

Payment Request Form Structure

(Q) Why can only one invoice be paid on one payment request form (PRF)?

(A) A payment request form only allows one invoice number and one invoice date to be entered on it. The invoice number is a key internal control to prevent duplicate payment. Therefore, one payment request form should be used to only pay one invoice on one cart.

(Q) If the invoice is included as an attachment on the PRF will it also need to be sent to Disbursements after the PO is completed?

(A) No. Attachments on the requisition for a payment request form will automatically be carried over onto the voucher. Payment requests are unique since once the PO is completed in BearBuy a voucher will automatically be created in BearBuy. All attachments included at the requisition level will be carried over to the voucher, therefore not needing to send it down to Accounts payable (formerly known as Disbursements).

(Q) Is it safe to say one payment request will result in one check?

(A) Not necessarily. Not all vendors are paid in the same manner. Some payments are done electronically not with a check. Also, other payments made to the same supplier on the same day will print together. For more information on the actual payment process, please contact the Accounts Payable help desk at disburse@berkeley.edu.

(Q) If tax is not listed out as a line item on the PO, where does tax go if it's include in the invoice total?

(A) Requisition and PO lines do not break out the tax but are marked as taxable items. The taxable items flag tells both the system and AP that tax will be applied by the supplier at the time the invoice is sent to us. When the invoice comes in and AP manually enters the vouchers in BearBuy, they enter the tax in a separate section ensuring we pay the tax amount to the supplier.

(Q) What if I need the check held for 'pick up'?

(A) If there is a legitimate business need to have a check held for pickup, enter the full name and phone number of the staff member to be contacted when the check is available within the **Payment message section** on the form.

Accounts Payable will evaluate all requests to hold a check for pickup and may contact the Requester for review. If it is determined that there is not a legitimate business need to hold the check for pickup, the Requester will be notified and the check will be mailed to the address on file.

Types of payments and the Payment Request Form

(Q) Are printing and copying considered the same thing? If so, which form do we use to have an invoice paid for copies made without a PO?

(A) Printing is usually known ahead of time. It's a request sent to a supplier to print a set number of documents. Copying, on the other hand, is often last minute and not known ahead of time. With that said invoices to pay for copying services can be paid with a payment request form or with a department bluCard.

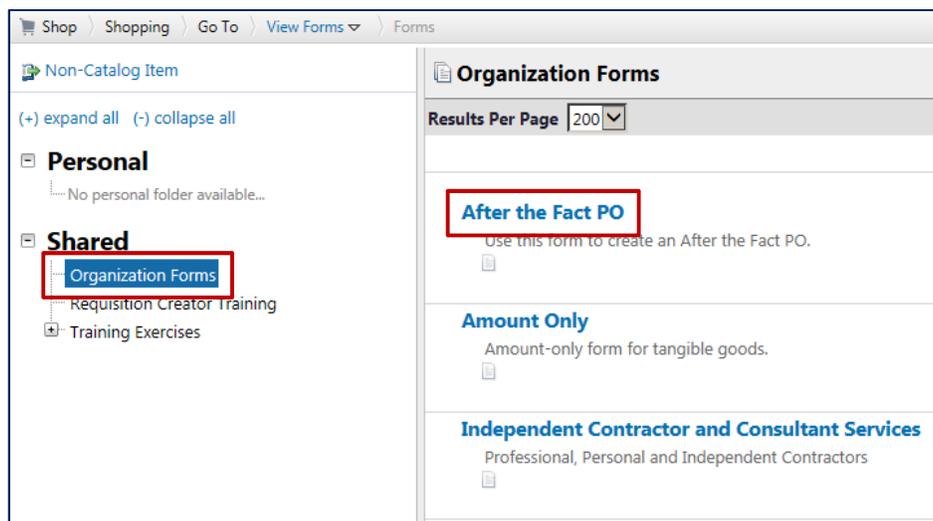
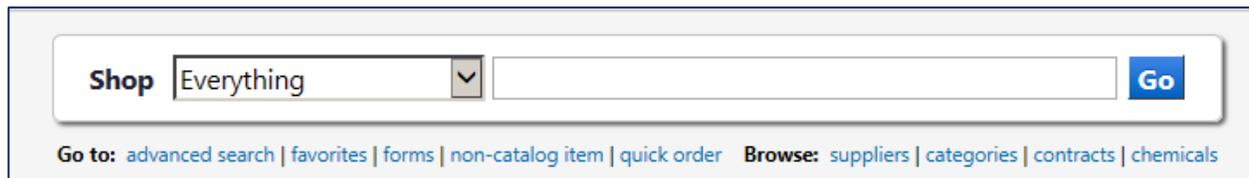
20/30 Series #10 An In-depth Look At The Payment Request Form (PRF)

(Q) How about deposits for caterers? Can we use a payment request form?

(A) When a Caterer requires a PO set up ahead of time and/or a deposit before the event, we recommend using either the Service Request Form or the Amount Only form. You'll create one line for the deposit amount and another line for the remaining estimated balance. All required entertainment documentation still has to be provided (completed entertainment authorization form, guest list, etc).

(Q) How do I navigate to the After The Fact form in BearBuy as it is not listed within the Frequently Used Form section?

(A) Log into BearBuy and select the forms link beneath the product search bar. From the resulting page, make sure the Organization Forms folder is select. From there, you'll be able to see the After The Fact Form as the first form on the list.



20/30 Webinar Series

(Q) Where will this presentation be posted?

(A) The presentation, recording and all FAQ's will be posted on the BearBuy webpage *20/30 Webinar Training Series* section. That URL is <http://supplychain.berkeley.edu/bearbuy/20-30-webinar-series>

You can also access the webinar video directly from [our YouTube Channel](#).

(Q) What is the help desk contact information and where else can I find it?

(A) Phone: (510) 664-9000, Option 1, Option bearbuyhelp@berkeley.edu. You'll also be able to view this information on the left hand side Welcome message when you log into BearBuy. It is also listed within our BearBuy webpage (supplychain.berkeley.edu/bearbuy).