TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER TechBuy – Entering FOAP Information

Finance Systems Management

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 <u>TechBuy User Profile</u> 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

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER.				All 🕶 Sea	ırch (Alt+Q)	🔍 18.35 USD 📜 🗢 🏴 🔎
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1 Item	<ul> <li>Required</li> </ul>			Select	1.	Required: Chart Required: Fund Required: Organization
B and H Photo V	/ideo · 1 Item · 18.35 USD		Requ	ired Field		Required: Account Required: Program
Line Item		Cotolog No. Sizo	(Poekoging Unit Price O	uontitu Eut Drico	_	Total (18.35 USD)

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**.

	TEXAS TECH UNIVERSITY INAUTH SCIENCES CENTER	Profile Values 181181-H - Purchasing Support 181183-H - Purchasing		Click Def	ault Value	All ▼ Search (Alt+Q)	Q 13.81 USD 👻	
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հր	* Required fields						Sav	e Close

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.

**<u>Note</u>**: 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.

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* Required	fields					Sa	Close

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

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**.

**<u>Note</u>**: 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.

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ił	Enter Account Code	-	Value	Description	Filter Clear All Filters	Click Filter	
<u> </u>	H X Q Search	Ľ	Page 1 of 11	1-20 of 207 Results	20 Per Page 🔻		- 61
	© Required		Value ↑	Description			
39			146H12-H	001 HB4 Section 46 Inst Operations	+		
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ð	★ Required fields		18PE4C-H	820 Perm Health Fnd El Paso 2014 CI	+	Save	lose

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.

	Edit Line And Header		Summary		Custom Field	Search		All Search (All+Q	) Q 13.81 USD 🖶	×
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, l	Required fields							Cancel		
					Shipment Via	Destination			Shipping, Handling, and Tax charges a	are calculated and

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

合.	TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER.					All - Search (Alt+Q)	🔍 13.81 USD 📜	♡ µ <b>1</b> <u>↓</u> 25 <u>1</u>
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	н Х С	181183-H 🖌	201181-Н Q	730000-Н Q	60-H )	×Q		
Ê		Required	Required	Required	J			
<b>P</b>								
հղ						Select		
4	* Required fields					Save	Save	Close
							hipping Handling and Tax charge	

#### 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 <u>TechBuy User Profile</u> 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.



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.

**<u>Note</u>**: 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 arro**w to the right of Chart field. A drop-down box will list the four available Chart codes. Select the **appropriate chart** from the list.

Â	Edit Line And Header FOAP Summary						×
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í,	Chart★ Fund ★ 도	Click	Account * 王	Program ★王			
Ö		Blue Arrow	Required	Required			≯I
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1	I - Texas Tech Univ Health Sciences Ctr 🚽		elect				
5	- Texas Tech University System	Approp	riate Chart			Save	Close
1	- Texas Tech University	, appi op				Guite	
	Internal Notes and Attachments	<b>*</b> ····	External Notes and Attachment	5	ø ×	Required: Account Required: Program	
	Internal Note no value		Note to all Suppliers no value			Total (1.50 USD)	~

Click the **Search Fund**<sup>Q</sup> icon to the right of the Fund field to help find the Required Fund. New verbiage.

â	Edit Line And Header FOAP	Summary					. 1
E	Funding Information						
íð	Chart 🚖	Fund ★ 王	Organization + 王	Account + 王	Program 🚖 🔁		
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血		Required	Required	Required	Required		
S <sup>eg</sup>		Click	Search				
	★ Required fields		d icon			Save Close Regured Account	]

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

<u>Note</u>: Authority must be granted from the Fund Manager before you can purchase against a fund.

*	Edit Line And Header FOAP Summary				X	1
	Funding Infor Enter Chart * Fund	Custom Field Search	Description	Filter Clear All Filters	Click Filter	
ē	H 2 Search C	Value ↑	1-20 of 3851 Results Description	20 Per Page 🔻		
P		101000-H	SHP Admin Lbk	+		
	* Required fields	101001-H	GT SHP Graduate Tuition	+	Save Close	

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

1	Edit Line And Header FOAP Summary					1
1	Funding Information	Custom Field Search	Description	Filter Clear All Filters		
8 E)	Fund Code from Search	Value ↑ 181183-H	Description Purchasing	+	Click +	
	* Required fields		Evisional Nation and Attachments	Cancel	Save Close	

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**  $^{Q}$  icon to the right of the Account field.

Edit Line And Head	er FOAP Summary			k Search	All - S	earch (Alt+Q)	<b>Q</b> 1.50 U	JSD 📜 💝	► 4 ×
Funding Information	n		Acc	ount icon					
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н	⊯ 181183-H	Q 201181-H	Q Search	Q 60-H	¥.				
			Required						
★ Required fields								Save	Close
A Required fields		United States				- Ula		el. The values showin	

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**.

**<u>Note</u>**: 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.

TEXAS TECH UNIVERSITY HEADH'S CENCES CENTER.			All ▼ Search (Alt+Q)	🔍 1.50 USD 📜	♥ ₩ ♠ ₽
Enter	Custom Field Search				×
Enter Account Code	Value	Description	Filter Clear All Filters	Click Filter	
н и 181183-Н С	✓ >> Page 1 of 29	1-20 of 578 Results	20 Per Page 💌		
	Value 个	Description			
<b>9</b>	110205-H	ST Inv MMF Texas CLASS	+		
	110206-H	ST Inv MMF NT Pool	+		

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.

Edit Line And Head	er FOAP Summary	Custom Field Search					
Funding Information		Value	consumable	Filter			
Chart 🖈	Fund ★ 도			Clear All Filters			
н	2 181183-H	C 1-6 of 6 Results		20 Per Page 💌			
		Value ↑					
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		730001-H	Description	+	Click +		
* Required fields		730002-H	SM Consumables-Medical Supplies	+			
	no value	730003-H	SM Consumables-Optical Supplies	+			
		730005-H	SM Consumables-X-Ray Supplies	+			
	no value	730050-H	SM Consumables-Office Supplies	+		1.50	
		1-6 of 6 Results		20 Per Page 💌	What's next for my order?		

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

Funding Information	n				
Chart 🚖	Fund ★ 도	Organization ★ 도	Account ★ 王	Program ★ 王	Click
н	⊯ 181183-H	Q 201181-H	Q 730000-Н	Q 60-H 🖌	Save
			Required		Cave

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

俞	TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER.				All	<ul> <li>Search (Alt+C</li> </ul>	2) 🔍 1.50 USD 📜 ♡	× + 1
1	Requisition • 20269	98274				۲	Cart Errors	mit Req
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<b>Q</b>	Line and Header FOAF	Summary				e	Summary	→
	Chart	Fund	Organization	Account	Program		Draft	
血	H Texas Tech Univ Health Scien	181183-H ces Ctr Purchasing	201181-H Purchasing Lbk	730000-H SM Consumables	60-H Institutional Support		Total (1.50 USD) Shipping, Handling, and Tax charges are cald	v bae batelus
<b>%</b>	Internal Notes and Att	achments	🖌 🖌 Extern	al Notes and Attachments		<b>∕</b> ×	charged by each supplier. The values shown for estimation purposes, budget checking, a workflow approvals.	here are
	Internal Note	no value	Note to	all Suppliers no value			Subtotal	1.50
	Internal Attachments	Add	FOAP Accoun					1.50
	Event Title	no value	now in requi	sition ,			What's next for my order?	~

#### 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** if from the upper right-hand corner of the Line and Header FOAP Summary section.

Line and Header FOAP S	ummary			Select	Edit
Chart	Fund	Organization	Account	Progr	ty
H TX Tech Univ Hlth Sciences Ctr	181183-H Purchasing	201181-H Purchasing Lbk	730000-H SM Consumables	60-H Institutional Support	no value

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.

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7	F	Requ	isition • 4302	962					•	? Assi	gn Cart	Submit Req
í0		Sum	mary Taxes	i/S&H PO Preview Com	ments Atta	chments	History					
<b>e</b>		Line			Catalog No.		Select	Ext. Price		Summary		→l
π		1	Alcohol Wipes, Fir	st Ald Only - 12-011-002, Alcohol Wipes	76048-930 (B X)		Actions Menu			Total (8.34 USD)	Draft	~
<b>ş</b> .			<ul> <li>ITEM DETAILS</li> <li>Manufacturer</li> </ul>	First Aid Only	Contract:	no value	for line item	€ Ie		Shipping, Handling, and T charged by each supplier for estimation purposes,	. The values showr	n here are
և			Name Manufacturer	12-011-002	Taxable	×	Internal Add Attachments			workflow approvals.	budger oneoking, a	8.34

Select Funding Information from the drop-down menu.

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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.

Override Line	1: Funding Information				All ▼ Search (Alt+	Q) <b>Q</b> 8.	34 USD 🚆 🗸 🍋 🗶
Chart *	ry Fund ★ 王	organization ★ 도	Account ★ 王	Program ★王	Activity <b>E</b>		
<u>е</u> н	X Q 181183-H	∠ 201181-H	Q 730000-Н	Q 60-H	×Q		
<u>п</u>		Click Searc Account ico					
L * Required fiel	lds			External Note on value		ampung	Save Close

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

**<u>Note</u>**: 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.

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER.			All 💌 Search (Alt+Q)	0 Q 8.34 USD 📜 🗢 🏴 🚑
Entor	Custom Field Search			
Enter Account Code	Value	Description	Filter Clear All Filters	Click Filter
H XQ 181183-H Z	C Page 1 of 11	1-20 of 207 Results	20 Per Page 👻	
<u>ش</u>	Value 1	Description		
<b>B</b>	146H12-H	001 HB4 Section 46 Inst Operations	+	
III. * Required fields	18PE10-H	820 Perm Health Fund El Paso 2010	+	Save Close
	18PE4C-H	820 Perm Health Fnd El Paso 2014 Cl	+	

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.

	TEXAS TECH UNIVERSITY IEALTH SCIENCES CENTER.			All - Search (Alt+0	) Q 8.34 USD 📜	♥ <b>₽ ₽</b>
	Override Line 1: Funding Information	Custom Field Search				×
To O	Chart *	Value	Supplies Filter Clear All Fi			
e (∃	Enter Description	Value ↑ 730001-H	Description SM Consumables-Dental Supplies	+		
<b>%</b>		731200-H 731201-H	SM Medical Supplies	+++++++++++++++++++++++++++++++++++++++	Click +	
<b>ф</b>	★ Required fields	732800-H	SM Supplies Agric/Constr/Hardware	+	Save	Close
				_		0.00 8.34
	https://us.vwr.com/store/catalog [2]			Cancel	What's next for my order?	

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

	rexas tech university Realth sciences center. Fride Line 1: Funding	g Information					All • Search (Alt+Q)	Q 8.34 USD 📜	× 10 × 25 T
Chart	Standard Entry	Fund ★ 도		Organization ★ 도	Account ★ 王	Program ★王	Activity 5		-
о сі	×	Q 181183-H	Ľ	201181-H	Q 731200-H	Q 60-H	×Q		
тт ***							Select Save		
IIL ★ Re	equired fields			Code		External Note no valu		Save	Close

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."

*	TERAS TECH UNIVERSITY HEALTH SCIENCES CENTER.		All	I ▼ Search (Alt+Q)	Q 8.34 USD 📜 🛇	> 📭 🚺
X	Requisition • 4302962			•	O Assign Cart	Submit Req
<b>i</b> d	Summary Taxes/S&H PO Preview Comments	Attachments History				
0	TTEM DETAILS      Manufacturer First Aid Only Contract:	no value	Internal Note no value	SL	ımmary Draft	→
血	Name Taxable	×	E		Total (8.34 USD)	
₿	Part Number Commodity Code	42-17-20-00	Funding Message	c f	charged by each supplier. The values sho or estimation purposes, budget checking vorkflow approvals.	wn here are
հե	Information Recurring URL Payment https://us.vwr.com/store/catalog[]	×	тог варрлег	5	Subtotal Shipping	8.34
<b>.</b>	Muser Advanced P UNSPSC 42-17-20-00	у 🗙	↓ I		Handling	0.00
	FUNDING INFORMATION		Values have been overridden of this line	/ ¥ /	Funding Copied	~
	Chart Fund Organizatio	Account P	rogram Activity		Copied	
	H 181183-H 201181-H TX Tech Univ Hith Sciences Ctr Purchasing L		0-H no value astitutional Support		P	

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.

с	Copy To Other Lines: Funding Information									
	Select code values to be copied and	the line(s) they will be copied to.					- 1			
	✓ Chart	✓ Fund	V Organization	✓ Account	V Program	Activity	- 1			
	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				
L.	Summus VWR									
Line	e Item		Catalog No.	Size/Packaging	Unit Price	Quantity Ext. Price				
	2 154818 ALCOHOL WIPES 70% P	K50 Alcohol Wipes 70% 1in X 2-1/2in 50 P	er Box 89186-138 (PK)	50Item PK	6.10 Click	Box				
				Values have been ov	verridden -	Сору	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**.

Co	opy To Other Lines: Funding Info	rmation					-		×
Select code values to be copied and the line(s) they will be copied to.									
~	/ Chart	✓ Fund	🗸 Organ	ization	✓ Account ✓ Program		🗸 Ac		
H TD	X Tech Univ Hlth Sciences Ctr	181183-H Purchasing	201181-H Purchasing		731200-H SM Medical Supplies	60-H Institutional Support	no value		
	Summus VWR								$\checkmark$
Line	Item			Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
	2 154818 ALCOHOL WIPES 70% PI	K50 Alcohol Wipes 70% 1in	X 2-1/2in 50 Per Box	89186-138 (PK)	50Item PK	6.10	1 PK	6.10	$\checkmark$
									Close