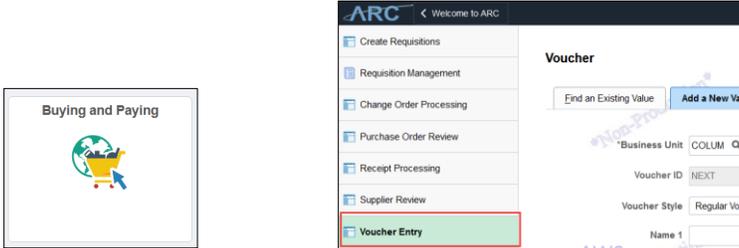


This job aid outlines how to create an ACH Debit Voucher. When you need to process an ACH Debit Voucher for a vendor, you will need to ensure the voucher has the appropriate location and voucher type. The ACH debit process should also be selected when processing a Certified Check.

Submitting an ACH Debit Voucher in ARC in ARC

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



The new Voucher form appears.

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

Supplier Name	Short Supplier Name	Supplier ID	Classification	Persistence
LEHMANN	LEHMANN-001	CNR0069571	Student	Regular
PHILLIPS	PHILLIPS-001	CNR0041094	Student	Regular
(SAMS) FOUNDATION	(SAMS) FOU-001	0000184153	Supplier	Regular
01 COM INC	01 COM INC-001	0000009451	Supplier	Regular
1 EPIC SET INC	1 EPIC SE-001	0000154940	Supplier	Regular
1 EXPERT INNOVATIVE PROFESSIONAL LLC	EXPERT INN	0000046281	Supplier	Regular
1 MATERIAL INC	1 MATERIAL-001	0000085811	Supplier	Regular
1 OAK TASTY DELI	1 OAK TAST-001	0000091646	Supplier	Regular
1 PERRY ST RESTAURANT INC	1 PERRY ST-001	0000104783	Supplier	Regular
1 ROOF PHOTOGRAPHY	1 ROOF PHO-001	0000223722	Supplier	Regular
10 STRING MUSIC INC	10 STRING-001	0000119607	Supplier	Regular
10 THOUSAND WINDOWS INC	10 THOUSA-001	0000212014	Supplier	Regular
10-20-40 TOURING LLP	10-20-40 T-001	0000199860	Supplier	Regular
100 LAFAYETTE STREET LTD	100 LAFAYE-001	0000110633	Supplier	Regular
100 WOMEN IN HEDGE FUNDS FOUNDATION	100 WOMEN-001	0000103133	Supplier	Regular
1000 ANGELS	1000 ANGEL-001	0000173318	Supplier	Regular
1000 K LLC	1000 K LL-001	0000159537	Supplier	Regular
101 PARK RESTAURANT CORPORATION	101 PARK R-001	0000066140	Supplier	Regular
101 WEST 57 RESTAURANT LLC	THE WAVEAD-001	0000069361	Supplier	Denier

After selecting the matching Supplier, the Supplier information is displayed in the form with the payment method displayed in the Supplier Location field.

Find an Existing Value | Add a New Value

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Name 1: HYDRO SERVICE AND SUPPLIES
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 Supplier Location

SetID: CUSET
Supplier ID: 000008842
Supplier Location: begins with

Look Up | Clear | Cancel | Basic Lookup

Search Results

Supplier Location	Description
ACH-01	DIRECT DEPOSIT
CHK-01	(blank)

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

Find an Existing Value | Add a New Value

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Name 1: HYDRO SERVICE AND SUPPLIES
Short Supplier Name: HYDRO SERV
Supplier ID: 000008842
Supplier Location: ACH-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

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



Completing the Voucher Form

The screenshot displays the 'Invoice Information' tab in the system. Key fields include:

- Business Unit:** COLUM
- Voucher ID:** NEXT
- Voucher Style:** Regular Voucher
- Invoice Date:** 05/03/2021
- Invoice Received:** 05/03/2021
- Invoice No:** 1235
- Accounting Date:** 05/07/2021
- *Pay Terms:** 00
- Due Now:** (checked)
- *Service Location:** US
- Voucher Type:** ACH Debit (highlighted with a red box)
- Supplier ID:** 000008842
- ShortName:** HYDRO SERV
- Location:** ACH-01
- *Address:** 1
- Invoice Total:** Line Total 0.00, Currency USD, Total 500.00, Difference 0.00
- Non Merchandise Summary:** Session Defaults, Comments(0), Attachments(0), Template List, Advanced Supplier Search, Supplier Hierarchy, Supplier 360, Procurement EDM

 The 'Distribution Lines' section shows a table with the following data:

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Dept	PC Bus Unit	Project	Activity	Initiative	Segr
<input type="checkbox"/>	1	500.00		COLUM	62040	1404202	GENRI	UR004672	01	00000	000

- 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>