November 1, 2013

CREATING RECEIVING RECEIPTS IN TECHBUY

Be sure to enter the actual date the items and/or services were received in the “Receipt Date” field.

It is very important to enter the correct date in this field. If it is left blank, the date will default to the day the receipt was created.

When creating receiving receipts in TechBuy, be sure to select “remove line” for the item(s) on the PO that have not yet been received.

If items not received are not removed when creating a receipt, all items will appear as “received” and payment will process for all items.

Contact Accounts.Payable@ttuhsc.edu if a receiving receipt needs to be reopened to be modified or deleted.

If you or someone in your department would like additional training after reviewing the Receiving Training Tutorial below, contact Accounts Payable. We are only an email away!

The Receiving Training Tutorial can be viewed by clicking on the following link:
http://www.fiscal.ttuhsc.edu/captivate_training/TechBuyReceiving/TechBuyReceiving.htm
Also found under the Accounts Payable website

Please send all questions or suggestions to Accounts.Payable@ttuhsc.edu