BRUINBUY PLUS PAN REVIEW

Revised February 26, 2024

OVERVIEW

As of January 2, 2024, purchase order (PO)-based Post-Authorization Notifications (PANs) must be proactively manually reviewed within two business days within the BruinBuy Plus (BB+) reporting dashboard. *There are no longer email notifications or a queue for these types of transactions.* Non-PO-based transactions (e.g., Non-Payroll Expenditure Adjustment Requests [NPEARS], Transfer of Funds [TOFS], etc.) will continue to follow the legacy PAN process.

This document will assist in the set-up of PAN Review Dashboards to appropriately capture individual review responsibility requirements. It is the responsibility of PAN Reviewers to filter data in BruinBuy *Plus* by assigned full accounting units (FAUs).

As activity is reflected in the BruinBuy *Plus* reports, PAN Reviewers must

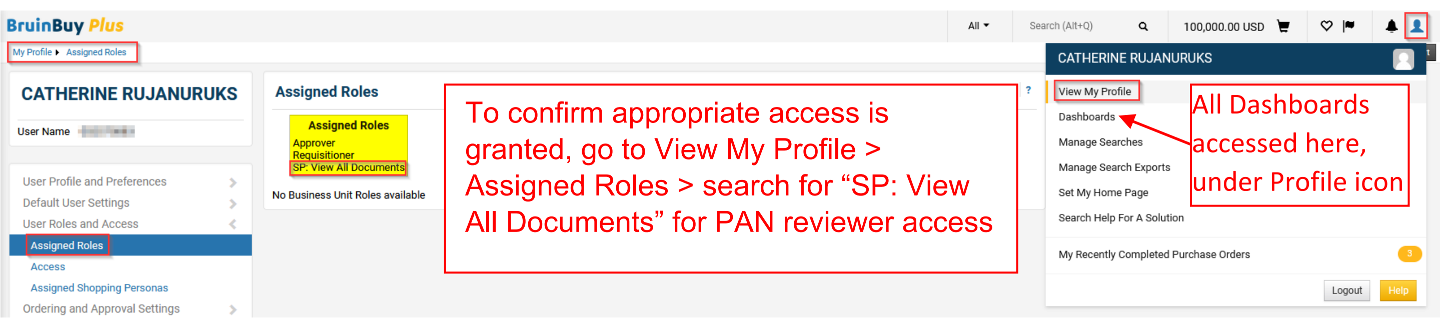
1) **review** whether the transactions are appropriate, accurate, and in compliance with applicable laws, regulations, policies, and procedures.
2) **monitor** for consistency and reasonableness.

There are **2 different types of searches you must create PAN Review Dashboards** for:

1) **Purchas Orders (PO) / Requisitions (Reqs) / Change Orders (CO)**
2) **Accounts Payable (AP) Requests** – payment requests that do *not* require POs or Reqs. These transactions include:
    a. Shipping: FedEx/UPS only
    b. Direct Pay: Awards (Recognition of past activity), **Fellowships/Scholarships**, **Honorarium**, **Human Subject Payments**, **Membership**, Non-Matriculated Student Payments, Prizes (Compentition), Refund Payments, Royalty Payments, Subscription (Non-software), Transient Occupancy Tax Payments, **Utility Payments**. *Common DOM use cases in **bold.***

ACCESS

Complete the [PAN Reviewer eLearning] then email your Departmental Security Administrator (DSA), Ccing your MSO, to provision you with PAN Reviewer access or for updates to your PAN Reviewer role. In the event of an absence, you must work with your DSA to assign a substitute reviewer.



RESOURCES

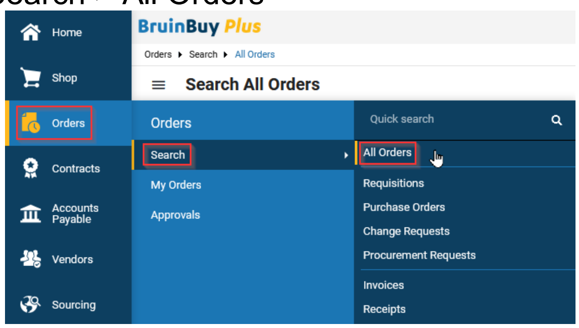
- [PAN Reviewer eLearning] training must be taken prior to DSA provisioning PAN Reviewer access
- [PAN Reviewer guidelines and timeline] to understand the requirement for PAN review
- [PAN Reviewers Process Quick Reference Guide (QRG)] for instructions on how to perform the new BruinBuy *Plus* PAN Reviewer process.
- [PAN Reviewer Custom Dashboard] YouTube video demonstration

STEPS

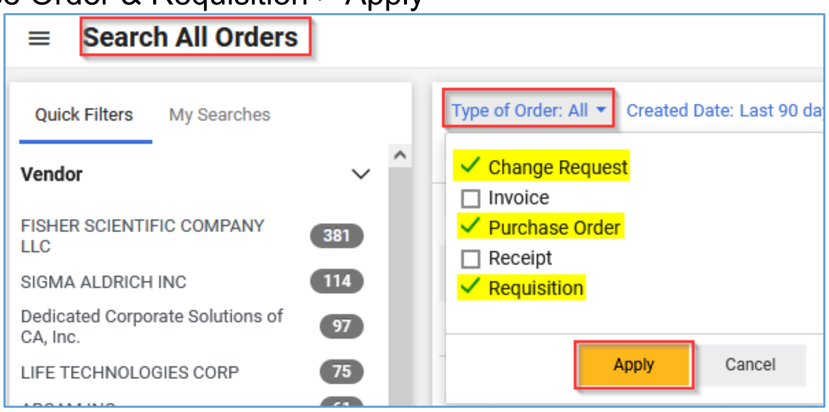
1. Make/Obtain a **list** of **your full review responsibility**. i.e. This list may include: department code, PI's cost centers, specific fund numbers, departmental requestors names (all BB+ campus buyers transacting on behalf of your Department), etc. If you are unsure, ask your supervisor.
    - ***Note:*** *Although access within BB+ was supposed to mirror legacy BB, it was not set up accordingly thus everyone will need to manually create Saved Searches to appropriately capture their review responsibility.* ***If reviewer responsibility changes, Saved Search will need to be updated manually!*** *i.e. new depts/cost centers/funds/requestors to review*

2. **Log in**to [BruinBuy Plus (BB+)]

3. **Create a Saved Search for Purchase Orders/Requisitions/Change Orders** to reflect your full review responsibility (see Step 1 above)
    a. Go to Orders > Search > All Orders

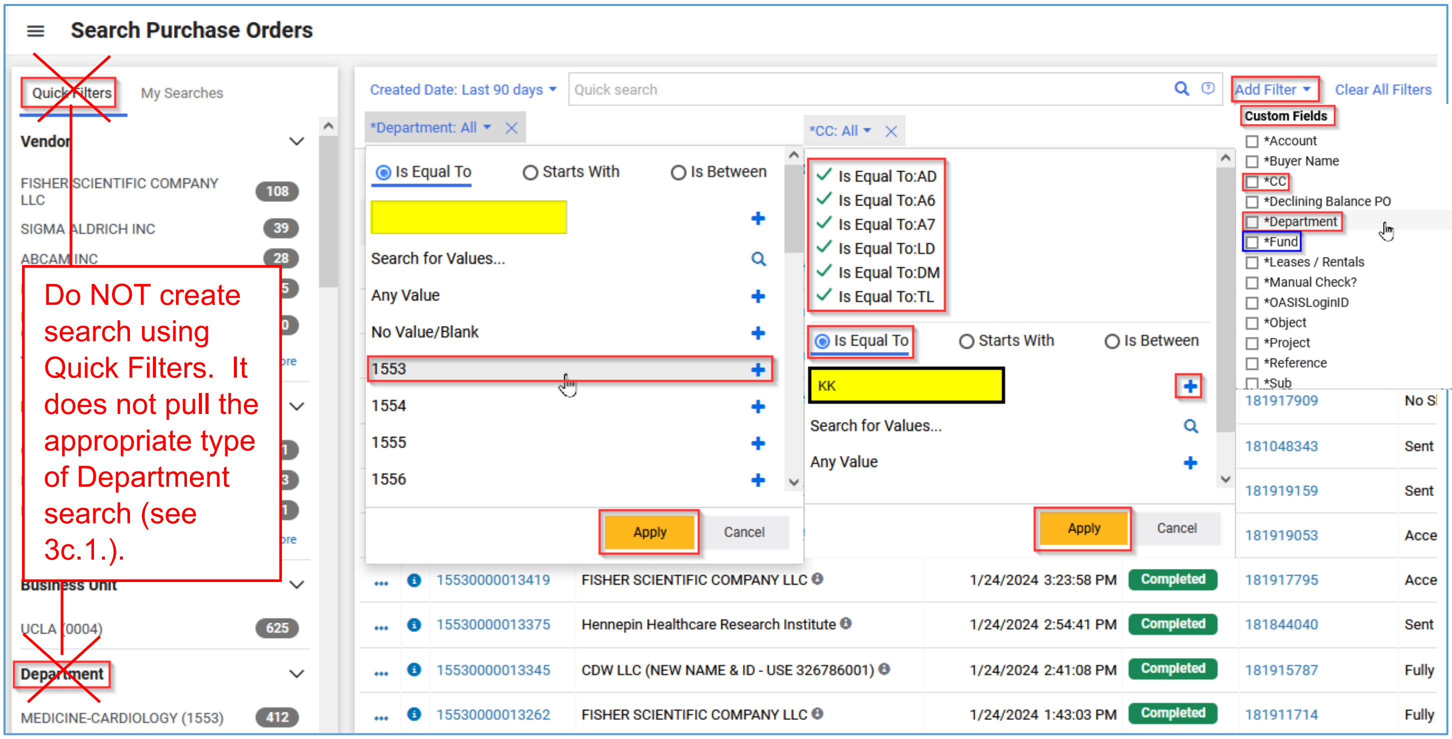


    b. Narrow down **type of Orders** to review > Click Type of Order > Check Change Request, Purchase Order & Requisition > Apply

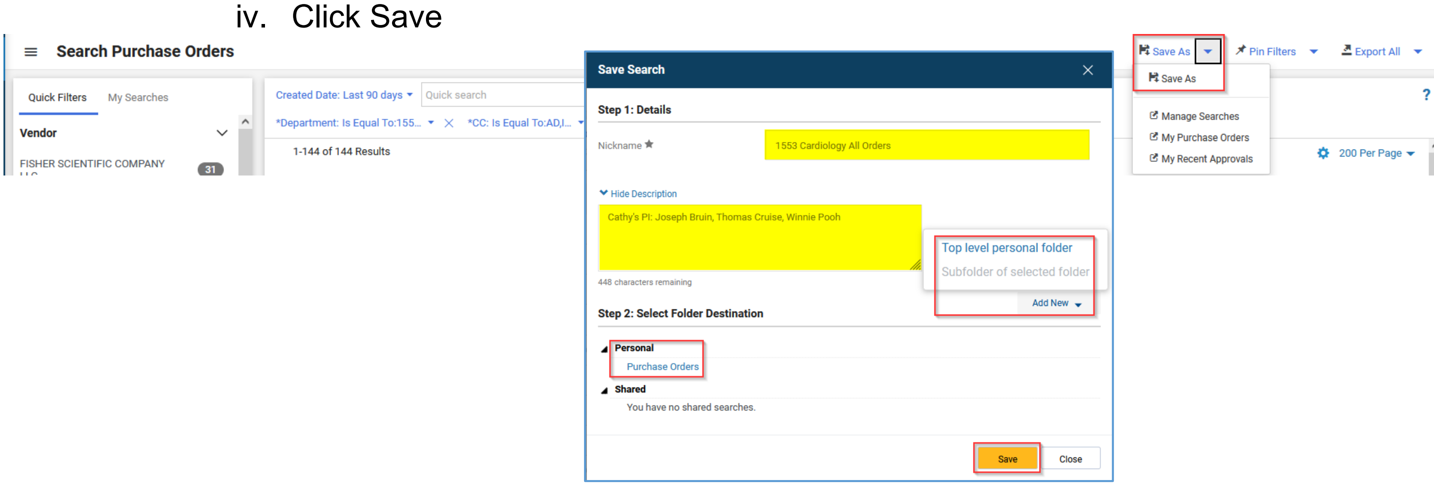


    c. **Add search criteria** > Click Add Filter drop down at far right of Search bar > Add search criteria** from Custom Fields category (recommended values below) > Apply
        1. *Department (do *not* use Department without the "*" since that version is tied to the Purchasers' home dept rather than the FAU dept)
        2. *CC (cost center) – if you manage an entire Dept, no need to add CC
        3. *Fund – only use if you manage a small # of funds, otherwise use a combination of 1-2 above

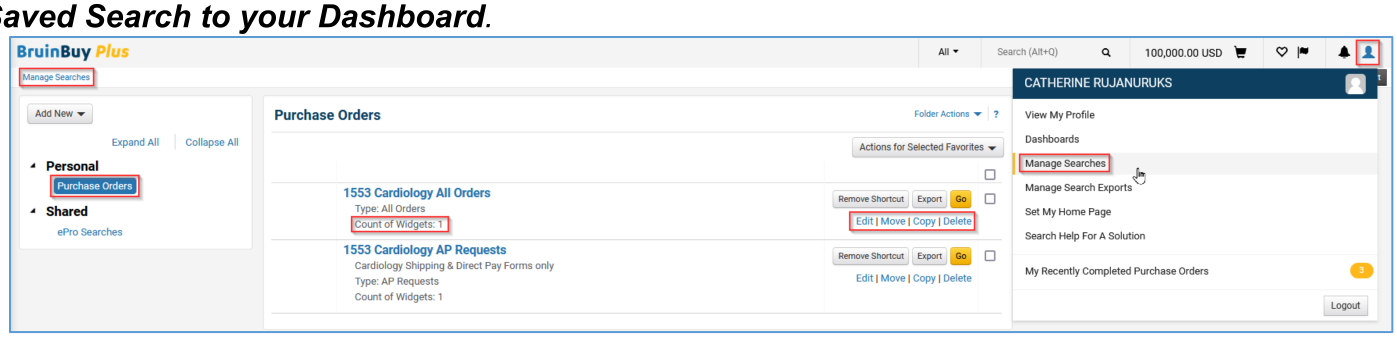
    ** ***Note:*** *Each "Is Equal To" can only contain 1 value. To add multiple, add each value separately. You can use Step 1 responsibility list to help create search filter criteria.*



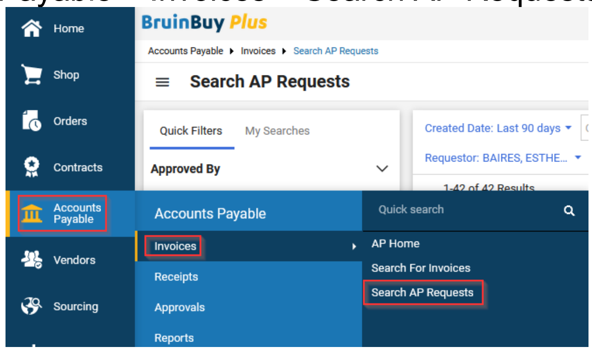
d. Click Save As to **save search criteria**
   i. Create a Nickname for specific search criteria
   ii. Add Description of search, if desired (not required)
   iii. Choose Folder Destination to save newly created search. You may need to create a new folder if you've never created a Personal folder before.
   iv. Click Save



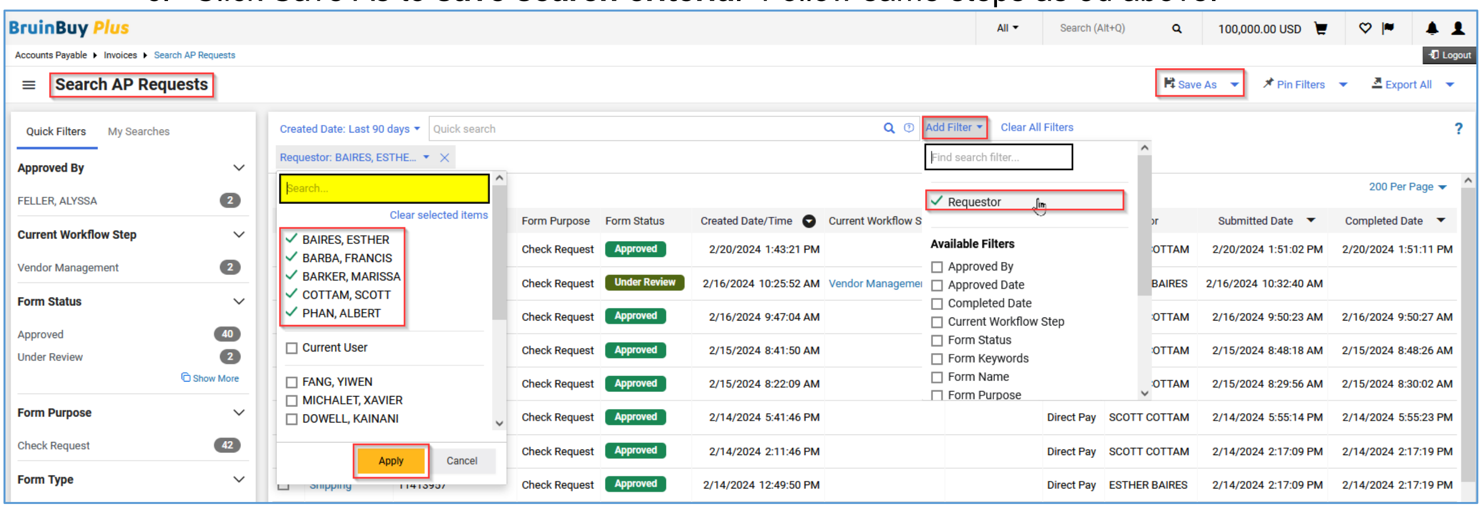
*** ***Note:*** *To review previously Saved Searches, go to your Profile icon and click Manage Searches. You can also see how many Dashboard widgets the search is currently linked with. In order to edit a previously Saved Search, you must "Save As" the new search criteria and then* ***RE-LINK the new Saved Search to your Dashboard***.



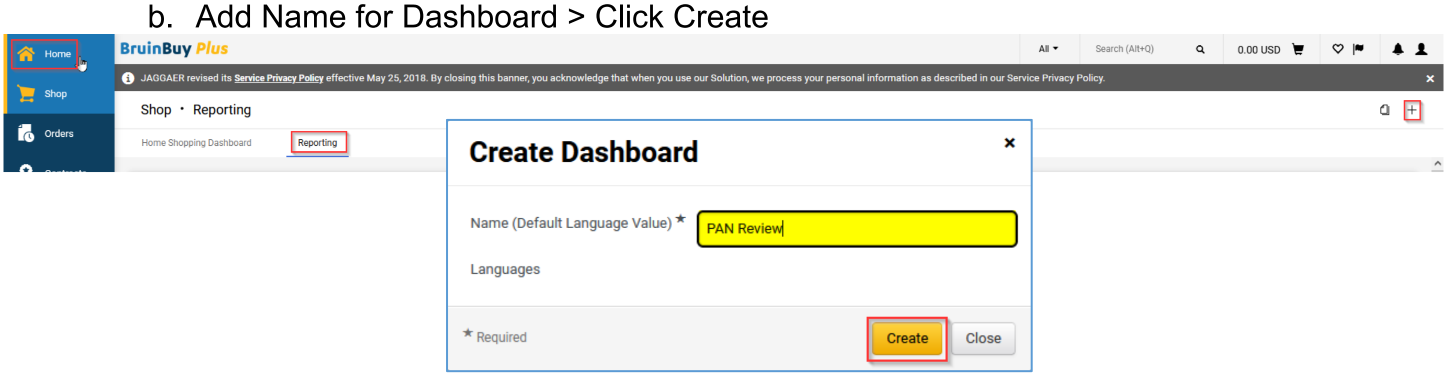
4. **Create a Saved Search for Accounts Payable Requests** to reflect your full review responsibility (see Step 1 above)
    a. Go to Accounts Payable > Invoices > Search AP Requests



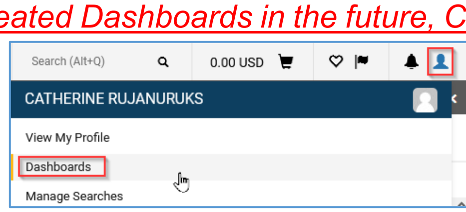
    b. **Add search criteria** > Click Add Filter drop down at far right of Search bar > Add "Requestor" as search criteria > Search each Departmental Requestor (aka Departmental Campus Buyer) by name to add search criteria > Click checkmark next to each > Apply
    c. Click Save As to **save search criteria**. Follow same steps as 3d above.



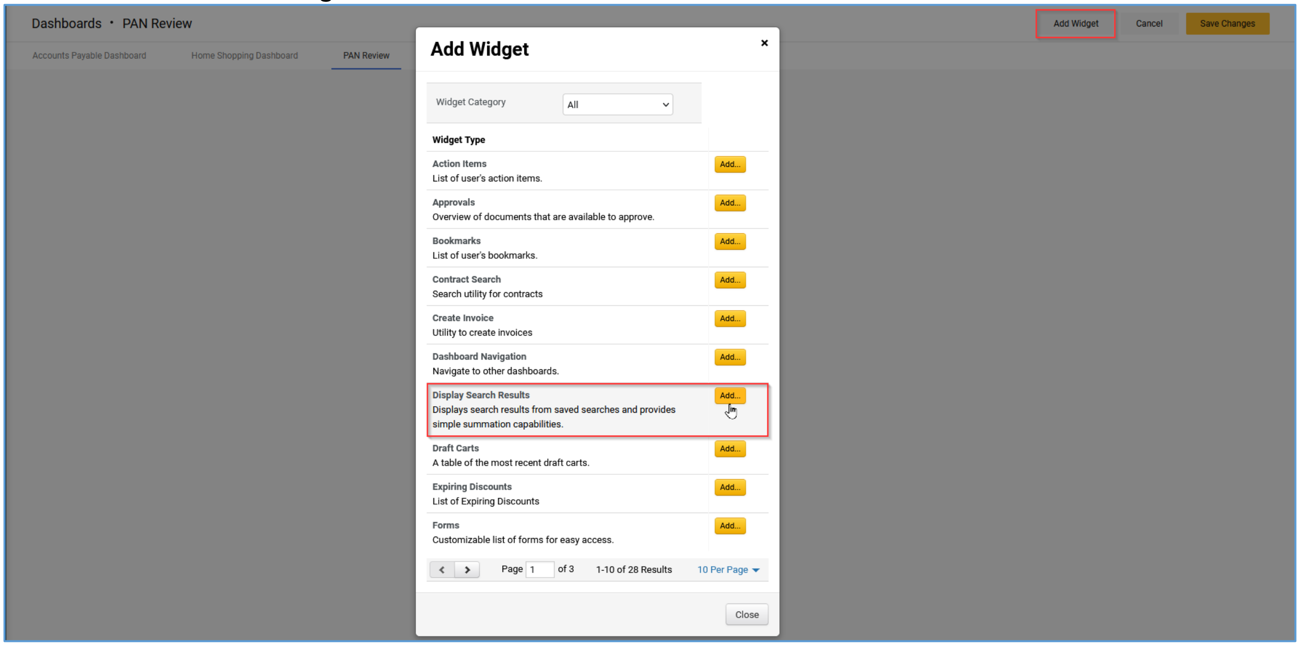
5. **Create Reporting Dashboard Widgets** to easily access only those transactions you are responsible for reviewing by using the Saved Searches created in Steps 1-4 above
    a. Click Home Icon > Reporting > "+" Plus icon on the far right to create new dashboard
        - ***Note:*** *If you do not see the "+" icon, your BB+ PAN access is not set up properly. See Access section above.*
    b. Add Name for Dashboard > Click Create



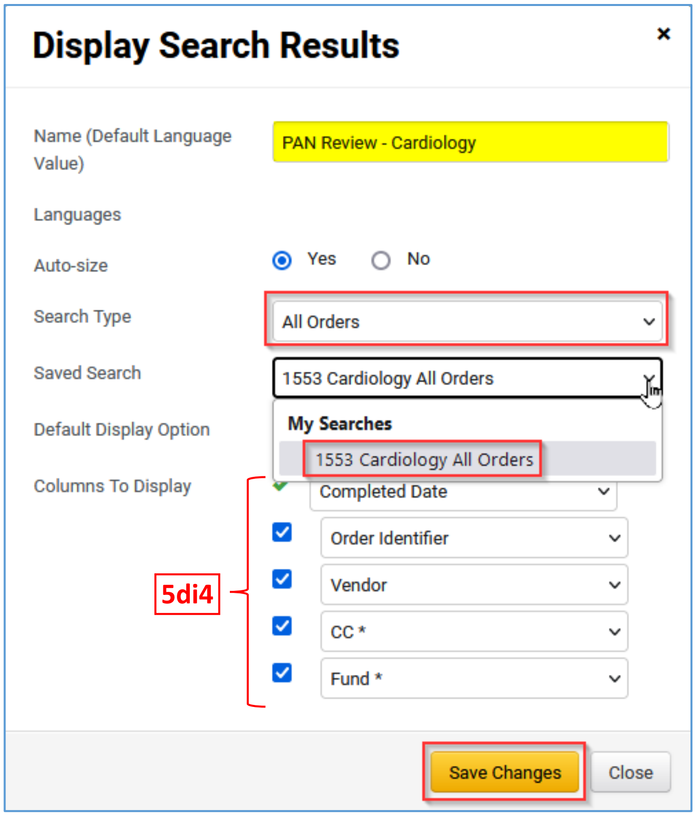
Note: To access all available & created Dashboards in the future, Click on the Profile Icon on the upper right corner > Dashboards

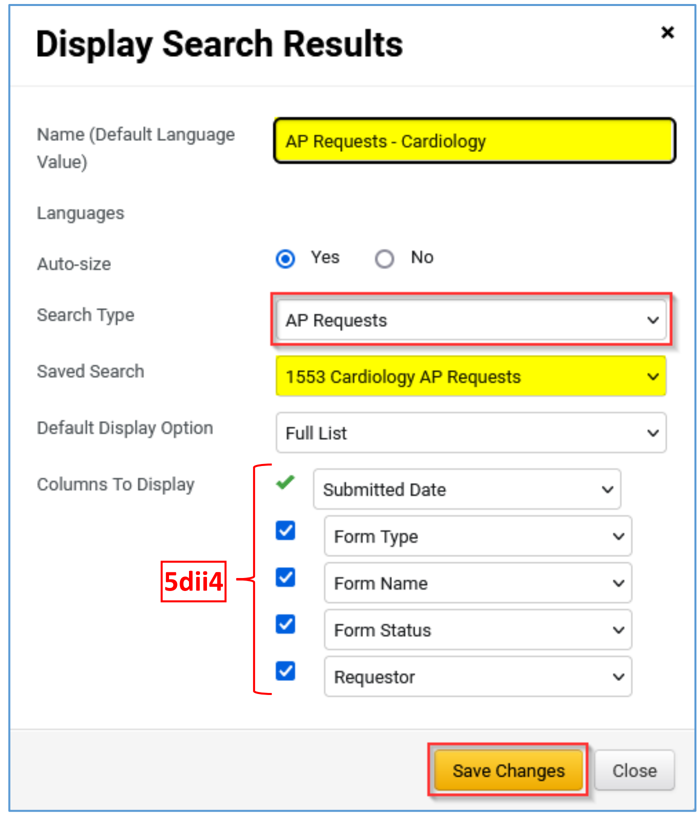


c. Click Add Widget once New Dashboard has been created > Add “Display Search Results”
    - ***Note:*** *You can add multiple widgets to the same Dashboard to show various data in a single screen.*

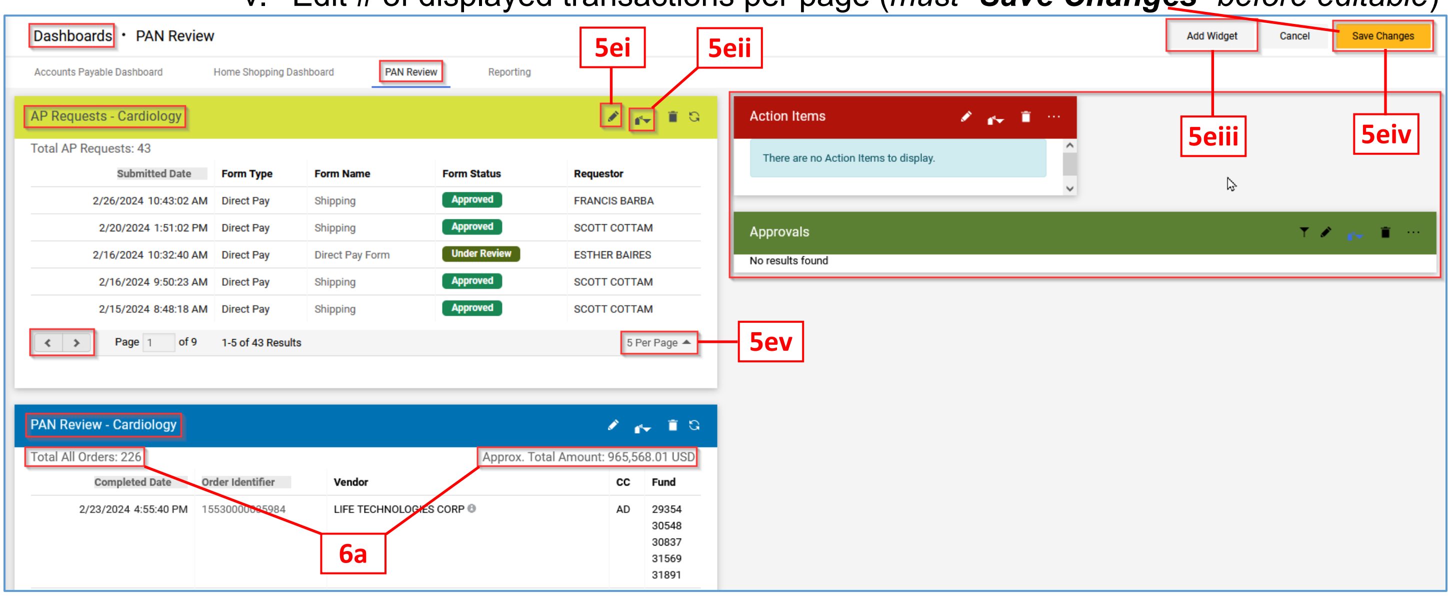


d. Enter Widget name and choose drop downs. You will need to add 1 Widget per Search Criteria: i. All PO & ii. AP Requests. **Recommended
    i. **All Orders Widget** Display Search Results criteria
        1. Search Type**: All Orders
        2. Saved Search: Use saved search created in Step 3 above
        3. Default Display Option: Full List
        4. Columns To Display**:
            a. Completed Date
            b. Order Identifier
            c. Vendor
            d. CC*
            e. Fund*
        5. Save Changes
    ii. **AP Requests Widget** Display Search Results criteria
        1. Search Type**: AP Requests
        2. Saved Search: Use saved search created in Step 4 above
        3. Default Display Option: Full List
        4. Columns To Display**:
            a. Submitted Date
            b. Form Type
            c. Form Name
            d. Form Status
            e. Requestor
        5. Save Changes

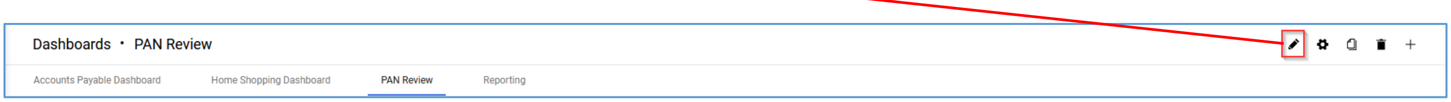




e. You can personalize Dashboard view by:
   i. Updating Columns to Display in Dashboard (Step 5d)
   ii. Change the heading color
   iii. Add additional Widgets
   iv. Save Changes
   v. Edit # of displayed transactions per page (*must "**Save Changes**" before editable*)



*** **Note:** Recommended Dashboard setting: List AP Requests widget (leave view at 5 per page) <u>above</u> All Order widget (change view to 20 per page) to minimize the need to scroll. You can edit the Dashboard view any time by click on the pencil icon to the far right of the Dashboard screen.*



6. **Review all BB+ transactions within 2 business days.** Recommended way to review:

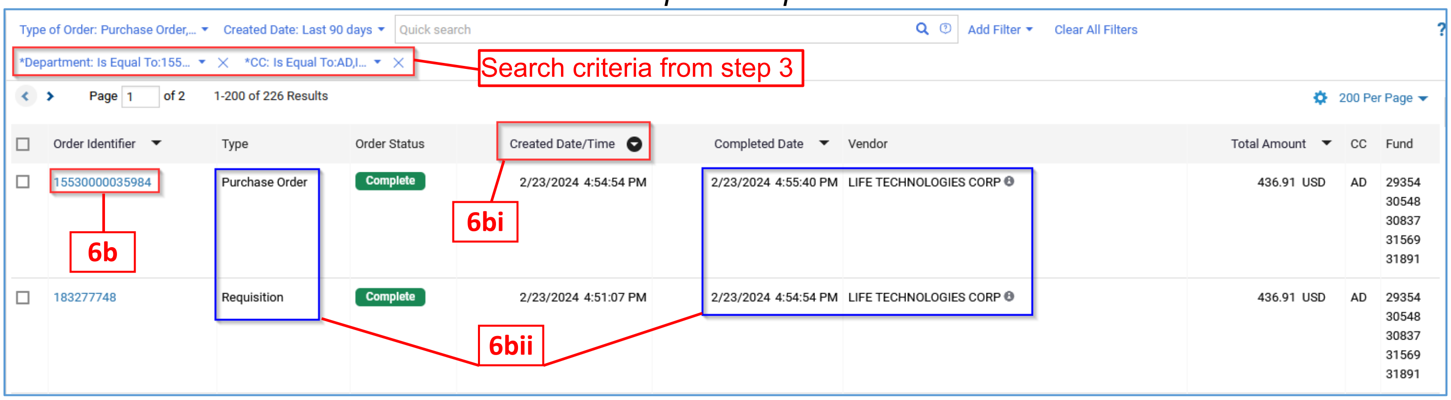
<u>All Orders:</u>

a. *After saving dashboard changes (Step 5eiv)*, click on either "Total All Orders" or "Approx. Total Amount" blue hyperlink. This will take you to the All Orders screen which will provide you with more columns to review. See Hint & Tip #2 below to edit row headers.

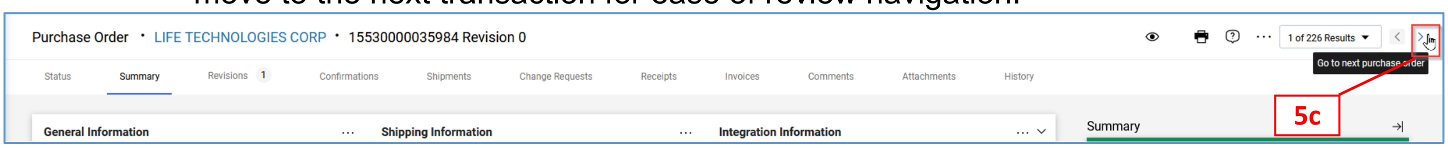
b. Click into the top hyperlinked "Order Identifier" # to start your review of the first transaction

i. You can use the Created Date/Time to help you track the last date you performed your PAN reviews.

ii. *Note: Some requisition & purchase order transactions may be duplicative of 2 different steps of the same transaction. If you notice duplicates, you can review the PO transaction and skip the requisition of the same transaction.*



c. Review transaction for accuracy and allowability > click the ">" icon on the top far right to move to the next transaction for ease of review navigation.



d. Continue reviewing all pertinent transactions until you've reached the transactions you have previously reviewed (from within the last 2 business days).

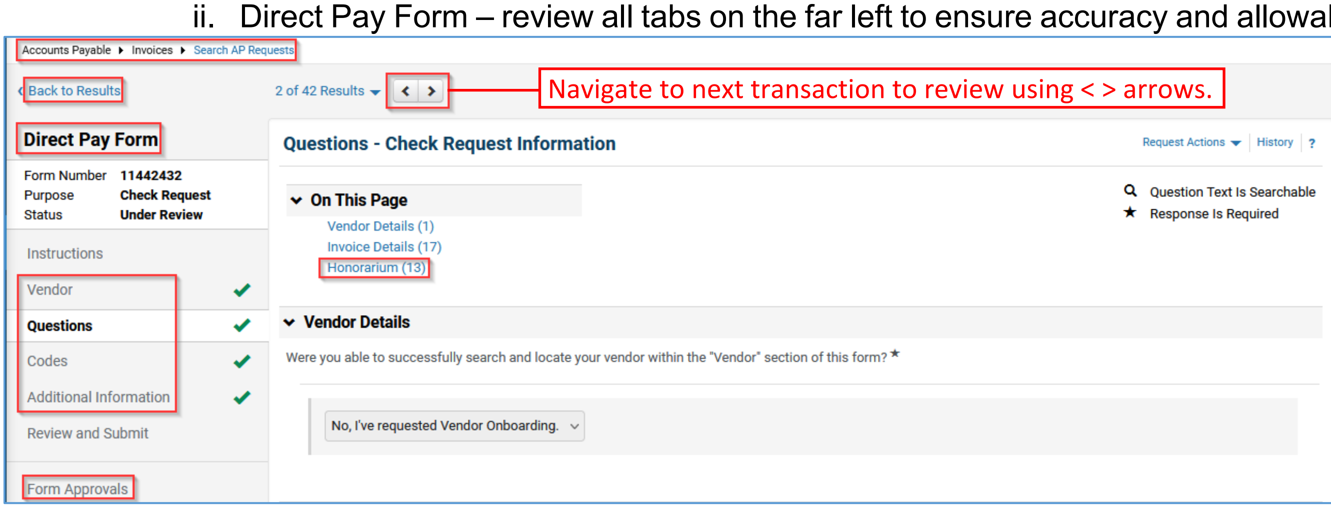
<u>AP Requests:</u>

a. *After saving dashboard changes (Step 5eiv)*, click on "Total AP Requests" blue hyperlink. This will take you to the AP Requests screen which will provide you with more columns to review. See Hint & Tip #2 below to edit row headers.

a. There are 2 types of Form Names:

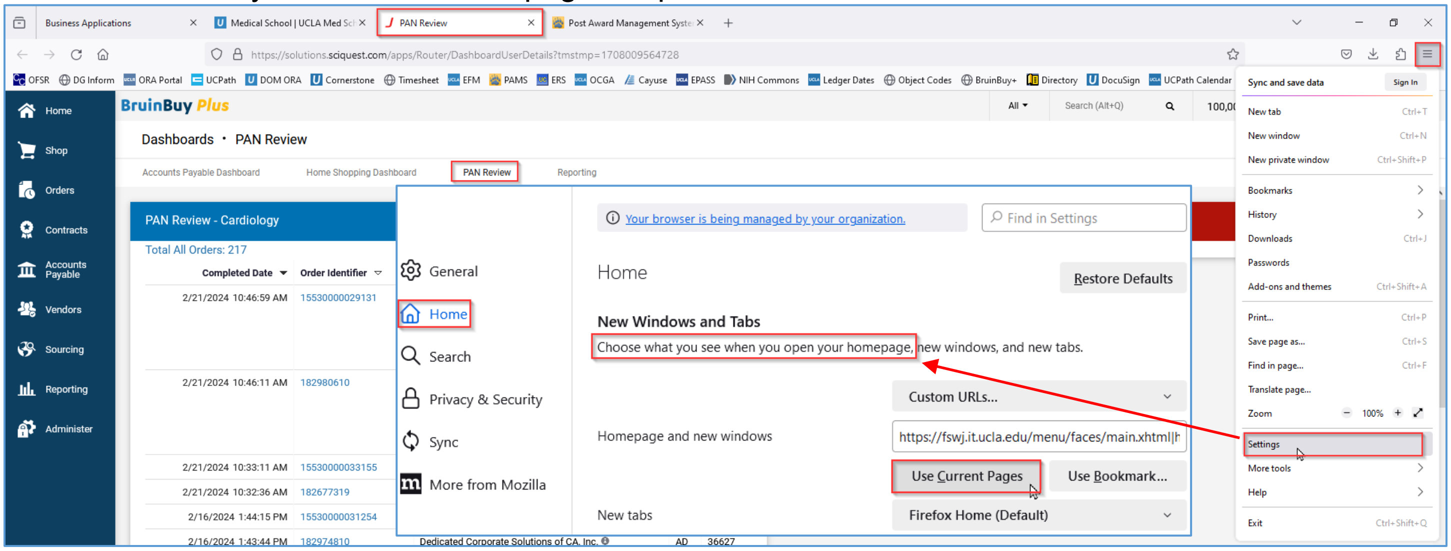
i. Shipping – mainly review Codes tab to ensure FAU is correct/allowable

ii. Direct Pay Form – review all tabs on the far left to ensure accuracy and allowability



HINTS & TIPS

1. Create regularly scheduled review habits to ensure PANs are reviewed timely and/or create Outlook calendar reminders!
    - Set your browser homepage to open with the PAN Dashboard as one of the tabs.



2. Permanently **update columns within the Search screens to personalize information important to you!**
    - Click on the blue cog icon in the far right > Configure Column Display by
        - deleting columns
        - adding additional columns, as needed
        - moving columns up/down based on the order you want the columns to show

      > Check "Pin Columns as my defaults" > Apply