



## 15.2 SciQuest Enhancements Release

# Agenda

- **Reminders**
  - BearBuy Outage
- **What's new with 15.2?**
  - Changes with Invoices/Vouchers Total Calculations
- **System and Browser Recommendations**
- **Resources & Support**

# REMINDERS

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# BEARBUY OUTAGE

- **BearBuy will be unavailable Friday, July 17 at 6PM to Sunday, July 19 at 9AM.**
  - BearBuy will be up and running on Monday, July 20<sup>th</sup>.
  - BFS will remain available during its normal daily hours of 7AM until 9PM.
- **What to expect during the outage**
  - BearBuy will not be available
  - In the event of a true purchasing emergency, please contact your Campus Buyer for assistance.
  - If you do not know who your Campus Buyer is, please contact Paul Mulligan at [pmulligan@berkeley.edu](mailto:pmulligan@berkeley.edu) for direction.

# WHAT'S NEW WITH 15.2

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## Changes with Invoices/Vouchers Total Calculations

Purchase Orders contain information about associated vouchers and credit memos, including the total cost (or credit). This information is listed within the Invoices/Vouchers tab on the PO.

### Prior to 15.2:

If a voucher is cancelled, the cancelled amount is included on the PO total vouchered amount.

PO/Reference No.		<b>BB00536236 Revision 0</b>							
Supplier		<b>GIVE SOMETHING BACK</b>							
Status	Purchase Order	Revisions	PO Approvals	Shipments	Receipts	<b>Invoices / Vouchers</b>	Comments	Attachments (1)	History
 ?									
<b>Voucher Summary</b> ?									
Voucher No.	Supplier Invoice Number	Invoice Date	Due Date	Voucher Type	Payment Status	Voucher Total	Vouchered By		
<a href="#">SQ890695</a> 	IN-0364928	4/27/2015	5/27/2015	Voucher	Paid	78.83 USD	TABRON, Pamela K.		
<a href="#">SQ834678</a> 	CIN-0364928	4/27/2015	5/27/2015	Voucher	Cancelled	78.83 USD	System		
<a href="#">SQ836103</a> 	IN-0365385	4/28/2015	5/28/2015	Voucher	Paid	6.30 USD	System		
						<b>Total</b>	<b>163.96 USD</b>		

Cancelled voucher amount included in total

## Changes with Invoices/Vouchers Total Calculations

Similarly, if a credit was cancelled, the total credit is included on the PO total vouchered amount.

PO/Reference No. <b>BB00482336 Revision 2</b>									
Supplier <b>FISHER SCIENTIFIC</b>									
Status	Purchase Order	Revisions	PO Approvals	Shipments	Receipts	<b>Invoices / Vouchers</b>	Comments (7)	Attachments (2)	History
<b>Voucher Summary</b>									
Voucher No.	Supplier Invoice Number	Invoice Date	Due Date	Voucher Type	Payment Status	Voucher Total	Vouchered By		
<a href="#">SQ747600</a> 	9829424	1/12/2015	2/11/2015	Voucher	Paid	187.62 USD	System		
<a href="#">SQ849103</a> 	4060899	4/10/2015	4/10/2015	Credit memo	Cancelled	-187.62 USD	Chapman, Brian		
						<b>Total</b>	<b>0.00 USD</b>		

Cancelled credit amount included in total

## Changes with Invoices/Vouchers Total Calculations

**With 15.2: Cancelled vouchers/credits total removed from grand total.**

When an invoice or credit memo is canceled, the invoice information remains on the Invoice Summary screen, however the Invoice Total field value becomes 0.00.

### Cancelled Voucher View

Voucher No.	Supplier Invoice Number	Invoice Date	Due Date	Voucher Type	Payment Status	Voucher Total
<a href="#">SQ002331</a> 	20150709-2	7/9/2015	7/9/2015	Voucher	Cancelled	0.00 USD

### Cancelled Credit Memo View

Voucher No.	Supplier Invoice Number	Invoice Date	Due Date	Voucher Type	Payment Status	Voucher Total
<a href="#">SQ002332</a> 	20150709-3	7/9/2015	7/9/2015	Credit memo	Cancelled	0.00 USD

## Changes with Invoices/Vouchers Total Calculations

**With 15.2: Cancelled vouchers/credits total removed from grand total.**

If there are multiple vouchers associated with the PO, there is a grand total value but the cancelled invoice total **does not contribute to it.**

### Cancelled Voucher

Status	Purchase Order	Revisions	PO Approvals	Shipments	Receipts	Invoices / Vouchers	Comments (4)	Attachments (2)	History
PO/Reference No. <b>BB00004560 Revision 3</b> Available Actions <input type="button" value="Add Comment"/>									
Supplier <b>C.A. BRIGGS COMPANY</b> <input type="button" value="Go"/>									
<b>Voucher Summary</b>									
Voucher No.	Supplier Invoice Number	Invoice Date	Due Date	Voucher Type	Payment Status	Voucher Total	Vouchered By		
<a href="#">SQ002331</a>	20150709-2	7/9/2015	7/9/2015	Voucher	Cancelled	0.00 USD	Training, Ike Invoice Entry		
<a href="#">SQ002330</a>	20150907	7/9/2015	7/9/2015	Voucher	Payable	1,000.00 USD	Training, Ike Invoice Entry		
						<b>Total</b>	<b>1,000.00 USD</b>		

### Cancelled Credit Memo

Status	Purchase Order	Revisions	PO Approvals	Shipments	Receipts	Invoices / Vouchers	Comments	Attachments (1)	History
PO/Reference No. <b>BB00004571 Revision 0</b> Available Actions <input type="button" value="Add Comment"/>									
Supplier <b>Office Max</b> <input type="button" value="Go"/>									
<b>Voucher Summary</b>									
Voucher No.	Supplier Invoice Number	Invoice Date	Due Date	Voucher Type	Payment Status	Voucher Total	Vouchered By		
<a href="#">SQ002333</a>	20150709-4	7/9/2015	7/9/2015	Voucher	Payable	45.00 USD	Training, Ike Invoice Entry		
<a href="#">SQ002334</a>	20150709-5	7/9/2015	7/9/2015	Credit memo	Cancelled	0.00 USD	Training, Ike Invoice Entry		
						<b>Total</b>	<b>45.00 USD</b>		

## Changes with Invoices/Vouchers Total Calculations

**With 15.2: Cancelled vouchers/credits total removed from grand total.**

If the cancelled invoice is the only invoice associated with the PO, the grand total value is 0.00

PO/Reference No. <b>BB00004645 Revision 0</b>		Available Actions		Add Comment			
Supplier <b>Office Max</b>						<b>Go</b>	
Status	Purchase Order	Revisions	PO Approvals	Shipments	Receipts	<b>Invoices / Vouchers</b>	Comments Attachments History
?							
<b>Voucher Summary</b> ?							
Voucher No.	Supplier Invoice Number	Invoice Date	Due Date	Voucher Type	Payment Status	Voucher Total	Vouchered By
<a href="#">SQ002335</a> 	20150709-6	7/9/2015	7/9/2015	Voucher	Cancelled	0.00 USD	Training, Ike Invoice Entry
						<b>Total</b>	<b>0.00 USD</b>

# SYSTEM & BROWSER RECOMMENDATIONS

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# System & Browser Requirements

Platform	Supported Browser
Windows	Internet Explorer (IE) 8, 9, 10, 11 Chrome – latest version – automatically updated by Google Firefox – latest version – automatically updated by Mozilla Opera 10 and higher
Macintosh	Safari 4.0 and higher Firefox – latest version – automatically updated by Mozilla
iPad	Safari – embedded browser within the iPad

## DETAILS:

- Firefox 3.6 and IE 7 are not supported.
- Internet Explorer versions 8 and 9 are not supported with new attachment functionality (drag and drop for attachments and adding multiple attachments).
- Email approvals are designed to work with embedded browsers for Android, Blackberry, and iPhone/iPad mobile devices. Readability of emails vary based on email client and formatting selected.
- iPad is supported, however not all Supplier punch-out sites will support use of this device.
- Although Safari is supported, not all Supplier punch-out sites support this browser.

## Additional Information

- Alpha, Beta, or unreleased versions of browsers are not supported
- Any browsers not listed have not been validated by SciQuest and are not supported.

# RESOURCES & SUPPORT

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# Resources

- The BearBuy website is the source for the most up to date news, announcements and training resources.
  - [supplychain.berkeley.edu/bearbuy](https://supplychain.berkeley.edu/bearbuy)
- Job aids & Guides available on the Instructions Resources page.
  - [supplychain.berkeley.edu/bearbuy/instructional-resources-0](https://supplychain.berkeley.edu/bearbuy/instructional-resources-0)
- BearBuy YouTube Channel - Short demos videos! 
  - [youtube.com/user/BearBuyProcurement](https://youtube.com/user/BearBuyProcurement).
  - Subscribe to receive notifications when new videos are posted.
- Follow us on Instagram! 
  - Another source of receiving news about upcoming events
  - [http://instagram.com/ucb\\_bearbuy?ref=badge](http://instagram.com/ucb_bearbuy?ref=badge)

# Help Desk

- BearBuy Help Desk #1 place to stop for help:
  - BearBuy information (about BearBuy),
  - Recommended best practices,
  - Technical assistance,
  - Policy related questions, and
  - Much more!
- Contact the BearBuy help desk!
  - (510) 664-9000 Option 1, Option 2
  - Mon-Fri 8 AM to 5PM
  - [Email BearBuy Help](mailto:bearbuyhelp@berkeley.edu) (bearbuyhelp@berkeley.edu)



Questions?

*Please send all related question to*  
[bearbuyhelp@berkeley.edu](mailto:bearbuyhelp@berkeley.edu)