Procure to Pay in the Emerging World of CSS
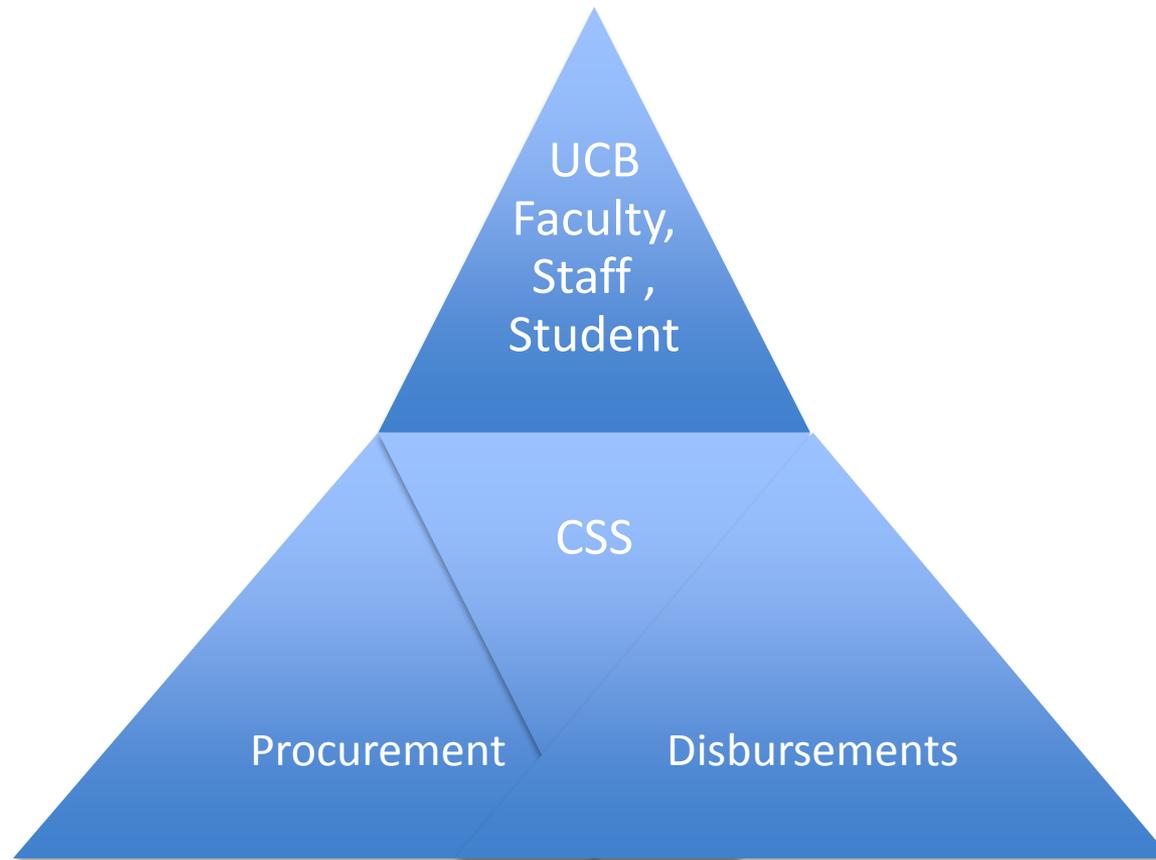
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Presenters

- Kerrie Andow, CSS B&FS Deputy Director

- Vanessa Wong, Operations and Technology Director for UCSF and UC Berkeley

- Dan Parnas, Disbursements Operations Manager

Agenda

- CSS
  - Guiding Principles
  - Who We Are and What We Do
  - P2P and CSS
- Procurement
  - BearBuy Overview
  - BearBuy Users Outreach Program
  - Online Resources
  - Tips and Tricks
- Disbursements
  - What We Do
  - Helpful Tips
  - Online Resources
  - Cal Answers P2P
- Q&A

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Disbursements, Procurement and CSS: Working together to support the campus

UCB Faculty, Staff , Student

CSS

Procurement

Disbursements

Campus Shared Services – Guiding Principles

- Serves the UC Berkeley Community
- Values Staff
- Increases Efficiencies
- Leverages Functional Expertise and Institutional Knowledge
- Optimizes Savings
- Evaluates Performance by Metrics
- Operates with Transparency and Accountability
- Creates a Strong Service Focus
- Supports the Mission of Teaching, Research, and Public Service

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Campus Shared Services

Kim Dixon
Exec Admin Asst

Thera Kalmijin
COO

Jim Wogan
B&FS

Suong Ives
HR

Jerry Yerardi
CSS IT

Karen Wilson
RA

David DeClerq
Finance

George Noble
Process

Darrylyn Swift
SQOE

Mary Worthington
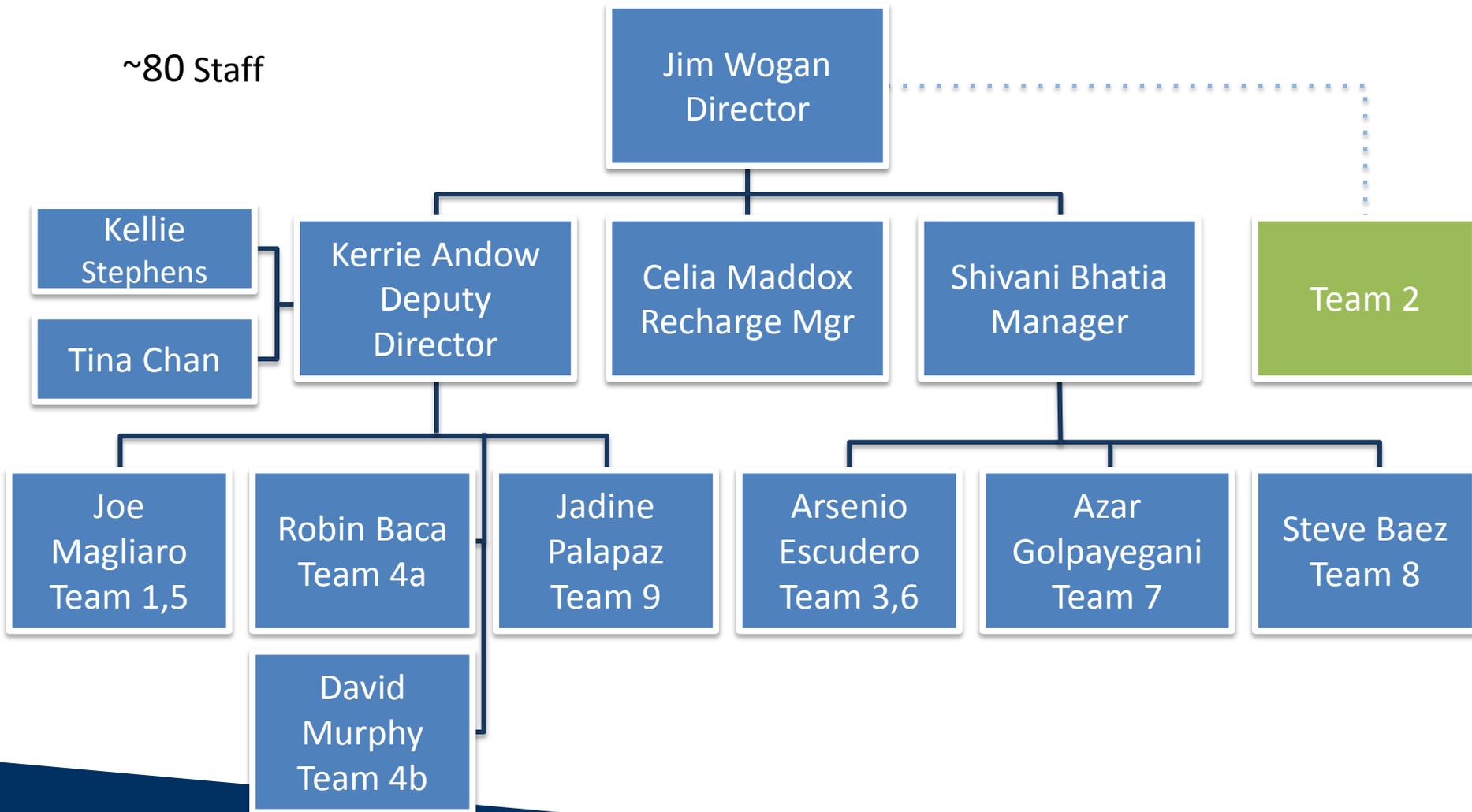Implementation

Cathy Jen
Service Dir

John Kaso
Service Dir

Seana Van Buren
Service Dir

Auben Winters
Service Dir

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Campus Shared Services – B&FS

~80 Staff

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                          Jim Wogan
                          Director
```

Kellie Stephens

Tina Chan

Kerrie Andow Deputy Director

Celia Maddox Recharge Mgr

Shivani Bhatia Manager

Team 2

Joe Magliaro Team 1,5

Robin Baca Team 4a

Jadine Palapaz Team 9

Arsenio Escudero Team 3,6

Azar Golpayegani Team 7

Steve Baez Team 8

David Murphy Team 4b

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B&FS

- We are **users** of the financial systems (BFS, BearBuy, etc.)
    - We do not "own" policies
    - We do not "own" the systems

- Provide administrative support in the areas of
    - Procurement processing in BearBuy
    - Reimbursements (non-T&E) in BearBuy
    - Travel and entertainment reimbursement processing
    - Recharge operations

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B&FS – sample metrics

- November

  - Requisitions in BearBuy: 5,954

  - Travel and entertainment reimbursements: 1,781

B&FS/Disbursements/Procurement

- Work closely to coordinate policies and procedures that cross functional lines and resolve campus-wide issues.
    - Clarify roles and responsibilities
    - Ensure controls
    - Separation of duties
    - *Win:* Travel policy change for international travel

- Trainings and other areas of need

    - *Win:* Coordination to create a BearBuy form (CSS Non-purchase request), a CSS "ticketing" method to receive and track T&E requests

    - *Win:* Coordination to provide BearBuy training to CSS supported units

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P2P and CSS

- The purchasing and T&E general processes work the same.

- The financial systems are the same.

- Disbursements and Procurement functions and responsibilities are the same as always.

- So what is different?
  - Who is processing in the systems
  - Roles and responsibilities in CSS and the departments

Procurement

About BearBuy

BearBuy is an online Procure to Pay system that streamlines processes, increases efficiencies and achieves significant long-term savings

BearBuy is part of the Operational Excellence project portfolio and will allow our faculty and staff and students to direct more resources toward teaching, research and public service.

BearBuy offers our campus a single point of entry where faculty, staff and students can shop and manage payment for most of their campus-related purchases.

BearBuy Users Outreach Program

Designed to assist departments in understanding BearBuy and training their end users by providing:

- Dynamic approach in introducing BearBuy's day-to-day usage
- In-depth business analysis to understand the department's specific business process
- Align our trainings to meet the specific department needs
- Provide a customized training roadmap adaptable and repeatable training within the unit

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Outreach Activities Since August 2012

- Since August 2012 we've held about 81 outreach activities reaching over 700 UCB employees.

Pie chart:
- In-class Trainings — 57%
- Department Support Meetings — 23%
- Tutorials — 4%
- Workshops — 16%
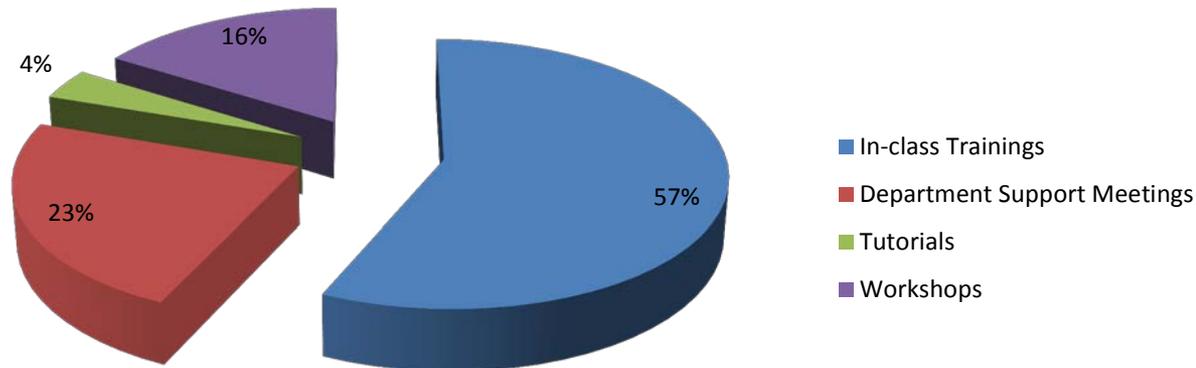
- Developed campus generic role-based guides for BearBuy. Below are some department specific subjects.

  - Shopper Training
  - Cart Authorizers Training
  - Additional Authorizer Training
  - Match Exception Preparer Training

  - Voucher Approver Training
  - Forms Training
  - Profile Management Training
  - Receiving Training

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Some BearBuy Tips

- **Attachment Limit**
  - To reduce PO Export errors due to the attachment limitations:
    - The maximum number of attachments is 20 items
    - The maximum size of each attachment is 5MB

- Splitting by amount at the Accounting Codes - Header level or line level?
  - For multi-line PO, split by amount at the line level instead of at header level.
    - If done at header level, PO will likely fail export to BFS causing downstream issue with vouchering and financials
  - For one-line PO, split by amount at the Accounting Codes header level or line level

- Zero Dollar Purchase Order and Financial Impact (BFS)
  - PO line with $0 will fail export to BFS
  - A zero dollar amount or zero quantity should not be entered on any lines in BearBuy form. If your PO has two lines created from one form (i.e. Subawards) and you would like to cancel one line, reduce the line amount to at least $0.01.

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Online Resources

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

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

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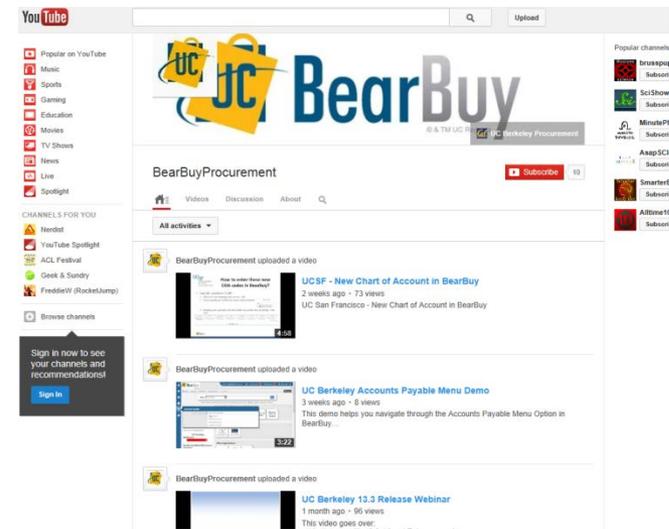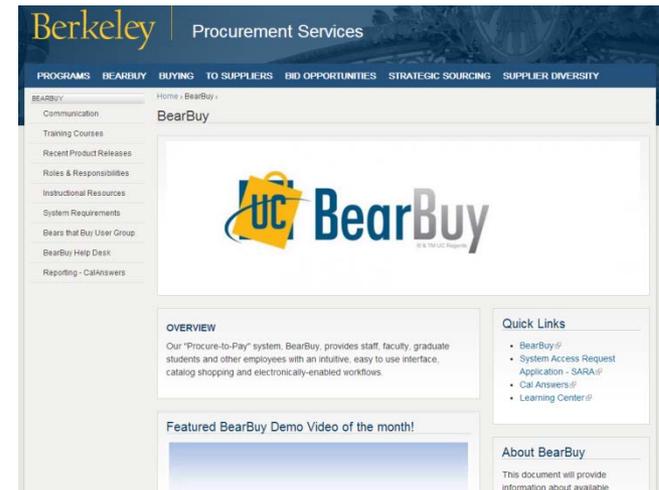
Help Desk

- BearBuy Help Desk #1 place to stop for help for faculty, staff and students:
  - BearBuy information related to Purchase Requisitions, Purchase Orders and Invoices
  - Recommended best practices
  - Technical assistance
  - Policy related questions
- Contact the BearBuy help desk!
  - (510) 664-9000 Option 1, Option 2, Option 1
  - Mon-Fri 8 AM to 5PM
  - [Email BearBuy Help](mailto:bearbuyhelp@berkeley.edu) (bearbuyhelp@berkeley.edu)

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Disbursements

Disbursements – What We Do

- Review and record BearBuy, TRV and ENT transactions to ensure timely/accurate recording of the accounting and payment, as well as ensuring compliance with UC policies:
  - BearBuy PO Invoices
    - Common form types include: Catalog, Non-Catalog, Amount Only, & Service Order Requests
    - Requires an invoice to be sent to Disbursements
  - Payment Requests
    - Requests for payment when there is no vendor invoice or when a purchase order is not required
      - Most common types include employee reimbursements (non T&E), entertainment paid directly to a vendor (catering), honoraria and utilities
    - Invoice or supporting documentation must be attached to the Payment Request in BearBuy or it will delay payment
  - Travel and Entertainment Reimbursement
- Help Desk for UC vendors
- Payments (both check & EFT) are generated every business day on the day of the invoice due date, based upon payment terms (generally net 30)

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Metrics

	Nov-13
Total Dollars Paid ($M)	**$89**
Checks	$31
EFT	$55
Wires	$4
Electronic Dollars as % of Total	68.0%
Disbursement Activity	**15,637**
Checks	6,200
ACH	9,343
Wires	94
Invoice Volume	**26,202**
Payment Request	7,649
PO Vouchers	12,248
Electronic	6,305
Electronic as % of total	24.1%
T&E Activity	
Volume	3,398
Dollars Paid ($000s)	$2,267

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Disbursements Helpful Tips

- To ensure timely payment, invoices should always:
  - Be sent directly to Disbursements
  - **Be legible**
  - Have a unique invoice number
  - Clearly reference that they are billed to UC Berkeley
  - Have a valid PO number referenced with available funds
  - Invoices received in Disbursements that do not contain a valid PO number may be returned to the vendor, resulting in a payment delay

- Voucher Org Node Approvals and Match Exceptions
  - Org Node Approvers and Match Exception Preparers/Approvers should take prompt action on all pending Match Exceptions and Vouchers to avoid consequences of delayed payment.

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Disbursements Online Resources

- Disbursements website
  - http://controller.berkeley.edu/departments/accounts-payable
- Designed to provide self-service to campus for questions and training related materials including:
  - Links to BearBuy training resources including Job Aids and Reference Guides
  - Helpful hints for vendors http://controller.berkeley.edu/departments/accounts-payable/helpful-hints-our-vendors
  - Information on Travel and Entertainment processes and policies and how to go about booking travel and subsequently how to submit for reimbursement
  - Links to Disbursements related policies including G-28 Business Travel and BUS-79 Meetings/Entertainment
  - Commonly used forms such as EFT Authorization, 1099 Misc. Request, Check Cancellation/Stop Payment Request and many others
  - FAQs

Disbursements Online Resources

- Connexxus
  - https://travel.ucop.edu/connexxus/
  - Connexxus offers a secure Web portal for booking university business travel.
  - Automatically applies UC-negotiated discounts which translate savings
  - Travelers benefit from preferred supplier value added services
  - Provides the user with trip reservation options
  - Convenient single traveler profile
  - Saves time as a single source for air, car and hotel reservations
  - Has built in guidance for UC travel policy compliance
  - Automated UC Business Traveler Insurance enrollment (Trips booked through Southwest's SWABIZ does not apply)

Cal Answers P2P - At a Glance Dashboard

- Launching place for all Procure to Pay reports
- Reports categorized by Spend, Payment, Internal Control, Workload, and Operations and quickly answers many common business questions:
  - How long have my Requisitions and Vouchers spent in the workflow approval process ?
  - What was my overall spend and transaction count by Form Type, Catalog vs. Non Catalog or Contract vs. Non Contract.

Cal Answers P2P - How do I get started? It's easy!

1. To learn more and log in to Cal Answers, visit calanswers.berkeley.edu.

2. Use the Cal Answers Quick Start Guide (on calanswers.berkeley.edu) for step-by-step instructions on beginning your analysis.

3. If you have questions or comments, e-mail calanswers-help@berkeley.edu or call 661-9000 (option 1).

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P2P in the Emerging World of CSS

Questions

P2P in the Emerging World of CSS

Thank you for coming!

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