



December 17, 2015

TO: Texas A&M AgriLife Buy A&M Users

SUBJECT: BAM Updates 12-16-15

Buy A&M Integration Down

FAMIS sent the below message to notify the system members of an issue regarding the fixed asset integration. It has been down since 12/5/2015. Please note that they will run a “catch up” integration once the issue is resolved. Please do not create an asset for those purchase orders that should have created an asset unless specifically requested by Property Management. We are hopeful that the fix will be in place soon and the “catch up” file will keep the departments from having to manually create those assets.

We have an open BITS ticket with Periscope concerning the Fixed Assets Feed. This feed has not run successfully since 12/5/2015. Periscope is working to determine the cause, and once this is resolved we will work here to run a “catch up” for all active BAM members.

Tips / Bugs / Reminders:

- If you have BAM access to more than one TAMUS Member please remember to create your documents within the Member “instance” that corresponds with the funds/account you plan to use. For example, if you are a Research (AM06) employee but need to make a purchase with 100% Extension (AM07) funds you should first activate your “07” instance. If you are splitting funds between Research and Extension, the document should be created in the Member “instance” using the majority of the funds.
- There is a system bug that is preventing RPA’s that have been approved from automatically converting to Purchase Orders when the approval checkbox and “Apply Approval Action to Selected” button are used to indicate approval. This bug affects only RPA’s and has been reported to Periscope for resolution. Until this bug is fixed, please approve your RPA’s from within the RPA – they will automatically be converted to PO’s.
- Approvers, if you notice an **Error Message** in red font please do not approve the document until the error is resolved. BAM is not supposed to allow approval of documents with “red” errors but we have seen a few go through which, depending on the nature of the error, delays the distribution of the purchase order or payment of the invoice.
- If paying SSC for a job/construction/repair that will exceed \$10,000, please submit on an open market requisition. SSC should provide a budget approval with a project number prior to any work being initiated.

- Please remember to attach documents separately in BAM. Attaching them separately gives you and/or the Purchasing Department the opportunity to choose whether or not the vendor sees the attachments.

Uploading Vendor Request Documents from Desktop

Excellent News! You can now upload your vendor request documents from your desktop!

Instead of sending your vendor setups by email or fax, you now can upload the information straight from your desktop. This is an encrypted, secure, confidential web page, so you don't have to worry about the information getting compromised. Just go to the [Vendor Setup Document Upload Web Page](#) or follow the [Vendor Setup Document Upload Instructions](#) & with just a few clicks you can add your documents that you need setup in BAM.

Please see the vendor setup web page for additional helpful information for BAM vendor setup. <http://fmo.tamu.edu/accounts-payable/vendor-setup/>

FAMIS and Concur vendors will continue to be submitted via Laserfiche to one of the following folders:

TAMUS-AgriLife\Work in Progress - Disbursements-TAES\Vendor Request
TAMUS-AgriLife\Work in Progress - Disbursements-TCE\Vendor Request

Direct Open Market Reminder

Please remember on Direct Open Markets that the requisition creator must convert the requisition to a PO after the final approver approves the requisition. Also remember that the PO must then be sent to the vendor by the requisition creator. We are starting to see some Direct Open Market purchase orders that have been converted but not sent to the vendor.

Punch-out Catalogs:

Development work continues on the TOPS Printing and CT Biomedical/VWR punch-out catalogs, with additional punch-out catalogs expected sometime after the first of the New Year.

Questions/Contacts:

For BAM questions related to security / access / routing: AgHelp@ag.tamu.edu or Mary Castoria, mcastoria@tamu.edu.

For BAM questions related to requisitions: AgPurchasing@ag.tamu.edu or Chris Chamberlain, cchamberlain@tamu.edu.

For BAM questions related to invoices: APInvoices@ag.tamu.edu or Kim Payne, kpayne@ag.tamu.edu.

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