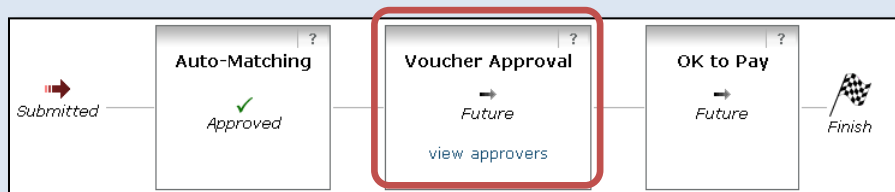


Voucher Approval Concepts

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).

Action Items

- **My Orders**
No current nor recently completed orders
- **Approvals**
Unassigned Approvals
Invoices (148)

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**.

The screenshot shows the 'settlement' tab with a 'Review' section containing 'Voucher Approvals'. A red box highlights the link 'Click here to access the approvals page'.

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.

The screenshot shows the navigation bar with 'worklist' selected. Below it, 'voucher' and 'vouchers I approved' are visible.

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.

The screenshot shows the 'Filters' section with 'Manual Filter' selected. A red box highlights the 'Manual Filter' dropdown. Another red box highlights the 'Custom Field Filter' section, specifically the 'Org Node' dropdown which has 'A1917' selected.

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).

The screenshot shows a table of vouchers. The first row is highlighted. A red box highlights the 'Assign' button in the 'Action' column for the first voucher.

Voucher No.	Approver	State	Match Status	Supplier Invoice No.	Supplier Name	Invoice date	Type	Amount	Due Date	Discount Date	Action
SQ000019		Not Assigned	Unmatched	INV20121211-F	Fisher Scientific	12/5/2011	Voucher	141.12 USD	12/13/2011		Assign

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.

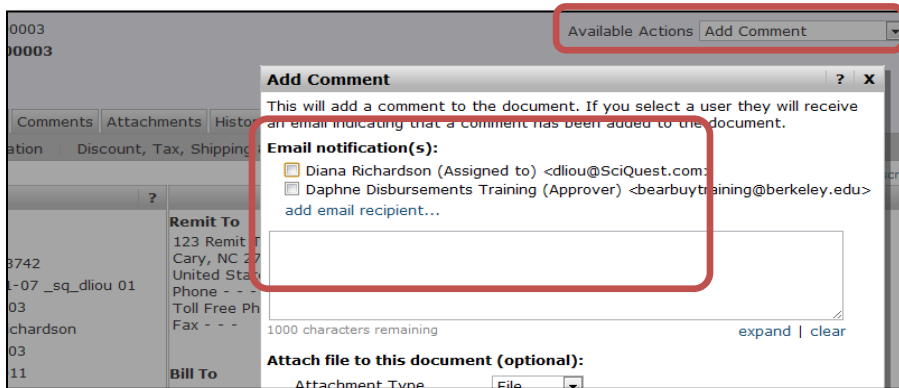
Approve a Voucher

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.

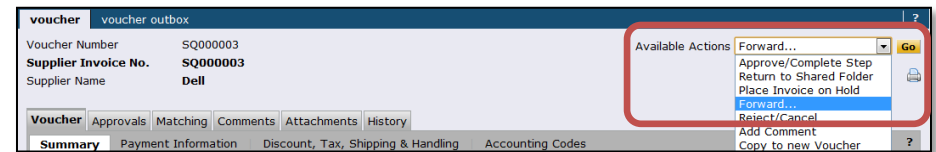


3. Enter your comments, then check the **Email notification(s)** box next to the appropriate user name or search to add a user.
4. Click the **Add Comment** button.

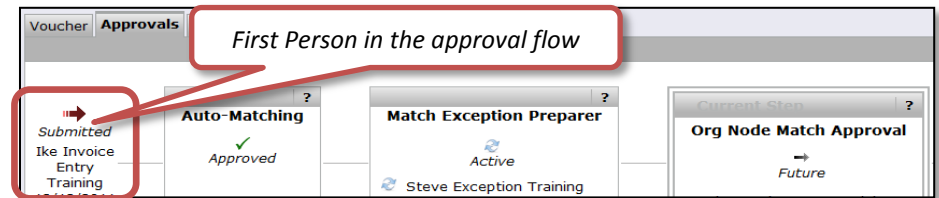
Forward a Voucher

- ▶ 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.