

Job Aid: Creating an ACH Debit Voucher

This job aid outlines how to create an ACH Debit Voucher. When you need to process an ACH Debit Voucher for a vendor, you will need to ensure the voucher has the appropriate location and voucher type. The ACH debit process should also be selected when processing a Certified Check.

Submitting an ACH Debit Voucher in ARC in ARC

1. Click the **Buying and Paying** tile and then click the **Voucher Entry** tab.

		ARC Velcome to ARC		
		Create Requisitions		
		E Requisition Management	voucher	2
Buying and Paying]	Change Order Processing	Find an Existing Value	dd a New Val
		Purchase Order Review	Business Unit	COLUM Q
		Receipt Processing	Voucher ID	NEXT
•••		Supplier Review	Voucher Style	Regular Vou
		C Voucher Entry	Name 1	

The new Voucher form appears.

Voucher	
Eind an Existing Value Add a New Value	
Business Unit COLUM Q Voucher ID NEXT Voucher Style Regular Voucher Name 1 Short Supplier Name Supplier ID Q	~] Q,
Supplier Location	
Invoice Number	
Gross Invoice Amount PO Business Unit	0.00
PO Number Q Estimated No. of Invoice Lines 1	
Add	

2. Search and select the Suppler ID (vendor ID). You can use the search icon next to Short Supplier Name.

				Help
SetID CUSET				
Supplier Name begins with V				
Short Supplier Name begins with V				
Short Supplier Hame Degins with ++				
Supplier ID begins with 🗸		_		
Classification = V		~		
Persistence = V		~		
Look Up Clear Cancel Basic Lo	okup			
Search Results				
Joaron Hoodilo				
Only the first 300 results can be displayed.				
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Supplier Name	Short Supplier Name	Supplier ID	Classification	Persistence
EHMANN	LEHMANN-001	CNR0069571	Student	Regular
PHILLIPS	PHILLIPS-001	CNR0069571 CNR0041094	Student	Regular Regular
LEHMANN PHILLIPS (SAMS) FOUNDATION	PHILLIPS-001 (SAMS) FOU-001	CNR0069571 CNR0041094 0000184153	Student Student Supplier	Regular Regular Regular
LEHMANN PHILLIPS SAMS) FOUNDATION JI COM INC	PHILLIPS-001 (SAMS) FOU-001 01 COM INC-001	CNR0069571 CNR0041094 0000184153 0000009451	Student Student Supplier Supplier	Regular Regular Regular Regular
LEHMANN PHILLIPS (SAMS) FOUNDATION J1 COM INC I EPIC SET INC	LEHMANN-001 PHILLIPS-001 (SAMS) FOU-001 01 COM INC-001 1 EPIC SE-001	CNR0069571 CNR0041094 0000184153 0000009451 0000154940	Student Supplier Supplier Supplier	Regular Regular Regular Regular Regular
LEHMANN PHILLIPS (SAMS) FOUNDATION 31 COM INC I EPIC SET INC I EXPERT INNOVATIVE PROFESSIONAL LLC	LEHMANN-001 PHILLIPS-001 (SAMS) FOU-001 01 COM INC-001 1 EPIC SE-001 EXPERT INN	CNR0069571 CNR0041094 0000184153 0000009451 0000154940 0000046281	Student Student Supplier Supplier Supplier	Regular Regular Regular Regular Regular Regular
LEHMANN PHILLIPS SAMS) FOUNDATION 31 COM INC 1 EPIC SET INC 1 EXPERT INNOVATIVE PROFESSIONAL LLC 1 EXPERT INNOVATIVE PROFESSIONAL LLC	LEHMANN-001 PHILLIPS-001 (SAMS) FOU-001 01 COM INC-001 1 EPIC SE-001 EXPERT INN 1 MATERIAL-001	CNR0069571 CNR0041094 0000184153 0000009451 0000154940 0000046281 0000085811	Student Student Supplier Supplier Supplier Supplier	Regular Regular Regular Regular Regular Regular Regular
LEMMANN PHILLIPS SAMS) FOUNDATION 51 COM INC EPIC SET INC I EXPERT INNOVATIVE PROFESSIONAL LLC I MATERIAL INC I OAK TASTY DELI	LEHMANN-001 PHILLIPS-001 (SAMS) FOU-001 01 COM INC-001 1 EPIC SE-001 EXPERT INN 1 MATERIAL-001 1 OAK TAST-001	CNR0069571 CNR0041094 0000184153 0000009451 0000154940 0000046281 0000085811 0000091646	Student Student Supplier Supplier Supplier Supplier Supplier Supplier	Regular Regular Regular Regular Regular Regular Regular Regular
LEHMANN SAMS) FOUNDATION 3 COM INC 1 EPIC SET INC 1 EXPERT INNOVATIVE PROFESSIONAL LLC I AXTERIAL INC 1 OAK TASTY DELI 1 PERRY ST RESTUURANT INC	LEHMANN-001 PHILLIPS-001 (SAM5) FOU-001 1 COM INC-001 1 EPIC SE-001 EXPERT INN 1 MATERIAL-001 1 OAK TAST-001 1 PERRY ST-001	CNR0069571 CNR0041094 0000184153 0000009451 0000154940 0000046281 0000085811 0000091646 0000104783	Student Student Supplier Supplier Supplier Supplier Supplier Supplier	Regular Regular Regular Regular Regular Regular Regular Regular Regular
LEMIANN PHILLIPS SAMS) FOUNDATION 31 COM INC 1 EPIC SET INC 1 EXPERT INNOVATIVE PROFESSIONAL LLC 1 MATERIAL INC 1 OAK TASTY DELI 1 PERRY SI RESTAURANT INC 1 PERRY SI RESTAURANT INC 1 ROOF PHOTOGRAPHY	LEHMANN-001 PHILLIPS-001 (SAMS) FOU-001 01 COM INC-001 1 EPIC SE-001 EXPERT INN 1 MATERIAL-001 1 OAK TAST-001 1 PERRY ST-001 1 ROOF PHO-001	CNR0069571 CNR0041094 0000184153 000009451 0000154940 000046281 0000085811 0000091646 0000104783 0000223722	Student Student Supplier Supplier Supplier Supplier Supplier Supplier Supplier	Regular Regular Regular Regular Regular Regular Regular Regular Regular
LEHMANN SAMB) FOUNDATION 31 COM INC 1 EPIC SET INC 1 EPIC SET INC 1 EXPERT INNOVATIVE PROFESSIONAL LLC 1 MATERIAL INC 1 OAK TASTY DELI 1 PERRY ST RESTAURANT INC 1 ROOF PHOTOGRAPHY 10 STRING MUSIC INC	LEHMANN-001 PHILLIPS-001 (SAMS) FOU-001 01 COM INC-001 1 EPIC SE-001 EXPERT INN 1 MATERIAL-001 1 OAK TAST-001 1 PERRY ST-001 1 ROOF PHO-001 10 STRING-001	CNR0069571 CNR0041094 0000184153 000009451 0000154940 0000046281 0000085811 0000091646 0000104783 0000223722 0000119607	Student Student Supplier Supplier Supplier Supplier Supplier Supplier Supplier Supplier	Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular
LEHMANN HILLIPS SAMS) FOUNDATION 1 CORI INC 1 EVECST INC 1 EXPERT INNOVATIVE PROFESSIONAL LLC 1 EXPERT INNOVATIVE PROFESSIONAL LLC 1 OAK TASTY DELI 1 CORF PHOTOGRAPHY 10 STRING MUSIC INC 10 THOUSAND WINDOWS INC	LEHMANN-001 PHILLIPS-001 (SAMS) FOU-001 01 COM INC-001 1 EPIC SE-001 EXPERT INN 1 MATERIAL-001 1 OAK TAST-001 1 PERRY ST-001 1 ROOF PHO-001 10 STRING-001 10 THOUSA-001	CNR0069571 CNR0041094 0000184153 000009451 0000154940 0000046281 0000091646 0000104783 0000223722 0000119607 0000212014	Student Student Supplier Supplier Supplier Supplier Supplier Supplier Supplier Supplier	Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular
LEHMANN HILLIPS SAMS) FOUNDATION 31 COM INC 1 EPIC SET INC 1 EPIC SET INC 1 EPIC SET INC 1 EXPERT INNOVATIVE PROFESSIONAL LLC 1 EXPERT INNOVATIVE PROFESSIONAL LLC 1 EXPERT ST RESTAURANT INC 1 FERRY ST RESTAURANT INC 1 FROM SUBJEC INC 10 STRIUG ANDE VINDOWS INC 10 2404 OTOURING LLP	LEHMANN-001 PHILLIPS-001 (SAMS) FOU-001 1 COM INC-001 1 EPIC SE-001 EXPERT INN 1 MATERIAL-001 1 OAK TAST-001 1 PERRY ST-001 1 ROOF PHO-001 10 STRING-001 10 THOUSA-001 10 2-0-40 T-001	CNR0069571 CNR0041094 0000184153 000009451 0000054940 0000046281 0000091646 0000104783 0000223722 0000119607 0000212014 0000199860	Student Student Supplier Supplier Supplier Supplier Supplier Supplier Supplier Supplier Supplier	Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular
LEMMANN HHILIPS SAMS) FOUNDATION 1 COM INC 1 EPIC SET INC 1 EVIC SET INC 1 OAK TASTY DELI 1 PERRY ST RESTJURANT INC 1 ROOF PHOTOGRAPHY 10 THOUSAND WINDOWS INC 10.2040 TOURING LLP 10 LAPKYETTE STREET LTD	LEHMANN-001 PHILLIPS-001 (SAMS) FOU-001 01 COM INC-001 1 EPIC SE-001 EXPERT INN 1 MATERIAL-001 1 PERRY ST-001 1 ROOF PHO-001 10 STRING-001 10 THOUSA-001 10 THOUSA-001 100 LAFAYE-001	CNR0069571 CNR0041094 0000184153 000009451 0000154940 0000046281 0000085811 00000291646 0000104783 0000223722 0000119607 0000212014 000019860 0000110633	Student Student Supplier Supplier Supplier Supplier Supplier Supplier Supplier Supplier Supplier Supplier Supplier	Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular
LEHIAANN LEHILAINN SAMS) FOUNDATION J1 COM INC I EPIC SET INC I EPIC SET INC I EPIC SET INC I EXPERT INNOVATIVE PROFESSIONAL LLC I ATRETAL INC I ATATERIAL INC I OAK TASTY DELI I PERRY ST RESTAURANT INC I COOF PHOTOGRAPHY IO STRING MUSIC INC IO THOUGAAND WINDOWS INC IO 2404 TOURING LLP IOU LAFAYETTE STREET LTD IOU WOMEN IN HEOGE FUNDS FOUNDATION	LEHMANN-001 PHILLIPS-001 (SAMS) FOU-001 1 CON INC-001 1 EPIC SE-001 EXPERT INN 1 MATERIAL-001 1 MATERIAL-001 1 NAK TAST-001 1 ROGP FHO-001 10 STRING-001 10 THOUSA-001 10-20-40 T-001 100 WOME-001	CNR0069571 CNR0041094 0000184153 000009451 0000154940 0000046281 0000091646 0000104783 0000223722 0000212014 0000119667 0000212014 0000110633 000013133	Student Student Supplier Supplier Supplier Supplier Supplier Supplier Supplier Supplier Supplier Supplier Supplier Supplier	Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular
LEHMANN HILLIPS SAMS) FOUNDATION 1 COM INC 1 EPIC SET INC 1 EXPERT INNOVATIVE PROFESSIONAL LLC 1 EXPERT INNOVATIVE PROFESSIONAL LLC 1 OAK TASTY DELI 1 PERRY ST RESTUURANT INC 1 ROOF PHOTOGRAPHY 10 STRING MUSIC INC 10 STRING MUSIC INC 10 JAVINETIE STREET LTD 100 LAFAYETTE STREET LTD 100 WOMEN IN HEOGE PUNDS FOUNDATION 1000 ANGELS	LEHMAANN-001 PHILLIPS-001 (SAMS) FOU-001 01 COMINC-001 1 EPIC SE-001 EXPERT INN 1 MATERIAL-001 1 OAK TAST-001 1 RERRY ST-001 1 RERRY ST-001 10 STRING-001 10 THOUSA-001 100 LAFAYE-001 100 WOMEN-001 100 WOMEN-001	CNR0069571 CNR0041094 0000184153 000009451 0000154940 0000095811 000091646 0000104783 0000223722 0000212014 000019860 0000110633 00001103133	Student Student Supplier Supplier Supplier Supplier Supplier Supplier Supplier Supplier Supplier Supplier Supplier Supplier Supplier	Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular Regular
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After selecting the matching Supplier, the Supplier information is displayed in the form with the payment method displayed in the Supplier Location field.



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Eind an Existing Value Add a New Value	
Business Unit COLUM Q	
Voucher ID NEXT	
Voucher Style Regular Voucher	
Name 1 HYDRO SERVICE AND SUPPLIES	Q
Short Supplier Name HYDRO SERV	
Supplier ID 000008842	
Supplier Location CHK-01	
Address Sequence Number 1	
Invoice Number	
Invoice Date	
Gross Invoice Amount 0.00	
PO Business Unit	
PO Number	
Estimated No. of Invoice Lines 1	
Add	

3. If the Supplier Location does not display "ACH", click the Search icon to select the correct payment method.

LOOK UP SUP	plier Location		2
			Help
Sett	D (CUSET	
Supplier II	D (000008842	
Supplier Locatio	n begins with 🗸		
Look Up	Clear Car	Basic Lookup	
Search Result	s		
View 100 First	④ 1-2 of 2 ●	Last	
Supplier Location	Description		
ACH-01	DIRECT DEPOS	IT	
	(blank)		

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4. Select the ACH Supplier Location option. The correct payment option appears in the Supplier Location field.



5. Click the Add button. The Voucher form appears.

COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK



Job Aid: Creating an ACH Debit Voucher

Completing the Voucher Form

Business Unit COLUM	Invoice No 1235			Invoice To	otal		Non Merchandise Sum	mary
Voucher ID NEXT	Accounting Date 05/07/	2021			Line Total	0.00	Session Defaults	
Voucher Style Regular Voucher	*Pay Terms 00	Q 🗖	Due Now		Currency	USD	Comments(0)	
Invoice Date 05/03/2021	Basis Date Type Inv Da	ate			ounondy		Attachments (0)	
Invoice Received 05/03/2021	0				Total	500.00	Template List	
	*Service Location US	\sim			Difference	0.00	Advanced Supplier Sea	arcn
	Voucher Type ACH D)ebit 🗸					Supplier Hierarchy Supplier 360	
HYDRO SERVICE AN	D SUPPLIES						Procurement EDM	
Supplier ID 000008842	Control Group	0						
ShortName HYDRO SERV								
Location ACH-01	1							
*Address 1		complete Voucher						
		Somplete Toucher						
					View	Documents		
Save Save For Later	Action		~	Run	Calculate	Print		
Copy From Source Document								
PO Unit	PO Number		Copy PO		Copy From None	✓ Go)	
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- 1, Select the Voucher Type as ACH Debit.
- 2. Enter the other required Voucher information, including **Invoice Date**, **Invoice Received**, **Invoice No**, **Invoice Total** and **Distribution Lines**.
- 3. Click the **Save** button.
- 4. Click on the **Procurement EDM** link to upload any supporting documentation.
- 5. Return to the ARC screen after uploading your documentation and click the **Preview & Submit for Approval** button. The Voucher confirmation screen appears.
- 6. Click the Submit For Approval button and click OK for the Approval Comments window appears.

Getting Help

Please contact the Finance Service Center http://finance.columbia.edu/content/finance-service-center

You can log an incident or request a service via Service Now https://columbia.service-now.com