

## 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 & Documents > Document Search > Search Documents**.
2. In Advanced Search, choose **Voucher** in the **Search Criteria** dropdown.
3. Enter your name in the **Participant(s)** box and specify a **Date Range**.

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

**Payment Status**

In Process     Payable  
 Paid             Cancelled

5. Click the **Go** button.

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

### Find a Supplier Invoice

1. Go to **Orders & Documents > Document 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).

General		Addresses		Note/Attachments	
Invoice Type	Voucher	Remit To	***USE 0030006151 #8****	External Note	Payment Amount: \$2003 PS Payment Status: Paid
Voucher Number	50000369	PO BOX 31001-1205, DEPT DNA	PASADENA, CA 91110-1205	Internal Note	
Supplier Invoice No.	VP_0909_PT44	United States	Defaults: (Pay: [CHK]) (Hand: [RE]) (W/M: [N/A])	External Attachments	Invoice Image
Supplier Name	DENTSPLY TULSA DENTAL	3rd Party Address ID 0030069219-7		Internal Attachments	
Supplier Invoice Date	9/9/2011				
Discount Date	no value				
Terms	0, Net 30	Bill To	no address		
Terms Discount	0.00 USD				
Voucher Name	VP_0909_PT44				
Workflow Status	✓ Completed (10/21/2011 11:46 PM)				
Review Before Pay	no value				
Invoiced By	VIKRAM PADISALA	Payment Information		Discount, Tax, Shipping & Handling	
Match Status	Unmatched	Invoice Received Date	9/9/2011	Allocation Sum of All Method	
Invoice Source	Manual	F.O.B.	FedEx Inbound Freight Program	Header-level	Sum of lines
Contains substituted item(s)	✗	Pay Status	Paid	Discount	0.00 USD 0.00 USD
		Payment Method	ACH	Tax 1	433.50 USD 0.00 USD
		Record No.	563421	N/A	0.00 USD 0.00 USD
		Record Date	10/18/2011	Shipping	20.00 USD 0.00 USD
		Supplier Third		Misc	0.00 USD 0.00 USD