**Voucher Audit and Review** 

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# Table of Contents

| ucher Audit and Review                  | •••••   |
|---|---------|
| Voucher Audit and Review                | ••••••• |
| Introduction to Approval Process in ARC |         |
| Voucher Roles and Responsibilities      |         |
| What's Changing?                        |         |
| Approval Process Overview in ARC        |         |
| Procurement Approval Process Summary    |         |
| Ad Hoc Approvals                        |         |
| Central Approvals                       |         |
| OnBase Approval Integration with ARC    |         |
| Integration Process (OnBase>ARC>OnBase) |         |
| Reviewing and Approving in OnBase       |         |
| Understanding OnBase Approval Queues    |         |
| Reviewing/Updating ARC Vouchers         |         |
| Hold Process                            |         |
| Place Voucher on Hold                   |         |
| Approving/Denying Vouchers in OnBase    |         |
| Approve Voucher                         |         |
| Deny Voucher                            |         |
| Review and Approve Vouchers in ARC      |         |
| Review Withholding Information          |         |
| Review Withholding Payment              |         |
| Key Terms                               |         |
| Course References                       |         |
| Knowledge Assessment                    |         |
| )ssarv                                  | ••••••  |





## **Voucher Audit and Review**



### **Voucher Audit and Review**

This is the *Voucher Audit and Review* course within the Accounts Payable curriculum. If you need a reminder on how to navigate through this course using ARC's Web Based System Training Tool, click here for a quick reference guide.





## Introduction to Approval Process in ARC

This is the *Introduction to the Approval Process in ARC* lesson of the *Voucher Audit and Review* course. Upon completion of this course, you will be able to:

- Describe the end to end approval process in ARC, highlighting key changes and benefits
- Explain how ARC modules will utilize workflow and security to manage the approval process
- Explain the respective roles ARC and OnBase will have in the approval of vouchers
- Understand Departmental, Ad Hoc (Supplemental Approval), and Central Approvals
- Understand Travel related Approvals (reimbursements and advances)
- Understand what transactions will not route for Central Audit and Review approval

Estimated time to complete lesson: 30 minutes



#### **Voucher Roles and Responsibilities**

Throughout the course, we will use the following characters to help inform you on how responsibilities align to roles throughout the voucher approval process.



This is Mark. He works in the Psychology Department and is responsible for entering online vouchers and correcting matching and budget checking errors.



This is Sean. He works in the Psychology Department as well. He is responsible for approving vouchers at the department level.



This is Jesse. He is Mark's supervisor and acts as an Ad Hoc Approver when necessary.



This is Lorraine. She is a Travel Approver for certain dollar thresholds.



This is Patty. She works in the Accounts Payable Central Audit and Review group. She is responsible for performing voucher approvals at the Central AP level and maintaining vouchers when appropriate, i.e., defining withholding information.



#### What's Changing?

Transitioning to the ARC system will impact procurement approvals. While the new system will bring considerable changes, they will also bring the following benefits:

- Ability to create more efficient and compliant approval workflows based on flexible criteria
- Streamlined voucher approval process based on predefined approval routing path
- Visibility into the workflow process
- Eliminate Central Audit and Review approvals for PO Vouchers





#### **Approval Process Overview in ARC**

This is the *Approval Process Overview in ARC* lesson of the *Voucher Audit and Review* course. Upon completion of this course, you will be able to:

- Describe the end to end approval process in ARC, highlighting key changes and benefits
- Explain how ARC modules will utilize workflow and security to manage the approval process



#### Procurement Approval Process Summary

Voucher Approvals managed through ARC will utilize ARC's workflow functionality. Workflow is a process that involves the routing of data between multiple users. There can be up to 3 levels of workflow routing required on a voucher:

- 1. Departmental
- 2. Ad Hoc
- 3. Central Accounts Payable

| Transaction<br>Type | Approvals<br>Needed        | System in<br>which<br>Approval<br>Takes Place | Outcome | Notification Provided   |
|---------------------|----------------------------|---|---------|---|
| Voucher             | Departmental               | ARC   | Approve | Status updated in ARC   |
|                     |                            |   | Deny    | Status updated in ARC   |
|                     | Ad Hoc<br>(if applicable)  | ARC   | Approve | Status updated in ARC   |
|                     |                            |   | Deny    | Status updated in ARC   |
|                     | Central<br>(if applicable) | OnBase  | Approve | Status updated in ARC   |
|                     |                            |   | Deny    | E-mail notification automatically sent to<br>Processor<br>Status updated in ARC |
|                     |                            |   | Hold    | E-mail notification automatically sent to<br>Processor                          |

The following diagram illustrates the various Voucher Workflow actions in OnBase and ARC:



Central Audit and Review approvals will take place in OnBase. ARC will interface with OnBase for document management and approval queue management.

Benefits:

- Ability to create more efficient and compliant approval workflows based on flexible criteria
- Streamlined voucher approval process based on predefined approval routing path
- Visibility into the workflow process



#### Ad Hoc Approvals

- Ad Hoc Approvers can be inserted into workflow as additional reviewers or approvers for the transaction
- Ad Hoc approvals are not based on dollar thresholds or department ChartFields
- Supplemental Approvers must be inserted as Ad Hoc approvals when the voucher requires Supplemental Approvals

The following diagram illustrates where Ad Hoc Approvers are inserted into Workflow in ARC:





#### **Central Approvals**

What vouchers will require Central approval:

• All Non-PO vouchers that are not pre-approved (i.e. vouchers from integrating systems) will require Central AP approval

The following diagram highlights the non-PO voucher approval process:



What vouchers will not require Central approval:

- PO vouchers do not require Central AP approval
- Payments to Carrier vendors (FedEx, UPS)
- Vouchers with a Voucher Type of 'ACH Debit' or 'V-Pay'
- Journal Vouchers

The following diagram illustrates the PO voucher approval process:







## OnBase Approval Integration with ARC

This is the *OnBase Approval Integration with ARC* lesson of the *Voucher Audit and Review* course. Upon completion of this course, you will be able to:

• Explain/diagram the integration process from OnBase to ARC to OnBase



#### Integration Process (OnBase>ARC>OnBase)

The following describes the integration process between ARC and OnBase.

- Vouchers that are saved and submitted into workflow in ARC will be sent to OnBase, and reflect that they are pending Department and Ad Hoc approvals
- The Voucher will also be pending supporting documents in OnBase and must be submitted through the EDM process
- When all ARC Departmental and Ad Hoc approvals have been obtained, and supporting documents have been submitted, OnBase will route the Voucher to the appropriate workflow queue in OnBase (if applicable) and assign it to a Central AP Audit and Review Specialist

In OnBase, an Audit and Review Specialist can take the following actions on the voucher:

- 1. Review the Voucher in ARC
- 2. Approve the Voucher for Payment
- 3. Deny the voucher and send back to the Voucher Processor with comments
- 4. Put the Voucher on Hold emailing the Voucher Processor for additional information
  - OnBase generates emails to the voucher processor when the Voucher is either Approved, Denied, or placed on Hold
  - Vouchers placed on 'Hold' in OnBase will not update the ARC voucher approval status. The Voucher will have a status of 'Pending'

5. When the Voucher is Approved or Denied, OnBase will update the ARC status appropriately to either 'Approved' or 'Denied'

6. Departments can get Voucher status updates from OnBase by logging into the Procurement EDM web page

The following diagram illustrates the integration process between ARC and OnBase:





## Reviewing and Approving in OnBase

This is the *Reviewing and Approving in OnBase* lesson of the *Voucher Audit and Review* course. Upon completion of this course, you will be able to:

• Explain the reviewing and approving process in OnBase



#### **Understanding OnBase Approval Queues**

OnBase will continue to be used for approval queue management for vouchers that require Central AP approval. Once Departmental and Ad Hoc approvals are completed in ARC, voucher information will be passed to OnBase and established within the appropriate queue folder to allow Central Audit and Review to validate the voucher information along with associated documentation.

Vouchers will be created in OnBase when the voucher is saved and submitted into Workflow in ARC

- The OnBase Voucher will wait in the APIM Awaiting Department queue until the following conditions have been met:
  - All Departmental/Ad Hoc approvals have been completed in ARC
  - Supporting documents have been uploaded into OnBase using the Procurement EDM

process

- Once all Departmental/Ad Hoc approvals have been completed in ARC, the OnBase Voucher will move to one of the following queues:
  - 1. APAR Review
    - Queue for all regular vouchers greater than \$500
  - 2. APAR Priority
    - Queue for all Travel related vouchers (reimbursements and advances)
    - Approved Rush requests will also go to the APAR Priority queue
    - Petty Cash
  - 3. APAR \$500 & Less Review
    - Queue for all vouchers less than \$500
  - 4. APAR Foreign Vendor Review
    - Queue for vouchers where:
      - a) Vendor Foreign or Domestic custom field equals Foreign
      - b) The Service Location on the voucher equals Non-US
- Central AP Audit & Review staff will automatically be assigned to vouchers for review
- All queues will have the following options:
  - View Voucher in ARC
  - Approve
  - Deny
  - Hold



#### **Reviewing/Updating ARC Vouchers**

This is the *Reviewing/Updating ARC Vouchers* lesson of the *Voucher Audit and Review* course. Upon completion of this course, you will be able to:

• Explain how to review/update ARC vouchers

Central AP Audit and Review Specialist will enter a Workflow queue to get the next assigned voucher.

The ARC Voucher can be viewed by clicking on the "View in ARC" button

- ARC will display the Voucher for review
- Based on the Accounts Payable policies, the AP Central Audit & Review Specialist will review the Voucher and all associated supporting document for compliance

Based on the review, OnBase provides 3 action buttons:

- Hold
- Approve
- Deny



#### Hold Process

This is the *Hold Process* lesson of the *Voucher Audit and Review* course. Upon completion of this course, you will be able to:

• Explain/diagram the Hold process in OnBase



#### Place Voucher on Hold

If a voucher is placed on 'Hold' in OnBase, an email notification will be sent to the voucher processor. The 'Hold' status of the voucher in OnBase will not update the ARC Voucher status. The approval instance of the Central AP approval will always show 'Pending' in ARC until the voucher is either Approved or Denied.

When the Voucher is placed on 'Hold' in OnBase, the Central AP Audit and Review Specialist will be required to indicate the hold reason. The Voucher Processor will be sent an email with these reasons.

- 1. The Voucher will be placed in the AP Central Audit and Review Specialist's Hold queue.
- 2. When the Voucher Processor responds to the Hold email or uploads additional supporting documentation using the Procurement EDM process, the Voucher will move out of the Hold queue and into the original queue.

The following diagram highlights the Voucher Hold process in OnBase:



#### Procedure

Welcome to the *Place Voucher on Hold* topic where you will learn how to place a voucher on hold in OnBase.



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| 1.   | Click the <b>AP Auditor Review</b> tree item.<br>AP Auditor Review |





| Step | Action  |
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| 2.   | Click the APAR Review [4] tree item.<br>APAR Review [4] |



| Step | Action  |
|------|---|
| 3.   | Right-click the APAR Review [4] tree item.<br>APAR Review [4] |





| Step | Action   |
|------|--|
| 4.   | Click the Show All Documents list item. Show All Documents |





| Step | Action  |
|------|---|
| 5.   | Click the AWAITING AUDIT - Voucher: 00000071 - Dept: - A list item. |
|      | AWAITING AUDIT - Voucher: 00000071 - Dept: - A                      |



| Step | Action   |
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| 6.   | To review the voucher in ARC, double-click the <b>View in PeopleSoft</b> button. |
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| ARC                         |  |                                    |                |                     |          |                  |          |
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| Step | Action                             |
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| 7.   | Click the Invoice Information tab. |
|      | Invoice Information                |

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| Step | Action   |
|------|--|
| 8.   | The Voucher displays in ARC where it can be reviewed.            |
|      | Upon review, toggle back to OnBase to place the voucher on hold. |



| Step | Action   |
|------|--|
| 9.   | To place the voucher on hold, double-click the <b>Hold</b> button. |





| Step | Action  |
|------|---|
| 10.  | Select a Hold reason within the Accounts Payable HOLD window. |





| Step | Action  |
|------|---|
| 11.  | In this scenario, click the Missing Paperwork checkbox. |
|      |   |



| Step | Action  |
|------|---|
| 12.  | Click and drag the scroll bar down to enter comments. |





| Step | Action                              |
|------|-------------------------------------|
| 13.  | Click in the <b>Comments</b> field. |





| Step | Action   |
|------|--|
| 14.  | Enter the desired information into the <b>Comments</b> field. Enter " <b>Please provide</b> additional documents". |



| Step | Action  |
|------|---|
| 15.  | Click and drag the <b>scroll bar</b> down to click the Save button. |



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| Last updated:   | CURRENT VOUCHER STATUS  | STATUS: HOLD  |
| Copyright(c) Hyland Software Inc. 2012  | APPROVAL INFORMATION<br>Auditor ID: TP194<br>Auditor Real Name:   | Audit Date:<br>Audit Date:                            |
|   |   | Queue   |
| Accounts Pay Checked Out 0 Note(s)  | 0 Thread(s)   |   |
|   |   |   |

| Step | Action                 |
|------|------------------------|
| 16.  | Click the Save button. |





| Step | Action  |
|------|---|
| 17.  | Click and drag the scroll bar down to select the APAR Hold tree item. |



| Step | Action   |
|------|--|
| 18.  | To confirm that the Voucher was placed on hold in OnBase, click the <b>APAR Hold</b> [3] tree item. [APAR Hold [3] |



| 4 OnBase Client (OBQA) Test System - Not For Production Use - [Workflow ]   | - 7 🛛       |
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| Step | Action   |
|------|--|
| 19.  | Click the <b>HOLD - Voucher: 00000071 - Dept: - AP Voucher (eForm) - 04/2</b> list item. |





| Step | Action   |
|------|--|
| 20.  | The Voucher in OnBase displays that it is on Hold. |



| Step | Action   |
|------|--|
| 21.  | You have completed placing a voucher on Hold in OnBase.<br>You can now move onto the Approving/Denying Vouchers in OnBase lesson where<br>you will learn how to approve and deny vouchers in OnBase.<br><b>End of Procedure.</b> |


### Approving/Denying Vouchers in OnBase

This is the *Approving/Denying Vouchers in OnBase* lesson of the *Voucher Audit and Review* course. Upon completion of this course, you will be able to:

• Explain/diagram approving/denying vouchers in OnBase



### **Approve Voucher**

When a Voucher is either Approved or Denied in OnBase, the ARC Voucher status will be updated with the appropriate status.

• If the Voucher is Approved, the Voucher status will change from Pending to Approved and be ready for Budget Checking, Posting and Payment

The following highlights the Voucher Approval process in OnBase:



#### Procedure

Welcome to the *Approve Voucher* topic where you will learn how to approve a voucher in OnBase.





| Step | Action  |
|------|---|
| 1.   | Click the APAR Priority [1] tree item.<br>APAR Priority [1] |



| Step | Action  |
|------|---|
| 2.   | Click in the EMPLOYEE REIMBURSEMENT - Voucher: 000 field. |
|      | EMPLOYEE REIMBURSEMENT - Voucher: 000                     |





| Step | Action   |
|------|--|
| 3.   | To review the information in ARC, double-click the <b>View in PeopleSoft</b> button. |



| ARC   |  |   |   |                                 | Home   | Worklist                   | Add to Favorites  | Sign out  |
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| avorites Main Menu > ,  | Accounts Payable > Vouchers  | → Add/Update → Regular E  | intry                                   |                                 |  |                            |   |           |
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| Step | Action                             |
|------|------------------------------------|
| 4.   | Click the Invoice Information tab. |
|      | Invoice Information                |

| ARC  |  |  |  |
|--|--|--|--|
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| Step | Action  |
|------|---|
| 5.   | You can now review the voucher on the <b>Invoice Information</b> page in ARC. |

| vorites Main Menu >  | Accounts Payable > Vouche  | rs > Add/Update > Regula                                      | ir Entry                                |                                 | _  | o = = #   |   |         |
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| Step | Action   |
|------|--|
| 6.   | Click and drag the scroll bar down to review additional information. |



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| Step | Action  |
|------|---|
| 7.   | Toggle back to OnBase to approve the voucher. |





| Step | Action  |
|------|---|
| 8.   | To approve the voucher, double-click the <b>Approve</b> button. |



| Step | Action   |
|------|--|
| 9.   | Upon clicking the Approve button, the <b>APAR Priority</b> count changes from [1] to |
|      |  |



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| APAR PeopleSoft Error [0]     APAR Denied Vouchers [0]     AP Fax Processing     AP Fax Processing     AP Fax Processing   | Assign<br>Auditor               |
| Document Name  | 28,<br>Update Due<br>Date       |
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| Step | Action  |
|------|---|
| 10.  | You have completed approving a voucher in OnBase.<br>You can now move onto the <i>Deny Voucher</i> topic where you will learn how to deny a voucher in OnBase.<br>End of Procedure. |



#### **Deny Voucher**

If the Voucher is Denied, the Voucher status will change from 'Pending' to 'Denied' and be routed back to the Voucher Processor. The Voucher Processor can take two actions:

- 1. Update/Modify the Voucher and resubmit into Workflow. All required approvals will need to be completed again to include re-inserting Ad Hoc approvers into the Workflow.
- 2. Delete the voucher.

The following diagram highlights the Voucher Denial process in OnBase:



#### Procedure

Welcome to the Deny Voucher topic where you will learn how to deny a voucher in OnBase.





| Step | Action  |
|------|---|
| 1.   | Click the AP Auditor Review tree item.<br>AP Auditor Review |



| Step | Action   |
|------|--|
| 2.   | Click the APAR Review [6] tree item. APAR Review [6] |





| Step | Action  |
|------|---|
| 3.   | Right-click the APAR Review [6] tree item.<br>APAR Review [6] |





| Step | Action                                  |
|------|---|
| 4.   | Click the Show All Documents list item. |
|      | Show All Documents                      |



| Step | Action   |
|------|--|
| 5.   | Click and drag the <b>scroll bar</b> down to select a voucher. |



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| APAR Review [6]     APAR Priority [0]     APAR Priority [0]     APAR \$500 & Less Review [3]     APAR \$500 & Less Review [3]  |   | Арргоче   |
| APAR Post Audit Revenew [0]  |   | D <mark>INIED</mark><br>Deny                          |
| APAR Image Error Correction [0]<br>APAR Image Error Correction [0]<br>APAR Hold [1]<br>APAR Update PeopleSoft [1]<br>APAR Update PeopleSoft Confirmation                   |   | Hold  |
| APAR PeopleSoft Error [0]     APAR Denied Vouchers [0] |   | Route to<br>Route to<br>Reconciliation                |
| Document Name  |   | Send for<br>Image                                     |
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| Queue: APAR Review User: TP1   |   | Assign<br>Auditor and<br>Route to<br>Priorty<br>Queue |
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| Step | Action   |
|------|--|
| 6.   | Click the AWAITING AUDI - Voucher: 00001597 - D list item. |
|      | AWAITING AUDIT - Voucher: 00001597 - D                     |





| Step | Action   |
|------|--|
| 7.   | To review the information in ARC, double-click the <b>View in PeopleSoft</b> button. |

| ARC                     |  |                                   |                |                  |          |                         |
|-------------------------|--|-----------------------------------|----------------|------------------|----------|-------------------------|
|                         |  |                                   |                | Home             | Worklist | Add to Favorites Sign   |
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| Business Unit:          | COLUM                                      | Invoice Date:                     | 05/11/2012     |                  |          |                         |
| Voucher ID:             | 00001597                                   | Invoice No:                       | Test-Deny      |                  |          |                         |
| Voucher Style:          | Regular                                    | Invoice Total:                    | 600.00 U       | SD               |          |                         |
| Contract ID:            |  |                                   |                |                  |          |                         |
| Vendor Name:            | SUPPLIER VENDOR                            | Pay Terms:                        | Due Now        |                  |          |                         |
|                         | 3280 BROADWAY                              | Voucher Source:                   | Online         |                  |          |                         |
|                         | NEW YORK, NY 10027                         |                                   |                |                  |          |                         |
| Entry Status:           | Postable                                   | Origin:                           | ONL            |                  |          |                         |
| Match Status:           | No Match                                   | Created:                          | 05/11/2012     |                  |          |                         |
| Approval Status:        | Pending <u>Approval History</u>            | Created By:                       | AP_TEST_03     |                  |          |                         |
| Post Status:            | Unposted                                   | Modified:                         | 05/11/2012     |                  |          |                         |
|                         |  | Modified By:                      | AP_TEST_03     |                  |          |                         |
|                         |  | ERS Type:                         | Not Applicable |                  |          |                         |
| Budget Status:          | Not Chk'd                                  | Close Status:                     | Open           |                  |          |                         |
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| Step | Action                                    |
|------|---|
| 8.   | Click the <b>Invoice Information</b> tab. |
|      | Invoice Information                       |



| ARC   |  |   |                                       |  | Home  | Worklist         | Add to Favorites                                     | Sign o | ut |
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| Favorites Main Menu >   | Accounts Payable > Vouchers  | s > Add/Update > Regular E                                      | Attributes                            | Related Content<br>Error Summary                                   | 🔊 New Window                                    | ? Help 📔         | Customize Page                                       | http   | ^  |
| Business Unit:<br>Voucher ID:<br>Voucher Style:   | COLUM<br>00001597<br>Regular Voucher   | Invoice No:<br>Invoice Date:<br>Accounting Date:                | Test-Deny<br>05/11/2012<br>05/11/2012 | 2 )<br>2 )<br>2 )<br>2 )<br>2 )<br>2 )<br>2 )<br>2 )<br>2 )<br>2 ) | rocurement EDM                                  | View             | Action:<br>Run<br>Documents                          |        |    |
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| Step | Action  |
|------|---|
| 9.   | You can now review the voucher on the <b>Invoice Information</b> page in ARC. |

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| Business Unit:<br>Voucher ID:<br>Voucher Style:                      | COLUM<br>00001597<br>Regular Voucher  | Invoice No:<br>Invoice Date:<br>Accounting Date:                | Test-Deny<br>05/11/2012<br>05/11/2012 | )<br>)<br>Procurement EDM | Action:  |
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| Calculate  |   |   |                                       |                           | One Asset  |



| Step | Action  |
|------|---|
| 10.  | Toggle back to OnBase by clicking the <b>Minimize</b> button. |



| Step | Action  |
|------|---|
| 11.  | To deny the voucher, double-click the <b>Deny</b> button. |



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| 12.  | Upon clicking the Deny button, the <b>APAR Review</b> count decreases from [6] to [5]. |





| Step | Action   |
|------|--|
| 13.  | You have completed denying a voucher in OnBase.<br>You can now move onto the Review and Approve Vouchers in ARC lesson where<br>you will learn how to review and approve vouchers in ARC.<br>End of Procedure. |



### **Review and Approve Vouchers in ARC**

This is the *Review and Approve Vouchers in ARC* lesson of the *Voucher Audit and Review* course. Upon completion of this course, you will be able to:

• Understand how to review and approve vouchers in ARC

When a voucher has had all required lines and additional data entered, the voucher processor submits the voucher for approval. If the voucher is a PO Voucher, the voucher must be matched before it can be submitted into Workflow. Required approvals are determined based on the following configured workflow rules:

• All vouchers will require departmental approval. Vouchers will be routed for departmental approval based on the Department ID defined at the distribution line(s) along with the dollar threshold of the distribution line(s). Approvers will be assigned departments and dollar threshold approval access. Thus, a voucher will route to the approver(s) who can approve the department on a distribution line and the associated dollar threshold.

- Central AP Audit and Review will be able to select a button in OnBase that will display the ARC voucher and make final approval as needed

- Once Central AP Audit and Review approves the voucher in OnBase, the approval will be systematically updated in ARC

#### **Vouchers**

- For PO vouchers, segregation of duties is not required for any dollar amount -- this is because it has already occurred as part of the requisition process
- For non-PO vouchers under \$500, segregation of duties is not required
- For non-PO vouchers above \$500, segregation of duties is required

|         | PO Vouchers  | Non-PO Vouchers  |
|---------|--|--|
| < \$500 | <ul> <li>Voucher Initiator <u>can</u> be same<br/>as Voucher Approver</li> </ul> | <ul> <li>Voucher Initiator <u>can</u> be same as<br/>Voucher Approver</li> </ul> |
| > \$500 | <ul> <li>Voucher Initiator <u>can</u> be same<br/>as Voucher Approver</li> </ul> | Voucher Initiator <u>cannot</u> be same as<br>Voucher Approver                   |



### **Review Withholding Information**

Central Audit and Review will be responsible for reviewing the Withholding information on vouchers to ensure that Withholding is applicable and update the Withholding Class as appropriate.

In this scenario, Patty will review Withholding information on a voucher.

#### Procedure

Welcome to the *Review Withholding Information* topic where you will learn how to review withholding information on a voucher.

| ARC   | V <u>vo</u> | rklist      | Add to Favorite |    | Sign ou <u>t</u> | 4    |
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| Step | Action                           |
|------|----------------------------------|
| 1.   | Click the Accounts Payable link. |
|      | Accounts Payable                 |



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| Favorites Main Menu > Accounts Payable  |   | Home   Worklist   Addito Favorites   S    | ign out       |
| Accounts Payable  |   |   |               |
| Accounts Payable  |   |   |               |
| Access PeopleSoft Payables.   |   |   |               |
| Add, maintain, and approve vouchers.     Add.unitain     Add.Update     Maintain  | Control Groups<br>Add, mantain, and review control groups.<br>Group Information<br>Loddle Status<br>Control Group | Payments<br>Manual Payment and Prepayment |               |
| Review Accounts Pavable Info<br>Run inquiries on vouchers, vendors, payments, and<br>integration with systems. Vouchers |   |   |               |
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| Step | Action                          |
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| 2.   | Click the <b>Vouchers</b> link. |





| Step | Action                                   |
|------|--|
| 3.   | Click the Add/Update link.<br>Add/Update |

| ARC   |                               | Home   Worklist   Add to Favorites   Sign out                     |
|---|-------------------------------|---|
| Favorites Main Menu > Accounts Payable                                    |                               |   |
| Accounts Payable  |                               |   |
| Add/Update  |                               |   |
| Add and update vouchers.  |                               |   |
| Enter standard invoices and invoices associated with a<br>purchase order. | Search for Vouchers to Update | Cuick Invoice Entry<br>Enter invoices on a heads-down entry page. |
| Delete Voucher<br>Delete a saved voucher.                                 |                               |   |
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| Step | Action                               |
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| 4.   | Click the <b>Regular Entry</b> link. |
|      | Regular Entry                        |



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| Voucher  |        |             |                        |          |
|  |        |             |                        |          |
| Eind an Existing Value Add a New Value   |        |             |                        |          |
| Business Unit: COLUM   |        |             |                        |          |
| Voucher ID: NEXT   |        |             |                        |          |
| Voucher Style: Regular Voucher   |        |             |                        |          |
| Short Vendor Name:   |        |             |                        |          |
| Vendor ID:   |        |             |                        |          |
| Vendor Location:   |        |             |                        |          |
| Address Sequence Number: 0 🔍   |        |             |                        |          |
| Invoice Number:  |        |             |                        |          |
| Invoice Date:  |        |             |                        |          |
| Gross Invoice Amount: 0.00   |        |             |                        |          |
| Freight Amount: 0.00   |        |             |                        |          |
| Misc Charge Amount: 0.00   |        |             |                        |          |
| Estimated No. of Invoice Lines: 1  |        |             |                        |          |
| Add  |        |             |                        |          |
| Find an Existing Value   Add a New Value   |        |             |                        |          |
|  |        |             |                        |          |
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| Step | Action                                |
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| 5.   | Click the Find an Existing Value tab. |
|      | Eind an Existing Value                |

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| Veueber   |   |
| soucher   |   |
| Enter any information you have and click Search. Leave fields blank for a list of all values. |   |
|   |   |
| Find an Existing Value Add a New Value  |   |
| Limit the number of results to (up to 300): 300   |   |
| Business Unit: = 💌 COLUM  |   |
| Voucher ID: begins with 💌   |   |
| Invoice Number: begins with 💌   |   |
| Invoice Date: =   |   |
| Short Vendor Name: begins with 💌  |   |
| Vendor ID: begins with 🗾  |   |
| Name 1: begins with 💌   |   |
| Voucher Style: =  |   |
| Related Voucher: begins with 💌  |   |
| Entry Status:   |   |
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| Step | Action                        |
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| 6.   | Click in the Vendor ID field. |

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| Voucher   |  |
| Enter any information you have and click Search. Leave fields blank for a list of all values. |  |
|   |  |
| Find an Existing Value Add a New Value  |  |
| Limit the number of results to (up to 300): 300   |  |
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| Voucher ID: begins with 💌   |  |
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| Short Vendor Name: begins with 💌  |  |
| Vendor ID:  |  |
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| Step | Action   |
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| 7.   | Enter the desired information into the <b>Vendor ID</b> field. Enter "0000062275". |



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| Step | Action                   |
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| 8.   | Click the Search button. |

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| Business Unit:           | COLUM   | Invoice Date:          | 05/08/2012                    |                  |              |                           |
| Voucher ID:              | 00000445  | Invoice No:            | 123456789                     |                  |              |                           |
| Voucher Style:           | Regular   | Invoice Total:         | 0.00 U                        | SD               |              |                           |
| Contract ID:             |   |                        |                               |                  |              |                           |
| Vendor Name:             | ABC Vendor  | Pay Terms:             | Due Now                       |                  |              |                           |
|                          | 3280 Broadway<br>New York, NY 10027               | Voucher Source:        | Online                        |                  |              |                           |
| Entry Status:            | Postable  | Origin:                | ONL                           |                  |              |                           |
| Match Status:            | No Match  | Created:               | 05/22/2012                    |                  |              |                           |
| Approval Status:         | Pending   | Created By:            | AP_TEST_03                    |                  |              |                           |
| Post Status:             | Unposted  | Modified:              |                               |                  |              |                           |
|                          |   | Modified By:           | AP_TEST_03                    |                  |              |                           |
|                          |   | ERS Type:              | Not Applicable                |                  |              |                           |
| Budget Status:           | Not Chk'd   | Close Status:          | Open                          |                  |              |                           |
| Budget Misc Status:      | Valid   |                        |                               |                  |              |                           |
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| Step | Action                                    |
|------|---|
| 9.   | Click the <b>Invoice Information</b> tab. |
|      | Invoice Information                       |

| Summary Relate   | d Documents Invoice Info              | rmation Payments Voucl   | her Attributes                        | ary New Window  | : neip 🔄 oustonnize Hage  | http (IIII) |
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| Business Unit:<br>Voucher ID:<br>Voucher Style:  | COLUM<br>00000445<br>Regular Voucher  | Invoice No:<br>Invoice Date:<br>Accounting Date:                     | 123456789<br>05/08/2012<br>05/22/2012 | Procurement EDM   | Action:<br>Run View Documents   |             |
| Vendor ID:<br>ShortName:<br>Location:<br>Address:  | 0000062275<br>ABC-001<br>CHK-001<br>1 | ABC Vendor<br>3280 Broadway<br>New York, NY 10027<br>Q               | ې<br>بې                               | Date Dept Rec'd Invoice:<br>Service Location:<br>"Voucher Type: | 05/08/2012 B Session Defaults<br>US Attachments (0)<br>Check Requit Comments(0) |             |
| Advanced Vendor Se:<br>Invoice Lines:<br>Currency:<br>Miscellaneous:<br>Freight:<br>Total: | 0.00<br>USD                           | 'Pay Terms:     7       Basis Date Type:       Non Merchandise Summa | 00 Q                                  | Due Now   | Withholding<br>Print Invoice<br>Preview & Submit For Approve                    | l           |
| Difference:  | 0.00<br>Calculate                     | Copy From Source Docu<br>PO Unit:<br>PO Number:<br>Copy From:        | ment                                  |   | Copy PO   |             |
| invoice Lines<br>Line:<br>*Distribute by:<br>Ship To:<br>SpeedChart:                       | 1<br>Amount<br>CU00000001             | Item:<br>Unit Price:<br>Line Amount:<br>Description:                 |                                       | EUOM:   | Cone Asset  |             |

| Step | Action   |
|------|--|
| 10.  | The <b>Invoice Information</b> tab displays the voucher details.   |
|      | Since this vendor was set up with a withholding, a <b>Withholding</b> link is enabled to review withholding information. |



| Burmary Belated Documents   Invoice Information   Burmary   Belated Documents   Invoice Information   Burmary   Belated Documents   Invoice Information   Burmary   Action:   Invoice Information   Burmary   Action:   Invoice Date:   D00000425    Invoice Date:   D0000062275   ABC-001   3200 Broadway   ShortName:   ABC-001   3200 Broadway   New York, NY 10027   'Date Dept Rec'd Invoice:   D000000000000000000000000000000000000   |  | Accounts Davable                              | arr s Addilladata s Ra  | a Jar Entry                           |                                  | Home   | Worklist  | Add to Favorites                                 | Sign o    |
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| Business Unit: COLUM Invoice No: 123458789 Invoice Unit: Action:   Voucher Style: Regular Voucher Invoice Date: 05/08/2012 Invoice Date: Invoice Date:   Vendor ID: 0000062275 ACC Vendor Ober Percel Invoice: 05/08/2012 Invoice Date:   ShortHame: APC Vendor Date Dept Rec't Invoice: 05/08/2012 Invoice Date:   ShortHame: APC Vendor Date Dept Rec't Invoice: 05/08/2012 Sensito Date   ShortHame: OH-Coll APC Vendor Sensito Date Uservice Location: Uservice Location:   Outcher Starth OH-Coll New York, NY 10027 "Senvice Location: Uservice Location: Uservice Location:   Wanneed Vendor Search New York, NY 10027 "Senvice Location: Uservice Location: Uservice Location: Uservice Location:   Witholding New York, NY 10027 "Senvice Location: Uservice Location: Uservice Location: Uservice Location:   Waterleadues: 0.00 New York, NY 10027 "Senvice Location: Uservice Location: Uservice Location:   Waterleadues: 0.00 New York, NY 10027 "No Date Witholding   Macrency: 0.00 New York, NY 10027 "No Date   Witholding Non Merchandise Summary Witholding   Freight: 0.00 Copy From Surce Document   Provice Lines 0.00 Copy From Surce Document   Voucher Type: 0.00 Copy From Surce Document   Point   | Summary Related Do   | accounts Invoice Informati                    | on <u>Payments</u> <u>V</u> ouche                               | r Attributes                          | Related Content<br>Error Summary | 🔊 New Window                                   | ? Help  | 🗹 Customize Page                                 | http http |
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| 11.  | To review the Withholding information, click the <b>Withholding</b> link. |

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| Step | Action  |
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| 12.  | The Withholding Information page displays the Withholding details.  |
|      | <b>Note:</b> Central Audit and Review is responsible for reviewing the Withholding information on vouchers to ensure that Withholding is applicable and update the Withholding Class as applicable. |

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| 13.  | If the <b>Withholding Class</b> needs to be changed, but the appropriate class is not available to be selected, contact Vendor Management to add the appropriate withholding class to the vendor profile. |
|      | Once added, the Central Audit and Review specialist can update the withholding class on the voucher line as appropriate.  |



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| 14.  | If the voucher should not be flagged as withholding, the "Withholding Applicable" flag should be deselected on the voucher. |
|      | The Central A&R Specialist would click the "Back to Invoice" link and click save on the Invoice Information page.           |
|      | Click the <b>Withholding Applicable</b> option.   |



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| 15.  | Click the <b>Back to Invoice</b> link.<br>Back to Invoice |

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| 16.  | Click and drag the scroll bar down to click to the Save button. |

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| Line:<br>'Distribute by:<br>Ship To:<br>SpeedChart:  | 1<br>Amount<br>CU00000001  | •<br>Q  | ltem:<br>Unit Price:<br>Line Amount:<br>Description:         |                                      |             | Q UC<br>0.00 | DM:<br>Jantity:                      |                                      | □ One Asse                               | et.                                       |      |
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| Calculate<br>Distribution Lines  |  |   |  |                                      |             |              | <u>Customize</u>   Fir               | nd   View All   <sup>0</sup>         | 🛛   🐂 First 🗹                            | 1 of 1 D Last                             |      |
| Calculate Distribution Lines GL Chart Exchange   | Rate Statistics  | Assets  |  |                                      |             |              | <u>Customize   Fi</u>                | nd   View All                        | 🎘   🛗 First 🕻                            | 1 of 1 D Last                             |      |
| Calculate<br>Distribution Lines<br>GL Chart Exchange<br>Copy<br>Down Line  | Rate Statistics  | <u>A</u> ssets<br>1t Quanti                           | ty *GL Unit  | Account                              | Openitem    | Fund         | <u>Customize   Fii</u><br>Dept       | nd   View All   <sup>[</sup>         | Function                                 | 1 of 1 Last<br>PC Bus<br>Unit             |      |
| Calculate Distribution Lines GL Chart Exchange Copy Down Line  | Rate Statistics<br>Merchandise An  | Assets<br>nt Quanti                                   | ty 'GL Unit  | Account<br>68305 Q                   | Openitem    | Fund<br>30 Q | Customize   Fil<br>Dept<br>1208103 Q | nd View All  <br>Initiative          | Function                                 | 1 of 1 Last<br>PC Bus<br>Unit<br>GENR Q   |      |
| Calculate Distribution Lines GL Chart Copy Down Line Copy Line Line Copy Line Line Line Line Line Line Line Line | Rote Statistics<br>Merchandise An<br>1 0.0   | Assets<br>nt Quanti<br>0                              | ty GL Unit   | Account<br>68305 Q                   | OpenItem    | Fund<br>30 Q | Customize   Fil<br>Dept<br>1208103 Q | nd View All<br>Initiative 00000      | Function                                 | 1 of 1 D Last<br>PC Bus<br>Unit<br>GENR Q |      |
| Calculate Colored Copy Copy Copy Copy Copy Copy Copy Copy  | Rote Statistics<br>Merchandise An<br>1 0.0<br>ieerch Notify<br>ents   Invoice Inform | Assets<br>nt Quanti<br>10<br>Refr<br>ation   Pay      | TTTT)<br>SGL Unit<br>COLUNQ<br>ssh<br>ments   Voucher Attrib | Account<br>68305 Q<br>utes   Error S | Openitem    | Fund<br>30 Q | Customize   Fir<br>Dept<br>1208103 Q | nd View All<br>Initiative<br>00000   | Function                                 | 1 of 1 Lest<br>PC Bus<br>Unit<br>GENR Q   | ау   |
| Calculate Distribution Lines CL Chet Copy Dopy Line Save Save Return to S ummary   Related Docum   | Rete Statistics<br>Merchandise An<br>1 0.0<br>Search S Notify<br>ents Invoice Inform | Assets<br>nt Quanti<br>10<br>0<br>Refr<br>ation   Pay | ty GL Unit<br>COLUNQ<br>4<br>esh<br>ments   Voucher Attrib   | Account<br>68305 Q<br>utes   Error S | Openitem    | Fund<br>30 Q | Customize   Fil                      | nd View All  <br>Initiative<br>00000 | E Function Q 225 E Add                   | 1 of 1 Lost<br>PC Bus<br>Unit<br>GENR Q   | ау   |

| Step | Action                        |
|------|-------------------------------|
| 17.  | Click the <b>Save</b> button. |
|      | Save                          |



| Favorites Main Menu >  | Accounts Payable                          | > Vouch                              | ers > Add/Update   | > Regular          | Entry        |        |                                | Home         | Worklist      | Add                               | to Favorites             | Sign out |
|--|---|--------------------------------------|--|--------------------|--------------|--------|--------------------------------|--------------|---------------|-----------------------------------|--------------------------|----------|
| Advanced Vendor Search<br>Invoice Lines:<br>*Currency:<br>Miscellaneous:<br>Freight:<br>Total: |   | 0.00<br>USD Q<br>91<br>92<br>0.00    | *Pay Terms:<br>Basis Date Type:<br>Non Merchandise S     | Di<br>Ir<br>ummary | )<br>IV Date | Q      | Due Now                        |              | Vithho        | Iding<br>Print Invo<br>ew & Subrr | nice<br>hit For Approval | )        |
| Difference:  | Calculate                                 | 0.00                                 | Copy From Source<br>PO Unit:<br>PO Number:<br>Copy From: | Document           | one          |        |                                | •            | <u>Go</u>     | Сору Р                            | 0                        |          |
| Line:<br>'Distribute by:<br>Ship To:<br>SpeedChart:  | 1<br>Amount<br>CU00000001                 | <b>1</b><br>Q                        | item:<br>Unit Price:<br>Line Amount:<br>Description:     |                    |              | Q<br>Q | DM:                            |              | Q<br>Q<br>□ C | ne Asset                          |                          |          |
| Calculate<br>Distribution Lines<br>GL Chart Exchange<br>Copy Line                              | Rate Statistics                           | <u>A</u> ssets                       | ity *GL Unit   | Account            | Openitem     | Fund   | <u>Customize   Fin</u><br>Dept | d   View All | 💷   🐂         | First 🔀 1                         | PC Bus                   |          |
|  | 1 0.                                      | .00                                  | COLUNQ   | 68305 Q            | ۰<br>م       | 30 🔍   | 1208103Q                       | 00000        | Q 2           | 25                                |                          |          |
| Save 🔍 Return to   | Search 🖹 Notify<br>nents   Invoice Inforr | <b>A</b> Refr<br>mation   <u>Pay</u> | esh<br>ments   Voucher Attrik                            | outes   Error S    | Summary      |        |                                |              | E             | Add a                             | E Update/Displa          | IV.      |

| Step | Action   |
|------|--|
| 18.  | You have completed reviewing withholding information on a voucher.<br>You can now move onto the <i>Review Withholding Payment</i> topic where you will learn how to validate a withholding payment.<br>End of Procedure. |



### **Review Withholding Payment**

Central Audit and Review will be responsible for validating that ARC schedule a 1099 Withholding payment for a vendor that has been designated for Withholding.

In this scenario, Patty will validate that ARC scheduled a 1099 Withholding payment for a vendor that was designated for Withholding.

#### Procedure

Welcome to the *Review Withholding Payment* topic where you will learn how to validate that ARC scheduled a 1099 Withholding payment for a vendor that has been designated for Withholding.



| Step | Action                           |
|------|----------------------------------|
| 1.   | Click the Accounts Payable link. |
|      | ▷ Accounts Payable               |



|  |   | Home         | Worklist     | Add to Favorites       | Sign out |
|--|---|--------------|--------------|------------------------|----------|
| Resources Preinfield / Mccounty Payable  |   |              |              |                        |          |
| Accounts Payable   |   |              |              |                        |          |
| Access PeopleSoft Payables.  |   |              |              |                        |          |
| Add, maintain, and approve vouchers.   | Add, maintain, and review control groups.<br>Group Information<br>Update Status<br>Delete Control Group | Create and m | anage paymen | nts.<br><u>payment</u> |          |
| Review Accounts Payable Info<br>Run inquiries on vouchers, vendors, payments, and<br>integration with systems.<br>Youchers |   |              |              |                        |          |
|  |   |              |              |                        |          |
| Done   |   |              | rusted sites | 🤹 • 🔍                  | 100% -   |

| Step | Action                          |
|------|---------------------------------|
| 2.   | Click the <b>Vouchers</b> link. |





| Step | Action                               |
|------|--------------------------------------|
| 3.   | Click the <b>Regular Entry</b> link. |
|      | Regular Entry                        |

| ARC                              |   | Home   Worklist   AdditoFavorites   Sign out |
|----------------------------------|---|--|
| Favorites Main Menu > Acc        | ounts_Payable > Vouchers > Add/Update > Regular Entry |  |
|                                  |   | 🖉 New Window 🤶 Help 📲 http                   |
| Voucher                          |   |  |
|                                  |   |  |
| Eind an Existing Value           | ld a New Value  |  |
|                                  |   |  |
| Business Unit:                   | COLUM Q   |  |
| Voucher ID:                      | NEXT  |  |
| Voucher Style:                   | Regular Voucher                                       |  |
| Short Vendor Name:               | Q   |  |
| Vendor ID:                       | Q   |  |
| Vendor Location:                 | Q   |  |
| Address Sequence Number:         | 0 Q   |  |
| Invoice Number:                  |   |  |
| Invoice Date:                    | (Fell   |  |
| Gross Invoice Amount:            | 0.00  |  |
| Estimated No. of Invoice Lines   | : 1   |  |
| Add                              |   |  |
|                                  |   |  |
|                                  |   |  |
| Find an Existing Value   Add a f | Vew Value   |  |
|                                  |   |  |
|                                  |   |  |
|                                  |   |  |
|                                  |   |  |
|                                  |   |  |
|                                  |   |  |
|                                  |   |  |
| Dope                             |   | √ Trusted sites 🖉 • 🔍 100% •                 |

| Step | Action                                |
|------|---------------------------------------|
| 4.   | Click the Find an Existing Value tab. |
|      | Eind an Existing Value                |


| ARC   |         |                   |                      |
|---|---------|-------------------|----------------------|
| Favorites   Main Menu > Accounts Pavable > Vouchers > Add/Update > Regular Entry  | Home    | Worklist   Add to | ravorites   Signiout |
| ere de la construcción de la constr<br>La construcción de la construcción d |         | 🖉 New Window      | ? Help 鴅 http        |
| Voucher   |         |                   |                      |
| Enter any information you have and click Search. Leave fields blank for a list of all values.   |         |                   |                      |
| Find an Existing Value Add a New Value  |         |                   |                      |
| Limit the number of results to (up to 300): 300   |         |                   |                      |
| Business Unit: = 💌 COLUM 🔍  |         |                   |                      |
| Voucher ID: begins with 💌   |         |                   |                      |
| Invoice Number: begins with 💌   |         |                   |                      |
| Invoice Date: =   |         |                   |                      |
| Short Vendor Name: begins with 💌  |         |                   |                      |
| Vendor ID: begins with 💌  |         |                   |                      |
| Name 1: begins with   |         |                   |                      |
| Voucher Style: =  |         |                   |                      |
| Related Voucher: begins with  |         |                   |                      |
| Entry Status:   |         |                   |                      |
| Voucher Source:   |         |                   |                      |
| Origin: begins with   |         |                   |                      |
| Case Sensitive  |         |                   |                      |
| Search Clear Basic Search 🔄 Save Search Criteria  |         |                   |                      |
| Find an Existing Value Add a New Value  |         |                   |                      |
|   |         |                   |                      |
|   |         |                   |                      |
|   |         |                   |                      |
|   |         |                   |                      |
|   |         |                   |                      |
| Done  | 🛛 🏀 🗸 т | rusted sites      | 🖓 🔹 🔍 100% 🔹 🏿       |

| Step | Action                                |
|------|---------------------------------------|
| 5.   | Click in the <b>Voucher ID</b> field. |

| ARC  | Home   Worklist   AdditoFavorites   Sign out |
|--|--|
| Favorites Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry               |  |
|  | 🖓 New Window 🥇 Help 🐰 http                   |
| Voucher  |  |
| Enter environmention you have and aliak Pearsk Leave fields klass/ far a list of all values. |  |
| Enter any mormation you have and cick Search. Leave nergs brank for a list of an values.     |  |
| Find an Existing Value Add a New Value   |  |
| imit the number of results to (unito 300): 300   |  |
| Business Unit: = COLUM   |  |
| Voucher ID: begins with  |  |
| Invoice Number: begins with  |  |
| Invoice Date:  |  |
| Short Vendor Name: begins with 💌   |  |
| Vendor ID: begins with 💌 🔍   |  |
| Name 1: begins with 💌  |  |
| Voucher Style: =   |  |
| Related Voucher: begins with 💌   |  |
| Entry Status:  |  |
| Voucher Source: =  |  |
| Origin: Degins with 💌  |  |
| Case Sensitive   |  |
| Search Clear Back Search E Save Search Criteria  |  |
|  |  |
|  |  |
| Find an Existing Value Add a New Value   |  |
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| lone   | 🔰 👘 🗸 Trusted sites                          |

## Training Guide Voucher Audit and Review



| Step | Action  |
|------|---|
| 6.   | Enter the desired information into the <b>Voucher ID</b> field. Enter "00000501". |

| ARC   |                                     |
|---|-------------------------------------|
| Favorites Main Menu > Accounts Pavable > Vouchers > Add/Undate > Regular Entry  | Home Worklist Add to Favorites Sign |
| n an all constructions and a standard and a standard and all an | New Window 2 Help 🖷 http:           |
|   | 12- Hew William : Help http/http    |
| Voucher   |                                     |
| Taken and information was been and dist. On each disease fields blackform distant distants  |                                     |
| Enter any information you have and click Search. Leave lields brank for a list of all values.   |                                     |
| Find an Existing Value Add a New Value  |                                     |
| Limit the number of results to (up to 200). 200   |                                     |
|   |                                     |
| Voucher ID: heating with  00000501  |                                     |
| Invoice Number: begins with   |                                     |
| Invoice Date:   |                                     |
| Short Vendor Name: begins with  |                                     |
| Vendor ID: begins with  |                                     |
| Name 1: begins with 💌   |                                     |
| Voucher Style: =  |                                     |
| Related Voucher: begins with 💌  |                                     |
| Entry Status:   |                                     |
| Voucher Source: =   |                                     |
| Origin: begins with 💌   |                                     |
| Case Sensitive  |                                     |
| Rearch Close Death County FI Dawn Dearch Orthoda  |                                     |
| Basic Search Easic Search Chiena  |                                     |
|   |                                     |
| Find an Existing Value Add a New Value  |                                     |
|   |                                     |
|   |                                     |
|   |                                     |
|   |                                     |
| •   |                                     |
| Done  | 🍾 🗸 Trusted sites 🖓 🔹 🔍 100%        |

| Step | Action                   |
|------|--------------------------|
| 7.   | Click the Search button. |



| ARC                         |   | te - Demiler Cetur     |                | Home             | Worklist     | Add to Favorites Sign: out |
|-----------------------------|---|------------------------|----------------|------------------|--------------|----------------------------|
| Havuntes Main Meriu > Acc   | ourits Payable > Voucriers > Aud/opua       | te > Regular Eritry    |                |                  | a            | Maria a Maria              |
| Summany Related Docum       | ents Invoice Information Payments           | Voucher ättributes     | Fror Summary   | Ren New Mindow   | r Help       | 🕑 Customize Page 📲 nttp    |
| Communy Related Docan       | Terrere montation Terrere                   | Togener Autograd       | Endrodminary   |                  |              |                            |
| Business Unit:              | COLUM                                       | Invoice Date:          | 05/03/2012     |                  |              |                            |
| Voucher ID:                 | 00000501                                    | Invoice No:            | AP_1099Proces  | ssing_02         |              |                            |
| Voucher Style:              | Regular                                     | Invoice Total:         | 650.00 U       | SD               |              |                            |
| Contract ID:                |   |                        |                |                  |              |                            |
| Vendor Name:                | WITHHOLDING VENDOR - MULTI CLASS            | Pay Terms:             | Due Now        |                  |              |                            |
|                             | 3280 Broadway<br>New York, NY 10027         | Voucher Source:        | Online         |                  |              |                            |
| Entry Status:               | Postable                                    | Origin:                | ONL            |                  |              |                            |
| Match Status:               | No Match                                    | Created:               | 05/03/2012     |                  |              |                            |
| Approval Status:            | Approved Approval History                   | Created By:            | AP_TEST_03     |                  |              |                            |
| Post Status:                | Posted                                      | Modified:              | 05/07/2012     |                  |              |                            |
|                             |   | Modified By:           | AP_WF_TEST_    | 21               |              |                            |
|                             |   | ERS Type:              | Not Applicable |                  |              |                            |
| Budget Status:              | Valid                                       | Close Status:          | Open           |                  |              |                            |
| Budget Misc Status:         | Valid                                       |                        |                |                  |              |                            |
| "View Related               | Payment Inquiry                             | Go                     |                |                  |              |                            |
| 📓 Save 🔍 Return to Searc    | ch 📔 Notify 🗘 Refresh                       |                        | E+ A           | dd 🖉 Update/Disp | play         |                            |
| Summary   Related Documents | Invoice Information   Payments   Voucher At | tributes   Error Summa | iny            |                  |              |                            |
|                             |   |                        |                |                  |              |                            |
|                             |   |                        |                |                  |              |                            |
|                             |   |                        |                |                  |              |                            |
|                             |   |                        |                |                  |              |                            |
|                             |   |                        |                |                  |              |                            |
|                             |   |                        |                |                  |              |                            |
| •                           |   |                        |                |                  |              |                            |
| Done                        |   |                        |                | 🔰 👘 🗸 Ti         | rusted sites | 🖓 🔹 🔍 100% 🔹               |

| Step | Action   |
|------|--|
| 8.   | The Central Audit & Review Specialist will click on the <b>Payments</b> tab on the voucher to confirm that 2 payment rows have been created.<br>Click the <b>Payments</b> tab. |



| APC                     |                                   |                           |                      |                           |   |            |
|-------------------------|-----------------------------------|---------------------------|----------------------|---------------------------|---|------------|
|                         | A second a Davidala and Mariakana | Additionate - Description |                      | Home                      | Worklist Add to Favorites                   | Sign out   |
| Favorites Main Menu > . | Accounts Payable > Vouchers       | > Add/Update > Regular E  | ntry                 | lassed Billing all as see | 2 Usin 📝 Quatantina David                   | B          |
| Summary Related Do      | uments Invoice Information        | Payments Voucher Attrib   | utes Error Summary   | vew window                | r Help 🕜 Customize Page 🦷                   | se unb     |
|                         |                                   |                           |                      |                           |   |            |
| Business                | COLLIM                            | Invoice No:               | AP_1099Processing_02 | 2                         | Action:                                     |            |
| Unit:<br>Voucher        | 00000501                          | Invoice Date:             | 05/03/2012           |                           |   |            |
| ID:                     | Regular Voucher                   |                           |                      |                           | Run   |            |
| Voucher                 | 650.00                            |                           | 1                    | Procurement El            | DM View Documents                           |            |
| Total                   |                                   |                           |                      |                           |   |            |
| Amount:                 |                                   |                           |                      |                           |   |            |
| Vendor Name:            | WITHHOLDING VEND                  | OR - "Pay Terms:          | 00 Due               | Now                       | Schedule Payment                            | 16         |
|                         | MULTICLASS                        |                           |                      |                           |   |            |
| Document Information    |                                   |                           |                      |                           |   |            |
| Payment information     |                                   |                           |                      |                           | Find   View All First == 1 of 2 == La       | <u>151</u> |
| Payment:                | 1                                 |                           |                      |                           |   |            |
| *Remit to:              | T00000026 🗾 👮                     | Gross Amount:             | 448.50               | USD                       | Payment Inquiry                             |            |
| Location:               | CHK-01                            | Discount:                 | 0.00                 | USD                       | Express Payment<br>Audit Logo               |            |
| *Address:               | 1                                 |                           |                      |                           | Pavment Comments(0)                         |            |
| WITHHOLDING VENDOR      | - MULTI CLASS                     | Scheduled Due:            | 05/03/2012           | _                         | Holiday/Currency                            |            |
| New York, NY 10027      |                                   | Net Due:                  | 05/03/2012           | _                         |   |            |
|                         |                                   | Discount Due:             |                      | _                         |   |            |
|                         |                                   | Accounting Date:          | 05/07/2012           |                           |   |            |
| Payment Options         |                                   |                           |                      |                           |   |            |
| *Bank:                  | CHASE                             | Pay Group:                |                      | <b>v</b> 1                | Vendor Bank                                 |            |
| *Account:               | DISB                              | 'Handling:                | US                   |                           | Meccanec                                    |            |
| *Method:                | CHK Check                         | *Netting:                 | Not Applicable       | v                         | measures.                                   |            |
| L/C ID:                 |                                   | Hold Reason:              |                      | ¥                         | Hold Payment                                |            |
| Message:                |                                   |                           |                      | _                         | Separate Payment                            |            |
| •                       |                                   |                           |                      |                           |   |            |
|                         |                                   |                           |                      |                           | unter alle alle alle alle alle alle alle al | - 1092     |

| Step | Action   |
|------|--|
| 9.   | The <b>Payments</b> tab displays 2 rows under the Payment Information section: |
|      | 1. The first row will designate the payee as the remit vendor.                 |
|      | 2. The second row will designate the tax authority vendor as the remit vendor. |



| ARC  |   |  |          |  |                        |  |                 | Home       | Vvoridiist   | Add to Favorites                                 | Sign out    |
|--|---|--|----------|--|------------------------|--|-----------------|------------|--|--|-------------|
| Favorites Main Menu >  | Accounts Pa                                   | ayable > Vi                                | ouchers  | > Add/Updat  | e > Regular En         | itry                                   |                 |            |  |  |             |
| Summary Related Do   | cuments                                       | Invoice Infor                              | mation   | Payments   |                        | Related Con<br>tes Error Summa         | tent 🗗 N<br>ry  | lew Window | ? Help   | 🖌 Customize Page                                 | http        |
| Business<br>Unit:<br>Voucher<br>ID:<br>Voucher<br>Style:<br>Total  | 1   | COLUM<br>00000501<br>Regular Vou<br>850.00 | cher     | Invo<br>Invo   | ice No:<br>ice Date:   | AP_1099Pro                             | cessing_02<br>P | rocurement | EDM  | Action:<br>Run<br>View Documen                   | ts          |
| Amount:<br>Vendor Name:  | N<br>I  | WITHHOLDIN<br>MULTI CLASS                  | IG VEND( | DR- *Payv  | Terms:                 | 00                                     | Due             | Now        |  | Schedule Payme                                   | ents        |
| Payment:<br>"Remit to:<br>Location:<br>"Address:<br>WITHHOLDING VENDO<br>3280 Broadway<br>New York, NY 10027 | 1<br>T00000002<br>CHK-01<br>1<br>R - MULTI CL | 6  | <b>N</b> | Gross Amoun<br>Discount:<br>Scheduled Du<br>Net Due:<br>Discount Due:<br>Accounting Da | t: [<br>e: [<br>ate: [ | 05/03/2012<br>05/03/2012<br>05/07/2012 | 448.50          | USD        | Payment I<br>Express P<br>Audit Loos<br>Payment (<br>Holiday/C | nguiny<br>Yayment<br>S<br>Comments(0)<br>urrency |             |
| Payment Options "Bank: "Account: "Method: L/C ID: Message:   | CHASE<br>DISB<br>CHK                          | Chec                                       | k<br>M   | Pay Group:<br>'Handling:<br>'Netting:<br>Hold Reason                                   | [<br>[<br>c            | US<br>Not Applicable                   |                 | A A        | Vendor Ba<br>Messages<br>Hold P<br>Separa                      | ank<br>3<br>/ayment<br>ate Payment               |             |
|  |   |  |          |  |                        |  |                 | - <b>1</b> | Trusted sites  | - €  | ▶<br>100% ▼ |

| Step | Action  |
|------|---|
| 10.  | To display the second row, click the <b>Show next row</b> (Alt+.) button. |

|   | Accounts Pavable > Vouchers                              | > Add/Undate > Repular F  | Fotry                         | Home                  | Worklist   Addito F   | avorites   Sign out    |
|---|--|---|-------------------------------|-----------------------|---|------------------------|
| Summary Related Doc   | cuments Invoice Information                              | Payments Youcher Attrib   | Related Content               | New Window            | ? Help 📝 Custon   | nize Page 🛄 http 🔺     |
| Business<br>Unit:<br>Voucher<br>ID:<br>Voucher<br>Style:<br>Total   | COLUM<br>00000501<br>RegularVoucher<br>650.00            | Invoice No:<br>Invoice Date:  | AP_1099Processi<br>05/03/2012 | ng_02<br>Procurement  | EDM View  | ction:                 |
| Amount:<br>Vendor Name:   | WITHHOLDING VENE<br>MULTI CLASS                          | OOR - Pay Terms:  | 00                            | Due Now               | Sched   | ule Payments           |
| Payment Information Payment: "Remit to: Location: "Address: Internal Revenue Service Internal Revenue Service Ogden, UT 84201 | 2<br>[RS ]<br>CHK-1 ]<br>1<br>Center<br>Center<br>Center | Gross Amount:<br>Discount:<br>Scheduled Due:<br>Net Due:<br>Discount Due:<br>Accounting Date: | 05/03/2012<br>05/03/2012      | 11.50 USD<br>0.00 USD | End   View All Erst<br>Payment inquiry<br>Express Payment<br>Payment Comments((<br>Holiday/Currency | 2 of 2 🖬 stri<br>I 🗭 🖷 |
| Payment Options "Bank: "Account: "Method: L/C ID: Message:  | CHAGE<br>DISB<br>CHK Check                               | Pay Group:<br>'Handling:<br>'Netting:<br>Hold Reason:   | US<br>Not Applicable          | V<br>V                | Vendor Bank<br>Messages<br>Hold Payment<br>Separate Paymen  | ,                      |
| ▲   |  |   |                               |                       | Trusted sites   |                        |

## Training Guide Voucher Audit and Review



| Step | Action   |
|------|--|
| 11.  | The second row in the <b>Payment Information</b> section displays the tax authority as the remit vendor. |

| rgrite: Main Meru > Accounts Payable > Vouchers > Add/Update > Regular Entry  turmmary Related Documents molec Information Payments Voucher Attributes Error Summary  Business COLUM Invoice No: Personand Payable > COLUM Invoice > COLUM Invoice No: Personand Pay | ARC  |   |  |  | Home VVorki                                | ist   AdditoFavonites   Sign                                 |
|--|--|---|--|--|--|--|
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| Account:     DISB     'Handling:     US     Messages       Method:     CHK     Check     'Netting:     Not Applicable     In Hold Payment       L/C ID:     Image: Ima  | Payment Options  | HASE  | Pay Group:   |  | Vendo                                      | r Bank   |
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|  | L/C ID:<br>Message:  |   | Hold Reason:   |  |  | parate Payment   |

| Step | Action  |
|------|---|
| 12.  | You have completed reviewing withholding payment information.<br>You can now move onto the <i>Key Terms</i> lesson where you can review terms and their definitions.<br>End of Procedure. |



# Key Terms

The following terms will be helpful throughout the course:

| Term  | Definition   |
|---|--|
| Ad Hoc Approval                                   | Ad Hoc approval inserted into the voucher approval<br>process via an Ad Hoc Approver. The Ad Hoc Approver<br>role is reserved for a user who has specific knowledge<br>or approval authority related to a particular transaction.                          |
| OnBase (Electronic Document<br>Management System) | A document management solution that electronically<br>routes documents through review processes and<br>improves staff accessibility to information.  |
| Security  | Controls what level of access a user can have to pages,<br>dollar thresholds, data, and allowable actions in the<br>system. Security ensures that users have the<br>appropriate page access and access to data required to<br>perform their job functions. |
| Segregation of Duties (SOD)                       | The concept of having more than one person required to complete a task to prevent fraud and error.   |
| Workflow  | Automatic rule-based routing to pre-determined<br>approvers based on criteria such as role, department,<br>commodity, account, and dollar amount.  |
| Worklist  | A prioritized list of work items created by workflow.<br>From the Worklist, you can directly access the pages<br>you need to perform the next action, and then return to<br>the Worklist for another item.   |



#### **Course References**

Please find links to all of the Job Aids, Policies, and Procedures that were referenced throughout this course:

- Getting Started with the New Web-Based Training Tool
   Voucher Audit and Review Training Guide



### Knowledge Assessment

If you are taking this course to obtain security access to one of Columbia University's Financial Systems, please ensure you have completed the following:

1. **Security Application Request:** All security roles must be requested by the user through the Columbia University Financial Systems Security Application which can be found in the Service Catalog of ServiceNow (https://columbia.service-now.com/). *Note: All security roles must be approved by both the user's manager and Department Security Administrator (DSA) for the School/Admin Unit to which access is being requested.* 

2. **Training Requirements:** Security access will only be granted once all training requirements have been fulfilled. After a user has reviewed all of the applicable training material for a particular role, users must complete the Knowledge Assessment associated with that training course with a score of 90% or higher. The Knowledge Assessments can be found in New CourseWorks. If you have any questions about the training required for any security role, click here for the Course to Role job aid.

If you are taking this course for information purposes only, i.e., you are not requesting a security role, no Knowledge Assessment is required.



# Glossary

| ARC         | Accounting and Reporting at Columbia. Columbia University's new financial system.  |  |  |
|-------------|--|--|--|
| Budget      | Enables users to control commitments and expenditures automatically by   |  |  |
| Checking    | checking them against predefined, authorized budgets.  |  |  |
| ChartFields | The fields that make Columbia's Chart of Accounts and provide it with an overall structure. ARC has a total of eleven ChartFields which are recorded on every transaction.   |  |  |
| Field       | An area on a page that displays or requires data.  |  |  |
| PeopleSoft  | Oracle's PeopleSoft system is an integrated software package that provides a wide variety of business applications to assist in the day-to-day execution and operation of business processes. Each individual application, such as Financial's and Human Resources, interacts with each other to offer an effective and efficient means of working and reporting in an integrated fashion across the enterprise. |  |  |
|             | ARC and PeopleSoft are used interchangeably when referring to Columbia's new financial system.   |  |  |
| Security    | Controls what level of access a user can have to pages, dollar thresholds, data, and allowable actions in the system. Security ensures that users have the appropriate page access and access to data required to perform their job functions.   |  |  |
| Workflow    | Automatic, rule-based routing to pre-determined users based on criteria such<br>as role, department, commodity, account and dollar amount. Workflow<br>manages and tracks the flow of work.  |  |  |