Check-In for Class

Three ways for you to check-in:
- Click link in Chat Box provided by facilitator
- Use QR code (open camera on your smart phone)
- Open your browser and type in the web address below

https://mytraining.utsa.edu/apps/checkin

If you get an alert that you are not enrolled in the class, please let your facilitator know.

Enjoy your class!
Rowdy Exchange Intermediate Requester Training
CT0893
1. Course Objectives
2. Non-catalogs, Punch-out & Forms
3. View Payment Status of Purchase Orders
4. Copier forms
5. Amount Only
6. Split Funding
7. Receiving
Course Objectives

• When to use Non-Catalog, Punch-out and Procurement Forms
  • Non-Catalog Orders
  • Punch-out
    • Punch-out Invoices

• How to view status of payment for Purchase Orders

• How to complete Copier forms

• How to split funding
  • Cost Centers and Project ID’s
  • Account Codes

• How to correctly use ‘Amount Only’

• When to receive and when not to receive an item
  • Partial receiving
5 Non-catalogs, Punch-out & Procurement Forms
Non-Catalog Items
Hosted Catalog – A supplier listed on the home page that provides product content (description, manufacturer part number, etc.).

Punch-Out Catalog

Procurement Forms
Non-Catalog Navigation
Non-Catalog Navigation Continued
Punch-out

- Burgoon (Grainger)
- Commonwealth (Dell)
- HiED (Apple Products)
- Possible Missions (Fisher Scientific)
- Shi (Dell)
- Summus (Dell)
- Summus (Staples)
- Summus (VWR)
- Today’s Business Solutions (Office Depot)

**Punch-Out Catalog** – A supplier with electronic workflow (purchase order automatically routes to supplier and invoice automatically routes through Rowdy Exchange). **Cannot be changed or cancelled after PO has dispatched.**
Punch-out Invoice

• “Vouchers” are the equivalent of “Invoice” in Rowdy Exchange.
• “Vouchers” are located at the top of the PO.
• Click on Vouchers to view invoices.
Punch-out Invoice (Cont.)

• (R00xxxxxx) identifies invoice as an electronic invoice submitted through the system, it is also the voucher number when viewing in Peoplesoft.
• Click on Voucher No. to view and print an individual invoice.
• Supplier Voucher Number is the invoice number the Supplier uses to track and record payments.
Punch-out Invoice (Cont.)
Punch-out Invoice (Cont.)
Punch-out Invoice (Cont.)

<table>
<thead>
<tr>
<th>Status</th>
<th>PO Line</th>
<th>Item</th>
<th>Catalog No.</th>
<th>Size/Packaging</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Ext. Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>Canon 118, Black Toner Cartridge (2662B001AA)</td>
<td>574974</td>
<td>EA</td>
<td>94.05</td>
<td>Qty: 2 EA</td>
<td>188.10</td>
</tr>
</tbody>
</table>

**ITEM DETAILS**
- Manufacturer Name: CANON USA, INC.
- Manufacturer Part Number: 2662B001AA
- Supplier Part Auxiliary ID: 574974
- Contract: no value
- Voucher Owner: Kristin Aguero
- Substitute Item: ✗
- Taxable: ✗
- Line Match Status: Do Not Match

**Matching Summary**

<table>
<thead>
<tr>
<th></th>
<th>Ordered</th>
<th>Received</th>
<th>Net Invoiced</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Ext. Price</td>
<td>188.10 USD</td>
<td>--</td>
<td>188.10 USD</td>
</tr>
</tbody>
</table>
View Payment Status of Purchase Order

• Employee Self Service > Review PO Information

*Note: If tile is not on Employee Self Service home page > Employee Self Service > Navigator > Financials > Purchasing > Purchase Orders > Review PO Information > Purchase Orders

• PO ID: Enter PO number (i.e. PO0050000)
View Payment Status of Purchase Order (Cont.)

- Search

![Purchase Order Inquiry](image-url)

- **Click to view payments**
- **PO and Budget status**
- **Receipt Status**
- **Remaining balance**

<table>
<thead>
<tr>
<th>Lines</th>
<th>Item ID</th>
<th>Item Description</th>
<th>Category</th>
<th>PO Qty</th>
<th>UOM</th>
<th>Merchandise Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>44120000</td>
<td>Benjamin Garrison-Administr</td>
<td>44120000</td>
<td>1,00000</td>
<td>BX</td>
<td>27.50 USD</td>
<td>Closed</td>
</tr>
<tr>
<td>2</td>
<td>44120000</td>
<td>Shannon Rios-ACAD ADVISING CO</td>
<td>44120000</td>
<td>1,00000</td>
<td>BX</td>
<td>27.50 USD</td>
<td>Closed</td>
</tr>
</tbody>
</table>
View Payment Status of Purchase Order (Cont.)

• Click on Document Status
Copy Machine Form

Click on one of the Copy Machine Forms and complete all data fields then add to cart.
Copy Machine Order (Cont.)

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
<th>Quantity</th>
<th>Ext. Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Konica Minolta Copier for 09/01/2019 - 08/31/2020</td>
<td>237.99</td>
<td>12</td>
<td>2,855.88</td>
</tr>
<tr>
<td>Number of Black and White Copies Included in Lease (if applicable)</td>
<td>1,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dollar Amount Allotted for Black and White Overages</td>
<td>0.0047</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cost of Black &amp; White Overages (Per Copy)</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Color Copies Included in Lease (if applicable)</td>
<td>50.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dollar Amount Allotted for Color Copy Usage</td>
<td>0.034</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cost of Color Overages (Per Copy)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Included Add-Ons</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Commodity Code: 80161801 Photocopier rental or leasing service.
Copy Machine Order (Cont.)

### Equipment Attributes Total:

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Unit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Contract Information

<table>
<thead>
<tr>
<th>Item</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lease Identification Number</td>
<td></td>
</tr>
<tr>
<td>Lease Start Date</td>
<td>7/1/2019</td>
</tr>
<tr>
<td>Lease End Date</td>
<td>6/30/2022</td>
</tr>
<tr>
<td>Requested Delivery Date</td>
<td></td>
</tr>
</tbody>
</table>

### Terms and Conditions

The University of Texas at San Antonio (“University”, “UTSA”), on behalf of the Purchasing Department, and the [vendor name], an independent contractor and not an agent of the University, enter into this agreement to provide the equipment described above for use by the University. The equipment being provided will be used solely for the purpose of performing the services described in this agreement. The University reserves the right to terminate this agreement at any time upon written notice to the vendor. The vendor agrees to perform all services in a timely and professional manner and to comply with all applicable laws and regulations. The University will pay the vendor the agreed upon amount for the services provided. The vendor agrees to hold harmless and indemnify the University from any and all claims, damages, and liabilities arising out of or in connection with the performance of this agreement. The agreement is subject to approval by the University. The agreement shall begin on [start date] and end on [end date].
Copy Machine Order (Cont.)

Once form has been added to your cart scroll down to Lines and check “Amount Only”
Amount Only POs

For orders that require ongoing invoices (i.e., freight, service contracts or long-term lease agreements)

Enter the following information as a non-catalog item:

1. Quantity of “1”
2. Total quoted/contracted amount
3. Accept default unit of measure of “Each”
4. Set line item(s) to “Amount Only”

**NOTE:** *Freight charges may result in multiple deliveries requiring multiple invoicing which is why we use “Amount Only” DO NOT RECEIVE!!!
Amount Only (Cont.)

<table>
<thead>
<tr>
<th>Status</th>
<th>Item</th>
<th>Catalog No.</th>
<th>Size/Packaging</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Ext. Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Copy Machine Order Form</td>
<td>1,146.56</td>
<td></td>
<td></td>
<td>Qty: 1</td>
<td>1,146.56</td>
</tr>
</tbody>
</table>

**ITEM DETAILS**
- Contract: no value
- Taxable: X
- Commodity Code: 80161801 / Photocoper rental or leasing service
- Service End Date (mm/dd/yyyy): 08/31/2021
- Service Start Date (mm/dd/yyyy): 12/01/2020

**Reminder quantity cannot be greater than (1) and Amount Only box must be checked.**
Adding Account & SpeedChart

- Account codes and SpeedChart entered at the **Header Level** will default to all lines.
- Both lines are considered Office/Computer Supplies by adding at **Header Level**.
Adding Account & SpeedChart

- If multiple Account codes are used, add at **Line Level**
- If items are different Account codes should be different. **Do not** add different Account Codes at the **Header Level** instead update at the **Line Level**
- Snapshot shows examples of different descriptions of line items.
• If purchase is split between 2 or more Cost Centers and/or Projects, and any lines have a zero (0) dollar value do not add split at the **Header Level** instead update at the **Line Level**.

• Zero (0) cannot be split, thus PeopleSoft does not recognize the value and funds will not encumber until corrected.

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**Adding Account & SpeedChart**

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**Removing Account & SpeedChart**

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**Editing Account & SpeedChart**

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**Purchasing Department**
Use document search features to retrieve a requisition or purchase order that is outside the 90 day view of the dashboards.

Use (1) Quick Search if you know the document number or (2) Document Search to use more advanced search criteria.
PO Change Order (POC)

- Reasons to submit a POC request
  ✓ To change the Account or Speed Chart (funding source)
  ✓ To change quantity on non-catalogs orders
  ✓ To change amount or price on non-catalog orders
  ✓ To cancel a Non-Catalog Purchase Order

- DO NOT submit a POC request
  ✗ To add products to a Punch-out order; instead create a new requisition
  ✗ If payment has been made against the PO
  ✗ To cancel lines on Punch-out order; instead send an email to Purchasing@utsa.edu to determine the best resolution.
PO Change Order (POC) (Cont.)

Purchase Order Change Request

PO Change Request Instructions

- Complete Change Order Form as needed & indicated on the form.
- Be specific with the change order description. Complete this form by providing as much detail as possible regarding the requested change.
- List the correct PO number in the correct field.
- Be sure to complete the form correctly regarding total dollar change order amount.

PO Change Request Details

- Please complete the fields below to describe the nature of this PO Change Request. Provide as much information as possible on this form to avoid delays in processing. Fields in **bold** are required.

- **PO Number**
- **Enter Supplier**
  - Or Supplier Search | Enter Manually
- **Change Type**
- **Current PO Amount (Before POC)**
- **Increase Amount (Enter Zero if No Increase)**
- **Decrease Amount**
- **New PO Amount (After POC)**
- **Commodity Code**

Please describe the required PO change as well as justification for the change. Be specific in order to avoid any delays in processing. If there are changes to one or more lines on the PO, please include the line number(s) affected for each change.

PO Change Request Details

**Commodity code used on PO being updated**

**Must include details including “New Funding Source”**

PO Change Request Detail must include all details needed for the change. Purchasing will need this information to correctly update your PO.

Purchasing Department
Close or Cancel

• PO’s with activity – receipts, invoices, vouchers should be closed - Please send an email to close PO’s to Purchasing@utsa.edu. Once closed PO history of payments and receiving reports will still be available to view.

• PO’s with no activity – not sent to vendor, wrong vendor ID, no receipts, no invoices, no vouchers can be cancelled - Please process a PO Change request form in Rowdy Exchange to cancel PO’s. Once cancelled PO will removed from the history of UTShare and will no longer be available.

• Both Cancel and Closing will disencumber funds.
Receiving

Receiving Reports are important and required on certain purchases. If the codes listed below are used, payment will not process without a receiving report. Entering a receipt is required for orders funded with State or Federal Funds or Capital and Control Assets or purchases more than $4,999.99 (excluding Amount Only items)

Listed are Fund Codes, Account Codes and Descriptions that will require a receipt.

Note this is a partial list of codes. For additional Account Codes use link https://www.utsa.edu/financialaffairs/accounting/docs/Expense
Receiving (Cont.)

Example: State Fund codes: 21xx (Any fund code starting with 21)

Example: Fund Codes: 5100-5499 (Federal, state, local and private grants, contracts and agreements)
## Capitalized Purchases

<table>
<thead>
<tr>
<th>Code</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>86110</td>
<td>$5,000 or more</td>
<td>Furniture &amp; Equipment</td>
</tr>
<tr>
<td>86120</td>
<td>$5,000 or more</td>
<td>Computer Equipment</td>
</tr>
<tr>
<td>88210</td>
<td>$100,000 or more</td>
<td>Computer Software</td>
</tr>
<tr>
<td>86115</td>
<td>$5,000 or more</td>
<td>Telecommunication Equipment</td>
</tr>
<tr>
<td>86401</td>
<td>$5,000 or more</td>
<td>All Artwork, Collections, Museum Artifacts</td>
</tr>
<tr>
<td>86201</td>
<td>$5,000 or more</td>
<td>Motor Vehicles: Passenger Cars</td>
</tr>
<tr>
<td>86202</td>
<td>$5,000 or more</td>
<td>Motor Vehicles: Truck, Van, Bus, Unmanned Aerial Vehicle (UAV): Drones</td>
</tr>
</tbody>
</table>
Receiving (Cont.)

Example: Capitalized items:

![Image of Accounting Codes](image_url)
## Receiving (Cont.)

### Controlled Purchases

<table>
<thead>
<tr>
<th>Code</th>
<th>Amount</th>
<th>Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>63161</td>
<td>Any Amount</td>
<td>Hand Guns, Rifles, Shotguns</td>
</tr>
<tr>
<td>63162</td>
<td>$500-$4,999.99</td>
<td>TVs, Projectors, Cameras, Camcorders, Video Recorders/Players, Sound Systems, Unmanned Aerial Vehicle (UAV): Drones</td>
</tr>
<tr>
<td>63163</td>
<td>$500-$4,999.99</td>
<td>Desktop/Laptop Computers, Tablets and Smartphones</td>
</tr>
<tr>
<td>63004</td>
<td>Any Amount</td>
<td>Food for Research</td>
</tr>
<tr>
<td>63005</td>
<td>Any Amount</td>
<td>Chemicals &amp; Gases</td>
</tr>
<tr>
<td>63203</td>
<td>Any Amount</td>
<td>Animals</td>
</tr>
</tbody>
</table>
Receiving (Cont.)

**Example: Controlled items: ($500 to $4,999.99)** Cameras, Camcorders, Video Recorders/Players, Sound Systems, TVs, Projectors, Unmanned Aerial Vehicle (UAV): Drones, Desktop/Laptop Computers, Tablets and Smartphones
Receiving (Cont.)

Receiving (Cont.)

To receive select “Receipts” from top menu options

Click on “+” sign
Receiving (Cont.)
Receiving (Cont.)

For Partial Receiving: Check item not received. Click “Go” (Remove Selected Items)

Complete Receiving Report by clicking “Complete”
Rowdy Exchange & UTShare Support

Your Single Point of Contact (SPOC)

The PSSC is ready for your questions!
1. Telephone: 210-458-SPOC (458-7762)
2. Email: spoc@utsa.edu
3. Go to UTShare Website: http://www.utsa.edu/bis - Ticketing System

Additional Rowdy Exchange Resources: http://www.utsa.edu/pds/rowdyexchange/
Questions
Thank you for attending class

Please complete the electronic evaluation form

Go to:
https://mytraining.utsa.edu/apps/evaluations

• Click ‘Load classes’ (orange tab)
• Click the name of the class you took today
• Click ‘Start Evaluation’
• Click ‘Give Feedback’
• IMPORTANT ‘1’ is LOW and ‘7’ is HIGH

Please add your comments in the open comment box at the end