

TTUHSC ACCOUNTS PAYABLE UPDATE

August 3, 2011

Receiving Enhancements in TechBuy

TechBuy Receipt Enhancement:

Accounts Payable can now reopen receiving receipts in TechBuy. Reopening the receipt will place the receipt back in draft mode for full editing or deleting by the end user. For assistance please email Accounts.Payable@ttuhsc.edu.

Add Comments/Audit Trail to Receipts:

Users now have the ability to add comments to a receipt just as they can on requisitions, POs, and Invoices.

Zero Quantity Lines on a Receipt no Longer Allowed:

The quantity must be changed or the line removed to complete the receipt.

Audit Issue:

The date the items were received **MUST** be entered under "Receipt Date". If a date is not entered, the day the receiving receipt was created will appear as the receipt date.

- Header Information					
Receipt Name	Invoice 5237	Receipt Create Date	7/26/2011 11:13:15 AM	Complete Date	7/26/2011 6:16:55 PM
Receipt No	Receipt Date	P	name	Received by	
2703915	7/20/2011 2:00:00 AM		ologies LLC		

Day receipt was created

IMPORTANT
Enter the actual date the items were received here

Departments are responsible for making sure receiving is entered timely in TB for all items purchased/received with institutional funds.



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