FY 2011 Purchase Order Instructions

Accounting:

- The accounting date for FY 2011 orders must be 9/1/2010. For any other order, the accounting date must be the current month. These will not go through the initial budget check, but will go through budget check in August when we process them.
- Departments should realize that because the initial budget check is removed, once transactions are approved in September, we will experience higher than normal budget failures. Purchasing and Contracting (P&C) will coordinate with the department on each budget failure if it occurs.
- State and grant funds are not available immediately after the start of the new fiscal year. Those transactions cannot complete until the budgets are available. This might be as late as November.
- 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 9/1/2010 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.

Creating requisitions:

- Some forms have been updated since the start of TechBuy, so a good practice is to use a fresh form if possible.
- You can copy old requisitions to a new cart except on punchout and hosted catalog orders. You 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 P&C. (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 2011. 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 good practice to name your cart (example use the vendor name and date). This will assist you when you perform history searches.
- The requested delivery must be after 9/1/2010. Delivery CANNOT occur prior to 9/1/2010.
- Verify the vendor and the fulfillment center (address) is correct. Most vendors for renewals should be set up now.
- If the vendor is not set up, we will need to get tax forms for them (W-9). By getting the W-9 form for us, it will expedite your requisition. The link to the form is http://www.depts.ttu.edu/afism/AFISMFormRepository/ProcurementDept/Vendors/Form_W-9_TTU.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.
- Remove or add any attachments as needed in the header or line levels.
• 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 punchouts for orders until September 1, 2010. If you need to place a non-catalog order with a punchout vendor, you may do that. Please contact your purchaser 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).
• 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 that time.
• 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 report FI030 to 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, 2010. Since there is no encumbrance, there will be no need for any action on part of the department.

FY11 Standing and Blanket Orders:

• Check your encumbrances for any FY10 standing orders. Remember that you can only spend $5,000 with non-contract vendors before you have to get bids/quotes. If you need to, do renewals now for FY11.
• You can check your blanket orders using Cognos query FI070. These blanket orders are handy for possible service calls during the year and can eliminate after-the-fact requisitions.

Please email Jennifer.adling@ttu.edu if you are interested in taking a one hour class to review year end close processes for purchase orders.

I have the following training classes available:

April 29, 2010  1:15-2:25
May 18, 2010  1:30-3:00
June 22, 2010  8:30-10:00