

Returned AggieBuy 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. Below are steps to resolve various situations:

- If an approver returned the invoice, there should be a note explaining why it was returned. You need to address those issues, and then resubmit the invoice.
- If the invoice was returned due to budget, (example below is a budget situation) then you would need to address the budget issue before you resubmit the invoice.
- If you are not sure why the invoice was returned (and it is on CC28 funds) then send an AggieBuy comment to Karen Gregory in TEES A/P to research the error to determine what needs to be done. If on CC02 funds, send your comment to AggieBuy@tamu.edu.
- Returned invoices cannot be deleted. However, if the payment should not be made at all (i.e., invoice created to wrong vendor but was returned instead of rejected or paid on a pcard and does not need to be processed through Aggie) we need to get it out of returned status. If the invoice is on CC28 funds, send an AggieBuy comment to Karen Gregory asking for it to be cancelled. If on CC02 funds, send your comment to AggieBuy@tamu.edu.

If you create invoices please review your returned invoices and process as needed. The following pages step through how to determine if you have returned invoices and then how to find them for review.

Invoice Number **52615645**
Supplier Invoice No. **0183685462**
Supplier Name **Summus Industries**

You can review your returned documents by going to your Action Items

Buyer Invoice Approvals Matching Comments Attachments History
Summary General Discount Tax Shipping & Handling Codes

Hide header

Invoice Type Invoice
Pay Status In Process
Invoice Number 52615645
Supplier Invoice No. 0183685462
Supplier Name Summus Industries   more info...

Addresses

Remit To
c/o Wells Fargo Commercial Dist
PO Box 206740
Dallas, TX 75320

United States
Phone 1-281-6401765-
3rd Party Address ID 02-17605333921

Action Items

My Assigned Approvals

- Invoices 13

Unassigned Approvals

- Requisitions 14
- Invoices 1,292

Administrative Items

- Search Results Exports - Completed 24

Invoices

- My Returned Invoices 1**

External Attachments



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

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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
2017-08-16 920000792 01		BRAZOS VALLEY WELDING SUPPLY INC	No POs	8/16/2017	8/15/2017	Invoice	138.10 USD
2017-08-10 920000792 01	0173551259a	Summus Industries	AB0314054	8/10/2017	6/20/2017	Invoice	9,598.00 USD
2017-08-08 920000792 01	testtest	DELL MARKETING L P	No POs	8/8/2017	8/7/2017	Invoice	312.37 USD

Delete selected drafts Go

This is an example of a budget error where the system automatically returned the document. 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).

Detailed Manual Entry | Buyer Invoice | Approvals | Matching | Comments (1) | Attachments (1) | **History** ?

+ Click to filter history ? Export CSV

Results Per Page: 20 Records Found: 18 Page 1 of 1 ?

Line No	Date/Time	User	Step(s)	Action	Field Name	From	To	Note
	7/27/2017 5:12 PM	System						to Process empty
	7/27/2017 5:12 PM	System						FAMIS Doc# 59833AG **Error found** Rejected - SA Direct bottom line exceeded on 490920-10301 by 4... more...
	7/27/2017 5:10 PM	System	Non-PO Encumbrance	Message transmission to external system successful.				