## Changing Business Unit on AggieBuy Invoices

All personnel have a default PO business unit assigned to them within AggieBuy. This business unit is important when creating Non-PO Based Invoices. The default business unit for TEES employees is 28-Texas A&M Engineering Experiment Station, and non-TEES departments (College of Engineering or other personnel associated with TAMU) default to 02-Texas A&M University. If a non-TEES employee needs to create an invoice on 100% TEES (campus code 28) funds, they will need to **change the PO business unit from** 02-Texas A&M University to 28-Texas A&M Engineering Experiment Station. This change will ensure that the invoice routes to the proper back office stops.

TEES employees do not need to do this on TEES funds, as the default PO business unit is correct (28). If a TEES employee creates an invoice on 100% TAMU funds, the PO business unit for that invoice must be changed from 28 to 02.

If the invoice will be split between multiple member funding sources (i.e., 02 and 28), then you can leave the default PO business unit (i.e., don't change it).

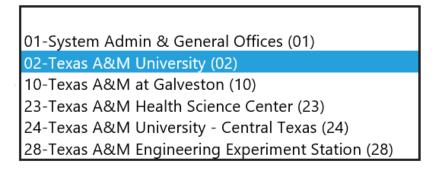
In the below example a TAMU employee is creating an invoice which will be have the accounting section on 100% TEES (28) funds. They will default to a PO business unit of 02-Texas A&M University so it needs to be corrected to 28-Texas A&M Engineering Experiment Station.

WILTON'S OFFICEWORKS LTD more info. Remit To Non-PO 08/01/2017 Name Remit To Location List 02-WILTON'S OFFICEWORKS LTD ▼ Goods mm/dd/yyyy Rcvd Date Invoice Invoice PO BOX 5040 Invoice Type BRYAN, TX 778055040 08/03/2017 Rcvd Date Invoice notepads and creamer dd/yyy United States Required field Address Id 02-17427623853 Supplier 4578444 External 3rd Party Address ID 02-Invoice Note Required field 17427623853 No. Billing Invoice 08/02/2017 expand | clear address Date mm/dd/yyyy Internal Invoice Karen Gregory Due Date 9/2/2017 Override due date Terms 30 PO 02-Texas A&M University (02) expand | clear Days business Net Discount unit scount, tax, shipping & handling Terms 0.00 USD Discount

Figure 1. PO Business Unit Before the Change

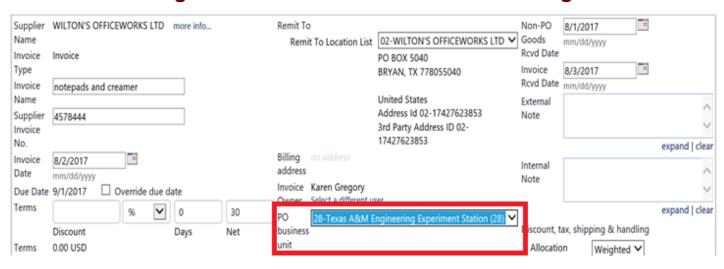
Click on the drop down arrow to see the options for business unit.

Figure 2. Options for Business Unit



Changing the PO business unit on the invoice identifies who the document belongs to at a system member level. This allows the invoice to route properly for back office approvals.

## Figure 3. PO Business Unit After the Change



If you have questions about this process, please contact teesaggiebuyhelp@tamu.edu.