BearBuy User Training: Change Order Preparer
INTRODUCTION
BearBuy User Training

CONCEPTS & PROCESS OVERVIEW
BearBuy Workflow

**Cart**
- Shopping
  - Hosted Catalog
  - Punchout Catalog
  - Forms
- Requisition Creator
  - Verifies charfield, shipping, other essential information.

**Purchase Requisition**
- Authorization
  - Optional additional authorizations
- Approval(s)
  - Department Org Node approval

**Purchase Order**
- Purchasing
  - Review high dollar and items requiring Buyer intervention
- Supplier
  - Receives PO
  - Fulfills goods/services

**Fulfillment**
- Receiving (for Goods)
  - Unpacking
  - Quality Checking
  - Desktop Delivery
- Receiving (for Services)
  - Confirm that services were rendered

**Voucher Entry & Approval**
- Invoice
  - PO Invoices entered by Disbursements
- 2-way Match
  - Voucher + PO match
  - Based on tolerances
  - Routing for match exceptions
- Approval
  - Dept approval for voucher
  - Threshold TBD

**Payment Status**
- Payment
  - Payments from BFS
  - Payment information lookup available in BearBuy

Berkeley
UNIVERSITY OF CALIFORNIA
Supply Chain Management
Overview

- A change order is any modification to a purchase order.
- Change orders do not clear Match Exceptions.
- User must have the role of Change Order Preparer to change a Purchase Order.
- If the original requisition was reviewed by a buyer, any change order where the PO amount and/or service is modified must be made by a buyer.

Changes to a PO include:

<table>
<thead>
<tr>
<th>Modify Chartfields</th>
<th>Add a line to a PO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase Encumbrance on a Service Order</td>
<td>Cancel a Line (unvouchedered)</td>
</tr>
<tr>
<td>Decrease Qty or Amount</td>
<td>Cancel a PO (unvouchedered)</td>
</tr>
<tr>
<td>Extend Services PO End Date</td>
<td>Close a PO</td>
</tr>
</tbody>
</table>
• Change orders do not have an approval workflow.
  – Once a change order is finalized it exports to BFS.
  – Changes export to BFS every half hour

• Change order preparers should determine if the PO revisions must be sent to the Supplier and select the appropriate checkbox.
  – 2 available checkbox’s: Send to Supplier and Export to BFS
  – **Export to BFS should always be selected**

• Evidence documenting approval of the change order should be included
  – Can include via the Comments tab.
Considerations

**Cannot Cancel a PO if:**

... PO is partially or fully matched
... PO distribution/schedule/line as an active voucher exist
... After a change order has occurred

**Invalid information may appear as**

... Invalid Chartfields
... Invalid Distribution/line
... Merchandise Amount ($0 lines)

NOTE: Make sure to validate Chart of Account information (COA) before performing a COA change. Use the [BFS COA Validation Lookup](#) tool.
Best Practices

• Research and resolve any PO errors from bfs1@berkeley.edu
  – Email subject line: Sciquest PO Validation Error (BFSPROD)
  – If you assistance is needed please submit a ticket to the BearBuy Help Desk.
  – 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.
  – Splitting by Amount at the header on a multiple line PO will result in an error
  – Header total applies to each individual line

• **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.

• Always finalize your revision.
Change Order - Reminders

Steps to perform a PO Change

1. Make the change – update the PO
2. Decide if Vendor needs a dispatched copy
3. Add comment to the PO to explain the change
4. Critical last step: **Must Finalize** the change order to establish the new version of the PO

Line Item or PO Closure Schedule

- **Line closure** posts immediately in BFS
- **PO Close performed on a weekly basis in the system**
  - Monday - Friday: PO closure entered
  - Saturday - Closure is applied
  - Monday - BFS updated
## Change Order – Common Mistakes

It is important that change orders are done correctly. If incorrect, Change Order Preparer will receive export error from [bfs1@berkeley.edu](mailto:bfs1@berkeley.edu)

<table>
<thead>
<tr>
<th><a href="mailto:Bfs1@berkeley.edu">Bfs1@berkeley.edu</a> email</th>
<th>Interpretation</th>
<th>Action Required by Change Order Preparer</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO Line cannot be cancelled as it has been vouched. PO id/Line nbr/Vouched Amt (25000,168)</td>
<td>Cancelling PO when PO has been partially voucheded</td>
<td>Uncancel PO, reduce amount/quantity on lines that no longer need to have an open balance. OR Close PO</td>
</tr>
<tr>
<td>Error changing value. {UC_PO_EXPRESS_CI.PO_LINE(1).PO_LINE_SHIP(1).PO_LINE_DISTRIB(2).BUSINESS_UNIT_GL} (91,34)</td>
<td>Chartstring combination invalid or PO change order with Fund (or other chartfield) effective date newer than the PO date</td>
<td>Update PO using a valid chartstring combination or Contact the BearBuy help desk so BearBuy Analyst can manually correct error.</td>
</tr>
<tr>
<td>The Amt-only flag has changed for PO/Line. Please do this change manually. (25000,231)</td>
<td>Mixed amount and quantity based forms on PO</td>
<td>Contact the BearBuy help desk so BearBuy Analyst can manually correct error.</td>
</tr>
<tr>
<td>Amount vouchered against this PO Line &gt; PO Line amt. (25000,173)</td>
<td>PO Change order against a PO line but another PO line already was invoiced or over invoiced and forced matched.</td>
<td>Update the line that contains a match exception so it matches what was vouchered against it. Once completed finalize revisions.</td>
</tr>
<tr>
<td>A Distribution was changed (chartfields) but has been vouchered. PO/Line. Cannot be updated. (25000,190)</td>
<td>PO Change order in chartfields against PO dollar amount larger than the remaining open balance.</td>
<td>Update PO (by performing a chartstring split) to only move remaining balance on PO/PO line, not the whole dollar value.</td>
</tr>
<tr>
<td>Error on line. Amount on schedule, not equal to the sum of distributions. (10200,103)</td>
<td>Split by amount on header for a multiple line PO/Req</td>
<td>Update split from amount to percentage or perform update PO lines with individual charstring combinations.</td>
</tr>
<tr>
<td>Distribution lines for PO line 2 have duplicate chartfields. (25000,232)</td>
<td>Duplicate chartstrings entered on split.</td>
<td>Correct accounting codes</td>
</tr>
<tr>
<td>PO = BB002681967 is closed in Sciquest and does not exist in PS. Bypassing. (25000,177)</td>
<td>PO never exported to BFS successfully. Error on Req level.</td>
<td>Issue may lie with accounting code split by amount if multiple lines exist. If issue seems unknown contact the BearBuy help desk</td>
</tr>
<tr>
<td>Amount vouchered against Distrib line &gt; the PO Distrib Merch amt. (25000,174)</td>
<td>Split calculation performed incorrectly</td>
<td>Correct split calculation</td>
</tr>
</tbody>
</table>
BearBuy User Training

HANDS ON TIME – CHANGE ORDER SCENARIOS
RESOURCES & SUPPORT
Resources

• The BearBuy website is the source for the most up to date news, announcements and training resources
  – supplychain.berkeley.edu/bearbuy.

• BearBuy YouTube Channel - Short demos videos!
  – youtube.com/user/BearBuyProcurement.
  – Subscribe to receive notifications when new videos are posted.
Help Desk

- BearBuy Help Desk #1 place to stop for help:
  - BearBuy information (about BearBuy),
  - Recommended best practices,
  - Technical assistance,
  - Policy related questions, and
  - Much more!

- Contact the BearBuy help desk!
  - (510) 664-9000 Option 1, Option 2
  - Mon-Fri 8 AM to 5PM
  - Email BearBuy Help (bearbuyhelp@berkeley.edu)
Questions and Answers!