



TechBuy Guidelines for Use of Direct Pay Forms

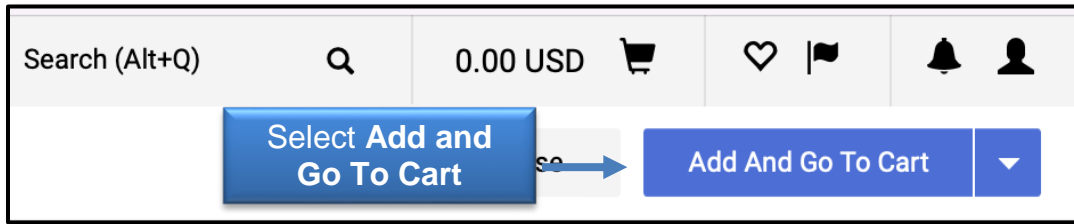
- Access the TTUHSC Direct Pay Forms from the TechBuy homepage at:
 - [TechBuy](#)
 - [WebRaider Portal](#) > Business Affairs Tab > Links to Financial Systems portlet > System links > TechBuy.
- Scroll to the bottom of the TechBuy homepage and find **TTUHSC Direct Pay Forms – Group of Forms**.
- Select the **Form** for the Direct Pay Expenditure. Hover over the lower part of the box and click the “i” for additional information, i.e., employee reimbursement allowed or not.



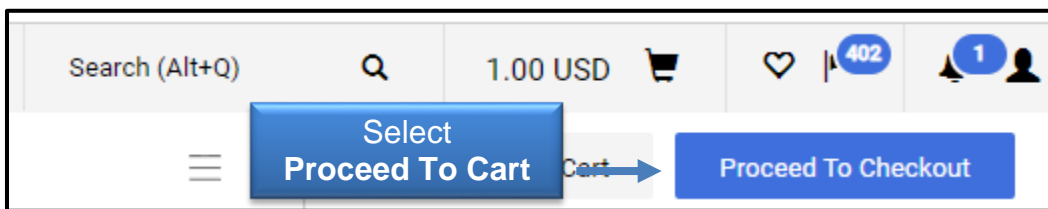
- Information available on the left side of the form.
 - ✓ Account code identified must be used.
 - ✓ Link to TTUHSC OP 72.03 Direct Pay Expenditures.
 - ✓ Links to additional forms if required for this expenditure.
- Enter the **required** items on the form or attach documents to the form:
 - ✓ Vendor
 - ✓ If invoice gives a “Remit-To Address” and it is different than the address of the vendor just entered, proceed to column on the right side of the form “Remit-To Address” and complete.
 - ✓ Business Purpose
 - ✓ Product Description should be relevant and precise.
 - ✓ Attach invoice.
 - ✓ Attach supporting documentation.
 - ✓ **ENTER INVOICE AMOUNT ONLY** - Do not enter invoice #, due date or invoice date.
 - ✓ Check Disbursement Instructions should be used only if the check needs to be sent to the attention of a specific person.

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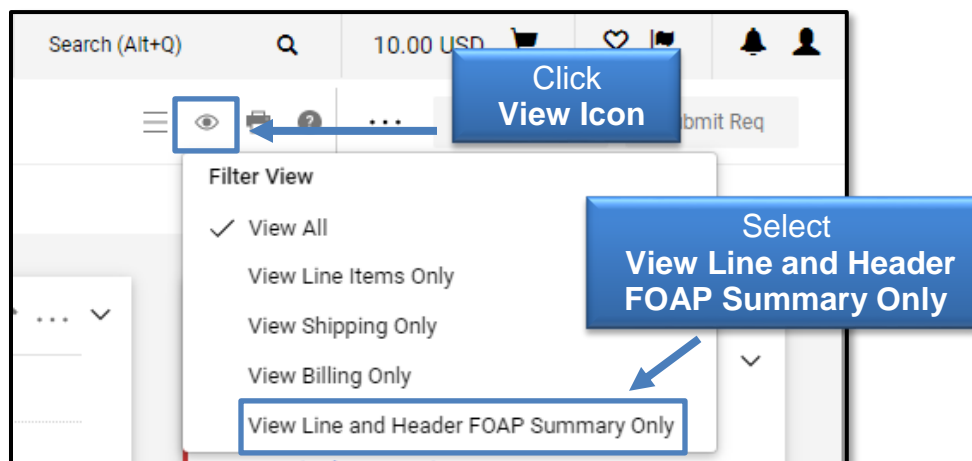
- After all information is entered, go to the top of page.
 - ✓ Select **Add and Go To Cart**. Review shopping cart and correct any errors.



- ✓ Select Proceed To Checkout.



- Creating lines for one invoice and using multiple FOAPs:
 - ✓ Click the **View** icon and select **View Line and Header FOAP Summary Only**.



- ✓ Go to line item and click ... (dots) to open the Line Items Actions menu.
 - ✓ Click **Funding Information**, and enter your **lines**.

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Line and Header FOAP Summary

| Chart | Fund | Organization | Account | Program |
|--|------------------------------|----------------------------------|---------------------------------|-------------------------------|
| H Texas Tech Univ Health Sciences Ctr | 181034-H Payment Services | 201131-H Payment Services Lbk | 710602-H TV Lodging In-State | 60-H Institutional Support |

1 Item

California Ts • 1 Item • 1.00 USD

| Item | Catalog No. | Size/Packaging | Unit Price | Quantity | Ext. Price |
|--------|-------------|----------------|------------|----------|------------|
| 1 test | DIRECT PAY | | 1.00 | Qty: 1 | 1.00 |

Line Items Actions (test)

- Ship To
- Delivery Options
- Bill To
- Funding Information**
- Remove
- Requires Sourcing
- Remove Requires Sourcing
- Add to Favorites

- ✓ Hover over funding information and Click + (plus sign).
- ✓ Add **FOAPAL** information and click **Save**.

Override Line 1: Banner Funding Information

| Chart * | Fund * | Organization * | Account * | Program * | Activity |
|---------|----------|----------------|-----------|-----------|----------|
| H | 181034-H | 201131-H | 710602-H | 60-H | |

★ Required fields

Click Save

Save Close

- ✓ Review FOAPAL split at the line to verify correct information was entered.

Requisition • 122650983

Summary PO Preview Comments Attachments 4 History

Line and Header FOAP Summary

Values vary by line.

| Chart | Fund | Organization | Account | Program | Activity |
|--|------------------------------|----------------------------------|---------------------------------|-------------------------------|----------|
| H Texas Tech Univ Health Sciences Ctr | 181034-H Payment Services | 201131-H Payment Services Lbk | 710602-H TV Lodging In-State | 60-H Institutional Support | |

1 Item

California Ts • 1 Item • 1.00 USD

| Item | Catalog No. | Size/Packaging | Unit Price | Quantity | Ext. Price |
|--------|-------------|----------------|------------|----------|------------|
| 1 test | DIRECT PAY | | 1.00 | Qty: 1 | 1.00 |

FUNDING INFORMATION

Values have been overridden for this line

| Chart | Fund | Organization | Account | Program | Activity | Amount of Price |
|--|------------------------------|----------------------------------|---------------------------------|-------------------------------|----------|-----------------|
| H Texas Tech Univ Health Sciences Ctr | 181034-H Payment Services | 201131-H Payment Services Lbk | 710602-H TV Lodging In-State | 60-H Institutional Support | no value | 0.50 USD |
| H Texas Tech Univ Health Sciences Ctr | 181183-H Purchasing | 201181-H Purchasing Lbk | 710602-H TV Lodging In-State | 60-H Institutional Support | no value | 0.50 USD |

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✓ Click the **Submit Requisition** button.



A Fund Manager will receive an email to approve the invoice. A Requisition will be created with an identifying #. The requisition will route to Accounts Payable. When AP approves the requisition, simultaneously a PO and an e-Invoice is created and the payment processes as a "V8xxxxxx".

- **DO NOT MAIL the invoice and supporting documents to Accounts Payable.** All payment information and history is in TechBuy.
- All questions or assistance should be directed to Accounts Payable and not the Purchasing Department.
Contact information is as follows:
Accounts.Payable@ttuhsc.edu
Payment Services: 806-743-7826