

Digital Mail Room Guide

Digital Mail Room is an OCR/AI technology that reads the invoice data from the emailed pdf or mailed scanned image. It then creates the invoice and feeds the invoice data along with the invoice image into AggieBuy and into the AggieBuy workflow.

Ordering Outside of AggieBuy

- Provide vendor PO number of your system member and department code, so for example **02-FISC**
- Be sure the ship to address the vendor has on record is a physical address in which courier (FedEx, UPS, etc) can deliver to and not just a mailstop. Also be sure the first line of the address is the full department name.

Invoices received in the department

- For PO Based Invoices received by the department in error
 - No longer add as an attachment in AggieBuy and send comment to TAMU/TAMUHSC Invoices user.
 - If emailed to the department from the vendor as a pdf attachment, please forward this email to invoices@tamu.edu.
 - If received in the mail, scan invoice as pdf and email to invoices@tamu.edu.
- For Non-PO based invoices
 - No longer enter invoice in AggieBuy and attach invoice
 - Verify member-department code is documented on the invoice
 - And then email invoice as pdf attachment to invoices@tamu.edu
- If there is no invoice provided by the vendor use the [Invoice Template](https://it-efcmf.tamu.edu/Forms/InvoiceRequest) at <https://it-efcmf.tamu.edu/Forms/InvoiceRequest>. When this invoice form is submitted it will email the form as a pdf attachment to invoices@tamu.edu. Examples this could be used for:
 - Refunds
 - Student and Employee Reimbursements
 - Standardized Patients
 - Stipends
 - Leases
- It is ok for the department to ask the vendor to begin emailing the invoices directly to invoices@tamu.edu. FMO is already doing this for the invoices we receive directly from the vendors and will also be on the billing instructions on the purchase orders that are sent to the vendors.

Invoice workflow "Allocator" responsibilities

- **Non-PO Invoice**

- Whether FMO manually creates an invoice on behalf of the department or Digital Mail room is used the first step of the workflow process will be the department allocator step.
- Assign the invoice
- Open Attachment and review invoice data for accuracy
- Determine if the invoice is for your department or if the invoice should be applied to a purchase order
 - If the invoice should be applied to a purchase order or assigned to another department please **do not reject, but return** the invoice using the available actions
- Replace the Non-PO Goods Rcvd Date with the date the goods were received. This date will default to the date the invoice is created in the system but needs to be changed to reflect the actual goods received date.
- Assign accounting codes to fund the invoice
- Enter or attach any further required documentation
- Approve Invoice
- **PO Based Invoice**
 - Does not route to the department for approval unless the invoice is greater than the PO
 - So if an allocator receives a PO based invoice in workflow the allocator has to determine if the amount greater than the PO should be paid or if the invoice should be reduced to match the PO amount
 - If it should be paid, then the allocator should provide justification for the increase in “Comments” and determine if the additional amount should be funded with the same funding source or updated with a new funding source.
 - If the overage should **not** be paid, then reduce amount of the invoice to match the PO and then approve. Remember to send notice to vendor so the vendor can apply an internal credit to reduce the AR by that amount. If this is not done it is likely the vendor will rebill for that remaining amount at a later date.

Requisition-Payment Request

- Process as normal via selecting Payment Request as the order category and attaching invoice.
- This should only be used in rare occasions in which the department mistakenly went over their delegated authority, or the department wants to use this process to have an asset created.

Rush Non-PO Invoices

- Process a normal by entering in AggieBuy, selecting the rush flag and overriding invoice due date to the date the invoice is entered