Supply Chain FAQs

1. Q. **How is a new vendor setup in Rowdy Exchange or PeopleSoft?**
   A. New vendors are required to complete a *Supplier Information Form* (SIF) and then submit completed form to disbursements.travel@utsa.edu

2. Q. **How can existing vendors update mailing addresses or payment information?**
   A. Existing vendors must update general information by completing and submitting a *Supplier Information Form* (SIF) to disbursements.travel@utsa.edu

3. Q. **What is a *Non-Catalog Supplier*?**
   A. A supplier not listed on the Rowdy Exchange home page. If a non-catalog supplier is used, departments must send suppliers copies of the POs for processing of the order. For processing of payment, all PO related invoices must be emailed to disbursements.travel@utsa.edu .

4. Q. **What is a *Hosted Catalog*?**
   A. A supplier listed on the home page that provides product content (description, manufacturer part number, etc.)

5. Q. **What is a *Punch-Out Catalog*?**
   A. A supplier with electronic workflow (purchase order automatically routes to supplier and e-invoice/voucher automatically routes through Rowdy Exchange for payment in PeopleSoft). POs cannot be changed or cancelled after they have been dispatched. Currently there are 14 punch-out catalog vendors in Rowdy Exchange. Examples of punch-out suppliers: Burgoon (Grainger), Commonwealth (Dell), Possible Missions (Fisher Scientific), Shi (Dell), Summus (Dell), Summus (VWR), Today's Business Solutions (Office Depot).

6. Q. **What is an Amount Only (also referred to as *Continuous*) PO?**
   A. This is a type of PO used for orders that require ongoing invoices (e.g. applicable to service contracts or long-term lease agreements). Users must select a non-catalog supplier, enter a "quantity of 1", reference total quoted or contracted, accept default unit of measure "each" and set line item(s) to "Amount Only." "Amount Only" POs do not require "receiving."

7. Q. **What is a "Quantity PO?**
   A. This is a type of PO which includes quantity and price. Catalog and non-catalog vendors can be setup as quantity POs. These POs typically require receipts (except for catalog POs <$4999.99 for non-State accounts). To avoid payment delays, ensure to receive items in Rowdy Exchange.

8. Q. **What is an e-invoice and how is the payment processed?**
   A. An e-invoice is generated as a result of having used a punch-out catalog supplier in Rowdy Exchange. An "e-invoice" in Rowdy Exchange is equivalent to a "voucher" in PeopleSoft.

Rowdy Exchange vouchers (R00xxxxx) are system generated vouchers which come across to PeopleSoft as pre-approved payments based on a two-way match --without manual intervention. Entering a receipt is required for orders funded with *Stat*e or *Federal Funds* or *Capital and Controlled Assets* or purchases more than $4999.99.

9. Q. **How are PO payments for Non-Catalog vendors processed?**

A. The Disbursements and Travel Services Office processes payments for PO non-catalog vendors. Vendors and/or departments must email invoices to disbursements.travel@utsa.edu for processing. To avoid payment delays, ensure vendor invoices reference a valid PO number, as well as, items marked as received in Rowdy Exchange (except for Amount Only POs).

10. Q. **What are commodity codes?**

A. Special coding (*United Nations Standard Products and Services Codes* -*UNSPSC*) used to classify products and services with a common coding scheme which facilitates commerce between buyers and sellers. The purpose of coding products help achieve company-wide visibility of spend analysis, enable procurement to deliver on cost-effectiveness demands and allow full exploitation of electronic commerce capabilities. Commodity codes are required on requisition lines and defaulted on catalog items.

11. Q. **When is "receiving" required?**

A. In general, receiving is required for orders funded with *State* or *Federal Funds* and/or purchases meeting *Capital and Controlled Assets* criteria *or* purchases more than $4999.99.

12. Q. **What type of expenses can be processed on Non-PO vouchers?**

A. Memberships, subscriptions, registrations, publications, service agreements, entertainer/artist/promoter contracts, non-employee reimbursements, participants agreements, group and team travel, Citibank payments.

13. Q. **How will Purchase Orders for copiers be handled in the new fiscal year?**

A. Departments may use existing PO numbers to add additional funds for the maintenance of copiers in the new fiscal year (use only POs that rolled forward successfully and without errors). Departments must ensure to add enough funds for the new FY by initiating a POC (Purchase Order Correction). If the existing PO closed, or rolled forward with errors, departments will be required to create a new PO for the new fiscal year.

14. Q. **What methods of payment are used to pay foreign vendor?**

A. Typically foreign or international vendors who reside outside of the US and/or do not bank in the US, are paid via Wire Transfer. The Wire Transfer form must be completed by departments and emailed to DTS along with required supporting documentation ($7 service fee).

15. Q. **How does one pay a vendor with no PO or signed contract in place?**

A. If goods have been delivered and/or services rendered without a PO or signed agreement in place, then complete an ATF (After-the-Fact) PO in Rowdy Exchange. Then, send invoice to disbursements.travel@utsa.edu and reference ATF# for processing of payment.

16. Q. **Why do some vendors appear to be BLOCKED in PeopleSoft?**
    A. Vendors or payees in a "blocked" status have a financial sanction or vendor hold with the State. Vendors must first clear and resolve hold(s) with the State in order for payment to process successfully. Refer to FMOG (Financial Management Operational Guideline) Texas Prompt Payment Law, section Vendor Hold Procedures.

17. Q. **What is a BEF?**
    A. A *Business Expense Form* (BEF) is a required form used to justify Business-Related Hospitality and Entertainment expenditures. Expenses must have a connection with university business and support the institutional mission with a clear business purpose. For a list of allowable expenses and amount thresholds, refer to FMOG Business Related Hospitality and Entertainment Expenditures.

18. Q. **How does one remove or delete a voucher that is no longer needed?**
    A. Send an email to disbursements.travel@utsa.edu requesting deletion of voucher. Reference voucher ID and vendor name on email.

19. Q. **How does one cancel a Travel Authorization (TA) if the trip did not take place?**
    A. If the trip was cancelled, please email disbursements.travel@utsa.edu and request cancellation/deletion of TA. Reference TA# and name of traveler on email.

20. Q. **What is the turnaround time for direct deposit or ACH payments to process and credit bank accounts?**
    A. There is a two-business day turnaround time from the day voucher or expense report was scheduled for payment and approved in PeopleSoft.

21. Q. **When are payments processed?**
    A. Direct Deposit (ACH) payments are processed Mon-Fri with a two-business day turnaround for transactions. Check runs occur on Tuesdays and Fridays at noon.

Helpful Queries:

22. Q. **What query can be used to identify expenses by account code?**
    A. UTS_AP_VCHR_INFO_BY_ACCT (Voucher information by Acct., Dept., CC)

23. Q. **What queries can be used to identify Travel Authorization open encumbrances?**
    A. By Cost Center: UTS_TE_TAUTH_OPEN_ENC_BY_CC
    By Department: UTS_TE_TAUTH_OPEN_ENC_BY_DEPT
    By Project ID: UTS_TE_TAUTH_OPEN_ENC_BY_PROJ

24. Q. **What queries can be used to view outstanding Expense Reports?**

A. UTS_EXP_PND_STAT_WF_PRMPT_MOD (Dept ID, EmplID and # of days prompts)
UTS_EXP_PND_STAT (Dept ID or Empl ID required)
UTS_EXP_PND_STAT_WF_PRMPT (Dept ID or Empl ID required)

25. Q. **What query can be used to identify statuses of outstanding expense reports?**

A. Use query: UTS_EXP_PND_STAT_WF_PRMPT_MOD (Dept ID, EmplID and # of days prompts)

26. Q. **How can departments review open POs to ensure all expenses have been paid before project IDs or grants close?**

A. Departments can run three types of queries to review open encumbrances on POs. Queries can be run by cost center, by department or by project ID. If POs are still open, then departments must contact vendors to request copies of invoices for processing of payments. Email invoices for payment to disbursements.travel@utsa.edu

UTS_PO_OPEN_ENC_BY_CC
UTS_PO_OPEN_ENC_BY_DEPT
UTS_PO_OPEN_ENC_BY_PROJECT

Helpful Job Aids (click on hyperlink):

How to create an Amount Only PO

How to close or cancel a PO

How to Create a Receiving Report

How to Review Purchase Order Payment Status in UTShare/PeopleSoft

Types of Budget Checking Errors