BearBuy User Training: Change Order Preparer
INTRODUCTION
BearBuy User Training

CONCEPTS & PROCESS OVERVIEW
Past Workflow

1. Shopper Submits Cart
2. Purchase Requisition Approvals
   - PR Creator Approval
   - Org Node Approval
3. Purchase Order
4. Supplier Delivers Goods
5. Voucher
   - Department Approval
6. Payments
   - Payment sent by disbursement
Present Workflow

2 Way Match

Contracted Orders < 5K and Non-Contracted Orders <1K

Voucher
- Department Approval

Payments
- Payment sent by disbursement

Purchase Requisition
- PR Creator Approval
- Org Node Approval

Purchase Order

Supplier Delivers Goods

3 Way Match

Contracted Orders > 5K and Non-Contracted Orders >1K

Voucher
- Department Approval

Notifications

Create Receipt

Purchase Requisition
- PR Creator Approval
- Org Node Approval

Purchase Order

Supplier Delivers Goods

Payments
- Payment sent by disbursement
Overview

• A change order is any modification to a purchase order
• Change orders **do not** clear Match Exceptions.
  • Match Exceptions will be resolved in BearBuy and approved by the departments.
• User must have the role of Change Order Preparer to change a Purchase Order.
• If the requisition was modified previously by a buyer then that buyer is responsible for future change orders
  • If a change will increase the dollar amount to a buyer’s threshold then the change order should be handled by
    the 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>Any Change to Qty or Amount</td>
<td>Cancel a Line ((unvouchered))</td>
</tr>
<tr>
<td>Extend Services PO End Date</td>
<td>Cancel a PO ((unvouchered))</td>
</tr>
<tr>
<td>Any Change to the Statement of Work</td>
<td>Close a PO</td>
</tr>
<tr>
<td>deliverables or quantities</td>
<td></td>
</tr>
</tbody>
</table>

**Change Order Documentation:**
• Any needed documentation should be attached. See SCM [Required PO Documents](#) for specific document needs
Overview

- 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 checkboxes: Resend to.....Supplier and PO Export
  - **PO Export (to BFS) should always be selected**

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

- Change order preparers must ensure changes transmit to BFS successfully (visual confirmation by checking BFS)
Considerations

Do Not Cancel a PO if:

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

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

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
   - Always finalize your revision.
   - Caution: Do not finalize Change Orders back to back because it might not port through to BFS
Common Issues And How To Avoid Them

- 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
Common Issues And How To Avoid Them Cont.

- If a PO or PO line is completely vouchedered you cannot change chartstring values. To change the chartstring coding for the vouchedered amount you will have to perform a financial journal entry.

- If you are requested to close a PO, please ensure:
  - No existing associated vouchers are pending payment (in process and/or payable status)
  - PO has at least 1 paid voucher. No vouchers = payment pending.

- Research and resolve any PO errors from bfs1@berkeley.edu
  - If assistance is needed, please email bearbuyhelp@berkeley.edu to create a ticket.
  - Email subject line: Sciquest PO Validation Error (BFSPROD)
  - Vouchers will not pay if your PO revision does not export to BFS successfully

- Link to Change Order Preparer Document:

  https://supplychain.berkeley.edu/sites/default/files/module6-change_order_and_match_exception_v7.doc
Change Order - Reminders

Line Item Cancellation
• Line item does not export until PO revision is finalized in BearBuy
  – Can not be un-canceled

Change Order Requests
• Orders ≤$9,999.99 and/or doesn’t contain a Buyer's name
  – Enter a comment in the PO addressed to your Regional Group contact in the "add email recipient" link
• Orders ≥$10,000.00 PO’s or that list a Buyer's name
  – Enter a comment in the existing PO addressed to your department's assigned Buyer
• Regional Buyer Contact can be found at: https://supplychain.berkeley.edu/procurement/contact-your-buyer
• Regional Website Contact information:
  – https://portal.berkeley.edu/regions
  – https://bearsregion.berkeley.edu/regional-services/purchasing-and-reimbursements
  – https://champs.berkeley.edu/regional-services/purchasing-and-reimbursements
  – https://shareregion.berkeley.edu/regional-services/purchasing-and-reimbursements
  – https://pros.berkeley.edu/regional-services/purchasing-and-reimbursements
  – https://bioregion.berkeley.edu/regional-services/purchasing-and-reimbursements
  – http://www.erso.berkeley.edu/erso/content/purchasing
# Change Order – Common Mistakes

It is important that change orders are done correctly. If incorrect, an export error is sent from [bfs1@berkeley.edu](mailto:bfs1@berkeley.edu) to the OWNER of the Purchase Order or the Change Order Preparer.

<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 vouchered. PO id/Line nбр/Vouchered Amt (25000,168)</td>
<td>Cancelling PO when PO has been partially vouchered</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 vouched 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 vouched 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 chartstring 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 = BB00261967 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>Open the PO in BearBuy and export it to BFS.</td>
</tr>
<tr>
<td>Amount vouched 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

Demo
Demo List

Preliminary steps:
- Check Payment Status
- Check for receipt
- Check for Completed Vouchers against Change Request

How To:
- Change Chartstring on a line when there is no invoice
- How finalize a revision and check in BFS
- How to Add a new line to a PO (using matching form type)
- How to copy a line/modifying the PO
New Change

- When adding to a PO revision - the new default is “Created by Last 90 days”

- To search for a PO that was created prior to last 90 days -you will have to click on the Created
BearBuy User Training

RESOURCES & SUPPORT
Resources

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

• The Supply Change Management Procurement website is the source for the most up to date requirements
  – Required PO Documents
    • https://supplychain.berkeley.edu/campus/procurement/required-po-documents
  – Amendments and Change Orders
    • https://supplychain.berkeley.edu/campus/procurement/amendments-change-orders
Help Desk

• BearBuy Help Desk #1 place to stop for help:
  o BearBuy information (about BearBuy)
  o Recommended best practices
  o Technical assistance
  o Policy related questions
  o 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!