

There are certain scenarios in which you will need to manually record a payment. These situations include:

- If a manual check is written for a payment, this will need be recorded as a manual payment in ARC
- If a payment was mistakenly voided or stopped in ARC, you must manually record the payment and reconcile the transactions in ARC.

Please follow these steps to manually record and reconcile payments:

1. Identify the voucher associated with the hand-written check or incorrectly voided transaction. Access the Payment Inquiry Page with the following navigation

NavBar > Main Menu > Accounts Payable > Payments > Payment

2. Search for the Payment reference for which you need to locate the associated voucher.

Payment Inquiry

Search Criteria

Search Name	ALL	To	
Vendor Name			
*Amount Rule	Any		
Amount			
Currency			
Bank SetID	CUSET		
Bank Code			
Bank Account			
Bank Account #			
Reference	0000000145		
Payment Date			
Payment Method	System Check		
Pay Cycle			
Seq Num			
Payment Status			
Remit SetID	CUSET		
Remit Vendor			
Settle By			
Settlement Status			

Single Payment Vouchers

Max Rows: 300 Search Clear

- Click on the Payment Reference ID link to see the associate voucher.

Pay Cycle

Seq Num

Payment Status

Remit SetID

Remit Vendor

Settle By

Settlement Status

Single Payment Vouchers

Max Rows

Show Chart *Chart Type:

Sorting Criteria

1st sort: Descending

2nd sort: Descending

Payment Inquiry Result Customize | Find | View All | | First 1 of 1 Last

Payment Details | Additional Info | Vendor Details | Financial Gateway

Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
VCHR	0000000145	System Check	325.00	USD	05/27/2012	05/16/2012	Void	Reconciled	

- See the associated voucher ID for which you need to manually record the payment.
 Note: An icon will appear next to the Supplier name if placed on a Payment Hold.

Vouchers For a Payment

[Back To Payment Inquiry](#)

Bank Name: JPMorgan Chase Pymnt Ref ID: 0000000145

Bank Account #: 455-250162 Accounting Date: 05/27/2012

Pay Cycle: 051612 Seq Num: 5 Payment Date: 05/16/2012

Vendor Name: UNITED PARCEL SERV Days Outstanding: 11

Address: PO BOX 7247-0244 Payment Clear Date: 05/27/2012

PHILADELPHIA PA 191700001 Reconcile Date:

Value Date: 05/16/2012

Payment Amount: 325.00 USD Payment Method: CHK

Description

Details Customize | Find | View All | | First 1 of 1 Last

Business Unit	Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken	Late Charge	Source
COLUM	00004270	2	05/16/2012	112345	325.00	325.00	USD			Accounts Payable Vouchers

- Once the voucher associated with the payment has been identified, you will locate the voucher in ARC by following this navigation:

NavBar > Main Menu > Vouchers > Add/Update > Regular Entry

- Search for the voucher using the Voucher ID

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):

Business Unit: =

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: =

Origin: begins with

Case Sensitive

 [Basic Search](#)

- Click on the Invoice Information Tab to gather information about the voucher.

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

Business Unit:	COLUM	Invoice Date:	05/16/2012
Voucher ID:	00004270	Invoice No:	112345
Voucher Style:	Regular	Invoice Total:	325.00 USD
Contract ID:			
Vendor Name:	UNITED PARCEL SERV PO BOX 7247-0244	Pay Terms:	Due Now
		Voucher Source:	Online
Entry Status:	Postable	Origin:	RAD
Match Status:	No Match	Created:	05/16/2012
Approval Status:	Approved Approval History	Created By:	rk561
Post Status:	Posted	Modified:	05/16/2012
		Modified By:	np_st2692
		ERS Type:	Not Applicable
Budget Status:	Valid	Close Status:	Open
Budget Misc Status:	Valid		

*View Related

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

- Notice the Invoice Number and Vendor Information for the Voucher because you will need to enter all of

this information on a new voucher.

9. Enter a new voucher with all the same information, but add an “M” at the end of the invoice number to indicate a manual payment voucher.

10. Click on the “Payments” tab.

Invoice Information | Payments | Voucher Attributes

Business Unit: COLUM Invoice No: 112345M
 Voucher ID: NEXT Invoice Date: 05/16/2012
 Voucher Style: Regular Voucher Accounting Date: 05/27/2012

Vendor ID: 0000010593 UNITED PARCEL SERV
 ShortName: UNITED PARCEL PO BOX 7247-0244
 Location: CHK-01
 *Address: 1

*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
 Total: 325.00

Difference: 0.00

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

Invoice Lines
 Line: 1 Item: UOM:

11. Click the “Look Up” button (magnifying glass) next to the “Method” field.

ARC

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

Payment Information
 Find | View All | First | 1 of 1 | Last

Payment: 1
 *Remit to: 0000010593 Gross Amount: 0.00 USD
 Location: CHK-01 Discount: 0.00 USD
 *Address: 1
 UNITED PARCEL SERV Scheduled Due:
 PO BOX 7247-0244 Net Due:
 Discount Due:
 Accounting Date:

Payment Options
 *Bank: CHASE Pay Group:
 *Account: DISB *Handling: US
 *Method: **CHK** Check *Netting: Not Applicable
 L/C ID: Hold Reason:
 Message: Hold Payment
 Message will appear on remittance advice. Separate Payment

Schedule Payment
 *Action: Schedule Payment Payment Date:
 Pay: Reference:

12. Select Manual Check as the method.

The screenshot shows the 'Look Up Method' dialog box in the ARC system. The 'Search Results' table is as follows:

Payment Method	Description
Manual	Manual Check
System Check	System Check
Manual	Manual Check

The 'Manual' method is selected in the 'Payment Method' dropdown.

13. Click the “Action” drop down menu and select “Record a Payment”

The screenshot shows the 'Schedule Payment' dropdown menu open in the ARC system. The menu options are:

- Schedule Payment
- Cancelled
- Escheated Payment
- Prepayment Applied
- Record a Payment
- Schedule Payment

The 'Record a Payment' option is selected.

14. You will add a Payment Reference that references the same Payment as the original Voucher. This will be the Payment Reference you searched for at the beginning of this job aid.

The screenshot shows the 'Record a Payment' action selected in the ARC system. The 'Payment Reference' field is populated with '000000145'.

The 'Payment Information' section shows:

- Payment: 1
- *Remit to: 0000010593
- Location: CHK-01
- *Address: 1
- UNITED PARCEL SERV
- PO BOX 7247-0244
- Gross Amount: 325.00 USD
- Discount: 0.00 USD
- Scheduled Due: [empty]
- Net Due: [empty]
- Discount Due: [empty]
- Accounting Date: 05/27/2012

The 'Payment Options' section shows:

- *Bank: CHASE
- *Account: DISB
- *Method: MAN (Manual)
- L/C ID: [empty]
- Message: [empty]
- Message will appear on remittance advice.

The 'Schedule Payment' section shows:

- *Action: Record a Payment
- Pay: Full Amount
- Payment Date: 05/27/2012
- Reference: 000000145

15. Click Save.

Payment: 1

*Remit to: 0000010593 Gross Amount: 325.00 USD [Payment Inquiry](#)

Location: CHK-01 Discount: 0.00 USD [Express Payment](#)

*Address: 1 [Audit Log](#)

UNITED PARCEL SERV Scheduled Due: 05/27/2012 [Payment Comments\(0\)](#)

PO BOX 7247-0244 Net Due: 05/16/2012 [Holiday/Currency](#)

Discount Due: Accounting Date: 05/27/2012

Payment Options

*Bank: CHASE Pay Group: [Vendor Bank](#)

*Account: DISB *Handling: US [Messages](#)

*Method: MAN Manual *Netting: Not Applicable

L/C ID: Hold Reason: Hold Payment

Message: Separate Payment

Message will appear on remittance advice.

Schedule Payment

*Action: Record a Payment Payment Date: 05/27/2012

Pay: Full Amount Reference: 0000000145

16. You will now need to use Semi-Manual reconciliation to reconcile the payment you manually recorded. Use the following navigation to access the Semi-Manual Reconciliation page:

NavBar > Main Menu > Banking > Reconcile Statements > Semi-Manual Reconciliation

17. Enter the Payment Reference ID you created for your manual payment.

Semi Manual Reconciliation *Search By: From Ref ID / To Ref ID

Search Criteria

Bank ID: 021309379 Account #: 455-250162 Statement ID: %

From Ref ID: 0000000145 To Ref ID: 0000000145 *Reconciliation Status: Unreconciled

From Amount: To Amount: Currency Code: USD

[Advanced Search](#)

Bank Transactions					System Transactions					
Select	Reference	Bank Date	Tran Amt	Type	Select	Reference	Tran Date	Tran Amt	Type	Source
<input type="checkbox"/>	0000000145	05/16/2012	325.00	CHK	<input type="checkbox"/>	0000000145	05/29/2012	325.00	MAN	Payables

Amount: 0.00 Amount: 0.00

Difference: 0.00

18. Check the boxes associated with the Bank Transaction and the System Transaction that have the same Payment Reference and click "Reconcile".

Semi Manual Reconciliation *Search By: From Ref ID / To Ref ID

Search Criteria

Bank ID: 021309379 Account #: 455-250162 Statement ID: %
 From Ref ID: 0000000145 To Ref ID: 0000000145 *Reconciliation Status: Unreconciled
 From Amount: To Amount: Currency Code: USD

Advanced Search

Bank Transactions					System Transactions					
Select	Reference	Bank Date	Tran Amt	Type	Select	Reference	Tran Date	Tran Amt	Type	Source
<input checked="" type="checkbox"/>	0000000145	05/16/2012	325.00	CHK	<input checked="" type="checkbox"/>	0000000145	05/29/2012	325.00	MAN	Payables

Amount: 0.00 Amount: 0.00
 Difference: 0.00

Reconcile Refresh

19. Click "OK" to accept the warning that the payment methods do not match (as one is a manual payment).

20. Click "OK" to accept the message that the transactions have been reconciled.

Semi Manual Reconciliation *Search By: From Ref ID / To Ref ID

Search Criteria

Bank ID: 021309379 Account #: 455-250162 Statement ID: %
 From Ref ID: 0000000145 To Ref ID: 0000000145 *Reconciliation Status: Unreconciled
 From Amount: To Amount: Currency Code: USD

Advanced Search

Bank Transactions					System Transactions					
Select	Reference	Bank Date	Tran Amt	Type	Select	Reference	Tran Date	Tran Amt	Type	Source

Amount: 0.00 Amount: 0.00
 Difference: 0.00

Reconcile Refresh

Message

Transactions successfully reconciled. (9450,1290)

The selected transactions were reconciled successfully.

OK

21. See that no transactions currently appear in the transaction list, as you have reconciled transactions associated with that Payment Reference.

Semi Manual Reconciliation *Search By: From Ref ID / To Ref ID

Search Criteria

Bank ID: 021309379 Account #: 455-250162 Statement ID: %
 From Ref ID: 0000000145 To Ref ID: 0000000145 *Reconciliation Status: Unreconciled
 From Amount: To Amount: Currency Code: USD

Advanced Search

Bank Transactions					System Transactions					
Select	Reference	Bank Date	Tran Amt	Type	Select	Reference	Tran Date	Tran Amt	Type	Source

Amount: 0.00 Amount: 0.00
 Difference: 0.00

Reconcile Refresh

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>