BearBuy

User Reference Guide:
Change Order Preparer

Version 10

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A. BearBuy Business Process

High Level Workflow
- The High-Level Business process (**Appendix A on page 11**) shows the major steps that are performed in the end-to-end workflow procure-to-pay process from shopping through review, authorization, approval, ordering, receiving, invoice processing, exception management and Voucher approval.

Data Privacy
- UC Berkeley policy is requires strict access control over personally identified information (PII) that contains an individual's *name or initials* combined with a *social security number, credit card number, driver's license or state identification card number, any type of medical or medical insurance information, any personal financial account number, or full birthdates (MM/DD/YY).*
- We refer to this set of PII as **"notice triggering data."**
- Any unauthorized access to notice triggering data requires us to notify the state and the individual, and subjects us to serious financial penalties and lawsuits.
- *No document with visible notice triggering data in any electronic system (including BearBuy) may be electronically stored or transmitted without the prior approval of the UC Berkeley Privacy Office.*
- An UCB individual's home address and family information also require restricted access control.
- Before attaching any documentation to the BearBuy transaction, **redact** any sensitive and PII information so that it is unreadable on any documents attached to the Requisition being processing.

Chart Of Account (COA) Codes
- Each department uses a unique COA combination when processing transactions.
- A chartstring may consist of:
  - **Account:** Classifies the type of accounting transaction, i.e. office supplies, furniture, etc.
  - **Speedtype:** Shorthand for an entire or partial chartstring.
  - **Fund:** Explains the source of funds or the use of funds.
  - **Department:** Represents the cost center to which financial transactions are recorded.
  - **Program Code:** Identifies financial control points designated by UCOP (i.e. instruction).
  - **Chartfield 1 & Chartfield 2:** Identify activities or classify transactions for tracking that are important to the campus or department (i.e. Principle Investigator).
- If you need specific Chart of Account (COA) guidance, including understanding the proper usage of chartfields review the Chart of Accounts training materials.[1]

Encumbrances
- An encumbrance is the name given to funds that have been reserved when a purchase Requisition is finalized; a Purchase Order is created and encumbered.
- When a Purchase Order is processed, funds are "placed aside" for that transaction. Those funds are no longer available for use in other transactions, but also have not been included in the Actual Funds balance because a payment has not yet been generated and the funds have not physically left the university.

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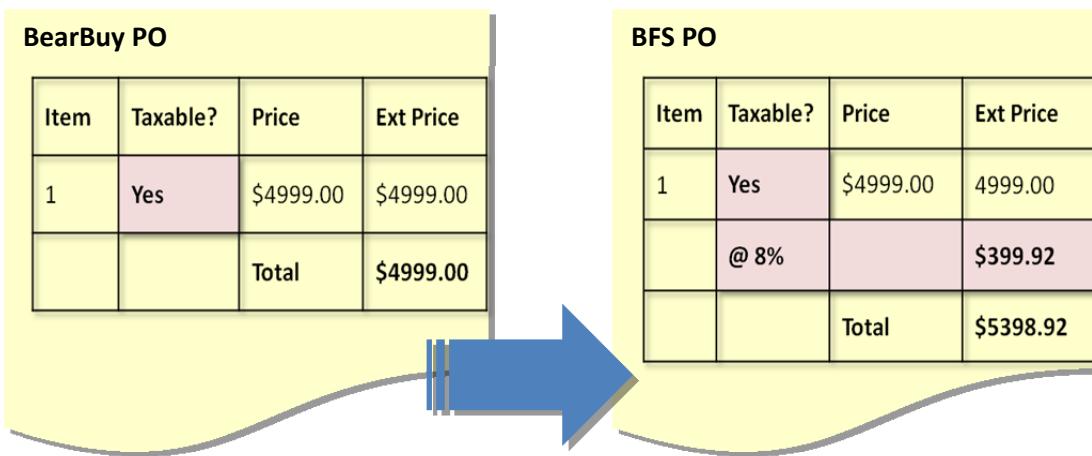
[1] Chart Of Accounts Information: http://www.bai.berkeley.edu/BFS/BudgetGL/chartofaccounts.htm

- When the Suppler is paid, the encumbrance is reversed and the funds will appear under the Actual funds balance instead of as an Encumbrance balance.

Tax Calculations
- When the PO exports to BFS, sales tax associated to the Ship To Location will be applied so the encumbrance (see section above) accounts for sales tax.
- Example: If a department approved a Requisition for $4,999, when a tax rate of 8% is applied in BFS, the value will be $5398.92. Be aware of this difference when managing POs and running BAIRS reports on BearBuy POs in BFS.

BearBuy PO

Item	Taxable?	Price	Ext Price
1	Yes	$4999.00	$4999.00
		Total	$4999.00

BFS PO

Item	Taxable?	Price	Ext Price
1	Yes	$4999.00	4999.00
	@ 8%		$399.92
		Total	$5398.92

Shipping
- The **Ship To Address** is designated on the PO and is the location to which the purchased goods will be sent by the Supplier.
- If a department has central receiving the goods will be sent to the **Ship To Address** by the Supplier. The order will then be internally redirected by UC Berkeley Central Distribution and delivered to the **Final Destination Code**.
- The **Final Destination Code** is used internally at UC Berkeley for departments that have central receiving.
- When searching for a Ship To Address search by either building name or building physical address.

B. Change Order Preparer Concepts & Responsibilities

Overview
- The Change Order Preparer performs PO changes in BearBuy.
- PO Change Orders **_do not clear_** Match Exceptions
- User must have the PO Change Order role to process changes. Buyers will also be able to process Change Orders.
- Changes are made to the PO and appropriate information is attached to document the change approval.
- During the process of making a change to the PO, the Change Order Preparer analyzes the PO along with any associated Vouchers in BearBuy and BFS prior to making the change.

Considerations
- PO Revision and History tabs contain complete PO change history.
- BearBuy does not have a PO change approval workflow.
- The Change Order Preparer or Buyer can add External Notes, modify PO information and attach documents.
- The Change Order Preparer determines if the PO change should be sent to the Supplier.
- A printable version of the PO is available after dispatch. This version clearly notes which line was changed, and also has a record of the changes at the bottom of the printable PO and in the Revision tab.
- Evidence documenting approval should be included in the comments section to support the change order.
- PO close performed on a weekly basis in the system:
  - o Monday through Friday if a PO closure is processed the closure will be applied Saturday and the following Monday BFS will be updated.

Best Practices
- It is important that you research and resolve any export errors you receive after finalizing a PO revision in BearBuy. If you need help resolving your PO error from bfs1@berkeley.edu please submit a ticket to the BearBuy Help Desk.
- Research and resolve any PO errors from bfs1@berkeley.edu
  - o Email subject line: Sciquest PO Validation Error (BFSPROD)
  - o Vouchers will not pay if your PO revision does not export to BFS successfully
- When performing a Split by Amount on a PO with multiple lines, perform the split at the line level **not** at the accounting codes header.
- You cannot change the chartstring values for the vouchered amount. To change the coding for the vouchered amount you will have to perform a financial journal entry.
- You cannot revise a chartstring with a value that has an effective date > the PO date.
- Always finalize your revision. Always leave PO Export checked when finalizing your revision and determine if the Supplier should be notified of the PO revision.

C. Identifying Change Orders

| Situation	Action	Task	Change PO?
Billed for greater quantity than PO	Invoice Fails Matching	Match Exception Preparer Review. Review receipts and create returns.	No
Billed for greater amount than PO	Invoice Fails Matching	Match Exception Preparer Review and Approval	No
Funding changed on an Order that has not been vouchered	Departmental Request outside of BearBuy	Create Change Order	Yes
Funding changed on an Order that has been vouchered	Departmental Request outside of BearBuy	Create Change Order, but decrease vouchered line and add new line item amount and new chartstring	Yes
Need additional item on Non-Catalog Order	Departmental Request outside of BearBuy/BFS	Create Change Order	Yes
Need additional item on Catalog Order	Departmental Request outside of BearBuy/BFS	Create New catalog Requisition	No
Cancel Order that has not been received/vouchered	Departmental Request outside of BearBuy/BFS	Go to the PO and choose the Cancel PO option from the Available Actions dropdown menu.	Yes
Cancel a line that has not been received or vouchered	Departmental Request outside of BearBuy/BFS	Create Change Order	Yes
Payment Terms are incorrect	Departmental Request outside of BearBuy/BFS	Create Change Order	Yes
Supplier did not receive Order	Comes from a Request outside of BearBuy	Resend the PO after confirming Supplier distribution information is correct.	Yes
Department receives 2 electronic invoices for same PO.	Forward to Disbursement for correction/deletion	Submit a Help Desk ticket requesting correction bearbuyhelp@berkeley.edu	No
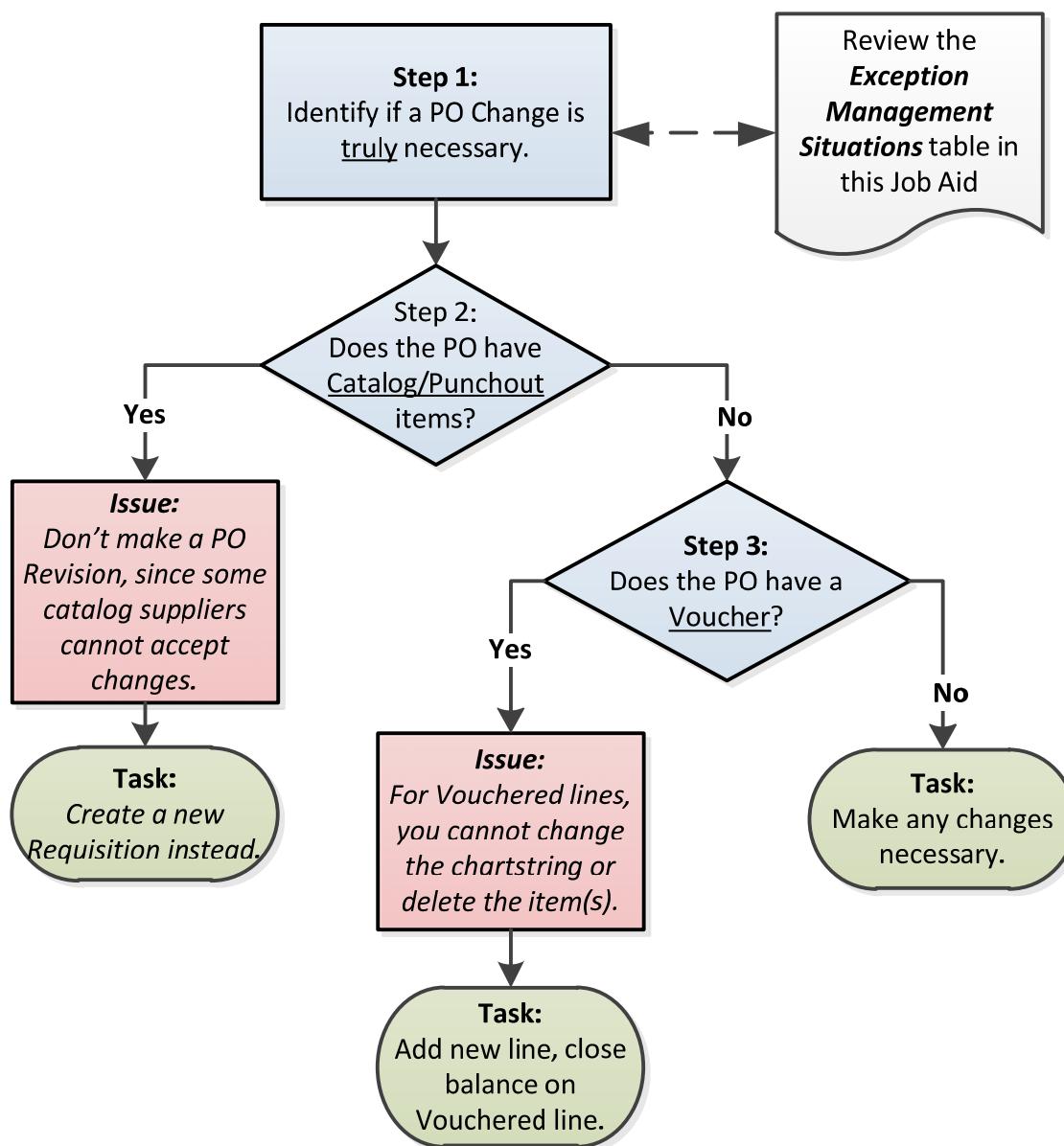
D. Steps to Avoid Change Order Errors

Always consider the following when making a Purchase Order Change:

#1 – *Identify if a Change Order is truly necessary?*
#2 – *Does the PO contain Catalog or Punchout items?*
#3 – *Does the PO have a Voucher applied against any line?*

The basic decisions steps are shown below. Also see the **Exception Management Situations** page which provides additional specifics.

Step 1:
Identify if a PO Change is truly necessary.

Review the *Exception Management Situations* table in this Job Aid

Step 2:
Does the PO have Catalog/Punchout items?

Yes

No

Issue:
Don't make a PO Revision, since some catalog suppliers cannot accept changes.

Step 3:
Does the PO have a Voucher?

Yes

No

Task:
Create a new Requisition instead.

Issue:
For Vouchered lines, you cannot change the chartstring or delete the item(s).

Task:
Make any changes necessary.

Task:
Add new line, close balance on Vouchered line.

E. Basic Change Orders (Step-by-Step Instructions)

Resending a PO to a Vendor
1. In BearBuy, Go to **Orders & Documents > Document Search > Search Documents**.
2. Search for the PO that needs the change order. Enter the **PO number**, select **Go**.
3. From the search results, **select the PO number**. BearBuy will open up the PO page.
4. Select the **Purchase Order tab**.
5. Locate the **Distribution Information** section on the PO **Summary sub-tab**. Check to see that the correct distribution is selected for this PO. (Correct email address, correct fax, etc).
   - If the correct distribution method/information is not selected you must update this information. See section **5.1 Modifying Vendor Distribution Method**.
6. Once you've confirmed that the correct vendor information is referenced in the Distribution Method section, go to the **Available Actions** menu and select **Finalize Revision**.
7. Click **Go**.
8. In the **Finalize Revision** pop-up window, enter a **Revision Name** (i.e. updating...).
9. Enter comments related to this revision in the **Revision Note** text box.
10. Leave the ☑ **Resend to supplier** checkbox.
11. Leave the ☑ **PO Export** checkbox selected.
12. Once complete, click **Save**.

Modifying a Chart Of Accounts (COA) field on a PO with no vouchers
1. In BearBuy, Go to **Orders & Documents > Document Search > Search Documents**.
2. Search for the PO that needs the change order. Enter the **PO number**, select **Go**.
3. From the search results, **select the PO number**. BearBuy will open up the PO page.
4. Click on the **Invoice/Voucher tab**. Verify no vouchers have been processed against this PO. If no vouchers are displayed on this page, proceed to step 5.
5. Click on the **Purchase Order tab**> **Accounting Codes sub-tab**.
6. Select **edit** next to the chartstring combination you wish to edit.
7. Updated the chartstring field(s) that needs to be updated.

8. Select **Save**.
9. Go to the **Available Actions** menu and select **Finalize Revision**.
10. Click **GO**.
11. In the **Finalize Revision** pop-up window, enter a **Revision Name** (i.e. updating…).
12. Enter comments related to this revision in the **Revision Note** text box.
13. Unselect the ☑ **Resend to supplier** checkbox. (If changes need to be sent to supplier, select checkbox).
14. Leave the ☑ **PO Export** checkbox selected.
15. Click **Save**.

Closing a PO
Note: When closing a PO, there will be no need to finalize your revision. The system automatically performs that step for all closed POs.

1. In BearBuy, Go to **Orders & Documents > Document Search > Search Documents**.
2. Search for the PO that needs the change order. Enter the **PO number**, select **Go**.
3. From the search results, **select the PO number**. BearBuy will open up the PO page.
4. Navigate to the **Available Actions** drop down menu, select **Close PO** then click **Go.**
5. In the **Note** pop-up window, enter the reason for closing the PO, then click **OK**.

F. Additional Resources & Support

BearBuy
- The BearBuy Training site is the source for the most up to date news and announcements.
  - o http://supplychain.berkeley.edu/bearbuy
- More Training Resources are available for you at
  - o http://supplychain.berkeley.edu/bearbuy/instructional-resources
- BearBuy YouTube Channel
  - o youtube.com/user/BearBuyProcurement
- Need more assistance? Contact the BearBuy help desk!
  - o (510) 664-9000 Option 1, Option 2
  - o Mon-Fri 8 AM to 5PM
  - o Email BearBuy Help (bearbuyhelp@berkeley.edu)

Other Supply Chain Management Units
- Vendoring
  - o http://supplychain.berkeley.edu/programs/vendoring
- Procurement Buyers
  - o http://supplychain.berkeley.edu/programs/campus-buyer
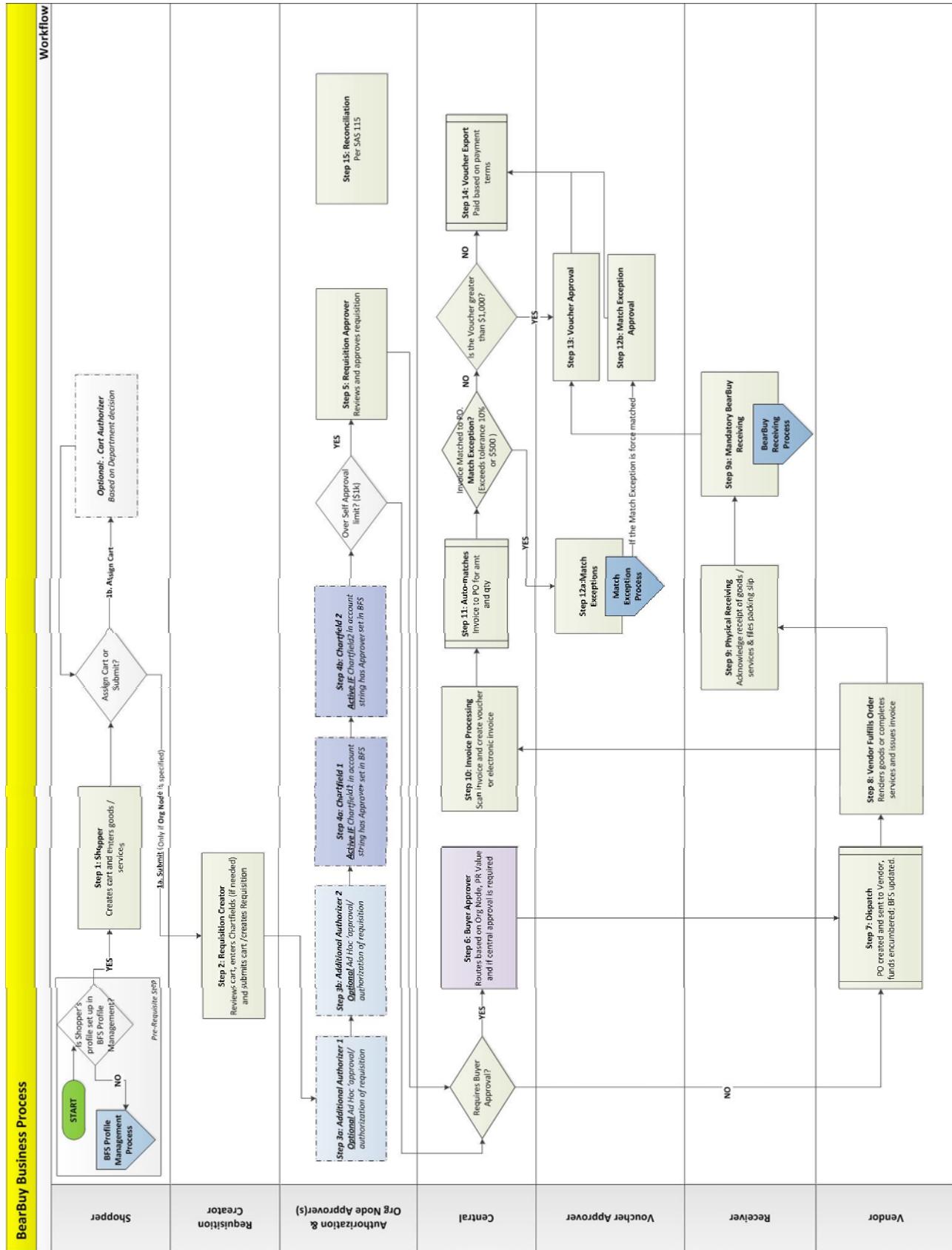
Controller's Office – Accounts Payable
- Accounts Payable website (formerly known as Disbursements)
  - o http://controller.berkeley.edu/departments/accounts-payable

Appendix A: High Level Procure To Pay Workflow Map

Appendix B: Frequent Change Order Errors and Resolution

Bfs1@berkeley.edu email	Interpretation	Action Required by Change Order Preparer
PO Line cannot be cancelled as it has been vouchered. PO id/Line nbr/Vouchered Amt (25000,168)	Cancelling PO when PO has been partially vouchered	Uncancel PO, reduce amount/quantity on lines that no longer need to have an open balance. OR Close PO
Error changing value. {UC_PO_EXPRESS_CI.PO_LINE(1).PO_LINE_SHIP(1).PO_LINE_DISTRIB(2).BUSINESS_UNIT_GL} (91,34)	Chartstring combination invalid or PO change order with Fund (or other chartfield) effective date newer than the PO date	Update PO using a valid chartstring combination or Contact the BearBuy help desk so BearBuy Analyst can manually correct error.
The Amt-only flag has changed for PO/Line. Please do this change manually. (25000,231)	Mixed amount and quantity based forms on PO	Contact the BearBuy help desk so BearBuy Analyst can manually correct error.
Amount vouchered against this PO Line > PO Line amt. (25000,173)	PO Change order against a PO line but another PO line already was invoiced or over invoiced and forced matched.	Update the line that contains a match exception so it matches what was vouchered against it. Once completed finalize revisions.
A Distribution was changed (chartfields) but has been vouchered. PO/Line. Cannot be updated. (25000,190)	PO Change order in chartfields against PO dollar amount larger than the remaining open balance.	Update PO (by performing a chartstring split) to only move remaining balance on PO/PO line, not the whole dollar value.
Error on line. Amount on schedule, not equal to the sum of distributions. (10200,103)	Split by amount on header for a multiple line PO/Req	Update split from amount to percentage or perform update PO lines with individual charstring combinations.
Distribution lines for PO line 2 have duplicate chartfields. (25000,232)	Duplicate chartstrings entered on split.	Correct accounting codes
PO = BB00261967 is closed in Sciquest and does not exist in PS. Bypassing. (25000,177)	PO never exported to BFS successfully. Error on Req level.	Issue may lie with accounting code split by amount if multiple lines exist. If issue seems unknown contact the BearBuy help desk
Amount vouchered against Distrib line > the PO Distrib Merch amt. (25000,174)	Split calculation performed incorrectly	Correct split calculation