

I received a credit memo, how do I process?

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

Was the original invoice processed on an AggieBuy PO? If so then you send that credit memo to accounts payable so that it can be processed on the purchase order.

Was the original invoice processed as a non PO based invoice? If so then you create the credit memo.

01/11/2019 10:24 AM (t)JD Tc 0 Tw ()Tj 51iTd (to(p)6 (u)-4 (rc)4 (h)-4 (as)2 (e)JD Tw 1.05 0 Td ()Tj -0.005

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

1. Go to the AP homepage
2. Select Credit memo
3. From non PO
4. Supplier name (can search using the magnifying glass)
5. Click on create

6. Enter invoice information (sw242) Following f (ag)2.1 (g)T,EMC (i6)6 win.1 (gptng)6-4 ()1n (nte)13((n)400

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

16. Enter the account number(s)

- a. Fiscal Year – required field
- b. Member ID – required field
- c. Department code – required field
- d. Account code – required field
- e. Report Reference C – optional field - This a free text field. This information is not in FAMIS. This is searchable in AggieBuy. This is searchable in the Data Warehouse.
- f. Report Reference D – optional field - This a free text field. This information is not in FAMIS. This is searchable in AggieBuy. This is searchable in the Data Warehouse.
- g. Save changes

17. Verify information entered and Complete