

View Payment Status

Overview

- ▶ BearBuy, PeopleSoft and ImageNow (WebNow) work together to ensure that the most current status of the voucher is readily available.
- ▶ Vouchers in BearBuy show payment information, and fully-approved vouchers are updated with the relevant payment details such as pay date, check reference number, and payment method.
- ▶ The workflow example below shows a basic voucher that is fully approved and 'OK to Pay'. Each step must show *Approved* before the *OK to Pay* is provided to PeopleSoft.



Find a Paid Invoice(s) for My Orders

1. Go to **Orders > Search > Search Documents.**
2. In Advanced Search, choose **Voucher** in the **Search Criteria** dropdown.
3. Enter your name in the **Participant** box and specify a **Date Range**.

Orders > Search > Search Documents > Document Search

Search **Voucher** simple search

Voucher Identification

Voucher Number(s)

Original Recurring Invoice Number

Voucher Name

Supplier Invoice Number(s)

Invoice Batch Number

Invoice Information

Participant(s) ☐ Any ☐ Me ☒ Pick...

Invoiced By

Voucher Owner

Approved By

Date

Voucher Creation Date (System) Last 30 days

4. In the **Payment Status** section, check the **Paid** box.

Payment Status:

☐ In Process ☐ Payable

☒ Paid ☐ Cancelled

5. Click the **Go** button.
6. You are now viewing the **voucher** or **list of vouchers** that meet your criteria.

Find a Supplier Invoice

1. Go to **Orders > Search > Search Documents.**
2. In Advanced Search, choose **Voucher** in the Search Criteria dropdown.
3. In the **Supplier Invoice Number(s)** field, enter the supplier's paper invoice number.
 - a. If you are searching for a supplier invoice number, also enter the Supplier name in the **Supplier** field.
4. Click the **Go** button.
5. You are now viewing the **Voucher** or **list of Vouchers** that meet your criteria.

View the Voucher Payment Status of a specific Voucher

1. Select a voucher by clicking on the **Voucher No.** in your search results.
2. The **Voucher** **Summary** tab shows two sections with pertinent Vouchers payment information:
 - a. The **Payment Information** section lists the following:
 - i. **Pay Status** of *Paid*.
 - ii. **Payment Method** such as *EFT, ACH, Wire* or *Check*.
 - iii. **Record No.** which is the *payment reference* or *check number*.
 - iv. **Record Date** which is the *date* the payment was made.
 - b. The **Note/Attachments** section lists the following:
 - v. **External Note** update to show **Payment Amount** and the **PeopleSoft Payment Status** of *Paid*.
 - c. **External Attachments** also has a link to the original scanned invoice image on ImageNow/WebNow for Invoices that are manually entered by AP (not electronic invoices).

Voucher Approvals Matching Comments Supplier Messages Attachments (1) History

Summary Payment Information Codes Asset Management

General

Invoice Type: Voucher

Voucher Number: 5900-298

Supplier Invoice No.: 5C_001_05072015

Supplier Name: ABC AUTOMOTIVE

Supplier Account No.: 100-00000

Supplier Invoice Date: 5/7/2015

Discount Date: 5/17/2015

Terms: 2% 10, Net 30

Terms Discount: 0.06 USD

Voucher Status: Completed

Workflow Status: 5/17/2015 9:13 AM

Review Before Pay: 100-00000

Match Status: Matched

Voucher Source: Supplier Portal

Contains substituted item(s):

Address

Remit To: 545 EDDY ST, SAN FRANCISCO, CA 94109

United States

Default (Pay (CHQ) (Hand) (RTE))

3rd Party Address ID 1

Bill To

Billing Questions Call: 415/476-2126

University of California

San Francisco

Accounts Payable - Box

0812

1855 Fulton St, Rm.

425

San Francisco, CA

94143-0812

United States

Note/Attachments

External Note: 100-0000

Internal Note: 100-0000

Payment Information

Invoice Received Date: 5/7/2015

Pay Status: Paid

Payment Method: Check

Record No.: 121085

Record Date: 5/15/2015

Supplier Third Party Ref: 100-00000

Discount, Tax, Shipping & Handling

Discount, tax, shipping & handling

Allocation: Sum of All

Header-level

Discount: 0.00 USD

Tax 1: 0.00 USD

Shipping: 0.00 USD

Mac: 0.00 USD

Total: 0.00 USD