Agenda

• Reminders
  • BearBuy Outage

• What’s new with 15.2?
  • Changes with Invoices/Vouchers Total Calculations

• System and Browser Recommendations

• Resources & Support
REMINDERS
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 20th.
  • 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 for direction.
WHAT’S NEW WITH 15.2
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 voucharered amount.

<table>
<thead>
<tr>
<th>Voucher No.</th>
<th>Supplier Number</th>
<th>Invoice Date</th>
<th>Due Date</th>
<th>Voucher Type</th>
<th>Payment Status</th>
<th>Voucher Total</th>
<th>Voucher By</th>
</tr>
</thead>
<tbody>
<tr>
<td>SQ890695</td>
<td>IN-0364928</td>
<td>4/27/2015</td>
<td>5/27/2015</td>
<td>Voucher</td>
<td>Paid</td>
<td>78.83 USD</td>
<td>TABRON, Pamela K.</td>
</tr>
<tr>
<td>SQ834678</td>
<td>CIN-0364928</td>
<td>4/27/2015</td>
<td>5/27/2015</td>
<td>Voucher</td>
<td>Cancelled</td>
<td>78.83 USD</td>
<td>System</td>
</tr>
</tbody>
</table>

**Total:** 163.95 USD

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.

<table>
<thead>
<tr>
<th>Voucher No.</th>
<th>Supplier Invoice Number</th>
<th>Invoice Date</th>
<th>Due Date</th>
<th>Voucher Type</th>
<th>Payment Status</th>
<th>Voucher Total</th>
<th>Voucher By</th>
</tr>
</thead>
<tbody>
<tr>
<td>SQ747600</td>
<td>9829424</td>
<td>1/12/2015</td>
<td>2/11/2015</td>
<td>Voucher</td>
<td>Paid</td>
<td>187.62 USD</td>
<td>System</td>
</tr>
<tr>
<td>SQ849103</td>
<td>4060899</td>
<td>4/10/2015</td>
<td>4/10/2015</td>
<td>Credit memo</td>
<td>Cancelled</td>
<td>-187.62 USD</td>
<td>Chapman, Brian</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Voucher No.</th>
<th>Supplier Invoice Number</th>
<th>Invoice Date</th>
<th>Due Date</th>
<th>Voucher Type</th>
<th>Payment Status</th>
<th>Voucher Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>SQ002331</td>
<td>20150709-2</td>
<td>7/9/2015</td>
<td>7/9/2015</td>
<td>Voucher</td>
<td>Cancelled</td>
<td>0.00 USD</td>
</tr>
</tbody>
</table>

Cancelled Credit Memo View

<table>
<thead>
<tr>
<th>Voucher No.</th>
<th>Supplier Invoice Number</th>
<th>Invoice Date</th>
<th>Due Date</th>
<th>Voucher Type</th>
<th>Payment Status</th>
<th>Voucher Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>SQ002332</td>
<td>20150709-3</td>
<td>7/9/2015</td>
<td>7/9/2015</td>
<td>Credit memo</td>
<td>Cancelled</td>
<td>0.00 USD</td>
</tr>
</tbody>
</table>
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

```
Voucher Summary

<table>
<thead>
<tr>
<th>Voucher No.</th>
<th>Supplier Invoice Number</th>
<th>Invoice Date</th>
<th>Due Date</th>
<th>Voucher Type</th>
<th>Payment Status</th>
<th>Voucher Total</th>
<th>Vouched By</th>
</tr>
</thead>
<tbody>
<tr>
<td>SQ002331</td>
<td>20150709-2</td>
<td>7/9/2015</td>
<td>7/9/2015</td>
<td>Voucher</td>
<td>Cancelled</td>
<td>0.00 USD</td>
<td>Training, Ike Invoice Entry</td>
</tr>
<tr>
<td>SQ002330</td>
<td>20150907</td>
<td>7/9/2015</td>
<td>7/9/2015</td>
<td>Voucher</td>
<td>Payable</td>
<td>1,000.00 USD</td>
<td>Training, Ike Invoice Entry</td>
</tr>
</tbody>
</table>
```

Total 1,000.00 USD

Cancelled Credit Memo

```
Voucher Summary

<table>
<thead>
<tr>
<th>Voucher No.</th>
<th>Supplier Invoice Number</th>
<th>Invoice Date</th>
<th>Due Date</th>
<th>Voucher Type</th>
<th>Payment Status</th>
<th>Voucher Total</th>
<th>Vouched By</th>
</tr>
</thead>
<tbody>
<tr>
<td>SQ002333</td>
<td>20150709-4</td>
<td>7/9/2015</td>
<td>7/9/2015</td>
<td>Voucher</td>
<td>Payable</td>
<td>45.00 USD</td>
<td>Training, Ike Invoice Entry</td>
</tr>
<tr>
<td>SQ002334</td>
<td>20150709-5</td>
<td>7/9/2015</td>
<td>7/9/2015</td>
<td>Credit memo</td>
<td>Cancelled</td>
<td>0.00 USD</td>
<td>Training, Ike Invoice Entry</td>
</tr>
</tbody>
</table>
```

Total 45.00 USD
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
SYSTEM & BROWSER RECOMMENDATIONS
System & Browser Requirements

<table>
<thead>
<tr>
<th>Platform</th>
<th>Supported Browser</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows</td>
<td>Internet Explorer (IE) 8, 9, 10, 11</td>
</tr>
<tr>
<td></td>
<td>Chrome – latest version – automatically updated by Google</td>
</tr>
<tr>
<td></td>
<td>Firefox – latest version – automatically updated by Mozilla</td>
</tr>
<tr>
<td></td>
<td>Opera 10 and higher</td>
</tr>
<tr>
<td>Macintosh</td>
<td>Safari 4.0 and higher</td>
</tr>
<tr>
<td></td>
<td>Firefox – latest version – automatically updated by Mozilla</td>
</tr>
<tr>
<td>iPad</td>
<td>Safari – embedded browser within the iPad</td>
</tr>
</tbody>
</table>

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
Resources

- The BearBuy website is the source for the most up to date news, announcements and training resources.
  - supplychain.berkeley.edu/bearbuy

- Job aids & Guides available on the Instructions Resources page.
  - supplychain.berkeley.edu/bearbuy/instructional-resources-0

- BearBuy YouTube Channel - Short demos videos!
  - 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
Help Desk

• BearBuy Help Desk #1 place to stop for help:
  o BearBuy information (about BearBuy),
  o Recommended best practices,
  o Technical assistance,
  o Policy related questions, and
  o Much more!

• Contact the BearBuy help desk!
  o (510) 664-9000 Option 1, Option 2
  o Mon-Fri 8 AM to 5PM
  o Email BearBuy Help (bearbuyhelp@berkeley.edu)
Questions?

Please send all related question to bearbuyhelp@berkeley.edu