View Payment Status

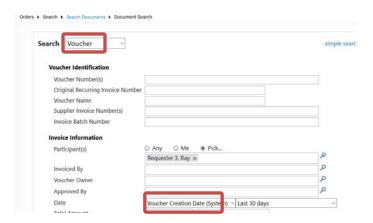### Overview
▸ BearBuy, PeopleSoft and ImageNow (WebNow) work together to ensure that the most current status of the voucher is readily available.
▸ Vouchers in BearBuy show payment information, and fully-approved vouchers are updated with the relevant payment details such as pay date, check reference 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.
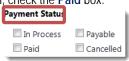

Find a Paid Invoice(s) for My Orders
1. Go to **🕒 Orders > Search > Search Documents**.
2. In Advanced Search, choose **Voucher** in the **Search Criteria** dropdown.
3. Enter your name in the **Participant** box and specify a **Date** Range.

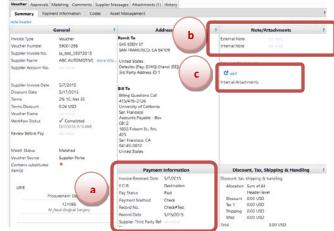4. In the **Payment Status** section, check the **Paid** box.

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).