

### What is the policy around Call for Pick Up Checks?

To maintain appropriate controls and to ensure a more efficient payment delivery process, call for pick up check handling must be approved by a Senior Business Officer and submitted to Accounts Payable leadership. Vendors that receive regular payments from the university are highly encouraged to sign up for direct deposit. Call for pick up Checks should only be for urgent payments and checks that must be delivered by hand. Call for pick up should not be used for vendor checks. Any vendor check with a pick up request will require validation by vendor.

#### When necessary, how is a request for call for pick up made?

- Department determines there is an exceptional circumstance that warrants the check to be picked- up.
- Department sends the Call for Pick-Up Request form (found in the forms library within the Finance Gateway: finance.columbia.edu) to the designated Senior Business Officer to evaluate.
- In completing the form the following information must also be included: voucher number, payee name, reason for request and name of person who would pick up check if request is authorized.
- Individuals involved in processing or approving the voucher are not permitted to pick up the check.
- If designated Senior Business Officer approves request/form- department will create an Incident and upload the approved Call for Pick-Up request form in Service Now and the request will be evaluated by AP and responded to within 24 hours.
- Approval/Denial notification will be provided to department contact with cc to Senior Business Officer.
- Department goes to Payment tab on voucher page and marks appropriate handling code prior to submitting the voucher. Note: marking handling code on payments tab will not make a check available for pick up (see instructions below)

#### If a request for call for pick up is approved, who can pick up the check?

The designated individual to pick up the check must be identified in the Incident logged in Service Now (see above). The designated individual cannot have a role in voucher processing. In addition, the designated individual will need to provide official identification, such as Driver's License or CUID.

# Call-for-Pick-Up Procedures for Checks for New York City Agencies, New York State Agencies, and U.S. Government Agencies

Departments seeking Call-for-Pick-Up check handling for checks for New York City government agencies, New York State government agencies, and U.S. government agencies will not be required to obtain approval by a designated Senior Business Officer. The Voucher Initiator in ARC is still required to mark the check with the appropriate Check Handling Code—either for Morningside (select handling code Bursar in ARC) or CUMC. The person must still present ID and sign for the check.

### Updating Check Handling Information

Any voucher that should be processed as a call for pick up check will need to be updated with the appropriate check handling information in ARC. Once in ARC, you will search for the voucher for which you a requesting a call for pick up check. You will then follow these steps:

### 1. Click the "Payments" tab on the voucher

nvoice Information Payments	oucher Attributes	# 5 °				
Business Unit COLUM		Invoice No	Invoice Tota	1		Non Merchandise Summa
Voucher ID NEXT	A	ccounting Date 03/28/2017		Line Total	0.00	Session Defaults
Voucher Style Regular Vouc		*Pay Terms 00 Q 🛒 Due I	low	Currency	USD	Comments(0)
Invoice Date	PT E	asis Date Type Inv Date				Attachments (0)
Invoice Received	11			Total	0.00	Template List
		rvice Location US 🔹	E	Difference	0.00	Advanced Supplier Search
	P	Voucher Type				Supplier Hierarchy
COLUMBIA U	JNIV PRESS	ducu				Supplier 360
Supplier ID 0000003113	Q	Control Group				Procurement EDM
ShortName COLUMBIA U-	001 🔍	Incomplete Voucher				
Location ACH-01	Q	alt.				
*Address 1	Q					
				View Do	cuments	
Save Save For	Later	Action	• Run	Calculate	Print	

### 2. Locate the Handling Field on the page and click the magnifying glass look-up icon

Invoice Information Payments Voucher Attributes			
Business Unit COLUM	Invoice No		
Voucher ID NEXT	Invoice Date	Action v	Run
Voucher Style Regular Voucher	Incomplete Voucher	Procurement EDM	View Documents
Total Amount 0.00	*Pay Terms 00 Q Due Now		Schedule Payments
Supplier Name COLUMBIA UNIV PRESS	- KIN		
SOP		JOB	
* Y*		*2.	
ayment Information		Find   \	
Payment 1			+
*Remit to 0000003113 🔍 💭	Gross Amount 0.00 USD	Scheduled Due	Payment Inquiry
Location ACH-01	Discount 0.00 USD	Net Due	Express Payment
		Discount Due	Payment Comments(0)
*Address 1 Q		Accounting Date	Holiday/Currency
COLUMBIA UNIV PRESS			
61 WEST 62ND ST 3RD FL			
ATTN: RICHARD GEHRINGER NEW YORK, NY 10023			
a start tota, the tota,	Non-Production	1 Day	
Payment Options			
*Bank CHASE	Pay Group US	*Netting Not Applicable *	Supplier Bank
*Account DISB	*Handling US Mail	▼ L/C ID	Messages
	Tunung		Layout
*Method ACH Q ACH	Hold Reason	*	Hold Payment
Message			Separate Payment
Message will appear on remittance advice.			
Schedule Payment			
*Action Schedule Payment *	Payment Date		
Pay	Reference		
		Non-Proo	
Save Save For Later	# 2 ···		
oure for Later			



### Columbia University Finance Training

## ARC

### Call for Pick Up Check Handling Policy and Procedure

3. Click the Call for Pick Up code for your location: Please select the handling code Bursar in ARC for Check Pick-Up at Morningside. Do not select Studebaker as a Check-Pick-Up location in ARC as Check Pick-Up is not available at Studebaker except upon special exception with prior arrangement from AP.



4. Ensure you click the Separate Payment option to ensure that a separate payment is generated for the check. Notice that the Pay Group will change to match the Handling option. Please ensure that you do not change the Pay Group information because that will interfere with the way the transaction is processed.

Invoice Information Payments Voucher Attributes						
Business Unit COLUM Voucher ID NEXT	Invoice No	31	Action			Run
Voucher Style Regular Voucher	Incomplete Voucher					View Documents
ALC NO.	-1614m			Procurement EDM		Schedule Payments
Total Amount 0.00 Supplier Name COLUMBIA UNIV PRESS	*Pay Terms 00 Q Due N	ow				Schedule Payments
Supplier Name COLUMBIA UNIV PRESS	*NOR-1					
Payment Information				Find	View All	
Payment 1						+
*Remit to 0000003113 🔍 🛒	Gross Amount 0.00	USD S	cheduled Due	31		Payment Inquiry
Location ACH-01	Discount 0.00	USD	Net Due			Express Payment
1 Mar 1997			Discount Due			Payment Comments(0)
*Address 1 Q		Ac	counting Date			Holiday/Currency
COLUMBIA UNIV PRESS 61 WEST 62ND ST 3RD FL						
ATTN: RICHARD GEHRINGER						
NEW YORK, NY 10023						
	NonProduction					
Payment Options						
*Bank CHASE	Pay Group US		*Netting	g Not Applicable 🔻		Supplier Bank
*Account DISB	*Handling US Mail		L/C II	D	-	Messages Layout
*Method ACH Q ACH	Hold Reason				Actions	Hold Payment
Message						Separate Payment
Message will appear on remittance advice.						
Schedule Payment						
*Action Schedule Payment *	Payment Date					
Pay	Reference					
Save Save For Later	- ×			= >		

COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK

### **Columbia University Finance Training**

### Call for Pick Up Check Handling Policy and Procedure

- ARC
- 5. ARC voucher initiators can request additional identifying information to be included on the check, such as our client or account number with the vendor. This can be done by including that information in the message box within the payment screen. Up to 70 characters can be populated.

Business Unit COLUM Voucher ID NEXT	Invoice No	Action	۲	Run
Voucher Style Regular Voucher	Incomplete Voucher		ment EDM	View Documents
Total Amount 0.00	*Pay Terms 00 Q Due N		mentedw	Schedule Payments
Supplier Name				
ment Information			Find   View	All First 🕢 1 of 1 🛞 La
Payment 1				+
*Remit to	Gross Amount 0.0	0 USD Scheduled Due	[ji]	Payment Inquiry
Location		0 USD Net Due		Express Payment
*Address		Discount Due		Payment Comments(0)
		Accounting Date		Holiday/Currency
ayment Options	Day Gauge	a sure total As		
*Bank CHASE Q	Pay Group	Q. Netting Not Ap		Supplier Bank Messages
*Bank CHASE Q *Account DISB Q	"Handling Bursar	L/C ID		Supplier Bank
*Bank CHASE Q. *Account DISB Q. *Method CHK Q. Check			plicable 🔻	Supplier Bank Messages
*Bank CHASE Q *Account DISB Q	"Handling Bursar	T LIC ID	plicable 🔻	Supplier Bank Messages
*Bank CHASE Q *Account DISB Q *Method CHK Q Check Message	"Handling Bursar	T LIC ID	plicable 🔻	Supplier Bank Messages
*Bank CHASE Q *Account DISB Q *Method CHK Q Check Message essage will appear on remittance advice.	"Handling Bursar	T LIC ID	plicable 🔻	Supplier Bank Messages
*Bank CHASE Q *Account DISB Q *Method CHK Q Check Message essage will appear on remittance advice. chedule Payment	*Handling Bursar Hold Reason	T LIC ID	plicable 🔻	Supplier Bank Messages

6. Click Save once you have updated all options

Invoice Information	Payments	Voucher Attributes	

Business Unit COLUM	Invoice No		Action	•	Run
Voucher ID NEXT	Invoice Date	a Vouchar			
Voucher Style Regular Voucher	- incomplet	e voucher	Pro	curement EDM	View Documents
Total Amount 0.00	*Pay Terms 00	Q Due Now			Schedule Payments
Supplier Name COLUMBIA UNIV PRESS					
	# Non				
yment Information				Find   V	
Payment 1					C
*Remit to 0000003113 🔍 🛒	Gross Amount	0.00 USD	Scheduled Due	21	Payment Inquiry
Location ACH-01	Discount	0.00 USD	Net Due		Express Payment
			Discount Due		Payment Comments(0)
*Address 1 Q		10	Accounting Date		Holiday/Currency
COLUMBIA UNIV PRESS 61 WEST 62ND ST 3RD FL ATTN: RICHARD GEHRINGER NEW YORK, NY 10023					
# Glor	* MON				
Payment Options					
*Bank CHASE	Pay Group US	Q	*Netting No	t Applicable 🔻	Supplier Bank
*Account DISB	*Handling US Ma	sil	L/C ID		Messages Layout
	Hold Reason		Ŧ	A	Ctions Hold Payment
*Method ACH Q ACH					Separate Payment
*Method ACH Q ACH Message					- AND
A Hon					
Message					
Message Message will appear on remittance advice.	Payment Date				
Message Message will appear on remittance advice. Schedule Payment	Payment Date Reference				

### **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