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).