

TTUHSC ACCOUNTS PAYABLE UPDATE

January 20, 2012



TECHBUY RECEIVING TUTORIAL **has been updated**

The receiving receipt feature allows you to enter receiving in TechBuy. All receiving information for TechBuy purchase orders must be submitted through the TechBuy receiving process. **All orders must be received, no matter the vendor or type of order.** For additional information on required receiving, please review HSC OP 72.09.

The training tutorial can be viewed by clicking on the following link:

http://www.fiscal.ttuhs.edu/captive_training/TechBuyReceiving/TechBuyReceiving.htm

Also found under the Accounts Payable website

Quick Tip: 2 types of receipts

Cost receipt is for Services

Quantity receipt is for Items/Goods

STAY “UPDATED” & SUBSCRIBE!

The AP Update is emailed to everyone subscribed to the Payment Services User Group. Please be sure to forward this information to anyone who may not be on this list.

Subscribe to the Payment Services User Group: TTUHSC Portal
F&A Work Tools tab > Finance Systems Management Home > User Groups > Payment Services User Group



Please send all questions or suggestions to
Accounts.Payable@ttuhsc.edu