TechBuy Tidbits, Tips and Updates

TechBuy Document Prefixes

There are three document prefixes within TechBuy.

- **PH** Purchases applied to catalog orders (Punchout or science catalog orders) will have a document prefix of PH. These documents do not encumber; therefore, they are not fed into Banner. The Punchout catalog orders (e.g. Fisher, Staples, etc) will be charged to the FOAP provided on the PO by a JV charge. (The JV that applies the charge to your FOAP will come through the Gateway with a document prefix of PH as well; however, it will not be the same PH number.) The science catalog orders require a department credit card number at the time of the requisition and charges from the vendor will appear on the credit card statement.

- **TB** Non-catalog orders entered on TechBuy forms (e.g. non-catalog form, federal equipment form, etc) will have a document prefix of TB. The transactions entered on the standing order form will be brought to Banner as a general encumbrance (Banner document prefix EH) and will maintain the TB document prefix within TechBuy. All other documents will be fed to Banner as a PO and the TB number will be replaced (see below).

- **P** Once a TB document has posted into Banner, it receives a Banner document ID with a prefix of P. This Banner document is fed back into TechBuy and replaces the TB document number.

Note: If you are searching for a purchase order utilizing the History tab in TechBuy and you cannot locate the order with the TB or P number, we recommend searching by the requisition number (path History > PO History > By Requisition > Requisition No).
TechBuy Forms Guide

There are several forms within TechBuy. The below guide will briefly describe each form and its use.

- **Standing Order form**
  This form is to establish a single purchase order for items that will be ordered on a repetitive basis throughout the year (commonly known as a blanket order). TechBuy will assign it a document beginning with TB and purchasing will send these orders to Banner as a general encumbrance with a Banner document prefix of EH.

- **Employee Moving Expense form**
  This form is to reimburse employees for moving expenses. TechBuy will default a misc vendor and the order will not be encumbered. Accounts Payable will process a direct pay for these transactions to the appropriate employee.

- **Federal Equipment Purchase form**
  This form is required for purchases of capital equipment on federally sponsored projects as outlined in HSC OP 72.04, specifically any purchase over $5,000 on a federal grant fund (fund type 21). This form will automatically route to Sponsored Programs folder for approval.

- **Non-Catalog form**
  This form is used to purchase products and services that do not fall under the defined purpose for the Standing Order form, Employee Moving Expense form, or the Federal Equipment Purchase Order form. Typically used for products or services with a fixed price.

Adding the Account code to a TechBuy order

The Account code in Banner defines the revenue, expense or balance sheet. In the majority of cases, the account code in TechBuy relates to the TechFIM Object and Sub-Object code (expense).

The easiest way within TechBuy to locate the Account code is to select Edit in the Non-Catalog Banner FOAPAL Funding Information FY ‘09 area.

Under Account, click **Select from all values**

A search screen will appear. You can search by Value or Description.
The first four digits of the Account is the expenditure code for the type of purchase as defined in the Comptroller of Public Accounts Expenditure Manual. This manual can be located at http://www.fiscal.ttuhsc.edu.

Type the four digit code in the Value field in the search screen and select Search to retrieve a list of Account codes.

The description field is a brief description of the purchase. You can search by Account code prefix (http://www.fiscal.ttuhsc.edu/banner/collateral/Banner%20Account%20Code%20Prefix%20Descriptions.pdf) or you can enter a description of the item being purchased.

Assigning a Cart

When a shopper does not have fund authority (Shopper-assign cart only role), they can add items to their cart but must assign the cart to someone with fund authority to process the requisition. The below instructions outline the steps for both the assigner and the assignee.

Steps for the Assigner

1. Prior to assigning the cart, make sure the person you are going to assign the order to has Banner Fund authority for the fund they will be using.
2. Complete the Punch-out, Catalog, Non-catalog, or Standing Order form and bring it to a TechBuy cart.
3. Click on Assign Cart instead of Review.
4. Click on the Search for an assignee link, and then type in the last name of the person you wish to assign to and click Search.
5. Select the Radio button by the person’s name, and click on the Choose Selected User button.
6. Type a note as required, then click the Assign button.

Steps for the Assignee

**NOTE:** When you review the requisition, in the upper left section “General” you need to edit and apply a “Prepared For” and make it yourself. That is the work around for the Banner Fund authority. TechBuy sends the name of the person in the Prepared For to Banner to check for Fund security rather than the name of the person preparing the cart.
1. You will need to have your email permissions in your Profile set to notify you when a cart has been assigned.

2. When you open the cart, click the **Review** button.

3. You will need to complete the requisition information including the accounting information.

4. Once the FOAP is entered and all elements of the requisition are reviewed, click the **Submit Req** button at the top of the page.

**Order Rejections**

Orders systematically reject for two main reasons:

- **User has no authority to post** – This is caused when the user has not had a role setup for fund access granted by the Fund Manager in the TEAM Application (see TechBuy Registration for more information).

- **Insufficient budget** – This is caused when there are not enough funds in Banner for FOAP entered. For additional budget information, please review the TechBuy and Budget document.

**NOTE**: Always refer to the History of the requisition to determine the rejection reason.

**Distribution Methods on the forms**

A modification can be made to the distribution method when a requisition is created. From the Non-catalog form, Federal Equipment Purchase form, and the Standing Order form, you can specify the distribution method by selecting the box next to **Check this box to customize order distribution information** under the Supplier section.

This will open additional fields. Select the Fax or Email box and enter the fax number or email address appropriate for the order.

This will allow the order to be manually distributed as necessary. If you do not want it distributed, you can enter your fax number or email address and it will be distributed to you.

**Recurring Payments**

On the Review screen of your cart, scroll to the **Supplier / Line Item Details** and select **Edit** on the right of the line item.
Select the **Recurring Payment** box and Accounts Payables will receive an email with the information to set up the payments to pay automatically each month.

### Advanced Payments

On the Review screen of your cart, scroll to the **Supplier / Line Item Details** and select **Edit** on the right of the line item.

Select the **Advanced Pay** box and Accounts Payable will receive an email with the information to create a payment.

**Note:** Advanced Payments should only be used when there is a specific business advantage to the institution.

### History Exports

The History tab in TechBuy allows you to do more than just locate requisitions and purchase orders. (If you need additional information on using the History tab, please review [http://www.fiscal ttuhsc.edu/purchasing/collateral/techbuytraining/reviewinghistory.pdf](http://www.fiscal ttuhsc.edu/purchasing/collateral/techbuytraining/reviewinghistory.pdf)).

Within the History tab, commodity information, shipping information, accounting information etc can be retrieved and reported in an Excel format.

You can export results for any query combination (e.g. You can use the supplier tab to retrieve all Staples orders you have approved). The below will walk you through a simple example.

Select the by PO No. under the PO History tab.

Click on the Filter box.
In the lower portion of the screen under Filters, select date range for your query.

The next portion will allow you to enter either an approver or a user to query.

Click **Select User** to the right of **Approved By**. This will open a **User Search** box.

Enter the search criteria and select **Search**.

Select the radio button to the left of the user you wish query.
Select **Choose Selected User**.

Once the search criterion is entered, select the **Search** button.

A list of the POs matching your criteria will be listed.

Select the **Request Export** button.
The Request Export box will appear. Enter a name for your query results in the File Name field.

Select the **Transaction Export** from the **Export Type** drop down box.
Select **Submit Request** and close out of the **Request Export** window.

Select the **Search Exports** option.

Select the File Name from the list of results.

**Note:** Please pay attention to the Export Status. Do not try to open the file before it is completed.
Two files will now be available to open. One will have the file name.csv and the other will have the filenameFORMDATA_.csv.
Select the first file that is simply the file name. csv by double-clicking it.

Another File Download Prompt will appear.

Select **Open**.
An Excel spreadsheet should open with all data elements from the Purchase Order. The Excel spreadsheet can be sorted, filtered, or manipulated like any other spreadsheet.