

BearBuy 19.3 Updates

Vouchers to Invoices: The 19.3 upgrade now refers to vouchers as **invoices**.

Current

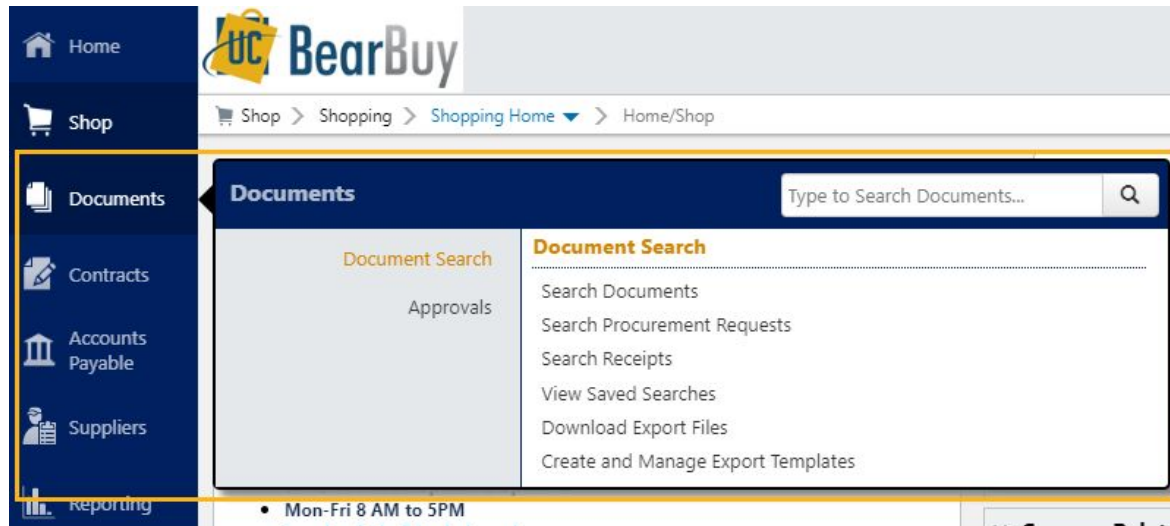
The screenshot shows the current search interface. On the left, there is a 'Search' label. To its right is a dropdown menu currently set to 'Vouchers'. Below this menu, several other options are listed: 'All Documents', 'Requisitions', 'Purchase Orders', 'Vouchers' (highlighted in blue), 'Receipts', and 'Form Requests'. To the right of the dropdown is a search input field, followed by a date range selector set to 'All Dates' and a 'Go' button. Below the search bar, there is a small text prompt: 'Enter search terms such as document numbers, suppliers, and product information.' and a list of links: 'to: advanced search | my requisitions | my purchase orders | my vouchers'.

19.3

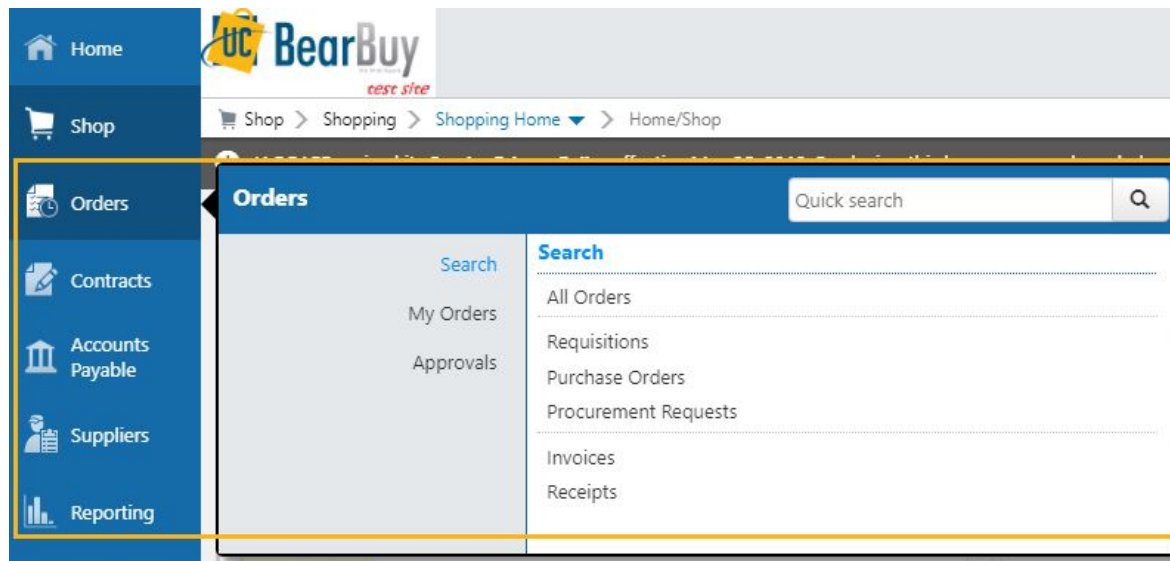
The screenshot shows the 19.3 search interface. On the left is a sidebar with 'My Searches' and a 'Manage Searches' link. Below that are 'My Recent Approvals' and 'My Recent Orders'. At the bottom of the sidebar is a 'Favorite Searches' section with the message 'You do not have any favorite searches yet.' The main area is titled 'Search All Orders' and includes a 'Save As' dropdown. Below the title, there are filters for 'Type of Order: Invoice' and 'Created Date: Last 90 days'. A modal window is open, allowing selection of the order type. The 'Invoice' option is checked and highlighted with a yellow box. Other options include 'Purchase Order', 'Receipt', and 'Requisition', all of which are unchecked. At the bottom of the modal are 'Apply' and 'Cancel' buttons. On the right side of the main area, there is a column labeled 'Order St' with several rows, each containing the word 'Complete'.

Documents/Orders Search Bar: The Search Bar located on the left hand side of the BearBuy landing page will now say **Orders** instead of **Documents**.

Current



19.3



From Simple Search to Quick Search for Documents/Orders: The appearance for the Simple Search bar under Document Search has been changed and is now called **Quick Search** in 19.3's Orders Search.

Current

The screenshot shows the top navigation bar of the BearBuy website. On the left is a dark blue sidebar with icons and text for 'Home', 'Shop', 'Documents', and 'Contracts'. The main header area contains the 'UC BearBuy' logo and a breadcrumb trail: 'Documents > Document Search > Search Documents > Document Search'. A search box is highlighted with a yellow border, containing a 'Search' label, a dropdown menu set to 'All Documents', a text input field, another dropdown menu set to 'All Dates', and a 'Go' button. Below the search box, there is a prompt: 'Enter search terms such as document numbers, suppliers, and product information.' and a 'Go to:' section with links for 'advanced search', 'my requisitions', 'my purchase orders', and 'my vouchers'.

19.3

The screenshot shows the '19.3' version of the BearBuy interface. The sidebar on the left includes 'Home', 'Shop', 'Orders', and 'Contracts'. The main header features the 'UC BearBuy' logo with a 'test site' watermark and a breadcrumb trail: 'Orders > Search > All Orders > Search All Orders'. A 'My Searches' sidebar is visible on the left. The main content area is titled 'Search All Orders' with a 'Save As' dropdown. A search bar is highlighted with a yellow border, containing filters for 'Type of Order: All' and 'Created Date: Last 90 days', a 'Quick search' input field with a search icon, and buttons for 'Add Filter' and 'Clear All Filters'.

Documents/Orders Advanced Search: The appearance for the Advanced Search under Document Search has been changed and is now displayed as **Search All Orders** in 19.3's Orders Search.

Current

Search All Documents simple search

General Document Identification

Document Number(s)

Document Information

Participant(s) Any Me Pick...

Owner

Date All Dates

Total Amount

Supplier

Item/Product Information

Catalog Number(SKU)

Product Description

Product Flags

- Biological Hazard/Select Agent
- Controlled substance
- EHS Review (Toxic Gas, Hazardous Materials)
- Energy Star
- Green
- Hazardous material
- Radioactive, X-Ray & Laser
- Recycled
- Toxin

Go to: [simple search](#) | [my requisitions](#) | [my purchase orders](#) | [my vouchers](#)

19.3

Home Shop Orders Contracts Accounts Payable Suppliers Reporting Administer Setup

UC BearBuy

Orders > Search > All Orders > Search All Orders

My Searches Search All Orders Save As

Manage Searches

My Recent Approvals

My Recent Orders

Favorite Searches

You do not have any favorite searches yet.


Type of Order: All Created Date: Last 90 days Quick search

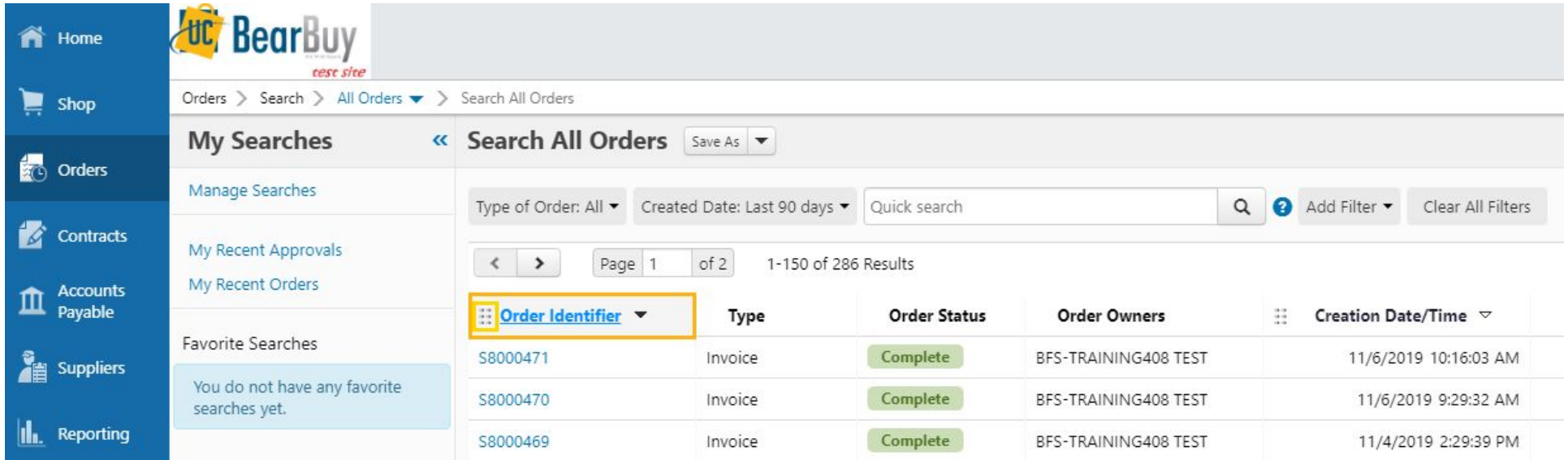
Page 1 of 2 1-150 of 283 Results

Order Identifier	Type	Order Status	Order Owners	Available Filters
8899000737	Purchase Order	Complete	BFS-TRAINING100 TEST	<input type="checkbox"/> Account*
8899000736	Purchase Order	Complete	BFS-TRAINING100 TEST	<input type="checkbox"/> Approved By
8899000735	Purchase Order	Complete	BFS-TRAINING211 TEST Sukarno Kusumonegoro	<input type="checkbox"/> BluCard Holder*
8899000734	Purchase Order	Complete	BFS-TRAINING211 TEST Sukarno Kusumonegoro	<input type="checkbox"/> Buyer Name*
8899000733	Purchase Order	Complete	BFS-TRAINING211 TEST Sukarno Kusumonegoro	<input type="checkbox"/> CA Partial Sales Tax*

Catalog Number (SKU)
 Chartfield1*
 Chartfield2*
 Completed Date
 Department*
 Dept Ref No.*

Other Features in 19.3

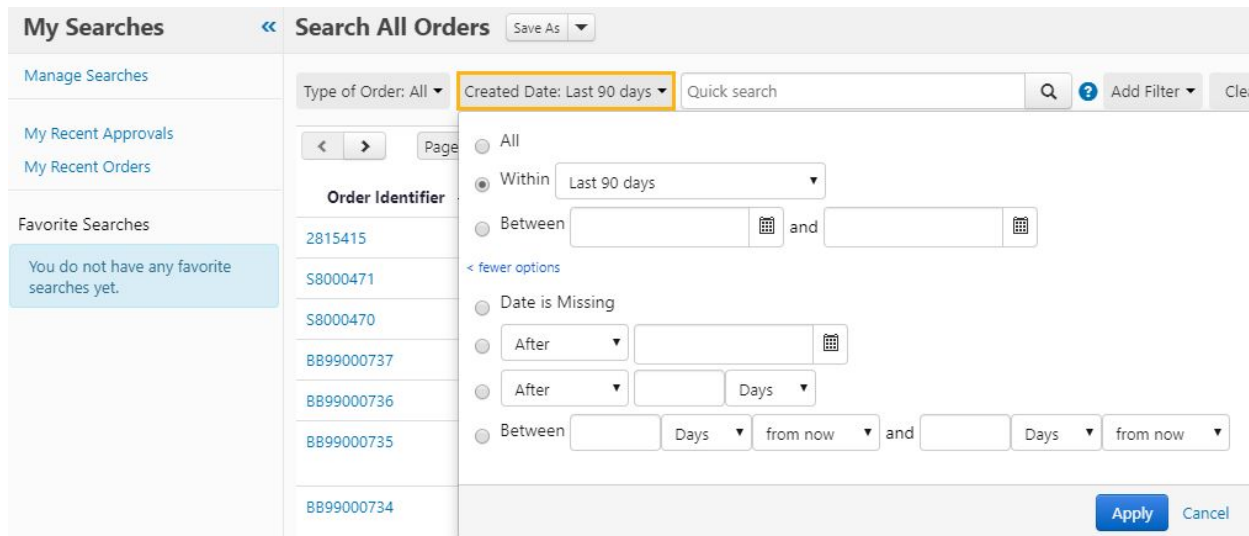
Movable Columns When Searching Orders: When hovering over column headers as you search for an order, dots () will appear next to the column title of your choice. These dots will allow you to drag the column accordingly.



The screenshot shows the 'Search All Orders' page in the BearBuy system. The left sidebar contains navigation options: Home, Shop, Orders, Contracts, Accounts Payable, Suppliers, and Reporting. The main content area shows search filters: 'Type of Order: All', 'Created Date: Last 90 days', and a 'Quick search' input field. Below the filters, it indicates 'Page 1 of 2' and '1-150 of 286 Results'. A table displays search results with columns: Order Identifier, Type, Order Status, Order Owners, and Creation Date/Time. The 'Order Identifier' column header is highlighted with a yellow box and has a three-dot icon next to it.

Order Identifier	Type	Order Status	Order Owners	Creation Date/Time
S8000471	Invoice	Complete	BFS-TRAINING408 TEST	11/6/2019 10:16:03 AM
S8000470	Invoice	Complete	BFS-TRAINING408 TEST	11/6/2019 9:29:32 AM
S8000469	Invoice	Complete	BFS-TRAINING408 TEST	11/4/2019 2:29:39 PM

Created Date: Last 90 Days - Default: When searching for orders, the **Created Date** filter is defaulted to show orders within the **Last 90 Days**.



This screenshot shows the 'Created Date' filter dropdown menu. The 'Created Date: Last 90 days' filter is selected and highlighted with a yellow box. The dropdown menu offers several options: 'All', 'Within Last 90 days', 'Between' (with date pickers), 'Date is Missing', 'After' (with a date picker), 'After' (with a date picker and 'Days' dropdown), and 'Between' (with date pickers, 'Days' dropdown, and 'from now' dropdown). 'Apply' and 'Cancel' buttons are at the bottom right.