Finance Systems Management

- Access the TTUHSC Direct Pay Forms from the TechBuy homepage at:
 - o <u>TechBuy</u>
 - 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.

C TTUHSC Accreditation- Certificat	TTUHSC Advertising		TTUHSC Awards, Prizes and Gifts	Click "i" for <i>I</i> Inform	TTUHSC Food & Entertainment	
TTUHSC Lodging- Direct Bill For N	TTUF Jour	TTUHSC Award Awards, PRIZES AND This form is used to pp prizes and gifts for exp advance payment. Employee reimburse	Is, Prizes and Gifts GIFTS LOCAL FUNDS ONLY by invoices, quotes and vendor gift card enditures that have occurred or custon ments for awards, prizes and gifts a	s for awards and narily require an are NOT allowed.	TTUHSC Professional License Fees	TTUHSC Registration Fees
TUHSC Sponsorships	тти	HSC Utilities	TTUHSC Water/ Services and Coffe		Select Direct Expenditure F	Pay orm

- Information available on the left side of the form.
 - $\sqrt{}$ Account code identified must be used.
 - $\sqrt{}$ Link to TTUHSC OP 72.03 Direct Pay Expenditures.
 - $\sqrt{}$ Links to additional forms if required for this expenditure.
- Enter the required items on the form or attach documents to the form:
 - √ Vendor
 - $\sqrt{}$ 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.
 - $\sqrt{}$ Business Purpose
 - $\sqrt{}$ Product Description should be relevant and precise.
 - $\sqrt{}$ Attach invoice.
 - $\sqrt{}$ Attach supporting documentation.
 - $\sqrt{$ ENTER INVOICE AMOUNT ONLY Do not enter invoice #, due date or invoice date.
 - $\sqrt{}$ Check Disbursement Instructions should be used only if the check needs to be sent to the attention of a specific person.

TechBuy Guidelines for Use of Direct Pay Forms

- After all information is entered, go to the top of page.
 - $\sqrt{}$ Select Add and Go To Cart. Review shopping cart and correct any errors.



 $\sqrt{}$ Select Proceed To Checkout.

Search (Alt+Q)	۹	1.00	USD	E	♡ 🚧	1
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- Creating lines for one invoice and using multiple FOAPs:
 - $\sqrt{}$ Click the View icon and select View Line and Header FOAP Summary Only.



- $\sqrt{}$ Go to line item and click ... (dots) to open the Line Items Actions menu.
- $\sqrt{}$ Click Funding Information, and enter your lines.

TechBuy Guidelines for Use of Direct Pay Forms

Line and Header FOAP Summ Chart H Texas Tech Univ Health Sciences Ctr	Fund 181034-H Payment Services	Organization 201131-H Payment Services Lbk	Account 710602-H TV Lodging in-State	Program 60-H Institutional Support	Lir	Clio ne Iten	ck ns Act	Total (1.00 USI	Draft D)
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- $\sqrt{1}$ Hover over funding information and Click + (plus sign). $\sqrt{1}$ Add **FOAPAL information** and click **Save**.

Override Line 1: E	Banner Funding Information						×
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* Required fields	Fund	Enter ding Inform	nation	1			Save Close

 $\sqrt{}$ Review FOAPAL split at the line to verify correct information was entered.

Requisit	tion • 122650983	3						
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	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

TechBuy Guidelines for Use of Direct Pay Forms

 $\sqrt{}$ 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: <u>Accounts.Payable@ttuhsc.edu</u> Payment Services: 806-743-7826