FY 2014 Purchase Order Instructions

Accounting:

- The accounting date for FY 2014 orders must be 9/1/2013. For all other orders leave the accounting date blank.
- The FY 14 orders will not go through the initial budget check, however will go through budget check in August when the FY 14 budgets are opened and we process them.
- Departments should realize that because the initial budget check is removed, once transactions are approved in August, we will experience higher than normal budget failures. Purchasing and Contracting (P&C) will coordinate with the department on each budget failure if one occurs.
- Certain fund types will not be available immediately after FY 14 budget period is opened. Those transactions cannot complete until the budgets are available.
- Departments needing an order immediately after the start of the fiscal year should use funds that will be available on September 1.
- If you are using grant funds, please make sure the grant will be valid 9/1/2013 if the order must be placed immediately at the start of the fiscal year.
- You can review your permissions for approving and submitting on a particular organization code at: team.texastech.edu If you have a new FOAP, make sure you have the necessary permissions. Permissions are granted on the org code of the FOAP.

Creating requisitions:

- All forms have been updated since the start of Techbuy, so a best practice is to use a fresh form if possible rather than copy to new cart.
- Punch-out, hosted catalogs and after the fact orders cannot be copied to a new cart.
- Preparers need to review the form that was used. If the proper form was not used, you CANNOT copy to new cart. If you are uncertain, please contact TechBuy support. (ex. If you used after-the-fact form for the previous year, you will need to recreate on the non-catalog or other appropriate form as you cannot change the form type).
- You can copy all line items to the new cart and if needed, delete individual lines that don’t apply for FY 2014. From the line level drop down menu select “remove selected items”.
- If you need to add line items, you can use the “add non-catalog item” link. This is a good tool to add shipping and additional charges that need to be added.
- It is a best practice to name your cart (example use the vendor name and date). This will assist you when you perform document searches.
- The requested delivery must be after 9/1/2013. Delivery CANNOT occur prior to 9/1/2013.
- Verify the vendor and the fulfillment center (address) is correct. Most vendors for renewals should be set up now.
- Verify the fax or email distribution for non-catalog orders.
- If the vendor is not set up, a new vendor set form will be required. By getting this form for us, it will expedite your requisition. The link to the new form is http://www.depts.ttu.edu/afism/AFISMAFISMFormRepository/ProcurementDept/Vendors/new%20vendor%20setup.pdf When you copy to new cart, it will carry the previous vendor, but you can open the form on the line level to change the vendor and the distribution method (new fax, emails, etc.)
You can also change quantities and unit prices on the form after you copy to a new cart. After copying to new cart, open the form on each line item for any revisions. You cannot mix FY 13 and FY 14 transactions on the same requisition. Remove or add any attachments as needed in the header or line levels. If you have a quote, make sure you remove the old quote and attach the new quote to the external attachments. Review any external or internal notes to make sure they are still relevant. You can add new notes as needed. Payment instructions should go in the header internal note section. Thoroughly review the “Line and Header FOAP Summary” tab to ensure the accounting on the line levels is accurate (if you copy to new cart it copies the accounting including the line level accounting from the previous requisition). Thoroughly review the Shipping tab. Having multiple ship to’s will create multiple purchase orders. You cannot use the punch-outs for FY 14 orders until September 1, 2013. If you need to place a non-catalog order (special order or standing order) with a punchout vendor, you may do that. Please contact Techbuy support techbuy.purchasing@ttu.edu to make sure it is compliant.

General:
- You can check the status of a requisition at any time by opening the requisition and clicking on the PR Approval tab (if it is in the requisitions stage) or the PO Approval tab (if it is in the PO approval stage). In addition, the history tab contains all actions taken on any requisition.
- Orders will sit in the PO Hold Folder until the budget it opened up in late August. You will not get a “P” number until the transaction is complete. If the budget is insufficient or not available, the order will not complete.
- We also recommend you review the History tab on each requisition to see any activities or comments on the transaction.
- If you have any additional questions, please email techbuy.purchasing@ttu.edu

Year-end Closeout:
- Review Cognos Open Encumbrance report FI137to see current encumbrances.
- For current orders, you should submit an email to techbuy.purchasing@ttu.edu to request a PO to be closed.
- Funds that do not carry over should be closed by early August in order for them to be used. For instance if we release state funds on a PO after September 1, you will lose the funds.
- Standing orders will need to be closed if the funding does not carry forward and the department needs to release the funds.
- Blanket orders (PB numbers) automatically expire on August 31, 2013. Since there is no encumbrance, there will be no need for any action on part of the department.

FY13 Standing and Blanket Orders:
- Check your encumbrances for any FY13 standing orders. Remember that you can only spend $5,000 with non-contract vendors before you have to get bids/quotes or a discount letter. If you need to, do renewals now for FY14.
- The discount percent for FY 14 is 15%.
• You can check your blanket orders using Cognos query FI070. These blanket orders are a good tool for possible service calls during the year and can eliminate after-the-fact requisitions.
• Blanket orders automatically expire on the last day of the fiscal year (August 31, 2013) and you will need to create a new blanket order for FY 14.

Standing Orders for FY 2014 will be processed on the non-catalog form. The description should say “Standing Order for”. The preparer must include a detailed description of what the standing order will be used for.

**Year-end Deadlines:**