

The New – Colleague/Self Service

Colleague/Self Service is Berkshire Community College's, Enterprise Resource Planning (ERP) system that is used for procurement, accounting, planning, budgeting and compliance with state laws.

This is your all-in-one platform to create requisition requests for Purchase Orders, Blanket Purchase Orders, Payment Requests, Travel requisitions and enter Procard purchases.

It is the College's position that all purchases should be encumbered as far in advance as is reasonably possible via a Requisition for a Purchase Order (PO), or Blanket Purchase Order (BPO).

Blanket Purchase Orders & Purchase Orders - what's the difference?

PO – One-time unique purchase/service from one vendor.

BPO – Consistent routine purchases, multiple payments, long duration contracts from one vendor.

When should a Requisition be made? - As soon as you have all of the information needed; Vendor name, Quote or Statement of Work (SOW), Dates, SOF, W-9 if vendor has not been on-boarded.

Under \$10,000 - use sound business practices & do price comparisons.

Over \$10,000 - reach out to the Procurement office for assistance.

Requisitions for Services (BPO or PO) – If over \$1,000, a Standard State Contract (SC) must be created, signed & attached to the requisition. The Contract Manager is responsible for filling out the SC & acquiring all signatures. The Director of Procurement verifies correct completion of the SC.

Only the CFO & President can sign the SC for the College.

*Subscriptions or Membership Fees do not require a State Contract.

*The State Contract process needs to be completed prior to starting a requisition.

To start, open - <https://bcc-ss.colleague.elluciancloud.com/Student/>

* If you do not have access to Self Service, ask your supervisor to email IT Help Desk, requesting access.

Financial Management – Page opens to Financial Management Overview.

Procurement - The page opens up to your “view” page, where you can see all of your Requisitions, Purchase Orders, Payment Requests & all of your historical data.

To create a new Requisition - Click on “Create” tab.

***Start first with Vendor ID** - Type in the vendors name.

If the vendor does not exist, you must reach out to the vendor & acquire a W9, then forward the W9 to the Business office, so that the vendor can be created in Colleague. You will be informed when completed & you can start the requisition process.

***You may also want to start with GL Account** – to insure the needed GL code exists for you. If it does not, you will need to contact the Business Office for the creation of.

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Go to - Document Type -

Requisition – this option should be used for the majority of requests.

Payment Request – for travel reimbursement and payments for invoices that did not have a PO, or BPO created in advance – replaces “check request”.

Initiator – will default to your name. - **Ship To** - Choose one, will default to Pittsfield campus.

Vendor ID – type in the vendors name or vendor# if known.

AP Type – will default with the vendor chosen, most of the time it will be AP Clearing - Grants will usually be requisitioned by the Grant Mgr. *note that Procards will have their own AP Type.

Requisition Date - defaults to the current date - **Confirmation Email Address** – Defaults to your email.

Desired Date – date for receipt of goods or services. Defaults to 10 days – you may change if desired.

Next Approvers – do not enter names here - will auto-populate when the requisition is saved.

Printed Comments – vendor will see this & will print on PO, this is also good info for receiving.
Ex.: Deliver to rm 218, notify Jeff D when received, keep refrigerated, etc.

Internal Comments – info that you don't necessarily want or need, printed on the PO.

Ex.: “This is for the Field Door project”.

Important! - this is also where you would give notice that the requisition is for a BPO.

Ex.: “FYXX Amazon BPO request”.

Now that all of the Requisition setup steps have been entered, enter information about the actual item/service.

Items – click on “Add Item”

Description – whatever you type here will print on the PO – be specific.

Vendor Part – include the vendors part # here - helps to identify the item for the receiving dept.

Qty – enter qty - **Unit** – choose what's appropriate - **Price** – enter price per unit choice.

GL Account – you can type in (20100 for example) or type in a word (office) & choose the appropriate account. It is critical that the correct GL account is used – please see below, what to do if;

Under GL Account, you can appropriate payment from different GL Accounts, by either qty, % or a dollar amount. (when using %, please note that the quantities may be capricious).

Your remaining GL balance will display on the right.

Project – not currently used – may be used for project accounting in the future – not used for now.

Save or Save and Attach – attach quotes, signed contracts, W9's – must be in PDF format.

Clicking on the pencil icon will allow you to modify the requisition.

Once saved, the Requisition request will route through the appropriate approval channels, depending on the department, item type & dollar amount of the requisition.

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What happens next?

The Requisitioner will receive an email stating that the Requisition is created & out for approvals. The approvers will receive an email notification informing them that there is a requisition awaiting their approval. That person will need to log into the system to view & approve/reject the requisition.

Approving Requisition/Payment Requests;

In Self Service, click on “Financial Management” tile.

Select "Approve Documents" tile. Requisitions waiting your approval will appear here.

You can click on the requisition number in blue to show the details.

When the Requisition Detail screen pops up, you can look at the line items, attachments, etc.

On the left side of the screen, you can either click the box to approve, or the back arrow to reject.

If you choose to reject, you will be able to enter comments that the original requester will see.

- In the case of vacations, or leave of absence, a Budget Manager may designate temporary approval authority to another person by sending a request to the Business Office.

Once approved, the Requisition is converted into a PO, or a BPO and the requester will receive a PDF copy of the PO/BPO that they will need to send to the vendor to place the order.

Invoices & Payments to vendors/contractors;

Once the item(s) have been received, or the services rendered, forward the invoice to the Business Office at ap@berkshirecc.edu so that payment may be initiated. It is import to include the BPO, or PO#.

Requisition & Payment Request Approval Hierarchy		
Approval Level Description	Approval Type	Doc Min Amt
Dept Budget Director	BGMGR Budget Manager	
Grants Manager	GRMGR GRANT Grant Mgr Accountant	
Accounting	ACCTG AP Accounts Payable	
Procurement Director	PROC Director of Procurement	\$1,000
IT	IT IT Director	
Vice President	VP Vice President	\$5,000

What to do if;

- Vendor does not exist in Colleague – acquire W9 & send to Business Office.
- An employee is not listed as a vendor in Colleague for the purposes of a Payment Request or reimbursement - email the Business Office, requesting the individual receive vendor status.
- The correct Object Code does not exist – reach out to Business office (Marion, Jennifer).
- Budget overspent or not loaded – will need to speak with your Budget Mgr/VP.
- Requisition returned – locate and select the offending requisition in Self Service, the details will display on the right side of page. Click the edit icon and make any corrections/additions necessary & save or save and attach. The requisition will be channeled back to the rejector for their approval.

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Other circumstances;

- **Travel Reimbursement** – Will be entered as a Payment Request. **XXX – confirming the process – XXX – updates to come - XXX**
- **Personal Reimbursements** –
 - Under **Document Type**, choose **Payment Request**, then click on **Reimburse Myself**.
- **Procards** – payments will be entered following the same process described above, except you will choose a different AP Type. There will be a default Internal US Bank Vendor setup just for this process. You will no longer need to access the US Bank portal to upload your monthly receipts & information. You should view/print your statement from the US Bank portal to insure you are capturing all charges & to check for any unauthorized purchases.
- **Notification warning** - “Warning, all line items on this document have been populated with default tax information” - Ignore this notification.

Additional training resource -

<https://training.ellucian.com/learn/course/1235/play/10888:5217/colleague-procurement-self-service-demo>

Pertinent Forms Location – State Contract, W9, BCC Tax Exempt, Vendor Onboarding, Purchasing Policies, New Department #'s, New Source code #'s, etc.

<https://www.berkshirecc.edu/about-bcc/Procurement/>

General Information -

Our general ledger holds our chart of accounts. The chart of accounts represents parts of the college. If you are reading this, you are represented in the chart of accounts. Our coding system is made up of parts, or buckets. Here is an example of our code.

XX.	XXXXX.	XXXX.	XXXX.	XXXX.	XXXX
Fund	Source	Department	Object	Category	Project
10	20100	7610	5E01	L06	0

Fund - designates where the money is coming from. For example, 10 is our operating budget.

Source - code is specific to the project. For example, College operations is 20100.

Department - designates who is spending the funds. 7610 is IT Dept account.

Object – 5 is an expense, 7 is revenue, E01 is office supplies.

Category - is used often with grants. The L code helps to further delineate expenses for reporting needs. (L06 is supplies).

Project – this field is used for special projects and cost monitoring.

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Blanket Purchase Order (BPO) requisition process;

The process to create a requisition for a Blanket Purchase Order, is very similar to that of a regular Purchase Order.

- In Self Service, start a Requisition.
- In the [Printed Comments](#) box, please type **FYXX BPO for.....**
- In the [Internal Comments](#) box, please type BPO request.
- In the [New Item Description](#), you will enter a brief summary of the types of items, or services.
- The [Quantity](#) will be 1.
- The [Unit](#) will be none.
- Calculate the total amount you think you will spend off of the GL code for the remaining FY23 & enter that in the [Price](#) box.
- Enter the correct GL code – if it does not exist, reach out to Sharon Greb to create.

If it's a BPO requisition for a speaker for example, and that person will be making multiple engagements that you want paid off of the same BPO, you would need to also upload a quote, or statement of work, or memorandum of understanding. (and a state contract, if over \$1,000!)

If it's a BPO requisition for Amazon for example, that you would be making multiple purchases from, there would not be a quote to upload.

Blanket Purchase Orders & Purchase Orders - what's the difference?

BPO – Consistent routine purchases, multiple payments, long duration contracts, to ONE vendor.

PO – One-time unique purchase/service.

Receiving Services Process;

For all Purchase Orders that do not get shipped to & checked in by our Receiving Department, such as for services, subscriptions, fees, catering, etc.,

The requisitioner will need to notate the work as completed in [Self Service](#).

This should be done as soon as the service has been rendered complete.

This must be completed, in order for the vendor to get paid.

It's super easy!

- Click on [Financial Management](#) tile.
- Click on [Receive Goods and Services](#) tile.
- Locate the appropriate PO.
- Enter the correct qty, in [Qty Accepted](#).
- Ignore the [MSDS Rcvd](#) box.
- Click on [Submit](#) on the bottom right of the screen.

No need to notify anyone that this has been completed.

For services, subscriptions, fees, catering, etc., the individual Requisitioner will need to complete these steps. (all purchases that our Receiving Dept would never see)

For physical [items & goods](#) that are received, our Receiving Dept will complete this process.

This process is for Purchase Orders only.

Blanket PO's only require you to submit the invoice & the BPO# to the Business Office.

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Standard State Contract Procedures;

State contracts are required for any SERVICE over \$1,000.

See attached blank contract with hi-lites.

You, as the Contract Manager would fill out the yellow portions first.

Then send to vendor for them to fill out purple sections & sign.

Once complete obtain signatures from either Christina Wynn, or President Kennedy to make it Fully Executable.

Upload the Fully Executed Contract during the Requisition process in Self Service (and Quote/Statement of Work).

Once a Purchase Order is created, you should send the vendor a copy of the Fully Executed Contract, along with the PO.

Contract Hi-lites with options;

Under Compensation, choose either Rate Contract, or Maximum Obligation Contract & enter total amount.

Under Anticipated Start Date – choose appropriate box.

*current state contract form & other forms can be located at

<https://www.berkshirecc.edu/about-bcc/Procurement/>