

Introduction to Accounts Payable in ARC

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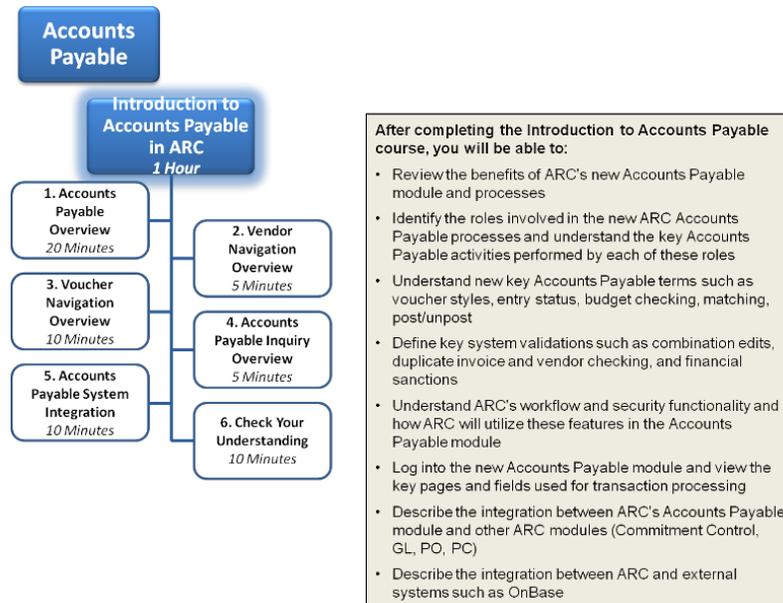
Introduction to Accounts Payable in ARC



Introduction to Accounts Payable in ARC

This is the *Introduction to Accounts Payable in ARC* course within the *Accounts Payable* curriculum.

If you need a reminder on how to navigate through this course using ARC's web-based training tool (WBT), click here for a quick reference guide.





Accounts Payable Overview

This is the *Introduction to Accounts Payable Overview* lesson of the *Introduction to Accounts Payable in ARC* course. Upon completion of this lesson, you will be able to:

- Describe the end-to-end Accounts Payable business process and highlight key process and system changes occurring with the transition from the legacy systems to ARC
- Review the benefits of ARC's new Accounts Payable module and processes
- Identify the roles involved in the new ARC Accounts Payable processes and understand the key Accounts Payable activities performed by each of these roles

Estimated time needed to complete lesson: 20 Minutes

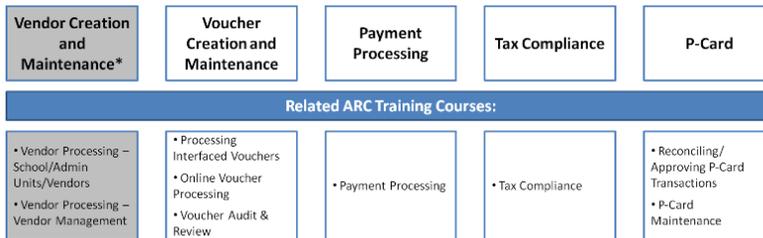


Accounts Payable Curriculum

The *Introduction to Accounts Payable in ARC* course will provide an overview of the core components that comprise the Accounts Payable module in ARC and provides the following key functionality:

- Robust transaction workflow both within departments and between departments and central Accounts Payable
- Disbursement of payments to vendors and payees
- Robust tax coding to ensure proper tax withholding and reporting
- Integration with Purchasing for encumbrance management and with the General Ledger
- Direct access to data on accounts payable transactions and integrated reporting on accounts payable transactions and the full procurement transaction lifecycle

In addition, the course will provide key navigation basics within the Accounts Payable module. The components within the Accounts Payable module in ARC are as follows:



*Vendor Creation and Maintenance occurs outside of the Accounts Payable Module in ARC, however, vendors play a key role in the many of the Accounts Payable processes

For additional detail and demonstrations regarding the components, you may access the Finance Gateway Training Directory.



ARC Roles and Responsibilities

While there are numerous specific roles that one can have in ARC, there are three fundamental types of roles: a transaction Initiator; a transaction Approver; and an Inquirer. Each of these roles provides access to and authority within the University's finance system and, therefore, comes with an important set of responsibilities.

Approver Responsibilities

Someone with the authority to approve transactions in ARC has several responsibilities. Broadly these responsibilities are to provide the best stewardship to University resources, conduct due diligence in the review work and related activities upon which approval is based, ensure effective and timely management of items awaiting approval and to be accountable for the decision to approve a transaction or reject a transaction. Specifically, approval of a transaction in ARC signifies:

- The transaction is appropriate and valid
- The transaction is compliant with regard to policy and budget requirements
- The transaction is correct and complete
- Any questions or concerns about the transaction were investigated and resolved or escalated and resolved
- The transaction was personally reviewed

Initiator Responsibilities

Someone with the authority to initiate/create and submit a transaction for approval in ARC has several responsibilities. Broadly these responsibilities are to provide the best stewardship to University resources, conduct due diligence in the activities undertaken to initiate/create a transaction and prepare it for approval, ensure effective and timely initiation of transactions in ARC, and to be accountable for transactions that are initiated/created. Specifically, creation of a transaction in ARC signifies:

- The transaction is correct and complete
- Any questions or concerns about the transaction were investigated and resolved or escalated and resolved

Inquirer Responsibilities

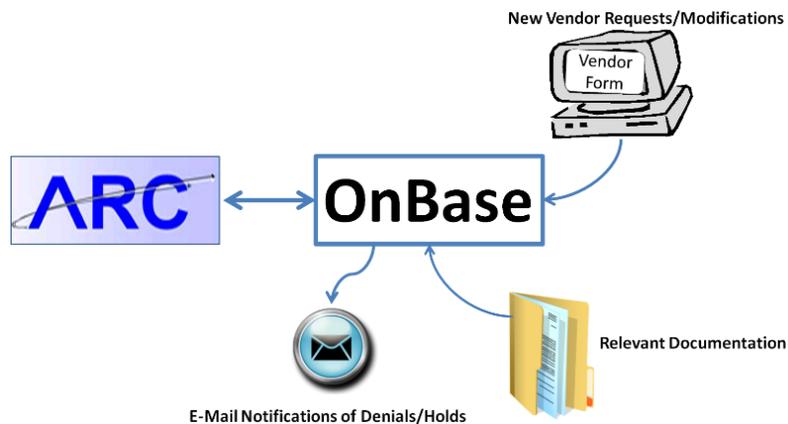
Someone with the authority to make queries and view data in ARC has several responsibilities. Broadly these responsibilities are to provide the best stewardship of University resources and to be accountable for the safeguarding of information accessed in ARC. Specific responsibilities include:

- Only viewing information that is required as part of one's role and specific to a transaction or request
- Ensuring appropriate security of data whenever it is exported from the system or shared in any manner
- Maintaining confidentiality of data and information

What's Changing?

Today, there are a variety of systems that help Columbia University perform the activities that comprise the Procurement modules. In the future, ARC will replace the legacy systems and integrate with OnBase to make for more streamlined and efficient Accounts Payable processes. ARC's integration with OnBase will have the following effects:

1. Increased access to Procurement documents (requisitions, purchase orders, vouchers). OnBase's Electronic Document Management functionality will interface with ARC, so that users can click a button in ARC and all the documents associated with a particular transaction will be displayed.
2. Increased visibility into the approval process. When Central Approvers in Procurement Services deny a transaction or place the transaction on hold in OnBase, an e-mail will automatically be generated from OnBase and sent to the relevant transaction initiator, indicating that the transaction has been denied or put on hold and providing detail on necessary follow-up actions. In addition, when transactions are approved in OnBase, this status will automatically be reflected in ARC.
3. More streamlined and consolidated vendor process. The online vendor questionnaire will make for a more centralized process. The online new vendor requests and modifications will automatically be sent from the online form to OnBase. The Vendor Management team can review all requests within OnBase before the approved vendor records are sent from OnBase to ARC, making for a more efficient overall process.



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Accounts Payable Roles and Responsibilities

Within Accounts Payable, there are a variety of roles involved with creating and processing vendors, vouchers, p-card transactions, tax compliance, and payment processing. The following characters will be used throughout the course to demonstrate roles, responsibilities, and workflow routing as they relate to the Accounts Payable processes in ARC:



This is Mark. He works in the Psychology Department and is responsible for entering online vouchers and correcting matching and budget checking errors.



This is Dan. He works in the Vendor Management group in Procurement. He is responsible for processing and approving vendors in ARC and OnBase.



This is Sean. He works in the Psychology Department as well. He is responsible for approving vouchers and P-Card transactions at the department level.



This is Kelly. She is a Withholding Adjuster in Central Accounts Payable. She is responsible for adjusting tax withholdings for vendors and vouchers.



This is Patty. She works in the Accounts Payable Central Audit and Review group. She is responsible for performing voucher approvals and maintaining vouchers when appropriate, i.e. defining withholding information.



This is Richard. He works in Central Accounts Payable and is a 1099 Processor. He is responsible for processing the 1099 data file to send to the IRS.



This is Deborah. She works in the Psychology Department as well. She is responsible for reconciling P-Card transactions at the department level.



This is Jill. She is a Central Accounts Payable Pay Cycle Processor and is responsible for processing payments throughout the Pay Cycle process.



This is the ARC system logo. Whenever this logo appears throughout this course, it indicates that a particular action is automatically performed by or within the ARC system.

For an end-to-end overview of the processes that make up the Accounts Payable module and a printable version of the visuals in this training, you can reference this job aid.

Vendor Process Overview

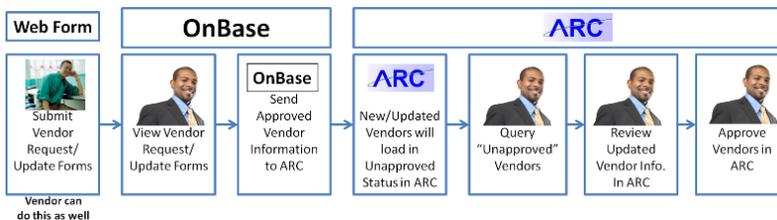
A vendor is anyone who is considered a payee in the new ARC system. ARC will help streamline and improve the Vendor Management process at Columbia. Some of these benefits include:

- Increased consistency in vendor data through a single master vendor database that leverages the benefits of an integrated ERP system (error checking, duplicate vendor checking), rather than entering vendors into multiple systems
- Ability to input multiple addresses for a single vendor rather than create duplicate vendors to accommodate multiple addresses
- New vendor forms will enhance data accuracy and reduce the need for manual data entry by the Vendor Management Team
- 1099 reporting criteria can be specified at the time of vendor creation, and this information can be carried forward to the voucher

The new process begins with the vendor request submission process:

- For new vendor requests, School/Admin users along with Vendors will initiate vendor action through submitting a vendor request form into OnBase. For vendor modifications, vendors will be able to initiate this process directly
- OnBase will interface with ARC and send all Vendor Record information from OnBase to ARC
- If ARC successfully verifies that the vendor is not a duplicate and does not violate the Federal Government Financial Sanctions list, the Vendor Management Team will approve the vendor

After this process has been completed, a vendor is ready to be included in relevant transactions, such as requisition and voucher creation.





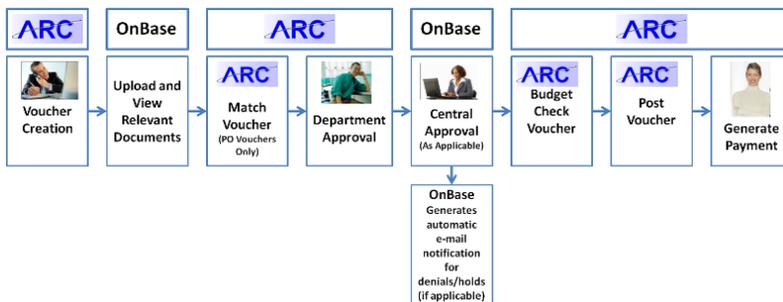
Voucher Process Overview

In order for payments to be created in ARC, vouchers must first be entered into the system. Benefits of the new voucher creation and maintenance process include:

- Streamlining the voucher data entry in a single integrated system by capturing and validating data once at the source to eliminate unnecessary rework and follow up
- Streamlining the voucher approval process through workflow to create a normalized approval process based on a set of efficiencies and compliance criteria
- Improved encumbrance liquidation and expenditure process as well as budget controls
- Ensuring the flow of information throughout the entire lifecycle to address reporting needs
- Integrating with OnBase to allow for increased access to relevant documentation as well as additional visibility into the approval process

The voucher process begins with voucher creation in ARC:

- Vouchers can be created manually online or using an interface of inbound voucher data
- Relevant documentation can be uploaded into OnBase and viewed from ARC to help validate voucher information and make approval decisions
- Once a voucher has been entered and saved, the system will then initiate the matching process (for PO vouchers only) to align vouchers to purchase orders and receipts
- Vouchers that pass the match process will move on for approval and budget checking. If a voucher is denied or put on hold by a Central Approver, an e-mail notification will automatically be sent from OnBase to the Voucher Initiator so they can make relevant changes
- Once vouchers have been approved and successfully budget checked, they will be posted and paid



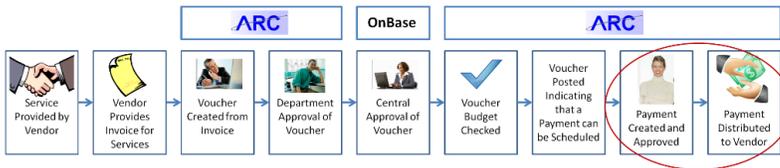
Payment Processing

Payments are generated in ARC through the Pay Cycle Manager process. Benefits of this new payment processing system include:

- ARC's Pay Cycle Manager allows for better control of payment processing by giving Central AP the ability to create and manage payments
- Leveraging the system's ability to generate electronic payments, which streamlines payment processing and reduces manual check processing activities

After a voucher has gone through central approval and budget checking, it is able to be Posted. Once it is Posted, it will be picked up by the Pay Cycle so that a payment can be scheduled. The Pay Cycle Manager identifies transactions that are scheduled to be paid after the voucher processing cycle has been completed, creates and approves the payment, and finally the payment is distributed to the vendor.

The process is as follows:





Tax Compliance

Users with the appropriate security role will be able to use ARC's Accounts Payable module for reporting and withholding 1099 payments made to vendors. The 1099 process in ARC uses vendor payment detail data to create withholding detail records which are used to report to the IRS. Benefits of this new process include:

- 1099 reporting is generated from a single database source and thus will make 1099 processing more accurate
- 1099 reporting data is linked with vendor and voucher information in an integrated system. Vendor data is maintained in one standard file to ensure consistency

Because tax reporting is tied to both vendors and vouchers, users with voucher-related roles at the department level will have some ability to add tax-related information. When vouchers are being created in ARC, users can indicate tax groups and payment preferences that will influence tax reporting. Ultimately, though, final decisions around tax reporting will be done centrally.

The 1099 process in ARC is as follows:



P-Card Reconciliation and Maintenance

P-Card Reconciliation is the process of confirming that P-Card Transactions are legitimate, received, and assigned to the right accounts i.e. approving what has been entered by the system. In ARC, certain users will be given P-Card approver and reconciliation permissions associated to a specific cardholder(s). ARC provides the ability to:

- Maintain P-Card transactions in one system
- Obtain increased visibility into P-Card spend

The P-Card process is as follows:

- On a nightly basis, ARC will receive a P-Card file from Bank of America that contains all of the P-Card transactions that have been generated
- The P-Card Reconciler will then have the ability to reconcile the P-Card transactions, reallocate ChartField coding, and flag any transactions that are in dispute. In completing these actions, they will change the status to "Verified"
- The P-Card Approver will review all verified transactions and provide comments as needed. In completing these actions, they will change the status to "Approved"



Note: The P-Card functionality is accessed through the Purchasing Module.

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Vendor Navigation Overview

This is the *Vendor Navigation Overview* lesson of the *Introduction to Accounts Payable in ARC* course. Upon completion of this lesson, you will be able to:

- Access the online vendor request form
- Search for existing vendor records in ARC

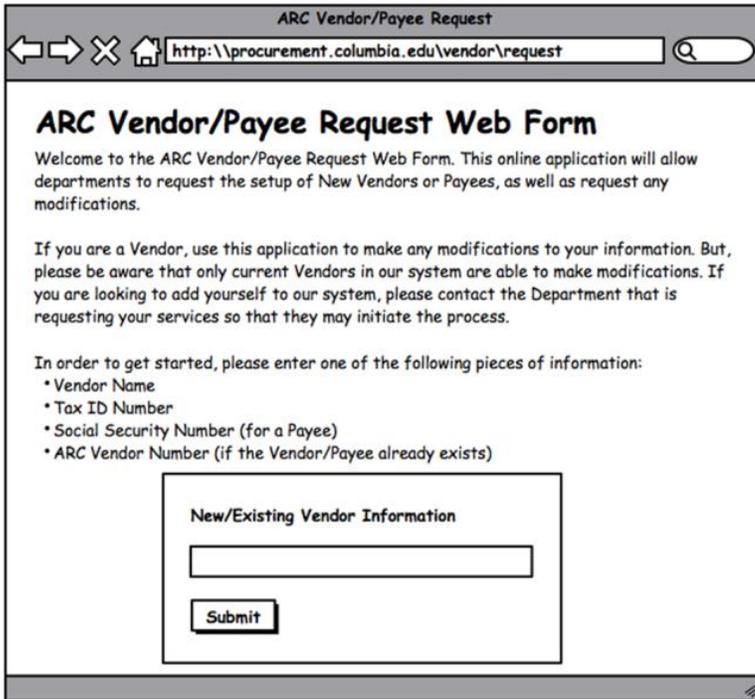
Estimated time needed to complete lesson: 5 minutes

Requesting/Modifying Vendors

All vendors within the ARC system will have a vendor profile that is created to store all the information related to that vendor, including contact information, payment terms, and payment methods. Whenever Columbia University transacts with a new vendor, a vendor profile must be created in ARC by submitting a vendor request form. The process is as follows:

- School/Admin users and vendors will complete and submit the vendor request form
- The information obtained from the form will be downloaded to OnBase for Vendor Management to review
- Once validated, the vendor record will be systematically generated in ARC
- The Vendor Management team will then approve the vendor in ARC, enabling the vendor to be referenced on procurement transactions.

The Vendor Request Form can be found on the Procurement Web Site (<http://procurement.columbia.edu/>).



The screenshot shows a web browser window titled "ARC Vendor/Payee Request". The address bar contains "http://procurement.columbia.edu/vendor/request". The main content area has the heading "ARC Vendor/Payee Request Web Form" and a welcome message: "Welcome to the ARC Vendor/Payee Request Web Form. This online application will allow departments to request the setup of New Vendors or Payees, as well as request any modifications." Below this, there is a paragraph: "If you are a Vendor, use this application to make any modifications to your information. But, please be aware that only current Vendors in our system are able to make modifications. If you are looking to add yourself to our system, please contact the Department that is requesting your services so that they may initiate the process." A list of required information follows: "In order to get started, please enter one of the following pieces of information: * Vendor Name * Tax ID Number * Social Security Number (for a Payee) * ARC Vendor Number (if the Vendor/Payee already exists)". At the bottom, there is a form box titled "New/Existing Vendor Information" containing a text input field and a "Submit" button.



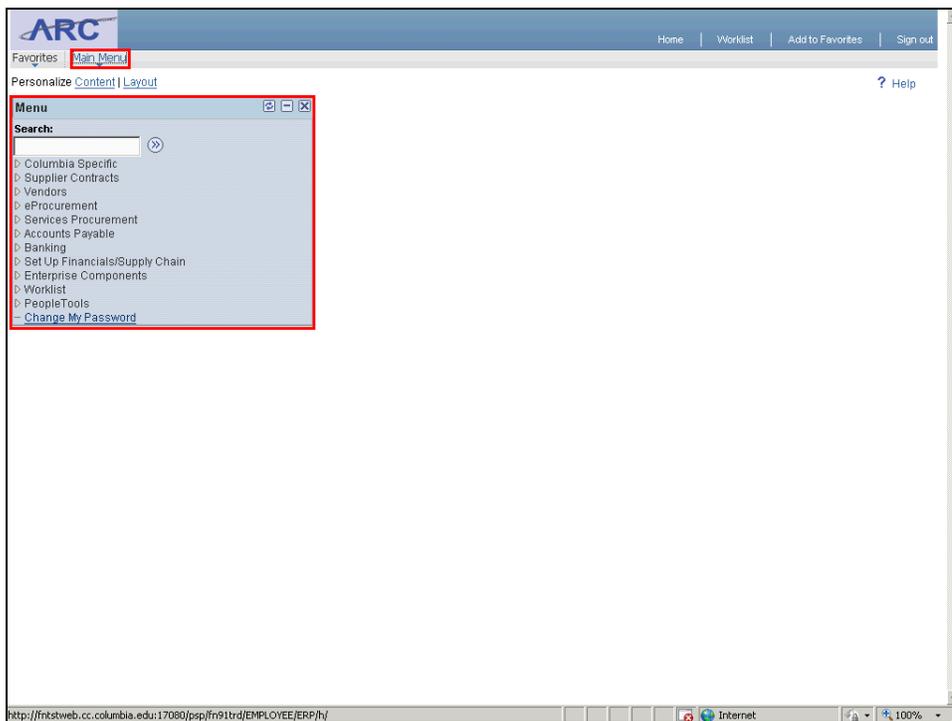
Viewing Vendors

Sometimes, users need to validate that a vendor exists in ARC or access vendor profile information. For example, consider this scenario: Mark requested a modification to a vendor in ARC via the vendor modification request form process. Mark needs to validate that all information on the vendor's profile is current before selecting the vendor on a transaction. Mark needs to locate the vendor record within ARC.

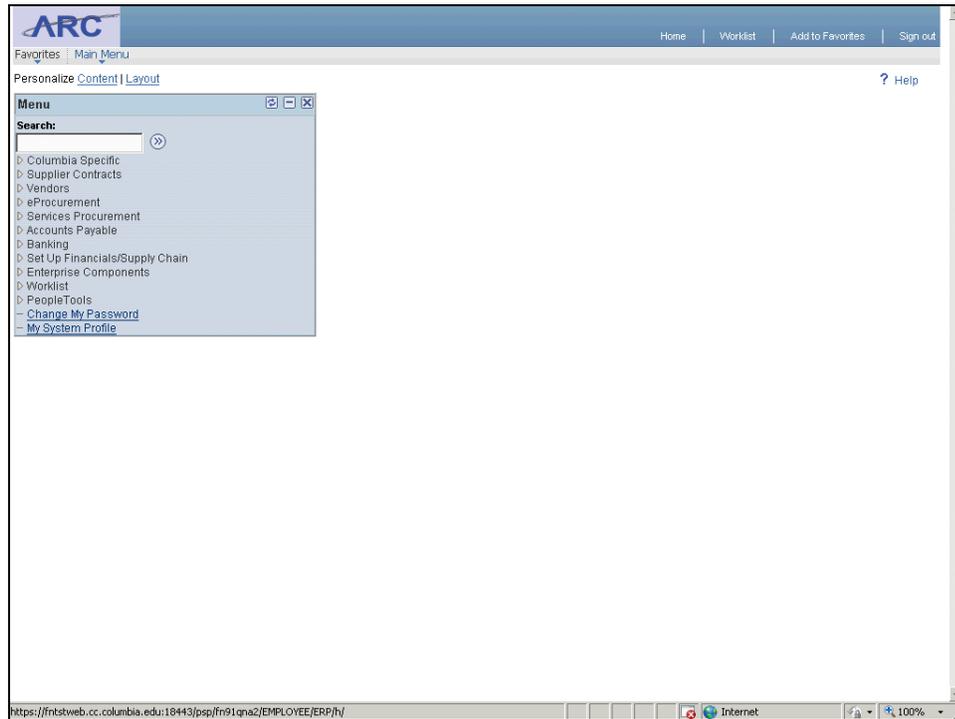
Estimated time needed to complete topic: 5 minutes

Procedure

Welcome to the *Viewing Vendors* Topic. Most Accounts Payable users will have read-only access to view vendor records and information. In this topic, you will learn how to locate vendor records within the ARC system.



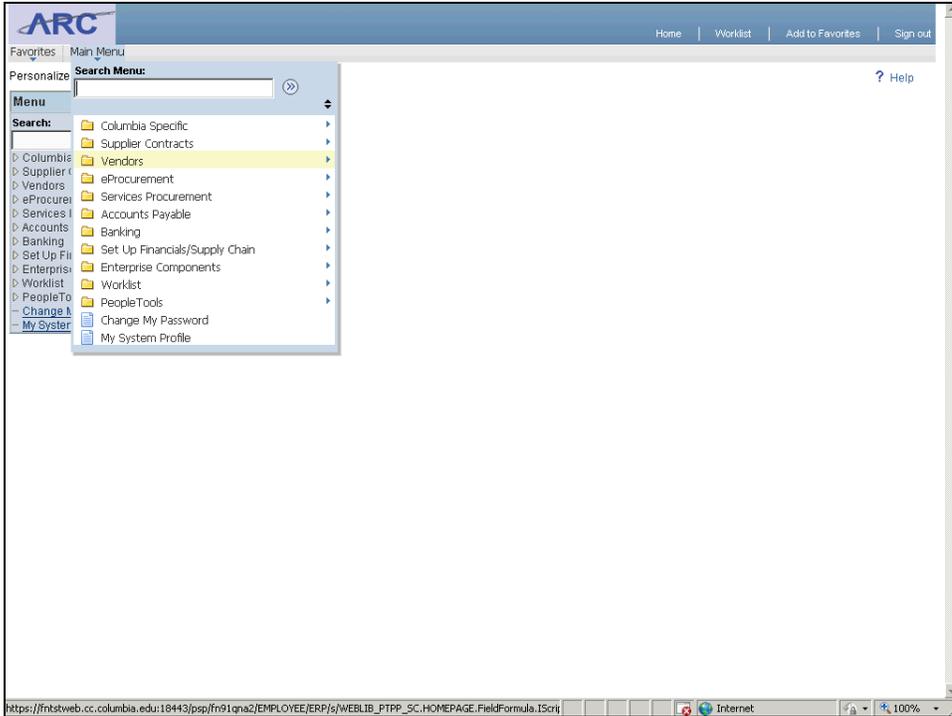
Step	Action
1.	There are two ways to access menu options in ARC. The first is by clicking on the appropriate option in the blue box, or you can find the same selections by clicking the Main Menu button at the top of your screen. In this course, we will use the Main Menu button at the top of the screen.

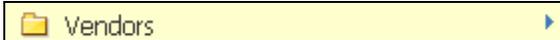


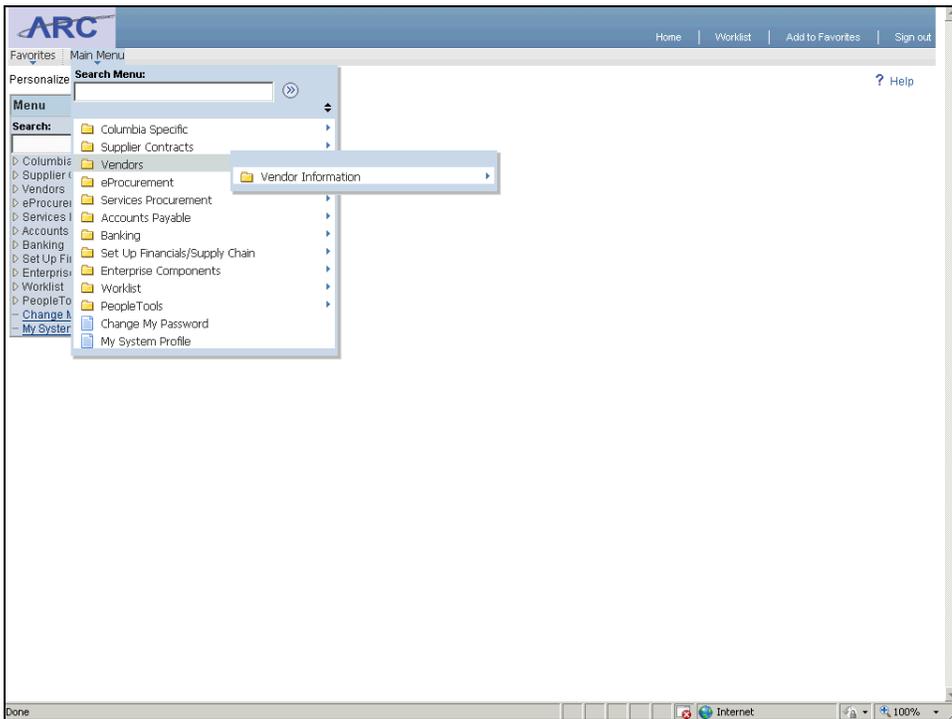
Step	Action
2.	Click the Main Menu button. 

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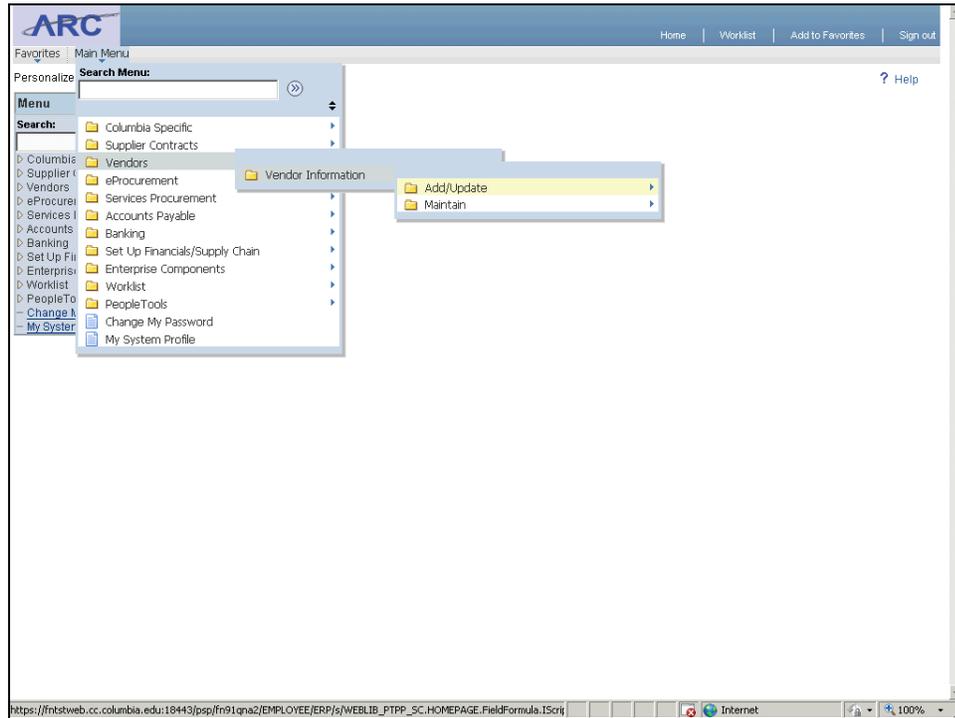
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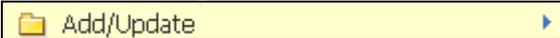


Step	Action
3.	Click the Vendors menu. 



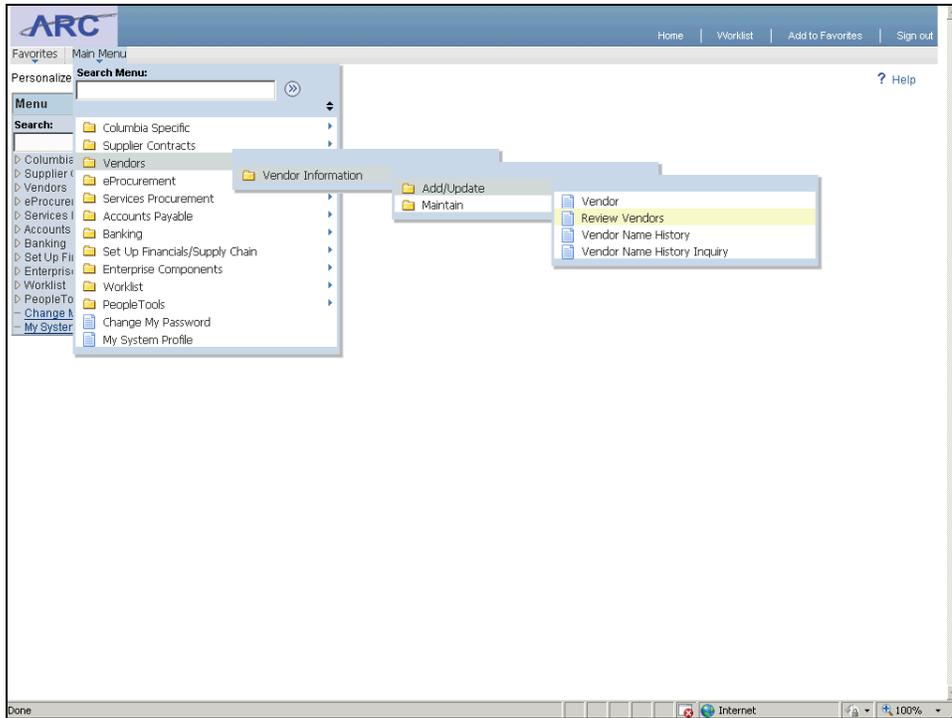
Step	Action
4.	Click the Vendor Information menu. 



Step	Action
5.	Click the Add/Update menu. 

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Step	Action
6.	Click the Review Vendors menu to locate existing vendors and review their vendor profile information. <div style="border: 1px solid black; background-color: #ffffcc; padding: 2px; margin-top: 5px;">  </div>

Step	Action
7.	<p>Click the Name list and select the Contains list item. Click the contains list item. This is a common search tool. If you are unsure of the exact vendor name, you can enter something you know the name contains, rather than the exact name.</p> <div data-bbox="440 1125 821 1159" style="border: 1px solid black; padding: 2px;">Contains</div>

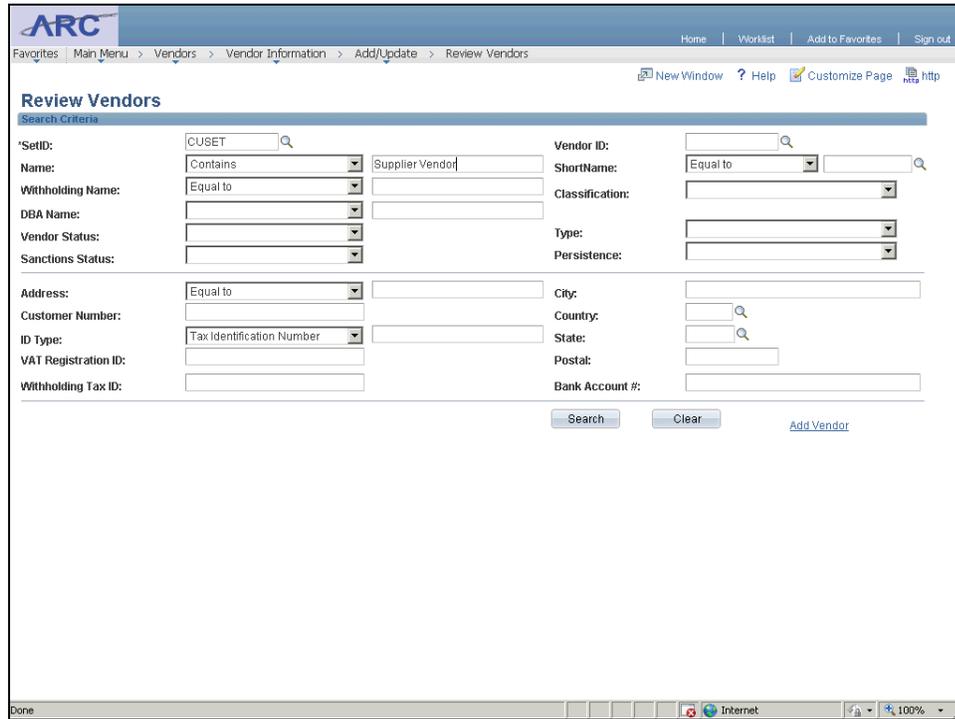
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Step	Action
8.	Click in the Name field. <div style="border: 1px solid black; width: 200px; height: 20px; margin: 5px 0;"></div>

Step	Action
9.	Enter the desired information into the Name field. Enter " Supplier Vendor ".



The screenshot shows the 'Review Vendors' search criteria form in the ARC application. The 'Name' field is populated with 'Supplier Vendor'. The 'SetID' is 'CUSET'. The 'Vendor ID' is empty. The 'ShortName' is set to 'Equal to'. The 'Classification', 'Type', and 'Persistence' are also set to 'Equal to'. The 'Address' is set to 'Equal to'. The 'Customer Number', 'ID Type' (Tax Identification Number), 'VAT Registration ID', and 'Withholding Tax ID' are empty. The 'City', 'Country', 'State', and 'Postal' fields are also empty. The 'Bank Account #' is empty. The 'Search' button is highlighted.

Step	Action
10.	Click the Search button.

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ARC
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Review Vendors

Review Vendors
 Search Criteria

*SetID: CUSET
 Name: Contains Supplier Vendor
 Withholding Name: Equal to
 DBA Name:
 Vendor Status:
 Sanctions Status:
 Address: Equal to
 Customer Number:
 ID Type: Tax Identification Number
 VAT Registration ID:
 Withholding Tax ID:

Vendor ID:
 ShortName: Equal to
 Classification:
 Type:
 Persistence:
 City:
 Country:
 State:
 Postal:
 Bank Account #:

Search Clear Add Vendor

Search Results
 Main Information | Additional Vendor Info | Audit Information

SetID	Vendor ID	Name 1	ShortName	DBA Name	Address	Address Line 2	Address Line 3	Address Line 4	City	State
CUSET	T000000003	SUPPLIER VENDOR	SUPPLIER-001		3280 BROADWAY				NEW YORK	NY

Step	Action
11.	Note the Vendor Identifying Information as well as the Address(es) for the vendor.

ARC
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Review Vendors

Review Vendors
 Search Criteria

*SetID: CUSET
 Name: Contains Supplier Vendor
 Withholding Name: Equal to
 DBA Name:
 Vendor Status:
 Sanctions Status:
 Address: Equal to
 Customer Number:
 ID Type: Tax Identification Number
 VAT Registration ID:
 Withholding Tax ID:

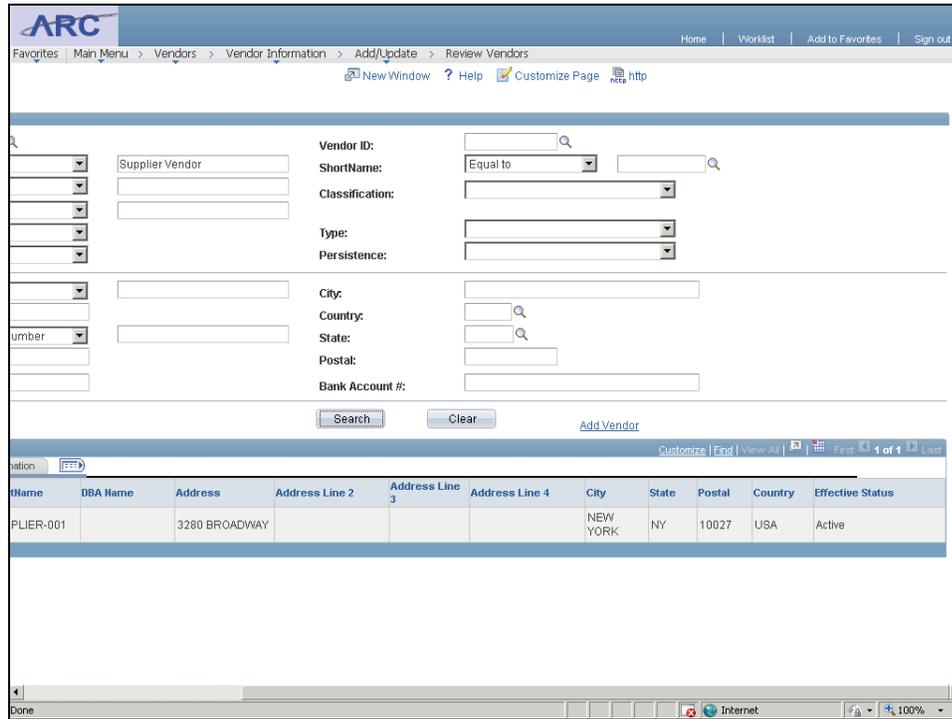
Vendor ID:
 ShortName: Equal to
 Classification:
 Type:
 Persistence:
 City:
 Country:
 State:
 Postal:
 Bank Account #:

Search Clear Add Vendor

Search Results
 Main Information | Additional Vendor Info | Audit Information

SetID	Vendor ID	Name 1	ShortName	DBA Name	Address	Address Line 2	Address Line 3	Address Line 4	City	State
CUSET	T000000003	SUPPLIER VENDOR	SUPPLIER-001		3280 BROADWAY				NEW YORK	NY

Step	Action
12.	Click the scrollbar button to view the rest of the vendor information. 



Name	DBA Name	Address	Address Line 2	Address Line 3	Address Line 4	City	State	Postal	Country	Effective Status
PLIER-001		3280 BROADWAY				NEW YORK	NY	10027	USA	Active

Step	Action
13.	After reviewing the information, scroll back to the left to access additional information. 

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ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Review Vendors

New Window ? Help Customize Page http

Review Vendors

Search Criteria

SetID: CUSET

Name: Contains Supplier Vendor

Withholding Name: Equal to

DBA Name:

Vendor Status:

Sanctions Status:

Address: Equal to

Customer Number:

ID Type: Tax Identification Number

VAT Registration ID:

Withholding Tax ID:

Vendor ID:

ShortName: Equal to

Classification:

Type:

Persistence:

City:

Country:

State:

Postal:

Bank Account #:

Search Clear Add Vendor

Search Results

Main Information Additional Vendor Info Audit Information

SetID	Vendor ID	Name 1	ShortName	DBA Name	Address	Address Line 2	Address Line 3	Address Line 4	City	State
CUSET	T000000003	SUPPLIER VENDOR	SUPPLIER-001		3280 BROADWAY				NEW YORK	NY

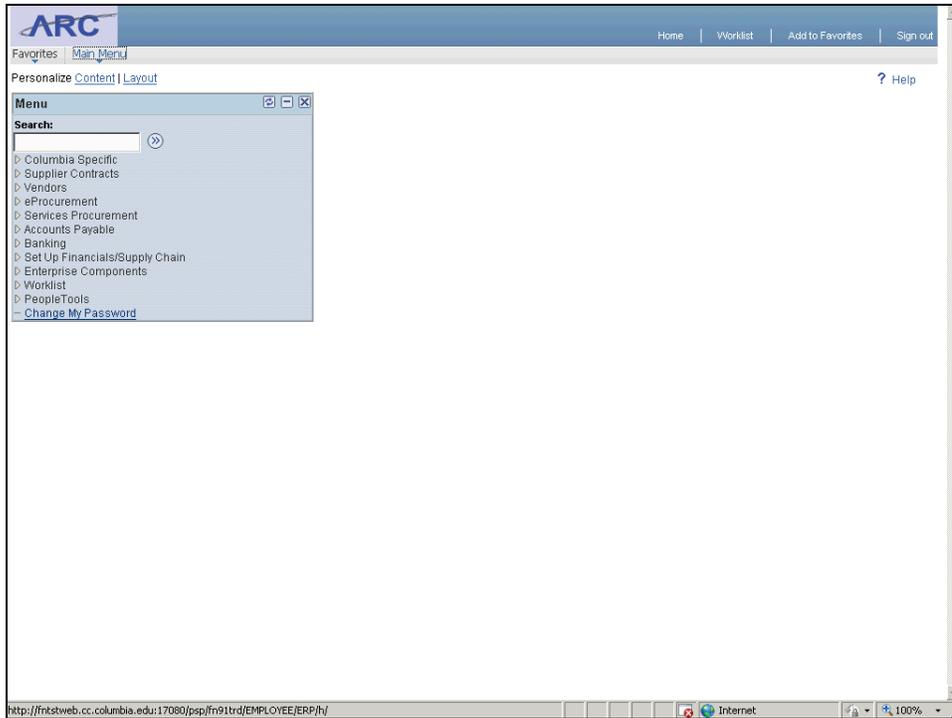
Done

Step	Action
14.	In order to see additional Vendor Information, click the Additional Vendor Info link. 

Step	Action
15.	You can view additional information here, such as the approval status of a vendor, whether or not withholding is required for the vendor, and if vendor is open for ordering (indicating if they are eligible to be processed on Purchase Orders and requisitions).

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Step	Action
16.	<p>You have successfully searched for a vendor in ARC. For more information on viewing vendors, you can access the Vendor Processing Course. Now, you can select the next lesson, <i>Voucher Navigation Overview</i>, where you will learn the basics of voucher navigation.</p> <p>End of Procedure.</p>



Voucher Navigation Overview

This is the *Voucher Navigation Overview* lesson of the *Introduction to Accounts Payable in ARC* course. Upon completion of this lesson, you will be able to:

- Access the voucher creation page
- Describe the various voucher styles and types
- Describe the different ChartFields

Estimated time needed to complete lesson: 10 minutes



Voucher Styles

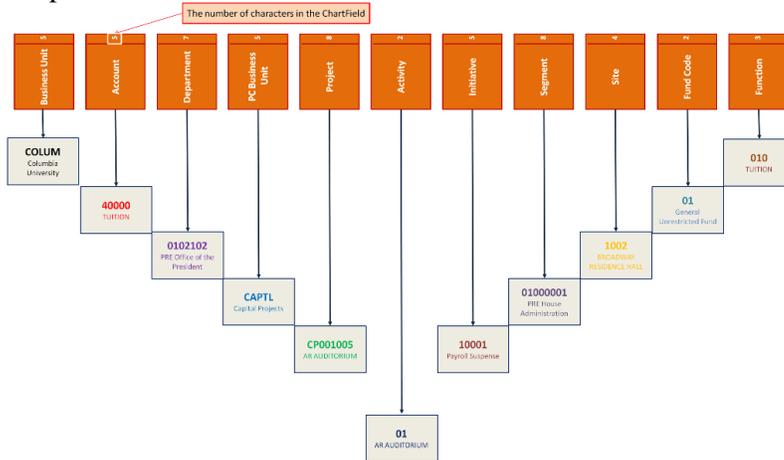
- Invoice
- Check Request
- Employee Reimbursement
- Travel Advance
- Cash Advance
- OGC
- Petty Cash
- Refund
- Stipend
- ACH Debit
- P-Card
- V-Pay
- Prepayment

Voucher Styles are used to process voucher transactions for specific purposes. The different voucher styles are summarized here:

Voucher Style	Definition
Regular Voucher	Used to process PO and Non-PO vouchers. - Regular Non-PO Vouchers are most likely entered for invoices, check requests, employee reimbursements, travel advances, cash advances, petty cash, stipends, ACH Debit, OGC, and p-card Voucher Types. - Regular PO Vouchers are most likely entered for invoices, refunds, and check requests.
Prepaid Vouchers	Used to process prepayments and advances. Prepaid Vouchers are most likely entered for travel advance, cash advance, invoice, and check request Voucher Types.
Reversal Voucher (Central Users Only)	Used to restore encumbrances to a PO Voucher that referenced the incorrect PO.
Adjustment Voucher	Used to process credit or debit memos against a voucher that has been posted and thus cannot be modified and/or to relate one voucher to another.
Journal Voucher	Used to process an adjustment to a ChartString allocation against a voucher that has been posted and thus cannot be modified.
Template Voucher	Used as a template for generating regular vouchers that share similar voucher data.
Single Payment Voucher	Used to process a voucher for a one-time vendor that is not maintained in the master vendor file. Certain integrating systems will have the ability to process Single Payment Vouchers via the Inbound Voucher Interface process. Single Payment Vouchers will not be processed online by departments.

ChartFields and ChartStrings

When creating a voucher, you will need to complete distribution line information. The distribution line is made up of the various ChartFields that exist in ARC. When each ChartField is selected, the associated numbers/characters for that field are joined together with other ChartFields to make up the ChartString. Each ChartField component has its own number of characters. Joining these together creates a unique ChartString which dictates where the funding for the voucher payment is coming from within the University. The different ChartFields that comprise the distribution information on a voucher are as follows:



For the different ChartField definitions and the FAS components they are replacing, click this job aid. Within ARC, the ChartFields are entered on the Distribution Line, which looks like this:

Select	Line	Unit	Account	Dept	PC Bus Unit	Project	Activity	Initiative	Segment	Site	Fund	Func
<input type="checkbox"/>	1	COLUM	50010	0102102	CAPTL	CP001005	01	10001	01000001	1002	01	010



Creating Vouchers

Mark receives an invoice for services provided by a vendor. He needs to create a voucher in the ARC system so that a payment can be generated and distributed to the vendor. The ARC voucher process varies based on the type of voucher users create, however, in order to start the voucher creation process, Mark needs to navigate to the voucher creation pages.

The screenshot shows the 'Voucher' creation interface. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected. Below the tabs, the form contains the following fields:

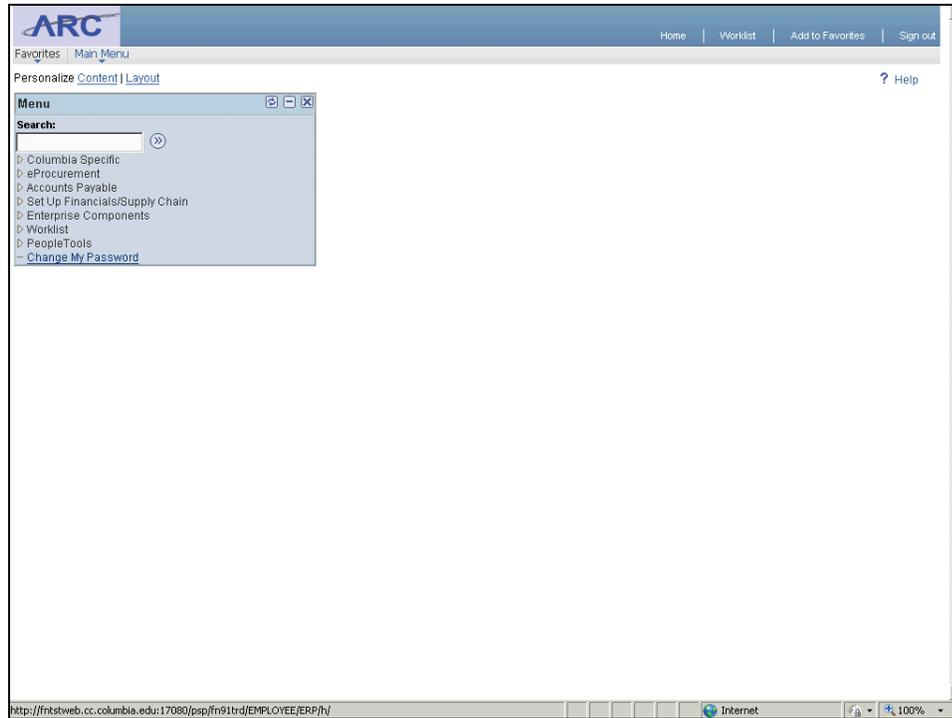
- Business Unit:** COLUM
- Voucher ID:** NEXT
- Voucher Style:** Regular Voucher
- Short Vendor Name:** (empty)
- Vendor ID:** (empty)
- Vendor Location:** (empty)
- Address Sequence Number:** 0
- Invoice Number:** (empty)
- Invoice Date:** (empty)
- Gross Invoice Amount:** 0.00
- Freight Amount:** 0.00
- Misc Charge Amount:** 0.00
- Estimated No. of Invoice Lines:** 1

An 'Add' button is located at the bottom left of the form.

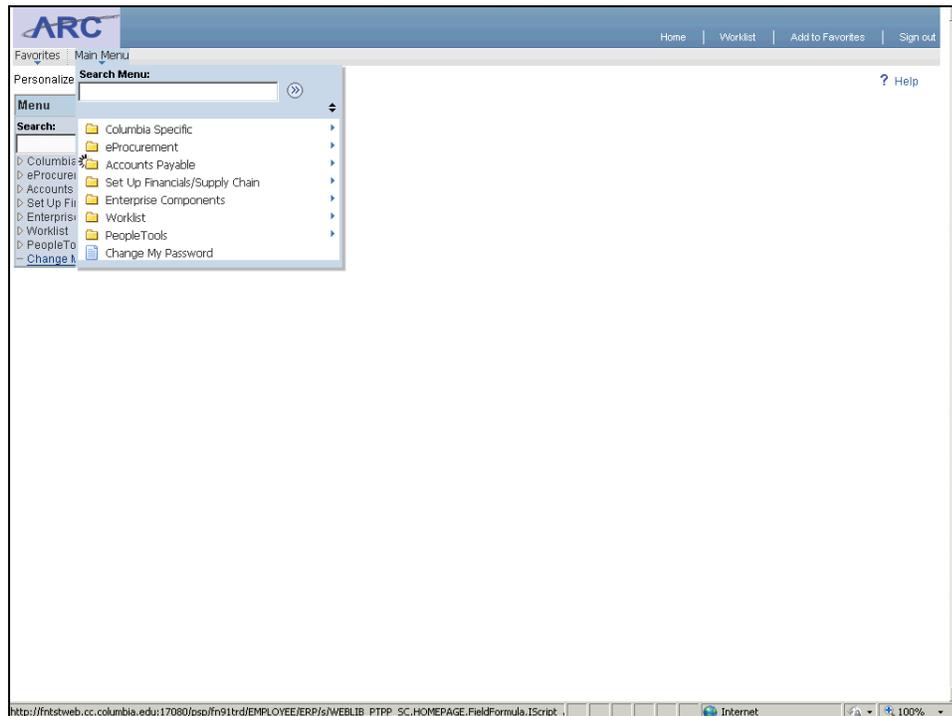
Estimated time needed to complete topic: 5 minutes

Procedure

Welcome to the *Creating Vouchers* topic. If you have a Voucher Entry Role, you will have the ability to create vouchers in ARC. In this topic, you will learn how to navigate to the voucher creation page and complete basic voucher header information.



Step	Action
1.	Click the Main Menu button. 

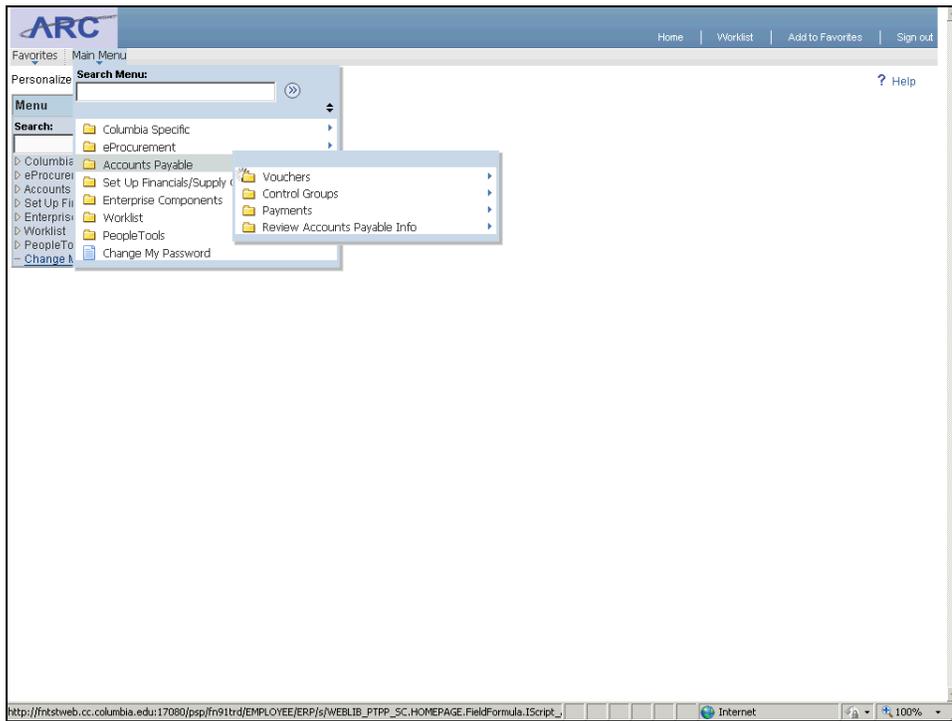


Training Guide

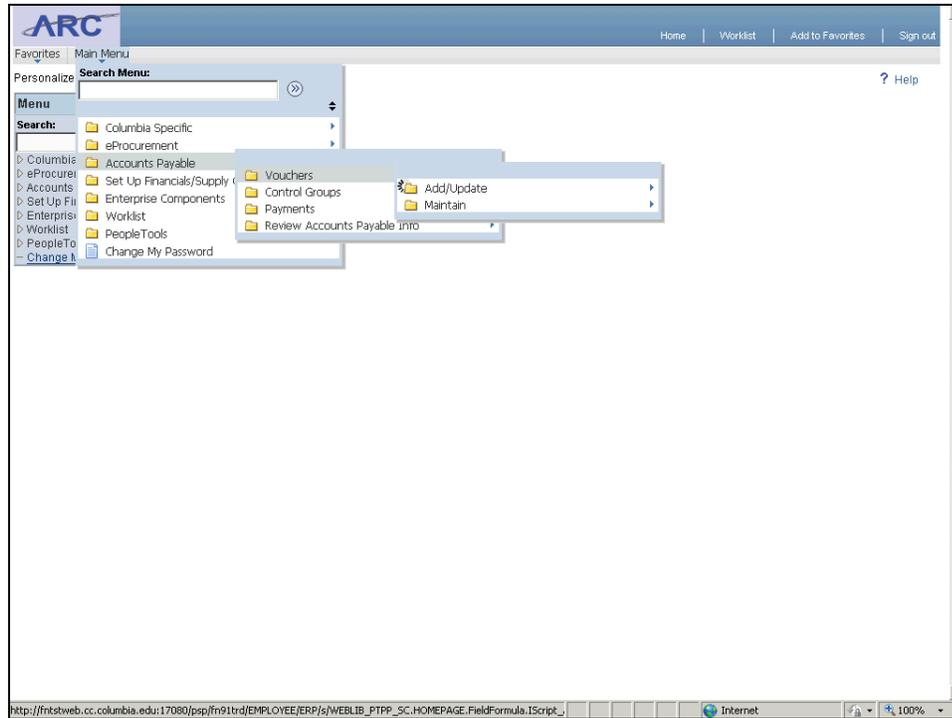
Introduction to Accounts Payable in ARC

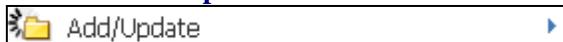


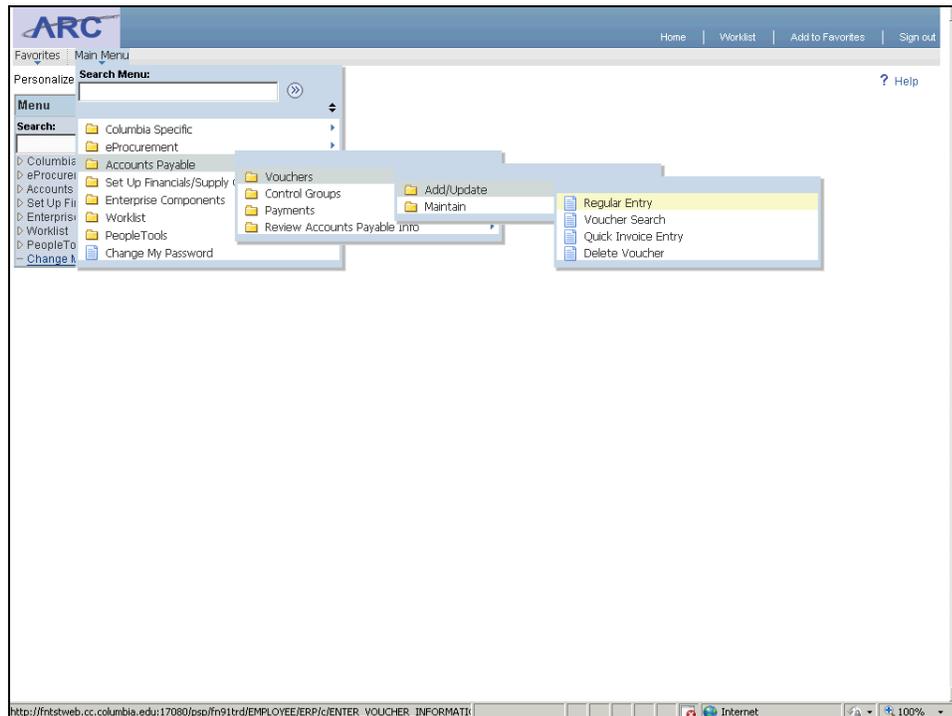
Step	Action
2.	Click the Accounts Payable menu. 



Step	Action
3.	Click the Vouchers menu. 



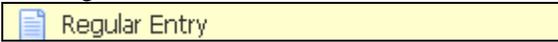
Step	Action
4.	Click the Add/Update menu to add a new voucher or update an existing voucher. 

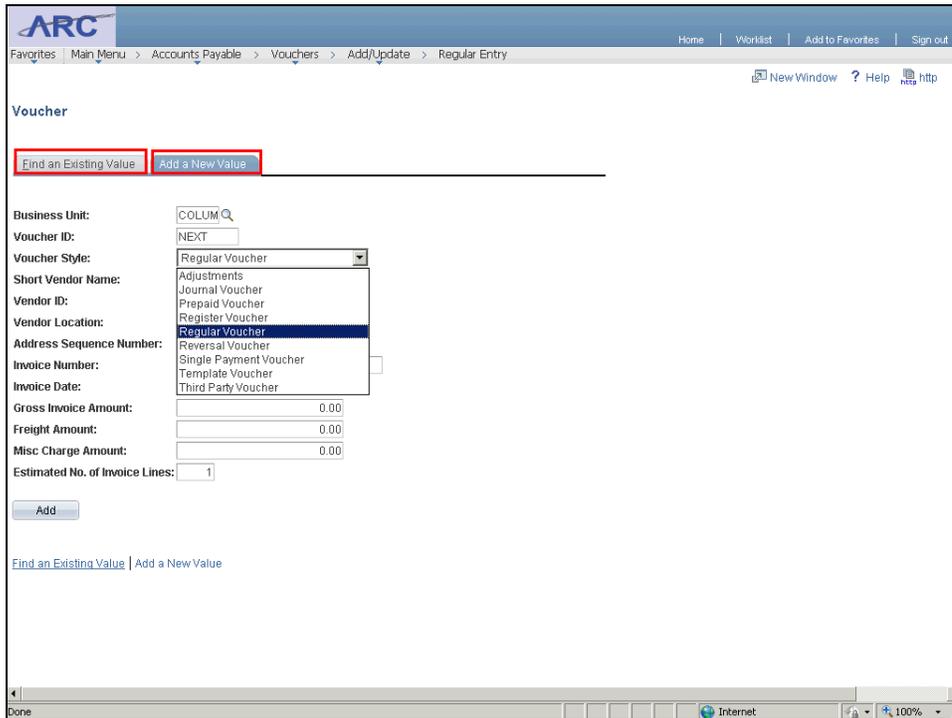


Training Guide

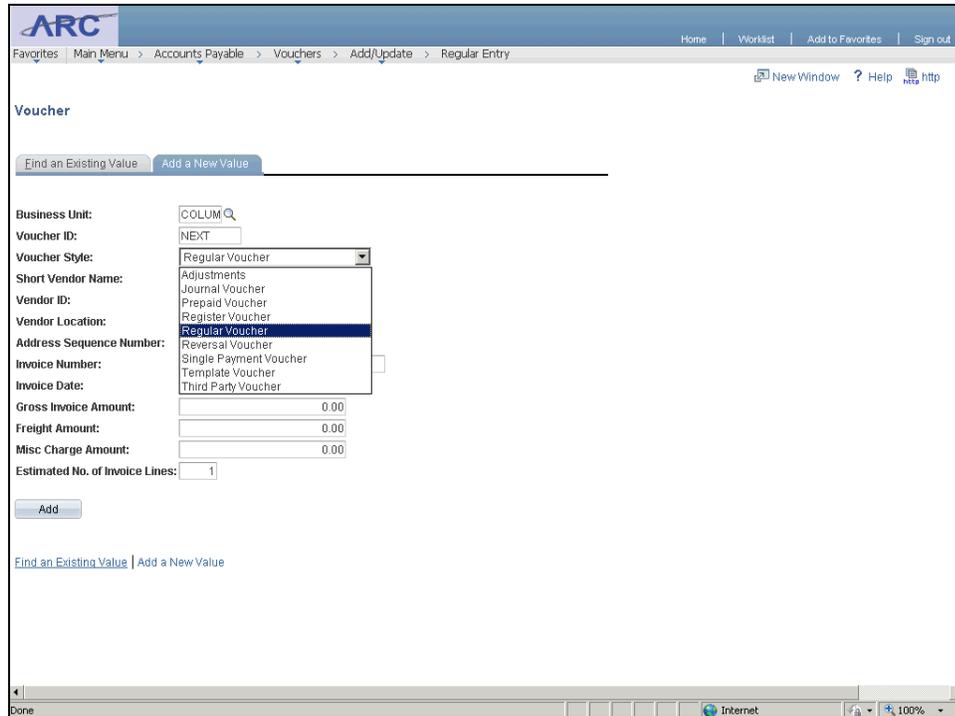
Introduction to Accounts Payable in ARC



Step	Action
5.	Click the Regular Entry menu. You will always select Regular Entry when you are creating a new voucher. 



Step	Action
6.	There are two tabs on the Add/Update Voucher screen -- the "Find an Existing Value" tab and the "Add a New Value" tab. To create a new voucher, ensure the "Add a New Value" tab is selected.



The screenshot shows the 'Voucher' form in the ARC system. The 'Voucher Style' dropdown menu is open, displaying the following options: Regular Voucher, Adjustments, Journal Voucher, Prepaid Voucher, Register Voucher, Regular Voucher (highlighted), Reversal Voucher, Single Payment Voucher, Template Voucher, and Third Party Voucher. Other fields include Business Unit (COLUM), Voucher ID (NEXT), Vendor ID, Vendor Location, Address Sequence Number, Invoice Number, Invoice Date, Gross Invoice Amount (0.00), Freight Amount (0.00), Misc Charge Amount (0.00), and Estimated No. of Invoice Lines (1). Buttons for 'Add', 'Find an Existing Value', and 'Add a New Value' are visible.

Step	Action
7.	In entering Voucher Header Information, there is a drop down list of voucher styles you can choose from. The Voucher Processing Course will provide additional detail on the different voucher styles.

Training Guide

Introduction to Accounts Payable in ARC

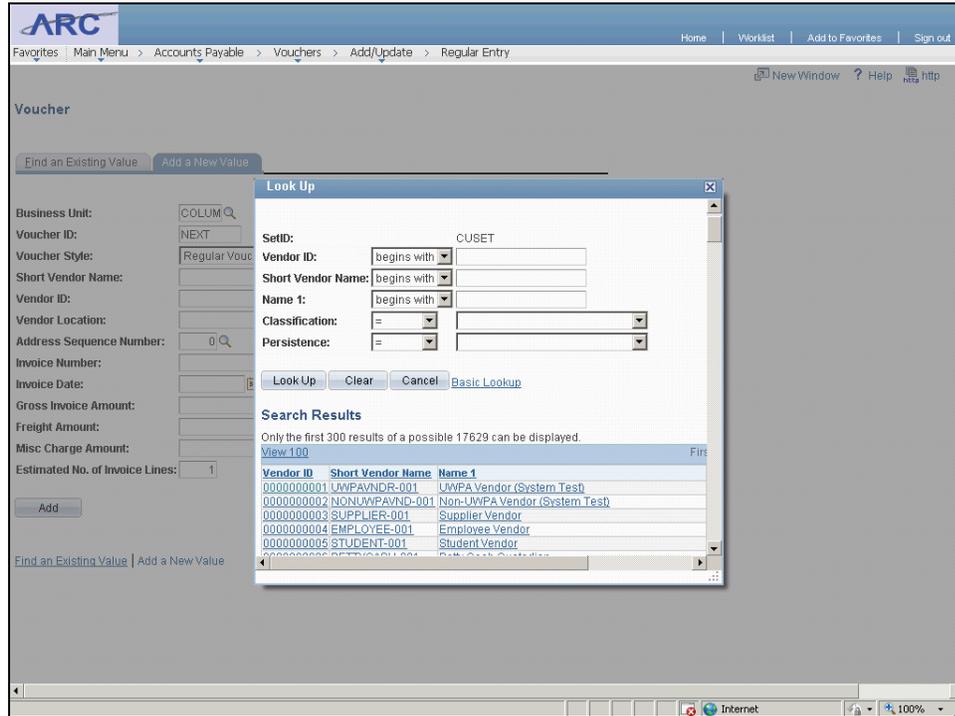


The screenshot shows the 'Voucher' form in the ARC system. The 'Voucher Style' dropdown menu is open, displaying a list of options: Regular Voucher, Reversal Voucher, Single Payment Voucher, Template Voucher, and Third Party Voucher. 'Regular Voucher' is highlighted in blue. Other fields include Business Unit (COLUM), Voucher ID (NEXT), and various amount fields set to 0.00.

Step	Action
8.	Select Regular Voucher from the Voucher Style list. 

This screenshot shows the 'Voucher' form after the selection. The 'Voucher Style' dropdown now displays 'Regular Voucher'. The 'Address Sequence Number' field is set to 0, and the 'Vendor Location' field has a 'Look up Vendor ID (Alt+S)' button next to it. The 'Add' button is visible at the bottom of the form.

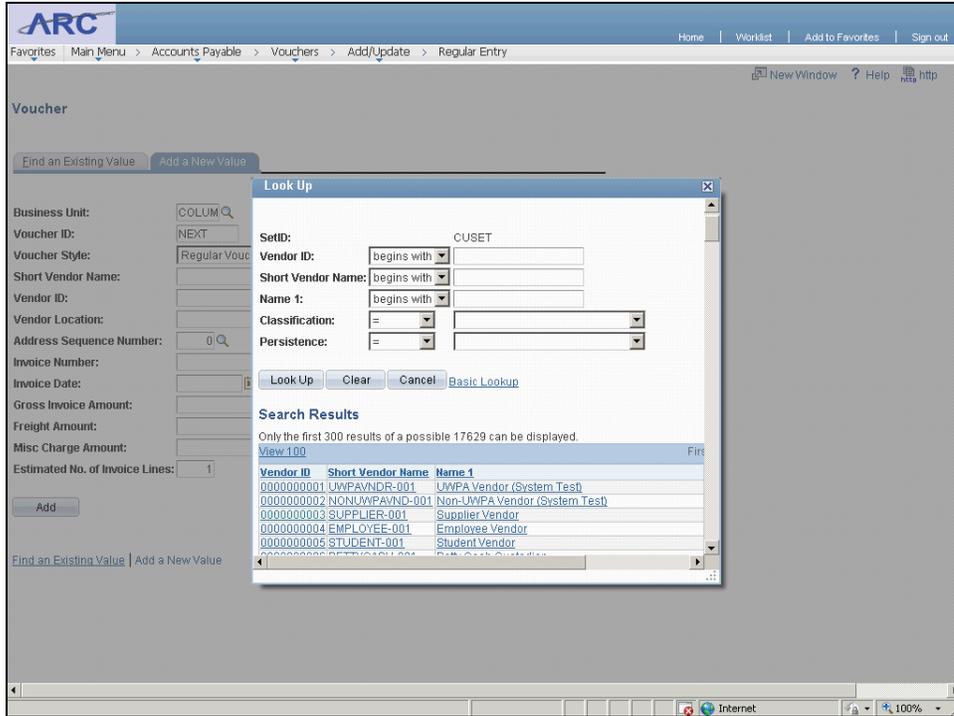
Step	Action
9.	Click the Look up Vendor ID (Alt+5) button. 



Step	Action
10.	The "Look Up" Function is indicated by a magnifying glass next to a text field, and it allows you to locate information through a variety of search methods. In the case of Vendor IDs, you can search for Vendor IDs or Vendor Short Names that contain certain values. You can also type partial information to narrow the details returned in the search .The "Look Up" function is available throughout all modules on a variety of fields and is a good short cut when you are uncertain of the correct information.

Training Guide

Introduction to Accounts Payable in ARC



Step	Action
11.	Select the appropriate vendor ID once you've identified it in the search results. Click the 000000003 vendor ID link. 000000003

ARC
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
 New Window | Help | http

Voucher

Find an Existing Value | Add a New Value

Business Unit: COLUM
 Voucher ID: NEXT
 Voucher Style: Regular Voucher
 Short Vendor Name: SUPPLIER-001
 Vendor ID: 0000000003
 Vendor Location: CHK-01
 Address Sequence Number: 1
 Invoice Number:
 Invoice Date:
 Gross Invoice Amount: 0.00
 Freight Amount: 0.00
 Misc Charge Amount: 0.00
 Estimated No. of Invoice Lines: 1

Add

[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
12.	Click in the Invoice Number field to enter the Invoice Number.

ARC
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
 New Window | Help | http

Voucher

Find an Existing Value | Add a New Value

Business Unit: COLUM
 Voucher ID: NEXT
 Voucher Style: Regular Voucher
 Short Vendor Name: SUPPLIER-001
 Vendor ID: 0000000003
 Vendor Location: CHK-01
 Address Sequence Number: 1
 Invoice Number:
 Invoice Date:
 Gross Invoice Amount: 0.00
 Freight Amount: 0.00
 Misc Charge Amount: 0.00
 Estimated No. of Invoice Lines: 1

Add

[Find an Existing Value](#) | [Add a New Value](#)

Training Guide

Introduction to Accounts Payable in ARC



Step	Action
13.	Enter the desired information into the Invoice Number field. Enter " Invoice No 1 ".

The screenshot shows the 'Voucher' entry form in the ARC system. The 'Invoice Number' field is highlighted with the text 'Invoice No 1'. Other fields are populated with default or example values. The 'Add' button is visible at the bottom left of the form area.

Step	Action
14.	Click in the Invoice Date field.

ARC
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
 New Window ? Help http

Voucher

Find an Existing Value | Add a New Value

Business Unit: COLUM
 Voucher ID: NEXT
 Voucher Style: Regular Voucher
 Short Vendor Name: SUPPLIER-001
 Vendor ID: 0000000003
 Vendor Location: CHK-01
 Address Sequence Number: 1
 Invoice Number: Invoice No 1
 Invoice Date: 3/13/2012
 Gross Invoice Amount: 0.00
 Freight Amount: 0.00
 Misc Charge Amount: 0.00
 Estimated No. of Invoice Lines: 1

Add

Find an Existing Value | Add a New Value

Step	Action
15.	Enter the desired information into the Invoice Date field. Enter " 3/13/2012 ".

ARC
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
 New Window ? Help http

Voucher

Find an Existing Value | Add a New Value

Business Unit: COLUM
 Voucher ID: NEXT
 Voucher Style: Regular Voucher
 Short Vendor Name: SUPPLIER-001
 Vendor ID: 0000000003
 Vendor Location: CHK-01
 Address Sequence Number: 1
 Invoice Number: Invoice No 1
 Invoice Date: 3/13/2012
 Gross Invoice Amount: 0.00
 Freight Amount: 0.00
 Misc Charge Amount: 0.00
 Estimated No. of Invoice Lines: 1

Add

Find an Existing Value | Add a New Value

Training Guide

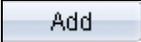
Introduction to Accounts Payable in ARC



Step	Action
16.	Click in the Gross Invoice Amount field. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">0.00</div>

The screenshot shows the 'Voucher' form in the ARC system. The 'Gross Invoice Amount' field is highlighted with a red box and contains the value '0.00'. Other fields include Business Unit (COLUM), Voucher ID (NEXT), Voucher Style (Regular Voucher), Short Vendor Name (SUPPLIER-001), Vendor ID (0000000003), Vendor Location (CHK-01), Address Sequence Number (1), Invoice Number (Invoice No 1), Invoice Date (3/13/2012), Freight Amount (0.00), Misc Charge Amount (0.00), and Estimated No. of Invoice Lines (1). There is an 'Add' button at the bottom left of the form.

Step	Action
17.	Enter the desired information into the Gross Invoice Amount field. Enter " 500 ".

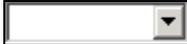
Step	Action
18.	Click the Add button. 

Training Guide

Introduction to Accounts Payable in ARC



Step	Action
19.	On the Invoice Information tab you would then continue to enter voucher line and voucher distribution information. For now, we are just going to highlight a couple key fields on the Invoice Information page.

Step	Action
20.	See the Voucher Type menu. This is where you would select the Voucher Type that was discussed earlier in this lesson. The Voucher Type indicates the type of transaction the voucher is being processed for. Click the Voucher Type list. 



Training Guide

Introduction to Accounts Payable in ARC

ARC Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Invoice Information | Payments | Voucher Attributes

Business Unit: COLUM Invoice No: Invoice No 1
Voucher ID: NEXT Invoice Date: 03/13/2012
Voucher Style: Regular Voucher Accounting Date: 03/28/2012

View Documents

Vendor ID: 000000003 Supplier Vendor
ShortName: SUPPLIER-001 3208 Broadway
Location: CHK-01 New York, NY 10027
Address: 1
Advanced Vendor Search

*Date Dept Rec'd Invoice: Session Defaults
*Service Location: US Attachments (0)
*Voucher Type: Comments (0)

Control Group: Pay Terms: 00 Due Now
Invoice Lines: 0.00 Basis Date Type: Inv Date
*Currency: USD Non Merchandise Summary
Miscellaneous: Freight: Total: 500.00

Difference: 0.00 Calculate

Copy From Source Document
PO Unit: PO Number: Copy PO
Copy From: None Go

Invoice Lines
Line: 1 Item: UOM: Quantity:
*Distribute by: Amount Unit Price:
Ship To: CU00000001 Line Amount: 500.00
SpeedChart: Description: One Asset

Step	Action
21.	See the list of available Voucher Types.

ARC Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Invoice Information | Payments | Voucher Attributes

Business Unit: COLUM Invoice No: Invoice No 1
Voucher ID: NEXT Invoice Date: 03/13/2012
Voucher Style: Regular Voucher Accounting Date: 03/28/2012

View Documents

Vendor ID: 000000003 Supplier Vendor
ShortName: SUPPLIER-001 3208 Broadway
Location: CHK-01 New York, NY 10027
Address: 1
Advanced Vendor Search

*Date Dept Rec'd Invoice: Session Defaults
*Service Location: US Attachments (0)
*Voucher Type: Comments (0)

Control Group: Pay Terms: 00 Due Now
Invoice Lines: 0.00 Basis Date Type: Inv Date
*Currency: USD Non Merchandise Summary
Miscellaneous: Freight: Total: 500.00

Difference: 0.00 Calculate

Copy From Source Document
PO Unit: PO Number: Copy PO
Copy From: None Go

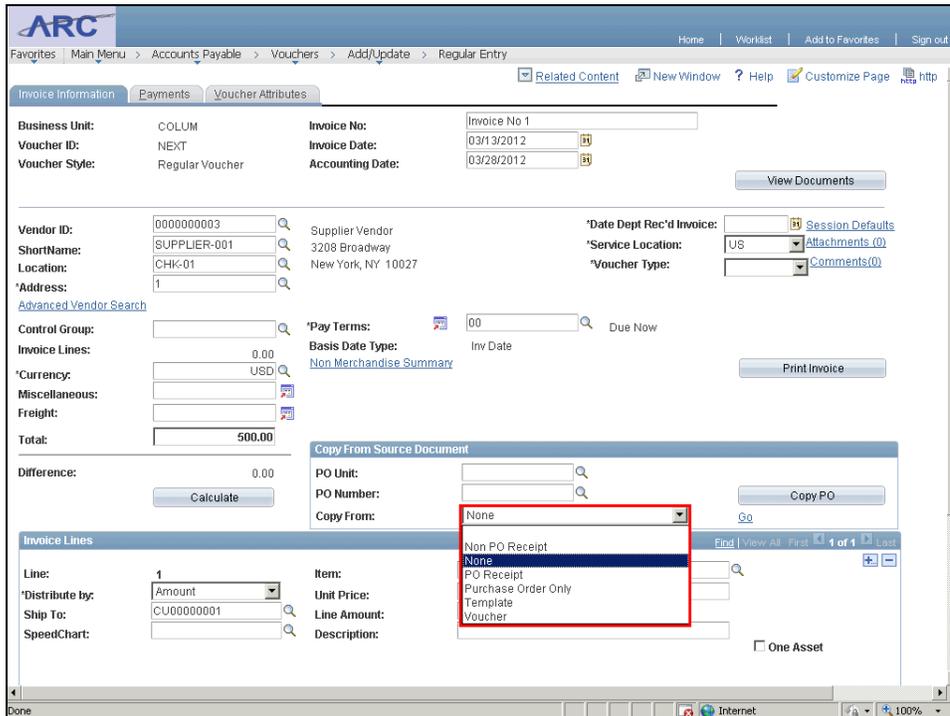
Invoice Lines
Line: 1 Item: UOM: Quantity:
*Distribute by: Amount Unit Price:
Ship To: CU00000001 Line Amount: 500.00
SpeedChart: Description: One Asset

Training Guide

Introduction to Accounts Payable in ARC



Step	Action
22.	In order to create the PO Voucher style or create a voucher from an existing Template Voucher, you can copy existing documents in ARC onto the Voucher. In order to do this, you would select the Copy From list. Click the Copy From list. <div style="border: 1px solid black; padding: 2px; width: fit-content;">None</div>



Step	Action
23.	See the list of available documents you can bring into a voucher.



Training Guide

Introduction to Accounts Payable in ARC

Step	Action
24.	At the bottom of the Invoice Information page, you can see the Distribution Line area. This is where you would complete the relevant ChartField information for this particular voucher. The ChartFields you see in the actual ARC system may be in a different order than they are in this training, but the meaning of the field is still the same. For a reminder about what the different ChartFields mean and see what the correct order is, you can reference this Job Aid.

Training Guide

Introduction to Accounts Payable in ARC



ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Related Content | New Window | Help | Customize Page | http

Invoice Information | Payments | Voucher Attributes

Business Unit: COLUM Invoice No: Invoice No 1
 Voucher ID: NEXT Invoice Date: 03/13/2012
 Voucher Style: Regular Voucher Accounting Date: 03/13/2012

View Documents

Vendor ID: 000000003 Supplier Vendor
 ShortName: SUPPLIER-001 3208 Broadway
 Location: CHK-01 New York, NY 10027
 Address: 1
 Date Dept Rec'd Invoice: Session Defaults
 Service Location: US Attachments (0)
 Voucher Type: Comments (0)

Advanced Vendor Search

Control Group: Pay Terms: 00 Due Now
 Invoice Lines: 0.00 Basis Date Type: Inv Date
 Currency: USD Non Merchandise Summary
 Miscellaneous: Freight: Total: 500.00

Difference: 0.00 Calculate

Print Invoice

Copy From Source Document

PO Unit: PO Number: Copy PO
 Copy From: None

Invoice Lines

Line: 1 Item: UOM: Quantity:
 Distribute by: Amount Unit Price:
 Ship To: CU00000001 Line Amount: 500.00
 SpeedChart: Description: One Asset

Done Internet 100%

Step	Action
25.	You have successfully navigated to the Voucher Creation Page. For additional detail on creating vouchers, please reference the Voucher Processing course. Now, you can select the next topic, <i>Accessing Voucher Related Documents</i> . End of Procedure.

Accessing Voucher Related Documents

When a voucher is entered within ARC, data is simultaneously fed to OnBase. Within OnBase, data is organized according to voucher number. Once a voucher is saved in ARC, users can navigate to the document management website to print a barcode, which will allow users to scan documents to OnBase to be associated with the voucher. Once documents are scanned, users can access the documents via the 'View Documents' button on the Voucher page in ARC. This feature is frequently used for Reviewers and Approvers when validating voucher information and deciding whether to approve or deny a voucher.

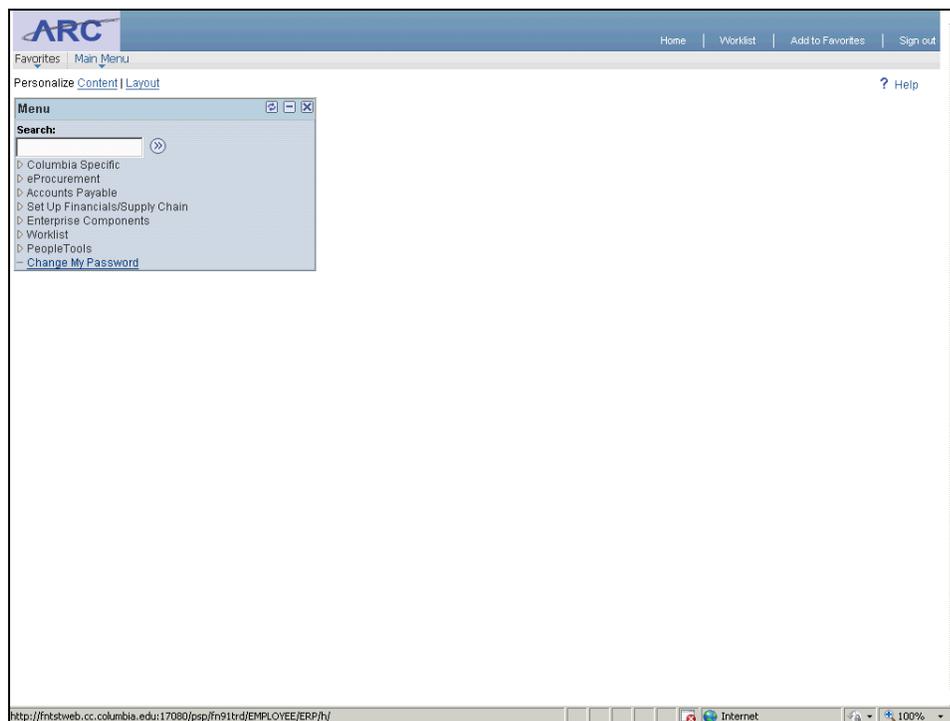
The following details explain the process for scanning documents:

- The **Procurement EDM** button -- If there are currently no documents associated with a voucher number within OnBase, you can push the **Procurement EDM** button in ARC to upload documents related to a particular voucher. Upon uploading these documents, they will automatically be available in OnBase for other users to access
- The **View Documents** button -- When you push the **View Documents** button in ARC, OnBase will generate and display all the documents associated with that particular voucher number

Estimated time needed to complete topic: 3 minutes

Procedure

Welcome to the *Accessing Voucher Related Documents* topic where you will learn how to access the Procurement EDM and View Documents buttons.

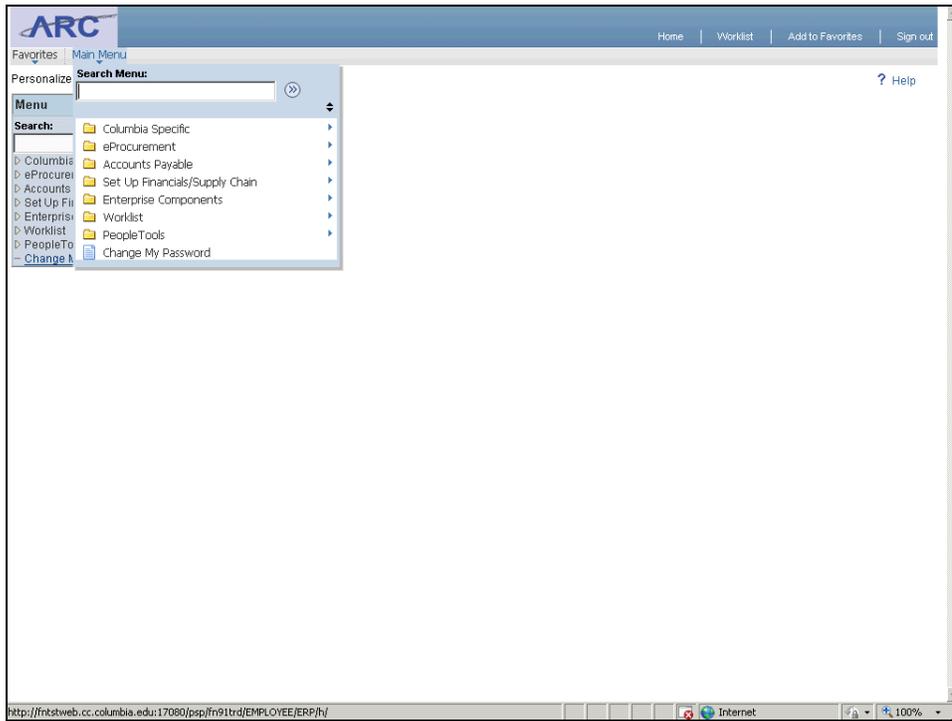


Training Guide

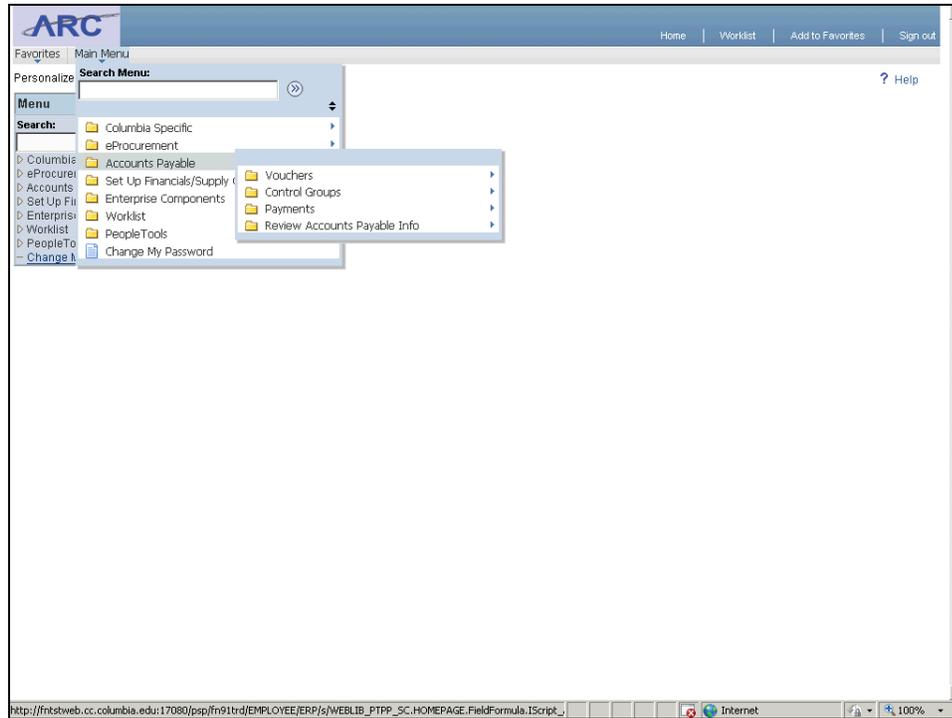
Introduction to Accounts Payable in ARC



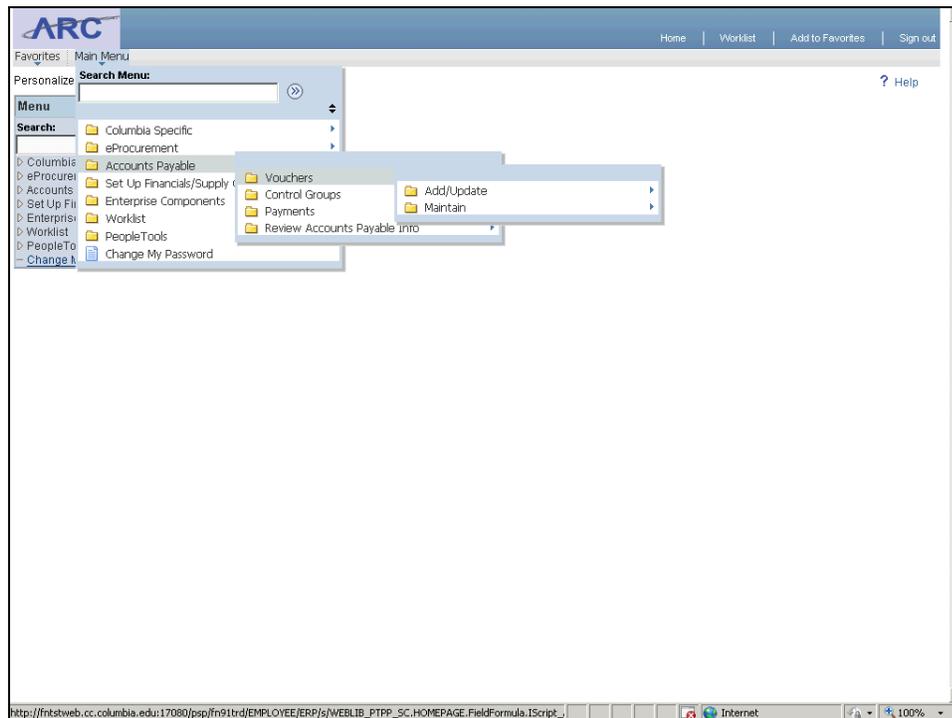
Step	Action
1.	Click the Main Menu button. 



Step	Action
2.	Click the Accounts Payable menu. 



Step	Action
3.	Click the Vouchers menu. <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">  </div>

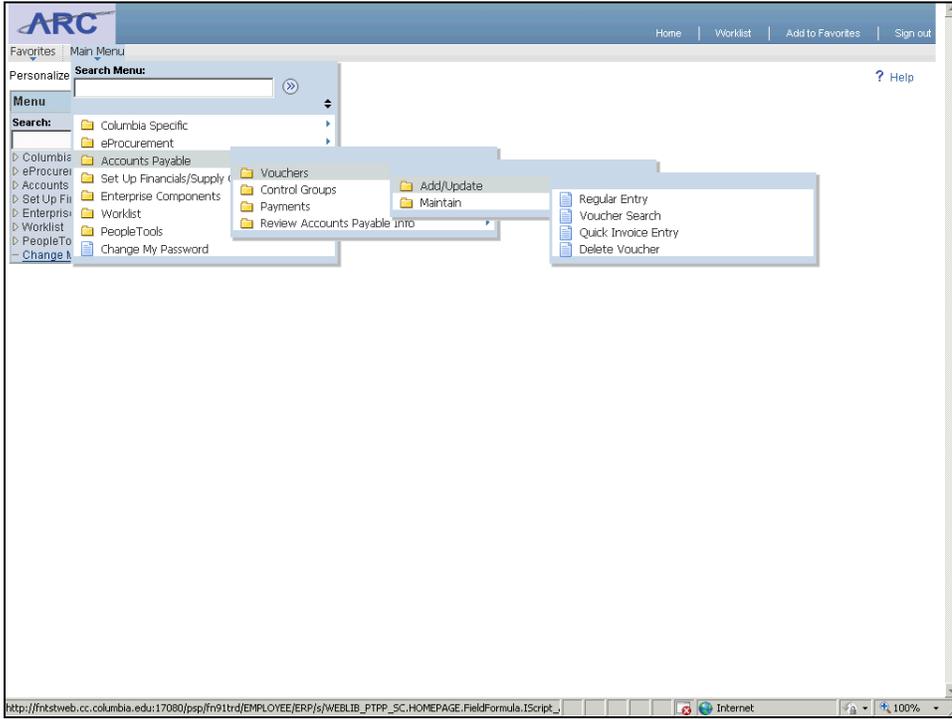


Training Guide

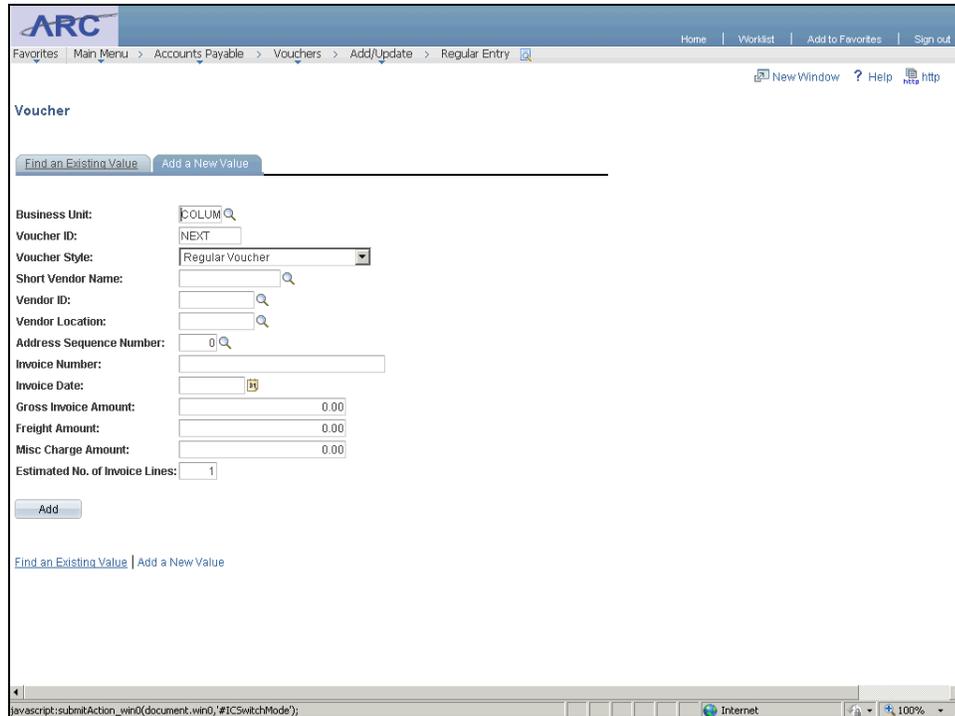
Introduction to Accounts Payable in ARC



Step	Action
4.	Click the Add/Update menu to locate an existing voucher. 



Step	Action
5.	Click the Regular Entry menu. 



ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

New Window | Help | http

Voucher

Find an Existing Value | Add a New Value

Business Unit: COLUM

Voucher ID: NEXT

Voucher Style: Regular Voucher

Short Vendor Name:

Vendor ID:

Vendor Location:

Address Sequence Number: 0

Invoice Number:

Invoice Date:

Gross Invoice Amount: 0.00

Freight Amount: 0.00

Misc Charge Amount: 0.00

Estimated No. of Invoice Lines: 1

Add

[Find an Existing Value](#) | [Add a New Value](#)

javascript:submitAction_win0(document.win0,'#ICSwitchMode');

Internet 100%

Step	Action
6.	<p>Click the Find an Existing Value tab. This is the page you will go to if you want to search for an existing voucher.</p> 

Training Guide

Introduction to Accounts Payable in ARC



ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

New Window | Help | http

Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Limit the number of results to (up to 300): 300

Business Unit: [=] COLUM

Voucher ID: [begins with] []

Invoice Number: [begins with] []

Invoice Date: [=] []

Short Vendor Name: [begins with] []

Vendor ID: [begins with] []

Name 1: [begins with] []

Voucher Style: [=] []

Related Voucher: [begins with] []

Entry Status: [=] []

Voucher Source: [=] []

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Find an Existing Value | Add a New Value

Done | Internet | 100%

Step	Action
7.	<p>You can search by a variety of fields that comprise the Voucher Header Information. For this example, we will search by Invoice Number and Date. Click in the Invoice Number field.</p> <div style="border: 1px solid black; width: 150px; height: 20px; margin-left: 20px;"></div>

ARC Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

New Window ? Help http

Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Limit the number of results to (up to 300): 300

Business Unit: = [v] COLLUM [Q]

Voucher ID: [v] begins with []

Invoice Number: [v] begins with []

Invoice Date: = [v] [] [B]

Short Vendor Name: [v] begins with []

Vendor ID: [v] begins with [] [Q]

Name 1: [v] begins with []

Voucher Style: = [v] [] [v]

Related Voucher: [v] begins with []

Entry Status: = [v] [] [v]

Voucher Source: = [v] [] [v]

Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Done Internet 100%

Step	Action
8.	Enter the desired information into the Invoice Number field. Enter " Invoice No 1 ".

ARC Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

New Window ? Help http

Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Limit the number of results to (up to 300): 300

Business Unit: = [v] COLLUM [Q]

Voucher ID: [v] begins with []

Invoice Number: [v] begins with Invoice No 1

Invoice Date: = [v] [] [B]

Short Vendor Name: [v] begins with []

Vendor ID: [v] begins with [] [Q]

Name 1: [v] begins with []

Voucher Style: = [v] [] [v]

Related Voucher: [v] begins with []

Entry Status: = [v] [] [v]

Voucher Source: = [v] [] [v]

Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Done Internet 100%

Training Guide

Introduction to Accounts Payable in ARC



Step	Action
9.	Click in the Invoice Date field. <div style="border: 1px solid black; width: 150px; height: 20px; margin: 5px 0;"></div>

Step	Action
10.	Enter the desired information into the Invoice Date field. Enter " 3/13/2012 ".

Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Limit the number of results to (up to 300): 300

Business Unit: = [v] COLUM [Q]

Voucher ID: begins with [v]

Invoice Number: begins with [v] Invoice No 1

Invoice Date: = [v] 3/13/2012 [D]

Short Vendor Name: begins with [v]

Vendor ID: begins with [v] [Q]

Name 1: begins with [v]

Voucher Style: = [v]

Related Voucher: begins with [v]

Entry Status: = [v]

Voucher Source: = [v]

Case Sensitive

[Search] [Clear] Basic Search [Save Search Criteria]

Find an Existing Value | Add a New Value

Step	Action
11.	Click the Search button.

Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Limit the number of results to (up to 300): 300

Business Unit: = [v] COLUM [Q]

Voucher ID: begins with [v]

Invoice Number: begins with [v] Invoice No 1

Invoice Date: = [v] 03/13/2012 [D]

Short Vendor Name: begins with [v]

Vendor ID: begins with [v] [Q]

Name 1: begins with [v]

Voucher Style: = [v]

Related Voucher: begins with [v]

Entry Status: = [v]

Voucher Source: = [v]

Case Sensitive

[Search] [Clear] Basic Search [Save Search Criteria]

Search Results

View All First 1-3 of 3 Last

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Vendor Name	Vendor ID	Name 1	Voucher Style	Related Voucher	Entry Status	Voucher Source
COLUM	00000572	Invoice No 1	-100	-100	03/13/2012	SUPPLIER-001	000000003	Supplier Vendor Reversal	(blank)	(blank)	Postable	Online
COLUM	00000570	Invoice No 1	500	500	03/13/2012	SUPPLIER-001	000000003	Supplier Vendor Adjustment	00000567	00000567	Recycle	Online
COLUM	00000567	Invoice No 1	100	100	03/13/2012	SUPPLIER-001	000000003	Supplier Vendor Regular	(blank)	(blank)	Postable	Online

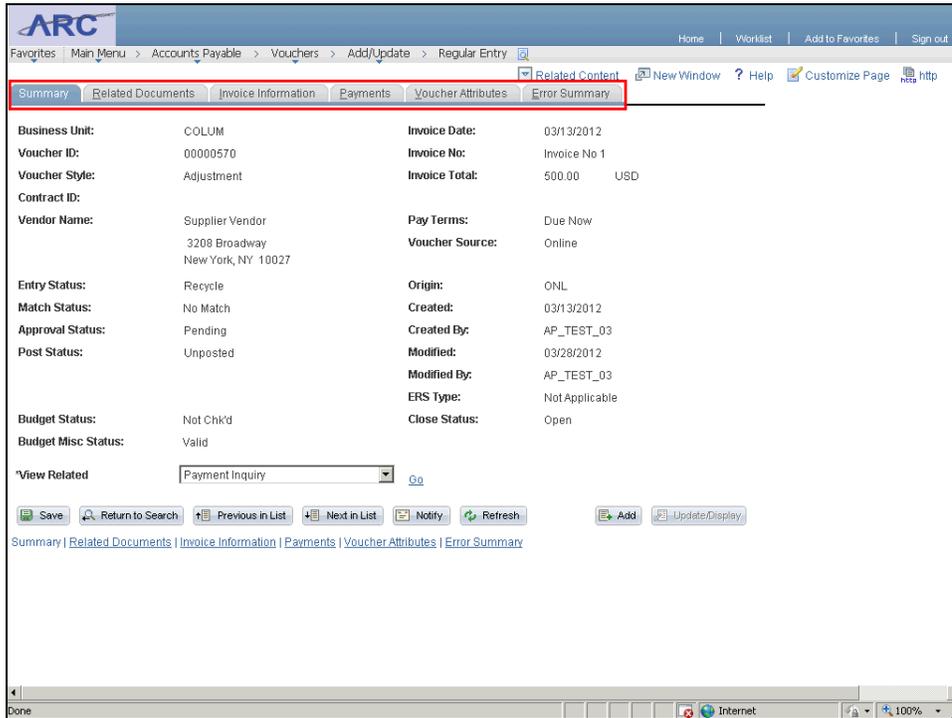
javascript:submitAction_vin0(document,win0,'#ICRow1');

Training Guide

Introduction to Accounts Payable in ARC



Step	Action
12.	Locate the desired voucher ID from the list of search results. Click the 00000570 voucher ID link. <u>00000570</u>



Step	Action
13.	The voucher record has multiple tabs that contain different information. Most commonly, you will use the Invoice Information tab, where you can edit header, line, and distribution information. In this example, however, you will access the Related Documents tab to view related documents.



Training Guide

Introduction to Accounts Payable in ARC

ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Summary | **Related Documents** | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit: COLUM Invoice Date: 03/13/2012
Voucher ID: 00000570 Invoice No: Invoice No 1
Voucher Style: Adjustment Invoice Total: 500.00 USD
Contract ID:
Vendor Name: Supplier Vendor Pay Terms: Due Now
3208 Broadway Voucher Source: Online
New York, NY 10027
Entry Status: Recycle Origin: ONL
Match Status: No Match Created: 03/13/2012
Approval Status: Pending Created By: AP_TEST_03
Post Status: Unposted Modified: 03/28/2012
Modified By: AP_TEST_03
ERS Type: Not Applicable
Budget Status: Not Chk'd Close Status: Open
Budget Misc Status: Valid

*View Related Payment Inquiry Go

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Summary | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

Step	Action
14.	Click the Related Documents tab. 

ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Summary | **Related Documents** | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit: COLUM Invoice No: Invoice No 1
Unit: 00000570 Invoice Date: 03/13/2012
Voucher ID: Adjustments
Vendor ID: 000000003 **PROCUREMENT EDM** View Documents
Style:

Payment Details

Payment Status	Scheduled to Pay	Payment Reference	Remit SetID	Remit Vendor	Remitting Address	Payment Method	Gross Payment Amount	Paid Amount	Payment C
Not Selected for Payment	03/13/2012		CUSET	0000000003		1 CHK	500.00		USD

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

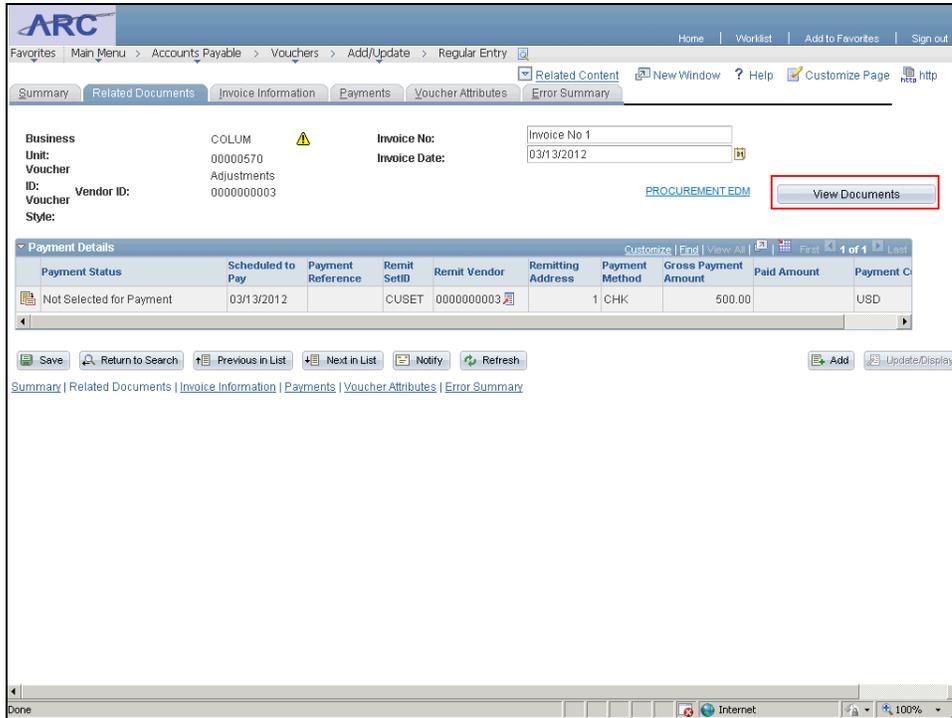
Summary | [Related Documents](#) | [Invoice Information](#) | [Payments](#) | [Voucher Attributes](#) | [Error Summary](#)

Training Guide

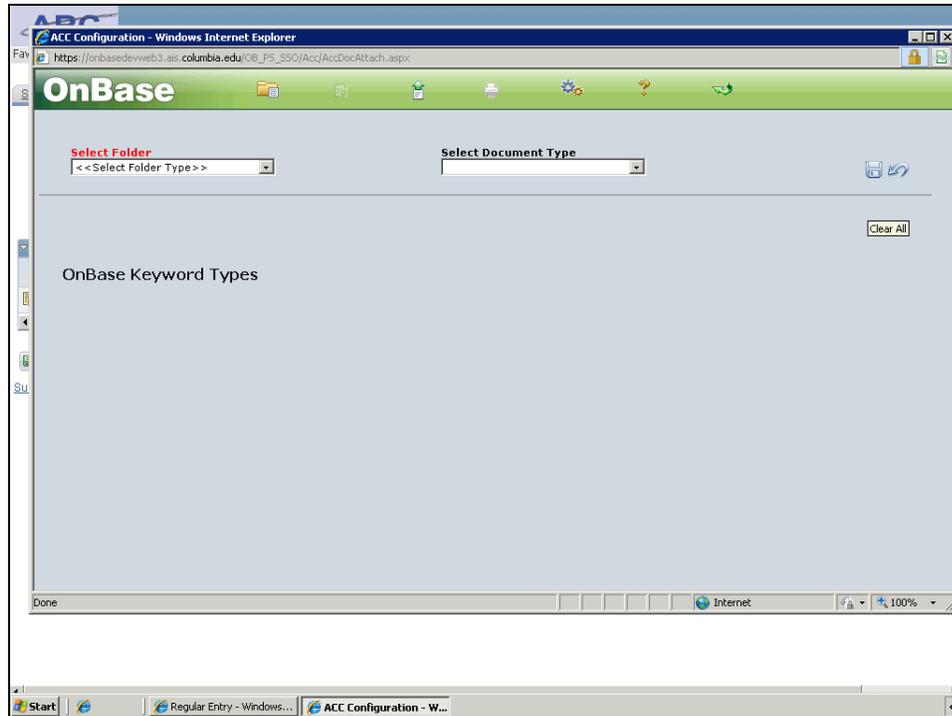
Introduction to Accounts Payable in ARC



Step	Action
15.	The Procurement EDM link is where you would go if you wanted to generate a barcode for this particular voucher. The barcode generated by this button will be associated with this voucher number and will act as a cover page when scanning associated voucher documentation into OnBase.



Step	Action
16.	Once documents have been uploaded into OnBase using the Procurement EDM button, you can then use the View Documents button to open OnBase and view an existing documents associated with this voucher.



Step	Action
17.	<p>You have successfully learned how to navigate to the Procurement EDM and View Documents buttons. You can now select the next lesson, <i>Accounts Payable Inquiry Overview</i>.</p> <p>End of Procedure.</p>

Training Guide

Introduction to Accounts Payable in ARC



Accounts Payable Inquiry Overview

This is the *Accounts Payable Inquiry Overview* lesson of the *Introduction to Accounts Payable in ARC* course. Upon completion of this lesson, you will be able to:

- Access the various inquiries available in the Accounts Payable Module
- View the Approval path and history of Accounts Payable transactions

Estimated time needed to complete lesson: 5 minutes



Accounts Payable Inquiry

Within Accounts Payable, there are a variety of inquiries that can be accessed to review transaction information. Most users will have the ability to perform inquiries on Vendors, Vouchers, and Payment Information. The following topic will outline how to navigate to these different inquiry screens.

In this scenario, Mark successfully processed a voucher for services rendered by a vendor. He wants to inquire as to whether the voucher has been posted or not. In order to do so, Mark needs to navigate to the voucher inquiry page. This page will provide voucher information to allow users to determine whether a voucher has been posted. The Voucher Inquiry Page provides additional voucher information to include voucher statuses, invoice information, and payment information.

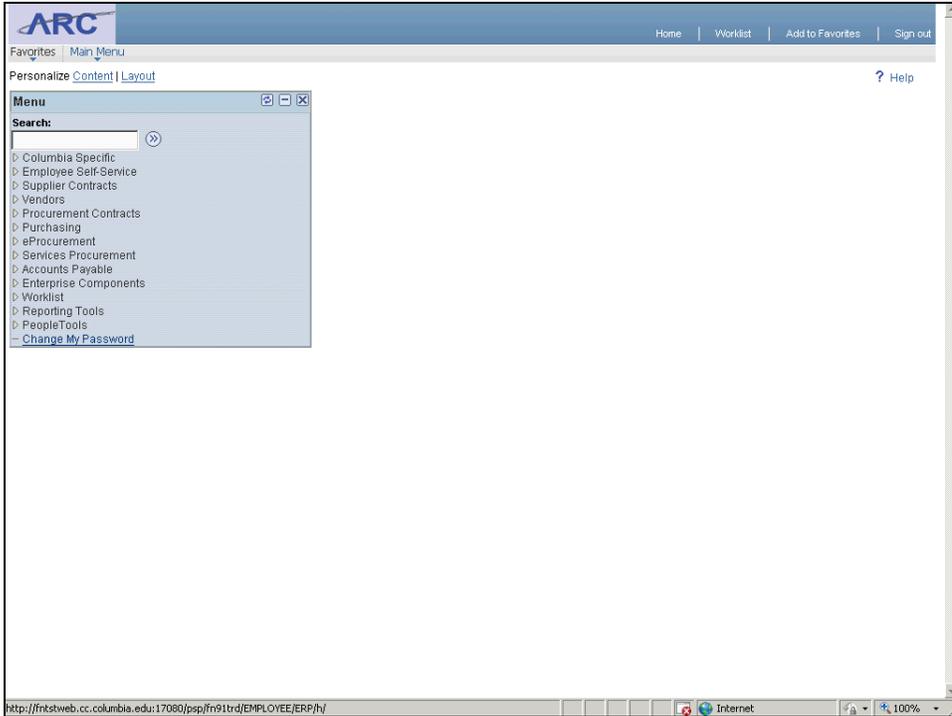
Estimated time needed to complete topic: 5 minutes

Procedure

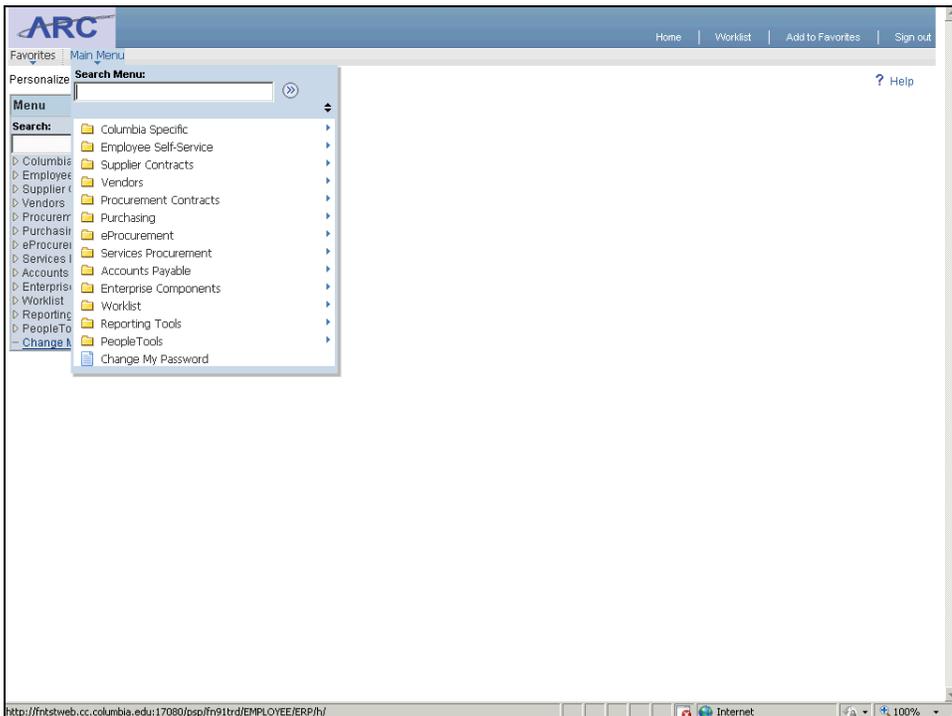
Welcome to the *Accounts Payable Inquiry* topic. Most Accounts Payable users will have the ability to inquire on a variety of information in the Accounts Payable Module. In this topic, you will learn about the different Accounts Payable Inquiries and see an example inquiry.

Training Guide

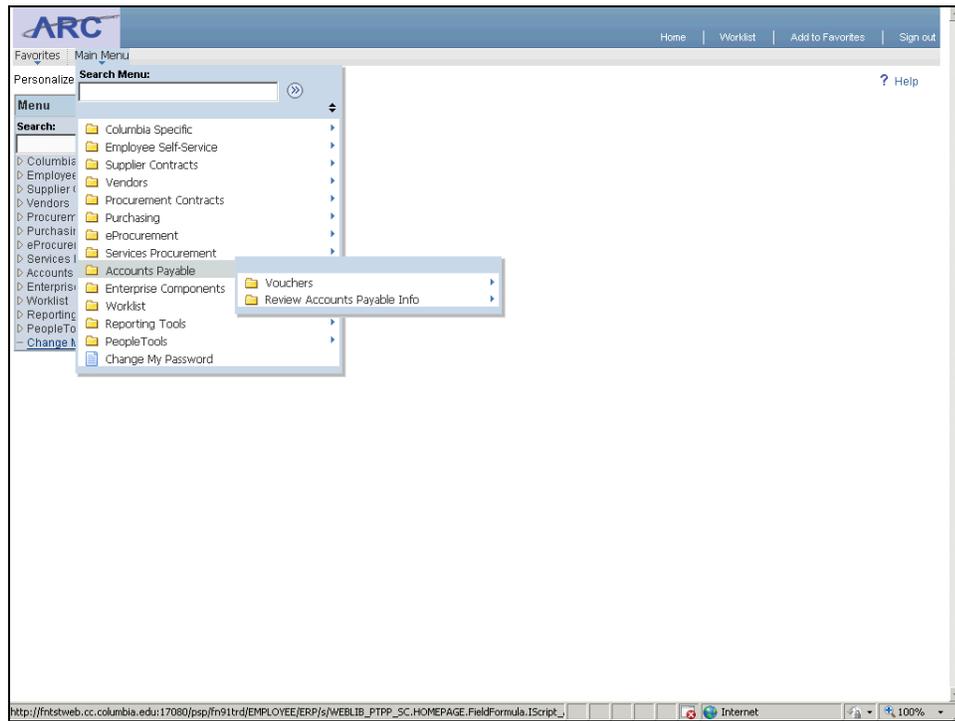
Introduction to Accounts Payable in ARC



Step	Action
1.	Click the Main Menu button. 



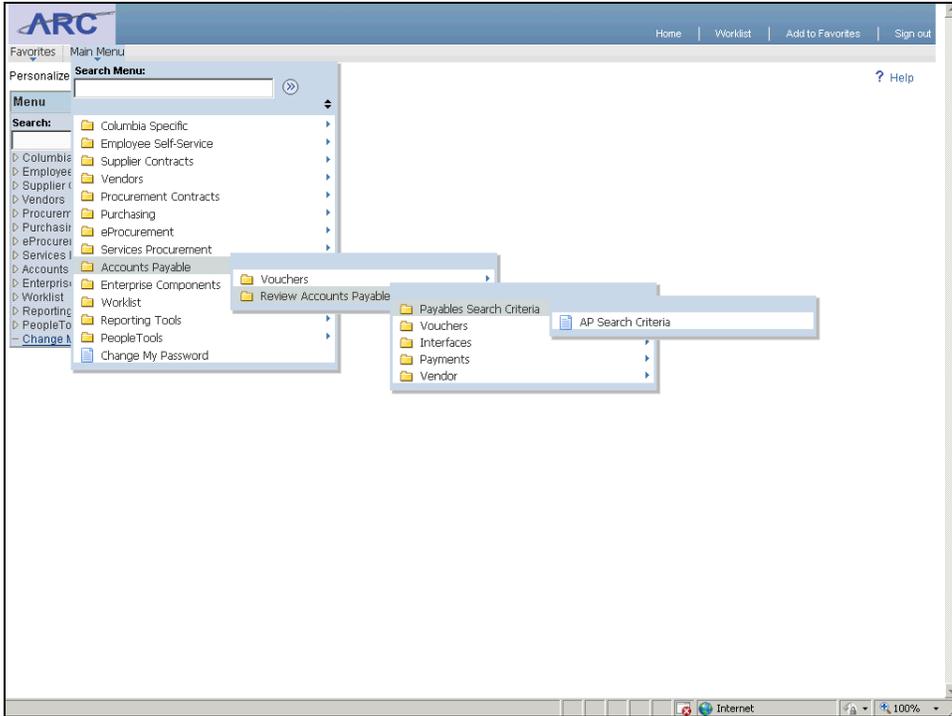
Step	Action
2.	Click the Accounts Payable menu. 



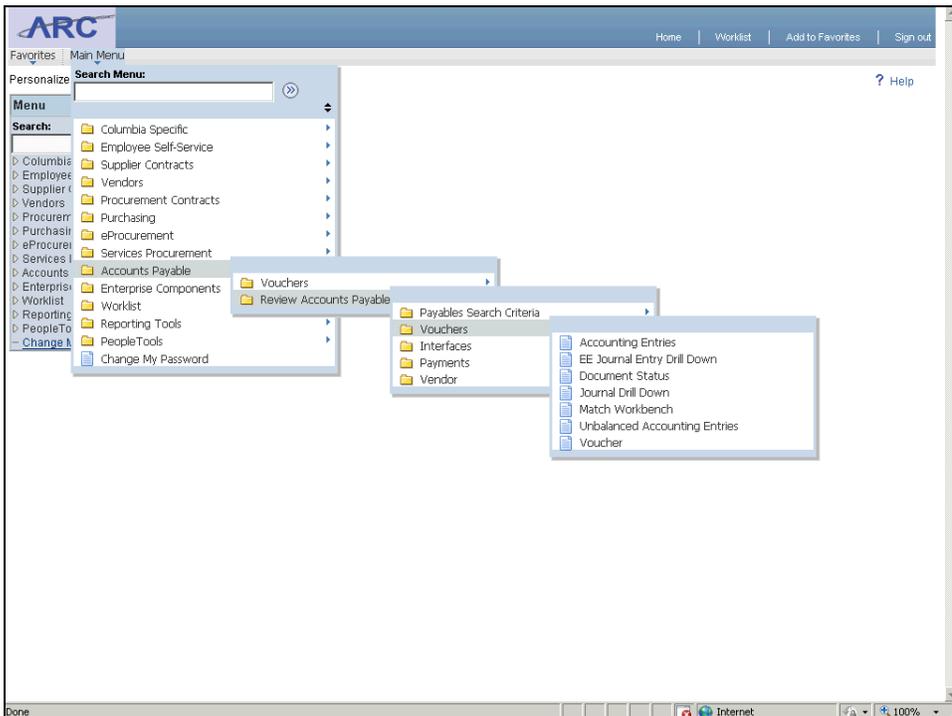
Step	Action
3.	Click the Review Accounts Payable Info menu to display the different categories of inquiries in Accounts Payable. 

Training Guide

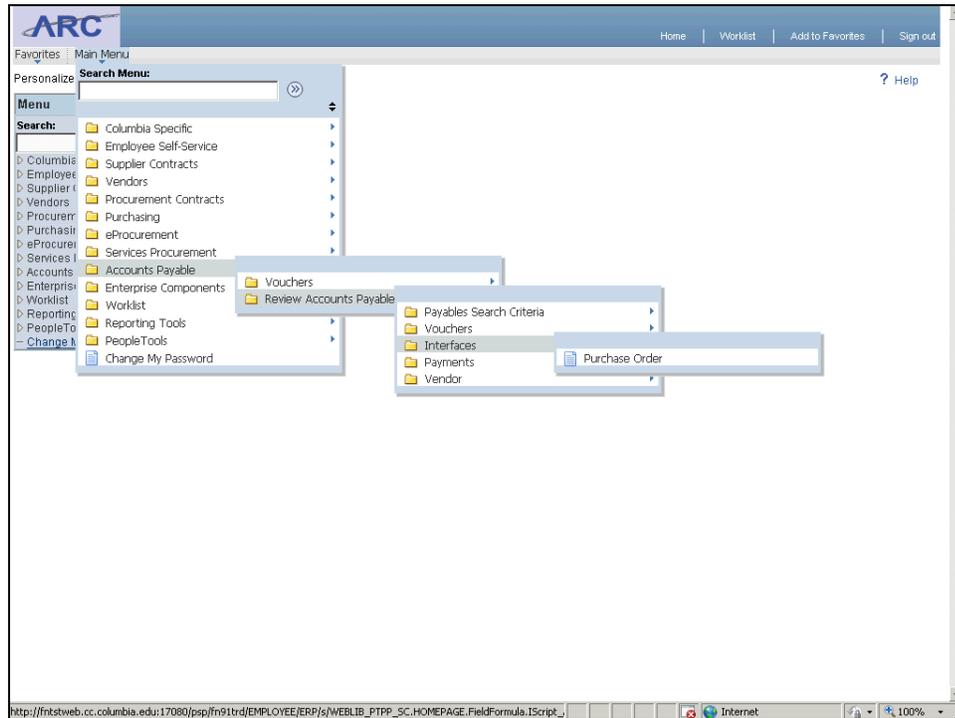
Introduction to Accounts Payable in ARC



Step	Action
4.	Click the Payables Search Criteria menu. This will help define AP Search Criteria. <div data-bbox="347 1058 685 1096" style="border: 1px solid black; padding: 2px; margin-top: 5px;"> </div>



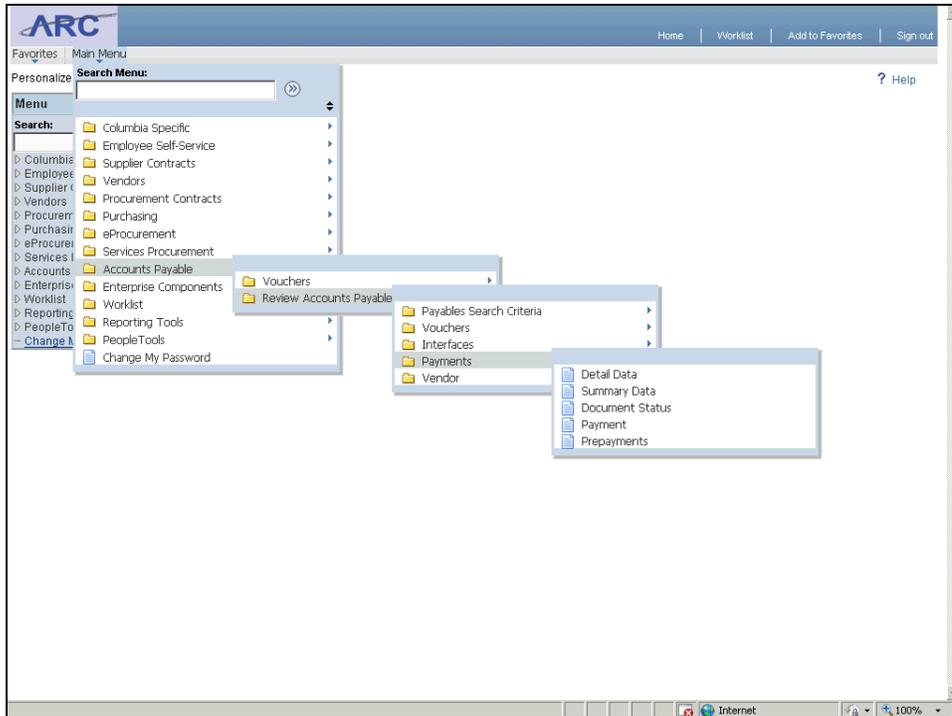
Step	Action
5.	Click the Vouchers menu. Here you can inquire on voucher Document Status, Voucher Status, Journal Entry Status, and Matching Status related to Vouchers. 



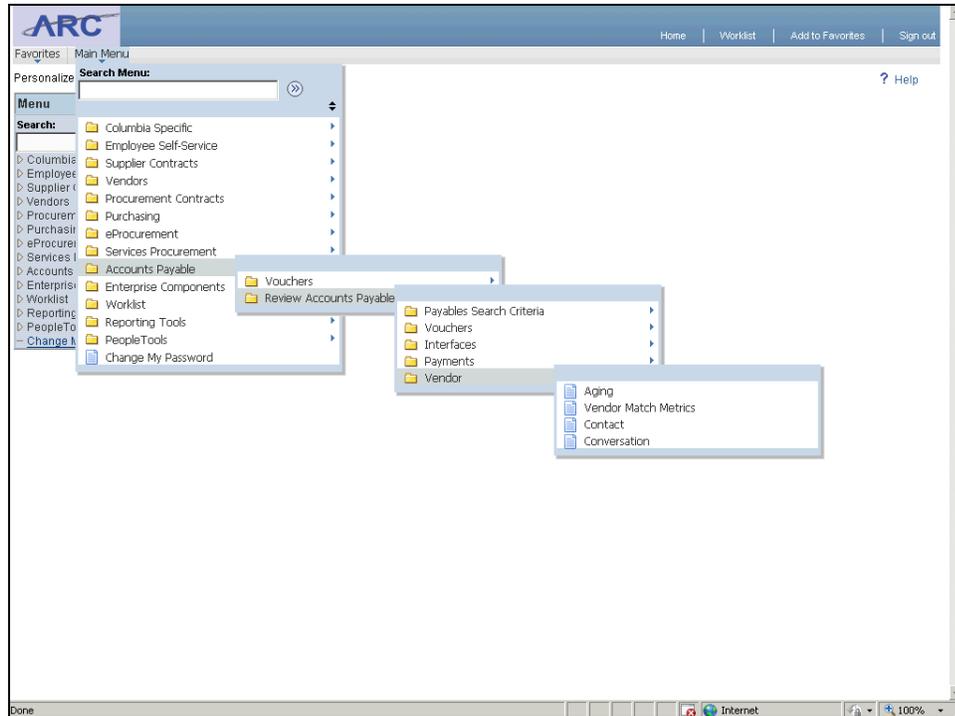
Step	Action
6.	Click the Interfaces menu. Here you can inquire on the status of Purchase Orders as they relate to PO Vouchers. 

Training Guide

Introduction to Accounts Payable in ARC



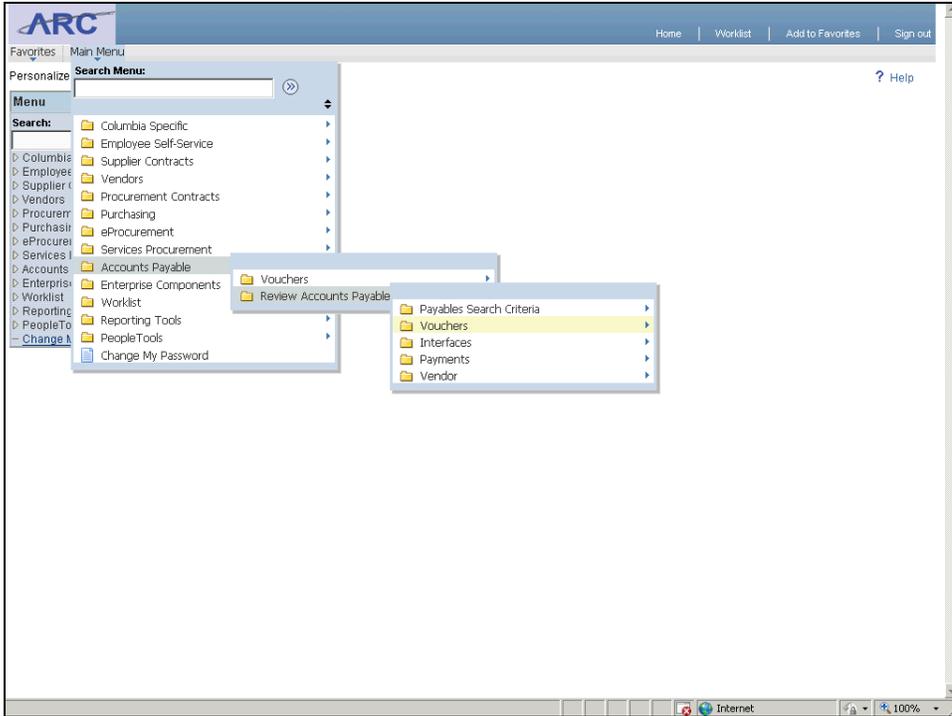
Step	Action
7.	<p>Click the Payments menu. Here you can get detailed or high level information regarding payments, prepayments, and Payment Document Status.</p> 

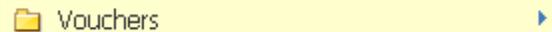


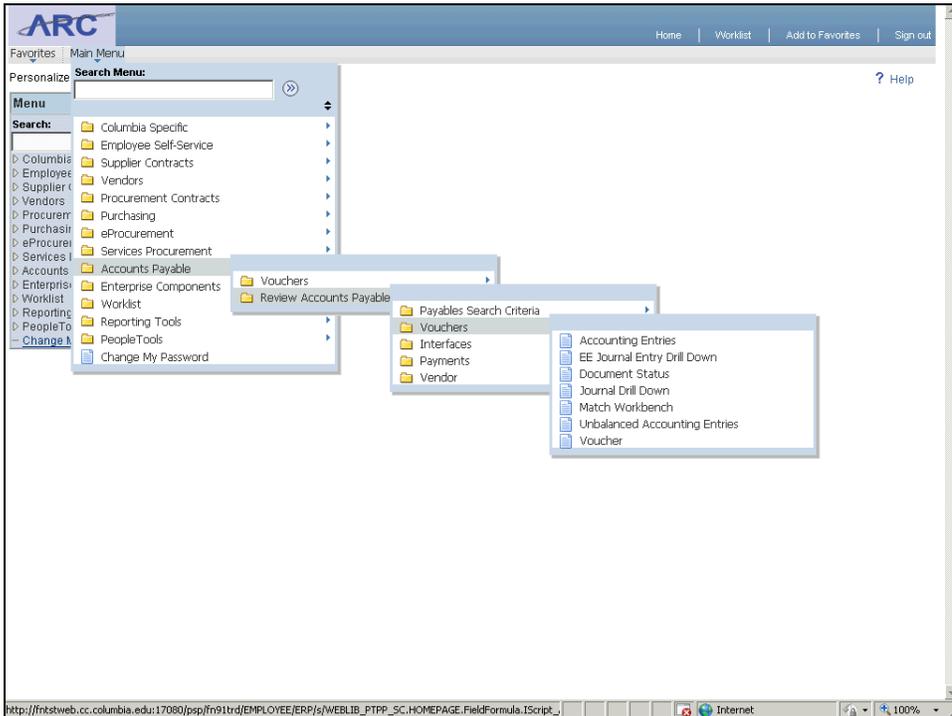
Step	Action
8.	Click the Vendor menu. Here you can inquire on Aging, Vendor Conversations, Vendor Contacts, and Vendor Match Metrics. <div data-bbox="440 1087 773 1131" style="border: 1px solid black; padding: 2px; margin-top: 5px;">  Vendor </div>

Training Guide

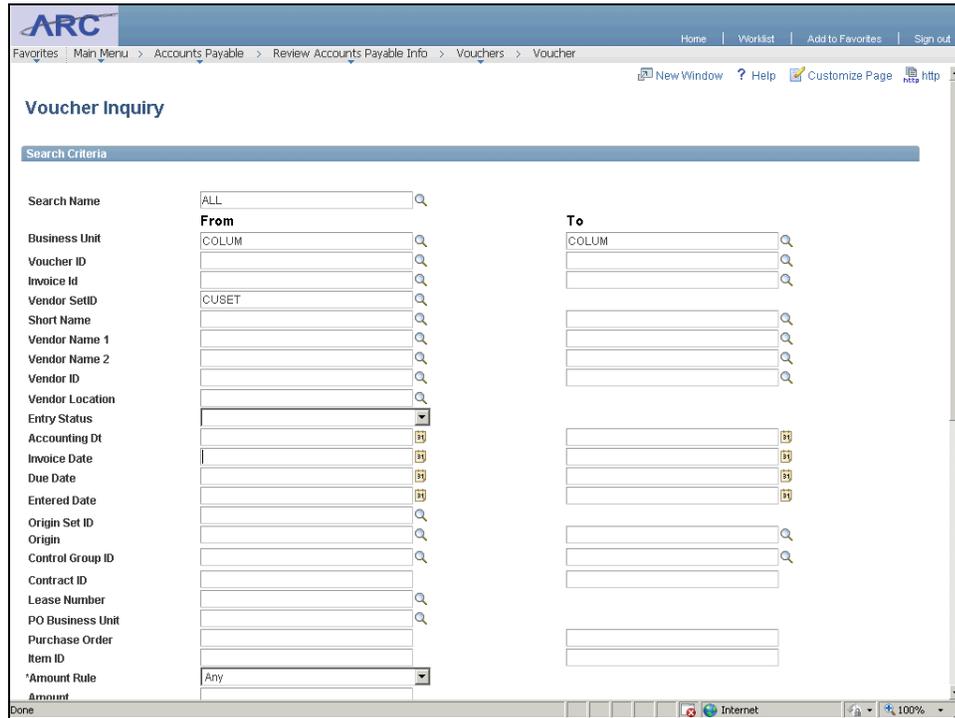
Introduction to Accounts Payable in ARC



Step	Action
9.	Click the Vouchers menu to see an example inquiry. 



Step	Action
10.	Click the Voucher menu. 



Step	Action
11.	There are a variety of ways to filter voucher information depending on what you are looking for. In this scenario, voucher information will be filtered by the date the invoice dates .Click in the Invoice Date From field. Enter the desired information into the Invoice Date From field to enter the first date you would like to narrow the results by. Enter " 1/1/2012 ".

Training Guide

Introduction to Accounts Payable in ARC



ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher

New Window ? Help Customize Page http

Voucher Inquiry

Search Criteria

Search Name	ALL	
Business Unit	COLUM	COLUM
Voucher ID		
Invoice Id		
Vendor SetID	CUSET	
Short Name		
Vendor Name 1		
Vendor Name 2		
Vendor ID		
Vendor Location		
Entry Status		
Accounting Dt		
Invoice Date	1/1/2012	
Due Date		
Entered Date		
Origin Set ID		
Origin		
Control Group ID		
Contract ID		
Lease Number		
PO Business Unit		
Purchase Order		
Item ID		
*Amount Rule	Any	
Amount		

Step	Action
12.	Click in the Invoice Date To field.

ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher

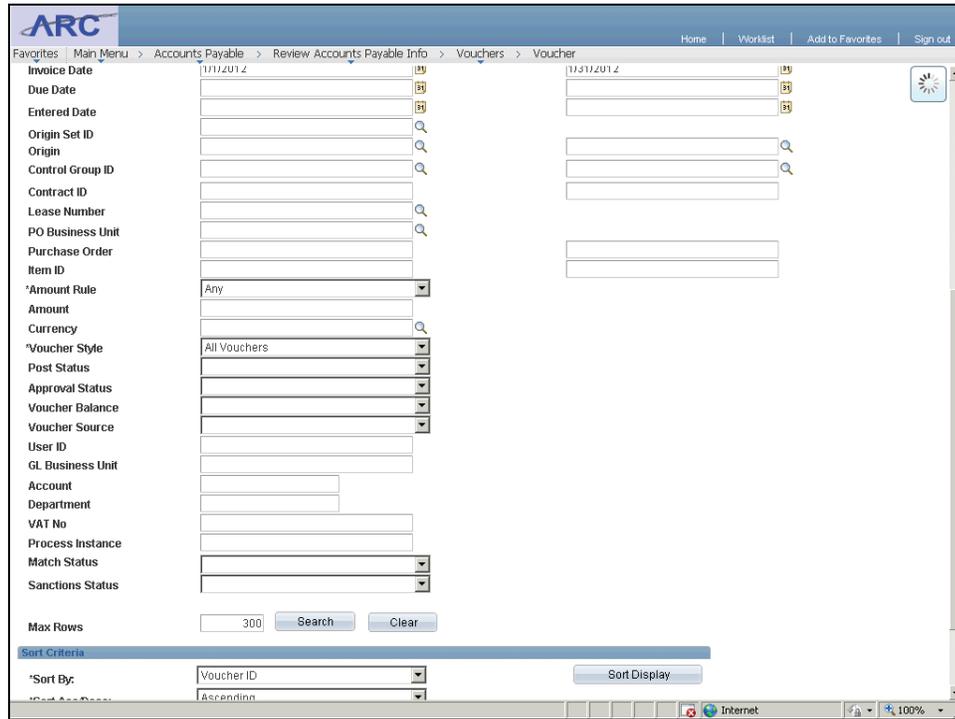
New Window ? Help Customize Page http

Voucher Inquiry

Search Criteria

Search Name	ALL	
Business Unit	COLUM	COLUM
Voucher ID		
Invoice Id		
Vendor SetID	CUSET	
Short Name		
Vendor Name 1		
Vendor Name 2		
Vendor ID		
Vendor Location		
Entry Status		
Accounting Dt		
Invoice Date	1/1/2012	
Due Date		
Entered Date		
Origin Set ID		
Origin		
Control Group ID		
Contract ID		
Lease Number		
PO Business Unit		
Purchase Order		
Item ID		
*Amount Rule	Any	
Amount		

Step	Action
13.	Enter the desired information into the Invoice Date To field. Enter " 1/31/2012 ".



The screenshot shows the ARC Accounts Payable interface. The 'Review Accounts Payable Info' window is open, displaying various fields for voucher information. The 'Invoice Date To' field is highlighted with a red box, and the date '1/31/2012' is entered. The 'Search' button is visible at the bottom of the form.

Step	Action
14.	Click the Search button.



Training Guide

Introduction to Accounts Payable in ARC



ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher

VAT No:

Process Instance:

Match Status:

Sanctions Status:

Max Rows: Search Clear

Sort Criteria

*Sort By: Sort Display

*Sort Asc/Desc:

Display Currency Criteria

Voucher Inquiry Results Customize | End | View 100

Voucher Details | Amounts | More Details | Vendor Details

Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Entry Status	Accounting Entries	Match Status	Match WorkBench	Payment Information	Sched Payme
COLUM	00000001	APCRTLGP801STEP3	01/04/2012	0000000003	Postable		Not Applicable			
COLUM	00000002	APCRTLGP801STEP3a	01/04/2012	0000000003	Postable		Not Applicable			
COLUM	00000003	APGENPYMT01STEP7A	01/04/2012	0000000003	Postable		Not Applicable			
COLUM	00000004	APGENPYMT01STEP7A1	01/04/2012	0000000003	Postable		Not Applicable			
COLUM	00000005	APGENPYMT01STEP7A2	01/04/2012	0000000003	Postable		Not Applicable			
COLUM	00000006	test data1	01/05/2012	0000000003	Postable		Not Applicable			
COLUM	00000007	test payment 1	01/05/2012	0000000003	Postable		Not Applicable			
COLUM	00000008	test payment 2	01/05/2012	0000000003	Postable		Not Applicable			
COLUM	00000009	APENTRVCHR02STEP2	01/05/2012	0000000003	Postable		Not Applicable			

Step	Action
15.	In the area below the search fields, all the vouchers that meet your search criteria are displayed. In addition to seeing basic voucher data, such as voucher ID and vendor ID, you can see things such as whether a Voucher has been Matched or not or is waiting to be Matched.



Training Guide

Introduction to Accounts Payable in ARC

Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Entry Status	Accounting Entries	Match Status	Match WorkBench	Payment Information	Sched Payme
COLUM	00000001	APCRTLGP801STEP3	01/04/2012	0000000003	Postable		Not Applicable			
COLUM	00000002	APCRTLGP801STEP3a	01/04/2012	0000000003	Postable		Not Applicable			
COLUM	00000003	APGENPYMT01STEP7A	01/04/2012	0000000003	Postable		Not Applicable			
COLUM	00000004	APGENPYMT01STEP7A1	01/04/2012	0000000003	Postable		Not Applicable			
COLUM	00000005	APGENPYMT01STEP7A2	01/04/2012	0000000003	Postable		Not Applicable			
COLUM	00000006	test data1	01/05/2012	0000000003	Postable		Not Applicable			
COLUM	00000007	test payment 1	01/05/2012	0000000003	Postable		Not Applicable			
COLUM	00000008	test payment 2	01/05/2012	0000000003	Postable		Not Applicable			
COLUM	00000009	APENTRVCHR02STEP2	01/05/2012	0000000003	Postable		Not Applicable			
COLUM	00000010	APENTRVCHR02STEP3	01/05/2012	0000000003	Postable		Not Applicable			
COLUM	00000012	VoucherSecurity1	01/05/2012	0000000002	Postable		Not Applicable			
COLUM	00000013	Test Invoice 2	01/05/2012	0000000002	Template Voucher		Not Applicable			
COLUM	00000014	APENTRVCHR02STEP5	01/05/2012	0000000003	Template Voucher		Not Applicable			
COLUM	00000015	APENTRVCHR02STEP6	01/05/2012	0000000003	Postable		Not Applicable			

Step	Action
16.	In addition, you can see Payment Information and Scheduled Payments.

Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Entry Status	Accounting Entries	Match Status	Match WorkBench	Payment Information	Sched Payme
COLUM	00000001	APCRTLGP801STEP3	01/04/2012	0000000003	Postable		Not Applicable			
COLUM	00000002	APCRTLGP801STEP3a	01/04/2012	0000000003	Postable		Not Applicable			
COLUM	00000003	APGENPYMT01STEP7A	01/04/2012	0000000003	Postable		Not Applicable			
COLUM	00000004	APGENPYMT01STEP7A1	01/04/2012	0000000003	Postable		Not Applicable			
COLUM	00000005	APGENPYMT01STEP7A2	01/04/2012	0000000003	Postable		Not Applicable			
COLUM	00000006	test data1	01/05/2012	0000000003	Postable		Not Applicable			
COLUM	00000007	test payment 1	01/05/2012	0000000003	Postable		Not Applicable			
COLUM	00000008	test payment 2	01/05/2012	0000000003	Postable		Not Applicable			
COLUM	00000009	APENTRVCHR02STEP2	01/05/2012	0000000003	Postable		Not Applicable			
COLUM	00000010	APENTRVCHR02STEP3	01/05/2012	0000000003	Postable		Not Applicable			
COLUM	00000012	VoucherSecurity1	01/05/2012	0000000002	Postable		Not Applicable			
COLUM	00000013	Test Invoice 2	01/05/2012	0000000002	Template Voucher		Not Applicable			
COLUM	00000014	APENTRVCHR02STEP5	01/05/2012	0000000003	Template Voucher		Not Applicable			
COLUM	00000015	APENTRVCHR02STEP6	01/05/2012	0000000003	Postable		Not Applicable			

Training Guide

Introduction to Accounts Payable in ARC



Step	Action
17.	To see additional details on a certain payment, click the Payment Info button associated with the Voucher you would like to view. 

The screenshot displays the ARC system interface for viewing a voucher's payment details. The breadcrumb navigation shows: Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher. The page includes a toolbar with options like New Window, Help, and Customize Page. The main content area shows the following details:

- Business Unit:** COLUM
- Voucher ID:** 00000006
- Invoice Number:** test data1
- Vendor Name:** SUPPLIER VENDOR
- Vendor Location:** CHIK-01
- Gross Invoice Amount:** 100.00
- Transaction Currency:** USD

Below the details is a table with the following data:

Bank SetID	Bank Code	Bank Account	Payment Reference ID	Applied Business Unit	Applied Voucher ID	Payment Date	Payment Amount	Payment Currency	Voucher Paid Amount	Payment Status
CUSET	CHASE	DISB	0000000001			01/05/2012	450.00	USD	100.00	Paid

Step	Action
18.	See the amount that was paid, payment status, and payment date.



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Introduction to Accounts Payable in ARC

ARC
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher

[Back To Voucher Inquiry](#)

Business Unit: COLUM Voucher ID: 00000006 Invoice Number: test data1
 Vendor Name: SUPPLIER VENDOR Vendor Location: CHIK-01
 Gross Invoice Amount: 100.00 Transaction Currency: USD

Bank SetID	Bank Code	Bank Account	Payment Reference ID	Applied Business Unit	Applied Voucher ID	Payment Date	Payment Amount	Payment Currency	Voucher Paid Amount	Payment Status
CUBET	CHASE	DISB	0000000001			01/05/2012	450.00	USD	100.00	Paid

Step	Action
19.	Click the Back To Voucher Inquiry link. 

ARC
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher

Process Instance:
 Match Status:
 Sanctions Status:

Max Rows: Search Clear

Sort Criteria
 *Sort By: Sort Display
 *Sort Asc/Desc:

Display Currency Criteria

Voucher Inquiry Results Customize | End | View:100

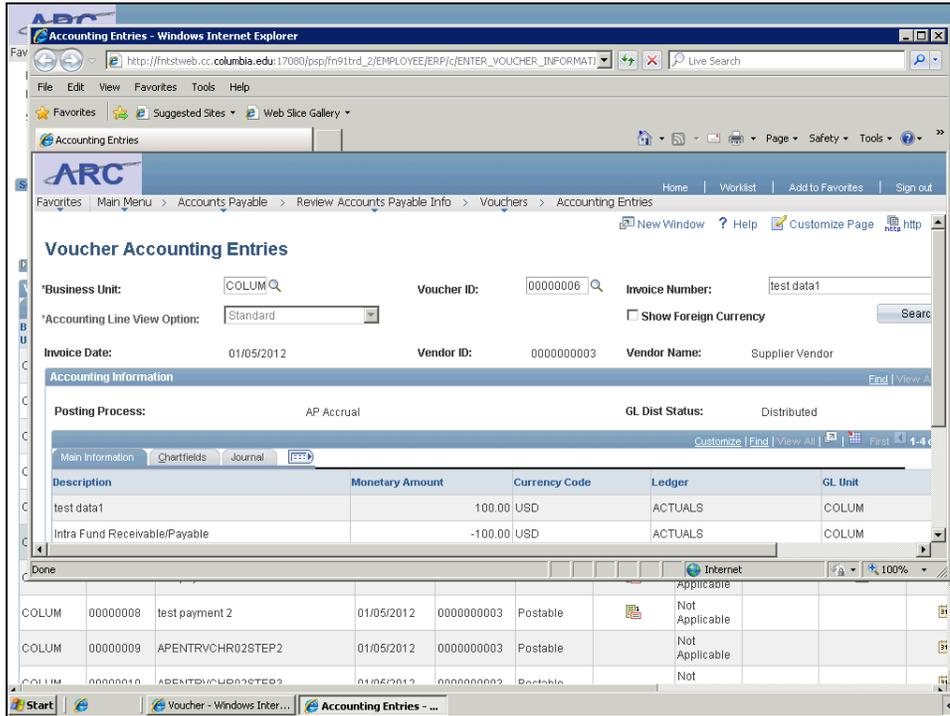
Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Entry Status	Accounting Entries	Match Status	Match WorkBench	Payment Information	Sched Payme
COLUM	00000001	APCRTLGP801STEP3	01/04/2012	0000000003	Postable		Not Applicable			
COLUM	00000002	APCRTLGP801STEP3a	01/04/2012	0000000003	Postable		Not Applicable			
COLUM	00000003	APGENPYMT01STEP7A	01/04/2012	0000000003	Postable		Not Applicable			
COLUM	00000004	APGENPYMT01STEP7A1	01/04/2012	0000000003	Postable		Not Applicable			
COLUM	00000005	APGENPYMT01STEP7A2	01/04/2012	0000000003	Postable		Not Applicable			
COLUM	00000006	test data1	01/05/2012	0000000003	Postable		Not Applicable		\$	
COLUM	00000007	test payment 1	01/05/2012	0000000003	Postable		Not Applicable		\$	
COLUM	00000008	test payment 2	01/05/2012	0000000003	Postable		Not Applicable			
COLUM	00000009	APENTRVCHR02STEP2	01/05/2012	0000000003	Postable		Not Applicable			
COLUM	00000010	APENTRVCHR02STEP2	01/05/2012	0000000003	Postable		Not Applicable			

Training Guide

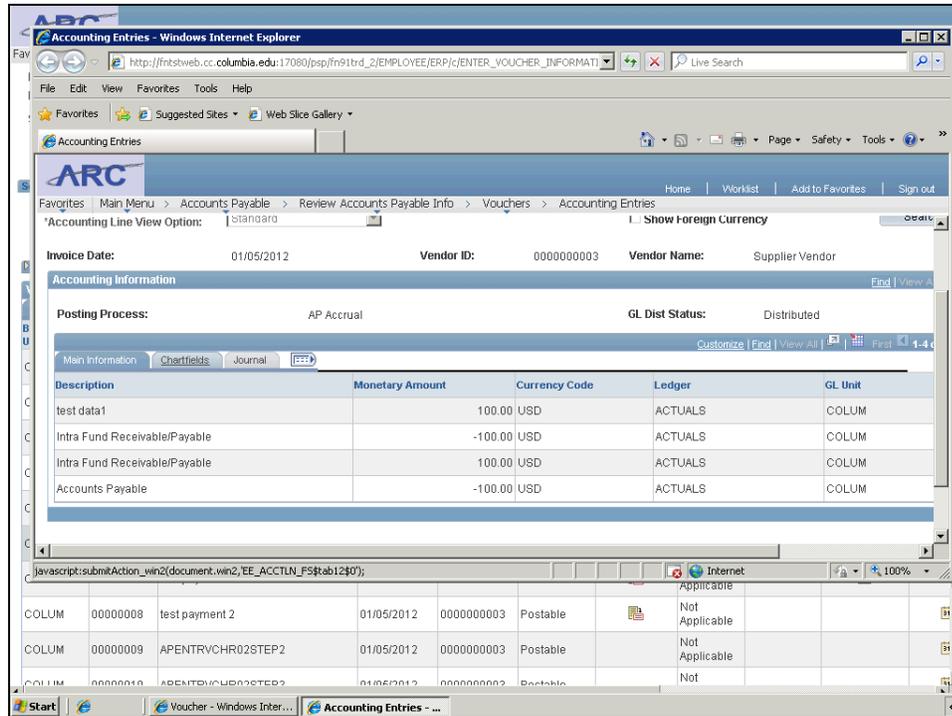
Introduction to Accounts Payable in ARC



Step	Action
20.	Click the Acctg Entries button. 



Step	Action
21.	See the Accounting Entry information for this voucher.



Step	Action
22.	Click the Chartfields link to see information about the Chartfields associated with the voucher. 

Training Guide

Introduction to Accounts Payable in ARC



The screenshot shows the 'Accounting Entries' page in a web browser. The 'Accounting Information' section includes the following details:

- Invoice Date: 01/05/2012
- Vendor ID: 000000003
- Vendor Name: Supplier Vendor
- Posting Process: AP Accrual
- GL Dist Status: Distributed

The 'Tax Authority' table is as follows:

Tax Authority	Account	Department	PC Business Unit	Project	Activity	Initiative	Segment	Site	Fund Code	Function	Aff
	68305	5502102	GENRL	GT001008	01	00000	00000000		30	010	
	19970								30		CC
	19970								01		CC
	20000								01		

Step	Action
23.	Below you can see the ChartField information for the voucher.

The screenshot shows the 'Voucher Inquiry Results' page in a web browser. The table below lists the voucher details:

Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Entry Status	Accounting Entries	Match Status	Match WorkBench	Payment Information	Sched Paym
COLUM	00000001	APCRTLGP01STEP3	01/04/2012	000000003	Postable		Not Applicable			
COLUM	00000002	APCRTLGP01STEP3a	01/04/2012	000000003	Postable		Not Applicable			
COLUM	00000003	APGENPYMT01STEP7A	01/04/2012	000000003	Postable		Not Applicable			
COLUM	00000004	APGENPYMT01STEP7A1	01/04/2012	000000003	Postable		Not Applicable			
COLUM	00000005	APGENPYMT01STEP7A2	01/04/2012	000000003	Postable		Not Applicable			
COLUM	00000006	test data1	01/05/2012	000000003	Postable		Not Applicable			
COLUM	00000007	test payment 1	01/05/2012	000000003	Postable		Not Applicable			
COLUM	00000008	test payment 2	01/05/2012	000000003	Postable		Not Applicable			
COLUM	00000009	APENTRVCHR02STEP2	01/05/2012	000000003	Postable		Not Applicable			



Training Guide

Introduction to Accounts Payable in ARC

Step	Action
24.	You have successfully completed a Voucher Inquiry. More about the Accounts Payable Inquiries can be found within the individual Accounts Payable courses. You may now proceed to the next topic, <i>Approval History</i> to learn how to see the approval history of different Accounts Payable transactions. End of Procedure.



Approval History

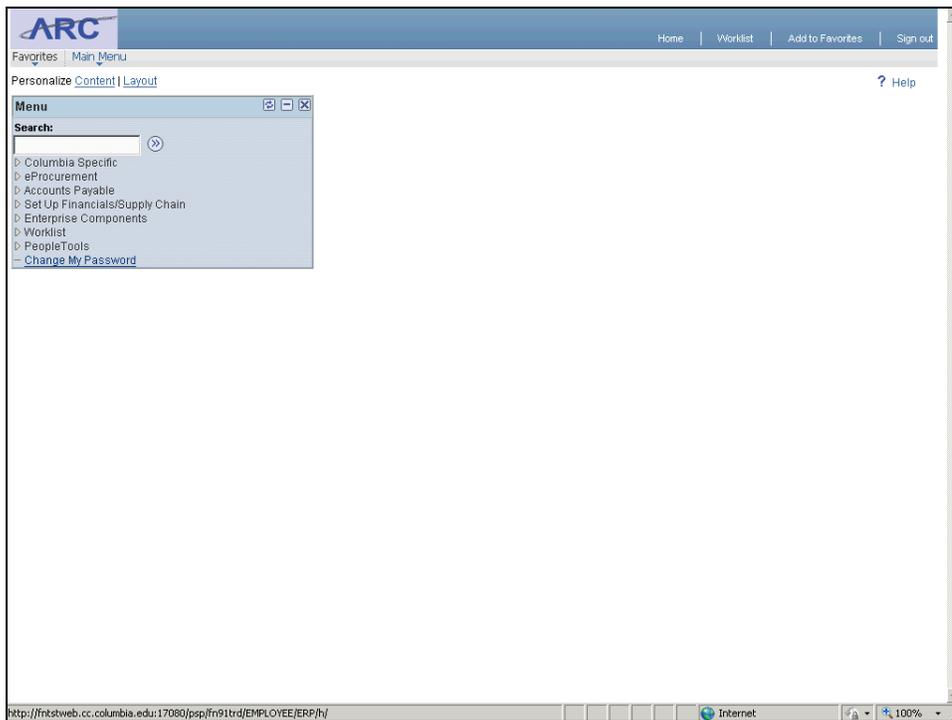
Vouchers go through multiple approval steps before they are eligible to be Posted and Paid. In order to understand where a voucher is in the approval process as well as the various approvers a voucher has been routed to through workflow, you can access the Approval History page.

Throughout the following topic, imagine a time you have faced a similar scenario: Mark has submitted a voucher for approval and wants to know whether it has been approved or not and where it sits in the approval process.

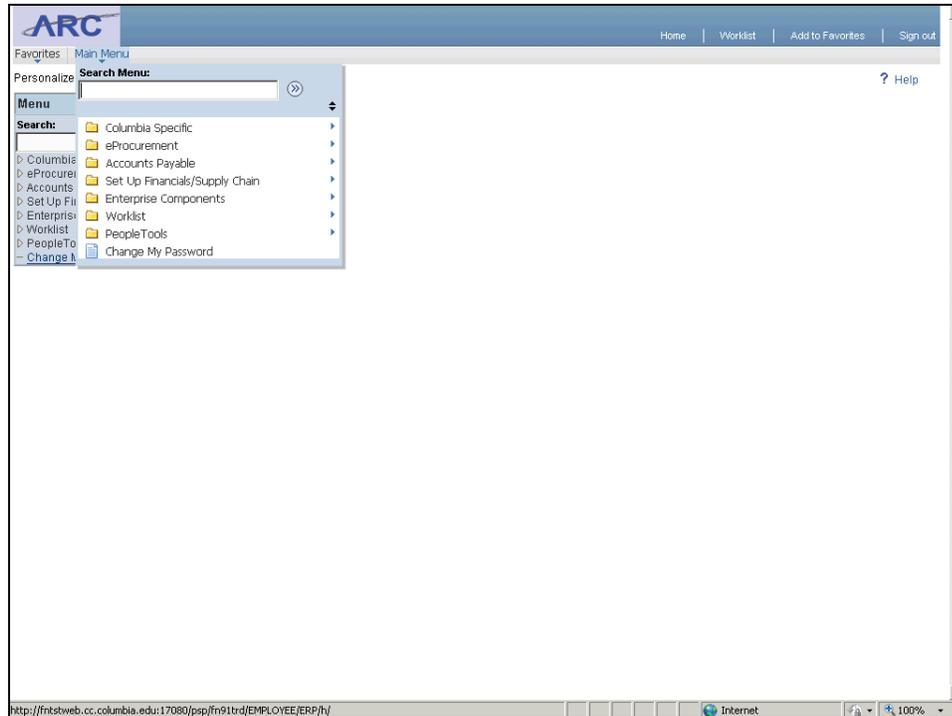
Estimated time needed to complete topic: 5 minutes

Procedure

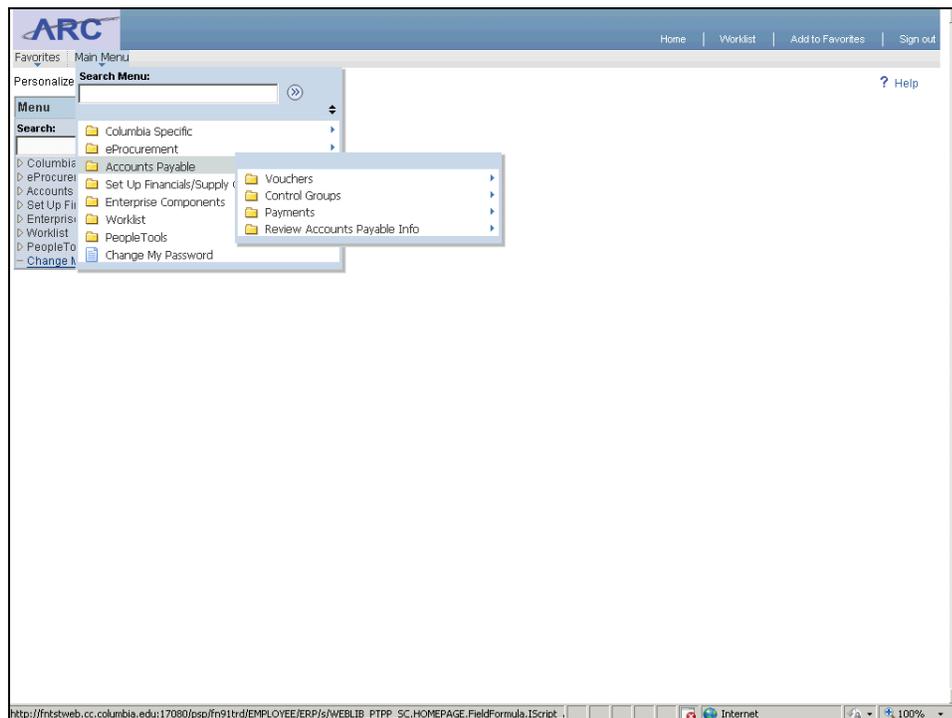
Welcome to the *Approval History* topic where you will learn how to access and view the approval history for a voucher.



Step	Action
1.	Click the Main Menu button. 



Step	Action
2.	Click the Accounts Payable menu. <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">  Accounts Payable </div>

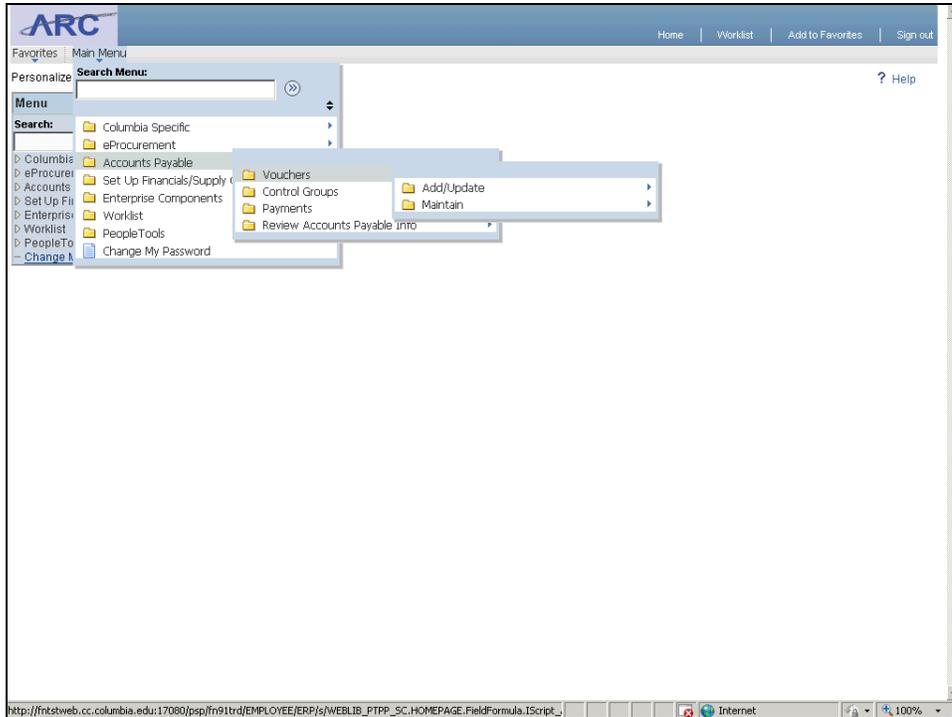


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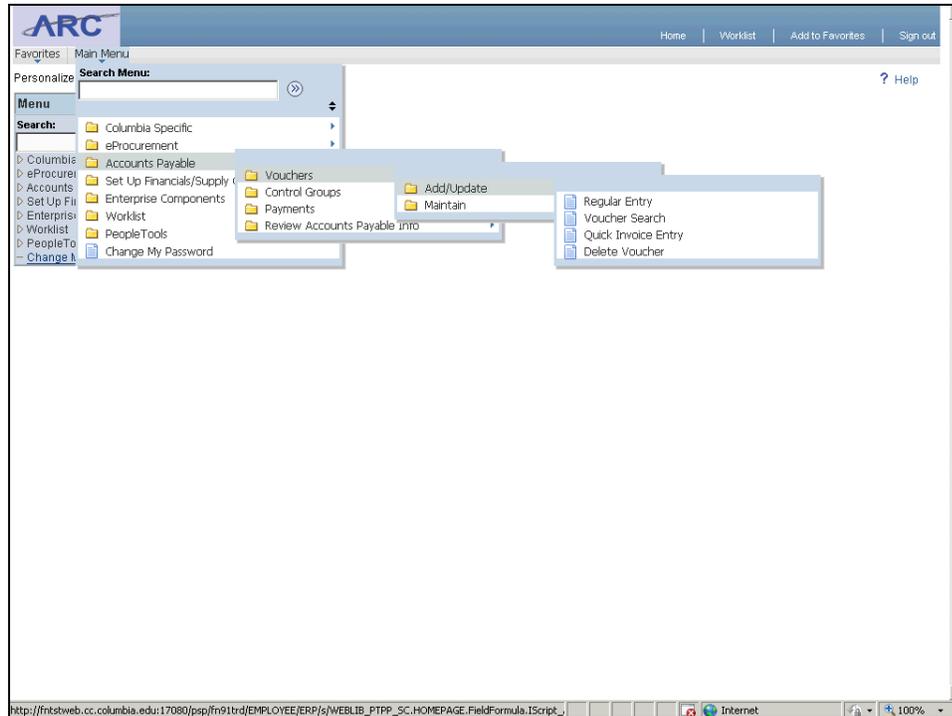
Introduction to Accounts Payable in ARC



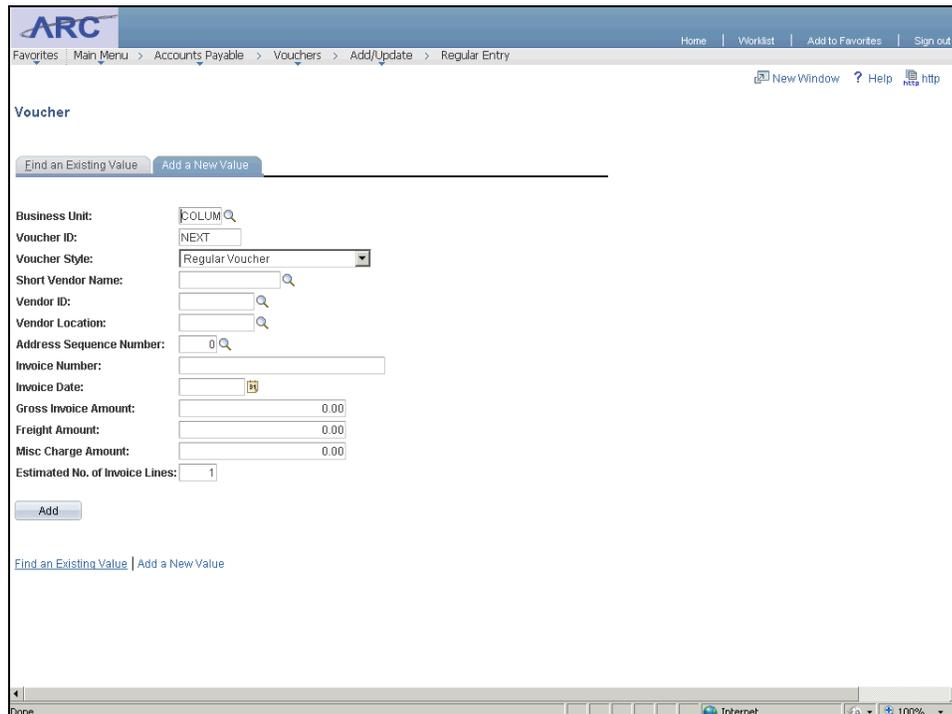
Step	Action
3.	Approval History is accessed from an individual transaction, so you first need to locate the transaction you would like to see the approval history for. For this example, we will use a voucher. Click the Vouchers menu. 



Step	Action
4.	Click the Add/Update menu. 



Step	Action
5.	Click the Regular Entry menu. <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">  Regular Entry </div>

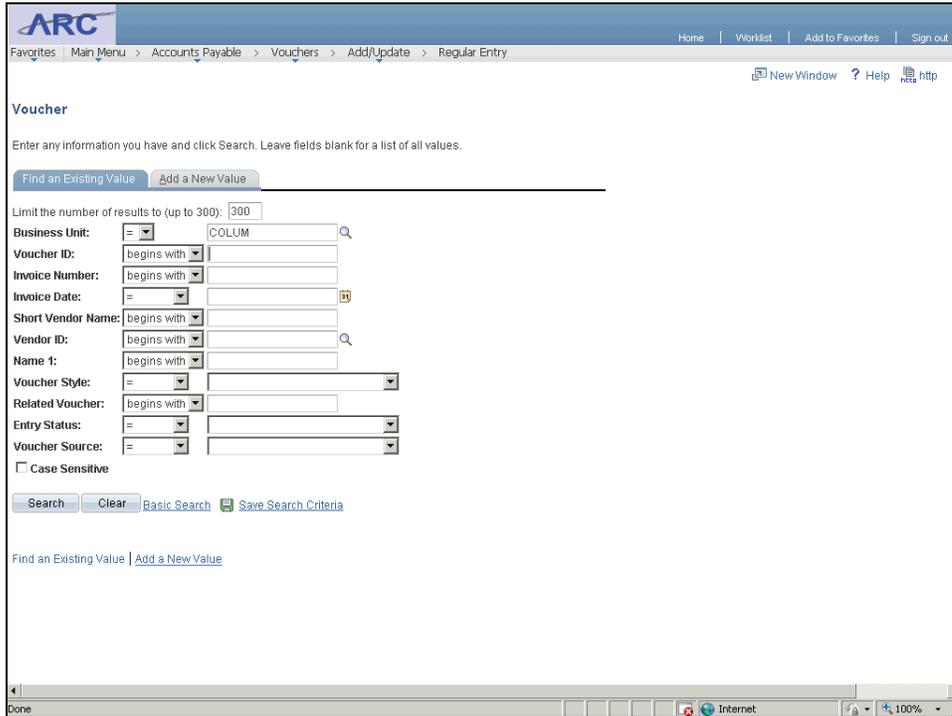


Training Guide

Introduction to Accounts Payable in ARC



Step	Action
6.	Click the Find an Existing Value tab to search for an existing voucher. 



ARC Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

New Window ? Help http

Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Limit the number of results to (up to 300): 300

Business Unit: = [] COLUM

Voucher ID: begins with []

Invoice Number: begins with []

Invoice Date: = []

Short Vendor Name: begins with []

Vendor ID: begins with []

Name 1: begins with []

Voucher Style: = []

Related Voucher: begins with []

Entry Status: = []

Voucher Source: = []

Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Done Internet 100%

Step	Action
7.	Enter the desired information into the Voucher ID field. Enter "0000570" .

Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Limit the number of results to (up to 300): 300

Business Unit: = [COLUM]

Voucher ID: begins with [00000570]

Invoice Number: begins with []

Invoice Date: = []

Short Vendor Name: begins with []

Vendor ID: begins with []

Name 1: begins with []

Voucher Style: = []

Related Voucher: begins with []

Entry Status: = []

Voucher Source: = []

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Find an Existing Value | Add a New Value

Step	Action
8.	Click the Search button.

Voucher

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit: COLUM

Voucher ID: 00000570

Voucher Style: Adjustment

Contract ID:

Vendor Name: Supplier Vendor
3208 Broadway
New York, NY 10027

Entry Status: Recycle

Match Status: No Match

Approval Status: Pending | Approval History

Post Status: Unposted

Budget Status: Not Ch'kd

Budget Misc Status: Valid

*View Related: Payment Inquiry

Invoice Date: 03/13/2012

Invoice No: Invoice No 1

Invoice Total: 500.00 USD

Pay Terms: Due Now

Voucher Source: Online

Origin: ONL

Created: 03/13/2012

Created By: AP_TEST_03

Modified: 03/28/2012

Modified By: AP_TEST_03

ERS Type: Not Applicable

Close Status: Open

Save | Return to Search | Notify | Refresh | Add | Update/Display

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

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Introduction to Accounts Payable in ARC



Step	Action
9.	See that the Approval Status is 'Pending' meaning that the voucher has not gone through all required Approvals.

The screenshot displays the 'Summary' tab of a voucher in the ARC system. Key information includes:

- Business Unit:** COLUM
- Voucher ID:** 00000570
- Invoice Date:** 03/13/2012
- Invoice No:** Invoice No 1
- Invoice Total:** 500.00 USD
- Vendor Name:** Supplier Vendor, 3208 Broadway, New York, NY 10027
- Pay Terms:** Due Now
- Voucher Source:** Online
- Entry Status:** Recycle
- Match Status:** No Match
- Approval Status:** Pending (with a link to [Approval History](#))
- Post Status:** Unposted
- Budget Status:** Not Chk'd
- Budget Misc Status:** Valid
- Origin:** ONL
- Created:** 03/13/2012
- Created By:** AP_TEST_03
- Modified:** 03/28/2012
- Modified By:** AP_TEST_03
- ERS Type:** Not Applicable
- Close Status:** Open

At the bottom, there is a 'View Related' dropdown menu set to 'Payment Inquiry' and a 'Go' button. Navigation buttons like 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display' are also present.

Step	Action
10.	Click the Approval History link to see a more detailed Approval History. Approval History

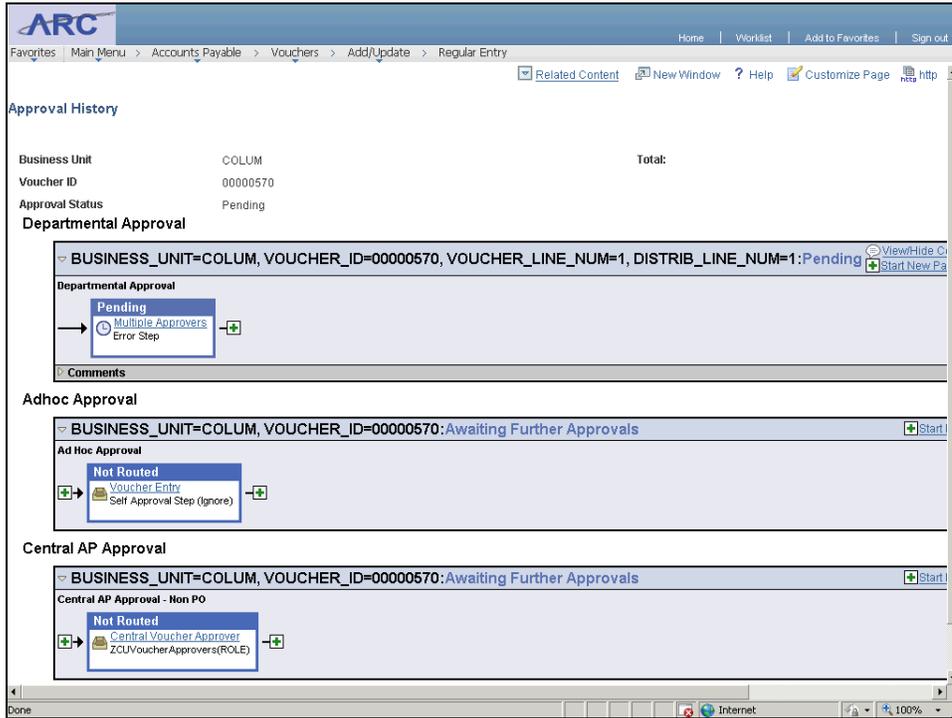
Step	Action
11.	This is the Approval Path screen where you can view all the approvers (Departmental, Ad Hoc, and Central) the transaction has been routed to.

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Introduction to Accounts Payable in ARC



Step	Action
12.	The approval outcome will be in the top row under all applicable approvers. This approver has yet to approve or deny the voucher, so it is in Pending status.



Step	Action
13.	You have successfully navigated to the Approval History page. You can now select the next lesson, <i>Accounts Payable System Integration</i> . End of Procedure.



Accounts Payable System Integration

This is the *Accounts Payable System Integration* lesson of the *Introduction to Accounts Payable in ARC* course. Upon completion of this lesson, you will be able to:

- Describe the integration between ARC's Accounts Payable module and other ARC modules (PO, Commitment Control, GL, and PC)
- Describe the integration between ARC and external systems such as OnBase

Estimated time needed to complete this course: 10 minutes

Training Guide

Introduction to Accounts Payable in ARC

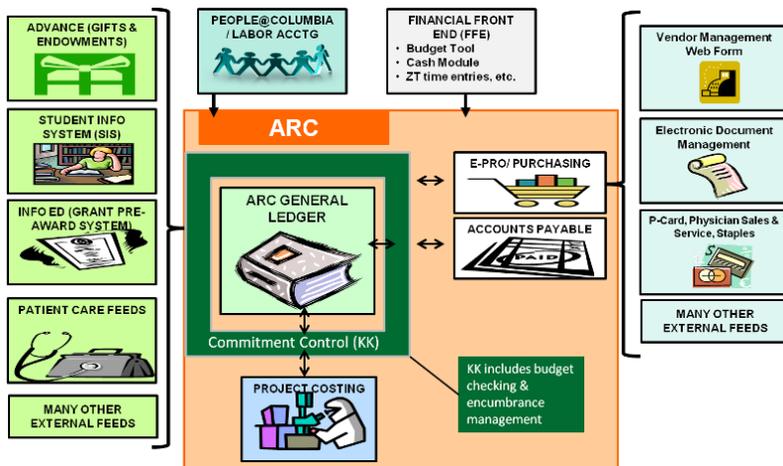


ARC Module System Integration

The Accounts Payable module interfaces with the modules in ARC in a variety of ways:

Module	Definition
Purchasing (PO)	Vouchers can be built from various sources in ARC Purchasing, including purchase orders and receipts. Matching is performed when vouchers are associated with POs and receipts to improve control and accuracy. Users have the ability to view system related documents across the entire procure-to-pay process.
Commitment Control (KK)	ARC's Commitment Control Module tracks encumbrance and expenditure information when transactions are budget checked.
General Ledger (GL)	ARC's AP module sends accounting entries to the GL in the form of a journal through an automated process.
Project Costing (PC)	The voucher chartfield information entered and maintained through ARC's AP module can associate with sponsored and capital projects so that it can be picked up by ARC Project Costing. In this way, project managers using ARC's Project Costing Module can review costs to maintain financial control over a project.

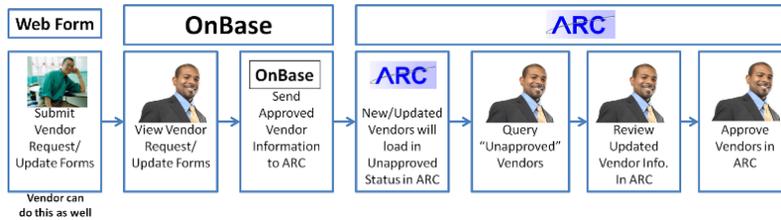
The following visual represents these different integrations:



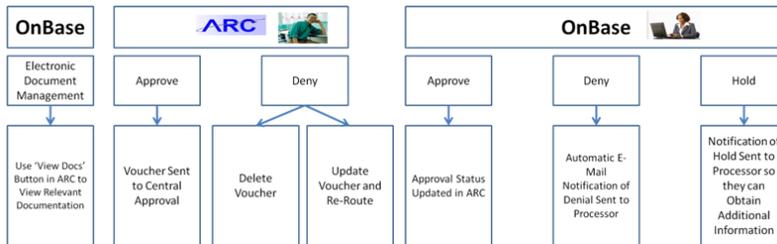
OnBase System Integration

Accounts Payable will utilize OnBase's queue management and electronic document management capabilities throughout the vendor and voucher lifecycles. Below is a summary of how OnBase is integrated throughout the vendor and voucher processes:

Vendor Processes and OnBase:



Voucher Processes and OnBase:



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Introduction to Accounts Payable in ARC



Course References

Please find links to all the Job Aids, Policies, and Procedures that were referenced throughout this course:

1. Getting Started With the Web-Based Training Tool
2. Accounts Payable Terms
3. Accounts Payable End-To-End Process
4. ChartField Definitions
5. Introduction to Accounts Payable in ARC Training Guide



Key Terms

For a full list of relevant Accounts Payable terms, you can reference this job aid. The following terms will be helpful throughout this course:

Term	Definition	Where Process/Term Appears in Business Process
Budget Checking	Enables users to control commitments and expenditures automatically by checking them against predefined, authorized budgets and managing any impact the transaction has on the encumbrance and/or expense ledgers.	Budget checking occurs after voucher creation and approval.
Matching	A system-performed process that is used to compare details between vouchers, purchase orders and receiving documents. The system will automatically perform the appropriate document comparisons when a purchase order is associated to a voucher (PO Voucher) and indicate whether the documents do or do not match.	The Matching Process occurs for PO Vouchers after they have been entered and saved in the ARC system before approval and budget checking.
Post	The process of balancing voucher accruals and payment entries. The voucher and payment posting processes generate the appropriate accounting entries that will be passed to the General Ledger in the form of a journal during the Journal Generation batch process.	Voucher Posting occurs after a voucher has been approved and budget checked. Payment posting occurs after a payment has been created through the payment creation process.
Workflow	Workflow is the routing of transactions to users roles based on predefined rules.	Workflow will be used in ARC to obtain approvals on transactions. For example, it will be used throughout the requisition and voucher creation processes.
Security	Controls what level of access a user can have to pages and data in the system. Security ensures that users have the appropriate page access and access to data required to perform their job functions.	Users only have access to certain screens/actions based on their assigned security access rights. System administrators should be contacted if additional access needs to be granted.
Entry Status	Indicates whether a voucher has been deleted, is postable, or has a recycle error that needs to be corrected	Once a voucher has been saved in ARC, it will have an entry status.

The ARC system performs a series of automatic data validations to ensure data consistency and accuracy throughout the Accounts Payable module:

System Validations	Definition
Duplicate Invoice Checking	Ensures that vouchers do not reference the same vendor, invoice number, invoice date, and gross amount (and thus the payment is not processed twice).
Duplicate Vendor Checking	Ensures the same vendor is not entered more than once in the system.
Combination Edit	Ensures the appropriate ChartField combinations are being entered on transactions.
Financial Sanctions	Ensures vendors are validated against the Federal Government Financial Sanctions List.



Check Your Understanding

Congratulations! You have completed the *Introduction to Accounts Payable in ARC* course. There is no required Knowledge Assessment associated with this course, however, you can check your understanding of the material by reviewing the following questions:

1. _____ is a process that is only performed on vouchers that are associated with a Purchase Order
2. New vendor and modification requests will be initiated by _____.
3. True or False: OnBase integrates with ARC for both Electronic Document Management and Central Approvals of Vouchers
4. True or False: Vendors can initiate and submit online modification requests
5. The _____ functionality is symbolized by a magnifying glass and allows users to locate information during a transaction (vendor ID, voucher ID, etc.) by using a variety of search criteria.

Answers to these questions can be found in the following topic.



Answer Key

Below are the answers to the Check Your Understanding Questions:

1. Matching is a process that is only performed on vouchers that are associated with a Purchase Order
2. New vendor and modification requests will be initiated by the online vendor request web form.
3. **True** or False: OnBase integrates with ARC for both Electronic Document Management and Central Approvals of Vouchers
4. **True** or False: Vendors can initiate and submit online modification requests
5. The Look-Up functionality is symbolized by a magnifying glass and allows users to locate information during a transaction (vendor ID, voucher ID, etc.) by using a variety of search criteria.



Glossary

ARC	Accounting and Reporting at Columbia. Columbia University's new financial system.
Budget Checking	Enables users to control commitments and expenditures automatically by checking them against predefined, authorized budgets.
ChartFields	The fields that make Columbia's Chart of Accounts and provide it with an overall structure. ARC has a total of eleven ChartFields which are recorded on every transaction.
ChartString	The combination of ChartFields and the level at which accounting charges and credits are applied.
Commitment Control	Functionality in ARC that enables users to manage expenditures actively against predefined, authorized budgets. An example is budget checking.
Electronic Document Management	Ability to scan, submit, and view documents through the Requisition and Purchase Order pages.
Encumbrance	A commitment to pay for goods and/or services reflected in a budget (i.e. purchase order commitment). Issuance of a purchase order to a vendor is a typical encumbrance transaction.
ERP	Enterprise resource planning. ERP refers to a category of business software that is designed to integrate functions across an organization into a single computer system.
Expenditure	An amount that has been disbursed and expensed.
FAS	Financial Accounting System - the University's existing accounting system that will be replaced by the FIN ERP solution in July 2012.
Field	An area on a page that displays or requires data.
Financial Sanctions	Ensures vendors are validated against the Federal Government Financial Sanctions List.
General Ledger	The 'Book of Record' which holds all financial transactions in detail or summary and is used for financial reporting and financial management.
Inquiries	Online search engine used to view data on a real-time basis within ARC, not intended for printing/formatting.
Journal Entry	The recording of financial data pertaining to business transactions in a journal such that the debits equal credits.
Matching	A system-performed process that is used to compare details between vouchers, purchase orders and receiving documents. The system will automatically perform the appropriate document comparisons when a purchase order is associated to a voucher (PO Voucher) and indicate whether the documents do or do not match.
Pay Cycle	Generates payments through a standard process: <ol style="list-style-type: none">1. Selection2. Creation3. Approval4. Process Generation



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Introduction to Accounts Payable in ARC

Purchase Order	Based on a request by a Department indicating good/service, catalog number, price and quantity. When accepted by a supplier, a purchase order forms a binding contract.
Queries	A request against the ARC, ARC Reporting, or UDS database to obtain a set of data that match a specified search criteria.
Security	Controls what level of access a user can have to pages, dollar thresholds, data, and allowable actions in the system. Security ensures that users have the appropriate page access and access to data required to perform their job functions.
Vendor Conversations	Users have the ability to record past vendor conversations/interactions in the ARC system to help inform others users of important relationship history with a particular vendor
Voucher Styles	The voucher style will vary based on transaction type and purpose of the voucher. Voucher styles include: PO voucher, non-PO voucher, adjustment voucher, template voucher, reversal voucher, journal voucher, and single pay voucher.
Workflow	Automatic, rule-based routing to pre-determined users based on criteria such as role, department, commodity, account and dollar amount. Workflow manages and tracks the flow of work.