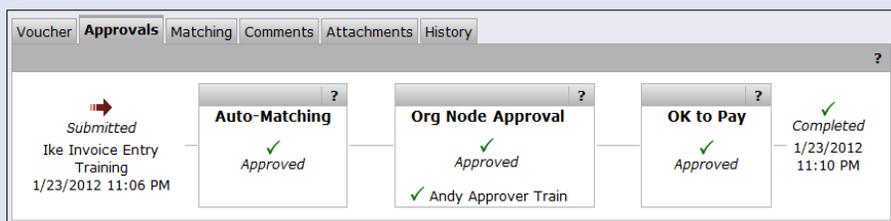


View Payment Status

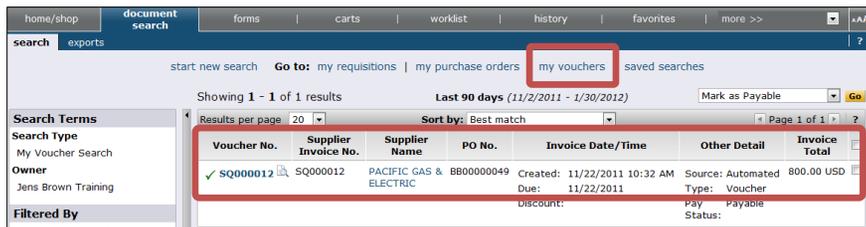
Overview

- ▶ 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.
- ▶ 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 BFS.



Find a Paid Invoice(s) for My Orders

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



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**).



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.
 - ii. The image link will not contain invoices for electronic invoices, Payment Request vouchers, Subawards- UC recipient vouchers, and Vouchers entered by Facility Services.

