

Concepts

- Vouchers are created when Accounts Payable receives a supplier invoice.
 - Sent to Accounts Payable
 - Sent electronically to BearBuy
- Voucher Org Node Approval is required when the invoice is greater than \$1,000 for Catalog and Non-Catalog Form based transactions.
- Regardless of the voucher total amount, Voucher Org Node Approval is required for Services, After the Fact, Subawards and Payment Requests

Accessing Vouchers Pending Review and Approval

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

- 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		SQ0020	SQ002092		Supplier Account No. Av Image Attachment		Available Actions	Assign	Go
Supplier Supplier	Supplier Invoice No. Supplier Name		01291425 C.A. BRIGGS COMPANY					Approve/complete step & show next Approve/complete step Add Comment Copy to new Voucher	٩
Vouche	r Approvals	Matching	Comments	Attachments (3)	History			Add Notes to History	
Sumn	nary Paym	ent Informa	tion Dis	count, Tax, Shippi	ng & Handling 🛛	Accounting	J Codes		?

Adding Comments/Attachments to the Voucher

- 1. Within the voucher, navigate to the **Comments** tab.
- 2. Click the Add Comment button.
- 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 the **Browse** button.
- 6. From the pop-up window, select the document you wish to attach and click **open**.



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.

Voucher	Approvals	Matching Comments Attachr							
Summa	ary Payr	ent Information Discount, T							
General ?									
Invoice Ir	nformation								
Supplier	Name	C.A. BRIGGS COMPANY VET more info							
Supplier I	No.								
Voucher	Name	2014-01-29 ike 40							
Voucher	Number	SQ002092							
Voucher	Owner	Train Shopper 01							
Supplier I	invoice No.	01291425							
Invoice D	ate	1/29/2014							
Vouchere	d By	Ike Invoice Entry Training							

 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 <u>bearbuyhelp@berkeley.edu</u>.

4. In the pop-up note, enter a Forward reason note. Click the Forward button.

Reject/Cancel a Voucher

- 1. In the assigned voucher, navigate to the Available Actions drop-down menu.
- 2. Follow the steps outlined in the Forward a Voucher section.

Return a Voucher to the Shared Folders

- 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>.