Rowdy Exchange Intermediate Requester Training
CT0893
Course Objectives

Non-catalogs, Punch-out & Forms

View Payment Status of Purchase Orders

Copier forms

Amount Only

Split Funding

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
Non-catalogs, Punch-out & Procurement Forms
Non-Catalog, Punch-out & Forms

Non-Catalog Item

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

• **Non-Catalog Item**—A supplier not listed on the Rowdy Exchange home page but can be searched by clicking on the Non-Catalog item link.

Can be changed or cancelled with a PO change request.
Punch-out

- Burgoon (Grainger)
- Commonwealth (Dell)
- Possible Missions (Fisher Scientific)
- Shi (Dell)
- Summus (Dell)
- 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 to the left side 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](image)

<table>
<thead>
<tr>
<th>Voucher Type</th>
<th>Voucher Number</th>
<th>Supplier Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payable</td>
<td>R0018620</td>
<td>TODAY'S BUSINESS SOLUTIONS, LLC</td>
</tr>
</tbody>
</table>

- **Voucher Date**: 2/11/2020
- **Due Date**: 2/18/2020
- **Terms**: 0% 0 Net 7
- **Terms Discount**: 0.00 USD
- **Delivery Location**: CR, Central Receiving

**Additional Information**
- **Contains Substituted Item(s)**: Yes
- **Voucher Source**: Electronic
- **Export Date**: 2/11/2020 3:10 PM
Punch-out Invoice (Cont.)
Punch-out Invoice (Cont.)

<table>
<thead>
<tr>
<th>Lines</th>
<th>Product Description</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>19</td>
<td><strong>Brother(R) LC30172 XL High-Yield Black Ink Cartridges, Pack Of 2</strong></td>
<td>9847274 PK</td>
<td></td>
<td>40.49 USD</td>
<td>1 PK</td>
<td>40.49 USD</td>
</tr>
</tbody>
</table>

Matching Summary
- Ordered: 1
- Received: --
- Net Invoiced: 1

- Discount: 0.00 USD
- Tax 1: 0.00 USD
- Tax 2: 0.00 USD
- Shipping: 0.00 USD
- Handling: 0.00 USD

Subtotal: 40.49 USD
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 > Purchasing > Purchase Orders > Review PO Information > Purchase Orders

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

• Search
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.)

| Supplier Information: | Supplier: KONICA MINOLTA BUSINESS SOLUTIONS USA  
| | Fulfillment Address:  
| | Commodity Code: 80161801 Photocopier rental or leasing service  
| Machine/Equipment Information: | KONICA MINOLTA BUSINESS SOLUTIONS USA  
| Equipment Make/Model Number: Konica Minolta Bizhub C558  
| Equipment Serial Number:  
| Equipment Location: Central Receiving Warehouse/Purchasing 1.01.12.01  
| Associated Costs: | Monthly Lease Rate and Quantity  
| Description: Konica Minolta Copier for 09/01/2019 - 8/31/2020  
| Price: 237.99  
| Quantity: 12  
| Ext. Price: 2,855.48  

Purchasing Department
Copy Machine Order (Cont.)
Copy Machine Order (Cont.)

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

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

Enter the following information as a non-catalog item:

1. **Quantity** must be “1” (*Quantity cannot be greater than “1”*)
2. Total quoted/contracted amount (**Cannot be “0”**)
3. Unit of measure of “Each”
4. Set line item(s) to “Amount Only”

**NOTE:** Do not create a receiving report on lines marked as Amount Only. Remove Amount only lines from receiving reports.
***Reminder quantity cannot be greater than (1) and Amount Only box must be checked.***

Purchasing Department
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.
Adding Account & SpeedChart

- If purchase is split between 2 or more Cost Centers and/or Projects and any of the lines have a zero (0) dollar value do not add 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.
- Ex. Line 5 (0) has only 1 Speed Chart per Header.

Purchasing Department

25
Use document search features to retrieve any requisition or purchase order.

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.)

A. Non-Conforming Purchase Order: Executive approval is required for Non-conforming Purchase Order Change requests. A Non-Conforming Purchase Order Change ("POC") is a POC made solely for the purpose of causing the purchase order to match the invoice. If the requested POC results in one of the following circumstances, the POC is non-conforming and requires executive approval:

(i) An increase in contract pricing without additional equivalent benefits provided by the vendor to UTSA; or
(ii) A modification to the specific contracted goods/services without documented UTSA approval of the modification prior to receipt of the goods/services.

B. Other Purchase Order Corrections: Purchase Order corrections resulting in increasing or decreasing of unit quantity, addition or modification of line item description, and/or cancellation of an order are not considered non-conforming. Purchase Order changes must be completed before an invoice is submitted for payment. Exceptions to these processes will be handled on a case-by-case basis.

PO Change Request Details:

- Must include details including "New Funding Source"

Commodity code used on PO being updated

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

**Capitalized Purchases**

- **86110** $5,000 or more: Furniture & Equipment
- **86120** $5,000 or more: Computer Equipment
- **88210** $100,000 or more: Computer Software
- **86115** $5,000 or more: Telecommunication Equipment
- **86401** $5,000 or more: All Artwork, Collections, Museum Artifacts
- **86201** $5,000 or more: Motor Vehicles: Passenger Cars
- **86202** $5,000 or more: Motor Vehicles: Truck, Van, Bus, Unmanned Aerial Vehicle (UAV): Drones
Receiving (Cont.)

Example: Capitalized items:

Accounting Codes

<table>
<thead>
<tr>
<th>Account</th>
<th>Speed Chart</th>
<th>GL Unit</th>
<th>Fund</th>
<th>Department</th>
<th>Cost Center</th>
<th>Function</th>
<th>PC Business Unit</th>
<th>Project-Activity</th>
<th>Project2</th>
<th>Project3</th>
</tr>
</thead>
<tbody>
<tr>
<td>86120</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Accounting Codes (same as header):

<table>
<thead>
<tr>
<th>Lines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product Description</td>
</tr>
<tr>
<td>1</td>
</tr>
</tbody>
</table>
## 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 “Create Quantity Receipt” from “Document Actions”

Complete Receiving Report by clicking “Complete”
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: www.training.utsa.edu

• Click ‘Today’s Class Schedule’ (green tab)
• Click ‘Evaluations’ (blue tab)
• 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 to the comment box at the end