

Transaction Inquiry Pages in ARC

Reporting Overview

ARC delivers a variety of inquiry pages for users to track transactions throughout the system. Several of the most-frequently used inquiries are listed below, along with their navigation.

Inquiry Page	Purpose	Navigation in ARC
Vendor Information	Confirm that a vendor exists in the system. Look up an address for a vendor.	Vendors, Vendor Information, Add/Update, Review Vendor
Requisition Inquiry	Run inquiries on requisition details and activity.	Purchasing, Requisitions, Review Requisition Information, Requisition Inquiry
PO Activity Summary	View receiving, invoicing, and matching	Purchasing, Requisitions, Review Requisition Information, Activity Summary
Document Status Inquiries		
Voucher Document Status	View the transactions associated with a voucher (i.e. Requisition, Purchase Order, Receipt)	Accounts Payable, Review Accounts Payable Info, Vouchers, Document Status
Payment Document Status	Identify other transactions associated with a payment	Accounts Payable, Review Accounts Payable Info, Payments, Document Status
Single Transaction Inquiries		
Payment Inquiry	Review payment information	Accounts Payable, Review Accounts Payable Info, Payments, Payment
Review Purchase Orders	Review a purchase order transaction, including its current status	Purchasing, Purchase Orders, Review PO Information, Purchase Orders
Voucher Inquiry	Review a voucher transaction, including its current status	Accounts Payable, Review Accounts Payable Info, Vouchers, Voucher
Journal Inquiry	Review a journal entry, including its current status	General Ledger, Review Financial Information, Journals
Accounting Entry Inquiries		
Requisition Accounting Entries	Review accounting entries created by a requisition	Purchasing, Requisitions, Review Requisition Information, Accounting Entries
Purchase Order Accounting Entries	Review accounting entries created by a purchase order	Purchasing, Purchase Orders, Review PO Information, PO Accounting Entries
Voucher Accounting Entries	Review accounting entries associated with vouchers and payments	Accounts Payable, Review Accounts Payable Info, Vouchers, Accounting Entries