

Voucher Audit and Review

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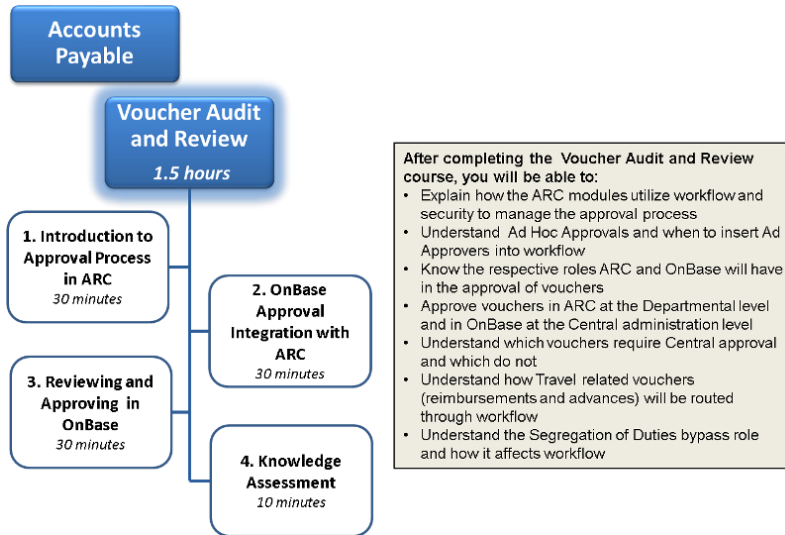
Training Guide
Voucher Audit and Review



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.

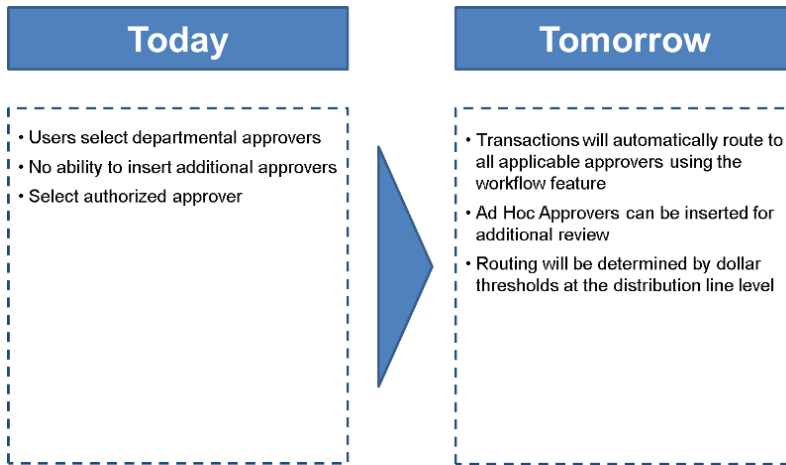


This is Patty. She works in the Accounts Payable Central Audit and Review group. She is responsible for performing voucher approvals at the Central AP level and maintaining vouchers when appropriate, i.e., defining withholding information.

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



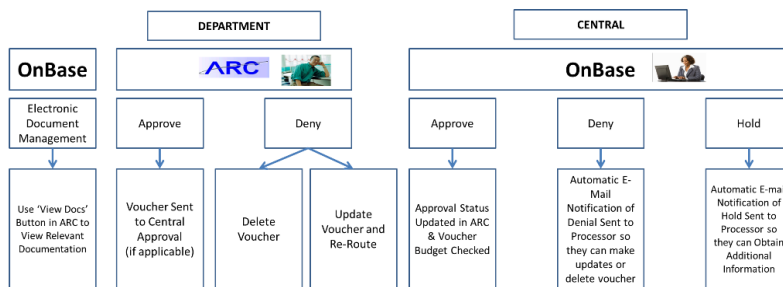
Procurement Approval Process Summary

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

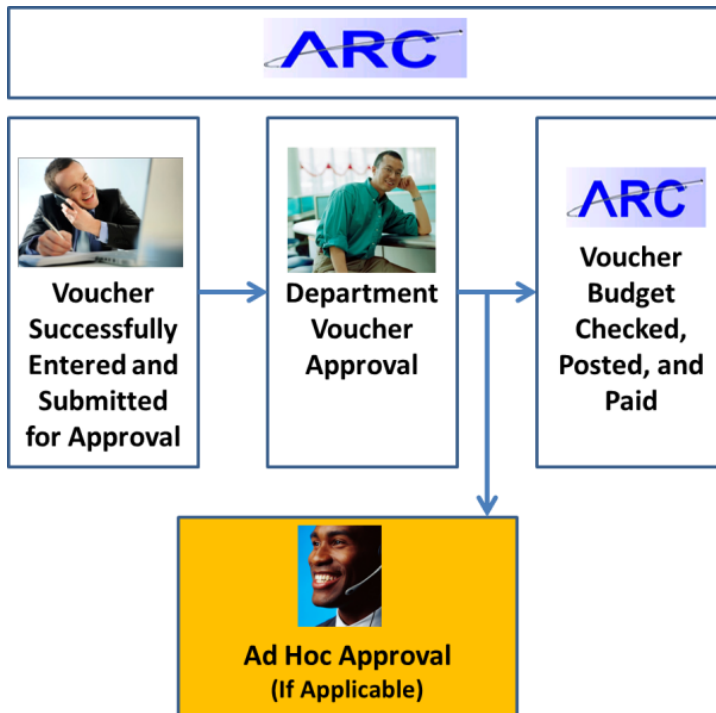
Benefits:

- 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:



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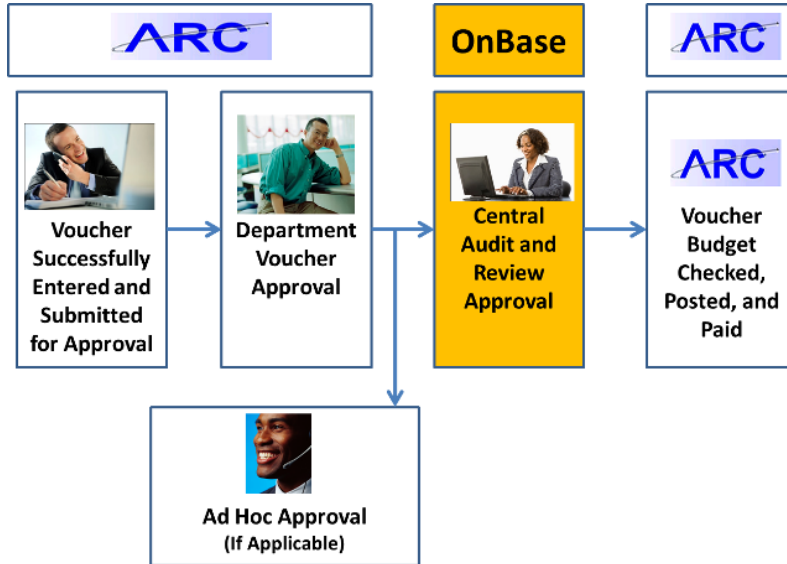


Central Approvals

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

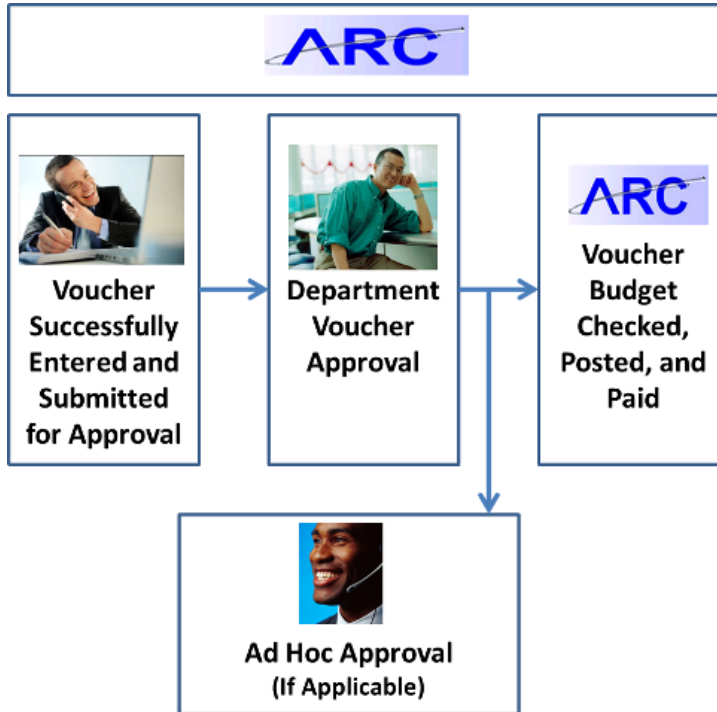
The following diagram highlights the non-PO voucher approval process:



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)

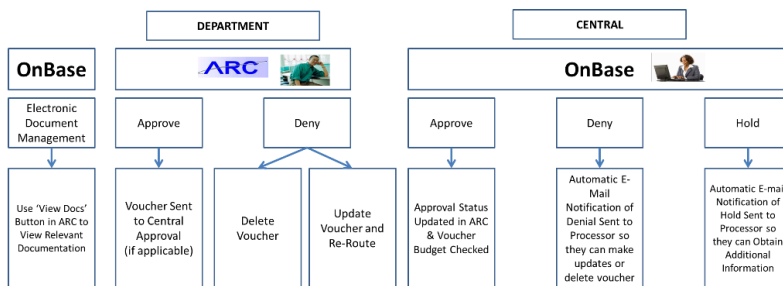
The following describes the integration process between ARC and OnBase.

- 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



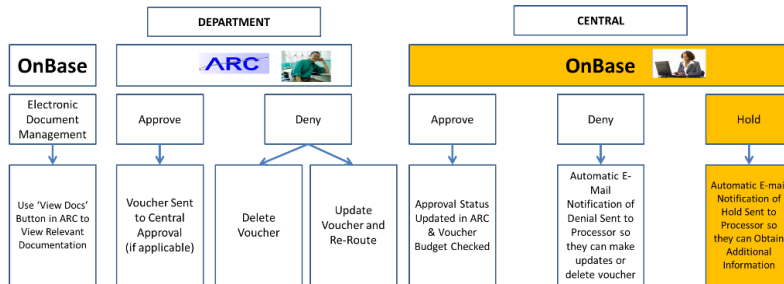
Place Voucher on Hold

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.

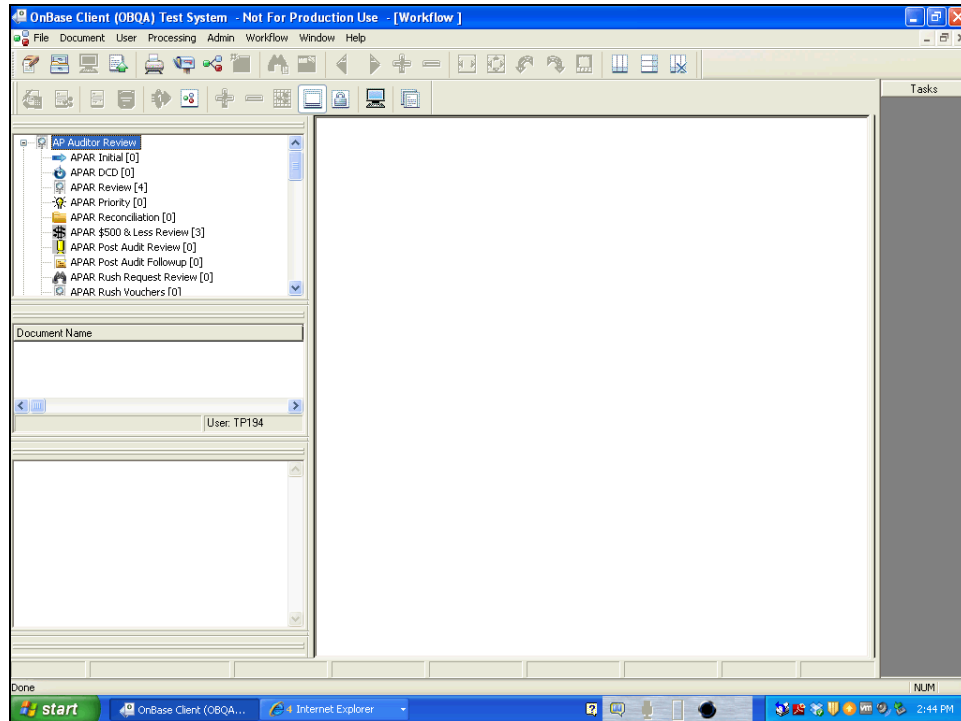
1. The Voucher will be placed in the AP Central Audit and Review Specialist's Hold queue.
2. When the Voucher Processor responds to the Hold email or uploads additional supporting documentation using the Procurement EDM process, the Voucher will move out of the Hold queue and into the original queue.


The following diagram highlights the Voucher Hold process in OnBase:

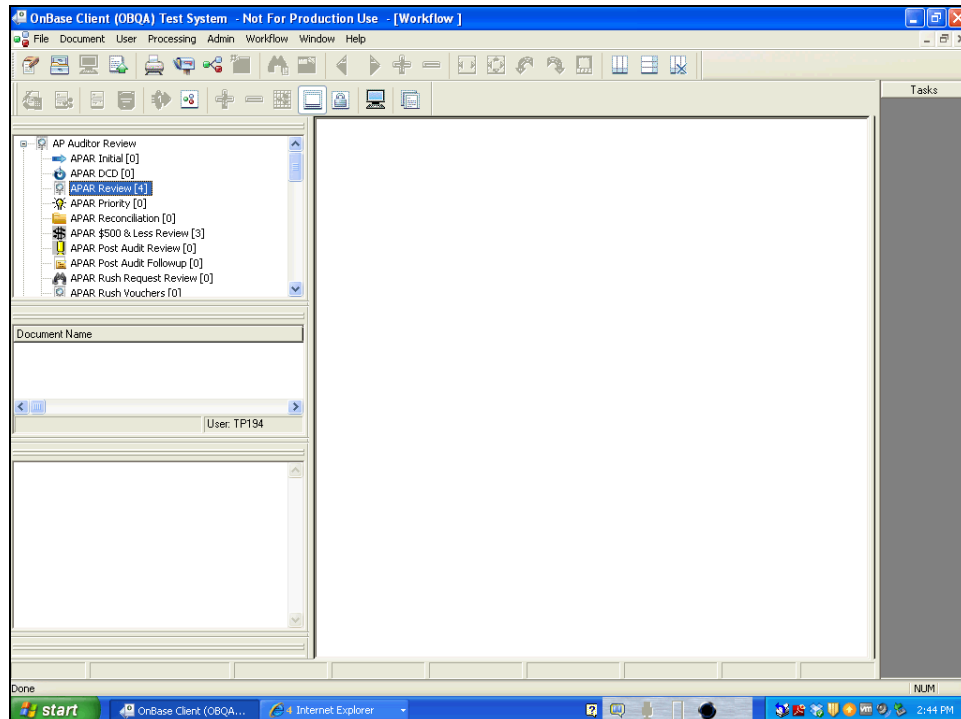


Procedure

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




Step	Action
1.	Click the AP Auditor Review tree item. 

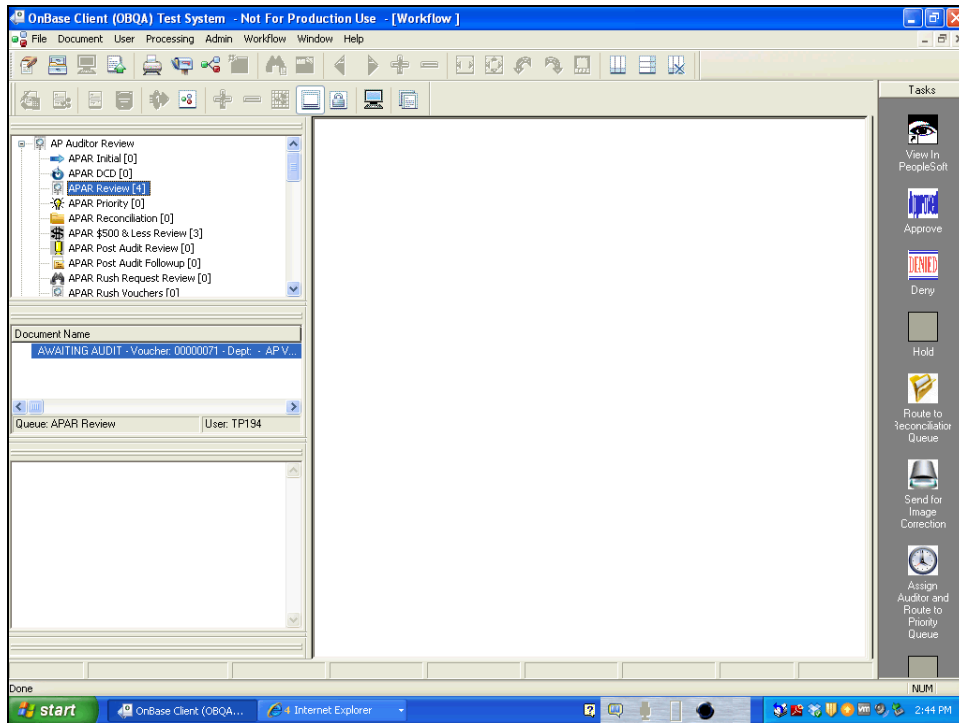



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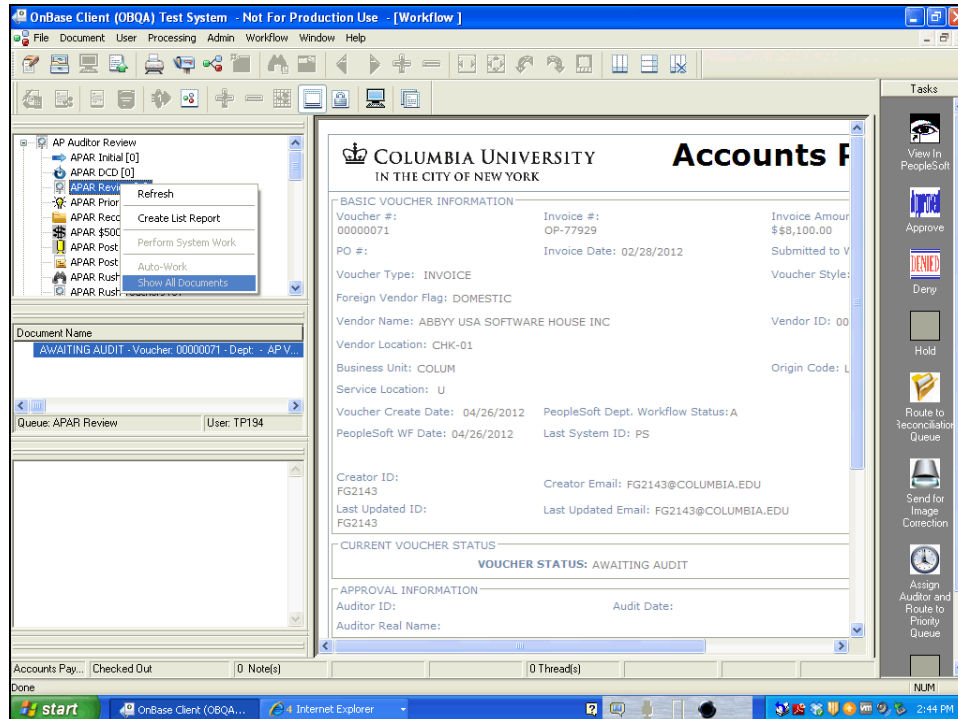
Voucher Audit and Review

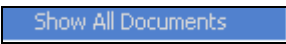


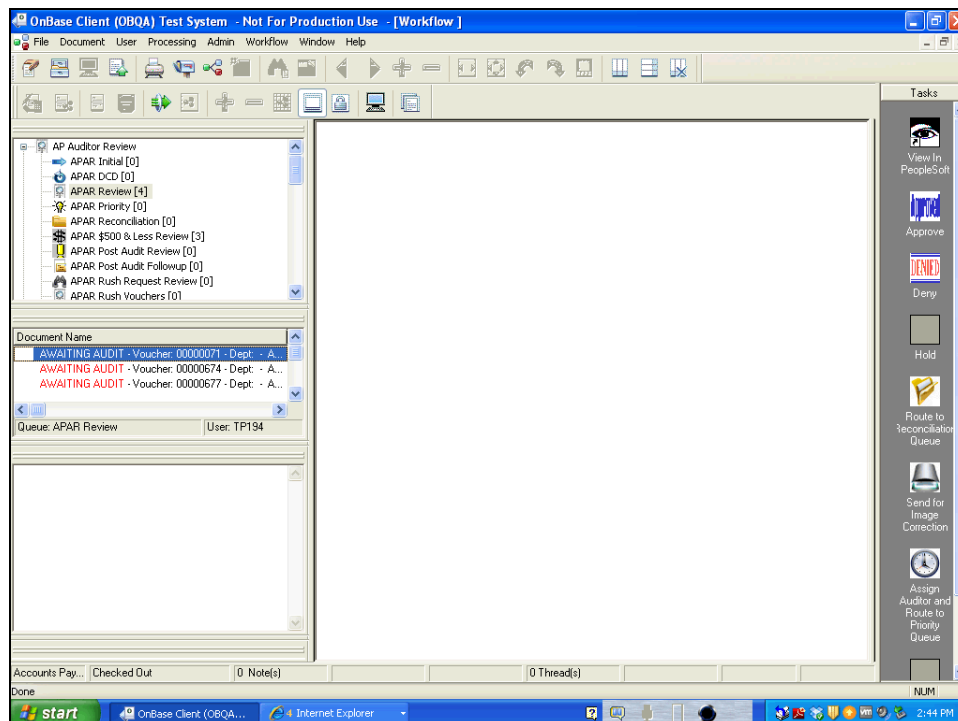
Step	Action
2.	Click the APAR Review [4] tree item. 



Step	Action
3.	Right-click the APAR Review [4] tree item. 




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

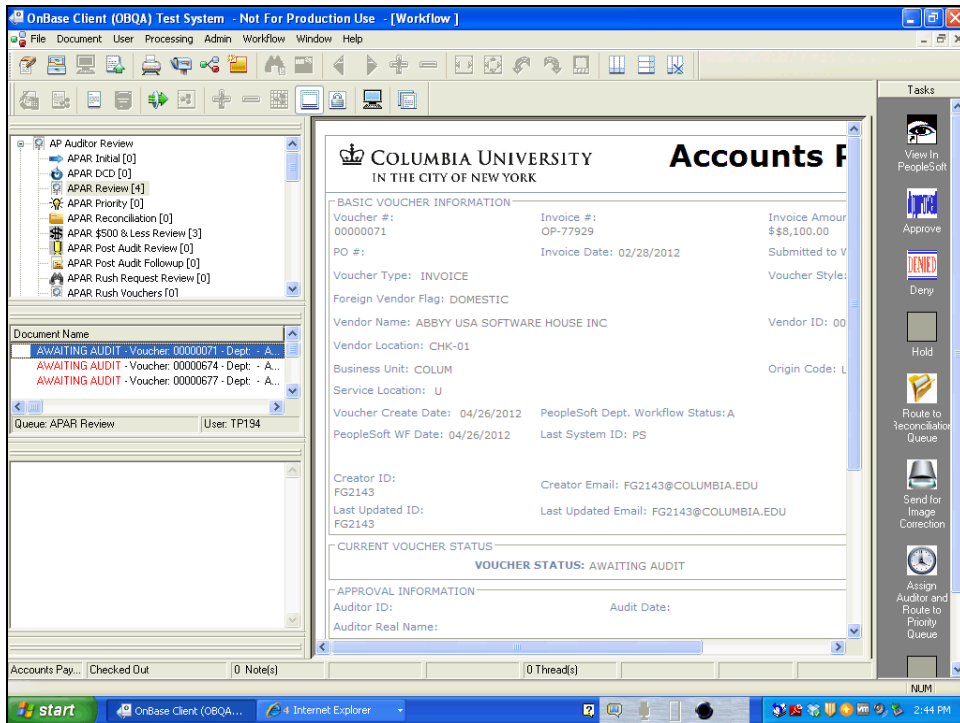



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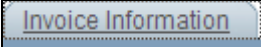
Voucher Audit and Review



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



Step	Action
6.	To review the voucher in ARC, double-click the View in PeopleSoft button. 

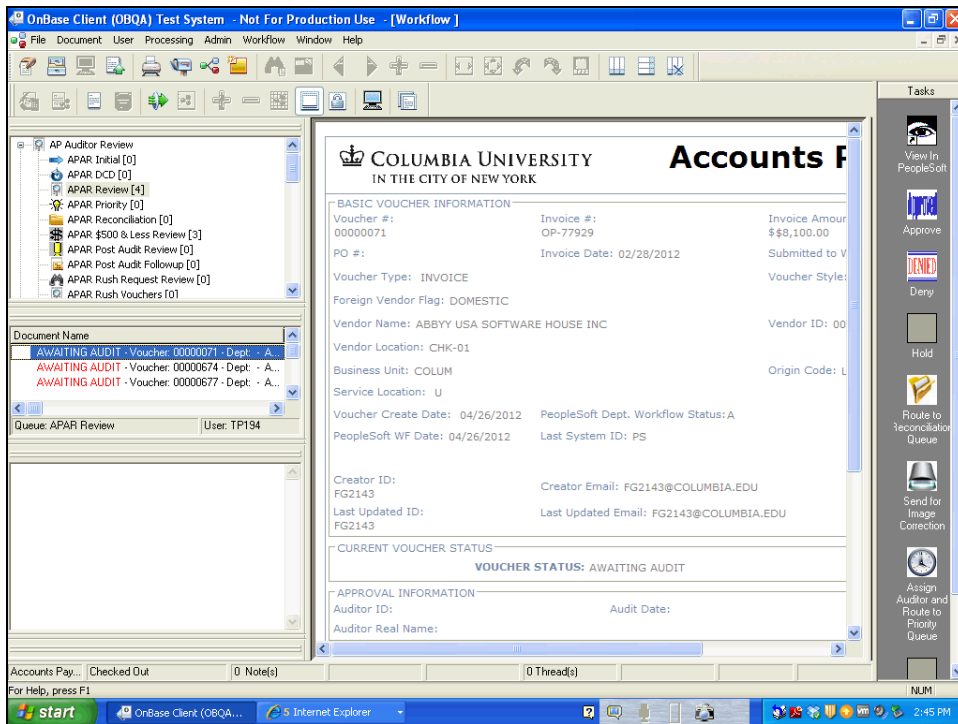
Step	Action
7.	Click the Invoice Information tab. 


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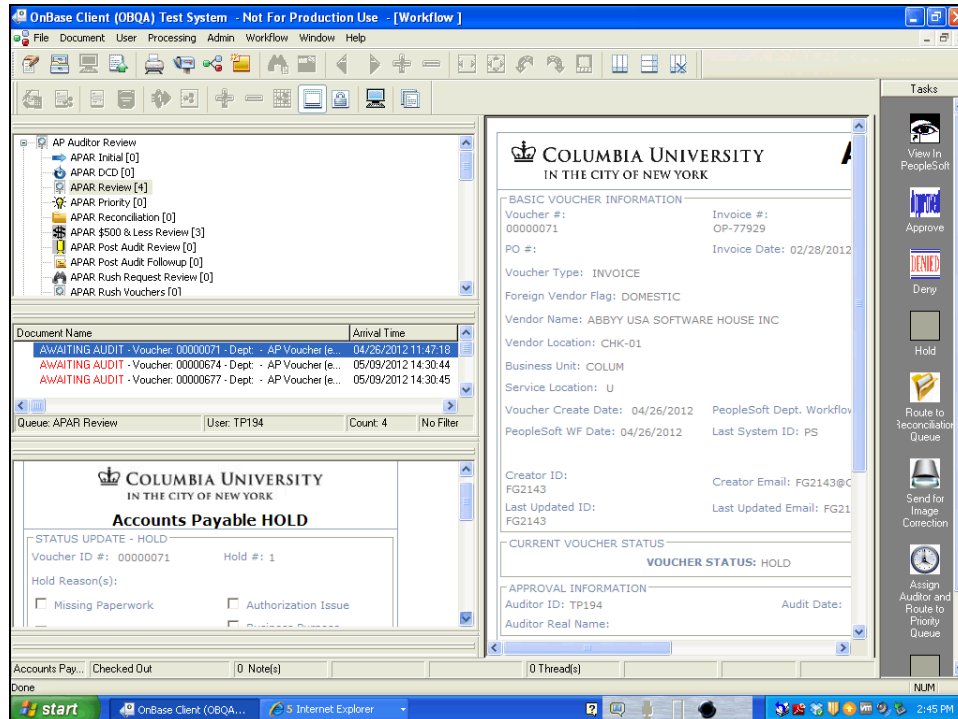
Voucher Audit and Review



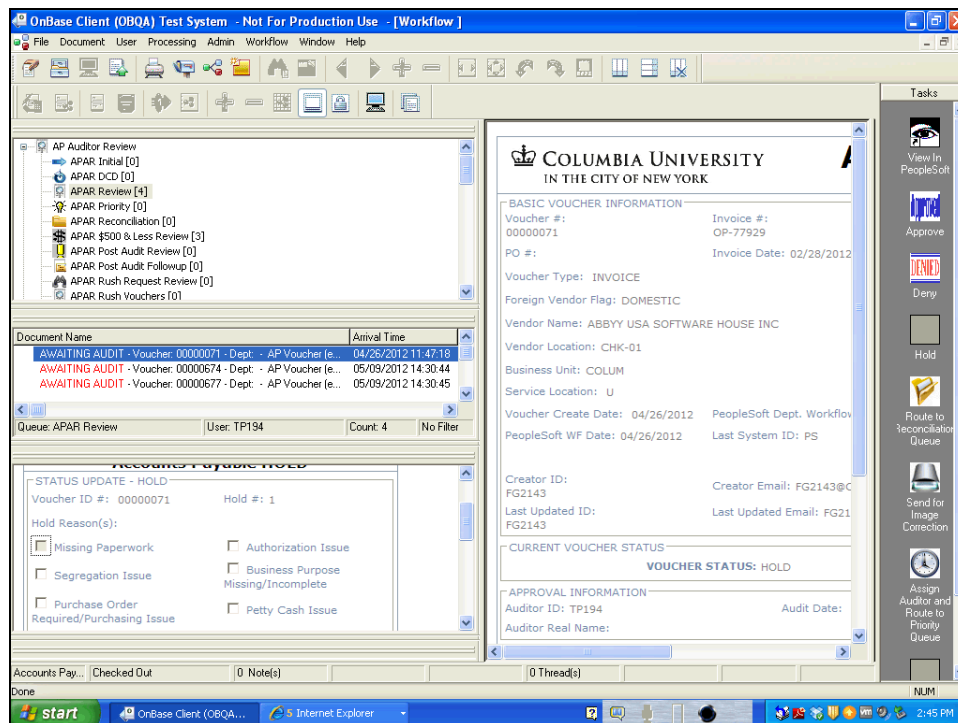
Step	Action
8.	The Voucher displays in ARC where it can be reviewed. Upon review, toggle back to OnBase to place the voucher on hold.



Step	Action
9.	To place the voucher on hold, double-click the Hold button. 




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

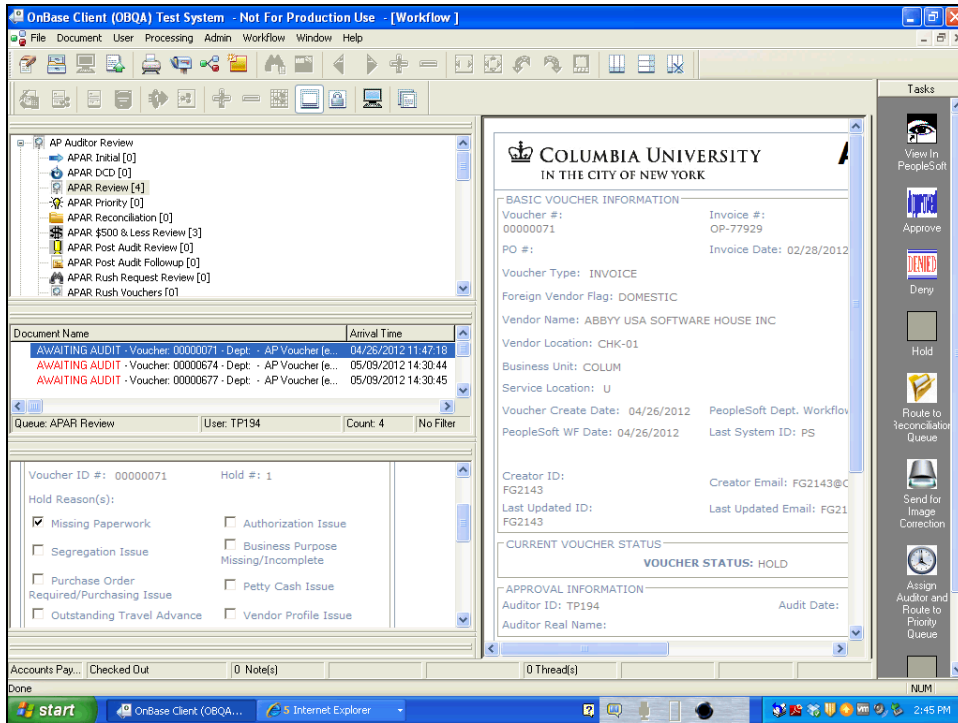


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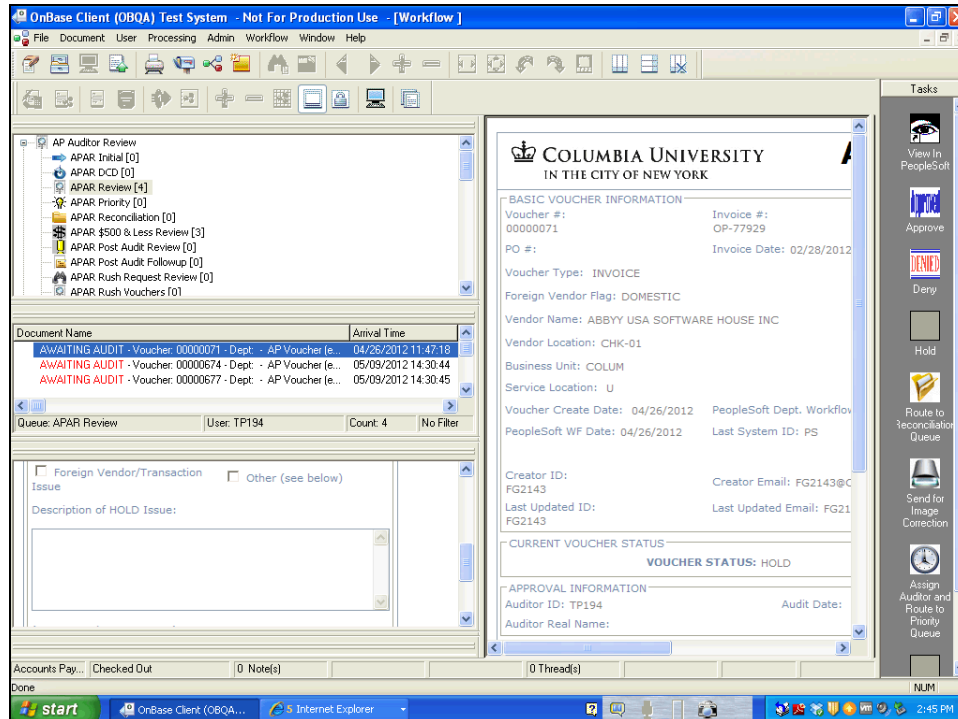
Voucher Audit and Review



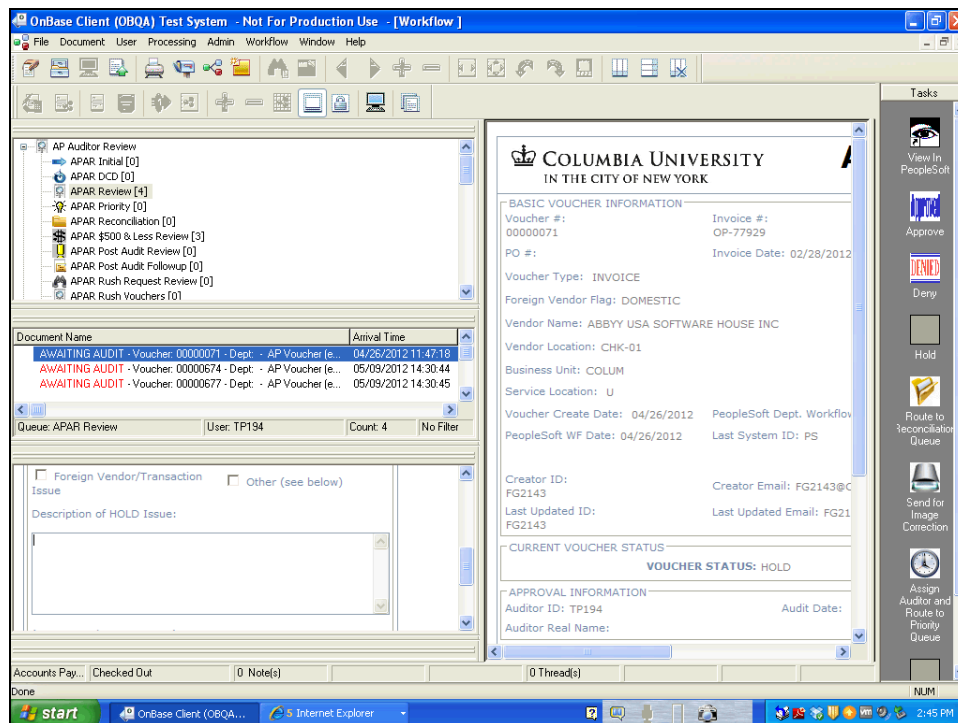
Step	Action
11.	In this scenario, click the Missing Paperwork checkbox. 



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



Step	Action
13.	Click in the Comments field.

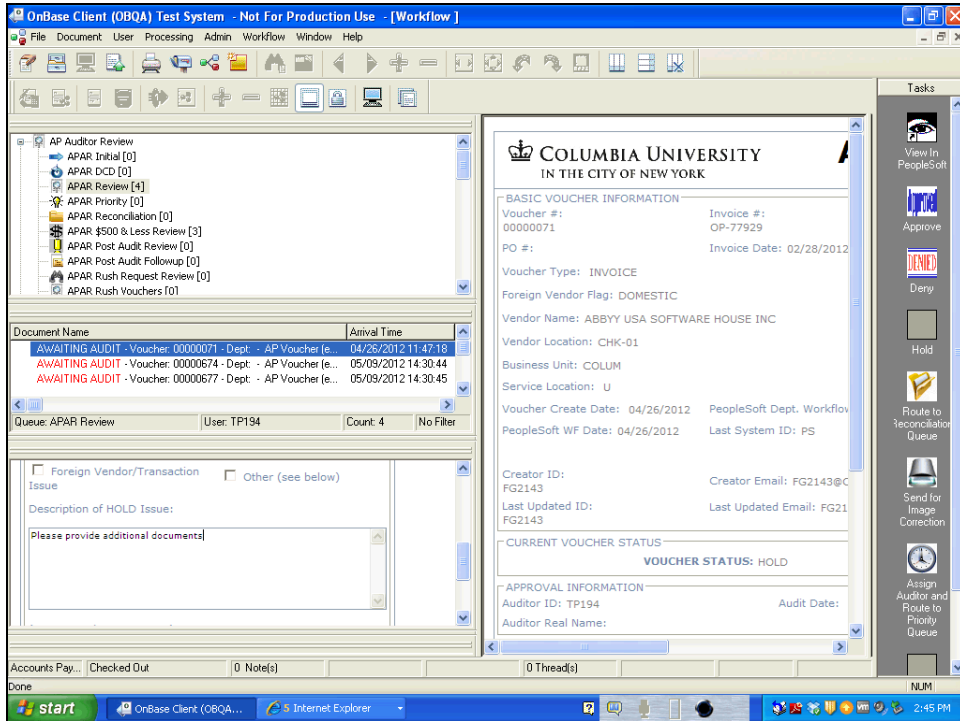


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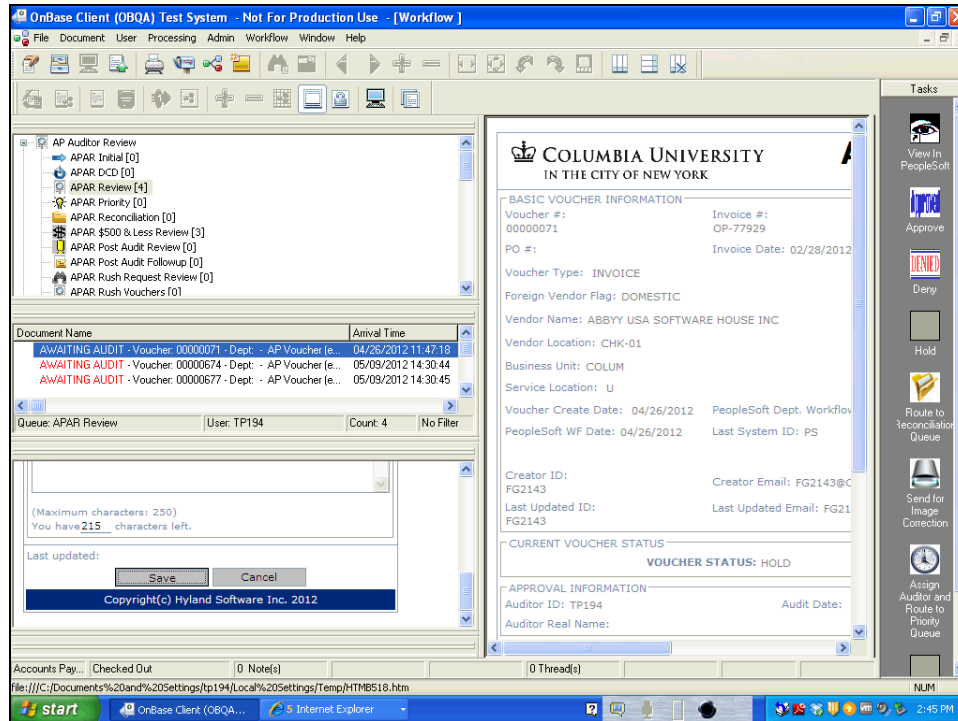
Voucher Audit and Review




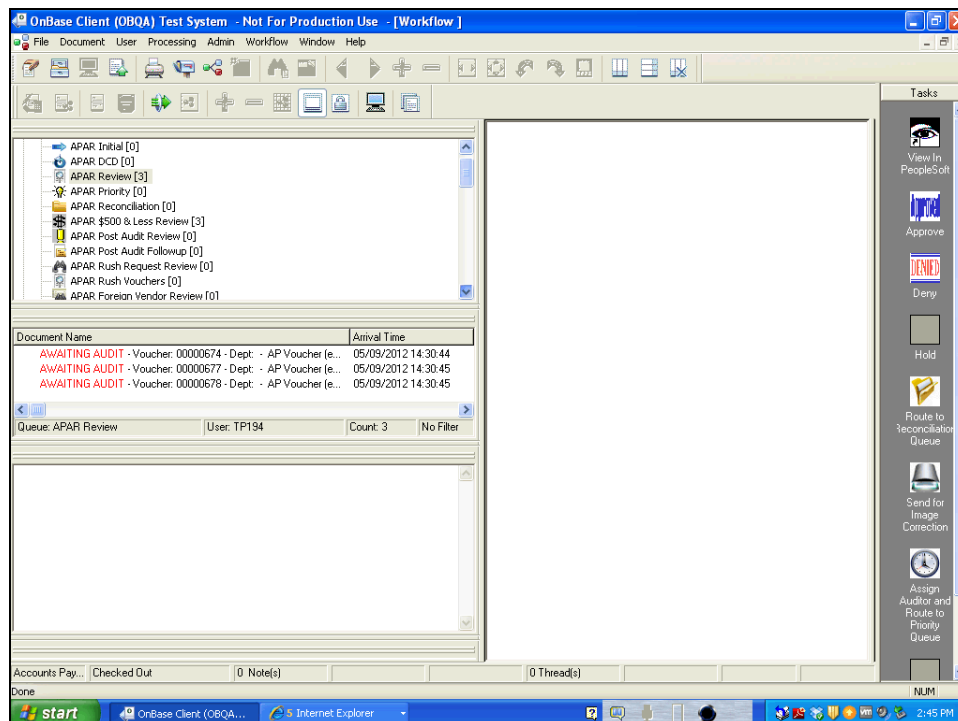
Step	Action
14.	Enter the desired information into the Comments field. Enter " Please provide additional documents ".



Step	Action
15.	Click and drag the scroll bar down to click the Save button.



Step	Action
16.	Click the Save button. 

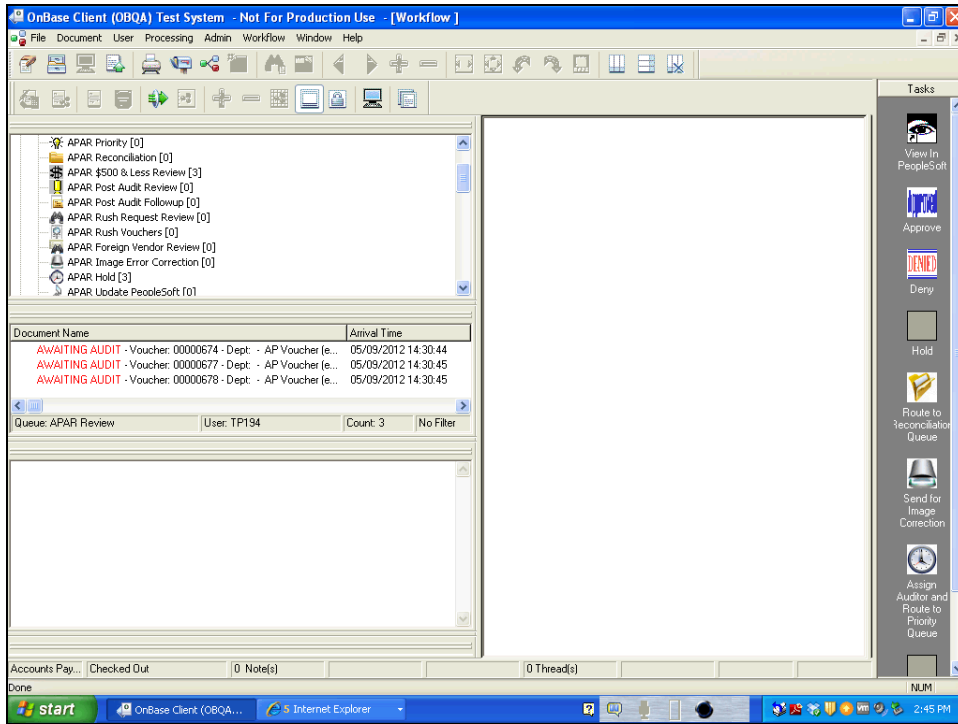


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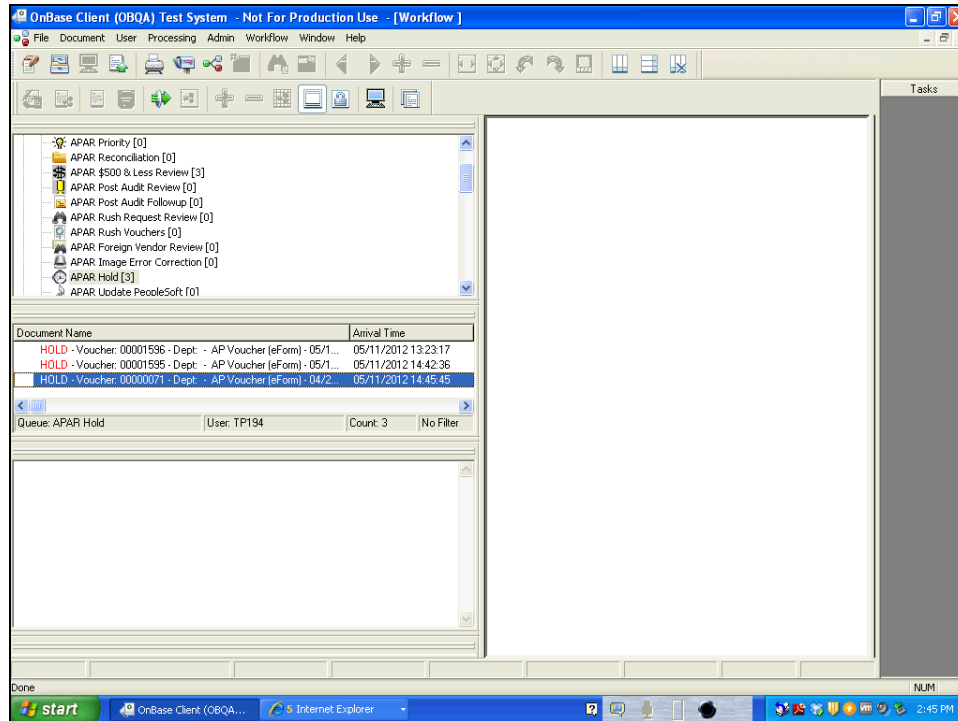
Voucher Audit and Review



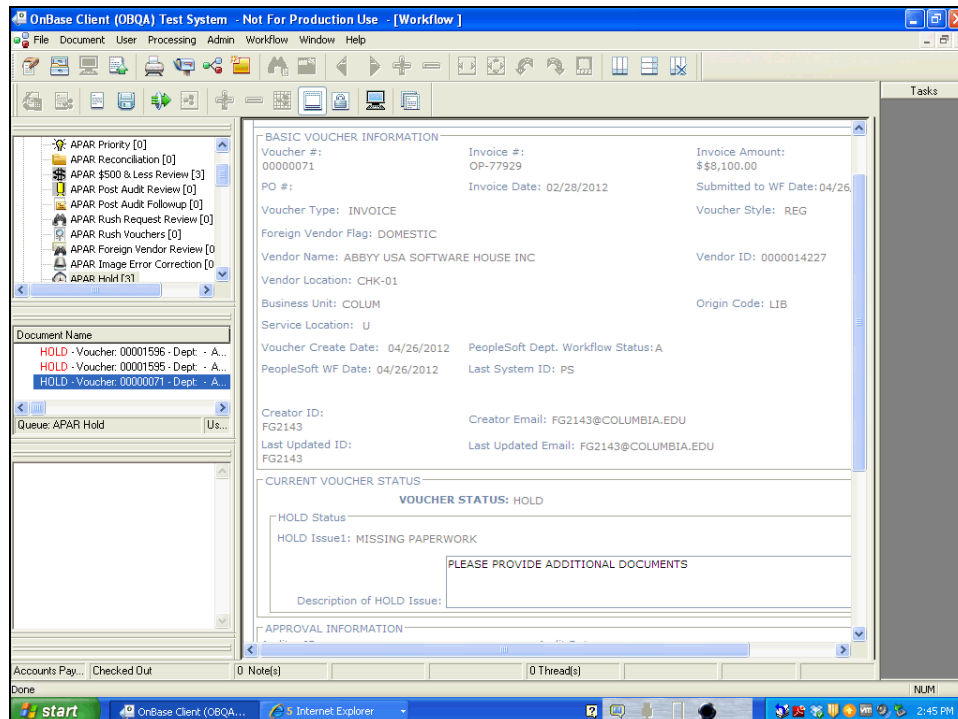
Step	Action
17.	Click and drag the scroll bar down to select the APAR Hold tree item.



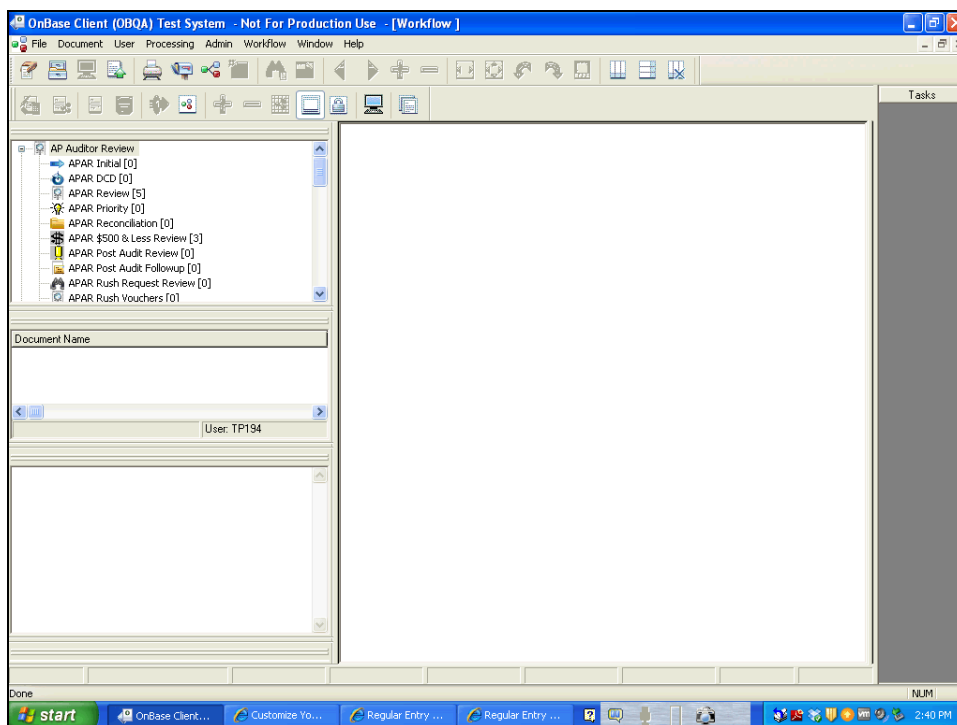
Step	Action
18.	To confirm that the Voucher was placed on hold in OnBase, click the APAR Hold [3] tree item. <div style="border: 1px solid black; padding: 2px; display: inline-block;">APAR Hold [3]</div>



Step	Action
19.	Click the HOLD - Voucher: 0000071 - Dept: - AP Voucher (eForm) - 04/2... list item.



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



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



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

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Voucher Audit and Review

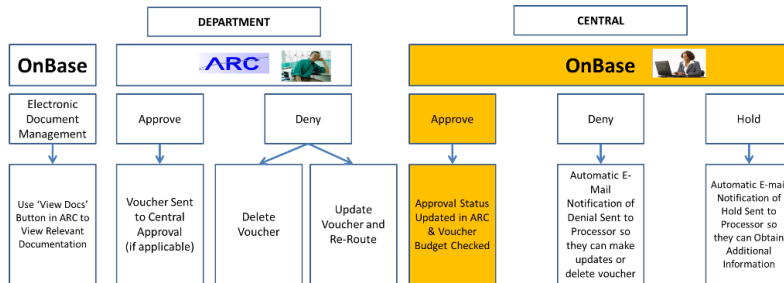


Approve Voucher

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

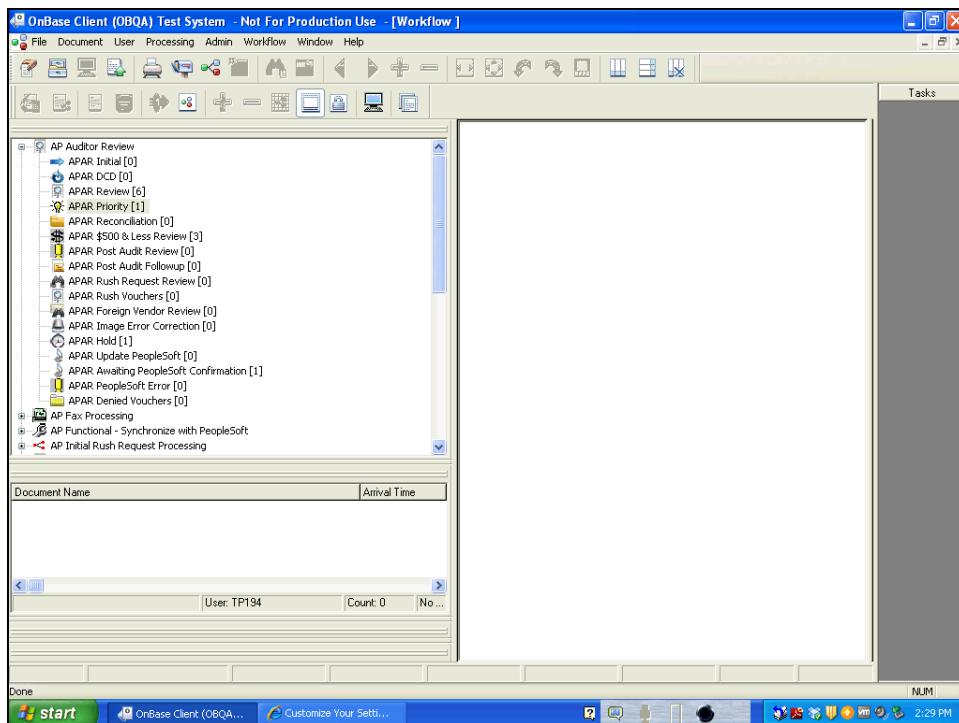
- If the Voucher is Approved, the Voucher status will change from Pending to Approved and be ready for Budget Checking, Posting and Payment

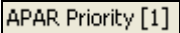
The following highlights the Voucher Approval process in OnBase:

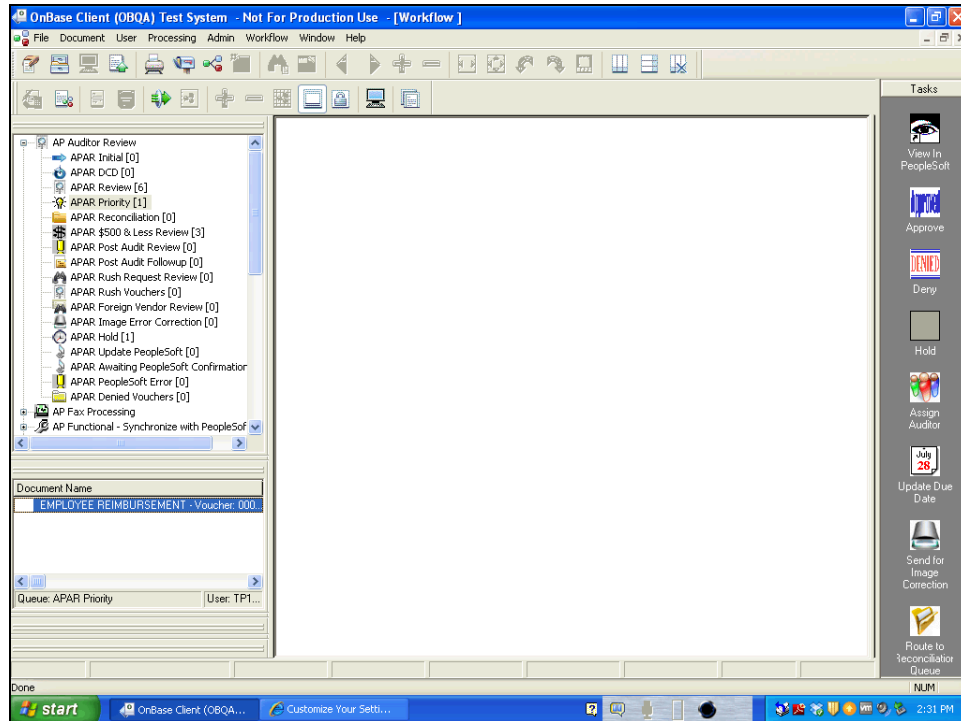


Procedure

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



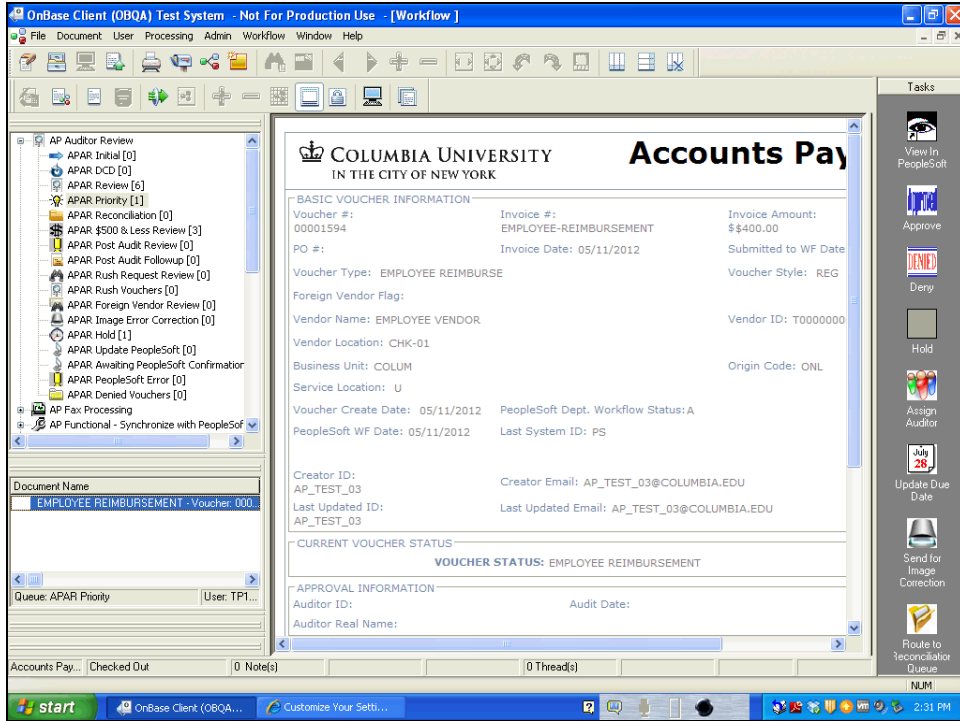
Step	Action
1.	Click the APAR Priority [1] tree item. 




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

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Step	Action
3.	To review the information in ARC, double-click the View in PeopleSoft button. 



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The screenshot displays the 'Invoice Information' tab in the ARC software. Key elements include:

- Business Unit:** COLUM
- Voucher ID:** 00001594
- Voucher Style:** Regular Voucher
- Invoice No.:** Employee-Reimbursement
- Invoice Date:** 05/11/2012
- Accounting Date:** 05/11/2012
- Vendor ID:** T000000004
- ShortName:** EMPLOYEE-001
- Location:** CHK-01
- *Address:** 1
- EMPLOYEE VENDOR:** 3280 Broadway, New York, NY 10027
- *Date Dept Rec'd Invoice:** 05/11/2012
- *Service Location:** US
- *Voucher Type:** Employee R
- Invoice Lines:** Total: 400.00
- Invoice Lines Detail:** Line 1, Amount 400.00, Ship To: CU00000001

Step	Action
4.	Click the Invoice Information tab. 

This screenshot is identical to the one above, showing the 'Invoice Information' tab in the ARC software. It displays the same invoice details, including Business Unit (COLUM), Voucher ID (00001594), Invoice No. (Employee-Reimbursement), Invoice Date (05/11/2012), Accounting Date (05/11/2012), Vendor Information (EMPLOYEE VENDOR), and Invoice Lines (Total: 400.00).

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Step	Action
5.	You can now review the voucher on the Invoice Information page in ARC.

The screenshot shows the ARC software interface for the 'Invoice Information' page. The breadcrumb trail is 'Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry'. The page has several tabs: 'Summary', 'Related Documents', 'Invoice Information' (selected), 'Payments', 'Voucher Attributes', and 'Error Summary'. The main content area is divided into several sections:

- Business Unit:** COLLUM, **Invoice No.:** Employee-Reimbursement, **Action:** (dropdown), **Run** button, **View Documents** button.
- Voucher ID:** 00001594, **Invoice Date:** 05/11/2012, **Accounting Date:** 05/11/2012.
- Vendor ID:** T000000004, **ShortName:** EMPLOYEE-001, **Location:** CHK-01, ***Address:** 1. **EMPLOYEE VENDOR** (3280 Broadway, New York, NY 10027).
- *Date Dept Rec'd Invoice:** 05/11/2012, ***Service Location:** US, ***Voucher Type:** Employee R.
- Invoice Lines:** 400.00, ***Currency:** USD, **Total:** 400.00. ***Pay Terms:** 00, **Basis Date Type:** Inv Date, **Due Now**.
- Invoice Lines section:** Line 1, *Distribute by: Amount, Ship To: CU00000001, Line Amount: 400.00.

Step	Action
6.	Click and drag the scroll bar down to review additional information.

ARC
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

*Address: 1

Advanced Vendor Search

Invoice Lines: 400.00
 *Currency: USD
 Miscellaneous:
 Freight:
 Total: 400.00

*Pay Terms: 00 Due Now
 Basis Date Type: Inv Date
 Non Merchandise Summary
 Date of First Expense: 05/01/2012 Date of Last Expense: 05/11/2012

Difference: 0.00
 Calculate

Copy From Source Document
 PO Unit:
 PO Number:
 Copy From: None

Invoice Lines
 Line: 1
 *Distribute by: Amount
 Ship To: CU00000001
 SpeedChart:
 Item:
 Unit Price:
 Line Amount: 400.00
 Description:
 UOM:
 Quantity:
 One Asset

Calculate

Distribution Lines
 GL Chart | Exchange Rate | Statistics | Assets | [FF]

Copy Down	Line	Merchandise Amt	Quantity	GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
<input type="checkbox"/>	1	400.00		COLUM	65205		30	5502103	00000	225	GENR

Save | Return to Search | Notify | Refresh | Add | Update/Display

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

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

OnBase Client (OBQA) Test System - Not For Production Use - [Workflow]

File | Document | User | Processing | Admin | Workflow | Window | Help

COLUMBIA UNIVERSITY
 IN THE CITY OF NEW YORK

Accounts Payable

BASIC VOUCHER INFORMATION
 Voucher #: 00001594 Invoice #: EMPLOYEE-REIMBURSEMENT Invoice Amount: \$400.00
 PO #: Invoice Date: 05/11/2012 Submitted to WF Date
 Voucher Type: EMPLOYEE REIMBURSE Voucher Style: REG
 Foreign Vendor Flag: Vendor Name: EMPLOYEE VENDOR Vendor ID: T0000000
 Vendor Location: CHK-01 Business Unit: COLUM Origin Code: ONL
 Service Location: U
 Voucher Create Date: 05/11/2012 PeopleSoft Dept. Workflow Status:A
 PeopleSoft WF Date: 05/11/2012 Last System ID: PS

Creator ID: AP_TEST_03 Creator Email: AP_TEST_03@COLUMBIA.EDU
 Last Updated ID: AP_TEST_03 Last Updated Email: AP_TEST_03@COLUMBIA.EDU

CURRENT VOUCHER STATUS
VOUCHER STATUS: EMPLOYEE REIMBURSEMENT

APPROVAL INFORMATION
 Auditor ID: Audit Date:
 Auditor Real Name:

Tasks
 View In PeopleSoft
 Approve
 DENIED Deny
 Hold
 Assign Auditor
 Update Due Date
 Send for Image Correction
 Route to Reconciliator Due

Document Name
 EMPLOYEE REIMBURSEMENT - Voucher: 000

Queue: APAR Priority User: TPI...

Accounts Pay... | Checked Out | 0 Note(s) | 0 Thread(s)


For Help, press F1

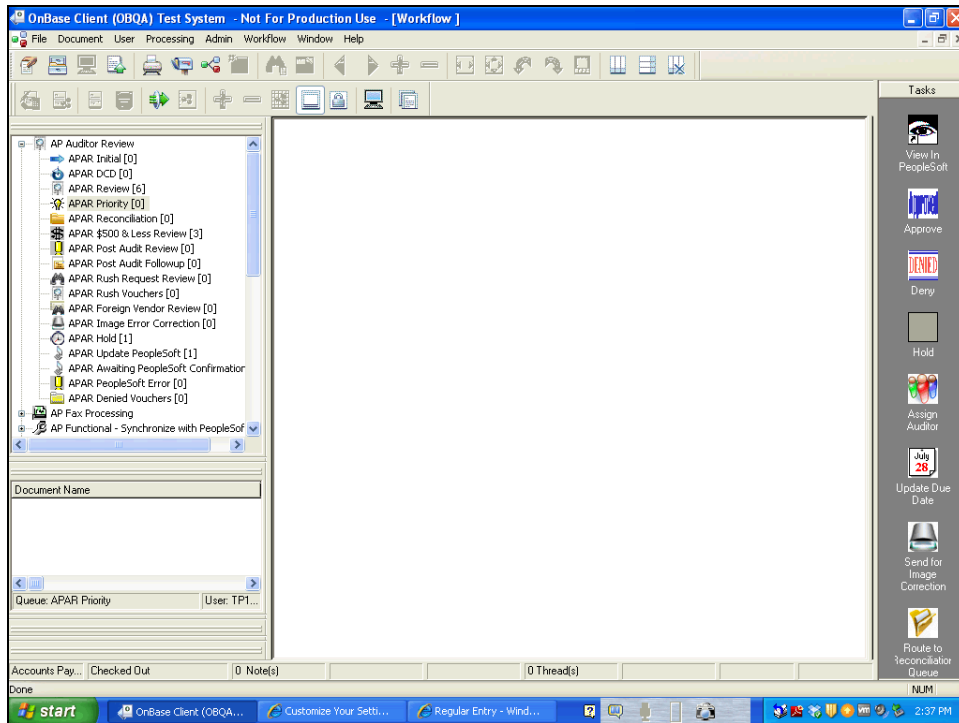
start | OnBase Client (OBQA... | Customize Your Setti... | Regular Entry - Wind... | 2:33 PM

Training Guide

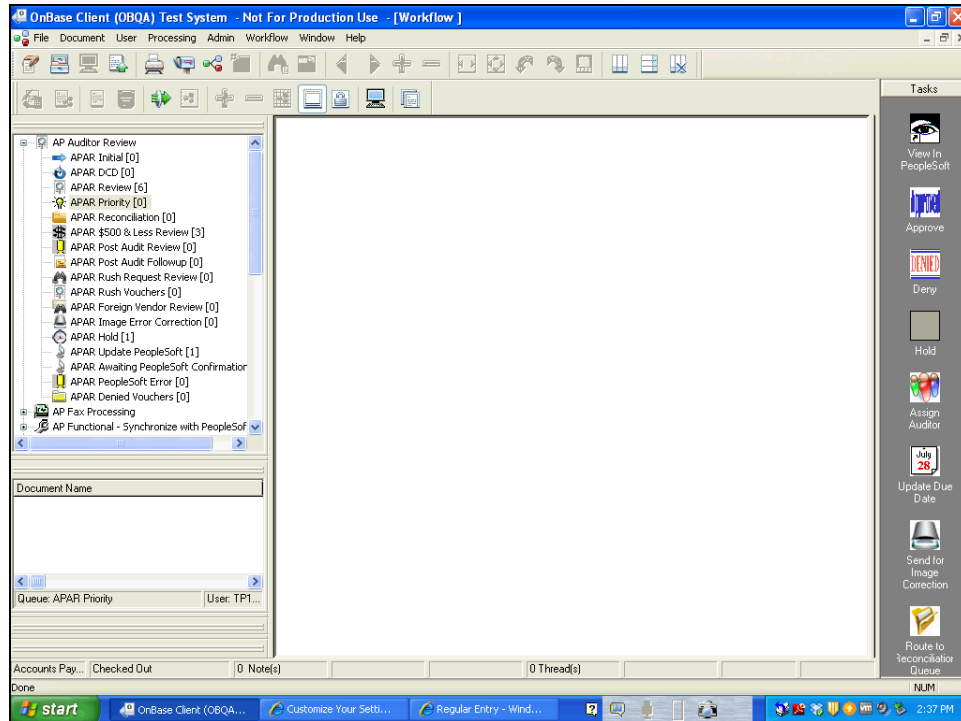
Voucher Audit and Review



Step	Action
8.	To approve the voucher, double-click the Approve button. 



Step	Action
9.	Upon clicking the Approve button, the APAR Priority count changes from [1] to [0].



Step	Action
10.	<p>You have completed approving a voucher in OnBase.</p> <p>You can now move onto the <i>Deny Voucher</i> topic where you will learn how to deny a voucher in OnBase.</p> <p>End of Procedure.</p>

Training Guide

Voucher Audit and Review

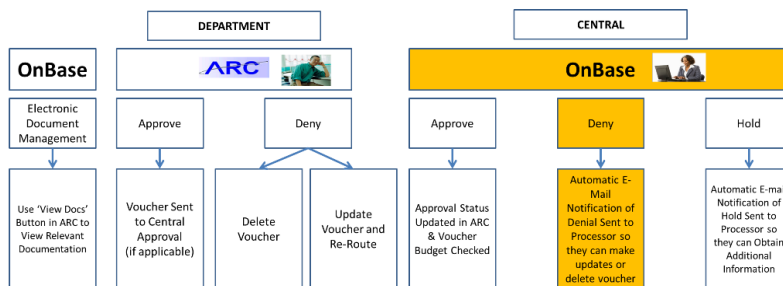


Deny Voucher

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:

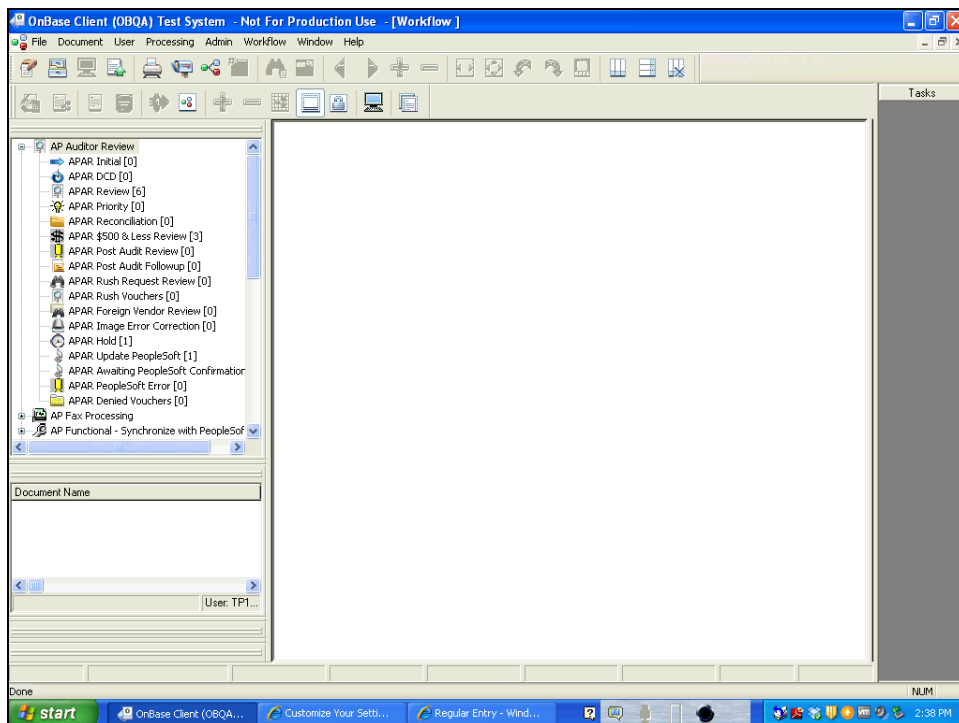
1. Update/Modify the Voucher and resubmit into Workflow. All required approvals will need to be completed again to include re-inserting Ad Hoc approvers into the Workflow.
2. Delete the voucher.

The following diagram highlights the Voucher Denial process in OnBase:

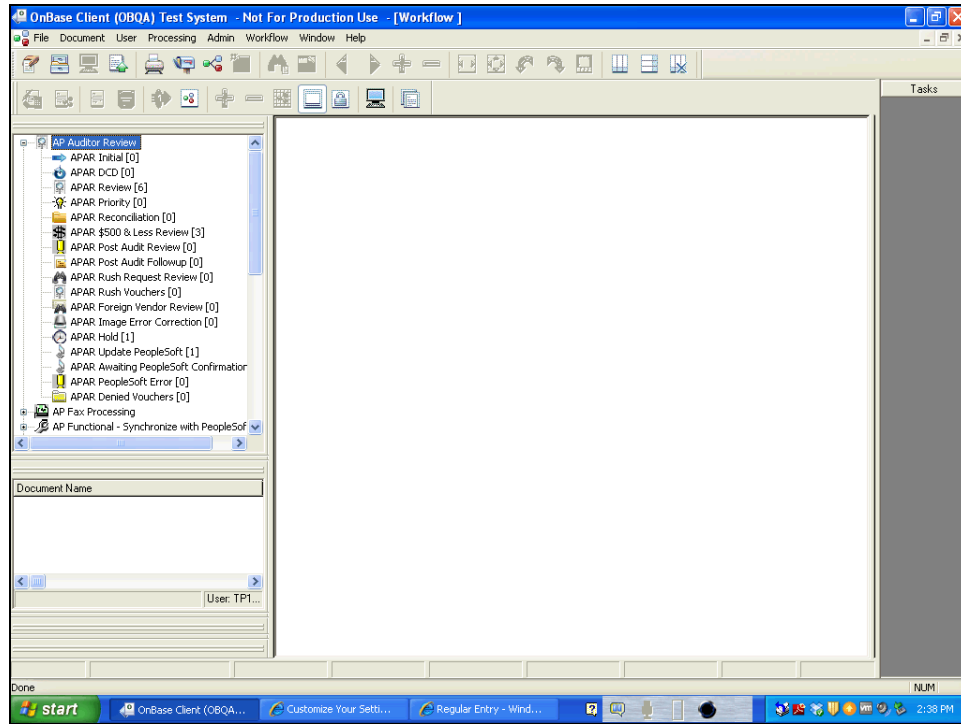


Procedure

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



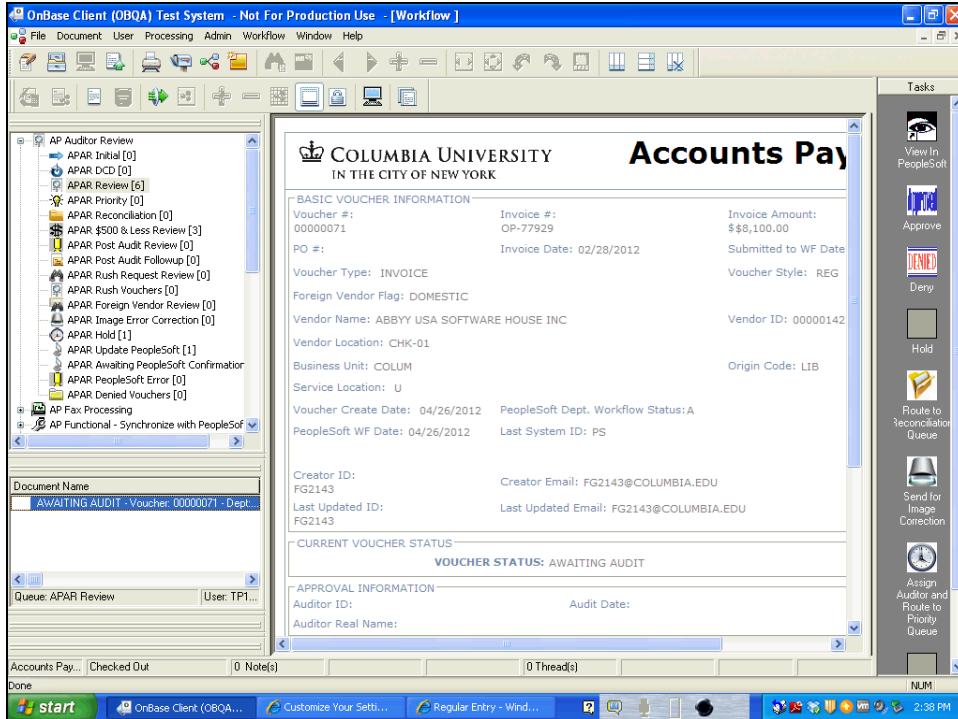
Step	Action
1.	Click the AP Auditor Review tree item. <div style="border: 1px solid black; padding: 2px; display: inline-block;">AP Auditor Review</div>



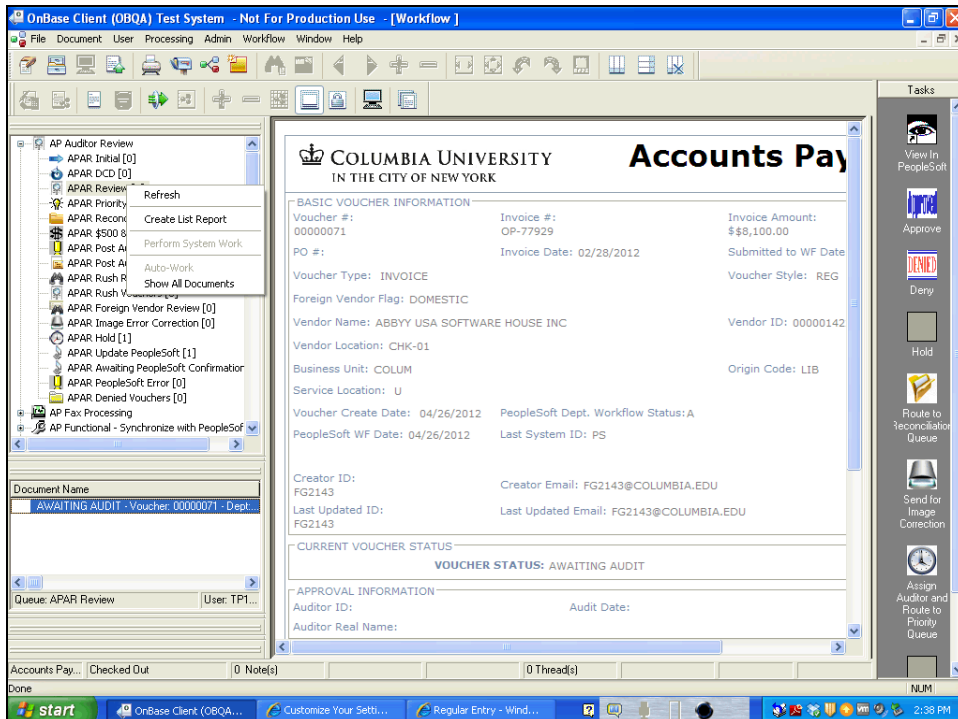
Step	Action
2.	Click the APAR Review [6] tree item. <div style="border: 1px solid black; padding: 2px; display: inline-block;">APAR Review [6]</div>

Training Guide

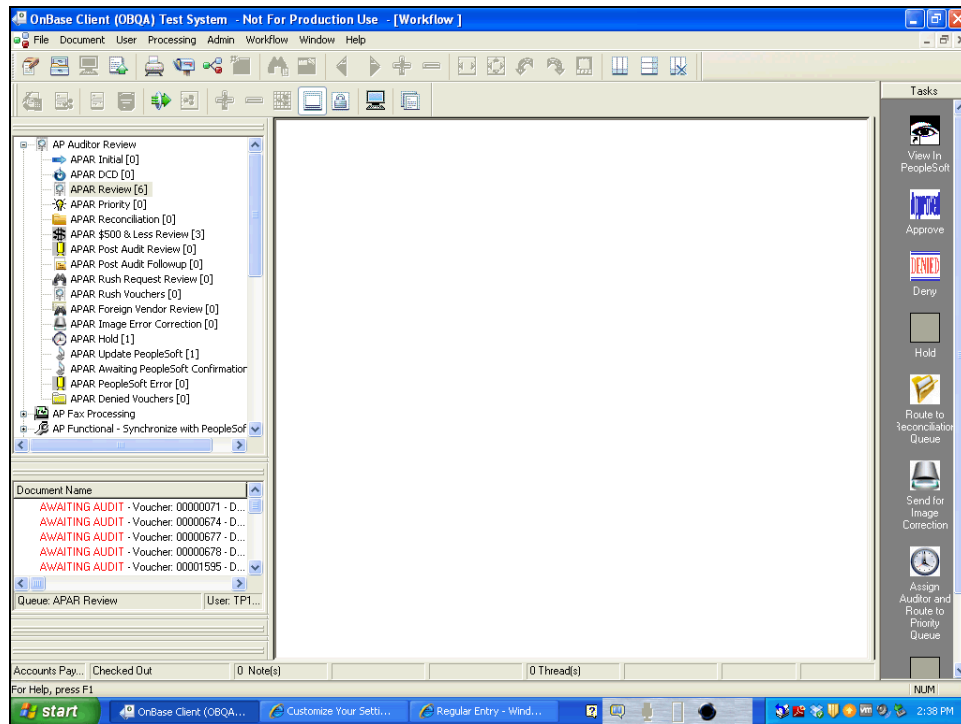
Voucher Audit and Review



Step	Action
3.	Right-click the APAR Review [6] tree item. APAR Review [6]



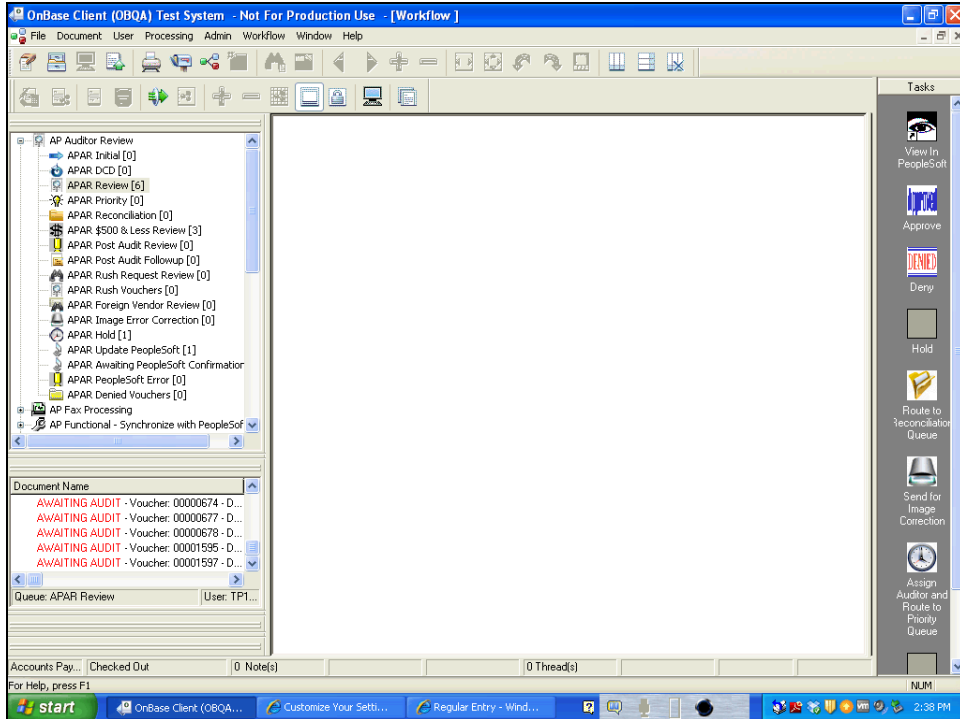
Step	Action
4.	Click the Show All Documents list item. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Show All Documents</div>



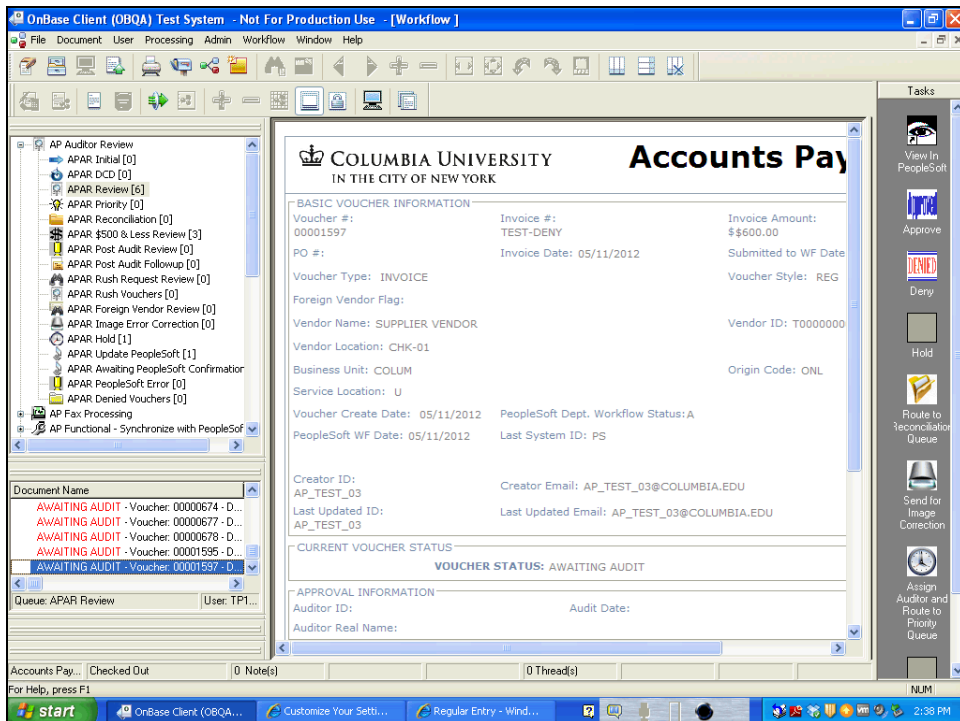
Step	Action
5.	Click and drag the scroll bar down to select a voucher. <div style="border: 1px solid black; width: 20px; height: 40px; margin-left: 10px;"></div>


Training Guide

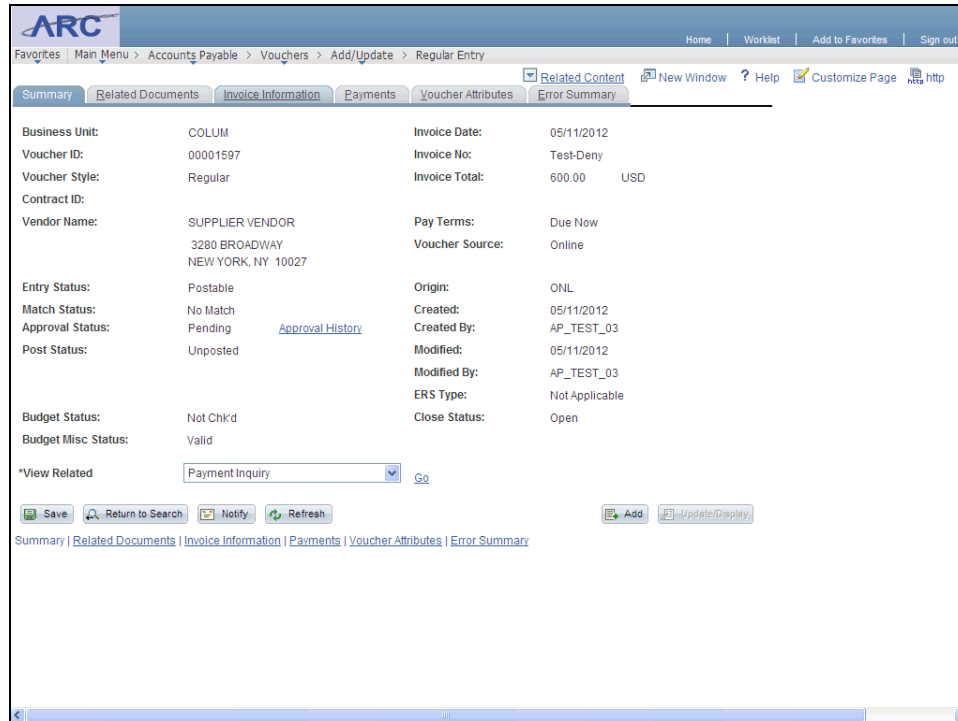
Voucher Audit and Review



Step	Action
6.	Click the AWAITING AUDIT - Voucher: 00001597 - D list item. <div style="border: 1px solid black; padding: 2px; display: inline-block;">AWAITING AUDIT - Voucher: 00001597 - D...</div>



Step	Action
7.	To review the information in ARC, double-click the View in PeopleSoft button. 



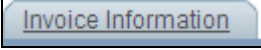
The screenshot displays the ARC system interface for a voucher. The breadcrumb trail is: Home > Worklist > Add to Favorites > Sign out > Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The 'Related Content' dropdown is set to 'Related Content'. The 'Invoice Information' tab is selected, showing the following details:

Business Unit:	COLUM	Invoice Date:	05/11/2012
Voucher ID:	00001597	Invoice No:	Test-Deny
Voucher Style:	Regular	Invoice Total:	600.00 USD
Contract ID:		Pay Terms:	Due Now
Vendor Name:	SUPPLIER VENDOR 3280 BROADWAY NEW YORK, NY 10027	Voucher Source:	Online
Entry Status:	Postable	Origin:	ONL
Match Status:	No Match	Created:	05/11/2012
Approval Status:	Pending Approval History	Created By:	AP_TEST_03
Post Status:	Unposted	Modified:	05/11/2012
		Modified By:	AP_TEST_03
Budget Status:	Not Chk'd	ERS Type:	Not Applicable
Budget Misc Status:	Valid	Close Status:	Open

*View Related:

Buttons: Save, Return to Search, Notify, Refresh, Add, Update/Display

Navigation: Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Step	Action
8.	Click the Invoice Information tab. 

Training Guide

Voucher Audit and Review



Step	Action
9.	You can now review the voucher on the Invoice Information page in ARC.

Step	Action
10.	Toggle back to OnBase by clicking the Minimize button.



The screenshot shows the OnBase Client interface for reviewing an Accounts Payable voucher. The voucher details include:

- Voucher #:** 00001597
- Invoice #:** TEST-DENY
- Invoice Amount:** \$600.00
- PO #:** (blank)
- Invoice Date:** 05/11/2012
- Submitted to WF Date:** (blank)
- Voucher Type:** INVOICE
- Voucher Style:** REG
- Vendor Name:** SUPPLIER VENDOR
- Vendor ID:** T0000000
- Vendor Location:** CHK-01
- Business Unit:** COLUM
- Origin Code:** ONL
- Service Location:** U
- Voucher Create Date:** 05/11/2012
- PeopleSoft Dept.:** (blank)
- Workflow Status:** A
- PeopleSoft WF Date:** 05/11/2012
- Last System ID:** PS
- Creator ID:** AP_TEST_03
- Creator Email:** AP_TEST_03@COLUMBIA.EDU
- Last Updated ID:** AP_TEST_03
- Last Updated Email:** AP_TEST_03@COLUMBIA.EDU

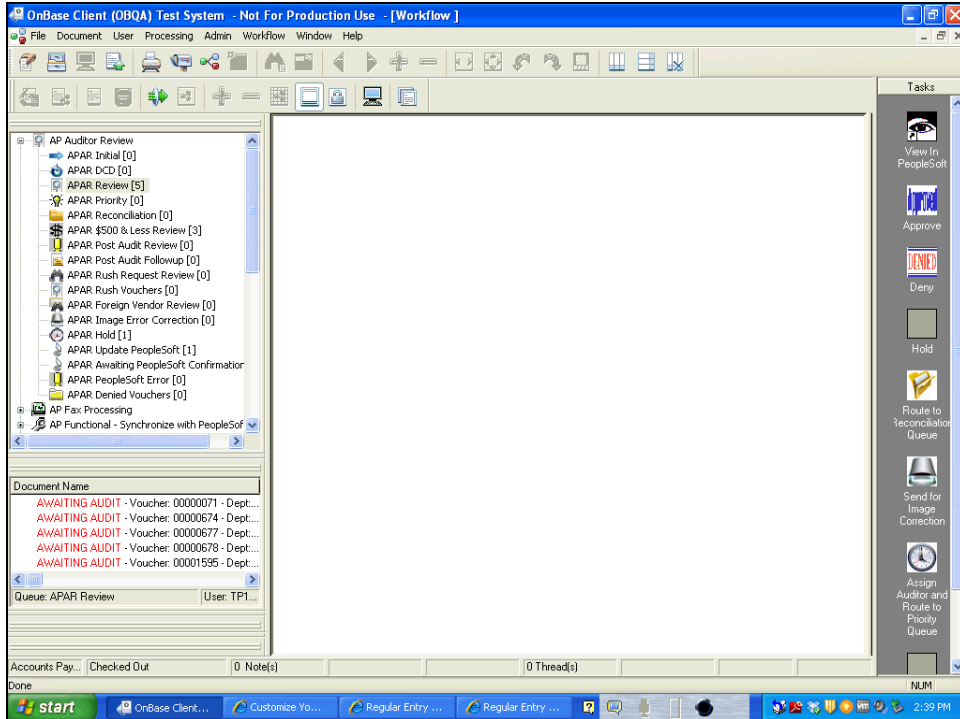
The current voucher status is **AWAITING AUDIT**. The taskbar on the right includes buttons for 'View in PeopleSoft', 'Approve', 'DENIED', 'Deny', 'Hold', 'Route to Reconciliation Queue', 'Send for Image Correction', and 'Assign Auditor and Route to Priority Queue'.

Step	Action
11.	To deny the voucher, double-click the Deny button.

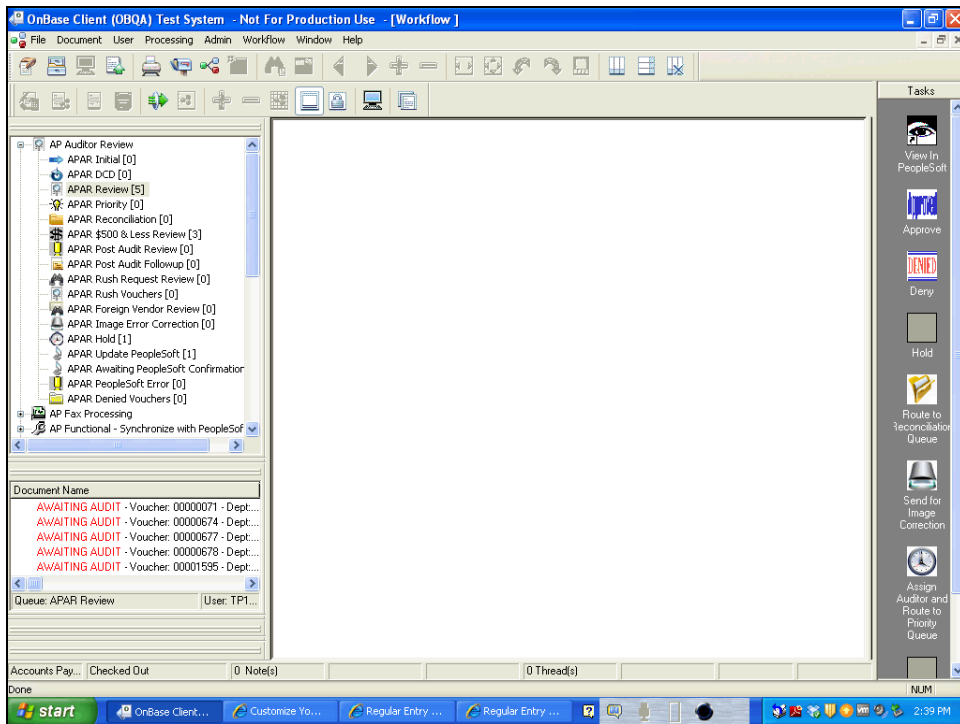


Training Guide

Voucher Audit and Review



Step	Action
12.	Upon clicking the Deny button, the APAR Review count decreases from [6] to [5].





Step	Action
13.	You have completed denying a voucher in OnBase. You can now move onto the Review and Approve Vouchers in ARC lesson where you will learn how to review and approve vouchers in ARC. 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 style="list-style-type: none"> • Voucher Initiator <u>can</u> be same as Voucher Approver 	<ul style="list-style-type: none"> • Voucher Initiator <u>can</u> be same as Voucher Approver
> \$500	<ul style="list-style-type: none"> • Voucher Initiator <u>can</u> be same as Voucher Approver 	<ul style="list-style-type: none"> • Voucher Initiator <u>cannot</u> be same as Voucher Approver

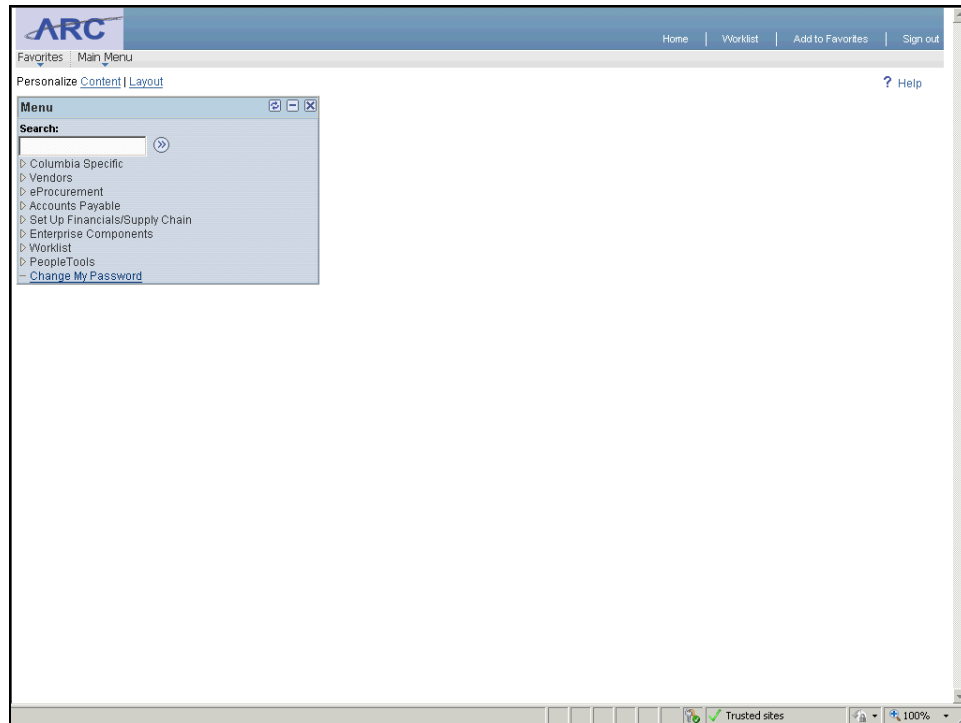
Review Withholding Information

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

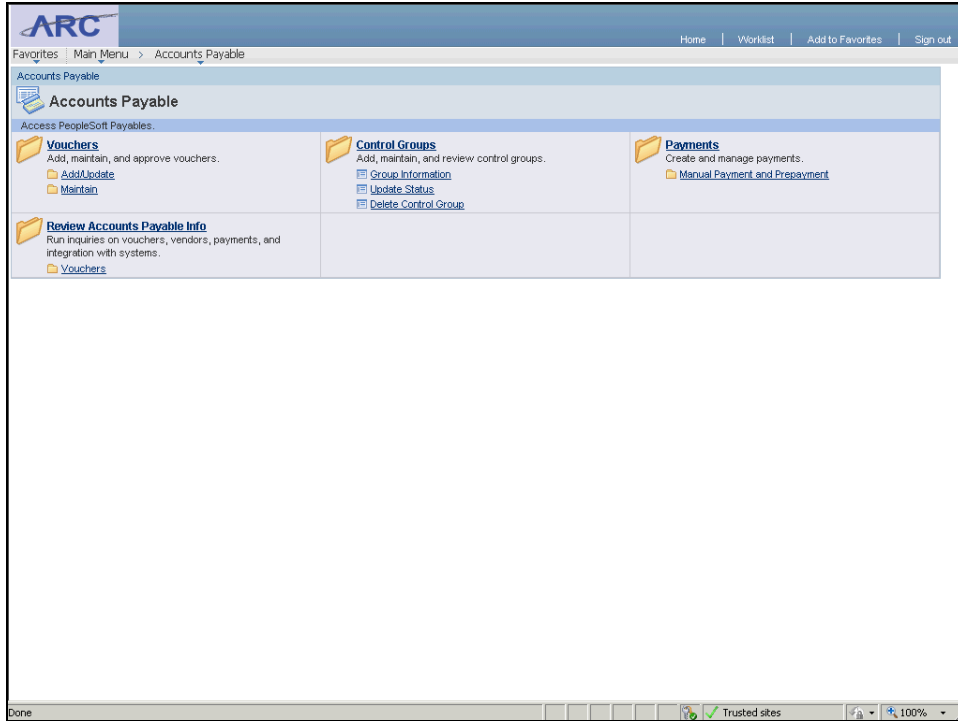
Welcome to the *Review Withholding Information* topic where you will learn how to review withholding information on a voucher.



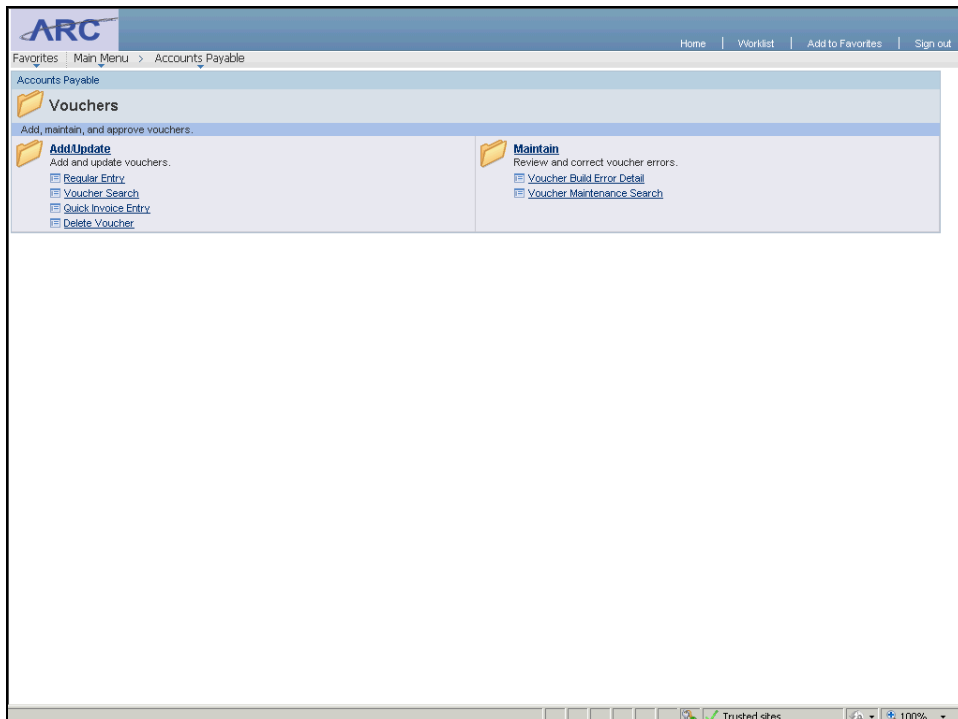
Step	Action
1.	Click the Accounts Payable link. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Accounts Payable</div>

Training Guide

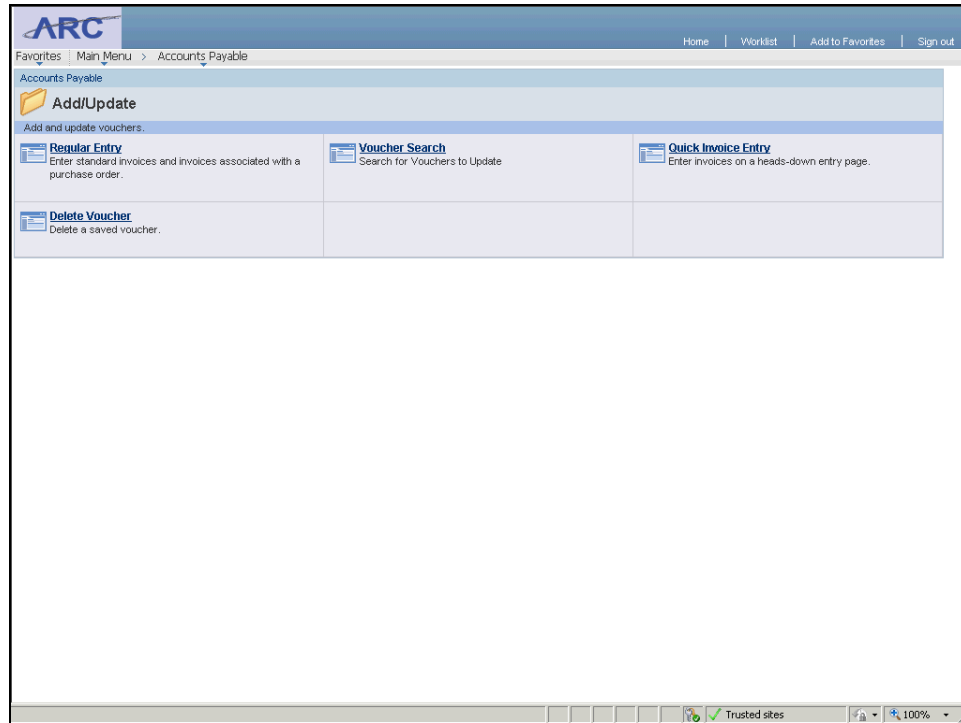
Voucher Audit and Review



Step	Action
2.	Click the Vouchers link. Vouchers



Step	Action
3.	Click the Add/Update link. Add/Update




Step	Action
4.	Click the Regular Entry link. Regular Entry

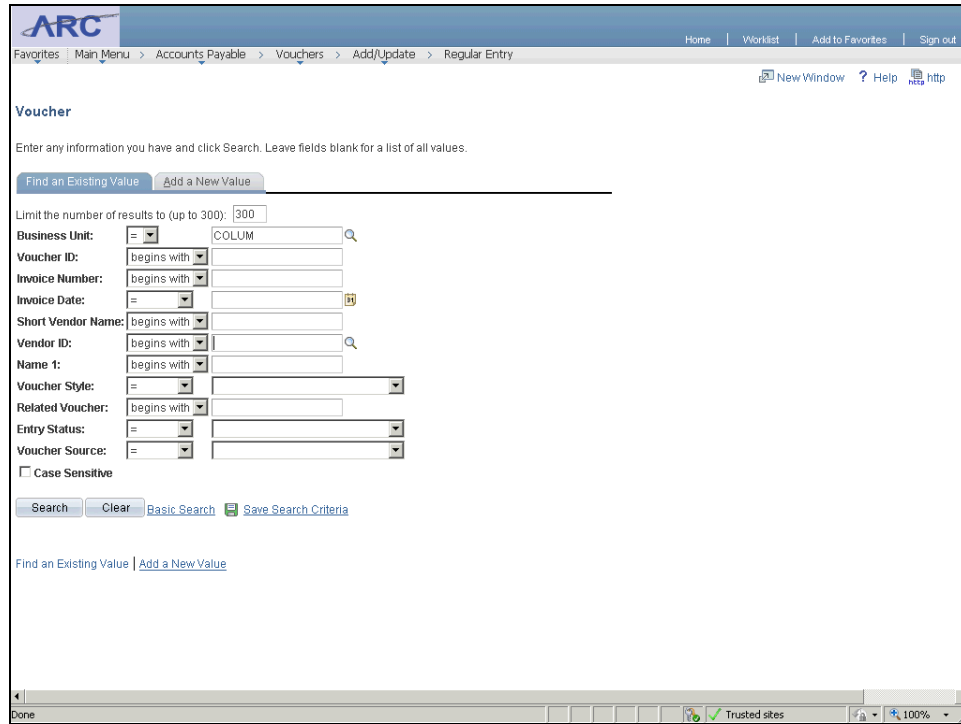
Training Guide

Voucher Audit and Review



Step	Action
5.	Click the Find an Existing Value tab. 

Step	Action
6.	Click in the Vendor ID field. <div style="border: 1px solid black; width: 150px; height: 15px; margin: 5px 0;"></div>



Step	Action
7.	Enter the desired information into the Vendor ID field. Enter " 000062275 ".

Training Guide

Voucher Audit and Review



ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

New Window ? Help 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] Q

Voucher ID: begins with []

Invoice Number: begins with []

Invoice Date: = [] B

Short Vendor Name: begins with []

Vendor ID: begins with [0000062275] Q

Name 1: begins with []

Voucher Style: = []

Related Voucher: begins with []

Entry Status: = []

Voucher Source: = []

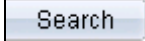
Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Done Trusted sites 100%

Step	Action
8.	Click the Search button.



ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary

Related Content New Window ? Help Customize Page http

Business Unit: COLUM Invoice Date: 05/08/2012

Voucher ID: 00000445 Invoice No: 123456789

Voucher Style: Regular Invoice Total: 0.00 USD

Contract ID:

Vendor Name: ABC Vendor Pay Terms: Due Now
3280 Broadway Voucher Source: Online
New York, NY 10027

Entry Status: Postable Origin: ONL

Match Status: No Match Created: 05/22/2012

Approval Status: Pending Created By: AP_TEST_03

Post Status: Unposted Modified: 05/22/2012

Budget Status: Not Chk'd ERS Type: Not Applicable


Budget Misc Status: Valid Close Status: Open

'View Related' [Payment Inquiry] Go

Save Return to Search Notify Refresh Add Update/Display

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Done Trusted sites 100%

Step	Action
9.	Click the Invoice Information tab. 

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

- Business Unit:** COLUM
- Invoice No.:** 123456789
- Invoice Date:** 05/08/2012
- Accounting Date:** 05/22/2012
- Vendor ID:** 0000062275
- Vendor Name:** ABC Vendor
- Invoice Lines:**

Line	Item	UOM	Unit Price	Line Amount	Description
1	Amount			0.00	
- Withholding:** A link is present in the bottom right area of the form.

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

Training Guide

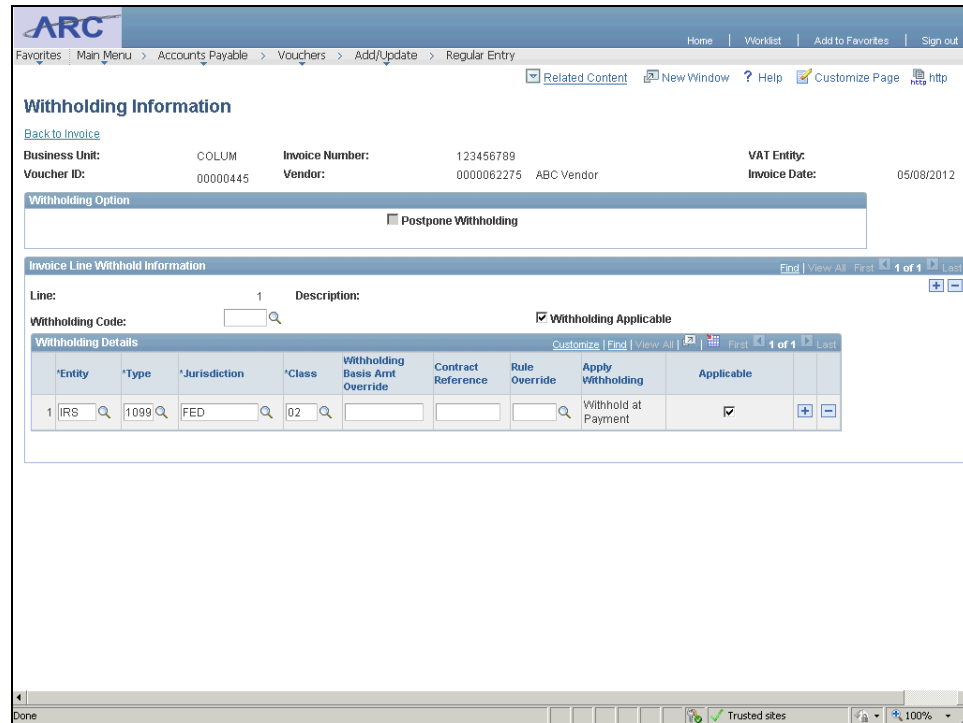
Voucher Audit and Review



Step	Action
11.	To review the Withholding information, click the Withholding link.

*Entity	*Type	*Jurisdiction	*Class	Withholding Basis Amt Override	Contract Reference	Rule Override	Apply Withholding	Applicable
1 IRS	1099	FED	02				Withhold at Payment	<input checked="" type="checkbox"/>

Step	Action
12.	<p>The Withholding Information page displays the Withholding details.</p> <p>Note: 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.</p>



Withholding Information

Back to Invoice

Business Unit: COLLUM Invoice Number: 123456789 VAT Entity:

Voucher ID: 00000445 Vendor: 0000062275 ABC Vendor Invoice Date: 05/08/2012

Withholding Option

Postpone Withholding

Invoice Line Withhold Information

Line: 1 Description:

Withholding Code: Withholding Applicable

Entity	Type	Jurisdiction	Class	Withholding Basis Amt Override	Contract Reference	Rule Override	Apply Withholding	Applicable
1 IRS	1099	FED	02				Withhold at Payment	<input checked="" type="checkbox"/>

Step	Action
13.	<p>If the Withholding Class 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.</p> <p>Once added, the Central Audit and Review specialist can update the withholding class on the voucher line as appropriate.</p>

Training Guide

Voucher Audit and Review



ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Related Content | New Window | Help | Customize Page | http

Withholding Information

[Back to Invoice](#)

Business Unit: COLUM Invoice Number: 123456789 VAT Entity:
 Voucher ID: 00000445 Vendor: 0000062275 ABC Vendor Invoice Date: 05/08/2012

Withholding Option

Postpone Withholding

Invoice Line Withhold Information

Line: 1 Description:


Withholding Code: Withholding Applicable

Withholding Details

*Entity	*Type	*Jurisdiction	*Class	Withholding Basis Amt Override	Contract Reference	Rule Override	Apply Withholding	Applicable
1 IRS	1099	FED	02				Withhold at Payment	<input checked="" type="checkbox"/>

Done Trusted sites 100%

Step	Action
14.	<p>If the voucher should not be flagged as withholding, the “Withholding Applicable” flag should be deselected on the voucher.</p> <p>The Central A&R Specialist would click the “Back to Invoice” link and click save on the Invoice Information page.</p> <p>Click the Withholding Applicable option.</p> <p><input checked="" type="checkbox"/></p>

Step	Action
15.	Click the Back to Invoice link. 

Training Guide

Voucher Audit and Review

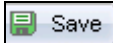


Step	Action
16.	Click and drag the scroll bar down to click to the Save button.

The screenshot shows the ARC system interface for Voucher Audit and Review. The interface includes the following sections:

- Advanced Vendor Search:** Fields for Invoice Lines (0.00), Currency (USD), Miscellaneous, Freight, Total (0.00), and Difference (0.00). A 'Calculate' button is present.
- Pay Terms:** 00, Due Now.
- Basis Date Type:** Inv Date.
- Copy From Source Document:** PO Unit, PO Number, Copy From (None), and a 'Copy PO' button.
- Invoice Lines:** Line 1, Distribute by: Amount, Ship To: CU00000001, SpeedChart, Item, Unit Price, Line Amount (0.00), Quantity, Description, and a 'One Asset' checkbox.
- Distribution Lines:** A table with columns: Copy Down, Line, Merchandise Amt, Quantity, *GL Unit, Account, OpenItem, Fund, Dept, Initiative, Function, PC Bus Unit. The table contains one row with values: 1, 0.00, COLUN, 68305, 30, 1208103, 00000, 225, GENR.
- Buttons:** Save, Return to Search, Notify, Refresh, Add, Update/Display.

Step	Action
17.	Click the Save button.



The screenshot displays the ARC system interface for 'Advanced Vendor Search'. The breadcrumb trail is: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The interface includes several sections:

- Invoice Lines:** Shows 'Invoice Lines: 0.00', 'Currency: USD', 'Miscellaneous:', 'Freight:', and 'Total: 0.00'. There is a 'Calculate' button.
- Pay Terms:** Shows 'Pay Terms: 00', 'Basis Date Type: Inv Date', and 'Due Now'.
- Copy From Source Document:** Includes fields for 'PO Unit:', 'PO Number:', and 'Copy From: None'. There is a 'Copy PO' button.
- Invoice Lines (Detailed):** Shows 'Line: 1', 'Distribute by: Amount', 'Ship To: CU00000001', 'SpeedChart:', 'Item:', 'Unit Price:', 'Line Amount: 0.00', 'Description:', 'UOM:', and 'Quantity:'. There is a 'One Asset' checkbox.
- Calculate:** A button to calculate the total.
- Distribution Lines:** A table with columns: Copy Down, Line, Merchandise Amt, Quantity, *GL Unit, Account, OpenItem, Fund, Dept, Initiative, Function, PC Bus Unit. The table contains one row: Line 1, Merchandise Amt 0.00, *GL Unit COLUN, Account 68305, Fund 30, Dept 1208103, Initiative 00000, Function 225, PC Bus Unit GENR.

At the bottom, there are navigation buttons: Save, Return to Search, Notify, Refresh, Add, and Update/Display. A footer link reads: Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary.

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

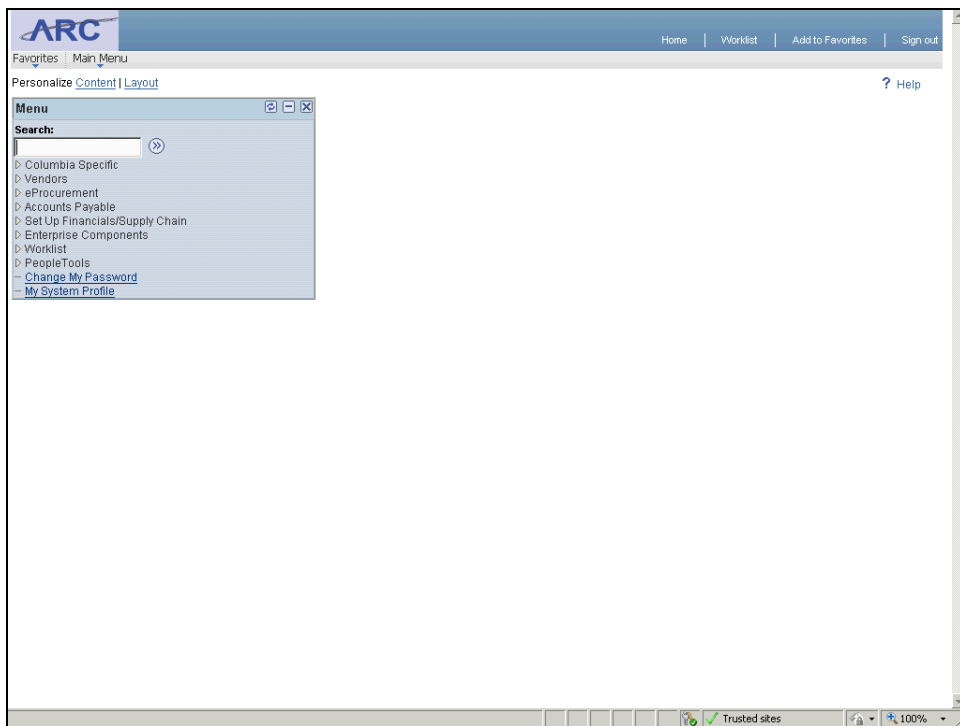
Review Withholding Payment


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.

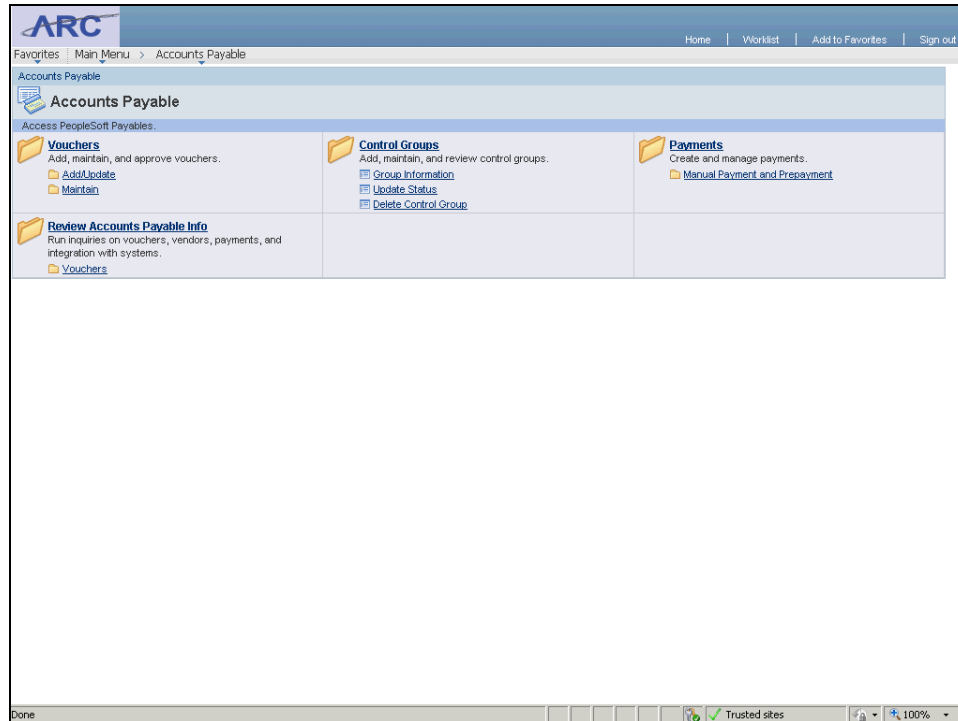
In this scenario, Patty will validate that ARC scheduled a 1099 Withholding payment for a vendor that was designated for Withholding.

Procedure

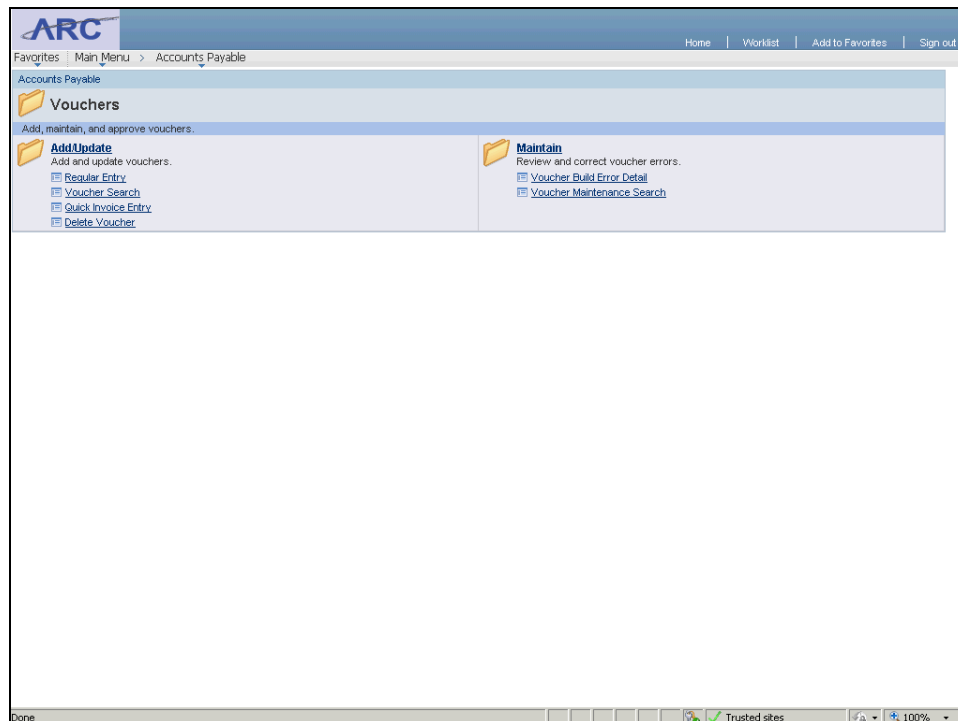
Welcome to the *Review Withholding Payment* topic where you will learn how to validate that ARC scheduled a 1099 Withholding payment for a vendor that has been designated for Withholding.



Step	Action
1.	Click the Accounts Payable link. 




Step	Action
2.	Click the Vouchers link. Vouchers



Training Guide

Voucher Audit and Review



Step	Action
3.	Click the Regular Entry link. 

ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

New Window ? Help http

Voucher

Find 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:

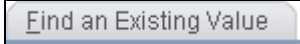
Invoice Date:

Gross Invoice Amount: 0.00

Estimated No. of Invoice Lines: 1

Add

[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
4.	Click the Find an Existing Value tab. 

Step	Action
5.	Click in the Voucher ID field. <div style="border: 1px solid black; width: 150px; height: 20px; margin: 5px auto;"></div>

Training Guide

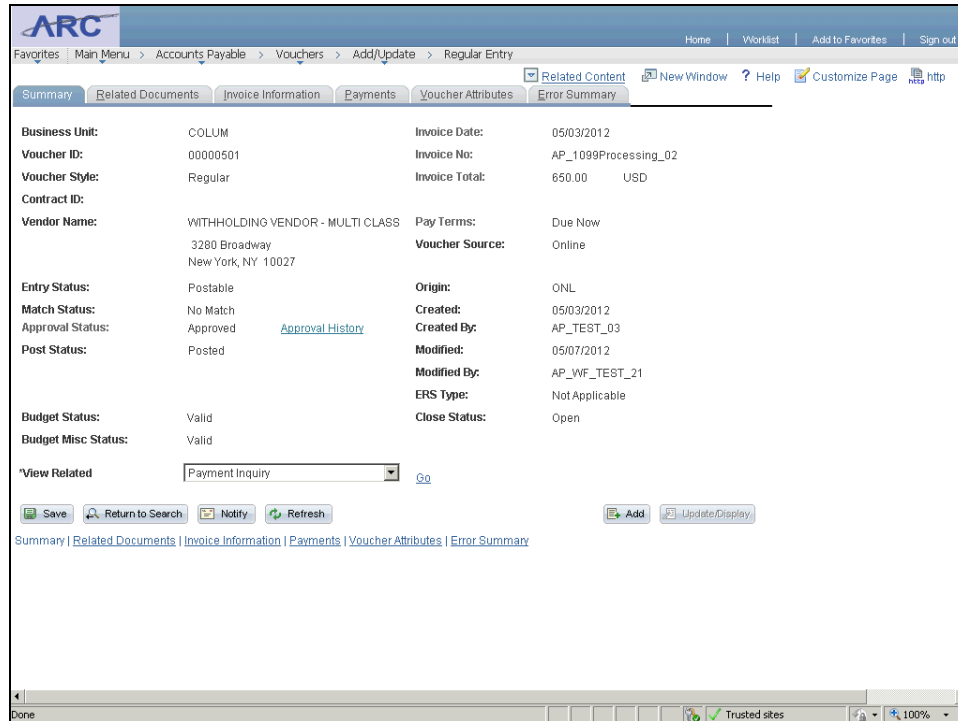
Voucher Audit and Review



Step	Action
6.	Enter the desired information into the Voucher ID field. Enter " 0000501 ".

The screenshot shows the 'Voucher' search page in the ARC system. The 'Voucher ID' field is highlighted with a red box and contains the text '0000501'. The 'Business Unit' field is set to 'COLUM'. The 'Search' button is located at the bottom of the search criteria section.

Step	Action
7.	Click the Search button.



Step	Action
8.	<p>The Central Audit & Review Specialist will click on the Payments tab on the voucher to confirm that 2 payment rows have been created.</p> <p>Click the Payments tab.</p> <div data-bbox="440 1157 602 1203" style="border: 1px solid black; padding: 2px; display: inline-block;">Payments</div>

Training Guide

Voucher Audit and Review



ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Summary | Related Documents | Invoice Information | **Payments** | Voucher Attributes | Error Summary

Related Content | New Window | Help | Customize Page | http

Business Unit: COLUM Invoice No: AP_1099Processing_02 Action: Run | View Documents | Schedule Payments

Voucher ID: 00000501 Invoice Date: 05/03/2012

Voucher Style: Regular Voucher 650.00 Procurement EDM

Vendor Name: WITHHOLDING VENDOR - MULTI CLASS Pay Terms: 00 Due Now

Payment Information Find | View All | First 1 of 2 Last

Payment: 1

*Remit to: T000000026 Gross Amount: 448.50 USD [Payment Inquiry](#)

Location: CHK-01 Discount: 0.00 USD [Express Payment](#)

*Address: 1 [Audit Log](#)

WITHHOLDING VENDOR - MULTI CLASS [Payment Comments\(0\)](#)

3280 Broadway [Holiday/Currency](#)

New York, NY 10027

Scheduled Due: 05/03/2012

Net Due: 05/03/2012

Discount Due:

Accounting Date: 05/07/2012

Payment Options

*Bank: CHASE Pay Group: Vendor Bank

*Account: DISB *Handling: US [Messages](#)

*Method: CHK Check *Netting: Not Applicable

L/C ID: Hold Reason: Hold Payment

Message: Separate Payment

Step	Action
9.	<p>The Payments tab displays 2 rows under the Payment Information section:</p> <ol style="list-style-type: none"> 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.

Business Unit: COLUM
Voucher ID: 00000501
ID: Regular Voucher
Voucher Style: 650.00
Total Amount: 650.00
Vendor Name: WITHHOLDING VENDOR - MULTI CLASS
Pay Terms: 00 Due Now


Invoice No: AP_1099Processing_02
Invoice Date: 05/03/2012

Payment Information (1 of 2 rows)

Payment: 1	Gross Amount: 448.50 USD	Payment Inquiry
*Remit to: T000000026	Discount: 0.00 USD	Express Payment
Location: CHK-01	Scheduled Due: 05/03/2012	Audit Log
*Address: 1	Net Due: 05/03/2012	Payment Comments(0)
WITHHOLDING VENDOR - MULTI CLASS	Discount Due:	Holiday/Currency
3280 Broadway	Accounting Date: 05/07/2012	
New York, NY 10027		

Payment Options

*Bank: CHASE	Pay Group:	Vendor Bank
*Account: DISB	*Handling: US	Messages
*Method: CHK Check	*Netting: Not Applicable	<input type="checkbox"/> Hold Payment
L/C ID:	Hold Reason:	<input type="checkbox"/> Separate Payment
Message:		

Step	Action
10.	To display the second row, click the Show next row (Alt+.) button. 

Business Unit: COLUM
Voucher ID: 00000501
ID: Regular Voucher
Voucher Style: 650.00
Total Amount: 650.00
Vendor Name: WITHHOLDING VENDOR - MULTI CLASS
Pay Terms: 00 Due Now

Invoice No: AP_1099Processing_02
Invoice Date: 05/03/2012

Payment Information (2 of 2 rows)

Payment: 2	Gross Amount: 201.50 USD	Payment Inquiry
*Remit to: IRS	Discount: 0.00 USD	Express Payment
Location: CHK-1	Scheduled Due: 05/03/2012	Payment Comments(0)
*Address: 1	Net Due: 05/03/2012	Holiday/Currency
Internal Revenue Service Center	Discount Due:	
Internal Revenue Service Center	Accounting Date:	
Ogden, UT 84201		

Payment Options

*Bank: CHASE	Pay Group:	Vendor Bank
*Account: DISB	*Handling: US	Messages
*Method: CHK Check	*Netting: Not Applicable	<input type="checkbox"/> Hold Payment
L/C ID:	Hold Reason:	<input type="checkbox"/> Separate Payment
Message:		

Training Guide

Voucher Audit and Review



Step	Action
11.	The second row in the Payment Information section displays the tax authority as the remit vendor.

The screenshot shows the ARC system interface. The top navigation bar includes 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. The main menu includes 'Accounts Payable', 'Vouchers', 'Add/Update', and 'Regular Entry'. The 'Payment Information' section is active, displaying the following details:

- Business Unit:** COLUM
- Invoice No:** AP_1099Processing_02
- Unit:** 00000501
- Invoice Date:** 05/03/2012
- Voucher:** Regular Voucher
- ID:** 650.00
- Vendor Name:** WITHHOLDING VENDOR - MULTI CLASS
- *Pay Terms:** 00
- Due Now**

The **Payment Information** section shows:

- Payment:** 2
- *Remit to:** IRS
- Location:** CHK-1
- *Address:** 1
- Internal Revenue Service Center**
- Internal Revenue Service Center**
- Ogden, UT 84201**
- Gross Amount:** 201.50 USD
- Discount:** 0.00 USD
- Scheduled Due:** 05/03/2012
- Net Due:** 05/03/2012
- Discount Due:**
- Accounting Date:**

The **Payment Options** section shows:

- *Bank:** CHASE
- *Account:** DISB
- *Method:** CHK (Check)
- LC ID:**
- Message:**
- Pay Group:**
- *Handling:** US
- *Netting:** Not Applicable
- Hold Reason:**
- Vendor Bank**
- Messages**
- Hold Payment**
- Separate Payment**

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



Key Terms

The following terms will be helpful throughout the course:

Term	Definition
Ad Hoc Approval	Ad Hoc approval inserted into the voucher approval process via an Ad Hoc Approver. The Ad Hoc Approver role is reserved for a user who has specific knowledge or approval authority related to a particular transaction.
OnBase (Electronic Document Management System)	A document management solution that electronically routes documents through review processes and improves staff accessibility to information.
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.
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 approvers based on criteria such as role, department, commodity, account, and dollar amount.
Worklist	A prioritized list of work items created by workflow. From the Worklist, you can directly access the pages you need to perform the next action, and then return to 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:

1. Getting Started with the New Web-Based Training Tool
2. 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 Checking	Enables users to control commitments and expenditures automatically by 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.
Security	ARC and PeopleSoft are used interchangeably when referring to Columbia's new financial system. 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 as role, department, commodity, account and dollar amount. Workflow manages and tracks the flow of work.