BearBuy

User Reference Guide –

Requisition Authorization & Approval

Version 10

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A. BearBuy Roles

Shopper:

- UC Berkeley staff, faculty, Graduate student, and all other student employees are Shoppers. Must have logged into BearBuy once to obtain access.
- Enters requests into BearBuy via a shopping cart; can assign or submit carts.
- Shoppers can edit cart, create multiple carts, unassign carts, reassign carts, etc.

Cart Authorizer:

- Cart Authorizers are Shoppers who have received assigned shopping carts.
  - A Shopper can route a Cart to another Shoppers for review.
  - When a shopping cart is routed to another Shopper (*e.g.*, a program manager) for authorization or review before the cart is submitted, this Shopper is referred to as the **Cart Authorizer**.
- Anyone can be assigned a Cart, and this is a 'function' not an actual 'role', therefore, the role is not set up through SARA.

Requisition Creator [ROLE]:

- Role is requested through SARA[1] based on Org Node.
- Reviews Requisitions for accuracy and policy compliance.
- Can edit Requisition fields (Org Node, Ship To Address, Final Destination, Additional Authorizers 1/2, Chart Of Account (COA) fields, form information, etc).
- Knows the department's Procurement processes.
- Cannot be the Requisition Creator and Requisition Approver for the same transaction.
- **This role cannot be combined with the Requisition Approver role.**

Additional Authorizer [ROLE]:

- Role is requested through the SARA based on Org Node.
- Reviews Requisition for appropriateness, accuracy, and chartstring assignment.
- Requisitions can be routed to Additional Authorizers (up to 2) on an ad hoc basis, depending on department's needs. Additional Authorizers are often Principal Investigators.
- Cannot edit the Requisition (can only approve or return Requisitions).
- **A user cannot be the Shopper and Additional Authorizer for the same transaction.**

Chartfield 1 & 2 Authorizer [ROLE]:

- Chartfield 1 & 2 Authorizers are assigned and manually added in BFS by the department.
- Authorization is based on Chartfield 1 or 2 fields.
- If used by the department, transactions will always route to the Chartfield 1 or 2 Approver every time the COA value is used in BearBuy.
- Reviews Requisition for appropriateness, accuracy, and possibly chartstring assignment.
- Cannot edit the requisition (can only approve and return to submitter).
- Cannot be the Shopper and Chartfield 1 and/or 2 Authorizer for the same transaction.

[1] SARA: System Access Request Application; http://sara.berkeley.edu

Requisition Approver (Org Node Approver) [ROLE]:

- Role is requested through SARA based on Org Node.
- Confirms all Requisition information is accurate, complete and complies with the policy and funding requirements.
- Cannot edit the Requisition (can only approve or return Requisitions).
- Review Catalog and non-catalog form based orders =>$1,000
- Review all Sub-award, Payment Request, Amount Only, Independent Contractor and Consultant Services, Moving Services: Household and Personal Effect, Off Campus Events, Service Order Requests, Sole Source Over $100,000, Temporary Staffing Requests, Vehicle Charter Requests, and After the Fact orders regardless of dollar value.

Receiver [ROLE]:

- If receiving against own Purchase Orders (was the original shopper) no additional role required.
- If receiving against other Shopper's Purchase Orders, role must be requested through SARA.
- Acknowledges receipt of goods and services in BearBuy and attaches packing slips or other relevant documents.
- This record will be tied to the PO & Voucher. Recording Receipt in BearBuy is a best practice.
- Creating Receipts in BearBuy is the Receivers electronic 'okay to pay'.

Voucher Approver/ Match Exception Approver [ROLE]:

- Role is requested through SARA based on Org Node.
- Confirms all corrected Voucher information is accurate, complete and complies with the policy and funding requirements.
- Approves Vouchers to release payment to the Supplier based on the vendor's payment terms.
- Approves the clearing of Match Exceptions, once errors have been resolved by Match Exception Preparer.

This role ***cannot*** be combined with the Match Exception Preparer role.

Match Exception Preparer [ROLE]:

- Role is requested through SARA based on Org Node.
- Researches and processes the clearing of exceptions when the Voucher exceeds the PO tolerance. When appropriate, work with the vendor to correct erroneous invoices.
- Works with individuals in their unit to document the root cause and resolution of an exception, including adding relevant comments and attaching documentation to confirm the goods or services were recorded or services rendered.
- Users with this role are part of the workflow in the Voucher approval process when an invoice exceeds the matching tolerances set in BearBuy.

This role ***cannot*** be combined with the Voucher Approver role.

Change Order Preparer [ROLE]:

- Perform PO changes/revisions.
- Researches and resolves all Purchase Order export errors (bfs1) associated with the PO revisions they performed.

B. BearBuy Business Process

High Level Workflow

- The High-Level Business process (**Appendix A on page 16**) 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.

Profile Management (BFS)

- Profile Management is a tool in BFS that is used to maintain user profiles.
- Preferred Org Nodes, SpeedTypes, Chartstring values, Authorizers, Ship to addresses, and final destinations can be set up with Profile Management.
- Access to manage user profiles in BFS is requested through SARA.

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.[2]

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

Requisition Authorization/Approval

Necessary Documentation

- Ensure that the Requisition complies with the **federal funding requirements** set forth by the 'funding agency' by reviewing and completing the Notes, Comments or Attachments.

  EXAMPLE: Equipment purchase
  1) Determine that no 'like-kind' equipment exists on campus and include this statement in the BearBuy Notes or Comments.
  2) Verify that agency approval has been granted to purchase the equipment and include a statement like "(name of agency) approval has been granted to purchase the (name or type of equipment) equipment".
  3) Include a statement indicating whether the University or the Agency has title to the equipment.

- FORMS: include all of the necessary documentation in compliance with procedures/policies.

  EXAMPLE: After-the-Fact Form instructions refer to specific policies and documents.
  1) Include Price Reasonableness and Supplier Selection documentation to comply with procedures.
  2) Confirm that required Verification of Insurance for Service related Requisitions under $5000 is included.
  3) Attach the insurance certificate to the Requisition as an internal attachment, noting the UC Regents as 'additional insured'.

Encumbrances

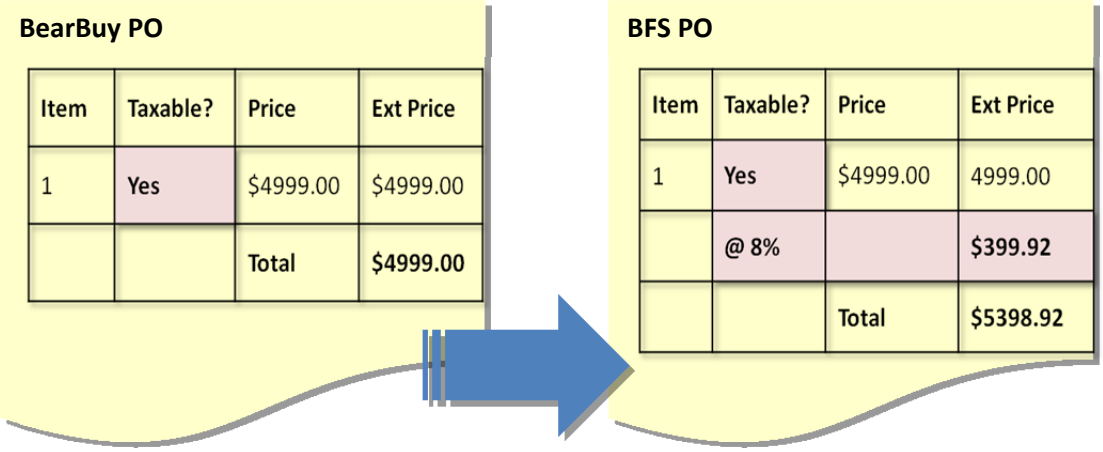
- An encumbrance is the name given to funds that have been reserved when a purchase Requisition is finalized; a Purchase Order is created and encumbered.
- When a Purchase Order is processed, funds are "placed aside" for that transaction. Those funds are no longer available for use in other transactions, 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.
- 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.

Self-Approval Threshold

- UC policy states that Requisition Creators can purchase items less than $1,000 without additional approval.
- Purchases greater than this self-approval limit require a Requisition Approver based on the Org Node.
- Exceptions to the Self Approval Thresholds are orders for Services Type forms, Sub-awards, Payment Request and After-the-fact POs – all of these will require Requisition Org Node Approval.

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.



Shipping

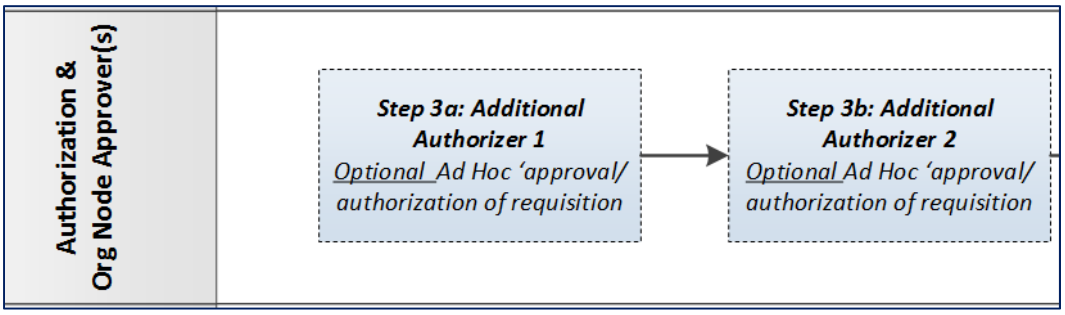
- The **Ship To Address** is designated on the PO and is the location to which the purchased goods will be sent by the Supplier.
- If a department has central receiving the goods will be sent to the **Ship To Address** by the Supplier. The order will then be internally redirected by UC Berkeley Central 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.

Setting Up a Supplier

- When a Supplier is not available for selection in BearBuy, a ***UCB Substitute W-9 & Supplier Information*** form must be completed and sent to the Vendoring unit within Supply Chain Management.
- Once the form is reviewed, approved and processed, the Supplier will be available for selection in BearBuy.
- For more information on Vendoring at UC Berkeley please visit the Vendoring website[3].

[3] Vendoring Website: http://supplychain.berkeley.edu/programs/vendoring

C. Additional Authorizer Concepts & Responsibilities



- Authorizations can be set up by Department/Units in BearBuy to allow the department/unit to have more control per transaction or transaction type according to the Department/Unit's approach.
- These authorization functions provide flexibility to accommodate departmental business needs.
- A campus unit/department may determine that **no** Additional Authorizer steps are necessary.

Why add an 'Additional Authorizer? **To establish more control for:**

- Purchases under the self-approval threshold
- Certain types of transactions (i.e. personal reimbursement requests, After The Fact orders, etc)

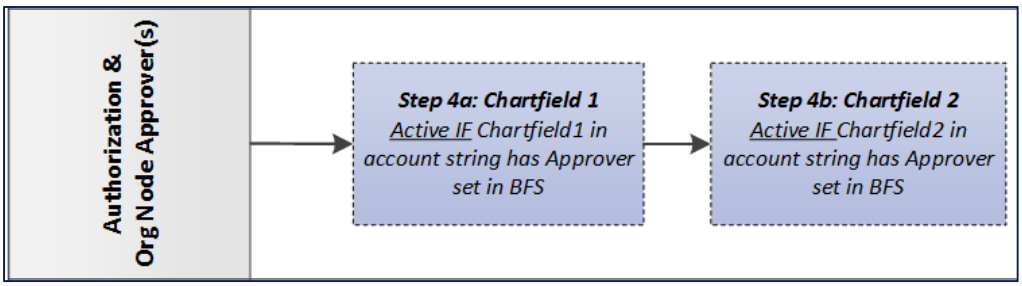
Two additional Authorizer functions can be set up:

- As the Shopper and/or Requisition Creator chooses (ad hoc depending on the situation)
- For a user/unit/department's through Profile Management in BFS

Considerations for Additional Authorizers

- Cannot make changes to the Requisition
- The list of Additional Authorizers in BearBuy is a collection of all Approvers, Requisition Creators, PIs from the Fund in BFS and Chartfield1 and Chartfield2 listed approvers.
- Assignment based on unit's approach, not how org node set up.
- A list of Additional Authorizers can be provided to the user/unit/department's profile via BFS Profile Management.

D. Chartfield 1 & 2 Approver Concepts & Responsibilities

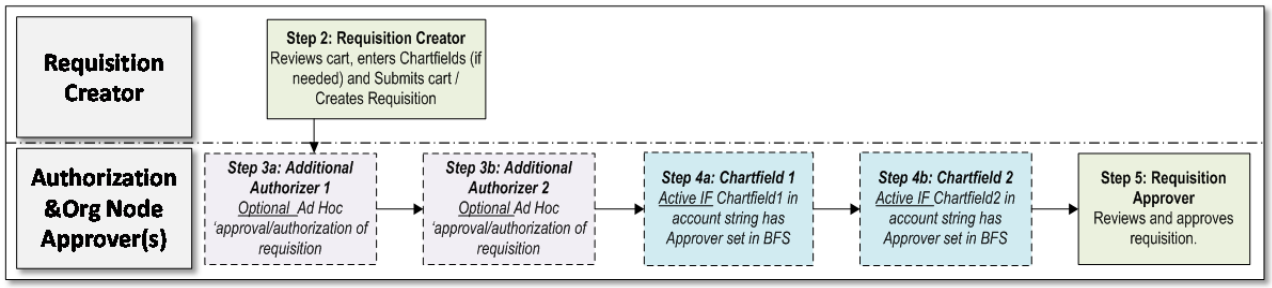


- 'Chartfield 1' and 'Chartfield 2' Authorizer options provide a systematic approval prior to the required 'Org Node' approval by the Requisition Org Node Approver.
- The setup and maintenance of these approvers is done in BFS Profile Management.

Considerations

- Set up in BFS within the individual Chartfield value.
- Chartfield 1 & 2 Approvers cannot make changes to the Requisition.
- BearBuy will route every Requisition with a Chartfield 1 & 2 value that for which an Authorizer has been assigned.

E. Requisition Approver Concepts & Responsibilities



Overview

- The flowchart above is a standard process flow which includes the Requisition Approver.
- Items that are over the Self Approval threshold ($1,000) must be approved.
- Requisition Approval is a mandatory activity for all Requisitions, $1,000 or more, regardless of any authorization activities previously performed in the Additional Authorizer 1 & 2 or Chartfield Authorizer 1 & 2 steps.
- Requisition Approval is mandatory for all Service type forms, After the Fact, Sub-awards and Payment Requests.
- Org Node assignments identify to which Requisition Approver(s) the Requisition will be routed. One or more Requisition Approvers are associated with each Org Node.
- A Requisition should only be approved once a Requisition Approver verifies:
  - Funds are available
  - The Requisition information is correct
  - The Requisition complies with policies and procedures.

Responsibilities

- It is best practices to review comments. The comments supplied on the Requisition should communicate the business need and purpose for the Requisition.
- Return vs. Reject a Requisition
  - **RETURN OPTION:**
    - ✓ Return the Requisition if you have questions about the validity of a purchase. Returned Requisitions are returned to whoever first **submitted** (not assigned) the Requisition into workflow.
    - ✓ Add comments describing the reason for the return. This documentation will enable the submitter to make any corrections or take any necessary action, before resubmitting.
  - **REJECT OPTION:**
    - ✓ Rejecting a Requisition results in closing **ALL lines on the Requisition. The Requisition cannot be reinstated.**
    - ✓ Partially rejecting a Requisition will only reject some lines and approve others.

F. Specialty Approvals

EH&S Approval

- Occurs in workflow after Org Node approval when an item(s) in the Requisition meets certain criteria that require EH&S review as provided by EH&S including Select Agents, Radioactive items, EH&S Review and a range of CAS#'s (see link for more details on CAS#'s).
- Triggered under the following conditions:
  - CAS #
  - Product Flag = Select Agent, Radioactive, EHS Review

IST Approval

- Occurs in workflow after Org Node approval when an item(s) in the Requisition meet the criteria that require IST review, which includes certain IT Hardware and IT Software commodities at or exceeding $100K.
- Active if the Requisition line item Commodity Code contains any of 43000000, 43210000, 43211500, 43211501, 43211503, 43211507, 43211508, 43211512, 43230000 and the Item Value is over $100K.

Risk Services Approval

- Occurs in workflow after Org Node approval when an Off Site Facility Rental form is part of a Requisition.
- Facility Rental Form Under $50,000 goes to Risk Services Review.
- Facility Rental Form Over $50,000 goes to Risk Services Review, then to Purchasing Supervisor(s).
- For more information please visit the Risk Services webpage[4].

Controlled Substances

- Controlled Substance Buyer review triggered under the following conditions:
- For Catalog items that have been marked with the Controlled Substance flag.
- For Non-Catalog form items for which the Controlled Substance checkbox has been checked.

[4] Risk Services website: http://riskservices.berkeley.edu/

G. BearBuy Forms

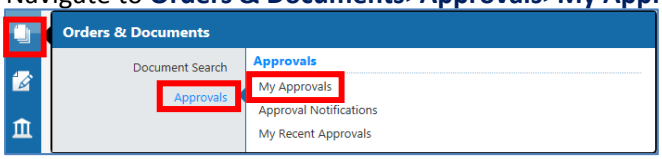
The list of forms in BearBuy is included here to ensure that Requisition Approvers are aware that certain types of Forms will require additional Org Node approval. When a Form requires Org Node approval, the approval will be required for the Requisition and the Voucher.

Form Name	Proper Usage	Requires Org Node Approval?
After the Fact PO	To pay for goods/services for which a purchase order has not previously been put in place but should have been.	**Yes**
Amount Only	To request 'amount-only' purchases for services and tangible goods that need to appear on the same PO.	**Yes**
Claremont Off Campus Event Form	To reserve off-campus rental space at the Claremont Hotel Club & Spafor your department's event when meals or guest rooms are included.	**Yes**
Independent Contractor and Consultant Services	To request personal/ professional/ independent contractor or consulting services.	**Yes**
Moving Services: Household and Personal Effects	To request moves for new campus hires. The relocation move can involve the move of the new hire's household, office, and/or laboratory.	**Yes**
Non-Catalog Form	To request goods not found in a BearBuy catalog from contracted and other suppliers.	**No**
Off Campus Events	To reserve off-campus rental space for your department's event when meals or guest rooms are included.	**No**
Payment Request Form	To use for activities not requiring a Purchase Order. Each activity has different documentation requirements which must be attached.	**Yes**
Service Order	To request 'amount only' purchase requests for services.	**Yes**
Sole Source Over $100,000	To request authorization for an exception to competitive bidding where the **dollar amount equals or exceeds $100,000** and when competitive bidding is unavailable. Do not use this form if the request is for less than $100,000.00. Use a non-catalog or services form for purchases under $100,000.00.	**Yes**
Sub-award-UC Recipient	To issue sub-award payments to other UC institutions.	**Yes**
Sub-award- Non UC Recipient	To issue sub-award payments to non-UC institutions.	**Yes**
Temporary Staffing Request	To request temporary staffing using our strategically sourced contracts, for: Clerical, Food Services, IT Services, Light Industrial, or Trade services.	**No**
Vehicle Charter Request	To purchase vehicle charter services with strategically sourced suppliers.	**No**

H. Basic Approver Functions (Step-by-Step Instructions)

Accessing Requisitions Pending Review and Approval

1. Navigate to **Orders & Documents>Approvals>My Approvals**.



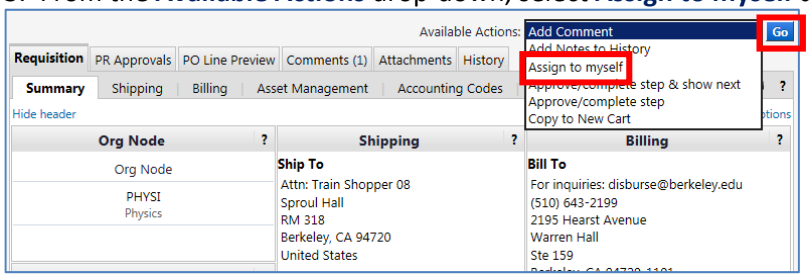
Filter Requisition Approvals

Filter options are available in the left Filter bar and can filter by **Date Range, Supplier, Current Workflow Step, Prepared For, Prepared By, Status Flags, Custom Fields, Product Flags, Form Type, Folders, Priority, Assigned Approver,** and **Current Workflow Step**.

If you are managing a worklist that is shared amongst a group of Requisition Approvers, it is recommended to select the **Not Assigned State** filter.

Assigning Requisition to Myself

1. Navigate to **Orders & Documents>Approvals>My Approvals**.
2. Select the **Requisition Number.**
3. From the **Available Actions** drop-down, select **Assign to myself** and click **Go**.



Adding a Comment

1. From the **Requisition**, navigate to the **Comments** tab.
2. Select **Add Comment**.
3. Enter comment. Select individuals to receive the comment via email.
   a. If the individual you wish to select is not listed select **add email recipient..**
4. Once you've added a comment and selected email recipient(s) click **Add Comment**.

Adding an Attachment

1. From the **Requisition**, navigate to the **Comments** tab.
2. Select **Add Comment**.
3. Select **Browse** within the **File** section.
4. Browse and select the file. Click **Open**.
5. Enter comment if desired, otherwise, select **Add Comment**.

Return a Requisition to the Shared Folders

1. From the **Requisition**, navigate to the **Available Actions** drop-down menu.
2. From **Available Actions**, select **Return to Shared Folder**.
3. Select **Go**.

Approve a Requisition

1. Review the Requisition to ensure transaction is ok to approve.
2. Navigate to **Available Actions**.
3. From **Available Actions**, select **Approve/Complete Step** and click **Go**.

Return a Requisition to Submitter

1. From the **Requisition**, navigate to the **Available Actions** drop-down menu.
2. From **Available Actions**, select **Return to Submitter.**
3. Click **Go**.
4. You will be prompted to enter a **Reason for return.**
5. Click **Return to Submitter**.

Assign Substitute Approvers

To have a substitute approver assigned, contact the BearBuy Help Desk, bearbuyhelp@berkeley.edu.

I. Additional Resources & Support

BearBuy

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

Other Supply Chain Management Units

- Vendoring
  - http://supplychain.berkeley.edu/programs/vendoring
- Procurement Buyers
  - http://supplychain.berkeley.edu/programs/campus-buyer

Controller's Office – Accounts Payable

- Accounts Payable website (formerly known as Disbursements)
  - http://controller.berkeley.edu/departments/accounts-payable

Appendix A: High Level Procure To Pay Workflow Map