What’s different in UD Exchange?

**Required SpeedType**

- Previously, UD employees allocated and submitted their purchases for approval after the fact.
- UD Exchange requires employees to complete their SpeedType information prior to placing their orders, so there is no need to review or allocate after the order has been placed.

**New Account Codes**

- Previously, requisitioners could use any account code on any type of transaction, often based on HOW the purchase was used.
- UD Exchange narrows down the account codes available for the type of purchase, based on that item’s commodity code (which is a nationally used code).
Adding Required Details to Requisitions

- Each shopping cart must have SpeedType and Account Code information when it is turned into a requisition
- This guide will illustrate how to add this information to turn shopping carts into requisitions
- **When working with an assigned cart, please click “Proceed to Checkout” and ensure the Requisition is on your screen, not the Shopping Cart, to proceed.**
1. If required information is *missing*, a notification banner will appear at the top of the page and the error icon (a red circle with an “X”) highlights where your attention is needed.

2. An error ‘**Required**’ message also displays next to the field missing required information.
To Complete a missing SpeedType:

Click the red **Required** field link under the SpeedType column in the **Accounting Codes** section.
1. Using the search window, enter search criteria into the **Value** or **Description** field.
2. Click **Filter**.
Find the SpeedType you want to use from the list of results.

Click ‘+’ to Select.
If you have cost share project or User reference information to add, scroll right to enter.

Click Save.
To Complete a missing **Account Code**:

Click the red **Required** field link next to Account Code in the **Item** section OR in the blue link on the right.
In the **Edit Line** window, Click the **Magnifying glass** link next to **Account Code**.
When shopping from a catalog supplier, the commodity code will usually default for you.

Only the associated account codes will show in the pop-up window.
1. Scroll, or enter search criteria by Value or Description.
2. Click Filter.
Locate the most accurate Account Code in the list of results. Click ‘+’ to select.

To see a current commodity code-account code crosswalk, download it from the UD Exchange Home page.
2. Click Save.

If only one account code matches to that commodity code, it will default and not have to be chosen.
Click **Place Order** once all errors are resolved.
Funding Splits

- Funding splits can be placed in the header if funding is split by percentage.
  - Note that percentages can accommodate four percentage points (e.g., 66.6667).
  - You will be able to preview dollar splits, but approvers will not see this.
  - All vouchers will be split equally across this percentage
- If you must split funding by dollar amount, this has to be done at the line.
  - If the line is not invoiced in full at once, you will need to clarify for AP from which funding sources you want the payment made.
1. If you need to add a split, hover the cursor to the accounting codes area and click ‘+’
2. You can select from **percentage of price** or **percentage of quantity**. Percentages can have up to four decimal points.
3. Click **Save**.

The system will calculate dollar amounts but Approvers will not see this. Best practice is to screenshot these amounts and inform others in a comment attachment of the dollar splits. This percentage will apply to each invoice vouchered.

Line items can also be split by amount of price or amount of quantity, but these are the only options for splits in the header.
If you need to edit one of your line items to contain different accounting information than the rest of your requisition:

1. Click the ‘…’ to see the option for accounting code.
2. Select Accounting Codes to edit.

Save any changes.

Although you can edit line item accounting, the header will appear the same; only the line will indicate whether it is the same as header or not. The data feeding PeopleSoft and UDataGlance will be what is on the line item.
If you choose to allocate a line by amount instead of percentage, please explain how you want the amounts applied or expect AP to contact you with questions if an invoice does not voucher the line in full. Allocation by percentage is recommended.

Here you can allocate by amount of price or amount of quantity if desired. **Save** any changes.
Other notes

• Please note: Cost Share Project can only be populated if there is no Project ID associated with the SpeedType.
• Users can enter and clear values for Cost Share Project and User Ref, but not other chartfields associated with the SpeedType.
• If your requisition is automatically returned to you for a value in your accounting codes section, please refer to the “Auto Return Troubleshooting Tips” guide for more information.
Resources

Procurement Services
procurement@udel.edu