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.

					Account -			Activity -
Chart	Fund	Fund - Banner	Organization	Account	Banner	Program	Activity	Banner
H Texas Tech Univ	181183-H Purchasing	181183 Purchasing	201181-H Purchasing Lbk	no value CRequired	no value	60-H Institutional	no value	no value

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) Select **Required: Account** in the blue message boxes found to the right; 2) select **Required field** in the Line and Header FOAP Summary section; or 3) select **Edit** in the top right of the Line and Header FOAP Summary section.

Line and Head	er FOAP Sum	mary			6				~	Draft	
Chart	Fund	Fund - Banner	Organization	Account	Account - Banner	Program A	Activity	Activity - Banner		Correct these issues. You are unable to proceed until addressed.	*
H Texas Tech Univ Health Sciences Ctr	181183-H Purchasing	181183 Purchasing	201181-H Purchasing Lbk	no value CRequired	no value	Select I Ac	Re co	quired: unt		Total (1.00 USD) Subtotal	↓ 1.00

If you marked 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**.

Edit Line And Header F	Profile Values					×
	181183-H - Purchasing					
Funding Information	Organization Values					
Chart	Search	Fund - Banner	Organization	Account	Account - Banner	Progra
H 🗶	Search 🗶 ORequired		Search 🗶 ORequired	Search C	٩	60-H
Clic	k Search				Save Changes	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.

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.

Edit Line And H	Header FO/	AP Summary					×
Funding Inform	ation						
Chart		Fund	Fund - Banner	Organization	Account	Account - Banner	Progra
Н	*	Search	e	Search 🗶	Search	٩	60-H
		C Required		Required	C Required		
4					Click Magnif y	ying	÷
					Glass	Save Changes	Close

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

If you do not know the account number, you can search utilizing the Description search field.

Custom Field Search		×
Value	Description	Filter Clear All Filters
Enter Account Code 4	1-20 of 461 Results	20 Per Page 🔺
Value	Description 🔺	
110205-H	ST Inv MMF Texas CLASS	+
110206-H	ST Inv MMF NT Pool	+
110207-Н	ST Inv MMF JPMorgan US Govt /	MJGXX +
130617-Н	Travel Emerg CBA Receivable	+
130618-H	PCard Receivable	+
130619-H	PCard Exception Receivable	+
160000-H	Short Term Student Loans Rec Di	в +
160001-H	Short Term Student Loans Rec Ap	pp +
		Cancel

A list of all values meeting your search criteria will populate. Click + to the right of the appropriate value.

Custom Field Search		×
Value	consumable	Filter
		Clear All Filters
1-6 of 6 Results		20 Per Page 🗢
Value	Description 🔺	
730000-H	SM Consumables	+
730001-Н	SM Consumables-Dental Sup	Click + +

The value will now populate in the Account field. Select **Save Changes**.

Edit Line And	Header FOAF	P Summary										×
Funding Inform	nation											
Chart		Fund		Fund - Banner		Organization		Account		Account - Banne	er	Progra
Н	*	181183-H	×.	181183	×	201181-H	£	730000-H	Q	730000	×	60-H
×			_		_	Sa	Se ave C	elect Changes		Save C	hanges	Close

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.

To add an account code at the header level: 1) Select **Required: Account** in the message boxes found on the right of the navigation icons; 2) select **Required field** in the Line and Header FOAP Summary section; or 3) select **Edit** in the top right of the Line and Header FOAP Summary section.

ine and Header F	FOAP Summ	nary									
					Sel	ect Edit	-	▶ 📝 …	~	Correct these issues. You are unable to proceed until addressed.	~
Chart Fur	und	Fund - Banner	Organization	Account	Banner	Program	Activity	Activity - Banner		Required: Fund	
no Texas Tech Univ	o value Required	no value	no value Required	no va O Reg	Select F	Require	d: Aco	count		Required: Organization Required: Account	

The Funding Information 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 arro**w to the right of the Chart field.

	Edit Line And Hea	der FOAP Summary				×
6	Funding Information	on				
Q	Chart	Fund	Fund - Banner	Organization	Account	Account - Banner
Â	н	✓ Search	•	Search 🖌	Search	٩
22		Clic	ck	U Requirea	O Kequirea	
39	4	Blue A	rrow			▶,
						Save Changes Close

A drop-down box will list the four available Chart codes. Select the **appropriate code** from the list.

Ì	Edit Line And Header FOAP Summary				×
íc	Funding Information				
Q	Chart Fund	Fund - Banner	Organization	Account	Account - Banner
血	H 🖌 Search	*	Search 🖌	Search Q	
	Profile Values		C Required	Required	
	H - Texas Tech Univ Health Sciences Ctr	Selec	xt 💦		
Ŕ	Organization Values	Appropriat	e Chart		× ,
L.	E - TTUHSC at El Paso				_
	H - Texas Tech Univ Health Sciences Ctr				Save Changes Close
Ц	S - Texas Tech University System	Note to all Suppliars	no value		
é	T - Texas Tech University	Attachments for all	Add		Haynes, John Rodriguez, John

Select the **blue arrow** to the right of the Fund field and click **Search**.

	Edit Line And	Header FOA	P Summary				×
Ĩ	Funding Inform	nation					
Q.	Chart		Fund	Fund - Banner	Organization	Account	Account - Banner
Ē	Н	*	Search	*	Search 🖌	Search	٩
223			• required	<u>×</u>	• required	• Required	
39	4			Click			•
7				Blue Arrow			Save Changes Close

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

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

Custom Field Sea	arch	*		
181183	Description Enter Fund	Filter Clear All Filters		
< > Page	1 of 168 1-20 of 3358 Results	20 Per Page 🔺		
Value	Description 🔺			
101000-H	SHP Admin Lbk	+		
101001-H	001-H GT SHP Graduate Tuition			
101002-H	BSHM	+		
101003-H	MSHA	+		
101004-H	HML Department Admin	+		
101007-H	Anesthesiology	+		
101008-H	Property Management	+		
		Cancel		

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

Custom Field Search		×
181183	Description	Filter
		Clear All Filters
Value	Description 🔺	
181183-Н	Purchasing	Click + +

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

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

Edit Li	ine And Header FOAP Sum	nmary					×
Fundin	ng Information						
	Fund	Fund - Banner	Organization	Account	Account - Banner	Program	
:	181183-H 📽	181183 📽	201181-Н 🗾 🖍	Search C	2	60-H	*
•							۱.
						Save Changes	Close

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

Edit Line And	d Header FOAF	° Summary							×
Funding Infor	mation								
Chart		Fund	Fund - Ban	ner	Organization		Account	Account - Banner	Progra
Н	×	181183-H	₽ 181183	*	201181-H	*	Search C Required field	2 X	60-H
4							Clic Magnifyin	ck Ig Glass	Close

The Custom Field Search window will open. If you know the appropriate account number, enter the **account 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.

If you do not know the account number, you can search utilizing the Description search field.

Custom Field Search		×
Value	consumable	Filter
		Clear All Filters
 Page 1 of 24 	Enter Description	20 Per Page 🔺
Value 🕒	Description 🔺	

A list of all values meeting your search criteria will populate. Click + to the right of the appropriate value.

Custom Field Search		×
Value	consumable	Filter
		Clear All Filters
1-6 of 6 Results		20 Per Page 🔺
Value	Description 🔺	_
730000-Н	SM Consumables	+
730001-H	SM Consumables-Dental Sup	pplies Click + +

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

leader FOA	P Summary								×
ation									
	Fund		Fund - Banner		Organization		Account	Account - Banner	Progra
×	181183-H	*	181183	×.	201181-H	*	730000-Н Q	730000 🕊	60-H
_					_	S	Select		Þ
						Save	Changes	Save Changes	Close
	leader FOA ation	teader FOAP Summary ation Fund I 181183-H	teader FOAP Summary ation Fund 181183-H *	teader FOAP Summary ation Fund Fund - Banner I 181183-H I 181183	teader FOAP Summary ation Fund Fund - Banner I 181183-H I 181183 I	teader FOAP Summary ation Fund Fund - Banner Organization I 181183-H I 181183 I 201181-H	teader FOAP Summary ation Fund Fund - Banner Organization I 181183-H I 181183 I 201181-H I Save	teader FOAP Summary ation Fund Fund Banner Organization Account I 181183-H I 181183 I 201181-H I 730000-H Q Select Save Changes	teader FOAP Summary ation Fund Fund - Banner Organization Account Account - Banner I 181183-H I 181183 I 201181-H I 730000-H Q 730000 I Select Save Changes

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

Line and Head	ler FOAP Sum	mary						1	***	~	Draft
					Account -			Activity -	_		Total (1.00 USD)
Chart	Fund	Fund - Banner	Organization	Account	Banner	Program	Activity	Banner		FO	AP Account Code
H Texas Tech Univ	181183-H Purchasing	181183 Purchasing	201181-H Purchasing Lbk	730000-H SM Consumables	730000 SM Consumables	60-H Institutional Support	no value	no value		n	ow in requisition

Line Item Account Codes

When you purchase items that need to charge different FOPs or items that 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.

General		<i></i>	Shipping		" <i>"</i> "····	Billing		<i>.</i>	·· >		Draft	
					• •					Total (1.00	USD)	>
Line and Head	er FOAP Sum	mary			Sele	ct Edi t			·· •	What's next	t for my order? Banner FOAPAL Approval	~
Chart	Fund	Fund - Banner	Organization	Account	Account - Banner	Program	Activit	Activity - y Banner		Approvers	Haynes, John	
H Texas Tech Univ Health Sciences	181183-H Purchasing	181183 Purchasing	201181-H Purchasing Lbk	730000-H SM Consumables	730000 SM Consumables	60-H Institutional Support	no vali	ue no value		Workflow	Obeter, Shawn	
Cu									_		Show skipped steps	

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.

									Draft	
11	Item			Soloot	Ationa	1	□ ·	Total (1.0	0 USD)	>
Na	SUPPLIER DETAILS	LC · 1 Item · 1.	00 USD Purchase Order 1 : 1200 S Tay	Me	nu	 →		What's ne Next Step	o Banner FOAPAL Approva	•
	Contract	H-TXMAS-11- 71050-7	PO Number	To Be Assigned				Approver	s Haynes, John Olbeter, Shawn	
	Item		Catalog No.	Unit Price	Quantity	Ext. Price		Workflow		-
1	Chair for purchasing off	ice	test	1.00	Qty: 1 1/EA	1.00	··· 🗆		Show skipped steps	
	▲ ITEM DETAILS						1	•	Active Thi Bui	

AS TECH UNIVERSITY LITH SCIENCES CENTER.				All 👻	Search (Alt+Q)	۹	1.00 USD 📜	\heartsuit	µ 44	4
equisition -: 141245971								۲	≞	
Summary PO Preview Comments	Attachments History		.,							
					Overr	ide				
1 Item					Sh	ір То				
					De	livery Opti	ons			
Navajo Office Products LLC · 1 Iter	n · 1.00 USD				Bil	l To			aroual	
🔺 SUPPLIER DETAILS 🏦 🔤 😒 💲 🏧 🕿	PO Purchase Order 1 : 1200 S Taylo				Cr	edit Card II	nfo		Jiovai	
Contract H-TXMAS 71050-7	-11- PO Number	Select Infor	Funding mation	-	► Fu	nding Info	mation			
Item	Catalog No.			Ext. Price	Remo	ve				
1 Chair for purchasing office	test	1.00	Qty: 1 1/EA	1.0	Requi	res Sourci	ng			
					Remo	ve Require	es Sourcing			
🔺 ITEM DETAILS 🗎										
Contract:	Commodity Code		Internal Note		Add t	o Favorites	3			
H-1XMAS-11-71050-7	no value		no value	monto	Move	to Anothe	r Cart	>		••
Part Number	Recurring Payment		Add	ments	Add t	o Draft Car	t or Pending PR	/PO >		
			External Note		Add t	o PO Revis	ion		val	••
Specifications/Long Text	Advanced Pay		no value							

Select Funding Information from the drop-down menu.

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 Magnifying Glass to the right of the Account field.

Override Line	e 1: Banner Fu	Inding Informatio	n									×
Chart		Fund		Fund - Banner		Organization		Account		Account - Bann	ier	Progra
Н	×	181183-H	×.	181183	×	201181-H	×	730000-H	٩	730000	×	60-H
					Clic	k Magn	ifvina					
¢				_		Glass	5	1.00				÷
								_			Save	Close

The Custom Field Search window will open. If you know the appropriate account number, type the **account 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.

If you do not know the account number,	you can search	utilizing the	Description :	search
field.	-	-	-	

Custom Field Search		×
Value	consumable	Filter
	↑	Clear All Filters
 Page 1 of 24 	Enter Description	20 Per Page 🔺
Value	Description 🔺	
110205-Н	ST Inv MMF Texas CLASS	+

A list of all values meeting your search criteria will populate. Click + to the right of the appropriate value.

Custom Field Search			×			
Value	consumable	Filter	A			
		Clear All Filters				
1-6 of 6 Results		20 P	er Page 🔺			
Value	Description 🔺					
730000-Н	SM Consumables		+			
730001-Н	SM Consumables-Dental Su	ipplies	+			
730002-Н	SM Consumables-Medical S	Supplie Click +	+			
730003-Н	SM Consumables-Optical St	upplies	+			
730005-Н	SM Consumables-X-Ray Sup	oplies	+			

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

Override Line 1: Banner Funding Information									×	
Fund		Fund - Banner		Organization	Organization		Account		Account - Banner	
181183-H	*	181183	*	201181-H	*	730000-H	٩	730000	*	60-H
										Þ
					S	elect Sa	ve	\rightarrow	Save	Close
•	Funding Informati	ner Funding Information Fund 181183-H	rer Funding Information Fund Fund - Banner 181183-H 181183	ner Funding Information Fund Fund - Banner 181183-H 181183	Fund Fund - Banner Organization 181183-H # 181183 201181-H	ner Funding Information Fund Fund - Banner Organization 181183-H 181183 201181-H S	Fund Fund - Banner Organization Account 181183-H 181183 201181-H 730000-H Select Sa	Fund Fund - Banner Organization Account 181183-H 181183 201181-H 730000-H Q Select Save	Fund Fund - Banner Organization Account Account - Ban 181183 # 201181-H 730000-H 730000	Fund Fund - Banner Organization Account Account - Banner 181183 # 201181-H 730000-H 730000 730000 *

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." 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.

	ltem			Catalog No.	Un	it Price	Quantity	Ext. Pric	e				
1	Chair for purchasir	ng office		test		1.00	Qty: 1 1/EA	1.0	0 🗆		Total (2.00 U	Draft	
	▲ ITEM DETAILS	ì							, P		Subtotal	50)	3.00
	Contract: H-TXMAS-11-71	050-7		Commodity Co <i>no value</i>	ode		Internal No <i>no value</i>	te					3.00
	Part Number test			Recurring Payı	ment		Internal Att <mark>Add</mark>	achments				Submit Req	
	Specifications/L Chair for purcha	ong Text sing office		Advanced Pay			External No <i>no value</i> Attachmen <mark>Add</mark>	ote ts for supplier			What's next f	Assign Cart or my order? Banner FOAPAL Appro	val
	FUNDING INFORMATION						Values have been overridden for this line 🖉 🍵				Approvers	Havnes, John	
	Chart	Fund	Fund - Banner	Organization	Account	Account - Banner	Program	Activity	Activity - Banner		Workflow	Fundi Informa	ng tion
	H Texas Tech Univ Health Sciences Ctr	181183-H Purchasing	181183 Purchasing	201181-H Purchasing Lbk	733400-H OC Furnish/Equip and Other Expensed	733400 OC Furnish/Equip and Other Expensed	60-H Institutional Support	no value	no value		Dr Ac	raft tive i Bui	

Click the **box** next to the line you want to change and select **Copy**.

Copy To Other Lines: Funding Information				Click Box	×
Navajo Office Products LLC					
Item 2 table	Catalog No. 12345	Unit Price 2.00	Quantity 1 EA	Ext. Price	
Test	×	Selec	ct Copy	Сору	Close