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.

- 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
• IMPORTANT!! In all caps, type ‘PCARD’ in the Report Reference A field

• Add the accounting code fields to reflect the State account for the correction
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.

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