

# TTUHSC ACCOUNTS PAYABLE UPDATE

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.**

Header Information  
Exact Match: PO No. P0115142  
Receipt Name: 2011-12-12 DFG329 02  
Receipt Create Date: 11/01/2013 10:16:37 AM  
Receipt No.: [Blank]  
Receipt Date: 10/07/2013  
Packing Slip No.: [Blank]  
Supplier Name: Best Buy Gov LLC  
Received by: John Haynes (Texas Tech University Health Sciences Center)  
To Be Assigned: [Blank]  
RECEIPT ADDRESS: [Blank]  
Carrier: [Blank]  
DELIVERY: Other  
Contact Name: John Haynes  
Phone: [Blank]  
Email: john.g.haynes@ttuhsc.edu  
Tx Tech Univ HSC  
3601 4TH ST  
Rm/Building BA121  
LUBBOCK, TX 79430  
Tracking No.: [Blank]  
Flexible Text Field 2: [Blank]  
Attachments: [Blank]  
Notes: [Blank]

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.**

PO No.	PO Line No.	Product Name	Catalog No.	Qty/UOM ordered	Previous Receipts	Quantity	Add to Inventory	Line Status	Actions
P0221543	1	miScript Primer Assay (100)Human RNu6-2 MS00033740	218300	1	5610746	0		Received	Remove Line Receive & Return
P0221543	2	miScript SYBR Green PCR Kit (1000)	218075	1	5610746	0		Received	Remove Line Receive & Return

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](mailto: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](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](mailto:Accounts.Payable@ttuhsc.edu)