BearBuy User Reference Guide – *Voucher Approver*



Version 10

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A. BearBuy Roles

Voucher Approver/ Match Exception Approver [ROLE]:

- Role is requested through the System Access Request Application (SARA) based on Org Node.
- Confirms all corrected Requisition (order) information is accurate, complete and complies with the policy and funding requirements.
- Approves vouchers to release payment to the vendor based on the vendor's payment terms.
- Approves the clearing of match exceptions, once errors have been resolved by Match Exception Preparer.

This role *cannot* combine this role with the Match Exception Preparer role.

Match Exception Preparer [ROLE]:

- Role is requested through the System Access Request Application (SARA) based on Org Node.
- Researches and processes the clearing of exceptions when the Voucher and Purchase Order do not match. When appropriate, works with the vendor to correct erroneous invoices.
- Works with individuals in their unit to document the root cause and resolution of an exception, including adding relevant comments and attaching documentation to confirm the goods or services were needed.
- Users with this role are included in the Voucher approval process when an invoice exceeds the matching tolerances set in BearBuy.

This role *cannot* combine this role with the Voucher Approver role.

Change Order Preparer [ROLE]:

- Perform changes requested by department
- Researches and resolves all Purchase Order export errors.

B. Invoice Processing



<u>Supplier</u>

- Submits invoices for all goods and services.
- Some suppliers, typically enabled vendors with catalogs, will send **electronic** invoices to BearBuy. For electronic vouchers, the suppliers invoice is the electronic data displayed on the voucher (there will be no image of a paper invoice).

Accounts Payable (Disbursements)

- Scans invoice (using ImageNow system) and enters vouchers in BearBuy.
- ImageNow system will have the image reference for paper invoices. Electronic invoice information from the supplier is available as the Invoice/Voucher in BearBuy.
- Enters vouchers for all available PO Line items
- After the voucher is entered and saved, ImageNow will link the paper invoices to the appropriate BearBuy vouchers.

C. Voucher Approval



<u>Overview</u>

- Matched vouchers less than \$1,000 will be auto-approved except for After-the-Fact orders, Payment Requests, Services, and Sub-awards which require voucher approval regardless of dollar amount.
- Voucher Approval provides an electronic record of approval to pay.
- From the BearBuy Voucher record, you can click once to access the PO, receipts and comments /attachments.
- If corrections to the voucher are needed, add a comment on the voucher to the AP analyst who processed the voucher.
- Only forward a voucher to AP if you want it rejected/cancelled from BearBuy.

D. Match Exception Approval



• An invoice is matched to the PO based on line-item Quantity and Amount. **Match Exceptions** are generated when:

Goods Tolerances		Service / Amount-only Tolerances		
	 Invoice line Unit Price exceeds PO Unit Price by the lower of 10% of Total or \$500. Invoice line Quantity exceeds PO Quantity by10% of Total or more 	 Invoice line Unit Price exceeds PO Unit Price by the lower of 10% of Total or \$500. Quantity is not reviewed for Invoice / PO matching. 		

Responsibilities

- Once the Match Exception Preparer completes activities, the voucher is routed to the Match Exception Approver / Voucher Approver to perform approval of the Match Exception.
- Approves the clearing of match exceptions when it is okay to pay the invoice.



E. BearBuy Forms

The list of forms in BearBuy is included here to ensure that Requisition Approvers are aware that certain types of Forms will require additional Org Node approval. When a Form requires Org Node approval, the approval will be required for the Requisition and the Voucher.

Form Name	Proper Usage	Requires Org Node Approval?
After the Fact PO	To pay for goods/services for which a purchase order has not previously been put in place but should have been.	Yes
Amount Only	To request 'amount-only' purchases for services and tangible goods that need to appear on the same PO.	Yes
Claremont Off Campus Event Form	To reserve off-campus rental space at the Claremont Hotel Club & Spafor your department's event when meals or guest rooms are included.	Yes
Independent Contractor and Consultant Services	To request personal/ professional/ independent contractor or consulting services.	Yes
Moving Services: Household and Personal Effects	To request moves for new campus hires. The relocation move can involve the move of the new hire's household, office, and/or laboratory.	Yes
Non-Catalog Form	To request goods not found in a BearBuy catalog from contracted and other suppliers.	No
Off Campus Events	To reserve off-campus rental space for your department's event when meals or guest rooms are included.	No
Payment Request Form	To use for activities not requiring a Purchase Order. Each activity has different documentation requirements which must be attached.	Yes
Service Order	To request 'amount only' purchase requests for services.	Yes
Sole Source Over \$100,000	To request authorization for an exception to competitive bidding where the dollar amount equals or exceeds \$100,000 and when competitive bidding is unavailable. Do not use this form if the request is for less than \$100,000.00. Use a non-catalog or services form for purchases under \$100,000.00.	Yes
Sub-award-UC Recipient	To issue sub-award payments to other UC institutions.	Yes
Sub-award- Non UC Recipient	To issue sub-award payments to non-UC institutions.	Yes
Temporary Staffing Request	To request temporary staffing using our strategically sourced contracts, for: Clerical, Food Services, IT Services, Light Industrial, or Trade services.	No
Vehicle Charter Request	To purchase vehicle charter services with strategically sourced suppliers.	No

F. BearBuy Navigation

Below is an overview of the BearBuy Home/Shop page and key items to review when logging in. The left side panel contains important news and information.



ñ	Home: Click on the icon to return to the BearBuy Home/Shop page.	2	Supplier Management: Menu Supplier Management.
1	Shop: Shopping menu and tasks including shopping page, forms, carts and orders.	\$	Menu Search: Keyword search with clickable results.
۹	Orders and Documents: Menu for Document Search and My Approvals sub-menu.	Q	Quick Search: Click to access the Quick Search Menu.
	Catalogs and Contracts: Menu for Contract Management, hosted catalog content, pricing and configuration.	*	Bookmark: Click on the icon to view or edit your bookmarks and to create a new bookmark.
Ē	Accounts Payable: Menu for Accounts Payable Dashboard, Invoices and Receipts.		

G. Basic Voucher Approval Functions (Step-by-Step Instructions)

Accessing Vouchers Pending Review and Approval

1. Navigate to Orders & Documents>Approvals>My Approvals.

Orders & Documents			
Document Search	Approvals		
Approvals	My Approvals		
Approvais	Approval Notifications		
	My Recent Approvals		
	Orders & Documents Document Search Approvals		

- 2. On the resulting **My Approvals** page, use the **Group Results By**: option to group vouchers by **List** or **Folders**.
 - a. Folders: You would select the folder you would like to work in.
 - b.List: You can sort or filter your My Approvals list.



Assign a Voucher to Myself

- 1. Navigate to Orders & Documents>Approvals>My Approvals
- 2. Select the voucher number.
- 3. From the Available Actions drop-down, select Assign and click Go.

Voucher Number	SQ002092	Supplier Account No.	Available Actions	Assign	Go				
Supplier Invoice No. Supplier Name Voucher Approvals	01291425 C.A. BRIGGS COMPANY Matching Comments Attachmen	Image Attachment ts (3) History		Approve/complete step & show hext Approve/complete step Add Comment Copy to new Voucher Add Notes to History					
Summary Paym	ent Information Discount, Tax,	Shipping & Handling Account	ing Codes	Summary Payment Information Discount, Tax, Shipping & Handling Accounting Codes ?					

Adding Comments/Attachments to the Voucher

- 1. Within the voucher, navigate to the **Comments** tab.
- 2. Click Add Comment.
- 3. Enter your comments, then check the **☑** Email notification(s) box next to the individuals whom you want the email to be sent.

a. To add individuals, select the add email recipient link.

- 4. Enter comment.
- 5. To attach documents select **Browse**.
- 6. From the pop-up window, select the document and click open.
- 7. Click Add Comment.

Voucher	Approvals	Matching	Comments	Attachments	History		
Add Comment							

Approving a Voucher

Once you've completed your review and determined that the voucher is ok to pay:

- 1. In the assigned voucher, navigate to the Available Actions drop-down menu.
- 2. Select Approve/Complete Step and click Go.

Forward a Voucher

If the voucher needs corrections (i.e. duplicate invoice, incorrect remit to, misapplied lines, etc) you must **forward** the voucher to Accounts Payable.

- 1. In the assigned voucher, navigate to Available Actions.
- 2. From the Available Actions drop-down, select Forward and click Go.
- Select the Analyst in Accounts Payable who should receive the forwarded voucher – the Analyst name is listed on the General section as Vouchered By.
 a. For electronic invoices contact bearbuyhelp@berkeley.edu.
- 4. Enter a Forward reason note. Click Forward.

Reject/Cancel a Voucher

AP will cancel the voucher for you as long as:

- 1. In the assigned voucher, navigate to the Available Actions drop-down menu.
- 2. Follow the steps outlined in the **Forward a Voucher** section. Include comments to explain why the voucher needs to be rejected/cancelled.

Return a Voucher to the Shared Folder

- 1. In the assigned **voucher**, navigate to the **Available Actions** drop-down menu.
- 2. From the Available Actions drop-down, select Return to Shared Folder.
- 3. Select Go.

Assign Substitute Approvers

To have a substitute approver assigned, contact the BearBuy Help Desk, <u>bearbuyhelp@berkeley.edu</u>.

Voucher Ap	provals	Matching	Comments	Attache	
Summary	Paym	ent Inform	ation Di	scount, T	
General					
Invoice Infor	mation				
Supplier Name		C.A. BRIGGS COMPANY VII more info			
Supplier No. Voucher Name Voucher Number Voucher Owner					
		2014-01-29 ike 40			
		SQ002092 Train Shopper 01			
					Supplier Invoice No.
Invoice Date		1/29/2014			
le conserve per				-	
Vouchered By		Ike Invoice Entry Training			

H. Additional Resources & Support

<u>BearBuy</u>

- The BearBuy Training site is the source for the most up to date news and announcements.
 http://supplychain.berkeley.edu/bearbuy
- More Training Resources are available for you at
 http://supplychain.berkeley.edu/bearbuy/instructional-resources
- BearBuy YouTube Channel
 - o youtube.com/user/BearBuyProcurement
- Need more assistance? Contact the BearBuy help desk!
 - $\circ~$ (510) 664-9000 Option 1, Option 2
 - $\circ~$ Mon-Fri 8 AM to 5PM
 - <u>Email BearBuy Help (bearbuyhelp@berkeley.edu)</u>

Other Supply Chain Management Units

- Vendoring
 - o http://supplychain.berkeley.edu/programs/vendoring
- Procurement Buyers
 - o <u>http://supplychain.berkeley.edu/programs/campus-buyer</u>

Controller's Office – Accounts Payable

Accounts Payable website (formerly known as Disbursements)

 <u>http://controller.berkeley.edu/departments/accounts-payable</u>

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Appendix A: High Level Procure To Pay Workflow Map

