



# Accounts Payable Update *from* Payment Services



Do not wait for an invoice to be received or a request from AP for receiving information. If the item or service has been received, a receipt should be created in TechBuy.

March 30, 2017

## REMINDER

[HSC OP 72.09](#) states that all receiving information for TechBuy purchase orders must be submitted through TechBuy. Although departments are not receiving paper invoices or requests from Accounts Payable to complete receiving documentation for eInvoices, receiving must still be completed timely for all items and services received.

- \* Invoices must be date stamped on the date received.
- \* Invoices must be reviewed for accuracy before they are attached to the Comments of the PO and sent to Accounts Payable for processing.

## DID YOU KNOW?

Completing Receiving in TechBuy does not trigger payment.

POs should not be closed just because all items have been received.

Payment Information is available in TechBuy for eInvoices.

- \* Select the “Invoices” tab and click on the invoice (V9xxxxxx) to view the check number or direct deposit number and date of check/direct deposit.

Invoice No	Supplier Invoice Number	Invoice Date	Due Date	Invoice Type	Payment Status	Invoice Total	Invoiced By
V9499317	39787063	3/22/2017	3/23/2017	Invoice	Paid	810.00 USD	Gomez, Irma
Total						810.00 USD	

*We welcome your feedback!*

*Please email your questions or suggestions to: [Accounts.Payable@ttuhsc.edu](mailto:Accounts.Payable@ttuhsc.edu)*