AggieBuy Non-PO Invoice Creation Check List

- **Select Supplier** - Chose appropriate supplier as listed on invoice using "Supplier Search" or "Create from recently used supplier".
- **Enter Supplier Invoice Number** - Enter in correct invoice number as it appears on invoice and click save to determine it is not a duplicate. If no invoice number see detailed non-PO invoice creation instructions for options.
- **Enter Invoice Date** - Enter in the invoice date as listed on the invoice, if not available use invoice receive date.
- **Enter Terms** - Are there any special discount terms listed on the invoice, if not leave the default terms of net 27.
- **Verify Remit to Address is correct** – If different from invoice select appropriate remit to address in the Remit to Location List drop down.
- Optional - Enter bypass invoice allocator. This can be defaulted in the creator's profile.
- Optional - Enter Ref A or Ref B.
- **Enter the Goods Received Date** – Enter into the Non-PO Goods Rcvd Date field. It will default to today's date, but enter the date the goods were received by the department
- **Enter Invoice Rcvd Date –** Enter the first date received on campus documented on invoice.
- **Click Save prior to entering line items**
- **Add Invoice Line Items to AggieBuy Invoice –** Select Add Non-PO Item to this Invoice
  - **Leave PO Number field blank**
  - **Enter Product Description** – Detailed line items can be entered or like items can be combined into one line item. Provide a "general terms" type of description (i.e. Office supplies for or in addition to "8030432 Compass Dividers"). An auditor assigning the commodity code would not know if that was supplies or equipment and may not be able to determine the type of supplies if just 8030432 Compass Dividers was provided.
  - **Enter Catalog No**. – Please enter catalog number, if not available or summarizing enter in N/A.
  - **Enter Quantity** – Enter in correct quantity from invoice, if summarizing enter 1.
  - **Enter Amount -** Enter in the correct pricing from invoice, if summarizing total the like items for total amount of those items.
  - Optional – Change packaging to reflect the appropriate unit of measure if entering detailed line items. If summarizing the invoice it can be left as defaulted which is EA-Each.
  - **Select "Save and Close" or "Save and Add Another"** – Save and Close is to be selected if no other line items will be entered. Select Save and Add Another if there will be additional line items to be entered.
- **Select Review** – To attach invoice, update accounting codes and verify total amount.
- **Attach Invoice**- Select add attachment under Internal Attachments to add the document.
- **Update or Add Accounting Codes** – Is default accounting codes correct? If not select edit under accounting codes and update to the appropriate account code and department code and then select Recalculate and Save.
  - If the accounting code needs to be split, start with Percentage of Price Split and designate a percentage for each line item, then click Save. Then go back and adjust to "Amount of Price" split if that is preferred. If the "Amount of Price" split is chosen first it will present errors to the end user and the above is a work around for that defect that the vendor is developing a fix for.
- **Verify Invoice Total –** verify total amount on actual invoice matches total amount on AggieBuy invoice
- **Select Complete** – Submits the invoice into approval workflow.

Note: This checklist will only provide required and most used fields on the invoice, please read the complete set of instructions titled "Creating Non-Po Based Invoices in AggieBuy".