Columbia University Finance Training Job Aid: Voucher Inquiry and <u>Payment Information in ARC</u>



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	Q		
	From		То	
From Business Unit	COLUM	Q,	COLUM	Q
From Voucher ID		٩		Q,
From Invoice Number	· [Q		Q,
Supplier SetIC	CUSET	Q,		
From Supplier Short Name		Q,		Q,
From Supplier Name		Q		Q
From Additional Name		Q		Q
From Supplier ID		Q,		Q
Supplier Location		Q,		
Entry Status				
Classification		٠		
Incomplete Voucher		٣		
From Invoice Date				
Origin Set ID		Q,		
From Origin		Q,		Q,
From Contract ID				
Lease Number		٩		
PO Business Unit		Q		

- 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 F	Results									
≡ Q								H	1-1 of 1	▼ ▶ ▶ View All
Voucher Details	Amounts	More Detail	s <u>S</u> upplier Det	ails ∥▶						
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.



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

					Back To	o Voucher Inquiry				
E	usiness Unit	COLUM	Voucher	ID 03688551	Inv	voice Number	8423495			
S	applier Name	FISHER SCIE	INTIFIC		Sup	plier Location	ACH-01			
Gross Inv	oice Amount		7,535.00		Transact	tion Currency	USD			
Details										
≡ş Q									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



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- 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.

Payment Inquiry	Result									
== Q									1-1 of 1	r ⊨ ⊨ I View All
Payment Detai	Is Additiona	I Info Supplier	Details	Inancial Gateway	II•					
Actions	Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
Actions	VCHR	1001601988	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.

• Search Chteria					
Business Unit	= 🔻		COLUM	Q	
Voucher ID	begins with	۳			
Invoice Number	begins with	۳			
Invoice Date	= v			31	
Short Supplier Name	begins with	•			
Supplier ID	begins with	۳		Q	
Supplier Name	begins with	۳			
Voucher Style	= *				
Related Voucher	begins with	۳			
Entry Status	= v				,
Voucher Source	= v				
Origin	begins with	۳		Q	
Classification	= v				1
Incomplete Voucher	= v				
Case Sensitive					

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

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

, and the second	Invoice Information	Payments	Voucher Attributes	Error Summary				
Business Unit COLI	UM		Invoice No OP-3	12623				
Voucher ID 0352	0833		Invoice Date 07/23	2/2018	Actio	n	Ŧ	Run
Voucher Style Regu	ular Voucher					Procurament EDM		View Documents
Total Amount 2,040	0.00		"Pay Terms 00	Due Now				Schedule Payments
Supplier Name ABB	YY USA SOFTWARE HO	USE INC						
yment Information							Find View All	First 🕚 1 of 2 💌
Payment 1								
"Remit to 0000	0010089 💭		Gross Amount	2040.00	ISD Scheduled Du	e 09/28/2018		Payment Inquiry
Location CHR	ç-01		Discount	0.00 L	JSD Net Du	e 07/22/2018		Express Payment
"Address 1					Discount Du	ie		Payment Comments(0)
					Accounting ba	1010112010		rioliday/contency
145	80 RIVERWIND TERRAC	0F						
145 #30 CEN	80 RIVERWIND TERRAG 0 NTREVILLE, VA 20120	CE						
145i #300 CEN Payment Options	80 RIVERWIND TERRAG 0 NTREVILLE, VA 20120	CE						
1451 #300 CEM Payment Options "Bank CH	80 RIVERWIND TERRAG 0 NTREVILLE, VA 20120 NASE	CE	Pay Group US		"Nettir	Not Applicable	×	Supplier Bank
145 #30 CEN Payment Options "Bank CH "Account DIS	80 RIVERWIND TERRAC 0 NTREVILLE, VA 20120 NASE	CE	Pay Group US "Handling US	Mail	"Nettir	Not Applicable	•	Supplier Bank Messages
145 #30 CEN *Bank CH *Bank CH *Account DIS *Method CH	80 RIVERWIND TERRAC 0 ITREVILLE, VA 20120 IASE 58 IK Check	CE	Pay Group US "Handling US Hold Reason	Mail	"Nettir T L/C	ng Not Applicable	¥	Supplier Bank Messages Hold Payment
145 #30 CEN *Bank CH *Bank CH *Account DIS *Method CH Mestage	80 RIVERWIND TERRAC 0 41TREVILLE, VA 20120 4ASE 588 1K Check	CE	Pay Group US "Handling US Hold Reason	Mail	"Nettin Y L/C	Not Applicable	T	Supplier Bank Messages Hold Payment Separate Payment
145 8303 CEN *Bank CH *Account Dis *Method CH Message Message will appear on remita	80 RIVERWIND TERRAC 0 0 TRREVILLE, VA 20120 IASE IK Check nce advice.	æ	Pay Group US "Handling US Hold Reason	Mail	"Nettin • L/C 1	Not Applicable	×	Supplier Bank Messages Hold Payment Separate Payment
144 800 CEN Payment Options "Bank CH "Account Dis "Metaod CH Message Message will appear on remta Schedule Payment	80 RIVERWIND TERRAC 0 0 TRREVILLE, VA 20120 AASE 88 18K Check nce advice.	Œ	Pay Group US "Handling US Hold Reason	Mail	"Nettin • L/C 1	ng Not Applicable	Y	Supplier Bank Messages Hold Payment Separate Payment
145 200 CEN *Bank Ci *Bank Ci	0 OVERWIND TERRAC 0 OVERWIND TERRAC 0 ITREVILLE, VA 20120 IASE ISE ISE Check INC Check INC Check	2E	Pay Group US "Handling US Hold Reason	Mail 2/2018	* L/C I	Not Applicable	Y	Supplier Bank Messages Hold Payment Separate Payment

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