UTSA®

The University of Texas at San Antonio™

KLESSE College of Engineering and Integrated Design

Procurement Team

Purchase Orders

Purchase Order…Why

Payment Works

Type of Vendors

Group Purchase Organizations & TxDIR

Purchasing Price Thresholds

Purchase Order processing timeline

Encumbrance vs Expense

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Purchase Orders

The why behind PO's and Payment Works (PW)

» **Why are PO's preferred**

» **Why do we use Payment Works (PW)**

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Purchase Orders (PO)

Why are PO's preferred:

- Payment Works
  - ⤊ Expedites vendor payments (banking info)
  - ⤊ Eliminates paper-based process
  - ⤊ Establishes business terms (vendor & UTSA)
- Required for item purchases ≥ $500 (other restrictions may apply)
  - ⤊ Controlled Property
- ⤊ No purchase restriction amounts on electronic goods
- ⤊ Increased compliance (i.e. Export, document retention)

Payment Works

Rowdy Exchange

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Payment Works (PW)

The Why and Processing of PW

Payment Works

- Payment Works
  - ⏤ Expedites vendor payments (banking info)
  - ⏤ Eliminates paper-based process
  - ⏤ Establishes business terms (vendor & UTSA)
- Initiated by BSC to vendor
- Limitations
  - ⏤ Vendor updates all information (BSC has **NO** access to update)
  - ⏤ Legacy vendors (prior to PW) need to complete PW registration w/ any provide update (i.e. remit, banking info)

Timeline Expectation: ~1 to 2 weeks

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Purchase Orders

Type of Rowdy Exchange Vendors

- » **Punch Out Vendor**
- » **Hosted Catalog Vendor**
- » **Non-Catalog Vendor**

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Purchase Orders

Type of Rowdy Exchange Vendors

Grainger Burgoon

SHI

Possible Missions

HiEd Campus Tech

Common Wealth

Summus VWR

Todays Business

Summus DELL

Summus Staples

Mpulse CDW

Punch Out Vendor

- Vendor is hosting the catalog and we are purchasing items directly from vendors website.

- Quote is **NOT** required for processing.

- Order is automatically sent to vendor for processing once PO is issued.

- **Vendor invoicing** and **Payment**

- **Voucher** created **automatically**.

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Purchase Orders

Type of Rowdy Exchange Vendors

COMBI-BLOCKS INC

BIO-RAD Labs

Jackson ImmunoRrch

Millipor Corp.

Carolina Bio-Supply

Agilent Technologies

QIAGEN

Hosted Vendor Catalog

» UTSA is hosting the vendor catalogs on Rowdy. Sometimes hosted catalog price differs from vendor.

» Quote **IS** required for processing.

» PO emailed to vendor for processing.

» Invoice is **NOT** automatic.

» Vendor emails invoice to Disbursements.

» Disbursements creates / executes payment voucher related to PO's.

Purchase Orders

Type of Rowdy Exchange Vendors

- **Non-Catalog Vendor**
  - Vendor items are **NOT** hosted on Rowdy Exchange. Manual input of requested item in Rowdy Exchange cart required.
    - Non-Catalog Vendors **DO NOT** have a tile (Punchout & Hosted Vendor do) on Rowdy Exchange.
  - Quote **IS** required for processing.
  - PO will need to be emailed to the vendor for processing.
  - Invoice is **NOT** automatic.
  - Vendor emails invoices to Disbursements.
    - Disbursements creates /executes payment vouchers related to PO's.

Purchase Orders

Rowdy Exchange

Requesition View – Punchout Vendor

MPULSE HEALTHCARE & TECHNOLOGY, LLC · 1 Item · 498.03 USD

∨ SUPPLIER DETAILS PW-REMT-STX-SUGAR-2 : 3 SUGAR CREEK CENTER BLVD STE 100, SUGAR LAND, Texas 77478-2211 United States

| Contract | no value | PO Number | PO0131440 |

Need to make changes? **VIEW ITEMS** Item(s) was retrieved on: 8/17/2023 4:16:15 PM
- Samsung UN65CU7000F CU7000 Series 65 Class 64 5 viewable LED backlit

Status	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price
1 ✓	Samsung UN65CU7000F CU7000 Series 65 Class 64 5 viewable LED backlit	7376107	Each	498.03	Qty: 1 Each	498.03

Punch-Out Vendor

∨ ITEM DETAILS

Manufacturer Name	Samsung Consumer Electronics		Contract	no value	Internal Note	no value
Manufacturer Part Number	UN65CU7000FXZA		Taxable	✕	Internal Attachments	
Supplier Part Auxiliary ID	33359		Commodity Code	52161505 / Televisions		
more info....			Service Start Date (mm/dd/yyyy)	no value		
			Service End Date (mm/dd/yyyy)	no value		
			Amount Only	✕		

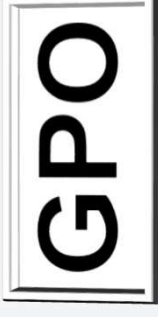# Group Purchase Organization (GPO)
Texas Dept of Info Resource (DIR)

➤ **What are GPO and DIR contacts**

➤ **Why use them**

➤ **$ Threshold Requirements**

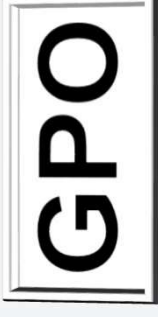➤ **Looking up GPO's & TxDIR contracts**
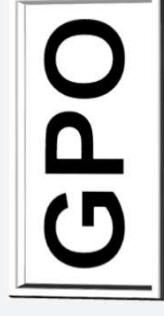
GPO & Tx DIR

What are GPO and DIR purchase and why use them

➤ Both GPO & TxDir provide product sourcing from vendors which meet the minimum procurement standards.

➤ UT System GPO Accreditation Program provides approved vendor contracts which meet UT procurement standards.

   ➤➤ Allows procurement W/O the need of a formal solicitation

➤ Tx DIR Contracts provides vetted I.T. vendors via a competitive procurement process using the Request for Offer (RFO) method.

   ➤➤ $ threshold may require a Statement of Work & Sourcing Event

GPO & Tx DIR

Where to look up GPO's & Tx DIR?

- UTSA Group Contract Search:
  - https://www.utsa.edu/financialaffairs/services/purchasing/faculty-and-staff-resources/group-contracts-search.html
  - NOTE: **NOT** all vendors in the GPO search have an established Payment Works.

- Texas Dept :
  - https://dir.texas.gov/search-contracts-vendors/contract/Active
  - NOTE: **NOT** all vendors in the Tx DIR search have an established Payment Works.

Purchase Order $ Thresholds

GPO vs TX Dir vs Non-GPO

Contract Value	GPO UTSSCA	GPO Vizient	TX Dir	Other GPO's	Non-GPO
> $14,999	(1) Quote*	(1) Quote*	(1) Quote*	(1) Quote*	(1) Quote
$15k - $49,999	(1) Quote*	(1) Quote*	(1) Quote* & SOW|SE	(1) Quote* & SOW|SE	(1) Quote & SOW|SE **or EAJ**
$50K -$1M	(1) Quote*	(1) Quote*	(1) Quote* & SOW|SE	(1) Quote* & SOW|SE	(1) Quote SOW|SE **or EAJ**

➤ SOW = Statement of Work | Detailed specifications of what is required

➤ SE = Sourcing Event (Purchasing Dept)

➤ UTSSCA = The Univ. of Texas System Supply Chain Alliance

➤ EAJ = Exclusive Acquisition Justification

➤ *Quote **MUST** state GPO | DIR contract #.

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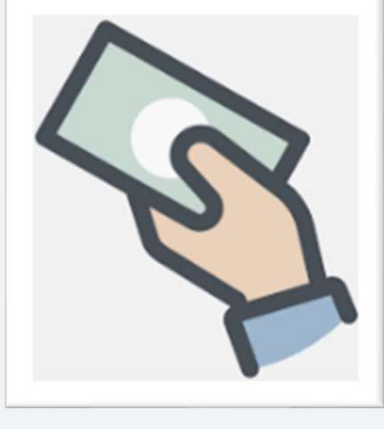
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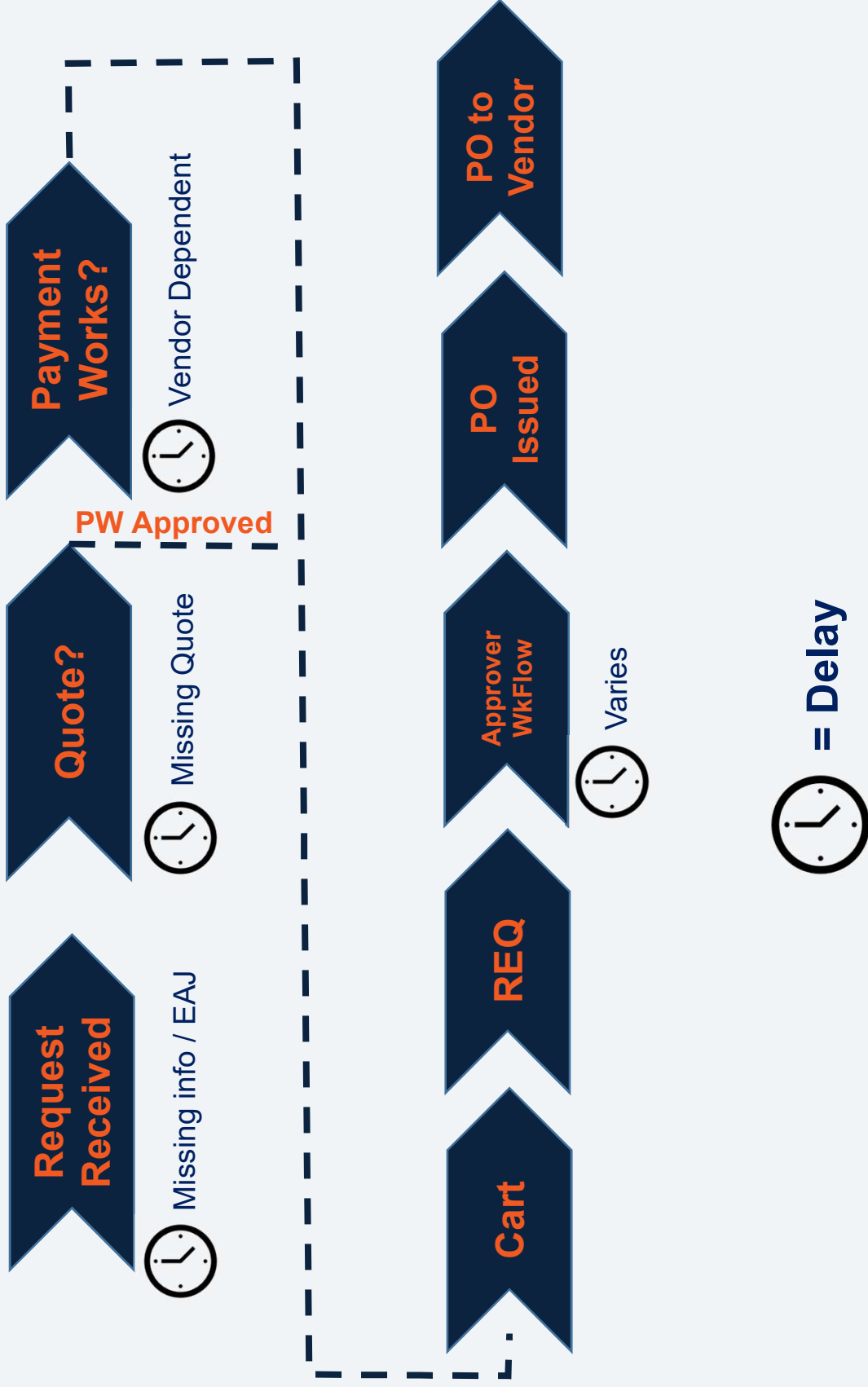
Encumbrance Vs. Expense

▲ **When does a PO encumber funds and**

how does it effect my balance.

▲ **When does a PO expense funds and**

how does it effect my balance.

Encumbrance

How does encumbrance effect my Cost Center/Project budget?

Description	Amount
Current Balance	$ 10,000.00
PO8675309 (Encumber)	$ (5,000.00)
Available Balance	**$ 5,000.00**
Amazon(Unrealized Encumber)	$ (500.00)
REQ 123456_ULINE(Unrealized Encumber)	$ (500.00)
Running Balance	**$ 4,000.00**

- Encumbrance = commitment to spend $
- PO's encumber funds against funding source once issued.
  - Routing Requisitions DO NOT encumber funds.
- Encumbered $ is NOT available to spend
- $ remain encumbered until PO is paid closed or canceled.
- Purchases with One Card DO NOT encumber funds.
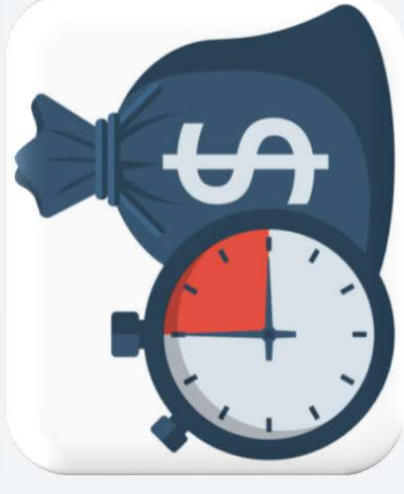
Encumbrance

Budget Overview Encumbrance

Budgets Overview

Ledger Totals (4 Rows)

Budget	226,323.74	Revenue Estimate	0.00
Expense	85,719.61	Recognized Revenue	0.00
Encumbrance	1,412.45	Available Budget	0.00
Pre-Encumbrance	0.00	Collected Revenue	0.00
Budget Balance	139,191.68	Uncollected Revenue (Rec-Coll)	0.00
Associate Revenue	0.00		
Available Budget	139,191.68		

⏩ **Encumbrance is retaining $ to pay PO.**

⏩ **Routing Requestions routing <mark>DO NOT</mark> encumber funds; Running balance effected.**

⏩ **ONE CARD purchases <mark>DO NOT</mark> encumber funds; Running balance effected.**

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Encumbrance

SAHARA View Encumbrance

➤➤ **PO Encumbrance: PO's encumbered W/O payment (by line item)**

➤➤ **All other Encumbrance: Disencumber of funds, PO paid / closed / canceled**

Expenses

How does expenses effect my Cost Center/Project budget?

Description	Amount
Current Balance	$ 10,000.00
PO8675309_ABC(Expensed)	$ (5,000.00)
Amazon(Expensed)	$ (500.00)
PO1234578_ULINE(Expensed)	$ (500.00)
Available Balance	**$ 4,000.00**

» **Expensed = $ spent; <mark>NO</mark> longer available in budget**

» **PO's expensed when invoices are paid.**

 » **Encumbered $ transferred to Expensed $**

» **One Card purchases <mark>expensed</mark> when voucher approved.**

Encumbrance

Budget Overview Expense

Budgets Overview

Ledger Totals (4 Rows)

Budget	226,323.74	Revenue Estimate		0.00
Expense	85,719.61	Recognized Revenue		0.00
Encumbrance	1,412.45	Available Budget		0.00
Pre-Encumbrance	0.00	Collected Revenue		0.00
Budget Balance	139,191.68	Uncollected Revenue		0.00
		(Rec-Coll)		
Associate Revenue	0.00			
Available Budget	139,191.68			

➤ **Expense is $ spent to pay PO.**

➤ **ONE CARD purchases ARE expensed when OneCard voucher paid.**

➤➤ **Typically month following purchase.**

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Expenses

SAHARA View Expenses

| Search Page | Approval Page | Budget Information | Actuals Reconciliation | Finance Information | Download Actuals |

Header Details

| Cost Center | Description | | Owner | | Department | |
| Projects | | | Start Date | End Date | Accounting Period 11 | Fiscal Year 2023 |

Expense Summary

Revised Expense Budget	$226,323.74
Year To Date Actuals Expense	$83,329.19
Project To Date Actuals Expense	$83,329.19
Encumbrance Total	$3,033.78
Available Expense Budget	$139,960.77

Revenue Summary

Revised Revenue Budget	$0.00
Year To Date Actuals Revenue	$0.00
Project To Date Actuals Revenue	$0.00
Revenue Budget Balance	$0.00

Revenue for the period $0.00

Expenses for the Period $7,882.88

Account

| Account | 63005 | Chemicals & Gases | Source | Accounts Payable | Acctg Def Name | Payables Definition |
| Reviewed ☑ | Review Date | 08/22/23 09:53:46 | | | Account Subtotal | $96.40 |

Find | View 1   First ◀ 1-4 of 4 ▶ Last

Personalize | Find | View All | 📄 | 📊   First ◀ 1 of 1 ▶ Last

Details	Pro Card Info													
	Flag	Easy Correct	Invoice ID	Invoice Date	Due Date	Voucher ID	Vendor Name	Voucher Line Descr	PO #	Customer Name	PO Descr	Monetary Amount
1	🔾 🚩	Easy Correct	1146911V	2023-07-10	2023-07-17	R0043058	POSSIBLE MISSIONS	BRADFORD REAGENT	PO0123597		BRADFORD REAGENT	$96.40

➤➤ **Available Expense Budget = $ available end of period**

➤➤ **Vendor invoices paid**

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Encumbrance

SAHARA View Disencumbrance

| Search Page | Approval Page | Budget Information | Actuals Reconciliation | Encumbrance Information | ...als |

Header Details

| | Description | | Department | |
Cost Center
Projects | Owner Start Date | End Date | Accounting Period 11 | Fiscal Year 2023 |

Comments

Reconciler Comments

254 characters remaining

Approver Comments

Save Comments

Attachments

254 characters remaining

Encumbrance Summary

Beginning Balance $6,223.68   Net of Transactions $-3,189.90   Ending Balance $3,033.78

PO Encumbrances

Personalize | Find | View All | 🔄 | 🔣 First ◀ 1 of 1 ▶ Last

	Comments	Flag	PO Number	Purchase Order Date	Line	PO Line Description	Vendor Name	Requisition ID	Requisition Date	Requisition Description	Requisition Line Number	Account	Description	PO Qty	Monetary Amount
1	💬	☑	PO0130200	07/27/2023	1	thawing and refreezing of 2 Muscles, 3 unstained slides per frozen muscle, 1 slide for A4.74 antibody, 1 slide for A4.951 antibody, and 1 slide for the negative control. Antibody dilutions at 1:200 from previously provided antibodies.	UT HEALTH SCIENCE CENTER AT SAN ANTONIO		07/27/2023			A4000	Operating Expenses	1.0000	$177.50

All other Encumbrances

Personalize | Find | View All | 🔄 | 🔣 First ◀ 1 of 5 ▶ Last

	Comments	Flag	Encumbrance Type	Document ID ▲	Document Line	Document Description	Commitment Control Quantity	Monetary Amount
1	💬	☑	AP_VOUCHER	PO0123597	1	BRADFORD REAGENT	-1.0000	$-96.40

➤➤ **All other Encumbrance: Disencumber of funds, PO paid / closed / canceled**

➤➤ **$ released from encumbrance to pay vendor invoice for PO.**

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Encumbrance Vs. Expense

Encumbered Budget Balance

Description	Amount
Current Balance	$ 10,000.00
PO8675309 (Encumber)	$ (5,000.00)
Available Balance	$ 5,000.00
Amazon (Encumber)	$ (500.00)
REQ 123456_ULINE(Encumber)	$ (500.00)
Running Balance	$ 4,000.00

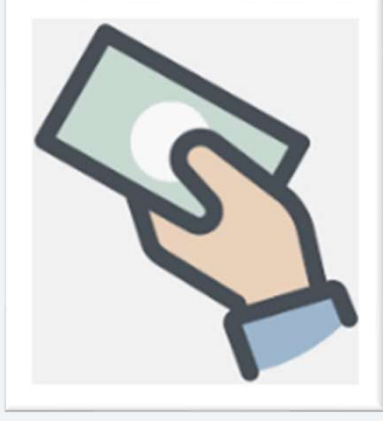- Running Balance Affected
- Differs from Available & Current Balance

Expensed Budget Balance

Description	Amount
Current Balance	$ 10,000.00
PO8675309_ABC(Expensed)	$ (5,000.00)
Amazon(Expensed)	$ (500.00)
PO1234578_ULINE(Expensed)	$ (500.00)
Available Balance	$ 4,000.00

- Available Balance account all expenses.

Vs

References

- Financial Affairs Purchasing Guidelines

  https://www.utsa.edu/financialaffairs/resources/financial-guidelines/1501.html

- Financial Affairs Vendor Payment Guidelines

  https://www.utsa.edu/financialaffairs/services/disbursements-travel/disbursements/vendor-payments.html

- UTSA Procurement Bidding Requirements Guideline

  https://www.utsa.edu/ba-administration-operations/services/business-service-center/docs/utsa-bidding-procurement-approval-guidelines.pdf

- Financial Affairs Prepayment Guidelines

  https://www.utsa.edu/financialaffairs/services/disbursements-travel/disbursements/prepayment.html

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References

- Financial Affairs Historically Underutilized Business (HUB) Program Guidelines https://www.utsa.edu/financialaffairs/resources/financial-guidelines/1502.html

- Financial Affairs HUB Vendor Search https://www.utsa.edu/financialaffairs/services/purchasing/faculty-and-staff-resources/hub-vendor-search.html

- Financial Affairs Group Purchase Order (GPO) Vendor Search https://www.utsa.edu/financialaffairs/services/purchasing/faculty-and-staff-resources/group-contracts-search.html

- Texas Department of Information Resource Vendor Search https://dir.texas.gov/search-contracts-vendors/contract/Active

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References

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  https://dir.texas.gov/information-security/texas-risk-and-authorization-management-program-tx-ramp

- HOP 11.07 11.07 Cloud Computing
  https://www.utsa.edu/hop/chapter11/11.07.html

- Rowdy Exchange
  https://solutions.sciquest.com/apps/Router/SAMLAuth/UTSA