in AggieBuy.

- If the goods/services have been received for any of the POs listed in the email, please do receiving in AggieBuy as soon as possible.

Who Receives these Emails?

- This notice is sent to all department allocators and all department receivers (based on PO department).
- This notice includes all invoices that are currently in the hold for receipt and matching exceptions steps.
- Please do not ignore these emails – please work on getting receiving completed so invoice can process through AggieBuy.
- The department has the option to have the default list overridden – contact AP-Help@tamu.edu to request changes for your department.

Comments in AggieBuy about Receiving

- If receiving still isn’t performed by 10 days before the due date, TEES A/P sees in our workflow.
- At this point, we will manually send a comment to you within AggieBuy asking for receiving to be completed.
- For efficiency, please try to do receiving when you receive the emails mentioned in last slides instead of waiting for this more labor-intensive process.

Second Type of Action Required Email

ACTION REQUIRED - AggieBuy Invoices – Past Due and Due in 5 Days

- This notice is sent to all department allocators
- This notice includes invoices that are in the following steps:
    - Department Allocator
    - Departmental Approval
    - Final Approval
    - Receiving
    - Missing Internal Attachments
- These invoices have a due date prior to today or within 5 days of today
- Invoices in these steps are waiting for something to be completed by the department in order to be processed – it might not be in your workflow, but you can help get it moved along by contacting appropriate department staff

Hanging AB Encumbrances

- Encumbrance issues tie up department funds.
- Be looking at accounts for unnecessary encumbrances.
- Keeping up with Returned documents will help with this - if the returned doc encumbered funds and is no longer needed, it needs to get placed back in routing and canceled to release the encumbrance.
- Keep in mind, the encumbrance will not release with the AB canceling if the account if frozen.
- On CC28 non-PO invoices, contact Karen Gregory if you need an encumbrance released on a cancelled or paid AB doc. You need to provide the FAMIS reference # and the AB document #. If AB doc is in progress or returned, you need to complete the AB actions to try to release the encumbrance without Fiscal doing the manual steps.

TEES A/P Website and Email List

- TEES A/P has a comprehensive website with guidance on many A/P topics

  https://tees.tamu.edu/fiscal/accounts-payable/index.html

  - Please spend time reviewing the various tabs and documents

- Email reminders on hot topics related to A/P, TEES issued credit cards and travel are sent to a TEES Business Officer distribution list

  - If you would like to be added to the list, email kgregory@tamu.edu

TEES A/P AggieBuy Website

https://tees.tamu.edu/fiscal/accounts-payable/aggie-buy.html

AggieBuy

AggieBuy is a web-based procure to pay system that is used by several members of The A&M University System. Customers may browse and shop from numerous online vendor catalogs (each of which is accessible directly through the AggieBuy interface) and Texas A&M/TEES contracts, or place orders to virtually any supplier through a "non-catalog/non-contract" requisitioning process. Invoices and payment requests are initiated and created within AggieBuy, which is fully integrated with FAMIS.

AggieBuy Website

Below, in order, is the fastest, most efficient way to use AggieBuy:

- Punch-out
- Contract
- Hosted catalog

Notice the Other TABs along the Side

Accounts Payable

Resources

See information and resources for the Texas A&M Engineering Accounts Payable office, such as AggieBuy, payment cards and vendor setup.

AggieBuy ›

Learn about AggieBuy, a web-based procure to pay system used by several members of The Texas A&M University System.

Payment cards ›

Your position with the Texas A&M Engineering Experiment Station may require that you purchase needed items for the department. The payment card program is a method for processing delegated orders through vendors that accept credit cards.

Vendor setup ›

AggieBuy and Concur use a combined vendor file for all members of The Texas A&M University System. Due to this fact, a centralized vendor setup is used.

- Accounts Payable ›
- AggieBuy ›
- DCR ›
- Forms ›
- Payment Card Program ›
- Resources ›
- References ›
- Vendor Setup ›
- Working Fund ›

PO Change Requests

- Great for changing account numbers on a PO
- TEES Purchasing asks that when you are trying to change something that impacts the vendor (quantity of items, etc.), to please just send a comment on the PO to Mary Williams and David Kirk instead of doing a change order. TEES Purchasing will work with the vendor and assist which will probably go smoother than contacting vendor through the change order process.

Thank You

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