20-30 Webinar Series:
#1 After the Fact vs Payment Request
Agenda

1. About this Session
2. After the Fact Form Overview
3. Payment Request Form Overview
4. Resources & Support
5. Question and Answer
About this Session

• Intended for all BearBuy users
• 30 Minutes
• ATF & PRF Overview
• Question and Answer
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AFTER THE FACT FORM (ATF)
ATF Overview

Policy/Guidelines

- After the Fact purchases are "unauthorized purchase" per UCOP Bus 43 (http://policy.ucop.edu/doc/3220485/BFB-BUS-43)
- It is a purchase that has been committed to the vendor without proper authorization.
- These purchases will be tracked for reporting purposes.
- A justification for why this transaction was an after the fact is required.

When & How to use:

- To pay for goods/services for which a purchase order should have been established but was not.
- Each supplier invoice should be submitted on a separate form.
- It is a requirement that you attach an invoice to the After the Fact request.
- Do not complete this form for purchases that have already been paid with a bluCard.

Examples of usage on Campus:

- Final copier lease payments when there is no PO already set up.
- Photo production fees
- Engravings
- Supplies (Office, art, other)
ATF Workflow – In BearBuy

Requisition to Purchase Order (PO):

1. Shopper/Cart Authorizers does initial submission (<$5,000)

   - Shopper/Cart Authorizer Submits
   - Req Creator Edits and Approves
   - Requisition Approver (Org Node) Approves
   - Order is created

2. Shopper/Cart Authorizers does initial submission (>=$5,000)

   - Shopper/Cart Authorizer Submits
   - Req Creator Edits and Approves
   - Requisition Approver (Org Node) Approves
   - Tiered Buyer
   - Order is created

PO to Voucher:

   - Systems verifies that PO should not be sent to supplier
   - System identifies transaction Auto Invoice
   - Voucher is created

Voucher to Payment:

   - AP Review: May involve multiple steps depending on supplier
   - Org Node Approval
   - Payment is scheduled
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PAYMENT REQUEST FORM (PRF)
PRF Overview

Policy/Guidelines

• Payment Request Activities have different documentation requirements which must be attached to the Payment Request Form.
• Detailed information about the requirements is on the Disbursements Website.
• [http://controller.berkeley.edu/disbursements/FAQ/aboutDirectVouchers.htm](http://controller.berkeley.edu/disbursements/FAQ/aboutDirectVouchers.htm)

When & How to use:

• To pay an activity that does not require a Purchase Order (previously known as check requests).
• Each supplier invoice should be submitted on a separate form.
• It is a requirement that you attach an invoice to the Payment Request. Payment will not be processed without one.
• Do not complete this form for purchases that have already been paid with a bluCard.

Examples of usage on Campus:

• Conference Registration
• Donations, Gifts & Contributions
• Entertainment – Catering payment only
• Freight
• Honoraria
• Journal/Subscriptions
• Reimbursement to UC individuals for non-travel & non-entertainment expenses
PRF Workflow – In BearBuy

Requisition to Purchase Order (PO):

Shopper/Cart Authorizers does initial submission

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- Order is created

PO to Voucher:

- Systems verifies that PO should not be sent to supplier
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Voucher to Payment:

- AP Review: May involve multiple steps depending on supplier
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RESOURCES & SUPPORT
Online Resources

• The BearBuy website is the source for the most up to date news, announcements and training resources
  – [procurement.berkeley.edu/bearbuy](http://procurement.berkeley.edu/bearbuy).

• BearBuy YouTube Channel - Short demos videos!
  – [youtube.com/user/BearBuyProcurement](https://youtube.com/user/BearBuyProcurement).
  – Subscribe to receive notifications when new videos are posted.
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, and
  o Much more!

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