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	/			
Contraction of the state				
Search Chiena				
Search Name	ALL	Q		
	From		То	
Vendor Name		Q		Q
*Amount Rule	Any	•		
Amount				
Currency		Q		
Bank SetID	CUSET	0		
Bank Code		Q		
Bank Account		Q		
Bank Account #				
Reference	000000145			
Payment Date		B1		31
Payment Method	System Check	▼		
Pay Cycle		Q		
Seq Num		Q		
Payment Status		•		
Remit SetID	CUSET	Q		
Remit Vendor		Q		
Settle By		-		
Settlement Status	L	•		
	Single Payment Vouchers			
Max Rows	300 Search	Clear		



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

Pay Cycle	Г								
Seq Num									
Payment Status					•				
Remit SetID	C	CUSET			Q				
Remit Vendor					Q				
Settle By					•				
Settlement Status					•				
	ľ	Single Pay	ment Vouche	rs					
Max Rows		300	Search		Clear				
[Show Cha	ırt			*Chart Type:	Bar	Chart		•
Sorting Criteria									
1st sort:	Bank Accou	unt		-	Descending		S	ort	
2nd sort:	Payment R	eference ID	•	-	Descending				
Payment Inquiry Res	ult						Customize Fin	d View All	🖷 First 陆 1 of 1 🖬 Last
Payment Inquiry Res	ult dditional Info	Vendor Det	ails <u>F</u> inancia	al Gatew ay	y 💷		<u>Customize</u> <u>Fir</u>	nd View All ear :	First N 1 of 1 K Last
Payment Inquiry Res Payment Details A Source Payment Reference	ult dditional Info Paymen D Method	Vendor Det	ails <u>E</u> inanci Amount Cur	al Gatew ay	y 💷) Creation Date	Paym ent Date	<u>Customize</u> <u>Fir</u> Payment Status	Reconciliation	Reconcile Date

4. 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 F	or a Paym	ent							
					Back To Pay	ment Inquiry			
Bank Name:	JPMorgan Chas	se			Pymnt Ref ID	: (000000145		
Bank Account #:	455-250162				Accounting I	Date: (05/27/2012		
Pay Cycle:	051612 Se	q Num:	5		Payment Dat	te: (05/16/2012		
Vendor Name:	UNITED PARCE	EL SERV			Days Outsta	nding:	11		
Address:	PO BOX 7247-0	244			Payment Cle	ar Date: (05/27/2012		
					Reconcile Da	ate:			
	PHILADELPHIA		PA	191700001	Value Date:	(05/16/2012		
Payment Amount:		325.00 USD	Payment I	Method: CHK					
Description							2		
Details								Customia	- Lengel View Aut 🗖 L 🗮 Start 🕅 And A Daras
Business Vouch Unit ID	ner Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken	Late Charge	Source
COLUM 0000	4270 2	05/16/2012	112345	325.0	0 325.00	USD			Accounts Payable Vouchers
Notify									



5. 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

6. Search for the voucher using the Voucher ID

	you nuto une			
Find an Existing Val	ue <u>A</u> dd a	Ne	ew Value	
Limit the number of re	sults to (up t	03	00): 300	
Business Unit:	=		COLUM	Q
Voucher ID:	begins with	•	00004270	
Invoice Number:	begins with	•]	
Invoice Date:	= 🔻			ET.
Short Vendor Name:	begins with	•		
Vendor ID:	begins with	•		Q
Name 1:	begins with	•		
Voucher Style:	= 💌			•
Related Voucher:	begins with	•		
Entry Status:	=			•
Voucher Source:	=			•
Origin:	begins with	•		Q
Case Sensitive				

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

Summary <u>R</u> elated Docum	nents 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	Pay Terms:	Due Now
	PO BOX 7247-0244	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	Payment Inquiry 🔻	Go	
🗐 Save 🔍 Return to Searc	h 🔄 Notify 🗘 Refresh		Add Update/Display)
Jummary Related Documents	Invoice Information Payments Voucher Al	tributes Error Summary	

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



this information on a new voucher.

Summary Related	Documents Invoice Info	rmation Payments Voucher	Attributes Error	Summary	
Business Unit:	COLUM	Invoice No:	112345		Action:
Voucher ID:	00004270	Invoice Date:	05/16/2012		
Voucher Style:	Regular Voucher	Accounting Date:	05/16/2012		Run
				Procurement EDM	View Documents
Vendor ID:	0000010593	UNITED PARCEL SERV		*Date Dept Rec'd Invoice:	05/16/2012 😼 Session Defaults
ShortName:	UNITED PARCEL	PO BOX 7247-0244		*Service Location:	US + Attachments (0)
Location:	CHK-01			*Voucher Type:	Invoice
*Address:	1				Approval Listan
Advanced Vendor Sea	rch				Approval History
Invoice Lines:	325.00	*Pay Terms: 🗾	00	Due Now	
*Currency:	USD	Basis Date Type:	Inv Date		
Total:	325.00	Non Merchandise Summary			Print Invoice
Difference:	0.00				
	Calculate				
		Copy From Source Docume	nt		
		PO Unit:			
		PO Number:			Copy PO
		Copy From:	None	v	Go
Invoice Lines					Find View All First 🛛 1 of 1 🖸 Last
Line:	1	Item:		UOM:	

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.

Eind an Existing Value	d a New Value	
	0011110	
Business Unit:	COLUMIC	
voucner ID:	NEXT	
Voucher Style:	Regular Voucher 🔹	
Short Vendor Name:	UNITED PARCEL	
Vendor ID:	0000010593 🔍	
Vendor Location:	СНК-01 Q	
Address Sequence Number:	10	
Invoice Number:	112345M	
Invoice Date:	05162012 🛐	
Gross Invoice Amount:	325.00	
Estimated No. of Invoice Lines	: 1	

10. Click on the "Payments" tab.

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Business Unit:	COLUM	Invoice No:	112345M		Action:
Voucher ID:	NEXT	Invoice Date:	05/16/2012	BI	•
Voucher Style:	Regular Voucher	Accounting Date:	05/27/2012	3	Run
				Procurement EDM	View Documents
Vendor ID:	0000010593			*Date Dept Rec'd Invoice:	Session Defaults
ShortName:	UNITED PARCEL	PO BOX 7247-0244		*Service Location:	US + Attachments (0)
Location:	CHK-01	2		*Voucher Type:	Comments(0)
*Address: Advanced Vendor Sea	1 C	2			
Control Group:	0	*Pay Terms: 🗾 🛒	00	Q Due Now	
Invoice Lines:	0.00	Basis Date Type:	Inv Date		
Currency:	USD	Non Merchandise Summary			Print Invoice
Total:	325.00				
Difference:	0.00				
	Calculate	Copy From Source Docume	ent		
	a <u></u> "	PO Unit: PO Number:			Copy PO
		Copy From:	None	×.	Go
				F	ind View All First K 1 of 1 D Les
Invoice Lines					

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

ARC						
Favorites Main Menu >	Accounts Payable >	Vouchers	> Add/Update > Re	egular Entry		
Payment Information Payment: *Remit to: Location: *Address: UNITED PARCEL SER PO BOX 7247-0244	1 [0000010593 [СНК-01 [1		Gross Amount: Discount: Scheduled Due: Net Due: Discount Due: Accounting Date:		0.00 USD 0.00 USD	End View All First 1 of 1 Less Payment Inquiry Express Payment Payment Comments(0) Holiday/Currency
Payment Options	CHASE		Day Croup		-	Vendor Bank
Bank:	DISB		Pay Group:		•	Vendor Bank
"ACCOUNT:			*Handling:	US Not Applicable		Messages
L/C ID:			Hold Reason:	Not Applicable	• •	Hold Payment
Message:						
Message will appear o	n remittance advice.					
Schedule Payment						
*Action:	Schedule Payment		Payment Date:			
Pay:			Reference:			

ARC



12. Select Manual Check as the method.

Bark Self2: CUSET Bark Self2: Conce Count: DisSe Of KS Payment Method: Bark Self2: Cancel Bark Manage Disse Bark Self2: Cancel Bark Self2: Cancel Bark Self2: Cancel Bark Manage Cancel Bark Manage Cancel Bark Mathed Secondian Cancel Bark Mathed Secondian Cancel Bark Mathed Secondian Check Manage Manage Bark Mathed Secondian Check Bark Mathed Secondian Check </th <th>Payment *Remit to: Location: *Address: UNITED PARCEL SER* PO BDX 7247-0244</th> <th>1 0000010593 CHK-01 Q 1 Q</th> <th>Gross Amount: Discount: Scheduled Due:</th> <th>Look Up Method</th> <th></th>	Payment *Remit to: Location: *Address: UNITED PARCEL SER* PO BDX 7247-0244	1 0000010593 CHK-01 Q 1 Q	Gross Amount: Discount: Scheduled Due:	Look Up Method	
ank: OHASE Q. Pay Group: Look Up: Clear Cancel Basic Lookup Cocourt: DISB Q. Thanding: DIS earch Results Earch Results Earch Results Here TO First a 1947 20 Look Part and Mathed Gastradian. Stage will appear on remittance advice. Schedule Payment Date: r:	Policia 7247-0244		Net Due: Discount Due: Accounting Date:	Bank SettD: CUSET Bank Code: CHASE Bank Account: CUSB Payment Method: =	
Accur 2 Schedule Payment Payment Date: Reference:	Bank: Account: Method: LIC ID: Message: Message will appear o	CHASE DISB CHK Q Check n remittance advice.	Q. Pay Group: Q. Handling: "Netting: I Hold Reason:	Look Up Clear Cancel Basic Lookua No Search Results Wew 100 First a 1947 B Last Parvact Mathad Pascratian Act Adomated Clearing House Check Basian Check	
	Action: Pay:	Schedule Payment	▼ Payment Date: ▼ Reference:		

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

Payment: 1 Remit to: 1000010503 OBSCORE: 0000 UARTED FARCEL SERV Discoret: Nation PARCEL SERV Scheduled Dire: Discoret Dire: Discoret: Discoret:	Payment: 1 *Remit 0: 00000503 Oracoant: 00000000 Payment Date: Payment Commands(0) HoldsanCurrence HoldsanCurrence Potocoant: 0000000 Potocoant: 00000000 Payment Commands(0) HoldsanCurrence HoldsanCurrence HoldsanCurrence	Payment Information					Eng Vere All Frat L tof t Last		
Accounting Date: Paymed Options Paymed Optio	Paymed Options Paymed Options Bank: OH40E Continue Vision Maxana Vision Massage: Isoda Responset Message: Isoda Responset Message: Isoda Responset Message: Isoda Responset Message: Reference: Payment Payment Separate Payment Reference: Frequent Reference: Isoda Responset Reference: Isoda Responset	Payment: "Remit to: Location: "Address: UNITED PARCEL SER" PO BOX 7247-0244	1 0000010593 Q CHK-01 Q 1 Q	Gross Amount: Discount: Scheduled Due: Net Due: Discount Due:	0.00	USD USD	Payment Inquiry Excress Parment Parment Comments(0) Holidar/Currency		
Message: Mill appear on remtance advice. Schedule Payment Action: Schedule Payment Mill: Schedule Payment Applied Propriment Applied Propriment Schedule Payment Schedule Payment	Message: Message on remained addres. School and Payment Payment Date: Cancella Payment Payment Date: Cancella Payment Properment Appended Record a Payment Record Payme	Payment Options *Bank: *Account: *Method:	CHASE DISB MAN Q Manual	Accounting Date:	US Not Applicable		Vendor Bank Messanes I Hold Payment		
Action: Somebule Payment ▼ Payment Date: Pay: Cancelled Exocuted Payment Exocuted Payment Exocute	Action: Some die Payment I Payment Date: Pay: Cancelled Some die Payment Prepayment Applied Prepayment	Message: Message will appear o Schedule Payment	on remittance advice.			1	Separate Payment		
		*Action: Pay:	Schedule Payment Cancelled Escheated Payment Prepayment Applied Record a Payment Schedule Payment Car Retrean	Payment Date: Reference:			🛃 Add 🖉 Update	a/Dt.play	

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.

Payment:	1				Ξ	+ -
*Remit to:	0000010593	Gross Amount:	325.00	USD	Payment Inquiry	
Location:	CHK-01	Discount:	0.00	USD	Express Payment	
*Address:	1				Payment Comments(0) Holiday/Currency	
UNITED PARCEL SER	V	Scheduled Due:				
PO BOX 7247-0244		Net Due:				
		Discount Due:				
		Accounting Date:	05/27/2012	31		
						_
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 o	n remittance advice.					
Schedule Payment						
*Action:	Record a Payment	 Payment Date: 	05/27/2012	Ħ		
Pay:	Full Amount	 Reference: 	000000145			
L						

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15. Click Save.

Payment:	1								
*Remit to:	0000010593	F	Gross Amount:	325.00	USD	Payment Inquiry			
Location:	CHK-01		Discount:	0.00	USD	Express Payment			
*Address:	1					Audit Logs			
UNITED PARCEL SE	RV		Scheduled Due:	05/27/2012		Payment Comments(0) Holiday/Currency			
PO BOX 7247-0244			Net Due:	05/16/2012		Toliday/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:		2	Hold Reason:		-	Separate Payment			
Message:									
Message will appear	r on remittance advi	.ce.							
Schedule Payment									
	Record a Paym	ent	 Payment Date: 	05/27/2012					
*Action:			▼ Reference:	000000145	_				
*Action: Pay:	Full Amount		References	000000110					

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 N	lanual	Reconci	liation				*Search By:	earch By: From Ref ID / To Ref ID				
Search Criteria												
Bank ID: From Ref IE From Amou): unt:	021309379 0000000145		Account #: To Ref ID: To Amount:	455-25 000000	0162 Q	*	Statement ID: Reconciliation Stat Currency Code:	us: USD	% Unre	conciled earch	
										Advar	nced Se	arch
Bank Transactions Customize Find View All The First Cl 1 of 1 Cl Last System Transactions Customize Find View All First Cl 1 of 1 Cl Last									st 🕅 1 of 1 🖸 Last			
Select	Reference	2	Bank Date	Tran Amt	Туре		Select	Reference	Tran Date	Tran Amt	Туре	Source
	0000000	145	05/16/2012	325.00	СНК			000000145	05/29/2012	325.00	MAN	Payables
Rec	concile	(Amount: Refresh		0.00			Ar Di	nount: fference:		0.00 0.00	

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

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Semi Manual	Reconci	liation				*Search By: From Ref ID / To Ref ID			•		
Search Criteria											
Bank ID: From Ref ID: From Amount:	021309379 0000000145		Account #: To Ref ID: To Amount:	455-2501 0000000	162 Q		Statement ID: Reconciliation Stat Currency Code:	tus: USD	% Unre S	concileo earch	Q. I ▼
									Advar	nced Se	arch
Bank Transactions	c	ustomize Find	View All 🔽 📔 Fir	st 🔣 1 of -	1 🖸 Last	System Transacti	ons	<u>Customize</u>	Find View All	Fi Fi	st 🔣 1 of 1 🖸 Last
Select Reference	æ	Bank Date	Tran Amt	Туре		Select	Reference	Tran Date	Tran Amt	Туре	Source
✓ 0000000	145	05/16/2012	325.00	СНК			000000145	05/29/2012	325.00	MAN	Payables
		Amount:		0.00			A	mount:		0.00	
Reconcile) (Refresh					D	ifference:		0.00	

- 19. Click "Ok" to accept the warning that the payment methods do not match (as one is a manual payment).
 - Semi Manual Reconciliation From Ref ID / To Ref ID *Search By: 021309379 455-250162 % Bank ID: Account #: Statement ID: 0000000145 0000000145 Unreconciled From Ref ID: To Ref ID: *Reconciliation Status: Curre Message From Amount: To Amount: Transactions successfully reconciled. (9450,1290) The selected transactions were reconciled successfully Tran Amt Type Ref OK 0.00 Amount: Difference: 0.00 Refresh Reconcile
- 20. Click "Ok" to accept the message that the transactions have been reconciled.

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

Semi Manua	I Reconciliation				*Search By: From Ref ID / To Ref ID					
Bank ID: From Ref ID: From Amount:	021309379 Q 0000000145	Account #: To Ref ID: To Amount:	455-25	0162 00145	بر ۱۳ ا	Statement ID: Reconciliation Statu Currency Code:	s: US	D Add	reconcil Search	Q ed ▼
Bank Transactions	Customize Find Ban k	View All 🔽 📔 Fi	st 🛛 1 of	f 1 🖸 Last	System Transactio	ons	<u>Customize</u> Tran	Find View All	Ei	rst 🛙 1 of 1 🖸 Last
Select Referen	ce Date	I ran Am t	Type		Select	Reference	Date	I ran Am t	Туре	Source
Reconcile	Amount Refres	h	0.00			Amo Diffe	ount: erence:		0.00 0.00	

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 <u>https://columbia.service-now.com</u>