View Payment Status – Job Aid

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 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.

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.

The Remit To address also shows the default Payment Method.