

## Local to State Credit Card Transaction Correction

If a payment card entry on a local account needs to be moved to a state account a DCR CANNOT be processed. A document must be processed in AggieBuy to request reimbursement from the State as shown below. It is important to start with the merchant's name as the vendor, as the State requires us to capture the actual merchant's name as the vendor. Follow the other instructions below, be sure to select the reimburse id as shown below for Texas A&M University so the funds will be reimbursed from the State to TAMU.

Invoice • OFFICE DEPOT • 144745892

Entry	Summary	Matching	Supplier Messages	Comments	Attachments	Payment Preview	History
<p><b>Vendor has to be the merchant's name</b></p> <p>Supplier Name: OFFICE DEPOT</p> <p>Invoice Name: 2023-07-10 517005752.01</p> <p>Supplier Invoice No.: 123456</p> <p>Invoice Date: 7/10/2023</p> <p>Due Date: 7/10/2023 <input checked="" type="checkbox"/> Override</p> <p>Terms: </p> <p>Discount: %</p>							
<p><b>Supplier Invoice Number = Concur Report Key</b></p> <p><b>Invoice Date = Today's Date</b></p> <p><b>Override Due Date = Today's Date</b></p> <p><b>Select this vendor as the Reimburse Supplier ID</b></p> <p>Reimburse Supplier ID: X0101417012 TEXAS A&amp;M UNIVERSI...</p> <p>Special Payment Method: </p>							
<p><b>Non-PO Goods Rcvd Date and Invoice Rcvd Date = Today's Date</b></p> <p>Remit To: PO BOX 660113, DALLAS, Texas 752660113</p> <p>United States</p> <p>3rd Party Address ID 00-X0100851008</p> <p>Invoice Owner: William Stilley</p> <p>PO business unit: 02-Texas A&amp;M University (02)</p> <p>Non-PO Goods Rcvd Date: 7/10/2023</p> <p>Invoice Rcvd Date: 7/10/2023</p> <p>EDM Rcvd Date: </p> <p>Internal Note: </p> <p>Internal Attachments: Add</p> <p>Discount, tax, shipping &amp; handling: </p> <p>Allocation: Weighted</p>							

- The vendor must be the merchant's name
- The Supplier Invoice Number will be the Concur report key
- The invoice date will be the today's date
- Check the override due date box and put in today's date as the due date
- Select Reimburse Supplier ID for TAMU (X0101417012)
  - For TAMU System use X0101789010
  - For TAMUG use X0105442006
  - For HSC use X0101828019
  - For TDEM use X0218611003
- The Non-PO Goods Received Date will be today's date
- The Invoice Received date will be today's date
- Add your backup document including a screen shot from FAMIS or Canopy of the local expense

Discount:  %

Days:

Type:

Days After:

Terms Discount: 0.00 USD

Bypass Invoice Allocator:

Start Date:

End Date:

Special Payment Method:

Rush the Pymt Process: ☐

Contract Number:

Supplier Account No.:

Report Reference A: PCARD

Report Reference B:

Allocation:

Header-level		
Terms Discount	0.00 USD	
Discount	0.00	USD
	0.00	USD
Shipping	0.00	USD
Handling	0.00	USD

**VERY IMPORTANT!! In all caps, type 'PCARD' in the Report Reference A field**

- **IMPORTANT!! In all caps, type 'PCARD' in the Report Reference A field**

**Codes** Update the Accounting Code fields with the State Account for the correction ...

LINE	Fiscal Year	Member ID	Department Code	Account Code	Class Code	Object Code	Special Routing1	Report Reference C	Report Reference D
	2023	02 Texas A&M University	02-FISC-OPS 02-FMO - Financial Management Operations	02-120052-30000 FMO - Accounts Payable	no value	no value	S Account Code	no value	no value

- Add the accounting code fields to reflect the State account for the correction

**Line Items** ... ☐

<No PO Number> Setup your line item as shown below for the appropriate amount of the correction ... ☐

Status	PO Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1	✓	Payment Card Correction moving from local account XXXXXX to state account XXXXXX	na	EA	1.00	1 EA	1.00

**ITEM DETAILS**

Contract: [Select Contract](#)

PO Number: no value

Substitute Item: ☒

Taxable: ☒

Capital Expense: ☐

Report Reference A:

Report Reference B:

Commodity Code:

Office supplies:

**Discount, tax, shipping & handling**

	From header	Line-level
Terms Discount	0.00 USD	
Discount	0.00 USD	0.00 USD
Tax 1	0.00 USD	0.00 USD

**Search for the commodity code that will match with the object code of the expense that is posted in FAMIS**

- The line item description should read 'Payment card correction moving from local account XXXXXX to state account XXXXXX'
- The unit price should be for the amount of the correction
- Search for the commodity code that matches with the object the expense posted to in FAMIS.

Preview History

**Click the Complete button**

**Non-PO Goods** ★ 7/10/2023

Rcvd Date mm/dd/yyyy

Invoice Rcvd Date 7/10/2023

mm/dd/yyyy

EDM Rcvd Date

Internal Note

1000 characters remaining expand | clear

**Draft**

**OFFICE DEPOT** ▼

Supplier Invoice No. 123456

Invoice Image

TEEX Refund.pdf ...

**Total (1.00 USD)** ▼

Subtotal	1.00
Terms Discount	0.00
Discount	0.00
Tax1	0.00

- Now that everything has been entered, you can click the 'Complete' button at the top of the page.

Once the complete button has been clicked, this will generate a reimbursement from the State and will be deposited via ACH into TAMU's bank account. Once the funds are received from the State, a deposit will be made and a reduction to expense will be posted against the original expense on the local account.

For any questions, please contact: [corrections@tamu.edu](mailto:corrections@tamu.edu)