




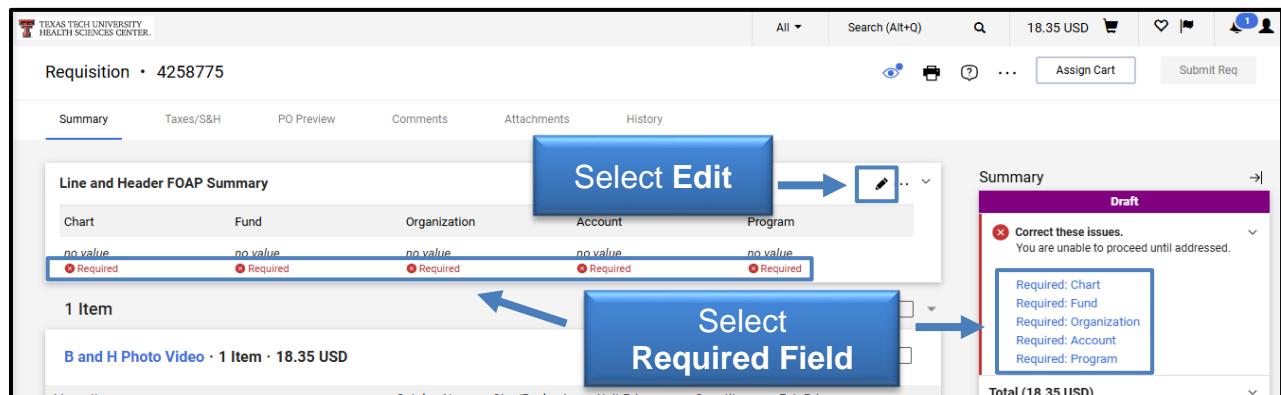
One of the most important aspects of the requisition process is adding the account codes. You can add accounting information to the header or to individual line items. Accounting entered at the header level will apply to all items in the order. Entering accounting information by line item allows you to code each item individually. You can have both header level and line-item accounting on one document. If both exist on the document, the line-item accounting will override the header accounting information.

## Header Level Account Codes (Profile Values)

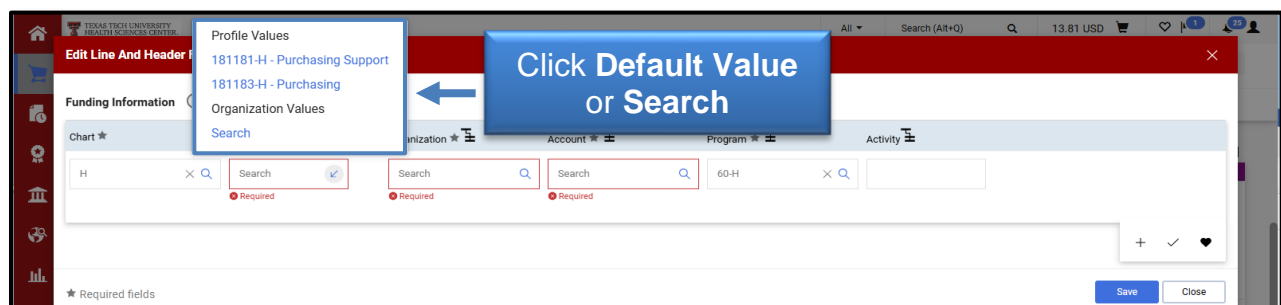
The [TechBuy User Profile](#) document walks through the steps to add FOP information into your profile. This document walks through selecting the FOAP elements from the values previously added to your profile.

There are three ways to add accounting codes at the header level:

- 1) Click a red, **Required** link located directly underneath any missing accounting code field in the Line and Header FOAP Summary section
- 2) Select a blue, **Required** link for any missing accounting code in the Summary Draft section
- 3) Click **Edit**  in the top right of the Line and Header FOAP Summary section



If you saved specific FOAP values as defaults in your profile, they should automatically populate. If you do not have a default value or need to change the current value, click **Search**.



## TechBuy – Entering FOAP Information

The new value will now populate in the field. Follow the same process to change any additional FOP elements necessary to create a valid budgeted FOP.

**Note:** The FOP elements must be a valid budgeted combination or the order will fail. The TechBuy User Profile document recommends not adding a *default* account code in your profile. The account code is determined by the item(s) purchased.

Click the **Magnifying Glass** link under the Account field.

Click Magnifying Glass

The Custom Field Search window will open. If you know the appropriate account number, type the **account code** in the Value field and click **Filter**.

**Note:** It is important to search for the value instead of typing it into the Account field directly. Typing it into the Account field directly can result in order failures.

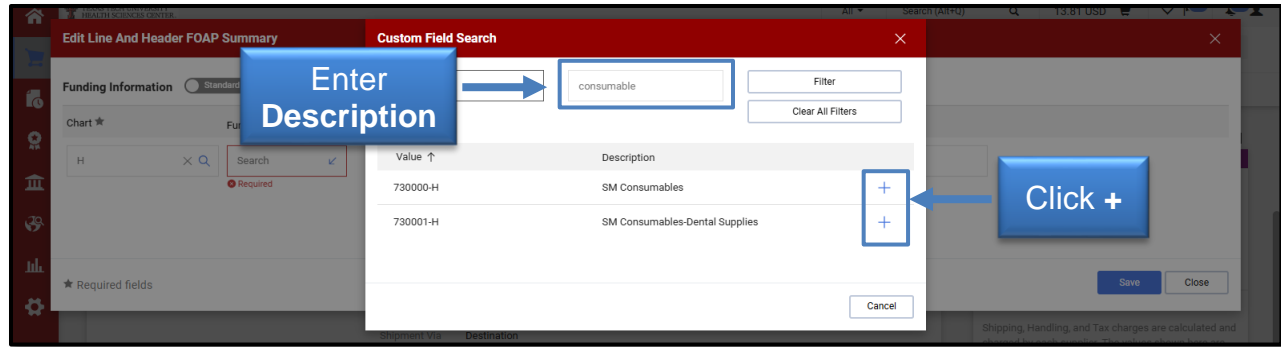
Enter Account Code

Click Filter

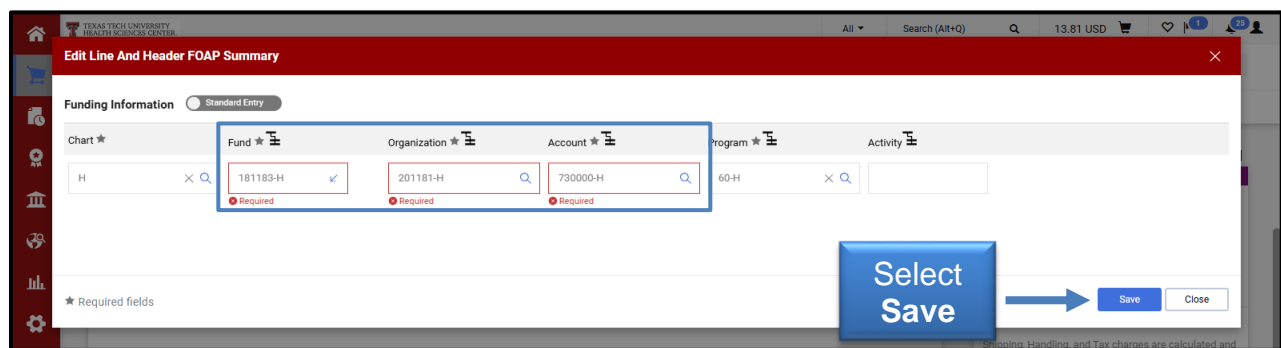
Value	Description
146H12-H	001 HB4 Section 46 Inst Operations
18PE10-H	820 Perm Health Fund El Paso 2010
18PE4C-H	820 Perm Health Fnd El Paso 2014 CI

If you do not know the account number, you can search utilizing the **Description** search field. A list of all values meeting your search criteria will populate. Click **+** to the right of the appropriate value.

# TechBuy – Entering FOAP Information



The value(s) will now populate in the Account field. Select **Save**.



## Header Level Account Codes (All Values)

This section will walk through adding accounting information to a cart if you have not entered the accounting information in your profile.

**Note:** We recommend reviewing the [TechBuy User Profile](#) document and adding the accounting information to your profile for more efficient processing.

Choose from three areas to assist in adding accounting codes to the Line and Header FOAP Summary: 1) Click a red, **Required** link located underneath any missing accounting codes in the Line and Header Summary section; 2) select a blue, **Required field** link in Summary Draft section; or 3) click **Edit** in the top right of the Line and Header FOAP Summary section.

# TechBuy – Entering FOAP Information

Line and Header FOAP Summary

Chart Fund Organization Account Program

no value no value no value no value no value

Required Required Required Required Required

1 Item

Possible Missions - 1 Item - 13.81 USD

Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#)

• NITRILE 3M PF TEX XS 200PK

Line Item Packaging Unit Price Quantity Ext. Price

1 NITRILE 3M PF TEX XS 200PK 19041171A PK 13.81 1 PK 13.81

Click Required

Click Edit

Select Required Field

Summary

Draft

Correct these issues. You are unable to proceed until addressed.

Required: Accounting Date

Required: Chart

Required: Fund

Required: Organization

Required: Account

Required: Program

Total (13.81 USD)

Shipping, Handling, and Tax charges are calculated and

The Edit Line and Header FOAP Summary window will open. You must select a **Chart Code** from the list of values before you can enter any additional values.

**Note:** It is important to search for values instead of typing into the field directly. Typing a value into the field directly can result in order failures.

Click the **blue arrow** to the right of Chart field. A drop-down box will list the four available Chart codes. Select the **appropriate chart** from the list.

Edit Line And Header FOAP Summary

Funding Information

Chart \* Fund \* Account \* Program \*

Click Blue Arrow

Organization Values

- E - TTUHSC at El Paso
- H - Texas Tech Univ Health Sciences Ctr
- S - Texas Tech University System
- T - Texas Tech University

Select Appropriate Chart

Save Close

Internal Notes and Attachments

External Notes and Attachments

Required: Account

Required: Program

Total (1.50 USD)

Click the **Search Fund** icon to the right of the Fund field to help find the Required Fund. New verbiage.

Edit Line And Header FOAP Summary

Funding Information

Chart \* Fund \* Organization \* Account \* Program \*

H Search Search Search Search

Required Required Required Required

Click Search Fund icon

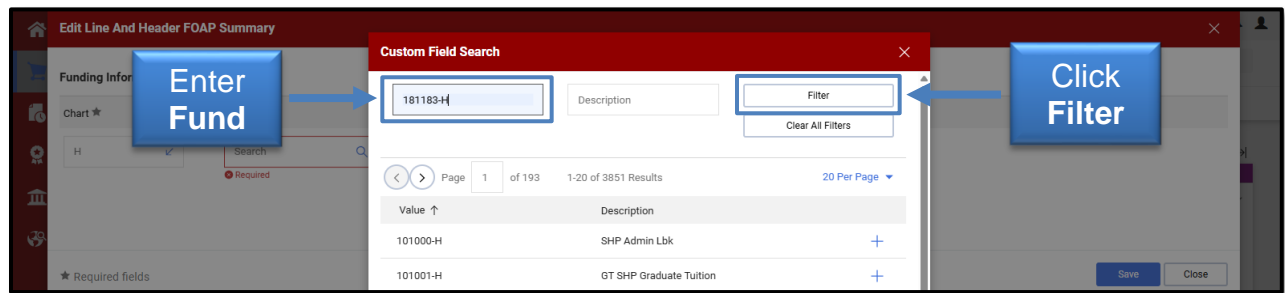
Save Close

Required: Account

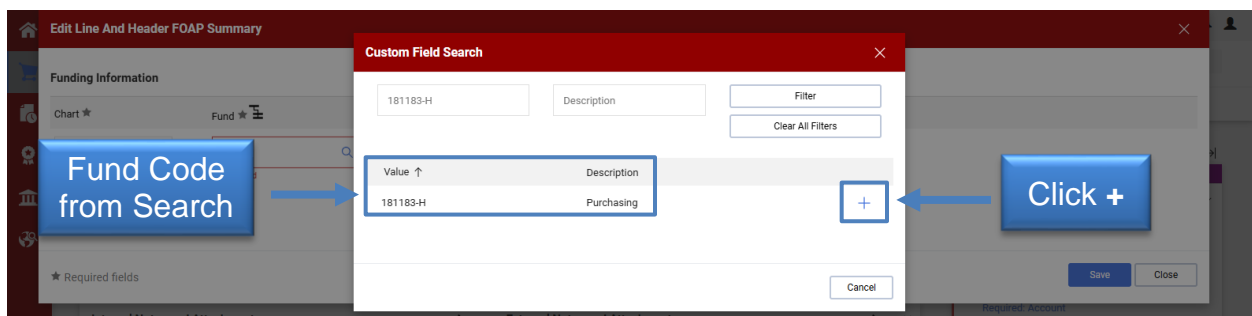
The Custom Field Search window will open. Enter your **Fund** into the Value search criteria field and click **Filter**.

# TechBuy – Entering FOAP Information

**Note:** Authority must be granted from the Fund Manager before you can purchase against a fund.



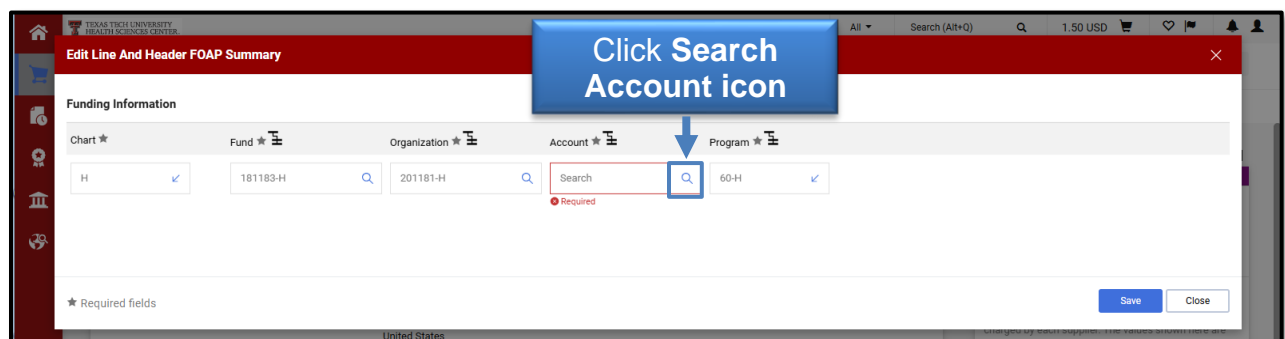
The Fund code should populate beneath the search window. Click + next to the description to add to the Required Fund field.



The Fund code is now listed on the Funding Information window. Follow the same steps to add the Required Organization and Required Program codes.

**Note:** The FOP elements must be a valid budgeted combination or the order will fail.

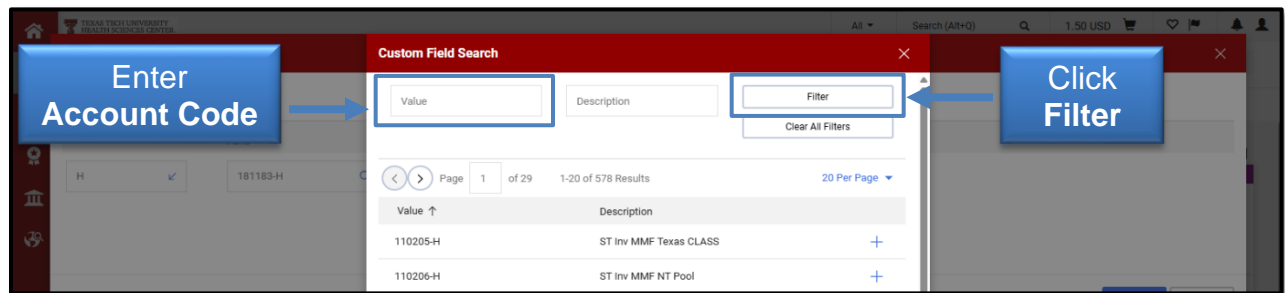
The account code assigned should be determined by the item(s) purchased. Click the **Search Account** icon to the right of the Account field.



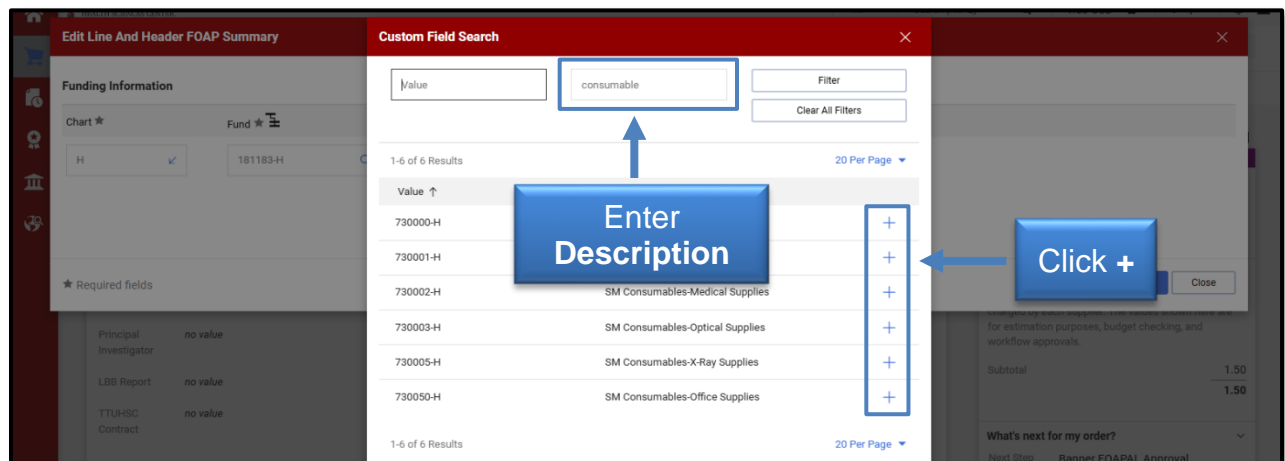
The Custom Field Search window will open. If you know the appropriate account number, enter the **account code** in the Value field and click **Filter**.

## TechBuy – Entering FOAP Information

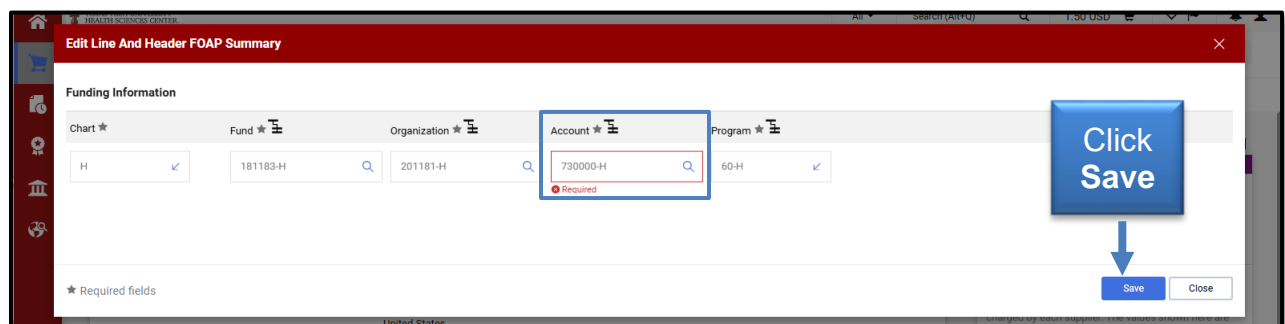
**Note:** It is important to search for the value instead of typing it into the field directly. Typing it into the field directly can result in order failures.



If you do not know the account number, you can search utilizing the **Description** search field. A list of all values meeting your search criteria will populate. Click **+** to the right of the appropriate value.

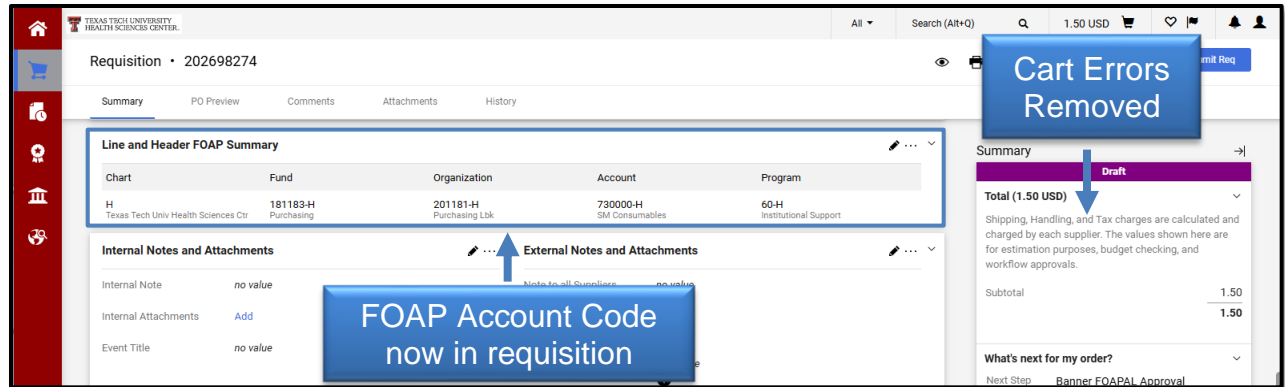


The value will now populate in the Account field. If your FOAP information is populated correctly, select **Save**.



The header level FOAP account code is now populated in the requisition form and the errors are removed.

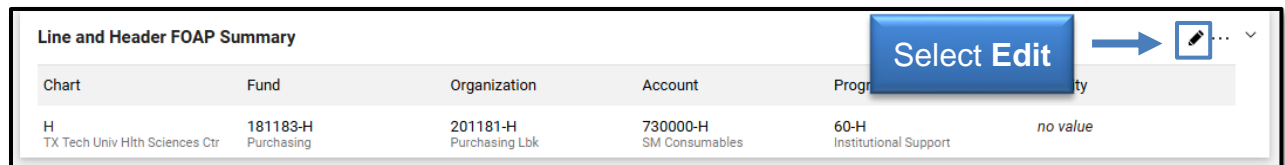
# TechBuy – Entering FOAP Information



## Line-Item Account Codes

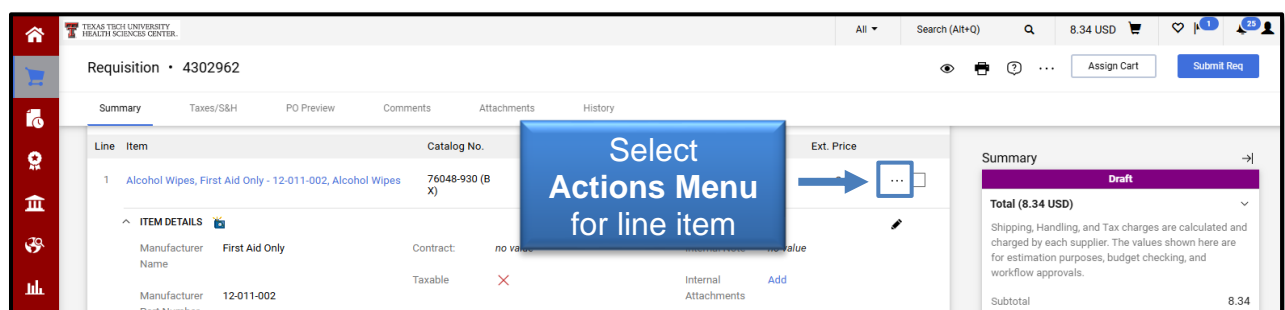
When you purchase items that need to charge different FOPs or the items should have different Account codes, you will need to apply line-item accounting. Line-item accounting also allows you to add multiple FOPs per item (split accounting).

To apply line-item account codes, select **Edit** from the upper right-hand corner of the Line and Header FOAP Summary section.



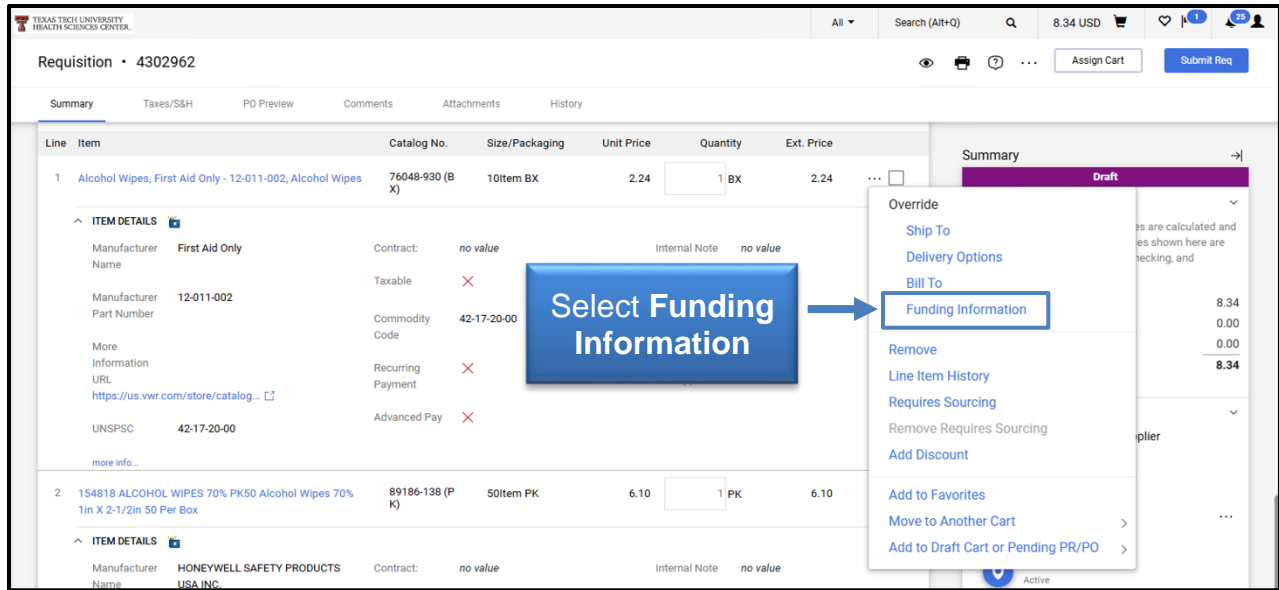
The Line and Header FOAP Summary screen will open. Any header level FOAP elements will display above the Supplier/Line-Item Details section.

Each item listed in the cart will display Funding Information (same as header). If you need to assign a different FOAP to a specific line item, select the **Actions** menu to view tasks for the selected line item.



Select **Funding Information** from the drop-down menu.

# TechBuy – Entering FOAP Information

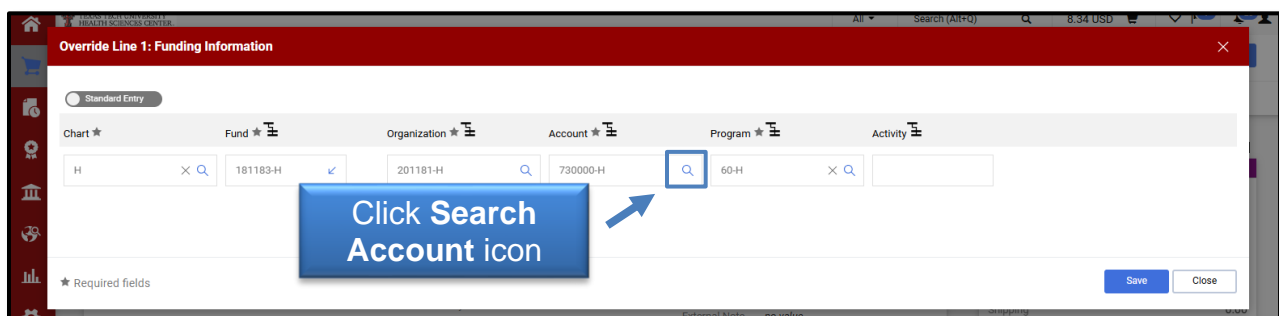


The current header information should populate for each value. To change the current value, click the **blue arrow** and then select the **appropriate value**.

Verify all elements of the FOP create a valid budgeted FOP, and make any necessary changes by following the same process.

**Note:** The FOP elements must be a valid budgeted combination or the order will fail. The account code should be driven by the item(s) purchased so you may find it necessary to change the account code by item.

Click the **Search Account icon** to the right of the Accounting field.



The Custom Field Search window will open. If you know the appropriate account number, type the **code** in the Value field and select **Filter**.

**Note:** It is important to search for the value instead of typing it into the field directly. Typing it into the field directly can result in order failures.

# TechBuy – Entering FOAP Information

Enter Account Code

Click Filter

Value	Description
146H12-H	001 HB4 Section 46 Inst Operations
18PE10-H	820 Perm Health Fund El Paso 2010
18PE4C-H	820 Perm Health Fnd El Paso 2014 CI

If you do not know the account number, you can search utilizing the Description search field. A list of all values meeting your search criteria will populate. Click + to the right of the appropriate value.

Enter Description

Click +

Value	Description
730001-H	SM Consumables-Dental Supplies
731200-H	SM Medical Supplies
731201-H	SM Pharmaceutical Supplies
732800-H	SM Supplies Agric/Constr/Hardware

The value will now populate in the Account field. If your FOAP information is populated correctly, select **Save**.

Select Save

The new accounting information will be copied to the line item. The item will provide the message: "Funding Information - values have been overridden for this line."

# TechBuy – Entering FOAP Information

Requisition • 4302962

Summary Taxes/S&H PO Preview Comments Attachments History

**ITEM DETAILS**

Manufacturer Name: First Aid Only Contract: no value Internal Note: no value

Manufacturer Part Number: 12-011-002 Taxable: ☒ Taxable

Commodity Code: 42-17-20-00

More Information URL: <https://us.vwr.com/store/catalog...> Recurring Payment: ☒ Recurring Payment

UNSPSC: 42-17-20-00 Advanced Pay: ☒ Advanced Pay

**FUNDING INFORMATION**

Chart	Fund	Organization	Account	Program	Activity
H TX Tech Univ Hlth Sciences Ctr	181183-H Purchasing	201181-H Purchasing Lbk	731200-H SM Medical Supplies	60-H Institutional Support	no value

Summary

Total (8.34 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal: 8.34

Shipping: 0.00

Handling: 0.00

Total: 8.34

You may add the same account information to other line items by selecting **copy line 1 funding information to other lines**. This will bring up the Funding Information window. Click the **box** next to the line you want to change.

Copy To Other Lines: Funding Information

Select code values to be copied and the line(s) they will be copied to.

Chart	Fund	Organization	Account	Program	Activity
H TX Tech Univ Hlth Sciences Ctr	181183-H Purchasing	201181-H Purchasing Lbk	731200-H SM Medical Supplies	60-H Institutional Support	no value

Summus VWR

Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
2	154818 ALCOHOL WIPES 70% PK50 Alcohol Wipes 70% 1in X 2-1/2in 50 Per Box	89186-138 (PK)	50Item PK	6.10		

Click Box

Copy Close

This will turn the box into a checkmark. You can also decide the accounting codes to copy for this line by checking or unchecking above the accounting fields, but make sure the FOAP is a valid budgeted combination. Once the funding information is correct, click **Copy**.

Copy To Other Lines: Funding Information

Select code values to be copied and the line(s) they will be copied to.

Chart	Fund	Organization	Account	Program	Activity
H TX Tech Univ Hlth Sciences Ctr	181183-H Purchasing	201181-H Purchasing Lbk	731200-H SM Medical Supplies	60-H Institutional Support	no value

Summus VWR

Line	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
2	154818 ALCOHOL WIPES 70% PK50 Alcohol Wipes 70% 1in X 2-1/2in 50 Per Box	89186-138 (PK)	50Item PK	6.10	1 PK	6.10

Select Copy

Copy Close