## Approval Concepts

Overview

▸ In BearBuy, the voucher (created from a supplier invoice sent to Accounts Payable) is routed for department approval when the invoice is $5,000 or greater.

▸ Vouchers are created from paper or electronic invoices sent by the supplier to Accounts Payable.

▸ The basic *Voucher Approval workflow* is shown below. For most paper Invoices, AP will enter the voucher and provide a link to the Invoice image. Next, Auto Matching of the PO and Invoice (voucher) is performed. Voucher Approval (if the invoice is $5,000 or greater) by the Procurement Dept Code is the final step, before the 'Ok to Pay' for payment.
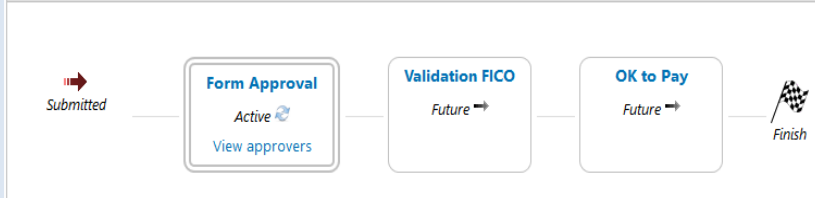
Reviewing Action Items

▸ Click the **Action Items flag** 🚩 at the top of BearBuy for items pending your review.

▸ **Invoices** under **My Assigned Approvals**, shows the number of vouchers currently assigned to you. These vouchers are pending your approval.

▸ **Invoices** under **Unassigned Approvals,** shows the number of pending vouchers not assigned to any individual approver.

▸ Clicking the links will take you to your **My Approvals lists**, which list pending vouchers.

a. The **Invoices link** under **My Assigned Approvals** will take you to view only requisitions assigned to you.

b. The **Invoices link** under **Unassigned Approvals** will take you to view only unassigned vouchers in shared approval folders.

My Approvals list

▸ Vouchers requiring review appear on a **My Approvals list**.

▸ The **My Approvals** list can be accessed through the **Action Items flag** 🚩 or through 🏛

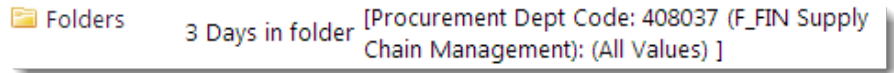▸ **Accounts Payable** > **Approvals** > **Invoices to Approve**.

▸ The My Approvals list consists of two main sections, approval folders containing vouchers on the right and a filter panel on the left.

Filters Panel: Filters & Refinement Options

Approval Folders with Pending Vouchers: My Voucher Approvals folder and Shared Approval Folders

Approval Folders

▸ Approval folders list vouchers pending review.

▸ Each approval folder is indicated by the 📁 icon followed by the name of the folder and a count of pending vouchers in the folder.

▸ Vouchers are displayed with key information about each voucher such as suppliers, amounts, etc.

▸ Aging information showing the specific number of days the voucher has been pending in an approval folder is also listed for each voucher.

📁 Folders   3 Days in folder [Procurement Dept Code: 408037 (F_FIN Supply Chain Management): (All Values)]

Filtering the My Approvals List

▸ The Refine Search Results section of the filter panel provides several filters to view only desired vouchers.

▸ The options include filtering by a Date Range, approval folders, custom fields, and more.

1. Under Filter My Approvals in the left filter panel, click the filter links one at a time or select a value from the Date Range dropdown.

Supplier 🔻
VWR INTERNATIONAL, INC. (4)
MILLENNIUM CONSULTING ASSOCIATES (1)

   a. To select multiple values from each filter section, click the 🔻 icon.
   b. Selecting the Custom Fields such as Procurement Dept Code or Fund values will filter the Approvals list to show only vouchers with those values.

2. Once a filter value is applied, the value appears in the Filtered By section of the filter panel.

3. To stop applying a filter value individually, uncheck the checkbox beside the filter value in the Filtered By section.
   a. To stop applying all filter values that have been applied, click the [remove all] link.

Refine Search Results ✕

☑ AEROTEK INC (4)
☑ VWR INTERNATIONAL, INC. (6)

Save   Close
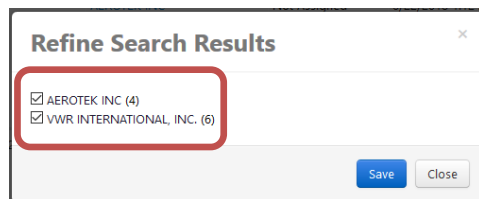
▸ The entire filter panel can be collapsed and hidden to the left side of the screen if you would like to have a wider view of only the approval folders.

1. Click the vertical grey bar separating the filters panel from the approval folders to hide and expand the filter panel.
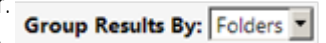
Sorting the My Approvals List

▸ By default, vouchers are sorted in the My Approvals list by the Create date newest first. However, you may want to sort all vouchers by other available criteria to bring important vouchers to the top of the My Approvals list.

1. Click the Sort by dropdown menu above the approval folders.

2. Select an option to sort by such as the Total high to low option to see higher-value vouchers at the top of the My Approvals list.

Sort by: Total high to low ▾
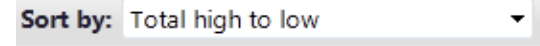
Folder & List My Approvals List Views

▸ Approvers can view the My Approvals list with vouchers separated by folders or shown in one list of vouchers. By default the My Approvals list is shown in Folder view

1. On the My Approvals list page, navigate to the Group results by dropdown menu in the upper left hand corner.

2. Choose Folders to view vouchers grouped by folder.
   a. This view is recommended for most Approvers. Group Results By: Folders ▾

3. Alternatively, choose List from the dropdown to view vouchers in a single listing.

Collapse & Expand Approval Folders

▸ All approval folders can be collapsed so only the folder heading is visible.

1. Click the collapse all link at the top of the My Approvals list to collapse all approval folders.
   a. Each approval folder can be collapsed individually by clicking on the specific approval folder ◢ 📁 icons or approval folder name.

2. To expand all Approval folders and show all vouchers pending in all approval folders, use the expand all link at the top of the My Approvals list.
   a. Expand a collapsed approval folder individually by clicking on the specific approval folder ▷ 📁 icons or approval folder name.

Show or Hide Voucher Details

▸ Approvers can see additional voucher details in the My Approvals list such as voucher name, the number of line items, aging information, etc.

1. On the My Approvals list page, click the Show voucher details link above all the approval folders.
   a. This is the default setting.

▸ Approvers can see fewer voucher details, a setting which displays basic information such as the voucher number, suppliers, assigned approver, etc.

1. On the My Approvals list page, click the Hide voucher details link above all the approval folders.
   a. This setting reduces the information displayed, making the voucher listing shorter.

Number of Vouchers per Page

▶ You can set the maximum number of vouchers that appear in approval folders at one time.

1. On the My Approvals list, navigate to the Results per folder dropdown in the upper right of the My Approvals list screen, above all the approval folders.
2. Change the value to how many vouchers you would like to view. This setting applies to all approval folders.
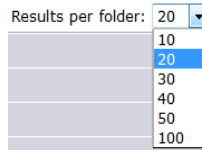
When the Results per folder is set to a low value and there are many vouchers in the approval folders, the Approver will need to navigate to the next page to view all vouchers in the approval folder.

1. To navigate between pages, use the page arrows or dropdown found in the far right hand side of each approval folder heading.
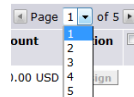
Voucher Approval

Assign a Voucher to Yourself

▶ Go to Action Items [flag icon] or [bank icon] through Accounts Payable > Approvals > Invoices to Approve.

1. Locate the voucher you wish to assign.
2. Assign the voucher to yourself by clicking the Assign button in the Action column.
   a. The voucher now appears in the My Voucher Approvals folder to indicate that the voucher is assigned to you.
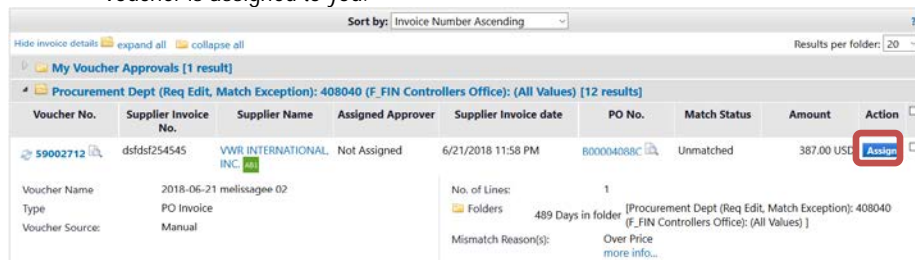
Return a Voucher to the Shared Approval Folder

▶ Returning a voucher to the shared approval folder un-assigns the voucher from you and allows other Match Exception Handlers with access to the shared approval folder to review the voucher.

1. In the My Voucher Approvals folder, locate the Voucher you want to return to the shared approval folder.
1. Click the Select ☑ checkbox far right of the voucher listing.
2. Select Return to Shared Folder from the dropdown on the upper right above the above the folders.
3. Click the Go button.

Approve a Voucher

1. From the My Approvals list, assign the voucher to yourself (if the voucher is not already in your My Voucher Approvals folder).
2. Click the Voucher No. to open the voucher, and then review the voucher for accuracy and compliance.
3. Select Approve/Complete Step in the Available Actions list.
   a. You also have an Approve/Complete Step & Show Next option in your Available Actions list.
   b. Using this option allows you to approve of the voucher and then be redirected to the next voucher in your approval folder for review.
   c. This option approves the voucher in the same manner as Approve/Complete Step.
4. Click the Go button.

Send Comments Related to the Voucher

1. From the My Approvals list page, click on the Voucher No. in the My Voucher Approvals folder to open the voucher.
2. Click the Comments tab and then the Add Comment button. [Add Comment]
3. Enter your comments, then check the ☑ Email notification(s) box next to the appropriate user name or search to add a recipient.
▶ Add matchexceptions@ucsf.edu (search for last name of 'Group') if the voucher varies from the invoice to notify the AP QA Group to correct the voucher.
4. Click the Add Comment button.

### Reject/Cancel a Voucher

▶ Only reject vouchers if the invoice should never to be paid. Do not reject if the invoice is expected to be paid in the future. No partial line rejects are allowed.
▶ If you are rejecting a voucher, add comments on why the voucher is being rejected.
▶ Contact AP QA Group at matchexceptions@ucsf.edu if the voucher varies from the invoice. Follow the steps outlined above in Send Comments Related to the Voucher.

1. From the My Approvals list assign the voucher to yourself (if the voucher is not already in your My Voucher Approvals folder).
2. Click the Voucher No. to open the voucher.
3. Review the voucher for accuracy and compliance.
4. Select Reject/Cancel from the Available Actions list. Click the Go button. [Reject/Cancel]
5. Enter a reject reason in the Add Note pop-up box. Click the Reject/Cancel button.

Navigating between Vouchers within an Approval Folder

▸ When viewing a voucher from your My Approvals list, you can navigate to other vouchers within an approval folder without returning to the My Approvals list.
1. From your My Approvals list, click on a voucher number in an approval folder.
2. Text and buttons appear at the top of the voucher.
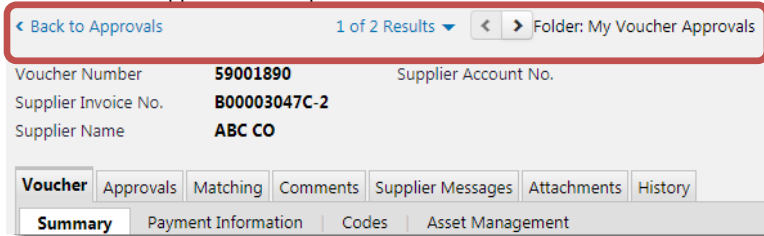
a. The number of vouchers in the approval folder displays. Click the arrows next to the numbers and navigate to the previous < or next > voucher in the approval folder.
b. The name of the current approval folder is displayed next to the arrow buttons.
c. To skip between vouchers in the approval folder, click on the number of results or the down arrow ▼ to open a dropdown menu. Then click on a voucher number to view the document.
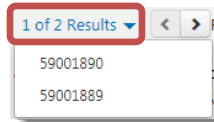
d. To return to your My Approvals list, click the **Back to Approvals** link at the far left side of the bar.

Navigating between different My Approvals List Types

▸ A Match Exception Handler may also review requisitions as a Requisition Approver.
▸ The Match Exception Handler would need to navigate to the requisition My Approvals list to see pending requisitions.
1. In the My Approvals list's **Refine Search Results** section of the filter panel, navigate to the **Type** dropdown menu.
2. Select **Requisition** to view the requisition My Approvals list with pending requisitions for review.
   a. To return to the voucher approval My Approvals list, select **Voucher** from the **Type** dropdown menu.
   b. The **Type** dropdown menu only appears for Approvers who approve both requisitions and vouchers.

Invoices Approved By Me

▸ The **Invoices Recently Approved By Me** page lists all documents (requisitions and vouchers) an Approver has approved (i.e., resolved the match exception), rejected, or returned in the last 30 days (by default).
1. Go to 🏛 through **Accounts Payable > Approvals > Invoices Recently Approved By Me**.
2. Vouchers approved in the last 30 days appear by default.
   a. This listing can be filtered and sorted in the same way as the approval folders.
   b. If an Approver also approves requisitions, this page also has a **Type** dropdown to view requisitions and vouchers previously acted upon.

Assign a Substitute Approver

▸ If a Voucher Approver will be absent, he/she can grant another Voucher Approver access to the Approval Folders to approve on his/her behalf during the absence.
▸ A user must have the role of 'Voucher Approver' to be a substitute Voucher Approver.
▸ Go to 🏛 **Accounts Payable > Approvals > Assign Substitute Approvers-Invoices**.

Assign a Substitute Approver to One Folder

1. Determine the approval folder you would like to set up a substitute.
2. Click the folder's corresponding **Assign** button to assign a substitute to a single folder. The Assign Substitute window appears.
3. In the **Substitute Name** field, enter the approver's name. Matching results will appear in a dropdown. Select the appropriate Approver.
4. If you would like the substitution to immediately begin, click the **Assign** button.
   a. The substitution is now complete. You will see the approver's name under the **Substitute** heading of the corresponding approval folder. Skip step 6.

b.   NOTE: You will need to end the substitution manually. See **Removing Substitute Approvers** instructions in the next section of this document for details.

5.   If you would like to set a date range for the substitution to begin and end, click the **Include Date Range for Substitution** checkbox.

   a.   The **Start Date** and **End Date** fields appear. Choose a start and end date and time in the fields provided.

   b.   Once complete, click the **Assign** button to set the substitution.

   c.   The system will automatically start and end the substitution on the dates and times you specify. You do not need to take further action to set or end the substitution.

   d.   You will see the approver's name under the **Substitute** heading of the corresponding approval folder with the begin and end date and time specified.

6.   If this is a future substitution, you will see the ➡ future icon. Once the substitution is in progress, you will see the 🔄 active icon.

7.   Repeat these steps for any other folders you would like to assign substitutes.

Assign a Substitute Approver to <u>All</u> Folders

▸   If you need to assign approvers for **all** your approval folders, you may do so in one step.

1.   Click the **Assign Substitute to All Voucher Folders** button at top of the My Approvals list. The Assign Substitute window appears.

2.   In the **Substitute Name** field, enter the approver's name. Matching results will appear in a dropdown. Select the appropriate Approver.

3.   If you would like the substitution to immediately begin, click the **Assign** button.

   a.   The substitution is now complete. Skip step 5.

   b.   NOTE: You will need to end the substitution manually. See **Removing Substitute Approvers** instructions in the next section of this document for details.

4.   If you would like to set a date range for the substitution to begin and end, click the **Include Date Range for Substitution** checkbox.

   a.   The **Start Date** and **End Date** fields appear. Choose a start and end date and time in the fields provided.

   b.   Once complete, click the **Assign** button to set the substitution.

   c.   The system will automatically start and end the substitution on the dates and times you specify. You do not need to take further action to set or end the substitution.

   d.   You will see the approver's name under the **Substitute** heading for every approval folder with the begin and end date and time specified.

   e.   If this is a future substitution, you will see the ➡ future icon. Once the substitution is in progress, you will see the 🔄 active icon.

Removing Substitute Approvers

▸   If you specified a substitution date range, you **do NOT** need to manually remove the substitute. The system will automatically remove the substitution at the specified end date and time. You may follow the steps below to remove a substitution early.

▸   If you did not specify a substitution date range, you **DO** need to manually remove the substitute upon your return following the steps below.

▸   Go to 🏛 **Accounts Payable > Approvals > Assign Substitute Approvers-Invoices.**

1.   Determine the folder(s) from which you would like to remove the substitute Approver.

   a.   Click the **Remove** button next to each folder. **Remove**

2.   Alternatively, end the substitution for all folders by clicking the **End Substitution for All Voucher Folders** button at the top of the page.

Navigating to Requisition Approval Folders List to assign or remove Substitute Approvers

▸   If an Approver is also a Requisition Approver, the Approver will see a **Type** dropdown list. Choose **Requisition** from the dropdown menu to view requisition approval folders and assign/remove substitute Approvers.

▸   For requisition approval folders, the designated substitute must have the same role as the Approver (i.e., Requisition Approver can only select users with the Requisition Approver role as substitutes).

Voucher History

All vouchers and Purchase Orders are permanently stored within **BearBuy**.

1. Go to Orders to search for vouchers by navigating to **Orders > Search > Search Documents**.
2. Select **Voucher** from the **Search** dropdown menu.
3. Search **by Voucher** or **by PO**. For a voucher you can also search by the **Supplier Invoice No.**
4. Search **by Voucher** or **by PO**. For a voucher, you can also search by the **Supplier Invoice Number**.

5. Click the **Go** button.
6. Click the **Voucher No.** to view summary, detail, and approval history.

Click the **Summary** tab. Scroll down to the **Payment Information** section to view payment details.