

# View Payment Status

#### Overview

- BearBuy and BFS work in concert 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, payment number, payment method and a link to the Invoice Image in ImageNow.



# Find a Paid Invoice(s) for My Orders

- 1. From Home page, click Document Search tab.
- 2. Click the **my vouchers** link and the resutls are displayed.

home/shop	document search	forms	carts	wo	rklist	history	favorites		•	۸AA
search exports							_			2
	start	new search Go	to: my requi	sitions   my pu	urchase order	rs my vouchers	s saved sea	rches		
		Showing <b>1</b> - <b>1</b> of	1 results	Li	ast 90 days (	11/2/2011 - 1/30/.	2012)	Mark as Payable		Go
Search Terms	1	Results per page	20 🔻	Sort	by: Best mat	tch	-	< Pag	ge 1 of 1 🕨	?
Search Type		Voucher No	Supplier	Supplier	PO No	Invoice Da	to/Time	Other Detail	Invoice	
My Voucher Search		voucher no.	Invoice No.	Name	FO NO.	Invoice ba	te/ mile	other betain	Total	-
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Jens Brown Training				ELECTRIC		Due: 11/22/2	2011	Type: Voucher		
Filtered By						Discount:		Pay Payable Status:		

3. If needed, specify the Date Range from the Refine By ⇒ Date Range drop down choices (such as Last 90 Days, Month to Date or a Custom Date Range).

Refine Search Results ?	<i>ચ</i> SQ000202 🗟 SQ000202	PACIFIC BB000005	71 Created: 1/23/2012 5:20 PM	Source: Automated	250.00
Date Range		ELECTRIC	Due: 1/23/2012	Type: Voucher	
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BE Last 30 days		GAS &	Due: 1/23/2012	Type: Voucher	
Bi Last 60 days		ELECTRIC	Discount:	Ray In Brocoss	
<ul> <li>Last 90 days</li> </ul>			Discourre.	Pay In Process	

- 4. In the left-hand **Refine Search Results** panel, go to **By Payment Status** section and click the **Paid (#)** link.
- 5. The results will update with only your Vouchers with a Paid status.

# Find a Supplier Invoice

- 1. From Home page, click Document Search tab.
- 2. Click Search drop-down ⇒ Vouchers then click the advanced search link.
- 3. In the **Supplier Invoice No.** field, enter the supplier's invoice number.
- 4. Click the Search 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. Find / Select a Voucher by clicking on the Voucher No.
- 2. From the **Voucher** ⇒ **Summary** tab pertinent Voucher payment information can be found:
  - a. The Payment Information section lists the following:
    - i. **Payment Method** when displayed as "Default" the vendor default payment method is found in the Address ID line of the Remit To section or will display as *EFT*, *Wire*, or *Check if the default method was overridden*.
  - b. The Payment Status Details section lists the following:
    - i. Pay Status of Paid, Payable, In Process, or Cancelled
    - ii. Record Date which is the date the payment was made.
    - iii. BFS status / Payment No. shows the BFS Payment Status of Paid and the payment number.
  - c. External Attachments section provides the following:
    - i. A link to the original scanned **invoice image** in ImageNow for Invoices that are manually entered by Disbursements or other campus disbursements groups such as RSSP shown as **sq000946** below.
    - The image link will not contain invoices for electronic invoices, Payment Request vouchers, Subawards- UC recipient vouchers, and Vouchers entered by Facility Services.

