



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER™

Payment Services

# Payment Services

Accounts Payable/  
Direct Pay Training



# Agenda

- Training Resources
- Prompt Pay Law
- Receiving
- Invoice Process
  - Invoice Received
  - Submit Invoice to Accounts Payable
  - Resources to find status of Invoice/Payment in IMS
  - Resources to find payment information (check #)
- Direct Pay

# Training Resources

Training Resources are located on the [Accounts Payable](#) and [Direct Pay](#) websites.

[Training Center](#)

[Forms Center](#)

The invoice management system provides a guide located on the search for invoice page. This guide is also located in the training center.

## Search for Invoice

[Click here for a Getting Started Guide](#)

**Search**

System Invoice ID	<input type="text"/>	PO Number	<input type="text" value="P0983382"/>
TechBuy Receipt Number	<input type="text"/>	Invoice Number	<input type="text"/>

# Prompt Pay Law

As stated in OP [72.10](#), State law requires payments to be scheduled in accordance with Texas Government Code, Chapter 2251.

Invoices are placed in line for payment based on the Prompt Pay Law which states that invoices are due for payment 30 days after the date the invoice was received **or** the goods/services were received, whichever is **later**.

Interest begins accruing on the date the payment is overdue (31 days) and stops accruing the date the payment is postmarked. Interest will not be added on institutional funds until the amount accrued exceeds \$5.00.

Current interest rate increased from 5.75% to 9.25%.

Prompt Vendor Payment Procedures Training Guide

<https://www.fiscal.ttuhsc.edu/training/trainingcenter/AccountsPayable/PromptVendorPaymentProcedure.pdf>

# Receiving

## Receiving

- Per OP 72.09 – Stamp all invoices with the date that the invoice was received directly from the vendor. For invoices received by email, the email must be submitted with the invoice to show the date the invoice was received from the vendor.
- Per OP 72.10 - Departments must enter receiving information in TechBuy within 3 days after the goods are received or services are completed.
- Enter “Receipt Date” as the actual date the goods are received or the services are provided.
- Input invoice number into the notes section of receipt.
- If goods are not received, lost, or damaged, please add a comment on the PO with documentation from the vendor. This will inform us that receiving is not required for that item.
- If there is an issue with shipping on a particular item, please add a comment on the PO with documentation from the vendor (if available). This will inform us that receiving cannot be completed and shipment has been delayed.

## Returns/Credit Memos

- If goods have not been received or returned and the department is aware a credit is owed, the department should follow up until the credit is received and processed.

# Invoice Process

Departments are responsible for submitting invoices timely so payments can be made promptly and late interest is avoided.

## **Invoice Process – Step by Step Overview:**

- Invoice Received
- Verify receiving is completed in TechBuy
- Submit invoice to Accounts Payable through the Invoice Management System
- Invoice will be put in line for payment per the Prompt Pay Law

## **Invoice Received**

- Date stamp invoice with the date that the invoice was received directly from the vendor. For invoices received by email, the email must be submitted with the invoice to show the date the invoice was received from the vendor.
- Verify PO# is listed on the invoice. If not, please contact vendor to add to the invoice
- Verify receiving is completed in TechBuy

# Invoice Process

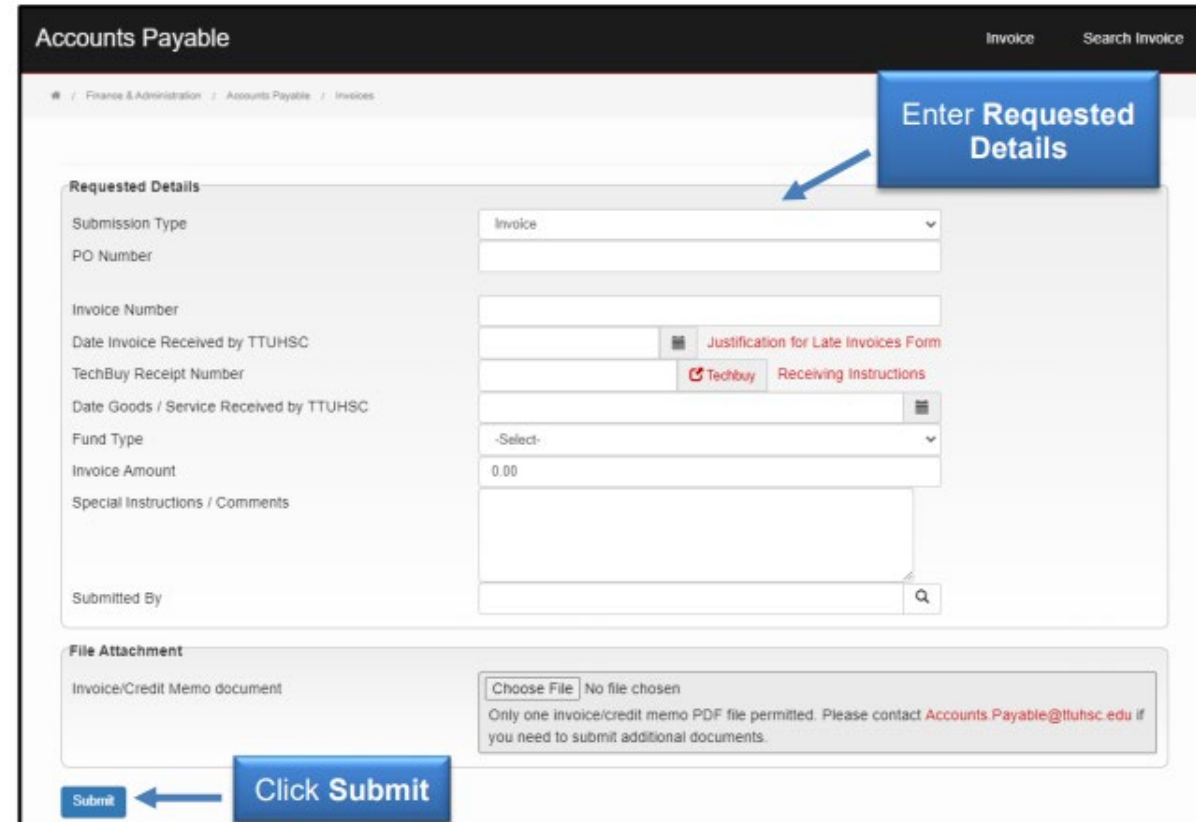
## Submit invoice to Accounts Payable through the Invoice Management System (IMS)

- Invoices/Credit Memos received in the department from vendors:
  - To be submitted into the Invoice Management System in PDF format.
  - TechBuy comments will no longer be accepted.
  - One invoice attached per submission
- Invoices/Credit memos received in department by **mail** (paper copy):
  - Should be date stamped, scanned, and submitted into Invoice Management System in PDF format.
- Invoices/Credit memos received in department electronically by **email**:
  - The email should be submitted with the invoice into the Invoice Management System in PDF format.
  - This will provide the date the invoice was received electronically.
- New PO's processed in TechBuy:
  - Invoices cannot be submitted the same day the PO was completed.
  - The system needs to run overnight and invoices can be submitted the following day.

# Invoice Process

## Submit invoice to Accounts Payable through the IMS (cont)

- Enter requested details in each field
- Receipt date is the same date as TechBuy Receipt date
- Submitted by is the person that will receive notifications



The screenshot displays the 'Accounts Payable' web application interface. The page title is 'Accounts Payable' with sub-navigation for 'Invoice' and 'Search Invoice'. The breadcrumb trail shows 'Finance & Administration / Accounts Payable / Invoices'. The main form is titled 'Requested Details' and contains the following fields:

- Submission Type: Invoice (dropdown menu)
- PO Number: [Empty text box]
- Invoice Number: [Empty text box]
- Date Invoice Received by TTUHSC: [Empty text box]
- TechBuy Receipt Number: [Empty text box]
- Date Goods / Service Received by TTUHSC: [Empty text box]
- Fund Type: -Select- (dropdown menu)
- Invoice Amount: 0.00
- Special Instructions / Comments: [Empty text area]
- Submitted By: [Empty text box]

Additional elements include a 'Justification for Late Invoices Form' link, a 'Techbuy Receiving Instructions' link, and a 'File Attachment' section with a 'Choose File' button and a note: 'Only one invoice/credit memo PDF file permitted. Please contact [Accounts.Payable@ttuhsc.edu](mailto:Accounts.Payable@ttuhsc.edu) if you need to submit additional documents.'

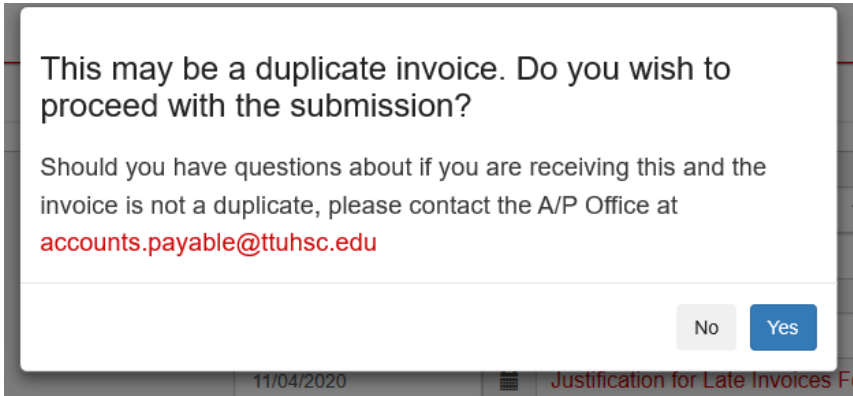
Navigation buttons include 'Submit' and 'Click Submit' (highlighted with a blue box and arrow). A blue box labeled 'Enter Requested Details' with an arrow points to the 'Requested Details' form header.



# Invoice Process

## IMS Duplicate Warning Message

- When the duplicate warning message is received, this indicates the invoice number has already been submitted.
- Please verify if the invoice is already submitted.



## IMS Receiving notifications

- AP does not get notified when a receipt is completed in TechBuy.
- The invoice management system sends automated emails on Sunday and Wednesday requesting receiving to be entered.
- Please reply to the email with the receipt date so that Accounts Payable is notified the receipt has been entered.
- If receiving is requested, the invoice does not need to be resubmitted.

# Invoice Process

## IMS Invoice Status

- Select Search Invoice on IMS submission page
- Enter information into one or more fields to search for status. Example: PO#
- IMS will display all the invoices and their status based on the field entered. Example: This PO has 4 invoices with different status's. A status legend is displayed above the results.

Accounts Payable
Invoice Search Invoice

[Click here for a Getting Started Guide](#)

**Search**

System Invoice ID	<input type="text"/>	PO Number	<input type="text" value="P1066431"/>
TechBuy Receipt Number	<input type="text"/>	Invoice Number	<input type="text"/>

[Search](#)

Search Results (4 Results Found)

**Status Legend:** **Portal Entry** - Invoice has been received in the system, pending AP review. **Assigned** - Invoice has been assign to AP Payor for review. **Follow-Up** - Invoice requires action for completion. **Payable** - Invoice has been approved, payment processing. **Paid** - Invoice has been paid.

System Invoice ID	Status	Vendor Name	PO Number	Invoice Number	Techbuy Receipt	Invoice Amount
INV3549375	Paid	TAS United	P1066431	9138067475-100123	40293010	55.55
INV3549385	Paid	TAS United	P1066431	9138067256-100123	40391092	24.75
INV3556864	Payable	TAS United	P1066431	9138067475-110123	40978858	32.50
INV3557358	Payable	TAS United	P1066431	9138067256-110123	40980431	24.75



# Invoice Process

## Payment Information

- TechBuy provides the Check/ACH/SUA number once the payment has processed.
- On the V8 in TechBuy the Check/ACH/SUA and payment record date are located under payment information.

Payment Information	
Accounting Date	11/30/2023
F.O.B.	Destination
Payment Method	Check
Payment Record No.	68106148
Payment Record Date	11/30/2023

# Direct Pay

## Direct Pay Forms

- Direct pay forms are located on the TechBuy Shopping Home Page.
- There are 15 forms available to use for current (no more than 45 days) invoices listed in these categories.
- If the invoice does not fall into one of these categories another payment method must be used.

TTUHSC Direct Pay Forms



<a href="#">TTUHSC Accreditation- Certificat...</a>	<a href="#">TTUHSC Advertising</a>	<a href="#">TTUHSC Awards, Prizes and Gifts</a>	<a href="#">TTUHSC Donations to Charitable O...</a>	<a href="#">TTUHSC Employee Reimbursement</a>	<a href="#">TTUHSC Food &amp; Entertainment</a>
<a href="#">TTUHSC Lodging-Direct Bill For N...</a>	<a href="#">TTUHSC Magazine/ Journal Subscri...</a>	<a href="#">TTUHSC Membership Dues</a>	<a href="#">TTUHSC Postage</a>	<a href="#">TTUHSC Professional License Fees</a>	<a href="#">TTUHSC Registration Fees</a>
<a href="#">TTUHSC Sponsorships</a>	<a href="#">TTUHSC Utilities</a>	<a href="#">TTUHSC Water/ Services and Coffe...</a>			

# Direct Pay

## Form Instructions

- All Direct Pay forms contain an “Instructions” section on the left side of the form.
- The “Instructions” section include what is allowed to be submitted on the form, attachments required, account codes, and references to the OP’s.
- To eliminate delay, please review form instructions before submitting direct pay requisitions.

Instructions ?	
<b>FOOD &amp; ENTERTAINMENT</b>	
<b>ACCOUNT CODES:</b>	<b>Required Attachment(s)</b>
<ul style="list-style-type: none"><li>• 7L0401 Entertainment</li><li>• 7L0402 Business Meeting</li><li>• 7L0403 Official Function</li><li>• 7L0404 Holiday Event</li><li>• 7L0405 Retirement</li><li>• 7L0406 Conference</li><li>• 7L0500 Approved Club Fee</li><li>• 7L0600 Recruiting Event</li><li>• 7L0700 Resident Meal</li><li>• 7L0701 Guard Meal</li></ul>	<ul style="list-style-type: none"><li>• Invoice/Receipt</li><li>• <a href="#">Food &amp; Entertainment Substantiation Form</a> must be completed and attached for all expenses except for approved club fees, resident meals and guard meals.</li><li>• Expenses for entertainment, business meetings, official functions, holiday event, retirement and conference that aggregate to \$500 or more must have the <a href="#">Pre-Approval Form</a> attached.</li></ul>
<b>FOOD &amp; ENTERTAINMENT SUBSTANTIATION FORM</b> <a href="#">🔗</a>	
TTUHSC OP72.16 Attachment A	<a href="#">PRE-APPROVAL FORM</a> <a href="#">🔗</a>
TTUHSC OP72.16 Attachment B	<a href="#">TTUHSC OP72.16 Attachment B</a> <a href="#">🔗</a>
TTUHSC OP72.16	<a href="#">Official Functions, Business Meetings, and Entertainment</a> <a href="#">🔗</a>
TTUHSC OP72.03	<a href="#">Direct Pay Expenditures</a> <a href="#">🔗</a>

# Direct Pay

## Employee Reimbursement

- Proof of payment is required (cancelled check, credit card, or bank statement). These documents should be redacted before being attached in the TechBuy system.
- Only one expense per form should be submitted for employee reimbursements.
- Reimbursements should be submitted in a timely manner. After 60 days they become taxable and need to be processed through EOPS.

## Memberships

- Professional Societies list showing the approved organization screen print is required to be attached to the membership form or employee reimbursement form.

## Account Code

- Verify the account code is correct before submitting the requisition. The account code is provided in the instructions section on each form.

## Quotes/Estimates

- Invoices must be attached to the requisition. Quotes/Estimates should be processing on a non-catalog form.



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# Questions

Contact Accounts Payable at  
[accounts.payable@ttuhsc.edu](mailto:accounts.payable@ttuhsc.edu)