

COE – CSS Team 2 Transition

Updated: September 11, 2013

**Purchasing (Goods & Services) Processes and Hand-offs**

- Purchasing Services Team: [http://www.erso.berkeley.edu/tools/tools\\_004.shtml](http://www.erso.berkeley.edu/tools/tools_004.shtml)
- All forms and processes accessible via the website at: [http://www.erso.berkeley.edu/tools/tools\\_004b.bb.shtml](http://www.erso.berkeley.edu/tools/tools_004b.bb.shtml)
- Questions and inquires for purchasing should be sent to [ersopurchasing@erso.berkeley.edu](mailto:ersopurchasing@erso.berkeley.edu)

| ACTION TYPE           | PROCESS/Hand-off to CSS-Team 2   | OWNER                         | TIMEFRAME**  |
|-----------------------|--|-------------------------------|--|
| Purchases – Requests  | <p>Faculty or their research students/staff will be directed to submit requests to purchase goods and services through <b>ERSO Intranet</b>. Faculty or their research students/staff currently using BearBuy will continue to submit their orders directly through BearBuy. <u>Departmental Staff</u> using <b>Catalog or Punch-out Vendors</b> will initiate requests through <b>BearBuy</b>. Purchase requests for goods and services request the following information:</p> <ul style="list-style-type: none"> <li>• Ship-to address</li> <li>• Description of goods and services</li> <li>• Any required support documentation, per UC policy (Team 2 purchasing coordinators/buyers will provide guidance, if needed)</li> </ul> <p>Note: Departments will coordinate their internal BearBuy workflow to ensure proper authorizations prior to Cart submission to Team 2. Once a Cart is submitted, Team 2 will process.</p> | COE faculty & staff           |  |
| Purchases– Approvals  | <p>Review and authorize request for:</p> <ul style="list-style-type: none"> <li>• Appropriate UC Business-related purpose for the fund source</li> <li>• Fund availability</li> <li>• BearBuy Cart (i.e. Cart Authorizer) or Intranet approval</li> <li>• Provide chartstring in Accounting Codes (BearBuy) or in Comment section (Intranet)</li> <li>• Approve Intranet order (Departmental Orders) or Submit Carts (BearBuy) – Authorize purchase</li> </ul>   | COE Fund Managers & Delegates |  |
| Purchases– Processing | <ul style="list-style-type: none"> <li>• Review request and documentation, to confirm compliance with UC policy and procedure</li> </ul>   | CSS Team 2 - Purchasing       | <ul style="list-style-type: none"> <li>• All complete BearBuy direct orders utilizing</li> </ul> |

|                               |  |                            |   |
|-------------------------------|--|----------------------------|---|
|                               | <ul style="list-style-type: none"> <li>• Determine appropriate purchasing method (PO or blucard)</li> <li>• Establish Vendor ID and request insurance certificate, if necessary</li> <li>• Communicate to requester any outstanding items required to process request and obtain necessary information to complete the request</li> <li>• Finalize and Approve Requisition (Requisition Approvers)</li> <li>• Approve Requisitions in BearBuy workflow requiring Org Node approval</li> <li>• Reconcile and Approve all blucard purchases (for CSS Team 2 purchases only)</li> </ul> |                            | <p>catalog vendors, including punch-out vendors, will be processed within 48-hours (16-business hours) from entering CSS Team 2 queue.</p> <ul style="list-style-type: none"> <li>• Within 5-working days of receipt (Intranet and BearBuy non-catalog vendors) of complete documentation; request is processed.</li> </ul>                                   |
| Purchasing – Accounts Payable | <p><u>COE Role:</u></p> <ul style="list-style-type: none"> <li>• Receive physically (signed packing slips) and electronically (in BearBuy).</li> <li>• Provide CSS Team 2 information in order to resolve match exceptions and invoice resolution</li> </ul> <p><u>CSS Team 2 Role:</u></p> <ul style="list-style-type: none"> <li>• Match Exceptional Preparers (work with COE to resolve)</li> <li>• Change Order Preparers</li> <li>• Approve vouchers for COE Departmental Org Nodes when there is a BearBuy receipt demonstrating receipt of goods and services</li> </ul>      | COE Fund Managers & Team 2 | <ul style="list-style-type: none"> <li>• Within 5-business days, Team 2 will review match exception and contact COE to coordinate a resolution.</li> <li>• Within 5-business days or by the agreed upon date, Team 2 will revise PO, as requested, or provide alternative action plan.</li> <li>• Team 2 will monitor vouchers daily for approval.</li> </ul> |

\*\*Processing time will vary depending on completeness of request and communication timeliness from requester. Please allow additional processing time for high value purchase orders, requiring Buyer intervention.

## Travel and Entertainment Processes and Hand-offs

Updated: September 3, 2013

- Travel & Entertainment Reimbursement / Payment Services Team: [http://www.erso.berkeley.edu/tools/tools\\_005.shtml](http://www.erso.berkeley.edu/tools/tools_005.shtml)
- All forms are accessible via the website at [http://www.erso.berkeley.edu/tools/tools\\_005a.shtml](http://www.erso.berkeley.edu/tools/tools_005a.shtml)
- Questions and inquires for purchasing should be sent to [ersotravelhelp@erso.berkeley.edu](mailto:ersotravelhelp@erso.berkeley.edu)

| ACTION TYPE   | PROCESS/Hand-off to CSS-Team 2  | OWNER  | TIMEFRAME**   |
|---|---|--|---|
| Travel Reimbursement Request                                | Submit requests for travel reimbursement through Intranet providing the following information: <ul style="list-style-type: none"> <li>• Completed TRV Reimbursement form</li> <li>• Traveler’s signature on form (unless traveler is Intranet requester or approver)</li> <li>• Required support documentation and receipts</li> </ul>  | COE end user (traveler, programmatic staff)                          |   |
| Travel Reimbursement Department Approval                    | Approve Intranet request submission, for: <ul style="list-style-type: none"> <li>• Fund availability</li> <li>• Provide chartstring in comment field (required)</li> </ul>  | COE Fund Managers & Delegates  |   |
| Travel Payment / Reimbursement Processing & System Approval | <ul style="list-style-type: none"> <li>• Provide UC policy review for submitted travel documentation</li> <li>• Establish Vendor ID, if necessary</li> <li>• Communicate to requester any outstanding items required to process request</li> <li>• Prepare and enter request into appropriate campus system</li> <li>• System Approval in TRV system</li> <li>• Transmit completed request to Central Campus for payment</li> </ul> | CSS Team 2 - Travel & Entertainment Reimbursement / Payment Services | Within 10-working days of receipt of complete documentation; request is entered and approved in campus system and support documentation is sent to central campus unit. |

|  |  |  |   |
|--|--|--|---|
| Entertainment Reimbursement Request              | <p>Submit requests for entertainment reimbursement or payment requests via the Intranet (or hard copy via campus mail) providing the following information:</p> <ul style="list-style-type: none"> <li>• Completed ENT Reimbursement form <ul style="list-style-type: none"> <li>○ Include cost breakdown</li> </ul> </li> <li>• Host Signature on form (unless host is Intranet requester or approver)</li> <li>• Required receipts</li> <li>• Guest list</li> <li>• Executed vendor contract, if applicable, signed by University Risk Management Department</li> <li>• Exceptional Approval, when applicable</li> </ul> | COE Requester  |   |
| Entertainment Reimbursement Approvals            | <p>Approve Intranet request submission, for:</p> <ul style="list-style-type: none"> <li>• Fund availability</li> <li>• Provide chartstring in comment field (required)</li> </ul>  | COE Fund Managers & Delegates  |   |
| Entertainment Payment / Reimbursement Processing | <ul style="list-style-type: none"> <li>• Provide UC policy review for submitted travel documentation</li> <li>• Establish Vendor ID, if necessary</li> <li>• Communicate to requester/payee any outstanding items required to process request</li> <li>• Prepare and enter request into appropriate campus system (ENT system or BearBuy)</li> <li>• Approval transaction in Campus System (ENT system or BearBuy)</li> <li>• Transmit completed request to Central Campus for payment</li> </ul>  | CSS Team 2 - Travel & Entertainment Reimbursement / Payment Services | Within 10-working days of receipt of complete documentation; request is entered and approved in campus system and support documentation is sent to central campus unit. |

\*\*Processing time is will vary depending on completeness of request and communication timeliness from payee/requester.

## **NOTES:**

### PO Change Order for Chartstring Changes

Team 2 request chartstring changes, from the original chartstring designation by Department, are kept to a minimum. Team 2, at the request of the Department, will change a chartstring on POs, up until the point a voucher is created against the respective PO. When a voucher is pending on the PO, the voucher will be approved by Team 2 and then the Department can do a financial journal to correct the transaction to the appropriate chartstring.

### Transaction Chartstring Corrections

Chartstring errors determined to be Team 2 data entry errors will be corrected by Team 2 via Financial Journal. To request a Financial Journal correction, please submit the request to [http://www.erso.berkeley.edu/tools/tools\\_001o.shtml](http://www.erso.berkeley.edu/tools/tools_001o.shtml) (Purchasing→Procedures & Forms→Administrative→Forms→COA Correction Request Form). Corrections requests made by the end of the current month will be corrected to meet the GL close for that respective month.

### Communications

- CSS Team 2 will communicate directly with the payee or requester (vendor payments), unless otherwise directed, to request any missing documentation, seek clarification, etc., unless otherwise communicated in the comment box.
- Formation of B&FS COE/Team 2 transitional group to provide a feedback loop between CSS and Team 2. Departmental Implementation Liaison will also be the Departmental “go to person” that is knowledgeable in CSS Team 2 process, Intranet, etc.
- For Intranet submissions, Team 2 will reference the Intranet Request ID# in the Department Description that translates to the GL (Payment Request Forms and ENT/TRV system).
- Team 2 will provide resources to the Department to assist with T&E “programmatic” functions (preparing travel or entertainment report for submission to Intranet) – Team 2 will have staff available in-person (Cory Hall) or by phone to assist faculty with preparing their travel reimbursements for submission. Faculty can also request to schedule a meeting with Team 2 staff at their designated location on campus.

### DSAS

For those Departments needing assistance to process DSAS transactions, the Team 2 Finance Team will process these requests. Department developed spreadsheets (i.e. EECS undergraduate GSI fees, Master of Engineering, etc.) with student award information may be submitted to: [ersofinance@erso.berkeley.edu](mailto:ersofinance@erso.berkeley.edu).