

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

Non-PO Goods Rcvd Date and Invoice Rcvd Date = Today's Date

Vendor has to be the merchant's name

Supplier Name: OFFICE DEPOT

Invoice Name: 2023-07-10 517005752.01

Supplier Invoice Number = Concur Report Key

Supplier Invoice No.: 123456

Invoice Date = Today's Date

Invoice Date: 7/10/2023

Override Due Date = Today's Date

Due Date: 7/10/2023 Override

Select this vendor as the Reimburse Supplier ID

Remit To: PO BOX 660113, DALLAS, Texas 752660113

United States
3rd Party Address ID 00-X0100851008

Invoice Owner: William Stilley

PO business unit: 02-Texas A&M University (02)

Reimburse Supplier ID: X0101417012 TEXAS A&M UNIVERSL...

Non-PO Goods Rcvd Date: 7/10/2023

Invoice Rcvd Date: 7/10/2023

EDM Rcvd Date: [Empty]

Internal Note: [Empty]

Internal Attachments: Add

Attach your backup documentation

Discount, tax, shipping & handling

Discount: [Empty] %

Special Payment Method: [Empty]

Allocation: Weighted

- 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 (X10101417012)
 - 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: [0]

Type: [Net]

Days After: [30]

Terms Discount: 0.00 USD

Bypass Invoice Allocator: [Yes -]

Start Date: []

End Date: []

Special Payment Method: []

Rush the Pymt Process:

Contract Number: []

Supplier Account No.: []

Report Reference A: [PCARD]

Report Reference B: []

Allocation: [Weighted]

Header-level	
Terms Discount	0.00 USD
Discount	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: [X]

Taxable: [✓]

Capital Expense:

Report Reference A: [PCARD]

Report Reference B: []

Commodity Code: [44120000]
Office supplies [4010]

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.

Click the Complete button

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