Voucher Approver - Job Aid

Voucher Approval Concepts

Overview
- In BearBuy, the voucher (created from a supplier invoice sent to Central Disbursements) is routed for department approval when the invoice is greater than $1,000. Certain forms also require Voucher Org Node approval even when the invoice is less than $1,000.

- The basic Voucher Approval workflow is shown below. For most paper Invoices, AP will enter the invoice, and attach a copy of the invoice. Next, Auto Matching of the PO and Invoice is performed. Voucher Approval (if the invoice is more than $1,000) by the OrgNode is the final step, before the ‘Ok to Pay’ for payment.

Access your Voucher approval Worklist
From Home Page ⇒ Action Items,
- On the left side of the BearBuy homepage, go to Action Items (worklist), and then go to Approvals.
- Unassigned Approvals for Invoices will be shown, along with the number requiring approval.

From the Navigation bar, you can access your worklist in two ways: from the Settlement tab or from the Worklist tab (details for each are below).

Voucher Approvals from Settlement tab
1. From the Navigation bar, click Settlement.
2. Under the Review section, Voucher Approvals displays all of your Voucher Shared Folders.
3. To access the shared folder, click the individual links.
4. Select Click here to access the approvals page to open the Worklist.

Voucher Approvals from Worklist tab
1. From the Navigation bar click the Worklist tab.
2. Then click vouchers.
3. The vouchers worklist page is shown.
4. All of the Shared Folders assigned to you are shown.

Manually filter the Voucher Approvals Worklist
The approval worklist provides several filtering options to view pending vouchers, including filtering by All Pending, Unassigned Approvals and Manual Filter.

1. On the worklist page, click the link +Click to Filter Vouchers Approvals.
2. The Filters section will expand, next select the Manual Filter option - Click Filter ⇒ Manual Filter.
3. The filter choices expand, and then select the values to Filter by Date, Status or Custom Fields.
4. Selecting one or more of the Custom Fields such as Org Node, Department or Fund will filter the worklist to show only Vouchers with those values.

Assign a Voucher to yourself
1. Click worklist on the navigation bar or + View Approvals ⇒ vouchers or Invoices/Vouchers from your Action Items.
2. Locate the voucher you wish to assign.
3. Assign the Invoice to yourself by clicking the Assign link in the Action column (if the voucher is not in your My Voucher Approvals folder).
Return an Invoice to the Shared Folders
1. From the Worklist shared folder
2. Locate the Voucher you want to return to the shared folder.
3. Click the Select checkbox.
4. Select Return to Shared folder from the Apply Action to Selected Voucher(s).
5. Click the Go button.

Approve a Voucher
1. From the Worklist assign the Voucher to yourself (if the voucher is not already assigned to you in one of your Voucher approval Shared Folders).
2. Click the Voucher No. to open the Invoice, and then review the invoice for accuracy with the following key information: Invoice#, Date, Amount, Supplier, withholding options. If a chart string needs to be changed on the voucher, it needs to be done at the PO level. Refer to step 9 (“Forward a Voucher”) if a voucher needs to be corrected.
3. Select Approve/Complete Step in the Available Actions list. Click the Go button.

Send Internal Comments related to the Voucher
1. From the Worklist click on the Voucher No. to open the invoice.
2. Click the Comments tab and then the Add Comment button.
3. Enter your comments, then check the Email notification(s) box next to the appropriate user name or search to add a user.
4. Click the Add Comment button.

Forward a Voucher
- Use the forward voucher process whenever a voucher requires re-work by Central Disbursements. (e.g., Duplicate invoice, remit-to, handling code, misapplied lines, withholding status, payment message, etc.).
- When forwarding a voucher, always include a clear explanation in the comments area and attach additional supporting documentation as applicable.

1. From the Worklist tab, assign the voucher to yourself (if the Invoice is not already assigned to you in one of your Voucher approval Shared Folders).
2. Click the Voucher No. to open the Voucher.
3. Select Forward from the Available Actions list. Click the Go button.
4. Select the person in Central Disbursements who should receive the forwarded voucher – this is the person in the Invoiced By field in the Voucher General section, or the first person in the Voucher Approval flow displayed in the Voucher Approvals tab.
   - For electronic invoices forward voucher to 'einvrwk@berkeley.edu'.
5. In the pop-up note, enter a Forward reason note. Click the Forward button.

Reject/Cancel a Voucher
- Vouchers should only be rejected by Central Disbursements
- Use the Forward steps outlined above if a Voucher should be canceled entirely. Always include comments.