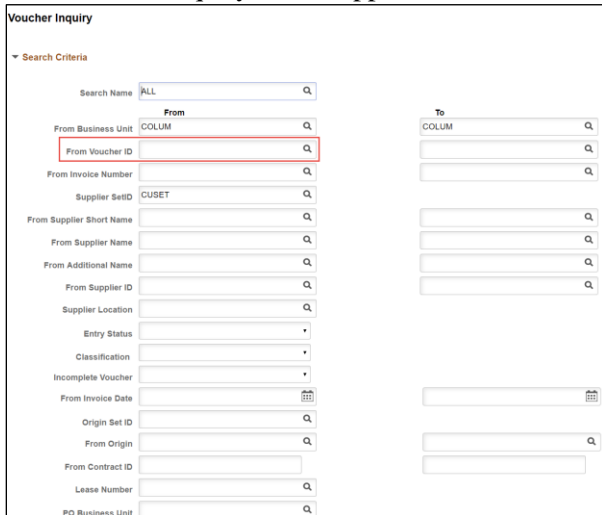


This document covers how to use the Voucher Inquiry functionality in ARC and view the payment status of a Voucher to determine if a payment has been made, the payment method, and if a payment was made by check, was it cashed.

## Viewing Accounts Payable Info

1. Click the **NavBar > Main Menu >Accounts Payable > Review Account Payable Info > Vouchers > Vouchers**  
 The Voucher Inquiry screen appears.



Voucher Inquiry

Search Criteria

Search Name: ALL

From Business Unit: COLUM

**From Voucher ID**

Supplier SetID: CUSET

From Invoice Number

From Supplier Short Name

From Supplier Name

From Additional Name

From Supplier ID

Supplier Location

Entry Status

Classification

Incomplete Voucher

From Invoice Date

Origin Set ID

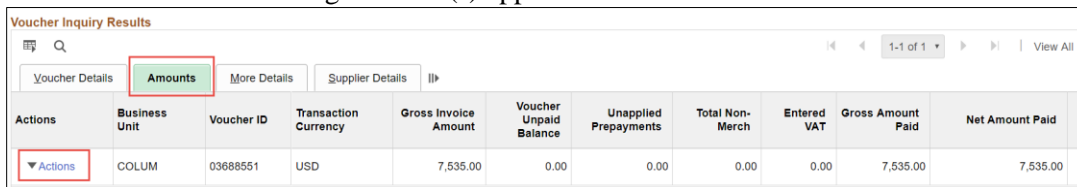
From Origin

From Contract ID

Lease Number

PO Business Unit

2. Enter the **Voucher ID** (or other search criteria) for the Voucher for which you are inquiring.
3. Click **Search**. The matching Voucher(s) appear in the Search Results.



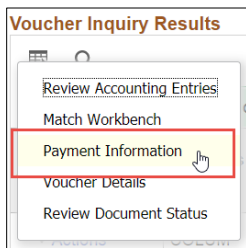
Voucher Inquiry Results

1-1 of 1 | View All

Voucher Details | **Amounts** | More Details | Supplier Details

Actions	Business Unit	Voucher ID	Transaction Currency	Gross Invoice Amount	Voucher Unpaid Balance	Unapplied Prepayments	Total Non-Merch	Entered VAT	Gross Amount Paid	Net Amount Paid
▼ Actions	COLUM	03688551	USD	7,535.00	0.00	0.00	0.00	0.00	7,535.00	7,535.00

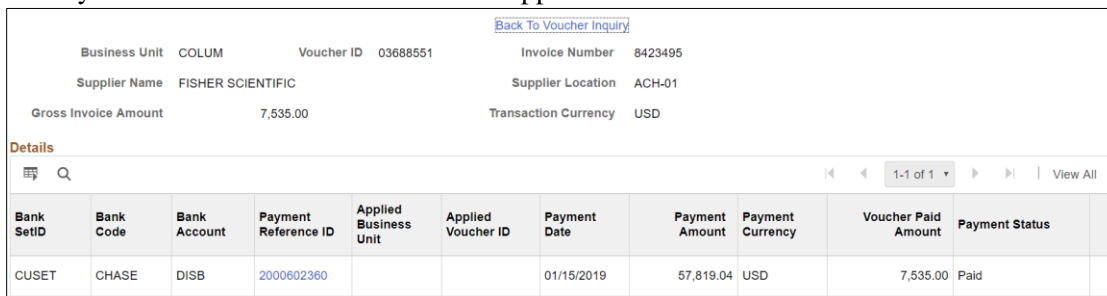
4. Click the **Amounts** tab to view basic information about the invoice and amount paid.
5. Click the **Actions** dropdown and select **Payment Information**.



Voucher Inquiry Results

- Review Accounting Entries
- Match Workbench
- Payment Information**
- Voucher Details
- Review Document Status

The Payment Information screen appears.  
 All Payments associated with the Voucher appear.



[Back To Voucher Inquiry](#)

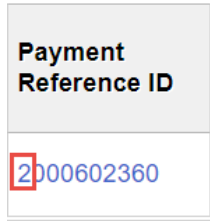
Business Unit: COLUM | Voucher ID: 03688551 | Invoice Number: 8423495  
 Supplier Name: FISHER SCIENTIFIC | Supplier Location: ACH-01  
 Gross Invoice Amount: 7,535.00 | Transaction Currency: USD

Details

1-1 of 1 | View All

Bank SetID	Bank Code	Bank Account	Payment Reference ID	Applied Business Unit	Applied Voucher ID	Payment Date	Payment Amount	Payment Currency	Voucher Paid Amount	Payment Status
CUSET	CHASE	DISB	2000602360			01/15/2019	57,819.04	USD	7,535.00	Paid

- The **Voucher Paid Amount** shows the specific amount paid for this Voucher.
- The **Payment Amount** is the total payment made to the Supplier for all vouchers paid on the **Payment Date**.
- The **Payment Reference ID** is the identifier for the payment. The first digit identifies the type of payment:



- **1** designates a payment by check.
- **2** designates payment by ACH
- **3** designates payment by Wire

6. Click the **Payment Reference ID**. The Payment Details Screen appears.

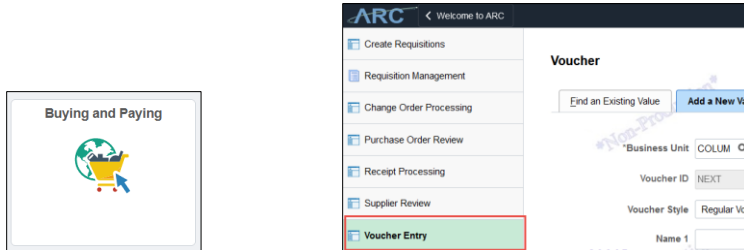
Actions	Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
Actions	VCHR	1001001988	System Check	2,040.00	USD	04/02/2019	04/03/2019	PAID	Reconciled	04/10/2019

If the **Payment Method** was a Check, the **Reconciliation Status** will show if the check was cashed (Reconciled) or not (Unreconciled).

### Viewing Voucher Information

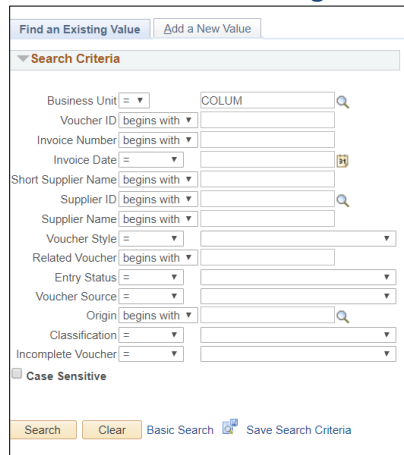
You can also view the Voucher itself and navigate to the Payment tab to view Payment details.

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



Or, click the **NavBar > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry**.

2. Click the **Find an Existing** tab. The Search Criteria screen appears.



Find an Existing Value | Add a New Value

**Search Criteria**

Business Unit: COLUM

Voucher ID: begins with

Invoice Number: begins with

Invoice Date: =

Short Supplier Name: begins with

Supplier ID: begins with

Supplier Name: begins with

Voucher Style: =

Related Voucher: begins with

Entry Status: =

Voucher Source: =

Origin: begins with

Classification: =

Incomplete Voucher: =

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

3. Enter the **Voucher ID** or other search criteria.
4. Click **Search**. The matching Voucher screen appears.

5. Click the **Payments** tab. The Payments Information appears for the voucher.

If there are multiple payments associated with the Voucher, you can scroll through pages for each payment.

5. Click the **Payment Inquiry** link for more detail.

## 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>