Voucher Processing

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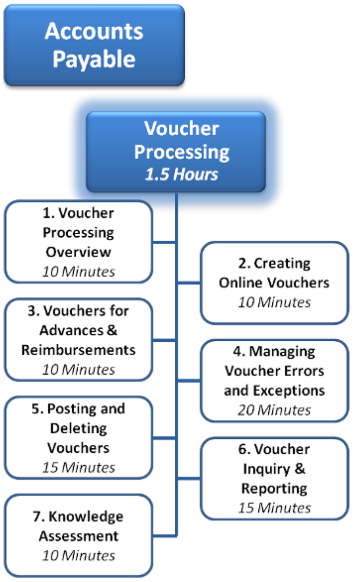
Voucher Processing

Voucher Processing

This is the *Voucher Processing* course within the *Accounts Payable* curriculum.

If you need a reminder on how to navigate through this course using ARC's web-based training tool (WBT), click here for a quick reference guide.


Accounts Payable
Voucher Processing
1.5 Hours
1. Voucher Processing Overview
10 Minutes
2. Creating Online Vouchers
10 Minutes
3. Vouchers for Advances & Reimbursements
10 Minutes
4. Managing Voucher Errors and Exceptions
20 Minutes
5. Posting and Deleting Vouchers
15 Minutes
6. Voucher Inquiry & Reporting
15 Minutes
7. Knowledge Assessment
10 Minutes

After completing the Voucher Processing course, you will be able to:

- Review and understand the following voucher styles: regular (non-PO vouchers and PO vouchers), reversal, prepaid, adjustment, journal, and template
- Review and understand the following voucher types: cash advance, check request, travel and expense reimbursement (TBER), invoice, petty cash, and refunds
- Create online vouchers in ARC
- Access the match workbench in order to identify and edit match exceptions
- Correct budget check exceptions
- Delete, close, post/unpost vouchers (Only Central users can close and unpost vouchers)
- Access voucher inquiry screens

Voucher Processing Overview

This is the *Voucher Processing Overview* lesson of the *Voucher Processing* course. Upon completion of this lesson, you will be able to:

- Describe the new voucher processing tools
- Explain the process vouchers must follow in the ARC and OnBase systems in order to generate a payment
- Explain the key terms in relation to voucher processing

Estimated time to complete lesson: 10 minutes

Roles and Responsibilities

Within ARC, there is something called workflow. Workflow is the automatic, rule-based routing to pre-determined users based on criteria such as role, department, commodity, account, and dollar amount.

Throughout this course, we will use the following characters to help inform you on how responsibilities align to roles throughout the voucher processing lifecycle:

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

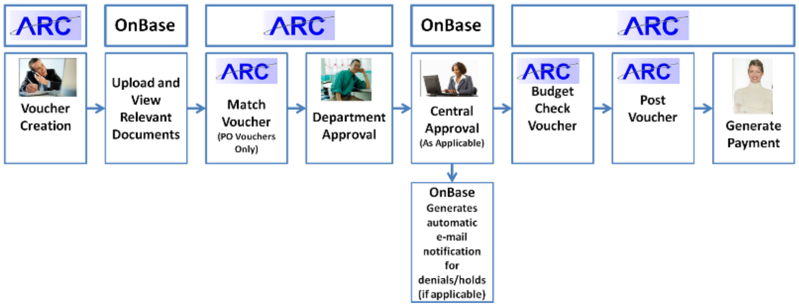
This is Sean. He works in the Psychology Department as well. He is responsible for approving vouchers at the department level.

This is Patty. She works in the Central Audit and Review group. She is responsible for performing voucher approvals and maintaining vouchers when appropriate.

This is Jill. She is a Central Accounts Payable user and is responsible for processing payments through pay cycle manager.

Process Overview

In order for a payment to be generated and distributed to a vendor, a voucher must be entered to process the invoice/check request. In order to be paid, a voucher must go through the following lifecycle:

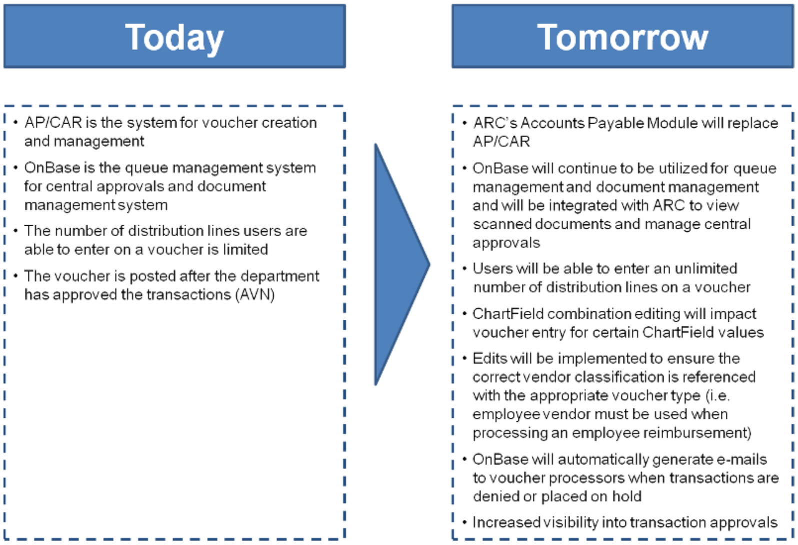

ARC
OnBase
ARC
OnBase
ARC
Voucher Creation
Upload and View Relevant Documents
ARC
Match Voucher (PO Vouchers Only)
Department Approval
Central Approval (As Applicable)
ARC
Budget Check Voucher
ARC
Post Voucher
Generate Payment
OnBase Generates automatic e-mail notification for denials/holds (if applicable)

What's Changing?

Transitioning to the ARC system will greatly impact voucher processing. While the new system will bring considerable changes, the new system will bring the following benefits:

- Streamlining the voucher approval process with ARC’s workflow functionality
- Capturing the flow of information through the system for management and reporting needs
- Streamlining the process for entering voucher data in a single system with integration between vendors, purchasing, and general ledger

A summary of the system-based changes for voucher processing are as follows:



Today

- AP/CAR is the system for voucher creation and management
- OnBase is the queue management system for central approvals and document management system
- The number of distribution lines users are able to enter on a voucher is limited
- The voucher is posted after the department has approved the transactions (AVN)

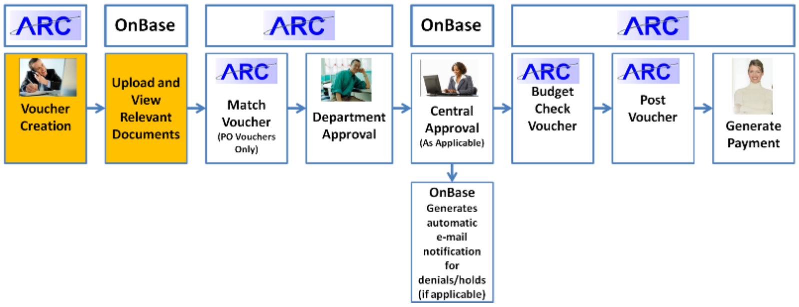
Tomorrow

- ARC’s Accounts Payable Module will replace AP/CAR
- OnBase will continue to be utilized for queue management and document management and will be integrated with ARC to view scanned documents and manage central approvals
- Users will be able to enter an unlimited number of distribution lines on a voucher
- ChartField combination editing will impact voucher entry for certain ChartField values
- Edits will be implemented to ensure the correct vendor classification is referenced with the appropriate voucher type (i.e. employee vendor must be used when processing an employee reimbursement)
- OnBase will automatically generate e-mails to voucher processors when transactions are denied or placed on hold
- Increased visibility into transaction approvals

Creating Online Vouchers

This is the *Creating Online Vouchers* lesson of the *Voucher Processing* course. Upon completion of this lesson, you will be able to:

- Review and understand the following voucher styles: regular (PO and Non-PO), reversal, and prepaid
- Create online vouchers in ARC
- Upload and view documents in ARC and OnBase

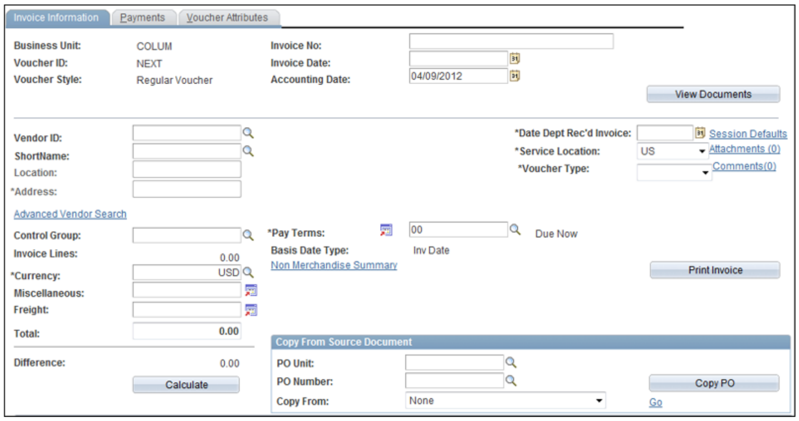

ARC
OnBase
ARC
OnBase
ARC
Voucher Creation
Upload and View Relevant Documents
ARC
Match Voucher
(PO Vouchers Only)
Department Approval
Central Approval
(As Applicable)
OnBase
Generates automatic e-mail notification for denials/holds
(if applicable)
ARC
Budget Check Voucher
ARC
Post Voucher
Generate Payment

Estimated time needed to complete lesson: 10 minutes

Voucher Page Components

Within ARC, there are multiple Voucher Styles that you will learn how to create in the following topics. Regardless of Voucher Style, however, all vouchers will have the following three components:

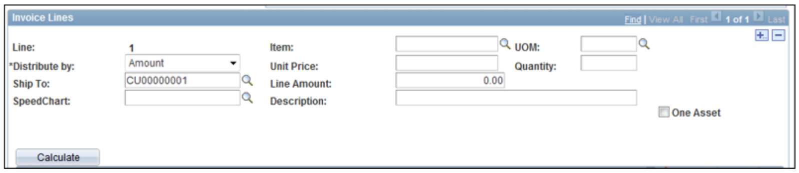
- **Voucher Header --** Contains general information, such as vendor information, invoice information, pay terms, gross amount, and Voucher Type



Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Accounting Date: 04/09/2012
*Service Location: US
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Invoice Lines: 0.00
*Currency: USD
Total: 0.00
Difference: 0.00
Copy From: None

Invoice Information
Payments
Voucher Attributes
Invoice No:
Invoice Date:
View Documents
Vendor ID:
ShortName:
Location:
*Address:
*Date Dept Rec'd Invoice:
*Voucher Type:
Session Defaults
Attachments (0)
Comments(0)
Advanced Vendor Search
Control Group:
Non Merchandise Summary
Print Invoice
Miscellaneous:
Freight:
Calculate
Copy From Source Document
PO Unit:
PO Number:
Copy PO
Go

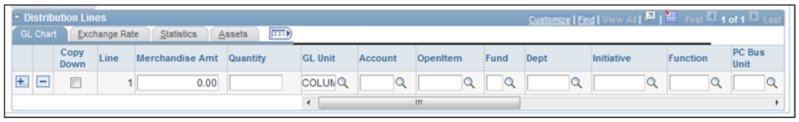
- **Voucher Line --** Enter information for each line on the invoice: merchandise amount, unit price, quantity, and description



Line: 1
*Distribute by: Amount
Ship To: CU00000001
Line Amount: 0.00

Invoice Lines
Find | View All
First 1 of 1 Last
SpeedChart:
Item:
Unit Price:
Description:
UOM:
Quantity:
One Asset
Calculate

- **Distribution Line --** Enter information for each voucher distribution line: general ledger chartfield information. There will be distribution information for each line entered on the voucher. For a reminder of what the different ChartFields mean, reference this job aid. To create a shortcut for entering Distribution information, you can create a SpeedChart using this job aid (http://files/gateway/content/training/job_aids/Job_Aid_SpeedChart.pdf).



Copy Down	Line	Merchandise Amt	Quantity	GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
☐	1	0.00		COLUM							

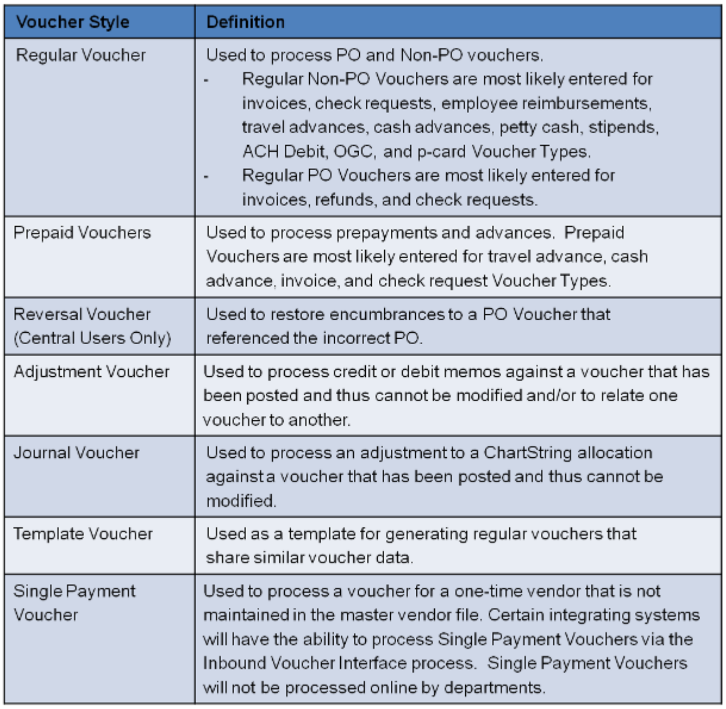
Distribution Lines
Customize | Find | View All
First 1 of 1 Last
GL Chart
Exchange Rate
Statistics
Assets

Voucher Types and Styles

Different Types and Styles of vouchers can be created in ARC. Voucher Types are utilized to indicate the nature of a voucher transaction and/or to drive workflow routing requirements (i.e. pay an invoice, process a travel advance, etc.). The different Voucher Types are as follows:

- Invoice
- Check Request
- Employee Reimbursement
- Travel Advance
- Cash Advance
- OCG
- Petty Cash
- Refund
- Stipend
- ACH Debit
- P-Card
- V-Pay
- Prepayment

Voucher Styles are used to process voucher transactions for specific purposes. The individual topics that follow will outline the definition and functionality of each voucher style as well as how to create each Style in the system. The different Voucher Styles are summarized here:



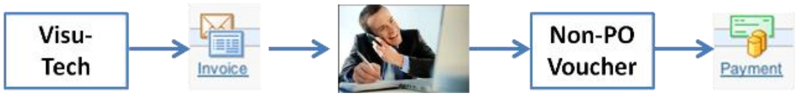
Voucher Style	Definition
Regular Voucher	Used to process PO and Non-PO vouchers. - Regular Non-PO Vouchers are most likely entered for invoices, check requests, employee reimbursements, travel advances, cash advances, petty cash, stipends, ACH Debit, OGC, and p-card Voucher Types. - Regular PO Vouchers are most likely entered for invoices, refunds, and check requests.
Prepaid Vouchers	Used to process prepayments and advances. Prepaid Vouchers are most likely entered for travel advance, cash advance, invoice, and check request Voucher Types.
Reversal Voucher (Central Users Only)	Used to restore encumbrances to a PO Voucher that referenced the incorrect PO.
Adjustment Voucher	Used to process credit or debit memos against a voucher that has been posted and thus cannot be modified and/or to relate one voucher to another.
Journal Voucher	Used to process an adjustment to a ChartString allocation against a voucher that has been posted and thus cannot be modified.
Template Voucher	Used as a template for generating regular vouchers that share similar voucher data.
Single Payment Voucher	Used to process a voucher for a one-time vendor that is not maintained in the master vendor file. Certain integrating systems will have the ability to process Single Payment Vouchers via the Inbound Voucher Interface process. Single Payment Vouchers will not be processed online by departments.

For a print friendly version of these voucher definitions, please reference this job aid (http://files/gateway/content/training/job_aids/Job_Aid_Voucher_Styles_vs_Voucher_Types.pdf)
.

Creating a Regular Voucher Without a Purchase Order (Non-PO Vouchers)

At Columbia University, vouchers without a purchase order (non-po vouchers) will primarily be created for check requests, invoices, employee reimbursements, cash advances, petty cash, stipends, travel advances, and P-Card transactions.

Throughout the following topic, consider a time when you have faced a similar scenario: Mark, a user in the Psychology Department, needs to use a tech services vendor, Visu-Tech, to help him record a meeting for his department. He receives an invoice for the service and needs to create a voucher so that the vendor can be paid.

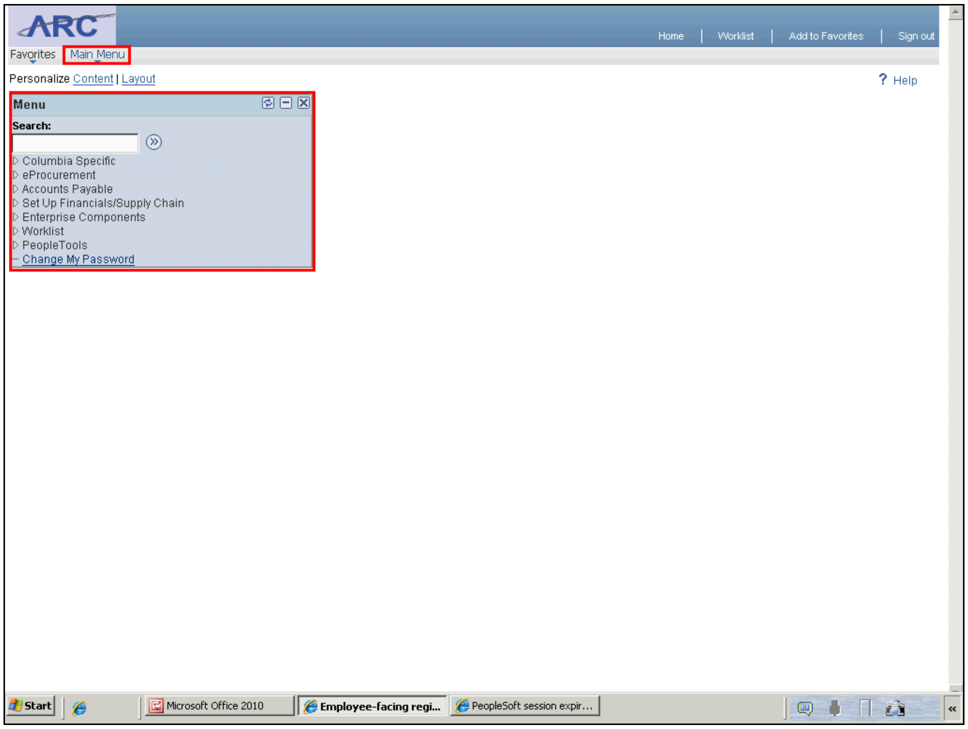

Visu-Tech
Invoice
Non-PO Voucher
Payment

Note: In order to ensure that vendors receive payments in a timely manner, it is important that you *only* *create Non-PO vouchers for transactions where there is no PO associated to the voucher. Failing to process vouchers against existing POs will lead to open commitments, duplicate invoicing, and prevent the PO from being liquidated.*

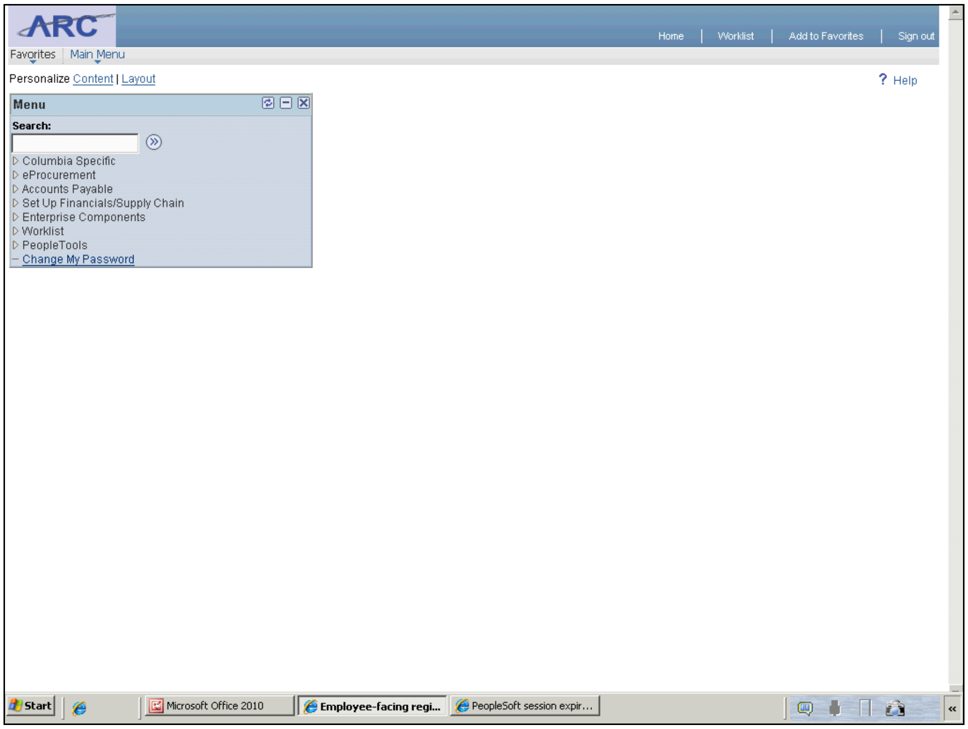
Estimated time needed to complete topic: 3 minutes

Procedure

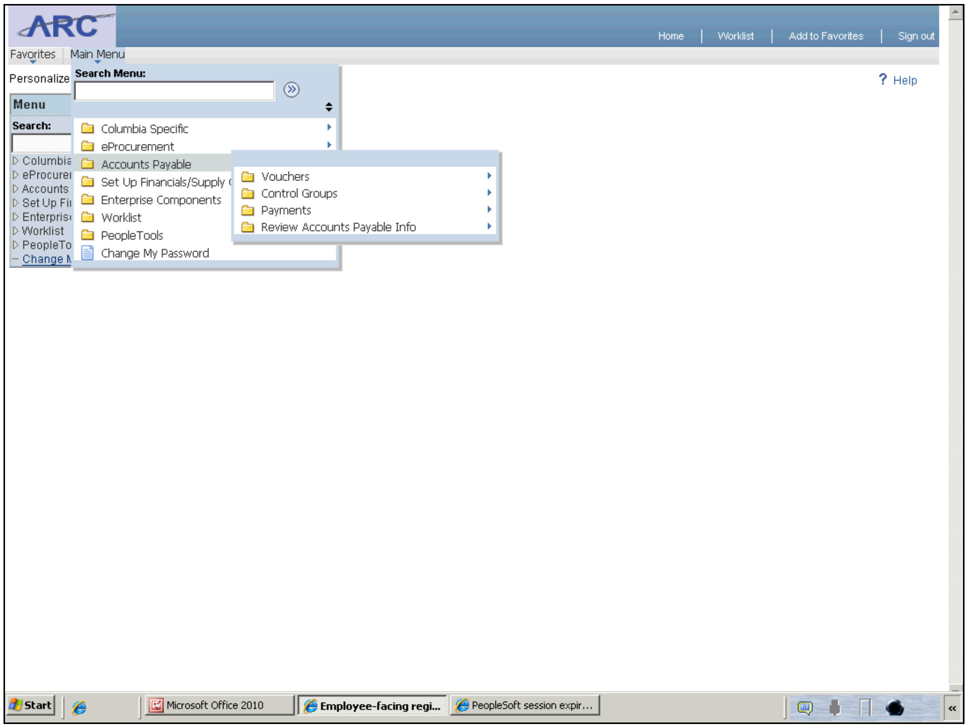
Welcome to the *Creating a Regular Voucher Without a Purchase Order* topic. In this scenario you will create a regular voucher without a purchase order.


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites
Main Menu
Personalize Content | Layout
? Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply Chain
Enterprise Components
Worklist
PeopleTools
Change My Password
Start
Microsoft Office 2010
Employee-facing regi...
PeopleSoft session expir...

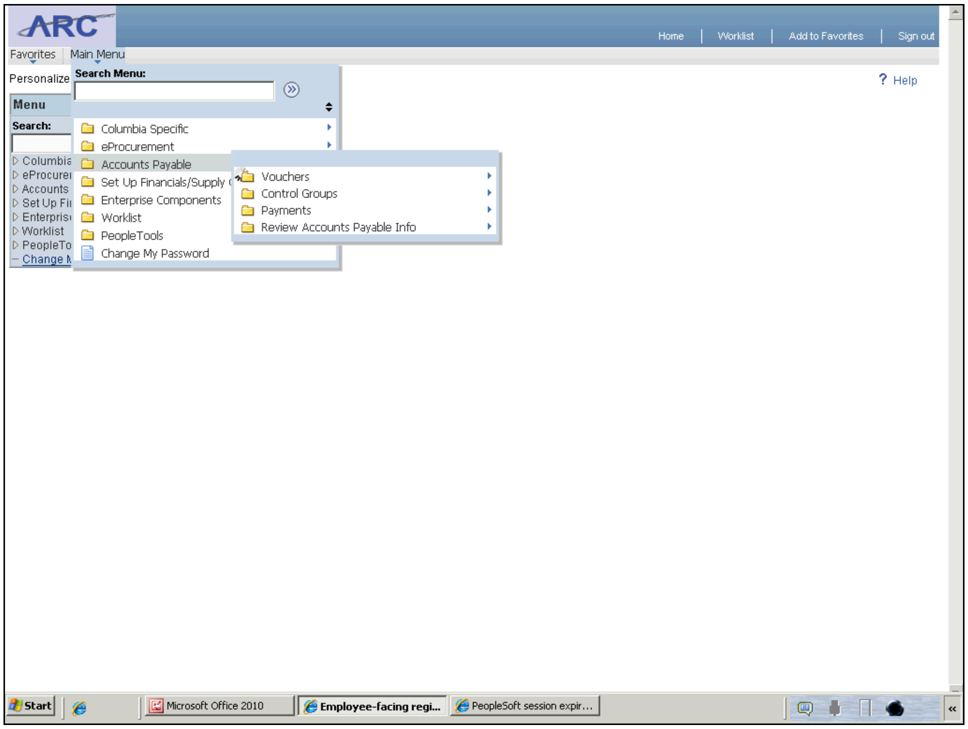
Step	Action
1.	There are two ways to access menu options in ARC. The first is by clicking on the appropriate option in the blue box, or you can find the same selections by clicking the Main Menu button at the top of your screen. In this course, we will use the Main Menu button at the top of the screen.


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu
Personalize Content | Layout
? Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply Chain
Enterprise Components
Worklist
PeopleTools
Change My Password
Start
Microsoft Office 2010
Employee-facing regi...
PeopleSoft session expir...

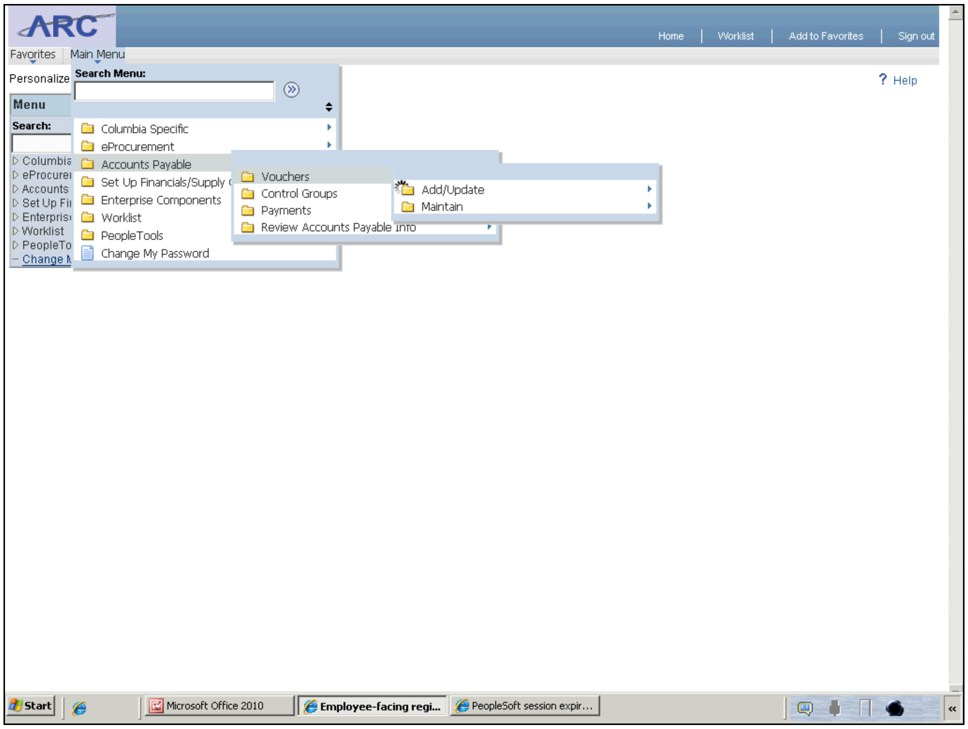
Step	Action
2.	First you will navigate to the Vouchers page to add a new voucher. Click the **Main Menu** button.


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites
Main Menu
Personalize
Search Menu:
Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply
Enterprise Components
Worklist
PeopleTools
Change My Password
Vouchers
Control Groups
Payments
Review Accounts Payable Info
Start
Microsoft Office 2010
Employee-facing regi...
PeopleSoft session expir...

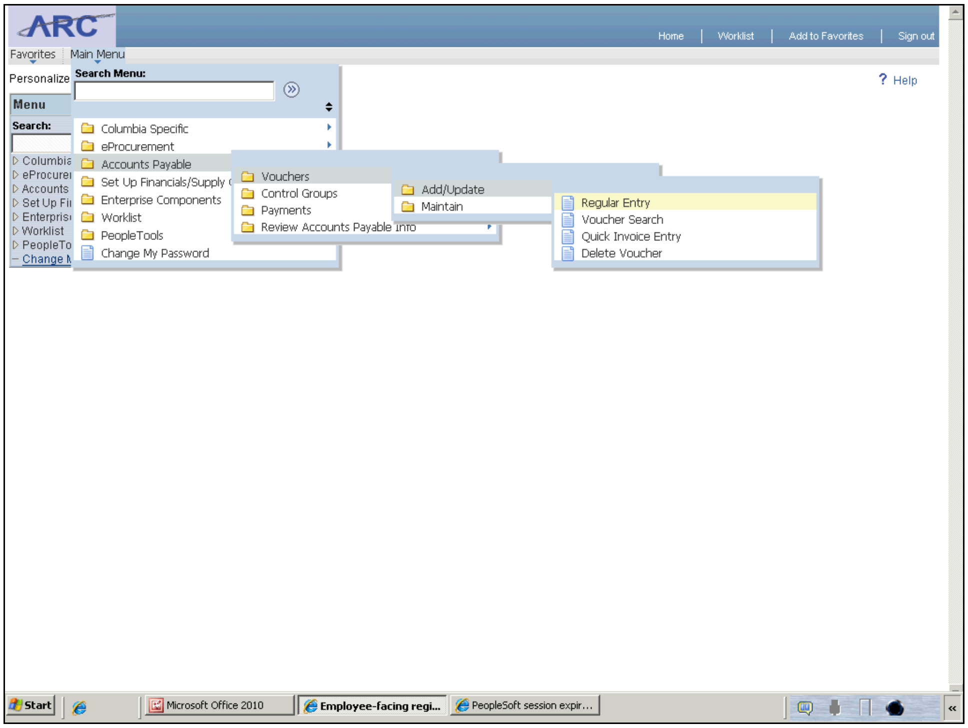
Step	Action
3.	Click the **Accounts Payable** menu. Accounts Payable

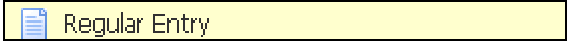

ARC
Home | Worklist | Add to Favorites | Sign out
Favorites
Main Menu
Personalize
Search Menu:
Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply
Enterprise Components
Worklist
PeopleTools
Change My Password
Vouchers
Control Groups
Payments
Review Accounts Payable Info
Start
Microsoft Office 2010
Employee-facing regi...
PeopleSoft session expir...

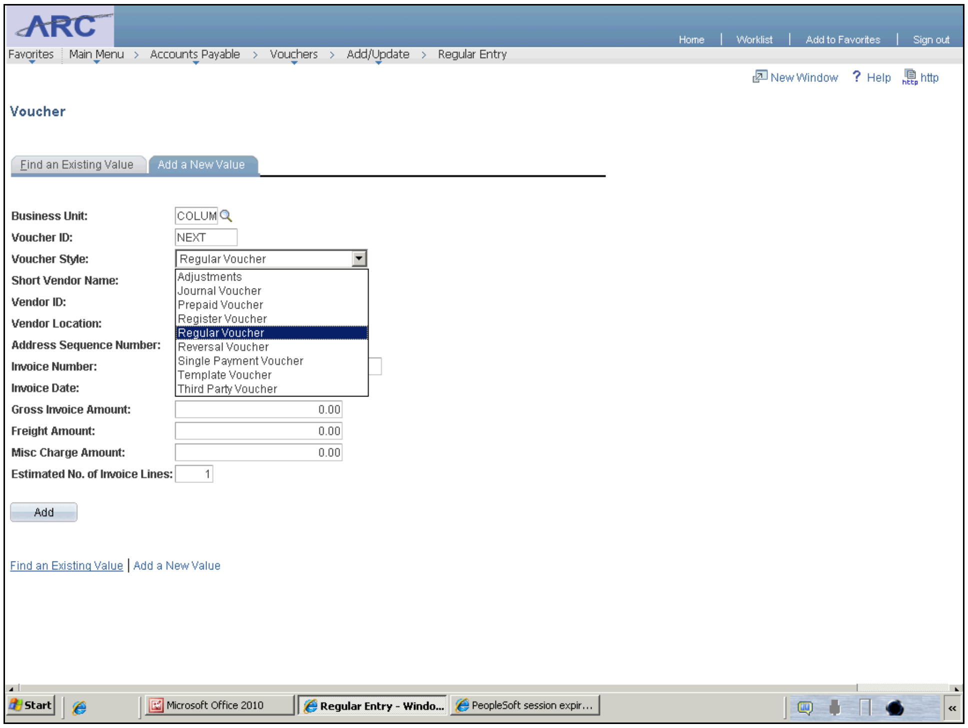
Step	Action
4.	Click the **Vouchers** menu. Vouchers


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu
Personalize
Search Menu:
? Help
Menu
Search:
Columbia
eProcurem
Accounts
Set Up Fi
Enterpris
Worklist
PeopleTo
Change M
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply
Enterprise Components
Worklist
PeopleTools
Change My Password
Vouchers
Control Groups
Payments
Review Accounts Payable Info
Add/Update
Maintain
Start
Microsoft Office 2010
Employee-facing regi...
PeopleSoft session expir...

Step	Action
5.	Click the **Add/Update** menu. Add/Update


ARC
Home
Worklist
Add to Favorites
Sign out
Favorites
Main Menu
Personalize
Search Menu:
Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply
Enterprise Components
Worklist
PeopleTools
Change My Password
Vouchers
Control Groups
Payments
Review Accounts Payable Info
Add/Update
Maintain
Regular Entry
Voucher Search
Quick Invoice Entry
Delete Voucher
Start
Microsoft Office 2010
Employee-facing regi...
PeopleSoft session expir...

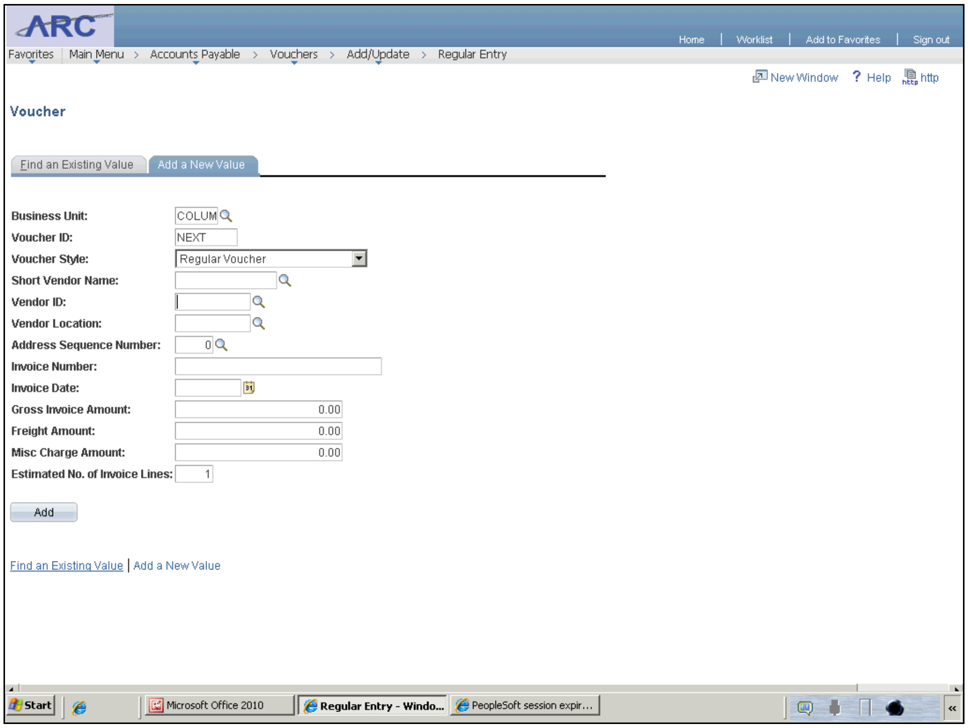
Step	Action
6.	Click the **Regular Entry** menu. You will select the Regular Entry menu when creating **all** types/styles of vouchers.  Regular Entry


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window
Help
http
Find an Existing Value
Add a New Value
Adjustments
Journal Voucher
Prepaid Voucher
Register Voucher
Regular Voucher
Reversal Voucher
Single Payment Voucher
Template Voucher
Third Party Voucher
Add
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...
PeopleSoft session expir...

Voucher

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Short Vendor Name:
Vendor ID:
Vendor Location:
Address Sequence Number:
Invoice Number:
Invoice Date:
Gross Invoice Amount: 0.00
Freight Amount: 0.00
Misc Charge Amount: 0.00
Estimated No. of Invoice Lines: 1

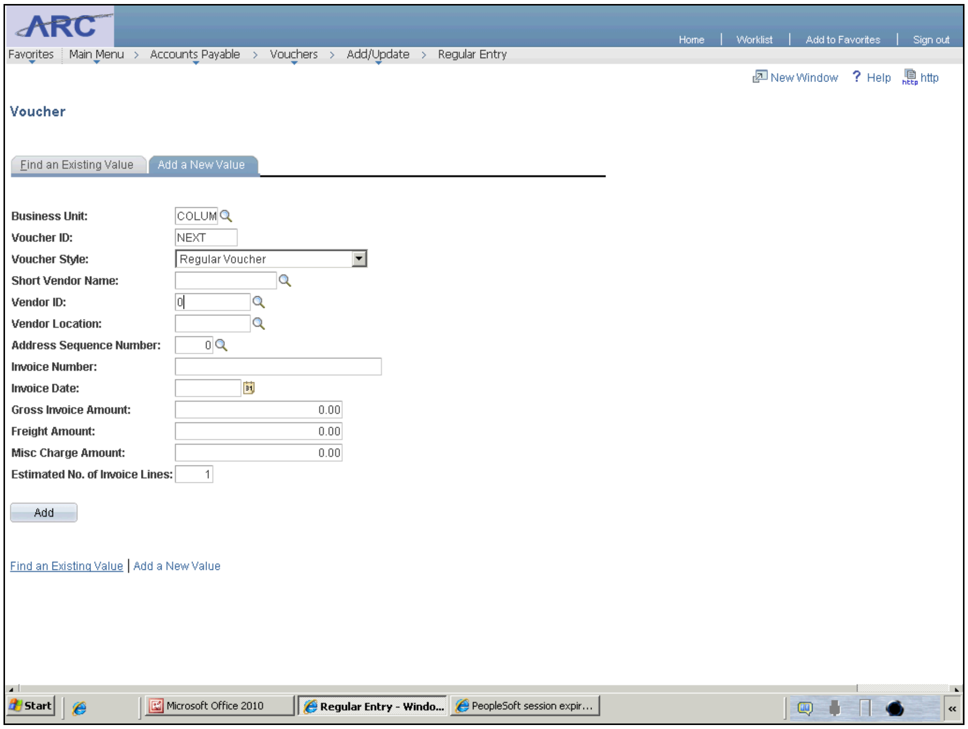
Step	Action
7.	Click the **Voucher Style** list and select the **Regular Voucher** style. This is where you will select the appropriate voucher style based on the purpose of the voucher. Regular Voucher


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window ? Help http
Find an Existing Value
Add a New Value
Add
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...
PeopleSoft session expir...

Voucher

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

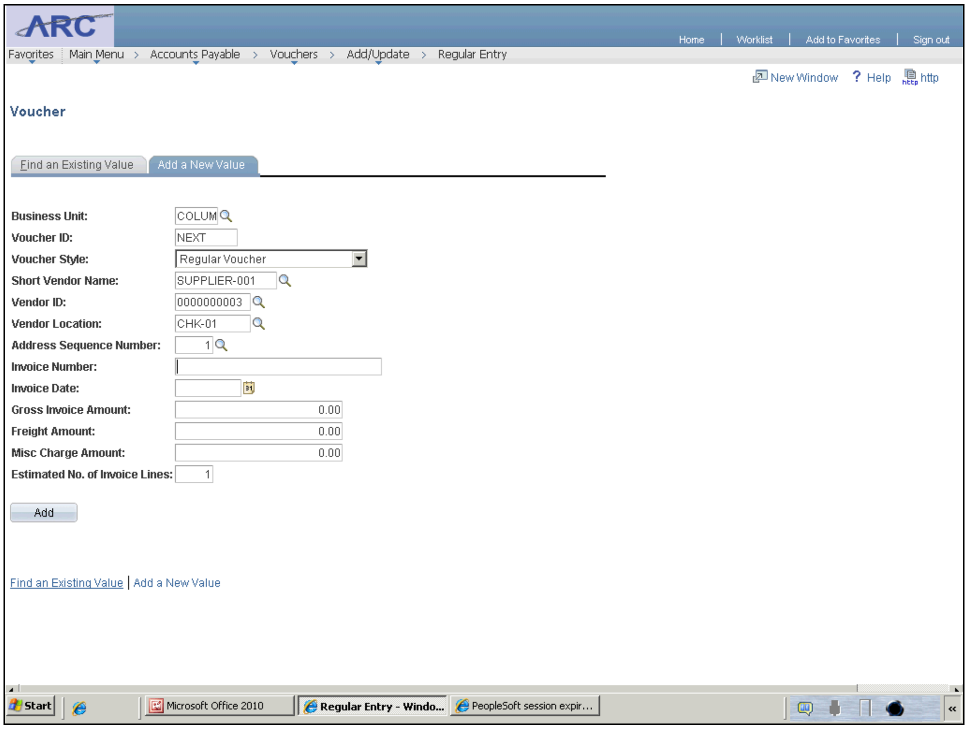
Step	Action
8.	Click in the **Vendor ID** field.


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window ? Help http
Find an Existing Value
Add a New Value
Add
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...
PeopleSoft session expir...

Voucher

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Short Vendor Name:
Vendor ID: 0
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

Step	Action
9.	Enter the desired information into the **Vendor ID** field. Enter "**0000000003**".



Home | Worklist | Add to Favorites | Sign out

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

New Window ? Help http

Voucher

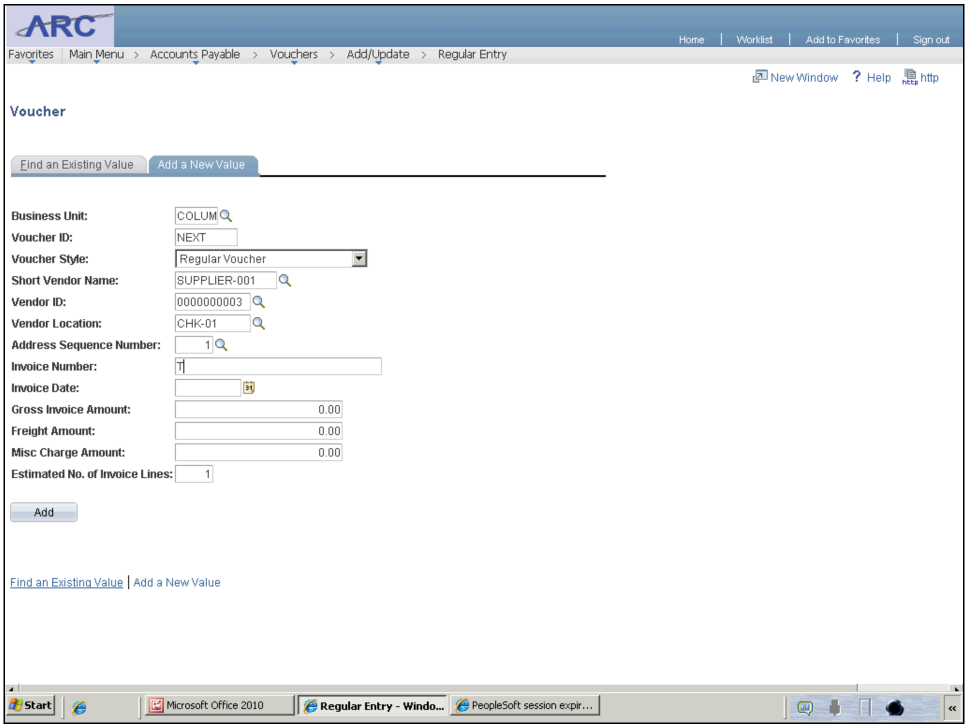
Find an Existing Value | Add a New Value

Business Unit:	COLUM
Voucher ID:	NEXT
Voucher Style:	Regular Voucher
Short Vendor Name:	SUPPLIER-001
Vendor ID:	0000000003
Vendor Location:	CHK-01
Address Sequence Number:	1
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

Step	Action
10.	Click in the **Invoice Number** field.


ARC
Home | Worklist | Add to Favorites | Sign out
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New Window ? Help http
Find an Existing Value
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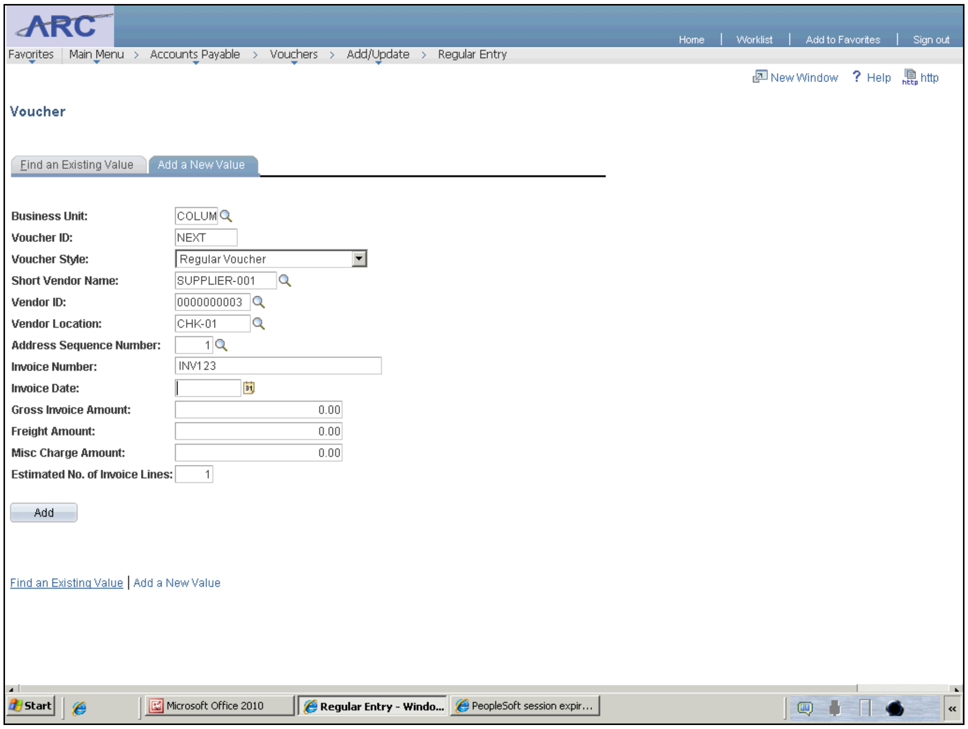
Add
Start
Microsoft Office 2010
Regular Entry - Windo...
PeopleSoft session expir...

Voucher

Business Unit:	COLUM
Voucher ID:	NEXT
Voucher Style:	Regular Voucher
Short Vendor Name:	SUPPLIER-001
Vendor ID:	0000000003
Vendor Location:	CHK-01
Address Sequence Number:	1
Invoice Number:	T
Invoice Date:	
Gross Invoice Amount:	0.00
Freight Amount:	0.00
Misc Charge Amount:	0.00
Estimated No. of Invoice Lines:	1

Find an Existing Value | Add a New Value

Step	Action
11.	Enter the desired information into the **Invoice Number** field. Enter "**INV123**".

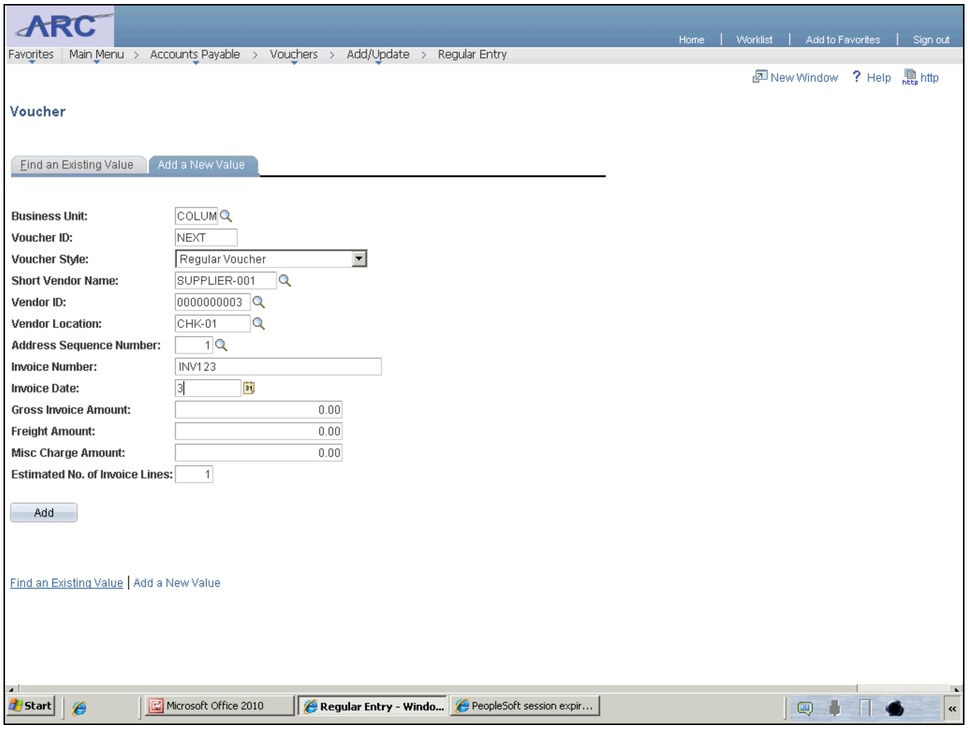

ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window ? Help http
Find an Existing Value
Add a New Value
Add
Start
Microsoft Office 2010
Regular Entry - Windo...
PeopleSoft session expir...

Voucher

Business Unit:	COLUM
Voucher ID:	NEXT
Voucher Style:	Regular Voucher
Short Vendor Name:	SUPPLIER-001
Vendor ID:	0000000003
Vendor Location:	CHK-01
Address Sequence Number:	1
Invoice Number:	INV123
Invoice Date:	
Gross Invoice Amount:	0.00
Freight Amount:	0.00
Misc Charge Amount:	0.00
Estimated No. of Invoice Lines:	1

Find an Existing Value | Add a New Value

Step	Action
12.	Click in the **Invoice Date** field.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Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
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Add a New Value
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Find an Existing Value | Add a New Value
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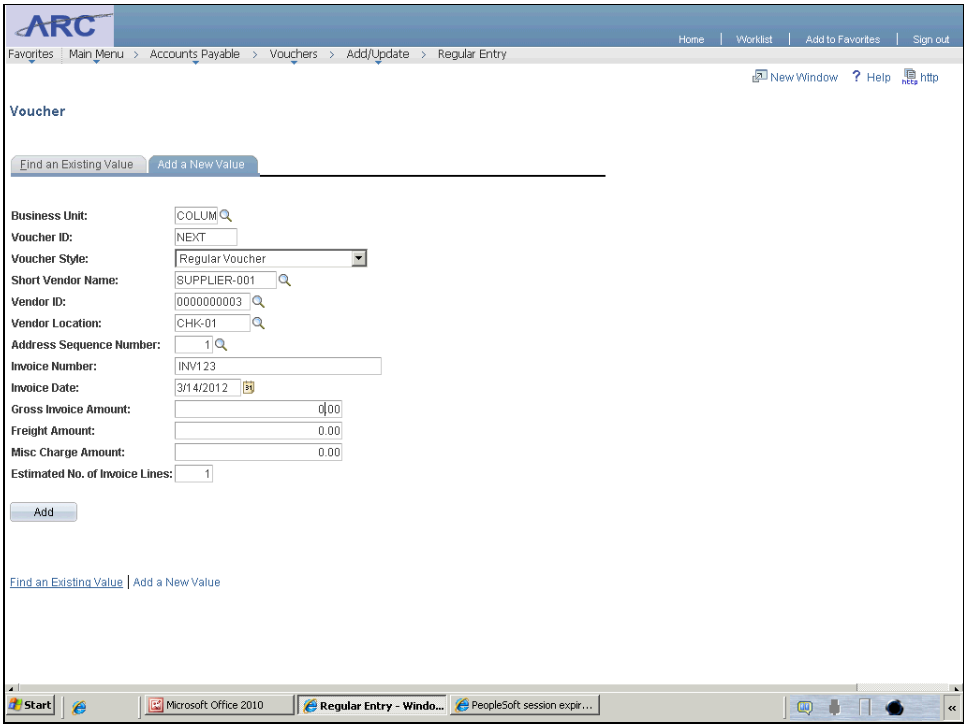
Microsoft Office 2010
Regular Entry - Windo...
PeopleSoft session expir...

Voucher

Business Unit:	COLUM
Voucher ID:	NEXT
Voucher Style:	Regular Voucher
Short Vendor Name:	SUPPLIER-001
Vendor ID:	0000000003
Vendor Location:	CHK-01
Address Sequence Number:	1
Invoice Number:	INV123
Invoice Date:	3
Gross Invoice Amount:	0.00
Freight Amount:	0.00
Misc Charge Amount:	0.00
Estimated No. of Invoice Lines:	1

Step	Action
13.	Enter the desired information into the **Invoice Date** field. Enter "**3/14/2012**".


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window | Help | http
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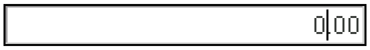
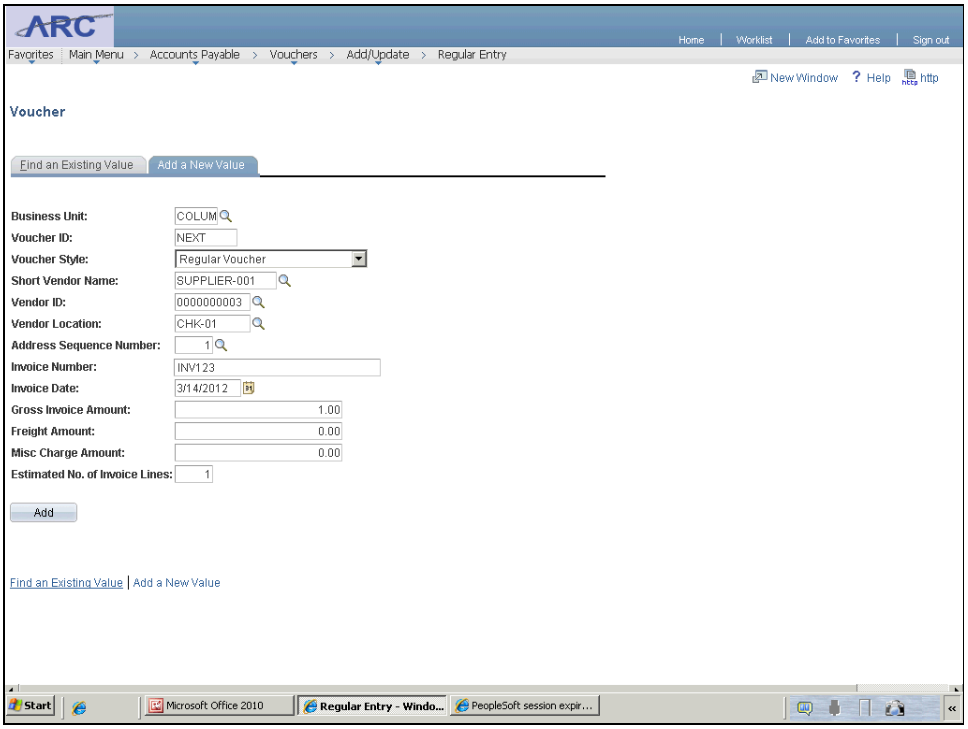
Add
Find an Existing Value | Add a New Value
Start | Microsoft Office 2010 | Regular Entry - Windo... | PeopleSoft session expir...

Voucher

Business Unit:	COLUM
Voucher ID:	NEXT
Voucher Style:	Regular Voucher
Short Vendor Name:	SUPPLIER-001
Vendor ID:	0000000003
Vendor Location:	CHK-01
Address Sequence Number:	1
Invoice Number:	INV123
Invoice Date:	3/14/2012
Gross Invoice Amount:	0.00
Freight Amount:	0.00
Misc Charge Amount:	0.00
Estimated No. of Invoice Lines:	1

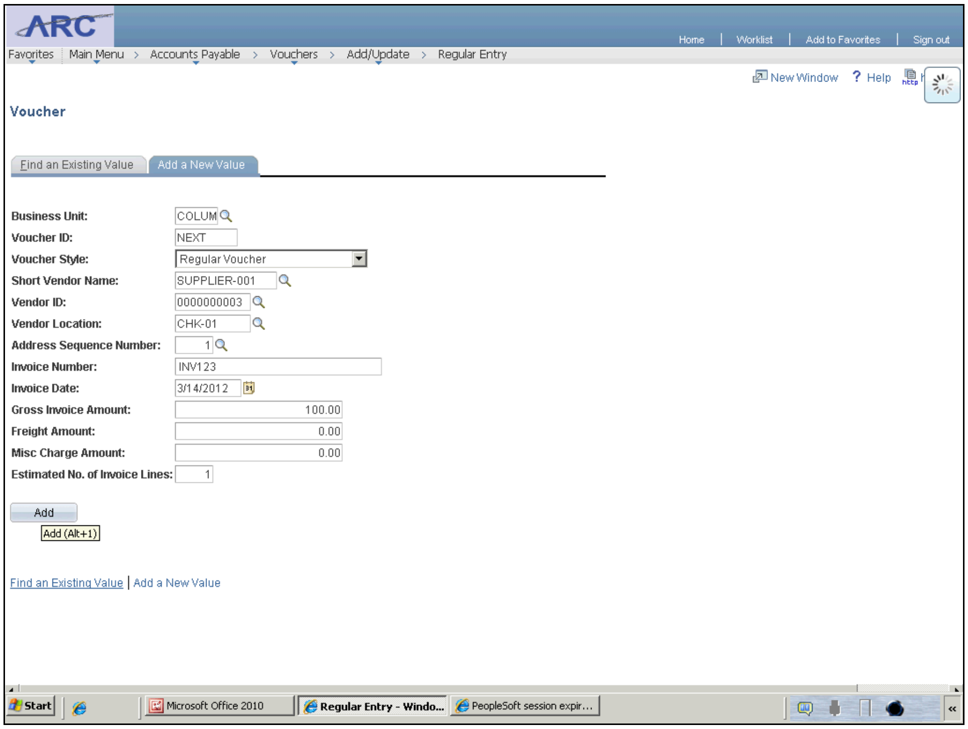
Step	Action
14.	Click in the **Gross Invoice Amount** field. 


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window | Help | http
Find an Existing Value | Add a New Value
Add
Find an Existing Value | Add a New Value
Start | Microsoft Office 2010 | Regular Entry - Windo... | PeopleSoft session expir...

Voucher

Business Unit:	COLUM
Voucher ID:	NEXT
Voucher Style:	Regular Voucher
Short Vendor Name:	SUPPLIER-001
Vendor ID:	0000000003
Vendor Location:	CHK-01
Address Sequence Number:	1
Invoice Number:	INV123
Invoice Date:	3/14/2012
Gross Invoice Amount:	1.00
Freight Amount:	0.00
Misc Charge Amount:	0.00
Estimated No. of Invoice Lines:	1

Step	Action
15.	Enter the desired information into the **Gross Invoice Amount** field. Enter "**100**".


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
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Add a New Value
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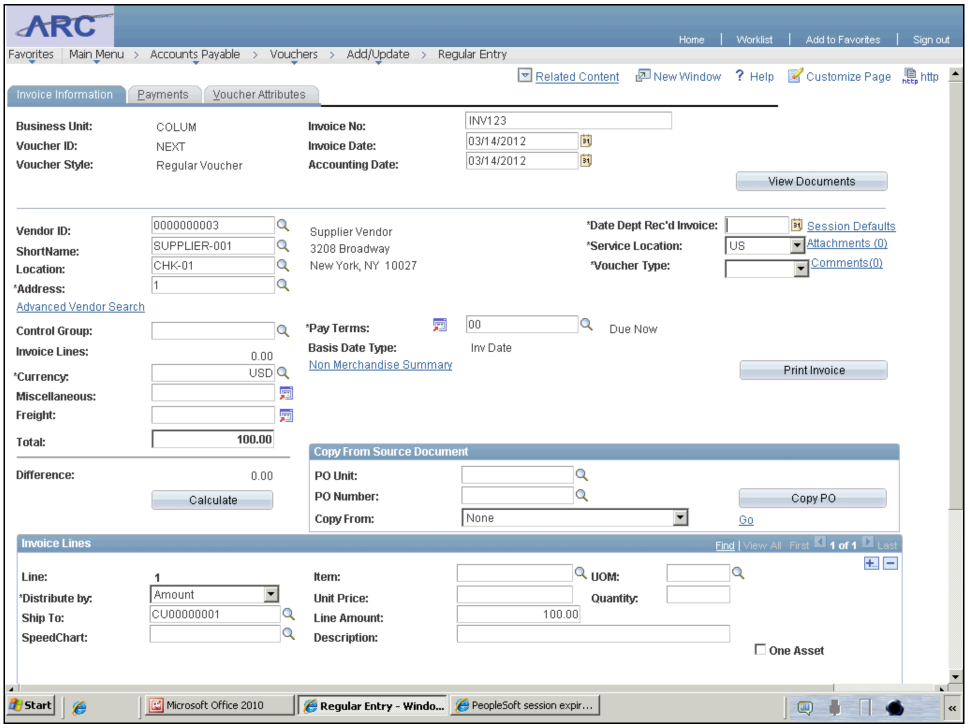
Add (Alt+1)
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...
PeopleSoft session expir...

Voucher

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Short Vendor Name: SUPPLIER-001
Vendor ID: 0000000003
Vendor Location: CHK-01
Address Sequence Number: 1
Invoice Number: INV123
Invoice Date: 3/14/2012
Gross Invoice Amount: 100.00
Freight Amount: 0.00
Misc Charge Amount: 0.00
Estimated No. of Invoice Lines: 1

Step	Action
16.	Click the **Add** button. Add


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Related Content
New Window
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Customize Page
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Invoice Information
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Voucher Attributes
View Documents
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Attachments (0)
Comments(0)
Non Merchandise Summary
Print Invoice
Calculate
Copy From Source Document
Copy PO
Go
Invoice Lines
Find | View All First 1 of 1 Last
Start
Microsoft Office 2010
Regular Entry - Windo...
PeopleSoft session expir...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Invoice No: INV123
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012

Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1

Supplier Vendor
3208 Broadway
New York, NY 10027

*Date Dept Rec'd Invoice:
*Service Location: US
*Voucher Type:

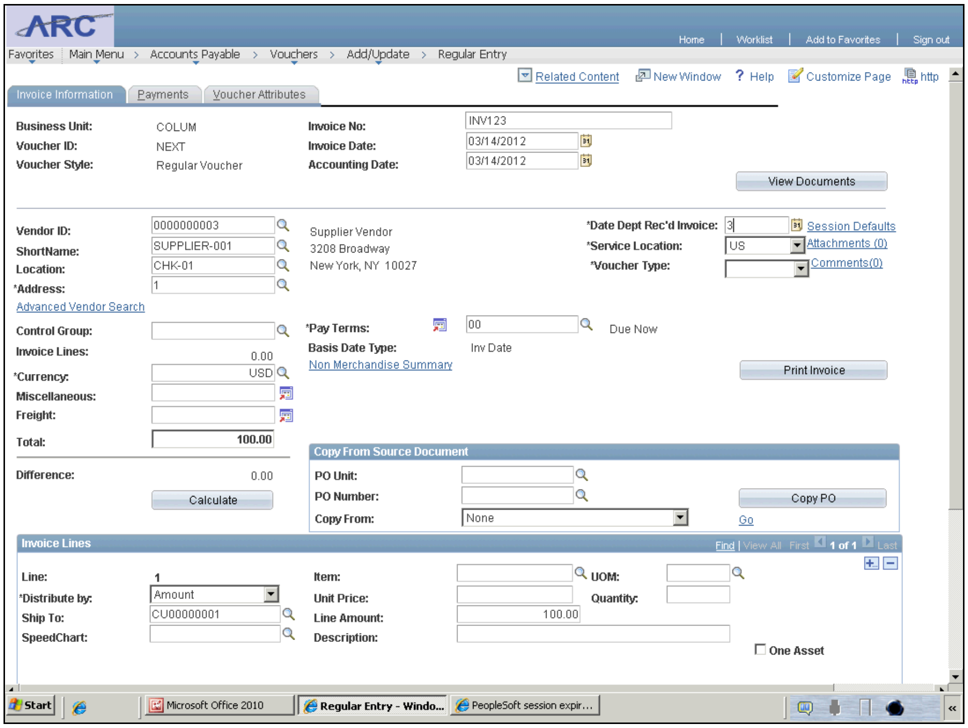
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 100.00
Difference: 0.00

*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

PO Unit:
PO Number:
Copy From: None

Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 100.00
Description:
UOM:
Quantity:
☐ One Asset

Step	Action
17.	There are a few other required fields in the Header Information. First, you will enter the date your Department received the invoice. Click in the **Date Dept Rec'd Invoice** field.


Home | Worklist | Add to Favorites | Sign out
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Related Content
New Window
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http
Invoice Information
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Voucher Attributes
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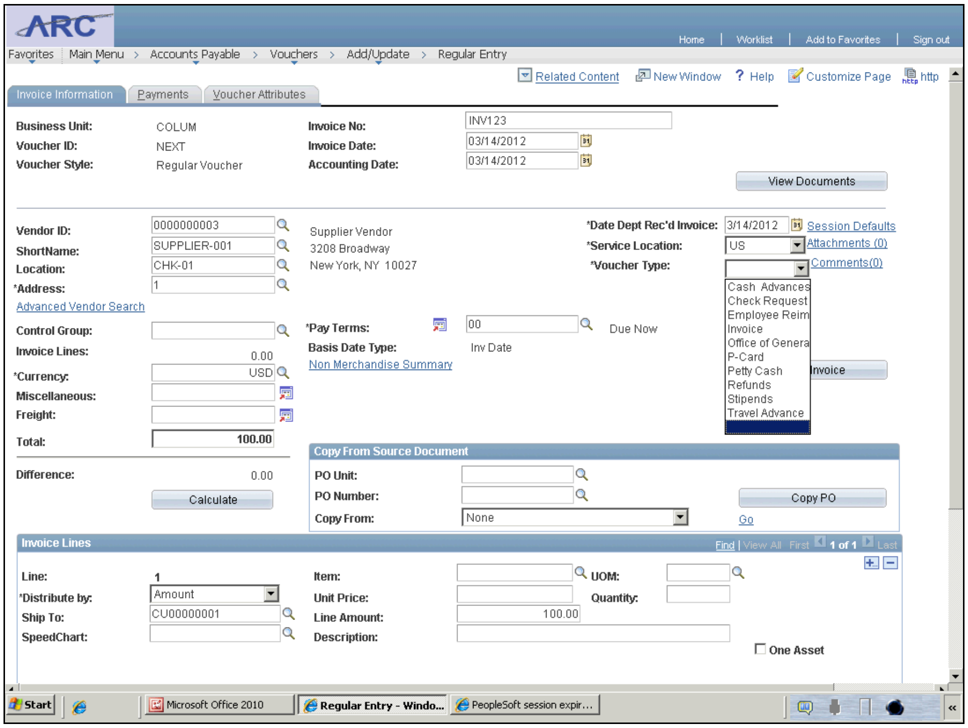
Session Defaults
Attachments (0)
Comments(0)
Advanced Vendor Search
Non Merchandise Summary
Print Invoice
Calculate
Copy From Source Document
Copy PO
Go
Invoice Lines
Find | View All First 1 of 1 Last
Start
Microsoft Office 2010
Regular Entry - Windo...
PeopleSoft session expir...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Invoice No: INV123
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012
Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Supplier Vendor
3208 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 3
*Service Location: US
*Voucher Type:
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 100.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
PO Unit:
PO Number:
Copy From: None
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 100.00
Description:
UOM:
Quantity:
☐ One Asset

Step	Action
18.	Enter the desired information into the **Date Dept Rec'd Invoice** field. Enter "**3/14/2012**".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http
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Attachments (0)
Comments(0)
Cash Advances
Check Request
Employee Reim
Invoice
Office of Genera
P-Card
Petty Cash
Refunds
Stipends
Travel Advance
Advanced Vendor Search
Non Merchandise Summary
Invoice
Calculate
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Copy PO
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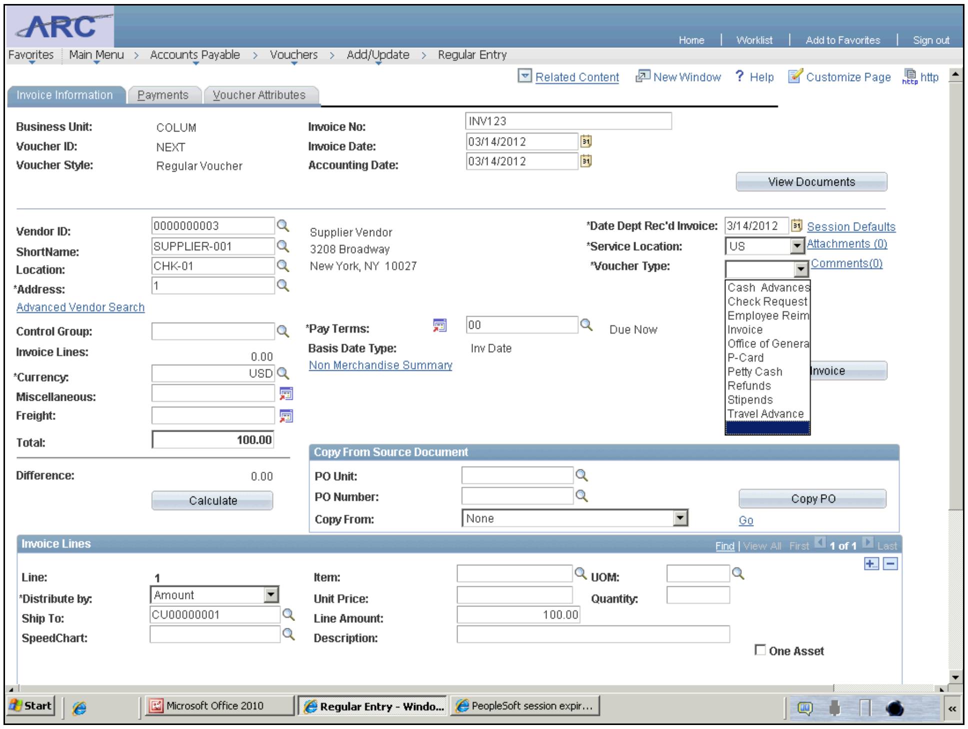
Microsoft Office 2010
Regular Entry - Windo...
PeopleSoft session expir...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Invoice No: INV123
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012
Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Supplier Vendor
3208 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 3/14/2012
*Service Location: US
*Voucher Type:
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 100.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
PO Unit:
PO Number:
Copy From: None
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 100.00
Description:
UOM:
Quantity:
☐ One Asset

Step	Action
19.	Click the **Voucher Type** list to select the appropriate voucher type. This voucher is being created from an invoice, so in this case, the voucher type is Invoice.


ARC
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Comments(0)
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Check Request
Employee Reim
Invoice
Office of Genera
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Stipends
Travel Advance
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Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Invoice No: INV123
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012

Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1

Supplier Vendor
3208 Broadway
New York, NY 10027

*Date Dept Rec'd Invoice: 3/14/2012
*Service Location: US
*Voucher Type:

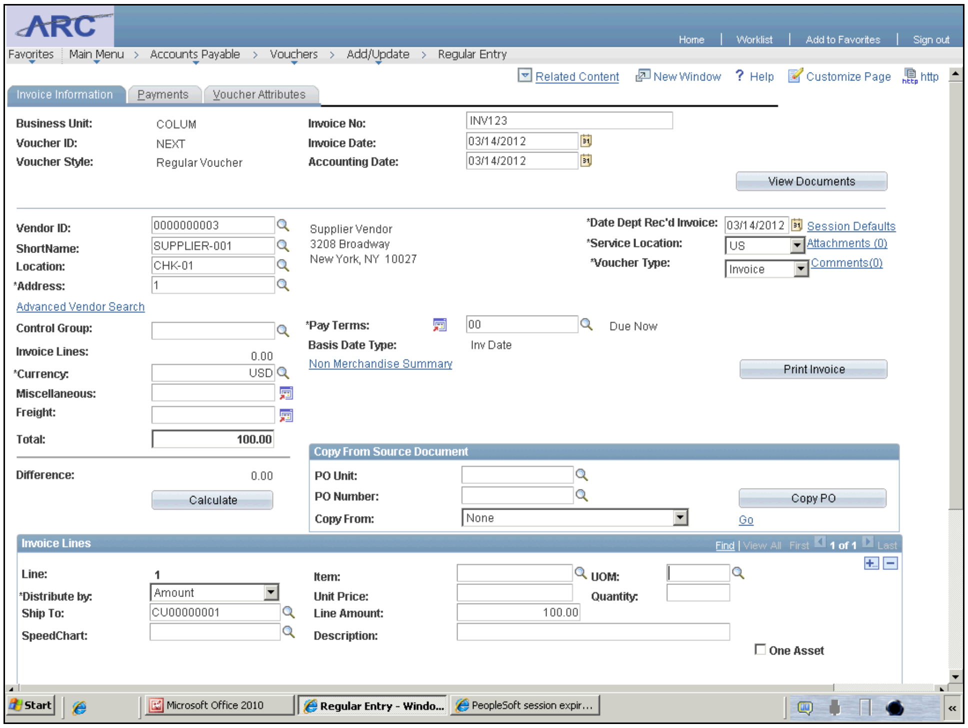
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 100.00
Difference: 0.00

*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

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: 100.00
Description:
UOM:
Quantity:
☐ One Asset

Step	Action
20.	Select **Invoice**.



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

Invoice Information

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Invoice No: INV123
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012

Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1

Supplier Vendor
3208 Broadway
New York, NY 10027

*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice

Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 100.00
Difference: 0.00

*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

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: 100.00
Description:
UOM:
Quantity:
☐ One Asset

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Comments(0)
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Calculate
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Microsoft Office 2010
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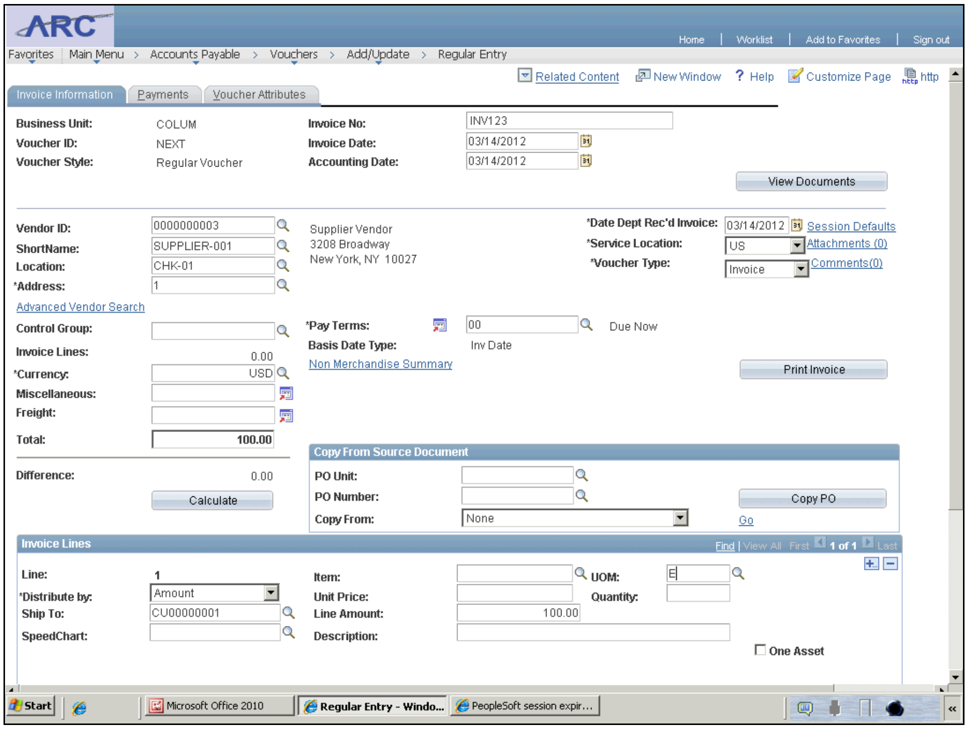
Step	Action
21.	Now, we will enter line information for the voucher. Click in the **UOM** field.



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

Invoice Information

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Invoice No: INV123
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012

Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1

Supplier Vendor
3208 Broadway
New York, NY 10027

*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice

Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 100.00
Difference: 0.00

*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

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: 100.00
Description:
UOM: E
Quantity:
☐ One Asset

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Comments(0)
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Microsoft Office 2010
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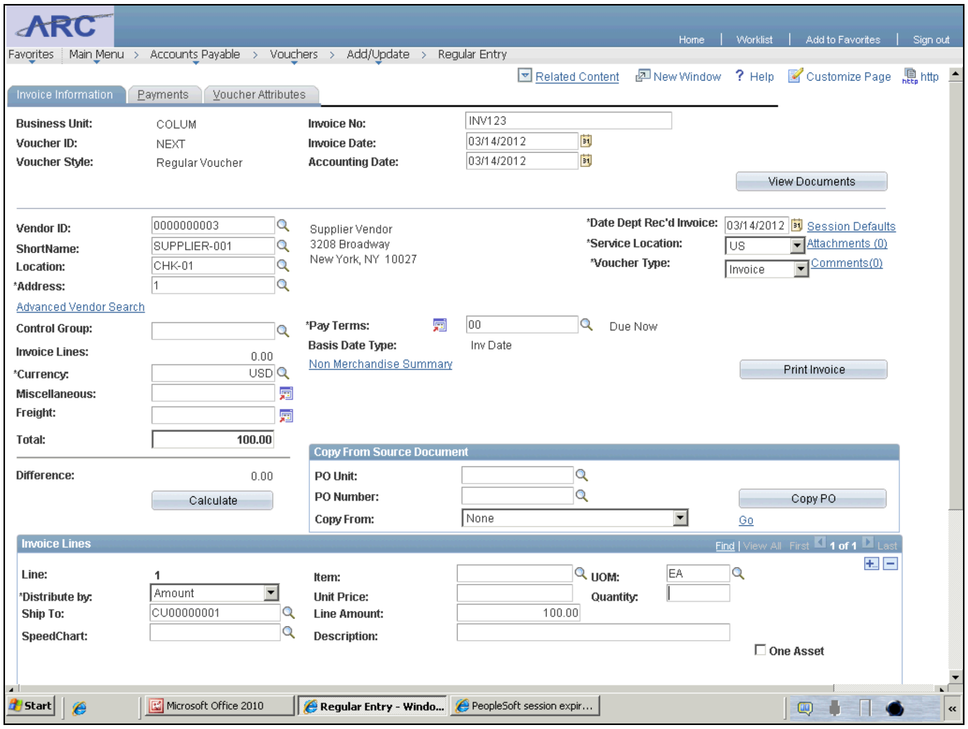
Step	Action
22.	Enter the desired information into the **UOM** field. Enter "**EA**".


ARC
Home | Worklist | Add to Favorites | Sign out
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Related Content | New Window | Help | Customize Page | http
Invoice Information | Payments | Voucher Attributes

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Invoice No: INV123
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012

View Documents

Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Supplier Vendor
3208 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice

Session Defaults
Attachments (0)
Comments(0)
Advanced Vendor Search

Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 100.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

Non Merchandise Summary
Print Invoice
Calculate
Copy From Source Document

PO Unit:
PO Number:
Copy From: None

Copy PO
Go
Invoice Lines
Find | View All First 1 of 1 Last

Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 100.00
Description:
UOM: EA
Quantity:
☐ One Asset

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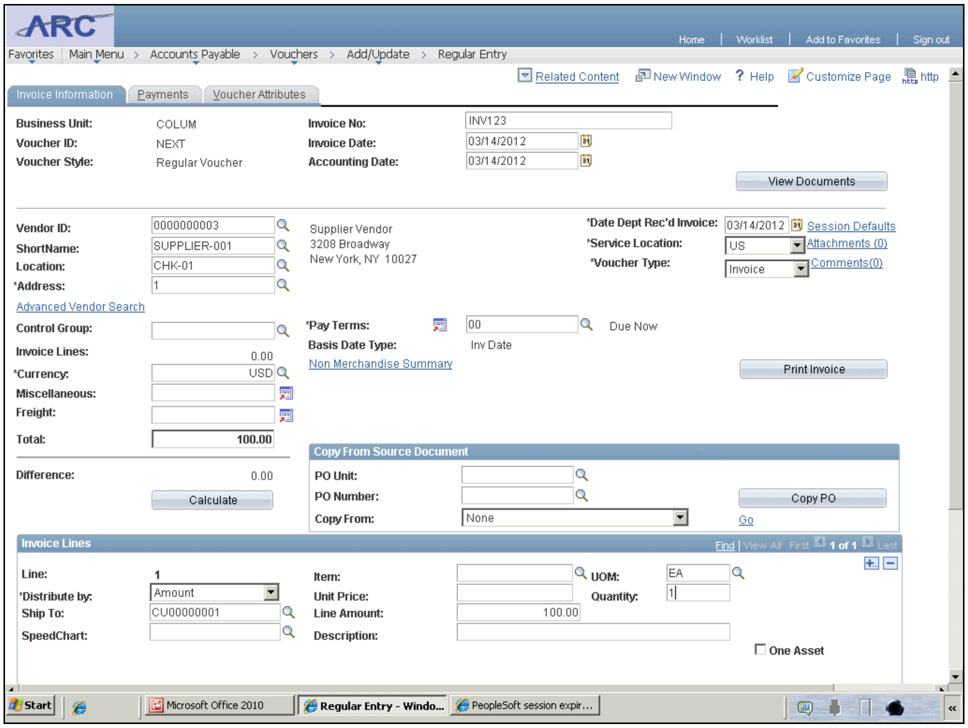
Microsoft Office 2010
Regular Entry - Windo...
PeopleSoft session expir...

Step	Action
23.	Click in the **Quantity** field.


ARC
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Attachments (0)
Comments(0)
Non Merchandise Summary
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Copy PO
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Find | View All First 1 of 1 Last
Start Microsoft Office 2010 Regular Entry - Windo... PeopleSoft session expir...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Invoice No: INV123
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012

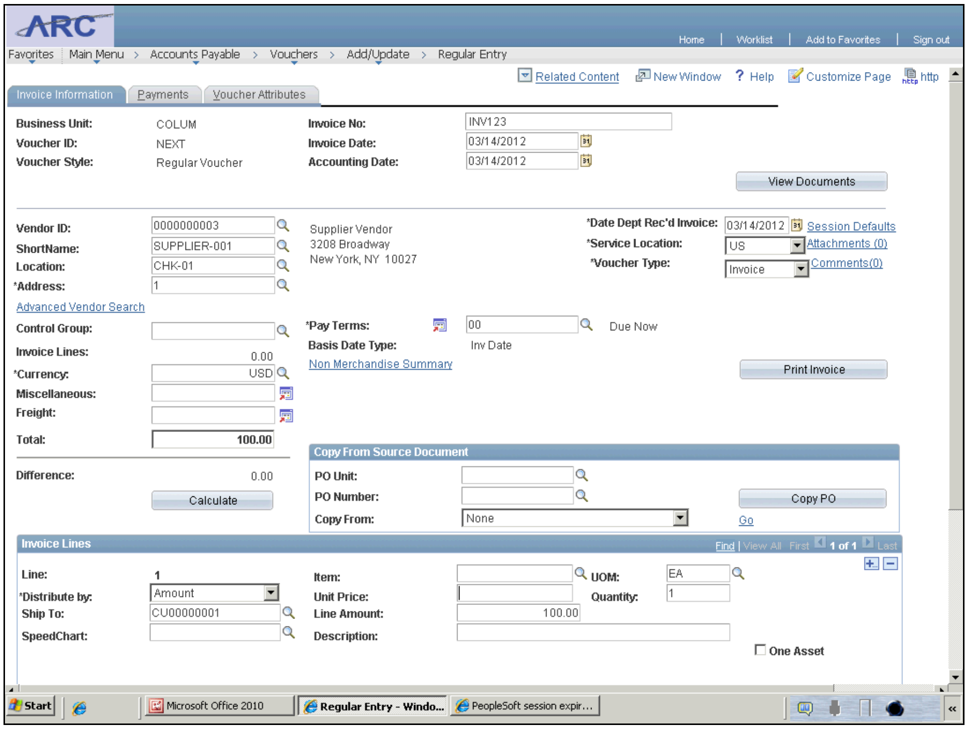
Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Supplier Vendor
3208 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice

Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 100.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

PO Unit:
PO Number:
Copy From: None

Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 100.00
Description:
UOM: EA
Quantity: 1
☐ One Asset

Step	Action
24.	Enter the desired information into the **Quantity** field. Enter "**1**".


ARC
Home | Worklist | Add to Favorites | Sign out
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Comments(0)
Non Merchandise Summary
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Copy PO
Go
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Start Microsoft Office 2010 Regular Entry - Windo... PeopleSoft session expir...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Invoice No: INV123
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012

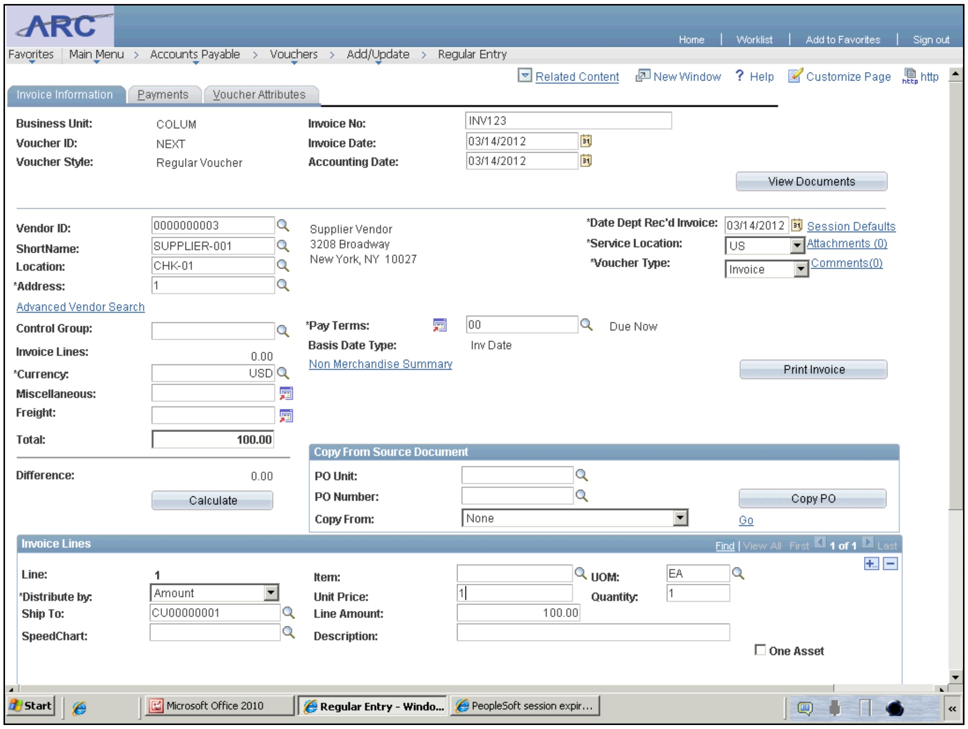
Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Supplier Vendor
3208 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice

Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 100.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

PO Unit:
PO Number:
Copy From: None

Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 100.00
Description:
UOM: EA
Quantity: 1
☐ One Asset

Step	Action
25.	Click in the **Unit Price** field.


ARC
Home | Worklist | Add to Favorites | Sign out
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Comments(0)
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Copy PO
Go
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PeopleSoft session expir...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Invoice No: INV123
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012

Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1

Supplier Vendor
3208 Broadway
New York, NY 10027

*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice

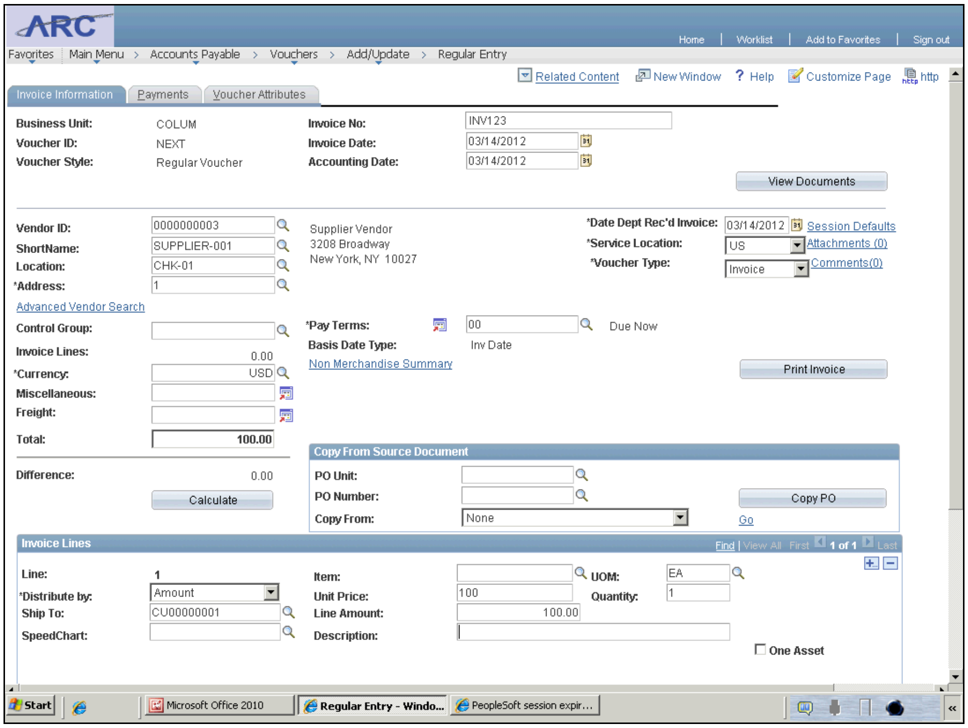
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 100.00
Difference: 0.00

*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

PO Unit:
PO Number:
Copy From: None

Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price: 1
Line Amount: 100.00
Description:
UOM: EA
Quantity: 1
☐ One Asset

Step	Action
26.	Enter the desired information into the **Unit Price** field. Enter "**100**".


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
Invoice Information Payments Voucher Attributes
View Documents
Advanced Vendor Search
Non Merchandise Summary
Print Invoice
Calculate
Copy PO
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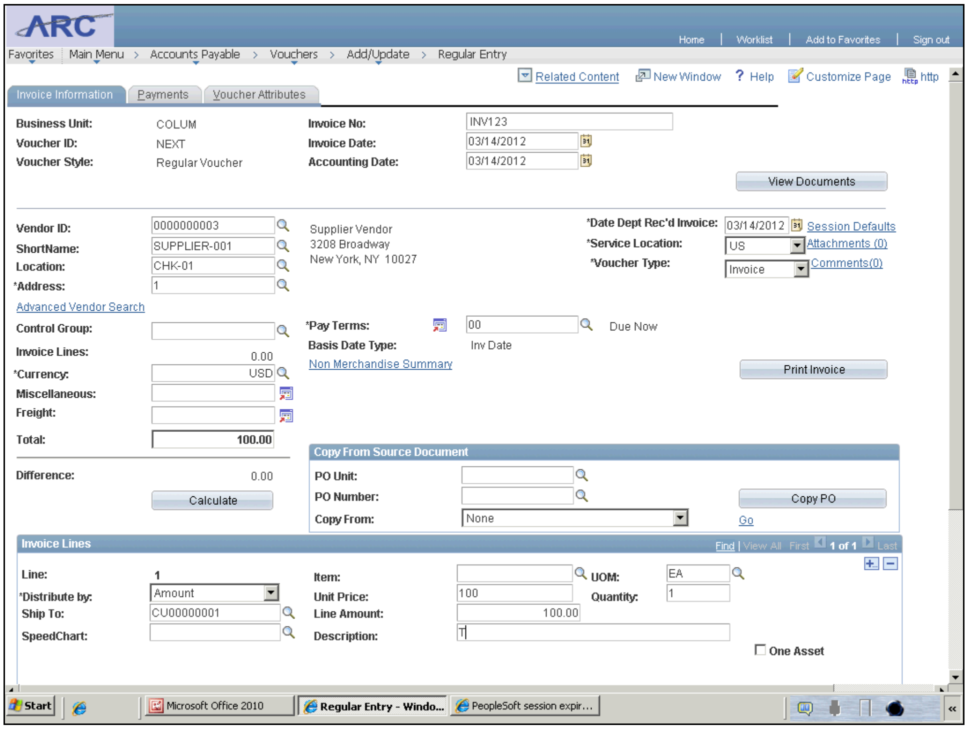
Start Microsoft Office 2010 Regular Entry - Windo... PeopleSoft session expir...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Invoice No: INV123
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012
Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Supplier Vendor
3208 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 03/14/2012 Session Defaults
*Service Location: US Attachments (0)
*Voucher Type: Invoice Comments(0)
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 100.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
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: 100
Line Amount: 100.00
Description:
UOM: EA
Quantity: 1
☐ One Asset

Step	Action
27.	Click in the **Description** field.


Home | Worklist | Add to Favorites | Sign out
Favorites Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
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Invoice Information Payments Voucher Attributes
View Documents
Advanced Vendor Search
Non Merchandise Summary
Print Invoice
Calculate
Copy PO
Go
Find | View All First 1 of 1 Last
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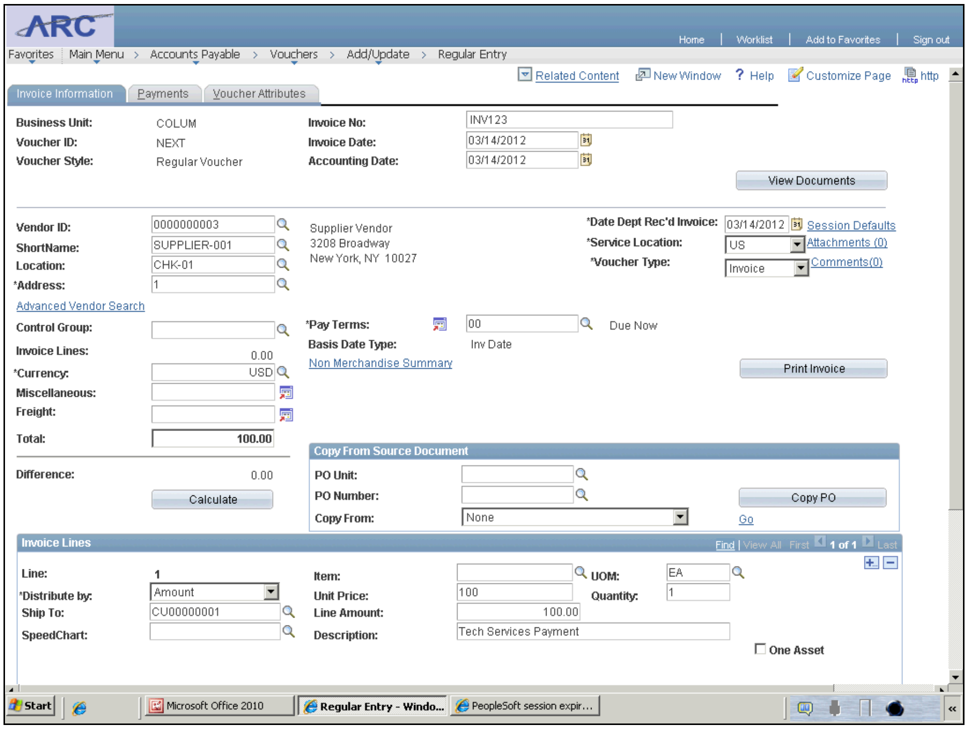
Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Invoice No: INV123
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012
Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Supplier Vendor
3208 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 03/14/2012 Session Defaults
*Service Location: US Attachments (0)
*Voucher Type: Invoice Comments(0)
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 100.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
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: 100
Line Amount: 100.00
Description: T
UOM: EA
Quantity: 1
☐ One Asset

Step	Action
28.	Enter the desired information into the **Description** field. Enter "**Tech Services Payment**".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PeopleSoft session expir...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Invoice No: INV123
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012
Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Supplier Vendor
3208 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice
Control Group:
Invoice Lines: 0.00
*Currency: USD
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Freight:
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Difference: 0.00
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PO Number:
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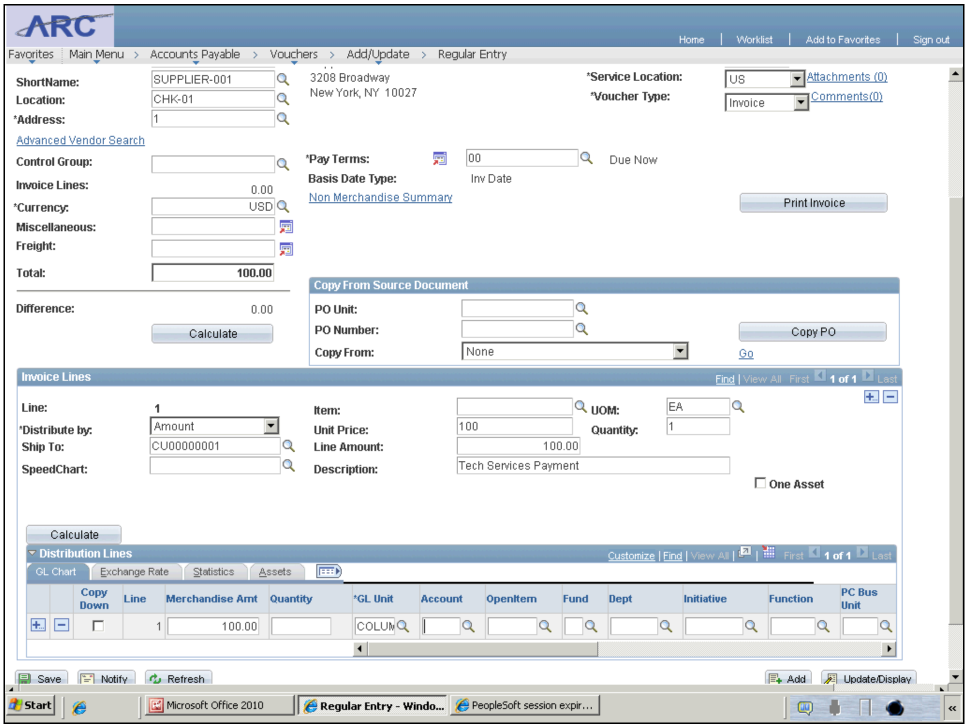
Ship To: CU00000001
SpeedChart:
Item:
Unit Price: 100
Line Amount: 100.00
Description: Tech Services Payment
UOM: EA
Quantity: 1

Step	Action
29.	Press the scrollbar and drag it to the bottom of the page.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Comments(0)
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Add | Update/Display
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ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
3208 Broadway
New York, NY 10027
*Service Location: US
*Voucher Type: Invoice
Control Group:
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 100.00
Difference: 0.00

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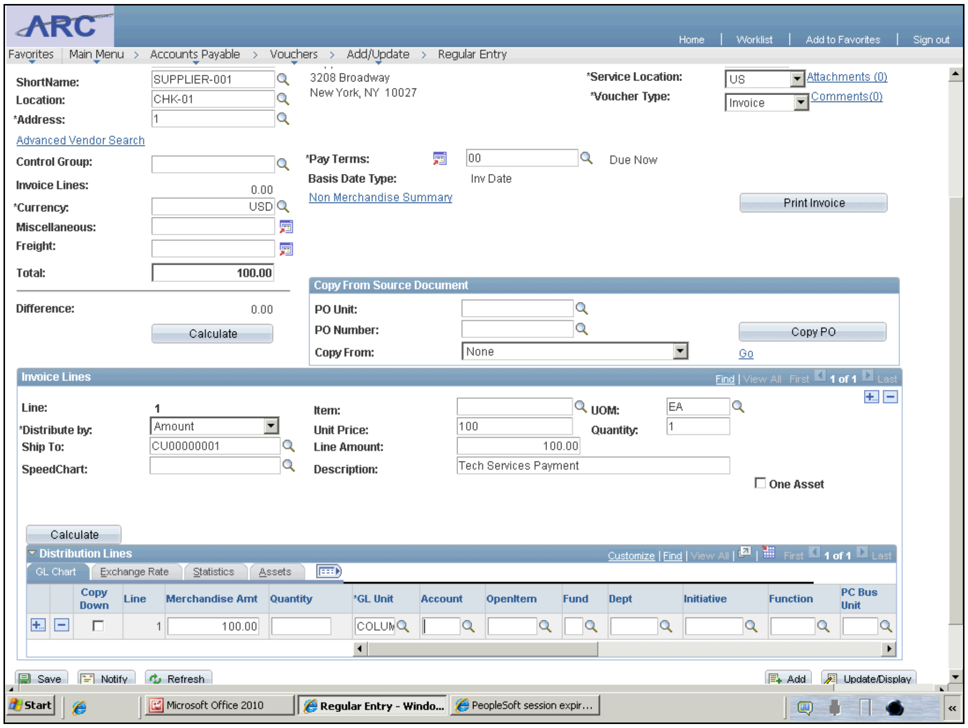
PO Unit:
PO Number:
Copy From: None

Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price: 100
Line Amount: 100.00
Description: Tech Services Payment
UOM: EA
Quantity: 1
☐ One Asset

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
☐	1	100.00		COLUM							

Step	Action
30.	Now, we will enter ChartField information. Note: The order of the ChartFields in the live ARC environment may vary from the order presented in this training course. Please keep this in mind as you review of the hands-on training activities. For the correct order of the ChartFields in all ARC modules, please reference this job aid. The meaning of each ChartField, and the values that should be entered in each Field, will remain the same regardless of order.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Customize | Find | View All | First 1 of 1 Last
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Save | Notify | Refresh
Add | Update/Display
Start | Microsoft Office 2010 | Regular Entry - Windo... | PeopleSoft session expir...

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Location: CHK-01
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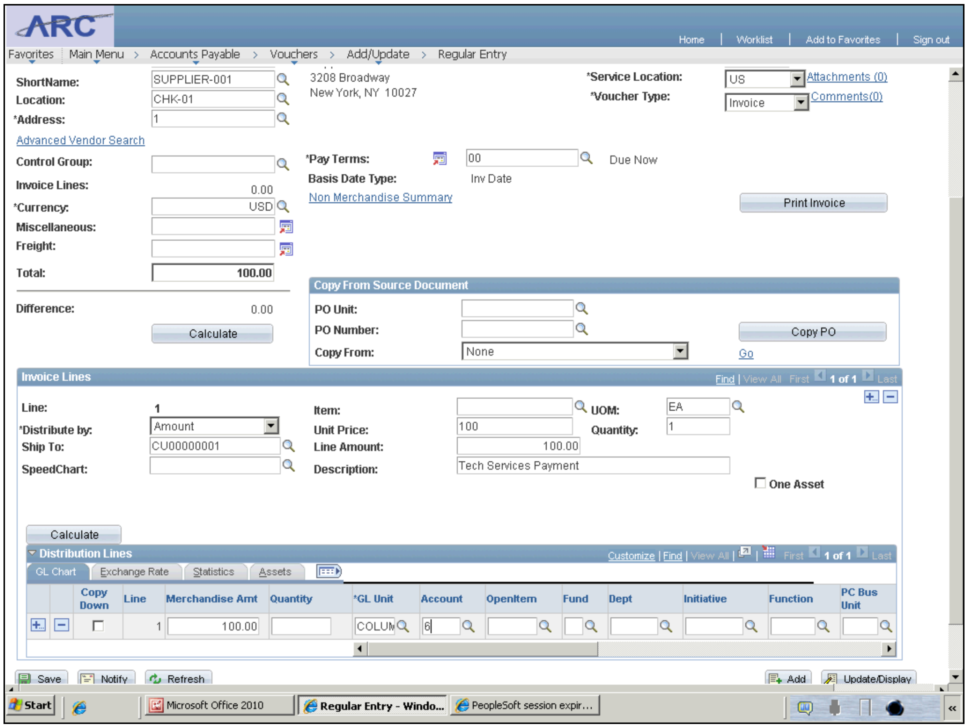
3208 Broadway
New York, NY 10027
*Service Location: US
*Voucher Type: Invoice
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 100.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
PO Unit:
PO Number:
Copy From: None

Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price: 100
Line Amount: 100.00
Description: Tech Services Payment
UOM: EA
Quantity: 1
☐ One Asset

	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
+ −	☐	1	100.00		COLUM							

Step	Action
31.	Now, you will enter Distribution Information for the voucher. Start by clicking in the **Account** field.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Comments(0)
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Save | Notify | Refresh | Add | Update/Display
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ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
3208 Broadway
New York, NY 10027
*Service Location: US
*Voucher Type: Invoice
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 100.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

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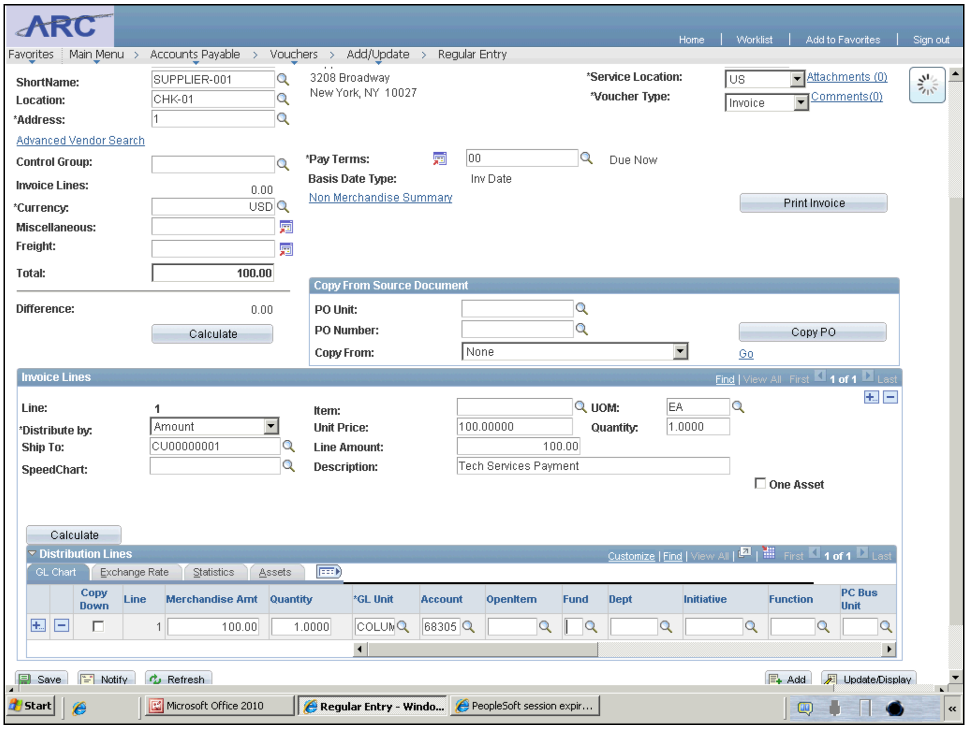
PO Unit:
PO Number:
Copy From: None

Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price: 100
Line Amount: 100.00
Description: Tech Services Payment
UOM: EA
Quantity: 1
☐ One Asset

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
☐	1	100.00		COLUN	6						

Step	Action
32.	Enter the desired information into the **Account** field. Enter "**68305**".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Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 100.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

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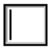
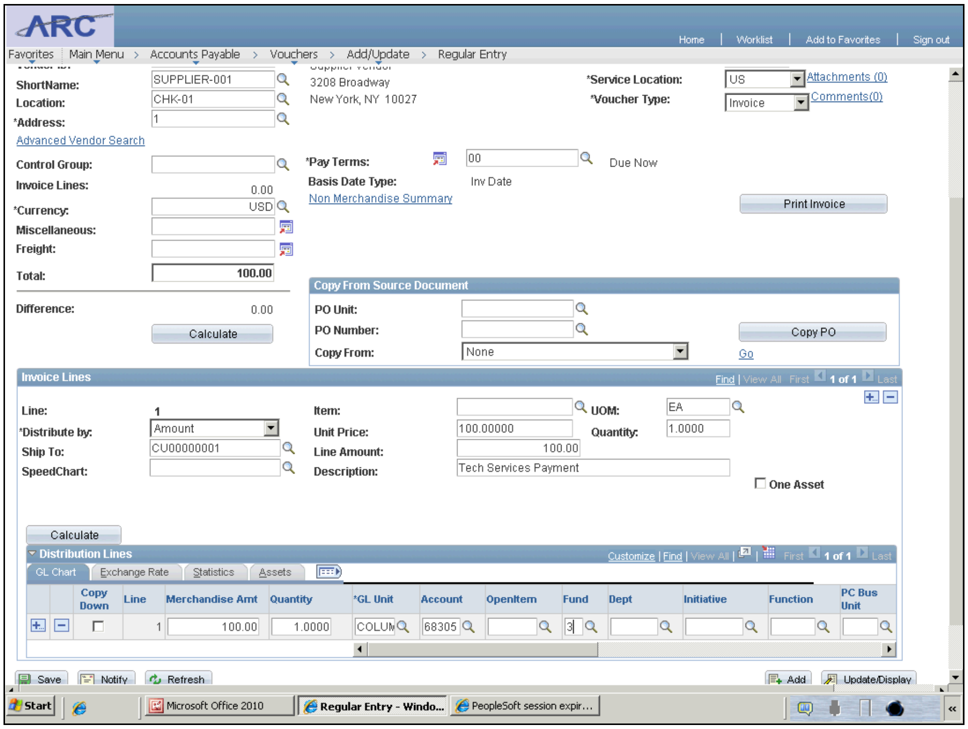
PO Unit:
PO Number:
Copy From: None

Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price: 100.00000
Line Amount: 100.00
Description: Tech Services Payment
UOM: EA
Quantity: 1.0000
☐ One Asset

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
☐	1	100.00	1.0000	COLUN	68305						

Step	Action
33.	Click in the **Fund** field. 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Comments(0)
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GL Chart | Exchange Rate | Statistics | Assets
Save | Notify | Refresh
Add | Update/Display
Start | Microsoft Office 2010 | Regular Entry - Windo... | PeopleSoft session expir...

ShortName: SUPPLIER-001
Location: CHK-01
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3208 Broadway
New York, NY 10027
*Service Location: US
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Control Group:
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Miscellaneous:
Freight:
Total: 100.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

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PO Unit:
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Invoice Lines

Line: 1
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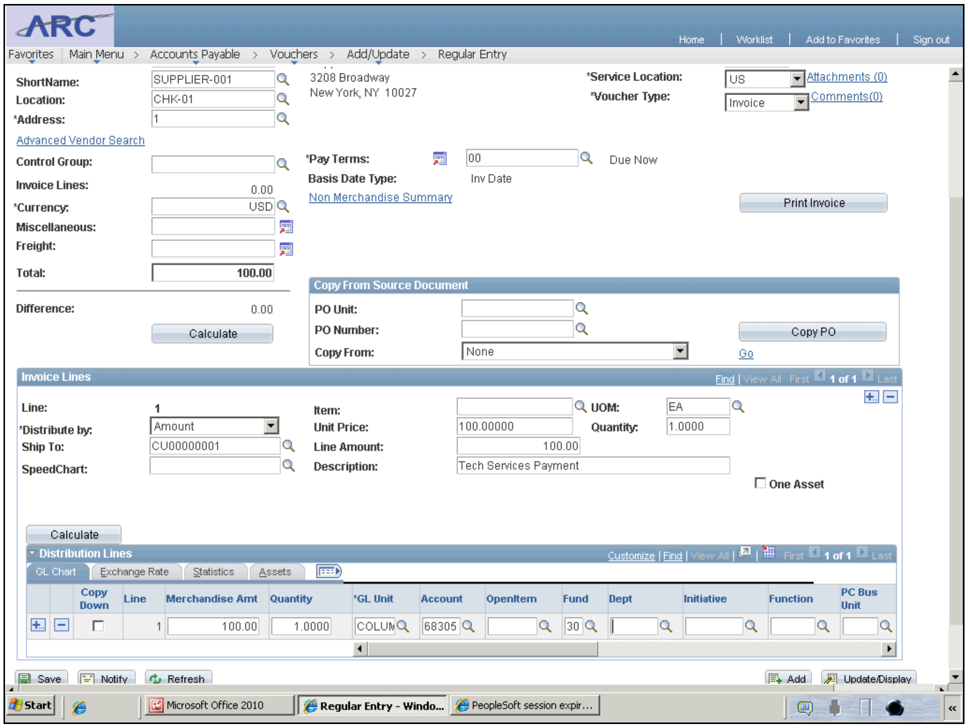
Ship To: CU00000001
SpeedChart:
Item:
Unit Price: 100.00000
Line Amount: 100.00
Description: Tech Services Payment
UOM: EA
Quantity: 1.0000
☐ One Asset

Distribution Lines

	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
⊞ ⊟	☐	1	100.00	1.0000	COLUM	68305		3				

Step	Action
34.	Enter the desired information into the **Fund** field. Enter "**30**".


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

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3208 Broadway
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Comments(0)
Advanced Vendor Search
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
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Difference: 0.00
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Ship To: CU00000001
SpeedChart:
Item:
Unit Price: 100.00000
Line Amount: 100.00
Description: Tech Services Payment
UOM: EA
Quantity: 1.0000
☐ One Asset
Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
☐	1	100.00	1.0000	COLUN	68305		30				

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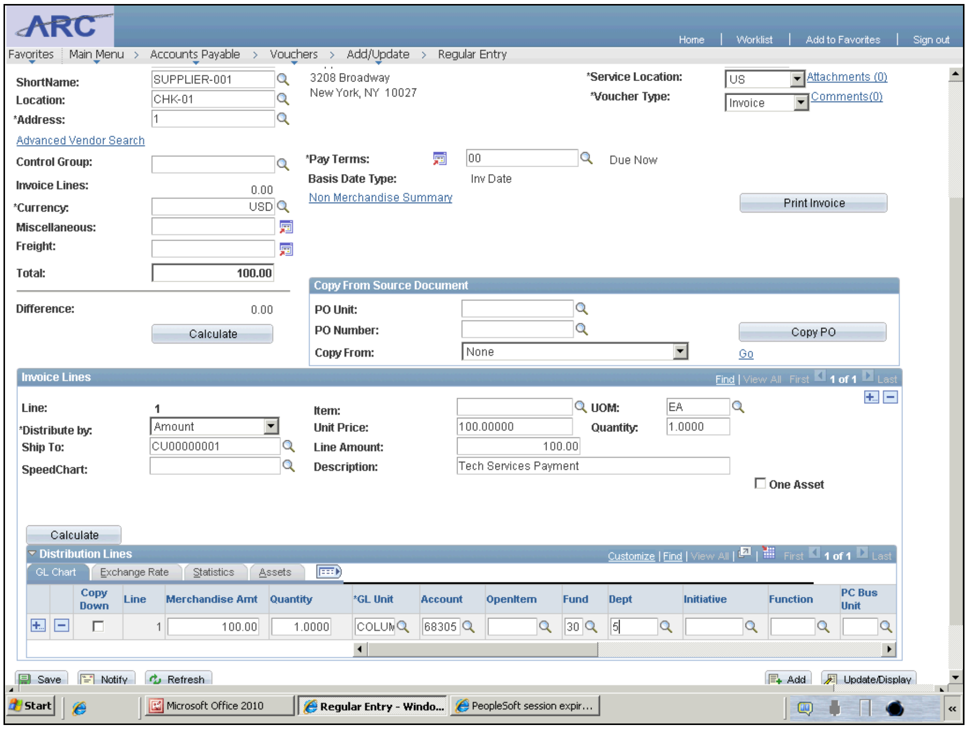
Step	Action
35.	Click in the **Dept** field.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New York, NY 10027
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Invoice Lines: 0.00
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Miscellaneous:
Freight:
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Difference: 0.00
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Basis Date Type: Inv Date
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PO Unit:
PO Number:
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Invoice Lines
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Ship To: CU00000001
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Item:
Unit Price: 100.00000
Line Amount: 100.00
Description: Tech Services Payment
UOM: EA
Quantity: 1.0000
☐ One Asset
Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
☐	1	100.00	1.0000	COLUN	68305		30	5			

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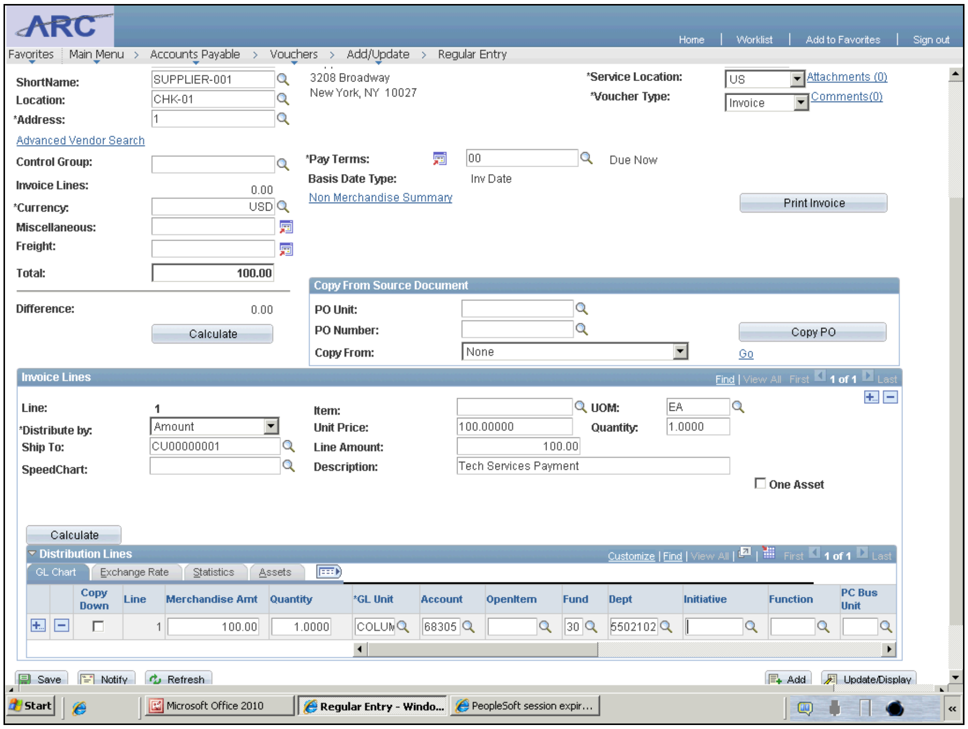
Step	Action
36.	Enter the desired information into the **Dept** field. Enter "**5502102**".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Freight:
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Difference: 0.00
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Basis Date Type: Inv Date

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PO Number:
Copy From: None

Invoice Lines
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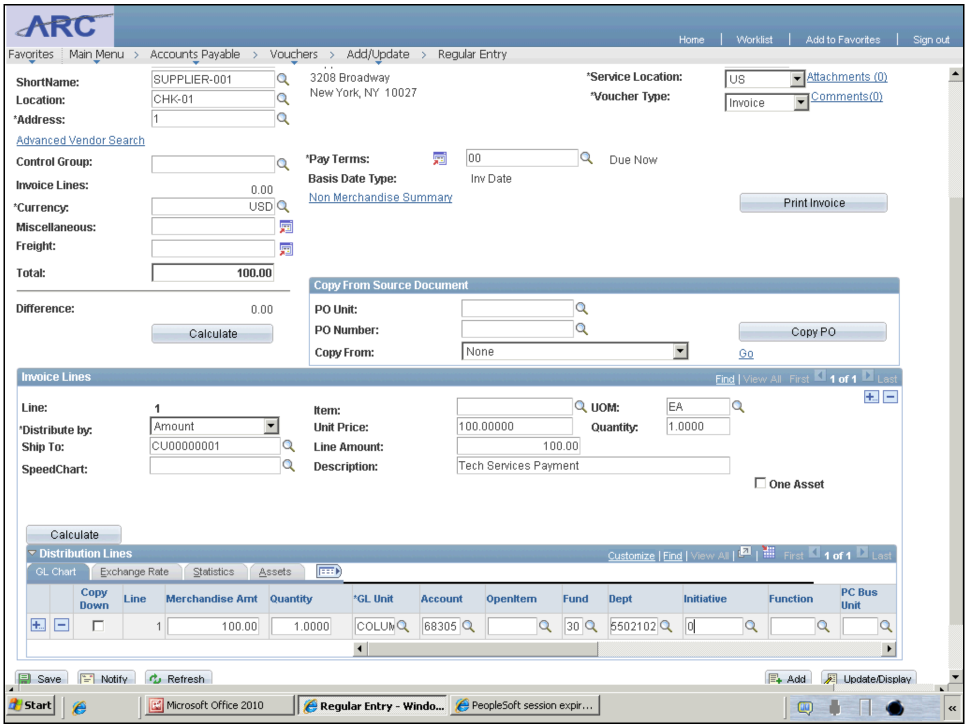
Ship To: CU00000001
SpeedChart:
Item:
Unit Price: 100.00000
Line Amount: 100.00
Description: Tech Services Payment
UOM: EA
Quantity: 1.0000
☐ One Asset

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
☐	1	100.00	1.0000	COLUM	68305		30	5502102			

Step	Action
37.	Click in the **Initiative** field.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Start | Microsoft Office 2010 | Regular Entry - Windo... | PeopleSoft session expir...

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Control Group:
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Freight:
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*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

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PO Number:
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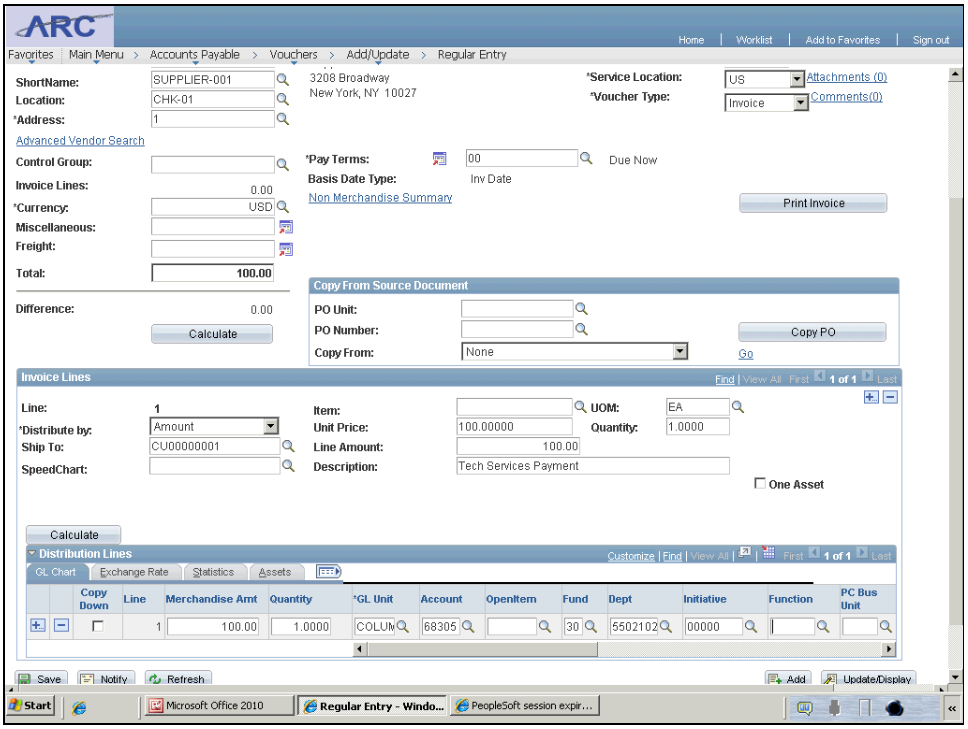
Ship To: CU00000001
SpeedChart:
Item:
Unit Price: 100.00000
Line Amount: 100.00
Description: Tech Services Payment
UOM: EA
Quantity: 1.0000
☐ One Asset

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
☐	1	100.00	1.0000	COLUN	68305		30	5502102	0		

Step	Action
38.	Enter the desired information into the **Initiative** field. Enter "**00000**".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GL Chart | Exchange Rate | Statistics | Assets
Save | Notify | Refresh | Add | Update/Display
Start | Microsoft Office 2010 | Regular Entry - Windo... | PeopleSoft session expir...

ShortName: SUPPLIER-001
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3208 Broadway
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*Service Location: US
*Voucher Type: Invoice
Control Group:
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Miscellaneous:
Freight:
Total: 100.00
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Basis Date Type: Inv Date

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PO Number:
Copy From: None

Invoice Lines
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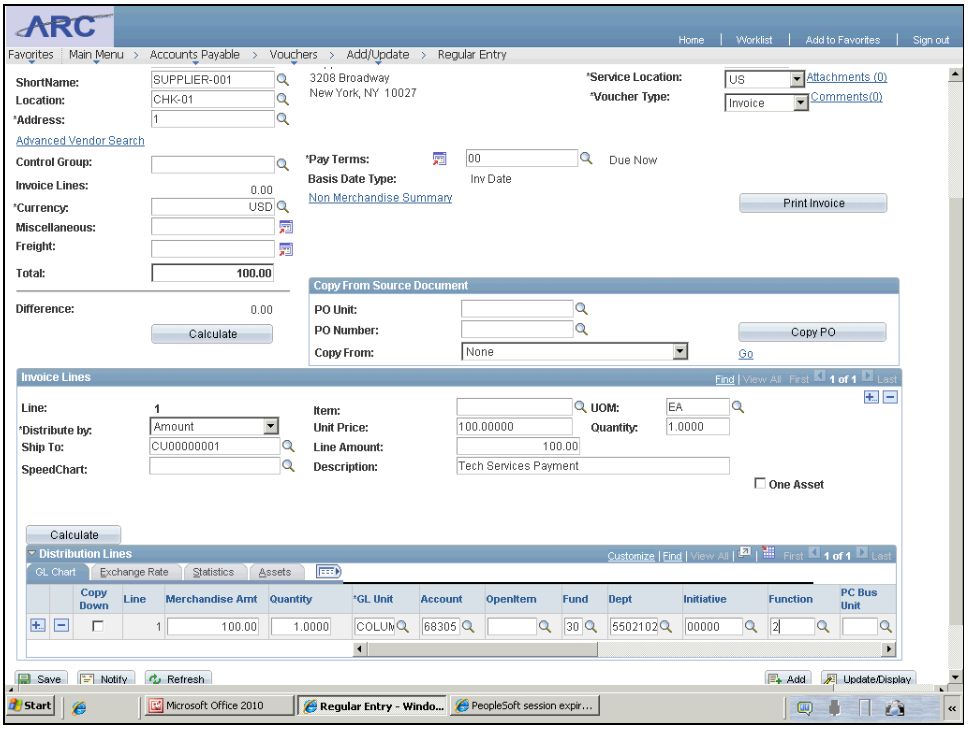
Ship To: CU00000001
SpeedChart:
Item:
Unit Price: 100.00000
Line Amount: 100.00
Description: Tech Services Payment
UOM: EA
Quantity: 1.0000
☐ One Asset

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
☐	1	100.00	1.0000	COLUN	68305		30	5502102	00000		

Step	Action
39.	Click in the **Function** field.



ARC
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Sign out
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Advanced Vendor Search
Attachments (0)
Comments(0)
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GL Chart
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Start
Microsoft Office 2010
Regular Entry - Windo...
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ShortName: SUPPLIER-001
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Freight:
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Copy From Source Document
PO Unit:
PO Number:
Copy From: None

Invoice Lines
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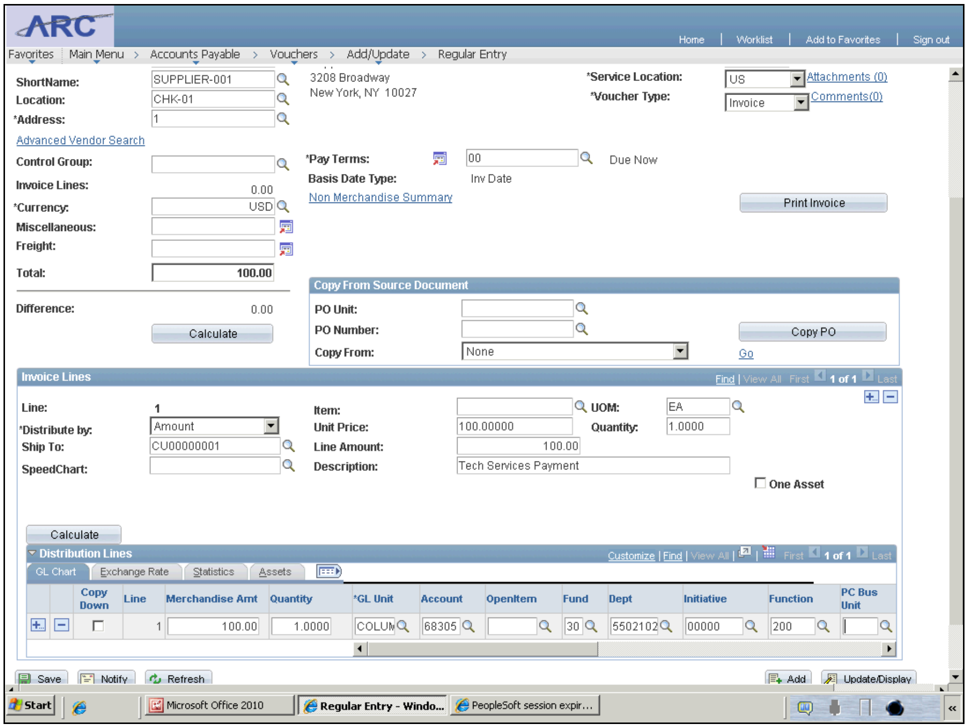
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
UOM: EA
Unit Price: 100.00000
Quantity: 1.0000
Line Amount: 100.00
Description: Tech Services Payment
☐ One Asset

Distribution Lines

		Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
+	−	☐	1	100.00	1.0000	COLUM	68305		30	5502102	00000	2	

Step	Action
40.	Enter the desired information into the **Function** field. Enter "**200**".


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

ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
3208 Broadway
New York, NY 10027
*Service Location: US
*Voucher Type: Invoice
Attachments (0)
Comments(0)
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 100.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Non Merchandise Summary

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

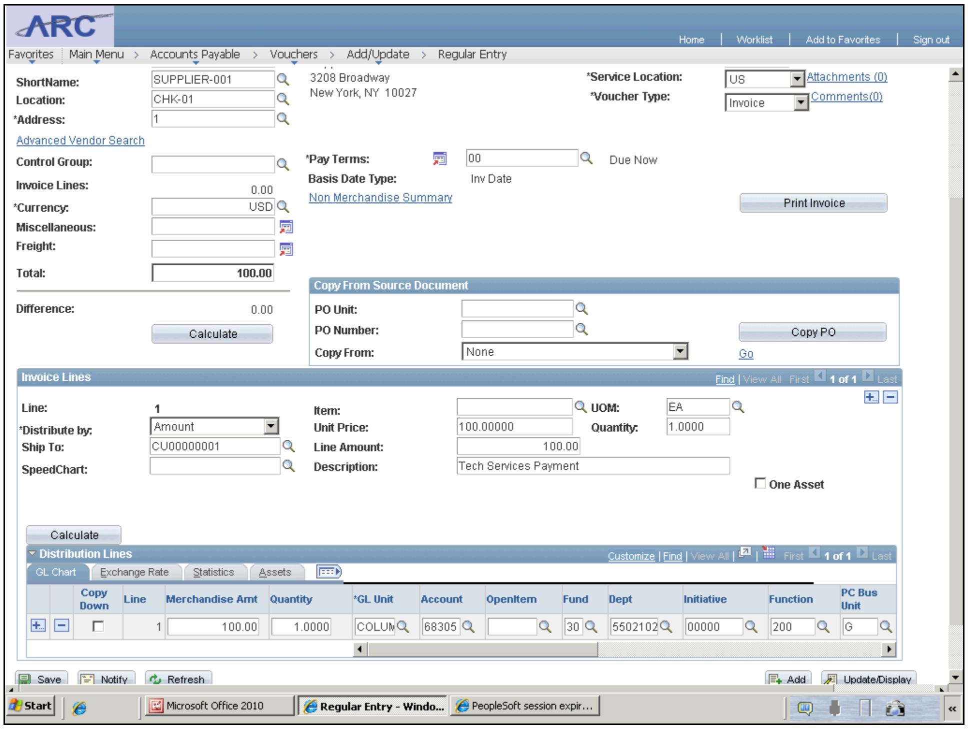
Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price: 100.00000
Line Amount: 100.00
Description: Tech Services Payment
UOM: EA
Quantity: 1.0000
☐ One Asset

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
☐	1	100.00	1.0000	COLUN	68305		30	5502102	00000	200	

Advanced Vendor Search
Print Invoice
Calculate
Copy PO
Go
Find | View All First 1 of 1 Last
Customize | Find | View All
GL Chart
Exchange Rate
Statistics
Assets
Save
Notify
Refresh
Add
Update/Display
Start
Microsoft Office 2010
Regular Entry - Windo...
PeopleSoft session expir...

Step	Action
41.	Click in the **PC Bus Unit** field.


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

ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
3208 Broadway
New York, NY 10027
*Service Location: US
*Voucher Type: Invoice
Attachments (0)
Comments(0)
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 100.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Non Merchandise Summary

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

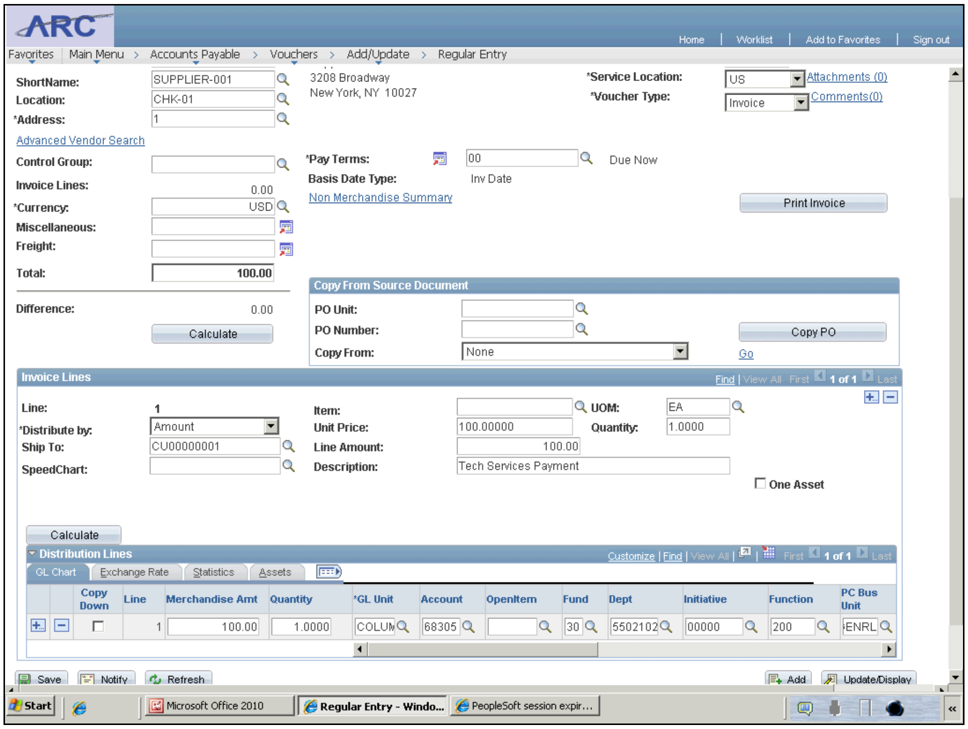
Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price: 100.00000
Line Amount: 100.00
Description: Tech Services Payment
UOM: EA
Quantity: 1.0000
☐ One Asset

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
☐	1	100.00	1.0000	COLUN	68305		30	5502102	00000	200	G

Advanced Vendor Search
Print Invoice
Calculate
Copy PO
Go
Find | View All First 1 of 1 Last
Customize | Find | View All
GL Chart
Exchange Rate
Statistics
Assets
Save
Notify
Refresh
Add
Update/Display
Start
Microsoft Office 2010
Regular Entry - Windo...
PeopleSoft session expir...

Step	Action
42.	Enter the desired information into the **PC Bus Unit** field. Enter "**GENRL**".


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Attachments (0)
Comments(0)
Non Merchandise Summary
Print Invoice
Calculate
Copy PO
Go
Find | View All First 1 of 1 Last
Customize | Find | View All | First 1 of 1 Last
GL Chart
Exchange Rate
Statistics
Assets
Save
Notify
Refresh
Add
Update/Display
Start
Microsoft Office 2010
Regular Entry - Windo...
PeopleSoft session expir...

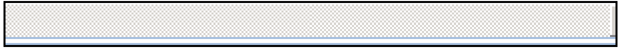
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
3208 Broadway
New York, NY 10027
*Service Location: US
*Voucher Type: Invoice
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 100.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

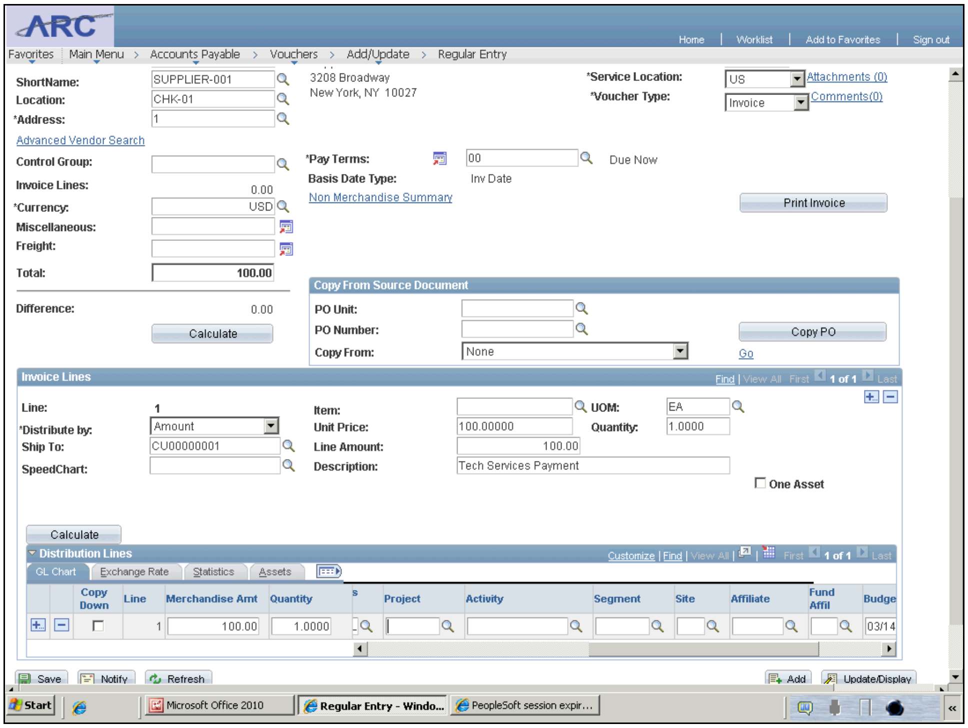
Copy From Source Document
PO Unit:
PO Number:
Copy From: None

Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price: 100.00000
Line Amount: 100.00
Description: Tech Services Payment
UOM: EA
Quantity: 1.0000
☐ One Asset

Distribution Lines

		Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
+	−	☐	1	100.00	1.0000	COLUM	68305		30	5502102	00000	200	ENRL

Step	Action
43.	Drag the scrollbar to the right to see the rest of the distribution information. 


Home | Worklist | Add to Favorites | Sign out
Advanced Vendor Search
Attachments (0)
Comments(0)
Non Merchandise Summary
Print Invoice
Calculate
Copy From Source Document
Copy PO
Go
Invoice Lines
Find | View All First 1 of 1 Last
Distribution Lines
Customize | Find | View All | First 1 of 1 Last
GL Chart
Exchange Rate
Statistics
Assets
Save
Notify
Refresh
Add
Update/Display
Start
Microsoft Office 2010
Regular Entry - Windo...
PeopleSoft session expir...

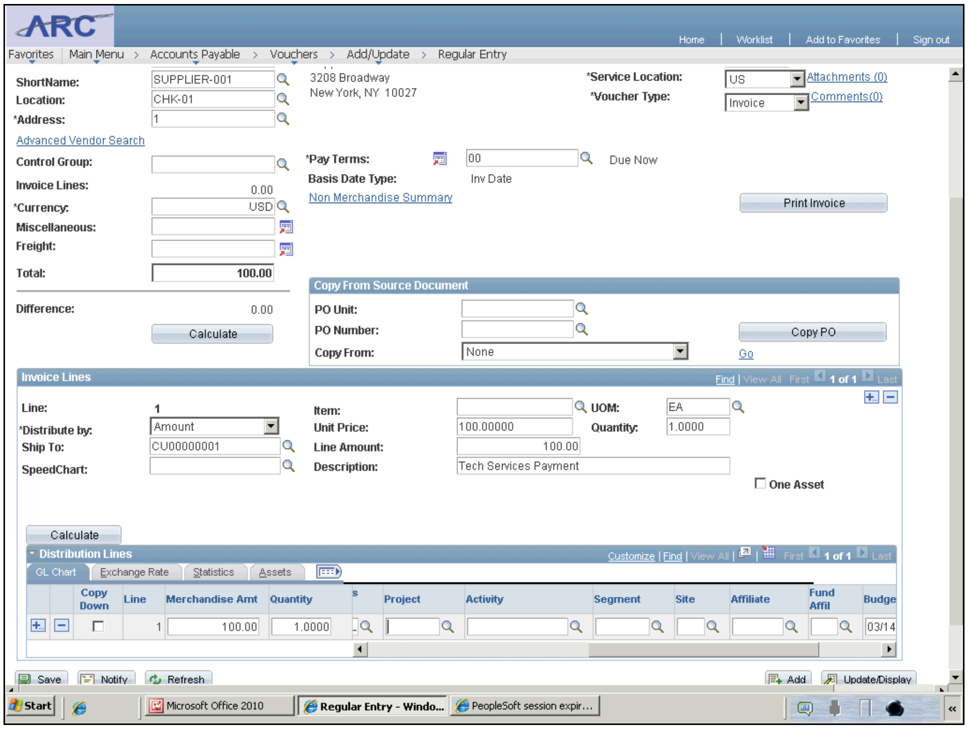
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
3208 Broadway
New York, NY 10027
*Service Location: US
*Voucher Type: Invoice
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 100.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
PO Unit:
PO Number:
Copy From: None

Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price: 100.00000
Line Amount: 100.00
Description: Tech Services Payment
UOM: EA
Quantity: 1.0000
☐ One Asset

	Copy Down	Line	Merchandise Amt	Quantity	Project	Activity	Segment	Site	Affiliate	Fund Affil	Budge
+ −	☐	1	100.00	1.0000							03/14

Step	Action
44.	Click in the **Project** field.


Home | Worklist | Add to Favorites | Sign out
Advanced Vendor Search
Attachments (0)
Comments(0)
Non Merchandise Summary
Print Invoice
Calculate
Copy From Source Document
Copy PO
Go
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Find | View All First 1 of 1 Last
Distribution Lines
Customize | Find | View All | First 1 of 1 Last
GL Chart
Exchange Rate
Statistics
Assets
Save
Notify
Refresh
Add
Update/Display
Start
Microsoft Office 2010
Regular Entry - Windo...
PeopleSoft session expir...

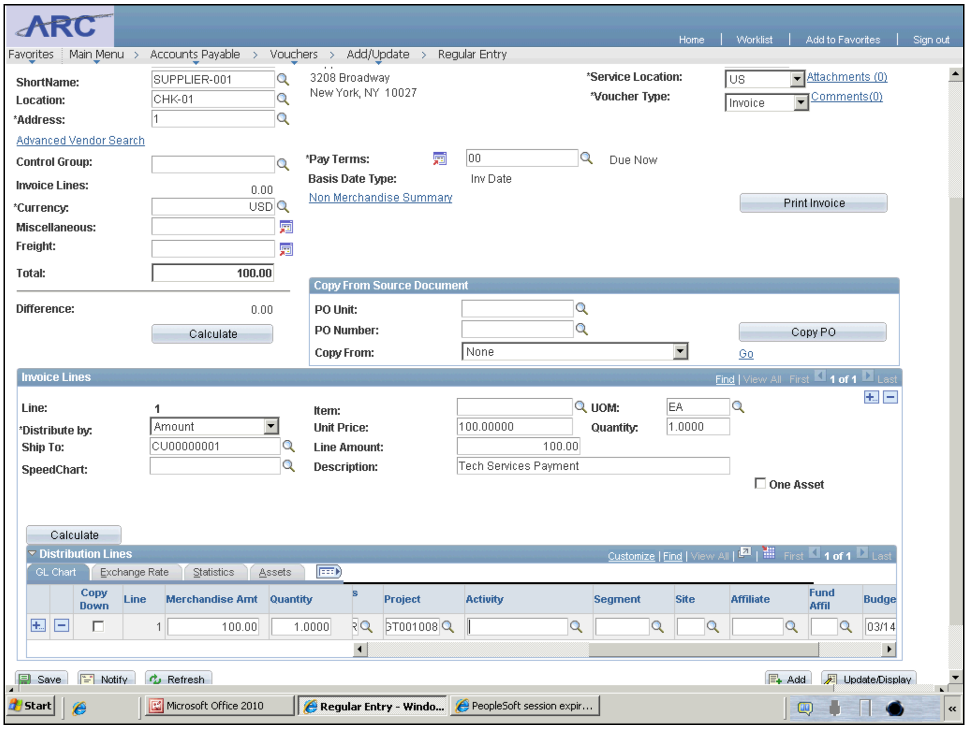
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
3208 Broadway
New York, NY 10027
*Service Location: US
*Voucher Type: Invoice
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 100.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
PO Unit:
PO Number:
Copy From: None

Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price: 100.00000
Line Amount: 100.00
Description: Tech Services Payment
UOM: EA
Quantity: 1.0000
☐ One Asset

	Copy Down	Line	Merchandise Amt	Quantity	Project	Activity	Segment	Site	Affiliate	Fund Affil	Budge
+ −	☐	1	100.00	1.0000							03/14

Step	Action
45.	Enter the desired information into the **Project** field. Enter "**GT001008**".


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
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Comments(0)
Non Merchandise Summary
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PeopleSoft session expir...

ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
3208 Broadway
New York, NY 10027
*Service Location: US
*Voucher Type: Invoice
Control Group:
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 100.00
Difference: 0.00

Copy From Source Document

PO Unit:
PO Number:
Copy From: None

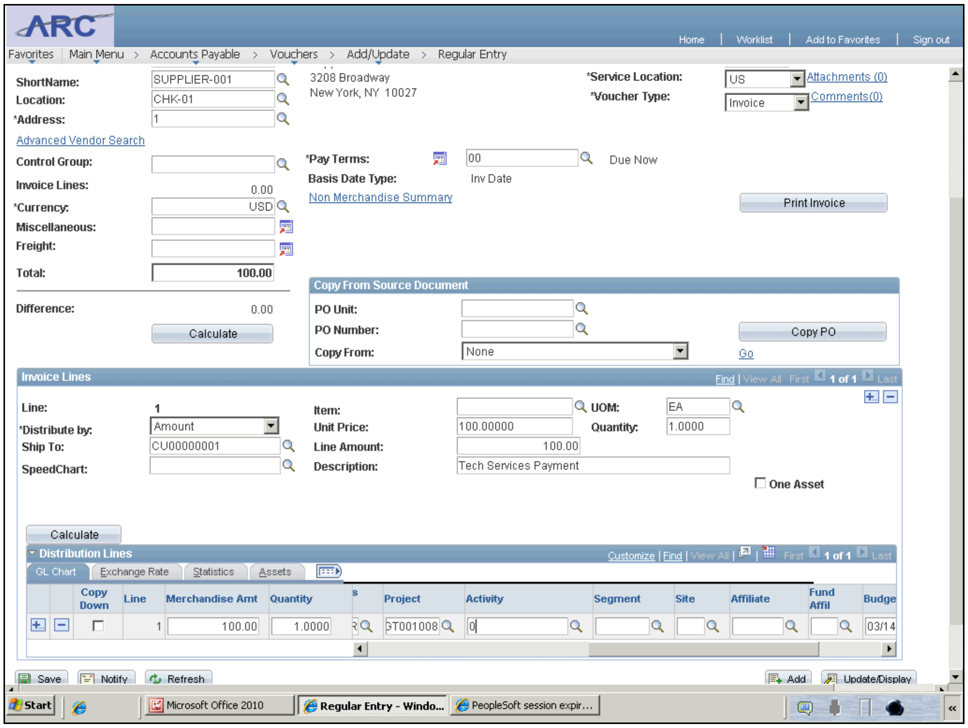
Invoice Lines

Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price: 100.00000
Line Amount: 100.00
Description: Tech Services Payment
UOM: EA
Quantity: 1.0000
☐ One Asset

Distribution Lines

		Copy Down	Line	Merchandise Amt	Quantity	s	Project	Activity	Segment	Site	Affiliate	Fund Affil	Budge
+	−	☐	1	100.00	1.0000	R	GT001008						03/14

Step	Action
46.	Click in the **Activity** field.



ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
3208 Broadway
New York, NY 10027
*Service Location: US
*Voucher Type: Invoice
Control Group:
Invoice Lines: 0.00
*Currency: USD
Total: 100.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Copy From: None
Line: 1
*Distribute by: Amount
Ship To: CU00000001
Unit Price: 100.00000
Line Amount: 100.00
Description: Tech Services Payment
UOM: EA
Quantity: 1.0000
☐ One Asset

Copy Down	Line	Merchandise Amt	Quantity	Project	Activity	Segment	Site	Affiliate	Fund Affil	Budget
☐	1	100.00	1.0000	GT001008	0					03/14

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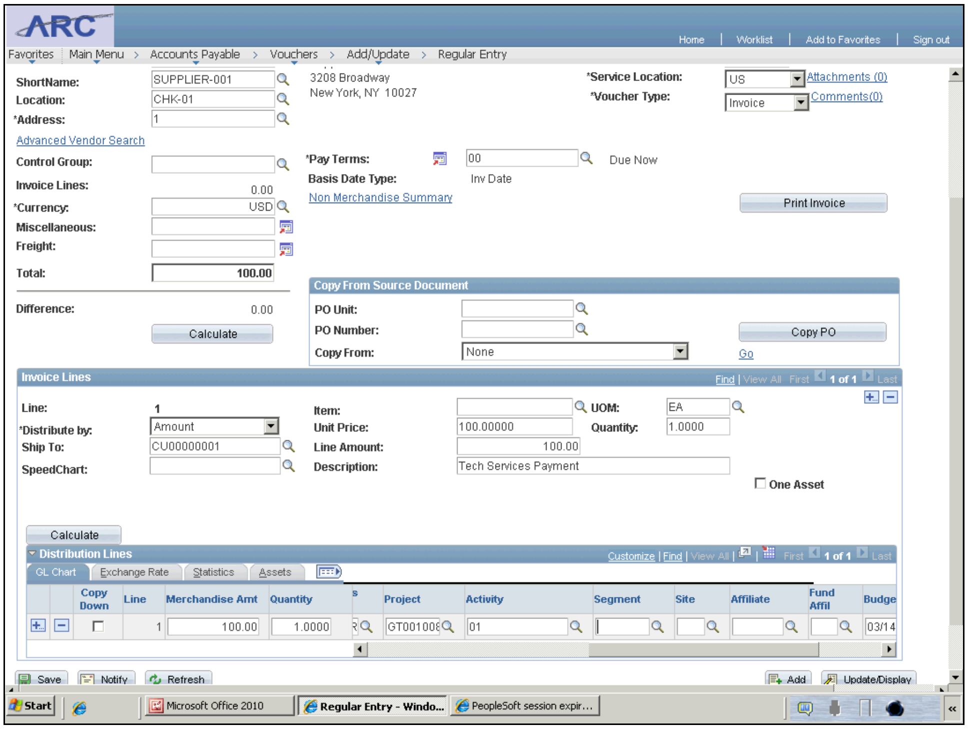
Step	Action
47.	Enter the desired information into the **Activity** field. Enter "**01**".



ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
3208 Broadway
New York, NY 10027
*Service Location: US
*Voucher Type: Invoice
Control Group:
Invoice Lines: 0.00
*Currency: USD
Total: 100.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Copy From: None
Line: 1
*Distribute by: Amount
Ship To: CU00000001
Unit Price: 100.00000
Line Amount: 100.00
Description: Tech Services Payment
UOM: EA
Quantity: 1.0000
☐ One Asset

Copy Down	Line	Merchandise Amt	Quantity	Project	Activity	Segment	Site	Affiliate	Fund Affil	Budget
☐	1	100.00	1.0000	GT001008	01					03/14

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Comments(0)
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Statistics
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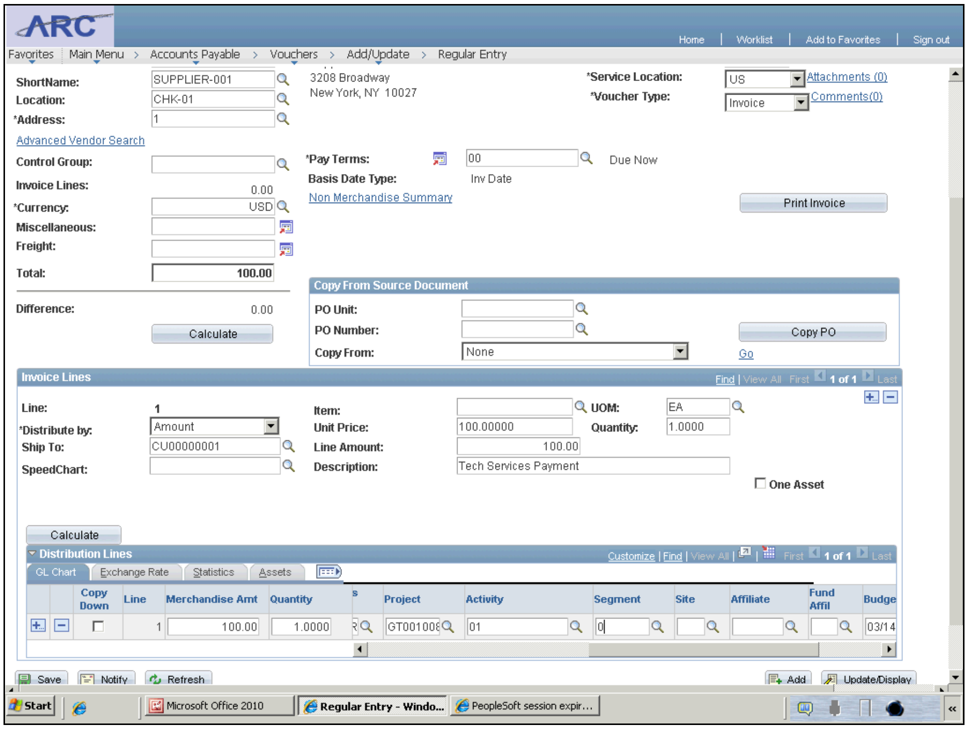
Step	Action
48.	Click in the **Segment** field.



ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
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Comments(0)
Non Merchandise Summary
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Calculate
Copy PO
Go
Find | View All First 1 of 1 Last
Customize | Find | View All | First 1 of 1 Last
GL Chart
Exchange Rate
Statistics
Assets
Save
Notify
Refresh
Add
Update/Display
Start
Microsoft Office 2010
Regular Entry - Windo...
PeopleSoft session expir...

ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
3208 Broadway
New York, NY 10027
*Service Location: US
*Voucher Type: Invoice
Control Group:
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 100.00
Difference: 0.00

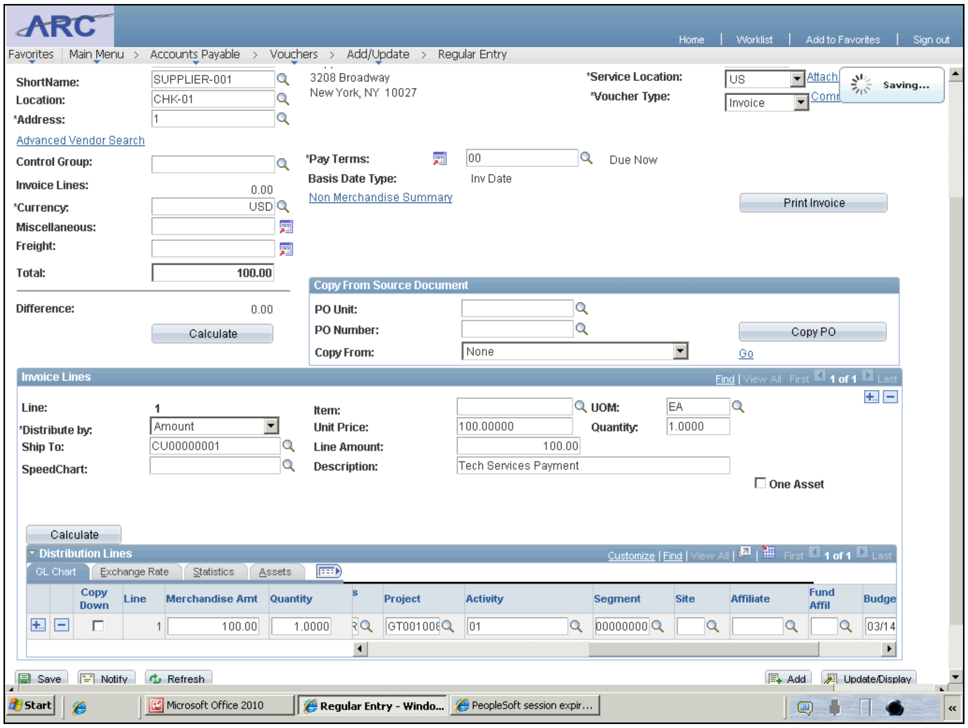
Copy From Source Document
PO Unit:
PO Number:
Copy From: None

Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price: 100.00000
Line Amount: 100.00
Description: Tech Services Payment
UOM: EA
Quantity: 1.0000
☐ One Asset

Distribution Lines

		Copy Down	Line	Merchandise Amt	Quantity	s	Project	Activity	Segment	Site	Affiliate	Fund Affil	Budge
+	−	☐	1	100.00	1.0000	R	GT001008	01	0				03/14

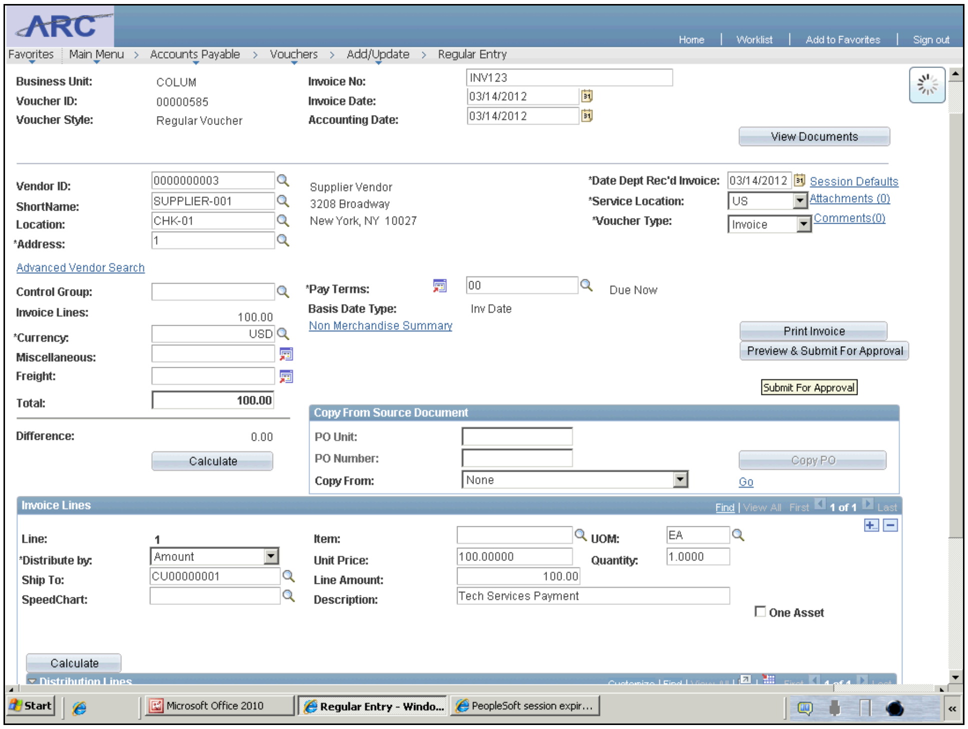
Step	Action
49.	Enter the desired information into the **Segment** field. Enter "**00000000**".


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Saving...
Advanced Vendor Search
Non Merchandise Summary
Print Invoice
Calculate
Copy From Source Document
Copy PO
Go
Invoice Lines
Find | View All First 1 of 1 Last
Distribution Lines
Customize | Find | View All | First 1 of 1 Last
GL Chart | Exchange Rate | Statistics | Assets
Save | Notify | Refresh | Add | Update/Display
Start | Microsoft Office 2010 | Regular Entry - Windo... | PeopleSoft session expir...

ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
3208 Broadway
New York, NY 10027
*Service Location: US
*Voucher Type: Invoice
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 100.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
PO Unit:
PO Number:
Copy From: None
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price: 100.00000
Line Amount: 100.00
Description: Tech Services Payment
UOM: EA
Quantity: 1.0000
☐ One Asset

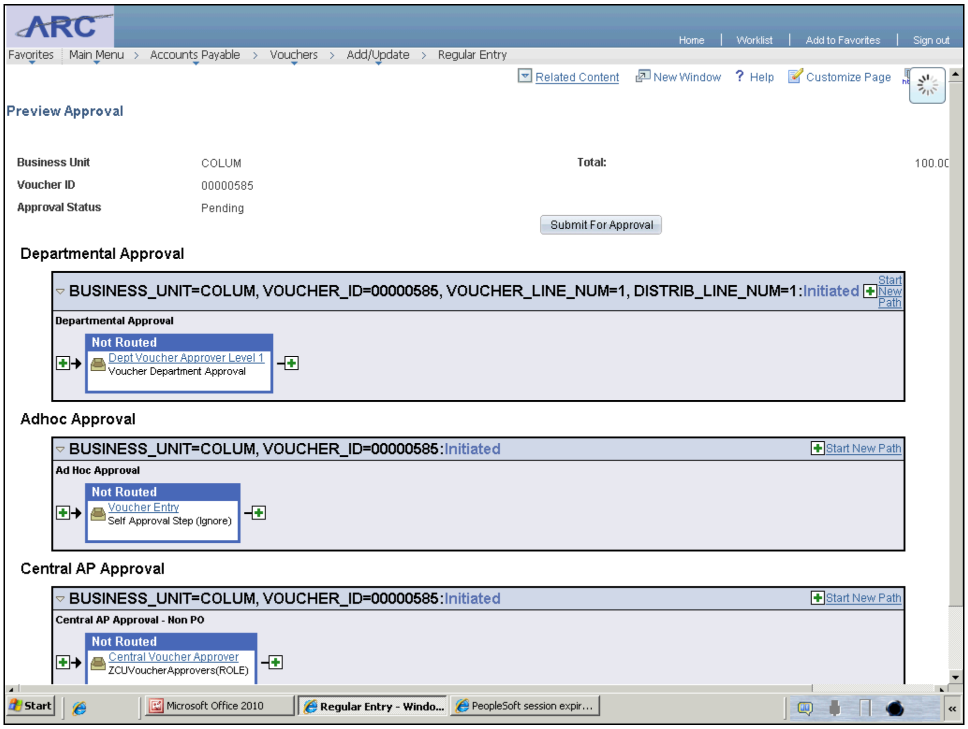
Copy Down	Line	Merchandise Amt	Quantity	Project	Activity	Segment	Site	Affiliate	Fund Affil	Budge
☐	1	100.00	1.0000	GT00100	01	00000000				03/14

Step	Action
50.	Click the **Save** button to prepare to submit the voucher for approval. Save


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
View Documents
Advanced Vendor Search
Session Defaults
Attachments (0)
Comments(0)
Non Merchandise Summary
Print Invoice
Preview & Submit For Approval
Submit For Approval
Calculate
Copy From Source Document
Copy PO
Go
Invoice Lines
Find | View All First 1 of 1 Last
Distribution Lines
Start | Microsoft Office 2010 | Regular Entry - Windo... | PeopleSoft session expir...

Business Unit: COLUM
Voucher ID: 00000585
Voucher Style: Regular Voucher
Invoice No: INV123
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012
Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Supplier Vendor
3208 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice
Control Group:
Invoice Lines: 100.00
*Currency: USD
Miscellaneous:
Freight:
Total: 100.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
PO Unit:
PO Number:
Copy From: None
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price: 100.00000
Line Amount: 100.00
Description: Tech Services Payment
UOM: EA
Quantity: 1.0000
☐ One Asset

Step	Action
51.	Click the **Preview & Submit For Approval** button. Preview & Submit For Approval


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

Preview Approval

Business Unit COLUM

Voucher ID 00000585

Approval Status Pending

Total: 100.0

Submit For Approval

Departmental Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=00000585, VOUCHER_LINE_NUM=1, DISTRIB_LINE_NUM=1:Initiated

Start New Path

Departmental Approval

Not Routed
Dept Voucher Approver Level 1
Voucher Department Approval

Adhoc Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=00000585:Initiated

Start New Path

Ad Hoc Approval

Not Routed
Voucher Entry
Self Approval Step (Ignore)

Central AP Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=00000585:Initiated

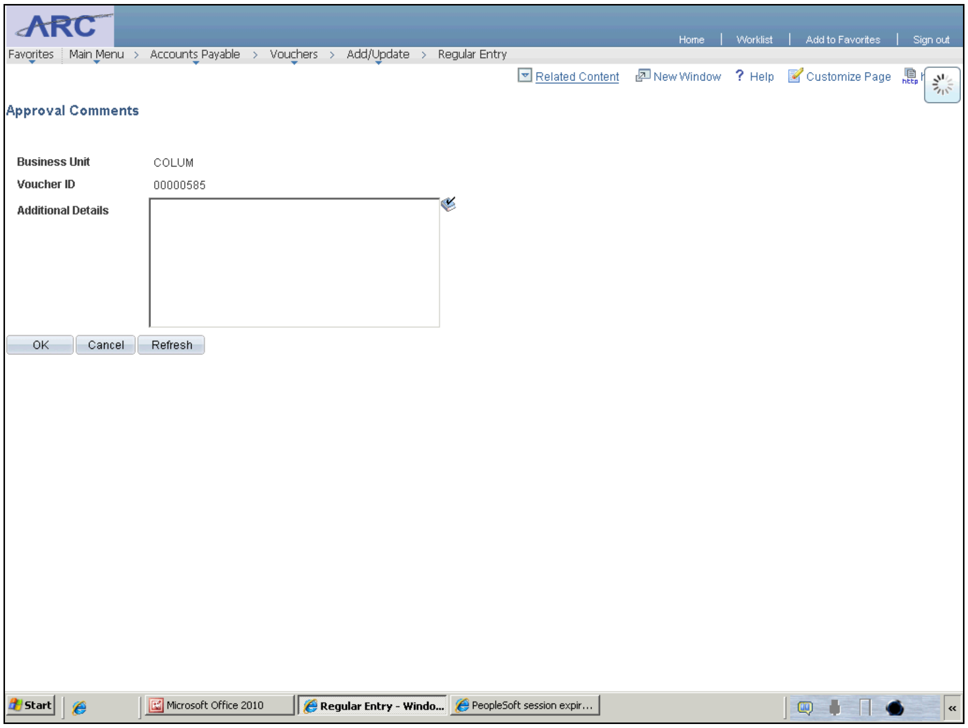
Start New Path

Central AP Approval - Non PO

Not Routed
Central Voucher Approver
ZCUVoucherApprovers(ROLE)

Start
Microsoft Office 2010
Regular Entry - Windo...
PeopleSoft session expir...

Step	Action
52.	Click the **Submit For Approval** button. Submit For Approval


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
OK
Cancel
Refresh
Start
Microsoft Office 2010
Regular Entry - Windo...
PeopleSoft session expir...

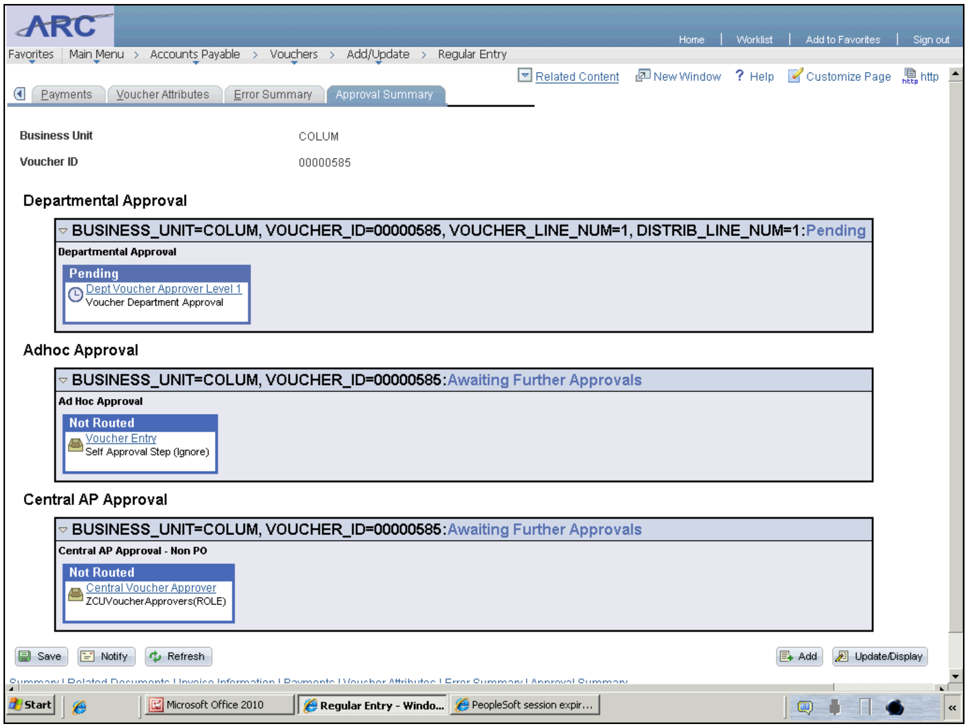
Approval Comments

Business Unit COLUM

Voucher ID 00000585

Additional Details

Step	Action
53.	Click the **OK** button. OK


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
Payments
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Approval Summary
Save
Notify
Refresh
Add
Update/Display
Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary | Approval Summary
Start
Microsoft Office 2010
Regular Entry - Windo...
PeopleSoft session expir...

Business Unit COLUM

Voucher ID 00000585

Departmental Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=00000585, VOUCHER_LINE_NUM=1, DISTRIB_LINE_NUM=1:Pending

Departmental Approval

Pending
Dept Voucher Approver Level 1
Voucher Department Approval

Adhoc Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=00000585:Awaiting Further Approvals

Ad Hoc Approval

Not Routed
Voucher Entry
Self Approval Step (Ignore)

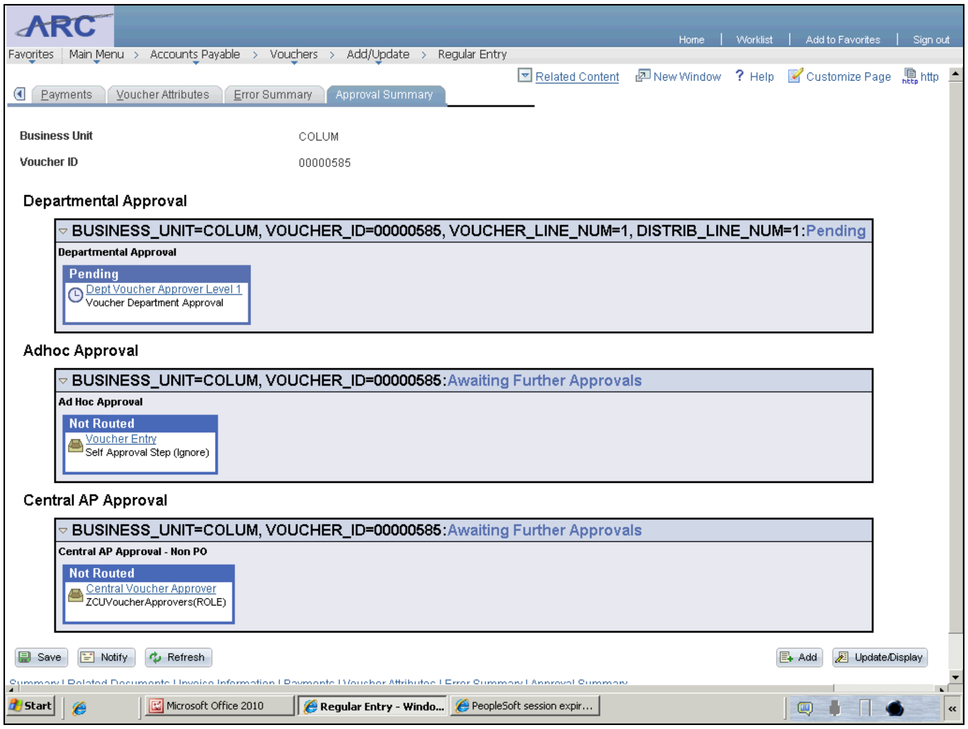
Central AP Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=00000585:Awaiting Further Approvals

Central AP Approval - Non PO

Not Routed
Central Voucher Approver
ZCUVoucherApprovers(ROLE)

Step	Action
54.	See the approval workflow upon submission.


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
Payments | Voucher Attributes | Error Summary | Approval Summary
Save | Notify | Refresh
Add | Update/Display
Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary | Approval Summary
Start | Microsoft Office 2010 | Regular Entry - Windo... | PeopleSoft session expir...

Business Unit COLUM
Voucher ID 00000585

Departmental Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=00000585, VOUCHER_LINE_NUM=1, DISTRIB_LINE_NUM=1:Pending
Departmental Approval
Pending
Dept Voucher Approver Level 1
Voucher Department Approval

Adhoc Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=00000585:Awaiting Further Approvals
Ad Hoc Approval
Not Routed
Voucher Entry
Self Approval Step (Ignore)

Central AP Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=00000585:Awaiting Further Approvals
Central AP Approval - Non PO
Not Routed
Central Voucher Approver
ZCUVoucherApprovers(ROLE)

Step	Action
55.	You have successfully created a Non-PO Voucher. You can now select the next topic, *Creating a Regular Voucher With a Purchase Order (PO Voucher)* where you will learn how to create a PO Voucher. **End of Procedure.**

Creating a Regular Voucher With a Purchase Order (PO Voucher)

When an invoice needs to be processed against a PO, you will need to create a regular voucher referencing the respective PO. PO vouchers are most commonly entered for invoices. Unlike non-PO vouchers, PO vouchers will need to go through the Matching process.

The Matching process completes two-way matching (matching the voucher to the purchase order) or three-way matching (matching the voucher to the purchase order and the receipt) depending on whether there is a receipt associated with the voucher. When creating a PO Voucher, users will have the ability to process the full PO quantity/amount or process a partial quantity/amount leaving the remaining balance to be vouchered at another time. After the voucher has been created, ARC will automatically process PO vouchers through Matching.

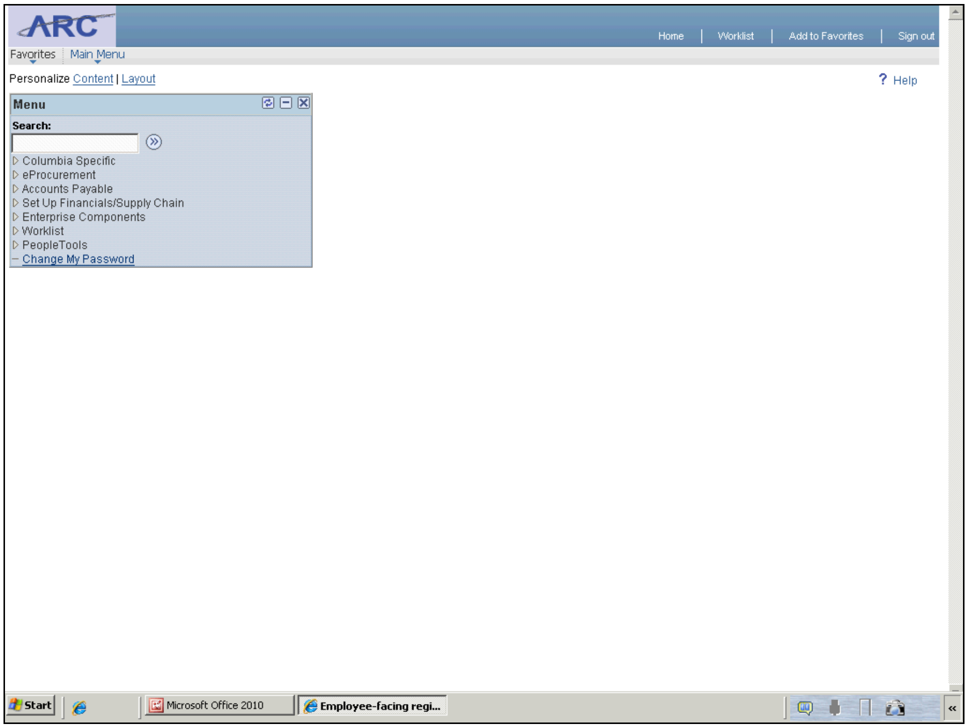
Throughout the following topic, consider a time when you have faced a similar scenario: A scanner was ordered for Mark's department on a PO. He needs to create a PO voucher so that a payment can be generated.

Purchase Orders
PO Voucher
Payment

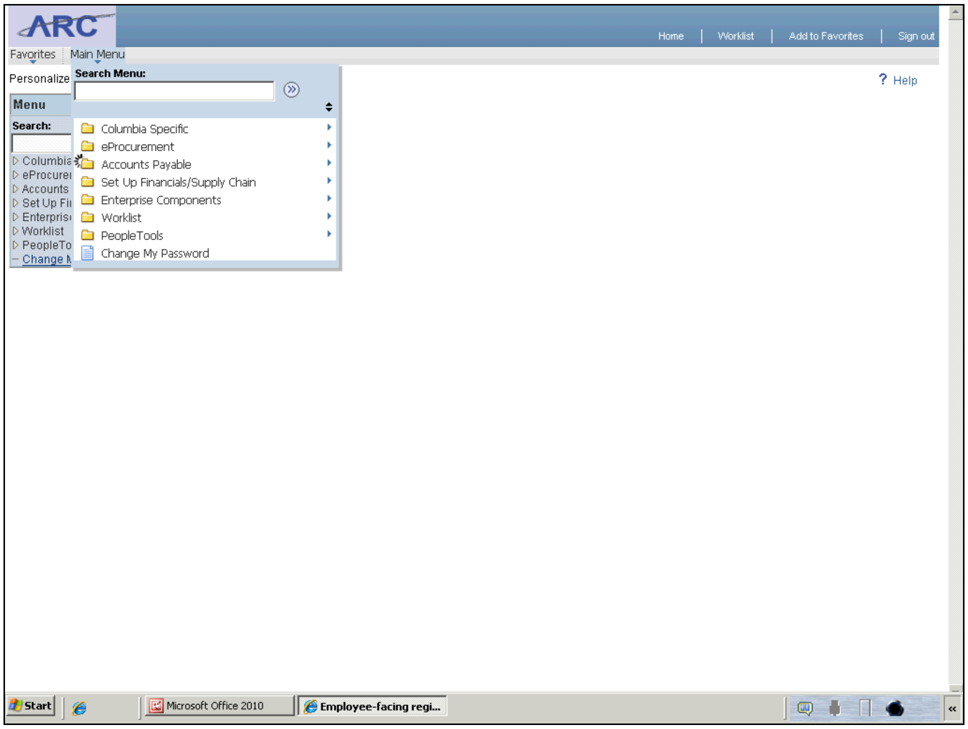
Estimated time needed to complete topic: 3 minutes

Procedure

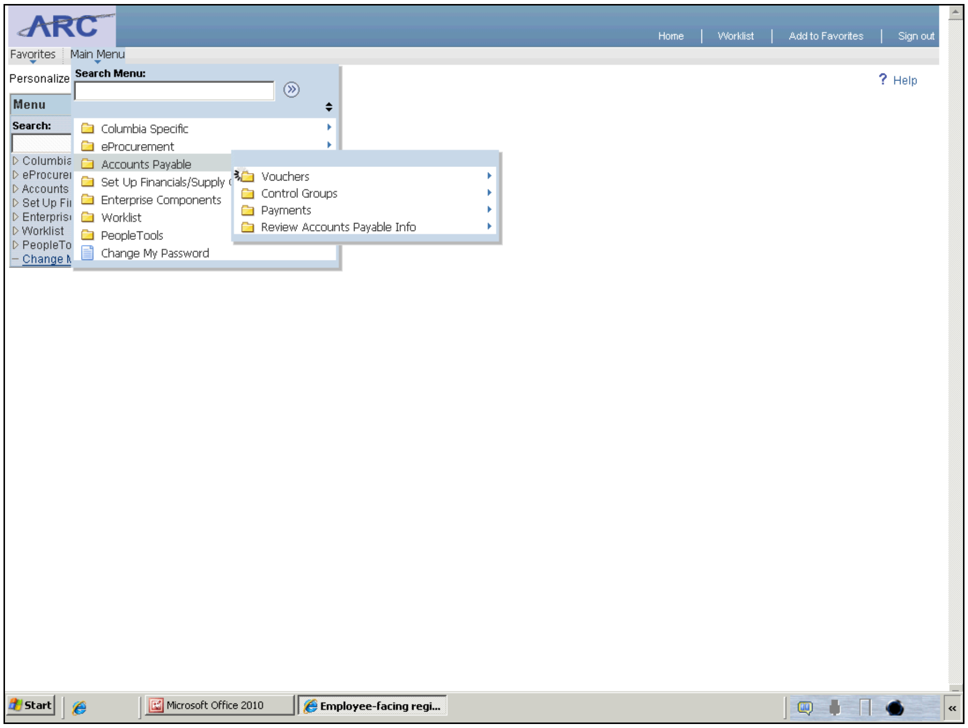
Welcome to the *Creating a Regular Voucher With a Purchase Order* topic. In this scenario you will create a regular voucher with a purchase order.

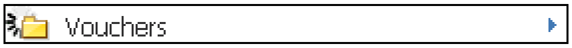

ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu
Personalize Content | Layout
? Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply Chain
Enterprise Components
Worklist
PeopleTools
Change My Password
Start
Microsoft Office 2010
Employee-facing regi...

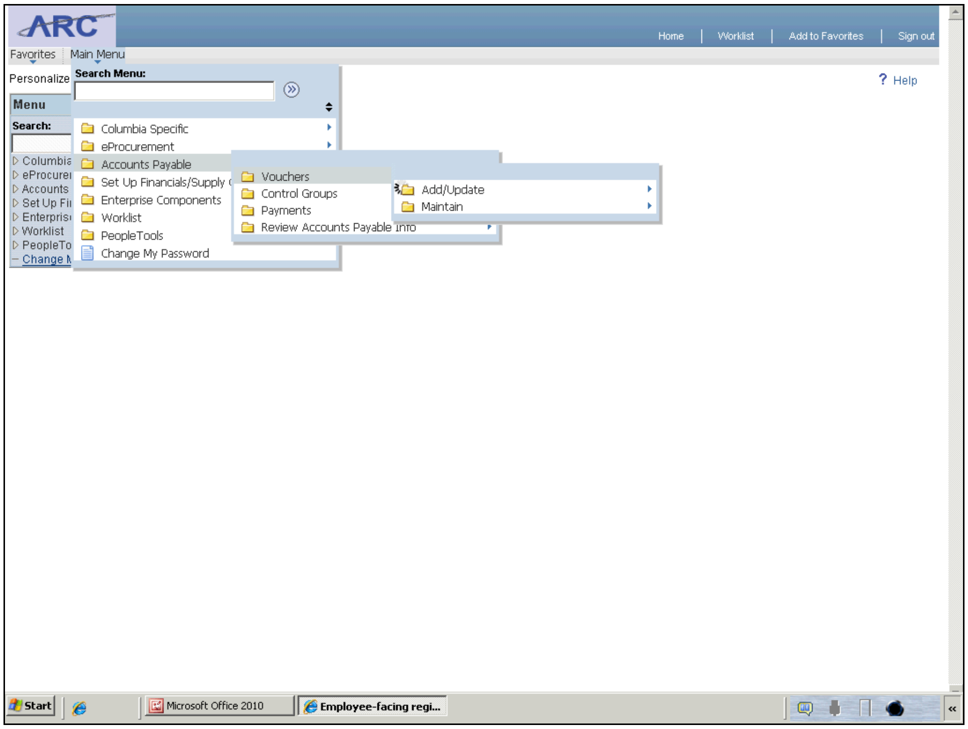
Step	Action
1.	We will navigate back to the Add a New Voucher Page. Click the **Main Menu** button.


ARC
Home
Worklist
Add to Favorites
Sign out
Favorites
Main Menu
Personalize
Search Menu:
? Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply Chain
Enterprise Components
Worklist
PeopleTools
Change My Password
Start
Microsoft Office 2010
Employee-facing regi...

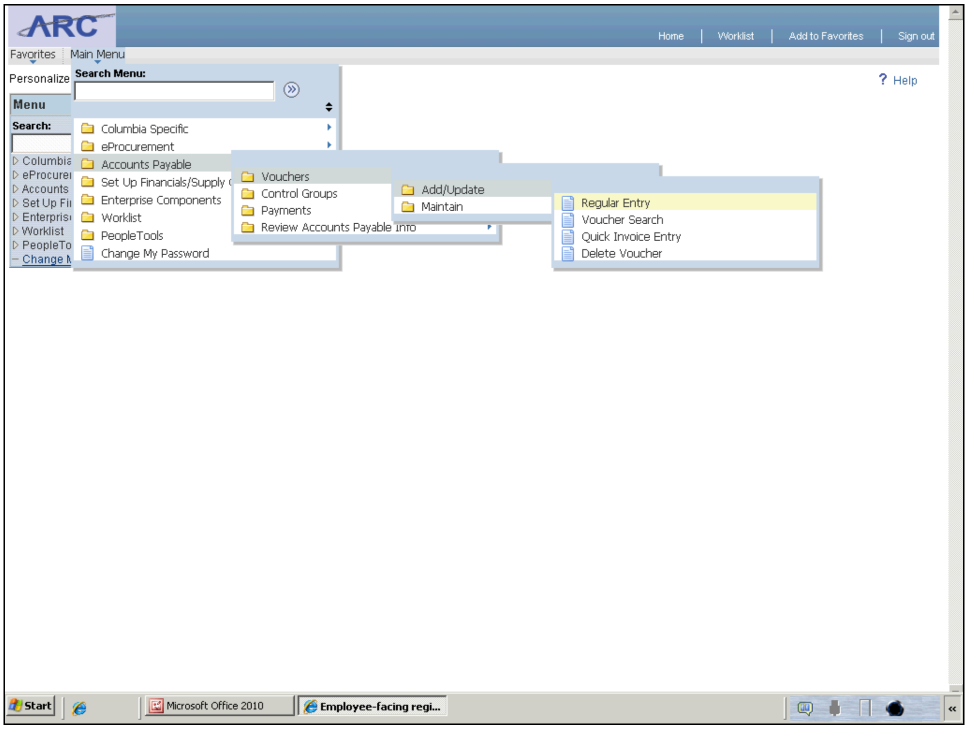
Step	Action
2.	Click the **Accounts Payable** menu. Accounts Payable

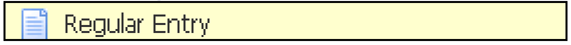

ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu
Personalize
Search Menu:
? Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply
Enterprise Components
Worklist
PeopleTools
Change My Password
Vouchers
Control Groups
Payments
Review Accounts Payable Info
Start
Microsoft Office 2010
Employee-facing regi...

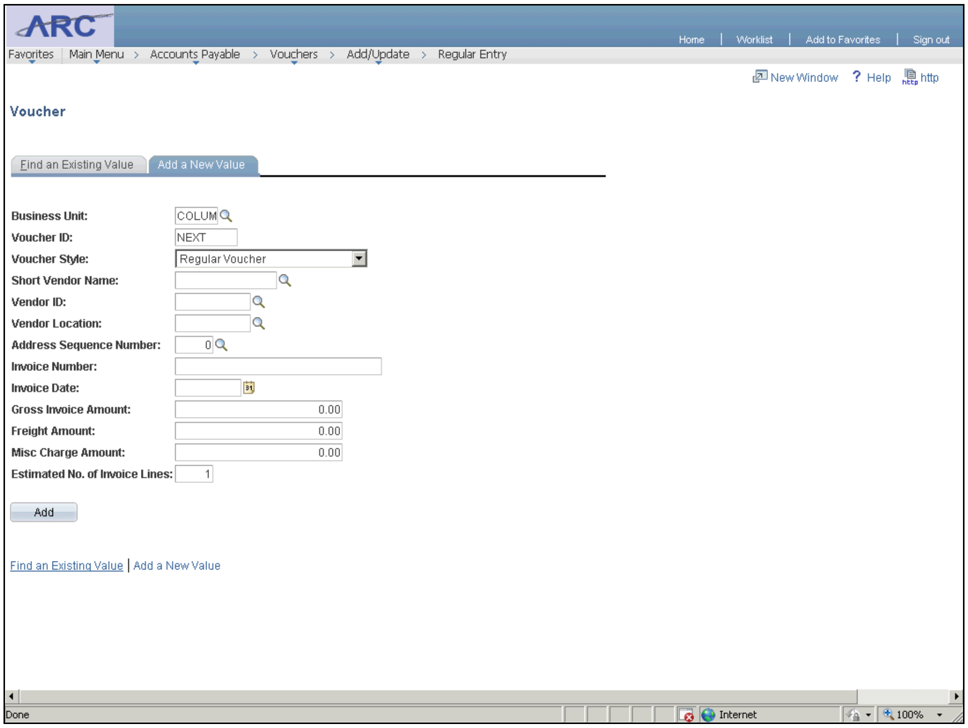
Step	Action
3.	Click the **Vouchers** menu. 


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu
Personalize
Search Menu:
? Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply
Enterprise Components
Worklist
PeopleTools
Change My Password
Vouchers
Control Groups
Payments
Review Accounts Payable Info
Add/Update
Maintain
Start
Microsoft Office 2010
Employee-facing regi...

Step	Action
4.	Click the **Add/Update** menu.

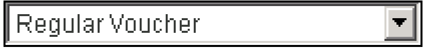

ARC
Home
Worklist
Add to Favorites
Sign out
Favorites
Main Menu
Personalize
Search Menu:
Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply
Enterprise Components
Worklist
PeopleTools
Change My Password
Vouchers
Control Groups
Payments
Review Accounts Payable Info
Add/Update
Maintain
Regular Entry
Voucher Search
Quick Invoice Entry
Delete Voucher
Start
Microsoft Office 2010
Employee-facing regi...

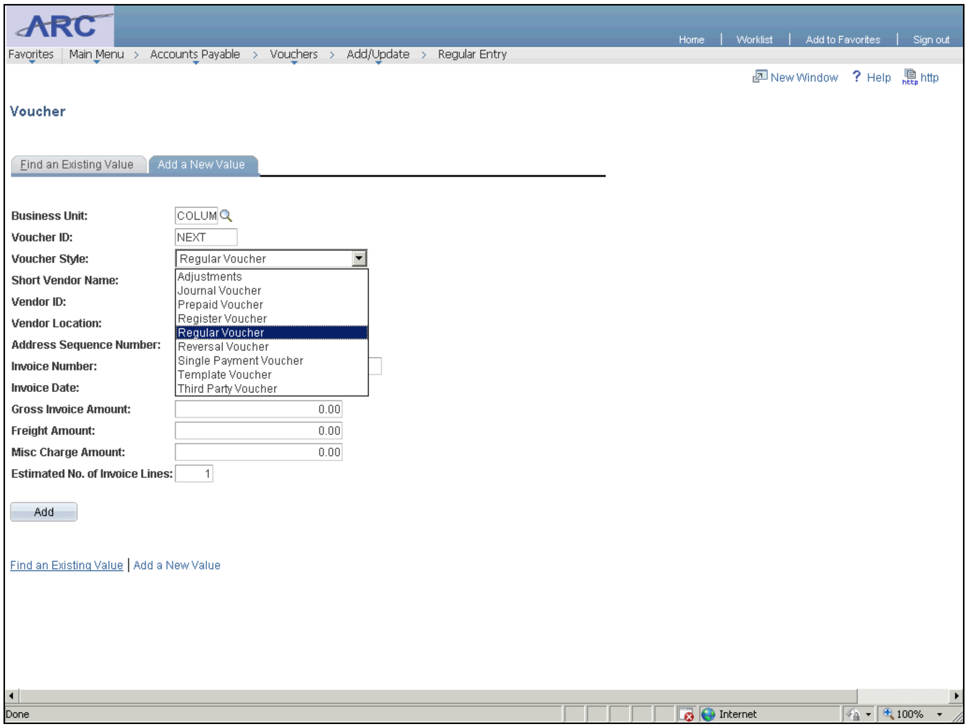
Step	Action
5.	Click the **Regular Entry** menu.  Regular Entry


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window ? Help http
Find an Existing Value | Add a New Value
Add
Find an Existing Value | Add a New Value
Done
Internet
100%

Voucher

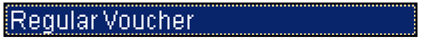
Business Unit:	COLUM
Voucher ID:	NEXT
Voucher Style:	Regular Voucher
Short Vendor Name:	
Vendor ID:	
Vendor Location:	
Address Sequence Number:	0
Invoice Number:	
Invoice Date:	
Gross Invoice Amount:	0.00
Freight Amount:	0.00
Misc Charge Amount:	0.00
Estimated No. of Invoice Lines:	1

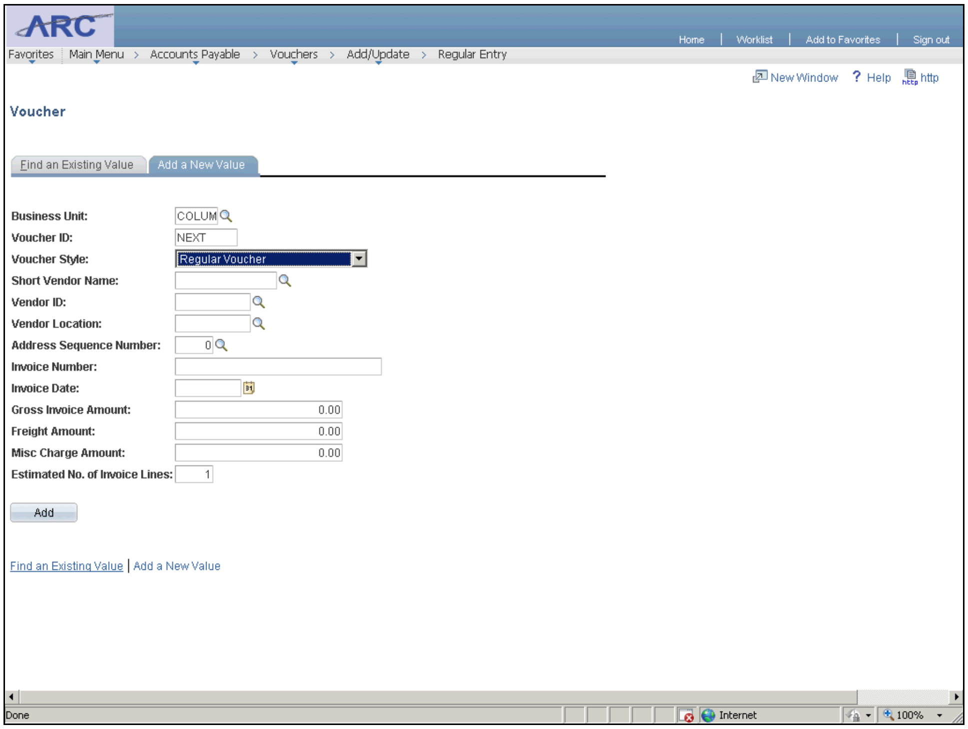
Step	Action
6.	Click the **Voucher Style** list.  Regular Voucher


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window ? Help http
Find an Existing Value | Add a New Value
Adjustments
Journal Voucher
Prepaid Voucher
Register Voucher
Regular Voucher
Reversal Voucher
Single Payment Voucher
Template Voucher
Third Party Voucher
Add
Find an Existing Value | Add a New Value
Done
Internet
100%

Voucher

Business Unit:	COLUM
Voucher ID:	NEXT
Voucher Style:	Regular Voucher
Short Vendor Name:	
Vendor ID:	
Vendor Location:	
Address Sequence Number:	
Invoice Number:	
Invoice Date:	
Gross Invoice Amount:	0.00
Freight Amount:	0.00
Misc Charge Amount:	0.00
Estimated No. of Invoice Lines:	1

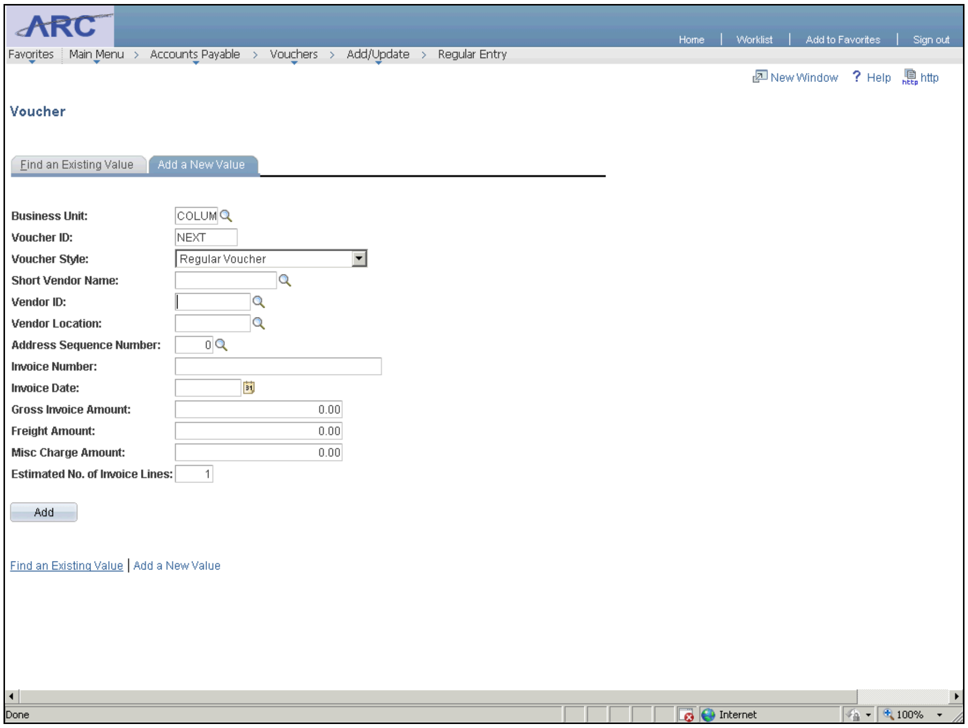
Step	Action
7.	For both PO and Non-PO vouchers, the style is "Regular Voucher". Click the **Regular Voucher** list item.  Regular Voucher


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window
Help
http
Find an Existing Value
Add a New Value
Add
Find an Existing Value | Add a New Value
Done
Internet
100%

Voucher

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

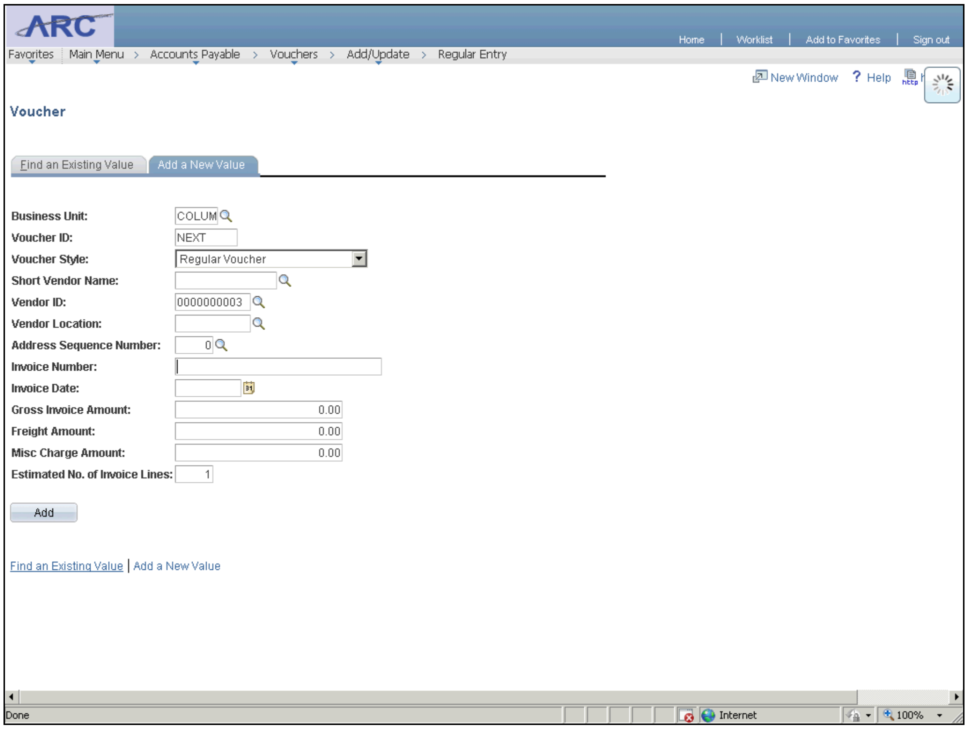
Step	Action
8.	Click in the **Vendor ID** field.


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window ? Help http
Find an Existing Value
Add a New Value
Add
Find an Existing Value | Add a New Value
Done
Internet
100%

Voucher

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

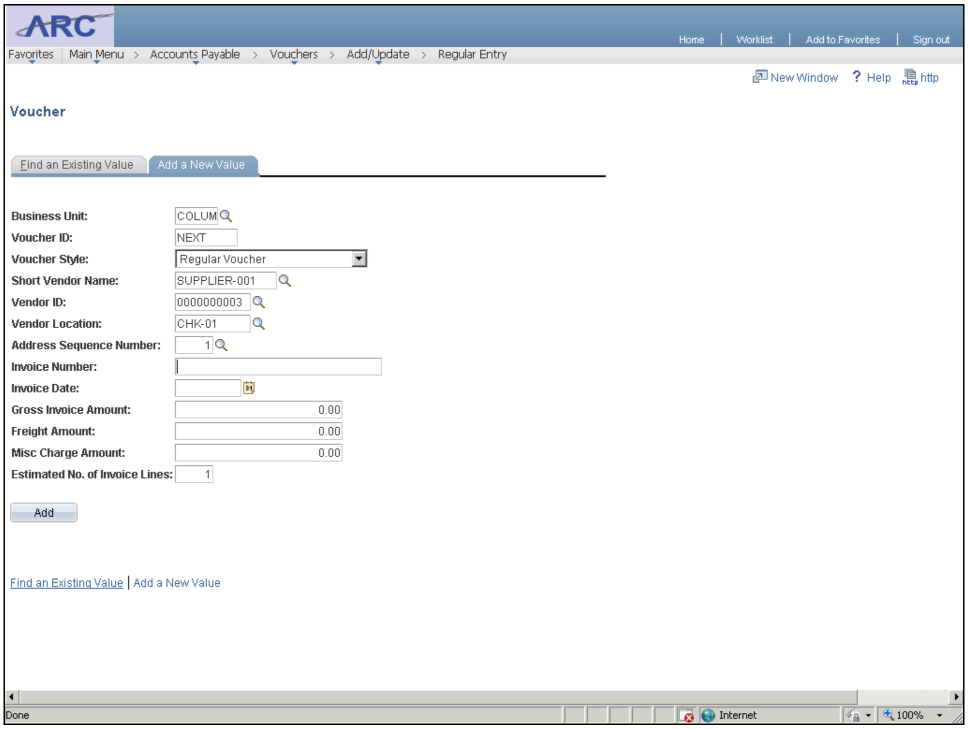
Step	Action
9.	Enter the desired information into the **Vendor ID** field. Enter "**0000000003**".


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window ? Help
Find an Existing Value
Add a New Value
Add
Find an Existing Value | Add a New Value
Done
Internet
100%

Voucher

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Short Vendor Name:
Vendor ID: 0000000003
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

Step	Action
10.	Click in the **Invoice Number** field.

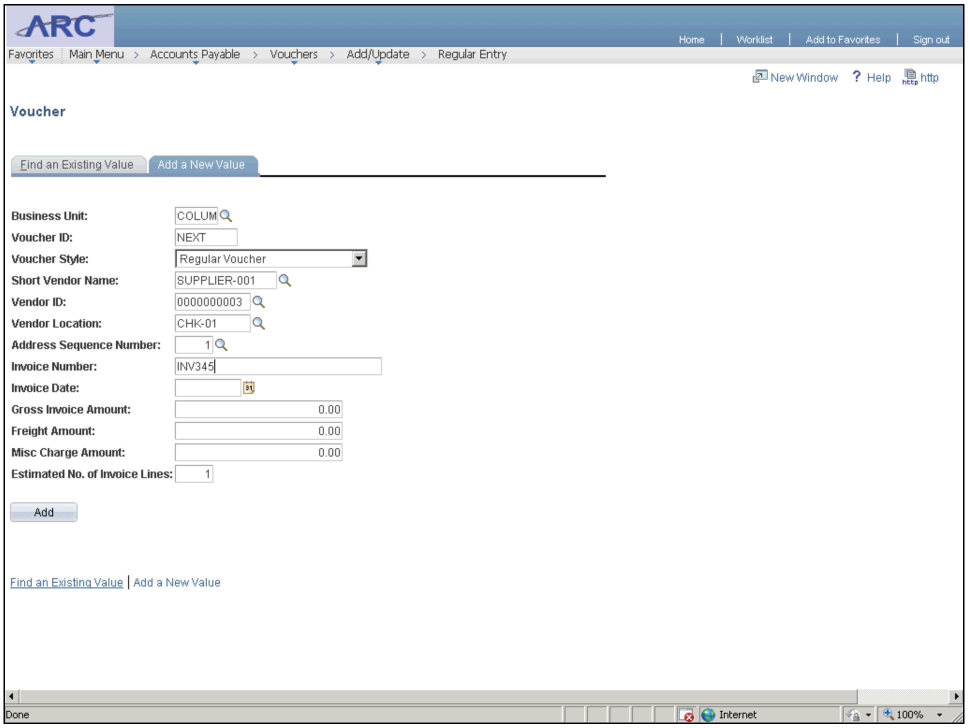

ARC
Home
Worklist
Add to Favorites
Sign out
Favorites
Main Menu
Accounts Payable
Vouchers
Add/Update
Regular Entry
New Window
Help
http
Find an Existing Value
Add a New Value
Add
Done
Internet
100%

Voucher

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Short Vendor Name: SUPPLIER-001
Vendor ID: 0000000003
Vendor Location: CHK-01
Address Sequence Number: 1
Invoice Number:
Invoice Date:
Gross Invoice Amount: 0.00
Freight Amount: 0.00
Misc Charge Amount: 0.00
Estimated No. of Invoice Lines: 1

Find an Existing Value | Add a New Value

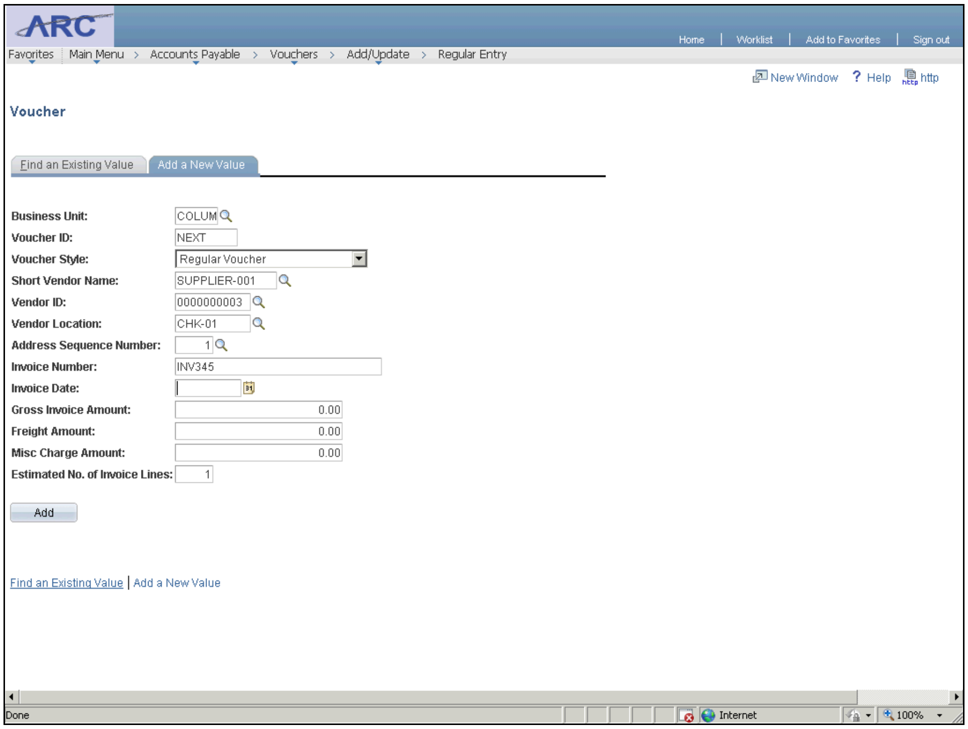
Step	Action
11.	Enter the desired information into the **Invoice Number** field. Enter "**INV345**".


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window ? Help http
Find an Existing Value
Add a New Value
Add
Find an Existing Value | Add a New Value
Done
Internet
100%

Voucher

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Short Vendor Name: SUPPLIER-001
Vendor ID: 0000000003
Vendor Location: CHK-01
Address Sequence Number: 1
Invoice Number: INV345
Invoice Date:
Gross Invoice Amount: 0.00
Freight Amount: 0.00
Misc Charge Amount: 0.00
Estimated No. of Invoice Lines: 1

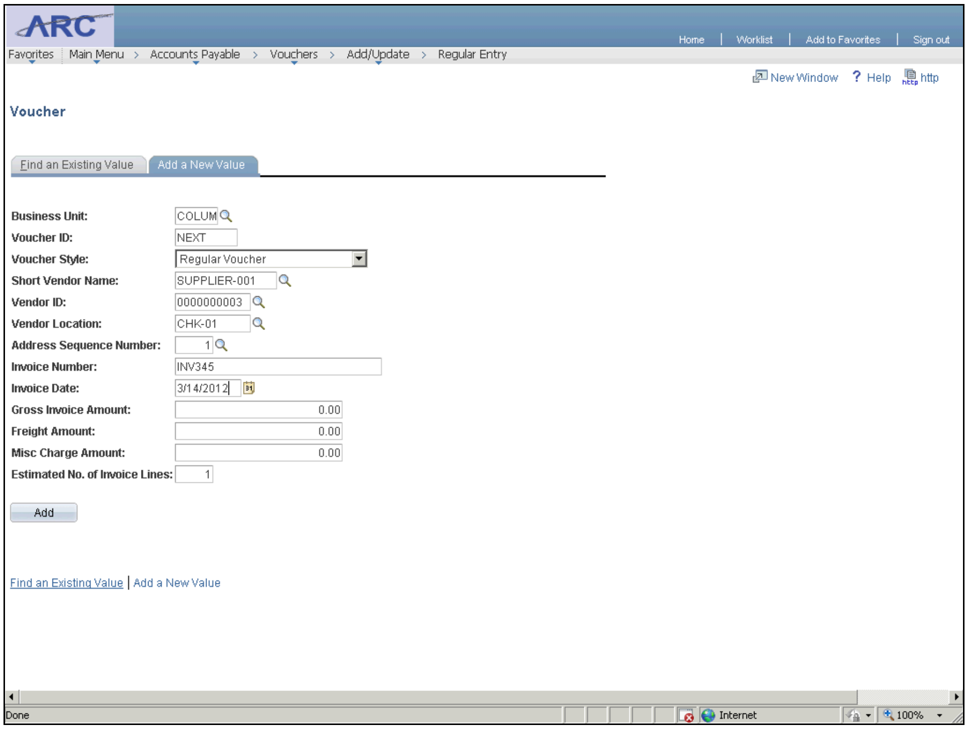
Step	Action
12.	Click in the **Invoice Date** field.


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window ? Help http
Find an Existing Value
Add a New Value
Add
Find an Existing Value | Add a New Value
Done
Internet
100%

Voucher

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Short Vendor Name: SUPPLIER-001
Vendor ID: 0000000003
Vendor Location: CHK-01
Address Sequence Number: 1
Invoice Number: INV345
Invoice Date:
Gross Invoice Amount: 0.00
Freight Amount: 0.00
Misc Charge Amount: 0.00
Estimated No. of Invoice Lines: 1

Step	Action
13.	Enter the desired information into the **Invoice Date** field. Enter "**3/14/2012**".

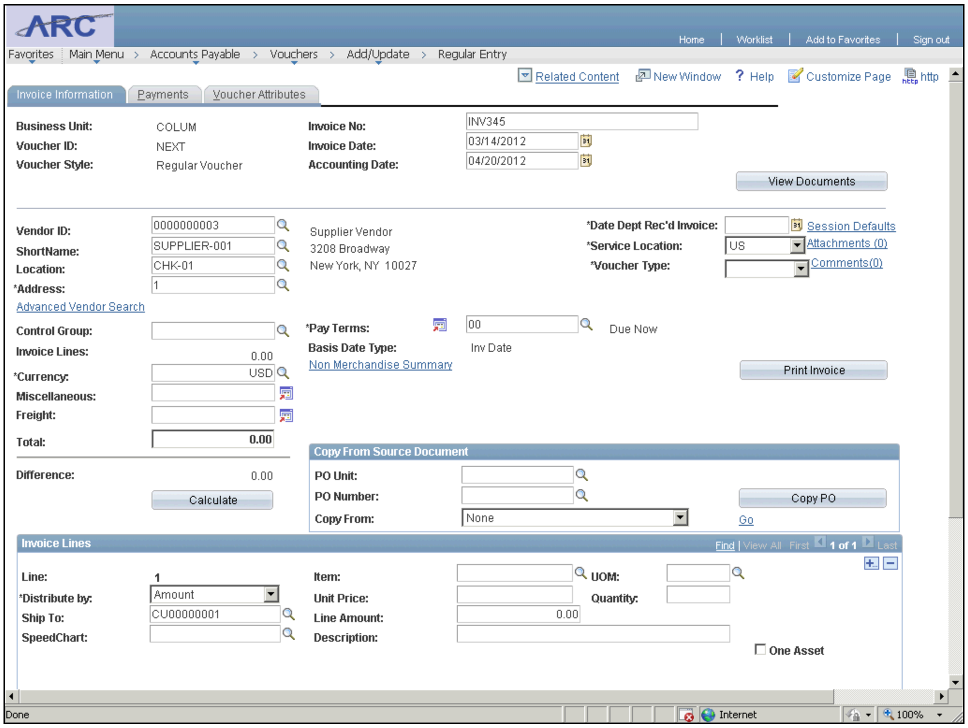

ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window ? Help http
Find an Existing Value
Add a New Value
Add
Done
Internet
100%

Voucher

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Short Vendor Name: SUPPLIER-001
Vendor ID: 0000000003
Vendor Location: CHK-01
Address Sequence Number: 1
Invoice Number: INV345
Invoice Date: 3/14/2012
Gross Invoice Amount: 0.00
Freight Amount: 0.00
Misc Charge Amount: 0.00
Estimated No. of Invoice Lines: 1

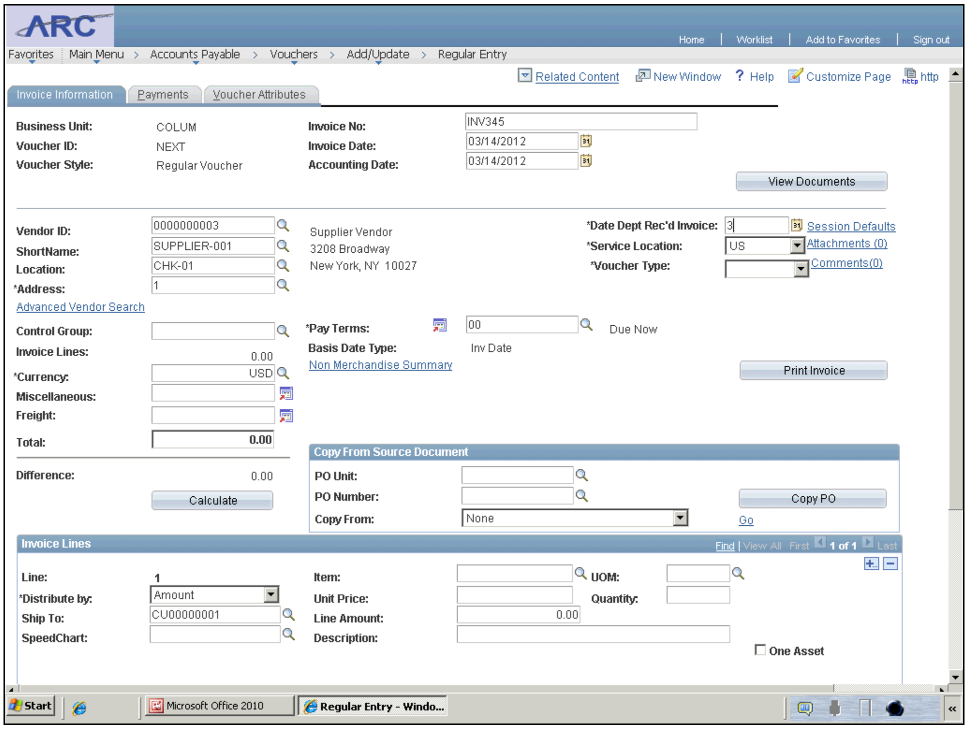
Find an Existing Value | Add a New Value

Step	Action
14.	Click the **Add** button. Add


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
Invoice Information | Payments | Voucher Attributes
View Documents
Session Defaults
Attachments (0)
Comments(0)
Advanced Vendor Search
Non Merchandise Summary
Print Invoice
Copy From Source Document
Calculate
Copy PO
Go
Invoice Lines
Find | View All First 1 of 1 Last
One Asset
Done
Internet
100%

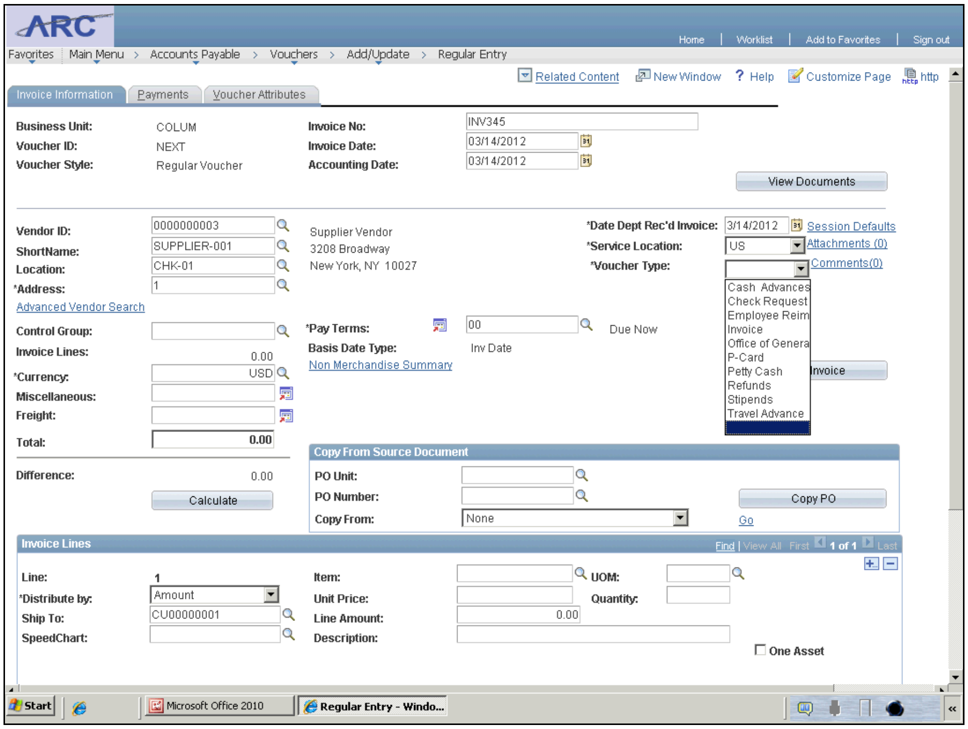
Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Invoice No: INV345
Invoice Date: 03/14/2012
Accounting Date: 04/20/2012
Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Supplier Vendor
3208 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice:
*Service Location: US
*Voucher Type:
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 0.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
PO Unit:
PO Number:
Copy From: None
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 0.00
Description:
UOM:
Quantity:

Step	Action
15.	Click in the **Date Dept Rec'd Invoice** field.


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
Invoice Information | Payments | Voucher Attributes
View Documents
Session Defaults
Attachments (0)
Comments(0)
Advanced Vendor Search
Non Merchandise Summary
Print Invoice
Copy From Source Document
Calculate
Copy PO
Go
Invoice Lines
Find | View All First 1 of 1 Last
One Asset
Start
Microsoft Office 2010
Regular Entry - Windo...

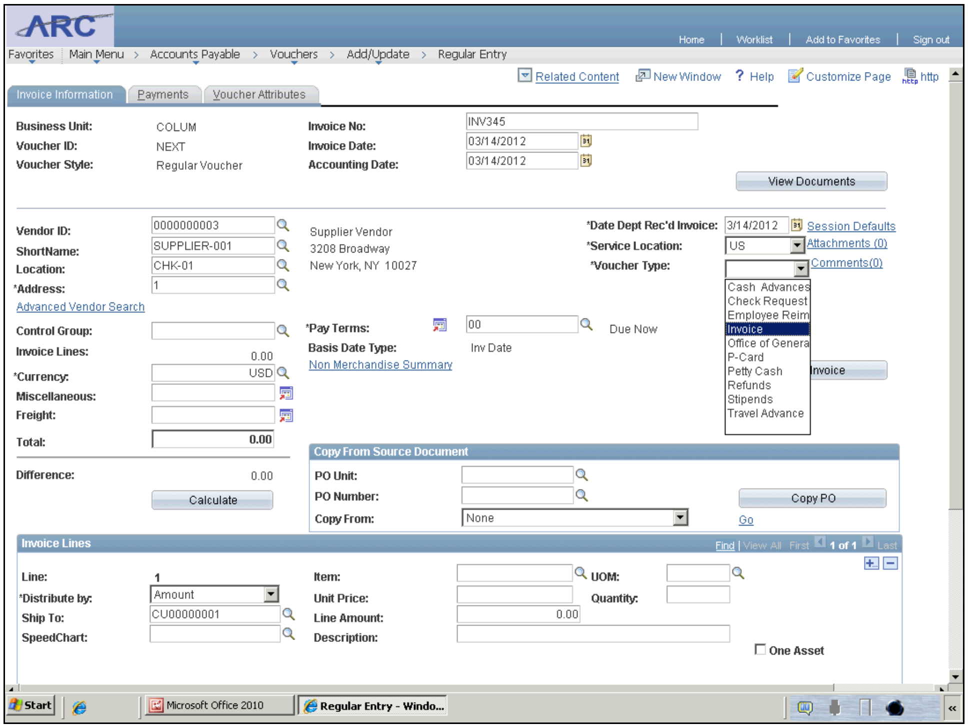
Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Invoice No: INV345
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012
Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Supplier Vendor
3208 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 3
*Service Location: US
*Voucher Type:
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 0.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
PO Unit:
PO Number:
Copy From: None
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 0.00
Description:
UOM:
Quantity:

Step	Action
16.	Enter the desired information into the **Date Dept Rec'd Invoice** field. Enter "**3/14/2012**".


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
Invoice Information | Payments | Voucher Attributes
View Documents
Session Defaults
Attachments (0)
Comments(0)
Advanced Vendor Search
Non Merchandise Summary
Calculate
Copy From Source Document
Copy PO
Go
Invoice Lines
Find | View All First 1 of 1 Last
Cash Advances
Check Request
Employee Reim
Invoice
Office of Genera
P-Card
Petty Cash
Refunds
Stipends
Travel Advance
Start
Microsoft Office 2010
Regular Entry - Windo...

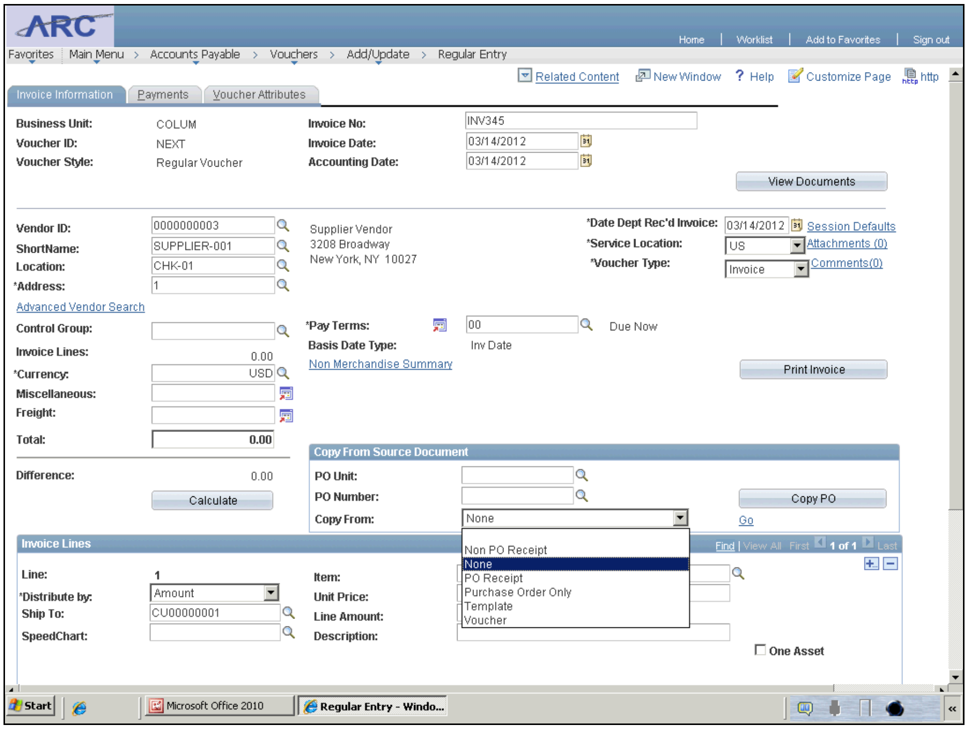
Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Invoice No: INV345
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012
Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Supplier Vendor
3208 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 3/14/2012
*Service Location: US
*Voucher Type:
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 0.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
PO Unit:
PO Number:
Copy From: None
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 0.00
Description:
UOM:
Quantity:
☐ One Asset

Step	Action
17.	Click the **Voucher Type** list.


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
Invoice Information
Payments
Voucher Attributes
View Documents
Session Defaults
Attachments (0)
Comments(0)
Advanced Vendor Search
Non Merchandise Summary
Calculate
Copy From Source Document
Copy PO
Go
Invoice Lines
Find | View All First 1 of 1 Last
Start
Microsoft Office 2010
Regular Entry - Windo...

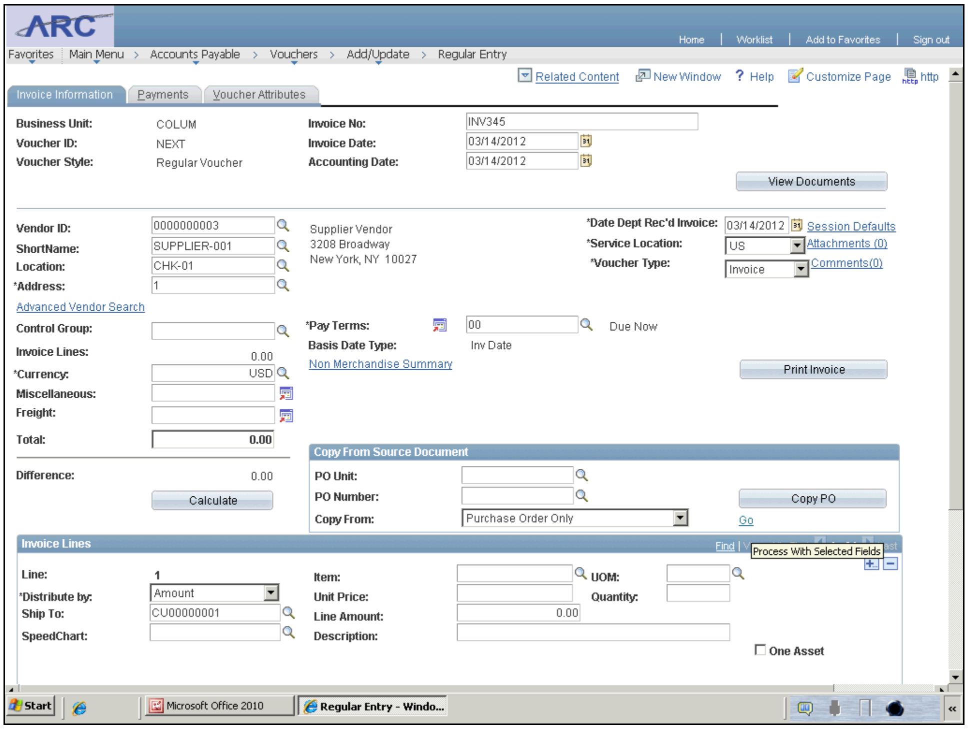
Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Invoice No: INV345
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012
Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Supplier Vendor
3208 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 3/14/2012
*Service Location: US
*Voucher Type:
Cash Advances
Check Request
Employee Reim
Invoice
Office of Genera
P-Card
Petty Cash
Refunds
Stipends
Travel Advance
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 0.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
PO Unit:
PO Number:
Copy From: None
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 0.00
Description:
UOM:
Quantity:
☐ One Asset

Step	Action
18.	Click the **Invoice** list item. Invoice


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
Invoice Information
Payments
Voucher Attributes
View Documents
Session Defaults
Attachments (0)
Comments(0)
Advanced Vendor Search
Non Merchandise Summary
Print Invoice
Calculate
Copy From Source Document
Copy PO
Go
Invoice Lines
Find | View All First 1 of 1 Last
Start
Microsoft Office 2010
Regular Entry - Windo...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Invoice No: INV345
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012
Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Supplier Vendor
3208 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 0.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
PO Unit:
PO Number:
Copy From: None
Non PO Receipt
None
PO Receipt
Purchase Order Only
Template
Voucher
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount:
Description:
☐ One Asset

Step	Action
19.	To associate a voucher with a Purchase Order, you will need to copy information from the Purchase Order. In order to do this, Click the **Copy From** drop down menu and select **Purchase Order Only**. None


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
Invoice Information
Payments
Voucher Attributes
View Documents
Advanced Vendor Search
Session Defaults
Attachments (0)
Comments(0)
Non Merchandise Summary
Print Invoice
Calculate
Copy PO
Go
Find
Process With Selected Fields
Start
Microsoft Office 2010
Regular Entry - Windo...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Invoice No: INV345
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012

Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1

Supplier Vendor
3208 Broadway
New York, NY 10027

*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice

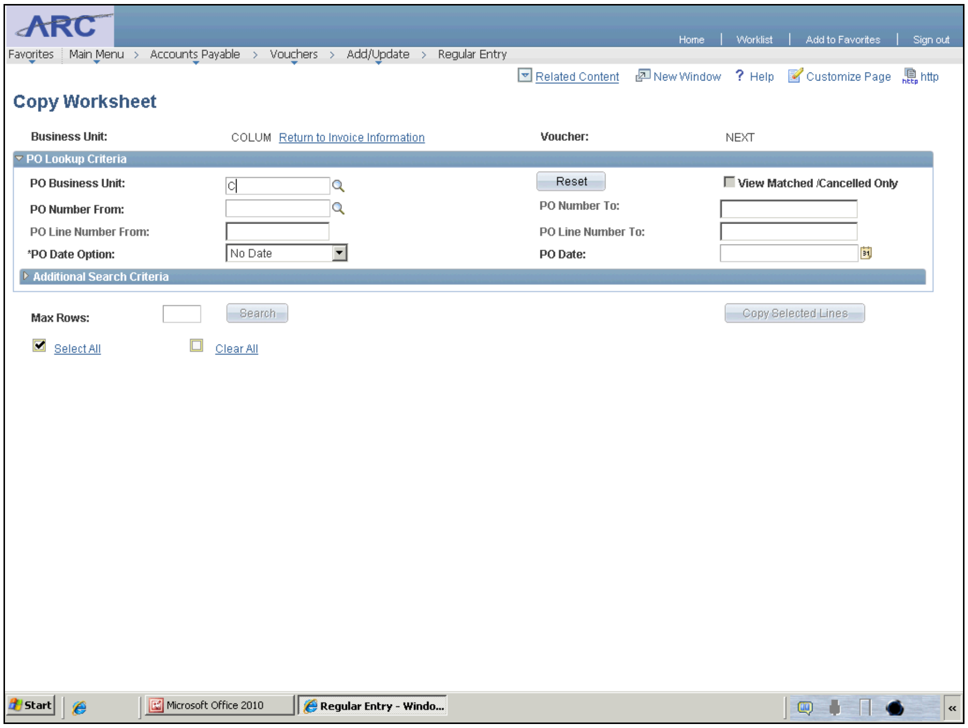
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 0.00
Difference: 0.00

*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

Copy From Source Document
PO Unit:
PO Number:
Copy From: Purchase Order Only

Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 0.00
Description:
UOM:
Quantity:
☐ One Asset

Step	Action
20.	Click the **Go** link. Go


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
Reset
☐ View Matched /Cancelled Only
Additional Search Criteria
Search
Copy Selected Lines
☑ Select All
☐ Clear All

Copy Worksheet

Business Unit: COLUM Return to Invoice Information

Voucher: NEXT

PO Lookup Criteria

PO Business Unit: C

PO Number From:

PO Number To:

PO Line Number From:

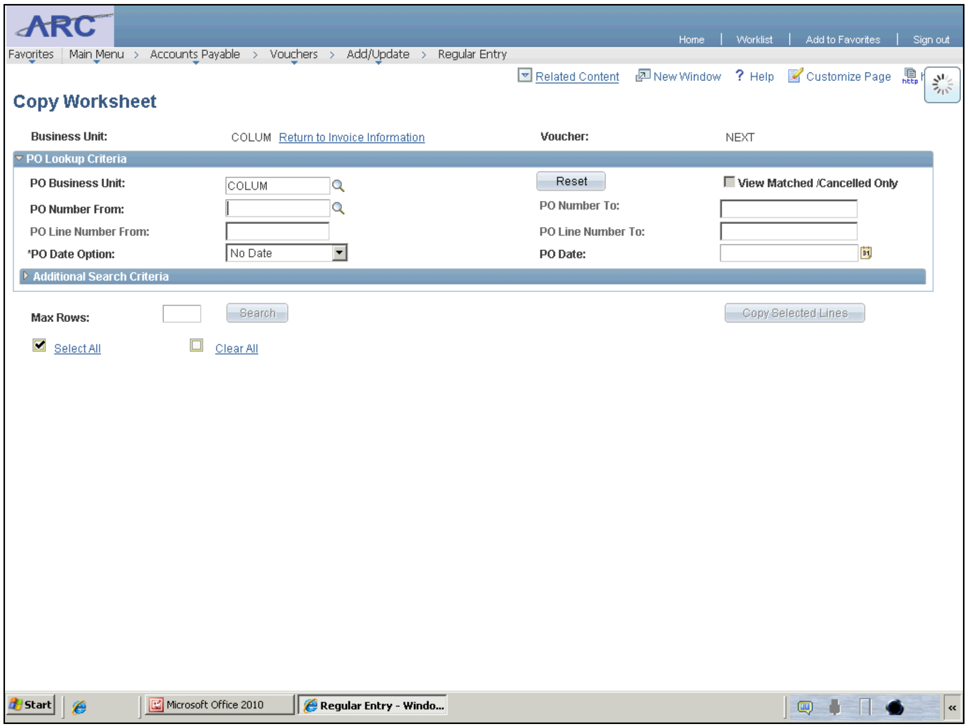
PO Line Number To:

*PO Date Option: No Date

PO Date:

Max Rows:

Step	Action
21.	This is where you will enter search criteria to identify the appropriate PO. Enter the desired information into the **PO Business Unit** field. Enter "**COLUM**".


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Related Content
New Window
Help
Customize Page
Reset
☐ View Matched /Cancelled Only
Additional Search Criteria
Search
Copy Selected Lines
☑ Select All
☐ Clear All

Copy Worksheet

Business Unit: COLUM Return to Invoice Information

Voucher: NEXT

PO Lookup Criteria

PO Business Unit: COLUM

PO Number From:

PO Number To:

PO Line Number From:

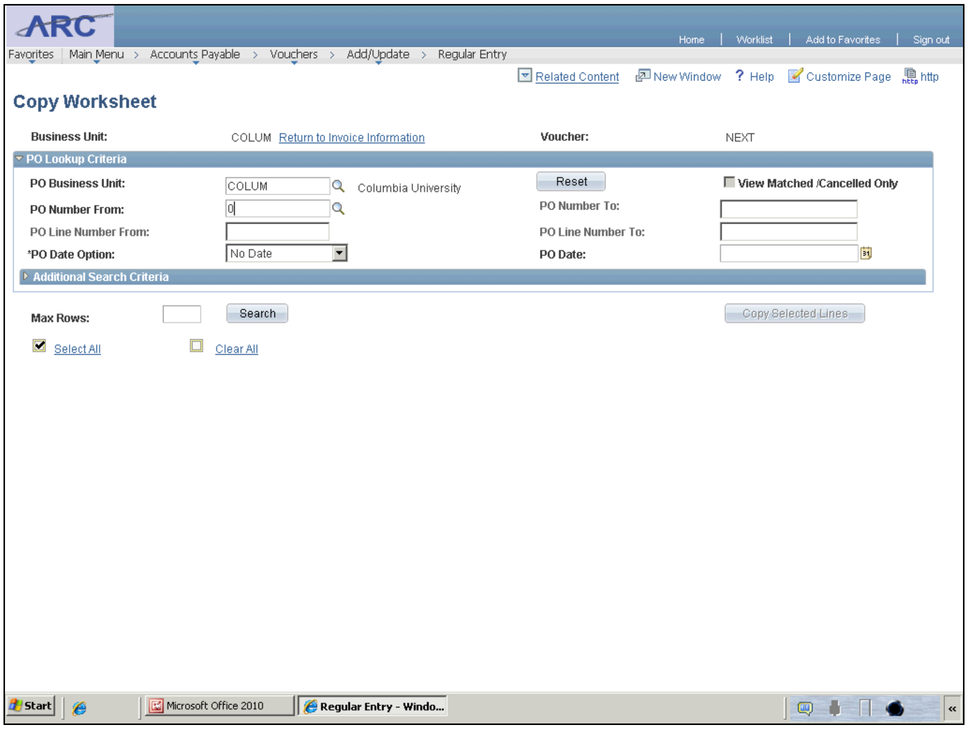
PO Line Number To:

*PO Date Option: No Date

PO Date:

Max Rows:

Step	Action
22.	Click in the **PO Number From** field.


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
PO Lookup Criteria
Reset
Additional Search Criteria
Search
Copy Selected Lines
Select All
Clear All
Start
Microsoft Office 2010
Regular Entry - Windo...

Copy Worksheet

Business Unit: COLUM Return to Invoice Information

Voucher: NEXT

PO Business Unit: COLUM Columbia University

☐ View Matched /Cancelled Only

PO Number From: 0

PO Number To:

PO Line Number From:

PO Line Number To:

*PO Date Option: No Date

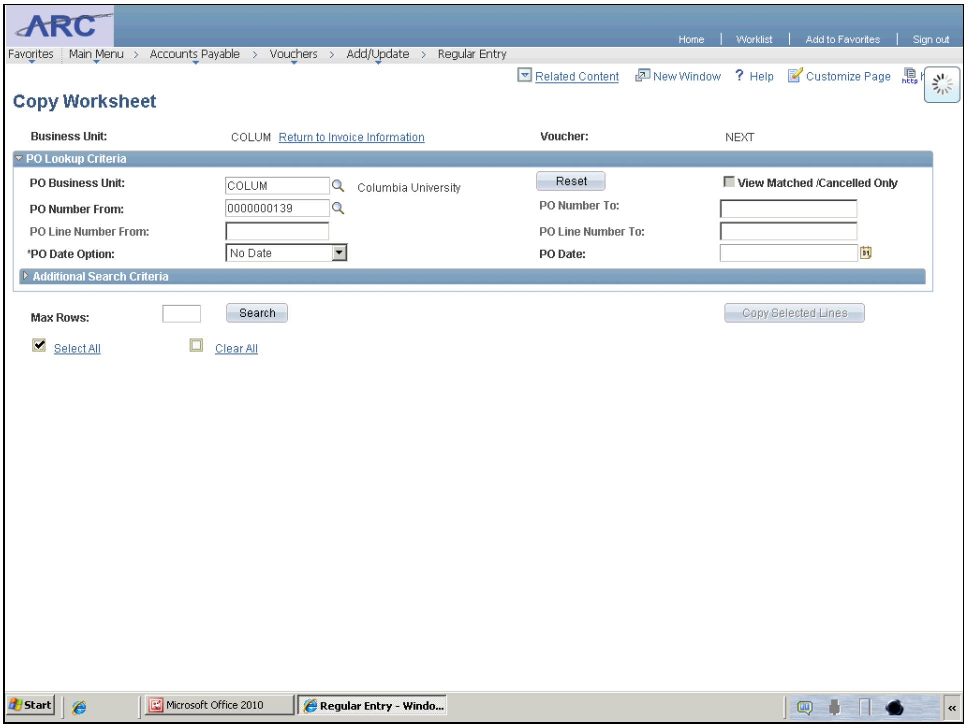
PO Date:

Max Rows:

☑ Select All

☐ Clear All

Step	Action
23.	Enter the desired information into the **PO Number From** field. Enter "**0000000139**".


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
Reset
Search
Copy Selected Lines
Additional Search Criteria
Start
Microsoft Office 2010
Regular Entry - Windo...

Copy Worksheet

Business Unit: COLUM Return to Invoice Information
Voucher: NEXT

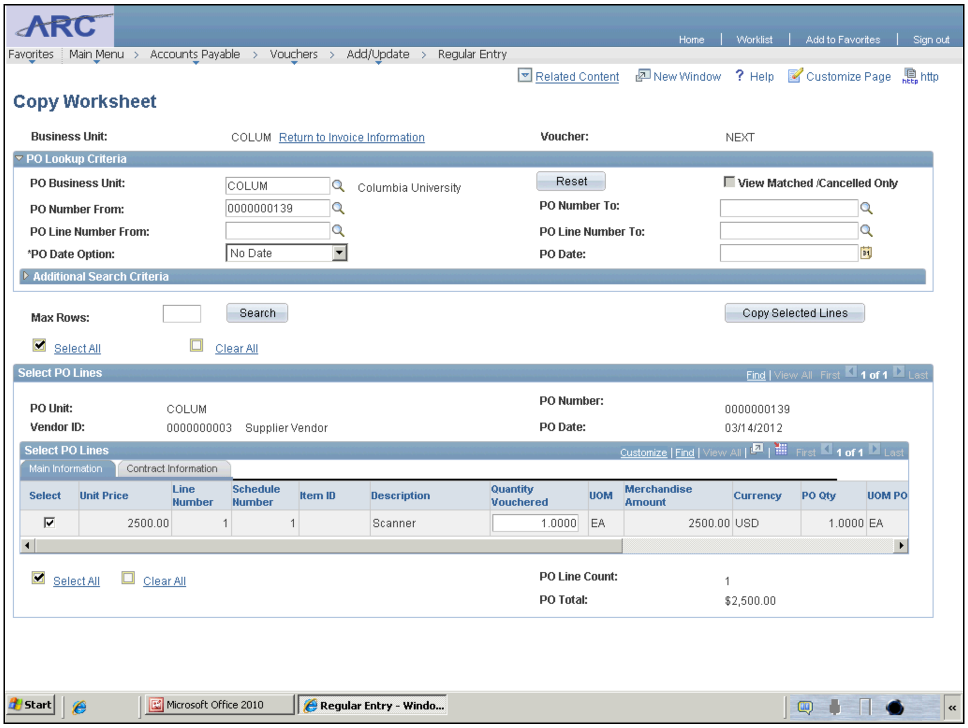
PO Lookup Criteria

PO Business Unit: COLUM Columbia University
☐ **View Matched /Cancelled Only**
PO Number From: 0000000139
PO Number To:
PO Line Number From:
PO Line Number To:
*PO Date Option: No Date
PO Date:

Max Rows:

☑ Select All ☐ Clear All

Step	Action
24.	Click the **Search** button. Search


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
Reset
Search
Copy Selected Lines
Additional Search Criteria
Find | View All First 1 of 1 Last
Customize | Find | View All | First 1 of 1 Last
Main Information
Contract Information
Start
Microsoft Office 2010
Regular Entry - Windo...

Copy Worksheet

Business Unit: COLUM Return to Invoice Information
Voucher: NEXT

PO Lookup Criteria

PO Business Unit: COLUM Columbia University
☐ **View Matched /Cancelled Only**
PO Number From: 0000000139
PO Number To:
PO Line Number From:
PO Line Number To:
*PO Date Option: No Date
PO Date:

Max Rows:

☑ Select All ☐ Clear All

Select PO Lines

PO Unit: COLUM
Vendor ID: 0000000003 Supplier Vendor
PO Number: 0000000139
PO Date: 03/14/2012

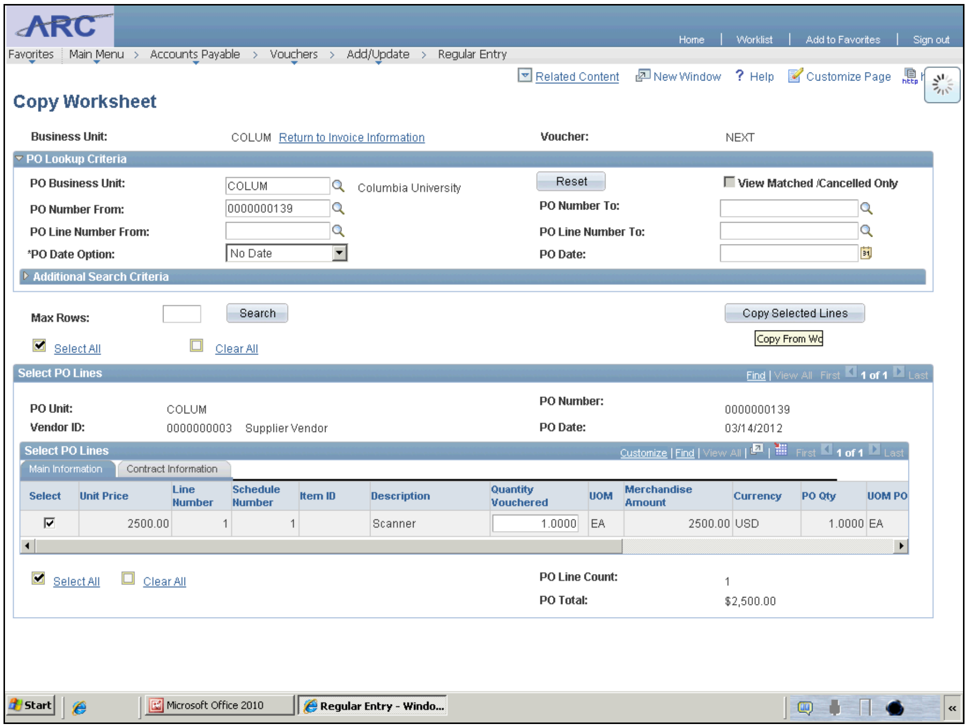
Select PO Lines

Select	Unit Price	Line Number	Schedule Number	Item ID	Description	Quantity Vouchered	UOM	Merchandise Amount	Currency	PO Qty	UOM PO
☑	2500.00	1	1		Scanner	1.0000	EA	2500.00	USD	1.0000	EA

☑ Select All ☐ Clear All

PO Line Count: 1
PO Total: $2,500.00

Step	Action
25.	Select the lines from the PO you would like to copy onto the voucher. Click the check box to select the line(s). ☑


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
Start
Microsoft Office 2010
Regular Entry - Windo...

Copy Worksheet

Business Unit: COLUM Return to Invoice Information
Voucher: NEXT

PO Lookup Criteria

PO Business Unit:	COLUM Columbia University	Reset	☐ View Matched /Cancelled Only
PO Number From:	0000000139	PO Number To:	
PO Line Number From:		PO Line Number To:	
*PO Date Option:	No Date	PO Date:	

Additional Search Criteria

Max Rows: Search
Copy Selected Lines
Copy From Wo
☑ Select All ☐ Clear All

Select PO Lines

PO Unit: COLUM
Vendor ID: 0000000003 Supplier Vendor
PO Number: 0000000139
PO Date: 03/14/2012

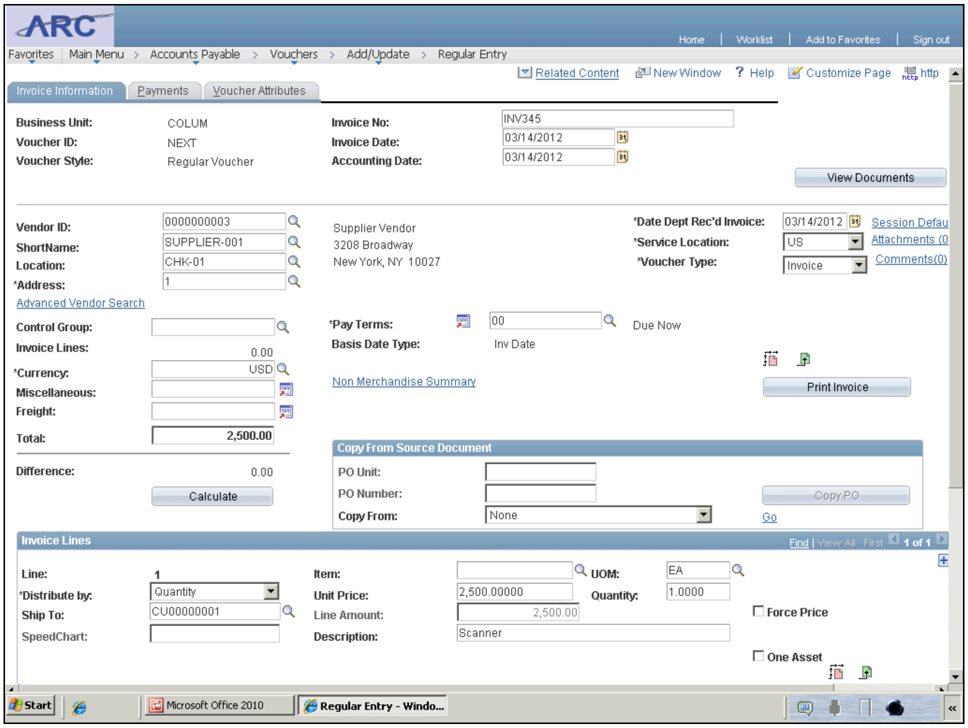
Select PO Lines — Main Information | Contract Information

Select	Unit Price	Line Number	Schedule Number	Item ID	Description	Quantity Vouchered	UOM	Merchandise Amount	Currency	PO Qty	UOM PO
☑	2500.00	1	1		Scanner	1.0000	EA	2500.00	USD	1.0000	EA

☑ Select All ☐ Clear All

PO Line Count: 1
PO Total: $2,500.00

Step	Action
26.	Click the **Copy Selected Lines** button. Copy Selected Lines


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
Invoice Information
Payments
Voucher Attributes
View Documents
Advanced Vendor Search
Session Defau
Attachments (0
Comments(0)
Non Merchandise Summary
Print Invoice
Calculate
Copy PO
Go
Find | View All First 1 of 1
Start
Microsoft Office 2010
Regular Entry - Windo...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Invoice No: INV345
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012

Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1

Supplier Vendor
3208 Broadway
New York, NY 10027

*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice

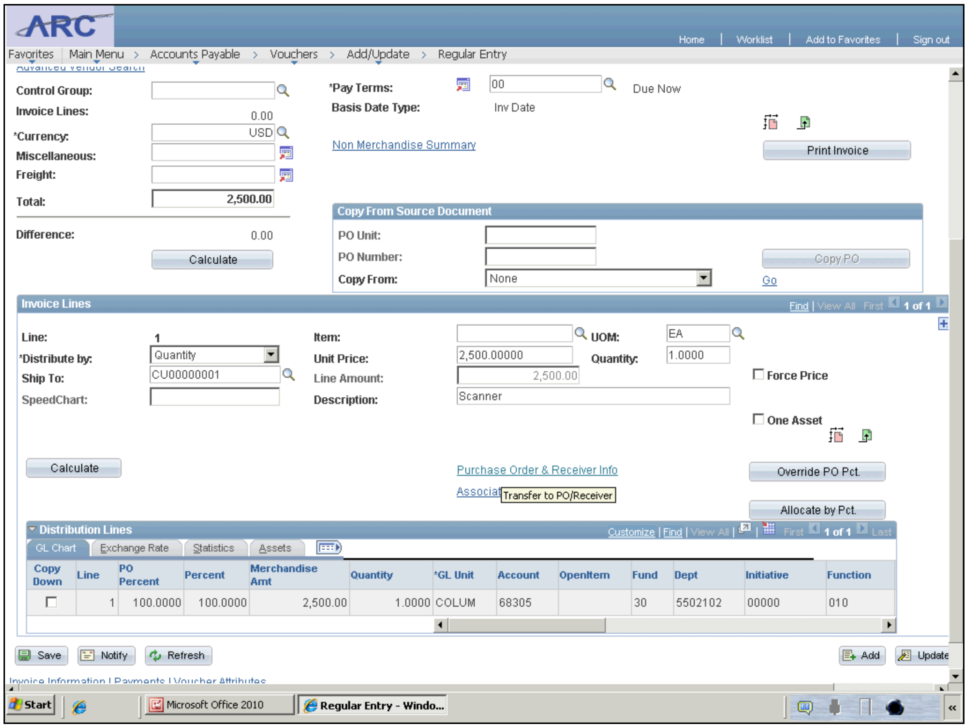
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 2,500.00
Difference: 0.00

*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

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

Invoice Lines
Line: 1
*Distribute by: Quantity
Ship To: CU00000001
SpeedChart:
Item:
Unit Price: 2,500.00000
Line Amount: 2,500.00
Description: Scanner
UOM: EA
Quantity: 1.0000
☐ Force Price
☐ One Asset

Step	Action
27.	Click the scrollbar and scroll to the bottom of the page to see the copied distribution lines.


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Non Merchandise Summary
Print Invoice
Calculate
Copy PO
Go
Find | View All First 1 of 1
Calculate
Purchase Order & Receiver Info
Associat
Transfer to PO/Receiver
Override PO Pct.
Allocate by Pct.
Customize | Find | View All | First 1 of 1 Last
GL Chart
Exchange Rate
Statistics
Assets
Save
Notify
Refresh
Add
Update
Invoice Information | Payments | Voucher Attributes
Start
Microsoft Office 2010
Regular Entry - Windo...

Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 2,500.00
Difference: 0.00

*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

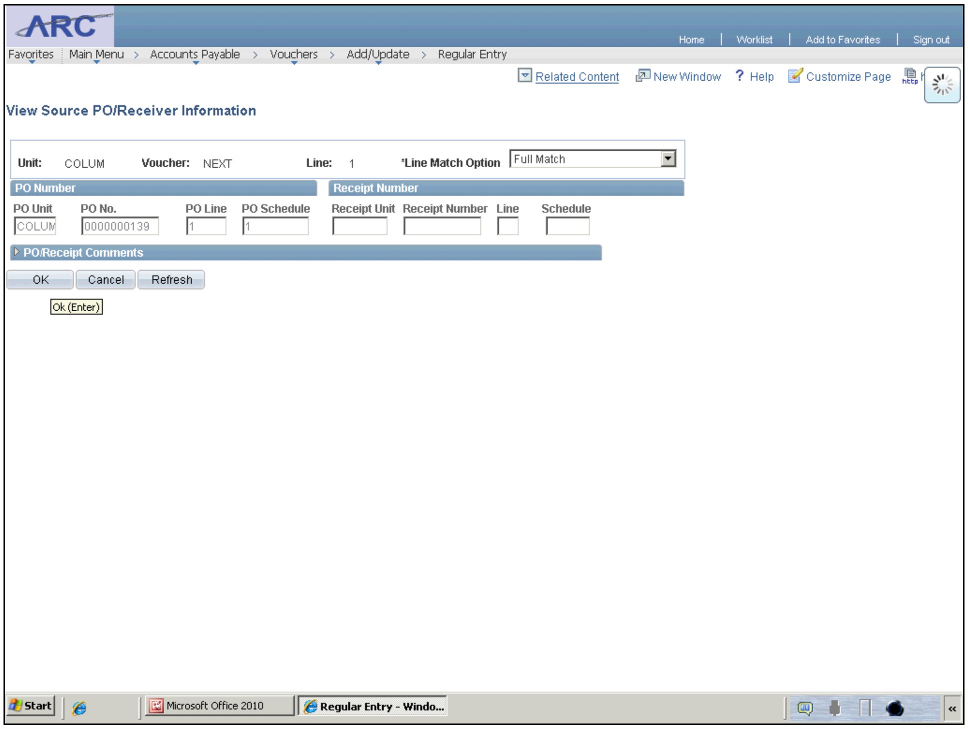
Copy From Source Document
PO Unit:
PO Number:
Copy From: None

Invoice Lines
Line: 1
*Distribute by: Quantity
Ship To: CU00000001
SpeedChart:
Item:
Unit Price: 2,500.00000
Line Amount: 2,500.00
Description: Scanner
UOM: EA
Quantity: 1.0000
☐ Force Price
☐ One Asset

Distribution Lines

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function
☐	1	100.0000	100.0000	2,500.00	1.0000	COLUM	68305		30	5502102	00000	010

Step	Action
28.	Click the **Purchase Order & Receiver Info** link to see additional details on the Purchase Order. Purchase Order & Receiver Info

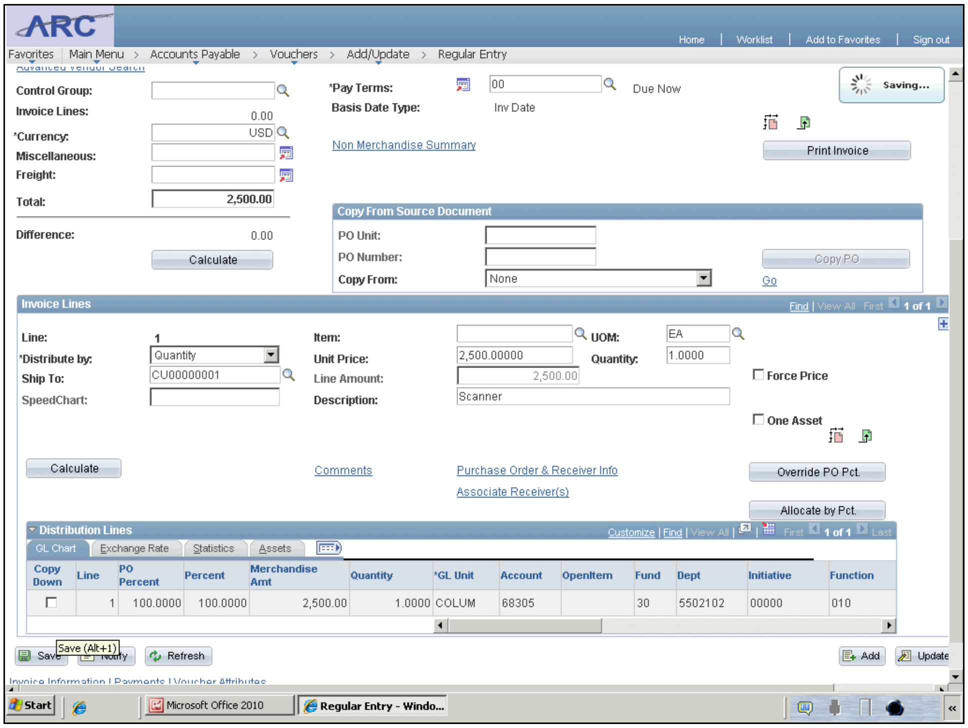

ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Related Content
New Window
Help
Customize Page
PO/Receipt Comments
OK
Cancel
Refresh
Ok (Enter)
Start
Microsoft Office 2010
Regular Entry - Windo...

View Source PO/Receiver Information

Unit: COLUM Voucher: NEXT Line: 1 *Line Match Option Full Match

PO Number				Receipt Number			
PO Unit	PO No.	PO Line	PO Schedule	Receipt Unit	Receipt Number	Line	Schedule
COLUM	0000000139	1	1				

Step	Action
29.	Click the **OK** button once you have reviewed the Purchase Order information. OK


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Saving...
Non Merchandise Summary
Print Invoice
Calculate
Copy PO
Go
Find | View All First 1 of 1 Last
Comments
Purchase Order & Receiver Info
Associate Receiver(s)
Override PO Pct.
Allocate by Pct.
Customize | Find | View All
GL Chart | Exchange Rate | Statistics | Assets
Save (Alt+1)
Save | Notify | Refresh
Add | Update
Invoice Information | Payments | Voucher Attributes
Start | Microsoft Office 2010 | Regular Entry - Windo...

Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 2,500.00
Difference: 0.00

*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

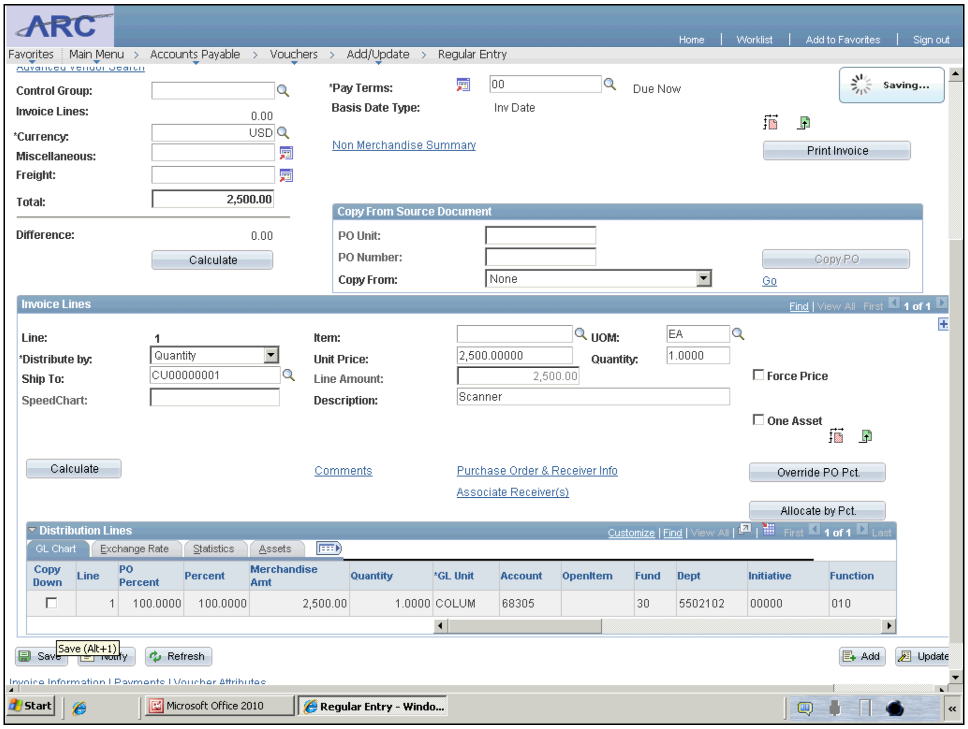
Copy From Source Document
PO Unit:
PO Number:
Copy From: None

Invoice Lines
Line: 1
*Distribute by: Quantity
Ship To: CU00000001
SpeedChart:
Item:
UOM: EA
Unit Price: 2,500.00000
Quantity: 1.0000
Line Amount: 2,500.00
Description: Scanner
☐ Force Price
☐ One Asset

Distribution Lines

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function
☐	1	100.0000	100.0000	2,500.00	1.0000	COLUM	68305		30	5502102	00000	010

Step	Action
30.	See the distribution information that was copied from the Purchase Order.


Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 2,500.00
Difference: 0.00

*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

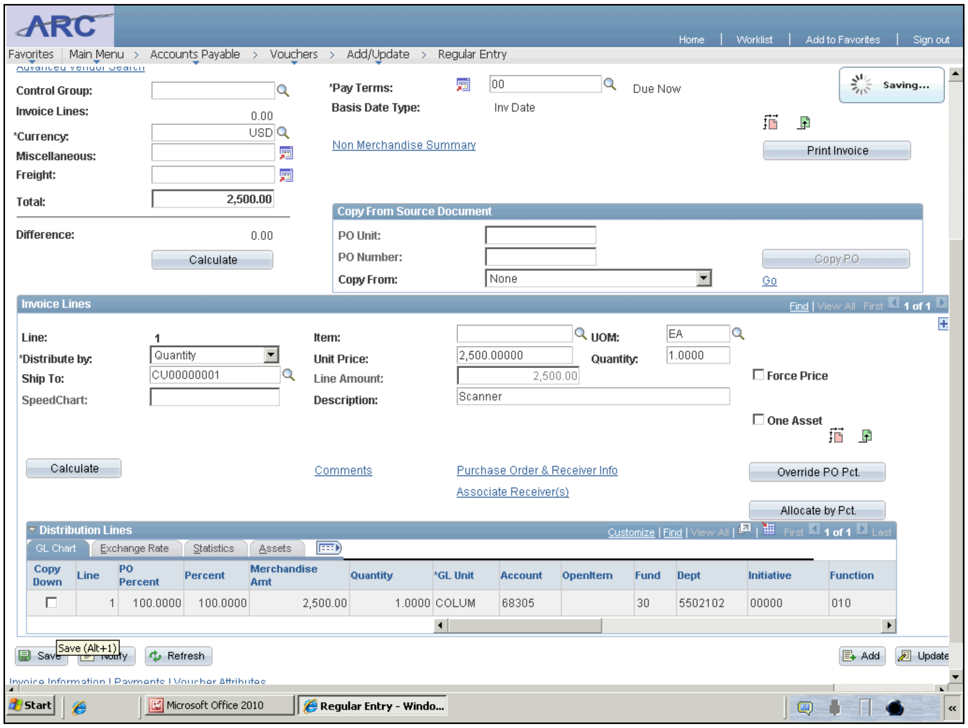
Copy From Source Document
PO Unit:
PO Number:
Copy From: None

Invoice Lines
Line: 1
*Distribute by: Quantity
Ship To: CU00000001
SpeedChart:
Item:
UOM: EA
Unit Price: 2,500.00000
Quantity: 1.0000
Line Amount: 2,500.00
Description: Scanner
☐ Force Price
☐ One Asset

Distribution Lines

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function
☐	1	100.0000	100.0000	2,500.00	1.0000	COLUM	68305		30	5502102	00000	010

Step	Action
31.	Click the **Save** button.



ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Saving...
Print Invoice
Non Merchandise Summary
Calculate
Copy PO
Go
Find | View All First 1 of 1
Calculate
Comments
Purchase Order & Receiver Info
Associate Receiver(s)
Override PO Pct.
Allocate by Pct.
Customize | Find | View All | First 1 of 1 Last
GL Chart
Exchange Rate
Statistics
Assets
Save
Save (Alt+1)
Notify
Refresh
Add
Update
Invoice Information | Payments | Voucher Attributes
Start
Microsoft Office 2010
Regular Entry - Windo...

Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 2,500.00
Difference: 0.00

*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

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

Invoice Lines
Line: 1
*Distribute by: Quantity
Ship To: CU00000001
SpeedChart:
Item:
Unit Price: 2,500.00000
Line Amount: 2,500.00
Description: Scanner
UOM: EA
Quantity: 1.0000
☐ Force Price
☐ One Asset

Distribution Lines

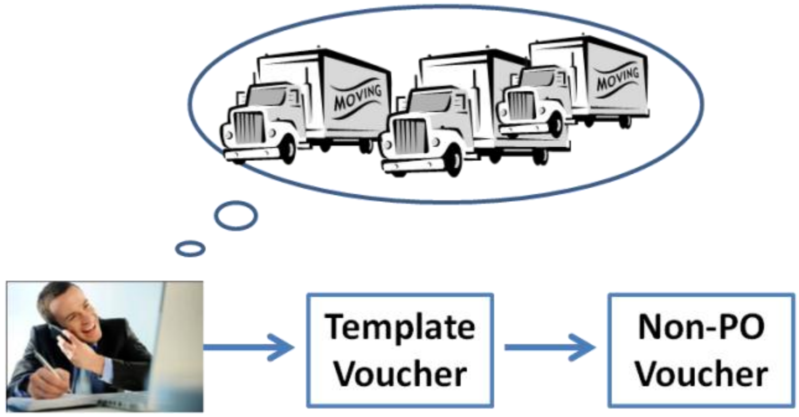
Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function
☐	1	100.0000	100.0000	2,500.00	1.0000	COLUM	68305		30	5502102	00000	010

Step	Action
32.	You have successfully created a PO Voucher. Now you can select the next topic, *Creating a Template Voucher*. **End of Procedure.**

Creating a Template Voucher

At Columbia University, we often transact with the same vendor more than once or process recurring invoices. In cases like this, it is efficient to create a template voucher as a time saving device. A template voucher is a skeleton for other vouchers that will be entered in the future for the same vendor, and vouchers created from the template will be posted and paid exactly like regular vouchers.

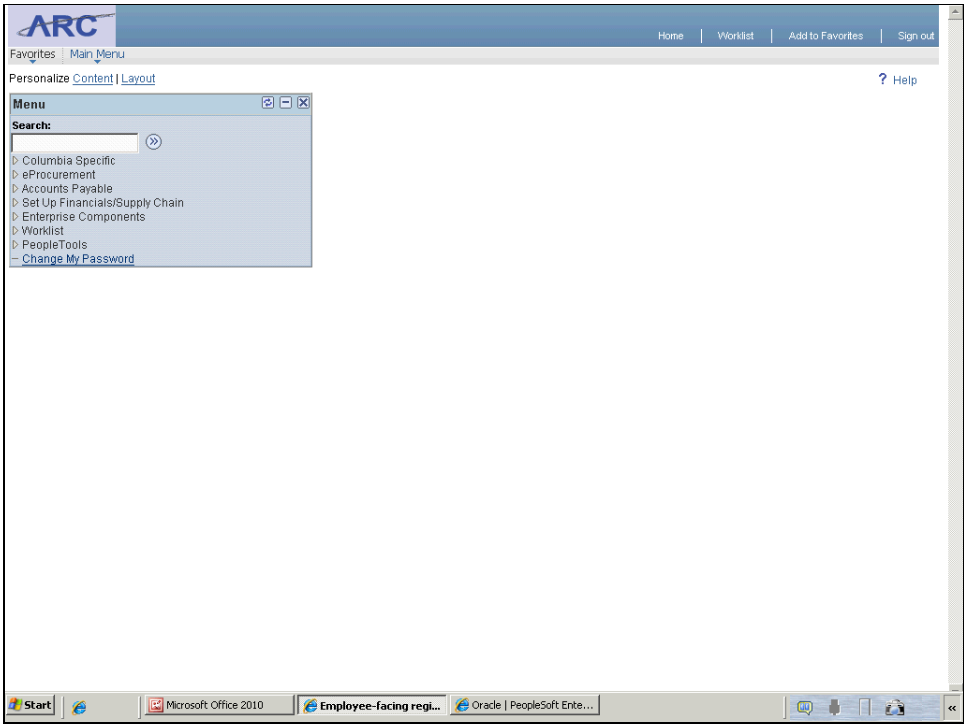
Throughout the following topic, consider a time when you have faced a similar scenario: Mark realizes that his department transacts with a moving vendor quite frequently. In order to save time, he thinks it will be useful to create a template voucher to increase efficient when processing vouchers to the vendor.



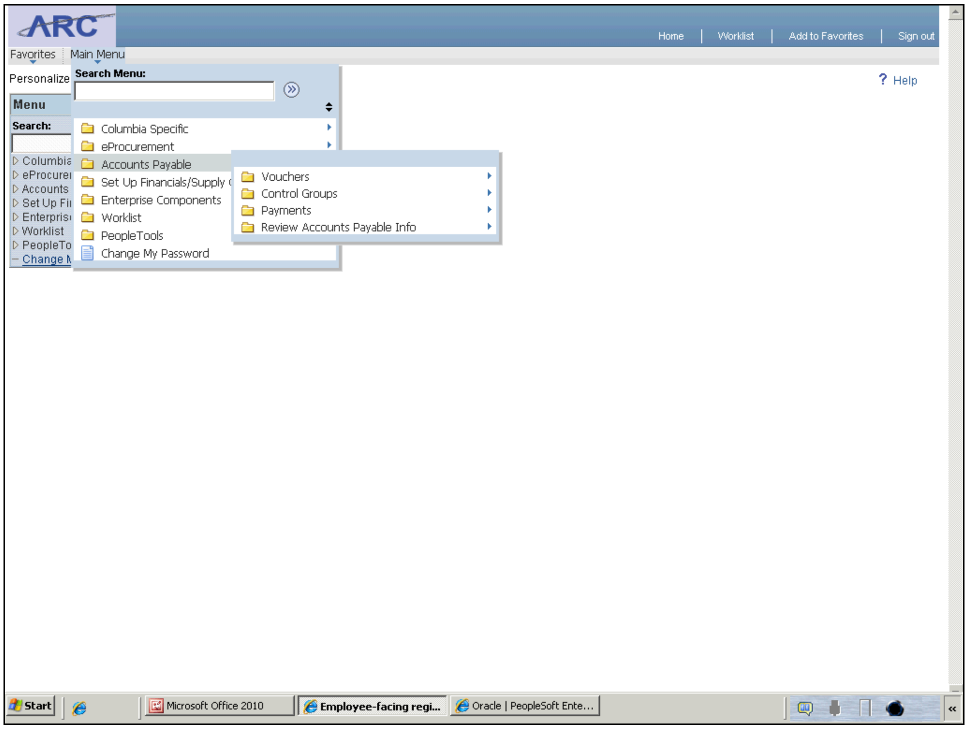
Estimated time needed to complete topic: 3 minutes

Procedure

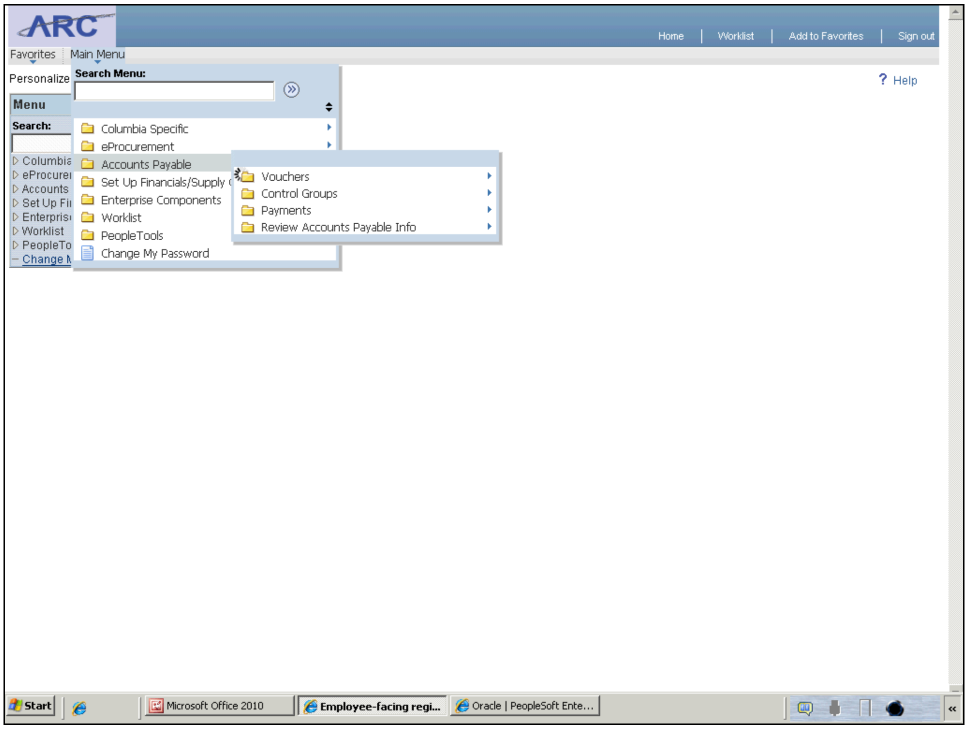
Welcome to the *Creating a Template Voucher* topic. In this scenario you will create a template voucher.


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu
Personalize Content | Layout
? Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply Chain
Enterprise Components
Worklist
PeopleTools
Change My Password
Start
Microsoft Office 2010
Employee-facing regi...
Oracle | PeopleSoft Ente...

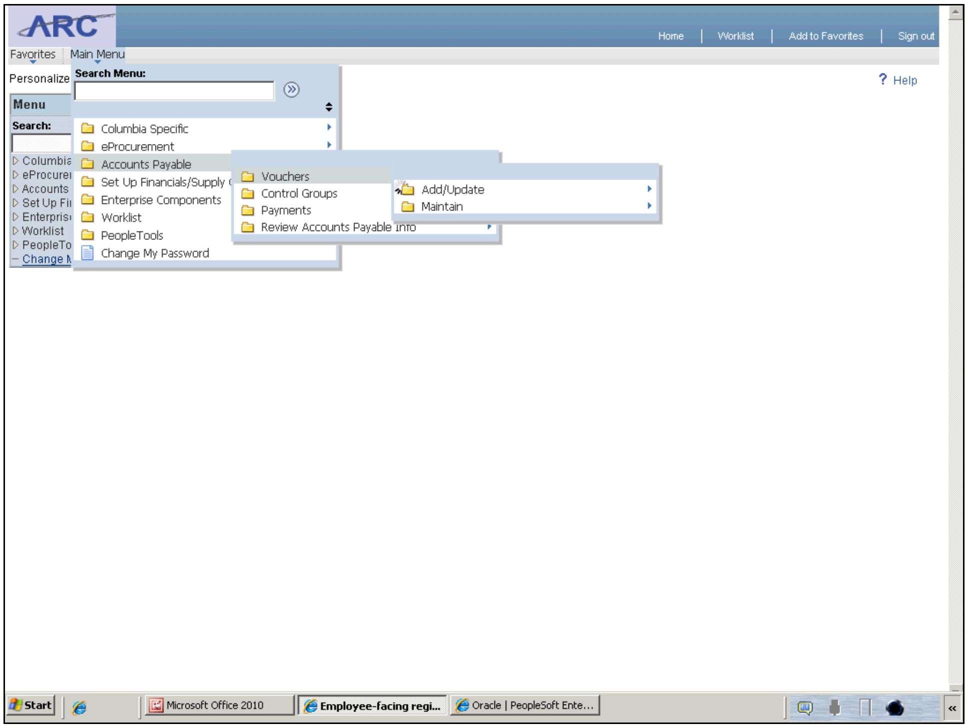
Step	Action
1.	Click the **Main Menu** button. Main Menu


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu
Personalize
? Help
Search Menu:
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply
Enterprise Components
Worklist
PeopleTools
Change My Password
Vouchers
Control Groups
Payments
Review Accounts Payable Info
Start
Microsoft Office 2010
Employee-facing regi...
Oracle | PeopleSoft Ente...

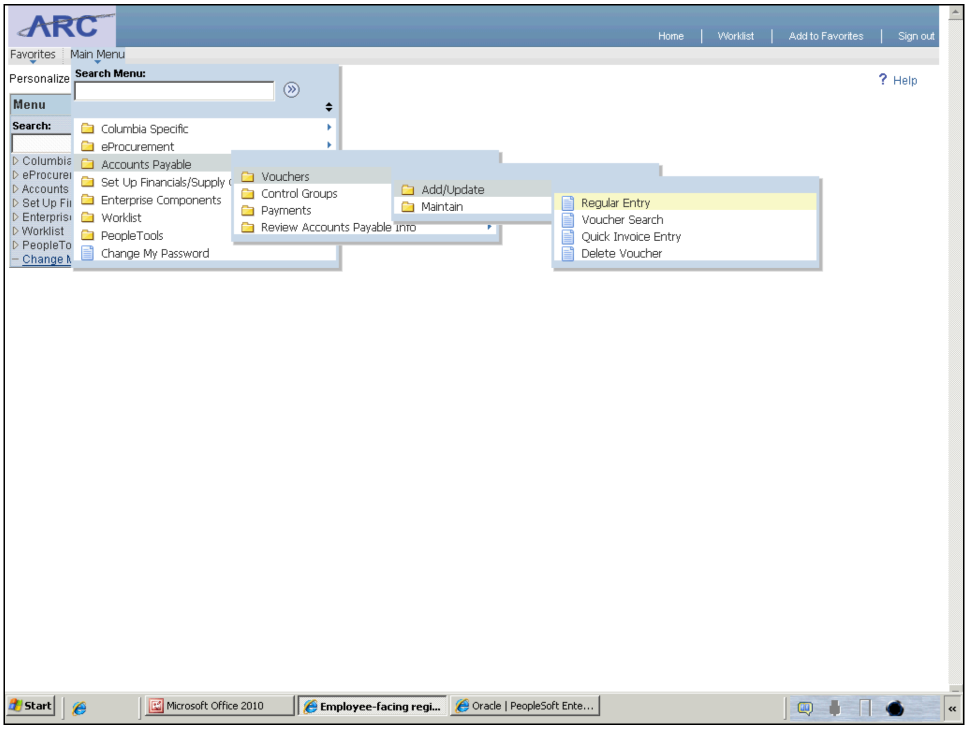
Step	Action
2.	Click the **Accounts Payable** menu.


ARC
Home
Worklist
Add to Favorites
Sign out
Favorites
Main Menu
Personalize
Search Menu:
? Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply
Enterprise Components
Worklist
PeopleTools
Change My Password
Vouchers
Control Groups
Payments
Review Accounts Payable Info
Start
Microsoft Office 2010
Employee-facing regi...
Oracle | PeopleSoft Ente...

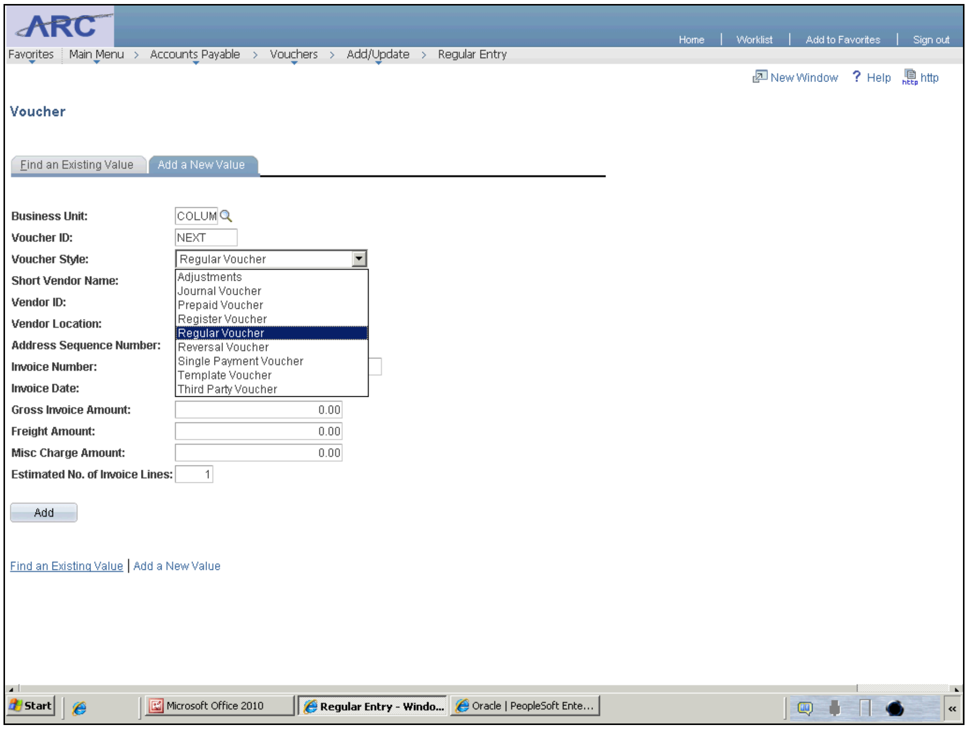
Step	Action
3.	Click the **Vouchers** menu.


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites
Main Menu
Personalize
Search Menu:
? Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply
Enterprise Components
Worklist
PeopleTools
Change My Password
Vouchers
Control Groups
Payments
Review Accounts Payable Info
Add/Update
Maintain
Start
Microsoft Office 2010
Employee-facing regi...
Oracle | PeopleSoft Ente...

Step	Action
4.	Click the **Add/Update** menu.


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites
Main Menu
Personalize
Search Menu:
? Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply
Enterprise Components
Worklist
PeopleTools
Change My Password
Vouchers
Control Groups
Payments
Review Accounts Payable Info
Add/Update
Maintain
Regular Entry
Voucher Search
Quick Invoice Entry
Delete Voucher
Start
Microsoft Office 2010
Employee-facing regi...
Oracle | PeopleSoft Ente...

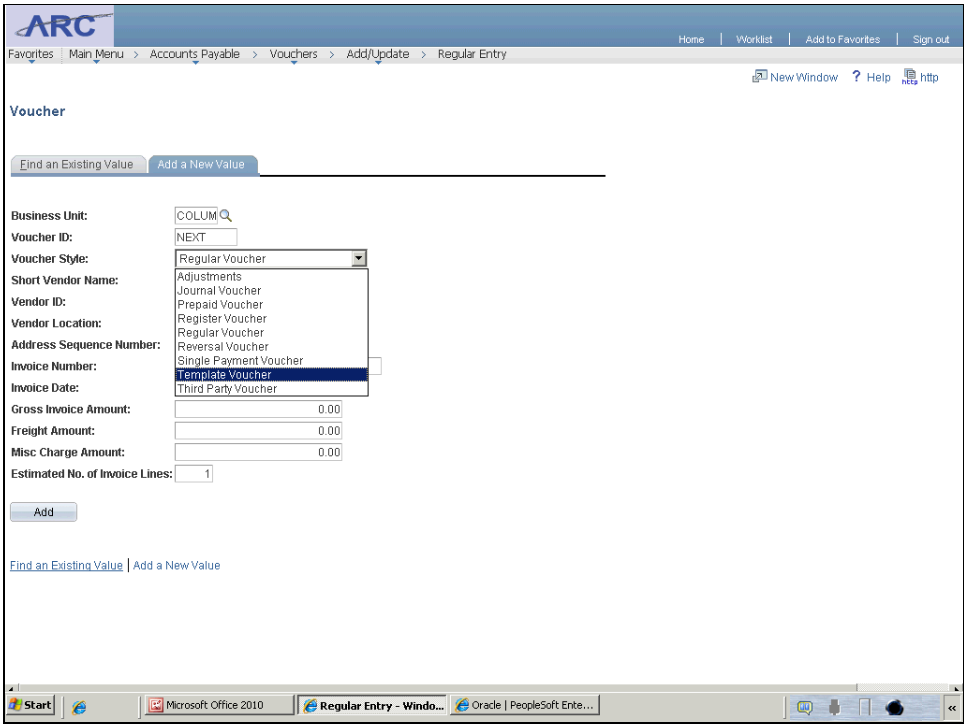
Step	Action
5.	Click the **Regular Entry** menu. Regular Entry


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window ? Help http
Find an Existing Value
Add a New Value
Add
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Voucher

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Adjustments
Journal Voucher
Prepaid Voucher
Register Voucher
Regular Voucher
Reversal Voucher
Single Payment Voucher
Template Voucher
Third Party Voucher
Short Vendor Name:
Vendor ID:
Vendor Location:
Address Sequence Number:
Invoice Number:
Invoice Date:
Gross Invoice Amount: 0.00
Freight Amount: 0.00
Misc Charge Amount: 0.00
Estimated No. of Invoice Lines: 1

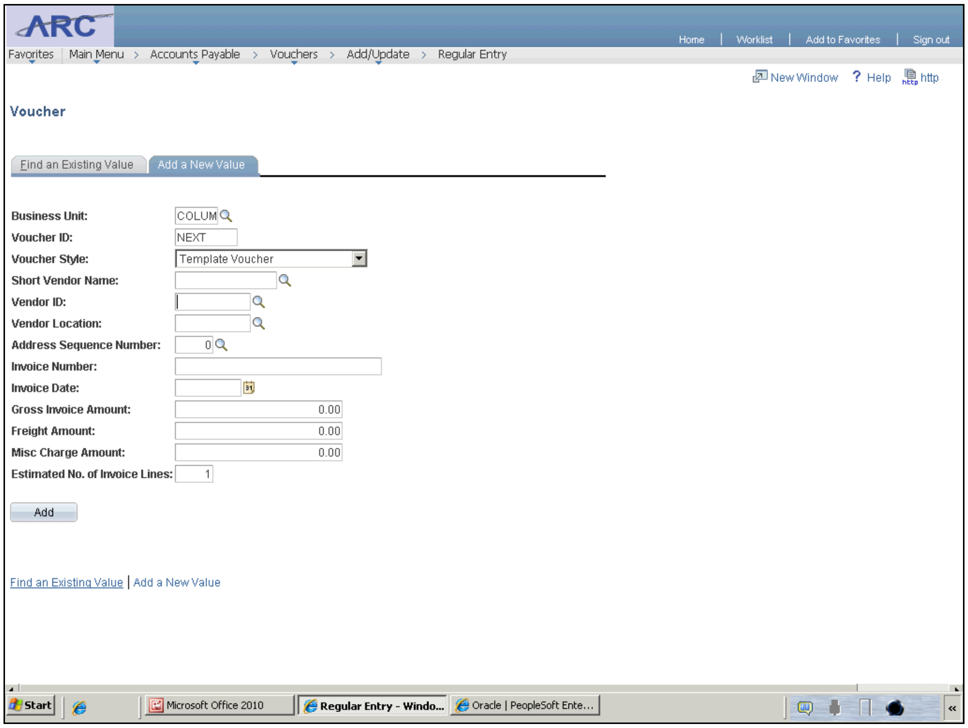
Step	Action
6.	Click the **Voucher Style** list. Regular Voucher


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window
Help
http
Find an Existing Value
Add a New Value
Adjustments
Journal Voucher
Prepaid Voucher
Register Voucher
Regular Voucher
Reversal Voucher
Single Payment Voucher
Template Voucher
Third Party Voucher
Add
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Voucher

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Short Vendor Name:
Vendor ID:
Vendor Location:
Address Sequence Number:
Invoice Number:
Invoice Date:
Gross Invoice Amount: 0.00
Freight Amount: 0.00
Misc Charge Amount: 0.00
Estimated No. of Invoice Lines: 1

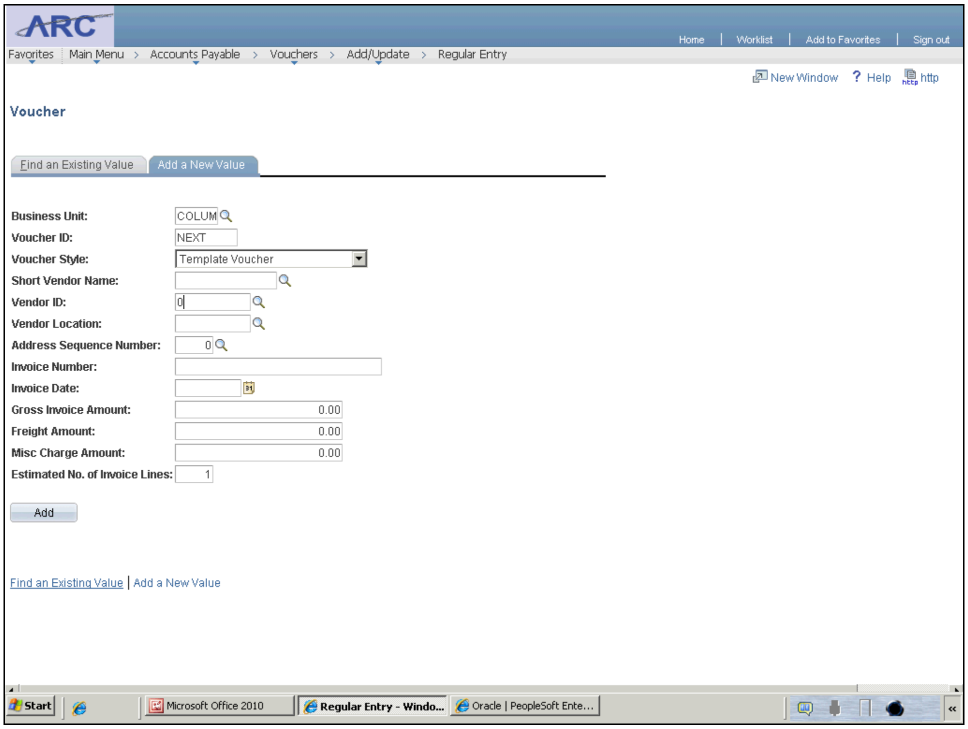
Step	Action
7.	In this case you will select the Template Voucher style. Click the **Template Voucher** list item. Template Voucher


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window ? Help http
Find an Existing Value
Add a New Value
Add
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Voucher

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Template 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

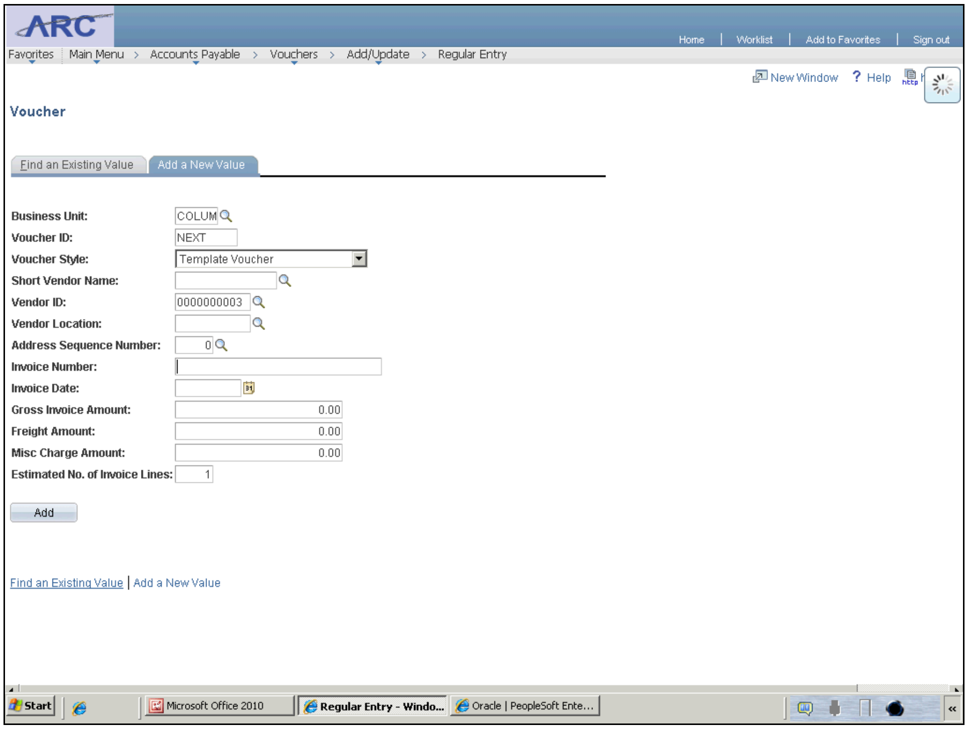
Step	Action
8.	Click in the **Vendor ID** field.


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window ? Help http
Find an Existing Value
Add a New Value
Add
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Voucher

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Template Voucher
Short Vendor Name:
Vendor ID: 0
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

Step	Action
9.	Enter the desired information into the **Vendor ID** field. Enter "**0000000003**".

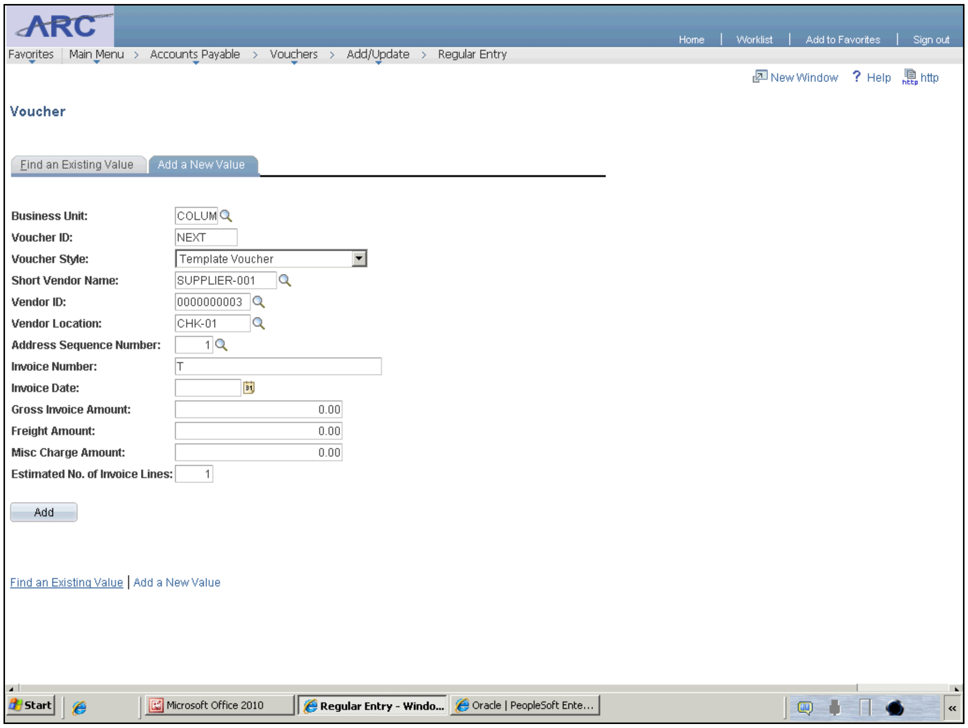

ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window
Help
Find an Existing Value
Add a New Value
Add
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Voucher

Business Unit:	COLUM
Voucher ID:	NEXT
Voucher Style:	Template Voucher
Short Vendor Name:	
Vendor ID:	0000000003
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

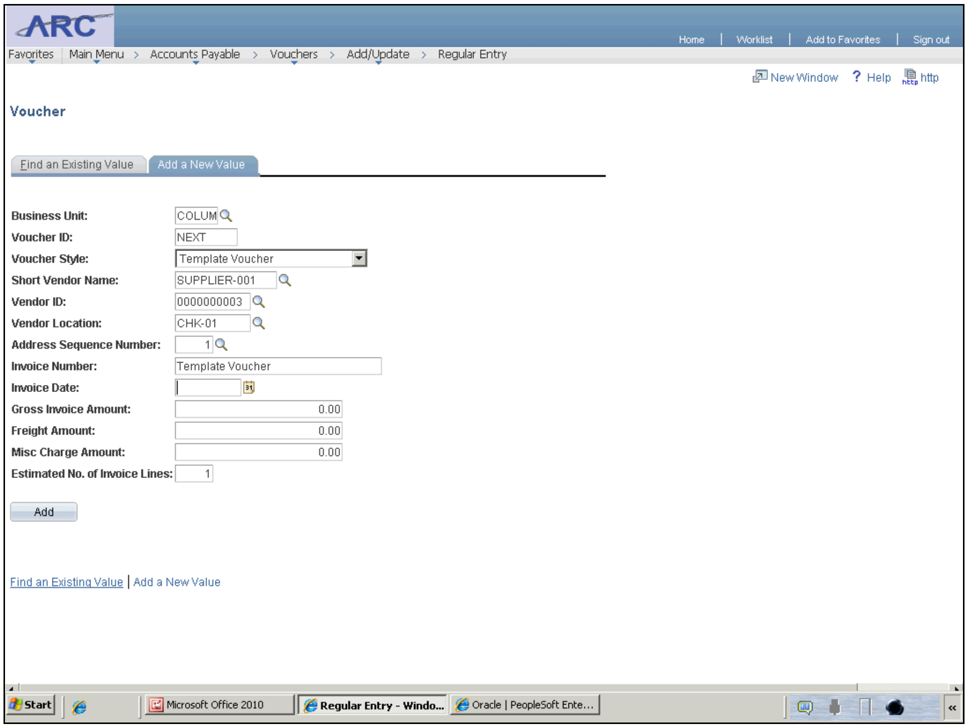
Find an Existing Value | Add a New Value

Step	Action
10.	Click in the **Invoice Number** field.


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
Add
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

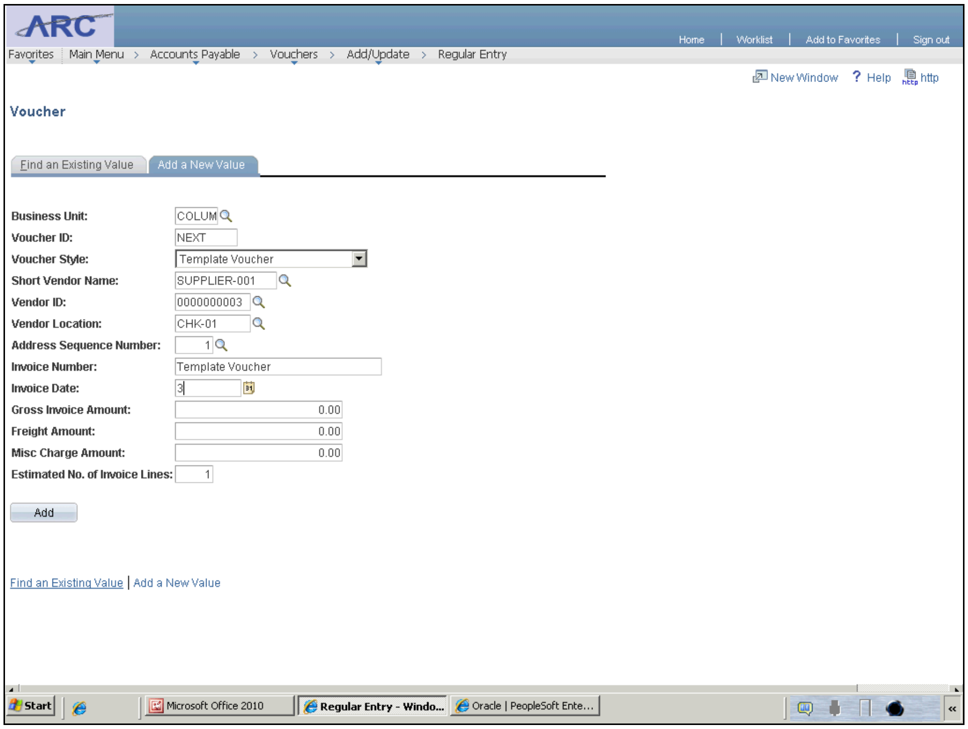
Business Unit:	COLUM
Voucher ID:	NEXT
Voucher Style:	Template Voucher
Short Vendor Name:	SUPPLIER-001
Vendor ID:	0000000003
Vendor Location:	CHK-01
Address Sequence Number:	1
Invoice Number:	T
Invoice Date:	
Gross Invoice Amount:	0.00
Freight Amount:	0.00
Misc Charge Amount:	0.00
Estimated No. of Invoice Lines:	1

Step	Action
11.	Enter the desired information into the **Invoice Number** field. Enter "**Template Voucher**".


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
Add
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Business Unit:	COLUM
Voucher ID:	NEXT
Voucher Style:	Template Voucher
Short Vendor Name:	SUPPLIER-001
Vendor ID:	0000000003
Vendor Location:	CHK-01
Address Sequence Number:	1
Invoice Number:	Template Voucher
Invoice Date:	
Gross Invoice Amount:	0.00
Freight Amount:	0.00
Misc Charge Amount:	0.00
Estimated No. of Invoice Lines:	1

Step	Action
12.	Click in the **Invoice Date** field.



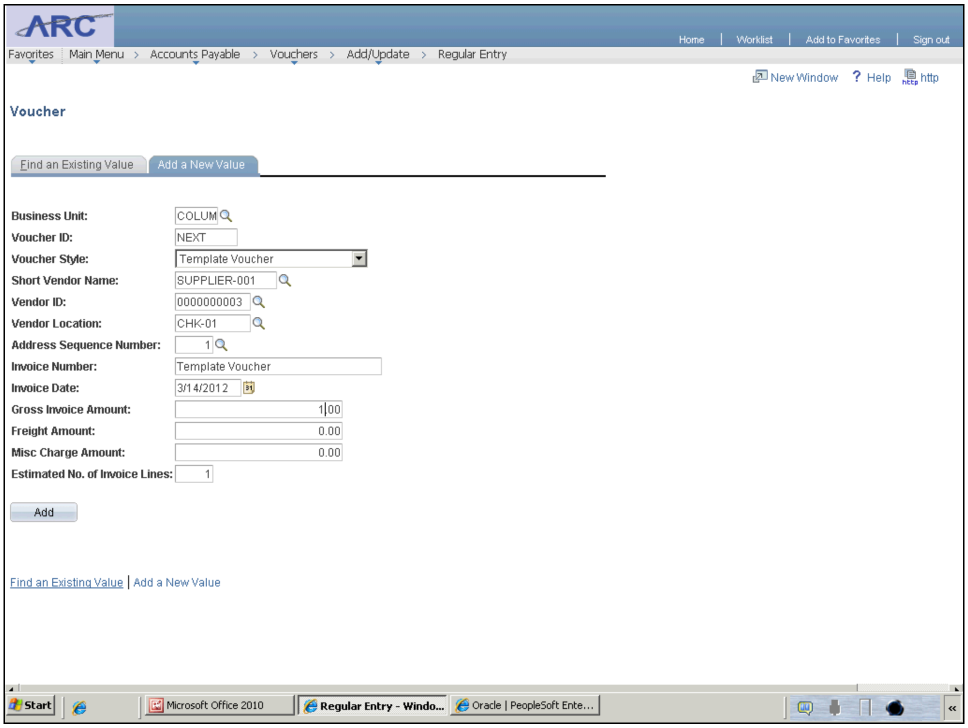
ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window ? Help http
Find an Existing Value
Add a New Value
Add
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Voucher

Business Unit:	COLUM
Voucher ID:	NEXT
Voucher Style:	Template Voucher
Short Vendor Name:	SUPPLIER-001
Vendor ID:	0000000003
Vendor Location:	CHK-01
Address Sequence Number:	1
Invoice Number:	Template Voucher
Invoice Date:	3
Gross Invoice Amount:	0.00
Freight Amount:	0.00
Misc Charge Amount:	0.00
Estimated No. of Invoice Lines:	1

Find an Existing Value | Add a New Value

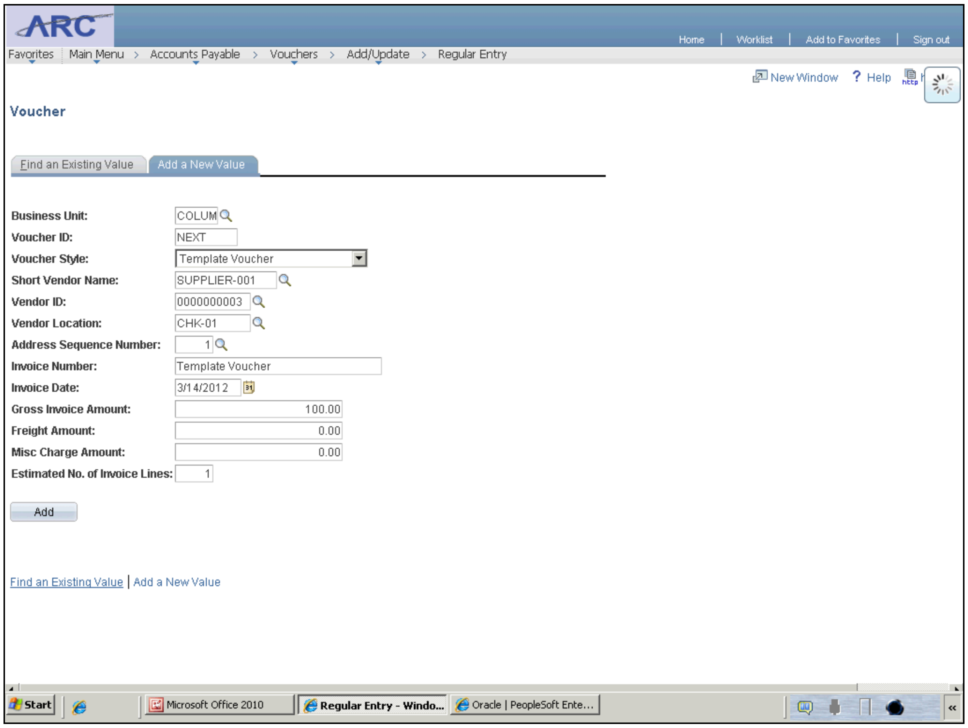
Step	Action
13.	Enter the desired information into the **Invoice Date** field. Enter "**3/14/2012**".


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window
Help
http
Find an Existing Value
Add a New Value
Add
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Voucher

Business Unit:	COLUM
Voucher ID:	NEXT
Voucher Style:	Template Voucher
Short Vendor Name:	SUPPLIER-001
Vendor ID:	0000000003
Vendor Location:	CHK-01
Address Sequence Number:	1
Invoice Number:	Template Voucher
Invoice Date:	3/14/2012
Gross Invoice Amount:	100
Freight Amount:	0.00
Misc Charge Amount:	0.00
Estimated No. of Invoice Lines:	1

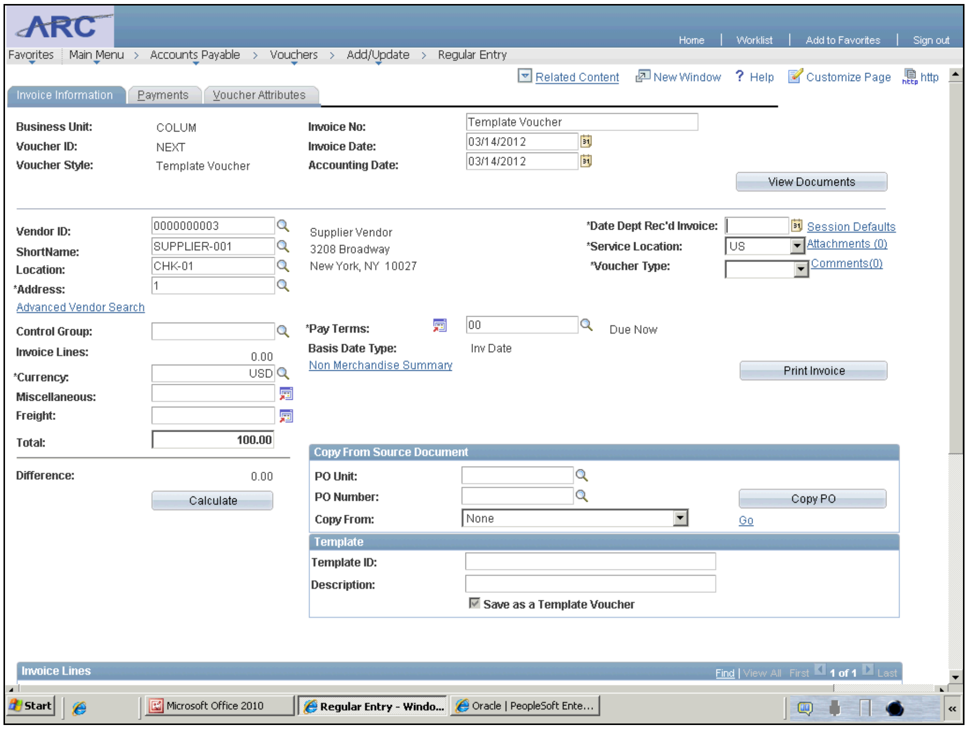
Step	Action
14.	Click in the **Gross Invoice Amount** field, and enter the desired information into the **Gross Invoice Amount** field. Enter "**100**".


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window
Help
Find an Existing Value
Add a New Value
Add
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Voucher

Business Unit:	COLUM
Voucher ID:	NEXT
Voucher Style:	Template Voucher
Short Vendor Name:	SUPPLIER-001
Vendor ID:	0000000003
Vendor Location:	CHK-01
Address Sequence Number:	1
Invoice Number:	Template Voucher
Invoice Date:	3/14/2012
Gross Invoice Amount:	100.00
Freight Amount:	0.00
Misc Charge Amount:	0.00
Estimated No. of Invoice Lines:	1

Step	Action
15.	Click the **Add** button. Add


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
Invoice Information
Payments
Voucher Attributes
View Documents
Session Defaults
Attachments (0)
Comments(0)
Advanced Vendor Search
Non Merchandise Summary
Print Invoice
Calculate
Copy PO
Go
Invoice Lines
Find | View All First 1 of 1 Last
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Template Voucher
Invoice No: Template Voucher
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012

Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1

Supplier Vendor
3208 Broadway
New York, NY 10027

*Date Dept Rec'd Invoice:
*Service Location: US
*Voucher Type:

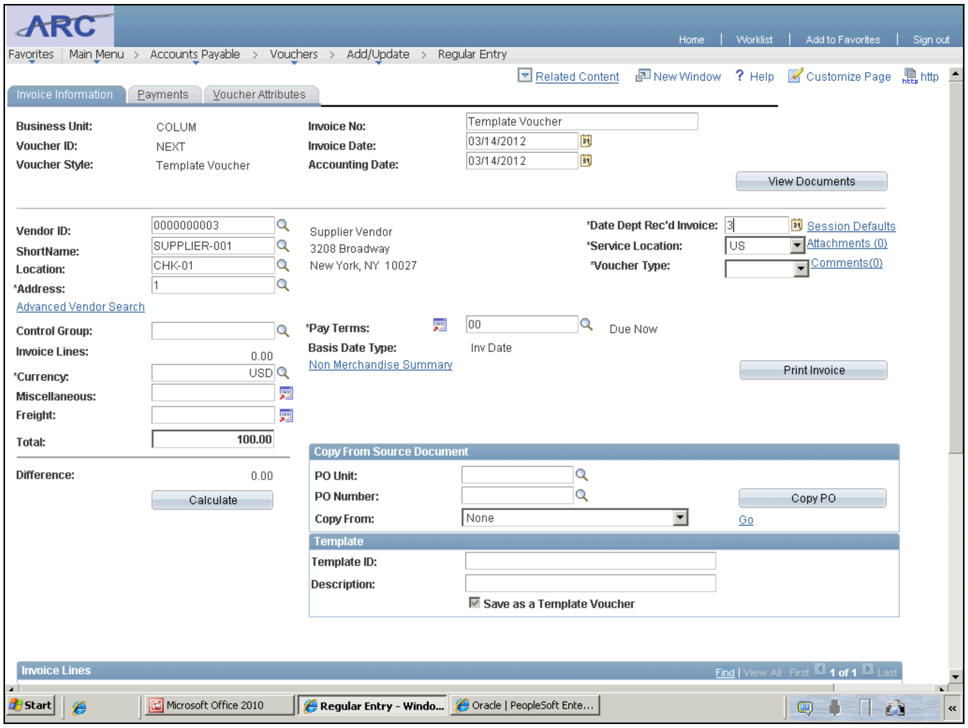
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 100.00
Difference: 0.00

*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

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

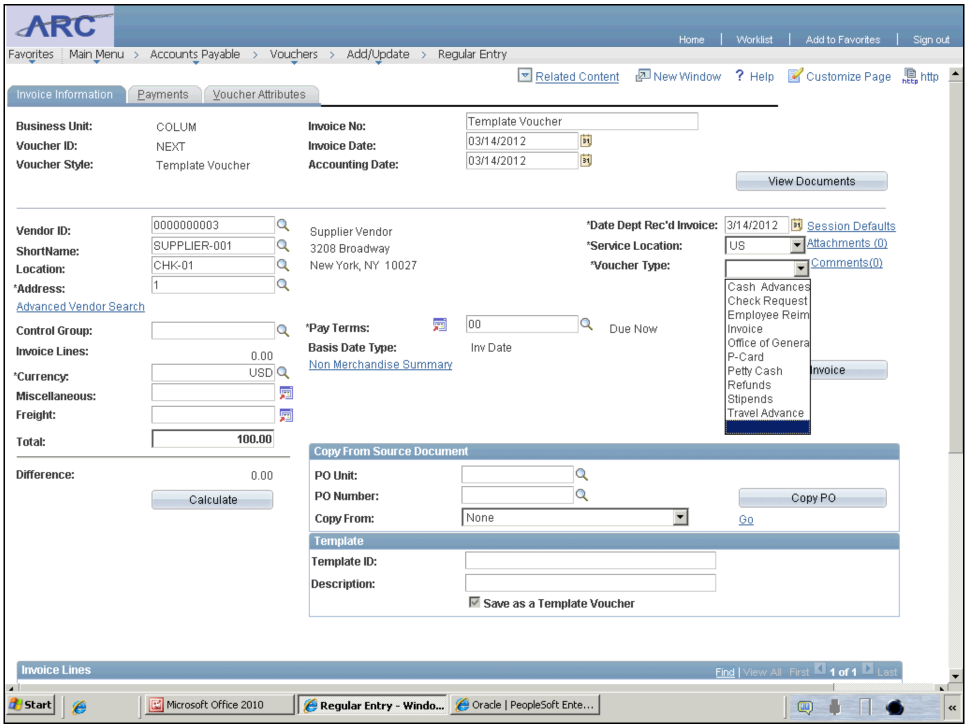
Template
Template ID:
Description:
☑ Save as a Template Voucher

Step	Action
16.	Click in the **Date Dept Recd Invoice** field.


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
Invoice Information | Payments | Voucher Attributes
View Documents
Advanced Vendor Search
Session Defaults
Attachments (0)
Comments(0)
Non Merchandise Summary
Print Invoice
Calculate
Copy From Source Document
Copy PO
Go
Template
Invoice Lines
Find | View All First 1 of 1 Last
Start | Microsoft Office 2010 | Regular Entry - Windo... | Oracle | PeopleSoft Ente...

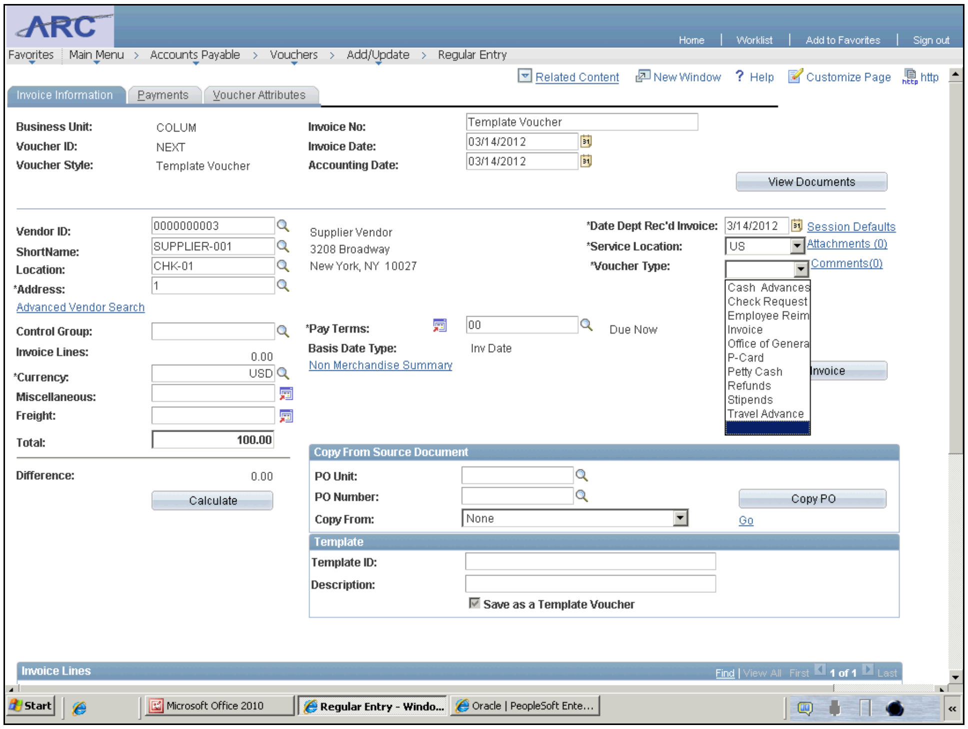
Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Template Voucher
Invoice No: Template Voucher
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012
Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Supplier Vendor
3208 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 3
*Service Location: US
*Voucher Type:
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 100.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
PO Unit:
PO Number:
Copy From: None
Template ID:
Description:
☑ Save as a Template Voucher

Step	Action
17.	Enter the desired information into the **Date Dept Rec'd Invoice** field. Enter "**3/14/2012**".


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
Invoice Information | Payments | Voucher Attributes
View Documents
Advanced Vendor Search
Session Defaults
Attachments (0)
Comments(0)
Cash Advances
Check Request
Employee Reim
Invoice
Office of Genera
P-Card
Petty Cash
Refunds
Stipends
Travel Advance
Non Merchandise Summary
Calculate
Copy From Source Document
Copy PO
Go
Template
Invoice Lines
Find | View All First 1 of 1 Last
Start | Microsoft Office 2010 | Regular Entry - Windo... | Oracle | PeopleSoft Ente...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Template Voucher
Invoice No: Template Voucher
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012
Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Supplier Vendor
3208 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 3/14/2012
*Service Location: US
*Voucher Type:
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 100.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
PO Unit:
PO Number:
Copy From: None
Template ID:
Description:
☑ Save as a Template Voucher

Step	Action
18.	Click the **Voucher Type** list.


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
Invoice Information
Payments
Voucher Attributes
View Documents
Session Defaults
Attachments (0)
Comments(0)
Advanced Vendor Search
Non Merchandise Summary
Invoice
Calculate
Copy From Source Document
Copy PO
Go
Template
Invoice Lines
Find | View All First 1 of 1 Last
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Template Voucher
Invoice No: Template Voucher
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012
Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1

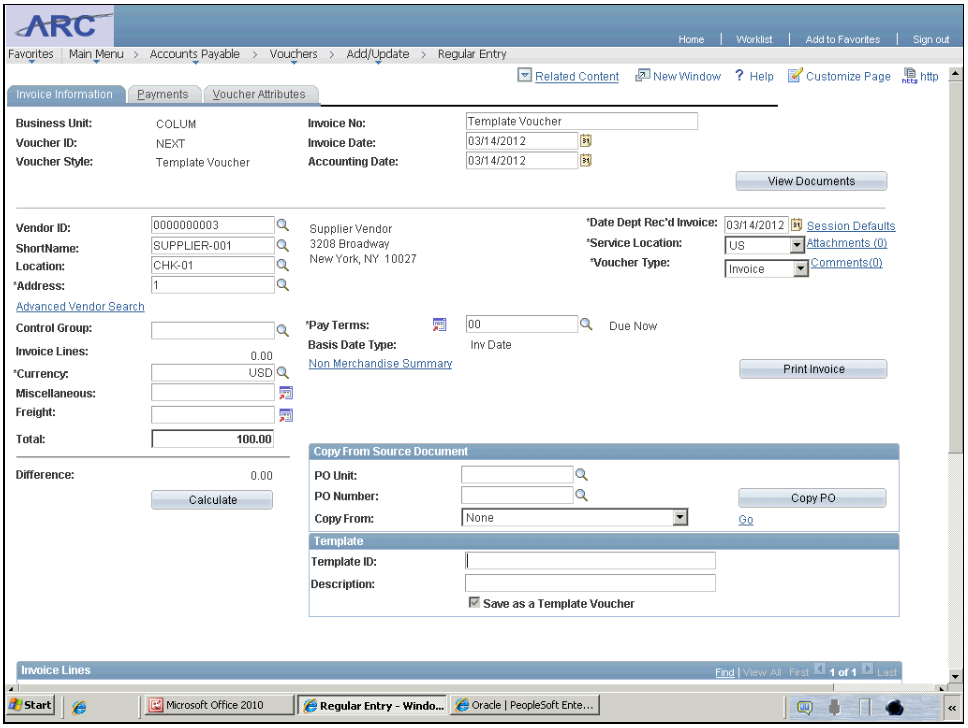
Supplier Vendor
3208 Broadway
New York, NY 10027

*Date Dept Rec'd Invoice: 3/14/2012
*Service Location: US
*Voucher Type:

- Cash Advances
- Check Request
- Employee Reim
- Invoice
- Office of Genera
- P-Card
- Petty Cash
- Refunds
- Stipends
- Travel Advance

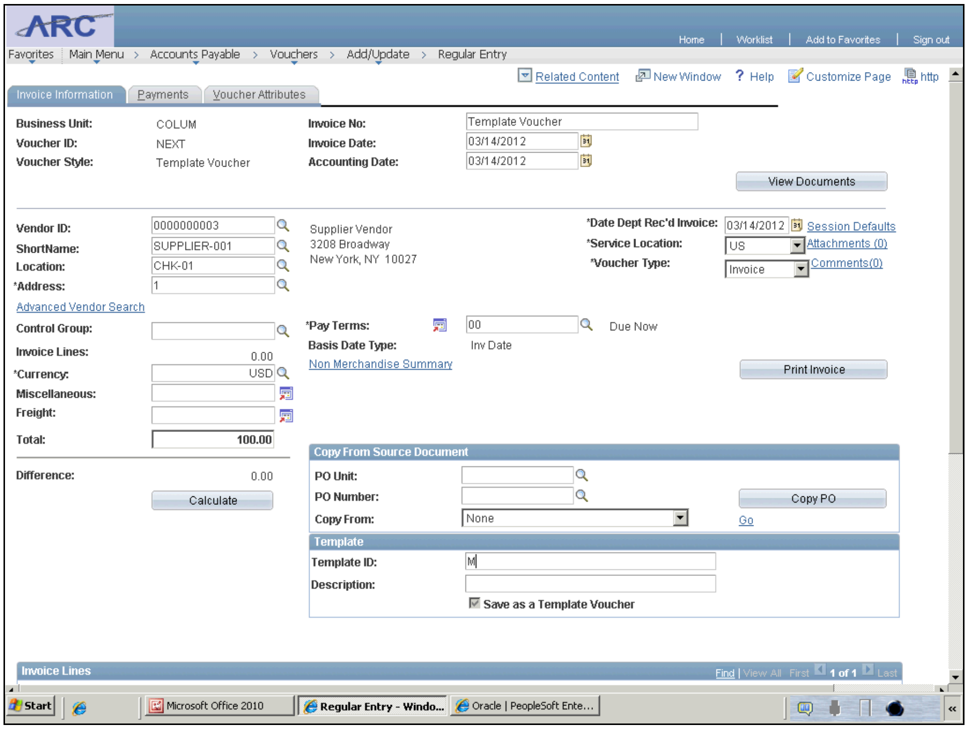
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 100.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
PO Unit:
PO Number:
Copy From: None
Template ID:
Description:
☑ Save as a Template Voucher

Step	Action
19.	Select **Invoice**. Invoice


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
Invoice Information | Payments | Voucher Attributes
View Documents
Advanced Vendor Search
Session Defaults
Attachments (0)
Comments(0)
Non Merchandise Summary
Print Invoice
Calculate
Copy From Source Document
Copy PO
Go
Template
Invoice Lines
Find | View All First 1 of 1 Last
Start | Microsoft Office 2010 | Regular Entry - Windo... | Oracle | PeopleSoft Ente...

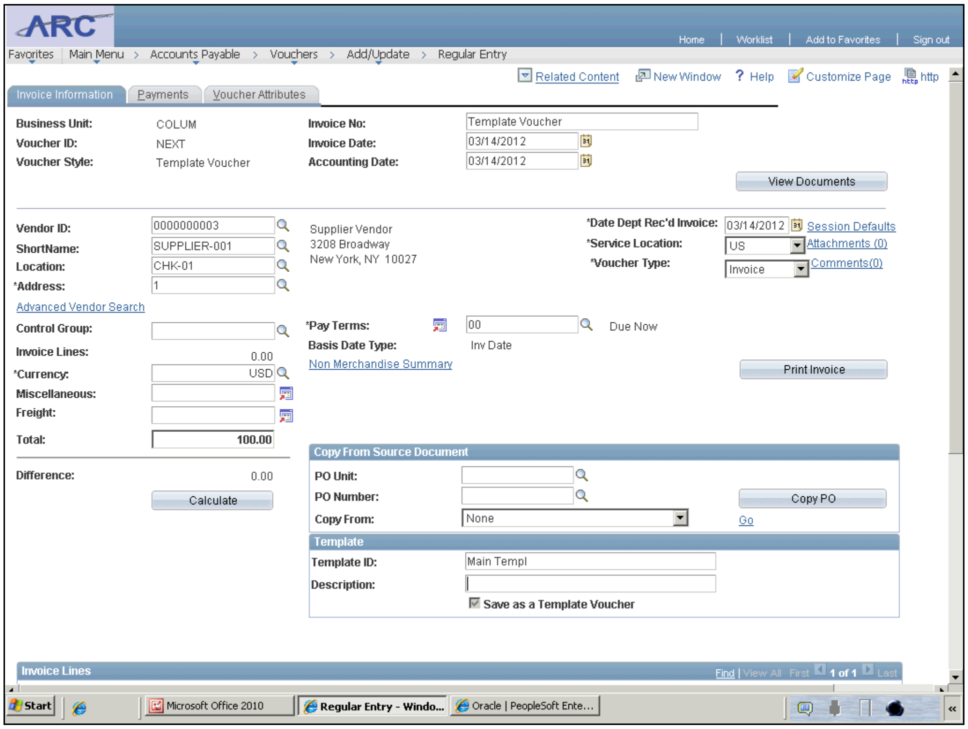
Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Template Voucher
Invoice No: Template Voucher
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012
Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Supplier Vendor
3208 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 100.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
PO Unit:
PO Number:
Copy From: None
Template ID:
Description:
☑ Save as a Template Voucher

Step	Action
20.	Click in the **Template ID** field.


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
Invoice Information | Payments | Voucher Attributes
View Documents
Advanced Vendor Search
Session Defaults
Attachments (0)
Comments(0)
Non Merchandise Summary
Print Invoice
Calculate
Copy From Source Document
Copy PO
Go
Template
Invoice Lines
Find | View All First 1 of 1 Last
Start | Microsoft Office 2010 | Regular Entry - Windo... | Oracle | PeopleSoft Ente...

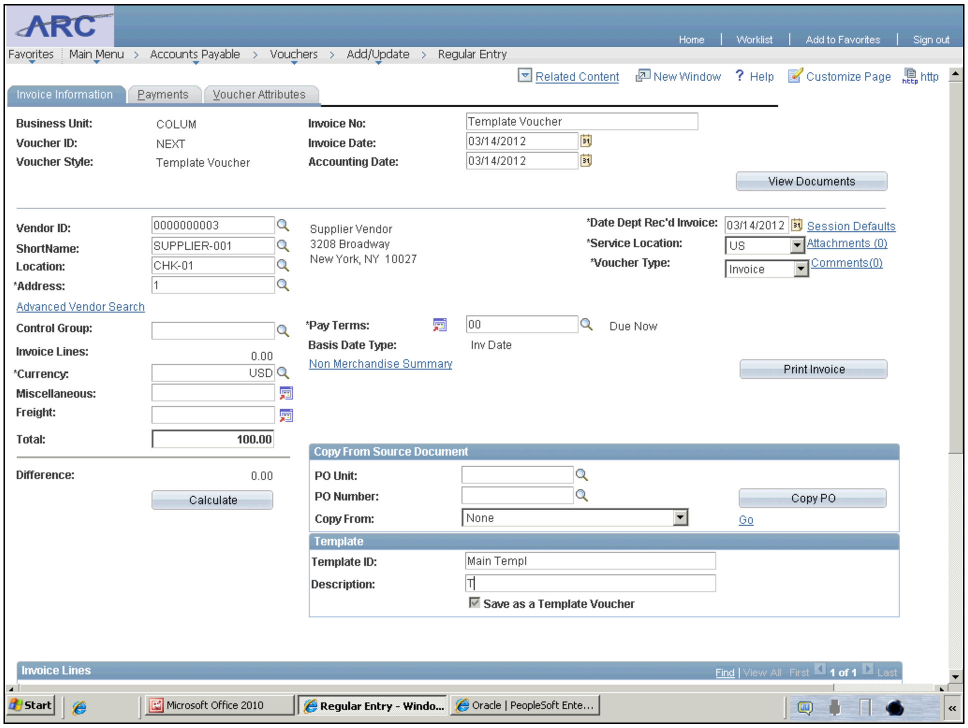
Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Template Voucher
Invoice No: Template Voucher
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012
Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Supplier Vendor
3208 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 100.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
PO Unit:
PO Number:
Copy From: None
Template ID: M
Description:
☑ Save as a Template Voucher

Step	Action
21.	This will be the main way to identify this template voucher in the future when you'd like use it. Enter the desired information into the **Template ID** field. Enter "**Main Templ**".


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
Invoice Information | Payments | Voucher Attributes
View Documents
Advanced Vendor Search
Session Defaults
Attachments (0)
Comments(0)
Non Merchandise Summary
Print Invoice
Calculate
Copy From Source Document
Copy PO
Go
Invoice Lines
Find | View All First 1 of 1 Last
Start | Microsoft Office 2010 | Regular Entry - Windo... | Oracle | PeopleSoft Ente...

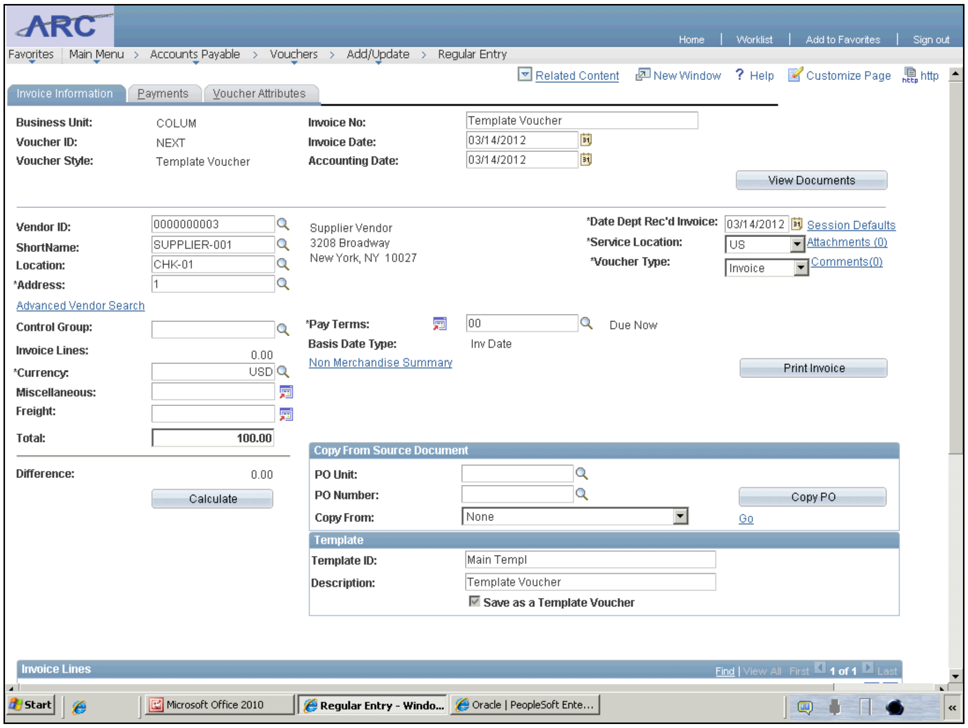
Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Template Voucher
Invoice No: Template Voucher
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012
Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Supplier Vendor
3208 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 100.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
PO Unit:
PO Number:
Copy From: None
Template
Template ID: Main Templ
Description:
☑ Save as a Template Voucher

Step	Action
22.	Click in the **Description** field.


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
Invoice Information | Payments | Voucher Attributes
View Documents
Advanced Vendor Search
Session Defaults
Attachments (0)
Comments(0)
Non Merchandise Summary
Print Invoice
Calculate
Copy PO
Go
Find | View All First 1 of 1 Last
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Template Voucher
Invoice No: Template Voucher
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012
Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Supplier Vendor
3208 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 100.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Copy From Source Document
PO Unit:
PO Number:
Copy From: None
Template
Template ID: Main Templ
Description: T
☑ Save as a Template Voucher
Invoice Lines

Step	Action
23.	Enter the desired information into the **Description** field. Enter "**Template Voucher**".


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
Invoice Information | Payments | Voucher Attributes
View Documents
Advanced Vendor Search
Session Defaults
Attachments (0)
Comments(0)
Non Merchandise Summary
Print Invoice
Calculate
Copy PO
Go
Find | View All First 1 of 1 Last
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Template Voucher
Invoice No: Template Voucher
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012
Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Supplier Vendor
3208 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 100.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
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PO Unit:
PO Number:
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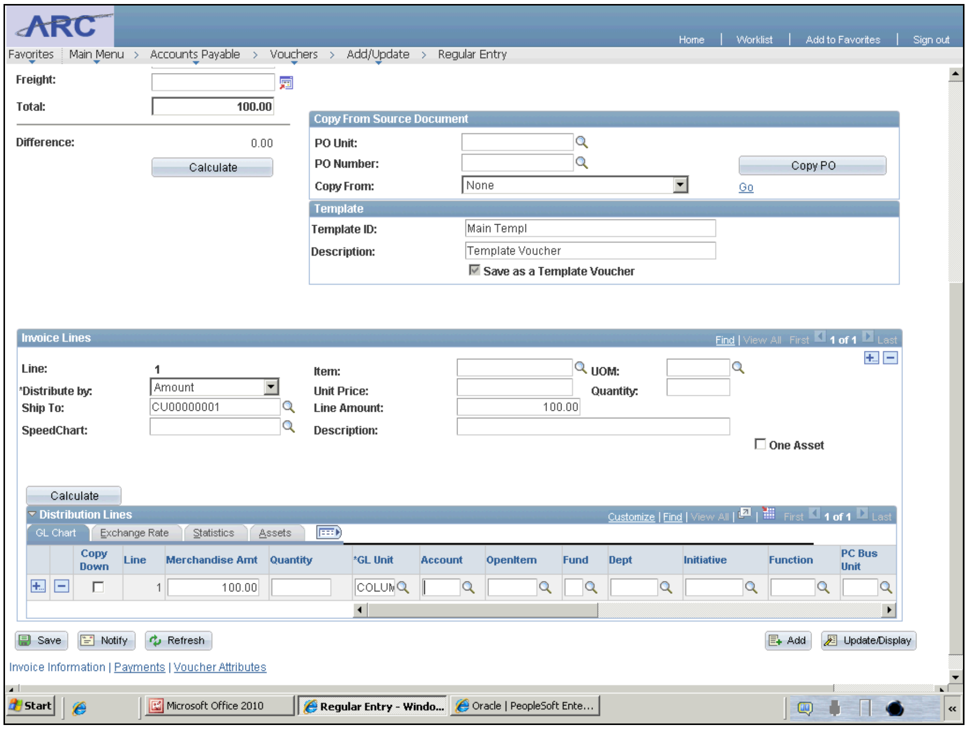
Template
Template ID: Main Templ
Description: Template Voucher
☑ Save as a Template Voucher
Invoice Lines

Step	Action
24.	Scroll to the bottom of the page.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Freight:
Total: 100.00
Difference: 0.00

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Description: Template Voucher
☑ Save as a Template Voucher

Invoice Lines
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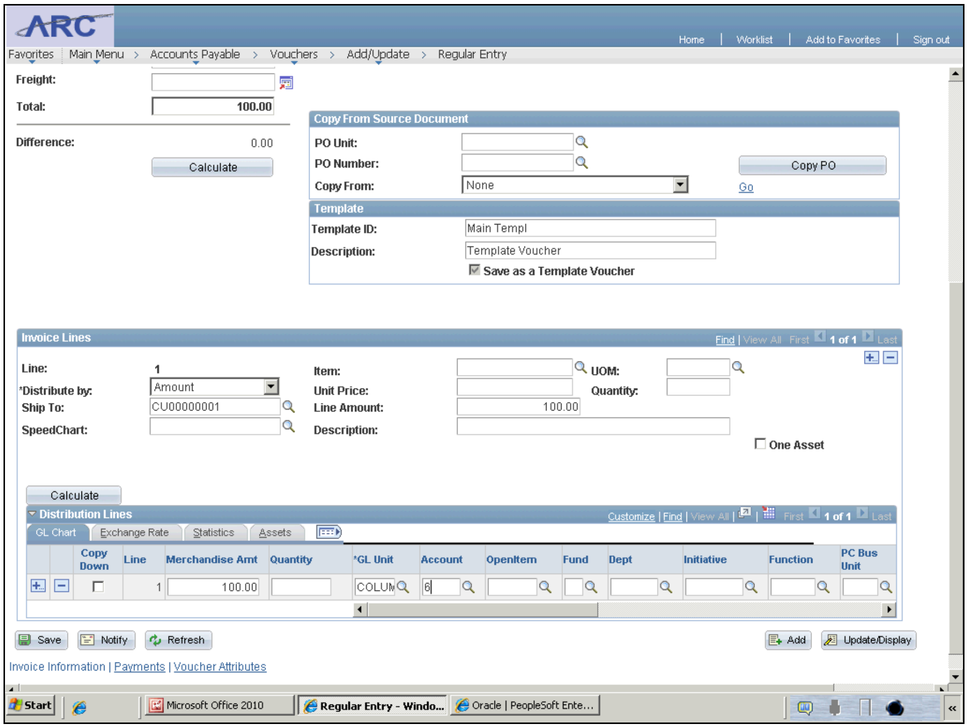
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 100.00
Description:
UOM:
Quantity:
☐ One Asset

Distribution Lines

	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
+ −	☐	1	100.00		COLUM							

Step	Action
25.	Click in the **Account** field.



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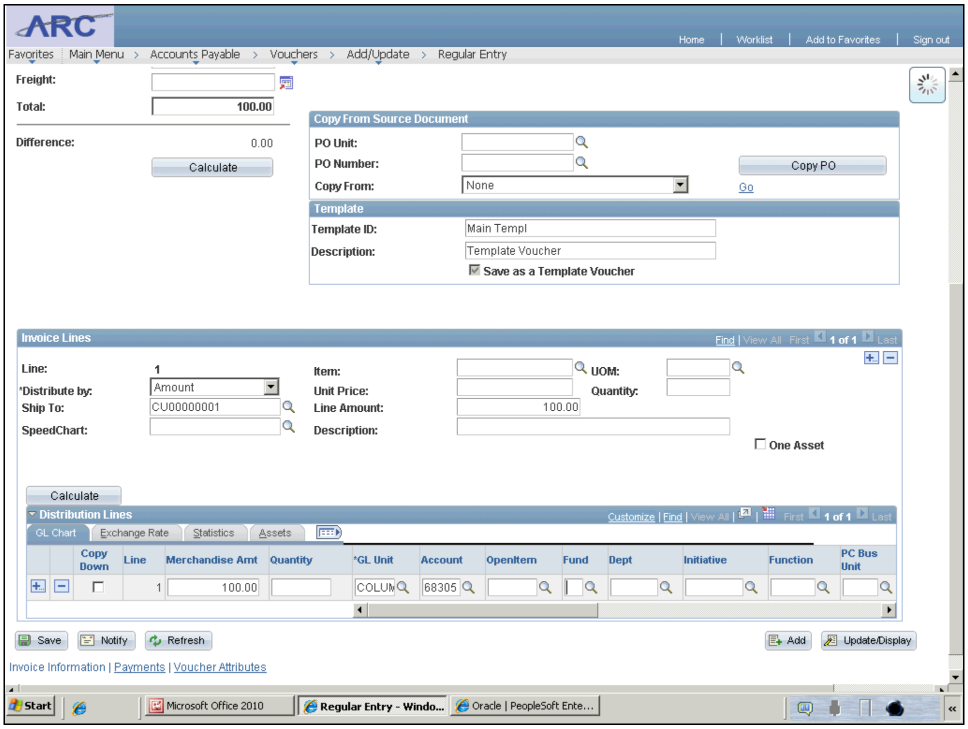
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 100.00
Description:
UOM:
Quantity:
☐ One Asset

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
☐	1	100.00		COLUM	6						

Step	Action
26.	Enter the desired information into the **Account** field. Enter "**68305**".



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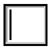
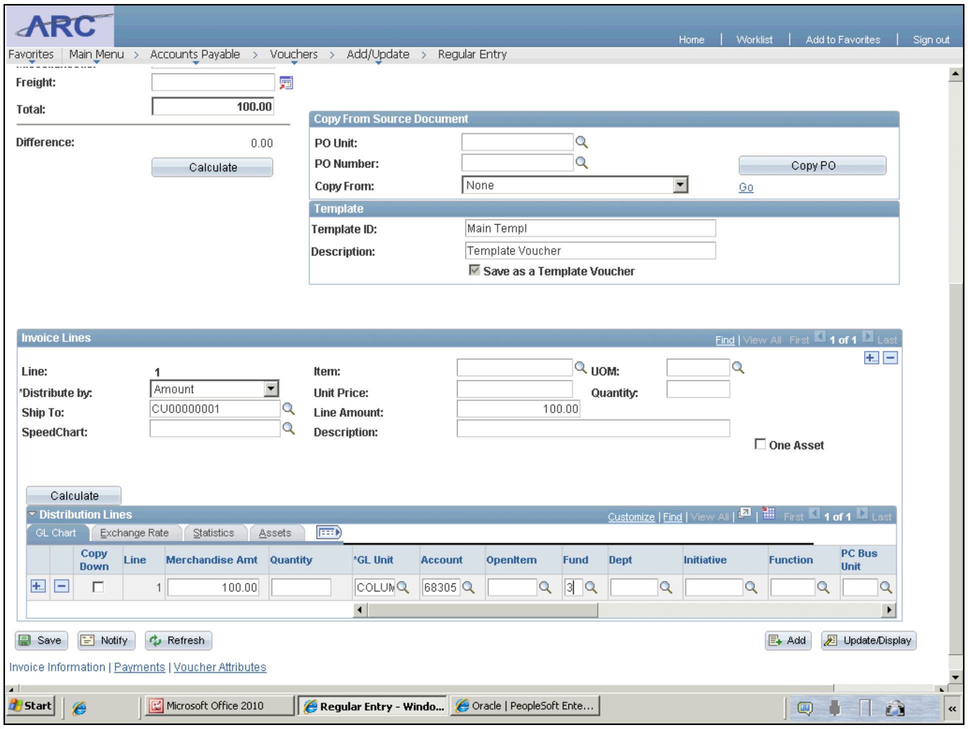
☐ One Asset

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
☐	1	100.00		COLUM	68305						

Step	Action
27.	Click in the **Fund** field. 



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Difference: 0.00

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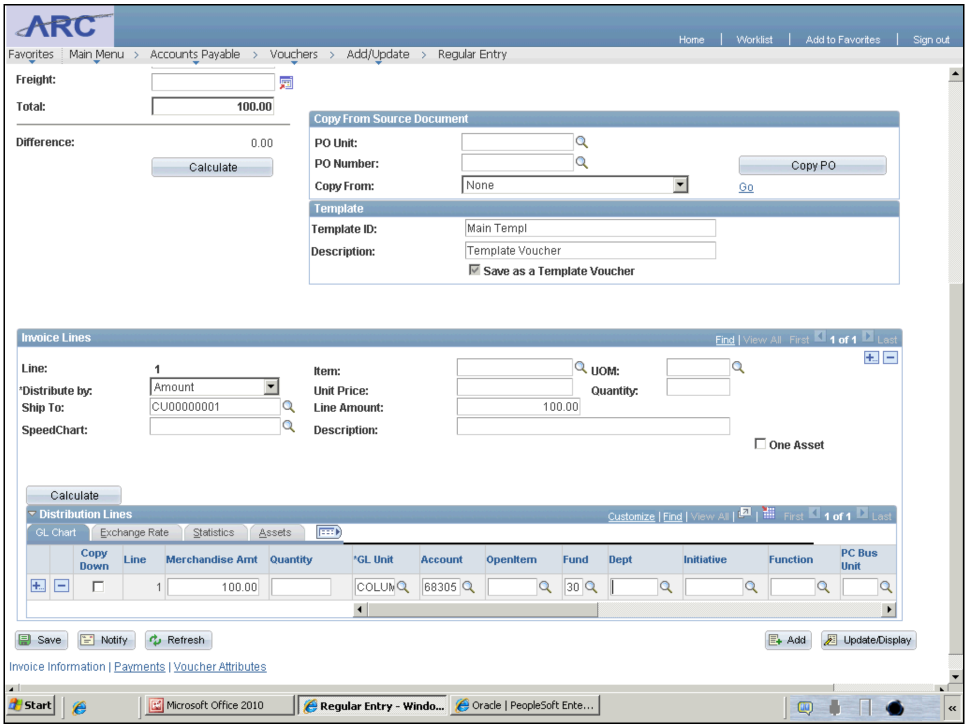
☐	1	100.00		COLUM	68305		3				

Step	Action
28.	Enter the desired information into the **Fund** field. Enter "**30**".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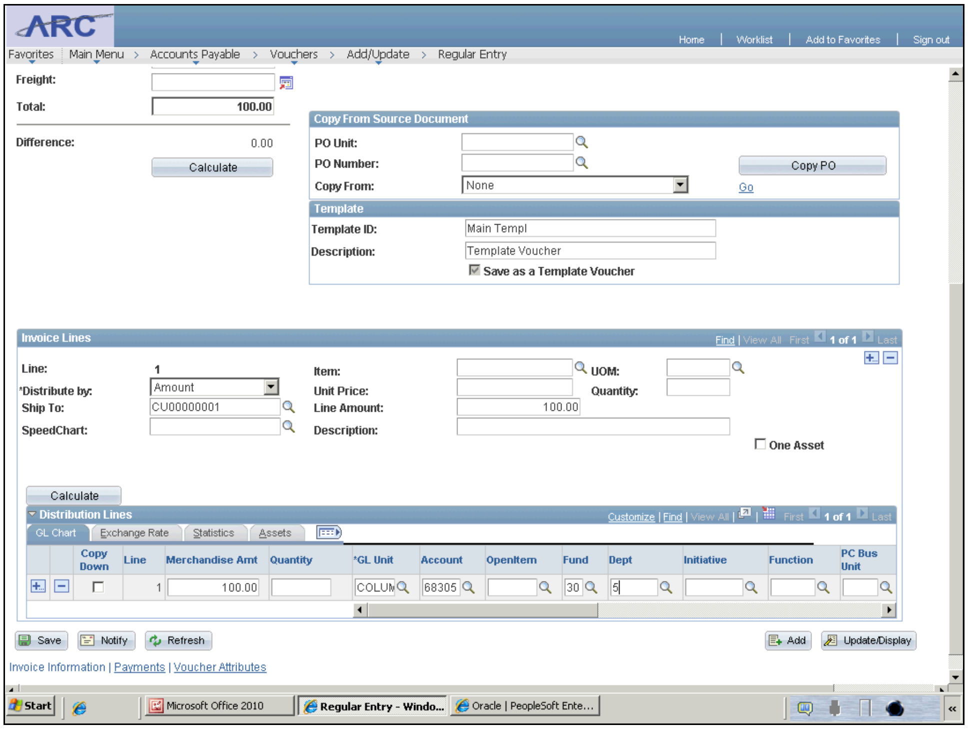
		Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
+	−	☐	1	100.00		COLUN	68305		30				

Step	Action
29.	Click in the **Dept** field.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Quantity:
☐ One Asset

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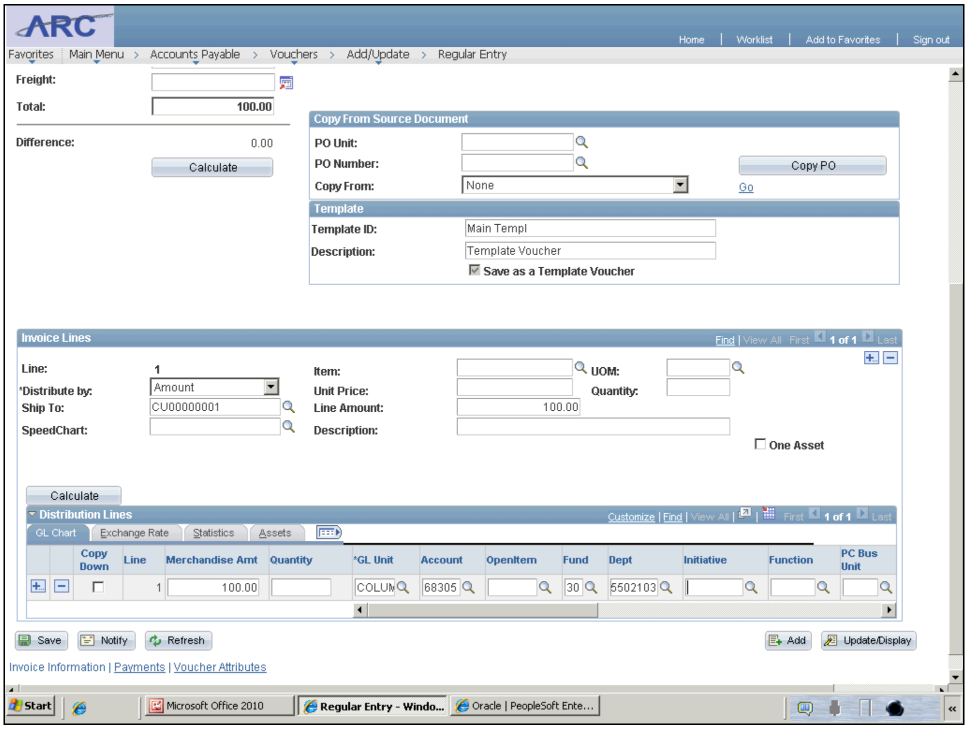
+	−	☐	1	100.00		COLUN	68305		30	5			

Step	Action
30.	Enter the desired information into the **Dept** field. Enter "**5502103**".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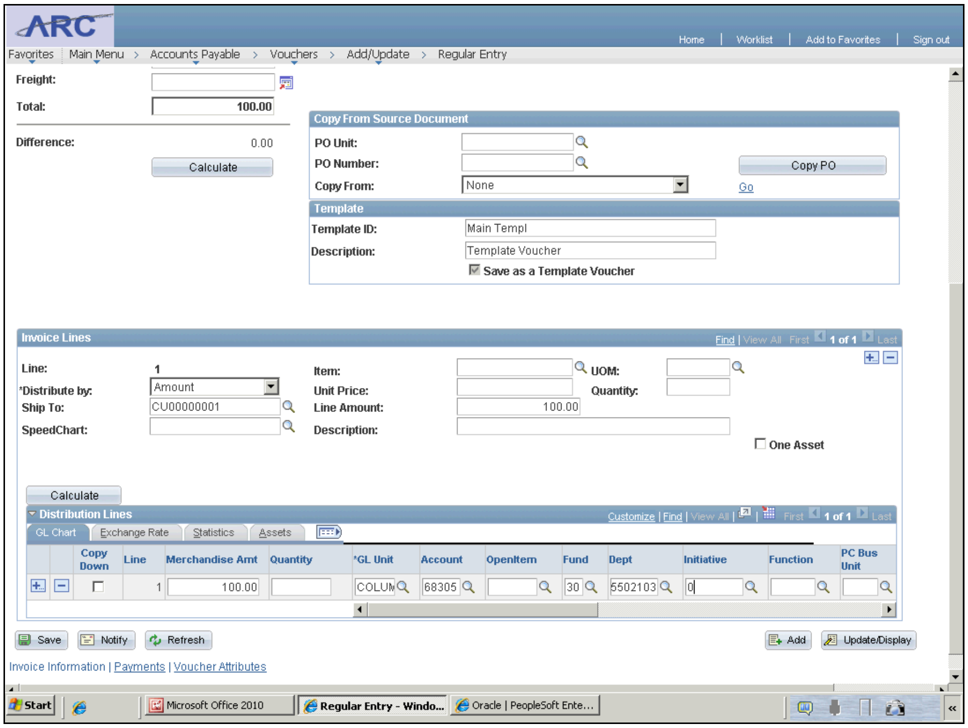
	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
+ −	☐	1	100.00		COLUM	68305		30	5502103			

Step	Action
31.	Click in the **Initiative** field.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Distribution Lines

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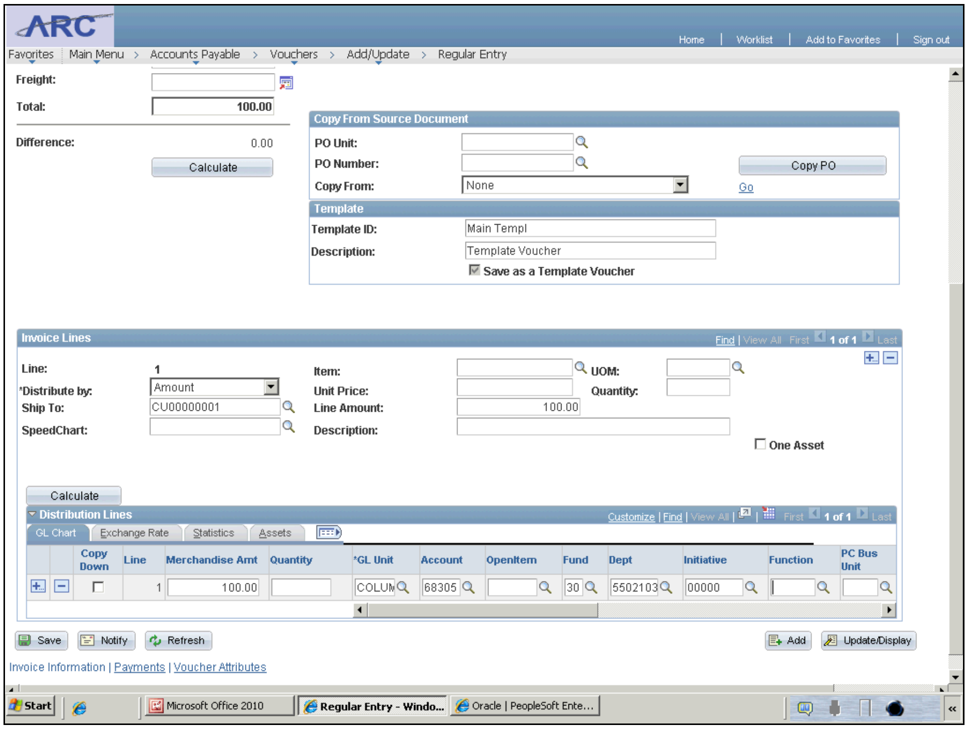
☐	1	100.00		COLUN	68305		30	5502103	0		

Step	Action
32.	Enter the desired information into the **Initiative** field. Enter "**00000**".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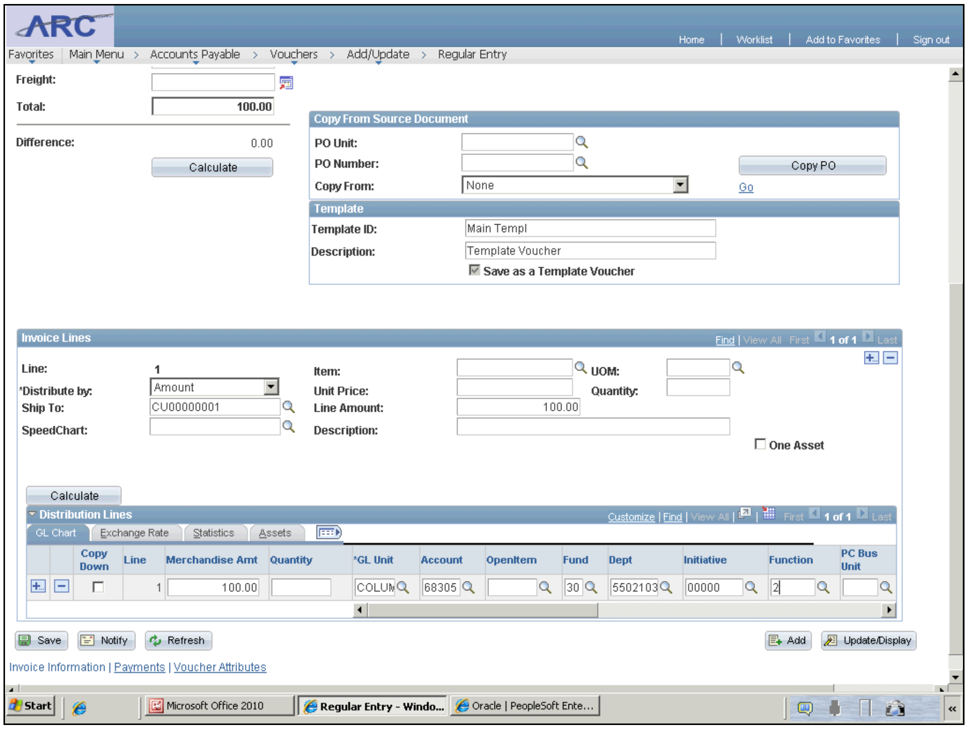
☐ One Asset

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
☐	1	100.00		COLUN	68305		30	5502103	00000		

Step	Action
33.	Click in the **Function** field.



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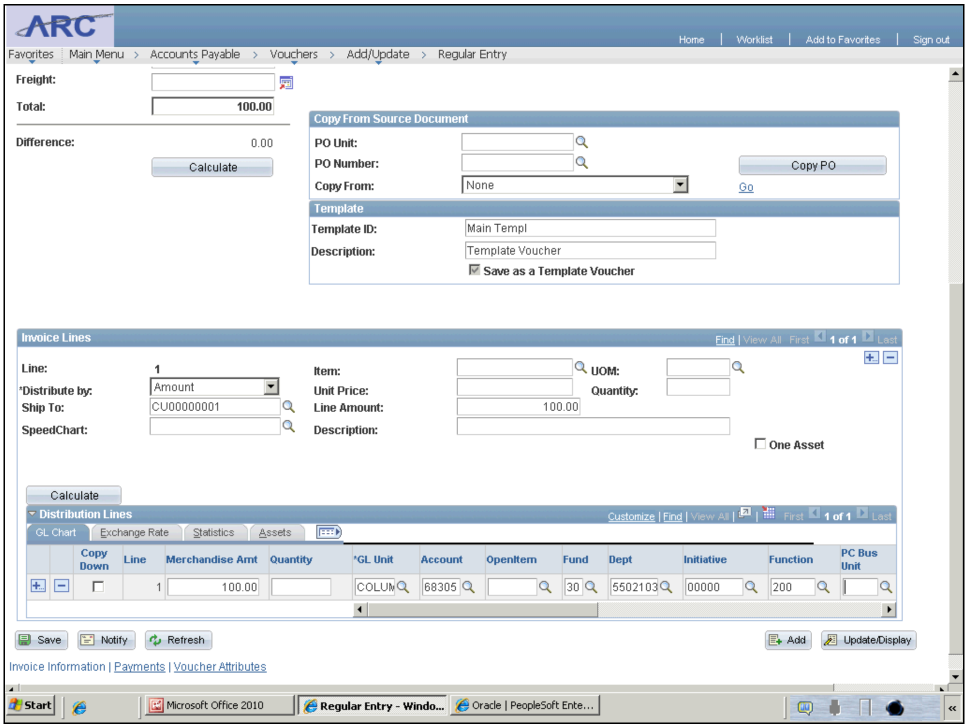
☐ One Asset

Distribution Lines

		Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
+	−	☐	1	100.00		COLUM	68305		30	5502103	00000	2	

Step	Action
34.	Enter the desired information into the **Function** field. Enter "**200**".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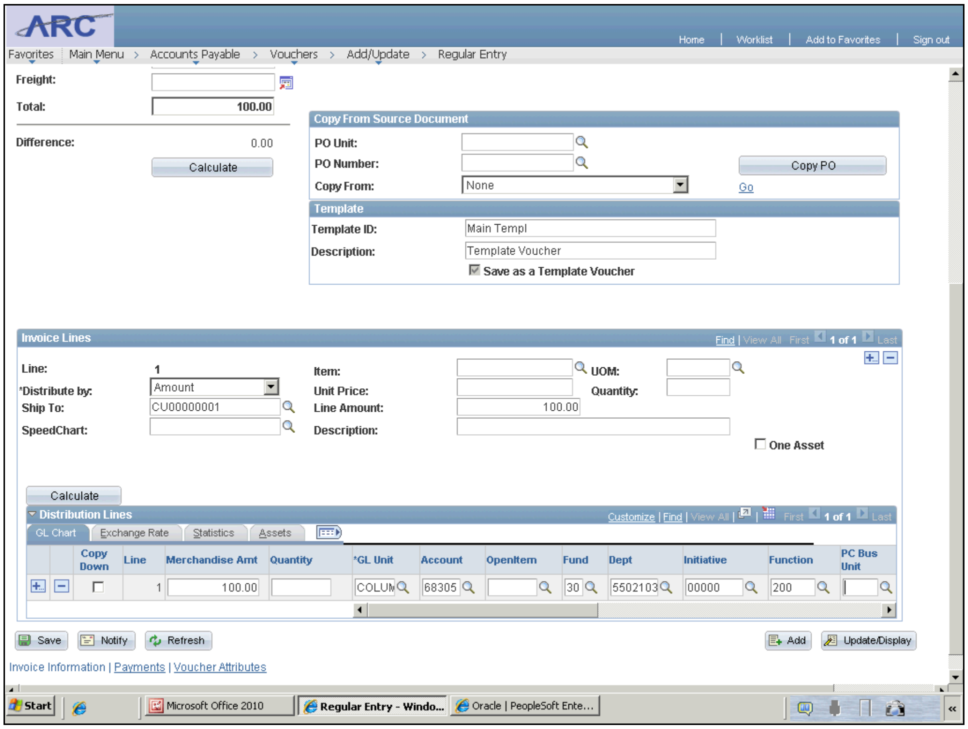
☐ One Asset

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
☐	1	100.00		COLUN	68305		30	5502103	00000	200	

Step	Action
35.	Click in the **PC Bus Unit** field.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Difference: 0.00

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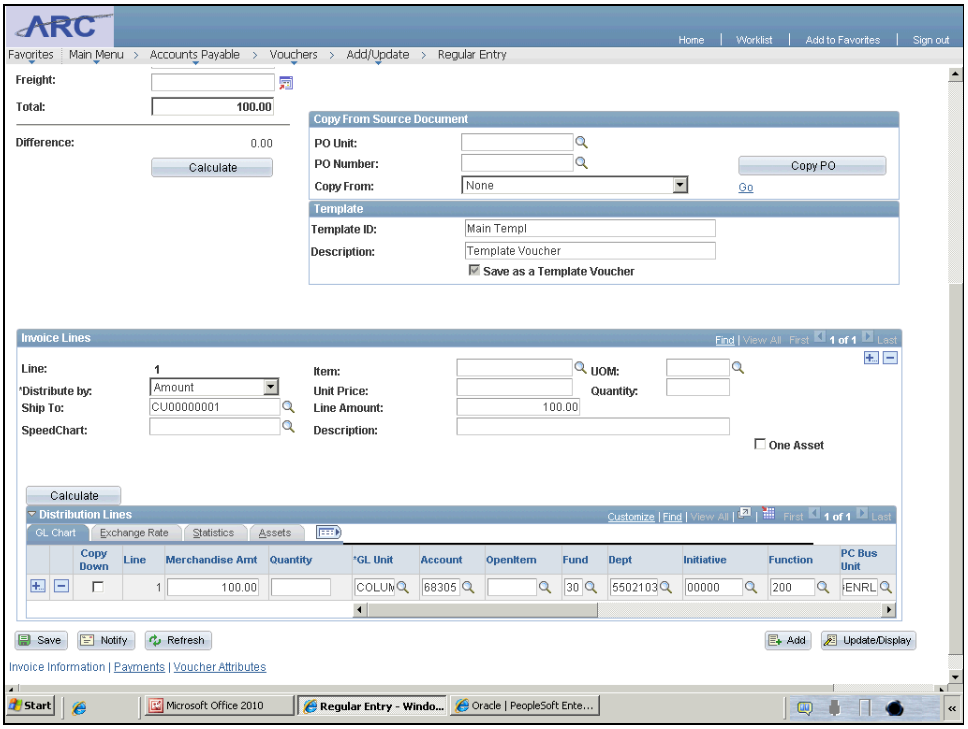
☐ One Asset

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
☐	1	100.00		COLUN	68305		30	5502103	00000	200	

Step	Action
36.	Enter the desired information into the **PC Bus Unit** field. Enter "**GENRL**".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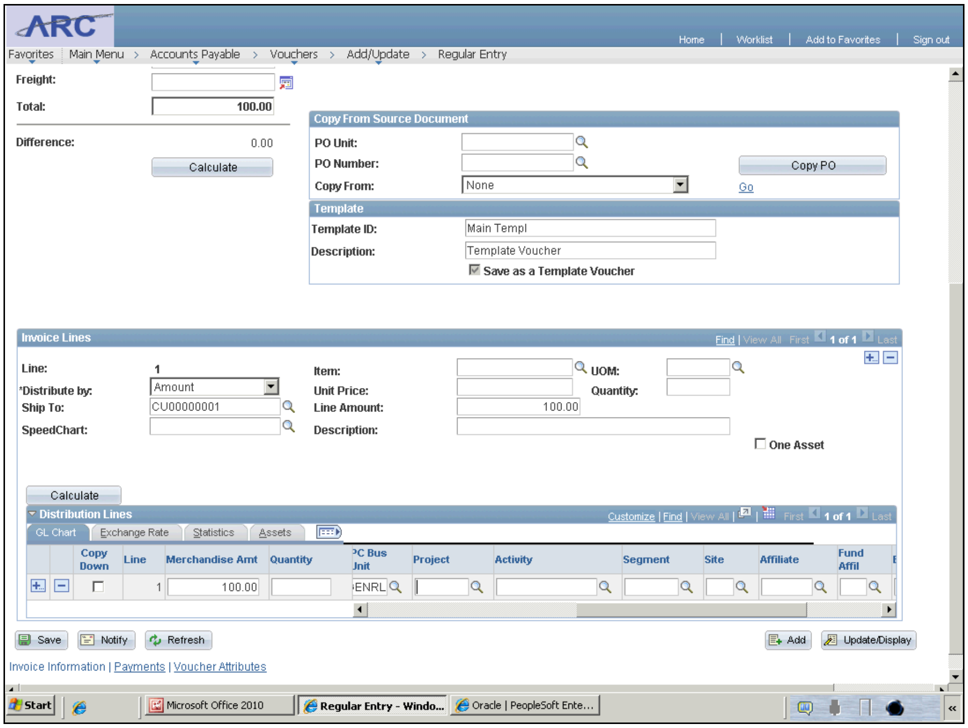
Distribution Lines

		Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
+	−	☐	1	100.00		COLUM	68305		30	5502103	00000	200	ENRL

Step	Action
37.	Drag the scrollbar to the right to complete the remainder of the distribution information.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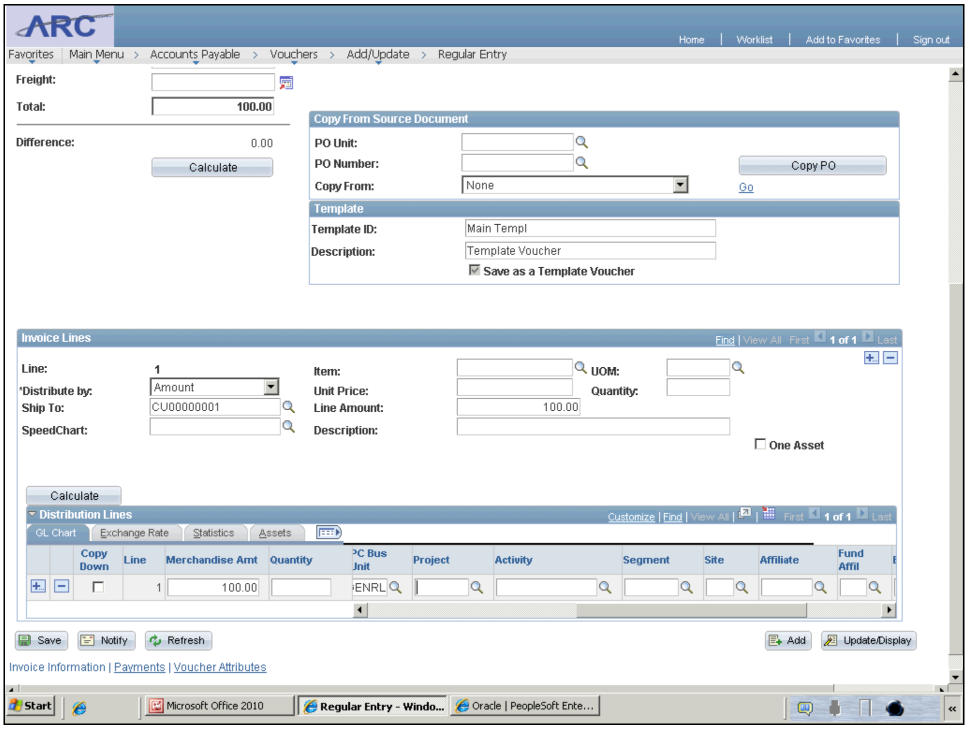
☐ One Asset

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	PC Bus Unit	Project	Activity	Segment	Site	Affiliate	Fund Affil
☐	1	100.00		ENRL						

Invoice Information | Payments | Voucher Attributes

Step	Action
38.	Click in the **Project** field.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Distribution Lines

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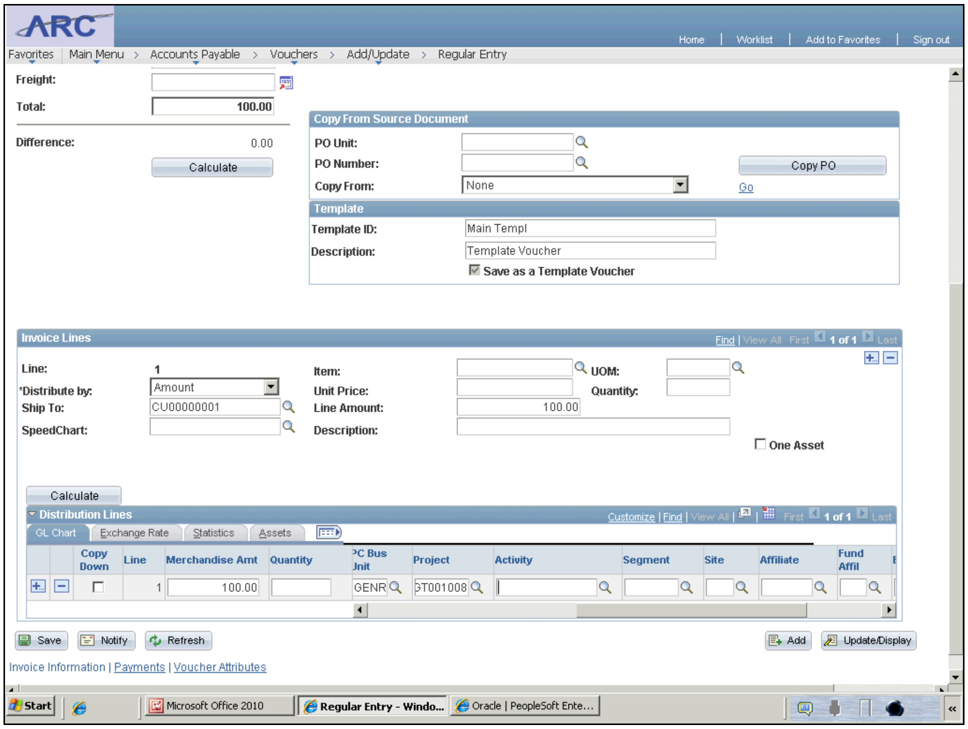
☐	1	100.00		ENRL						

Invoice Information | Payments | Voucher Attributes

Step	Action
39.	Enter the desired information into the **Project** field. Enter "**GT001008**".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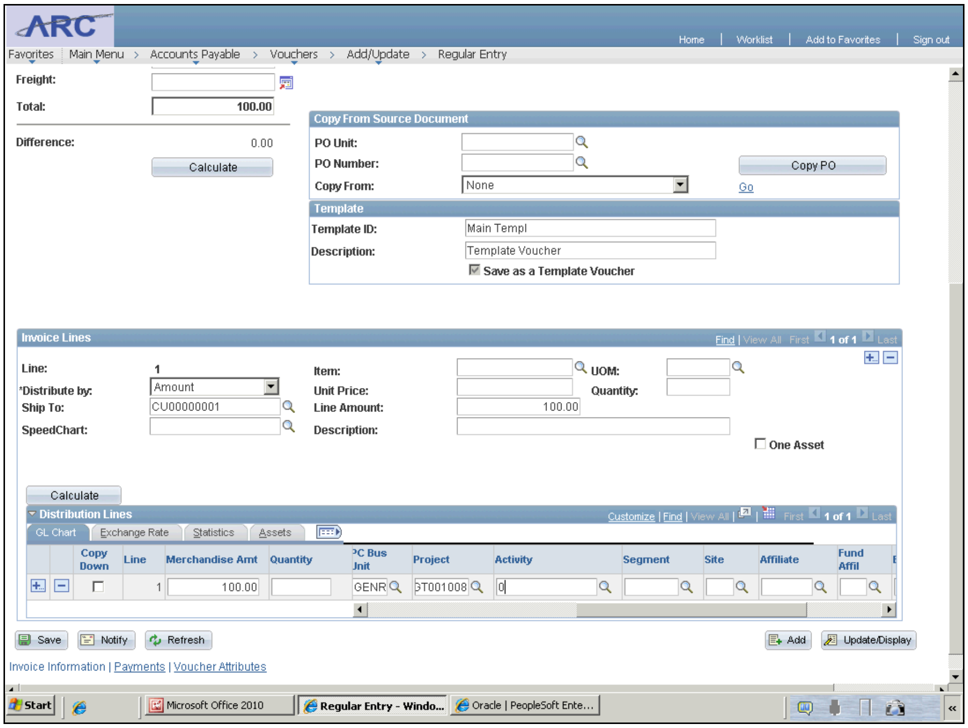
Distribution Lines

		Copy Down	Line	Merchandise Amt	Quantity	PC Bus Unit	Project	Activity	Segment	Site	Affiliate	Fund Affil
+	−	☐	1	100.00		GENR	GT001008					

Step	Action
40.	Click in the **Activity** field.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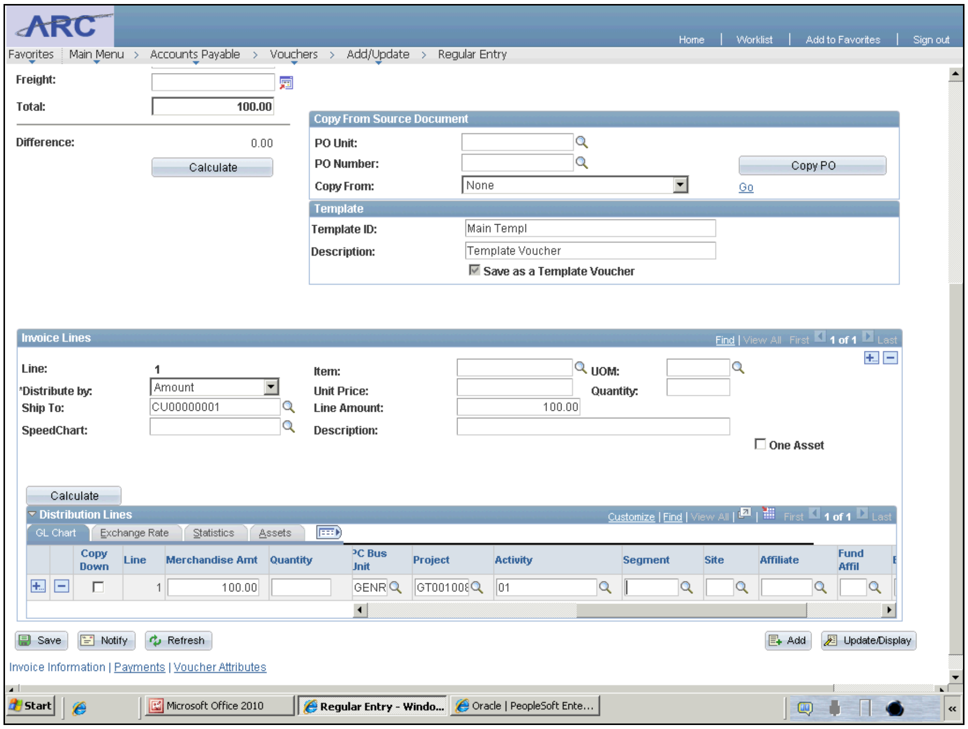
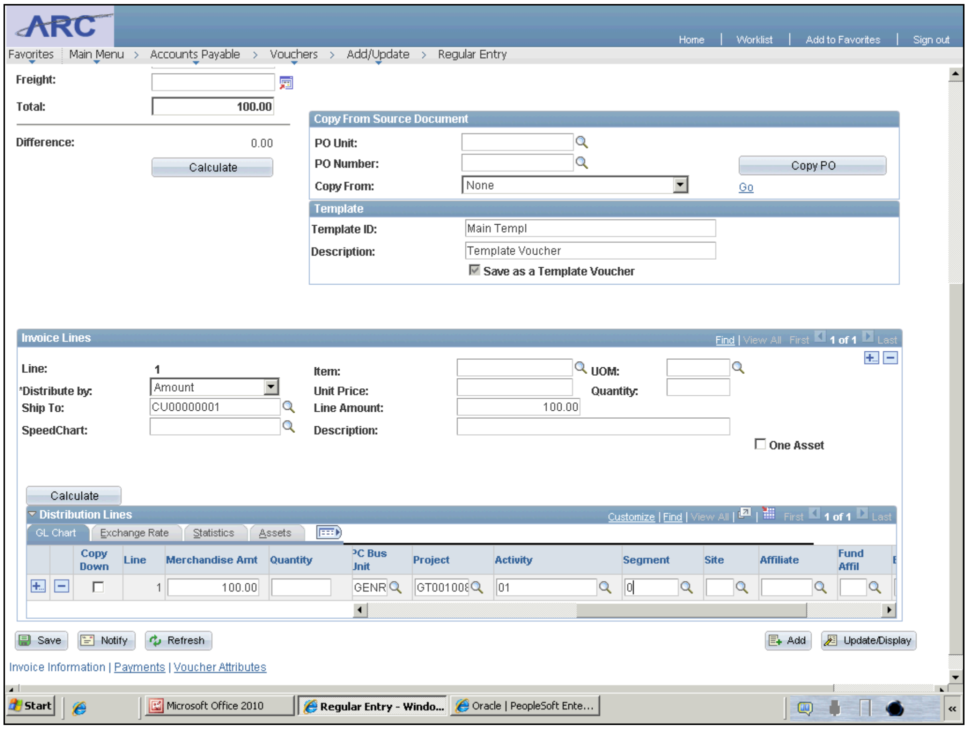
☐ One Asset
☐ 1 100.00 GENR GT001008 0

Step	Action
41.	Enter the desired information into the **Activity** field. Enter "**01**".


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Calculate
Copy From Source Document
Copy PO
Go
Template
Invoice Lines
Find | View All First 1 of 1 Last
Calculate
Distribution Lines
Customize | Find | View All | First 1 of 1 Last
GL Chart | Exchange Rate | Statistics | Assets
Copy Down | Line | Merchandise Amt | Quantity | PC Bus Unit | Project | Activity | Segment | Site | Affiliate | Fund Affil
Save | Notify | Refresh | Add | Update/Display
Invoice Information | Payments | Voucher Attributes
Start | Microsoft Office 2010 | Regular Entry - Windo... | Oracle | PeopleSoft Ente...

Freight:
Total: 100.00
Difference: 0.00
PO Unit:
PO Number:
Copy From: None
Template ID: Main Templ
Description: Template Voucher
☑ Save as a Template Voucher
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 100.00
Description:
UOM:
Quantity:
☐ One Asset
☐ 1 100.00 GENR GT001008 01

Step	Action
42.	Click in the **Segment** field.



ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Calculate
Copy PO
Go
Find | View All First 1 of 1 Last
Customize | Find | View All | First 1 of 1 Last
GL Chart
Exchange Rate
Statistics
Assets
Save
Notify
Refresh
Add
Update/Display
Invoice Information | Payments | Voucher Attributes
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Freight:
Total: 100.00
Difference: 0.00

Copy From Source Document

PO Unit:
PO Number:
Copy From: None

Template

Template ID: Main Templ
Description: Template Voucher
☑ Save as a Template Voucher

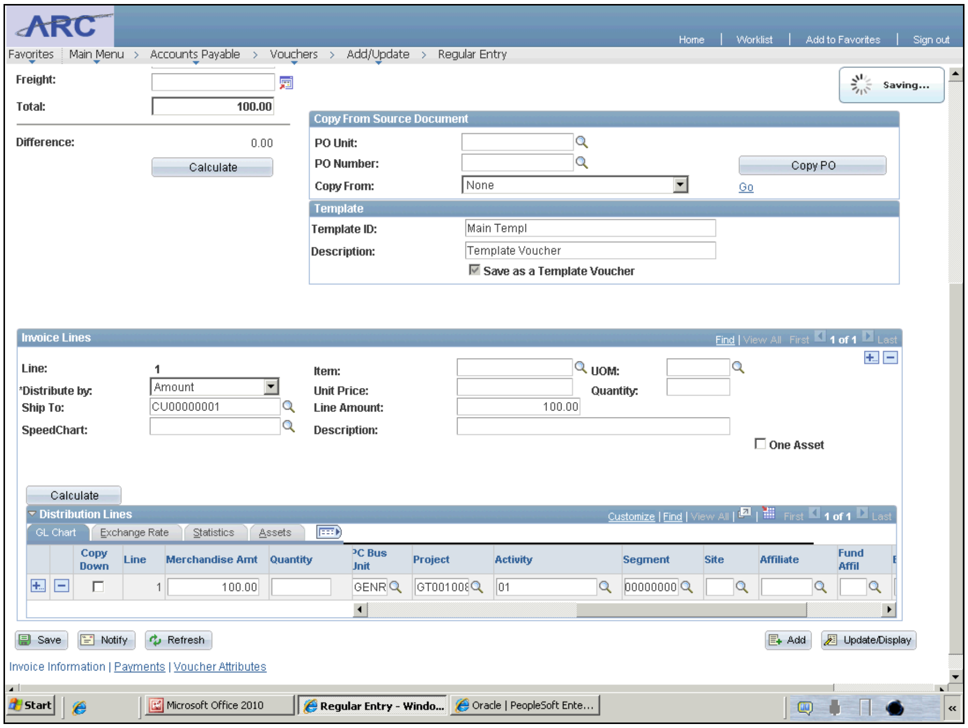
Invoice Lines

Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 100.00
Description:
UOM:
Quantity:
☐ One Asset

Distribution Lines

		Copy Down	Line	Merchandise Amt	Quantity	PC Bus Unit	Project	Activity	Segment	Site	Affiliate	Fund Affil
+	−	☐	1	100.00		GENR	GT001008	01	0			

Step	Action
43.	Enter the desired information into the **Segment** field. Enter "**00000000**".


Home | Worklist | Add to Favorites | Sign out
Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Saving...
Calculate
Copy PO
Go
Copy From Source Document
Template
Invoice Lines
Distribution Lines
GL Chart
Exchange Rate
Statistics
Assets
Save
Notify
Refresh
Add
Update/Display
Invoice Information | Payments | Voucher Attributes
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Freight:
Total: 100.00
Difference: 0.00

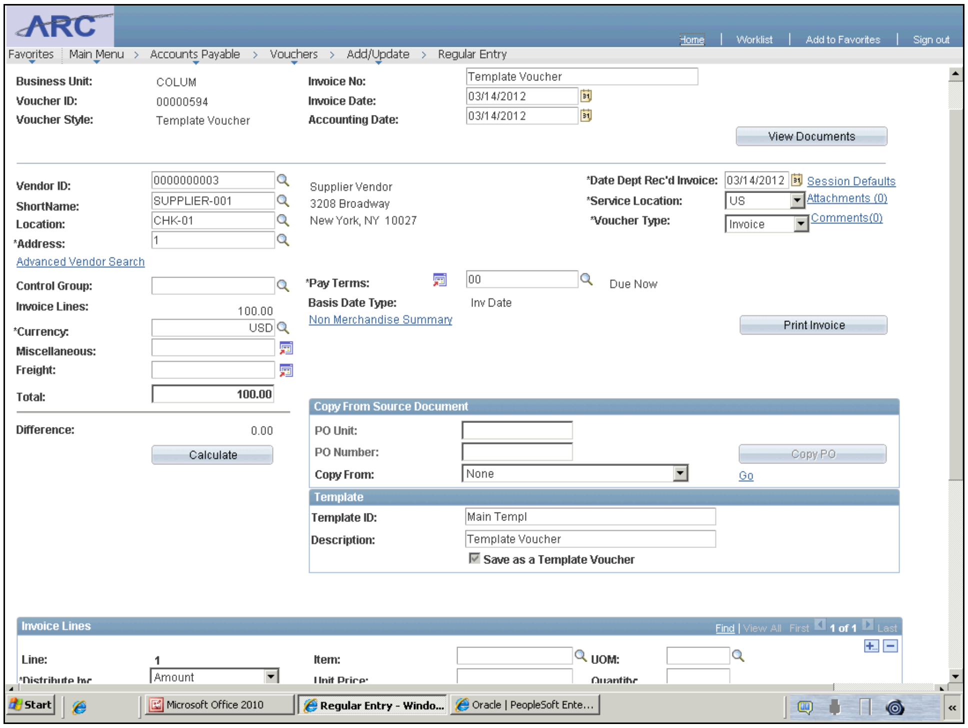
PO Unit:
PO Number:
Copy From: None

Template ID: Main Templ
Description: Template Voucher
☑ Save as a Template Voucher

Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 100.00
Description:
UOM:
Quantity:
☐ One Asset

Copy Down	Line	Merchandise Amt	Quantity	PC Bus Unit	Project	Activity	Segment	Site	Affiliate	Fund Affil
☐	1	100.00		GENR	GT00100	01	00000000			

Step	Action
44.	Click the **Save** button.


Home | Worklist | Add to Favorites | Sign out
Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
View Documents
Session Defaults
Attachments (0)
Comments(0)
Advanced Vendor Search
Non Merchandise Summary
Print Invoice
Calculate
Copy PO
Go
Copy From Source Document
Template
Invoice Lines
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Business Unit: COLUM
Voucher ID: 00000594
Voucher Style: Template Voucher
Invoice No: Template Voucher
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012

Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Supplier Vendor
3208 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice

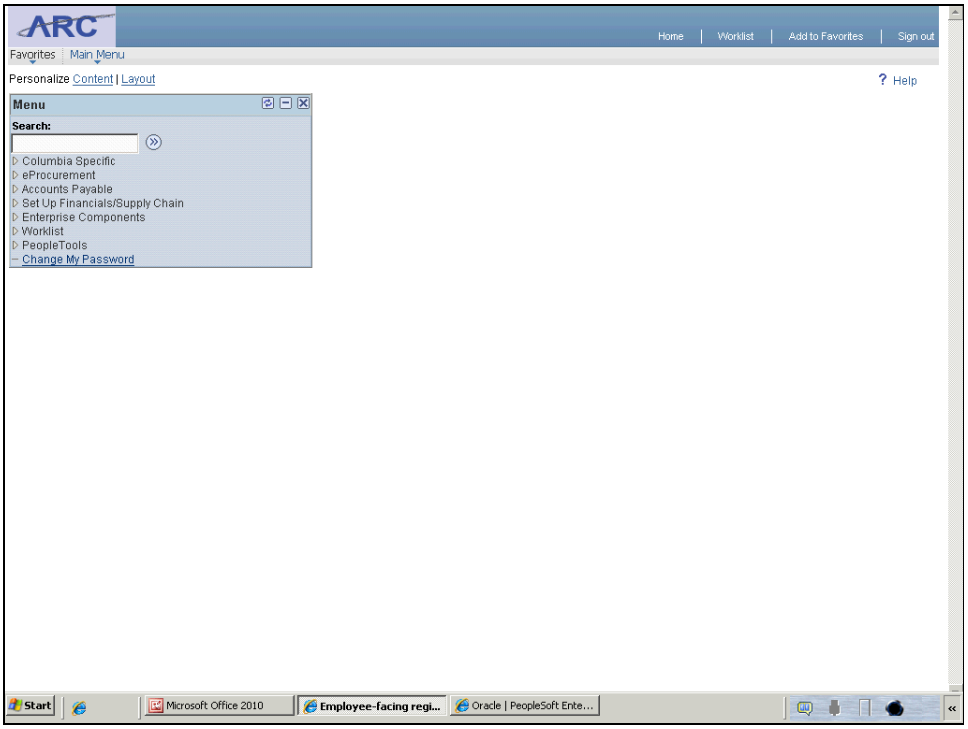
Control Group:
Invoice Lines: 100.00
*Currency: USD
Miscellaneous:
Freight:
Total: 100.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

PO Unit:
PO Number:
Copy From: None

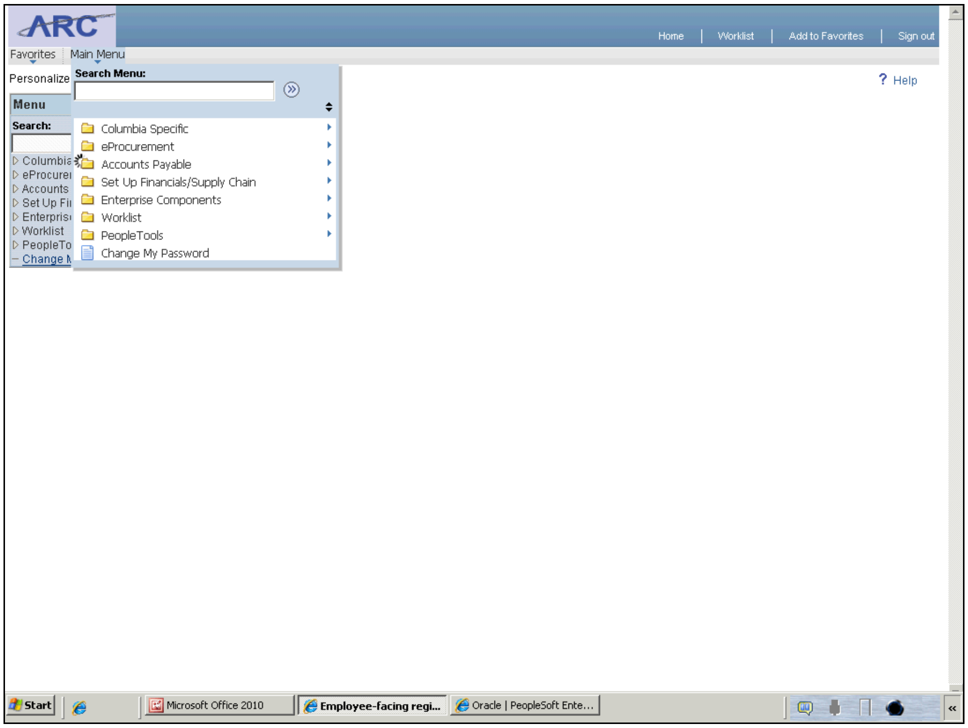
Template ID: Main Templ
Description: Template Voucher
☑ Save as a Template Voucher

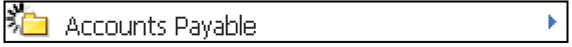
Line: 1
*Distribute by: Amount
Item:
Unit Price:
UOM:
Quantity:

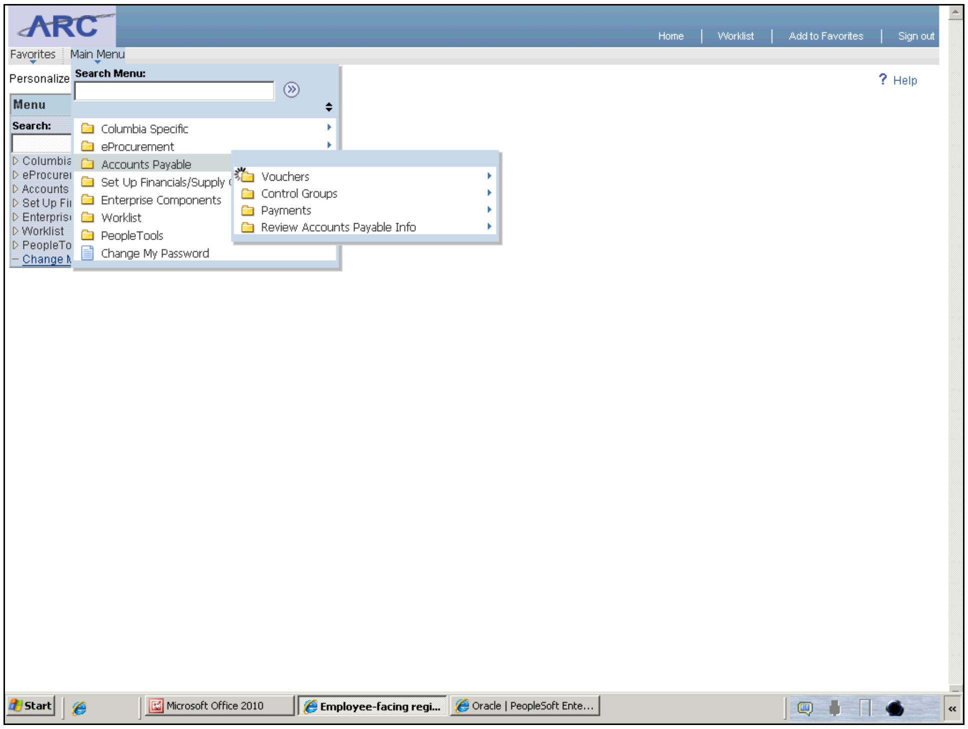
Step	Action
45.	Now that the Template Voucher is created and saved, you can reference it to create a voucher. Start this by clicking the **Home** link. Home


ARC
Home
Worklist
Add to Favorites
Sign out
Favorites
Main Menu
Personalize Content | Layout
? Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply Chain
Enterprise Components
Worklist
PeopleTools
Change My Password
Start
Microsoft Office 2010
Employee-facing regi...
Oracle | PeopleSoft Ente...

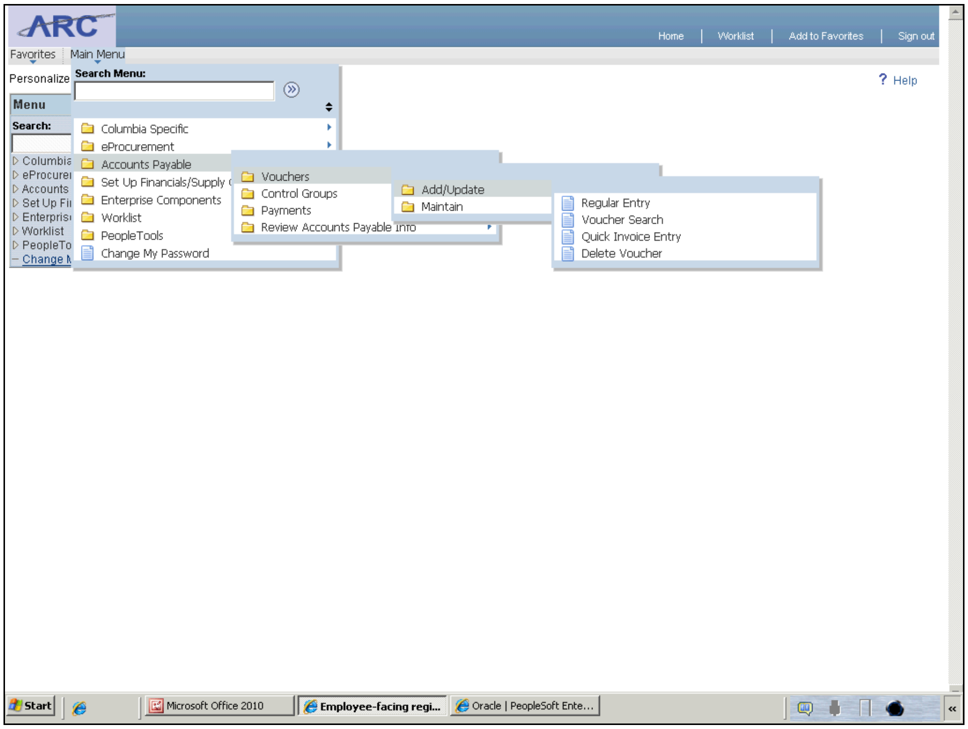
Step	Action
46.	Click the **Main Menu** button. Main Menu


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu
Personalize
Search Menu:
? Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply Chain
Enterprise Components
Worklist
PeopleTools
Change My Password
Start
Microsoft Office 2010
Employee-facing regi...
Oracle | PeopleSoft Ente...

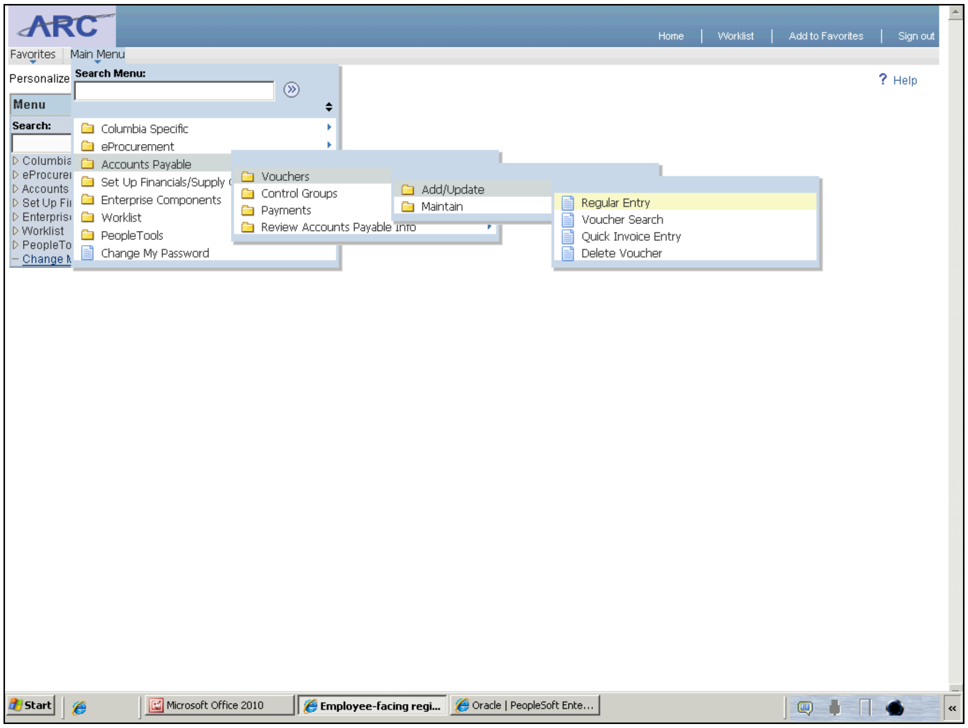
Step	Action
47.	Click the **Accounts Payable** menu.  Accounts Payable


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu
Personalize
Search Menu:
? Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply
Enterprise Components
Worklist
PeopleTools
Change My Password
Vouchers
Control Groups
Payments
Review Accounts Payable Info
Start
Microsoft Office 2010
Employee-facing regi...
Oracle | PeopleSoft Ente...

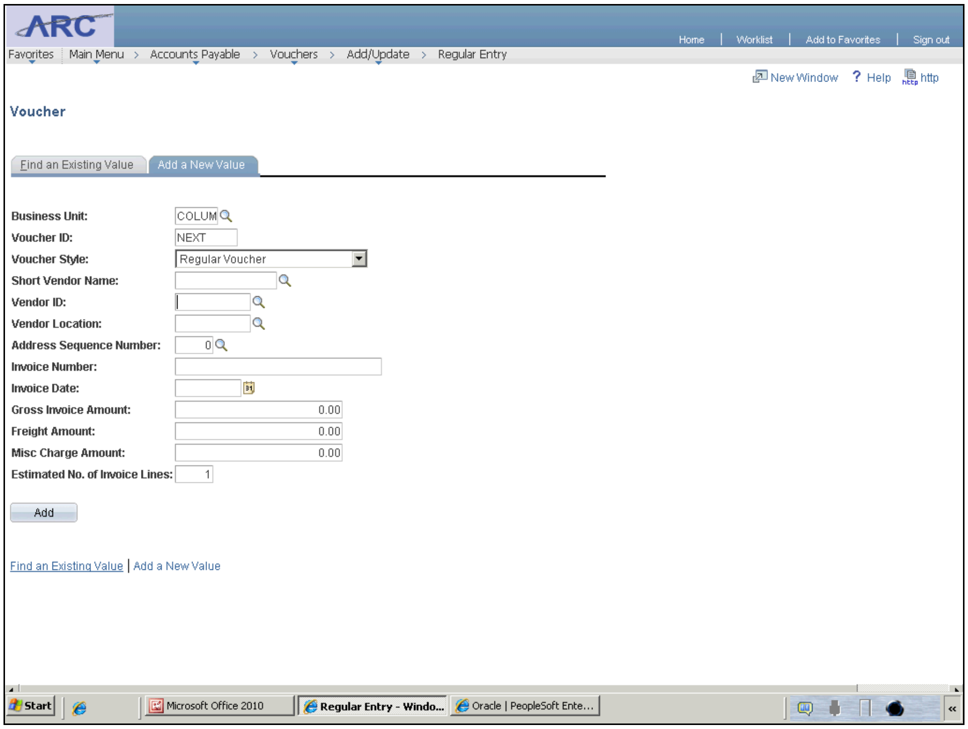
Step	Action
48.	Click the **Vouchers** menu.


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites
Main Menu
Personalize
Search Menu:
Help
Menu
Search:
Columbia
eProcurer
Accounts
Set Up Fi
Enterprise
Worklist
PeopleTo
Change M
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply
Enterprise Components
Worklist
PeopleTools
Change My Password
Vouchers
Control Groups
Payments
Review Accounts Payable Info
Add/Update
Maintain
Regular Entry
Voucher Search
Quick Invoice Entry
Delete Voucher
Start
Microsoft Office 2010
Employee-facing regi...
Oracle | PeopleSoft Ente...

Step	Action
49.	Select the **Add/Update** menu.


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu
Personalize
Search Menu:
Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply
Enterprise Components
Worklist
PeopleTools
Change My Password
Vouchers
Control Groups
Payments
Review Accounts Payable Info
Add/Update
Maintain
Regular Entry
Voucher Search
Quick Invoice Entry
Delete Voucher
Start
Microsoft Office 2010
Employee-facing regi...
Oracle | PeopleSoft Ente...

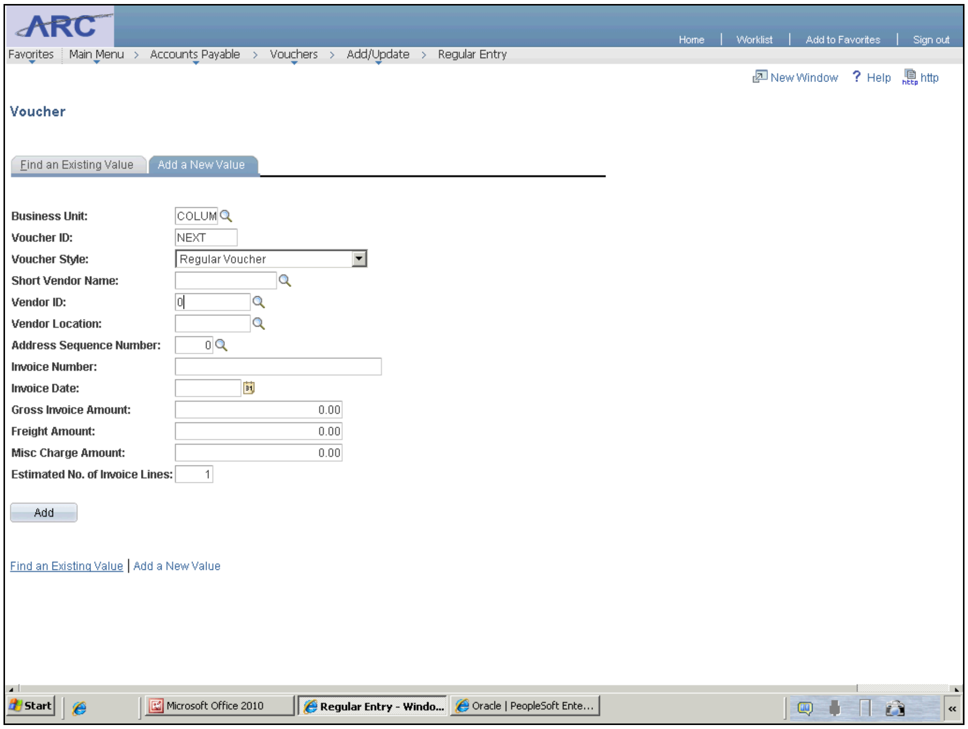
Step	Action
50.	Click the **Regular Entry** menu. Regular Entry


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window | Help | http
Find an Existing Value
Add a New Value
Add
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Voucher

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

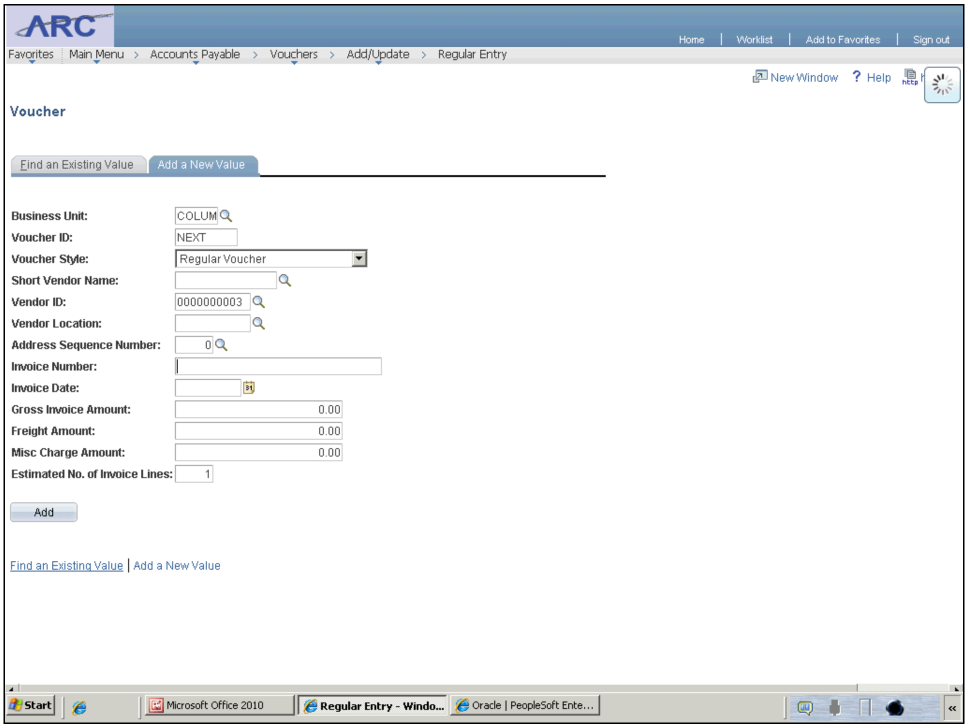
Step	Action
51.	Click in the **Vendor ID** field.


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window ? Help http
Find an Existing Value | Add a New Value
Add
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Voucher

Business Unit:	COLUM
Voucher ID:	NEXT
Voucher Style:	Regular Voucher
Short Vendor Name:	
Vendor ID:	0
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

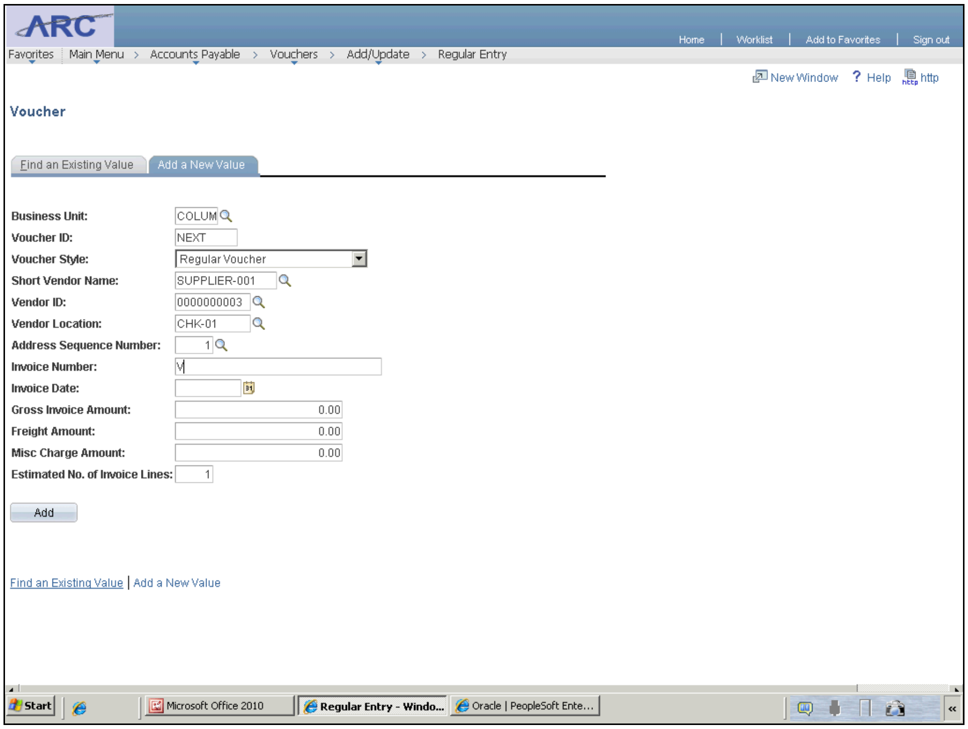
Step	Action
52.	Enter the desired information into the **Vendor ID** field. Enter "**0000000003**".


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window | Help
Find an Existing Value | Add a New Value
Add
Start | Microsoft Office 2010 | Regular Entry - Windo... | Oracle | PeopleSoft Ente...

Voucher

Business Unit:	COLUM
Voucher ID:	NEXT
Voucher Style:	Regular Voucher
Short Vendor Name:	
Vendor ID:	0000000003
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

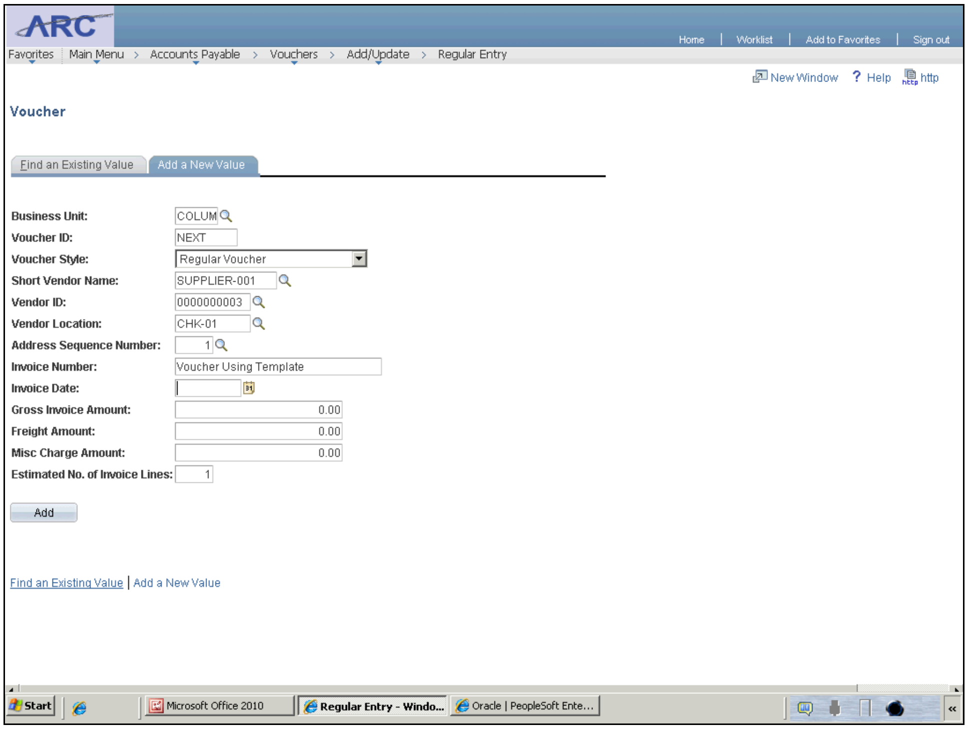
Step	Action
53.	Click in the **Invoice Number** field.


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window | Help | http
Find an Existing Value | Add a New Value
Add
Start | Microsoft Office 2010 | Regular Entry - Windo... | Oracle | PeopleSoft Ente...

Voucher

Business Unit:	COLUM
Voucher ID:	NEXT
Voucher Style:	Regular Voucher
Short Vendor Name:	SUPPLIER-001
Vendor ID:	0000000003
Vendor Location:	CHK-01
Address Sequence Number:	1
Invoice Number:	V
Invoice Date:	
Gross Invoice Amount:	0.00
Freight Amount:	0.00
Misc Charge Amount:	0.00
Estimated No. of Invoice Lines:	1

Step	Action
54.	To demonstrate how this regular voucher is linked to the Template Voucher, we will use a more descriptive invoice number. In reality, though, you would use the actual invoice number this voucher is being created from. Enter the desired information into the **Invoice Number** field. Enter "**Voucher Using Template**".

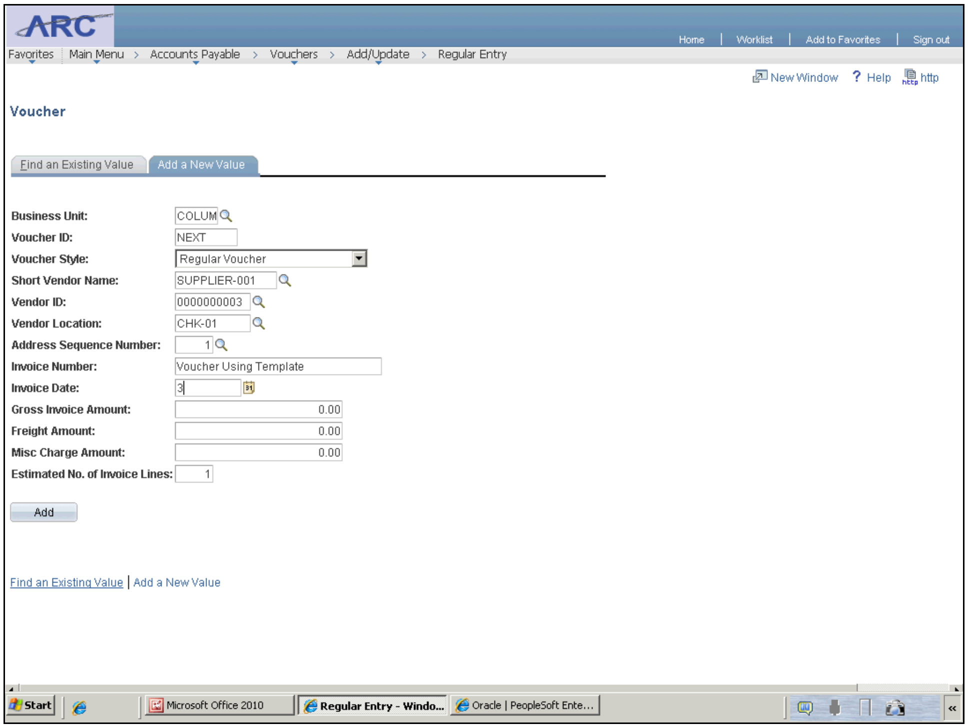

ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window ? Help http
Find an Existing Value
Add a New Value
Add
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Voucher

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Short Vendor Name: SUPPLIER-001
Vendor ID: 0000000003
Vendor Location: CHK-01
Address Sequence Number: 1
Invoice Number: Voucher Using Template
Invoice Date:
Gross Invoice Amount: 0.00
Freight Amount: 0.00
Misc Charge Amount: 0.00
Estimated No. of Invoice Lines: 1

Find an Existing Value | Add a New Value

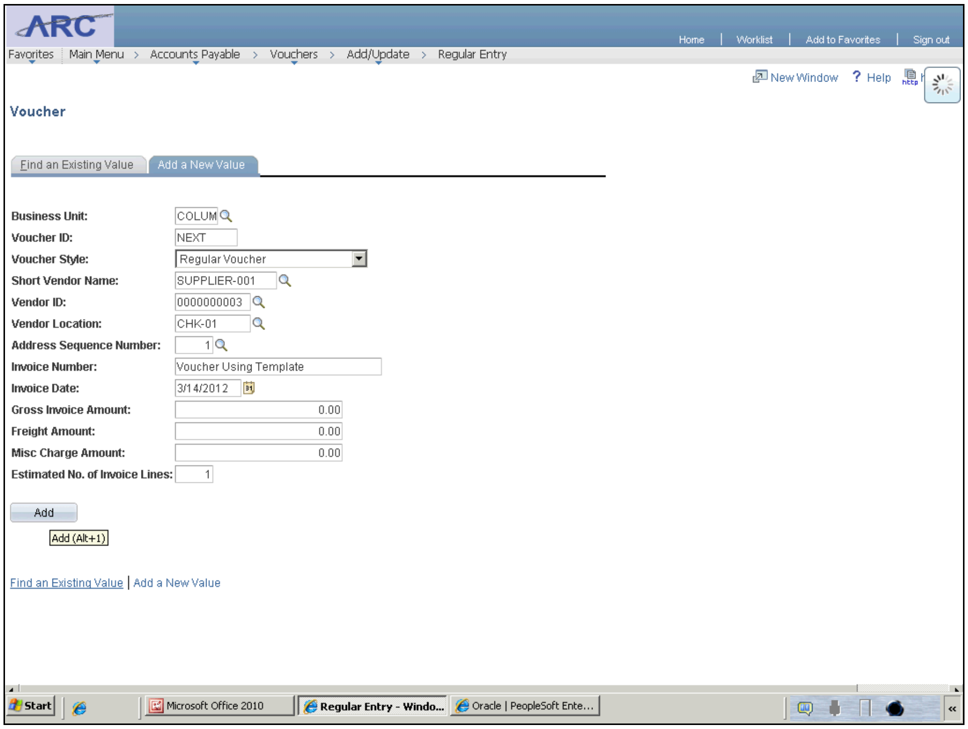
Step	Action
55.	Click in the **Invoice Date** field.


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window ? Help http
Find an Existing Value | Add a New Value
Add
Find an Existing Value | Add a New Value
Start | Microsoft Office 2010 | Regular Entry - Windo... | Oracle | PeopleSoft Ente...

Voucher

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Short Vendor Name: SUPPLIER-001
Vendor ID: 0000000003
Vendor Location: CHK-01
Address Sequence Number: 1
Invoice Number: Voucher Using Template
Invoice Date: 3
Gross Invoice Amount: 0.00
Freight Amount: 0.00
Misc Charge Amount: 0.00
Estimated No. of Invoice Lines: 1

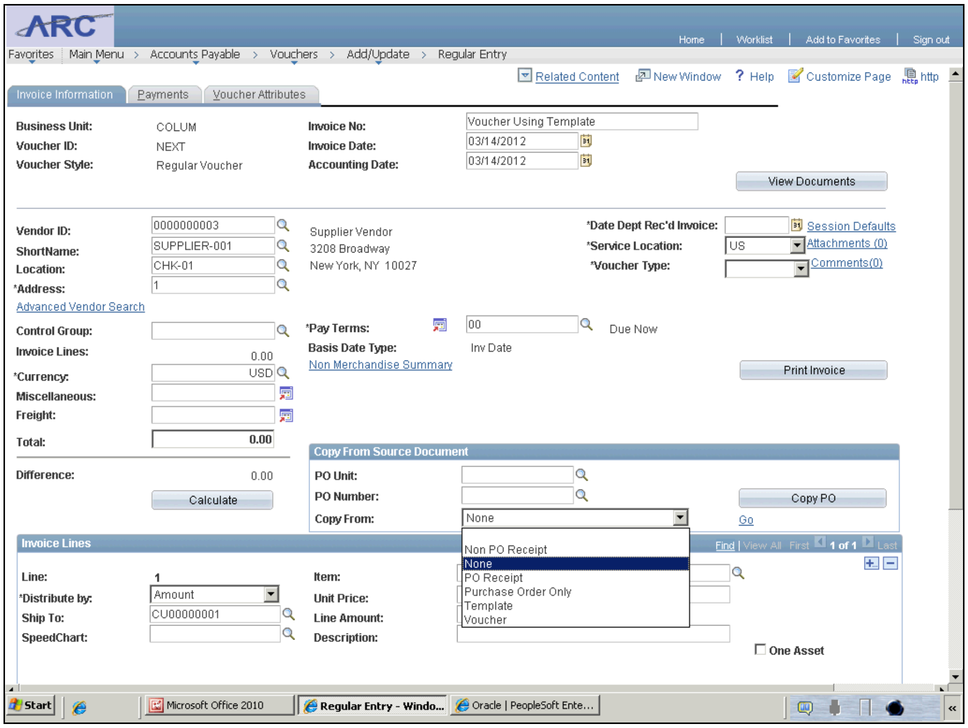
Step	Action
56.	Enter the desired information into the **Invoice Date** field. Enter "**3/14/2012**".


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window ? Help
Find an Existing Value | Add a New Value
Add
Add (Alt+1)
Find an Existing Value | Add a New Value
Start | Microsoft Office 2010 | Regular Entry - Windo... | Oracle | PeopleSoft Ente...

Voucher

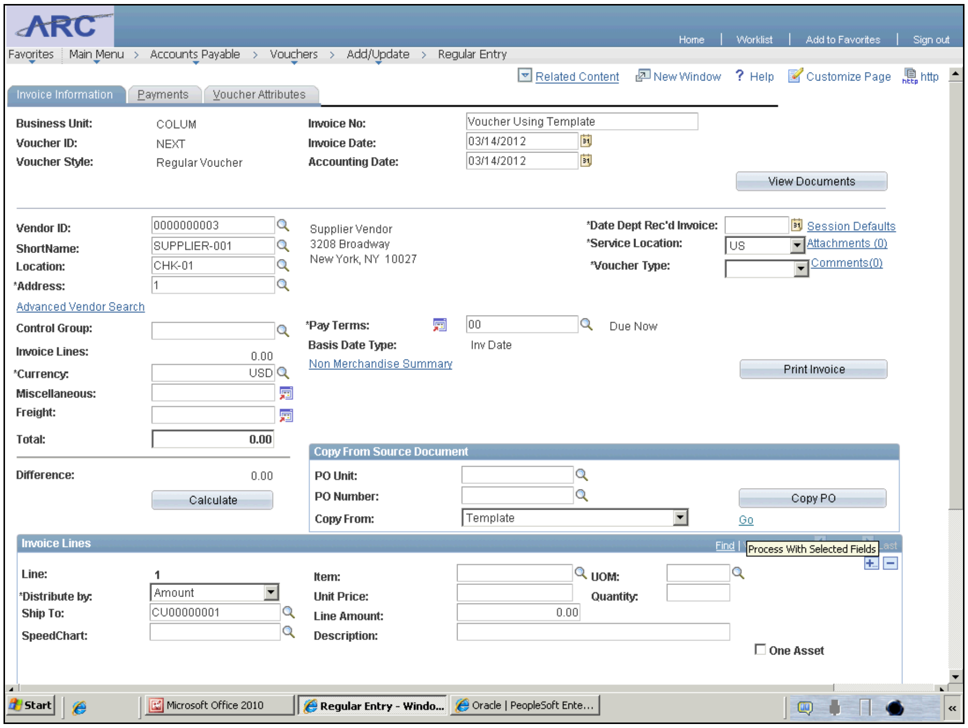
Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Short Vendor Name: SUPPLIER-001
Vendor ID: 0000000003
Vendor Location: CHK-01
Address Sequence Number: 1
Invoice Number: Voucher Using Template
Invoice Date: 3/14/2012
Gross Invoice Amount: 0.00
Freight Amount: 0.00
Misc Charge Amount: 0.00
Estimated No. of Invoice Lines: 1

Step	Action
57.	Click the **Add** button. Add


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
Invoice Information
Payments
Voucher Attributes
View Documents
Session Defaults
Attachments (0)
Comments(0)
Advanced Vendor Search
Non Merchandise Summary
Print Invoice
Calculate
Copy From Source Document
Copy PO
Go
Non PO Receipt
None
PO Receipt
Purchase Order Only
Template
Voucher
Invoice Lines
Find | View All First 1 of 1 Last
One Asset
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Invoice No: Voucher Using Template
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012
Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Supplier Vendor
3208 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice:
*Service Location: US
*Voucher Type:
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 0.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
PO Unit:
PO Number:
Copy From: None
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount:
Description:

Step	Action
58.	To access the Template Voucher and copy applicable information into this voucher, you will need to identify the appropriate template voucher. Click the **Copy From** list and select **Template**. None


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
Invoice Information | Payments | Voucher Attributes
View Documents
Advanced Vendor Search
Session Defaults
Attachments (0)
Comments(0)
Non Merchandise Summary
Print Invoice
Calculate
Copy From Source Document
Copy PO
Go
Invoice Lines
Find | Process With Selected Fields
Start | Microsoft Office 2010 | Regular Entry - Windo... | Oracle | PeopleSoft Ente...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Invoice No: Voucher Using Template
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012

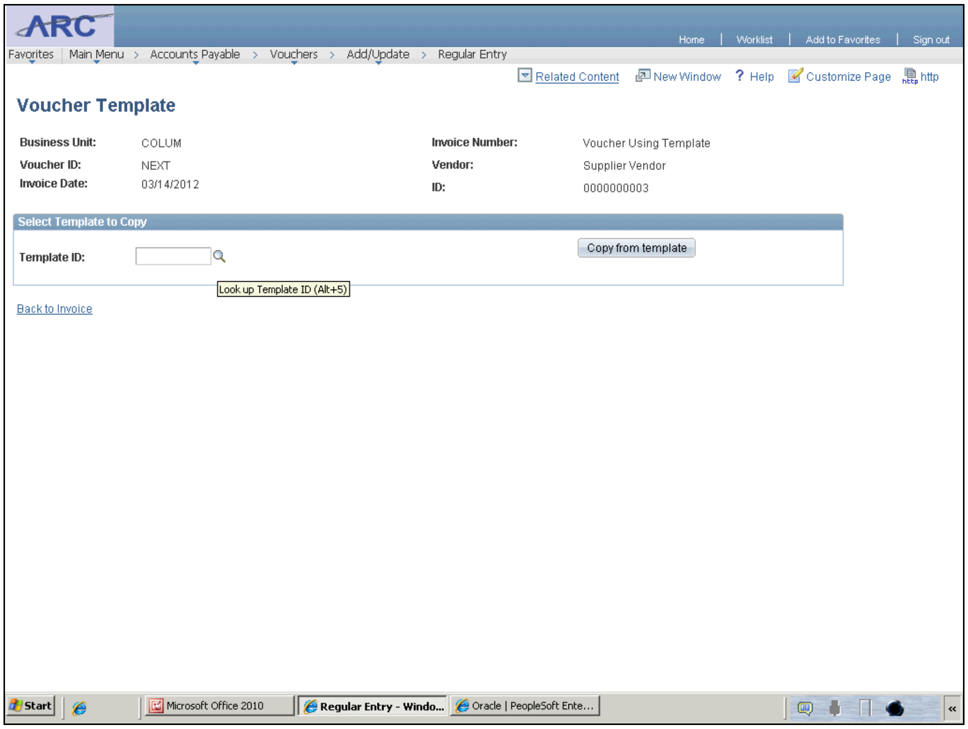
Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Supplier Vendor
3208 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice:
*Service Location: US
*Voucher Type:

Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 0.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

PO Unit:
PO Number:
Copy From: Template

Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 0.00
Description:
UOM:
Quantity:
☐ One Asset

Step	Action
59.	Click the **Go** link. Go

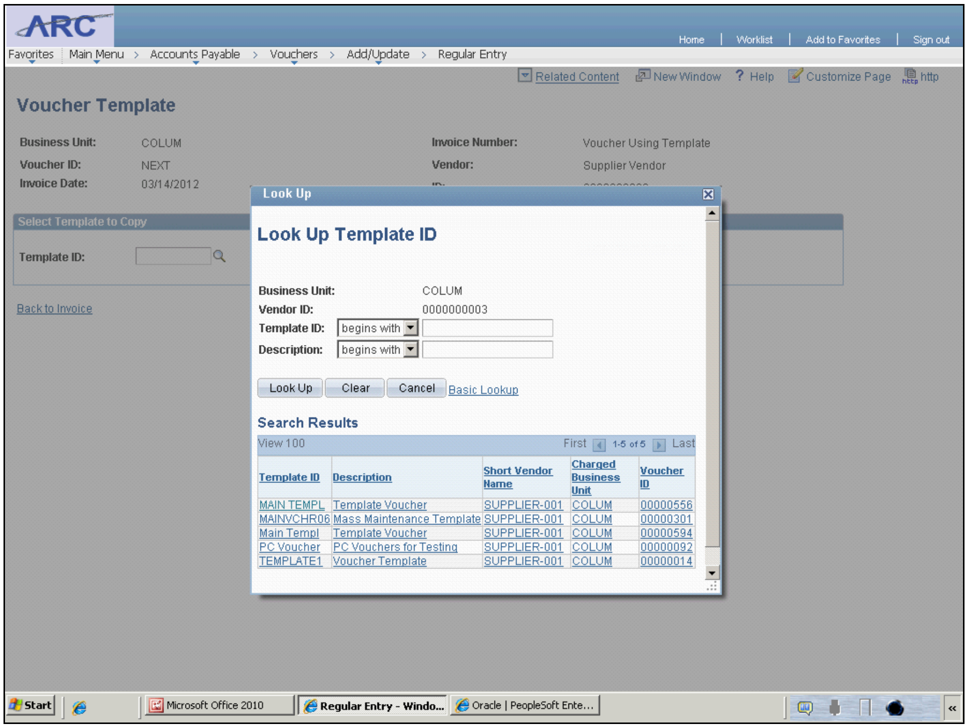

Home | Worklist | Add to Favorites | Sign out
Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Related Content | New Window | Help | Customize Page | http
Select Template to Copy
Copy from template
Look up Template ID (Alt+5)
Back to Invoice
Start | Microsoft Office 2010 | Regular Entry - Windo... | Oracle | PeopleSoft Ente...

Voucher Template

Business Unit: COLUM
Voucher ID: NEXT
Invoice Date: 03/14/2012
Invoice Number: Voucher Using Template
Vendor: Supplier Vendor
ID: 0000000003

Template ID:

Step	Action
60.	Click the **Look up Template ID (Alt+5)** button. 🔍


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
Select Template to Copy
Back to Invoice
Look Up
Look Up
Clear
Cancel
Basic Lookup
View 100
First 1-5 of 5 Last
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Voucher Template

Business Unit: COLUM
Voucher ID: NEXT
Invoice Date: 03/14/2012
Invoice Number: Voucher Using Template
Vendor: Supplier Vendor
Template ID:

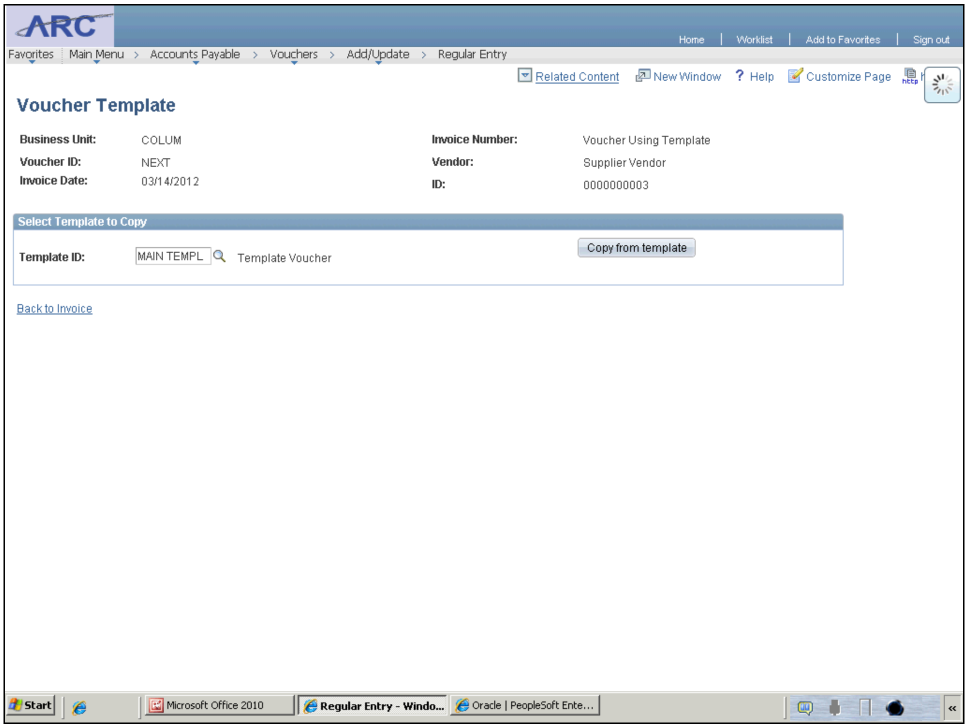
Look Up Template ID

Business Unit: COLUM
Vendor ID: 0000000003
Template ID: begins with
Description: begins with

Search Results

Template ID	Description	Short Vendor Name	Charged Business Unit	Voucher ID
MAIN TEMPL	Template Voucher	SUPPLIER-001	COLUM	00000556
MAINVCHR06	Mass Maintenance Template	SUPPLIER-001	COLUM	00000301
Main Templ	Template Voucher	SUPPLIER-001	COLUM	00000594
PC Voucher	PC Vouchers for Testing	SUPPLIER-001	COLUM	00000092
TEMPLATE1	Voucher Template	SUPPLIER-001	COLUM	00000014

Step	Action
61.	Locate the template voucher we just created. Click the **MAIN TEMPL** link. MAIN TEMPL


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Related Content
New Window
Help
Customize Page
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Voucher Template

Business Unit: COLUM
Voucher ID: NEXT
Invoice Date: 03/14/2012
Invoice Number: Voucher Using Template
Vendor: Supplier Vendor
ID: 0000000003

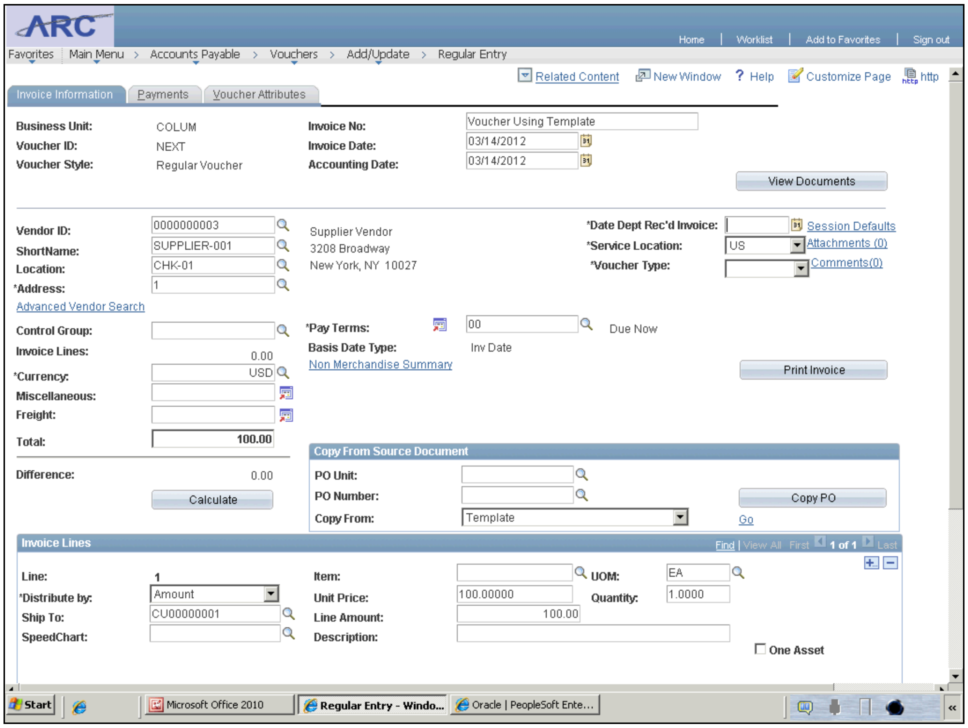
Select Template to Copy

Template ID: MAIN TEMPL Template Voucher

Copy from template

Back to Invoice

Step	Action
62.	Click the **Copy from template** button. Copy from template


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
Invoice Information
Payments
Voucher Attributes
View Documents
Session Defaults
Attachments (0)
Comments(0)
Advanced Vendor Search
Non Merchandise Summary
Print Invoice
Calculate
Copy PO
Go
Find | View All First 1 of 1 Last
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Invoice No: Voucher Using Template
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012

Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
***Address:** 1

Supplier Vendor
3208 Broadway
New York, NY 10027

***Date Dept Rec'd Invoice:**
***Service Location:** US
***Voucher Type:**

Control Group:
Invoice Lines: 0.00
***Currency:** USD
Miscellaneous:
Freight:
Total: 100.00
Difference: 0.00

***Pay Terms:** 00 Due Now
Basis Date Type: Inv Date

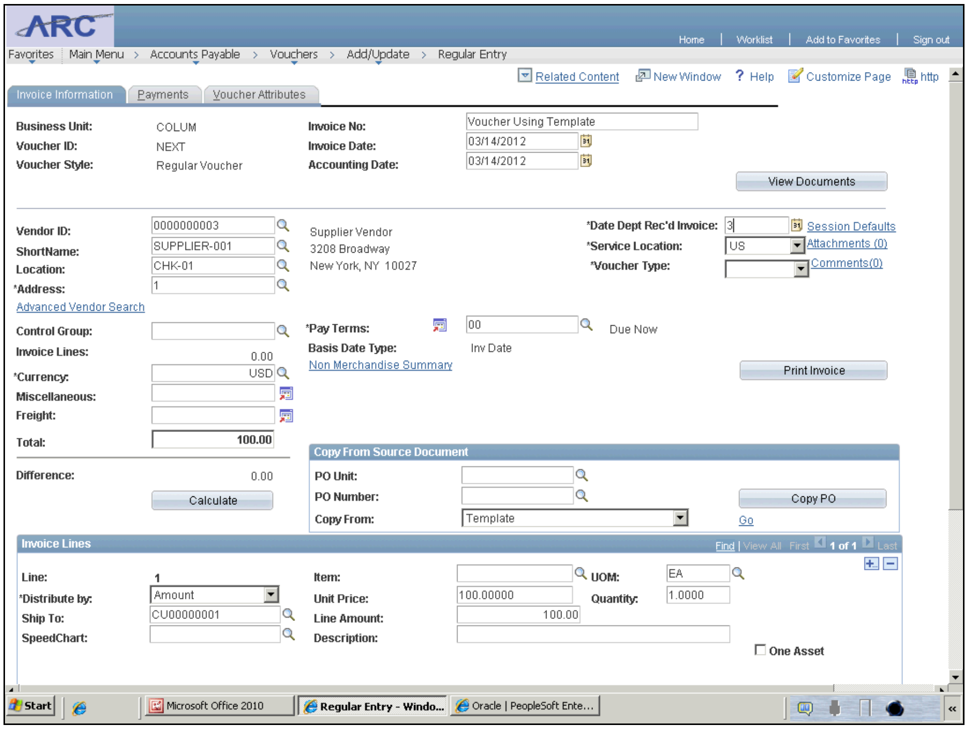
Copy From Source Document

PO Unit:
PO Number:
Copy From: Template

Invoice Lines

Line: 1
***Distribute by:** Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price: 100.00000
Line Amount: 100.00
Description:
UOM: EA
Quantity: 1.0000
☐ **One Asset**

Step	Action
63.	Click in the **Date Dept Rec'd Invoice** field.


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
Invoice Information | Payments | Voucher Attributes
View Documents
Advanced Vendor Search
Session Defaults
Attachments (0)
Comments(0)
Non Merchandise Summary
Print Invoice
Calculate
Copy From Source Document
Copy PO
Go
Invoice Lines
Find | View All First 1 of 1 Last
Start | Microsoft Office 2010 | Regular Entry - Windo... | Oracle | PeopleSoft Ente...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Invoice No: Voucher Using Template
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012

Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1

Supplier Vendor
3208 Broadway
New York, NY 10027

*Date Dept Rec'd Invoice: 3
*Service Location: US
*Voucher Type:

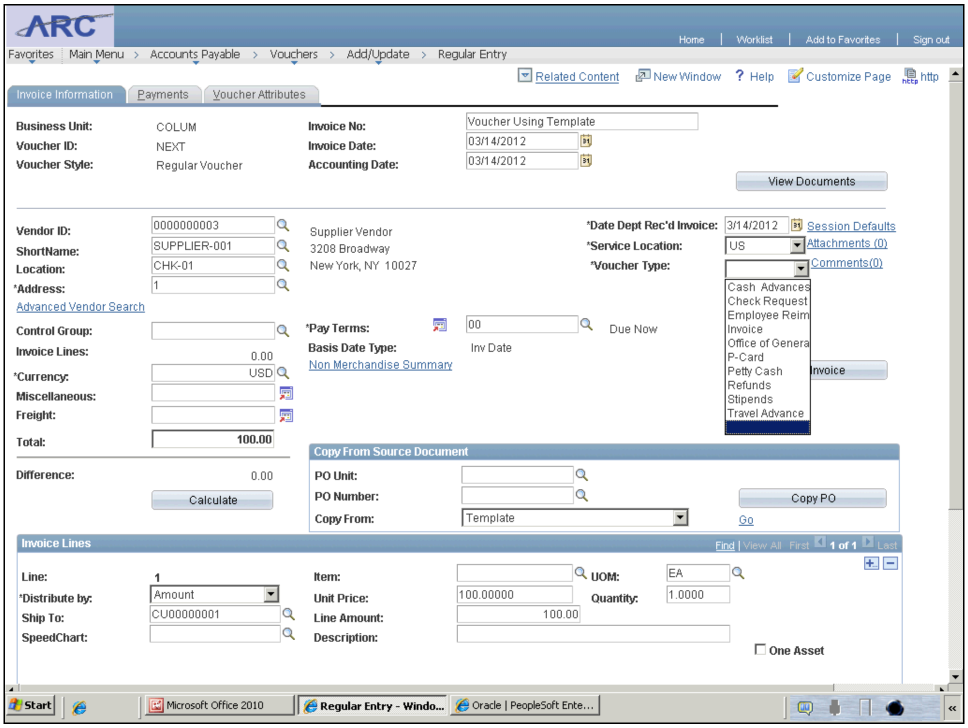
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 100.00
Difference: 0.00

*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

PO Unit:
PO Number:
Copy From: Template

Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price: 100.00000
Line Amount: 100.00
Description:
UOM: EA
Quantity: 1.0000
☐ One Asset

Step	Action
64.	Enter the desired information into the **Date Dept Rec'd Invoice** field. Enter "**3/14/2012**".

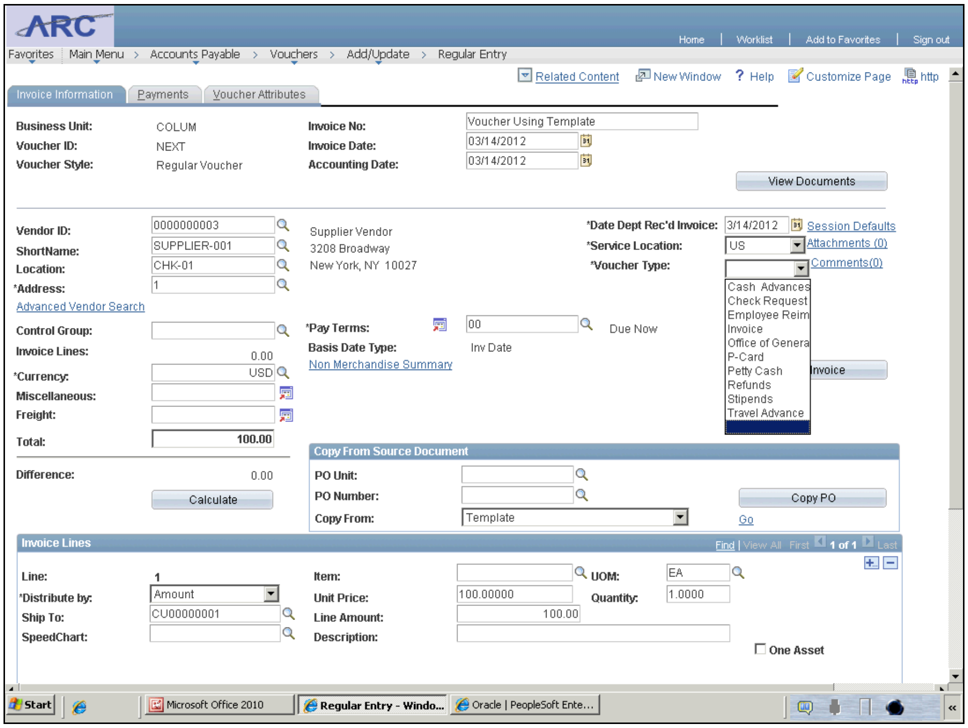

ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Related Content
New Window
Help
Customize Page
http
Invoice Information
Payments
Voucher Attributes
View Documents
Session Defaults
Attachments (0)
Comments(0)
Advanced Vendor Search
Non Merchandise Summary
Invoice
Calculate
Copy PO
Go
Find | View All First 1 of 1 Last
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Invoice No: Voucher Using Template
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012
Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Supplier Vendor
3208 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 3/14/2012
*Service Location: US
*Voucher Type:
Cash Advances
Check Request
Employee Reim
Invoice
Office of Genera
P-Card
Petty Cash
Refunds
Stipends
Travel Advance
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 100.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

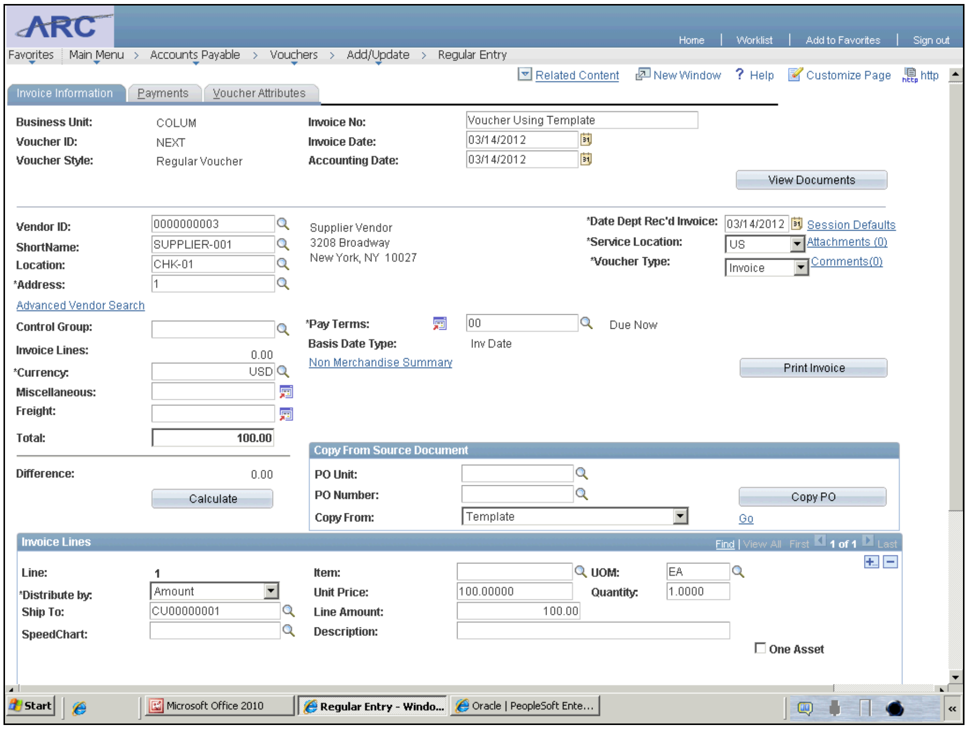
Copy From Source Document
PO Unit:
PO Number:
Copy From: Template

Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price: 100.00000
Line Amount: 100.00
Description:
UOM: EA
Quantity: 1.0000
☐ One Asset

Step	Action
65.	Click the **Voucher Type** list.


Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Invoice No: Voucher Using Template
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012
Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Supplier Vendor
3208 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 3/14/2012
*Service Location: US
*Voucher Type:
Cash Advances
Check Request
Employee Reim
Invoice
Office of Genera
P-Card
Petty Cash
Refunds
Stipends
Travel Advance
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 100.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Copy From Source Document
PO Unit:
PO Number:
Copy From: Template
Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price: 100.00000
Line Amount: 100.00
Description:
UOM: EA
Quantity: 1.0000
☐ One Asset

Step	Action
66.	Select **Invoice**. Invoice



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
Invoice Information
Payments
Voucher Attributes
View Documents
Advanced Vendor Search
Non Merchandise Summary
Print Invoice
Session Defaults
Attachments (0)
Comments(0)
Calculate
Copy PO
Go
Find | View All First 1 of 1 Last
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Invoice No: Voucher Using Template
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012

Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1

Supplier Vendor
3208 Broadway
New York, NY 10027

*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice

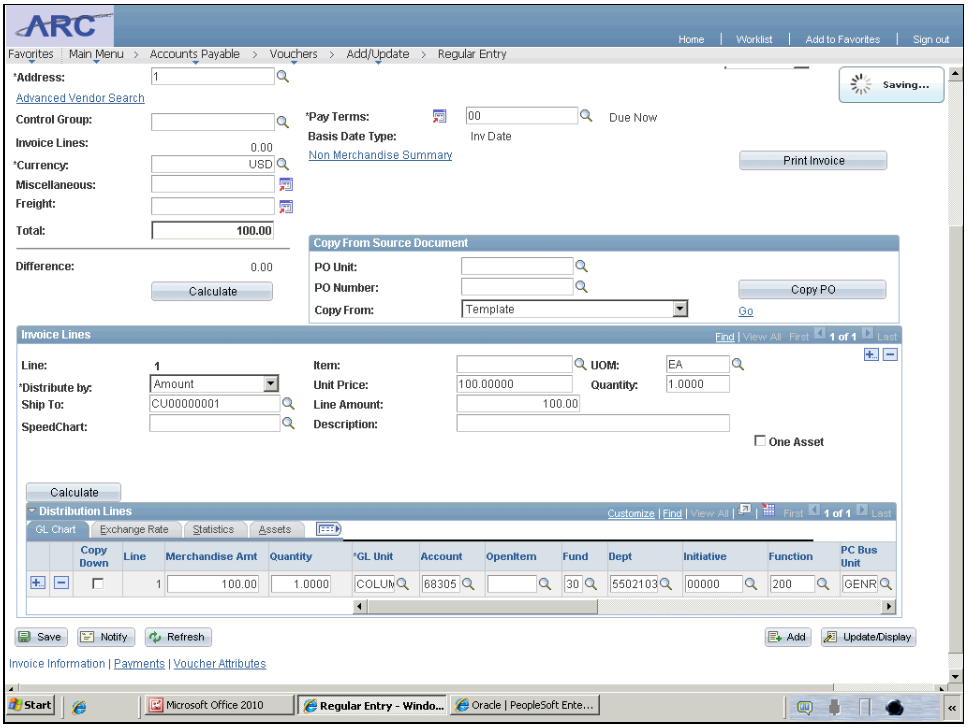
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 100.00
Difference: 0.00

*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

Copy From Source Document
PO Unit:
PO Number:
Copy From: Template

Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price: 100.00000
Line Amount: 100.00
Description:
UOM: EA
Quantity: 1.0000
☐ One Asset

Step	Action
67.	Scroll to the bottom of the page.


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Saving...
Advanced Vendor Search
Non Merchandise Summary
Print Invoice
Calculate
Copy PO
Go
Find | View All First 1 of 1 Last
Customize | Find | View All | First 1 of 1 Last
GL Chart | Exchange Rate | Statistics | Assets
Save | Notify | Refresh
Add | Update/Display
Invoice Information | Payments | Voucher Attributes
Start | Microsoft Office 2010 | Regular Entry - Windo... | Oracle | PeopleSoft Ente...

*Address: 1
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 100.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

Copy From Source Document

PO Unit:
PO Number:
Copy From: Template

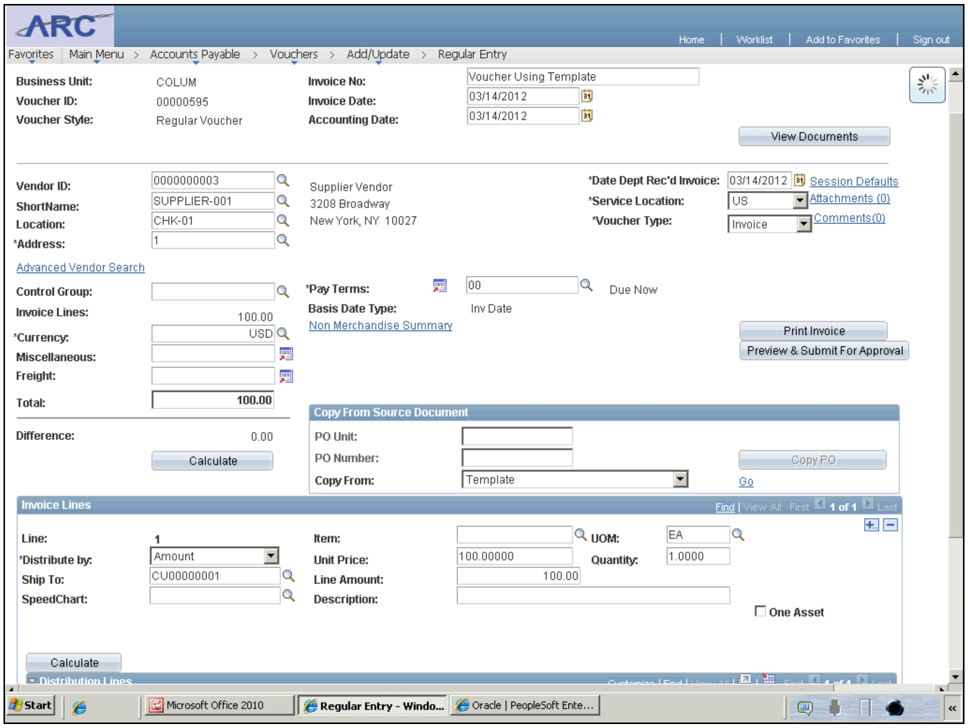
Invoice Lines

Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price: 100.00000
Line Amount: 100.00
Description:
UOM: EA
Quantity: 1.0000
☐ One Asset

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
☐	1	100.00	1.0000	COLUN	68305		30	5502103	00000	200	GENR

Step	Action
68.	Notice how Distribution and Line information has been copied from the Template Voucher. Click the **Save** button. Save


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
View Documents
Advanced Vendor Search
Session Defaults
Attachments (0)
Comments(0)
Non Merchandise Summary
Print Invoice
Preview & Submit For Approval
Calculate
Copy PO
Go
Find | View All First 1 of 1 Last
Distribution Lines
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Business Unit: COLUM
Voucher ID: 00000595
Voucher Style: Regular Voucher
Invoice No: Voucher Using Template
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012

Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1

Supplier Vendor
3208 Broadway
New York, NY 10027

*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice

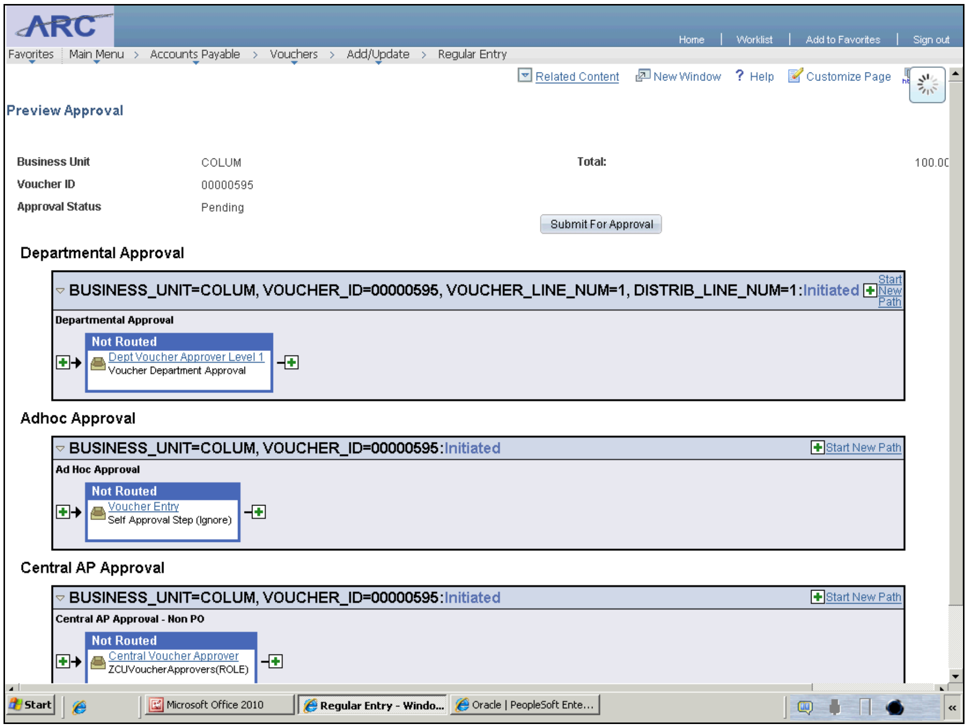
Control Group:
Invoice Lines: 100.00
*Currency: USD
Miscellaneous:
Freight:
Total: 100.00
Difference: 0.00

*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

Copy From Source Document
PO Unit:
PO Number:
Copy From: Template

Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price: 100.00000
Line Amount: 100.00
Description:
UOM: EA
Quantity: 1.0000
☐ One Asset

Step	Action
69.	Click the **Preview & Submit For Approval** button. Preview & Submit For Approval


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Related Content
New Window
Help
Customize Page
Submit For Approval
Start New Path
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Preview Approval

Business Unit COLUM
Voucher ID 00000595
Approval Status Pending
Total: 100.00

Departmental Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=00000595, VOUCHER_LINE_NUM=1, DISTRIB_LINE_NUM=1:Initiated
Departmental Approval
Not Routed
Dept Voucher Approver Level 1
Voucher Department Approval

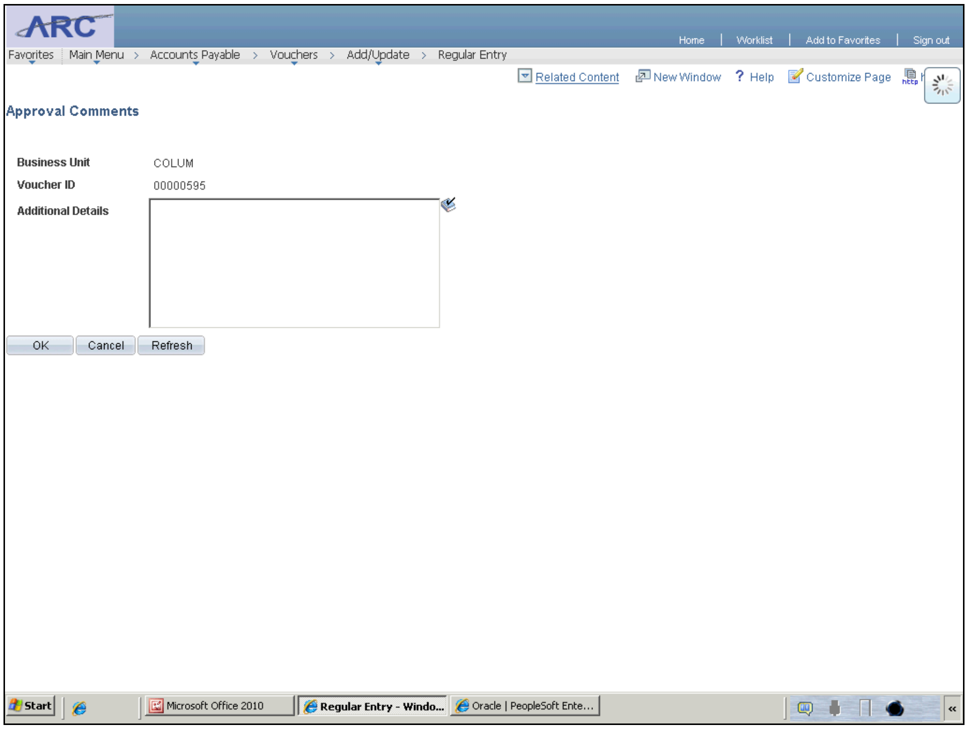
Adhoc Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=00000595:Initiated
Ad Hoc Approval
Not Routed
Voucher Entry
Self Approval Step (Ignore)

Central AP Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=00000595:Initiated
Central AP Approval - Non PO
Not Routed
Central Voucher Approver
ZCUVoucherApprovers(ROLE)

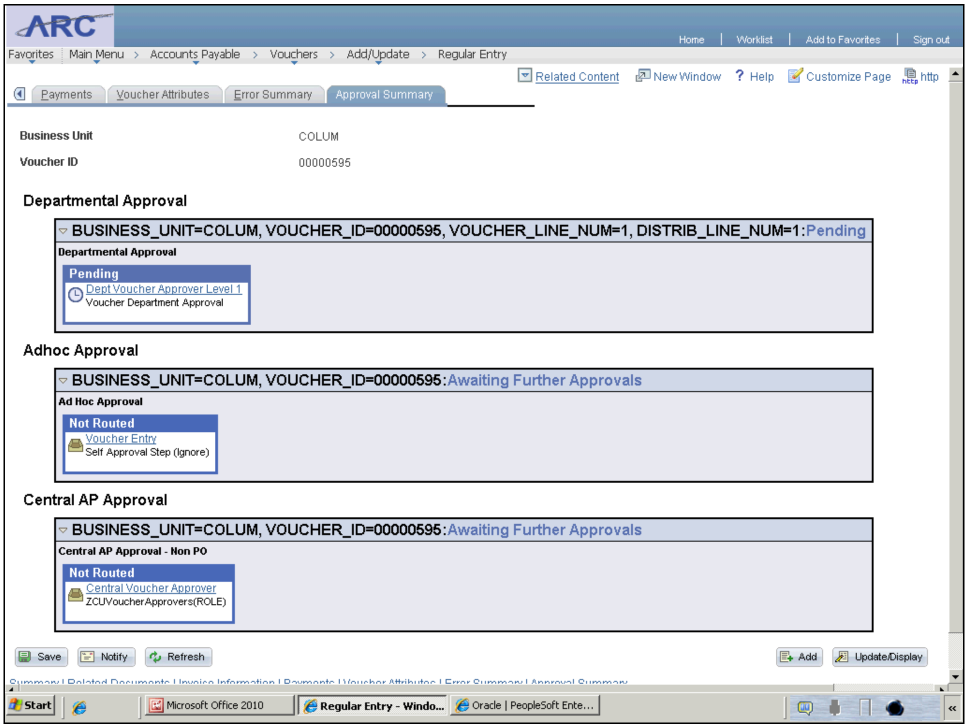
Step	Action
70.	Click the **Submit For Approval** button. Submit For Approval


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
OK
Cancel
Refresh
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Approval Comments

Business Unit COLUM
Voucher ID 00000595
Additional Details

Step	Action
71.	Click the **OK** button. OK


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
Payments
Voucher Attributes
Error Summary
Approval Summary
Save
Notify
Refresh
Add
Update/Display
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Business Unit	COLUM
Voucher ID	00000595

Departmental Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=00000595, VOUCHER_LINE_NUM=1, DISTRIB_LINE_NUM=1:Pending

Departmental Approval

Pending
Dept Voucher Approver Level 1
Voucher Department Approval

Adhoc Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=00000595:Awaiting Further Approvals

Ad Hoc Approval

Not Routed
Voucher Entry
Self Approval Step (Ignore)

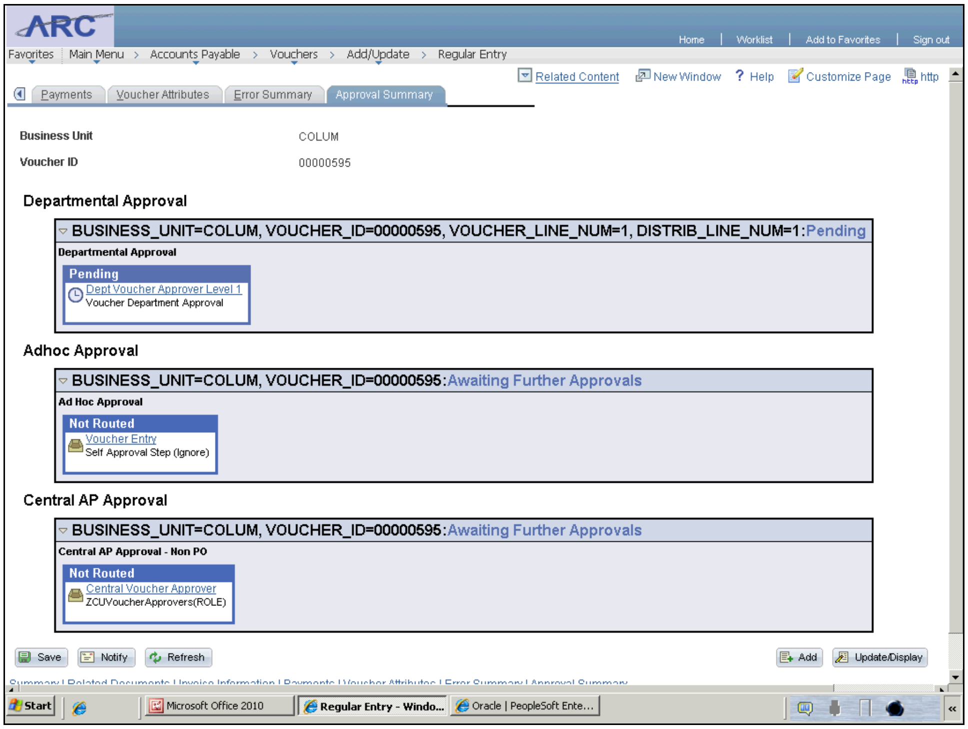
Central AP Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=00000595:Awaiting Further Approvals

Central AP Approval - Non PO

Not Routed
Central Voucher Approver
ZCUVoucherApprovers(ROLE)

Step	Action
72.	See the approval workflow routing upon voucher submission.


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
Payments
Voucher Attributes
Error Summary
Approval Summary
Save
Notify
Refresh
Add
Update/Display
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Business Unit COLUM
Voucher ID 00000595

Departmental Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=00000595, VOUCHER_LINE_NUM=1, DISTRIB_LINE_NUM=1:Pending

Departmental Approval

Pending
Dept Voucher Approver Level 1
Voucher Department Approval

Adhoc Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=00000595:Awaiting Further Approvals

Ad Hoc Approval

Not Routed
Voucher Entry
Self Approval Step (Ignore)

Central AP Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=00000595:Awaiting Further Approvals

Central AP Approval - Non PO

Not Routed
Central Voucher Approver
ZCUVoucherApprovers(ROLE)

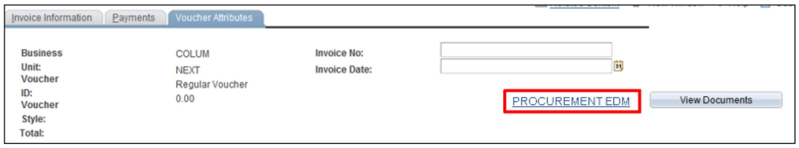
Step	Action
73.	You have successfully created a Template Voucher .You can now select the next lesson, *Accessing Voucher Related Documents.* **End of Procedure.**

Electronic Document Management (OnBase)

When a voucher is entered within ARC, data is simultaneously fed to OnBase, the electronic document management system that interacts with ARC. Within OnBase, data is organized according to voucher number. Once a voucher is saved in ARC, users can navigate to the document management website to print a barcode, which will allow users to scan documents to OnBase to be associated with the voucher. Once documents are scanned, users can access the documents via the 'View Documents' button on the Voucher page in ARC.

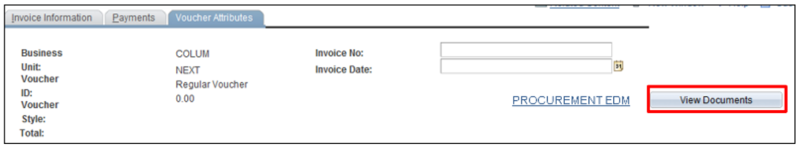
The following details explain the process for scanning documents:

- The **Procurement EDM** button -- If there are currently no documents associated with a voucher number within OnBase, you can push the **Procurement EDM** button in ARC to upload documents related to a particular voucher. Upon uploading these documents, they will automatically be inputted into OnBase for other users to access



Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Voucher Total: 0.00
Invoice No:
Invoice Date:

- The **View Documents** button -- When you push the **View Documents** button in ARC, OnBase will generate and display all the documents associated with that particular voucher number



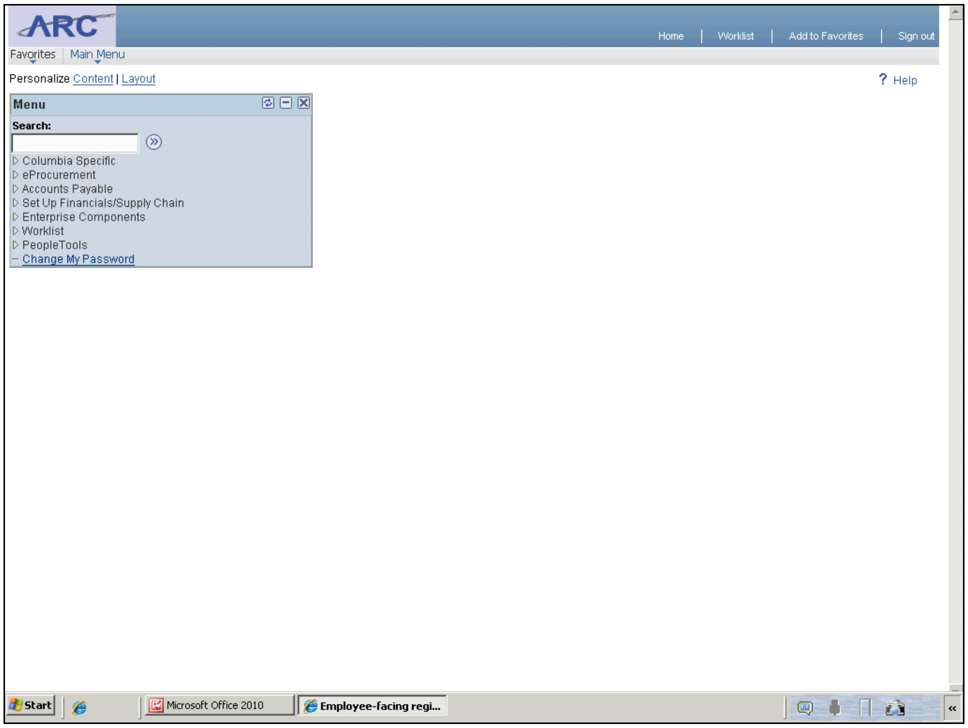
Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Voucher Total: 0.00
Invoice No:
Invoice Date:

Throughout the following topic, consider a time when you have faced a similar scenario: Mark has a paper invoice of services rendered that he thinks would be helpful for Patty when she's reviewing/approving the voucher associated with this transaction. Mark needs to upload the document into OnBase.

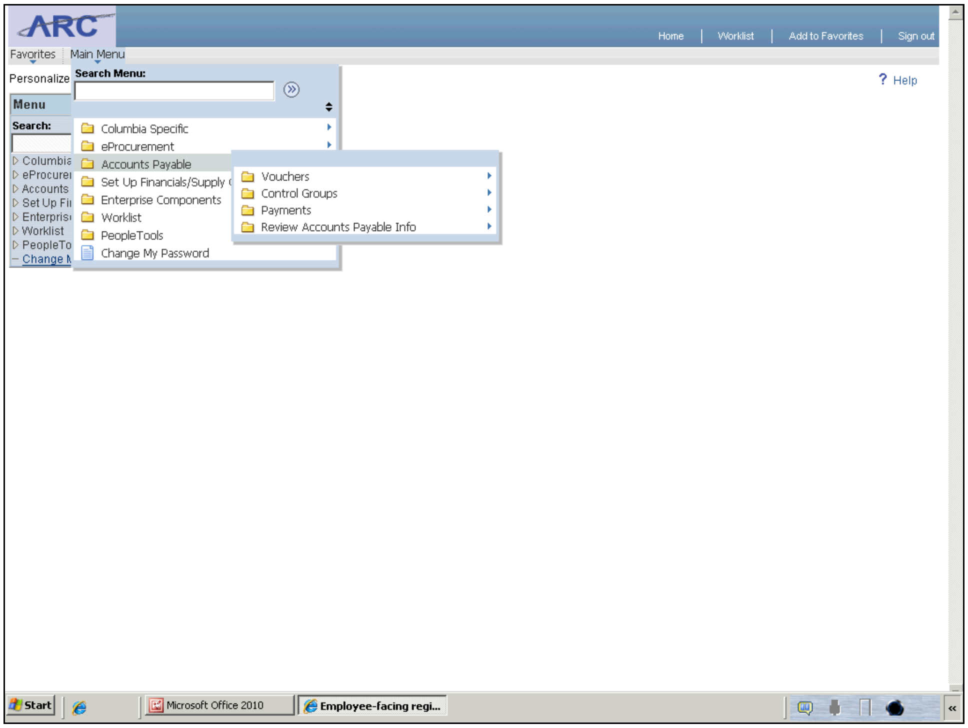
Estimated time needed to complete topic: 3 minutes

Procedure

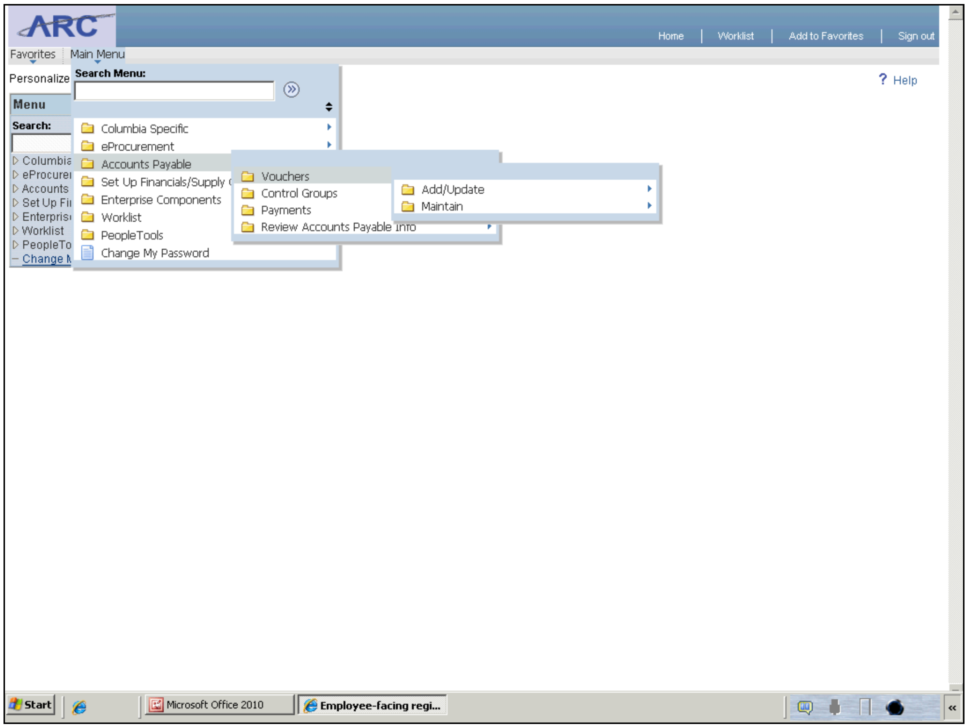
Welcome to the *Electronic Document Management* topic. In this scenario you will access and upload documents in ARC.


ARC
Home
Worklist
Add to Favorites
Sign out
Favorites
Main Menu
Personalize Content | Layout
? Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply Chain
Enterprise Components
Worklist
PeopleTools
Change My Password
Start
Microsoft Office 2010
Employee-facing regi...

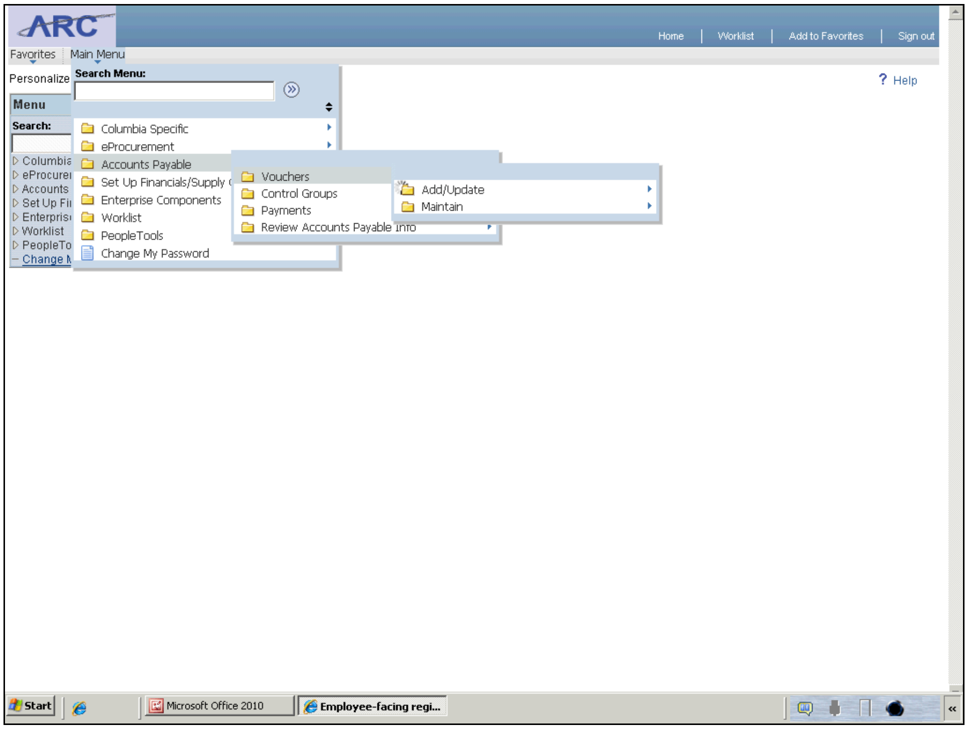
Step	Action
1.	First you will identify the voucher for which you would like to view and upload documents. Click the **Main Menu** button. Main Menu


ARC
Home
Worklist
Add to Favorites
Sign out
Favorites
Main Menu
Personalize
Search Menu:
Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply
Enterprise Components
Worklist
PeopleTools
Change My Password
Vouchers
Control Groups
Payments
Review Accounts Payable Info
Start
Microsoft Office 2010
Employee-facing regi...

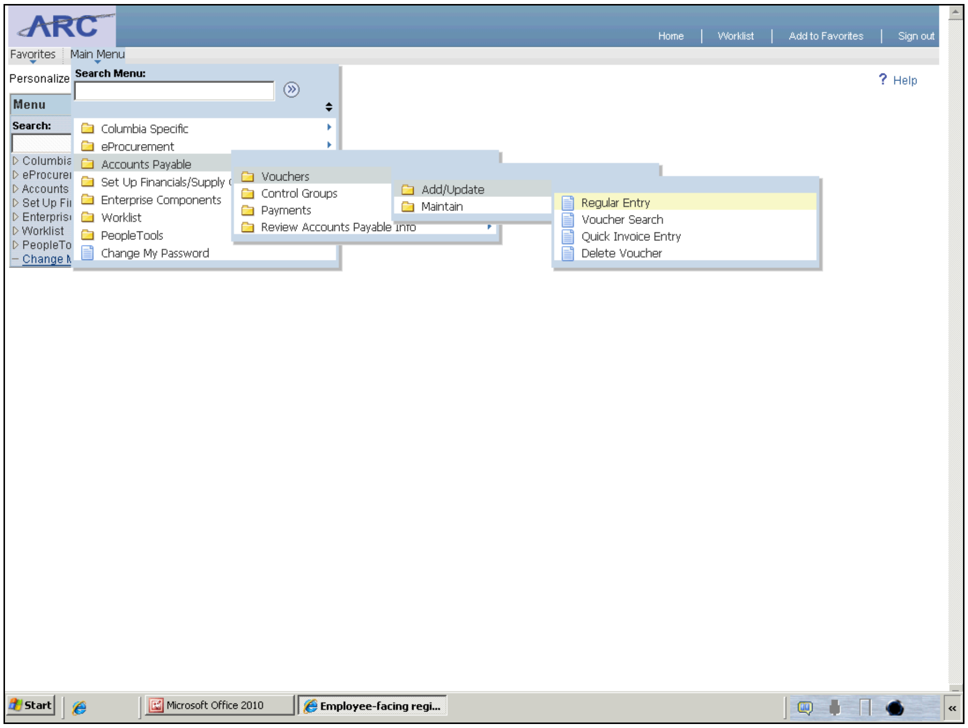
Step	Action
2.	Select the **Accounts Payable** menu.


ARC
Home
Worklist
Add to Favorites
Sign out
Favorites
Main Menu
Personalize
Search Menu:
Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply
Enterprise Components
Worklist
PeopleTools
Change My Password
Vouchers
Control Groups
Payments
Review Accounts Payable Info
Add/Update
Maintain
Start
Microsoft Office 2010
Employee-facing regi...

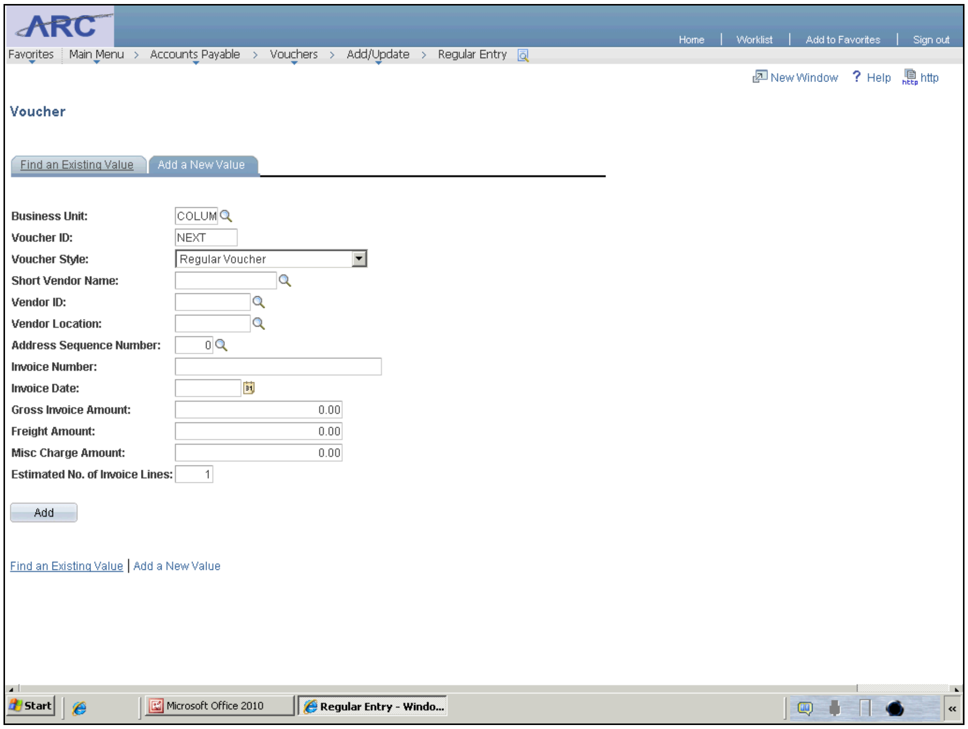
Step	Action
3.	Click the **Vouchers** menu.


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu
Personalize
Search Menu:
Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply
Enterprise Components
Worklist
PeopleTools
Change My Password
Vouchers
Control Groups
Payments
Review Accounts Payable Info
Add/Update
Maintain
Start
Microsoft Office 2010
Employee-facing regi...

Step	Action
4.	Click the **Add/Update** menu.


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites
Main Menu
Personalize
Search Menu:
Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply Chain
Enterprise Components
Worklist
PeopleTools
Change My Password
Vouchers
Control Groups
Payments
Review Accounts Payable Info
Add/Update
Maintain
Regular Entry
Voucher Search
Quick Invoice Entry
Delete Voucher
Start
Microsoft Office 2010
Employee-facing regi...

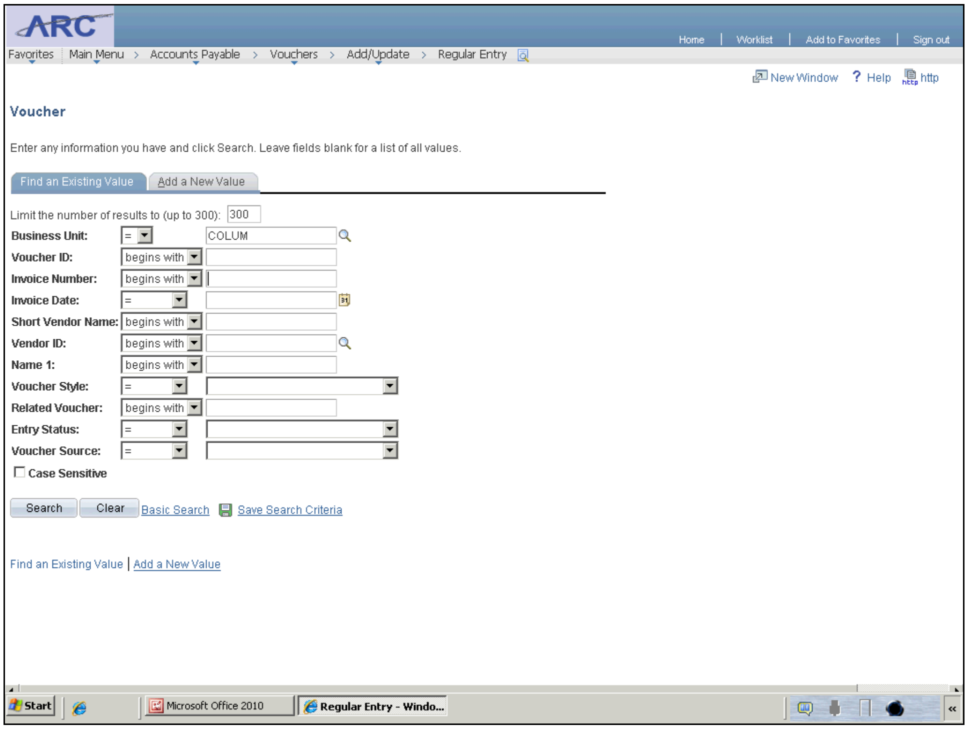
Step	Action
5.	Click the **Regular Entry** menu. Regular Entry


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window
Help
http
Find an Existing Value
Add a New Value
Add
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...

Voucher

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

Step	Action
6.	Click the **Find an Existing Value** tab to search for an existing voucher.


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window ? Help http
Find an Existing Value | Add a New Value
Search
Clear
Basic Search
Save Search Criteria
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...

Voucher

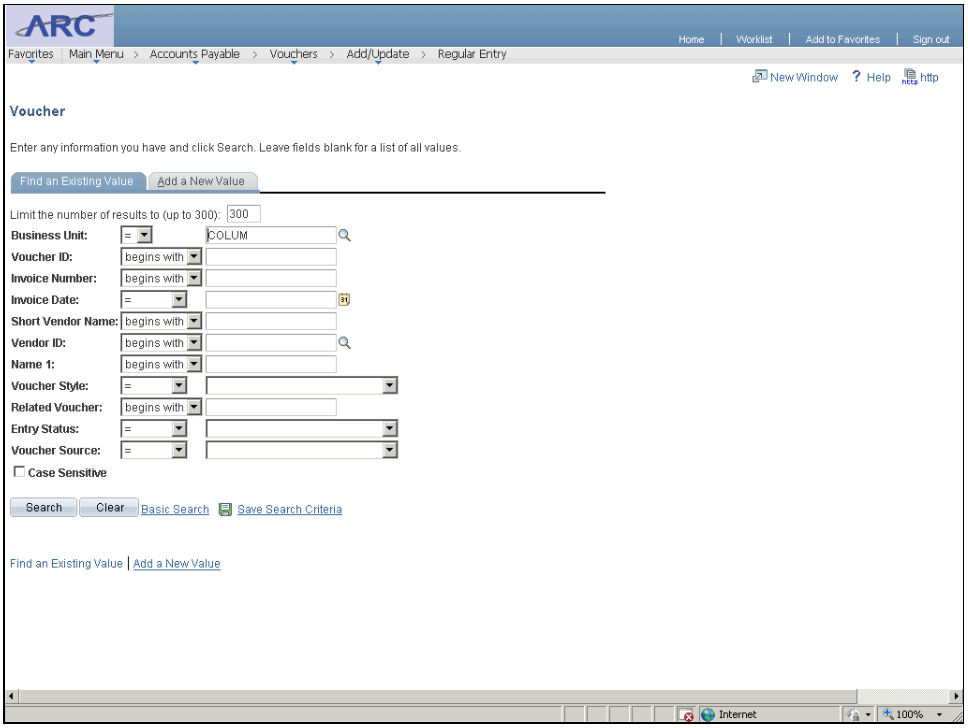
Enter any information you have and click Search. Leave fields blank for a list of all values.

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:	=	

☐ **Case Sensitive**

Step	Action
7.	Click in the **Invoice Number** field.


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

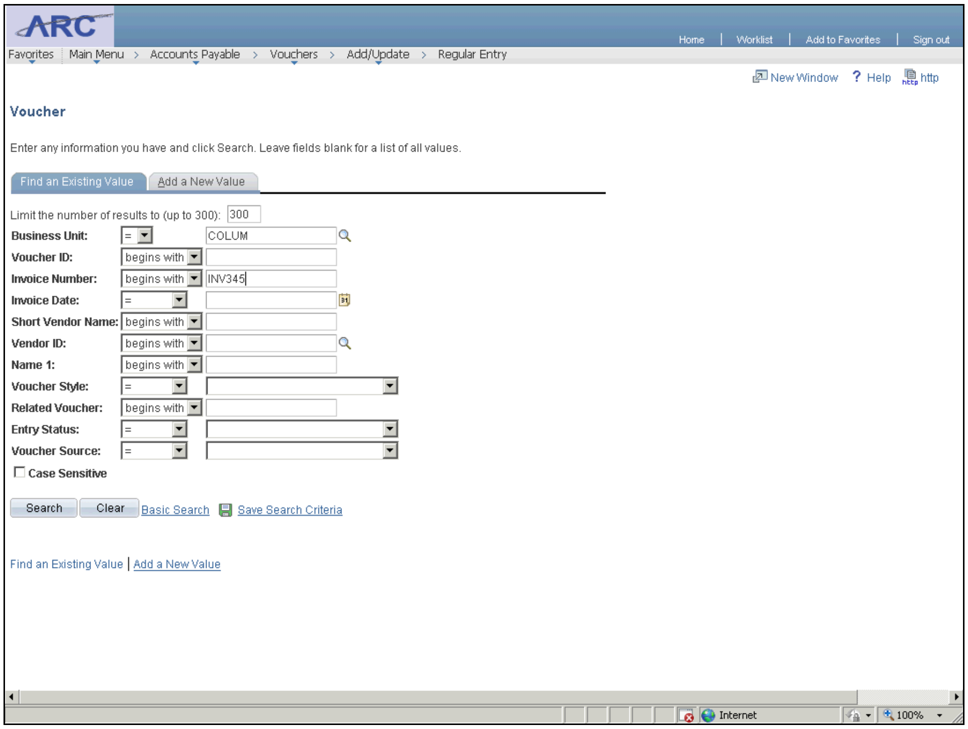
Limit the number of results to (up to 300): 300

Business Unit:	=	COLUM
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:	=	

☐ **Case Sensitive**

Search
Clear
Basic Search
Save Search Criteria
Find an Existing Value | Add a New Value
Internet
100%

Step	Action
8.	Enter the desired information into the **Invoice Number** field. Enter "**INV345**".


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

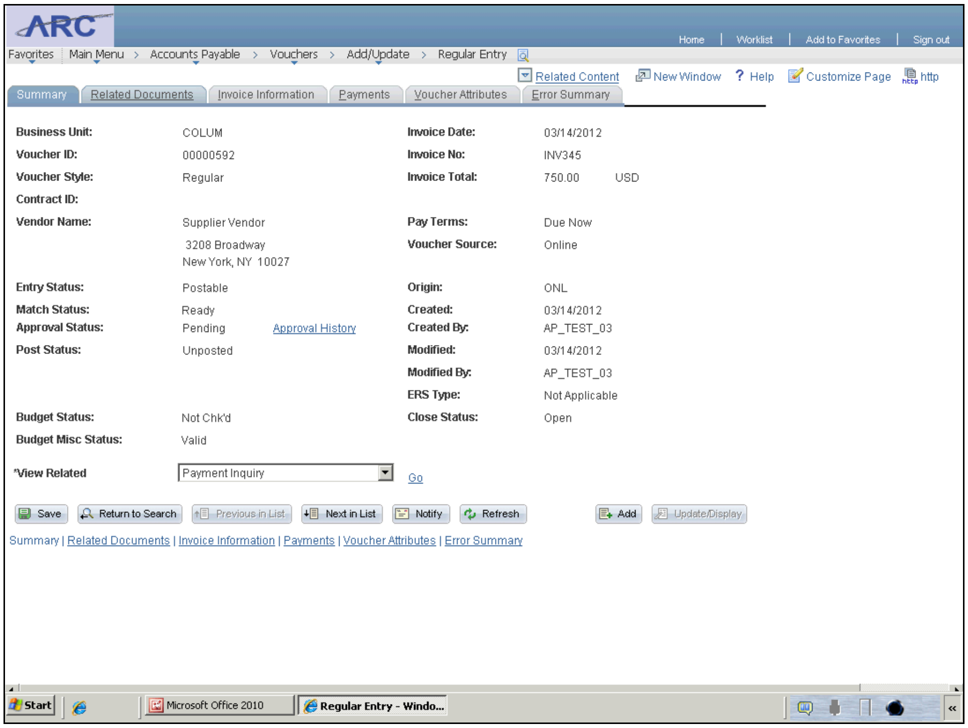
Limit the number of results to (up to 300): 300

Business Unit:	=	COLUM
Voucher ID:	begins with	
Invoice Number:	begins with	INV345
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:	=	

☐ **Case Sensitive**

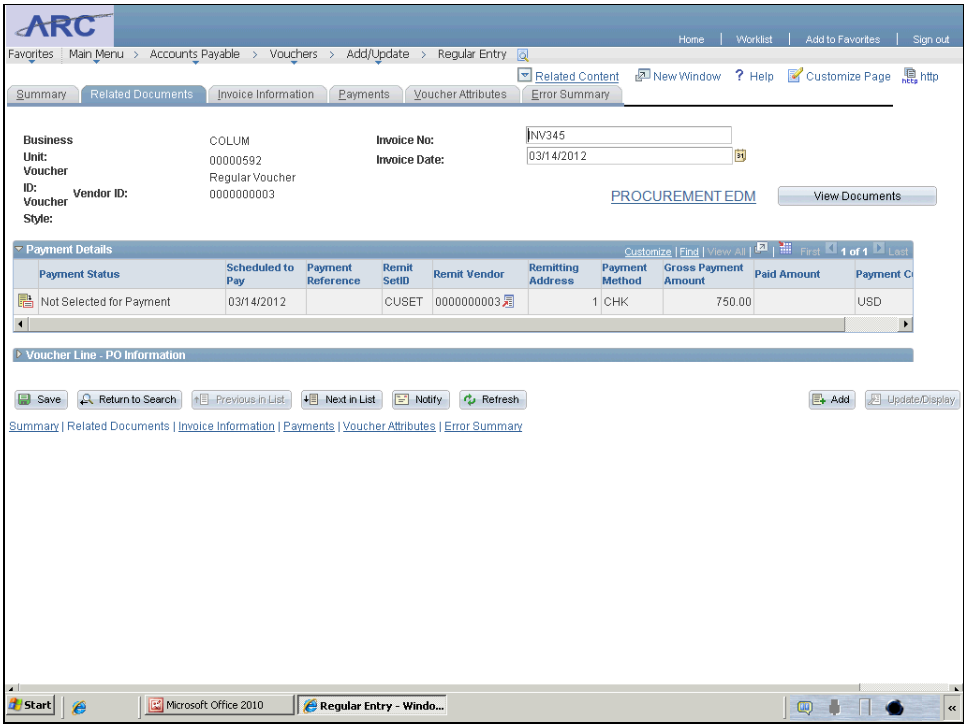
Search
Clear
Basic Search
Save Search Criteria
Find an Existing Value | Add a New Value
Internet
100%

Step	Action
9.	Click the **Search** button. Search


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
Summary
Related Documents
Invoice Information
Payments
Voucher Attributes
Error Summary
Save
Return to Search
Previous in List
Next in List
Notify
Refresh
Add
Update/Display
Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary
Start
Microsoft Office 2010
Regular Entry - Windo...

Business Unit: COLUM
Voucher ID: 00000592
Voucher Style: Regular
Contract ID:
Vendor Name: Supplier Vendor
3208 Broadway
New York, NY 10027
Entry Status: Postable
Match Status: Ready
Approval Status: Pending Approval History
Post Status: Unposted
Budget Status: Not Chk'd
Budget Misc Status: Valid
Invoice Date: 03/14/2012
Invoice No: INV345
Invoice Total: 750.00 USD
Pay Terms: Due Now
Voucher Source: Online
Origin: ONL
Created: 03/14/2012
Created By: AP_TEST_03
Modified: 03/14/2012
Modified By: AP_TEST_03
ERS Type: Not Applicable
Close Status: Open
*View Related: Payment Inquiry Go

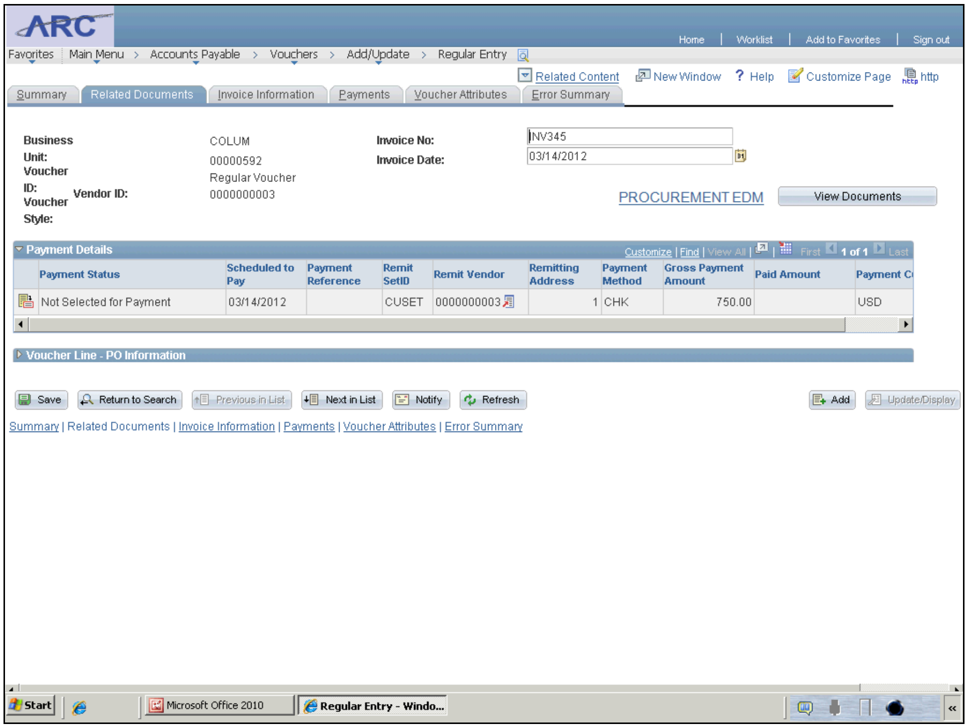
Step	Action
10.	Click the **Related Documents** tab. Related Documents


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
Summary
Related Documents
Invoice Information
Payments
Voucher Attributes
Error Summary
PROCUREMENT EDM
View Documents
Payment Details
Customize | Find | View All
First 1 of 1 Last
Voucher Line - PO Information
Save
Return to Search
Previous in List
Next in List
Notify
Refresh
Add
Update/Display
Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary
Start
Microsoft Office 2010
Regular Entry - Windo...

Business Unit: COLUM
Voucher ID: 00000592
Voucher Style: Regular Voucher
Vendor ID: 0000000003
Invoice No: INV345
Invoice Date: 03/14/2012

Payment Status	Scheduled to Pay	Payment Reference	Remit SetID	Remit Vendor	Remitting Address	Payment Method	Gross Payment Amount	Paid Amount	Payment C
Not Selected for Payment	03/14/2012		CUSET	0000000003	1	CHK	750.00		USD

Step	Action
11.	Click the **PROCUREMENT EDM** link which will create a barcode you can use to scan documents related to this voucher into OnBase. Click this job aid (http://files/gateway/content/training/job_aids/Job_Aid_Uploading_OnBase_Documents.pdf)to learn more about uploading documents into OnBase. PROCUREMENT EDM

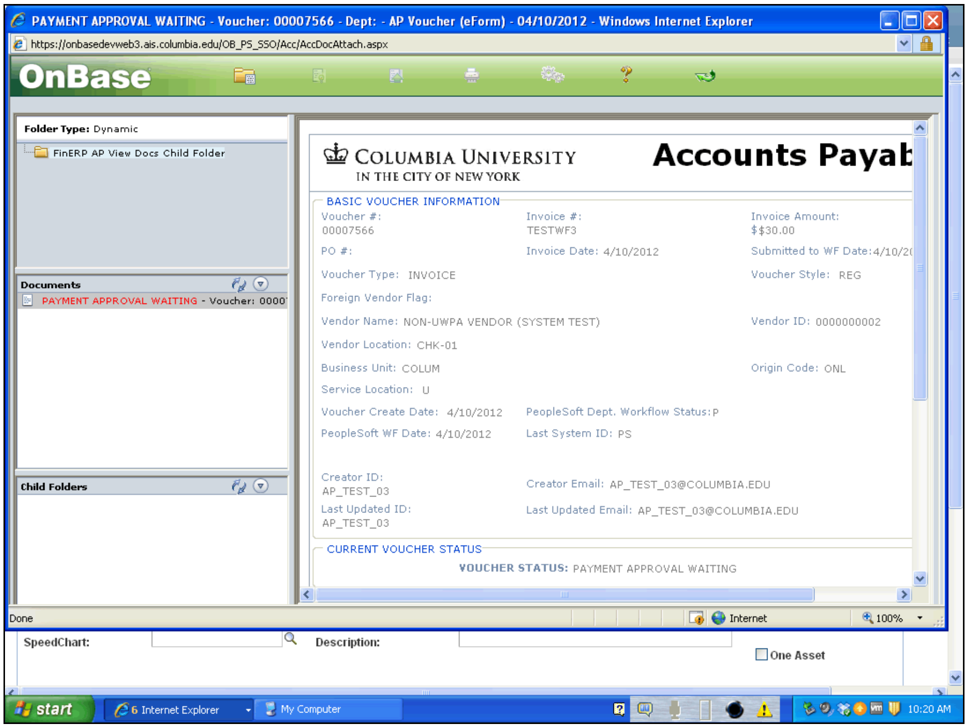

Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Related Content | New Window | Help | Customize Page | http
Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary
PROCUREMENT EDM
View Documents
Customize | Find | View All | First 1 of 1 Last
Voucher Line - PO Information
Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display
Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary
Start | Microsoft Office 2010 | Regular Entry - Windo...

Business Unit: COLUM
Voucher ID: 00000592
Voucher Style: Regular Voucher
Vendor ID: 0000000003
Invoice No: INV345
Invoice Date: 03/14/2012

Payment Details

Payment Status	Scheduled to Pay	Payment Reference	Remit SetID	Remit Vendor	Remitting Address	Payment Method	Gross Payment Amount	Paid Amount	Payment C
Not Selected for Payment	03/14/2012		CUSET	0000000003	1	CHK	750.00		USD

Step	Action
12.	Click the **View Documents** button to launch OnBase and view all documents related to this voucher. View Documents


PAYMENT APPROVAL WAITING - Voucher: 00007566 - Dept: - AP Voucher (eForm) - 04/10/2012 - Windows Internet Explorer
https://onbasedevweb3.ais.columbia.edu/OB_PS_SSO/Acc/AccDocAttach.aspx
OnBase
Folder Type: Dynamic
FinERP AP View Docs Child Folder
Documents
PAYMENT APPROVAL WAITING - Voucher: 0000
Child Folders
Done
Internet
100%
start
6 Internet Explorer
My Computer
10:20 AM

COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

Accounts Payab

BASIC VOUCHER INFORMATION

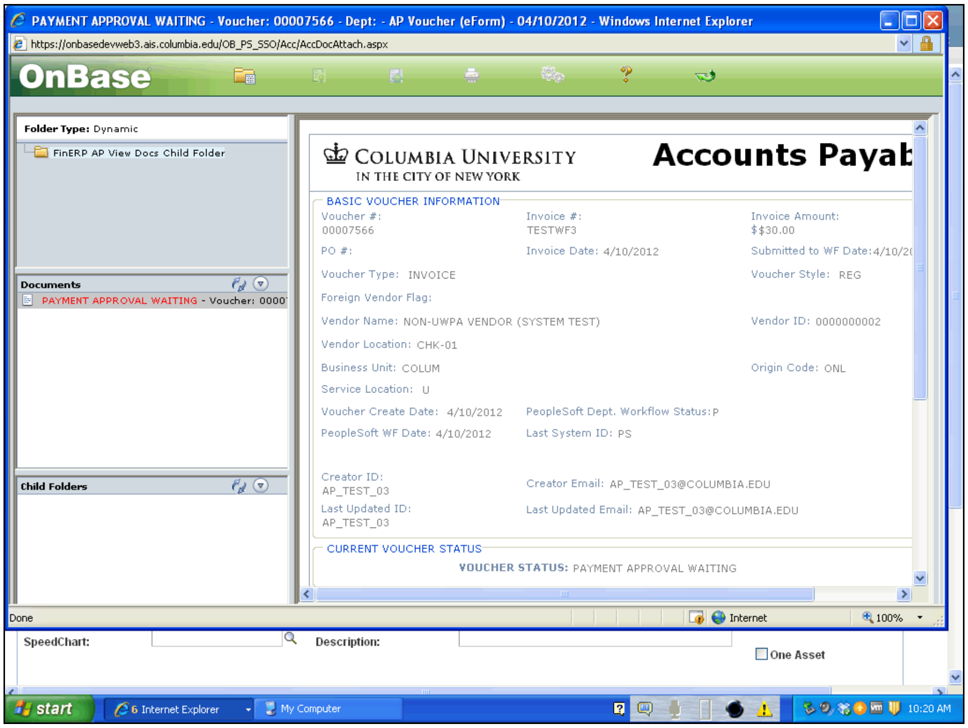
Voucher #: 00007566
Invoice #: TESTWF3
Invoice Amount: $$30.00
PO #:
Invoice Date: 4/10/2012
Submitted to WF Date: 4/10/2(
Voucher Type: INVOICE
Voucher Style: REG
Foreign Vendor Flag:
Vendor Name: NON-UWPA VENDOR (SYSTEM TEST)
Vendor ID: 0000000002
Vendor Location: CHK-01
Business Unit: COLUM
Origin Code: ONL
Service Location: U
Voucher Create Date: 4/10/2012
PeopleSoft Dept. Workflow Status: P
PeopleSoft WF Date: 4/10/2012
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: PAYMENT APPROVAL WAITING

SpeedChart:
Description:
☐ One Asset

Step	Action
13.	OnBase will automatically open and display the documents associated with this voucher.


PAYMENT APPROVAL WAITING - Voucher: 00007566 - Dept: - AP Voucher (eForm) - 04/10/2012 - Windows Internet Explorer

COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

Accounts Payab

BASIC VOUCHER INFORMATION

Voucher #: 00007566
Invoice #: TESTWF3
Invoice Amount: $$30.00
PO #:
Invoice Date: 4/10/2012
Submitted to WF Date: 4/10/2(
Voucher Type: INVOICE
Voucher Style: REG
Foreign Vendor Flag:
Vendor Name: NON-UWPA VENDOR (SYSTEM TEST)
Vendor ID: 0000000002
Vendor Location: CHK-01
Business Unit: COLUM
Origin Code: ONL
Service Location: U
Voucher Create Date: 4/10/2012
PeopleSoft Dept. Workflow Status: P
PeopleSoft WF Date: 4/10/2012
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: PAYMENT APPROVAL WAITING

SpeedChart:
Description:
☐ One Asset

Step	Action
14.	You have successfully completed the *Creating Vouchers* lesson. You can now select the next lesson, *Managing Voucher Errors and Exceptions.* **End of Procedure.**

Vouchers for Vendor Advances and Employee Reimbursements

This is the *Vouchers for Vendor Advances and Employee Reimbursements* lesson of the *Voucher Processing* course. Upon completion of this lesson, you will be able to:

- Create vouchers for employee vendor advances
- Create vouchers for non-employee vendor advances
- Create vouchers for employee reimbursements

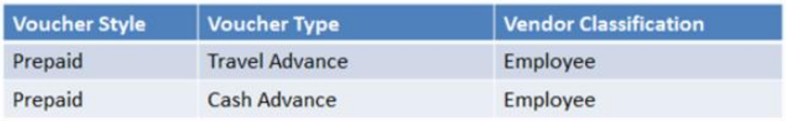
Estimated time needed to complete lesson: 10 minutes

Advances and Reimbursements

Employee Advances

In certain cases, employees need to receive a travel or cash advance for their business-related activities. In the event an employee needs an advance, the Voucher Initiator would enter a Prepaid Voucher that references a Voucher Type of either ‘Travel Advance’ or ‘Cash Advance’.

The following table summarizes the appropriate Voucher Types and Voucher Styles for Travel Advances and Cash Advances:



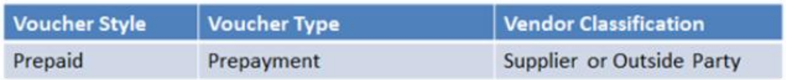
Voucher Style	Voucher Type	Vendor Classification
Prepaid	Travel Advance	Employee
Prepaid	Cash Advance	Employee

For additional detail on entering these Voucher Styles, please reference the *Creating Prepaid Vouchers to Employees* topic in this course.

Non-Employee Vendor Advances

In certain cases, non-employee vendors (suppliers) need to receive advances for certain business transactions or functions, i.e. prepaid conference registration fees. In the event a non-employee vendor needs to be paid an advance, a Voucher Initiator would create a Prepaid Voucher that references a Voucher Type of ‘Prepayment’.

The following table summarizes the appropriate Voucher Type and Voucher Style for a non-employee prepaid advance:



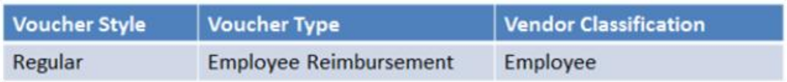
Voucher Style	Voucher Type	Vendor Classification
Prepaid	Prepayment	Supplier or Outside Party

For additional detail on entering these Voucher Styles, please reference the *Creating Prepaid Vouchers to Non-Employee Vendors* topic in this course.

Employee Reimbursements

In certain cases, employees need to receive reimbursements for their business-related activities. In the event an employee needs to be reimbursed or needs to enter a reimbursement to reconcile against an advance, the Voucher Initiator would enter a Regular Voucher that references a Voucher Type of ‘Employee Reimbursement’.

The following table summarizes the appropriate Voucher Type and Voucher Style for Employee Reimbursements:



Voucher Style	Voucher Type	Vendor Classification
Regular	Employee Reimbursement	Employee

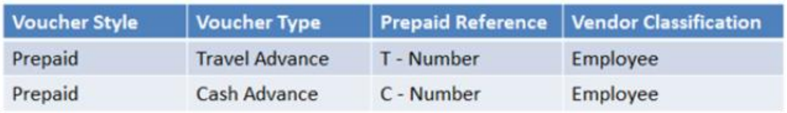
For additional detail on entering these Voucher Styles, please reference the *Creating Regular Vouchers for Employee Reimbursements* topic in this course.

Creating Prepaid Vouchers for Employee Advances

Within ARC, there may be times when a voucher needs to be created to process an advance to an employee for business activities. This could consist of employee travel advances and employee cash advances. In this case, you would create a Prepaid voucher.

In the event an employee needs a travel or cash advance, the Voucher Initiator would enter a voucher with a ‘Prepaid’ Voucher Style that references a Voucher Type of either ‘Travel Advance’ or ‘Cash Advance’.

The following table summarizes the appropriate Voucher Types and Voucher Styles for Travel Advances and Cash Advances:



Voucher Style	Voucher Type	Prepaid Reference	Vendor Classification
Prepaid	Travel Advance	T - Number	Employee
Prepaid	Cash Advance	C - Number	Employee

The business process for generating employee travel advances and cash advances in ARC consists of the following steps:

- Complete the Payment Advance Form (formerly Travel Advance Form) located on the Procurement Website. The form will require you to define the type of advance being processed (Travel Advance, Cash Advance, Prepayment Advance), and will subsequently generate the applicable advance number (i.e. T – Number, C – Number, P – Number)
- Enter a voucher in ARC with a ‘Prepaid’ Voucher Style
- Enter an employee vendor and designate the Voucher Type as either ‘Travel Advance’ or ‘Cash Advance’.
- Enter a ‘Prepayment Reference’ on the voucher (i.e., T – Number or C - Number).
- The Prepayment Reference (T - Number or C - Number) is generated from the Payment Advance Web Form. Enter the remaining voucher header, line and distribution information. Prepaid vouchers only allow for a single distribution line ChartString where the natural Account on the distribution line will be defaulted to a pre-defined prepaid expense account.
- Submit the voucher for approval.
- Scan and attach the appropriate back up documentation in EDM which will be viewable by selecting the View Documents button on the voucher in ARC.
- The Travel Approver(s) will approve the Prepaid Voucher for the Travel Advance or Cash Advance (see additional details in the *Approving Prepaid Vouchers for Employee Advances* in the *Managing Procurement Approvals* course). Based on selecting the Voucher Type of Travel Advance or Cash Advance, the voucher will route to the appropriate Travel Voucher approver(s) for approval.
- Once approved, the Prepaid Voucher will be budget checked, posted, and paid. The Voucher Posting process debits the prepaid expense account.
- When the business activity requiring the advance has been completed, enter a voucher with a Regular Voucher Style to reconcile against the Prepaid voucher to denote how the advance was expensed.
- Enter the same employee vendor that was entered on the Prepaid Voucher and designate the Voucher Type as ‘Employee Reimbursement’.

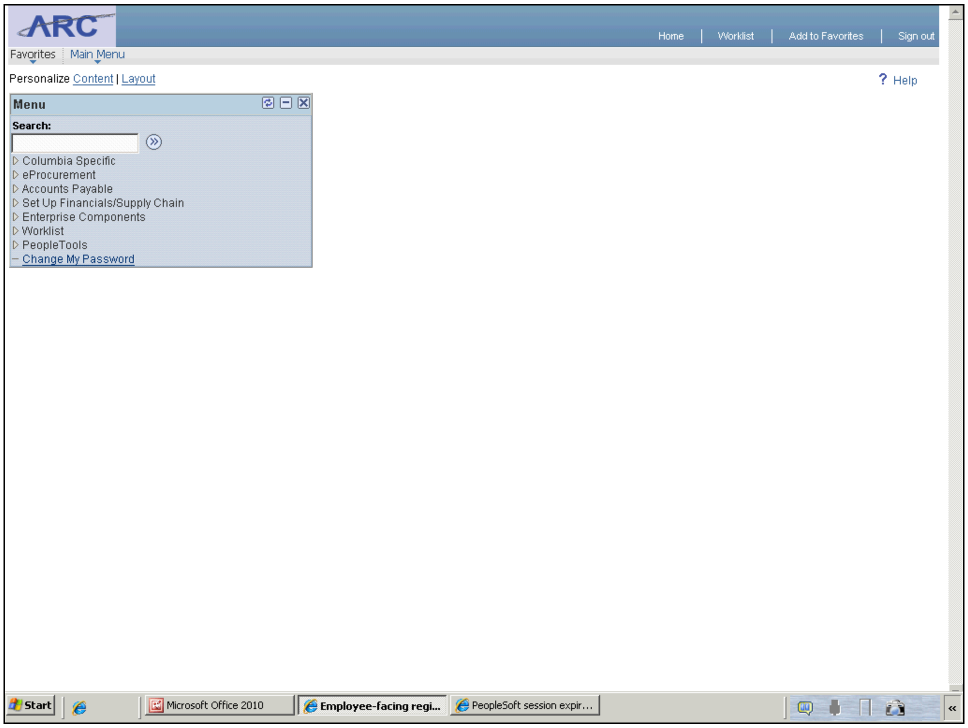
- Enter the same Prepayment Reference (T - Number or C - Number) that was entered on the Prepaid Voucher. This ensures that the Regular Voucher is applied against the Prepaid voucher.
- The system deducts the payment made on the prepaid voucher from the regular voucher's scheduled payment and remits the balance to the employee (if applicable). Enter the remaining header, line and distribution ChartString to allocate the reimbursement to the appropriate natural expense Account.
- Submit the voucher for approval.
- Send an email notification via the ‘Notify’ button on the voucher page to the appropriate Travel Approver to alert them that an employee reimbursement is pending their approval. (Optional). The Notify functionality will send an email to the user defined in the notification template with a link to the transaction. The recipient will click the link in the email which will pull up the transaction in ARC, allowing the approver to review the voucher.
- The Travel Approver(s) will approve the Regular Voucher for the Employee Reimbursement. Based on selecting the Voucher Type of Employee Reimbursement, the voucher will route to the appropriate Travel Voucher approver(s) for approval.
- Once approved, the Regular Voucher will be budget checked and posted. The voucher posting process credits the prepaid expense account and debits the expense account(s). Voucher Post also applies the Regular Voucher to the Prepaid Voucher to reconcile the Travel Advance or Cash Advance.

Throughout the following topic, imagine a time you've faced a similar scenario: An employee in Mark's department is going on a business trip to make a presentation. He receives a travel advance prepayment in order to have cash on-hand to pay for expenses as they are incurred. Mark needs to enter a prepaid voucher in order to process the travel advance.

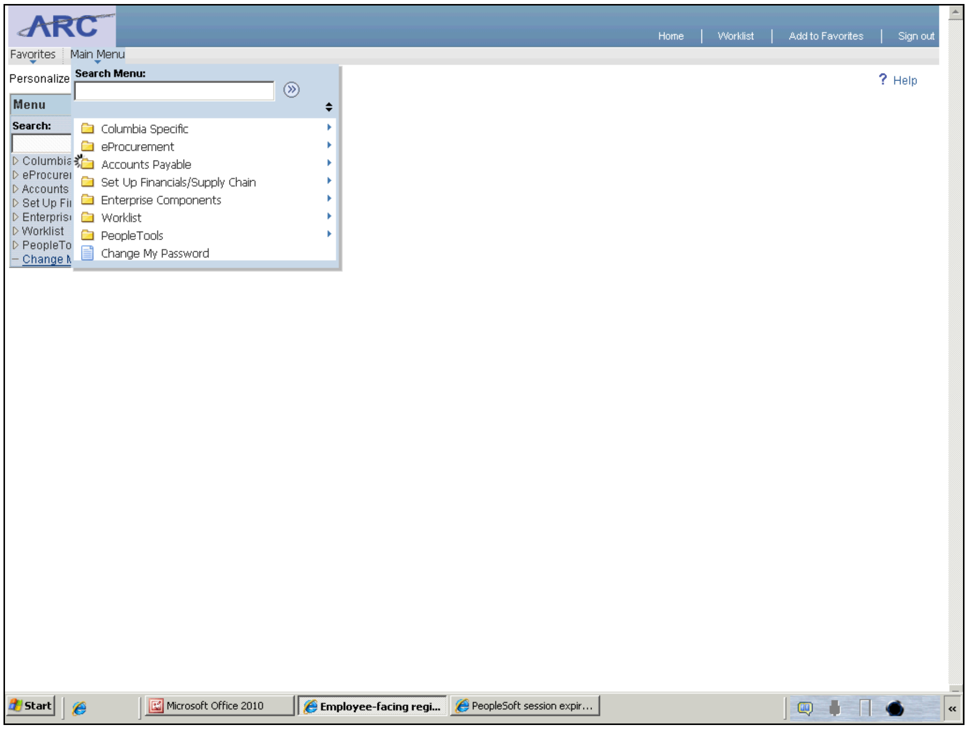
Estimated time needed to complete topic: 3 minutes

Procedure

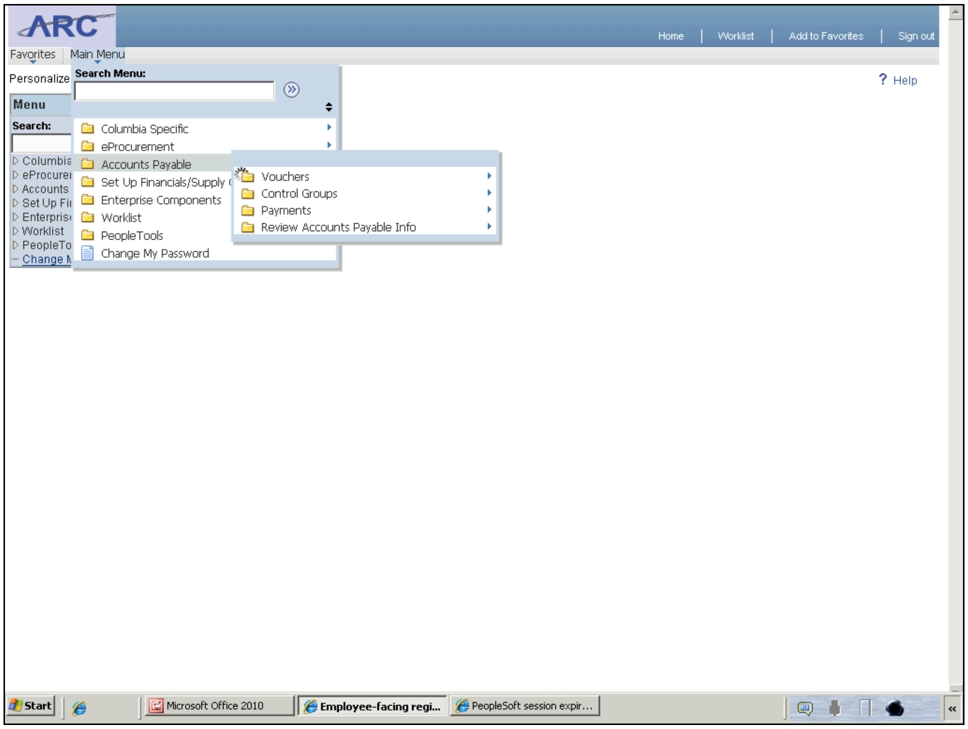
Welcome to the *Creating a Prepaid Voucher* topic. In this scenario you will create a prepaid voucher for an employee advance.


ARC
Home
Worklist
Add to Favorites
Sign out
Favorites
Main Menu
Personalize Content | Layout
Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply Chain
Enterprise Components
Worklist
PeopleTools
Change My Password
Start
Microsoft Office 2010
Employee-facing regi...
PeopleSoft session expir...

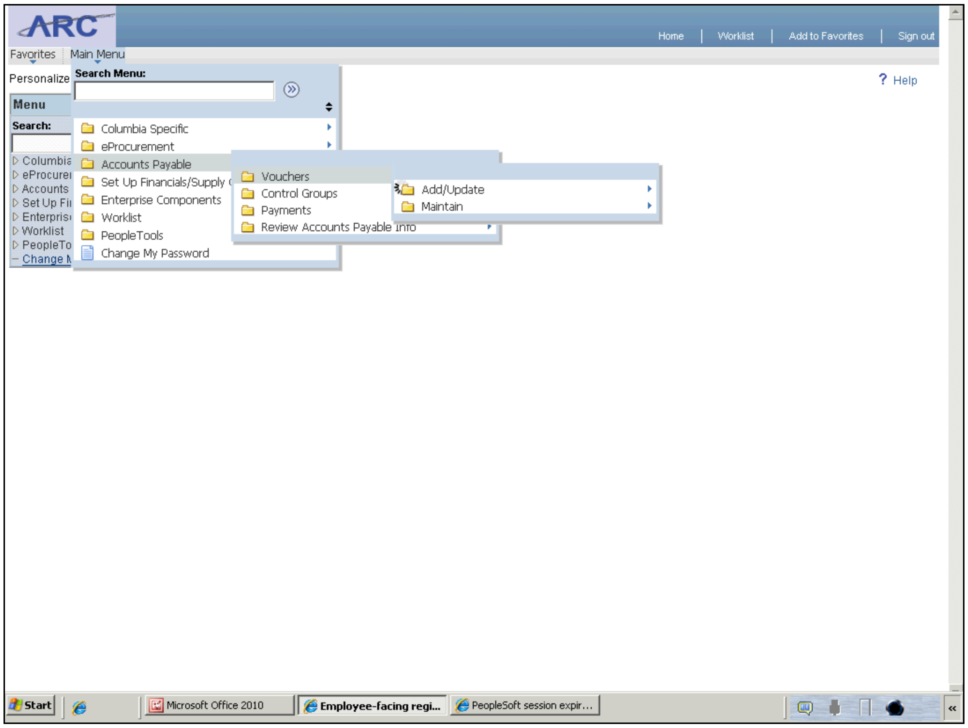
Step	Action
1.	Click the **Main Menu** button.

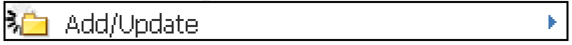

ARC
Home
Worklist
Add to Favorites
Sign out
Favorites
Main Menu
Personalize
Search Menu:
Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply Chain
Enterprise Components
Worklist
PeopleTools
Change My Password
Start
Microsoft Office 2010
Employee-facing regi...
PeopleSoft session expir...

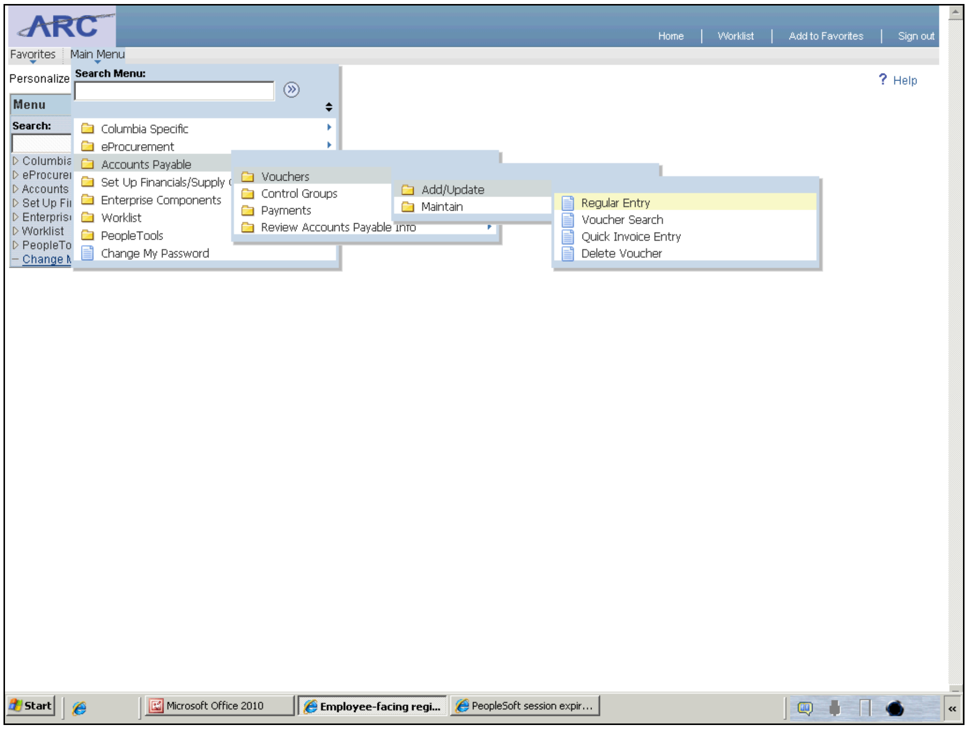
Step	Action
2.	Click the **Accounts Payable** menu. Accounts Payable

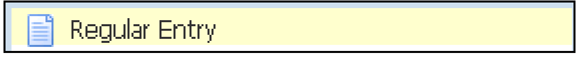

ARC
Home | Worklist | Add to Favorites | Sign out
Favorites
Main Menu
Personalize
Search Menu:
? Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply
Enterprise Components
Worklist
PeopleTools
Change My Password
Vouchers
Control Groups
Payments
Review Accounts Payable Info
Start
Microsoft Office 2010
Employee-facing regi...
PeopleSoft session expir...

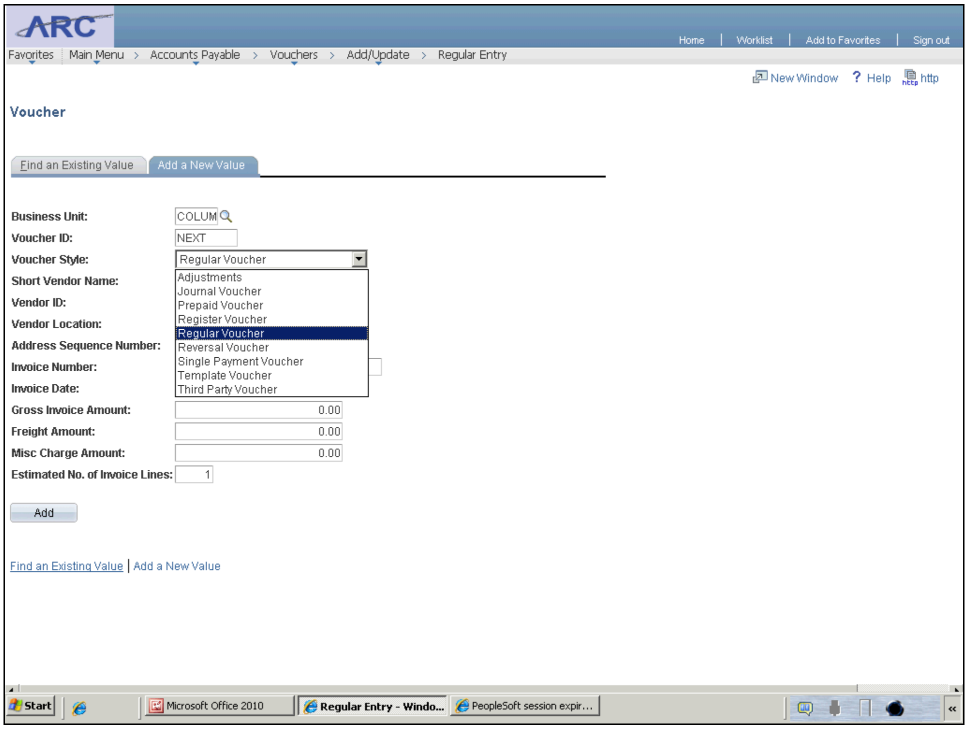
Step	Action
3.	Click the **Vouchers** menu. Vouchers


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu
Personalize
Search Menu:
Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply Chain
Enterprise Components
Worklist
PeopleTools
Change My Password
Vouchers
Control Groups
Payments
Review Accounts Payable Info
Add/Update
Maintain
Start
Microsoft Office 2010
Employee-facing regi...
PeopleSoft session expir...

Step	Action
4.	Click the **Add/Update** menu. 


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu
Personalize
Search Menu:
Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply Chain
Enterprise Components
Worklist
PeopleTools
Change My Password
Vouchers
Control Groups
Payments
Review Accounts Payable Info
Add/Update
Maintain
Regular Entry
Voucher Search
Quick Invoice Entry
Delete Voucher
Start
Microsoft Office 2010
Employee-facing regi...
PeopleSoft session expir...

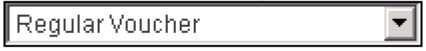
Step	Action
5.	Select **Regular Entry**.  Regular Entry

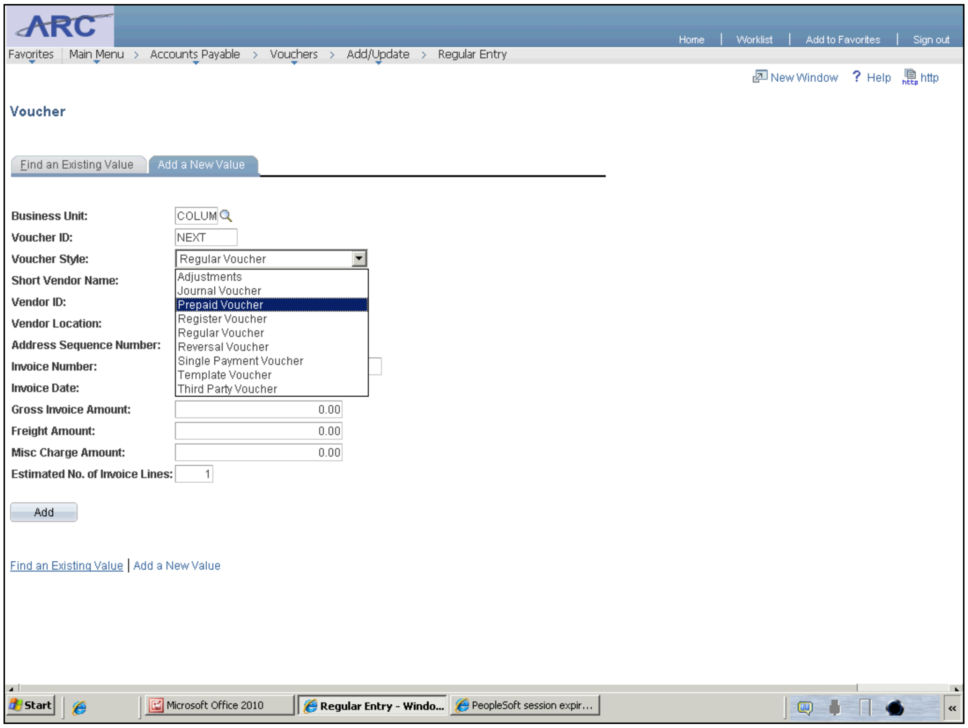

ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window ? Help http
Find an Existing Value
Add a New Value
Add
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...
PeopleSoft session expir...

Voucher

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Short Vendor Name:
Vendor ID:
Vendor Location:
Address Sequence Number:
Invoice Number:
Invoice Date:
Gross Invoice Amount: 0.00
Freight Amount: 0.00
Misc Charge Amount: 0.00
Estimated No. of Invoice Lines: 1

Adjustments
Journal Voucher
Prepaid Voucher
Register Voucher
Regular Voucher
Reversal Voucher
Single Payment Voucher
Template Voucher
Third Party Voucher

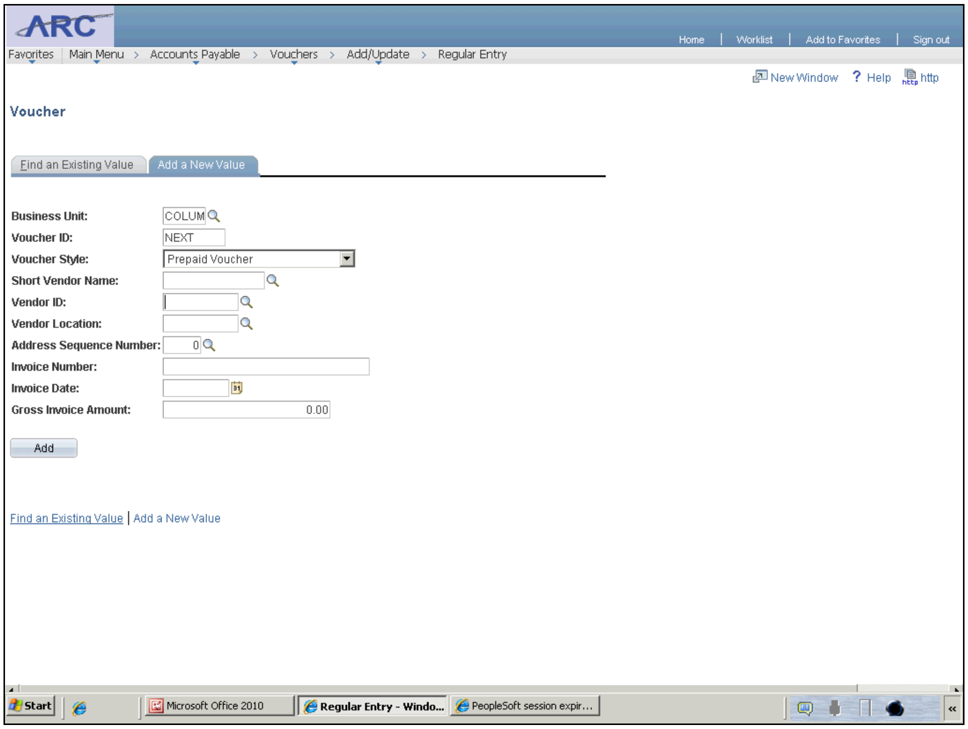
Step	Action
6.	Click the **Voucher Style** list.  Regular Voucher


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window ? Help http
Find an Existing Value
Add a New Value
Adjustments
Journal Voucher
Prepaid Voucher
Register Voucher
Regular Voucher
Reversal Voucher
Single Payment Voucher
Template Voucher
Third Party Voucher
Add
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...
PeopleSoft session expir...

Voucher

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Short Vendor Name:
Vendor ID:
Vendor Location:
Address Sequence Number:
Invoice Number:
Invoice Date:
Gross Invoice Amount: 0.00
Freight Amount: 0.00
Misc Charge Amount: 0.00
Estimated No. of Invoice Lines: 1

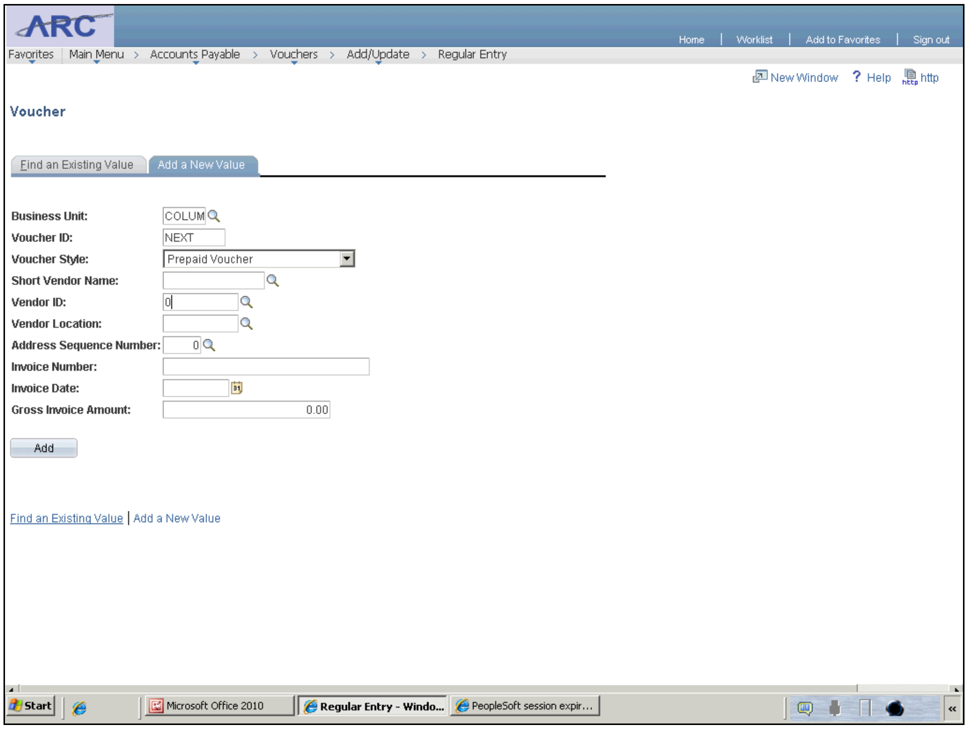
Step	Action
7.	There is a designated Prepaid Voucher option. Click the **Prepaid Voucher** list item. Prepaid Voucher


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window ? Help http
Find an Existing Value
Add a New Value
Add
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...
PeopleSoft session expir...

Voucher

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Prepaid Voucher
Short Vendor Name:
Vendor ID:
Vendor Location:
Address Sequence Number: 0
Invoice Number:
Invoice Date:
Gross Invoice Amount: 0.00

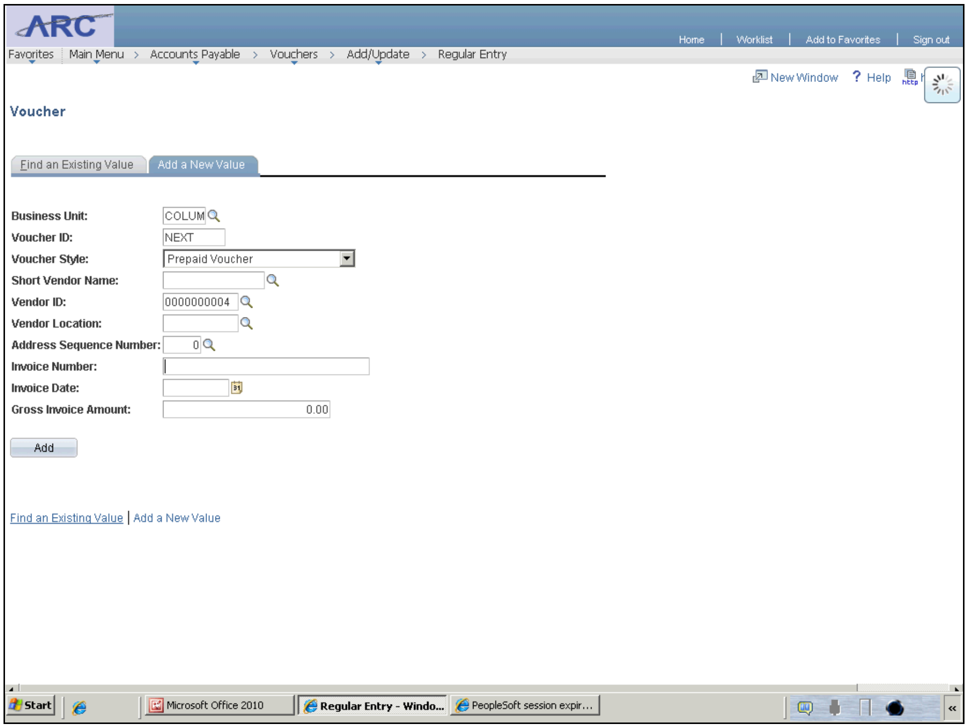
Step	Action
8.	Click in the **Vendor ID** field.


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window ? Help http
Find an Existing Value
Add a New Value
Add
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...
PeopleSoft session expir...

Voucher

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Prepaid Voucher
Short Vendor Name:
Vendor ID: 0
Vendor Location:
Address Sequence Number: 0
Invoice Number:
Invoice Date:
Gross Invoice Amount: 0.00

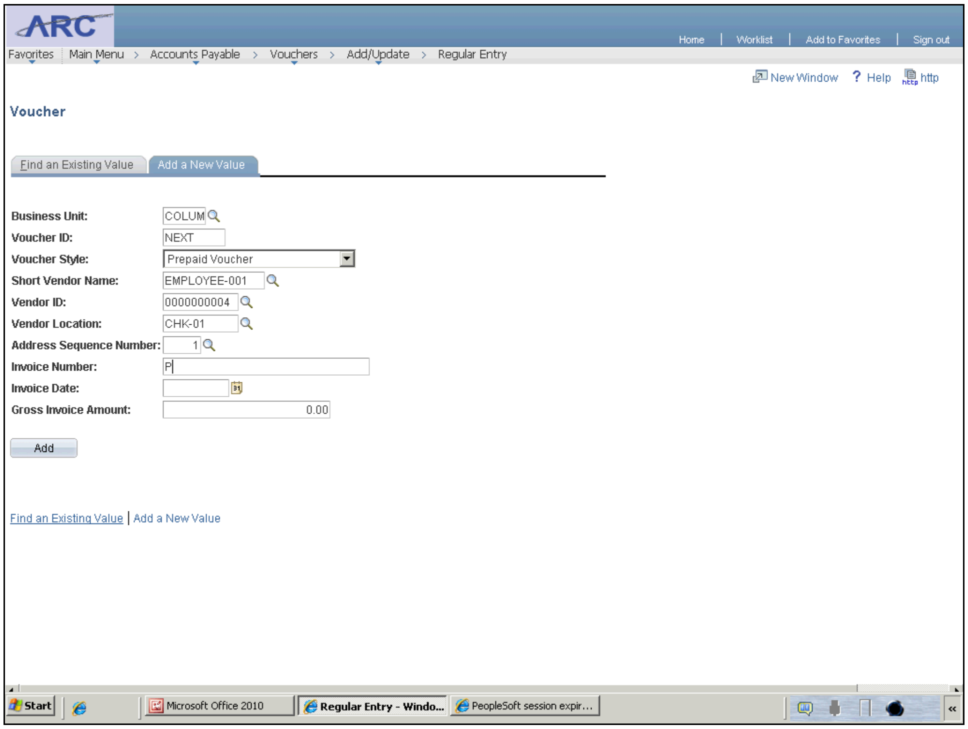
Step	Action
9.	Enter the desired information into the **Vendor ID** field. Enter "**0000000004**".


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window Help
Find an Existing Value | Add a New Value
Add
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...
PeopleSoft session expir...

Voucher

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Prepaid Voucher
Short Vendor Name:
Vendor ID: 0000000004
Vendor Location:
Address Sequence Number: 0
Invoice Number:
Invoice Date:
Gross Invoice Amount: 0.00

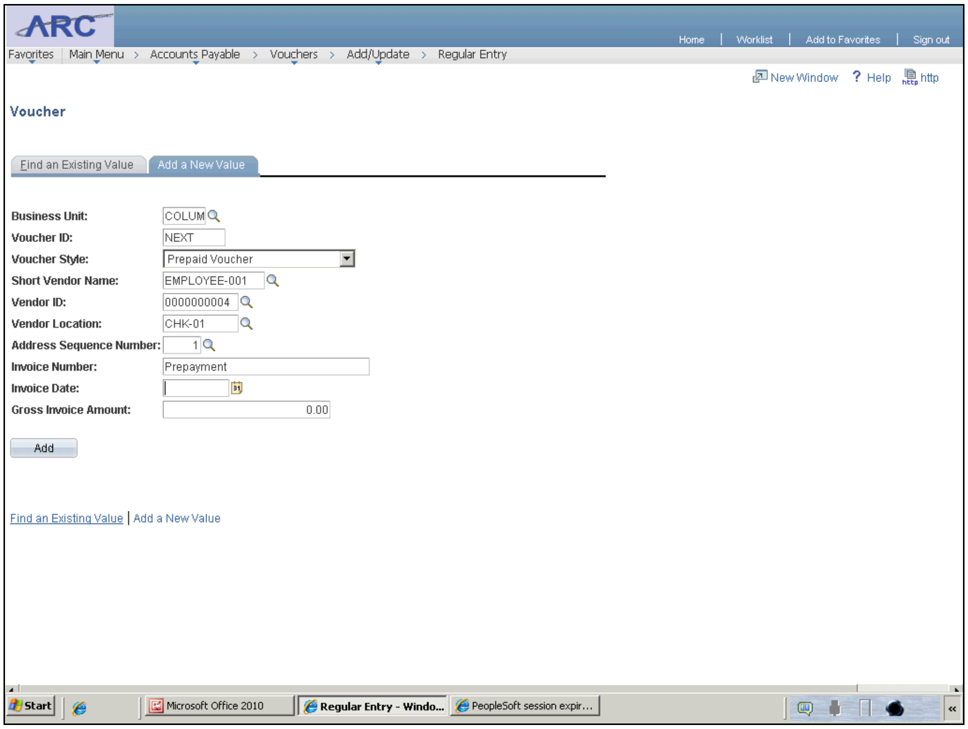
Step	Action
10.	Click in the **Invoice Number** field.


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window Help http
Find an Existing Value | Add a New Value
Add
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...
PeopleSoft session expir...

Voucher

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Prepaid Voucher
Short Vendor Name: EMPLOYEE-001
Vendor ID: 0000000004
Vendor Location: CHK-01
Address Sequence Number: 1
Invoice Number: P
Invoice Date:
Gross Invoice Amount: 0.00

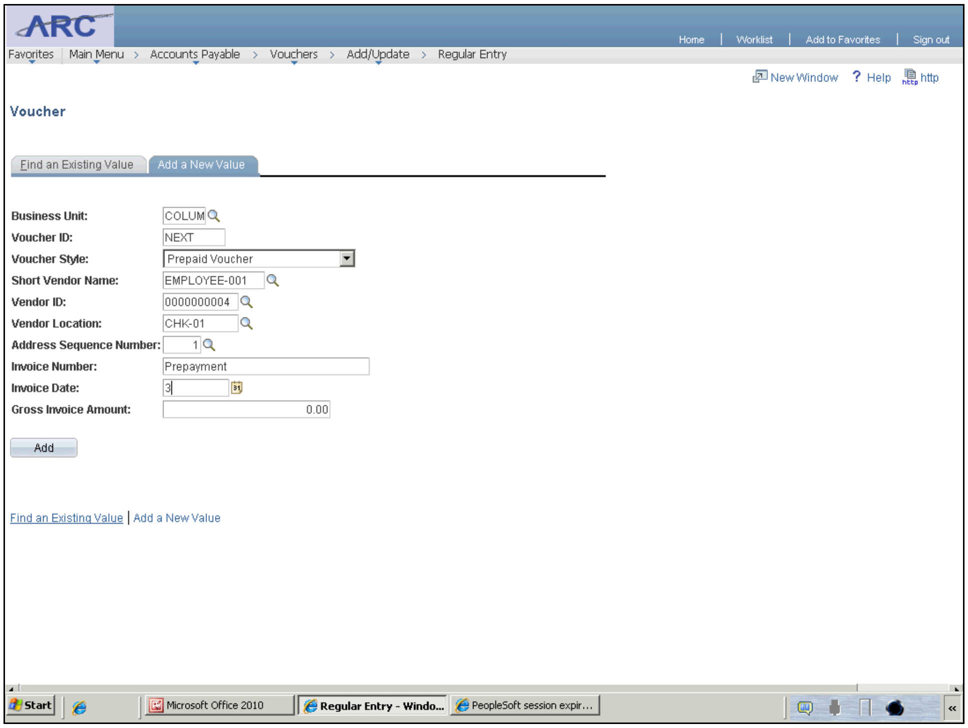
Step	Action
11.	In most cases, this would be an actual invoice number, but to demonstrate how the prepaid voucher is linked to the regular expense voucher, we will label this voucher "Prepayment". Enter the desired information into the **Invoice Number** field. Enter "**Prepayment**".


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window | Help | http
Find an Existing Value
Add a New Value
Add
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...
PeopleSoft session expir...

Voucher

Business Unit:	COLUM
Voucher ID:	NEXT
Voucher Style:	Prepaid Voucher
Short Vendor Name:	EMPLOYEE-001
Vendor ID:	0000000004
Vendor Location:	CHK-01
Address Sequence Number:	1
Invoice Number:	Prepayment
Invoice Date:	
Gross Invoice Amount:	0.00

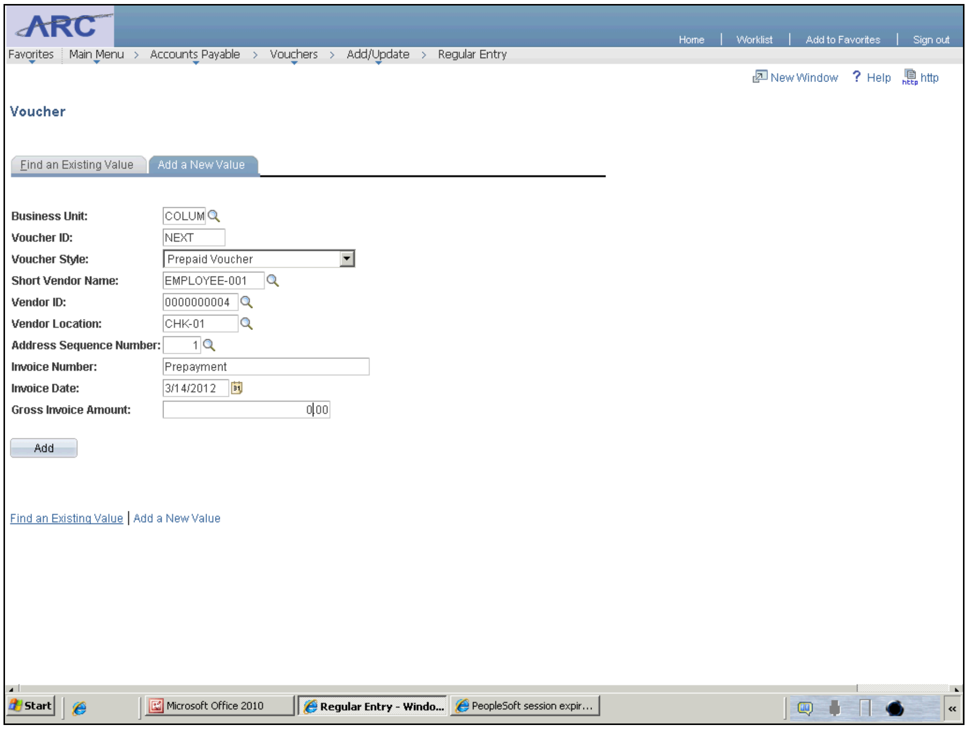
Step	Action
12.	Click in the **Invoice Date** field.


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window ? Help http
Find an Existing Value | Add a New Value
Add
Find an Existing Value | Add a New Value
Start | Microsoft Office 2010 | Regular Entry - Windo... | PeopleSoft session expir...

Voucher

Business Unit:	COLUM
Voucher ID:	NEXT
Voucher Style:	Prepaid Voucher
Short Vendor Name:	EMPLOYEE-001
Vendor ID:	0000000004
Vendor Location:	CHK-01
Address Sequence Number:	1
Invoice Number:	Prepayment
Invoice Date:	3
Gross Invoice Amount:	0.00

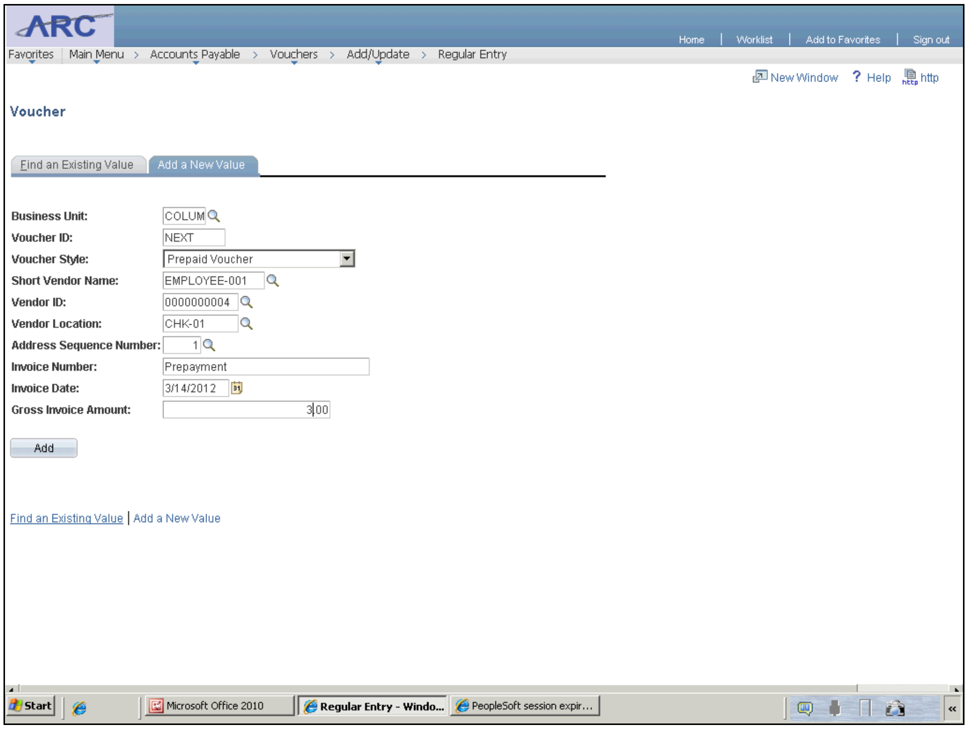
Step	Action
13.	Enter the desired information into the **Invoice Date** field. Enter "**3/14/2012**".


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window ? Help http
Find an Existing Value | Add a New Value
Add
Find an Existing Value | Add a New Value
Start | Microsoft Office 2010 | Regular Entry - Windo... | PeopleSoft session expir...

Voucher

Business Unit:	COLUM
Voucher ID:	NEXT
Voucher Style:	Prepaid Voucher
Short Vendor Name:	EMPLOYEE-001
Vendor ID:	0000000004
Vendor Location:	CHK-01
Address Sequence Number:	1
Invoice Number:	Prepayment
Invoice Date:	3/14/2012
Gross Invoice Amount:	0.00

Step	Action
14.	Click in the **Gross Invoice Amount** field. 0.00

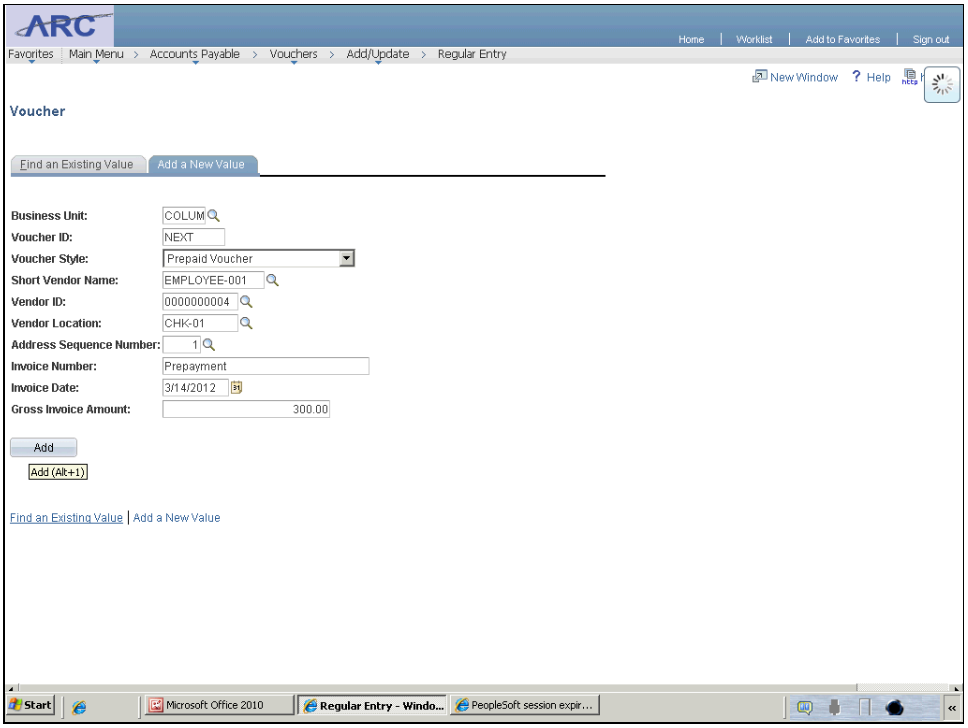

ARC
Home
Worklist
Add to Favorites
Sign out
Favorites
Main Menu
Accounts Payable
Vouchers
Add/Update
Regular Entry
New Window
Help
http
Find an Existing Value
Add a New Value
Add
Start
Microsoft Office 2010
Regular Entry - Windo...
PeopleSoft session expir...

Voucher

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Prepaid Voucher
Short Vendor Name: EMPLOYEE-001
Vendor ID: 0000000004
Vendor Location: CHK-01
Address Sequence Number: 1
Invoice Number: Prepayment
Invoice Date: 3/14/2012
Gross Invoice Amount: 3.00

Find an Existing Value | Add a New Value

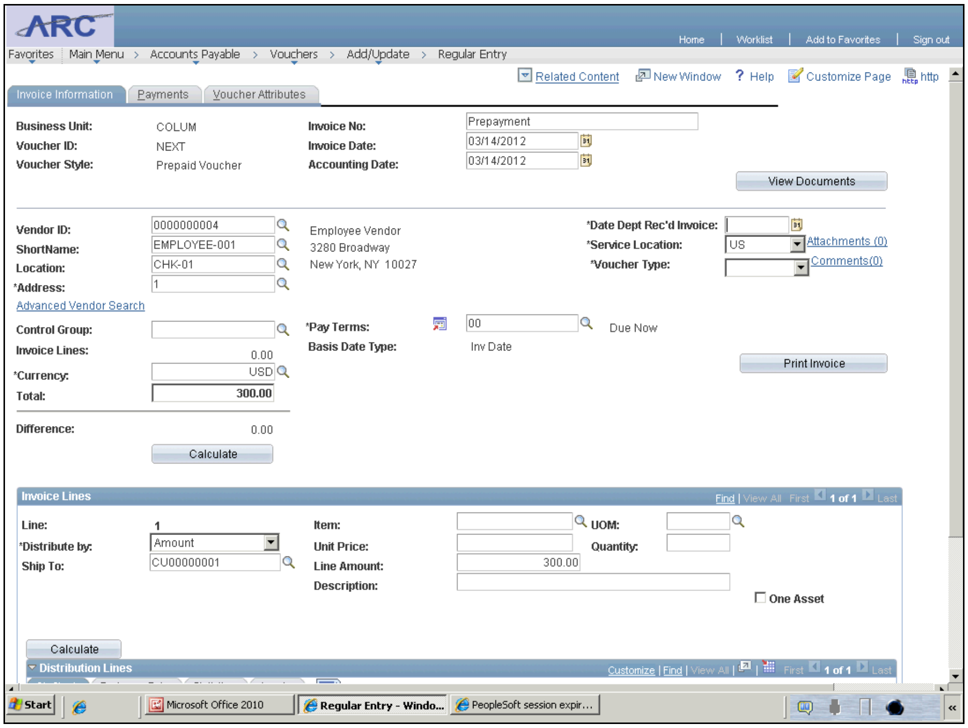
Step	Action
15.	Enter the desired information into the **Gross Invoice Amount** field. Enter "**300**".


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window | Help
Find an Existing Value
Add a New Value
Add
Add (Alt+1)
Find an Existing Value | Add a New Value
Start | Microsoft Office 2010 | Regular Entry - Windo... | PeopleSoft session expir...

Voucher

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Prepaid Voucher
Short Vendor Name: EMPLOYEE-001
Vendor ID: 0000000004
Vendor Location: CHK-01
Address Sequence Number: 1
Invoice Number: Prepayment
Invoice Date: 3/14/2012
Gross Invoice Amount: 300.00

Step	Action
16.	Click the **Add** button. Add


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
Invoice Information
Payments
Voucher Attributes
View Documents
Attachments (0)
Comments(0)
Advanced Vendor Search
Print Invoice
Calculate
Find | View All First 1 of 1 Last
Calculate
Customize | Find | View All | First 1 of 1 Last
Start | Microsoft Office 2010 | Regular Entry - Windo... | PeopleSoft session expir...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Prepaid Voucher
Invoice No: Prepayment
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012

Vendor ID: 0000000004
ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1

Employee Vendor
3280 Broadway
New York, NY 10027

*Date Dept Rec'd Invoice:
*Service Location: US
*Voucher Type:

Control Group:
Invoice Lines: 0.00
*Currency: USD
Total: 300.00
Difference: 0.00

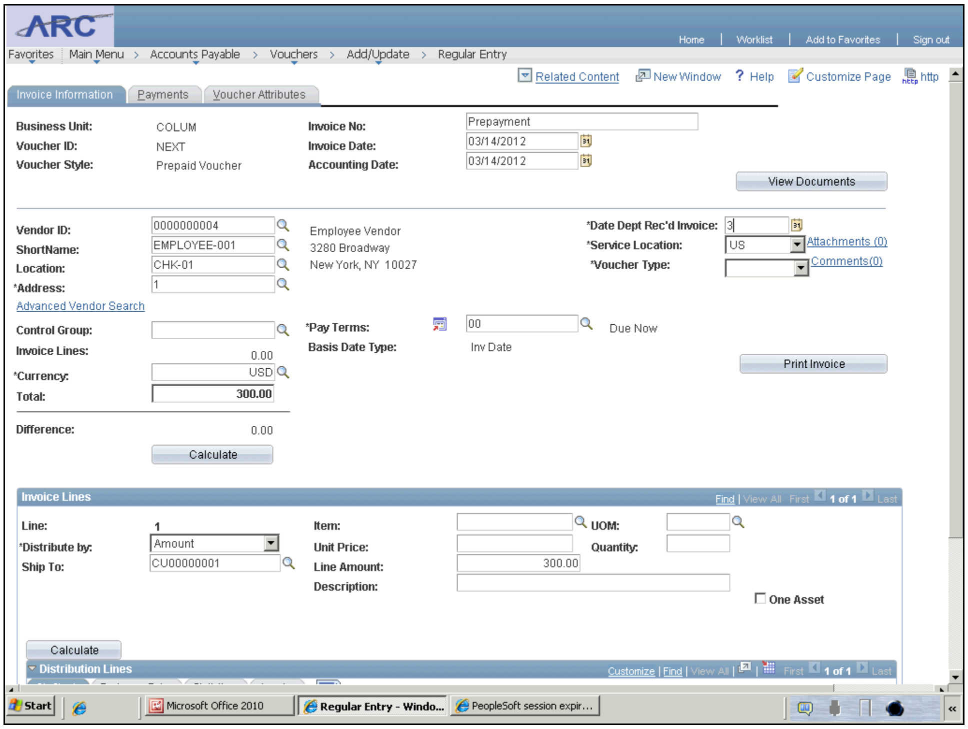
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

Invoice Lines

Line: 1
*Distribute by: Amount
Ship To: CU00000001
Item:
UOM:
Unit Price:
Quantity:
Line Amount: 300.00
Description:
☐ One Asset

Distribution Lines

Step	Action
17.	Click in the **Date Dept Rec'd Invoice** field.


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
Invoice Information | Payments | Voucher Attributes
View Documents
Advanced Vendor Search
Print Invoice
Calculate
Attachments (0)
Comments(0)
Find | View All | First 1 of 1 Last
Customize | Find | View All | First 1 of 1 Last
Start | Microsoft Office 2010 | Regular Entry - Windo... | PeopleSoft session expir...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Prepaid Voucher
Invoice No: Prepayment
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012

Vendor ID: 0000000004
ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1

Employee Vendor
3280 Broadway
New York, NY 10027

*Date Dept Rec'd Invoice: 3
*Service Location: US
*Voucher Type:

Control Group:
Invoice Lines: 0.00
*Currency: USD
Total: 300.00
Difference: 0.00

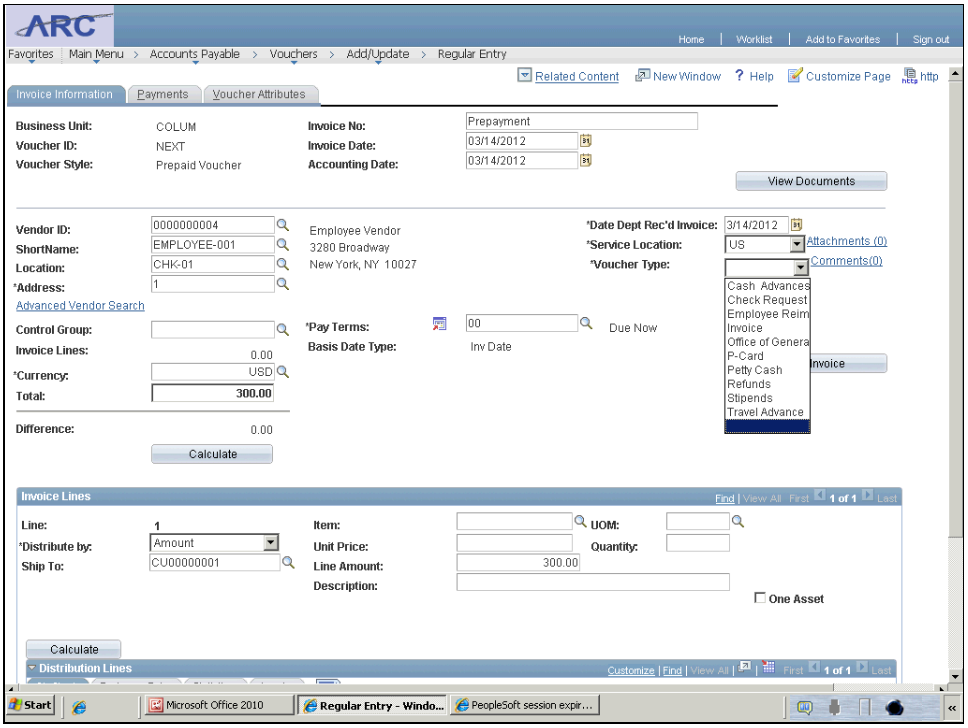
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

Invoice Lines

Line: 1
*Distribute by: Amount
Ship To: CU00000001
Item:
Unit Price:
Line Amount: 300.00
Description:
UOM:
Quantity:
☐ One Asset

Distribution Lines

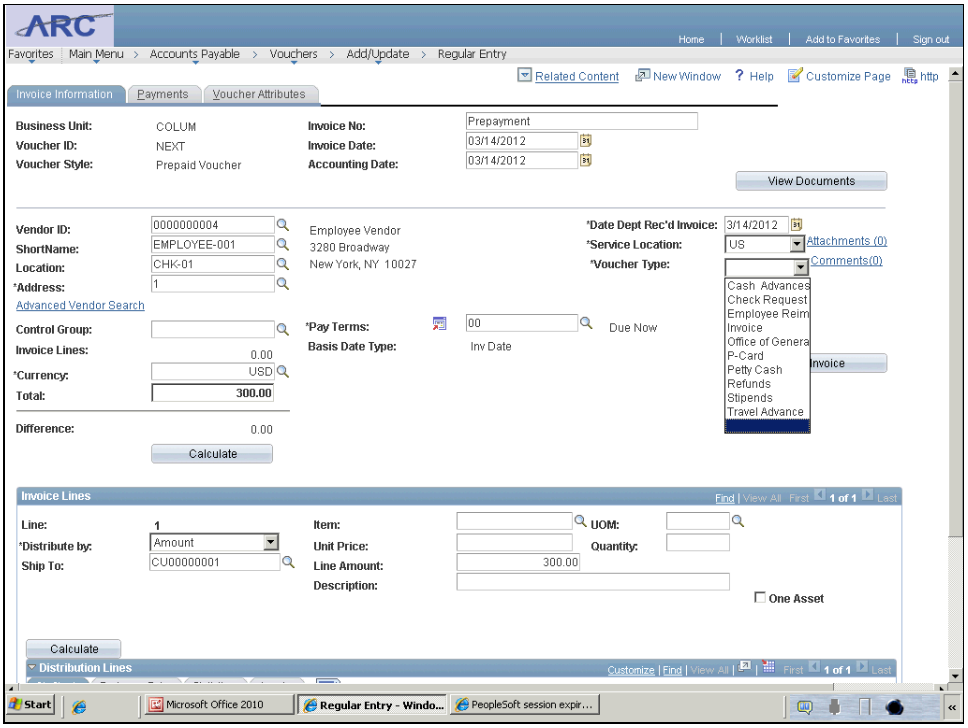
Step	Action
18.	Enter the desired information into the **Date Dept Rec'd Invoice** field. Enter "**3/14/2012**".


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
Invoice Information
Payments
Voucher Attributes
View Documents
Advanced Vendor Search
Attachments (0)
Comments(0)
Calculate
Invoice
Find | View All First 1 of 1 Last
Customize | Find | View All First 1 of 1 Last
Distribution Lines
Start
Microsoft Office 2010
Regular Entry - Windo...
PeopleSoft session expir...

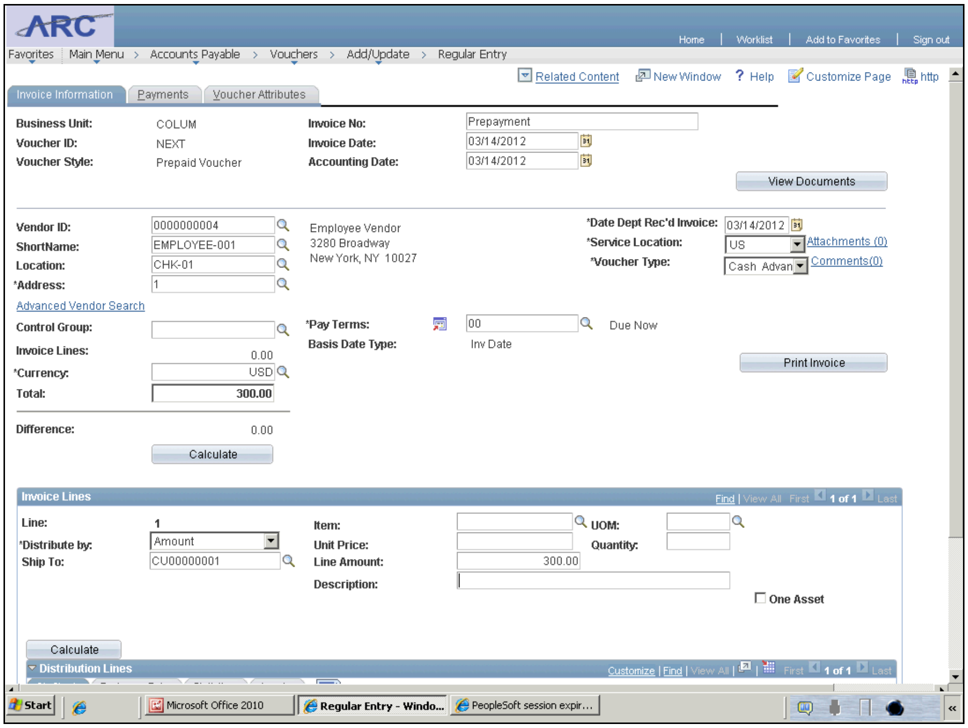
Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Prepaid Voucher
Invoice No: Prepayment
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012
Vendor ID: 0000000004
ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1
Employee Vendor
3280 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 3/14/2012
*Service Location: US
*Voucher Type:
Cash Advances
Check Request
Employee Reim
Invoice
Office of Genera
P-Card
Petty Cash
Refunds
Stipends
Travel Advance
Control Group:
Invoice Lines: 0.00
*Currency: USD
Total: 300.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: CU00000001
Item:
Unit Price:
Line Amount: 300.00
Description:
UOM:
Quantity:
☐ One Asset

Step	Action
19.	Click the **Voucher Type** list.


Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Prepaid Voucher
Invoice No: Prepayment
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012
Vendor ID: 0000000004
ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1
Employee Vendor
3280 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 3/14/2012
*Service Location: US
*Voucher Type:
Cash Advances
Check Request
Employee Reim
Invoice
Office of Genera
P-Card
Petty Cash
Refunds
Stipends
Travel Advance
Control Group:
Invoice Lines: 0.00
*Currency: USD
Total: 300.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: CU00000001
Item:
Unit Price:
Line Amount: 300.00
Description:
UOM:
Quantity:
☐ One Asset

Step	Action
20.	Since this is a Cash Advance, you would select the **Cash Advance** list item. For Travel Advances, you would select "Travel Advance". If this Prepaid Voucher was for a Non-Employee Vendor Advance, the Prepaid Voucher Type would be "Prepayment". Cash Advances



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
Invoice Information
Payments
Voucher Attributes
View Documents
Advanced Vendor Search
Print Invoice
Calculate
Find | View All First 1 of 1 Last
Calculate
Customize | Find | View All | First 1 of 1 Last
Start
Microsoft Office 2010
Regular Entry - Windo...
PeopleSoft session expir...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Prepaid Voucher
Invoice No: Prepayment
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012

Vendor ID: 0000000004
ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1

Employee Vendor
3280 Broadway
New York, NY 10027

*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Cash Advan
Attachments (0)
Comments(0)

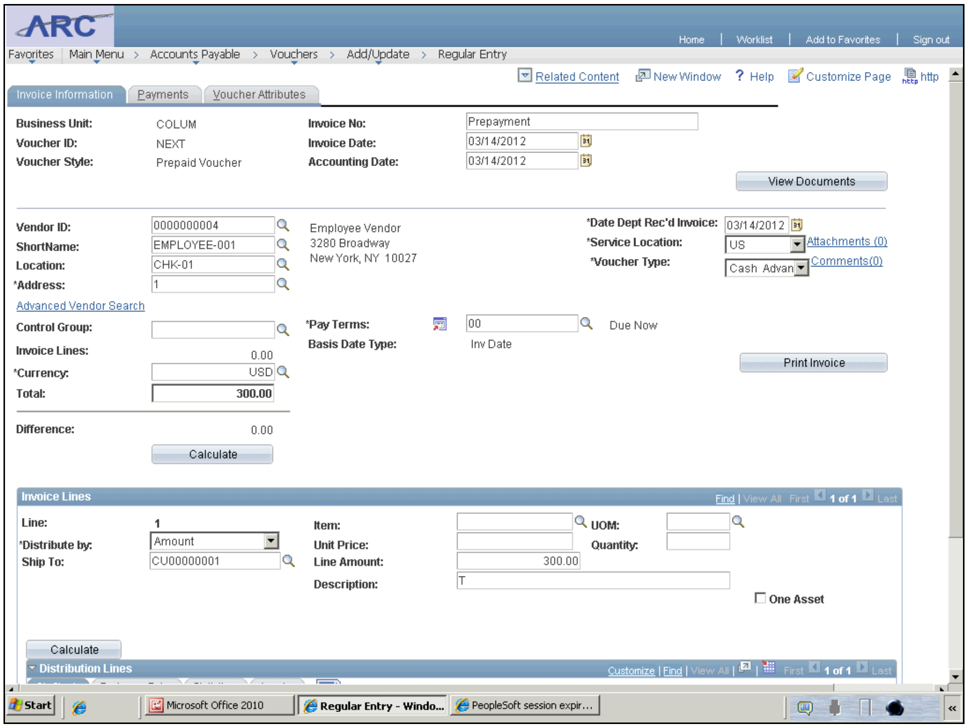
Control Group:
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Invoice Lines: 0.00
*Currency: USD
Total: 300.00
Difference: 0.00

Invoice Lines

Line: 1
*Distribute by: Amount
Ship To: CU00000001
Item:
UOM:
Unit Price:
Quantity:
Line Amount: 300.00
Description:
☐ One Asset

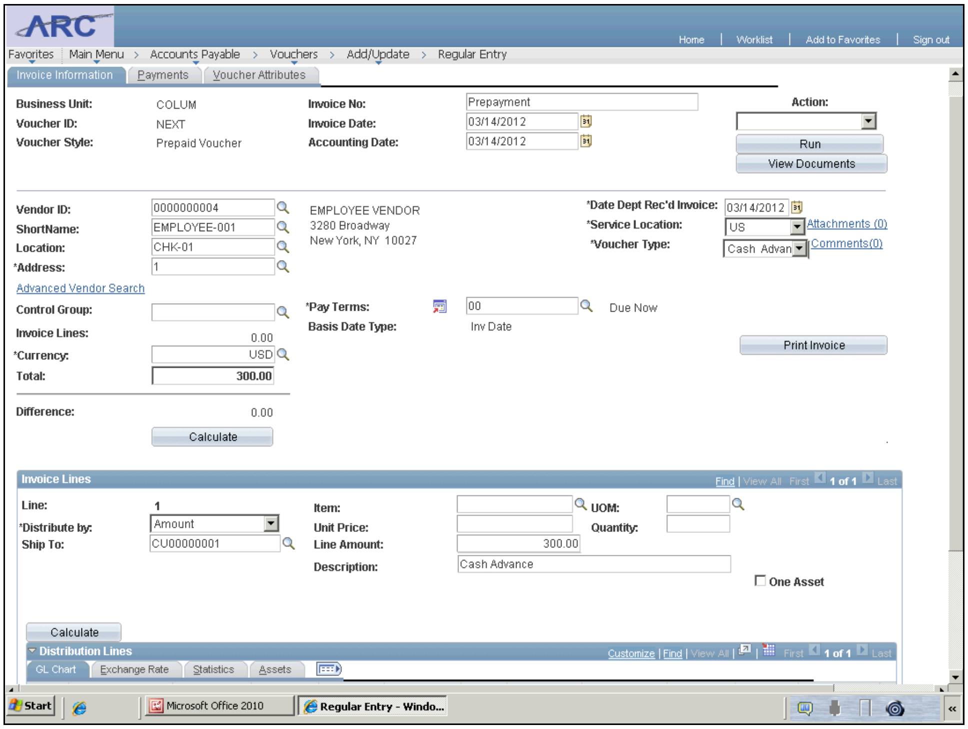
Distribution Lines

Step	Action
21.	Click in the **Description** field.


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
Invoice Information | Payments | Voucher Attributes
View Documents
Advanced Vendor Search
Attachments (0)
Comments(0)
Print Invoice
Calculate
Invoice Lines
Find | View All First 1 of 1 Last
Calculate
Distribution Lines
Customize | Find | View All | First 1 of 1 Last
Start
Microsoft Office 2010
Regular Entry - Windo...
PeopleSoft session expir...

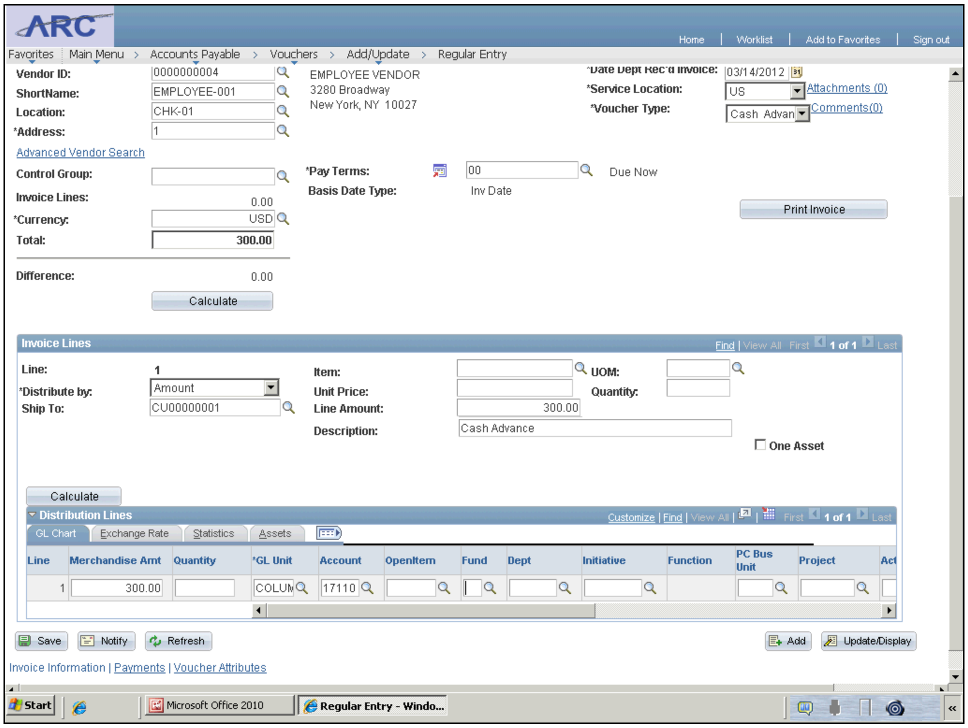
Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Prepaid Voucher
Invoice No: Prepayment
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012
Vendor ID: 0000000004
ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1
Employee Vendor
3280 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Cash Advan
Control Group:
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Invoice Lines: 0.00
*Currency: USD
Total: 300.00
Difference: 0.00
Line: 1
*Distribute by: Amount
Ship To: CU00000001
Item:
Unit Price:
Line Amount: 300.00
Description: T
UOM:
Quantity:
☐ One Asset

Step	Action
22.	Enter the desired information into the **Description** field. Enter "**Cash Advance**".


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Invoice Information | Payments | Voucher Attributes
Run
View Documents
Advanced Vendor Search
Attachments (0)
Comments(0)
Print Invoice
Calculate
Invoice Lines
Find | View All First 1 of 1 Last
Calculate
Distribution Lines
Customize | Find | View All | First 1 of 1 Last
GL Chart | Exchange Rate | Statistics | Assets
Start
Microsoft Office 2010
Regular Entry - Windo...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Prepaid Voucher
Invoice No: Prepayment
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012
Action:
Vendor ID: 0000000004
ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1
EMPLOYEE VENDOR
3280 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Cash Advan
Control Group:
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Invoice Lines: 0.00
*Currency: USD
Total: 300.00
Difference: 0.00
Line: 1
*Distribute by: Amount
Ship To: CU00000001
Item:
Unit Price:
Line Amount: 300.00
Description: Cash Advance
UOM:
Quantity:
☐ One Asset

Step	Action
23.	Drag the scrollbar to the bottom of the page.



Vendor ID: 0000000004
ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1

EMPLOYEE VENDOR
3280 Broadway
New York, NY 10027

*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Cash Advan

Control Group:
Invoice Lines: 0.00
*Currency: USD
Total: 300.00
Difference: 0.00

*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

Invoice Lines

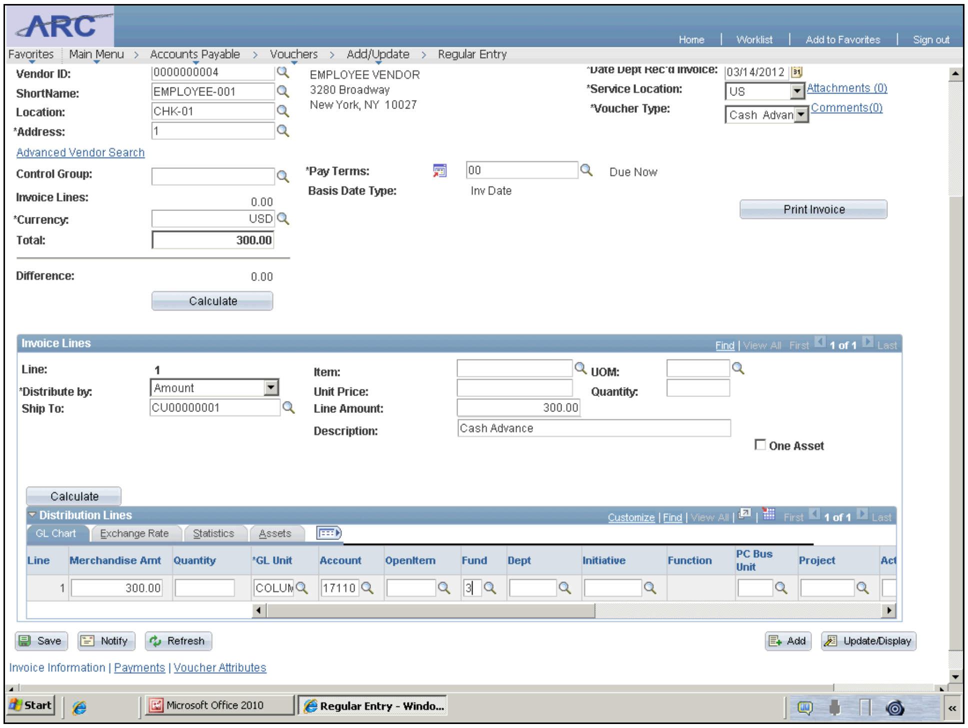
Line: 1
*Distribute by: Amount
Ship To: CU00000001
Item:
Unit Price:
Line Amount: 300.00
Description: Cash Advance
UOM:
Quantity:
☐ One Asset

Distribution Lines

Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit	Project	Act
1	300.00		COLUM	17110								

ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Attachments (0)
Comments(0)
Advanced Vendor Search
Print Invoice
Calculate
Find | View All First 1 of 1 Last
Calculate
Customize | Find | View All | First 1 of 1 Last
GL Chart
Exchange Rate
Statistics
Assets
Save
Notify
Refresh
Add
Update/Display
Invoice Information | Payments | Voucher Attributes
Start
Microsoft Office 2010
Regular Entry - Windo...

Step	Action
24.	Notice that the account is pre populated with the travel advance account. Click in the **Fund** field.


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Print Invoice
Calculate
Find | View All First 1 of 1 Last
Customize | Find | View All
GL Chart | Exchange Rate | Statistics | Assets
Save | Notify | Refresh | Add | Update/Display
Start | Microsoft Office 2010 | Regular Entry - Windo...

Vendor ID: 0000000004
ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1
EMPLOYEE VENDOR
3280 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Cash Advan
Attachments (0)
Comments(0)
Advanced Vendor Search
Control Group:
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Invoice Lines: 0.00
*Currency: USD
Total: 300.00
Difference: 0.00

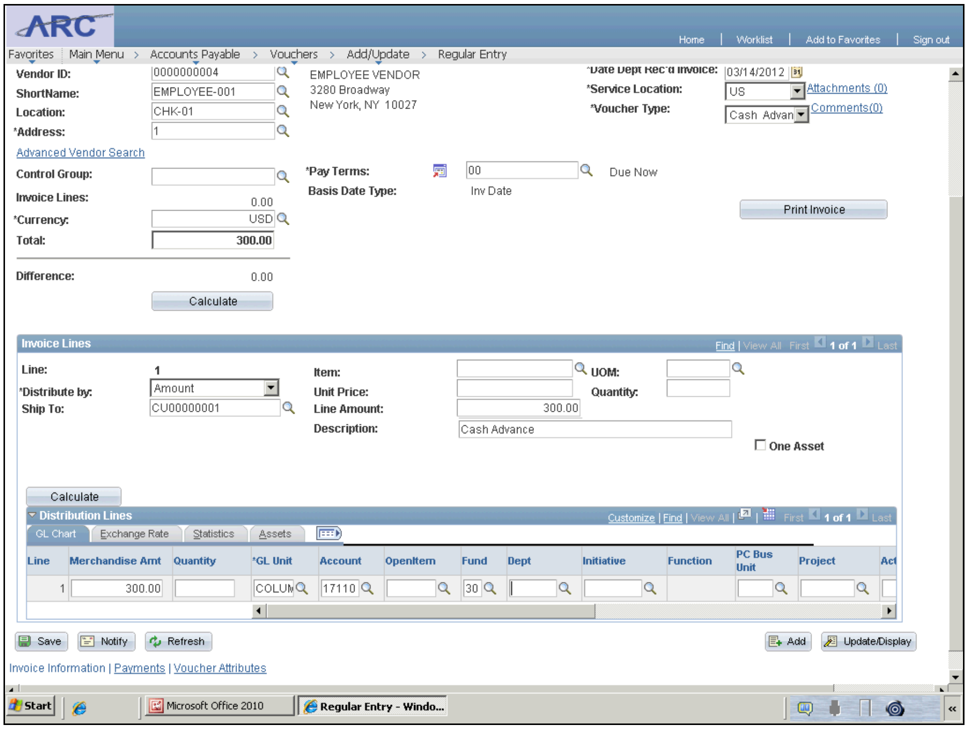
Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: CU00000001
Item:
UOM:
Unit Price:
Quantity:
Line Amount: 300.00
Description: Cash Advance
☐ One Asset

Distribution Lines

Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit	Project	Act
1	300.00		COLUM	17110		3						

Invoice Information | Payments | Voucher Attributes

Step	Action
25.	Enter the desired information into the **Fund** field. Enter "**30**".


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Print Invoice
Calculate
Find | View All First 1 of 1 Last
Customize | Find | View All
GL Chart | Exchange Rate | Statistics | Assets
Save | Notify | Refresh | Add | Update/Display
Start | Microsoft Office 2010 | Regular Entry - Windo...

Vendor ID: 0000000004
ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1
EMPLOYEE VENDOR
3280 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Cash Advan
Attachments (0)
Comments(0)
Advanced Vendor Search
Control Group:
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Invoice Lines: 0.00
*Currency: USD
Total: 300.00
Difference: 0.00

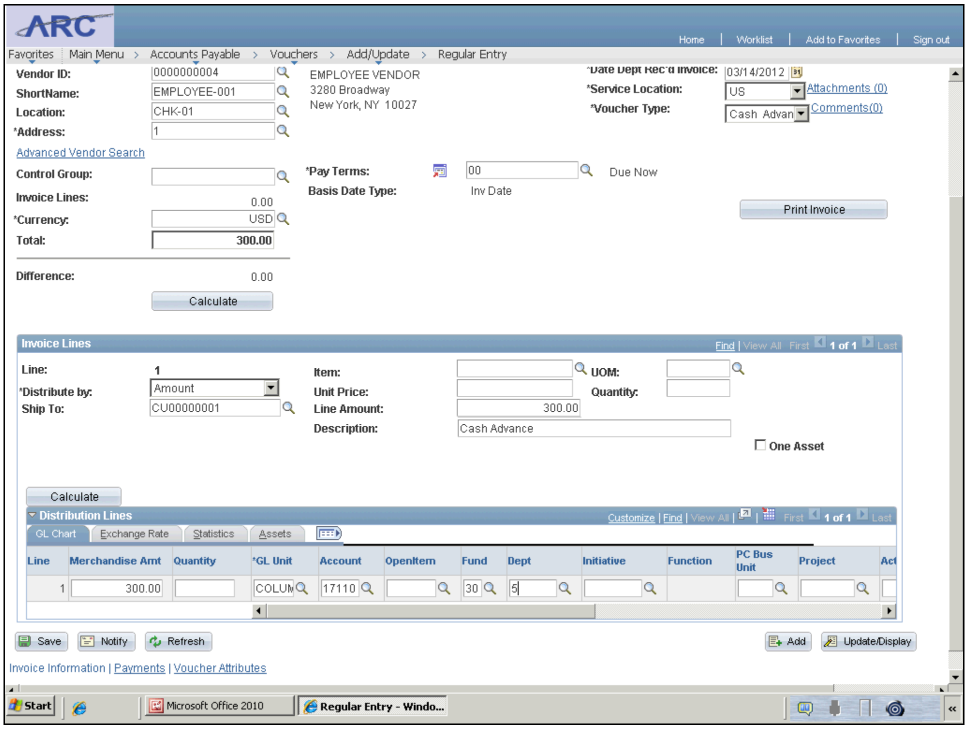
Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: CU00000001
Item:
UOM:
Unit Price:
Quantity:
Line Amount: 300.00
Description: Cash Advance
☐ One Asset

Distribution Lines

Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit	Project	Act
1	300.00		COLUM	17110		30						

Invoice Information | Payments | Voucher Attributes

Step	Action
26.	Click in the **Dept** field.


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Print Invoice
Calculate
Attachments (0)
Comments(0)
Find | View All First 1 of 1 Last
Customize | Find | View All | First 1 of 1 Last
GL Chart | Exchange Rate | Statistics | Assets
Save | Notify | Refresh | Add | Update/Display
Invoice Information | Payments | Voucher Attributes
Start | Microsoft Office 2010 | Regular Entry - Windo...

Vendor ID: 0000000004
ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1
EMPLOYEE VENDOR
3280 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Cash Advan
Control Group:
Invoice Lines: 0.00
*Currency: USD
Total: 300.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

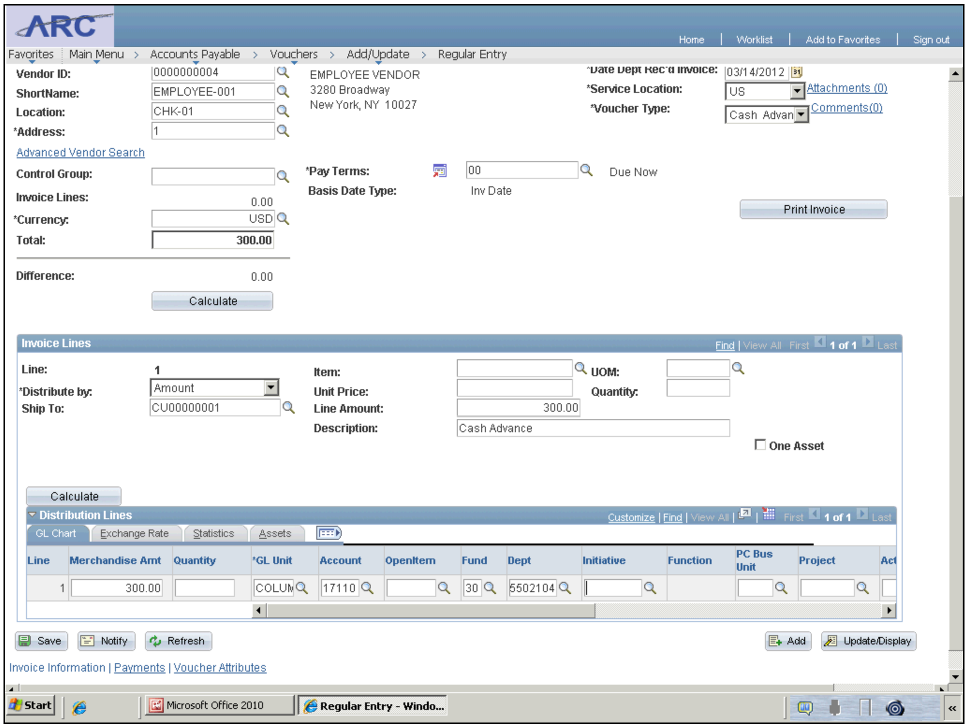
Invoice Lines

Line: 1
*Distribute by: Amount
Ship To: CU00000001
Item:
Unit Price:
Line Amount: 300.00
Description: Cash Advance
UOM:
Quantity:
☐ One Asset

Distribution Lines

Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit	Project	Act
1	300.00		COLUM	17110		30	5					

Step	Action
27.	Enter the desired information into the **Dept** field. Enter "**5502104**".



Vendor ID: 0000000004
ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1
EMPLOYEE VENDOR
3280 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Cash Advan
Control Group:
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Invoice Lines: 0.00
*Currency: USD
Total: 300.00
Difference: 0.00

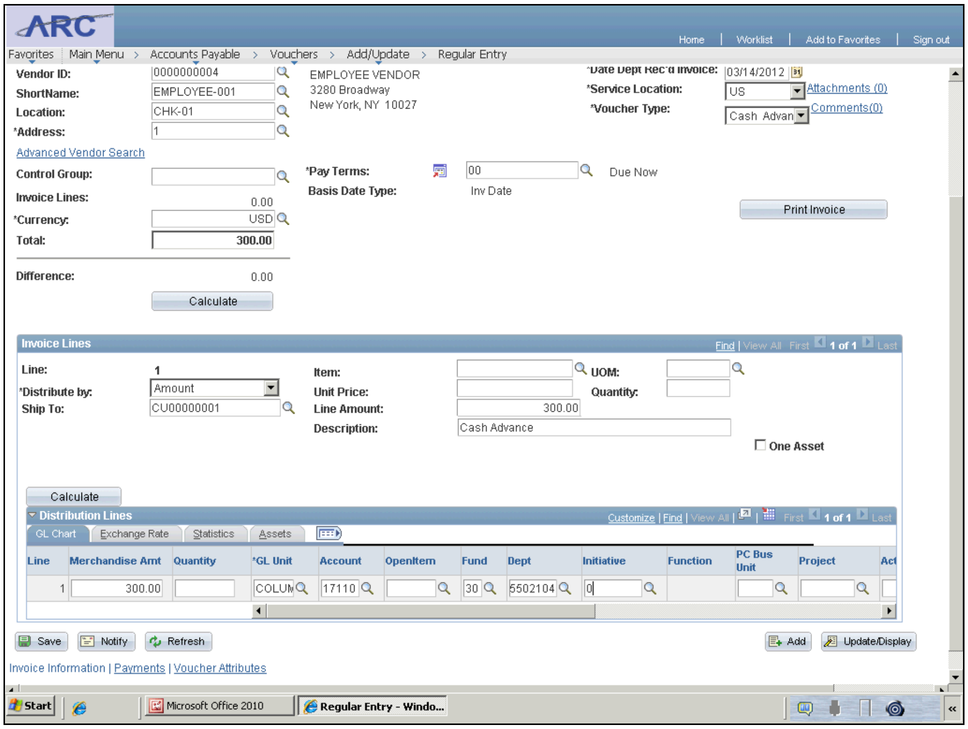
Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: CU00000001
Item:
Unit Price:
Line Amount: 300.00
Description: Cash Advance
UOM:
Quantity:
☐ One Asset

Distribution Lines

Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit	Project
1	300.00		COLUM	17110		30	5502104				

Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Attachments (0)
Comments(0)
Print Invoice
Calculate
Find | View All First 1 of 1 Last
GL Chart | Exchange Rate | Statistics | Assets
Customize | Find | View All
Save | Notify | Refresh | Add | Update/Display
Invoice Information | Payments | Voucher Attributes
Start | Microsoft Office 2010 | Regular Entry - Windo...

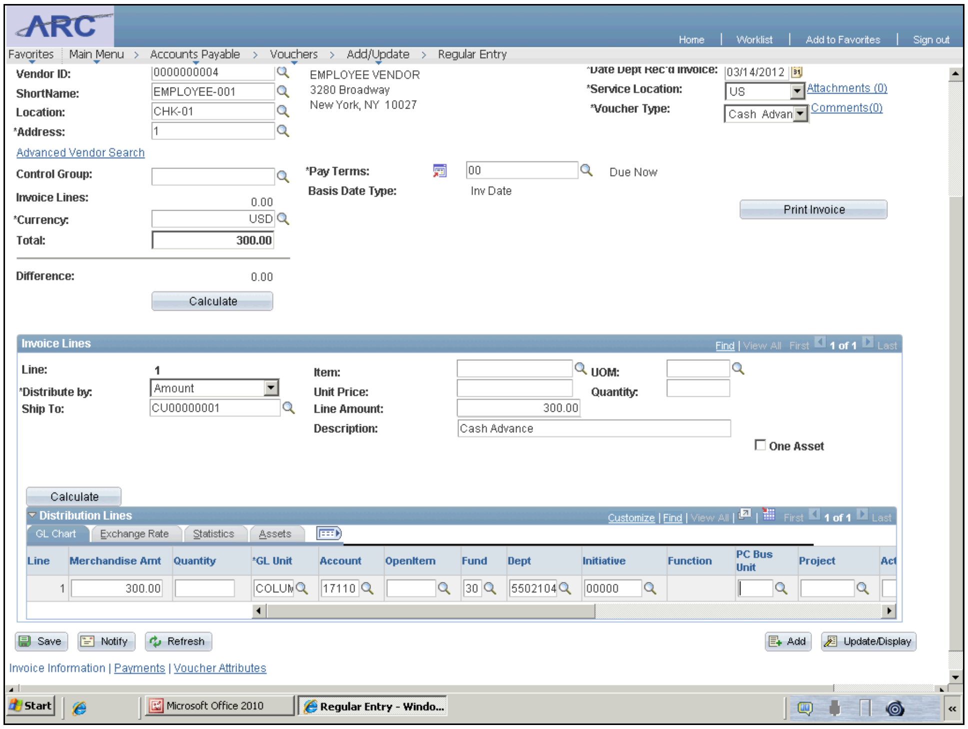
Step	Action
28.	Click in the **Initiative** field.



Vendor ID: 0000000004
ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1
EMPLOYEE VENDOR
3280 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Cash Advan
Control Group:
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Invoice Lines: 0.00
*Currency: USD
Total: 300.00
Difference: 0.00
Line: 1
*Distribute by: Amount
Ship To: CU00000001
Line Amount: 300.00
Description: Cash Advance
☐ One Asset

Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit	Project
1	300.00		COLUM	17110		30	5502104	0			

Step	Action
29.	Enter the desired information into the **Initiative** field. Enter "**00000**".


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Attachments (0)
Comments(0)
Print Invoice
Calculate
Find | View All First 1 of 1 Last
Customize | Find | View All | First 1 of 1 Last
GL Chart
Exchange Rate
Statistics
Assets
Save
Notify
Refresh
Add
Update/Display
Invoice Information | Payments | Voucher Attributes
Start
Microsoft Office 2010
Regular Entry - Windo...

Vendor ID: 0000000004
ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1

EMPLOYEE VENDOR
3280 Broadway
New York, NY 10027

*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Cash Advan

Control Group:
Invoice Lines: 0.00
*Currency: USD
Total: 300.00
Difference: 0.00

*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

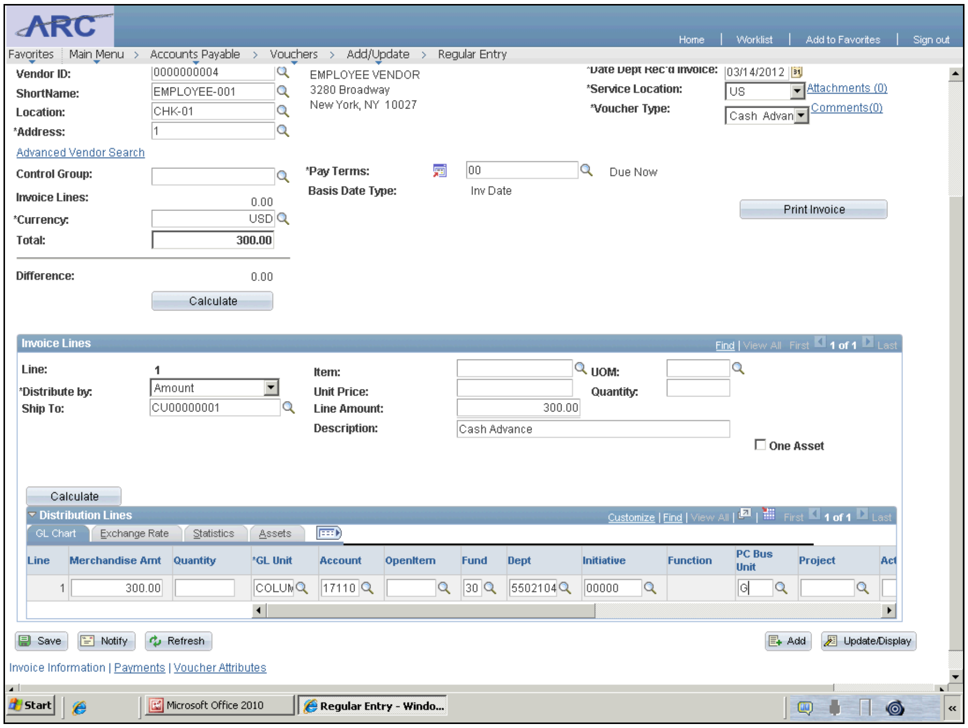
Invoice Lines

Line: 1
*Distribute by: Amount
Ship To: CU00000001
Item:
Unit Price:
Line Amount: 300.00
Description: Cash Advance
UOM:
Quantity:
☐ One Asset

Distribution Lines

Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit	Project	Act
1	300.00		COLUM	17110		30	5502104	00000				

Step	Action
30.	Click in the **PC Bus Unit** field.


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Attachments (0)
Comments(0)
Print Invoice
Calculate
Find | View All First 1 of 1 Last
Customize | Find | View All
GL Chart | Exchange Rate | Statistics | Assets
Save | Notify | Refresh | Add | Update/Display
Invoice Information | Payments | Voucher Attributes
Start | Microsoft Office 2010 | Regular Entry - Windo...

Vendor ID: 0000000004
ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1

EMPLOYEE VENDOR
3280 Broadway
New York, NY 10027

*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Cash Advan

Control Group:
Invoice Lines: 0.00
*Currency: USD
Total: 300.00
Difference: 0.00

*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

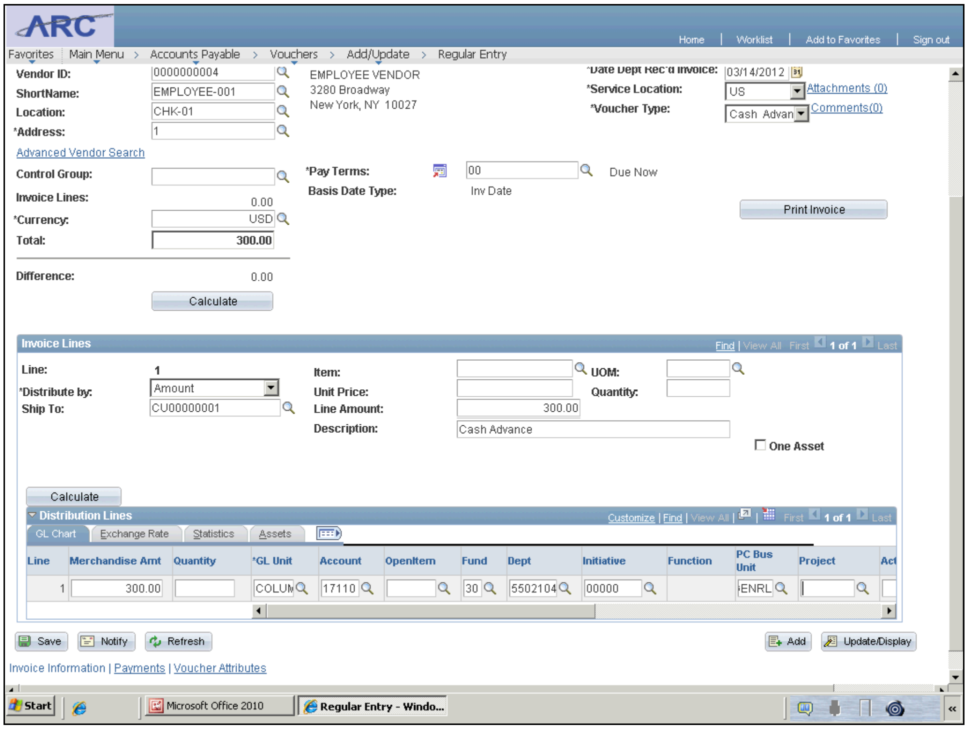
Invoice Lines

Line: 1
*Distribute by: Amount
Ship To: CU00000001
Item:
Unit Price:
Line Amount: 300.00
Description: Cash Advance
UOM:
Quantity:
☐ One Asset

Distribution Lines

Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit	Project	Act
1	300.00		COLUM	17110		30	5502104	00000		G		

Step	Action
31.	Enter the desired information into the **PC Bus Unit** field. Enter "**GENRL**".


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Attachments (0)
Comments(0)
Print Invoice
Calculate
Find | View All First 1 of 1 Last
Customize | Find | View All
GL Chart | Exchange Rate | Statistics | Assets
Save | Notify | Refresh | Add | Update/Display
Invoice Information | Payments | Voucher Attributes
Start | Microsoft Office 2010 | Regular Entry - Windo...

Vendor ID: 0000000004
ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1

EMPLOYEE VENDOR
3280 Broadway
New York, NY 10027

*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Cash Advan

Control Group:
Invoice Lines: 0.00
*Currency: USD
Total: 300.00
Difference: 0.00

*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

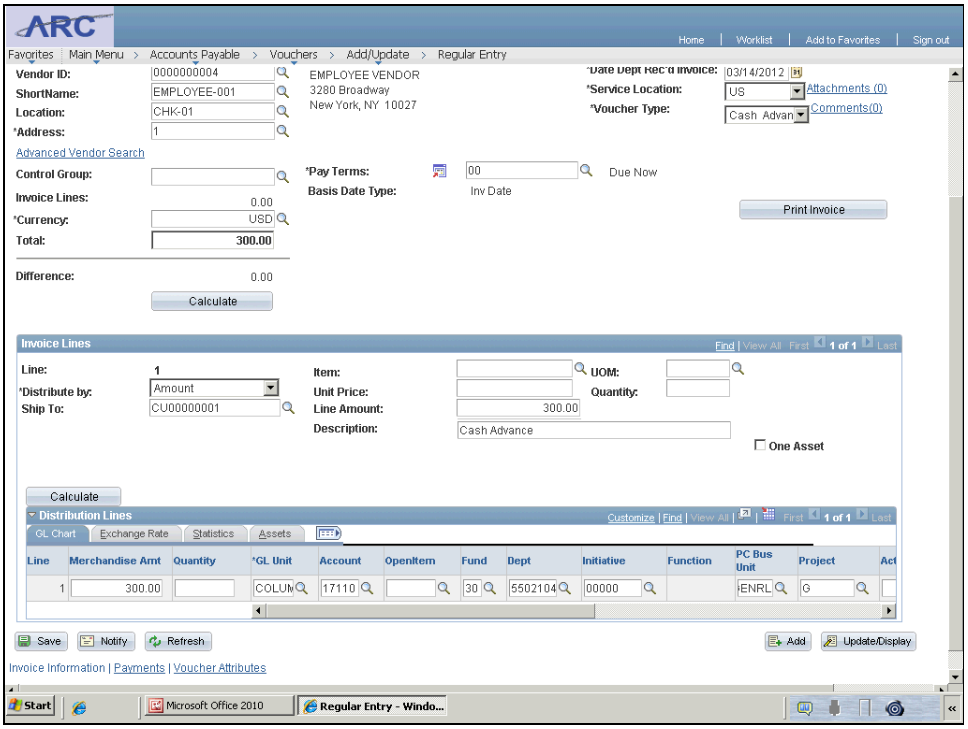
Invoice Lines

Line: 1
*Distribute by: Amount
Ship To: CU00000001
Item:
Unit Price:
Line Amount: 300.00
Description: Cash Advance
UOM:
Quantity:
☐ One Asset

Distribution Lines

Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit	Project	Act
1	300.00		COLUM	17110		30	5502104	00000		ENRL		

Step	Action
32.	Click in the **Project** field.


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Print Invoice
Calculate
Invoice Lines
Find | View All First 1 of 1 Last
Calculate
Distribution Lines
Customize | Find | View All | First 1 of 1 Last
GL Chart | Exchange Rate | Statistics | Assets
Save | Notify | Refresh | Add | Update/Display
Invoice Information | Payments | Voucher Attributes
Start | Microsoft Office 2010 | Regular Entry - Windo...

Vendor ID: 0000000004
ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1

EMPLOYEE VENDOR
3280 Broadway
New York, NY 10027

*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Cash Advan
Attachments (0)
Comments(0)

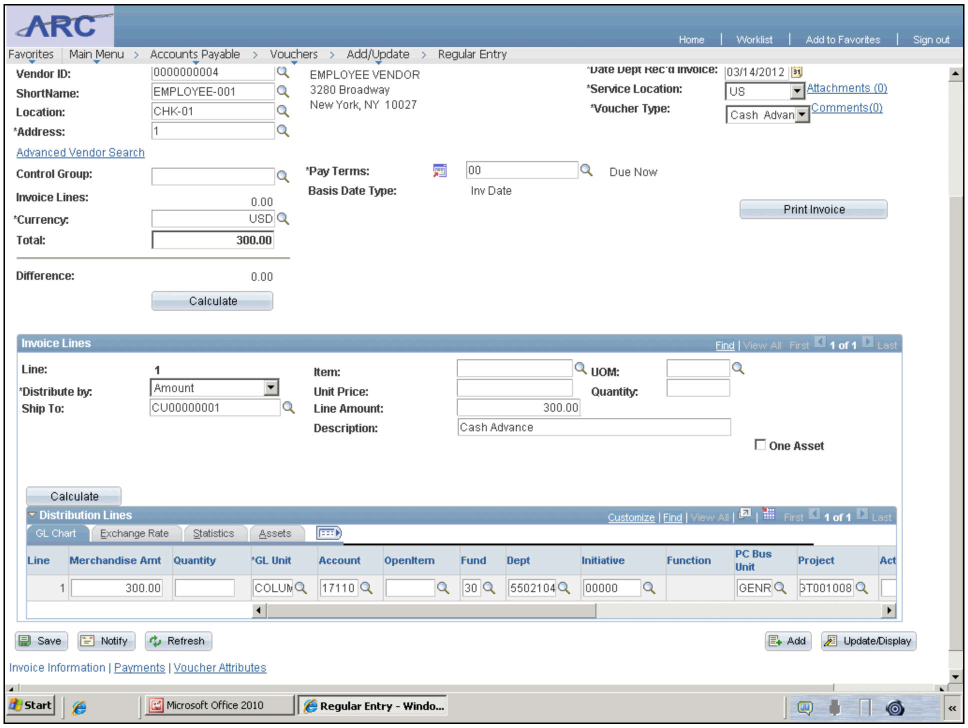
Control Group:
Invoice Lines: 0.00
*Currency: USD
Total: 300.00
Difference: 0.00

*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

Line: 1
*Distribute by: Amount
Ship To: CU00000001
Item:
Unit Price:
Line Amount: 300.00
Description: Cash Advance
UOM:
Quantity:
☐ One Asset

Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit	Project	Act
1	300.00		COLUM	17110		30	5502104	00000		ENRL	G	

Step	Action
33.	Enter the desired information into the **Project** field. Enter "**GT001008**".



Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Print Invoice
Calculate
Attachments (0)
Comments(0)
Find | View All First 1 of 1 Last
Customize | Find | View All | First 1 of 1 Last
GL Chart | Exchange Rate | Statistics | Assets
Save | Notify | Refresh | Add | Update/Display
Invoice Information | Payments | Voucher Attributes
Start | Microsoft Office 2010 | Regular Entry - Windo...

Vendor ID: 0000000004
ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1

EMPLOYEE VENDOR
3280 Broadway
New York, NY 10027

*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Cash Advan

Control Group:
Invoice Lines: 0.00
*Currency: USD
Total: 300.00
Difference: 0.00

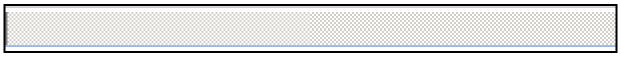
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

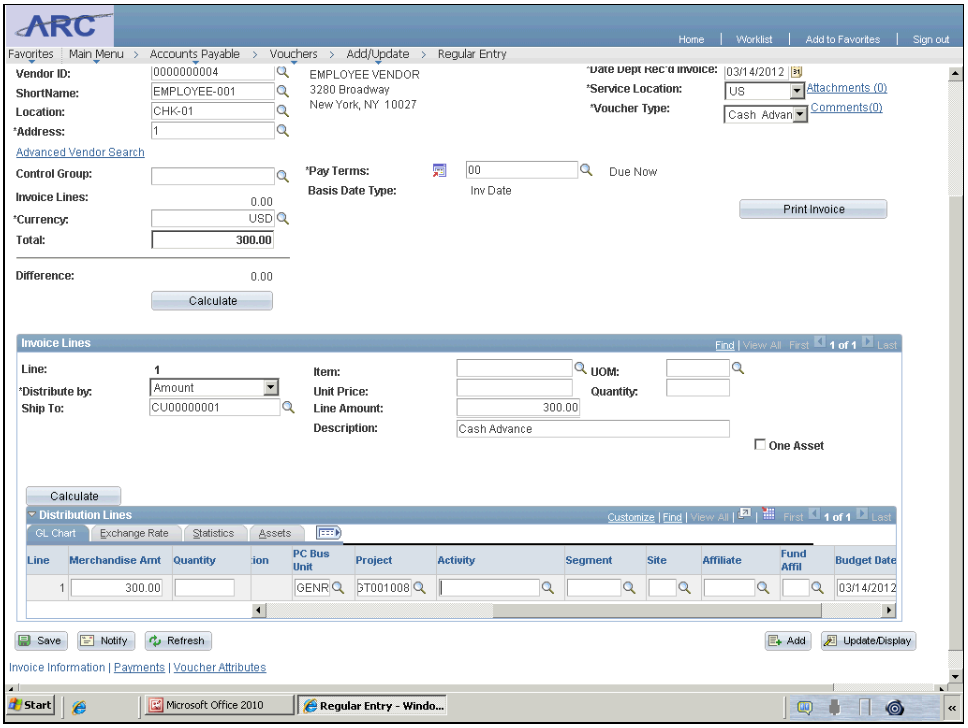
Invoice Lines

Line: 1
*Distribute by: Amount
Ship To: CU00000001
Item:
Unit Price:
Line Amount: 300.00
Description: Cash Advance
UOM:
Quantity:
☐ One Asset

Distribution Lines

Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit	Project	Act
1	300.00		COLUM	17110		30	5502104	00000		GENR	GT001008	

Step	Action
34.	Drag the scrollbar to the right to complete the remainder of the distribution information. 


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

Vendor ID:	0000000004	EMPLOYEE VENDOR 3280 Broadway New York, NY 10027	
ShortName:	EMPLOYEE-001		
Location:	CHK-01		
*Address:	1		
*Date Dept Rec'd Invoice:	03/14/2012		
*Service Location:	US	Attachments (0)	
*Voucher Type:	Cash Advan	Comments(0)	
Control Group:		*Pay Terms:	00 Due Now
Invoice Lines:	0.00	Basis Date Type:	Inv Date
*Currency:	USD		
Total:	300.00		
Difference:	0.00		

Advanced Vendor Search
Print Invoice
Calculate
Invoice Lines
Find | View All First 1 of 1 Last

Line:	1	Item:	
*Distribute by:	Amount	Unit Price:	
Ship To:	CU00000001	Line Amount:	300.00
		Description:	Cash Advance
UOM:		Quantity:	

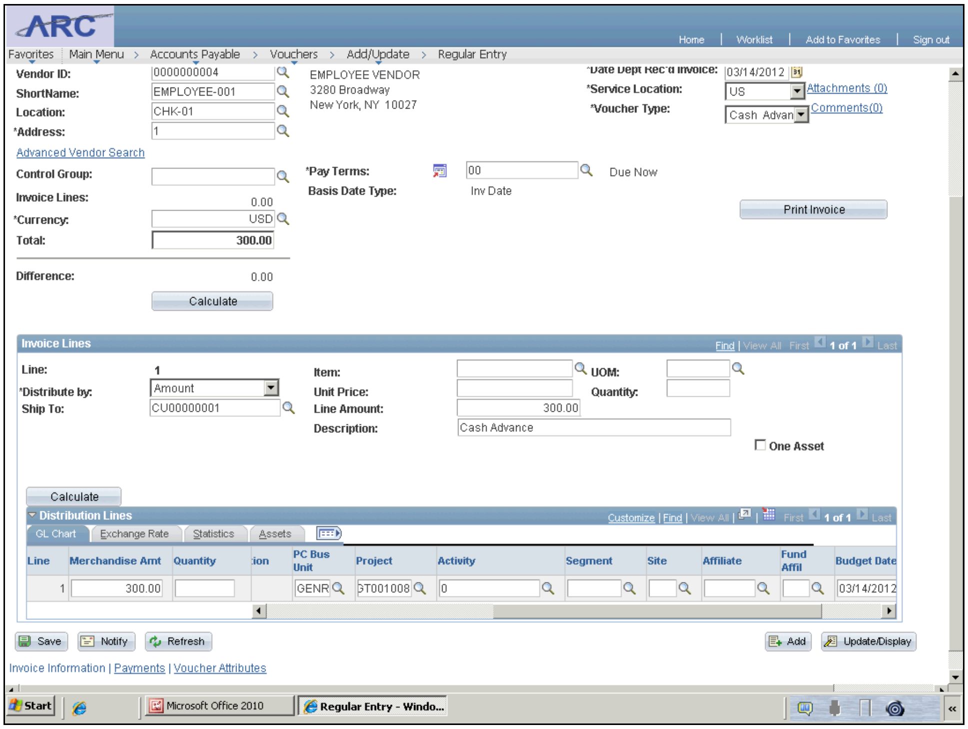
☐ One Asset

Calculate
Distribution Lines
Customize | Find | View All | First 1 of 1 Last
GL Chart | Exchange Rate | Statistics | Assets

Line	Merchandise Amt	Quantity	ion	PC Bus Unit	Project	Activity	Segment	Site	Affiliate	Fund Affil	Budget Date
1	300.00			GENR	GT001008						03/14/2012

Save | Notify | Refresh | Add | Update/Display
Invoice Information | Payments | Voucher Attributes
Start | Microsoft Office 2010 | Regular Entry - Windo...

Step	Action
35.	Click in the **Activity** field.


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

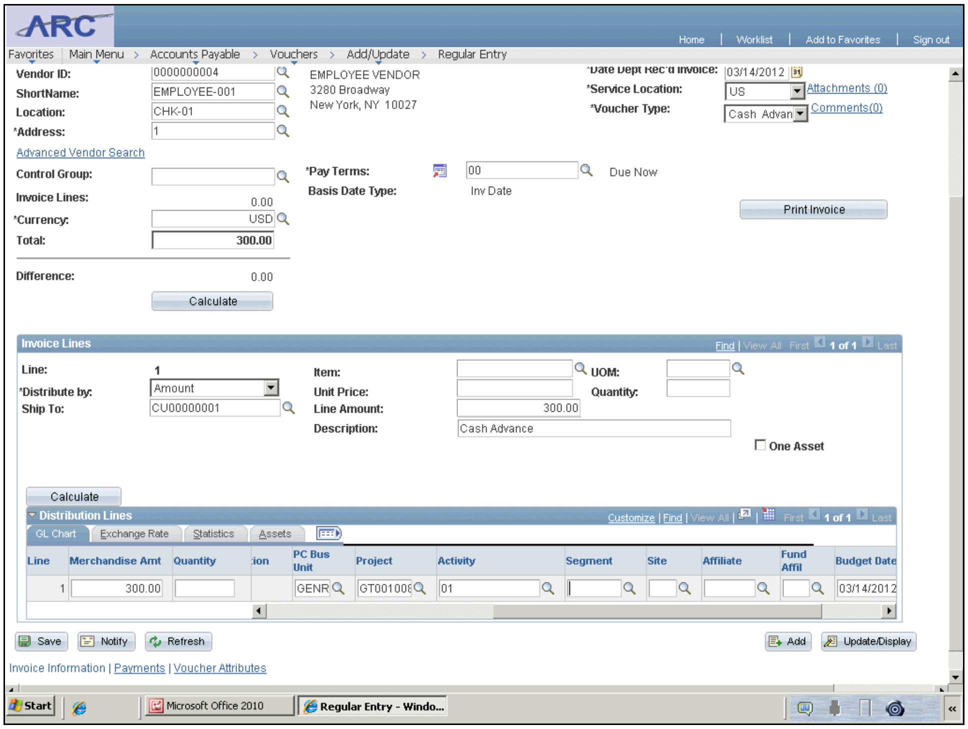
Vendor ID:	0000000004	EMPLOYEE VENDOR 3280 Broadway New York, NY 10027	
ShortName:	EMPLOYEE-001		
Location:	CHK-01		
*Address:	1		
*Date Dept Rec'd Invoice:	03/14/2012		
*Service Location:	US	Attachments (0)	
*Voucher Type:	Cash Advan	Comments(0)	
Control Group:		*Pay Terms:	00 Due Now
Invoice Lines:	0.00	Basis Date Type:	Inv Date
*Currency:	USD		
Total:	300.00		
Difference:	0.00		

Line:	1	Item:	
*Distribute by:	Amount	Unit Price:	
Ship To:	CU00000001	Line Amount:	300.00
		Description:	Cash Advance
UOM:		Quantity:	

☐ One Asset

Line	Merchandise Amt	Quantity	ion	PC Bus Unit	Project	Activity	Segment	Site	Affiliate	Fund Affil	Budget Date
1	300.00			GENR	GT001008	0					03/14/2012

Step	Action
36.	Enter the desired information into the **Activity** field. Enter "**01**".


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Print Invoice
Calculate
Find | View All First 1 of 1 Last
Customize | Find | View All | First 1 of 1 Last
GL Chart
Exchange Rate
Statistics
Assets
Save
Notify
Refresh
Add
Update/Display
Invoice Information | Payments | Voucher Attributes
Start
Microsoft Office 2010
Regular Entry - Windo...

Vendor ID: 0000000004
ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1

EMPLOYEE VENDOR
3280 Broadway
New York, NY 10027

*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
Attachments (0)
*Voucher Type: Cash Advan
Comments(0)

Control Group:
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Invoice Lines: 0.00
*Currency: USD
Total: 300.00
Difference: 0.00

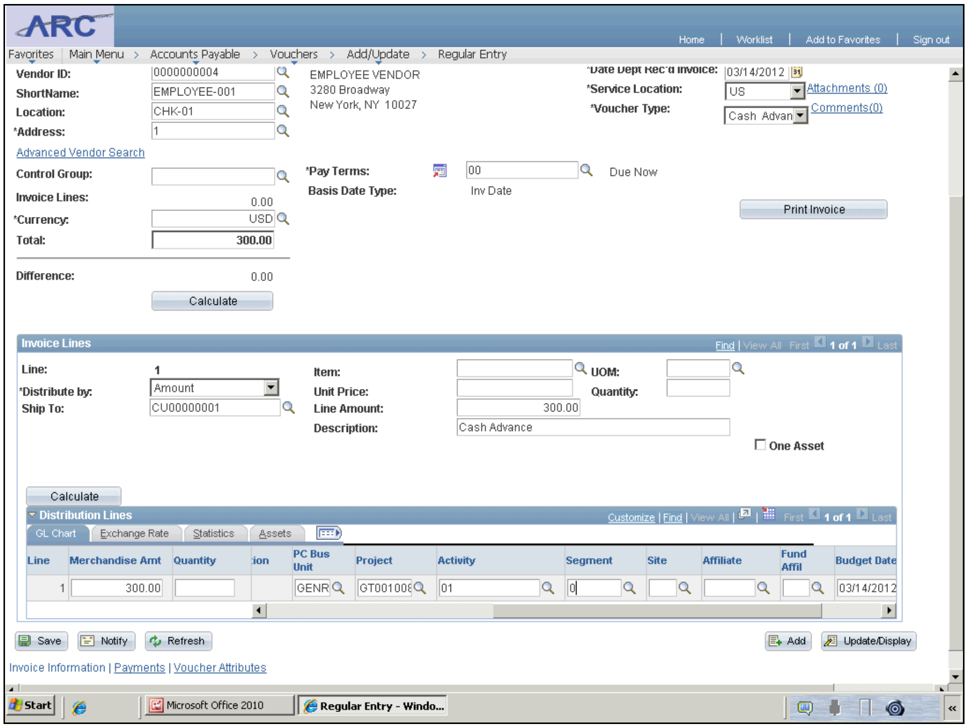
Invoice Lines

Line: 1
*Distribute by: Amount
Ship To: CU00000001
Item:
UOM:
Unit Price:
Quantity:
Line Amount: 300.00
Description: Cash Advance
☐ One Asset

Distribution Lines

Line	Merchandise Amt	Quantity	ion	PC Bus Unit	Project	Activity	Segment	Site	Affiliate	Fund Affil	Budget Date
1	300.00			GENR	GT001008	01					03/14/2012

Step	Action
37.	Click in the **Segment** field.


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Print Invoice
Calculate
Attachments (0)
Comments(0)
Find | View All First 1 of 1 Last
Customize | Find | View All
GL Chart
Exchange Rate
Statistics
Assets
Save
Notify
Refresh
Add
Update/Display
Invoice Information | Payments | Voucher Attributes
Start
Microsoft Office 2010
Regular Entry - Windo...

Vendor ID: 0000000004
ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1

EMPLOYEE VENDOR
3280 Broadway
New York, NY 10027

*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Cash Advan

Control Group:
Invoice Lines: 0.00
*Currency: USD
Total: 300.00
Difference: 0.00

*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

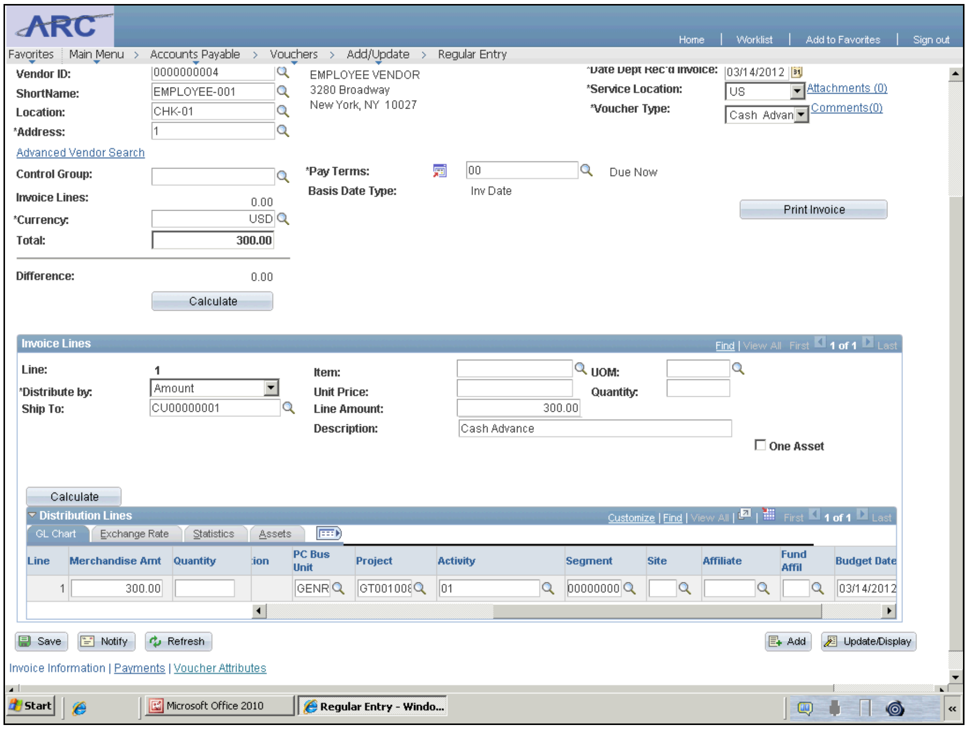
Invoice Lines

Line: 1
*Distribute by: Amount
Ship To: CU00000001
Item:
UOM:
Unit Price:
Quantity:
Line Amount: 300.00
Description: Cash Advance
☐ One Asset

Distribution Lines

Line	Merchandise Amt	Quantity	ion	PC Bus Unit	Project	Activity	Segment	Site	Affiliate	Fund Affil	Budget Date
1	300.00			GENR	GT00100	01	0				03/14/2012

Step	Action
38.	Enter the desired information into the **Segment** field. Enter "**00000000**".


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Print Invoice
Calculate
Attachments (0)
Comments(0)
Find | View All First 1 of 1 Last
Customize | Find | View All
GL Chart
Exchange Rate
Statistics
Assets
Save
Notify
Refresh
Add
Update/Display
Invoice Information | Payments | Voucher Attributes
Start
Microsoft Office 2010
Regular Entry - Windo...

Vendor ID: 0000000004
ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1

EMPLOYEE VENDOR
3280 Broadway
New York, NY 10027

*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Cash Advan

Control Group:
Invoice Lines: 0.00
*Currency: USD
Total: 300.00
Difference: 0.00

*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

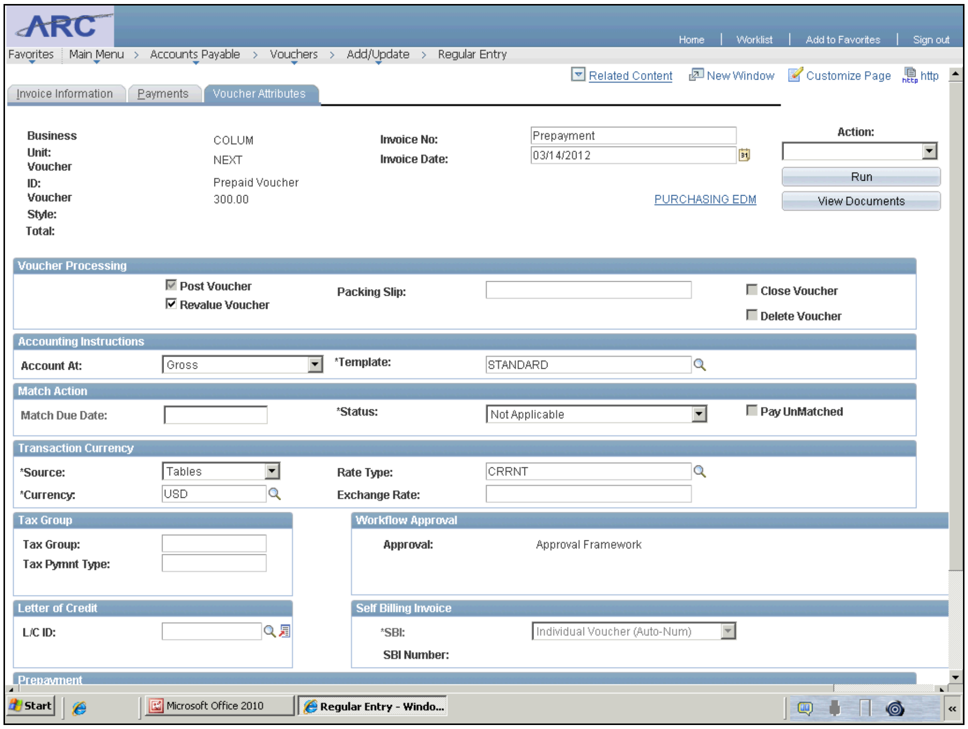
Invoice Lines

Line: 1
*Distribute by: Amount
Ship To: CU00000001
Item:
UOM:
Unit Price:
Quantity:
Line Amount: 300.00
Description: Cash Advance
☐ One Asset

Distribution Lines

Line	Merchandise Amt	Quantity	ion	PC Bus Unit	Project	Activity	Segment	Site	Affiliate	Fund Affil	Budget Date
1	300.00			GENR	GT00100	01	00000000				03/14/2012

Step	Action
39.	Click the **Voucher Attributes** link to enter the Prepayment Reference (T-Number/C-Number). Voucher Attributes


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Related Content
New Window
Customize Page
http
Invoice Information
Payments
Voucher Attributes
Action:
Run
View Documents
PURCHASING EDM
Prepayment

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Prepaid Voucher
Total: 300.00
Invoice No: Prepayment
Invoice Date: 03/14/2012

Voucher Processing
☑ Post Voucher
☑ Revalue Voucher
Packing Slip:
☐ Close Voucher
☐ Delete Voucher

Accounting Instructions
Account At: Gross
*Template: STANDARD

Match Action
Match Due Date:
*Status: Not Applicable
☐ Pay UnMatched

Transaction Currency
*Source: Tables
Rate Type: CRRNT
*Currency: USD
Exchange Rate:

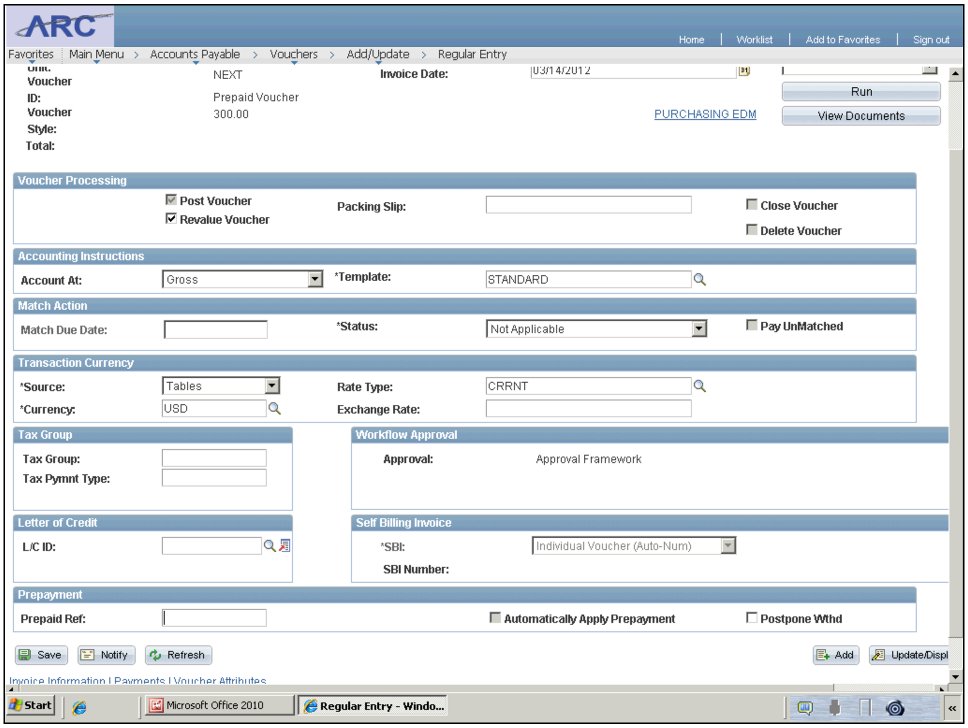
Tax Group
Tax Group:
Tax Pymnt Type:

Workflow Approval
Approval: Approval Framework

Letter of Credit
L/C ID:

Self Billing Invoice
*SBI: Individual Voucher (Auto-Num)
SBI Number:

Step	Action
40.	Scroll to the bottom of the page.


Home | Worklist | Add to Favorites | Sign out
Favorites · Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Run
View Documents
PURCHASING EDM
Save · Notify · Refresh · Add · Update/Displ
Invoice Information | Payments | Voucher Attributes
Start · Microsoft Office 2010 · Regular Entry - Windo...

Unit:
Voucher ID: NEXT
Voucher Style: Prepaid Voucher
Total: 300.00
Invoice Date: 03/14/2012

Voucher Processing
☑ Post Voucher
☑ Revalue Voucher
Packing Slip:
☐ Close Voucher
☐ Delete Voucher

Accounting Instructions
Account At: Gross
*Template: STANDARD

Match Action
Match Due Date:
*Status: Not Applicable
☐ Pay UnMatched

Transaction Currency
*Source: Tables
*Currency: USD
Rate Type: CRRNT
Exchange Rate:

Tax Group
Tax Group:
Tax Pymnt Type:

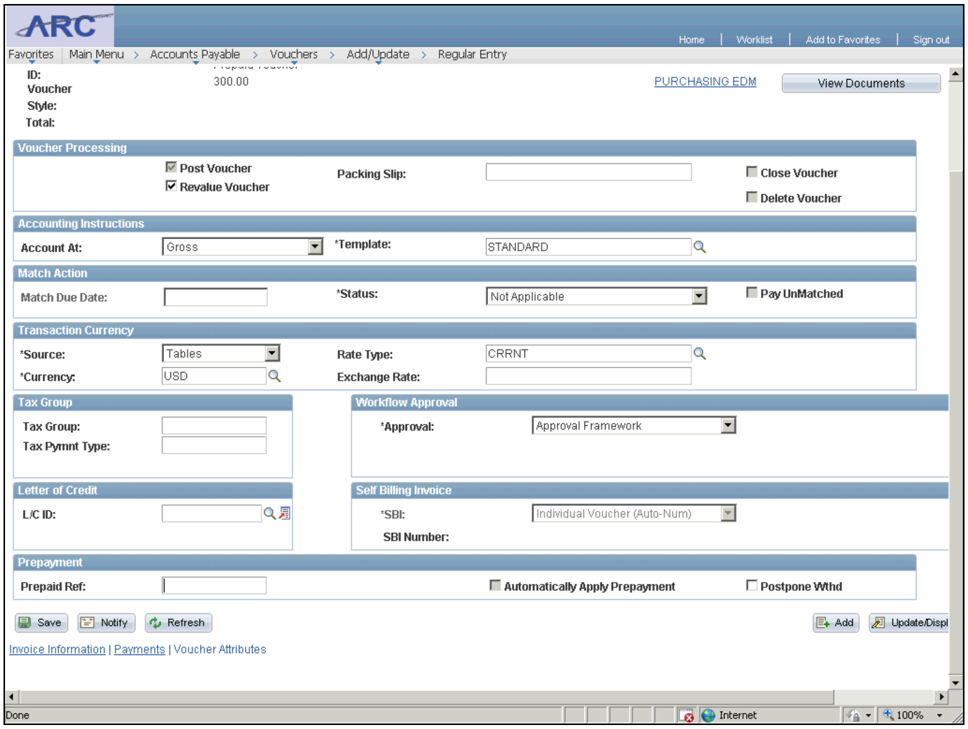
Workflow Approval
Approval: Approval Framework

Letter of Credit
L/C ID:

Self Billing Invoice
*SBI: Individual Voucher (Auto-Num)
SBI Number:

Prepayment
Prepaid Ref:
☐ Automatically Apply Prepayment
☐ Postpone Wthd

Step	Action
41.	Click in the **Prepaid Ref** field.


Home | Worklist | Add to Favorites | Sign out
Favorites · Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
PURCHASING EDM
View Documents
Save · Notify · Refresh · Add · Update/Displ
Invoice Information | Payments | Voucher Attributes
Done · Internet · 100%

ID:
Voucher Style: Prepaid Voucher
Total: 300.00

Voucher Processing
☑ Post Voucher
☑ Revalue Voucher
Packing Slip:
☐ Close Voucher
☐ Delete Voucher

Accounting Instructions
Account At: Gross
*Template: STANDARD

Match Action
Match Due Date:
*Status: Not Applicable
☐ Pay UnMatched

Transaction Currency
*Source: Tables
*Currency: USD
Rate Type: CRRNT
Exchange Rate:

Tax Group
Tax Group:
Tax Pymnt Type:

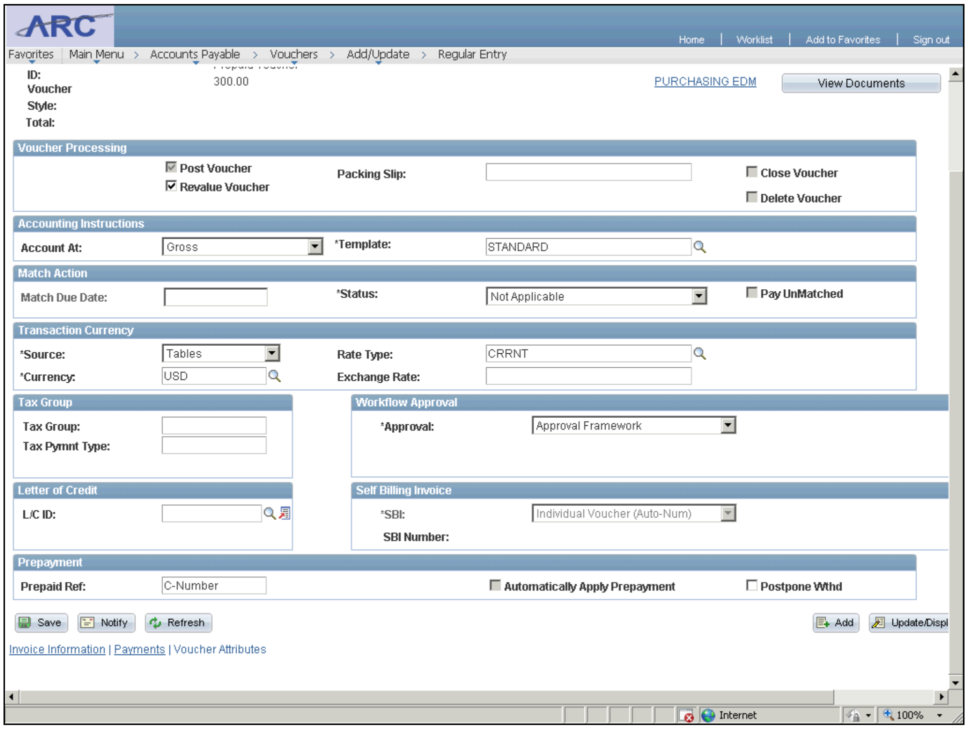
Workflow Approval
*Approval: Approval Framework

Letter of Credit
L/C ID:

Self Billing Invoice
*SBI: Individual Voucher (Auto-Num)
SBI Number:

Prepayment
Prepaid Ref:
☐ Automatically Apply Prepayment
☐ Postpone Wthd

Step	Action
42.	Enter the desired information into the **Prepaid Ref** field. Enter "**C-Number**". If this advance was for a non-employee vendor, you would enter a P-Number.


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
PURCHASING EDM
View Documents
Save
Notify
Refresh
Add
Update/Displ
Invoice Information | Payments | Voucher Attributes
Internet
100%

ID:
Voucher Style:
Total: 300.00

Voucher Processing

☑ Post Voucher
☑ Revalue Voucher
Packing Slip:
☐ Close Voucher
☐ Delete Voucher

Accounting Instructions

Account At: Gross
*Template: STANDARD

Match Action

Match Due Date:
*Status: Not Applicable
☐ Pay UnMatched

Transaction Currency

*Source: Tables
Rate Type: CRRNT
*Currency: USD
Exchange Rate:

Tax Group

Tax Group:
Tax Pymnt Type:

Workflow Approval

*Approval: Approval Framework

Letter of Credit

L/C ID:

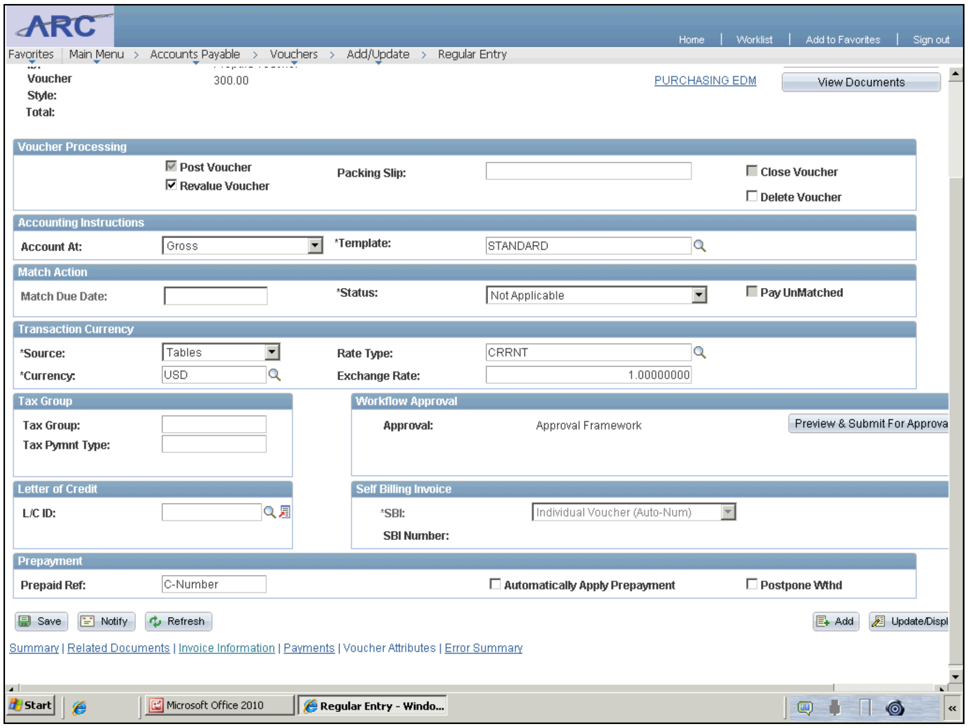
Self Billing Invoice

*SBI: Individual Voucher (Auto-Num)
SBI Number:

Prepayment

Prepaid Ref: C-Number
☐ Automatically Apply Prepayment
☐ Postpone Wthd

Step	Action
43.	Click the **Save** button. Save


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

Voucher Style:
Total: 300.00

PURCHASING EDM
View Documents

Voucher Processing

☑ Post Voucher
☑ Revalue Voucher
Packing Slip:
☐ Close Voucher
☐ Delete Voucher

Accounting Instructions

Account At: Gross
*Template: STANDARD

Match Action

Match Due Date:
*Status: Not Applicable
☐ Pay UnMatched

Transaction Currency

*Source: Tables
Rate Type: CRRNT
*Currency: USD
Exchange Rate: 1.00000000

Tax Group

Tax Group:
Tax Pymnt Type:

Workflow Approval

Approval: Approval Framework

Preview & Submit For Approva

Letter of Credit

L/C ID:

Self Billing Invoice

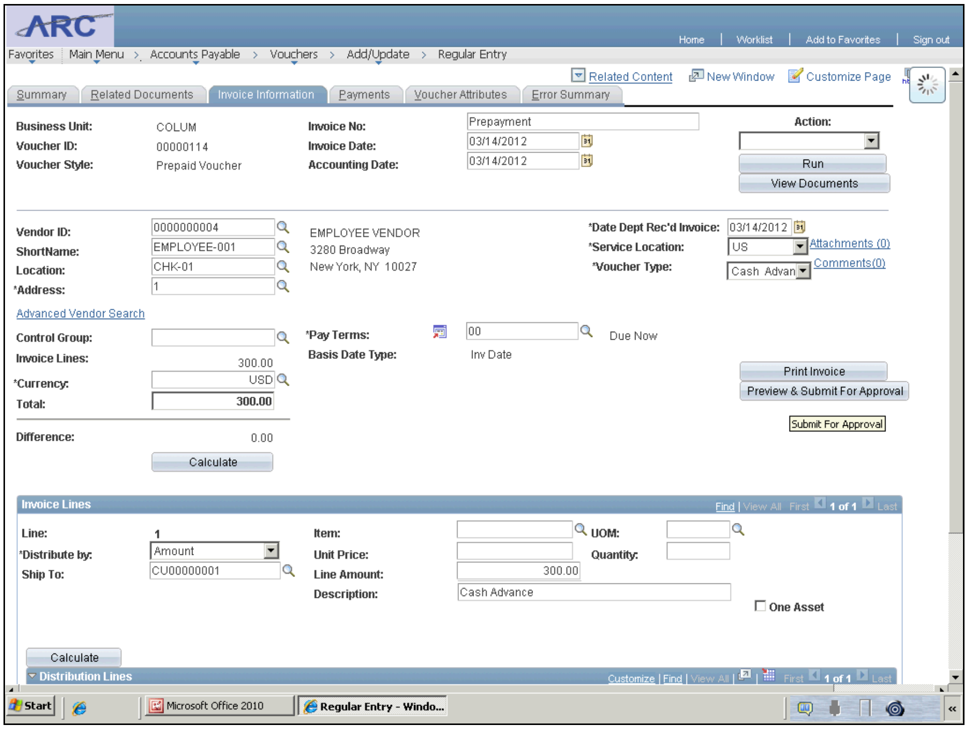
*SBI: Individual Voucher (Auto-Num)
SBI Number:

Prepayment

Prepaid Ref: C-Number
☐ Automatically Apply Prepayment
☐ Postpone Wthd

Save Notify Refresh Add Update/Displ
Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary
Start Microsoft Office 2010 Regular Entry - Windo...

Step	Action
44.	Click the **Invoice Information** link. Invoice Information


Home | Worklist | Add to Favorites | Sign out
Favorites Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Related Content New Window Customize Page
Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary

Business Unit: COLUM
Voucher ID: 00000114
Voucher Style: Prepaid Voucher
Invoice No: Prepayment
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012
Action:

Run
View Documents

Vendor ID: 0000000004
ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1

EMPLOYEE VENDOR
3280 Broadway
New York, NY 10027

*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Cash Advan

Attachments (0)
Comments(0)
Advanced Vendor Search

Control Group:
Invoice Lines: 300.00
*Currency: USD
Total: 300.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

Calculate
Print Invoice
Preview & Submit For Approval
Submit For Approval

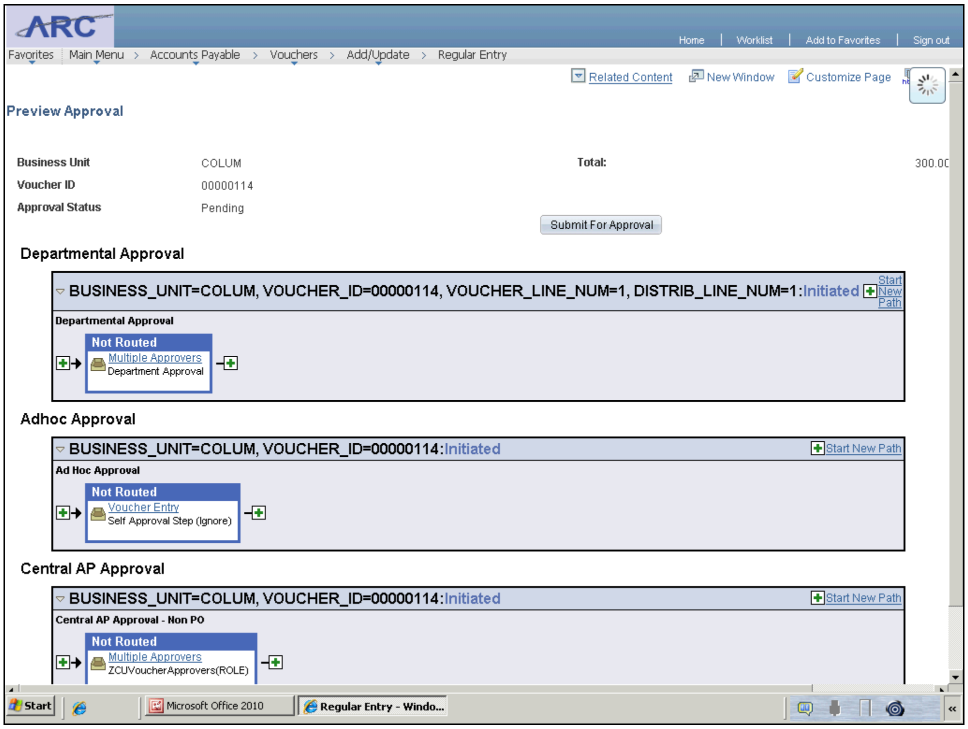
Invoice Lines

Find | View All First 1 of 1 Last

Line: 1
*Distribute by: Amount
Ship To: CU00000001
Item:
Unit Price:
Line Amount: 300.00
Description: Cash Advance
UOM:
Quantity:
☐ One Asset

Calculate
Distribution Lines
Customize | Find | View All First 1 of 1 Last
Start Microsoft Office 2010 Regular Entry - Windo...

Step	Action
45.	Click the **Preview & Submit For Approval** button. Preview & Submit For Approval


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Related Content | New Window | Customize Page
Start
Microsoft Office 2010
Regular Entry - Windo...

Preview Approval

Business Unit COLUM
Voucher ID 00000114
Approval Status Pending
Total: 300.0

Submit For Approval

Departmental Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=00000114, VOUCHER_LINE_NUM=1, DISTRIB_LINE_NUM=1:Initiated
Start New Path
Departmental Approval
Not Routed
Multiple Approvers
Department Approval

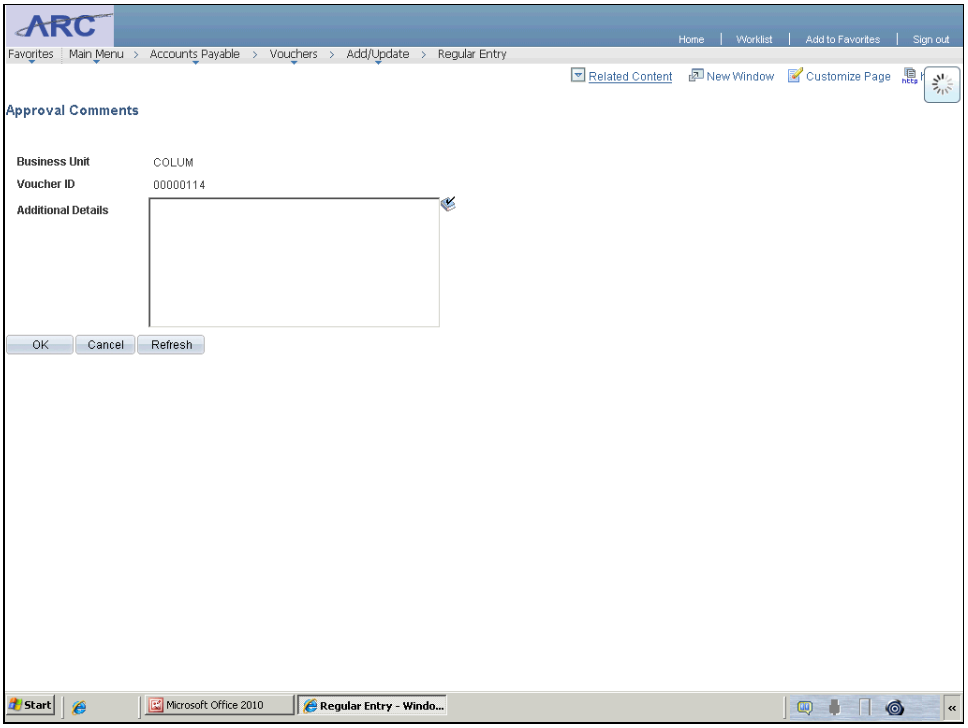
Adhoc Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=00000114:Initiated
Start New Path
Ad Hoc Approval
Not Routed
Voucher Entry
Self Approval Step (Ignore)

Central AP Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=00000114:Initiated
Start New Path
Central AP Approval - Non PO
Not Routed
Multiple Approvers
ZCUVoucherApprovers(ROLE)

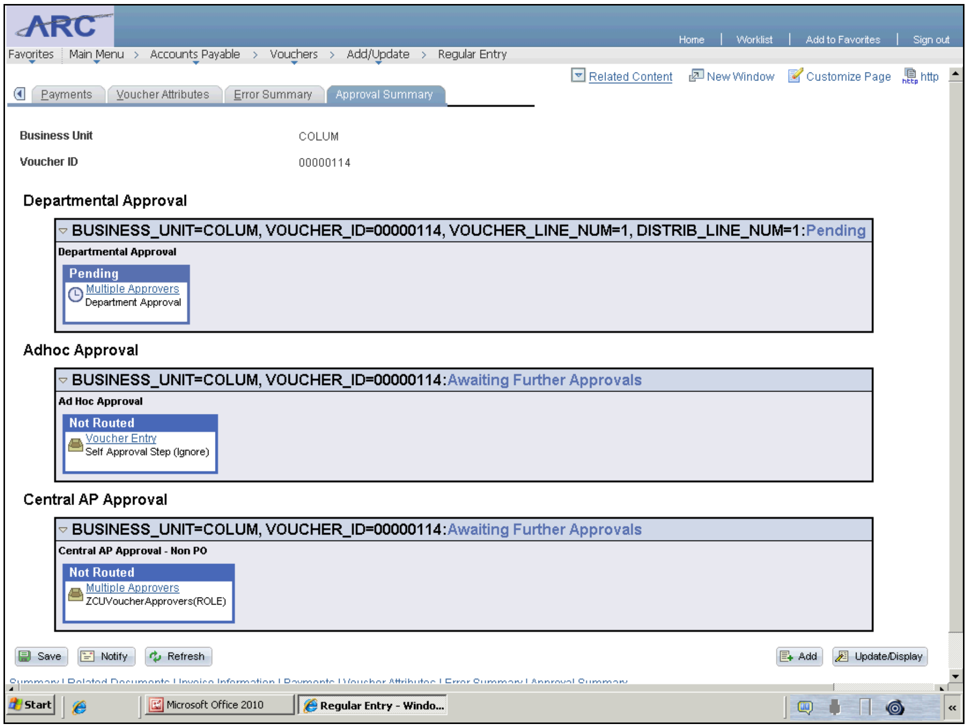
Step	Action
46.	Click the **Submit For Approval** button. Submit For Approval


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Related Content | New Window | Customize Page
OK
Cancel
Refresh
Start
Microsoft Office 2010
Regular Entry - Windo...

Approval Comments

Business Unit COLUM
Voucher ID 00000114
Additional Details

Step	Action
47.	Click the **OK** button. OK


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Related Content | New Window | Customize Page | http
Payments
Voucher Attributes
Error Summary
Approval Summary
Save
Notify
Refresh
Add
Update/Display
Start
Microsoft Office 2010
Regular Entry - Windo...

Business Unit COLUM
Voucher ID 00000114

Departmental Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=00000114, VOUCHER_LINE_NUM=1, DISTRIB_LINE_NUM=1:Pending

Departmental Approval
Pending
Multiple Approvers
Department Approval

Adhoc Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=00000114:Awaiting Further Approvals

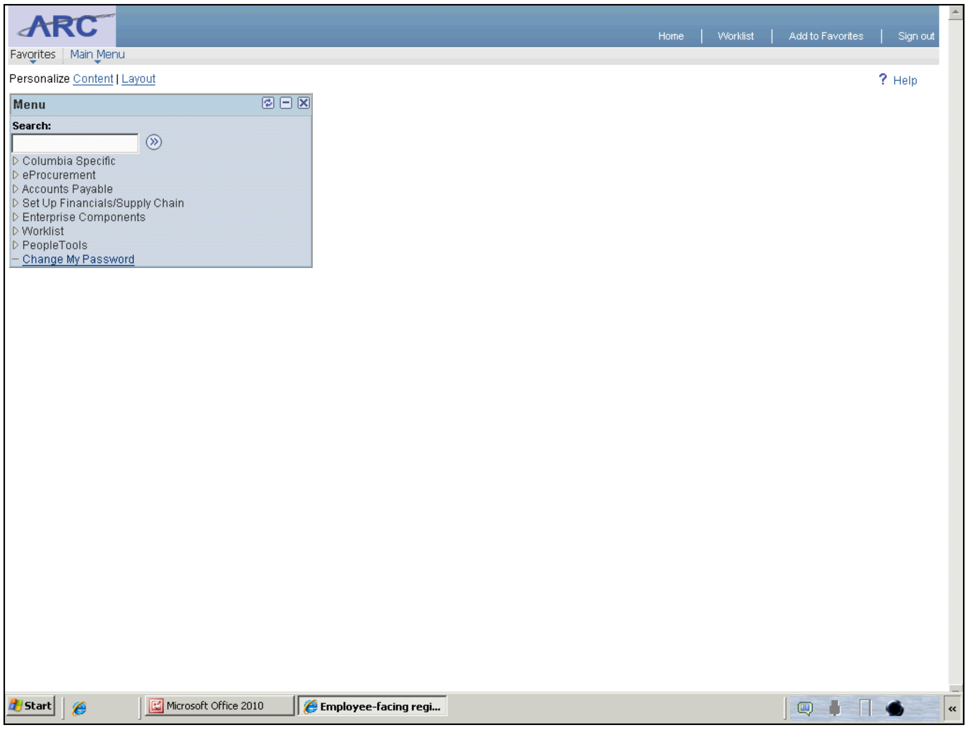
Ad Hoc Approval
Not Routed
Voucher Entry
Self Approval Step (Ignore)

Central AP Approval

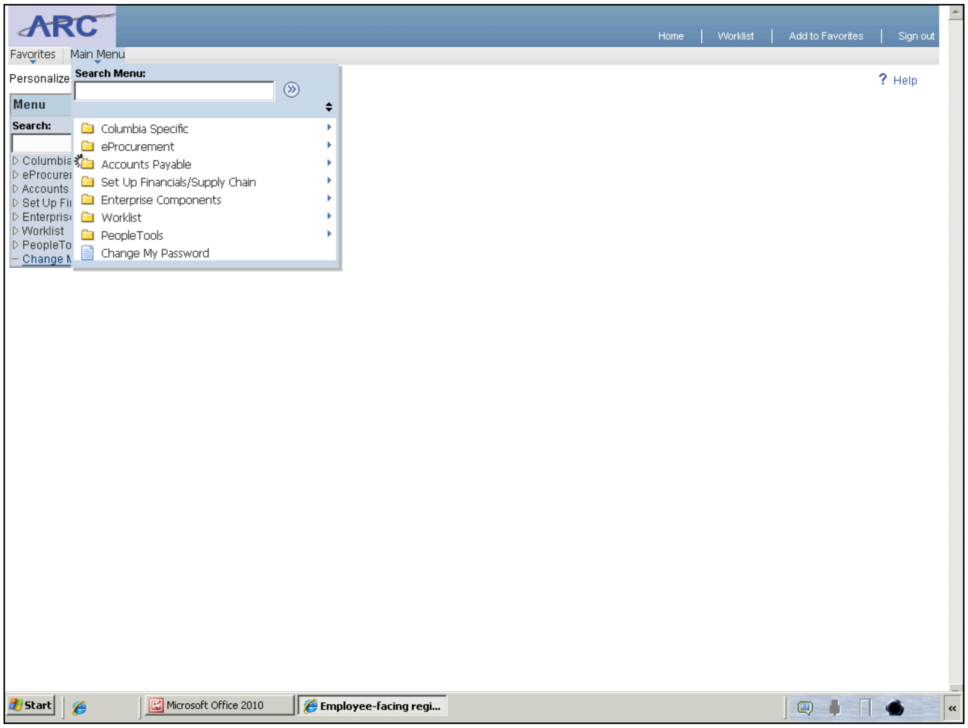
BUSINESS_UNIT=COLUM, VOUCHER_ID=00000114:Awaiting Further Approvals

Central AP Approval - Non PO
Not Routed
Multiple Approvers
ZCUVoucherApprovers(ROLE)

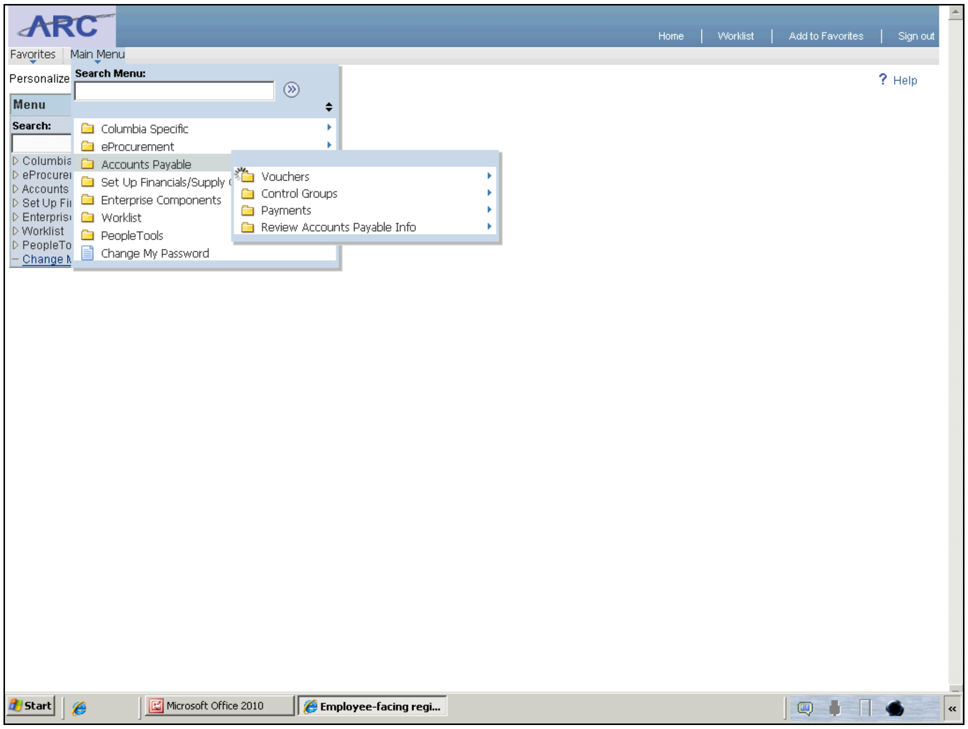
Step	Action
48.	See the approval workflow path upon submission and click the home link to learn how to create a regular expense voucher linked to the prepaid voucher.


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu
Personalize Content | Layout
? Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply Chain
Enterprise Components
Worklist
PeopleTools
Change My Password
Start
Microsoft Office 2010
Employee-facing regi...

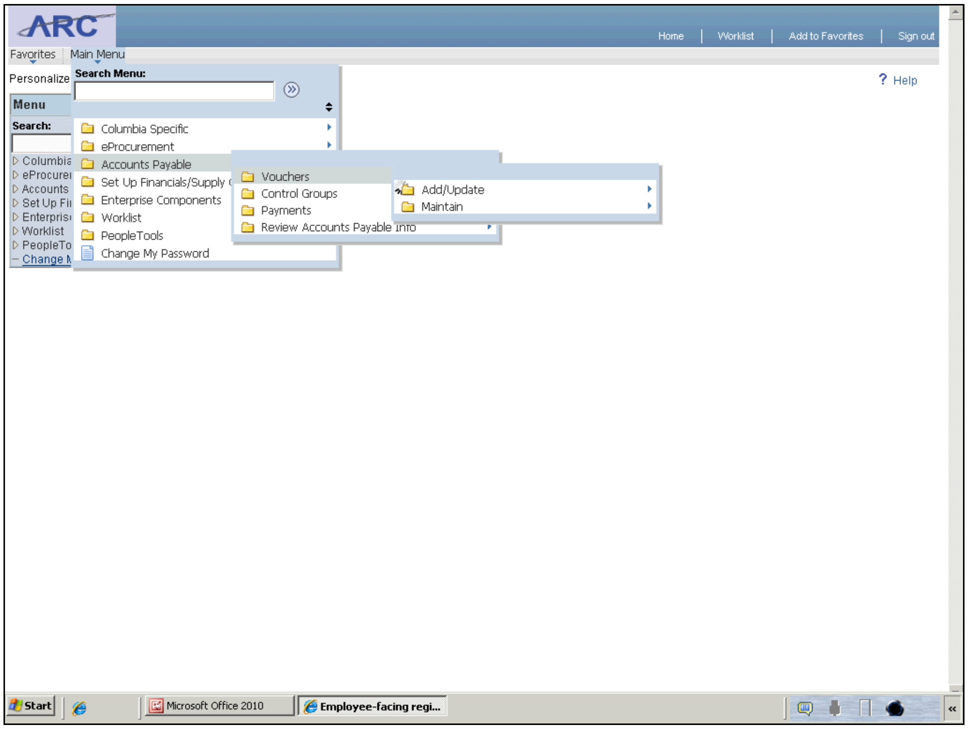
Step	Action
49.	We will now create the Regular Expense Voucher linked to the prepayment voucher. Click the **Main Menu** button. Main Menu


Home
Worklist
Add to Favorites
Sign out
Favorites
Main Menu
Personalize
Search Menu:
Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply Chain
Enterprise Components
Worklist
PeopleTools
Change My Password
Start
Microsoft Office 2010
Employee-facing regi...

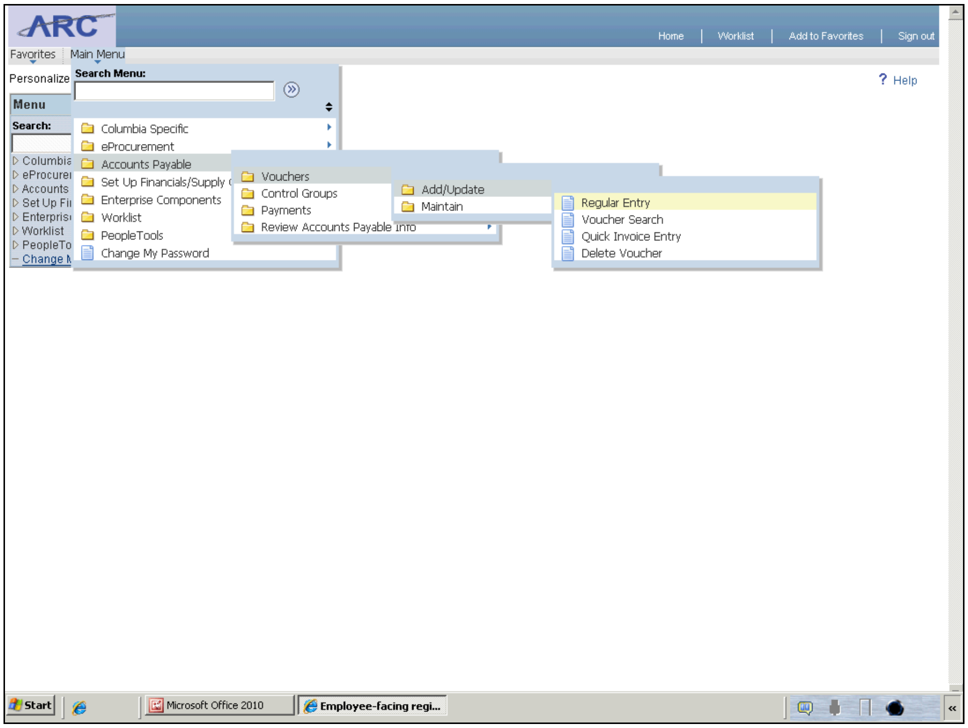
Step	Action
50.	Click the **Accounts Payable** menu. Accounts Payable


Home
Worklist
Add to Favorites
Sign out
Favorites
Main Menu
Personalize
Search Menu:
Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply Chain
Enterprise Components
Worklist
PeopleTools
Change My Password
Vouchers
Control Groups
Payments
Review Accounts Payable Info
Start
Microsoft Office 2010
Employee-facing regi...

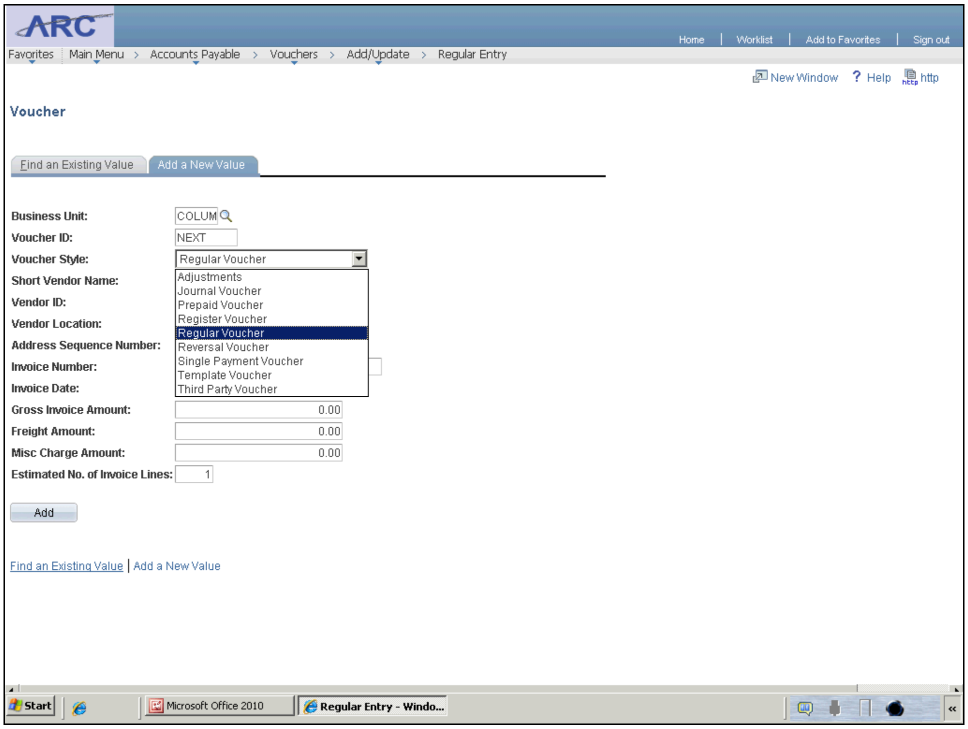
Step	Action
51.	Click the **Vouchers** menu.


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites
Main Menu
Personalize
Search Menu:
? Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply
Enterprise Components
Worklist
PeopleTools
Change My Password
Vouchers
Control Groups
Payments
Review Accounts Payable Info
Add/Update
Maintain
Start
Microsoft Office 2010
Employee-facing regi...

Step	Action
52.	Click the **Add/Update** menu.


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites
Main Menu
Personalize
Search Menu:
Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply
Enterprise Components
Worklist
PeopleTools
Change My Password
Vouchers
Control Groups
Payments
Review Accounts Payable Info
Add/Update
Maintain
Regular Entry
Voucher Search
Quick Invoice Entry
Delete Voucher
Start
Microsoft Office 2010
Employee-facing regi...

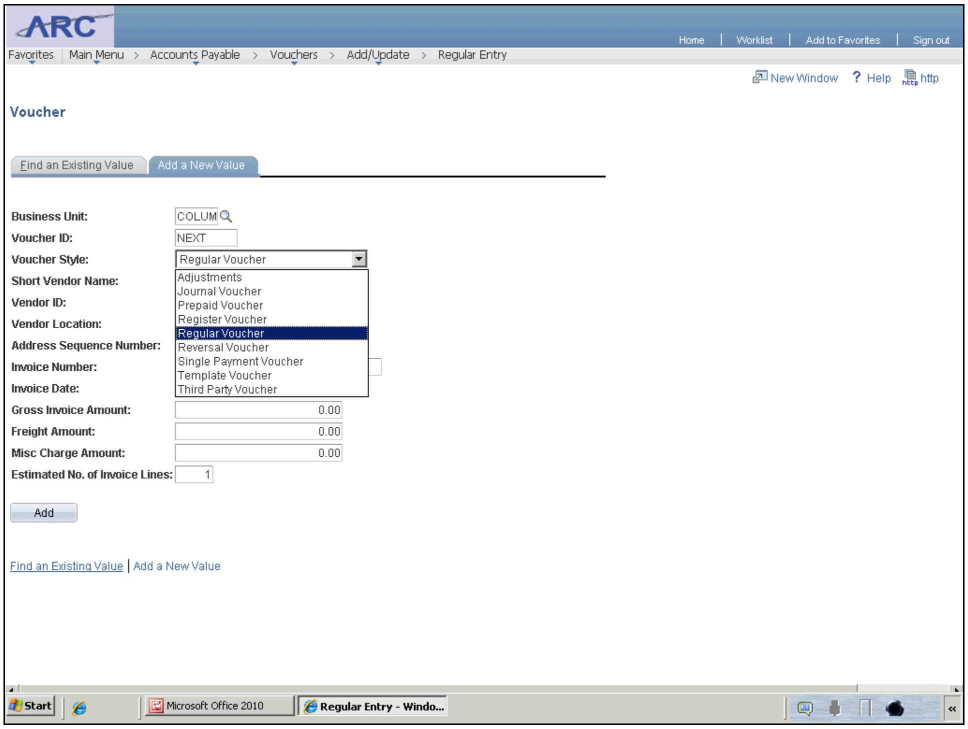
Step	Action
53.	Click the **Regular Entry** menu. Regular Entry


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window
Help
http
Find an Existing Value
Add a New Value
Adjustments
Journal Voucher
Prepaid Voucher
Register Voucher
Regular Voucher
Reversal Voucher
Single Payment Voucher
Template Voucher
Third Party Voucher
Add
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...

Voucher

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Short Vendor Name:
Vendor ID:
Vendor Location:
Address Sequence Number:
Invoice Number:
Invoice Date:
Gross Invoice Amount: 0.00
Freight Amount: 0.00
Misc Charge Amount: 0.00
Estimated No. of Invoice Lines: 1

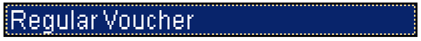
Step	Action
54.	Click the **Voucher Style** list.

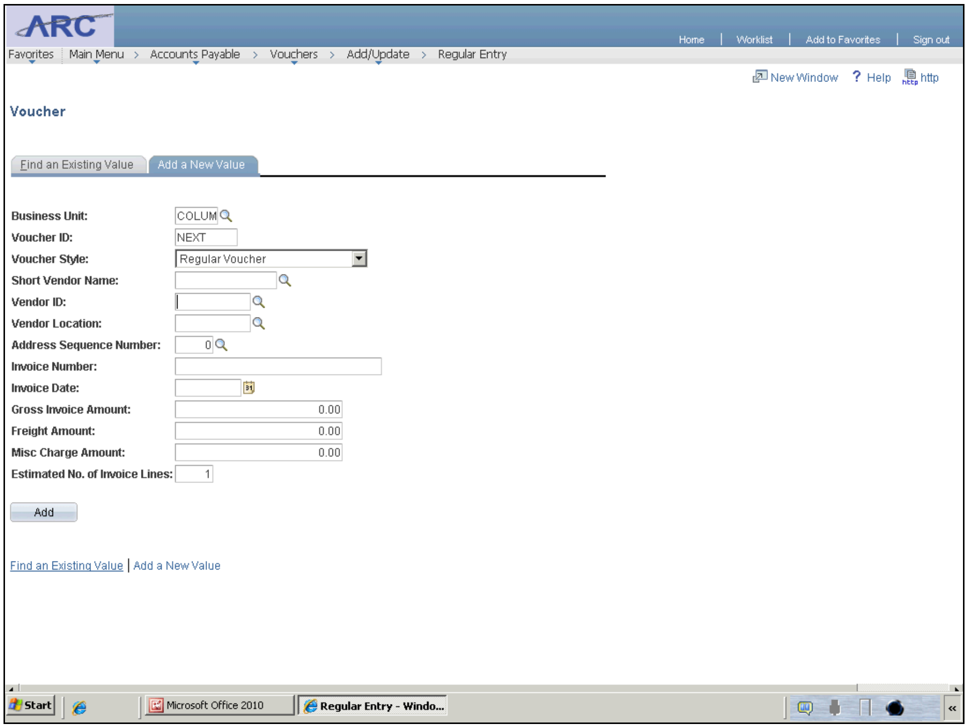

ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window ? Help http
Find an Existing Value
Add a New Value
Adjustments
Journal Voucher
Prepaid Voucher
Register Voucher
Regular Voucher
Reversal Voucher
Single Payment Voucher
Template Voucher
Third Party Voucher
Add
Start
Microsoft Office 2010
Regular Entry - Windo...

Voucher

Business Unit:	COLUM
Voucher ID:	NEXT
Voucher Style:	Regular Voucher
Short Vendor Name:	
Vendor ID:	
Vendor Location:	
Address Sequence Number:	
Invoice Number:	
Invoice Date:	
Gross Invoice Amount:	0.00
Freight Amount:	0.00
Misc Charge Amount:	0.00
Estimated No. of Invoice Lines:	1

Find an Existing Value | Add a New Value

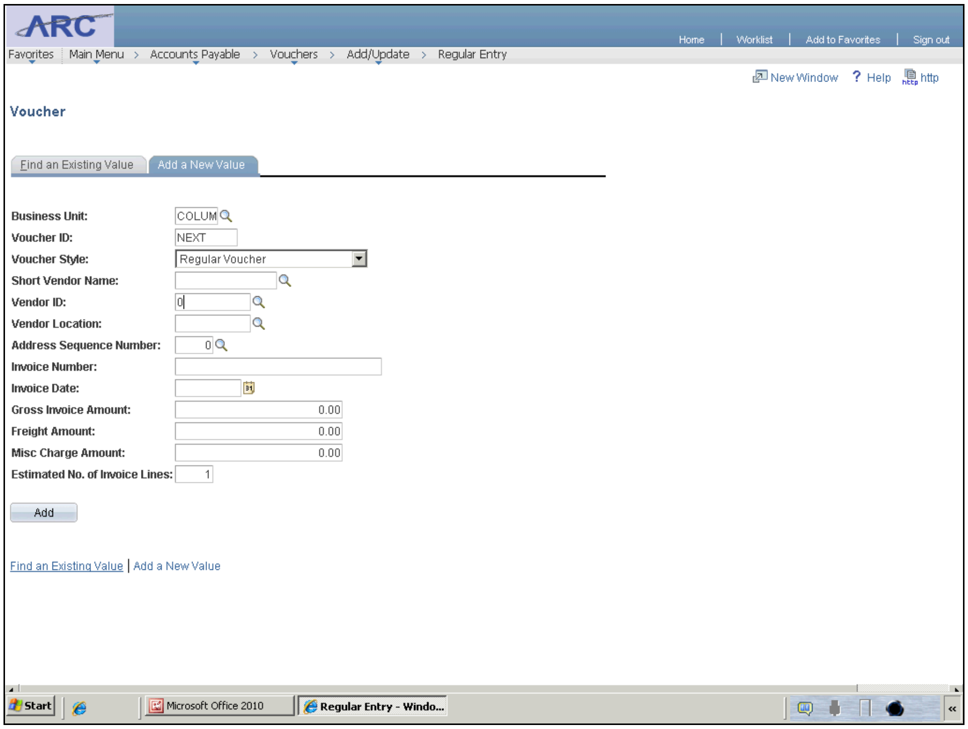
Step	Action
55.	Click the **Regular Voucher** list item. 


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window Help http
Find an Existing Value
Add a New Value
Add
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...

Voucher

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

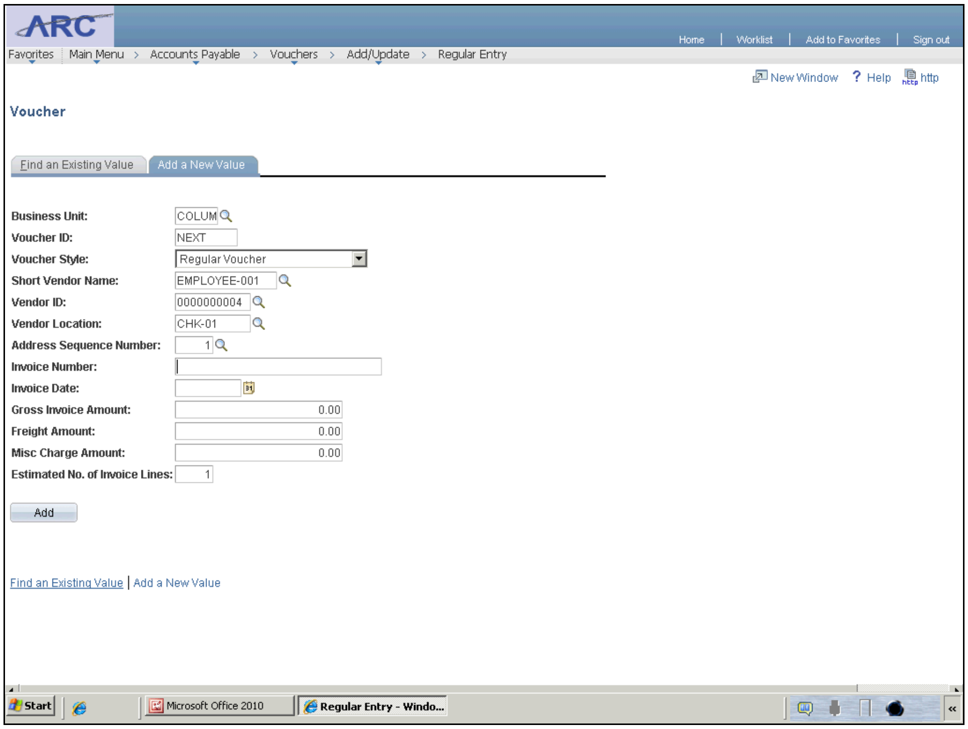
Step	Action
56.	Click in the **Vendor ID** field.


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window Help http
Find an Existing Value
Add a New Value
Add
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...

Voucher

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Short Vendor Name:
Vendor ID: 0
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

Step	Action
57.	Enter the desired information into the **Vendor ID** field. Enter "**0000000004**".

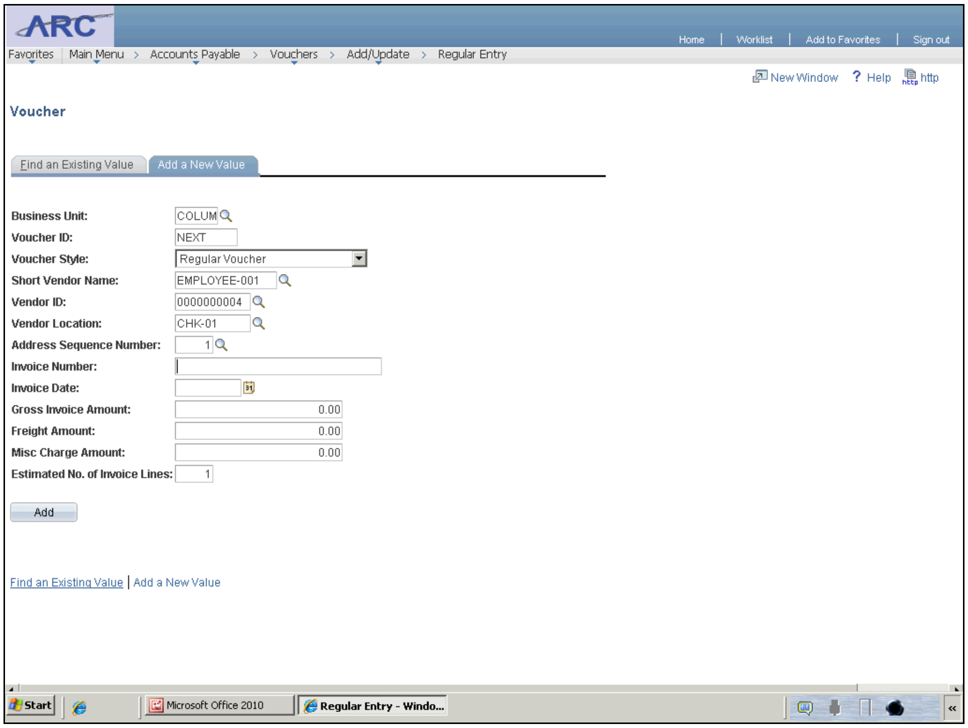

ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window ? Help http
Find an Existing Value
Add a New Value
Add
Start
Microsoft Office 2010
Regular Entry - Windo...

Voucher

Business Unit:	COLUM
Voucher ID:	NEXT
Voucher Style:	Regular Voucher
Short Vendor Name:	EMPLOYEE-001
Vendor ID:	0000000004
Vendor Location:	CHK-01
Address Sequence Number:	1
Invoice Number:	
Invoice Date:	
Gross Invoice Amount:	0.00
Freight Amount:	0.00
Misc Charge Amount:	0.00
Estimated No. of Invoice Lines:	1

Find an Existing Value | Add a New Value

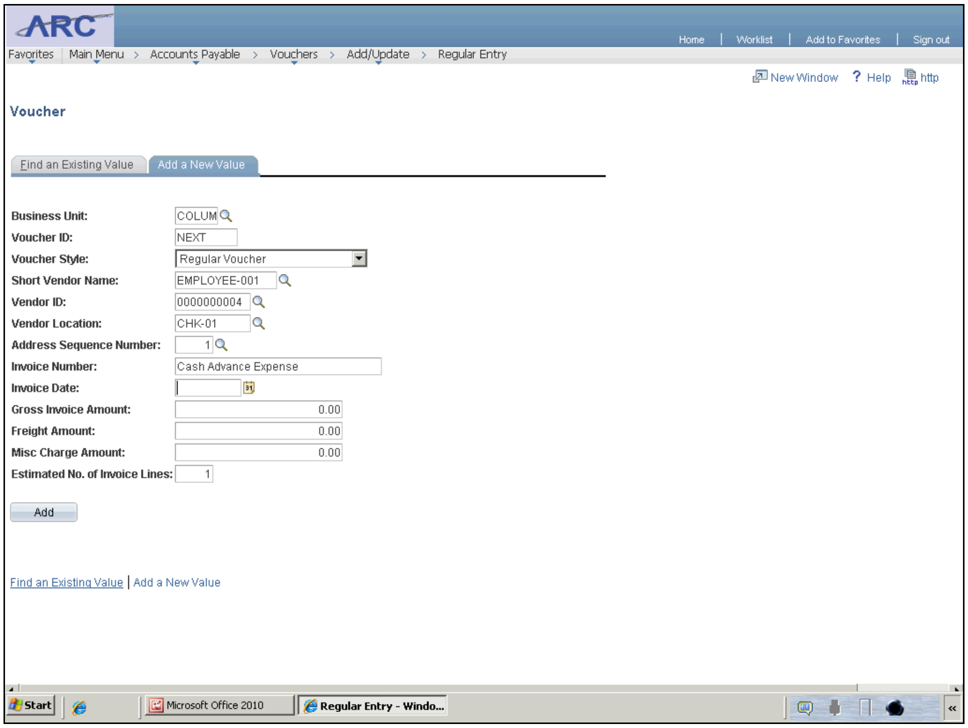
Step	Action
58.	Click in the **Invoice Number** field.


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window ? Help http
Find an Existing Value
Add a New Value
Add
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...

Voucher

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Short Vendor Name: EMPLOYEE-001
Vendor ID: 0000000004
Vendor Location: CHK-01
Address Sequence Number: 1
Invoice Number:
Invoice Date:
Gross Invoice Amount: 0.00
Freight Amount: 0.00
Misc Charge Amount: 0.00
Estimated No. of Invoice Lines: 1

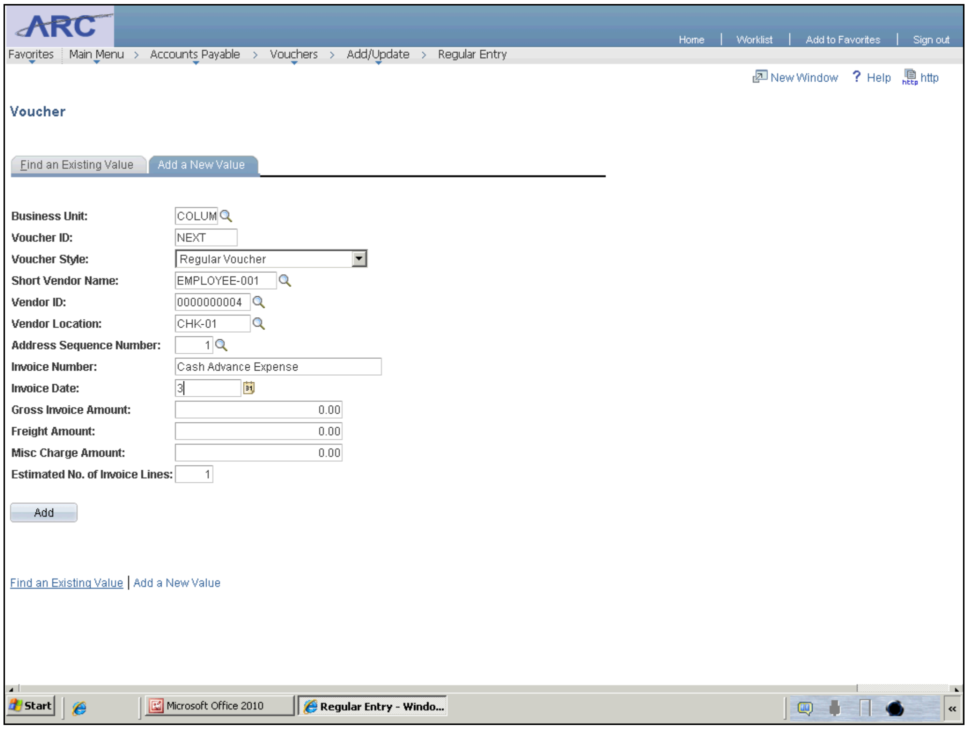
Step	Action
59.	This invoice number is meant to demonstrate that this voucher is the expense associated with the Cash Advance. Normally, you would enter the real invoice number associated with the expense. Enter the desired information into the **Invoice Number** field. Enter "**Cash Advance Expense**".


Home | Worklist | Add to Favorites | Sign out
Favorites Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window Help http
Find an Existing Value Add a New Value
Add
Find an Existing Value | Add a New Value
Start Microsoft Office 2010 Regular Entry - Windo...

Voucher

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Short Vendor Name: EMPLOYEE-001
Vendor ID: 0000000004
Vendor Location: CHK-01
Address Sequence Number: 1
Invoice Number: Cash Advance Expense
Invoice Date:
Gross Invoice Amount: 0.00
Freight Amount: 0.00
Misc Charge Amount: 0.00
Estimated No. of Invoice Lines: 1

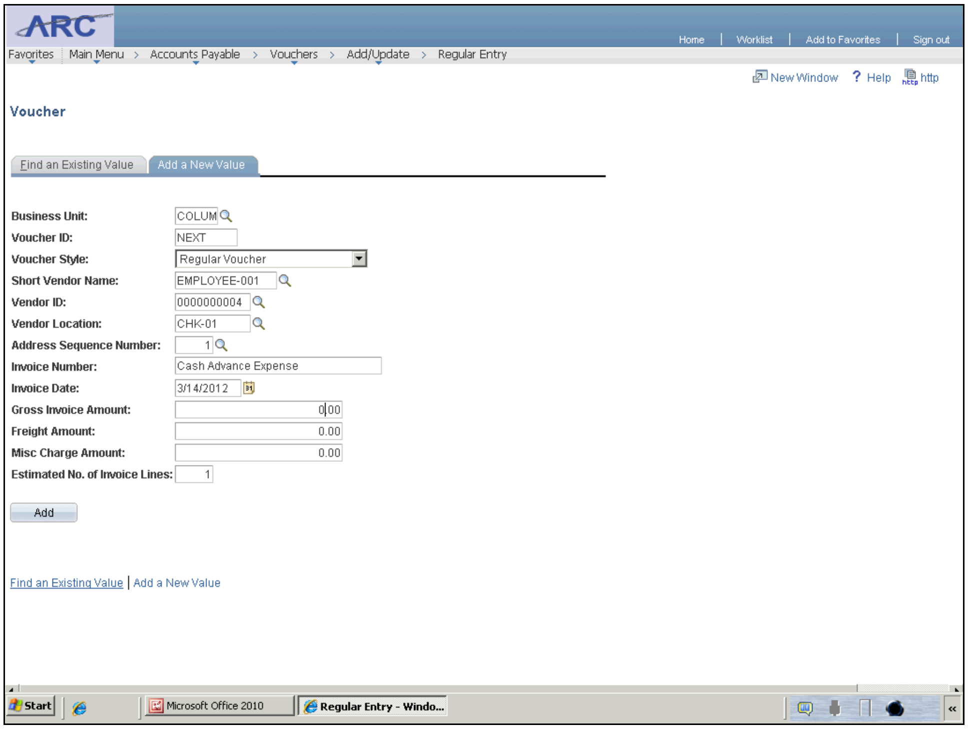
Step	Action
60.	Click in the **Invoice Date** field.


Home | Worklist | Add to Favorites | Sign out
Favorites Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window Help http
Find an Existing Value Add a New Value
Add
Find an Existing Value | Add a New Value
Start Microsoft Office 2010 Regular Entry - Windo...

Voucher

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Short Vendor Name: EMPLOYEE-001
Vendor ID: 0000000004
Vendor Location: CHK-01
Address Sequence Number: 1
Invoice Number: Cash Advance Expense
Invoice Date: 3
Gross Invoice Amount: 0.00
Freight Amount: 0.00
Misc Charge Amount: 0.00
Estimated No. of Invoice Lines: 1

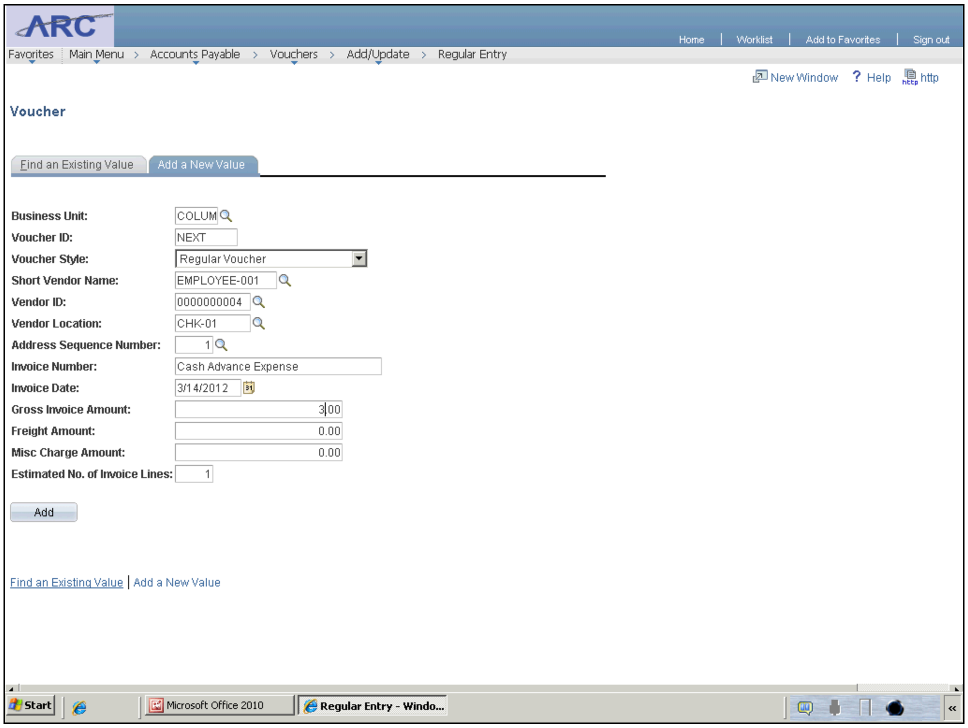
Step	Action
61.	Enter the desired information into the **Invoice Date** field. Enter "**3/14/2012**".


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window
Help
http
Find an Existing Value
Add a New Value
Add
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...

Voucher

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Short Vendor Name: EMPLOYEE-001
Vendor ID: 0000000004
Vendor Location: CHK-01
Address Sequence Number: 1
Invoice Number: Cash Advance Expense
Invoice Date: 3/14/2012
Gross Invoice Amount: 0.00
Freight Amount: 0.00
Misc Charge Amount: 0.00
Estimated No. of Invoice Lines: 1

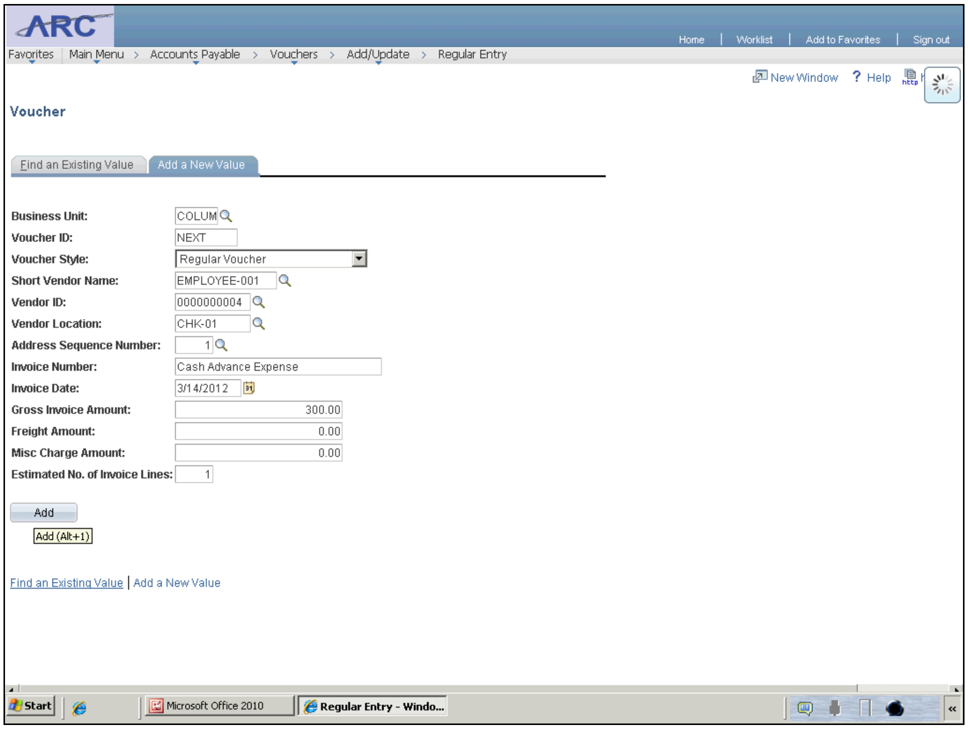
Step	Action
62.	Click in the **Gross Invoice Amount** field. 0.00


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window | Help | http
Find an Existing Value | Add a New Value
Add
Find an Existing Value | Add a New Value
Start | Microsoft Office 2010 | Regular Entry - Windo...

Voucher

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Short Vendor Name: EMPLOYEE-001
Vendor ID: 0000000004
Vendor Location: CHK-01
Address Sequence Number: 1
Invoice Number: Cash Advance Expense
Invoice Date: 3/14/2012
Gross Invoice Amount: 300
Freight Amount: 0.00
Misc Charge Amount: 0.00
Estimated No. of Invoice Lines: 1

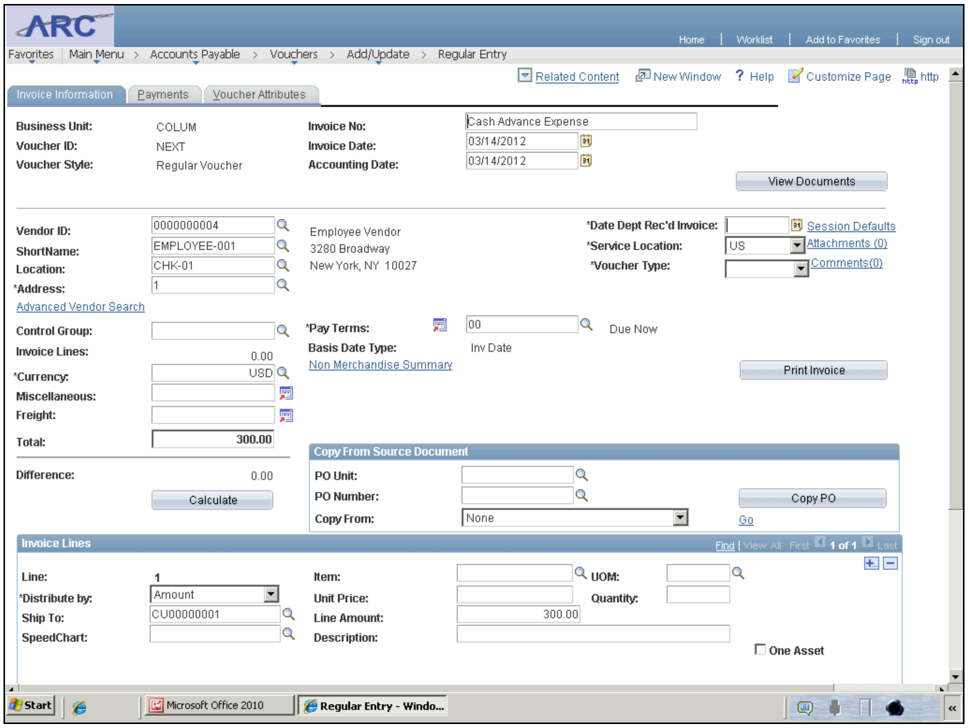
Step	Action
63.	Enter the desired information into the **Gross Invoice Amount** field. Enter "**300**".


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window | Help
Find an Existing Value | Add a New Value
Add
Add (Alt+1)
Find an Existing Value | Add a New Value
Start | Microsoft Office 2010 | Regular Entry - Windo...

Voucher

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Short Vendor Name: EMPLOYEE-001
Vendor ID: 0000000004
Vendor Location: CHK-01
Address Sequence Number: 1
Invoice Number: Cash Advance Expense
Invoice Date: 3/14/2012
Gross Invoice Amount: 300.00
Freight Amount: 0.00
Misc Charge Amount: 0.00
Estimated No. of Invoice Lines: 1

Step	Action
64.	Click the **Add** button. Add


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
Invoice Information | Payments | Voucher Attributes
View Documents
Print Invoice
Copy From Source Document
Copy PO
Go
Calculate
Invoice Lines
Find | View All First 1 of 1 Last
Session Defaults
Attachments (0)
Comments(0)
Advanced Vendor Search
Non Merchandise Summary
Start | Microsoft Office 2010 | Regular Entry - Windo...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Invoice No: Cash Advance Expense
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012

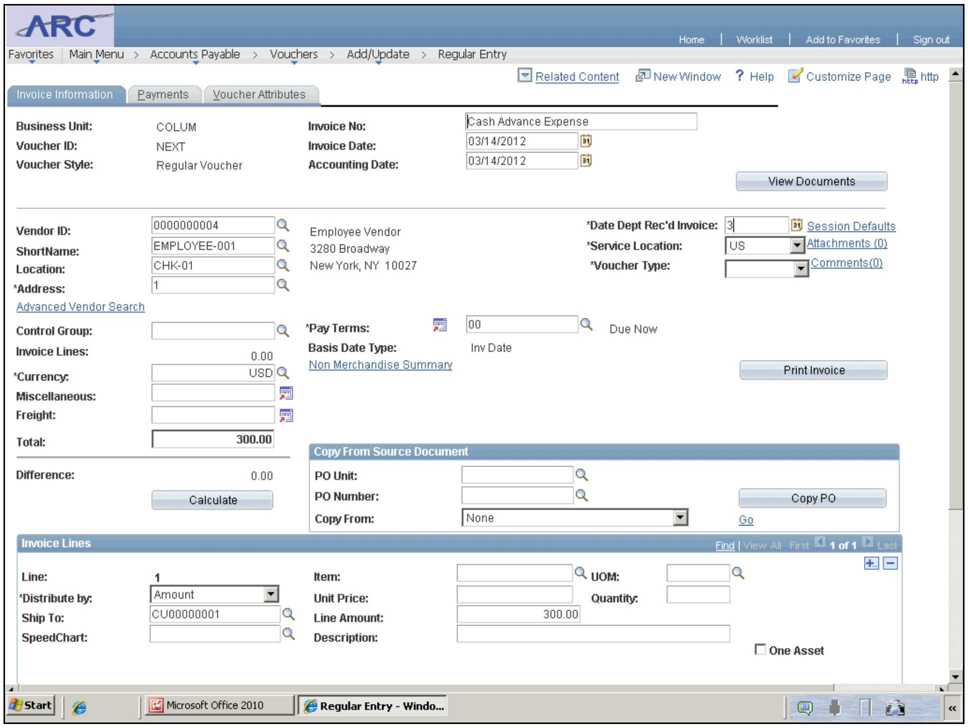
Vendor ID: 0000000004
ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1
Employee Vendor
3280 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice:
*Service Location: US
*Voucher Type:

Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 300.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

PO Unit:
PO Number:
Copy From: None

Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 300.00
Description:
UOM:
Quantity:
☐ One Asset

Step	Action
65.	Click in the **Date Dept Rec'd Invoice** field.


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
Invoice Information | Payments | Voucher Attributes
View Documents
Session Defaults
Attachments (0)
Comments(0)
Advanced Vendor Search
Non Merchandise Summary
Print Invoice
Calculate
Copy From Source Document
Copy PO
Go
Find | View All First 1 of 1 Last
☐ One Asset
Start | Microsoft Office 2010 | Regular Entry - Windo...

Business Unit:	COLUM	Invoice No:	Cash Advance Expense
Voucher ID:	NEXT	Invoice Date:	03/14/2012
Voucher Style:	Regular Voucher	Accounting Date:	03/14/2012
Vendor ID:	0000000004	*Date Dept Rec'd Invoice:	3
ShortName:	EMPLOYEE-001	*Service Location:	US
Location:	CHK-01	*Voucher Type:	
*Address:	1		
Control Group:		*Pay Terms:	00 Due Now
Invoice Lines:	0.00	Basis Date Type:	Inv Date
*Currency:	USD		
Miscellaneous:			
Freight:			
Total:	300.00		
Difference:	0.00		

Employee Vendor
3280 Broadway
New York, NY 10027

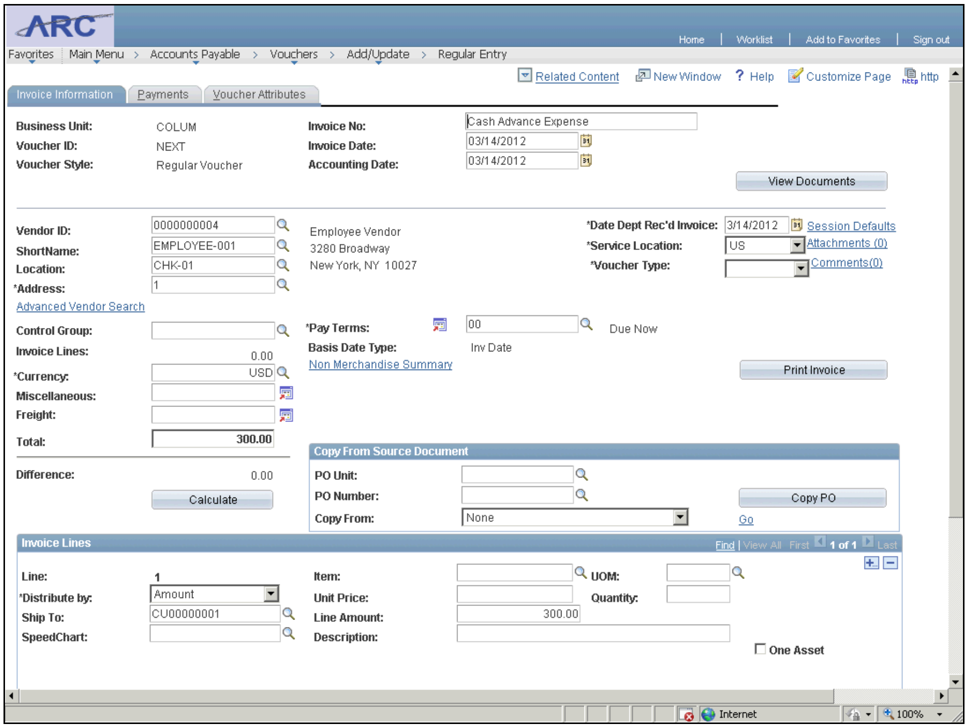
PO Unit:
PO Number:
Copy From: None

Invoice Lines

Line:	1	Item:	
*Distribute by:	Amount	Unit Price:	
Ship To:	CU00000001	Line Amount:	300.00
SpeedChart:		Description:	

UOM:
Quantity:

Step	Action
66.	Enter the desired information into the **Date Dept Rec'd Invoice** field. Enter "**3/14/2012**".


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
Invoice Information | Payments | Voucher Attributes
View Documents
Session Defaults
Attachments (0)
Comments(0)
Advanced Vendor Search
Non Merchandise Summary
Print Invoice
Calculate
Copy From Source Document
Copy PO
Go
Find | View All First 1 of 1 Last
☐ One Asset
Internet
100%

Business Unit:	COLUM	Invoice No:	Cash Advance Expense
Voucher ID:	NEXT	Invoice Date:	03/14/2012
Voucher Style:	Regular Voucher	Accounting Date:	03/14/2012
Vendor ID:	0000000004	*Date Dept Rec'd Invoice:	3/14/2012
ShortName:	EMPLOYEE-001	*Service Location:	US
Location:	CHK-01	*Voucher Type:	
*Address:	1		
Control Group:		*Pay Terms:	00 Due Now
Invoice Lines:	0.00	Basis Date Type:	Inv Date
*Currency:	USD		
Miscellaneous:			
Freight:			
Total:	300.00		
Difference:	0.00		

Employee Vendor
3280 Broadway
New York, NY 10027

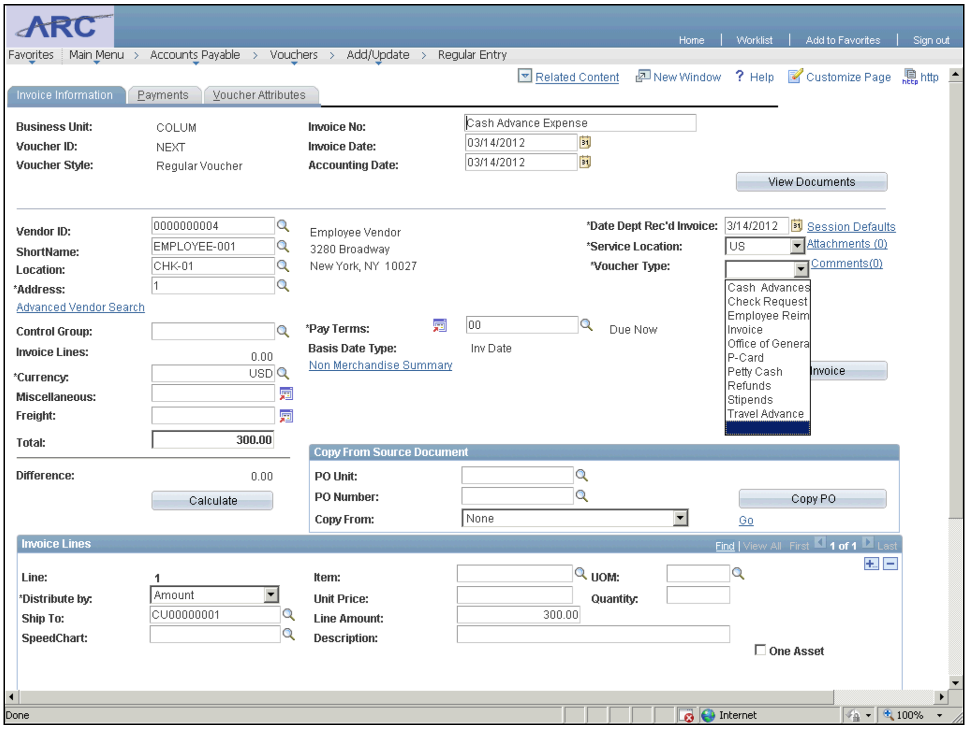
PO Unit:
PO Number:
Copy From: None

Invoice Lines

Line:	1	Item:	
*Distribute by:	Amount	Unit Price:	
Ship To:	CU00000001	Line Amount:	300.00
SpeedChart:		Description:	

UOM:
Quantity:

Step	Action
67.	Click the **Voucher Type** list.



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
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Invoice Information
Payments
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Session Defaults
Attachments (0)
Comments(0)
Cash Advances
Check Request
Employee Reim
Invoice
Office of Genera
P-Card
Petty Cash
Refunds
Stipends
Travel Advance
Invoice
Advanced Vendor Search
Non Merchandise Summary
Copy From Source Document
Copy PO
Go
Calculate
Invoice Lines
Find | View All First 1 of 1 Last
☐ One Asset
Done
Internet
100%

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Invoice No: Cash Advance Expense
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012

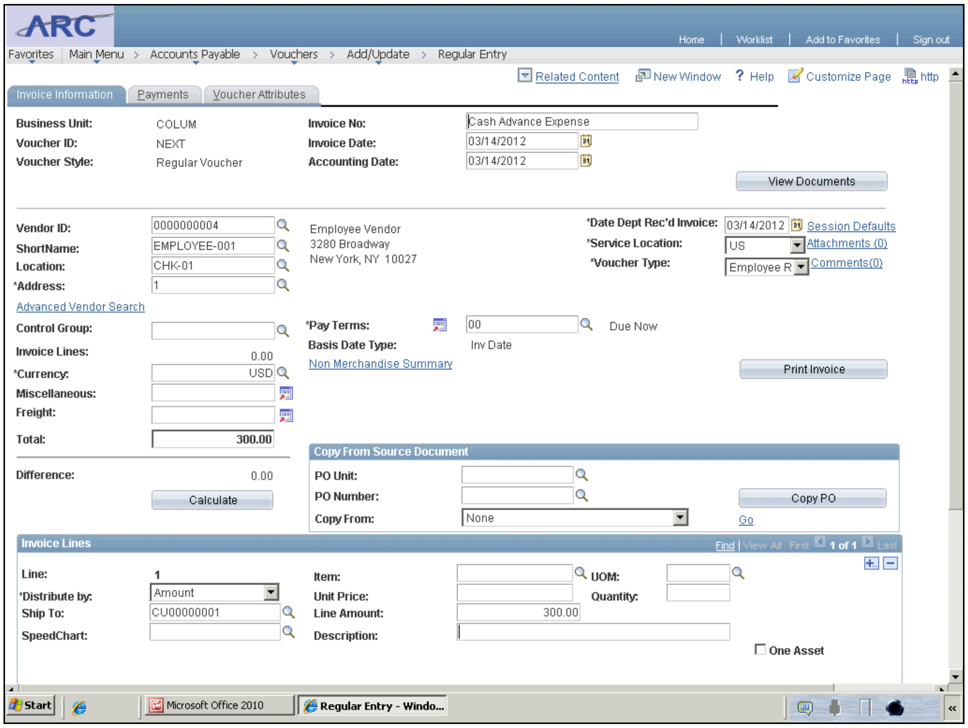
Vendor ID: 0000000004
ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1
Employee Vendor
3280 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 3/14/2012
*Service Location: US
*Voucher Type:

Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 300.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

Difference: 0.00
PO Unit:
PO Number:
Copy From: None

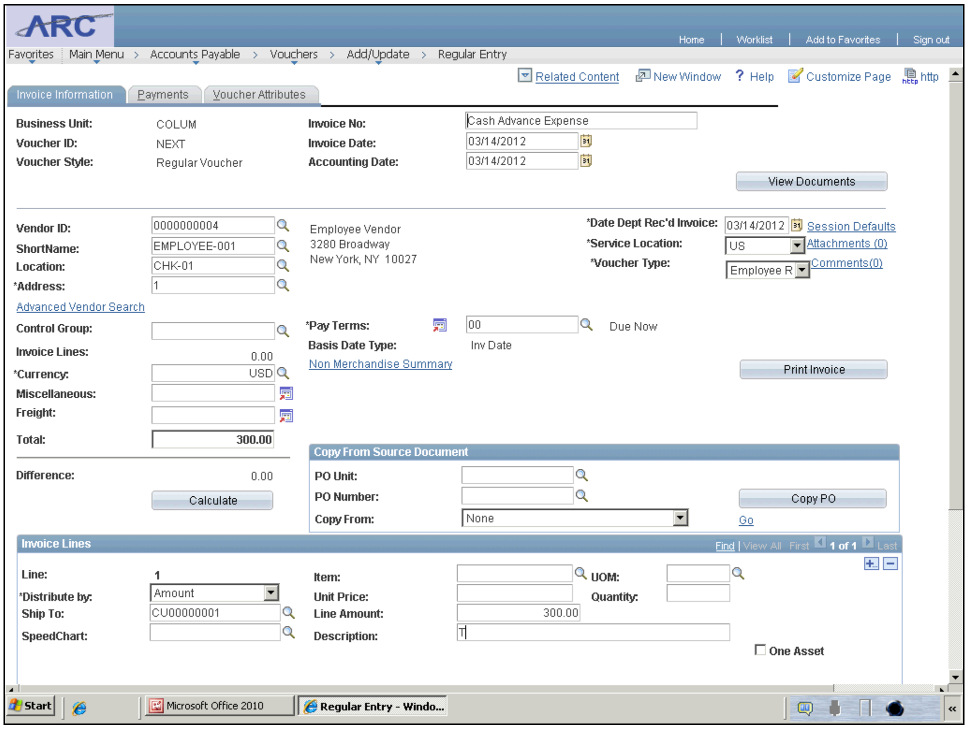
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 300.00
Description:
UOM:
Quantity:

Step	Action
68.	For Travel and Cash Advances, you will select the **Employee Reimbursement** list item for the expense voucher associated with a Prepaid Voucher. For expense vouchers that should be associated with non-employee vendor advances, you would select "Invoice" as the correct Voucher Type. Employee Reim


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
Invoice Information | Payments | Voucher Attributes
View Documents
Advanced Vendor Search
Session Defaults
Attachments (0)
Comments(0)
Non Merchandise Summary
Print Invoice
Calculate
Copy From Source Document
Copy PO
Go
Invoice Lines
Find | View All First 1 of 1 Last
One Asset
Start
Microsoft Office 2010
Regular Entry - Windo...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Invoice No: Cash Advance Expense
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012
Vendor ID: 0000000004
ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1
Employee Vendor
3280 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Employee R
Control Group:
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 300.00
Difference: 0.00
PO Unit:
PO Number:
Copy From: None
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 300.00
Description:
UOM:
Quantity:

Step	Action
69.	Click in the **Description** field.


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
Invoice Information | Payments | Voucher Attributes
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Comments(0)
Non Merchandise Summary
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Copy PO
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Invoice Lines
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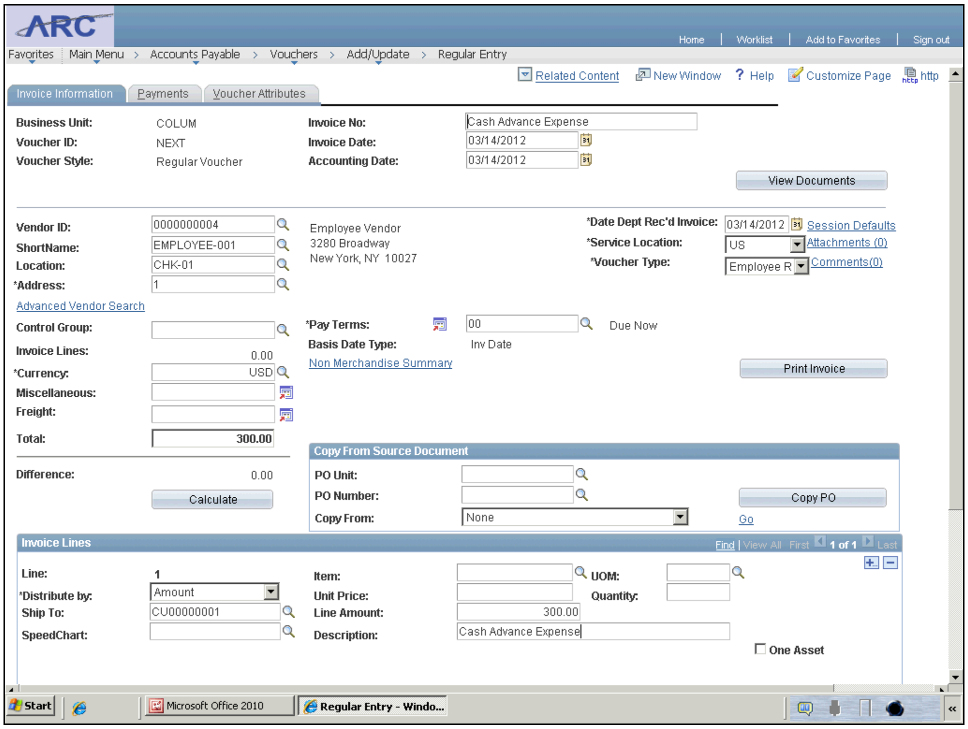
One Asset
Start
Microsoft Office 2010
Regular Entry - Windo...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Invoice No: Cash Advance Expense
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012
Vendor ID: 0000000004
ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1
Employee Vendor
3280 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Employee R
Control Group:
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 300.00
Difference: 0.00
PO Unit:
PO Number:
Copy From: None
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 300.00
Description: T
UOM:
Quantity:

Step	Action
70.	Enter the desired information into the **Description** field. Enter "**Cash Advance Expense**".


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Related Content
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Help
Customize Page
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Invoice Information
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View Documents
Session Defaults
Attachments (0)
Comments(0)
Advanced Vendor Search
Non Merchandise Summary
Print Invoice
Calculate
Copy From Source Document
Copy PO
Go
Invoice Lines
Find | View All First 1 of 1 Last
Start
Microsoft Office 2010
Regular Entry - Windo...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Invoice No: Cash Advance Expense
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012

Vendor ID: 0000000004
ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1

Employee Vendor
3280 Broadway
New York, NY 10027

*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Employee R

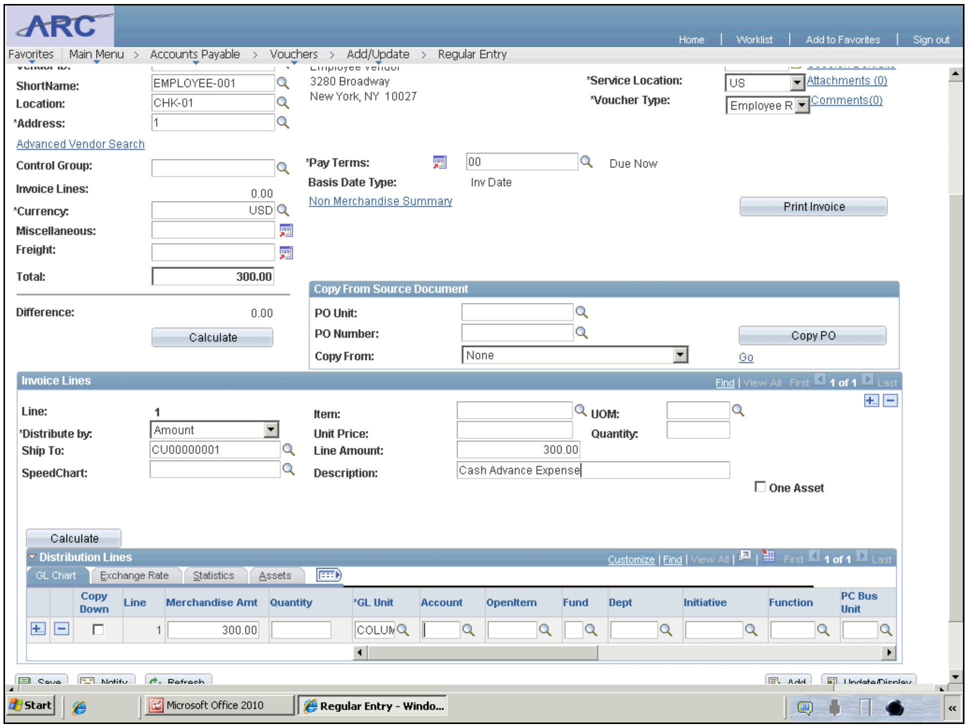
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 300.00
Difference: 0.00

*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

PO Unit:
PO Number:
Copy From: None

Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 300.00
Description: Cash Advance Expense
UOM:
Quantity:
☐ One Asset

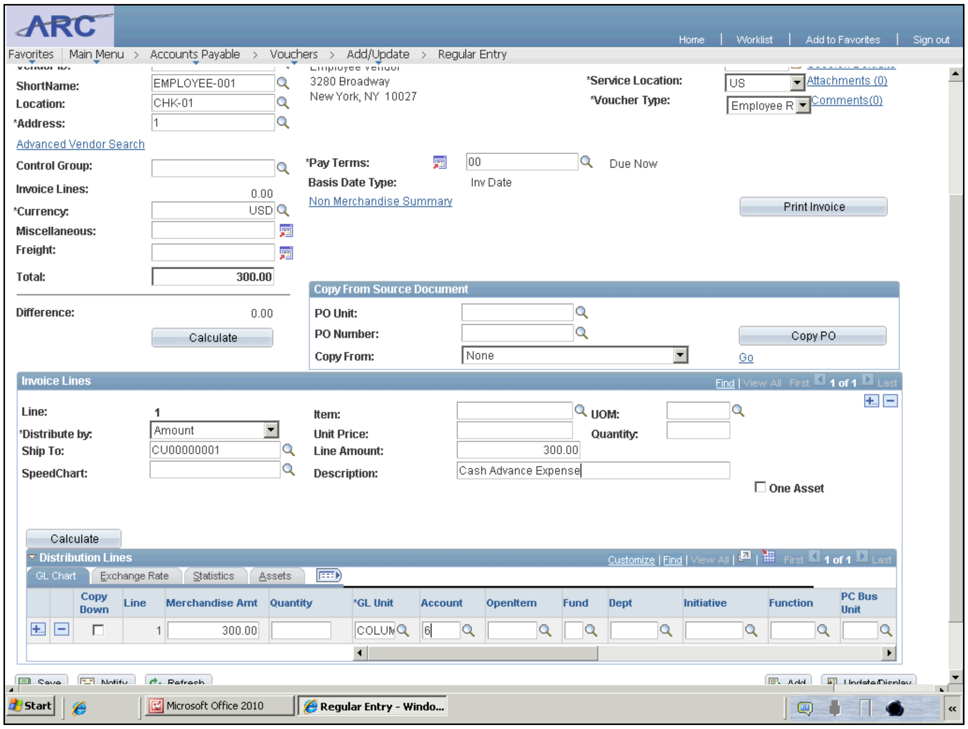
Step	Action
71.	Scroll to the bottom of the page to complete the distribution information.


Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Home | Worklist | Add to Favorites | Sign out
Advanced Vendor Search
Attachments (0)
Comments(0)
Non Merchandise Summary
Print Invoice
Calculate
Copy From Source Document
Copy PO
Go
Invoice Lines
Distribution Lines
GL Chart | Exchange Rate | Statistics | Assets
Save | Notify | Refresh | Add | Update/Display

ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1
Employee Vendor
3280 Broadway
New York, NY 10027
*Service Location: US
*Voucher Type: Employee R
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Invoice Lines: 0.00
*Currency: USD
Total: 300.00
Difference: 0.00
Copy From: None
Line: 1
*Distribute by: Amount
Ship To: CU00000001
Line Amount: 300.00
Description: Cash Advance Expense
☐ One Asset

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
☐	1	300.00		COLUM							

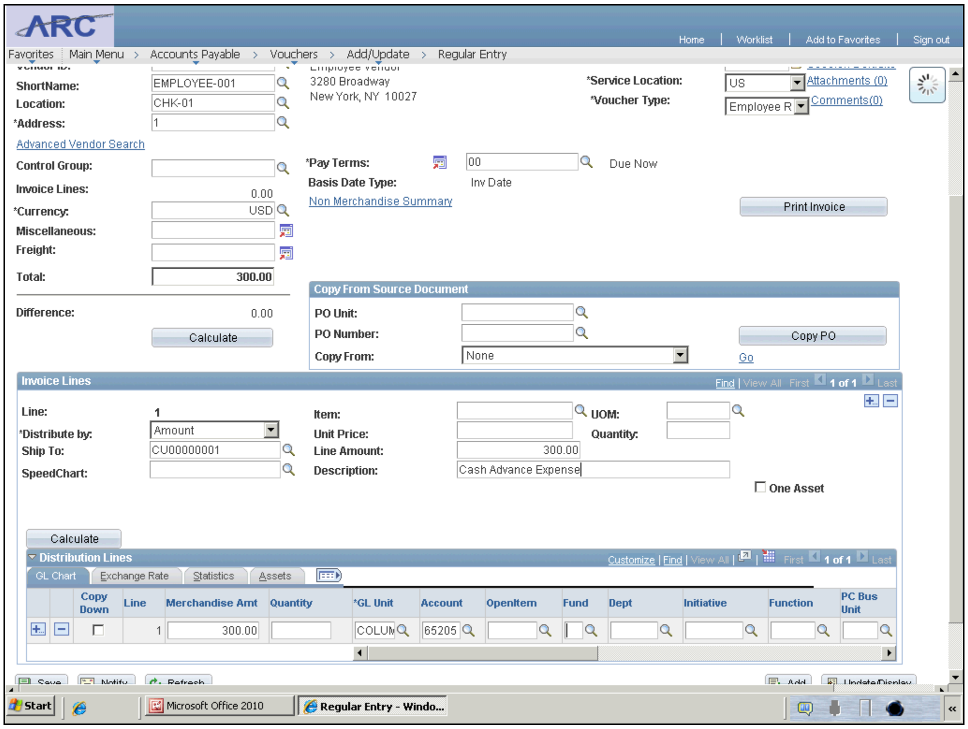
Step	Action
72.	Click in the **Account** field.


Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Home | Worklist | Add to Favorites | Sign out
Advanced Vendor Search
Attachments (0)
Comments(0)
Non Merchandise Summary
Print Invoice
Calculate
Copy From Source Document
Copy PO
Go
Invoice Lines
Distribution Lines
GL Chart | Exchange Rate | Statistics | Assets
Save | Notify | Refresh | Add | Update/Display

ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1
Employee Vendor
3280 Broadway
New York, NY 10027
*Service Location: US
*Voucher Type: Employee R
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Invoice Lines: 0.00
*Currency: USD
Total: 300.00
Difference: 0.00
Copy From: None
Line: 1
*Distribute by: Amount
Ship To: CU00000001
Line Amount: 300.00
Description: Cash Advance Expense
☐ One Asset

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
☐	1	300.00		COLUM	6						

Step	Action
73.	Enter the desired information into the **Account** field. Enter "**65205**".


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
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Non Merchandise Summary
Print Invoice
Attachments (0)
Comments(0)
Calculate
Copy PO
Go
Find | View All First 1 of 1 Last
Customize | Find | View All | First 1 of 1 Last
GL Chart
Exchange Rate
Statistics
Assets
Save
Notify
Refresh
Add
Update/Display
Start
Microsoft Office 2010
Regular Entry - Windo...

ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1
Employee Vendor
3280 Broadway
New York, NY 10027
*Service Location: US
*Voucher Type: Employee R
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 300.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

Copy From Source Document

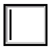
PO Unit:
PO Number:
Copy From: None

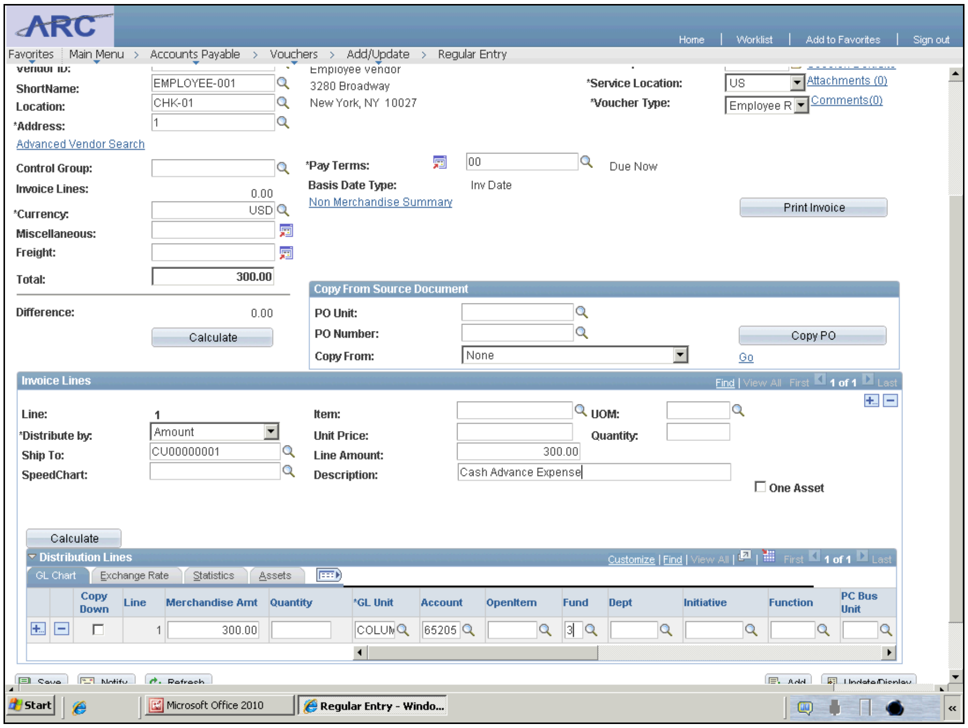
Invoice Lines

Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 300.00
Description: Cash Advance Expense
UOM:
Quantity:
☐ One Asset

Distribution Lines

		Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
+	−	☐	1	300.00		COLUM	65205						

Step	Action
74.	Click in the **Fund** field. 


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Attachments (0)
Comments(0)
Non Merchandise Summary
Print Invoice
Calculate
Copy PO
Go
GL Chart
Exchange Rate
Statistics
Assets
Customize | Find | View All
First 1 of 1 Last
Start
Microsoft Office 2010
Regular Entry - Windo...

ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1
Employee Vendor
3280 Broadway
New York, NY 10027
*Service Location: US
*Voucher Type: Employee R
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 300.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

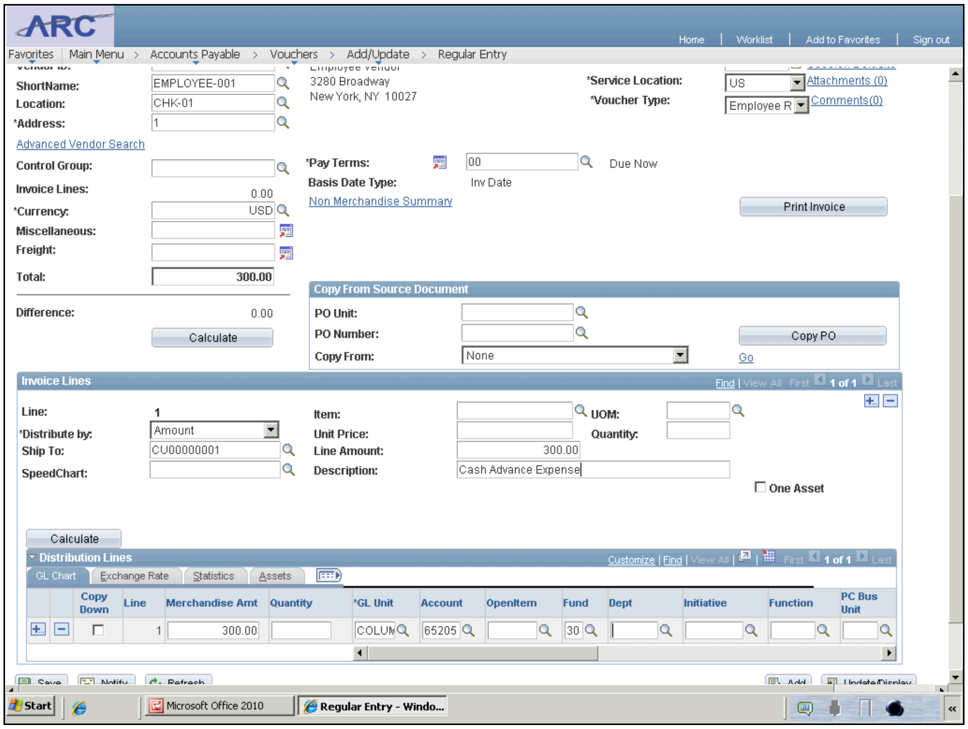
Copy From Source Document
PO Unit:
PO Number:
Copy From: None

Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 300.00
Description: Cash Advance Expense
UOM:
Quantity:
☐ One Asset

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
☐	1	300.00		COLUM	65205		3				

Step	Action
75.	Enter the desired information into the **Fund** field. Enter "**30**".


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Attachments (0)
Comments(0)
Non Merchandise Summary
Print Invoice
Calculate
Copy PO
Go
GL Chart
Exchange Rate
Statistics
Assets
Customize | Find | View All
First 1 of 1 Last
Start
Microsoft Office 2010
Regular Entry - Windo...

ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1
Employee Vendor
3280 Broadway
New York, NY 10027
*Service Location: US
*Voucher Type: Employee R
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 300.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

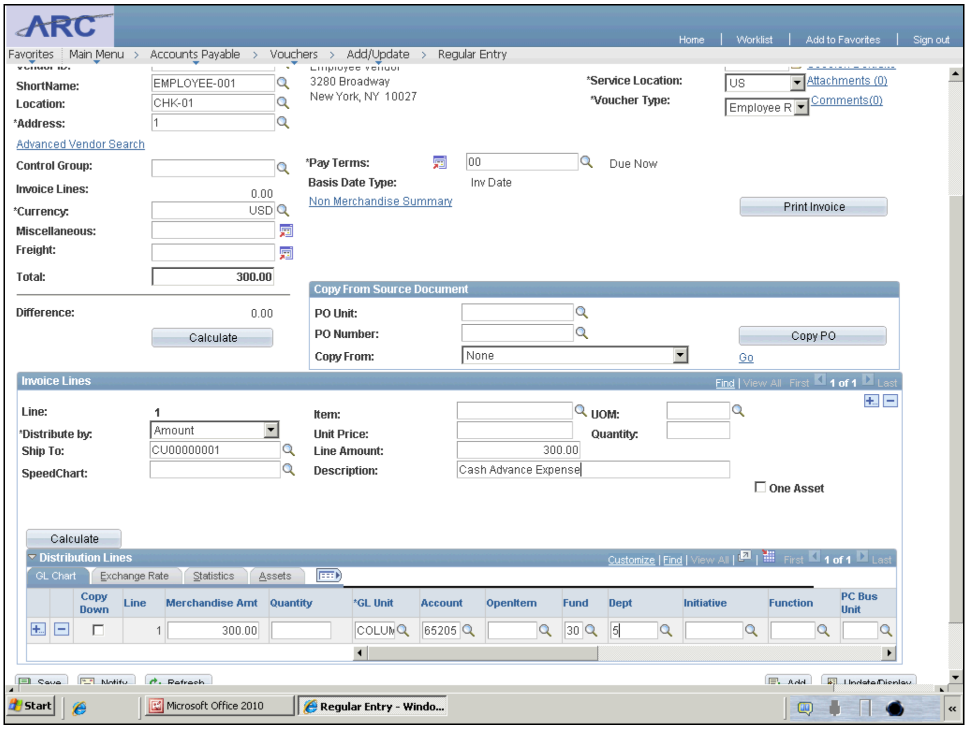
Copy From Source Document
PO Unit:
PO Number:
Copy From: None

Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 300.00
Description: Cash Advance Expense
UOM:
Quantity:
☐ One Asset

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
☐	1	300.00		COLUM	65205		30				

Step	Action
76.	Click in the **Dept** field.

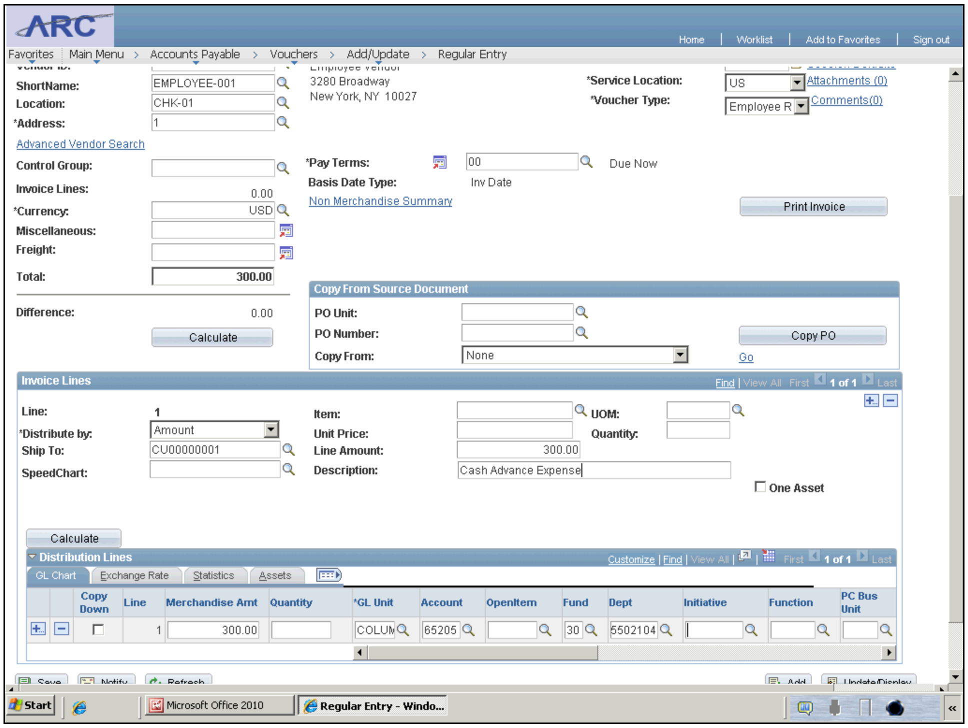


ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1
3280 Broadway
New York, NY 10027
*Service Location: US
*Voucher Type: Employee R
Invoice Lines: 0.00
*Currency: USD
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Total: 300.00
Difference: 0.00
Copy From: None
Line: 1
*Distribute by: Amount
Ship To: CU00000001
Line Amount: 300.00
Description: Cash Advance Expense
☐ One Asset

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
☐	1	300.00		COLUM	65205		30	5			

Home | Worklist | Add to Favorites | Sign out
Favorites · Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Attachments (0)
Comments(0)
Non Merchandise Summary
Print Invoice
Calculate
Copy From Source Document
PO Unit:
PO Number:
Copy PO
Go
Invoice Lines
Find | View All First 1 of 1 Last
Calculate
Distribution Lines
Customize | Find | View All | First 1 of 1 Last
GL Chart
Exchange Rate
Statistics
Assets
Save
Notify
Refresh
Add
Update/Display
Start
Microsoft Office 2010
Regular Entry - Windo...

Step	Action
77.	Enter the desired information into the **Dept** field. Enter "**5502104**".


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Attachments (0)
Comments(0)
Advanced Vendor Search
Non Merchandise Summary
Print Invoice
Copy PO
Go
Calculate
GL Chart | Exchange Rate | Statistics | Assets
Find | View All First 1 of 1 Last
Customize | Find | View All | First 1 of 1 Last
Start | Microsoft Office 2010 | Regular Entry - Windo...

ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1
Employee Vendor
3280 Broadway
New York, NY 10027
*Service Location: US
*Voucher Type: Employee R
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 300.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

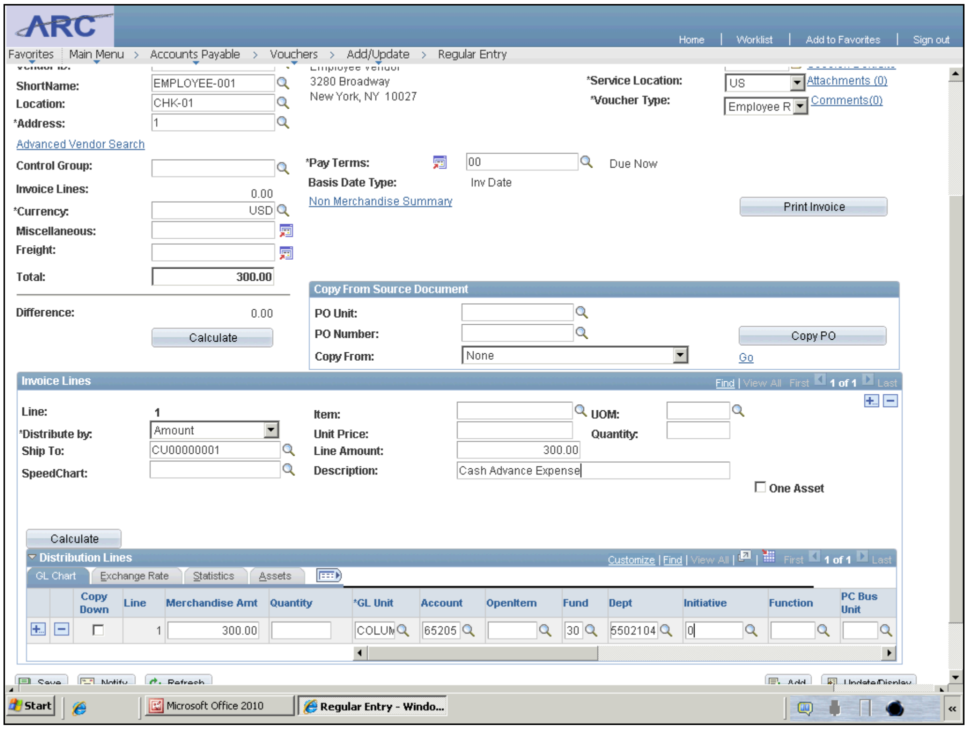
Copy From Source Document
PO Unit:
PO Number:
Copy From: None

Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 300.00
Description: Cash Advance Expense
UOM:
Quantity:
☐ One Asset

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
☐	1	300.00		COLUM	65205		30	5502104			

Step	Action
78.	Click in the **Initiative** field.


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Attachments (0)
Comments(0)
Advanced Vendor Search
Non Merchandise Summary
Print Invoice
Copy PO
Go
Calculate
GL Chart | Exchange Rate | Statistics | Assets
Find | View All First 1 of 1 Last
Customize | Find | View All | First 1 of 1 Last
Start | Microsoft Office 2010 | Regular Entry - Windo...

ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1
Employee Vendor
3280 Broadway
New York, NY 10027
*Service Location: US
*Voucher Type: Employee R
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 300.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

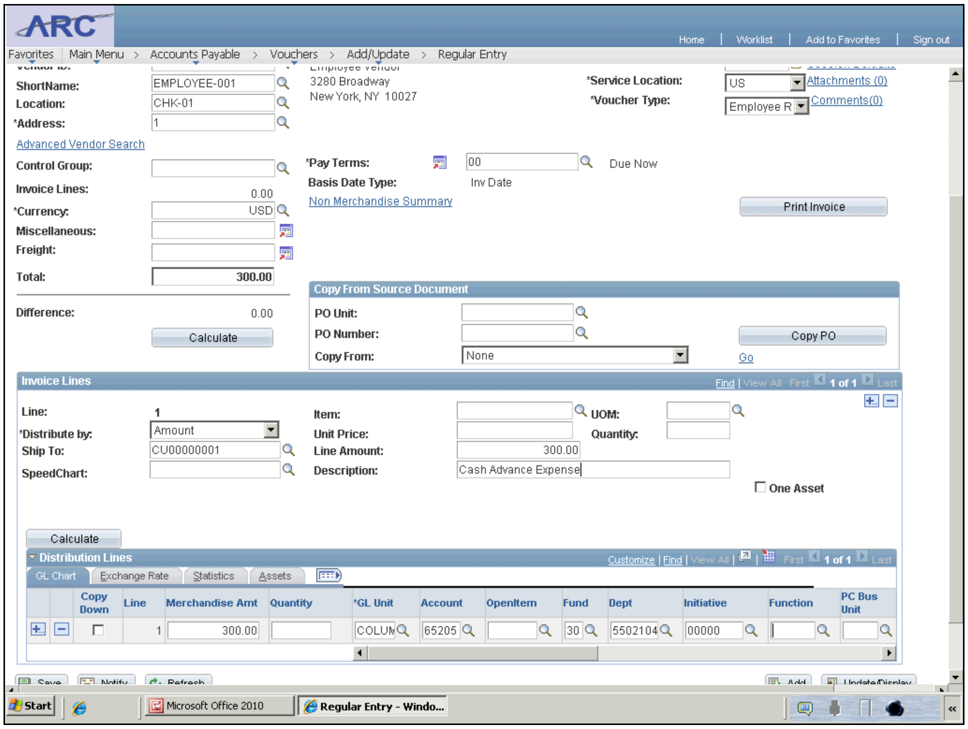
Copy From Source Document
PO Unit:
PO Number:
Copy From: None

Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 300.00
Description: Cash Advance Expense
UOM:
Quantity:
☐ One Asset

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
☐	1	300.00		COLUM	65205		30	5502104	0		

Step	Action
79.	Enter the desired information into the **Initiative** field. Enter "**00000**".


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Attachments (0)
Comments(0)
Non Merchandise Summary
Print Invoice
Calculate
Copy PO
Go
Find | View All First 1 of 1 Last
Customize | Find | View All | First 1 of 1 Last
GL Chart
Exchange Rate
Statistics
Assets
Save
Notify
Refresh
Add
Update/Display
Start
Microsoft Office 2010
Regular Entry - Windo...

ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1
3280 Broadway
New York, NY 10027
*Service Location: US
*Voucher Type: Employee R
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 300.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

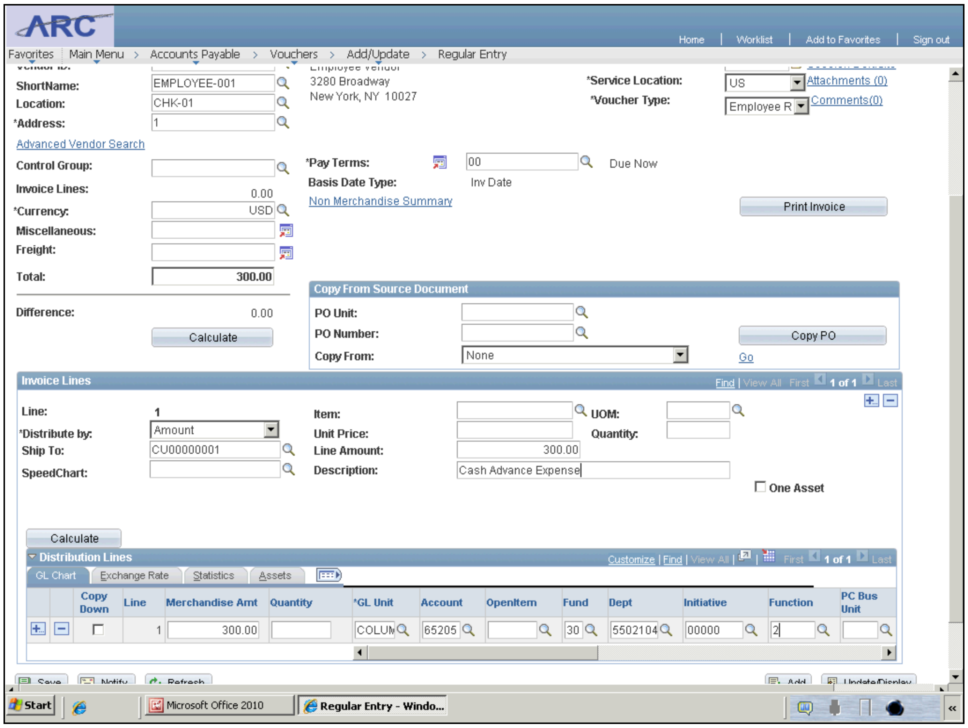
Copy From Source Document
PO Unit:
PO Number:
Copy From: None

Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 300.00
Description: Cash Advance Expense
UOM:
Quantity:
☐ One Asset

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
☐	1	300.00		COLUM	65205		30	5502104	00000		

Step	Action
80.	Click in the **Function** field.


Home | Worklist | Add to Favorites | Sign out
Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Attachments (0)
Comments(0)
Non Merchandise Summary
Print Invoice
Calculate
Copy PO
Go
Find | View All First 1 of 1 Last
Customize | Find | View All | First 1 of 1 Last
GL Chart
Exchange Rate
Statistics
Assets
Start
Microsoft Office 2010
Regular Entry - Windo...

ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1
Employee Vendor
3280 Broadway
New York, NY 10027
*Service Location: US
*Voucher Type: Employee R
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 300.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

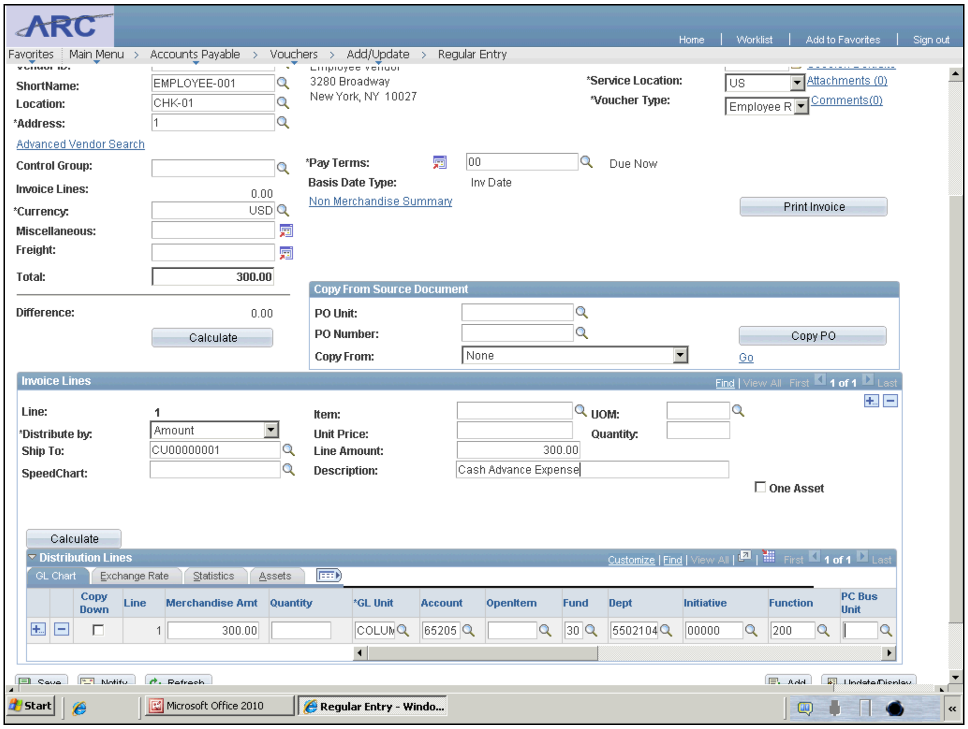
Copy From Source Document
PO Unit:
PO Number:
Copy From: None

Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 300.00
Description: Cash Advance Expense
UOM:
Quantity:
☐ One Asset

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
☐	1	300.00		COLUM	65205		30	5502104	00000	2	

Step	Action
81.	Enter the desired information into the **Function** field. Enter "200".


Home | Worklist | Add to Favorites | Sign out
Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Attachments (0)
Comments(0)
Non Merchandise Summary
Print Invoice
Calculate
Copy PO
Go
Find | View All First 1 of 1 Last
Customize | Find | View All | First 1 of 1 Last
GL Chart
Exchange Rate
Statistics
Assets
Start
Microsoft Office 2010
Regular Entry - Windo...

ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1
Employee Vendor
3280 Broadway
New York, NY 10027
*Service Location: US
*Voucher Type: Employee R
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 300.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

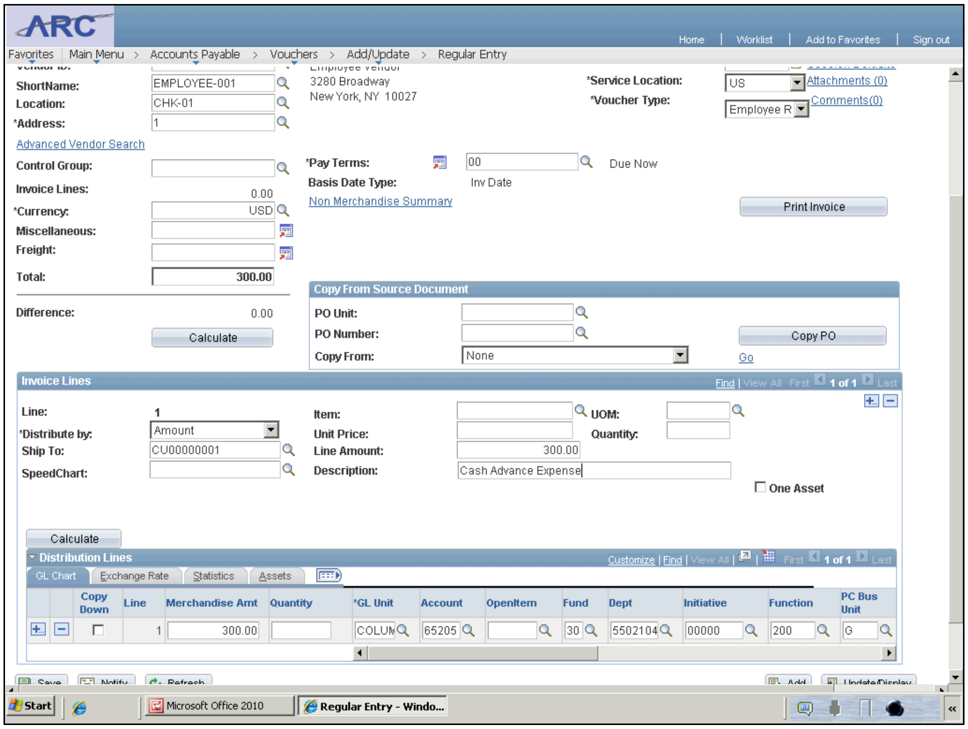
Copy From Source Document
PO Unit:
PO Number:
Copy From: None

Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 300.00
Description: Cash Advance Expense
UOM:
Quantity:
☐ One Asset

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
☐	1	300.00		COLUM	65205		30	5502104	00000	200	

Step	Action
82.	Click in the **PC Bus Unit** field.


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Non Merchandise Summary
Print Invoice
Attachments (0)
Comments(0)
Calculate
Copy PO
Go
Find | View All First 1 of 1 Last
Customize | Find | View All | First 1 of 1 Last
GL Chart
Exchange Rate
Statistics
Assets
Start
Microsoft Office 2010
Regular Entry - Windo...

ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1
3280 Broadway
New York, NY 10027
*Service Location: US
*Voucher Type: Employee R
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 300.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

Copy From Source Document

PO Unit:
PO Number:
Copy From: None

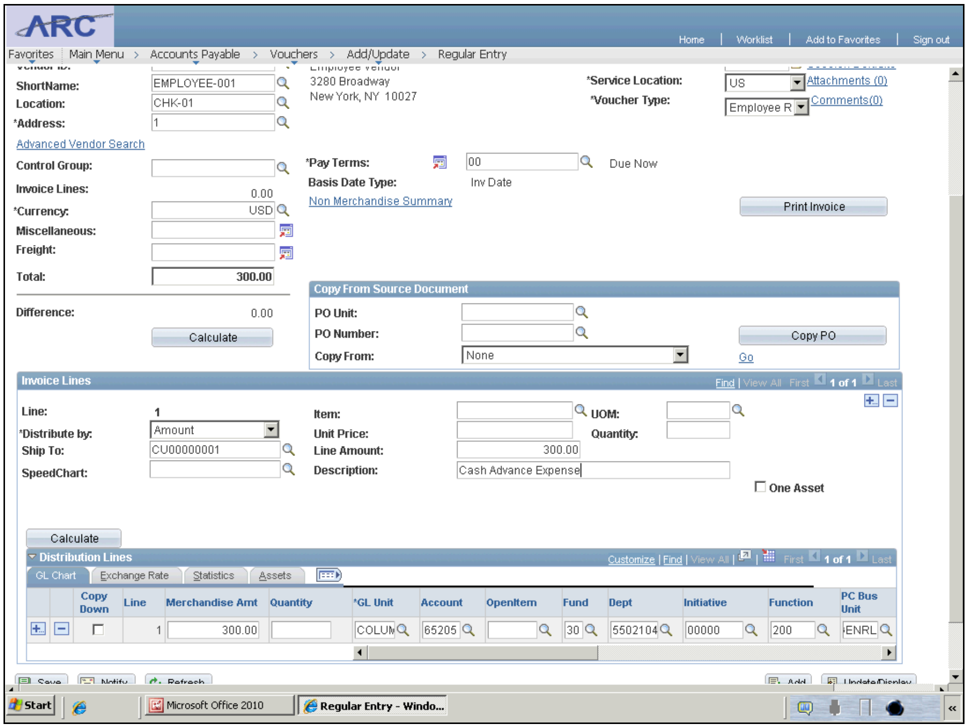
Invoice Lines

Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 300.00
Description: Cash Advance Expense
UOM:
Quantity:
☐ One Asset

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
☐	1	300.00		COLUM	65205		30	5502104	00000	200	G

Step	Action
83.	Enter the desired information into the **PC Bus Unit** field. Enter "**GENRL**".


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Non Merchandise Summary
Attachments (0)
Comments(0)
Print Invoice
Calculate
Copy PO
Go
Find | View All First 1 of 1 Last
Customize | Find | View All
GL Chart
Exchange Rate
Statistics
Assets
Start
Microsoft Office 2010
Regular Entry - Windo...

Employee Vendor
3280 Broadway
New York, NY 10027

ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1
*Service Location: US
*Voucher Type: Employee R
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 300.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

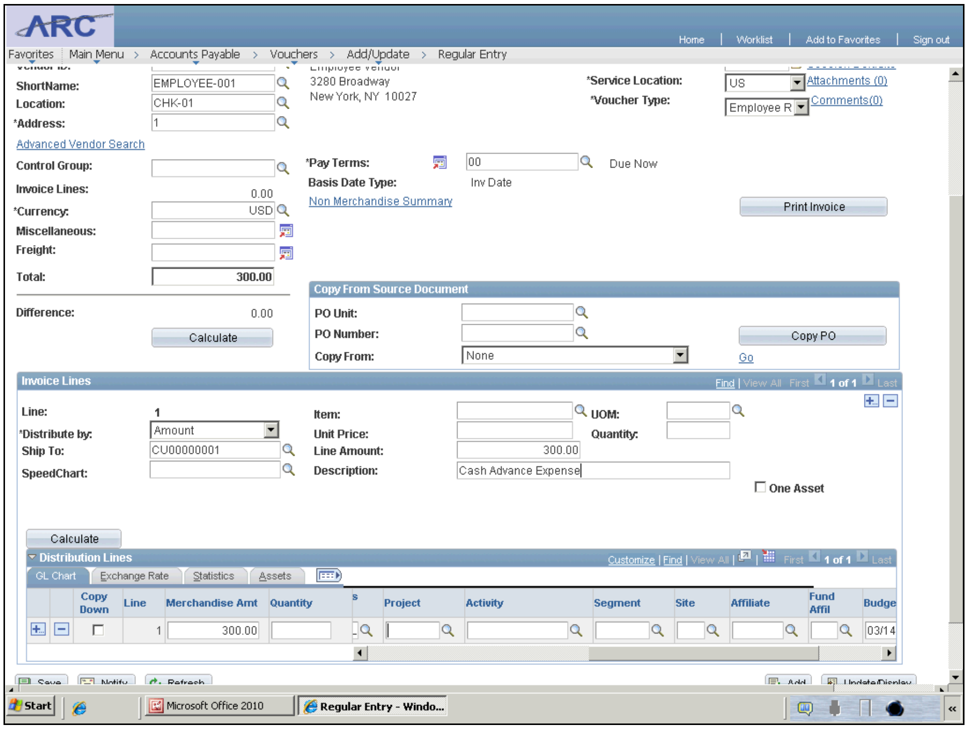
Copy From Source Document
PO Unit:
PO Number:
Copy From: None

Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 300.00
Description: Cash Advance Expense
UOM:
Quantity:
☐ One Asset

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
☐	1	300.00		COLUM	65205		30	5502104	00000	200	ENRL

Step	Action
84.	Drag the scrollbar to the right to complete the rest of the distribution information.


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Non Merchandise Summary
Attachments (0)
Comments(0)
Print Invoice
Calculate
Copy PO
Go
Find | View All First 1 of 1 Last
Customize | Find | View All
GL Chart
Exchange Rate
Statistics
Assets
Start
Microsoft Office 2010
Regular Entry - Windo...

Employee Vendor
3280 Broadway
New York, NY 10027

ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1
*Service Location: US
*Voucher Type: Employee R
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 300.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

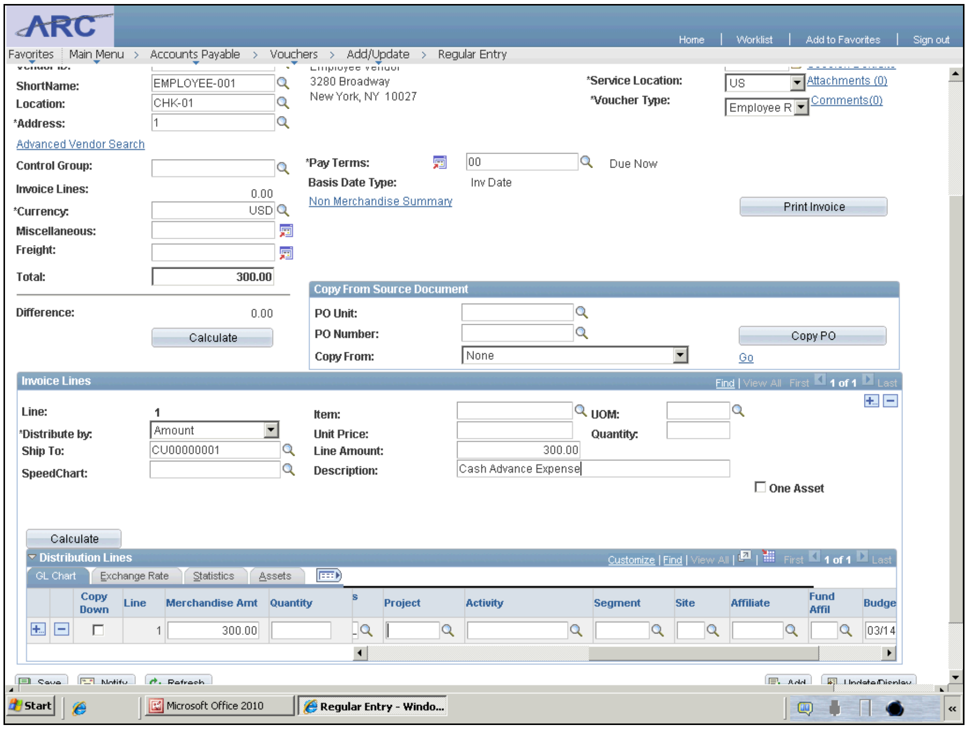
Copy From Source Document
PO Unit:
PO Number:
Copy From: None

Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 300.00
Description: Cash Advance Expense
UOM:
Quantity:
☐ One Asset

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	s	Project	Activity	Segment	Site	Affiliate	Fund Affil	Budge
☐	1	300.00									03/14

Step	Action
85.	Click in the **Project** field.



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

ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1
3280 Broadway
New York, NY 10027
*Service Location: US
*Voucher Type: Employee R
Control Group:
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 300.00
Difference: 0.00

Attachments (0)
Comments(0)
Advanced Vendor Search
Non Merchandise Summary
Print Invoice
Calculate
Copy From Source Document

PO Unit:
PO Number:
Copy From: None

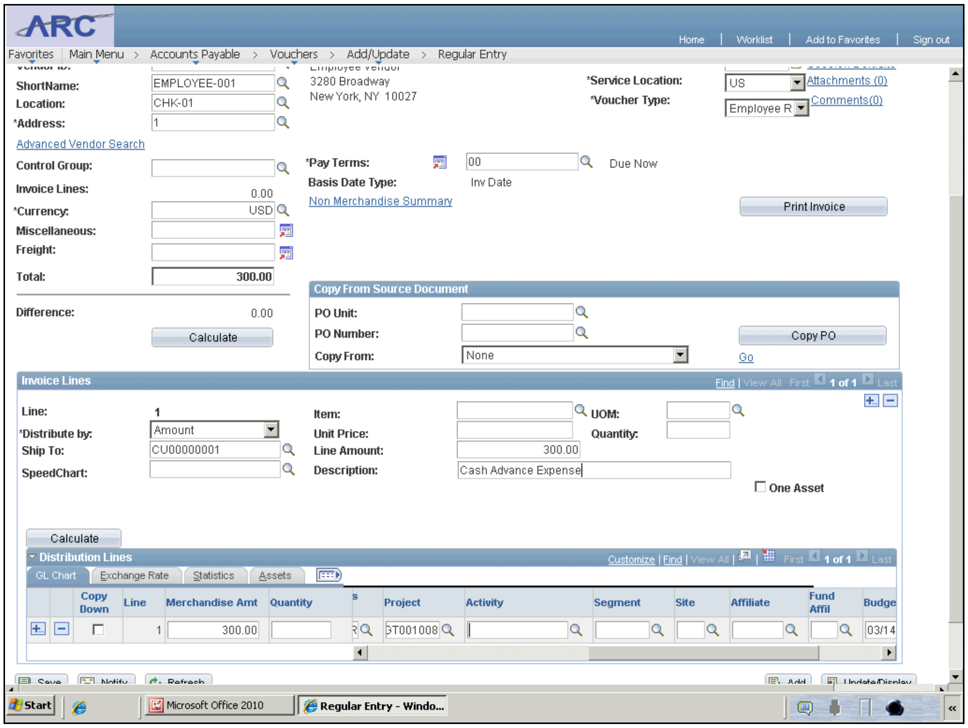
Copy PO
Go
Invoice Lines
Find | View All First 1 of 1 Last

Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 300.00
Description: Cash Advance Expense
UOM:
Quantity:
☐ One Asset

Calculate
Distribution Lines
Customize | Find | View All | First 1 of 1 Last
GL Chart
Exchange Rate
Statistics
Assets
Save
Notify
Refresh
Add
Update/Display
Start
Microsoft Office 2010
Regular Entry - Windo...

		Copy Down	Line	Merchandise Amt	Quantity	Project	Activity	Segment	Site	Affiliate	Fund Affil	Budge
+	−	☐	1	300.00								03/14

Step	Action
86.	Enter the desired information into the **Project** field. Enter "**GT001008**".



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

ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1
Employee Vendor
3280 Broadway
New York, NY 10027
*Service Location: US
*Voucher Type: Employee R
Control Group:
*Pay Terms: 00 Due Now
Invoice Lines: 0.00
Basis Date Type: Inv Date
*Currency: USD
Miscellaneous:
Freight:
Total: 300.00
Difference: 0.00
Copy From: None

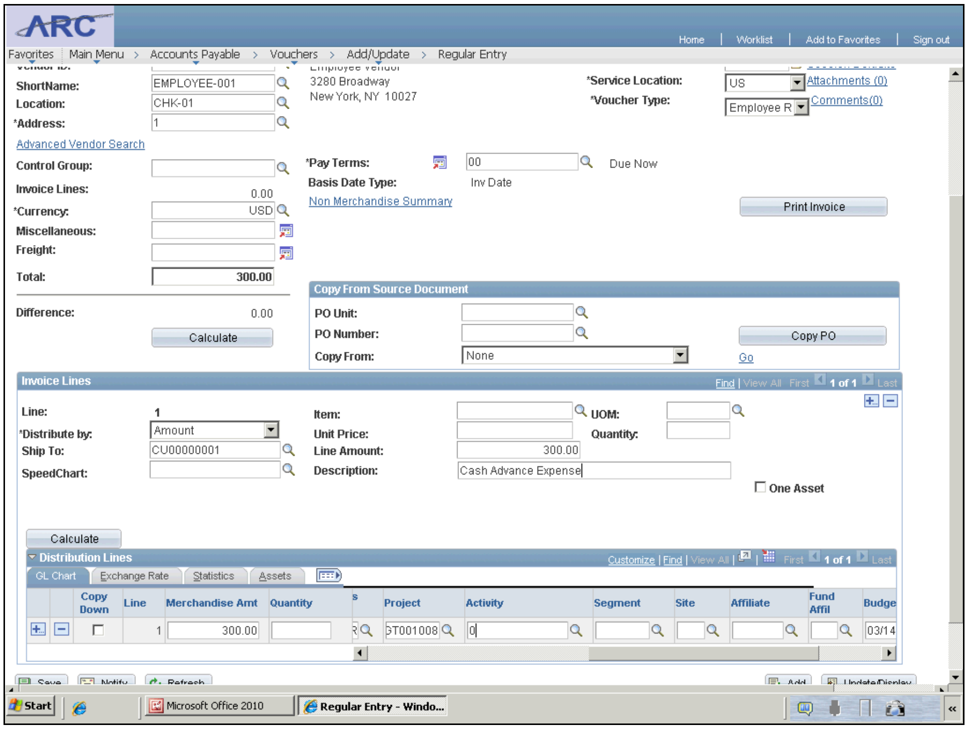
Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 300.00
Description: Cash Advance Expense
UOM:
Quantity:
☐ One Asset

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	Project	Activity	Segment	Site	Affiliate	Fund Affil	Budge
☐	1	300.00		GT001008						03/14

Advanced Vendor Search
Attachments (0)
Comments(0)
Non Merchandise Summary
Print Invoice
Copy From Source Document
PO Unit:
PO Number:
Copy PO
Go
Calculate
Find | View All First 1 of 1 Last
Calculate
Customize | Find | View All | First 1 of 1 Last
GL Chart
Exchange Rate
Statistics
Assets
Save
Notify
Refresh
Add
Update/Display
Start
Microsoft Office 2010
Regular Entry - Windo...

Step	Action
87.	Click in the **Activity** field.



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

ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1
Employee Vendor
3280 Broadway
New York, NY 10027
*Service Location: US
*Voucher Type: Employee R
Control Group:
*Pay Terms: 00 Due Now
Invoice Lines: 0.00
Basis Date Type: Inv Date
*Currency: USD
Miscellaneous:
Freight:
Total: 300.00
Difference: 0.00
Copy From: None

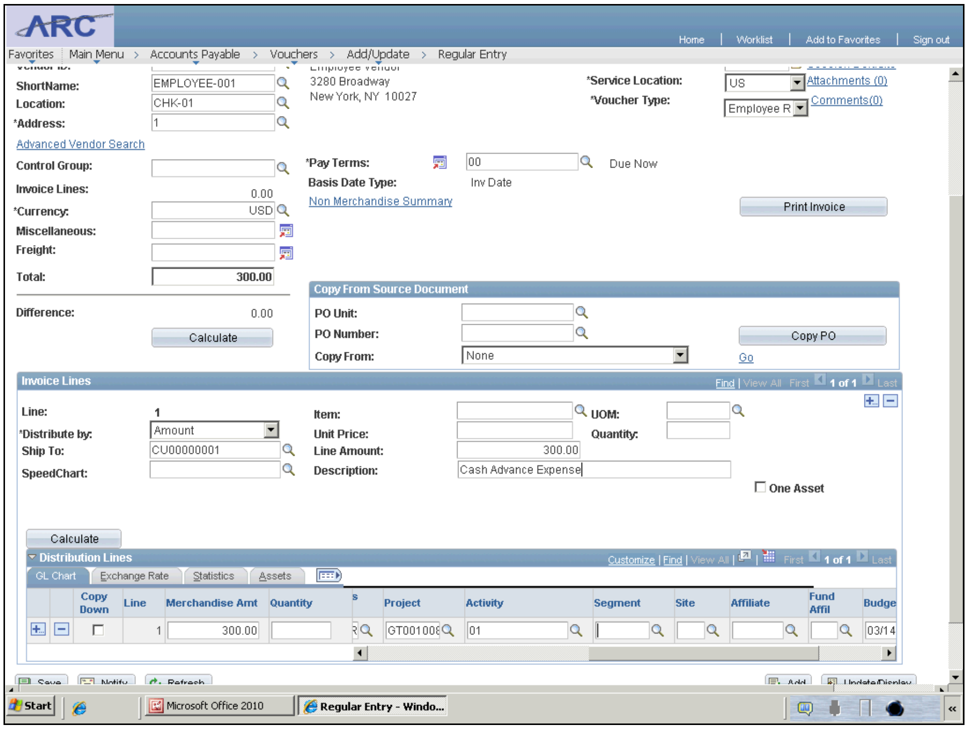
Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 300.00
Description: Cash Advance Expense
UOM:
Quantity:
☐ One Asset

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	Project	Activity	Segment	Site	Affiliate	Fund Affil	Budge
☐	1	300.00		GT001008	0					03/14

Advanced Vendor Search
Attachments (0)
Comments(0)
Non Merchandise Summary
Print Invoice
Copy From Source Document
PO Unit:
PO Number:
Copy PO
Go
Calculate
Find | View All First 1 of 1 Last
Calculate
Customize | Find | View All | First 1 of 1 Last
GL Chart
Exchange Rate
Statistics
Assets
Save
Notify
Refresh
Add
Update/Display
Start
Microsoft Office 2010
Regular Entry - Windo...

Step	Action
88.	Enter the desired information into the **Activity** field. Enter "**01**".



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

ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1
3280 Broadway
New York, NY 10027
*Service Location: US
*Voucher Type: Employee R
Attachments (0)
Comments(0)
Advanced Vendor Search
Control Group:
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Invoice Lines: 0.00
Non Merchandise Summary
*Currency: USD
Miscellaneous:
Freight:
Total: 300.00
Difference: 0.00

Print Invoice
Calculate

Copy From Source Document

PO Unit:
PO Number:
Copy From: None

Invoice Lines

Find | View All First 1 of 1 Last

Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 300.00
Description: Cash Advance Expense
UOM:
Quantity:
☐ One Asset

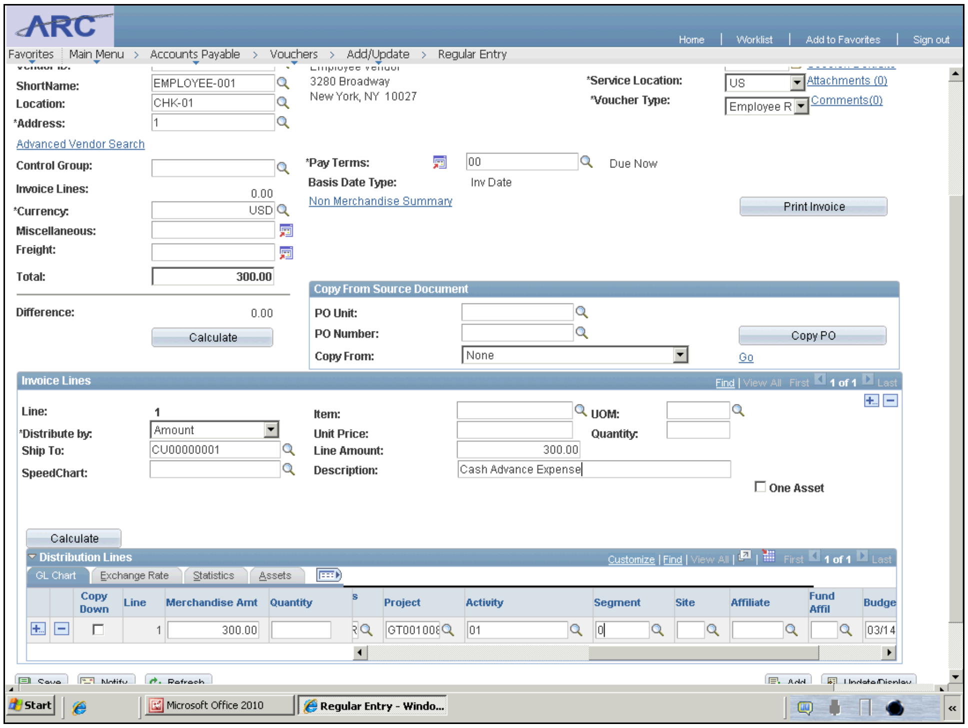
Distribution Lines

Customize | Find | View All | First 1 of 1 Last
GL Chart
Exchange Rate
Statistics
Assets

		Copy Down	Line	Merchandise Amt	Quantity	s	Project	Activity	Segment	Site	Affiliate	Fund Affil	Budge
+	−	☐	1	300.00		R	GT001008	01					03/14

Save
Notify
Refresh
Add
Update/Display
Start
Microsoft Office 2010
Regular Entry - Windo...

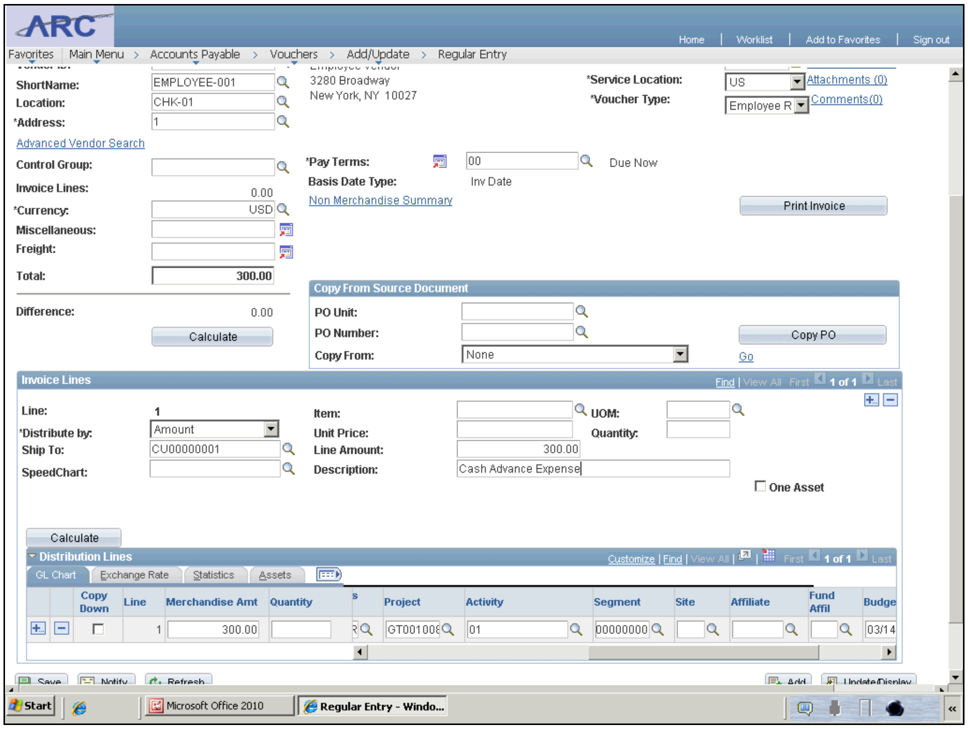
Step	Action
89.	Click in the **Segment** field.



ShortName:	EMPLOYEE-001
Location:	CHK-01
*Address:	1
Vendor address:	3280 Broadway New York, NY 10027
*Service Location:	US
*Voucher Type:	Employee R
*Pay Terms:	00 Due Now
Basis Date Type:	Inv Date
Invoice Lines:	0.00
*Currency:	USD
Total:	300.00
Difference:	0.00
Copy From:	None
Line:	1
*Distribute by:	Amount
Ship To:	CU00000001
Line Amount:	300.00
Description:	Cash Advance Expense

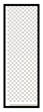
Line	Merchandise Amt	Project	Activity	Segment	Budge
1	300.00	GT001008	01	0	03/14

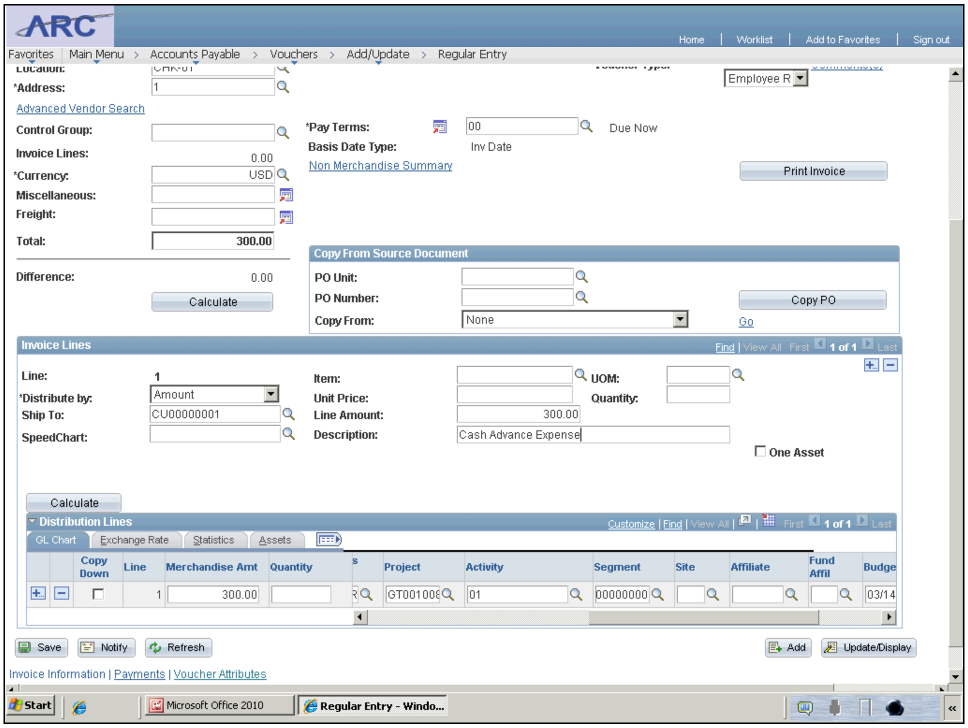
Step	Action
90.	Enter the desired information into the **Segment** field. Enter "**00000000**".



ShortName:	EMPLOYEE-001
Location:	CHK-01
*Address:	1
Vendor address:	3280 Broadway New York, NY 10027
*Service Location:	US
*Voucher Type:	Employee R
*Pay Terms:	00 Due Now
Basis Date Type:	Inv Date
Invoice Lines:	0.00
*Currency:	USD
Total:	300.00
Difference:	0.00
Copy From:	None
Line:	1
*Distribute by:	Amount
Ship To:	CU00000001
Line Amount:	300.00
Description:	Cash Advance Expense

Line	Merchandise Amt	Project	Activity	Segment	Budge
1	300.00	GT001008	01	00000000	03/14

Step	Action
91.	Drag the scrollbar to the see the bottom of the page. 


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Non Merchandise Summary
Print Invoice
Calculate
Copy PO
Go
Find | View All First 1 of 1 Last
Calculate
Customize | Find | View All | First 1 of 1 Last
GL Chart
Exchange Rate
Statistics
Assets
Save
Notify
Refresh
Add
Update/Display
Invoice Information | Payments | Voucher Attributes
Start
Microsoft Office 2010
Regular Entry - Windo...

Location: CHK-01
Employee R
*Address: 1
Control Group:
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 300.00
Difference: 0.00

Copy From Source Document

PO Unit:
PO Number:
Copy From: None

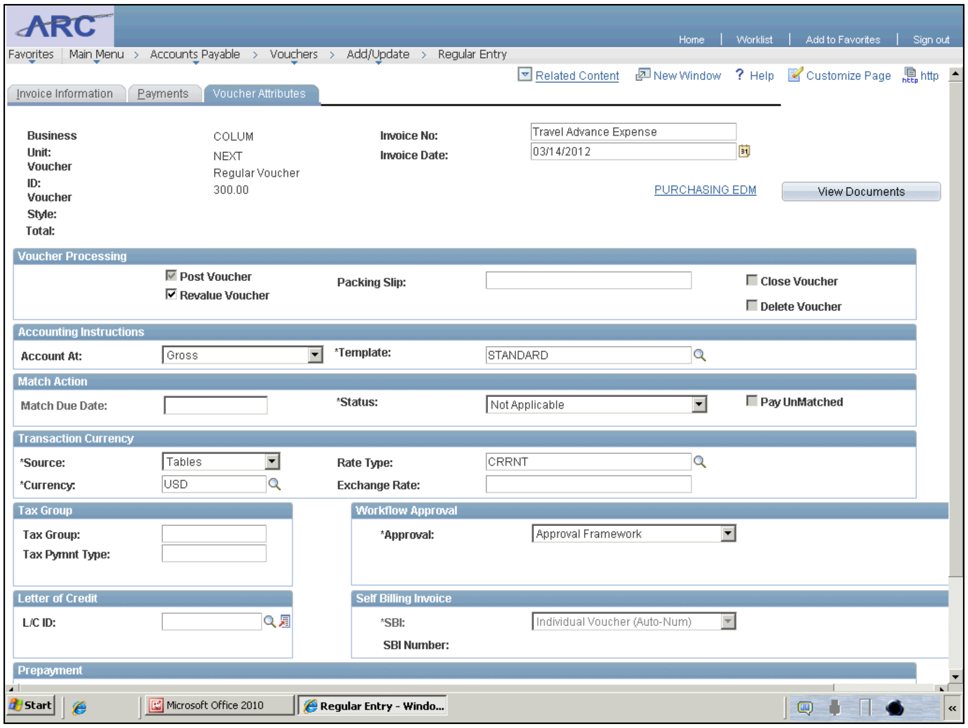
Invoice Lines

Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 300.00
Description: Cash Advance Expense
UOM:
Quantity:
☐ One Asset

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	s	Project	Activity	Segment	Site	Affiliate	Fund Affil	Budge
☐	1	300.00		R	GT001008	01	00000000				03/14

Step	Action
92.	Click the **Voucher Attributes** link to add the associated prepayment reference. Voucher Attributes


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
Invoice Information
Payments
Voucher Attributes
View Documents
Start
Microsoft Office 2010
Regular Entry - Windo...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Total: 300.00
Invoice No: Travel Advance Expense
Invoice Date: 03/14/2012
PURCHASING EDM

Voucher Processing
☑ Post Voucher
☑ Revalue Voucher
Packing Slip:
☐ Close Voucher
☐ Delete Voucher

Accounting Instructions
Account At: Gross
*Template: STANDARD

Match Action
Match Due Date:
*Status: Not Applicable
☐ Pay UnMatched

Transaction Currency
*Source: Tables
*Currency: USD
Rate Type: CRRNT
Exchange Rate:

Tax Group
Tax Group:
Tax Pymnt Type:

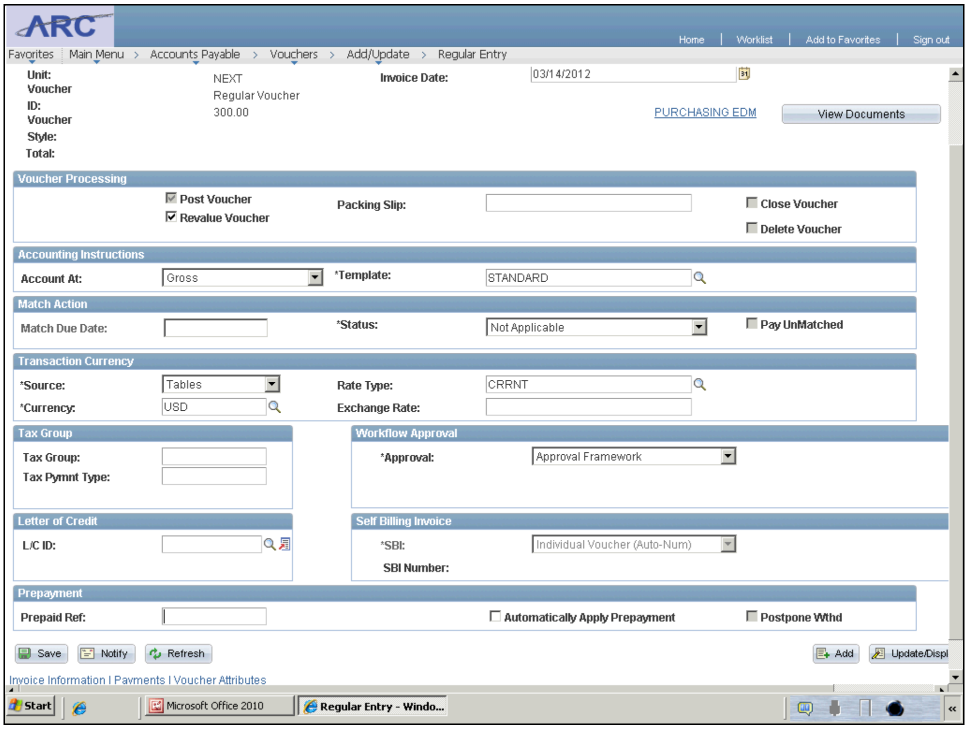
Workflow Approval
*Approval: Approval Framework

Letter of Credit
L/C ID:

Self Billing Invoice
*SBI: Individual Voucher (Auto-Num)
SBI Number:

Prepayment

Step	Action
93.	Drag the scrollbar to the bottom of the page.


Home | Worklist | Add to Favorites | Sign out
Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
View Documents
Save
Notify
Refresh
Add
Update/Displ
Invoice Information | Payments | Voucher Attributes
Start
Microsoft Office 2010
Regular Entry - Windo...

Unit: NEXT
Voucher ID: Regular Voucher
Voucher Style: 300.00
Total:
Invoice Date: 03/14/2012
PURCHASING EDM

Voucher Processing
☑ Post Voucher
☑ Revalue Voucher
Packing Slip:
☐ Close Voucher
☐ Delete Voucher

Accounting Instructions
Account At: Gross
*Template: STANDARD

Match Action
Match Due Date:
*Status: Not Applicable
☐ Pay UnMatched

Transaction Currency
*Source: Tables
*Currency: USD
Rate Type: CRRNT
Exchange Rate:

Tax Group
Tax Group:
Tax Pymnt Type:

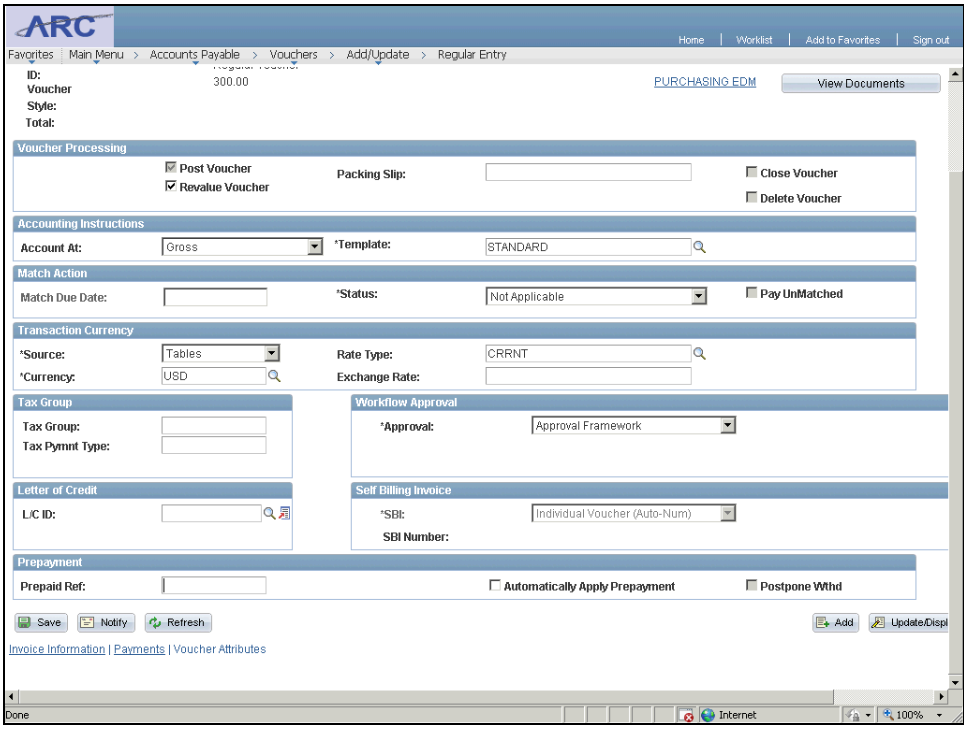
Workflow Approval
*Approval: Approval Framework

Letter of Credit
L/C ID:

Self Billing Invoice
*SBI: Individual Voucher (Auto-Num)
SBI Number:

Prepayment
Prepaid Ref:
☐ Automatically Apply Prepayment
☐ Postpone Wthd

Step	Action
94.	Click in the **Prepaid Ref** field.


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites
Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
PURCHASING EDM
View Documents
Save
Notify
Refresh
Add
Update/Displ
Invoice Information | Payments | Voucher Attributes
Done
Internet
100%

ID:
Voucher Style:
Total: 300.00

Voucher Processing
☑ Post Voucher
☑ Revalue Voucher
Packing Slip:
☐ Close Voucher
☐ Delete Voucher

Accounting Instructions
Account At: Gross
*Template: STANDARD

Match Action
Match Due Date:
*Status: Not Applicable
☐ Pay UnMatched

Transaction Currency
*Source: Tables
Rate Type: CRRNT
*Currency: USD
Exchange Rate:

Tax Group
Tax Group:
Tax Pymnt Type:

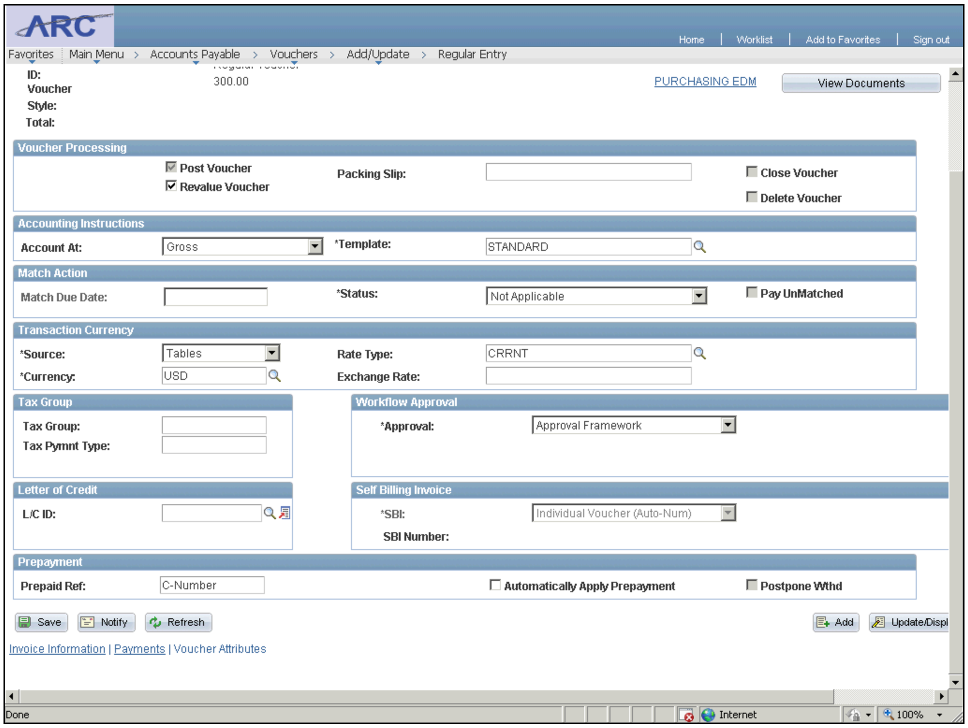
Workflow Approval
*Approval: Approval Framework

Letter of Credit
L/C ID:

Self Billing Invoice
*SBI: Individual Voucher (Auto-Num)
SBI Number:

Prepayment
Prepaid Ref:
☐ Automatically Apply Prepayment
☐ Postpone Wthd

Step	Action
95.	This is where you will enter the C-Number you entered on the Prepaid Voucher. Enter the desired information into the **Prepaid Ref** field. Enter "**C-Number**". For Non-Employee Vendor Advances, you would enter a P-Number instead.


Home | Worklist | Add to Favorites | Sign out
Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
PURCHASING EDM
View Documents
Save
Notify
Refresh
Add
Update/Displ
Invoice Information | Payments | Voucher Attributes

ID:
Voucher Style:
Total: 300.00

Voucher Processing
☑ Post Voucher
☑ Revalue Voucher
Packing Slip:
☐ Close Voucher
☐ Delete Voucher

Accounting Instructions
Account At: Gross
*Template: STANDARD

Match Action
Match Due Date:
*Status: Not Applicable
☐ Pay UnMatched

Transaction Currency
*Source: Tables
*Currency: USD
Rate Type: CRRNT
Exchange Rate:

Tax Group
Tax Group:
Tax Pymnt Type:

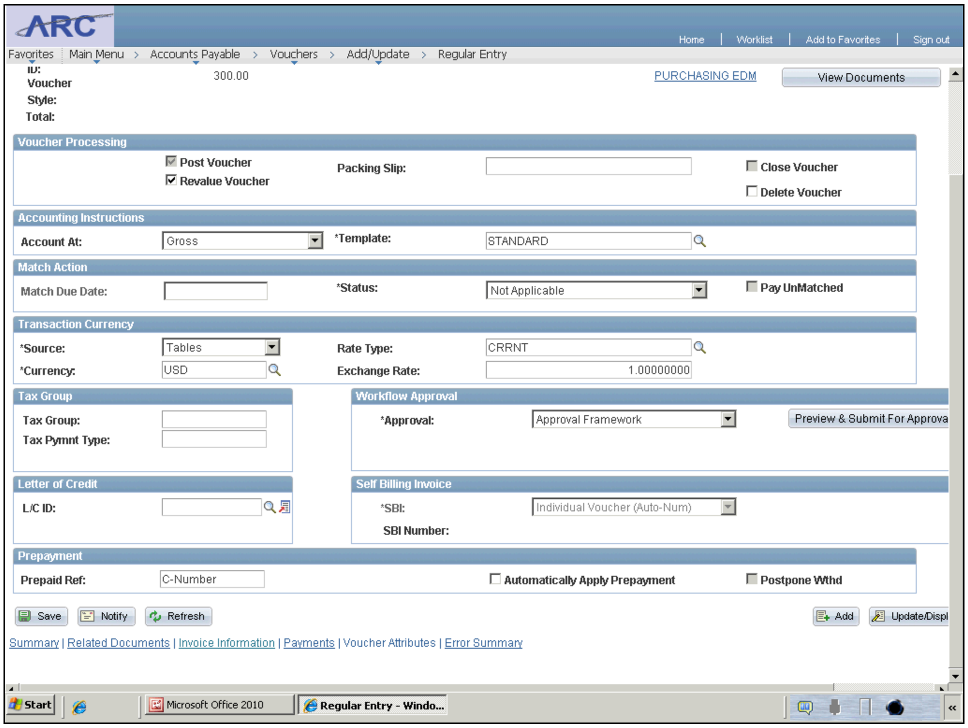
Workflow Approval
*Approval: Approval Framework

Letter of Credit
L/C ID:

Self Billing Invoice
*SBI: Individual Voucher (Auto-Num)
SBI Number:

Prepayment
Prepaid Ref: C-Number
☐ Automatically Apply Prepayment
☐ Postpone Wthd

Step	Action
96.	Click the **Save** button. Save


Home | Worklist | Add to Favorites | Sign out
Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
PURCHASING EDM
View Documents
Preview & Submit For Approva
Save
Notify
Refresh
Add
Update/Displ
Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary
Start
Microsoft Office 2010
Regular Entry - Windo...

ID:
Voucher Style:
Total: 300.00

Voucher Processing
☑ Post Voucher
☑ Revalue Voucher
Packing Slip:
☐ Close Voucher
☐ Delete Voucher

Accounting Instructions
Account At: Gross
*Template: STANDARD

Match Action
Match Due Date:
*Status: Not Applicable
☐ Pay UnMatched

Transaction Currency
*Source: Tables
*Currency: USD
Rate Type: CRRNT
Exchange Rate: 1.00000000

Tax Group
Tax Group:
Tax Pymnt Type:

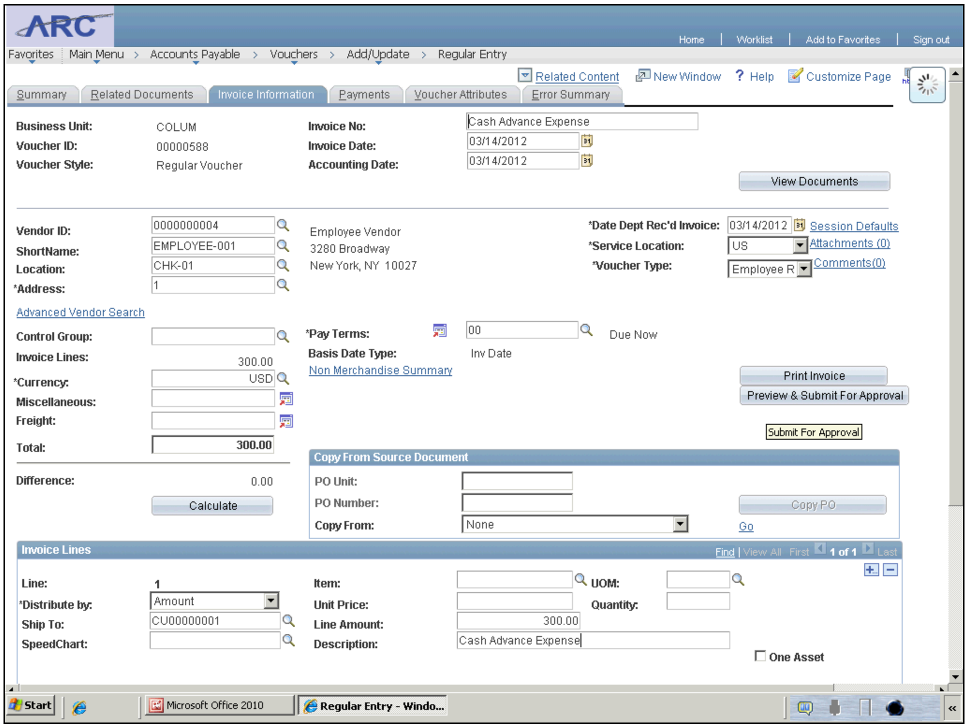
Workflow Approval
*Approval: Approval Framework

Letter of Credit
L/C ID:

Self Billing Invoice
*SBI: Individual Voucher (Auto-Num)
SBI Number:

Prepayment
Prepaid Ref: C-Number
☐ Automatically Apply Prepayment
☐ Postpone Wthd

Step	Action
97.	Click the **Invoice Information** link. Invoice Information


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
Summary
Related Documents
Invoice Information
Payments
Voucher Attributes
Error Summary
View Documents
Session Defaults
Attachments (0)
Comments(0)
Advanced Vendor Search
Non Merchandise Summary
Print Invoice
Preview & Submit For Approval
Submit For Approval
Calculate
Copy From Source Document
Copy PO
Go
Invoice Lines
Find | View All First 1 of 1 Last
Start
Microsoft Office 2010
Regular Entry - Windo...

Business Unit: COLUM
Voucher ID: 00000588
Voucher Style: Regular Voucher
Invoice No: Cash Advance Expense
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012

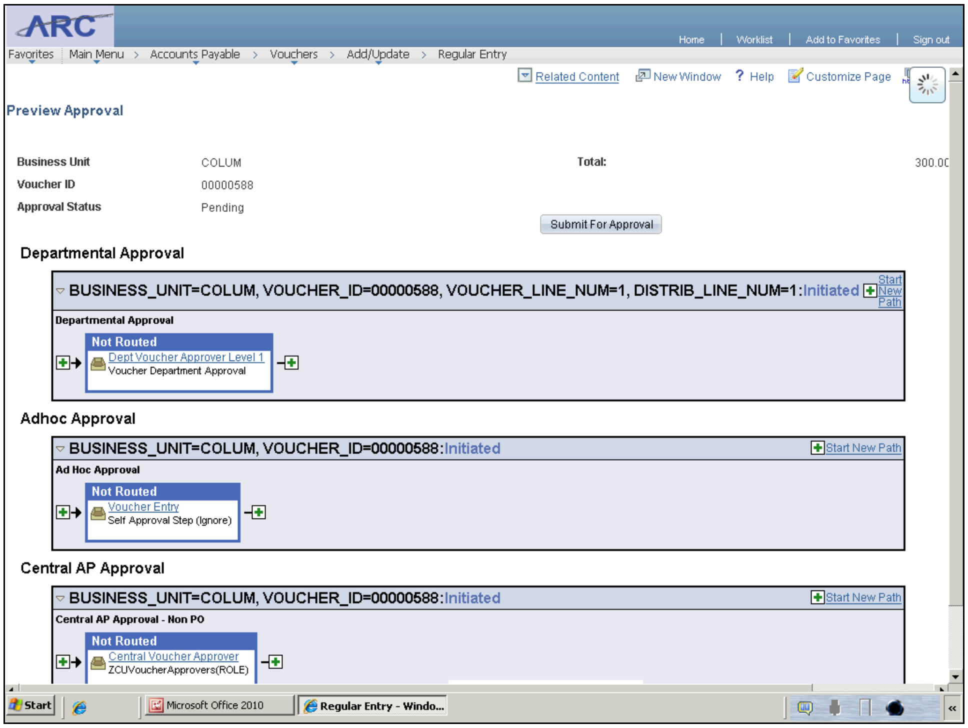
Vendor ID: 0000000004
ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1
Employee Vendor
3280 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Employee R

Control Group:
Invoice Lines: 300.00
*Currency: USD
Miscellaneous:
Freight:
Total: 300.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

PO Unit:
PO Number:
Copy From: None

Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 300.00
Description: Cash Advance Expense
UOM:
Quantity:
☐ One Asset

Step	Action
98.	Click the **Preview & Submit For Approval** button. Preview & Submit For Approval


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Related Content
New Window
Help
Customize Page
Submit For Approval
Start New Path
Start Microsoft Office 2010 Regular Entry - Windo...

Preview Approval

Business Unit COLUM
Voucher ID 00000588
Approval Status Pending
Total: 300.00

Departmental Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=00000588, VOUCHER_LINE_NUM=1, DISTRIB_LINE_NUM=1:Initiated

Departmental Approval

Not Routed
Dept Voucher Approver Level 1
Voucher Department Approval

Adhoc Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=00000588:Initiated

Ad Hoc Approval

Not Routed
Voucher Entry
Self Approval Step (Ignore)

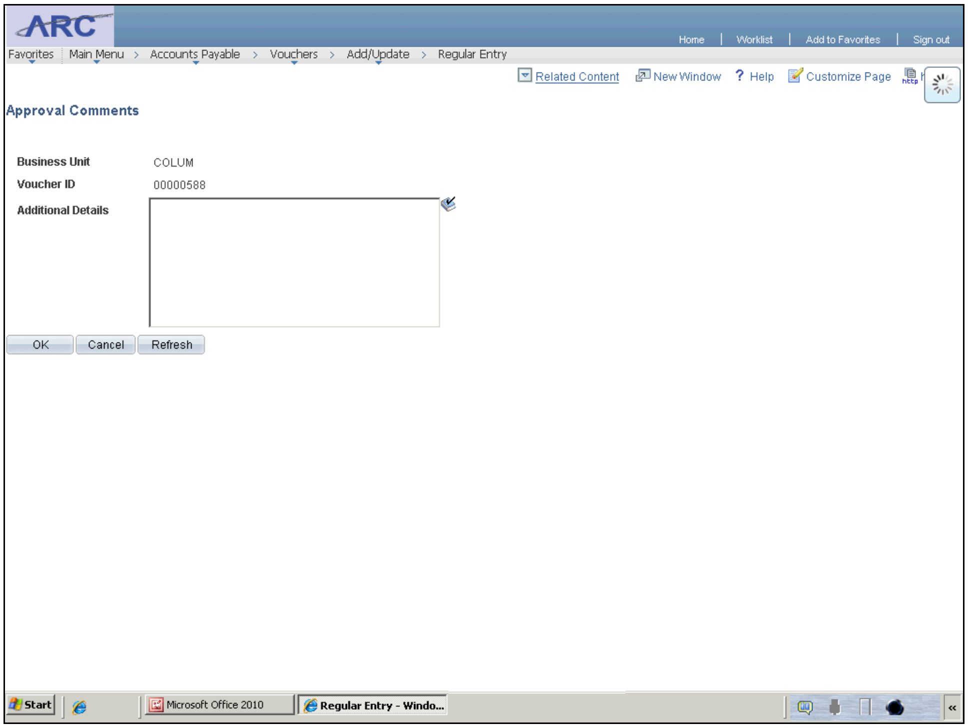
Central AP Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=00000588:Initiated

Central AP Approval - Non PO

Not Routed
Central Voucher Approver
ZCUVoucherApprovers(ROLE)

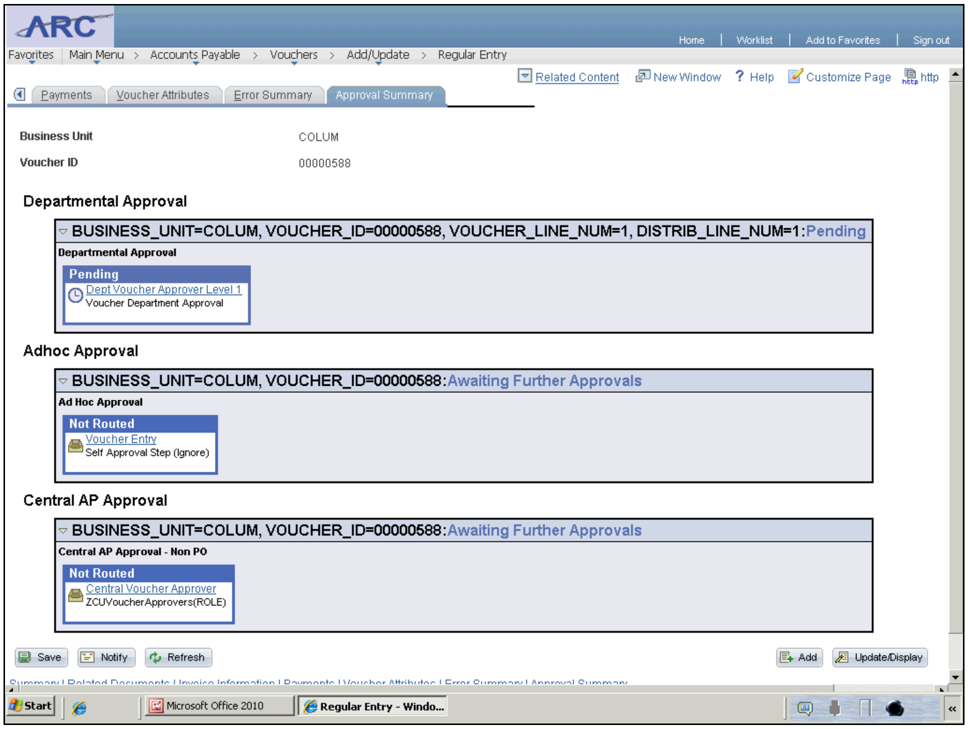
Step	Action
99.	Click the **Submit For Approval** button. Submit For Approval


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Related Content
New Window
Help
Customize Page
OK
Cancel
Refresh
Start Microsoft Office 2010 Regular Entry - Windo...

Approval Comments

Business Unit COLUM
Voucher ID 00000588
Additional Details

Step	Action
100.	Click the **OK** button. OK


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
Payments
Voucher Attributes
Error Summary
Approval Summary
Save
Notify
Refresh
Add
Update/Display
Start
Microsoft Office 2010
Regular Entry - Windo...

Business Unit COLUM

Voucher ID 00000588

Departmental Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=00000588, VOUCHER_LINE_NUM=1, DISTRIB_LINE_NUM=1:Pending

Departmental Approval

Pending
Dept Voucher Approver Level 1
Voucher Department Approval

Adhoc Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=00000588:Awaiting Further Approvals

Ad Hoc Approval

Not Routed
Voucher Entry
Self Approval Step (Ignore)

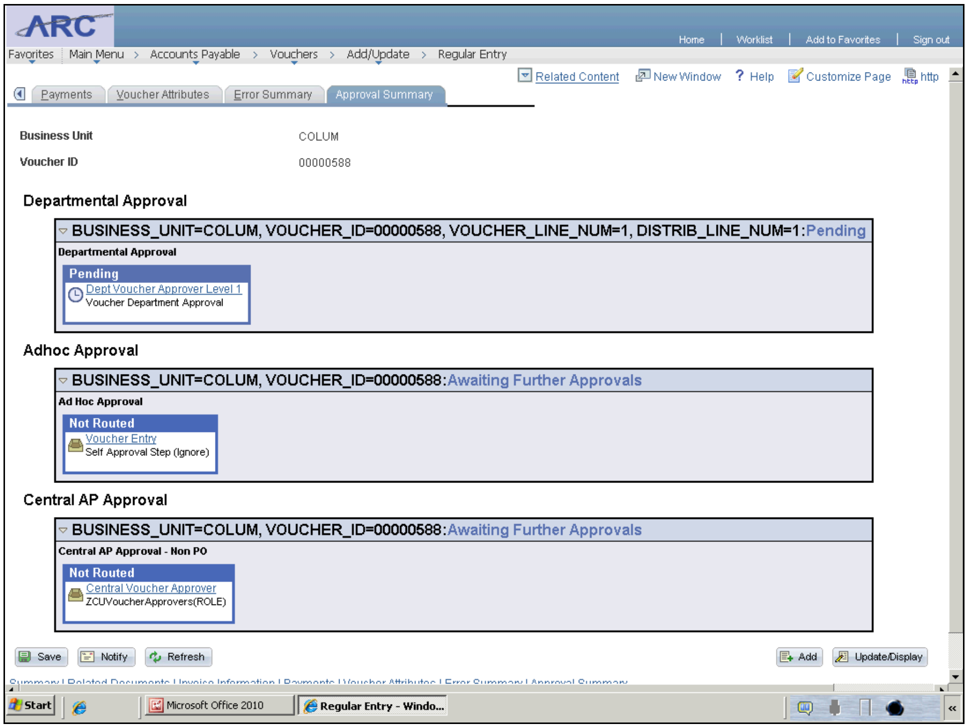
Central AP Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=00000588:Awaiting Further Approvals

Central AP Approval - Non PO

Not Routed
Central Voucher Approver
ZCUVoucherApprovers(ROLE)

Step	Action
101.	See the approval workflow routing upon submission.


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
Payments
Voucher Attributes
Error Summary
Approval Summary
Save
Notify
Refresh
Add
Update/Display
Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary | Approval Summary
Start
Microsoft Office 2010
Regular Entry - Windo...

Business Unit COLUM
Voucher ID 00000588

Departmental Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=00000588, VOUCHER_LINE_NUM=1, DISTRIB_LINE_NUM=1:Pending
Departmental Approval
Pending
Dept Voucher Approver Level 1
Voucher Department Approval

Adhoc Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=00000588:Awaiting Further Approvals
Ad Hoc Approval
Not Routed
Voucher Entry
Self Approval Step (Ignore)

Central AP Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=00000588:Awaiting Further Approvals
Central AP Approval - Non PO
Not Routed
Central Voucher Approver
ZCUVoucherApprovers(ROLE)

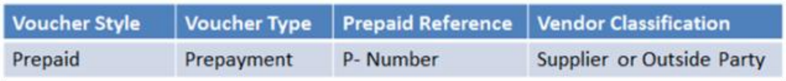
Step	Action
102.	You have successfully created a Prepaid Voucher for Employee Advances. You can now move onto the next topic, *Creating Prepaid Vouchers for Non-Employee Advances.* **End of Procedure.**

Creating Prepaid Vouchers for Non-Employee Vendor Advances

Within ARC, there may be times when a voucher needs to be created to process an advance to a non-employee vendor (supplier/service provider) for business activities. In this case, you would create a Prepaid voucher.

In the event a non-employee vendor needs an advance, the Voucher Initiator would enter a voucher with a ‘Prepaid’ Voucher Style that references a Voucher Type of ‘Prepayment’.

The following table summarizes the appropriate Voucher Types and Voucher Styles for Travel Advances and Cash Advances:



Voucher Style	Voucher Type	Prepaid Reference	Vendor Classification
Prepaid	Prepayment	P- Number	Supplier or Outside Party

The business process for generating non-employee advances in ARC consists of the following steps:

- Complete the Payment Advance Form (formerly Travel Advance Form) located on the Procurement Website. The form will require you to define the type of advance being processed (Travel Advance, Cash Advance, Prepayment Advance), and will subsequently generate the applicable advance number (i.e. T – Number, C – Number, P – Number)
- Enter a voucher in ARC with a ‘Prepaid’ Voucher Style
- Enter a supplier or outside party vendor and designate the Voucher Type as ‘Prepayment’
- Enter a ‘Prepayment Reference’ on the Voucher Attributes tab (i.e., P – Number).
- The Prepayment Reference (P - Number) is generated from the Payment Advance Web Form. Enter the remaining voucher header, line and distribution information. Prepaid vouchers only allow for a single line distribution ChartString where the natural Account on the distribution line will be defaulted to a prepaid expense account.
- Scan and attach the appropriate back up documentation in EDM which will be viewable by selecting the View Documents button on the voucher in ARC.
- Submit the voucher for approval.
- The Department Approver(s) will approve the Prepaid Voucher for the Prepayment Advance. The voucher will route to the appropriate Departmental Voucher approver(s) for approval based on the dollar amount and Department ChartField value entered on the voucher.
- Once approved, the Prepaid Voucher will be budget checked, posted, and paid. The Voucher Posting process debits the prepaid expense account.
- When the business activity has been completed and the non-employee vendor invoice has been received, enter a voucher with a Regular Voucher Style to reconcile against the Prepaid voucher to denote how the advance was expensed.
- Enter the same vendor that was entered on the Prepaid Voucher and designate the Voucher Type as ‘Invoice’.
- Enter the same Prepayment Reference (P - Number) that was entered on the Prepaid Voucher. This ensures that the Regular Voucher is applied against the Prepaid voucher.
- The system deducts the payment made on the prepaid voucher from the regular voucher's scheduled payment and remits the balance to the vendor (if applicable). Enter the distribution ChartString to allocate the reimbursement to the appropriate expense Account.

- Scan and attach documents the appropriate back up documentation in EDM which will be viewable by selecting the View Documents button on the voucher.
- Submit the voucher for approval.
- The Department Approver(s) will approve the Regular Voucher for the Invoice (see additional detail in the *Approving prepaid Vouchers for Non-Employee Vendor Advances* in the *Managing Procurement Approvals* course). Based on selecting the Voucher Type of Invoice, the voucher will route to the appropriate Department Voucher approver(s) for approval.
- Once approved, the Regular Voucher will be budget checked and posted. The voucher posting process credits the prepaid expense account and debits the expense account(s) when the Regular Voucher is posted. Voucher Post also applies the Regular Voucher to the Prepaid Voucher to reconcile the Invoice.

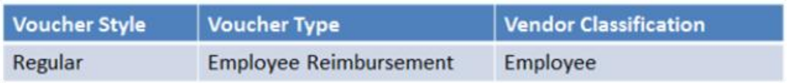
You would create a Prepaid Voucher for a Non-Employee Vendor Advance when you faced a similar scenario: An employee in Mark's department is attending a business conference and the vendor requires the registration fee to be paid in advance. Mark needs to enter a prepaid voucher in order to process the advance to the vendor. To receive step-by-step guidance on how to create Prepaid Vouchers and associate Regular Vouchers, please see the transaction in the previous topic, *Creating Prepaid Vouchers for Employee Advances.*

Creating Regular Vouchers for Employee Reimbursements

Within ARC, there may be times when a voucher needs to be created to process a reimbursement to an employee for business activities. In this case, you would create a Regular voucher.

In the event an employee needs an employee reimbursement, the Voucher Initiator would enter a voucher with a ‘Regular’ Voucher Style that references a Voucher Type of ‘Employee Reimbursement’.

The following table summarizes the appropriate Voucher Type and Voucher Style for Employee Reimbursements:



Voucher Style	Voucher Type	Vendor Classification
Regular	Employee Reimbursement	Employee

The business process for generating employee reimbursements in ARC consists of the following steps:

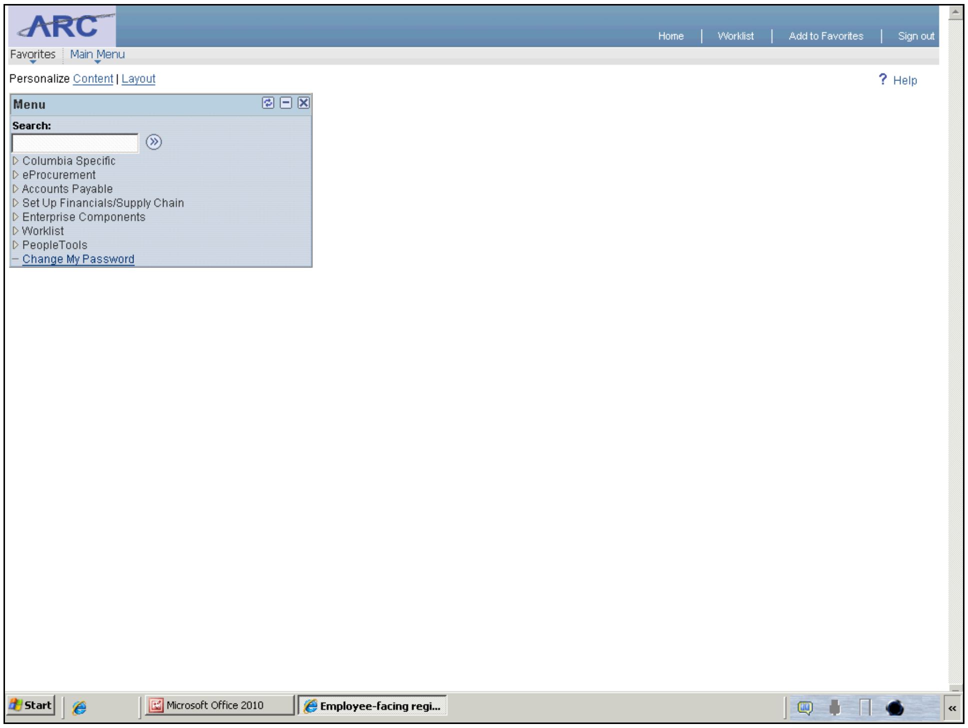
- Complete the Travel & Business Expense Report (TBER) located on the Procurement Website
- Enter a voucher with a Regular Voucher Style
- Enter an employee vendor and designate the Voucher Type as ‘Employee Reimbursement’.
- Enter the Date of First Expense and Date of Last Expense.
- Enter the remaining voucher header, line and distribution information.
- If the Employee Reimbursement is being entered to reconcile against a Prepaid voucher, enter the Prepaid Reference. Enter the same Prepayment Reference (T - Number or C - Number) that was entered on the Prepaid Voucher. This ensures that the Regular voucher is applied against the Prepaid voucher and prevents the voucher from incorrectly getting paid.
- The system deducts the payment made on the prepaid voucher from the regular voucher's scheduled payment and remits the balance to the employee (if applicable).
- Scan and attach the appropriate back up documentation in EDM which will be viewable by selecting the View Documents button on the voucher in ARC.
- Submit the voucher for approval.
- Send an email notification via the ‘Notify’ button on the voucher page to the appropriate Travel Approver to alert them that an employee reimbursement is pending their approval. (Optional). The Notify functionality will send an email to the user defined in the notification template with a link to the transaction. The recipient will click the link in the email which will pull up the transaction in ARC, allowing the approver to review the voucher.
- The Travel Approver(s) will approve the Regular Voucher for the Employee Reimbursement (see additional details in the *Approving Regular Vouchers for Employee Reimbursements* in the *Managing Procurement Approvals* course). Based on selecting the Voucher Type of Employee Reimbursement, the voucher will route to the appropriate Travel Voucher approver(s) for approval.
- Once approved, the Regular Voucher will be budget checked, posted, and paid. The Voucher Posting process debits the expense account.

Throughout the following topic, imagine a time you've faced a similar scenario: An employee in Mark's department has returned from a business trip and has receipts from the expenses he incurred while traveling. Mark needs to enter a Regular voucher in order to process the employee reimbursement.

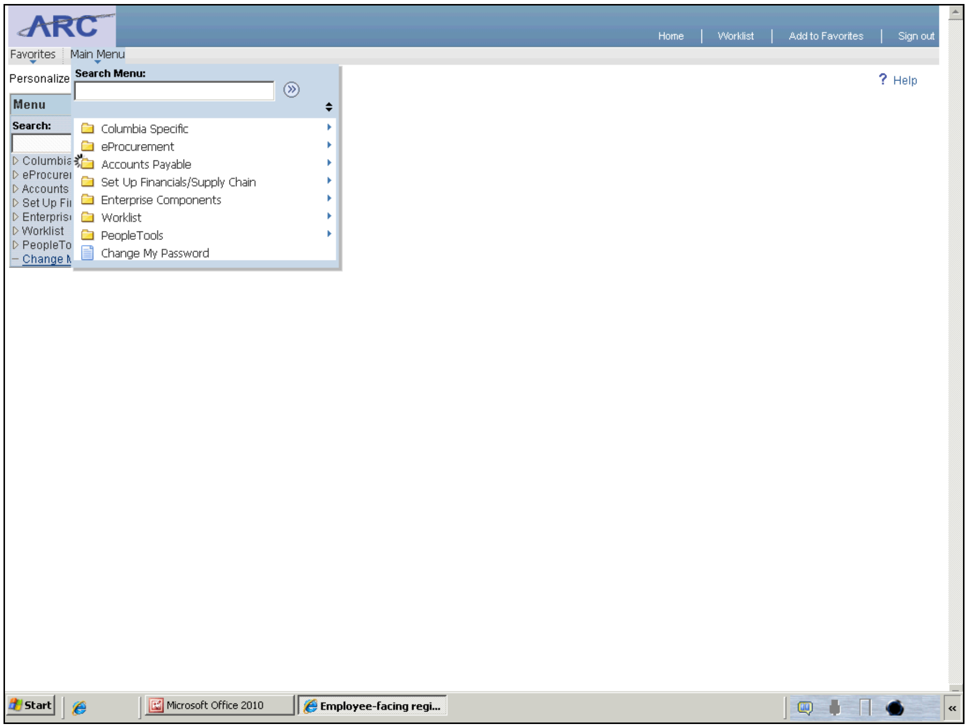
Estimated time needed to complete topic: 3 minutes

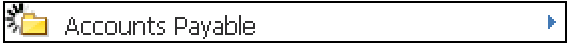
Procedure

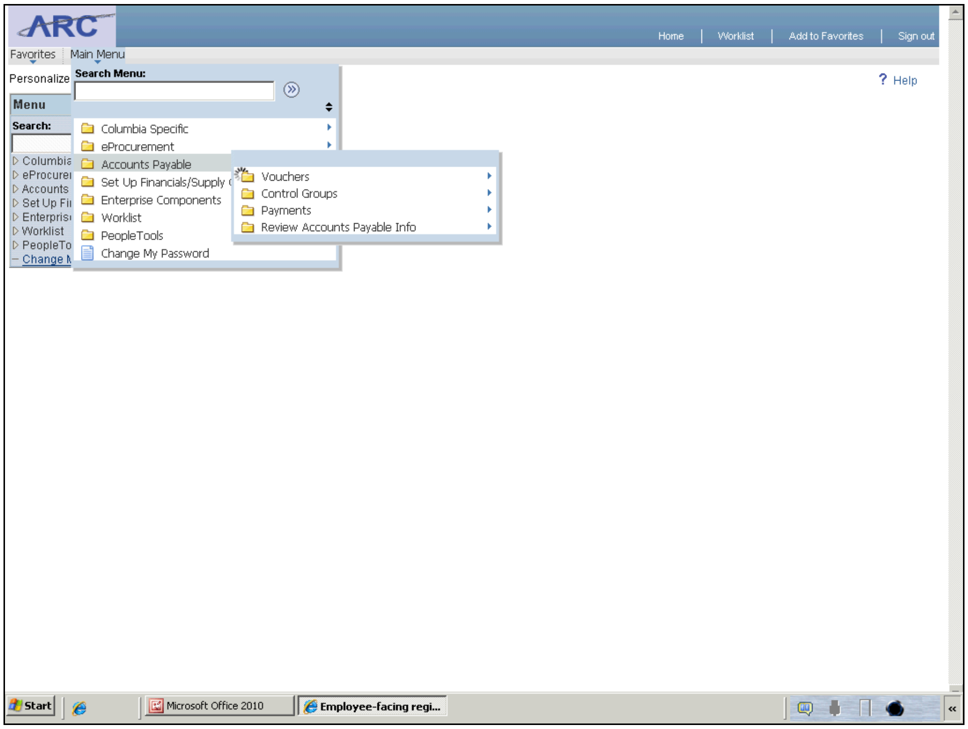
Welcome to the *Creating Regular Vouchers for Employee Reimbursements* topic where you will learn how to create a voucher for an employee reimbursement.


ARC
Home
Worklist
Add to Favorites
Sign out
Favorites
Main Menu
Personalize Content | Layout
? Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply Chain
Enterprise Components
Worklist
PeopleTools
Change My Password
Start
Microsoft Office 2010
Employee-facing regi...

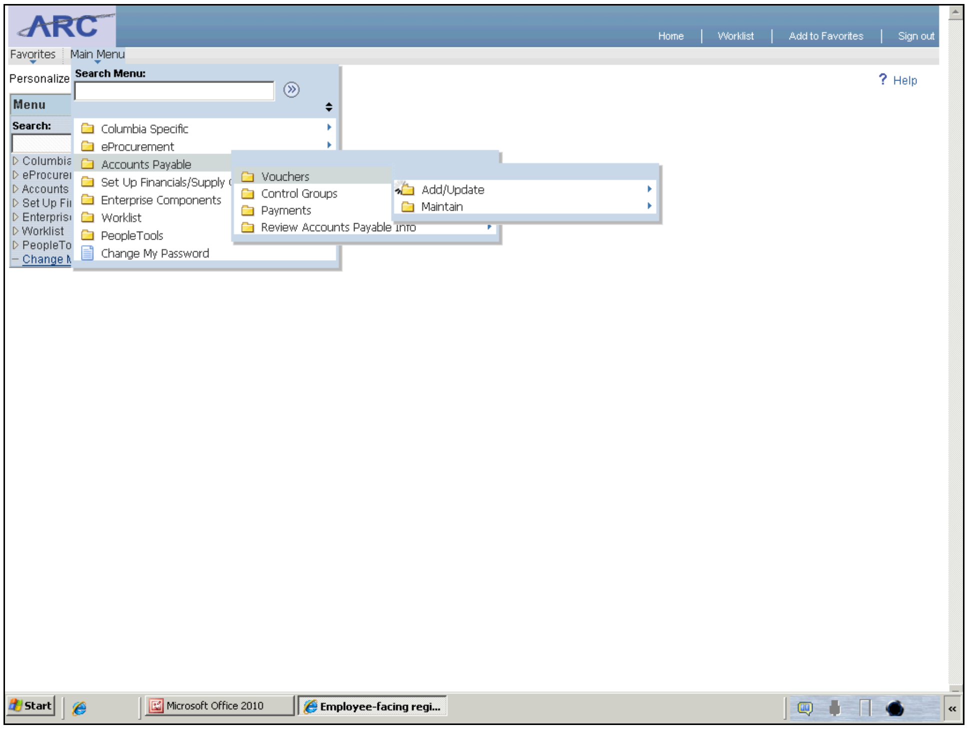
Step	Action
1.	Begin by clicking the **Main Menu** button. Main Menu


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites
Main Menu
Personalize
Search Menu:
? Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply Chain
Enterprise Components
Worklist
PeopleTools
Change My Password
Start
Microsoft Office 2010
Employee-facing regi...

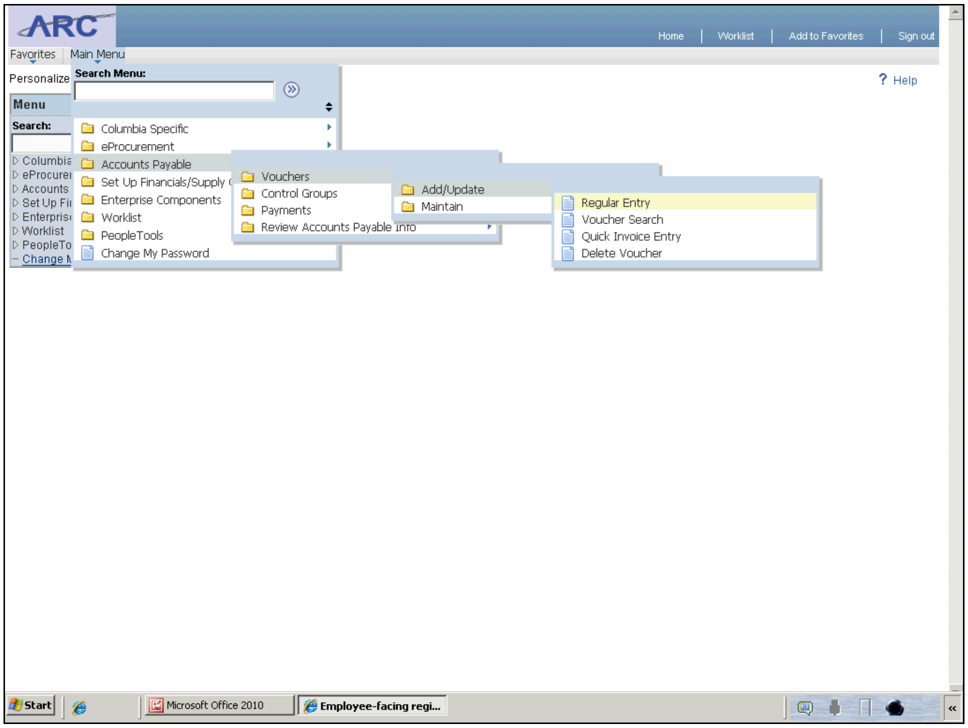
Step	Action
2.	Click the **Accounts Payable** menu.  Accounts Payable


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites
Main Menu
Personalize
Search Menu:
? Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply
Enterprise Components
Worklist
PeopleTools
Change My Password
Vouchers
Control Groups
Payments
Review Accounts Payable Info
Start
Microsoft Office 2010
Employee-facing regi...

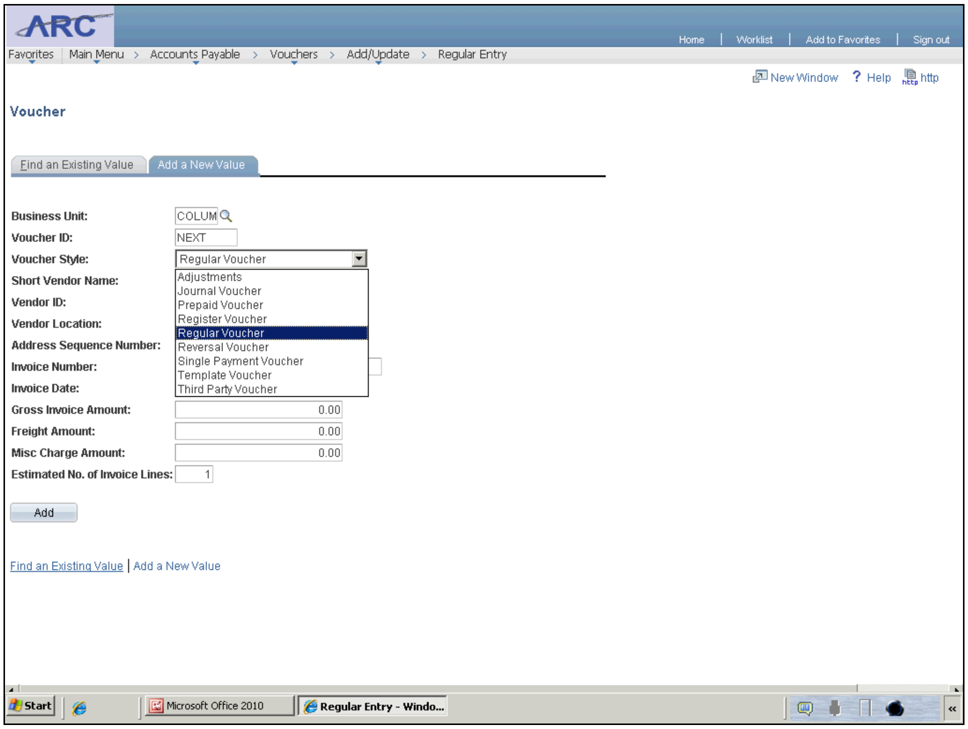
Step	Action
3.	Click the **Vouchers** menu.


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites
Main Menu
Personalize
Search Menu:
? Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply Chain
Enterprise Components
Worklist
PeopleTools
Change My Password
Vouchers
Control Groups
Payments
Review Accounts Payable Info
Add/Update
Maintain
Start
Microsoft Office 2010
Employee-facing regi...

Step	Action
4.	Click the **Add/Update** menu.


Home | Worklist | Add to Favorites | Sign out
Favorites
Main Menu
Personalize
Search Menu:
Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply Chain
Enterprise Components
Worklist
PeopleTools
Change My Password
Vouchers
Control Groups
Payments
Review Accounts Payable Info
Add/Update
Maintain
Regular Entry
Voucher Search
Quick Invoice Entry
Delete Voucher
Start
Microsoft Office 2010
Employee-facing regi...

Step	Action
5.	Click the **Regular Entry** menu. Regular Entry

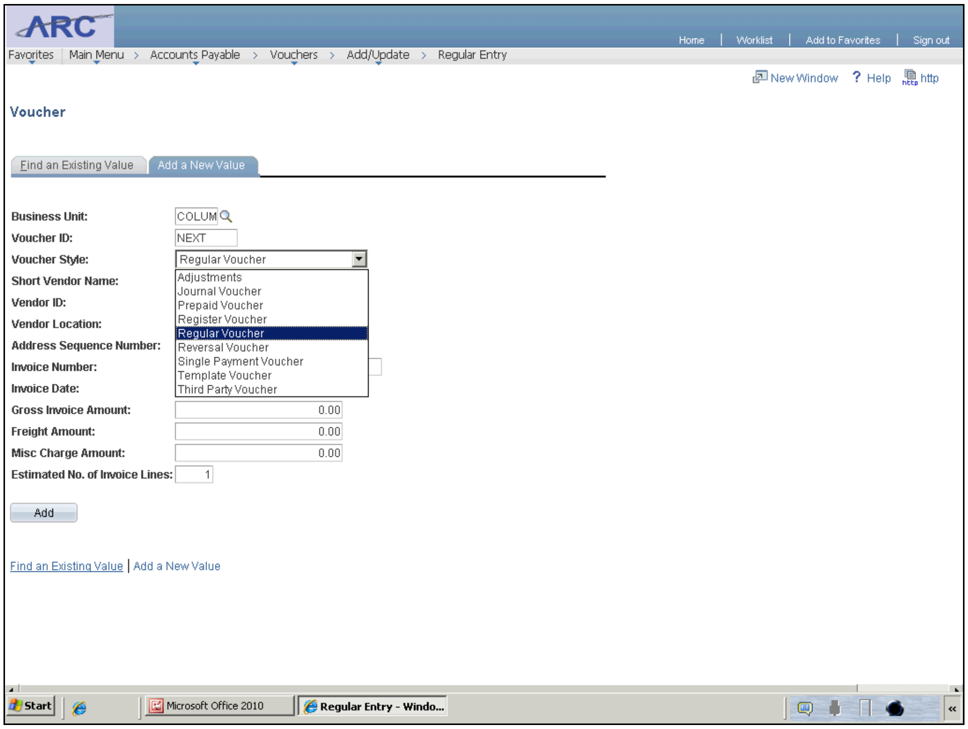

Home | Worklist | Add to Favorites | Sign out
Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window
Help
http
Find an Existing Value
Add a New Value
Adjustments
Journal Voucher
Prepaid Voucher
Register Voucher
Regular Voucher
Reversal Voucher
Single Payment Voucher
Template Voucher
Third Party Voucher
Add
Start
Microsoft Office 2010
Regular Entry - Windo...

Voucher

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Short Vendor Name:
Vendor ID:
Vendor Location:
Address Sequence Number:
Invoice Number:
Invoice Date:
Gross Invoice Amount: 0.00
Freight Amount: 0.00
Misc Charge Amount: 0.00
Estimated No. of Invoice Lines: 1

Find an Existing Value | Add a New Value

Step	Action
6.	Click the **Voucher Style** list.

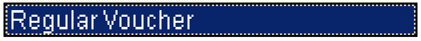

ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window ? Help http
Find an Existing Value
Add a New Value
Add
Start
Microsoft Office 2010
Regular Entry - Windo...

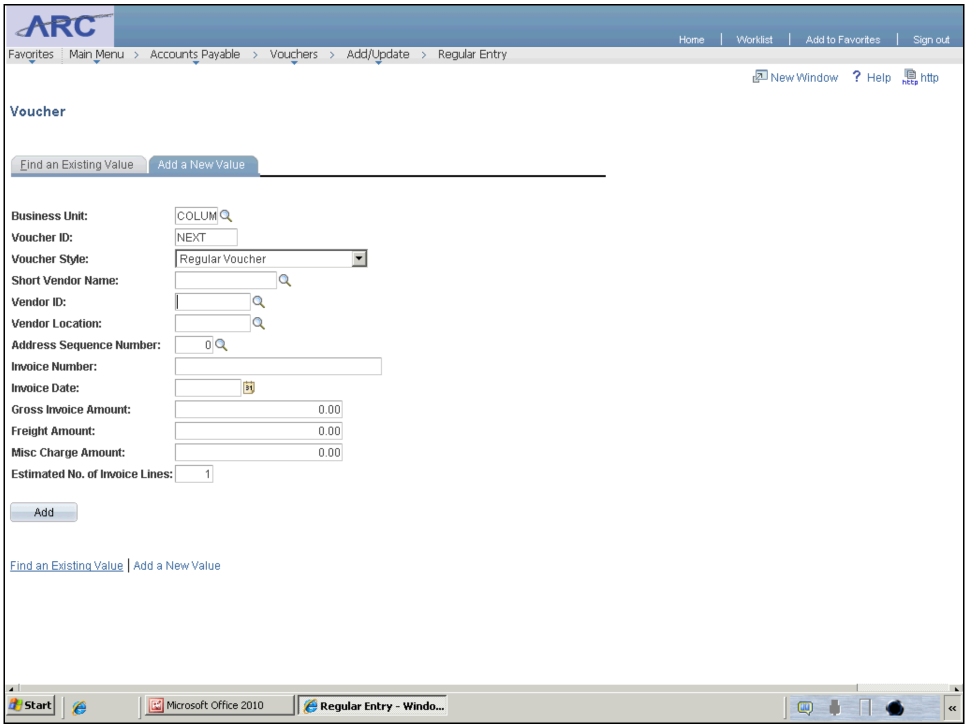
Voucher

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Short Vendor Name:
Vendor ID:
Vendor Location:
Address Sequence Number:
Invoice Number:
Invoice Date:
Gross Invoice Amount: 0.00
Freight Amount: 0.00
Misc Charge Amount: 0.00
Estimated No. of Invoice Lines: 1

- Adjustments
- Journal Voucher
- Prepaid Voucher
- Register Voucher
- Regular Voucher
- Reversal Voucher
- Single Payment Voucher
- Template Voucher
- Third Party Voucher

Find an Existing Value | Add a New Value

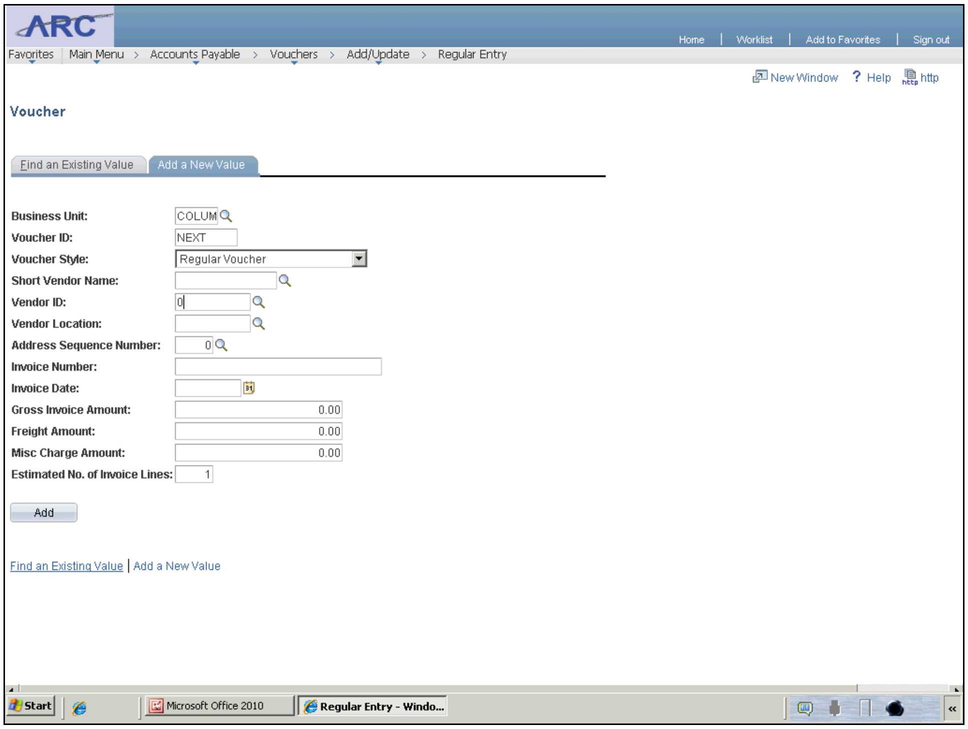
Step	Action
7.	Click the **Regular Voucher** list item. 


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window ? Help http
Find an Existing Value
Add a New Value
Add
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...

Voucher

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

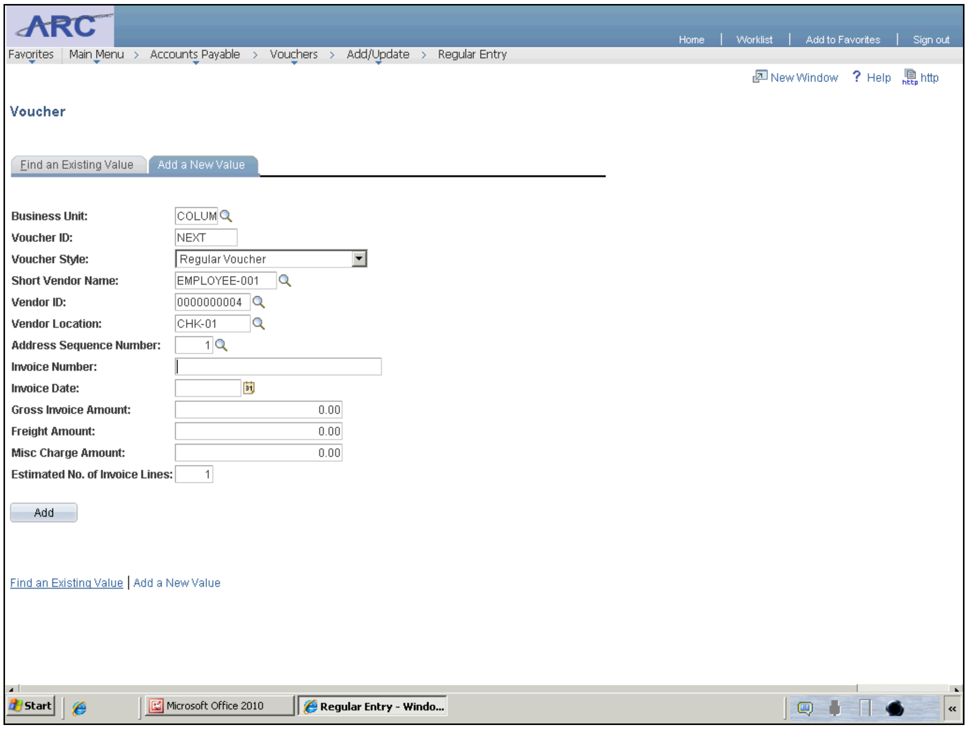
Step	Action
8.	Click in the **Vendor ID** field.


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window ? Help http
Find an Existing Value
Add a New Value
Add
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...

Voucher

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Short Vendor Name:
Vendor ID: 0
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

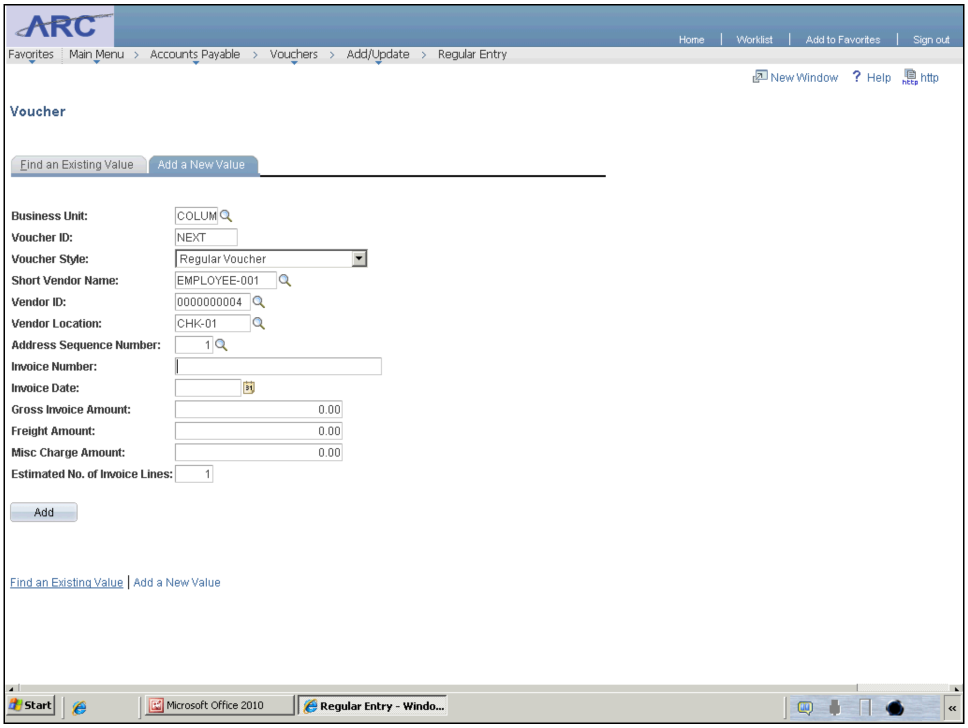
Step	Action
9.	Enter the desired information into the **Vendor ID** field. Enter "**0000000004**".


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window ? Help http
Find an Existing Value
Add a New Value
Add
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...

Voucher

Business Unit:	COLUM
Voucher ID:	NEXT
Voucher Style:	Regular Voucher
Short Vendor Name:	EMPLOYEE-001
Vendor ID:	0000000004
Vendor Location:	CHK-01
Address Sequence Number:	1
Invoice Number:	
Invoice Date:	
Gross Invoice Amount:	0.00
Freight Amount:	0.00
Misc Charge Amount:	0.00
Estimated No. of Invoice Lines:	1

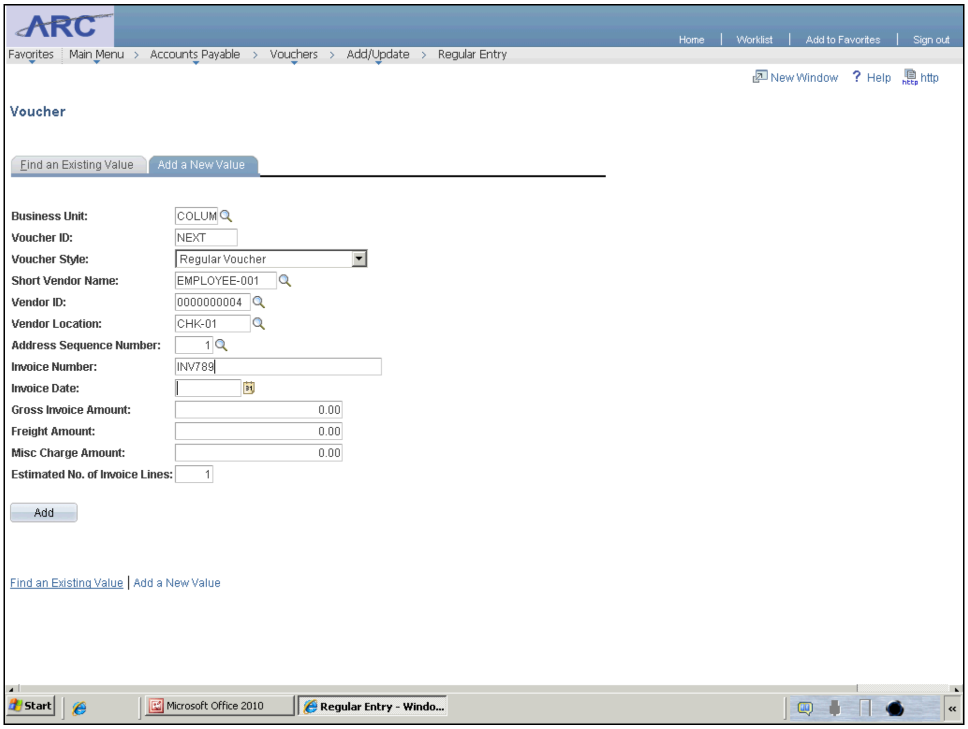
Step	Action
10.	Click in the **Invoice Number** field.


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window ? Help http
Find an Existing Value
Add a New Value
Add
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...

Voucher

Business Unit:	COLUM
Voucher ID:	NEXT
Voucher Style:	Regular Voucher
Short Vendor Name:	EMPLOYEE-001
Vendor ID:	0000000004
Vendor Location:	CHK-01
Address Sequence Number:	1
Invoice Number:	
Invoice Date:	
Gross Invoice Amount:	0.00
Freight Amount:	0.00
Misc Charge Amount:	0.00
Estimated No. of Invoice Lines:	1

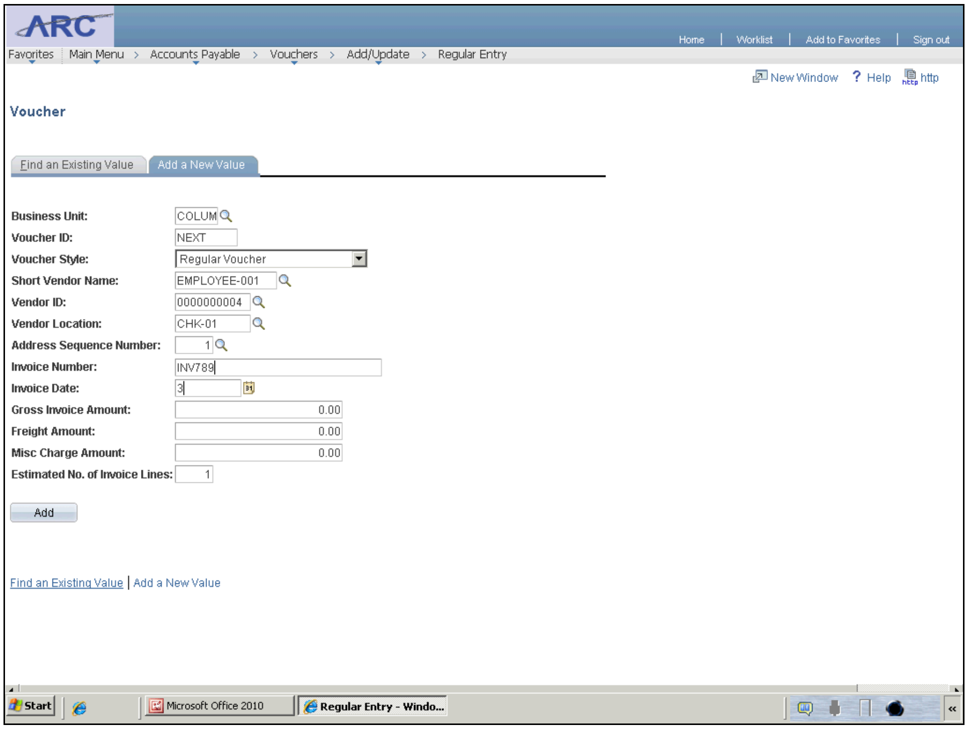
Step	Action
11.	Enter the desired information into the **Invoice Number** field. Enter "**INV789**".


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window ? Help http
Find an Existing Value
Add a New Value
Add
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...

Voucher

Business Unit:	COLUM
Voucher ID:	NEXT
Voucher Style:	Regular Voucher
Short Vendor Name:	EMPLOYEE-001
Vendor ID:	0000000004
Vendor Location:	CHK-01
Address Sequence Number:	1
Invoice Number:	INV789
Invoice Date:	
Gross Invoice Amount:	0.00
Freight Amount:	0.00
Misc Charge Amount:	0.00
Estimated No. of Invoice Lines:	1

Step	Action
12.	Click in the **Invoice Date** field.



ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window ? Help http

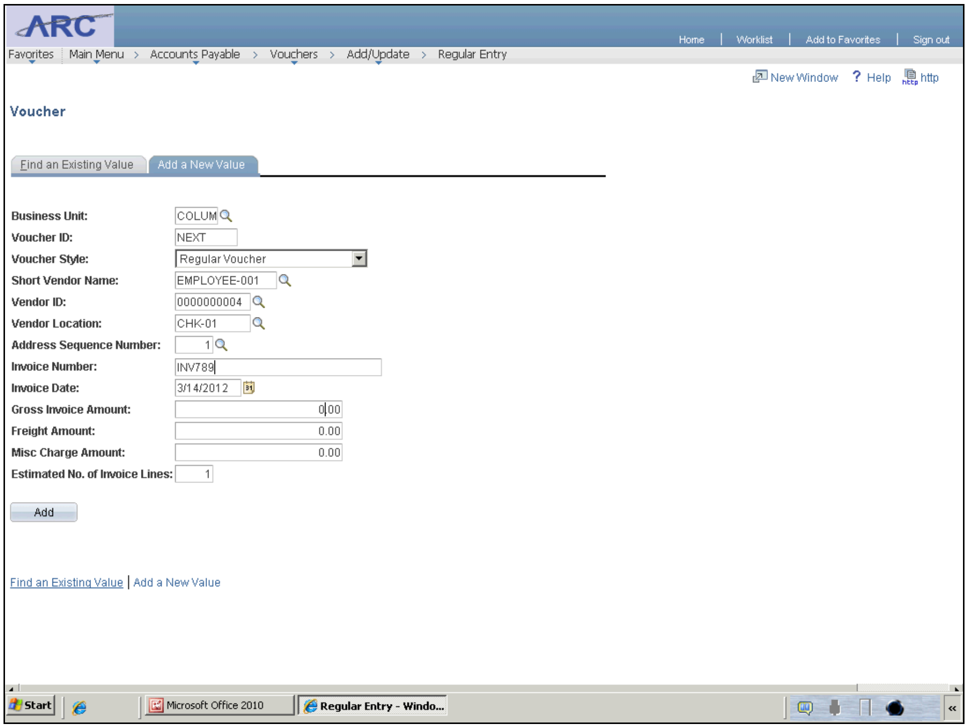
Voucher

Find an Existing Value
Add a New Value

Business Unit:	COLUM
Voucher ID:	NEXT
Voucher Style:	Regular Voucher
Short Vendor Name:	EMPLOYEE-001
Vendor ID:	0000000004
Vendor Location:	CHK-01
Address Sequence Number:	1
Invoice Number:	INV789
Invoice Date:	3
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
Start
Microsoft Office 2010
Regular Entry - Windo...

Step	Action
13.	Enter the desired information into the **Invoice Date** field. Enter "**3/14/2012**".

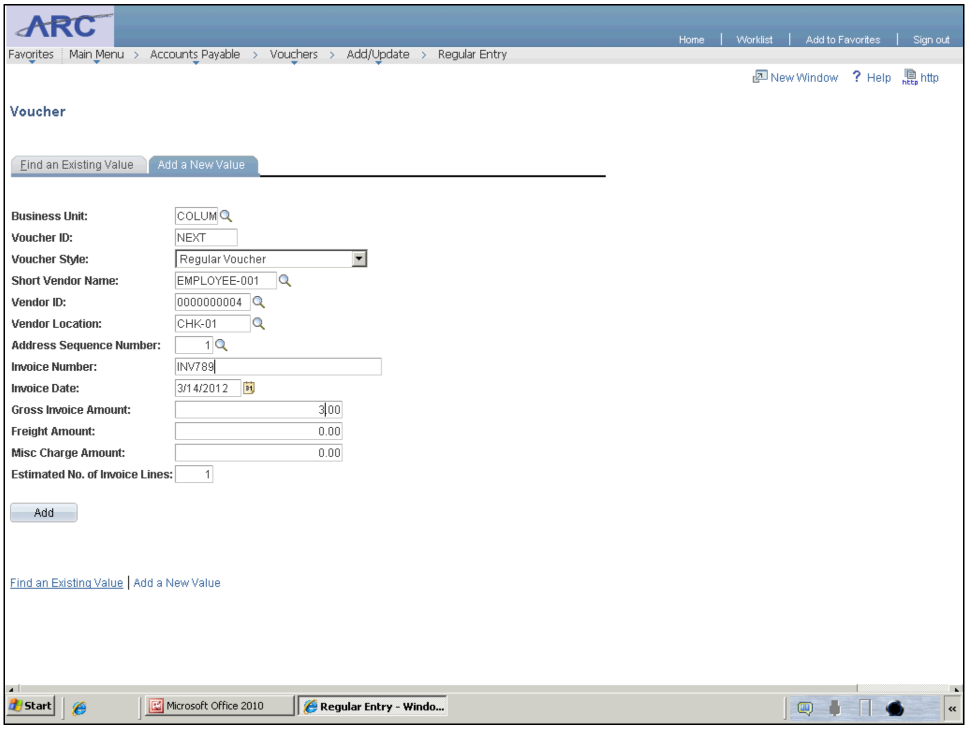

Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window ? Help http
Find an Existing Value
Add a New Value
Add
Start
Microsoft Office 2010
Regular Entry - Windo...

Voucher

Business Unit:	COLUM
Voucher ID:	NEXT
Voucher Style:	Regular Voucher
Short Vendor Name:	EMPLOYEE-001
Vendor ID:	0000000004
Vendor Location:	CHK-01
Address Sequence Number:	1
Invoice Number:	INV789
Invoice Date:	3/14/2012
Gross Invoice Amount:	0.00
Freight Amount:	0.00
Misc Charge Amount:	0.00
Estimated No. of Invoice Lines:	1

Find an Existing Value | Add a New Value

Step	Action
14.	Click in the **Gross Invoice Amount** field.

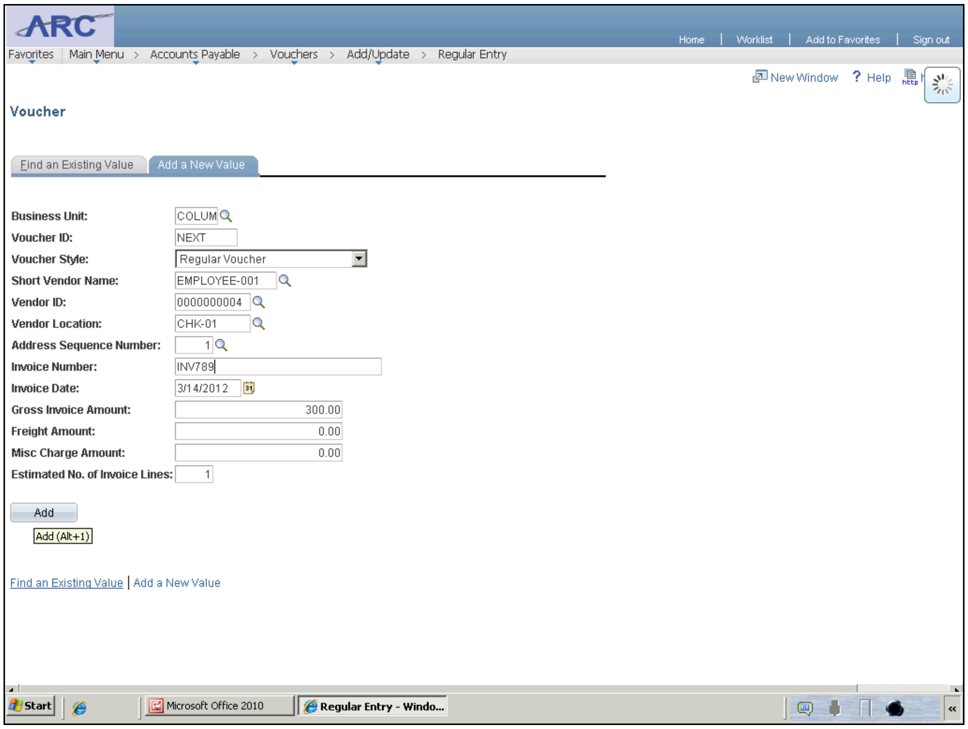

Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window ? Help http
Find an Existing Value
Add a New Value
Add
Start
Microsoft Office 2010
Regular Entry - Windo...

Voucher

Business Unit:	COLUM
Voucher ID:	NEXT
Voucher Style:	Regular Voucher
Short Vendor Name:	EMPLOYEE-001
Vendor ID:	0000000004
Vendor Location:	CHK-01
Address Sequence Number:	1
Invoice Number:	INV789
Invoice Date:	3/14/2012
Gross Invoice Amount:	3.00
Freight Amount:	0.00
Misc Charge Amount:	0.00
Estimated No. of Invoice Lines:	1

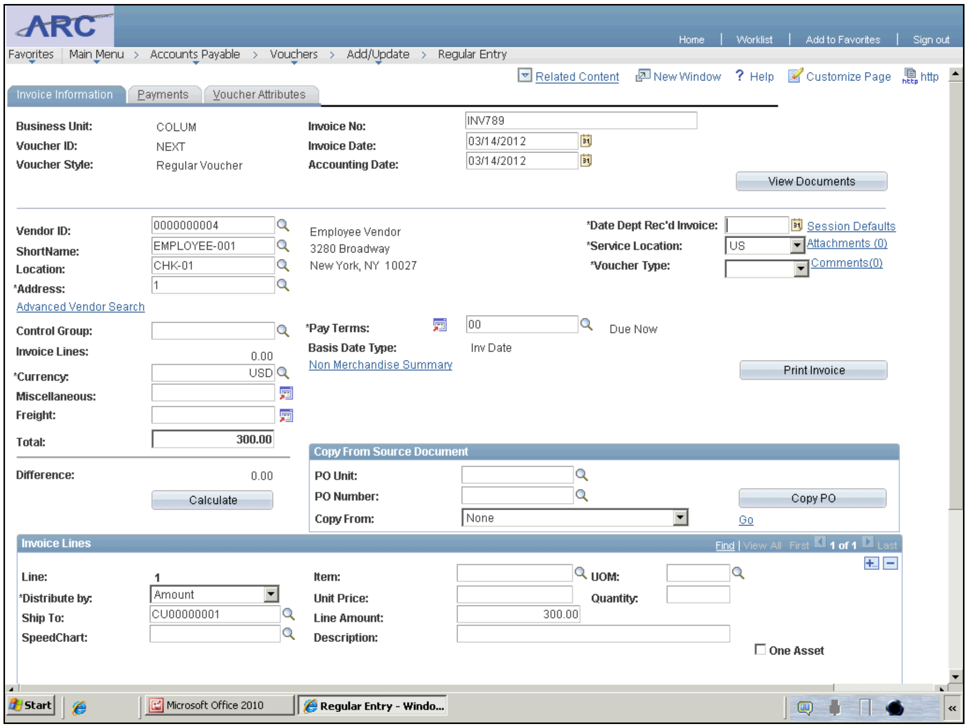
Find an Existing Value | Add a New Value

Step	Action
15.	Enter the desired information into the **Gross Invoice Amount** field. Enter "300".


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window ? Help
Voucher
Find an Existing Value | Add a New Value
Add
Add (Alt+1)
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...

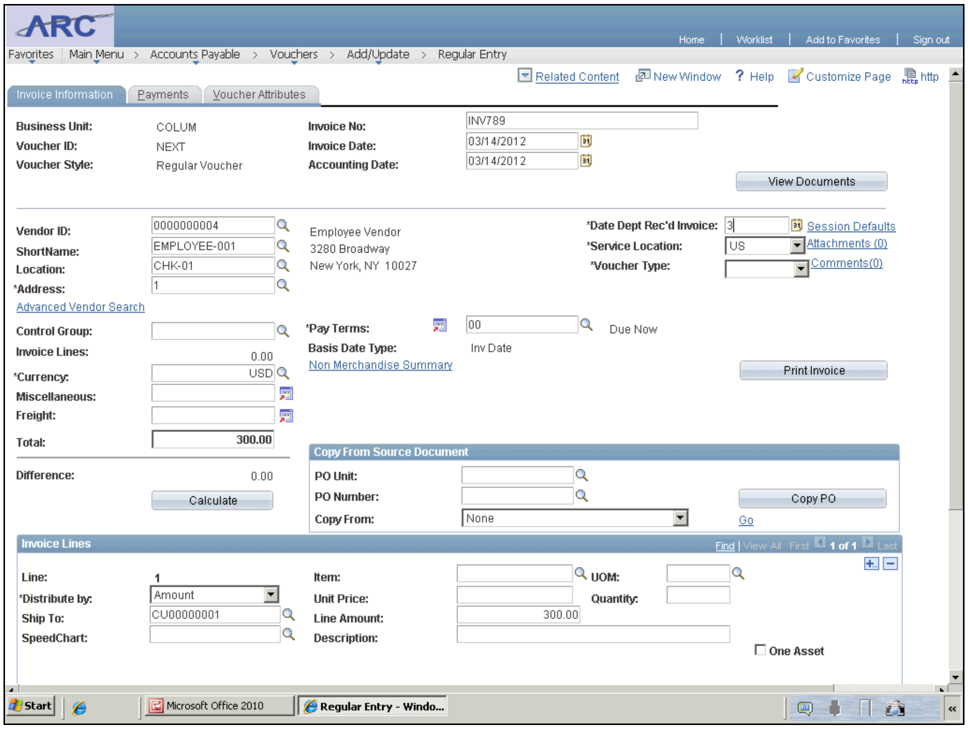
Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Short Vendor Name: EMPLOYEE-001
Vendor ID: 0000000004
Vendor Location: CHK-01
Address Sequence Number: 1
Invoice Number: INV789
Invoice Date: 3/14/2012
Gross Invoice Amount: 300.00
Freight Amount: 0.00
Misc Charge Amount: 0.00
Estimated No. of Invoice Lines: 1

Step	Action
16.	Click the **Add** button. Add


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
Invoice Information | Payments | Voucher Attributes
View Documents
Advanced Vendor Search
Session Defaults
Attachments (0)
Comments(0)
Non Merchandise Summary
Print Invoice
Calculate
Copy PO
Go
Find | View All First 1 of 1 Last
Start | Microsoft Office 2010 | Regular Entry - Windo...

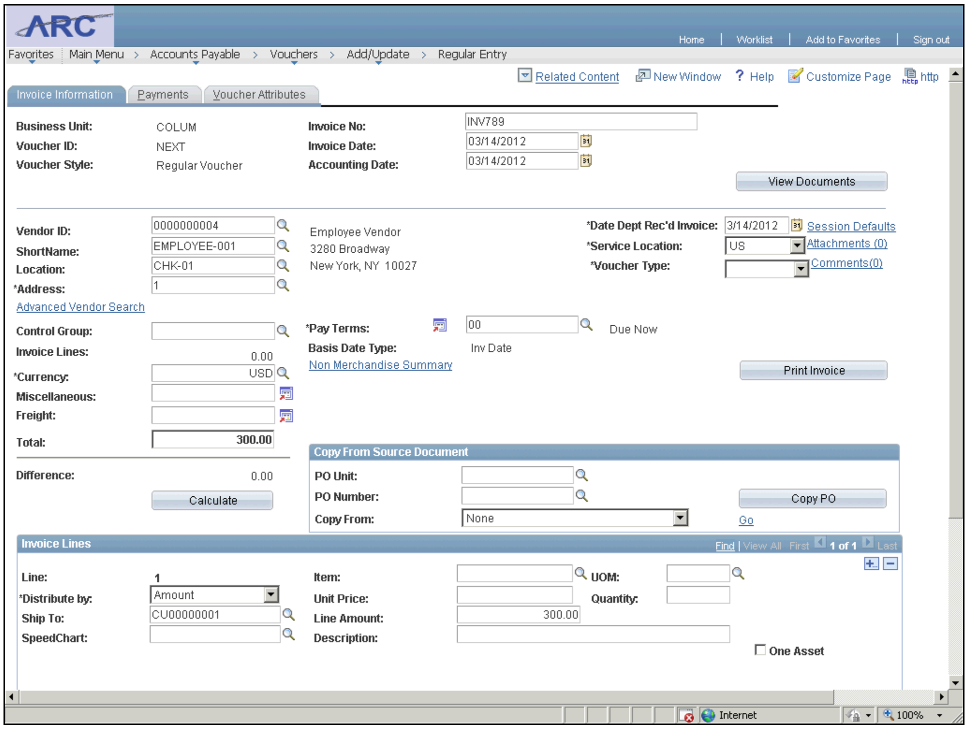
Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Invoice No: INV789
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012
Vendor ID: 0000000004
ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1
Employee Vendor
3280 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice:
*Service Location: US
*Voucher Type:
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 300.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
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: 300.00
Description:
UOM:
Quantity:
☐ One Asset

Step	Action
17.	Click in the **Date Dept Rec'd Invoice** field.


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
Invoice Information | Payments | Voucher Attributes
View Documents
Advanced Vendor Search
Session Defaults
Attachments (0)
Comments(0)
Non Merchandise Summary
Print Invoice
Calculate
Copy PO
Go
Find | View All First 1 of 1 Last
Start | Microsoft Office 2010 | Regular Entry - Windo...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Invoice No: INV789
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012
Vendor ID: 0000000004
ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1
Employee Vendor
3280 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 3
*Service Location: US
*Voucher Type:
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 300.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
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: 300.00
Description:
UOM:
Quantity:
☐ One Asset

Step	Action
18.	Enter the desired information into the **Date Dept Rec'd Invoice** field. Enter "**3/14/2012**".



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
Invoice Information
Payments
Voucher Attributes

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Invoice No: INV789
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012

View Documents

Vendor ID: 0000000004
ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1

Employee Vendor
3280 Broadway
New York, NY 10027

*Date Dept Rec'd Invoice: 3/14/2012
*Service Location: US
*Voucher Type:

Session Defaults
Attachments (0)
Comments(0)
Advanced Vendor Search

Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 300.00
Difference: 0.00

*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

Non Merchandise Summary
Print Invoice
Calculate
Copy From Source Document

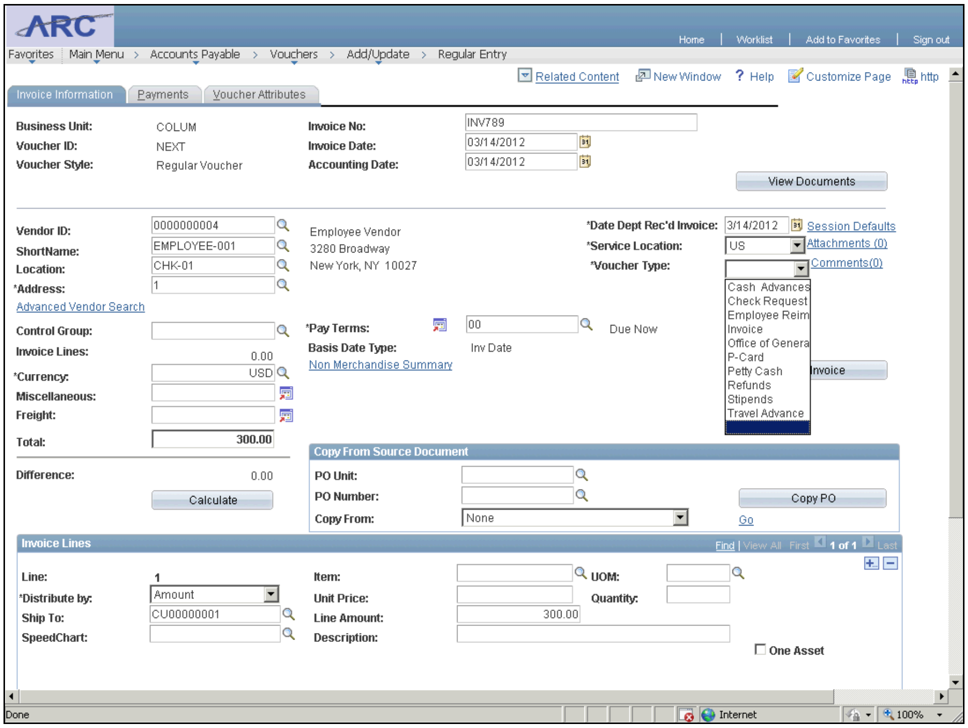
PO Unit:
PO Number:
Copy From: None

Copy PO
Go
Invoice Lines
Find | View All First 1 of 1 Last

Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 300.00
Description:
UOM:
Quantity:
☐ One Asset

Internet
100%

Step	Action
19.	Click the **Voucher Type** list.


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
Invoice Information
Payments
Voucher Attributes
View Documents
Session Defaults
Attachments (0)
Comments(0)
Cash Advances
Check Request
Employee Reim
Invoice
Office of Genera
P-Card
Petty Cash
Refunds
Stipends
Travel Advance
Invoice
Advanced Vendor Search
Non Merchandise Summary
Calculate
Copy From Source Document
Copy PO
Go
Invoice Lines
Find | View All First 1 of 1 Last
Done
Internet
100%

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Invoice No: INV789
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012

Vendor ID: 0000000004
ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1

Employee Vendor
3280 Broadway
New York, NY 10027

*Date Dept Rec'd Invoice: 3/14/2012
*Service Location: US
*Voucher Type:

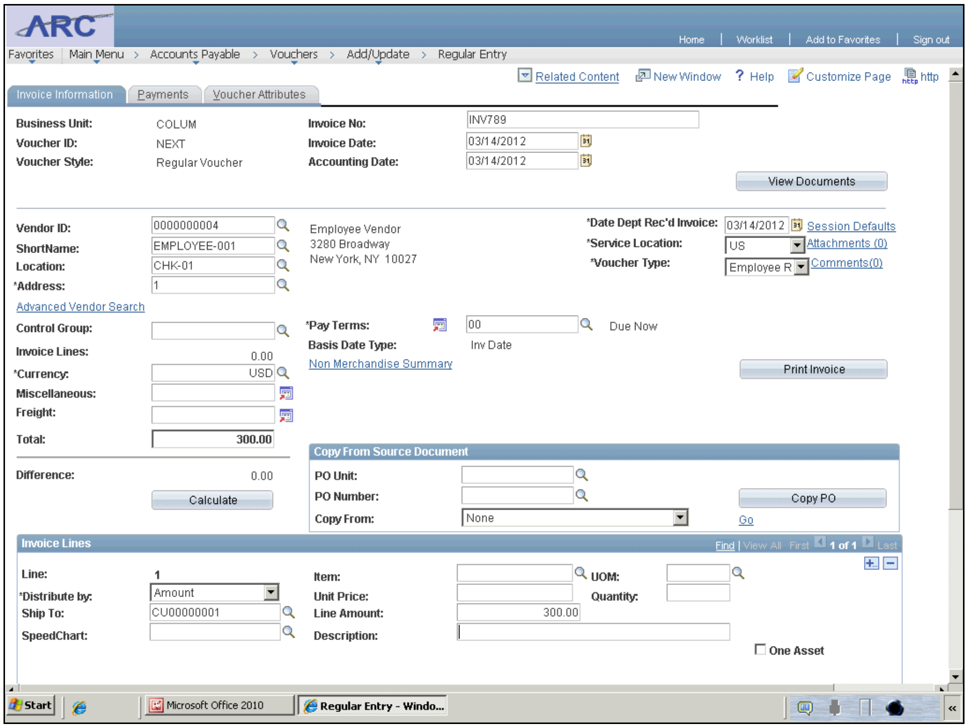
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 300.00
Difference: 0.00

*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

PO Unit:
PO Number:
Copy From: None

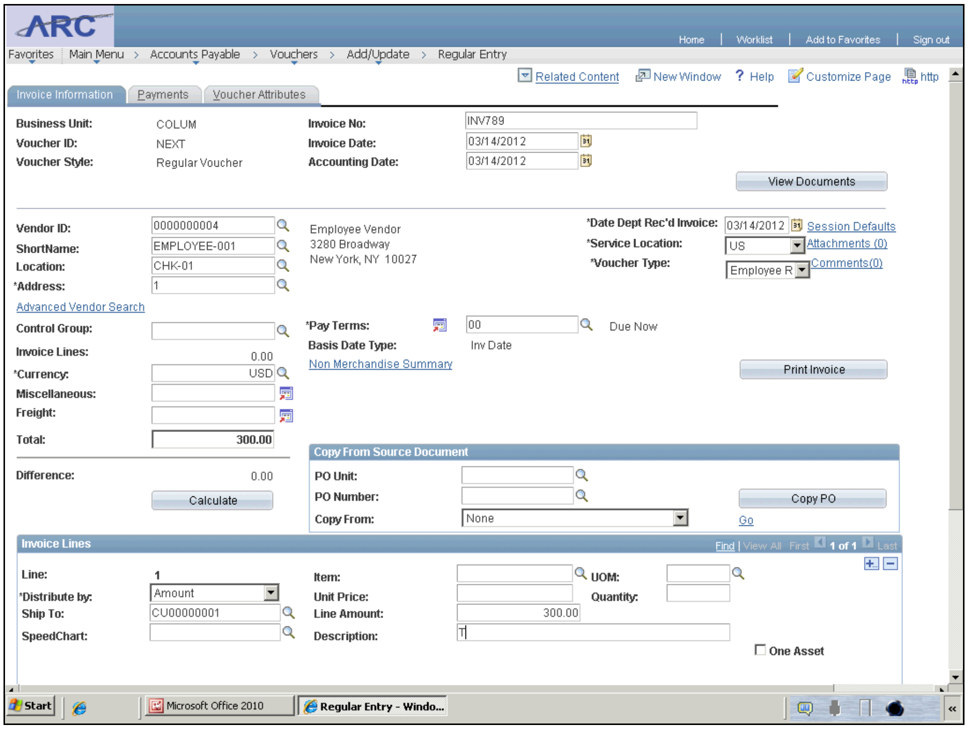
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 300.00
Description:
UOM:
Quantity:
☐ One Asset

Step	Action
20.	You will select the **Employee Reimbursement** Voucher Type for employee reimbursements. Employee Reim


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
Invoice Information
Payments
Voucher Attributes
View Documents
Session Defaults
Attachments (0)
Comments(0)
Advanced Vendor Search
Non Merchandise Summary
Print Invoice
Calculate
Copy From Source Document
Copy PO
Go
Invoice Lines
Find | View All First 1 of 1 Last
Start
Microsoft Office 2010
Regular Entry - Windo...

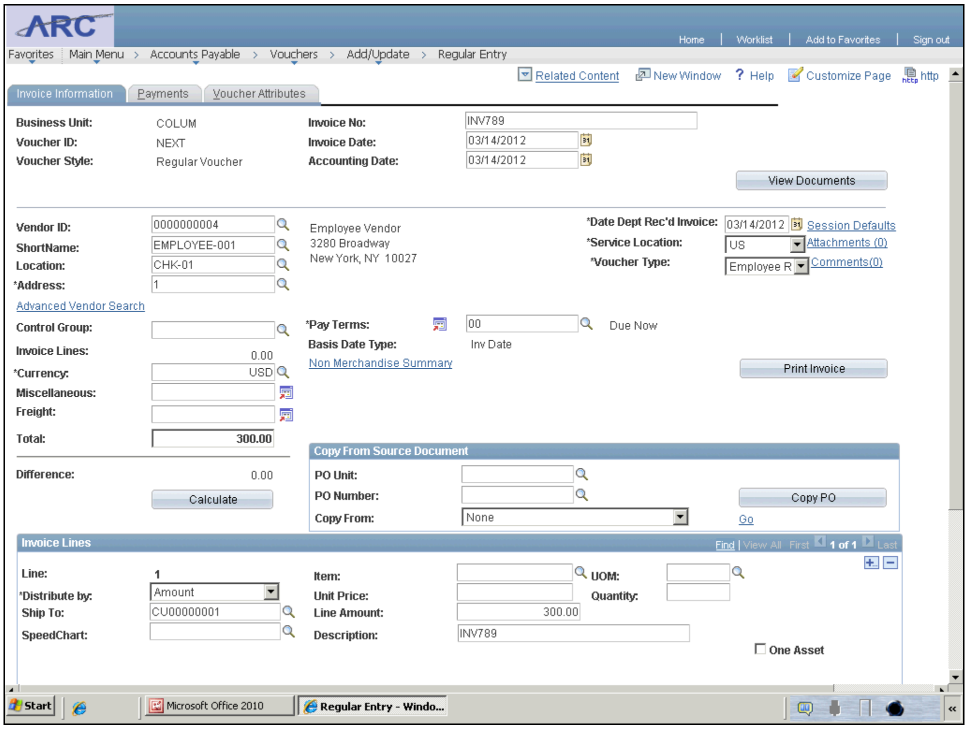
Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Invoice No: INV789
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012
Vendor ID: 0000000004
ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1
Employee Vendor
3280 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Employee R
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 300.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
PO Unit:
PO Number:
Copy From: None
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 300.00
Description:
UOM:
Quantity:
☐ One Asset

Step	Action
21.	Click in the **Description** field.


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
Invoice Information
Payments
Voucher Attributes
View Documents
Session Defaults
Attachments (0)
Comments(0)
Advanced Vendor Search
Non Merchandise Summary
Print Invoice
Calculate
Copy From Source Document
Copy PO
Go
Invoice Lines
Find | View All First 1 of 1 Last
Start
Microsoft Office 2010
Regular Entry - Windo...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Invoice No: INV789
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012
Vendor ID: 0000000004
ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1
Employee Vendor
3280 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Employee R
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 300.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
PO Unit:
PO Number:
Copy From: None
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 300.00
Description: T
UOM:
Quantity:
☐ One Asset

Step	Action
22.	Enter the desired information into the **Description** field. Enter "**INV789**".



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
Invoice Information
Payments
Voucher Attributes
View Documents
Session Defaults
Attachments (0)
Comments(0)
Advanced Vendor Search
Non Merchandise Summary
Print Invoice
Calculate
Copy From Source Document
Copy PO
Go
Invoice Lines
Find | View All First 1 of 1 Last
Start
Microsoft Office 2010
Regular Entry - Windo...

Business Unit:	COLUM	Invoice No:	INV789
Voucher ID:	NEXT	Invoice Date:	03/14/2012
Voucher Style:	Regular Voucher	Accounting Date:	03/14/2012

Vendor ID:	0000000004	*Date Dept Rec'd Invoice:	03/14/2012
ShortName:	EMPLOYEE-001	*Service Location:	US
Location:	CHK-01	*Voucher Type:	Employee R
*Address:	1		

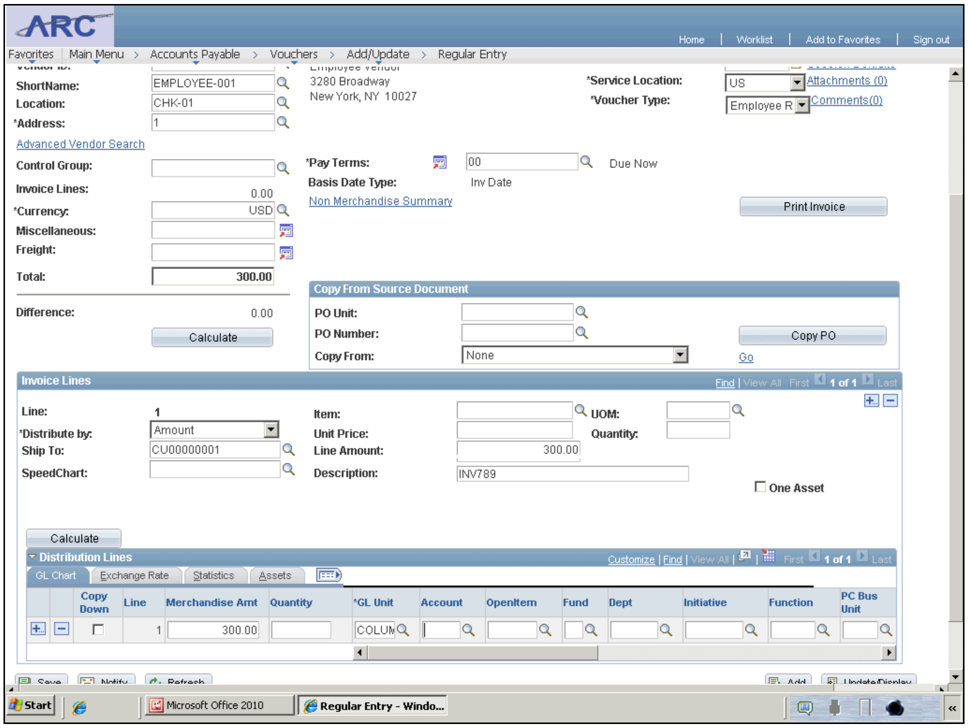
Employee Vendor
3280 Broadway
New York, NY 10027

Control Group:		*Pay Terms:	00 Due Now
Invoice Lines:	0.00	Basis Date Type:	Inv Date
*Currency:	USD		
Miscellaneous:			
Freight:			
Total:	300.00		
Difference:	0.00		

PO Unit:
PO Number:
Copy From: None

Line:	1	Item:		UOM:	
*Distribute by:	Amount	Unit Price:		Quantity:	
Ship To:	CU00000001	Line Amount:	300.00		
SpeedChart:		Description:	INV789	☐ One Asset	

Step	Action
23.	Scroll to the bottom of the page to complete the distribution information.


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Print Invoice
Calculate
Copy PO
Go
GL Chart | Exchange Rate | Statistics | Assets
Customize | Find | View All | First 1 of 1 Last
Save | Notify | Refresh | Add | Update/Display
Start | Microsoft Office 2010 | Regular Entry - Windo...

ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1
Employee Vendor
3280 Broadway
New York, NY 10027
*Service Location: US
*Voucher Type: Employee R
Attachments (0)
Comments(0)
Advanced Vendor Search
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 300.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Non Merchandise Summary

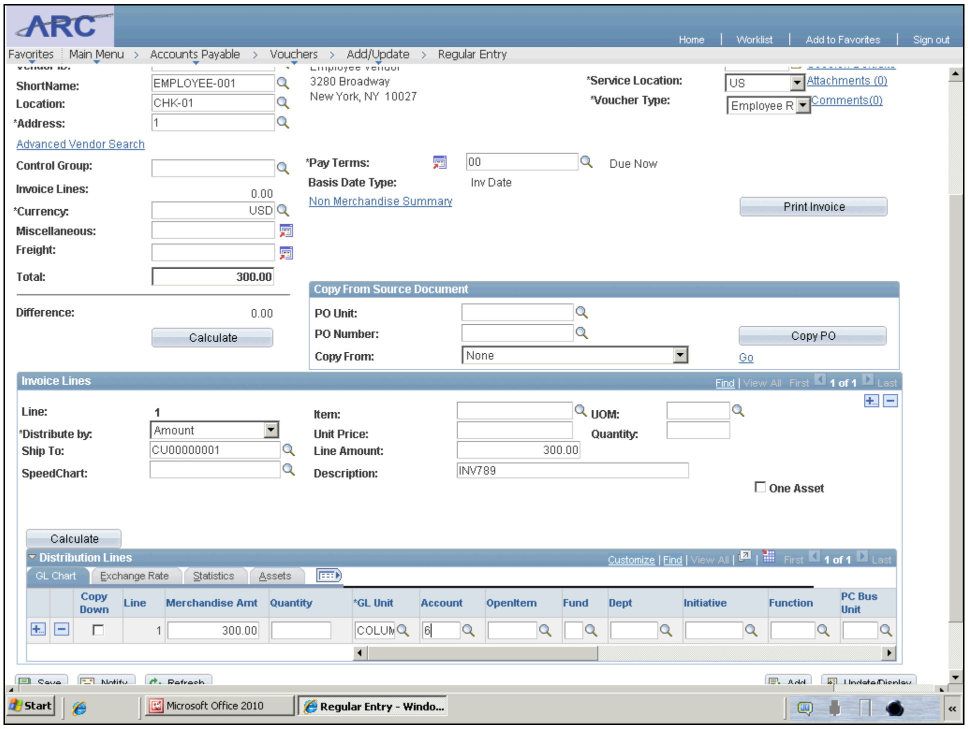
Copy From Source Document
PO Unit:
PO Number:
Copy From: None

Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 300.00
Description: INV789
UOM:
Quantity:
☐ One Asset

Distribution Lines

	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
+ −	☐	1	300.00		COLUM							

Step	Action
24.	Click in the **Account** field.


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Print Invoice
Calculate
Copy PO
Go
GL Chart | Exchange Rate | Statistics | Assets
Customize | Find | View All | First 1 of 1 Last
Save | Notify | Refresh | Add | Update/Display
Start | Microsoft Office 2010 | Regular Entry - Windo...

ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1
Employee Vendor
3280 Broadway
New York, NY 10027
*Service Location: US
*Voucher Type: Employee R
Attachments (0)
Comments(0)
Advanced Vendor Search
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 300.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Non Merchandise Summary

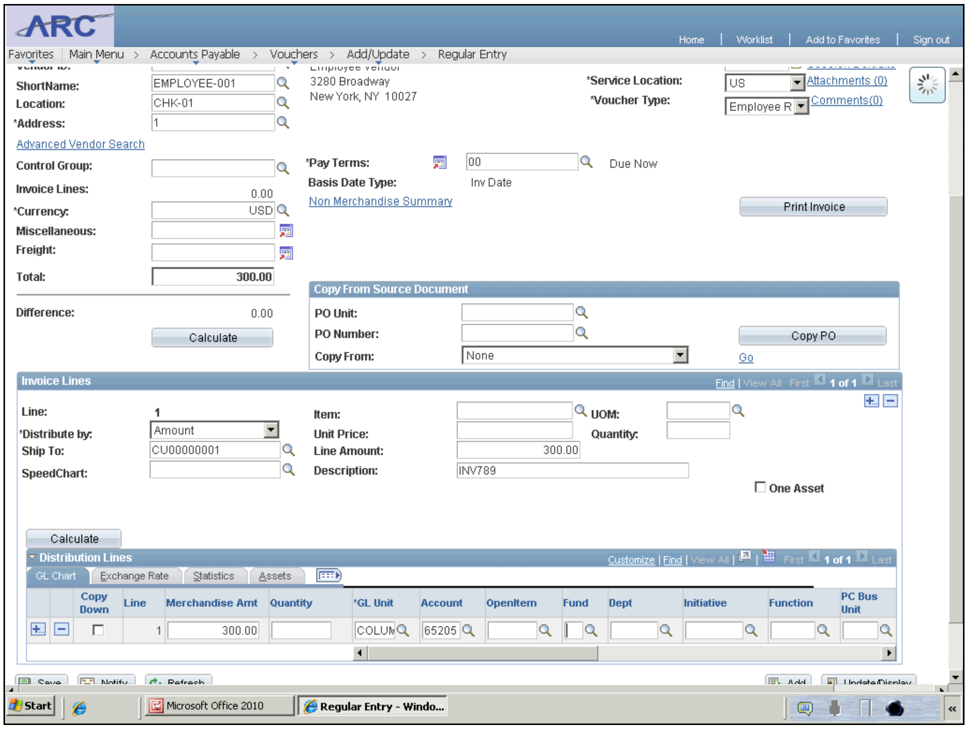
Copy From Source Document
PO Unit:
PO Number:
Copy From: None

Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 300.00
Description: INV789
UOM:
Quantity:
☐ One Asset

Distribution Lines

	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
+ −	☐	1	300.00		COLUM	8						

Step	Action
25.	Enter the desired information into the **Account** field. Enter "**65205**".


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Non Merchandise Summary
Attachments (0)
Comments(0)
Print Invoice
Calculate
Copy PO
Go
Find | View All First 1 of 1 Last
Customize | Find | View All | First 1 of 1 Last
GL Chart | Exchange Rate | Statistics | Assets
Save | Notify | Refresh | Add | Update/Display
Start | Microsoft Office 2010 | Regular Entry - Windo...

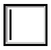
ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1
3280 Broadway
New York, NY 10027
*Service Location: US
*Voucher Type: Employee R
Control Group:
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 300.00
Difference: 0.00

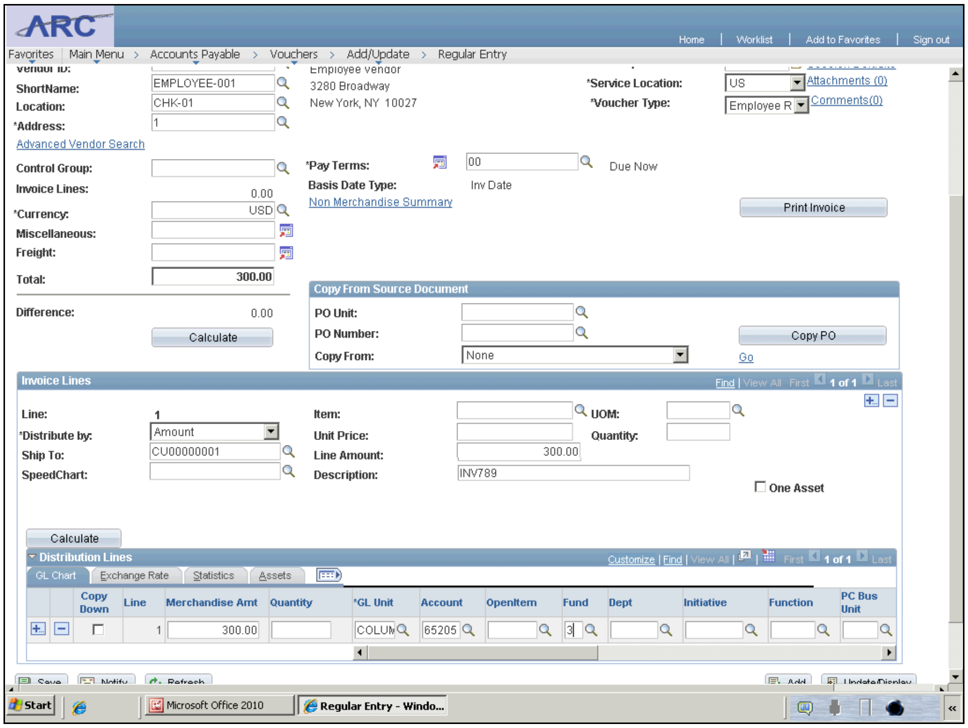
Copy From Source Document
PO Unit:
PO Number:
Copy From: None

Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 300.00
Description: INV789
UOM:
Quantity:
☐ One Asset

Distribution Lines

		Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
+	−	☐	1	300.00		COLUM	65205						

Step	Action
26.	Click in the **Fund** field. 

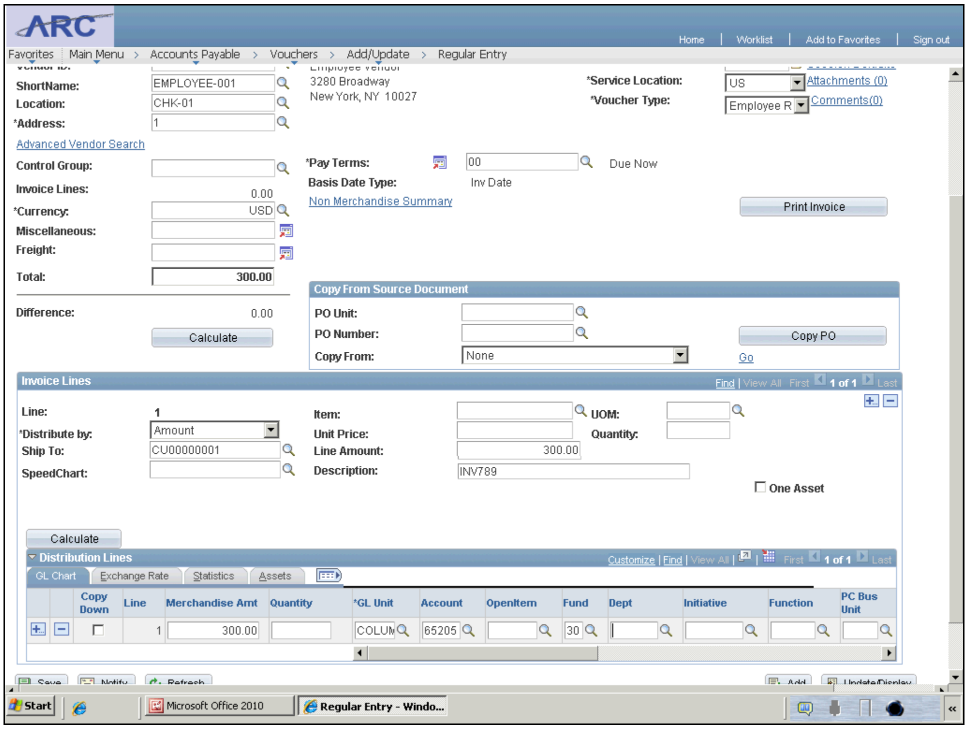

Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

ShortName: EMPLOYEE-001
Employee vendor
3280 Broadway
New York, NY 10027
*Service Location: US
*Voucher Type: Employee R
Attachments (0)
Comments(0)
Location: CHK-01
*Address: 1
Advanced Vendor Search
Control Group:
*Pay Terms: 00 Due Now
Invoice Lines: 0.00
Basis Date Type: Inv Date
Non Merchandise Summary
*Currency: USD
Print Invoice
Miscellaneous:
Freight:
Total: 300.00
Copy From Source Document
Difference: 0.00
PO Unit:
PO Number:
Copy PO
Calculate
Copy From: None
Go
Invoice Lines
Line: 1
Item:
UOM:
*Distribute by: Amount
Unit Price:
Quantity:
Ship To: CU00000001
Line Amount: 300.00
SpeedChart:
Description: INV789
☐ One Asset
Calculate
Distribution Lines

Find | View All First 1 of 1 Last
Customize | Find | View All | First 1 of 1 Last
GL Chart | Exchange Rate | Statistics | Assets
Save | Notify | Refresh | Add | Update/Display
Start | Microsoft Office 2010 | Regular Entry - Windo...

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
☐	1	300.00		COLUM	65205		3				

Step	Action
27.	Enter the desired information into the **Fund** field. Enter "30".

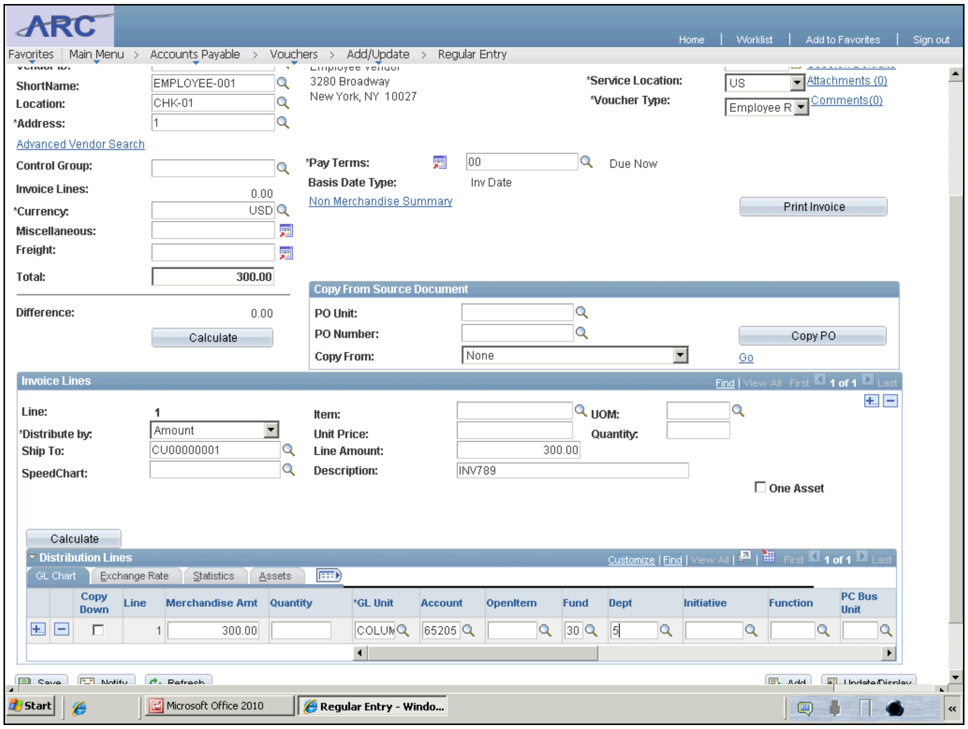

Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

ShortName: EMPLOYEE-001
Employee vendor
3280 Broadway
New York, NY 10027
*Service Location: US
*Voucher Type: Employee R
Attachments (0)
Comments(0)
Location: CHK-01
*Address: 1
Advanced Vendor Search
Control Group:
*Pay Terms: 00 Due Now
Invoice Lines: 0.00
Basis Date Type: Inv Date
Non Merchandise Summary
*Currency: USD
Print Invoice
Miscellaneous:
Freight:
Total: 300.00
Copy From Source Document
Difference: 0.00
PO Unit:
PO Number:
Copy PO
Calculate
Copy From: None
Go
Invoice Lines
Line: 1
Item:
UOM:
*Distribute by: Amount
Unit Price:
Quantity:
Ship To: CU00000001
Line Amount: 300.00
SpeedChart:
Description: INV789
☐ One Asset
Calculate
Distribution Lines

Find | View All First 1 of 1 Last
Customize | Find | View All | First 1 of 1 Last
GL Chart | Exchange Rate | Statistics | Assets
Save | Notify | Refresh | Add | Update/Display
Start | Microsoft Office 2010 | Regular Entry - Windo...

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
☐	1	300.00		COLUM	65205		30				

Step	Action
28.	Click in the **Dept** field.


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Save | Notify | Refresh | Add | Update/Display
Start | Microsoft Office 2010 | Regular Entry - Windo...

ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1
Advanced Vendor Search
3280 Broadway
New York, NY 10027
*Service Location: US
*Voucher Type: Employee R
Attachments (0)
Comments(0)
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 300.00
Difference: 0.00
Calculate
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Non Merchandise Summary
Print Invoice

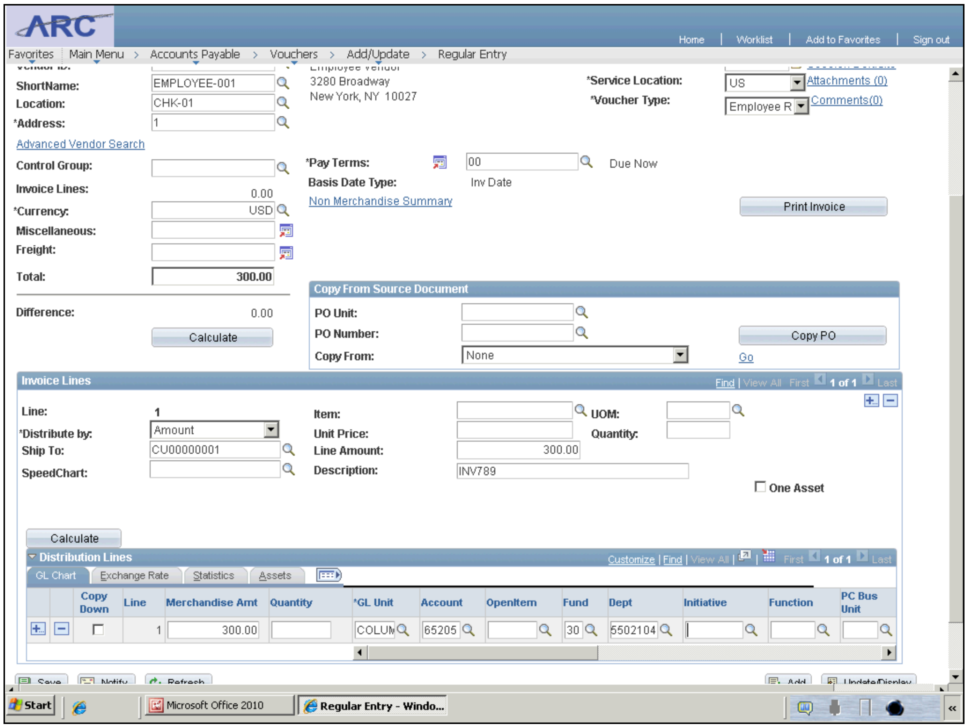
Copy From Source Document
PO Unit:
PO Number:
Copy From: None
Copy PO
Go

Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 300.00
Description: INV789
UOM:
Quantity:
☐ One Asset
Calculate

Distribution Lines
GL Chart | Exchange Rate | Statistics | Assets

		Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
+	−	☐	1	300.00		COLUM	65205		30	5			

Step	Action
29.	Enter the desired information into the **Dept** field. Enter "**5502104**".


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Non Merchandise Summary
Print Invoice
Calculate
Copy PO
Go
Find | View All First 1 of 1 Last
Customize | Find | View All | First 1 of 1 Last
GL Chart | Exchange Rate | Statistics | Assets
Save | Notify | Refresh | Add | Update/Display
Start | Microsoft Office 2010 | Regular Entry - Windo...

ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1
Employee Vendor
3280 Broadway
New York, NY 10027
*Service Location: US
*Voucher Type: Employee R
Attachments (0)
Comments(0)
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 300.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

Copy From Source Document

PO Unit:
PO Number:
Copy From: None

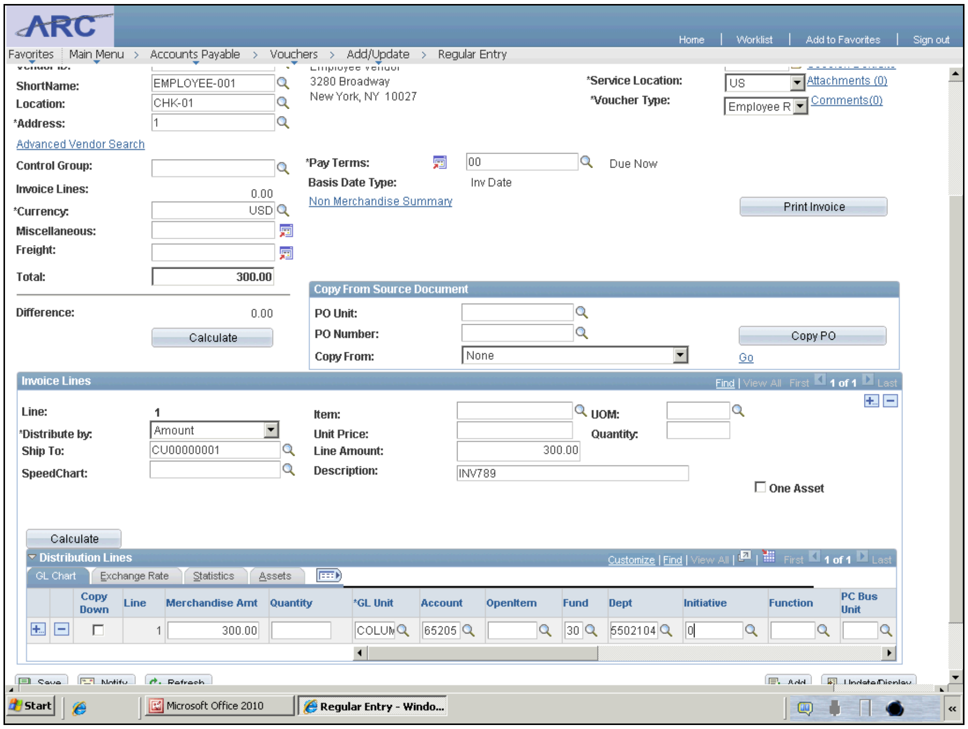
Invoice Lines

Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 300.00
Description: INV789
UOM:
Quantity:
☐ One Asset

Distribution Lines

	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
+ −	☐	1	300.00		COLUM	65205		30	5502104			

Step	Action
30.	Click in the **Initiative** field.


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Non Merchandise Summary
Print Invoice
Calculate
Copy PO
Go
Find | View All First 1 of 1 Last
Customize | Find | View All | First 1 of 1 Last
GL Chart | Exchange Rate | Statistics | Assets
Save | Notify | Refresh | Add | Update/Display
Start | Microsoft Office 2010 | Regular Entry - Windo...

ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1
Employee Vendor
3280 Broadway
New York, NY 10027
*Service Location: US
*Voucher Type: Employee R
Attachments (0)
Comments(0)
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 300.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

Copy From Source Document

PO Unit:
PO Number:
Copy From: None

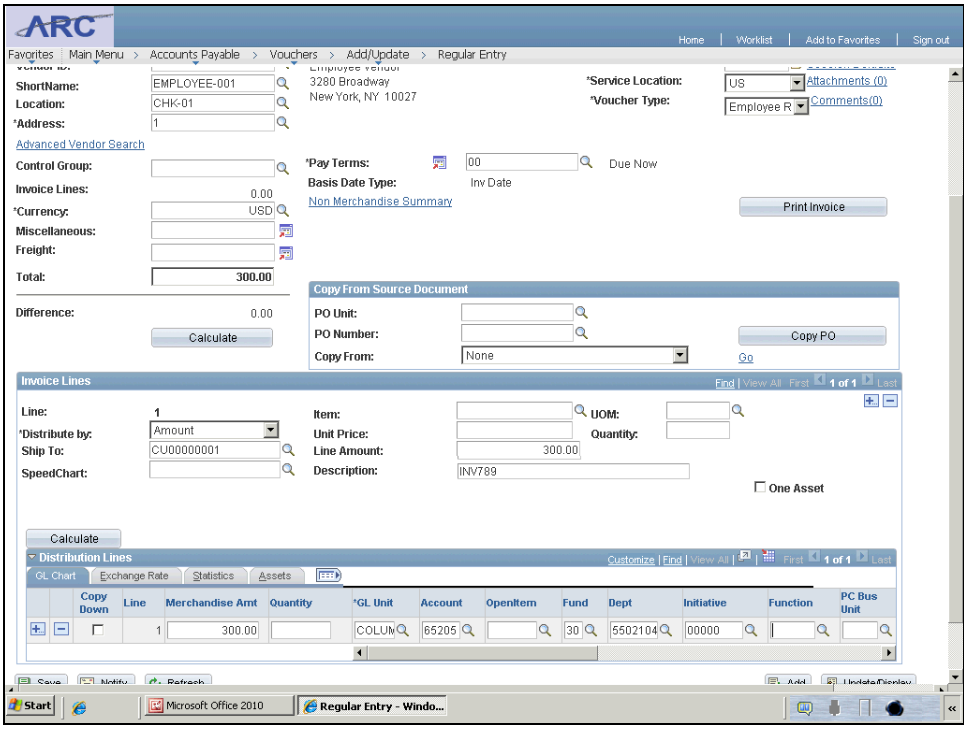
Invoice Lines

Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 300.00
Description: INV789
UOM:
Quantity:
☐ One Asset

Distribution Lines

	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
+ −	☐	1	300.00		COLUM	65205		30	5502104	0		

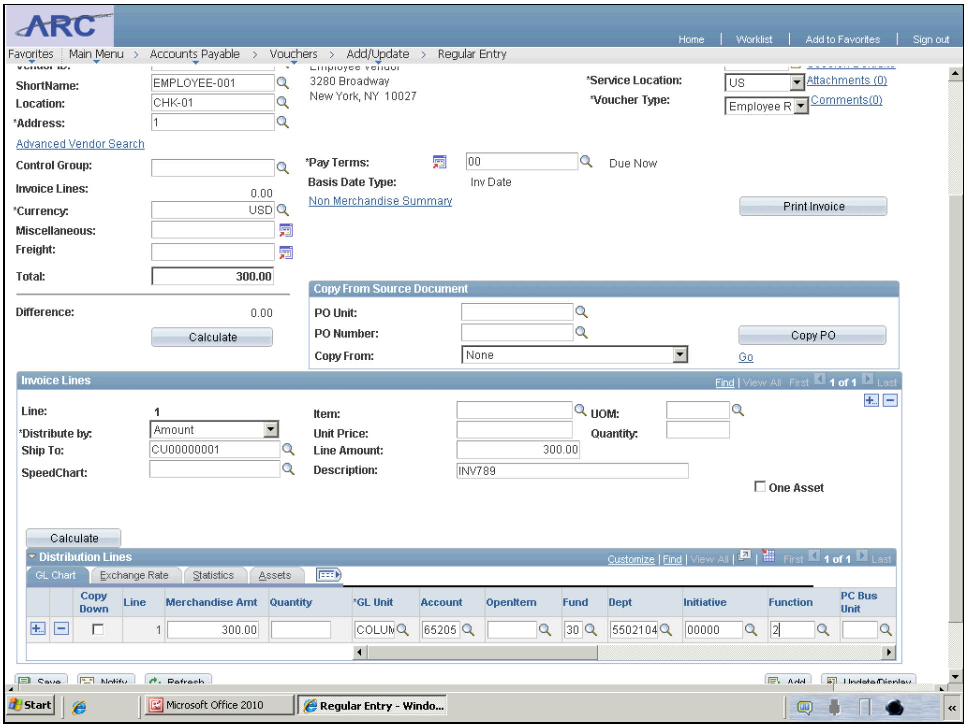
Step	Action
31.	Enter the desired information into the **Initiative** field. Enter "**00000**".


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Attachments (0)
Comments(0)
Non Merchandise Summary
Print Invoice
Calculate
Copy From Source Document
Copy PO
Go
Invoice Lines
Find | View All First 1 of 1 Last
One Asset
Distribution Lines
Customize | Find | View All | First 1 of 1 Last
GL Chart
Exchange Rate
Statistics
Assets
Save
Notify
Refresh
Add
Update/Display
Start
Microsoft Office 2010
Regular Entry - Windo...

ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1
3280 Broadway
New York, NY 10027
*Service Location: US
*Voucher Type: Employee R
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 300.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
PO Unit:
PO Number:
Copy From: None
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
UOM:
Unit Price:
Quantity:
Line Amount: 300.00
Description: INV789

		Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
+	−	☐	1	300.00		COLUM	65205		30	5502104	00000		

Step	Action
32.	Click in the **Function** field.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Home | Worklist | Add to Favorites | Sign out
Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Non Merchandise Summary
Print Invoice
Calculate
Copy PO
Go
Find | View All First 1 of 1 Last
Customize | Find | View All
GL Chart
Exchange Rate
Statistics
Assets
Save
Notify
Refresh
Add
Update/Display
Start
Microsoft Office 2010
Regular Entry - Windo...

ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1
3280 Broadway
New York, NY 10027
*Service Location: US
*Voucher Type: Employee R
Attachments (0)
Comments(0)
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 300.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

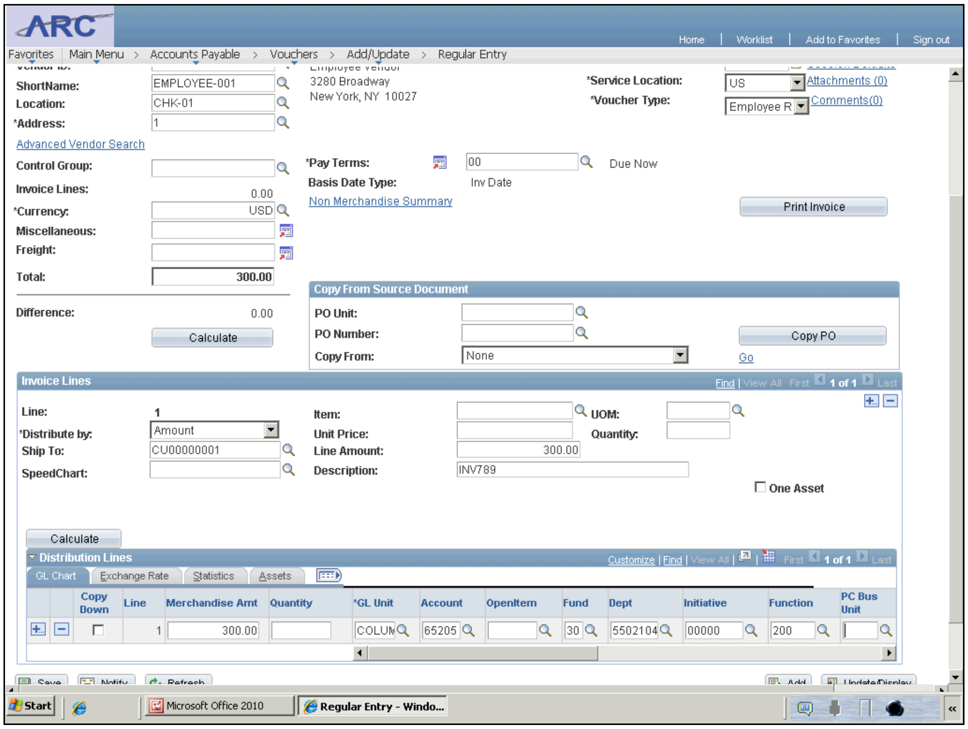
Copy From Source Document
PO Unit:
PO Number:
Copy From: None

Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 300.00
Description: INV789
UOM:
Quantity:
☐ One Asset

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
☐	1	300.00		COLUM	65205		30	5502104	00000	2	

Step	Action
33.	Enter the desired information into the **Function** field. Enter "200".


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Non Merchandise Summary
Print Invoice
Calculate
Copy PO
Go
Find | View All First 1 of 1 Last
Customize | Find | View All
GL Chart
Exchange Rate
Statistics
Assets
Save
Notify
Refresh
Add
Update/Display
Start
Microsoft Office 2010
Regular Entry - Windo...

ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1
3280 Broadway
New York, NY 10027
*Service Location: US
*Voucher Type: Employee R
Attachments (0)
Comments(0)
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 300.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

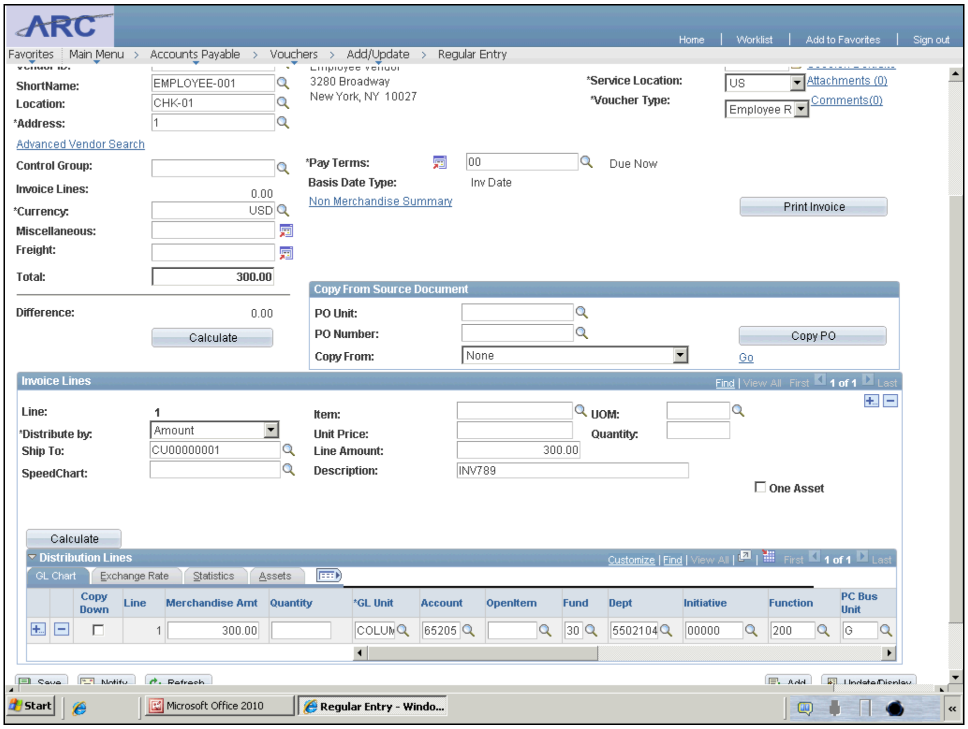
Copy From Source Document
PO Unit:
PO Number:
Copy From: None

Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 300.00
Description: INV789
UOM:
Quantity:
☐ One Asset

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
☐	1	300.00		COLUM	65205		30	5502104	00000	200	

Step	Action
34.	Click in the **PC Bus Unit** field.


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites
Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Attachments (0)
Comments(0)
Non Merchandise Summary
Print Invoice
Calculate
Copy PO
Go
Find | View All First 1 of 1 Last
Customize | Find | View All | First 1 of 1 Last
GL Chart
Exchange Rate
Statistics
Assets
Save
Notify
Refresh
Add
Update/Display
Start
Microsoft Office 2010
Regular Entry - Windo...

ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1
3280 Broadway
New York, NY 10027
*Service Location: US
*Voucher Type: Employee R
Control Group:
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 300.00
Difference: 0.00

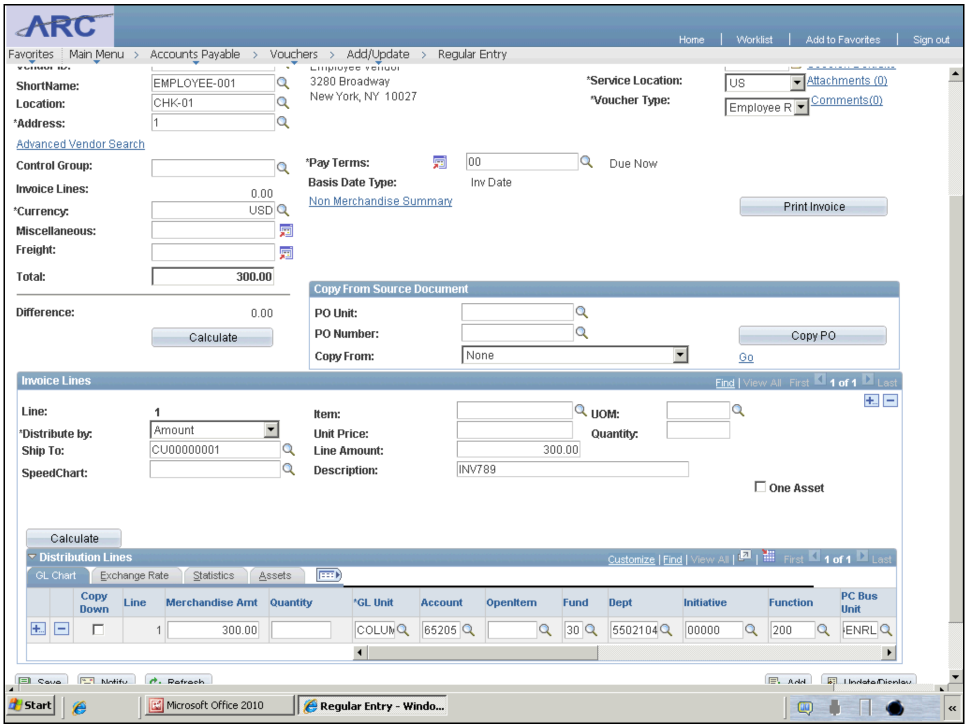
Copy From Source Document
PO Unit:
PO Number:
Copy From: None

Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 300.00
Description: INV789
UOM:
Quantity:
☐ One Asset

Distribution Lines

		Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
+	−	☐	1	300.00		COLUM	65205		30	5502104	00000	200	G

Step	Action
35.	Enter the desired information into the **PC Bus Unit** field. Enter "**GENRL**".


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Attachments (0)
Comments(0)
Non Merchandise Summary
Print Invoice
Calculate
Copy PO
Go
Find | View All First 1 of 1 Last
Customize | Find | View All | First 1 of 1 Last
GL Chart
Exchange Rate
Statistics
Assets
Save
Notify
Refresh
Add
Update/Display
Start
Microsoft Office 2010
Regular Entry - Windo...

ShortName:	EMPLOYEE-001
Location:	CHK-01
***Address:**	1
Control Group:	
Invoice Lines:	0.00
***Currency:**	USD
Miscellaneous:	
Freight:	
Total:	300.00
Difference:	0.00

3280 Broadway
New York, NY 10027

***Service Location:** US
***Voucher Type:** Employee R
***Pay Terms:** 00 Due Now
Basis Date Type: Inv Date

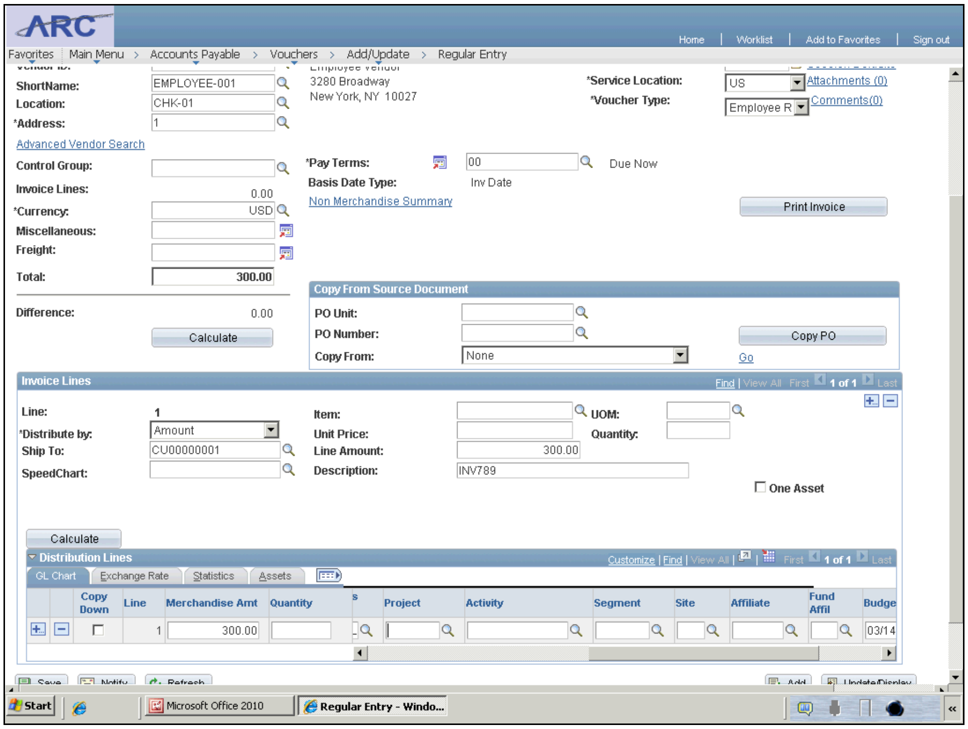
Copy From Source Document
PO Unit:
PO Number:
Copy From: None

Invoice Lines
Line: 1
***Distribute by:** Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 300.00
Description: INV789
UOM:
Quantity:
☐ One Asset

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
☐	1	300.00		COLUM	65205		30	5502104	00000	200	ENRL

Step	Action
36.	Drag the scrollbar to the right to complete the rest of the distribution information.


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Attachments (0)
Comments(0)
Non Merchandise Summary
Print Invoice
Calculate
Copy PO
Go
Find | View All First 1 of 1 Last
Customize | Find | View All | First 1 of 1 Last
GL Chart
Exchange Rate
Statistics
Assets
Save
Notify
Refresh
Add
Update/Display
Start
Microsoft Office 2010
Regular Entry - Windo...

ShortName:	EMPLOYEE-001
Location:	CHK-01
***Address:**	1
Control Group:	
Invoice Lines:	0.00
***Currency:**	USD
Miscellaneous:	
Freight:	
Total:	300.00
Difference:	0.00

3280 Broadway
New York, NY 10027

***Service Location:** US
***Voucher Type:** Employee R
***Pay Terms:** 00 Due Now
Basis Date Type: Inv Date

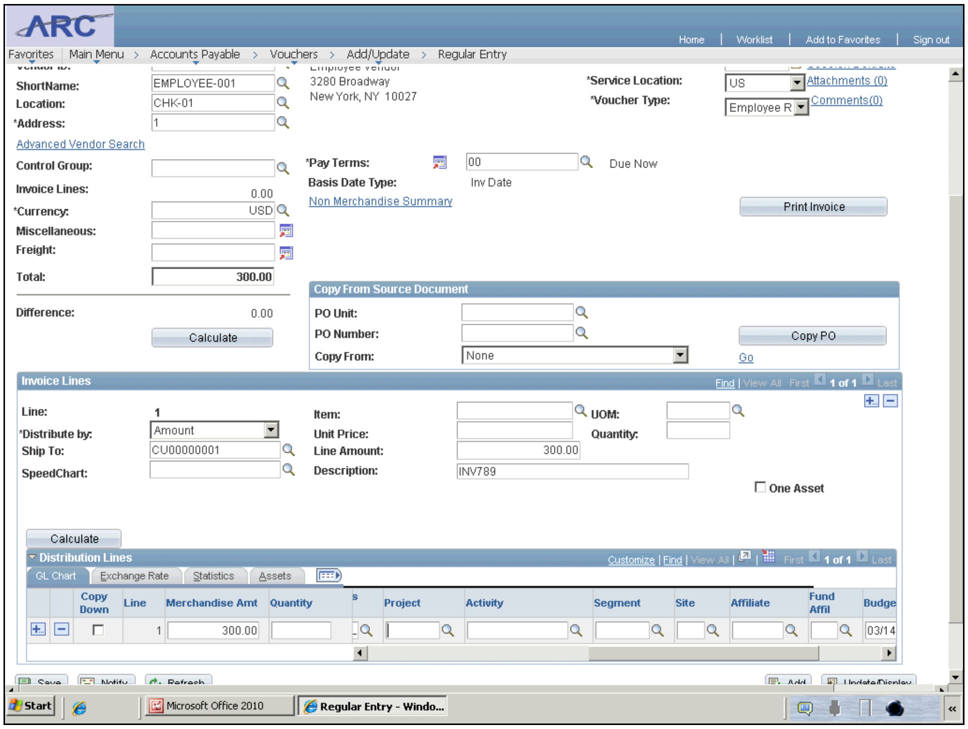
Copy From Source Document
PO Unit:
PO Number:
Copy From: None

Invoice Lines
Line: 1
***Distribute by:** Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 300.00
Description: INV789
UOM:
Quantity:
☐ One Asset

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	s	Project	Activity	Segment	Site	Affiliate	Fund Affil	Budge
☐	1	300.00									03/14

Step	Action
37.	Click in the **Project** field.


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Non Merchandise Summary
Print Invoice
Calculate
Copy PO
Go
Find | View All First 1 of 1 Last
Calculate
Customize | Find | View All | First 1 of 1 Last
GL Chart
Exchange Rate
Statistics
Assets
Save
Notify
Refresh
Add
Update/Display
Start
Microsoft Office 2010
Regular Entry - Windo...

ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1
Employee Vendor
3280 Broadway
New York, NY 10027
*Service Location: US
*Voucher Type: Employee R
Attachments (0)
Comments(0)
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 300.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

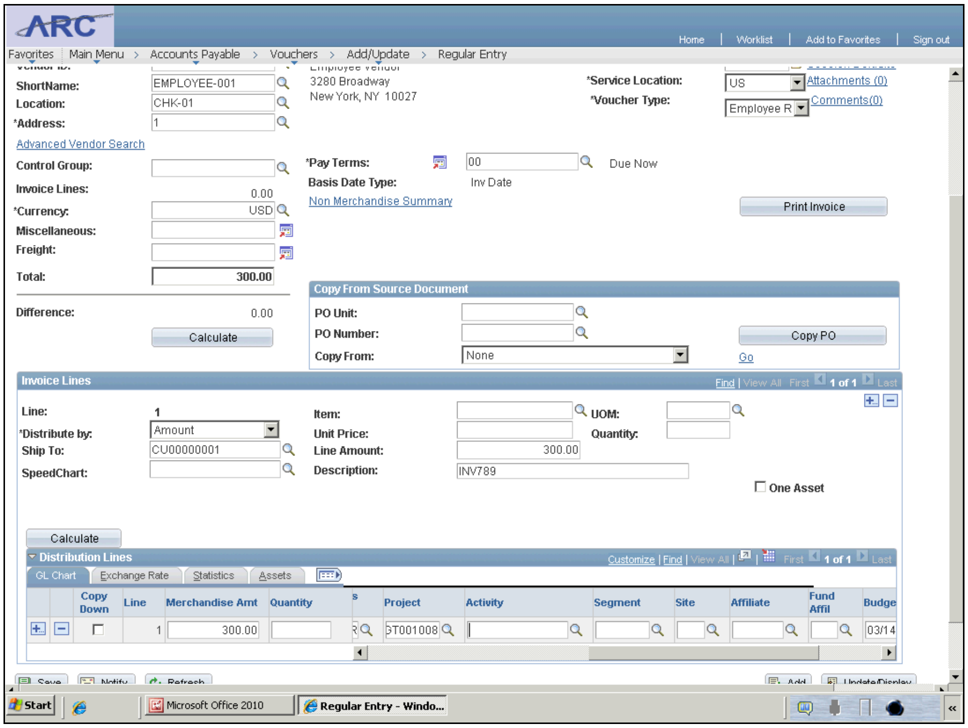
Copy From Source Document
PO Unit:
PO Number:
Copy From: None

Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 300.00
Description: INV789
UOM:
Quantity:
☐ One Asset

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	Project	Activity	Segment	Site	Affiliate	Fund Affil	Budge
☐	1	300.00								03/14

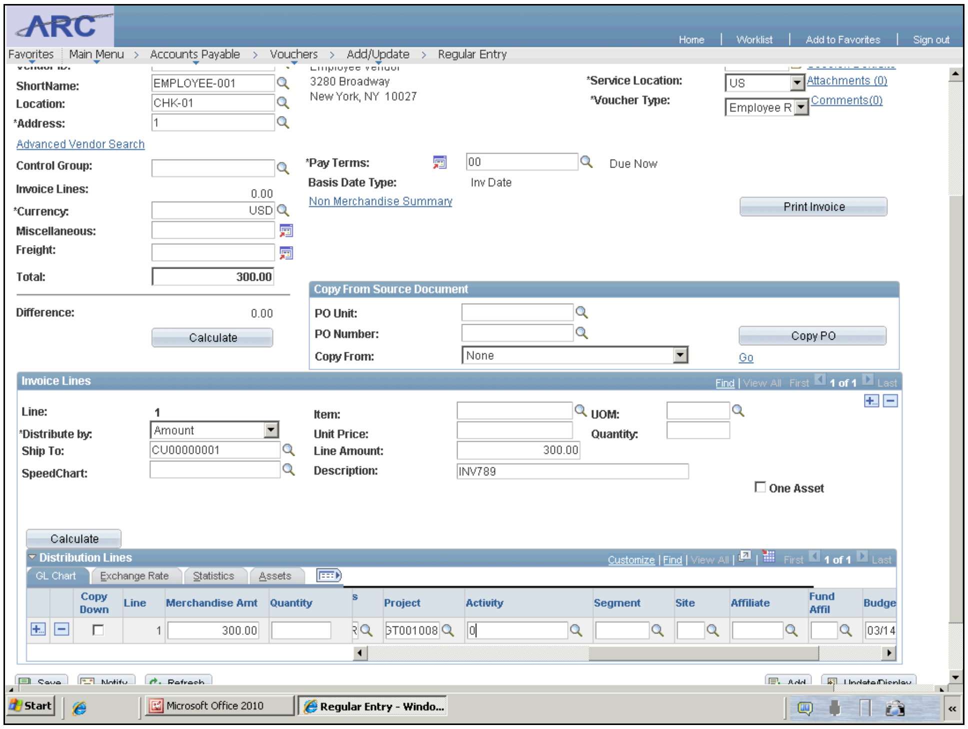
Step	Action
38.	Enter the desired information into the **Project** field. Enter "**GT001008**".


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Non Merchandise Summary
Print Invoice
Calculate
Copy From Source Document
Copy PO
Go
Invoice Lines
Find | View All First 1 of 1 Last
Calculate
Distribution Lines
Customize | Find | View All | First 1 of 1 Last
GL Chart | Exchange Rate | Statistics | Assets
Save | Notify | Refresh | Add | Update/Display
Start | Microsoft Office 2010 | Regular Entry - Windo...

ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1
Employee Vendor
3280 Broadway
New York, NY 10027
*Service Location: US
*Voucher Type: Employee R
Attachments (0)
Comments(0)
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 300.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
PO Unit:
PO Number:
Copy From: None
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 300.00
Description: INV789
UOM:
Quantity:
☐ One Asset

Copy Down	Line	Merchandise Amt	Quantity	Project	Activity	Segment	Site	Affiliate	Fund Affil	Budge
☐	1	300.00		3T001008						03/14

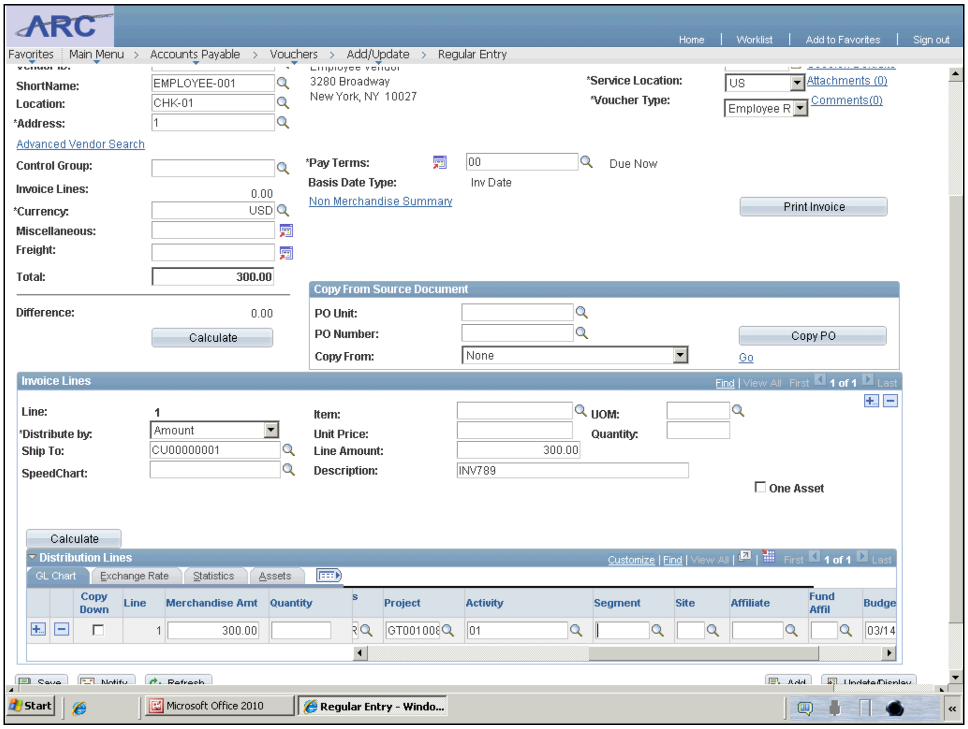
Step	Action
39.	Click in the **Activity** field.


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Non Merchandise Summary
Print Invoice
Calculate
Copy From Source Document
Copy PO
Go
Invoice Lines
Find | View All First 1 of 1 Last
Calculate
Distribution Lines
Customize | Find | View All | First 1 of 1 Last
GL Chart | Exchange Rate | Statistics | Assets
Save | Notify | Refresh | Add | Update/Display
Start | Microsoft Office 2010 | Regular Entry - Windo...

ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1
Employee Vendor
3280 Broadway
New York, NY 10027
*Service Location: US
*Voucher Type: Employee R
Attachments (0)
Comments(0)
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 300.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
PO Unit:
PO Number:
Copy From: None
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 300.00
Description: INV789
UOM:
Quantity:
☐ One Asset

Copy Down	Line	Merchandise Amt	Quantity	Project	Activity	Segment	Site	Affiliate	Fund Affil	Budge
☐	1	300.00		3T001008	0					03/14

Step	Action
40.	Enter the desired information into the **Activity** field. Enter "**01**".

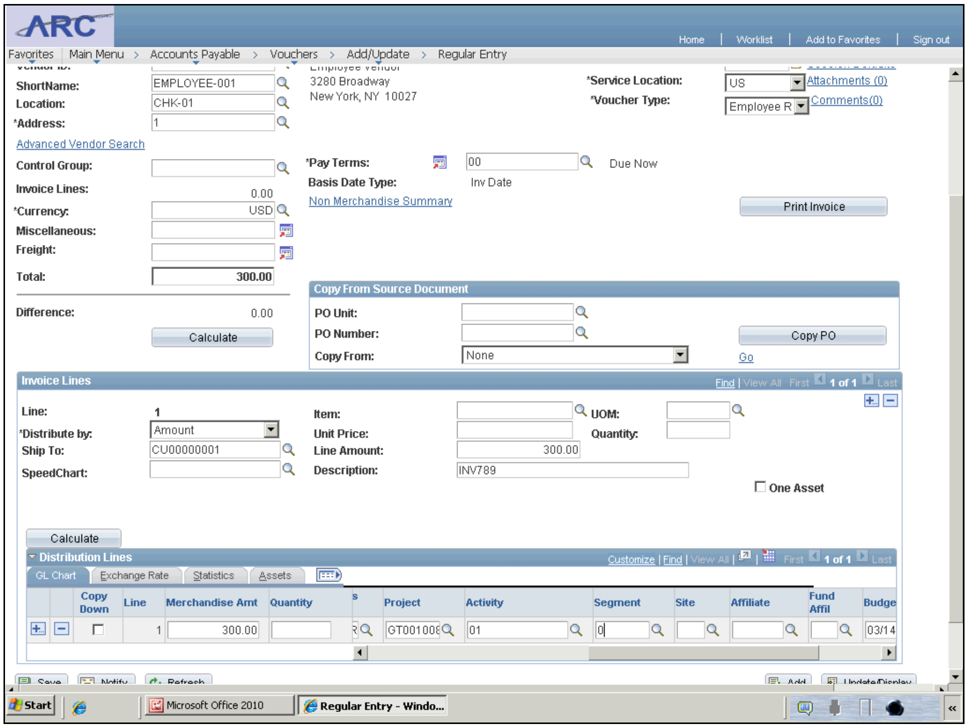

ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Attachments (0)
Comments(0)
Non Merchandise Summary
Print Invoice
Calculate
Copy From Source Document
Copy PO
Go
Invoice Lines
Find | View All First 1 of 1 Last
Calculate
Distribution Lines
Customize | Find | View All | First 1 of 1 Last
GL Chart
Exchange Rate
Statistics
Assets
Save
Notify
Refresh
Add
Update/Display
Start
Microsoft Office 2010
Regular Entry - Windo...

ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1
Employee Vendor
3280 Broadway
New York, NY 10027
*Service Location: US
*Voucher Type: Employee R
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 300.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
PO Unit:
PO Number:
Copy From: None

Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 300.00
Description: INV789
UOM:
Quantity:
☐ One Asset

		Copy Down	Line	Merchandise Amt	Quantity	s	Project	Activity	Segment	Site	Affiliate	Fund Affil	Budge
+	−	☐	1	300.00		R	GT001008	01					03/14

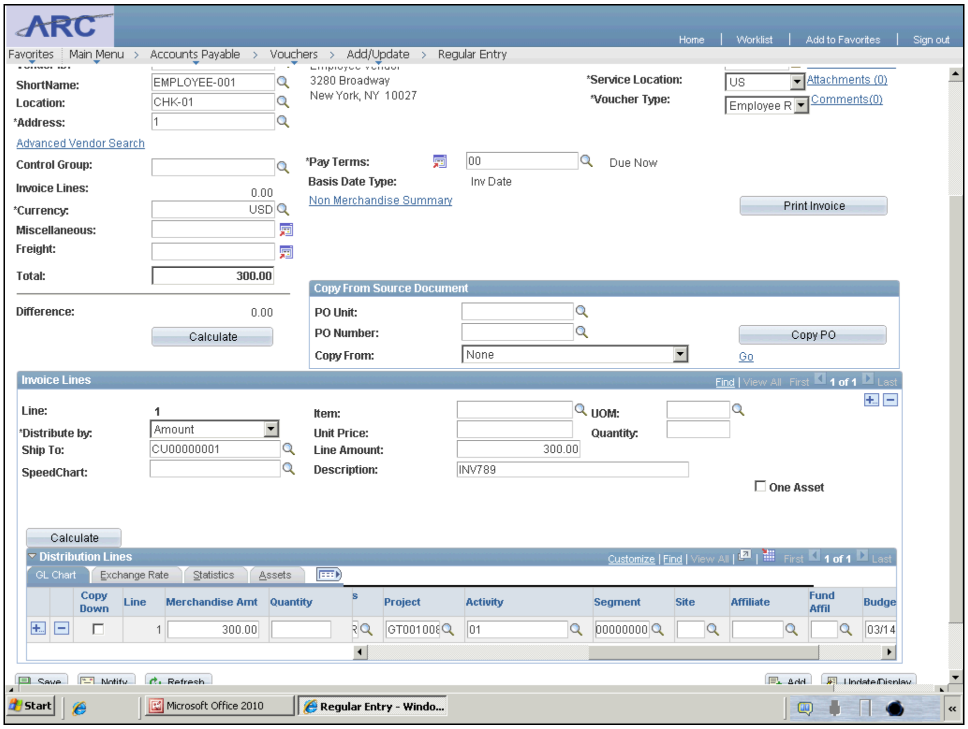
Step	Action
41.	Click in the **Segment** field.


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Attachments (0)
Comments(0)
Non Merchandise Summary
Print Invoice
Calculate
Copy From Source Document
Copy PO
Go
Invoice Lines
Find | View All First 1 of 1 Last
One Asset
Distribution Lines
Customize | Find | View All First 1 of 1 Last
GL Chart
Exchange Rate
Statistics
Assets
Save
Notify
Refresh
Add
Update/Display
Start
Microsoft Office 2010
Regular Entry - Windo...

ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1
3280 Broadway
New York, NY 10027
*Service Location: US
*Voucher Type: Employee R
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 300.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
PO Unit:
PO Number:
Copy From: None
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 300.00
Description: INV789
UOM:
Quantity:
☐ One Asset

Copy Down	Line	Merchandise Amt	Quantity	Project	Activity	Segment	Site	Affiliate	Fund Affil	Budge
☐	1	300.00		GT001008	01	0				03/14

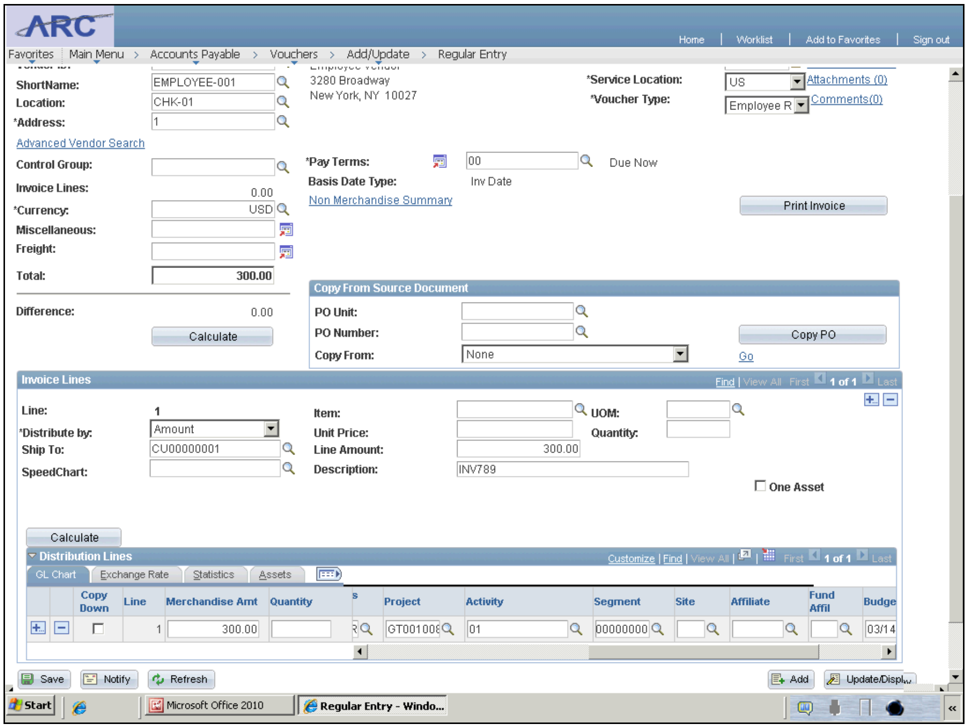
Step	Action
42.	Enter the desired information into the **Segment** field. Enter "**00000000**".


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Attachments (0)
Comments(0)
Non Merchandise Summary
Print Invoice
Calculate
Copy From Source Document
Copy PO
Go
Invoice Lines
Find | View All First 1 of 1 Last
One Asset
Distribution Lines
Customize | Find | View All First 1 of 1 Last
GL Chart
Exchange Rate
Statistics
Assets
Save
Notify
Refresh
Add
Update/Display
Start
Microsoft Office 2010
Regular Entry - Windo...

ShortName: EMPLOYEE-001
Location: CHK-01
*Address: 1
3280 Broadway
New York, NY 10027
*Service Location: US
*Voucher Type: Employee R
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 300.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
PO Unit:
PO Number:
Copy From: None
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 300.00
Description: INV789
UOM:
Quantity:
☐ One Asset

Copy Down	Line	Merchandise Amt	Quantity	Project	Activity	Segment	Site	Affiliate	Fund Affil	Budge
☐	1	300.00		GT001008	01	00000000				03/14

Step	Action
43.	Drag the scrollbar to the see the bottom of the page.


ARC
Home
Worklist
Add to Favorites
Sign out
Favorites
Main Menu
Accounts Payable
Vouchers
Add/Update
Regular Entry
Save
Notify
Refresh
Add
Update/Displ...
Start
Microsoft Office 2010
Regular Entry - Windo...

ShortName: EMPLOYEE-001
Location: CHK-01
***Address:** 1
Advanced Vendor Search
Control Group:
Invoice Lines: 0.00
***Currency:** USD
Miscellaneous:
Freight:
Total: 300.00
Difference: 0.00
Calculate

3280 Broadway
New York, NY 10027

***Service Location:** US
***Voucher Type:** Employee R
Attachments (0)
Comments(0)

***Pay Terms:** 00 Due Now
Basis Date Type: Inv Date
Non Merchandise Summary
Print Invoice

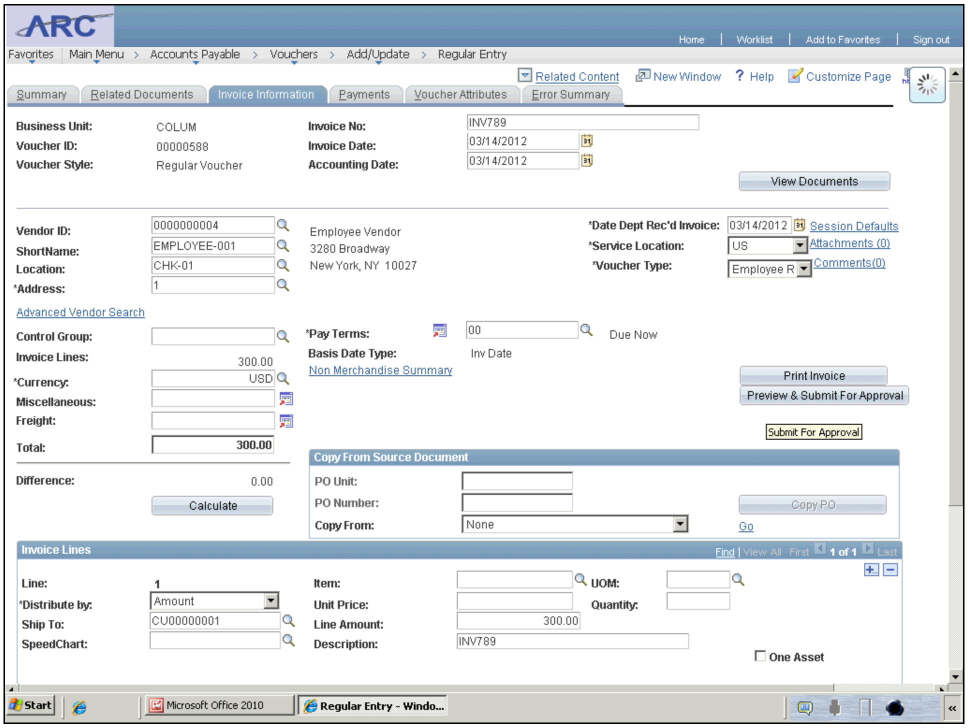
Copy From Source Document
PO Unit:
PO Number:
Copy From: None
Copy PO
Go

Invoice Lines — Find | View All First 1 of 1 Last
Line: 1
***Distribute by:** Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 300.00
Description: INV789
UOM:
Quantity:
☐ One Asset
Calculate

Distribution Lines — Customize | Find | View All | First 1 of 1 Last
GL Chart | Exchange Rate | Statistics | Assets

		Copy Down	Line	Merchandise Amt	Quantity	s	Project	Activity	Segment	Site	Affiliate	Fund Affil	Budge
+	−	☐	1	300.00		R	GT001008	01	00000000				03/14

Step	Action
44.	Click the **Save** button. Save



Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Related Content | New Window | Help | Customize Page
Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit: COLUM
Voucher ID: 00000588
Voucher Style: Regular Voucher
Invoice No: INV789
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012

View Documents

Vendor ID: 0000000004
ShortName: EMPLOYEE-001
Location: CHK-01
***Address:** 1
Employee Vendor
3280 Broadway
New York, NY 10027
***Date Dept Rec'd Invoice:** 03/14/2012
***Service Location:** US
***Voucher Type:** Employee R

Session Defaults
Attachments (0)
Comments(0)
Advanced Vendor Search

Control Group:
Invoice Lines: 300.00
***Currency:** USD
Miscellaneous:
Freight:
Total: 300.00
Difference: 0.00
***Pay Terms:** 00 Due Now
Basis Date Type: Inv Date

Non Merchandise Summary
Print Invoice
Preview & Submit For Approval
Submit For Approval
Calculate
Copy From Source Document

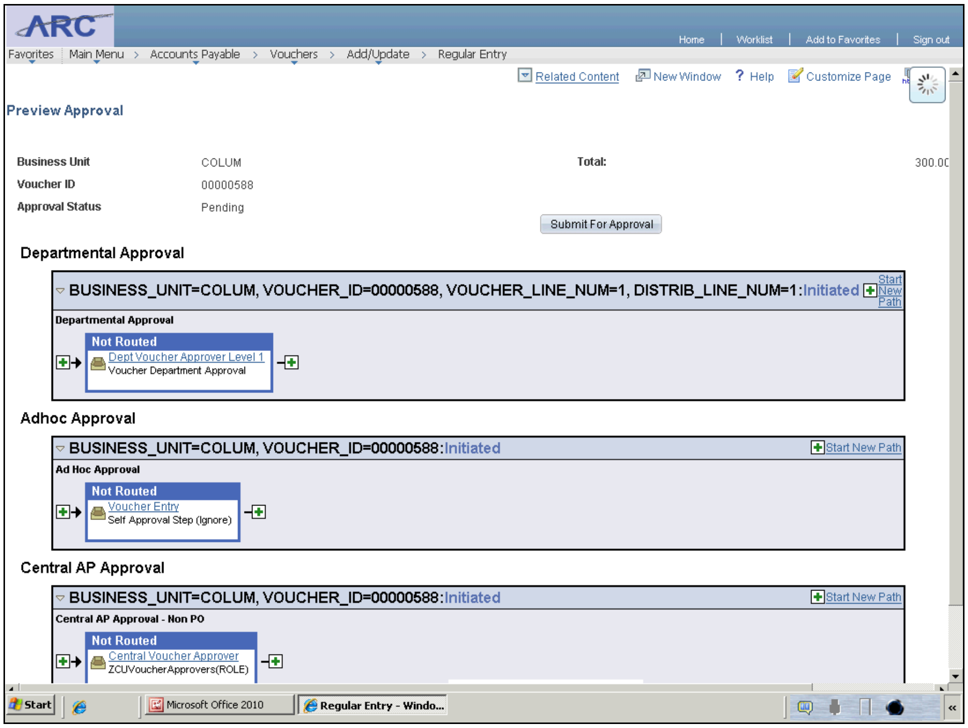
PO Unit:
PO Number:
Copy From: None

Copy PO
Go
Invoice Lines
Find | View All First 1 of 1 Last

Line: 1
***Distribute by:** Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 300.00
Description: INV789
UOM:
Quantity:
☐ One Asset

Start
Microsoft Office 2010
Regular Entry - Windo...

Step	Action
45.	Click the **Preview & Submit For Approval** button. Preview & Submit For Approval



Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Related Content | New Window | Help | Customize Page

Preview Approval

Business Unit COLUM
Voucher ID 00000588
Approval Status Pending
Total: 300.0

Submit For Approval

Departmental Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=00000588, VOUCHER_LINE_NUM=1, DISTRIB_LINE_NUM=1:Initiated

Start New Path

Departmental Approval
Not Routed
Dept Voucher Approver Level 1
Voucher Department Approval

Adhoc Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=00000588:Initiated

Start New Path

Ad Hoc Approval
Not Routed
Voucher Entry
Self Approval Step (Ignore)

Central AP Approval

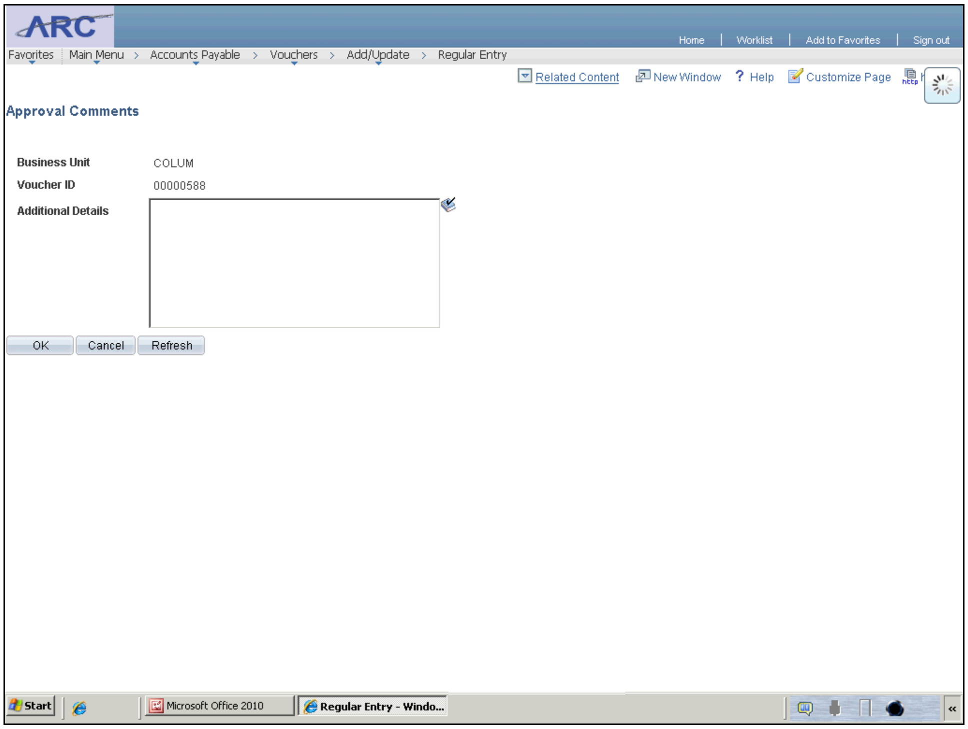
BUSINESS_UNIT=COLUM, VOUCHER_ID=00000588:Initiated

Start New Path

Central AP Approval - Non PO
Not Routed
Central Voucher Approver
ZCUVoucherApprovers(ROLE)

Start
Microsoft Office 2010
Regular Entry - Windo...

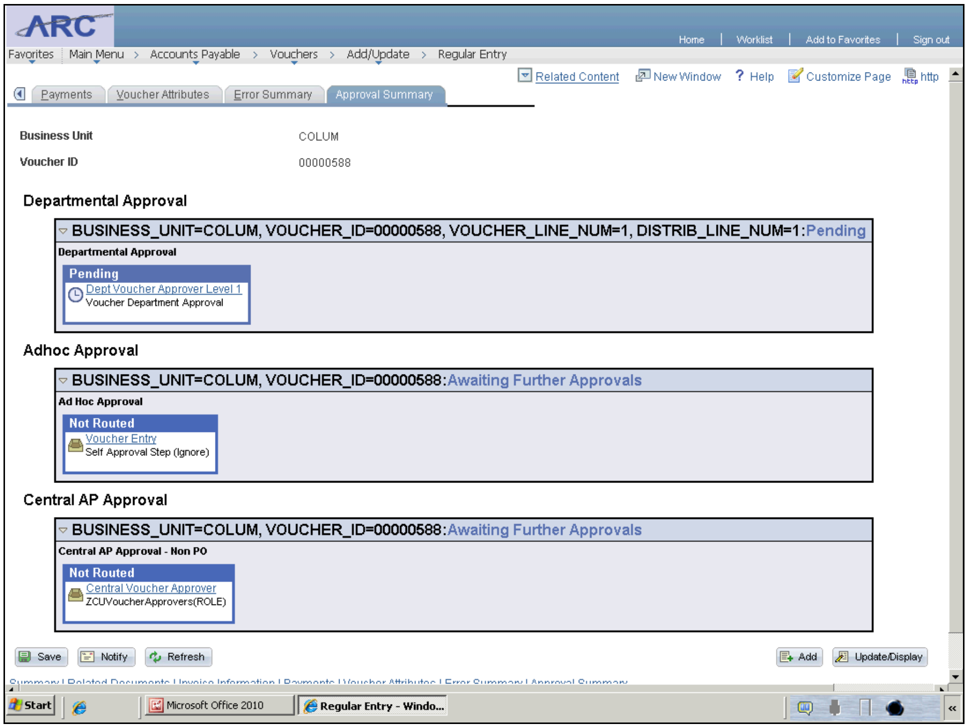
Step	Action
46.	Click the **Submit For Approval** button. Submit For Approval


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
OK
Cancel
Refresh
Start
Microsoft Office 2010
Regular Entry - Windo...

Approval Comments

Business Unit COLUM
Voucher ID 00000588
Additional Details

Step	Action
47.	Click the **OK** button. OK


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
Payments Voucher Attributes Error Summary Approval Summary
Save Notify Refresh Add Update/Display
Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary | Approval Summary
Start Microsoft Office 2010 Regular Entry - Windo...

Business Unit COLUM
Voucher ID 00000588

Departmental Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=00000588, VOUCHER_LINE_NUM=1, DISTRIB_LINE_NUM=1:Pending
Departmental Approval
Pending
Dept Voucher Approver Level 1
Voucher Department Approval

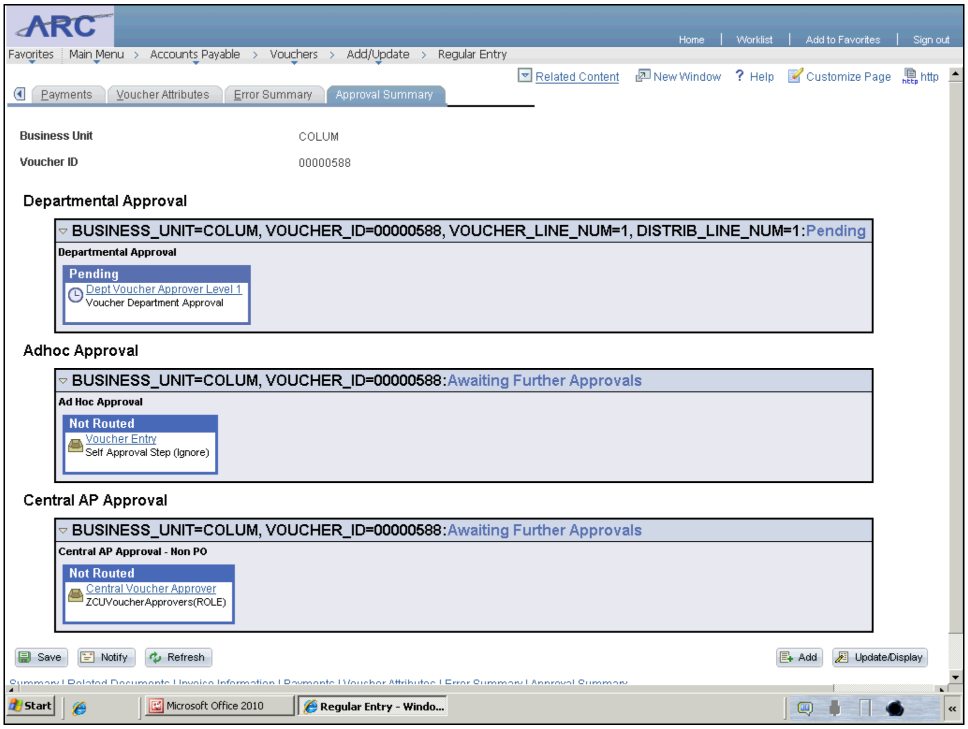
Adhoc Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=00000588:Awaiting Further Approvals
Ad Hoc Approval
Not Routed
Voucher Entry
Self Approval Step (Ignore)

Central AP Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=00000588:Awaiting Further Approvals
Central AP Approval - Non PO
Not Routed
Central Voucher Approver
ZCUVoucherApprovers(ROLE)

Step	Action
48.	See the approval workflow routing upon submission.


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
Payments Voucher Attributes Error Summary Approval Summary
Save Notify Refresh Add Update/Display
Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary | Approval Summary
Start Microsoft Office 2010 Regular Entry - Windo...

Business Unit COLUM
Voucher ID 00000588

Departmental Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=00000588, VOUCHER_LINE_NUM=1, DISTRIB_LINE_NUM=1:Pending
Departmental Approval
Pending
Dept Voucher Approver Level 1
Voucher Department Approval

Adhoc Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=00000588:Awaiting Further Approvals
Ad Hoc Approval
Not Routed
Voucher Entry
Self Approval Step (Ignore)

Central AP Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=00000588:Awaiting Further Approvals
Central AP Approval - Non PO
Not Routed
Central Voucher Approver
ZCUVoucherApprovers(ROLE)

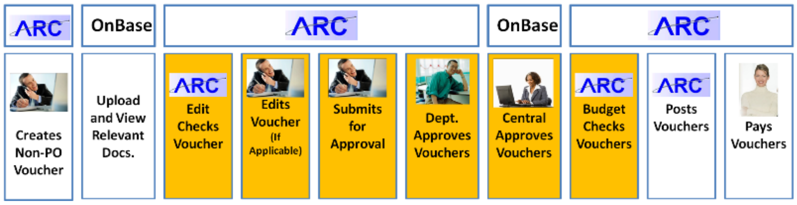
Step	Action
49.	You have successfully created a voucher for an employee reimbursement. You can now select the next lesson, *Managing Voucher Errors and Exceptions.* **End of Procedure.**

Managing Voucher Errors and Exceptions

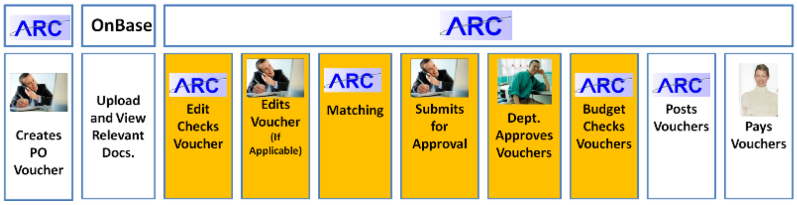
This is the *Processing Vouchers* lesson of the *Voucher Processing* course. Upon completion of this lesson, you will be able to:

- Edit check vouchers that have been created in the ARC system
- Correct recycle errors
- Access the match workbench to correct voucher errors
- Resolve budget check exceptions
- Correct vouchers through creating the Adjustment, Reversal, and Journal voucher styles

Non-PO Voucher Process:


ARC
OnBase
ARC
OnBase
ARC
Creates Non-PO Voucher
Upload and View Relevant Docs.
Edit Checks Voucher
Edits Voucher (If Applicable)
Submits for Approval
Dept. Approves Vouchers
Central Approves Vouchers
Budget Checks Vouchers
Posts Vouchers
Pays Vouchers

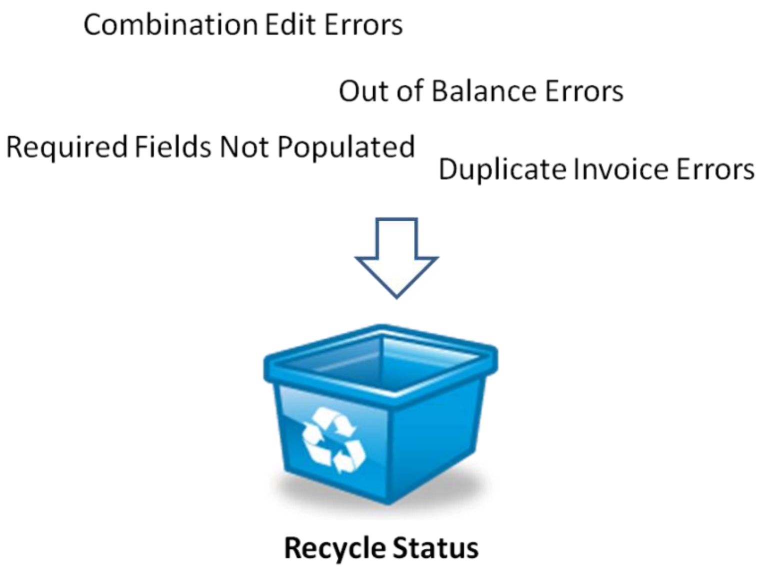
PO Voucher Process:


ARC
OnBase
ARC
Creates PO Voucher
Upload and View Relevant Docs.
Edit Checks Voucher
Edits Voucher (If Applicable)
Matching
Submits for Approval
Dept. Approves Vouchers
Budget Checks Vouchers
Posts Vouchers
Pays Vouchers

Estimated time needed to complete lesson: 20 minutes

Editing Vouchers

Throughout the voucher creation process, you can save what you've done as long as the voucher has the required fields completed (only GLBU and Account are required on the distribution line to save the voucher). Once you complete the voucher and click the save button, ARC will perform edit checking. If any errors are identified, the voucher will be saved in Recycle status. You will need to correct all data that does not pass online edits. Once all errors have been corrected and the voucher successfully passes edit checking, the voucher can be submitted for approval. Once in approval workflow, transactions can be put on hold or denied, thus preventing the voucher from being paid. Once the voucher has been approved by all required approvers, the voucher will be available for payment.



If the voucher is a non-PO voucher, you can submit the voucher for approval workflow. If the voucher is associated to a purchase order, the voucher must first process through matching before it can be approved. A batch process will run throughout the day to match vouchers, so no action is required on behalf of the user. However, users will have the ability to Match vouchers immediately in order to be able to then submit the voucher into workflow approval.

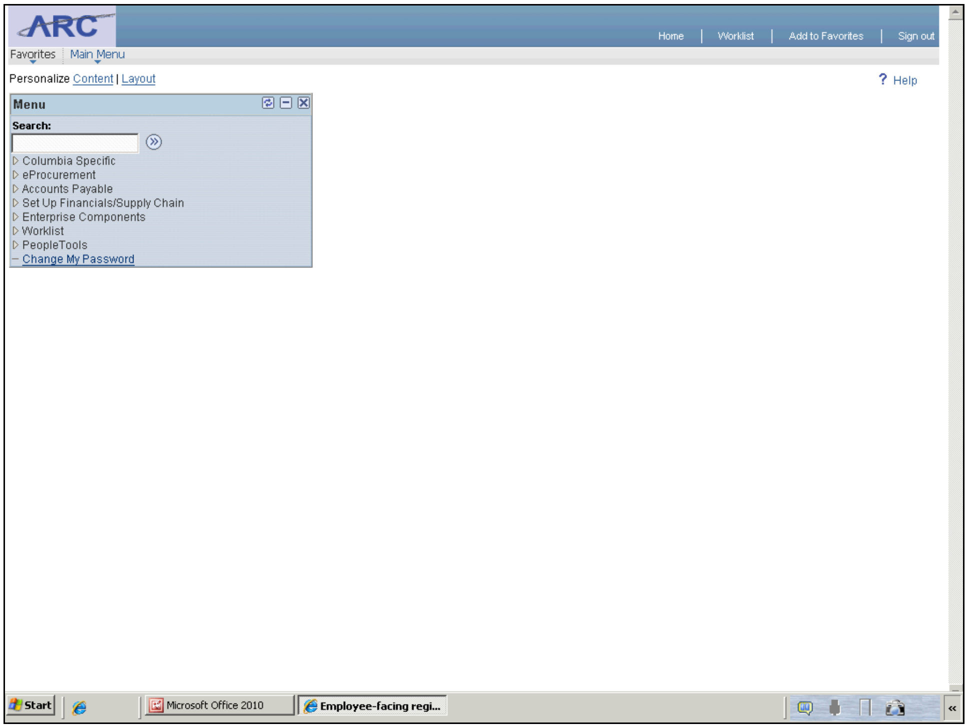
Note: Vouchers will route for approval based on the dollar threshold and department defined on the voucher distribution line. Additional information regarding voucher approvals can be found in the *Managing Procurement Approvals* course on the finance gateway.

Throughout the following topic, consider a time when you have faced a similar scenario: Mark entered a voucher and edit-checking reveals that the gross amount of the voucher was entered incorrectly, causing the voucher to be out of balance. He needs to correct the voucher information.

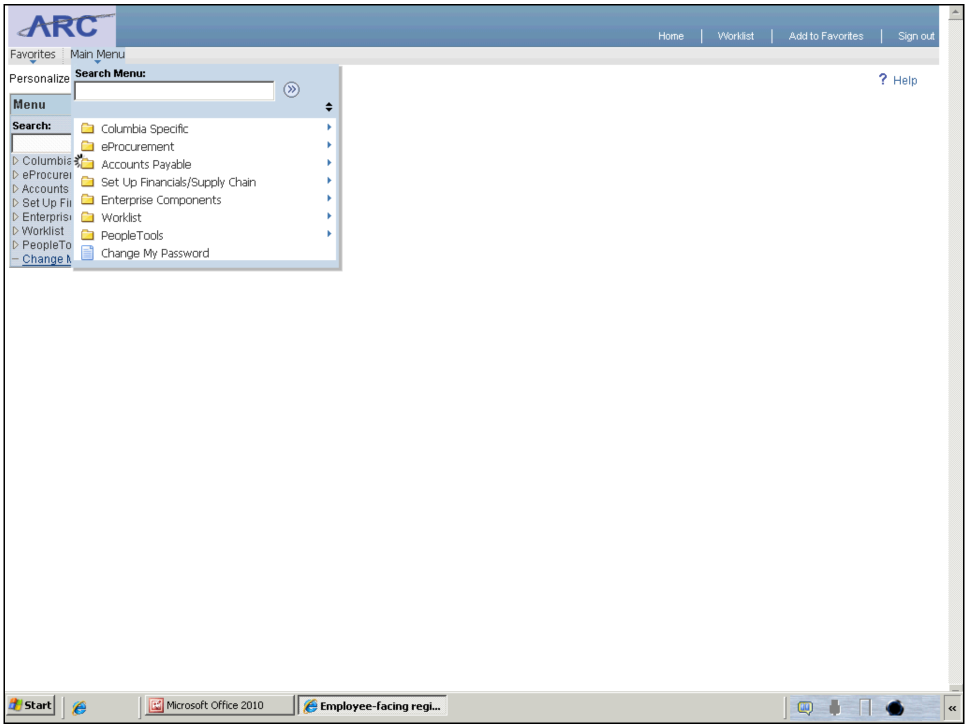
Estimated time needed to complete topic: 3 minutes

Procedure

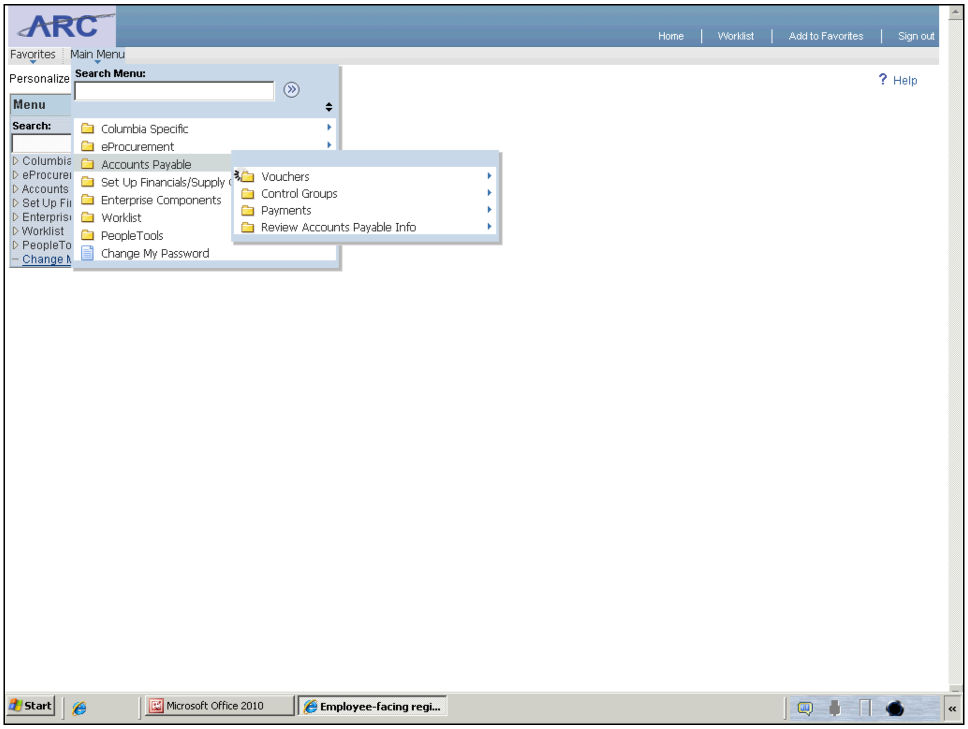
Welcome to the *Editing Voucher Errors* topic. In this scenario you will correct voucher errors.

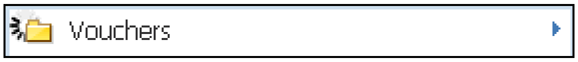

ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu
Personalize Content | Layout
? Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply Chain
Enterprise Components
Worklist
PeopleTools
Change My Password
Start
Microsoft Office 2010
Employee-facing regi...

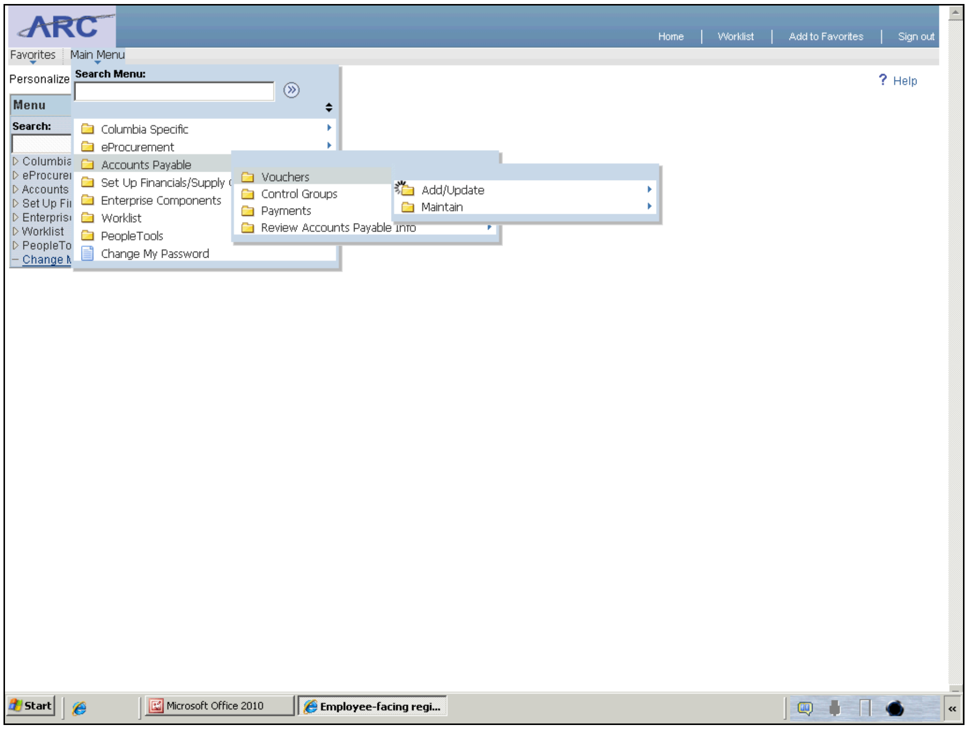
Step	Action
1.	First, you will identify the voucher for which you need to correct errors. Click the **Main Menu** button. Main Menu


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites Main Menu
Personalize
Search Menu:
Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply Chain
Enterprise Components
Worklist
PeopleTools
Change My Password
Start
Microsoft Office 2010
Employee-facing regi...

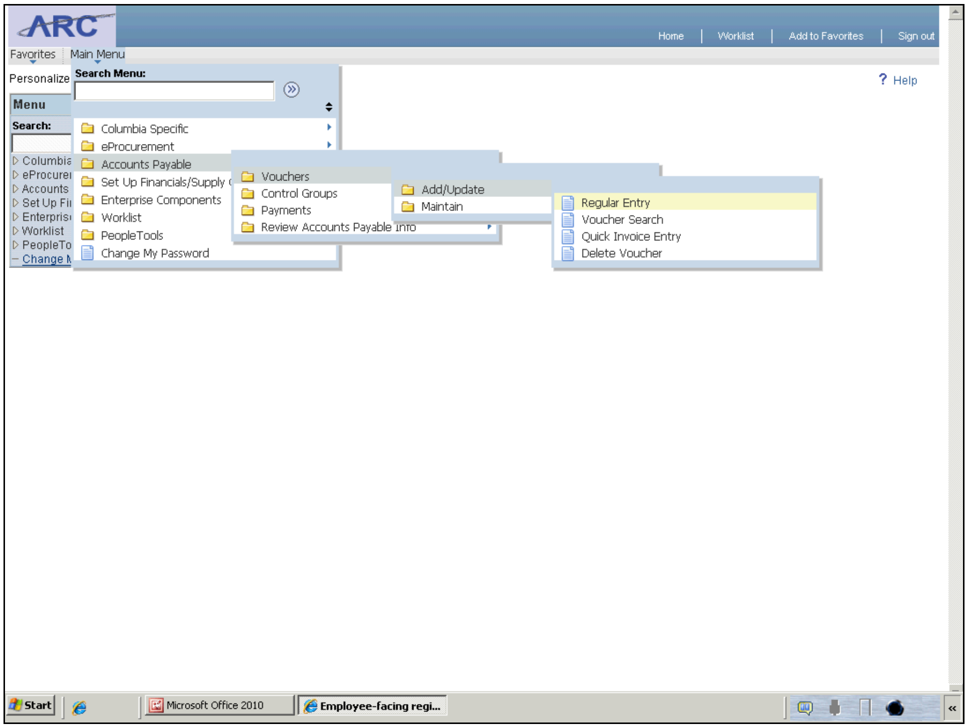
Step	Action
2.	Click the **Accounts Payable** menu.

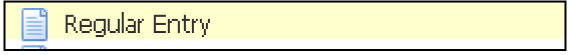

ARC
Home | Worklist | Add to Favorites | Sign out
Favorites Main Menu
Personalize
Search Menu:
Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply
Enterprise Components
Worklist
PeopleTools
Change My Password
Vouchers
Control Groups
Payments
Review Accounts Payable Info
Start
Microsoft Office 2010
Employee-facing regi...

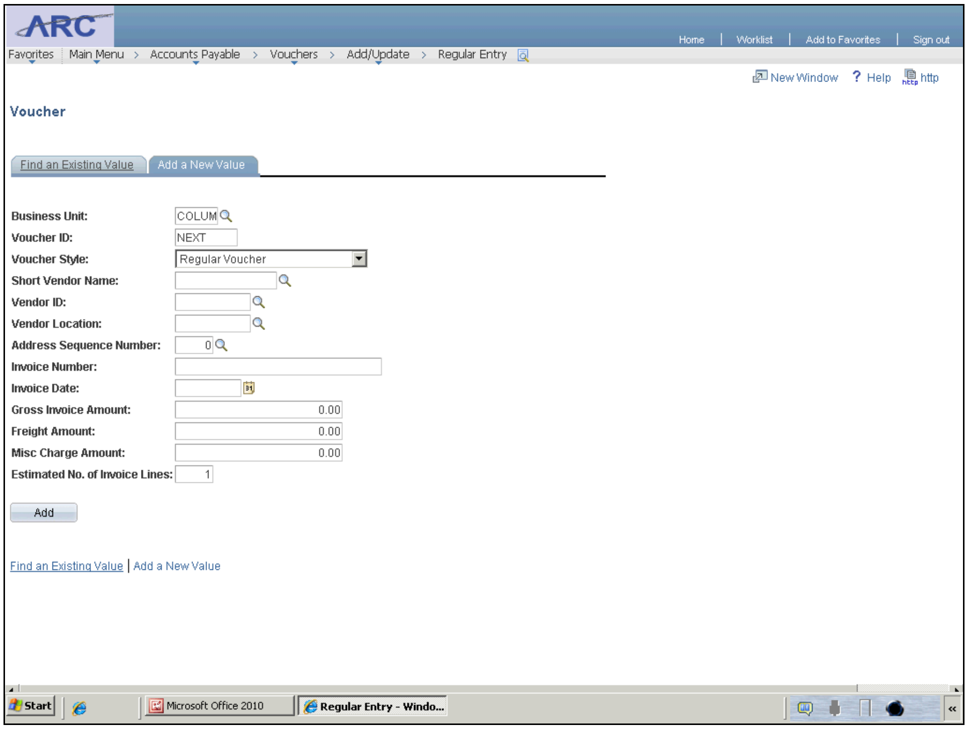
Step	Action
3.	Select the **Vouchers** menu. 


ARC
Home
Worklist
Add to Favorites
Sign out
Favorites
Main Menu
Personalize
Search Menu:
Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply
Enterprise Components
Worklist
PeopleTools
Change My Password
Vouchers
Control Groups
Payments
Review Accounts Payable Info
Add/Update
Maintain
Start
Microsoft Office 2010
Employee-facing regi...

Step	Action
4.	Click the **Add/Update** menu.

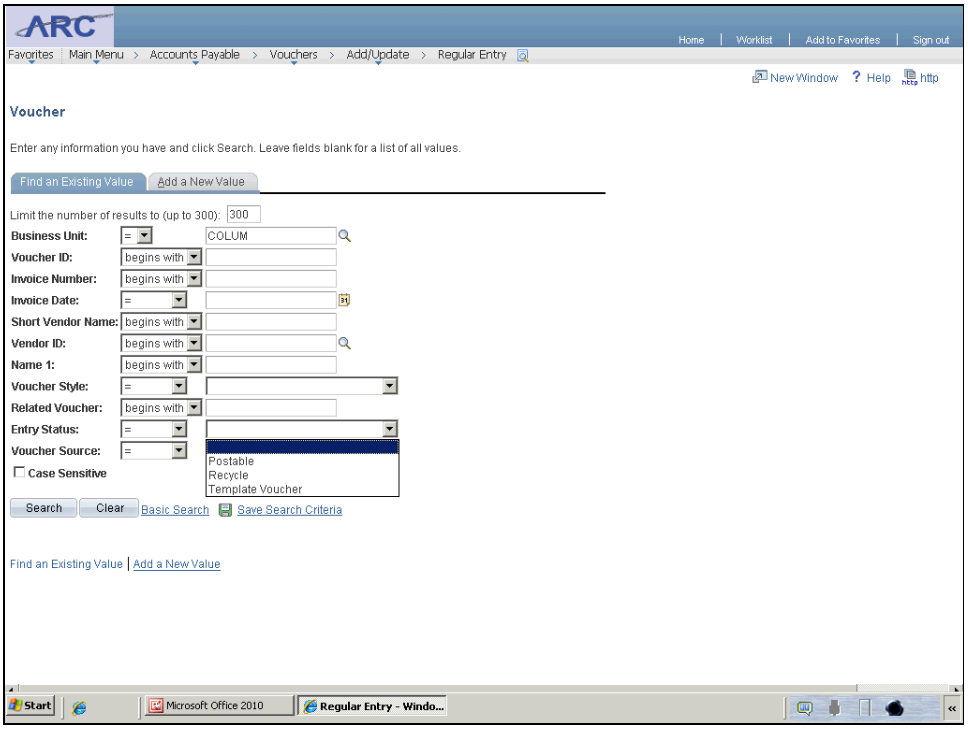

ARC
Home | Worklist | Add to Favorites | Sign out
Favorites
Main Menu
Personalize
Search Menu:
Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply
Enterprise Components
Worklist
PeopleTools
Change My Password
Vouchers
Control Groups
Payments
Review Accounts Payable Info
Add/Update
Maintain
Regular Entry
Voucher Search
Quick Invoice Entry
Delete Voucher
Start
Microsoft Office 2010
Employee-facing regi...

Step	Action
5.	Click **Regular Entry**.  Regular Entry


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
Add
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...

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

Step	Action
6.	Click the **Find an Existing Value** tab to locate existing vouchers. Find an Existing Value


Home
Worklist
Add to Favorites
Sign out
Favorites
Main Menu
Accounts Payable
Vouchers
Add/Update
Regular Entry
New Window
Help
http
Find an Existing Value
Add a New Value
Search
Clear
Basic Search
Save Search Criteria
Find an Existing Value
Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...

Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

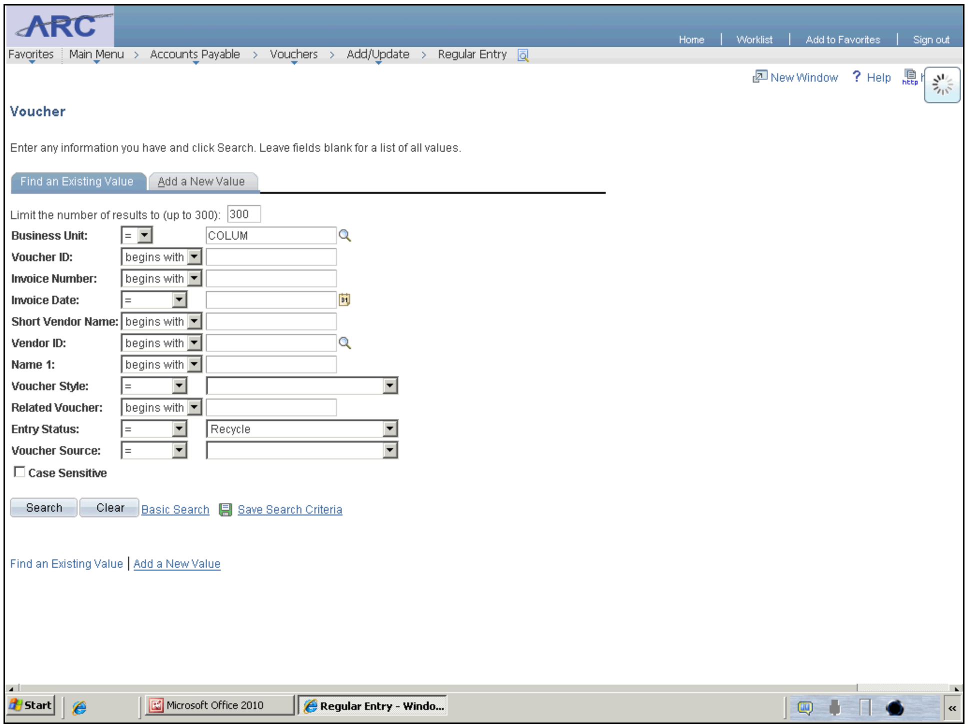
Limit the number of results to (up to 300): 300

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:	=	

Postable
Recycle
Template Voucher

☐ **Case Sensitive**

Step	Action
7.	Click the **Entry Status** list and select **Recycle** to locate all Recycle Errors to filter by vouchers that contain Recycle Errors.



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

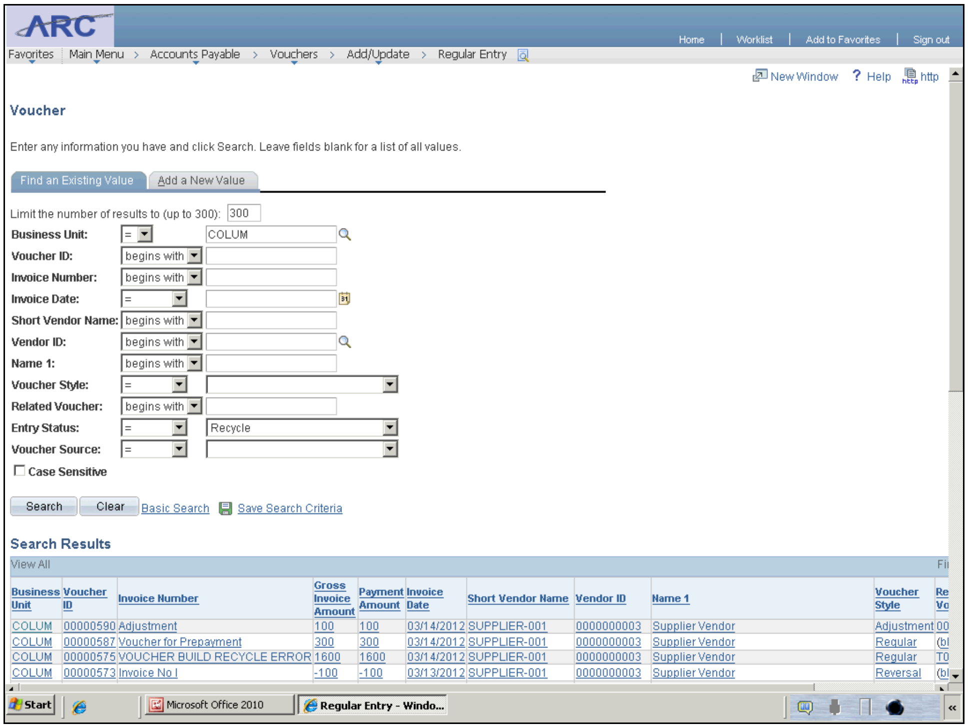
Limit the number of results to (up to 300): 300

Business Unit:	=	COLUM
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:	=	Recycle
Voucher Source:	=	

☐ **Case Sensitive**

Search
Clear
Basic Search
Save Search Criteria
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...

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



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
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:	=	Recycle
Voucher Source:	=	

☐ **Case Sensitive**

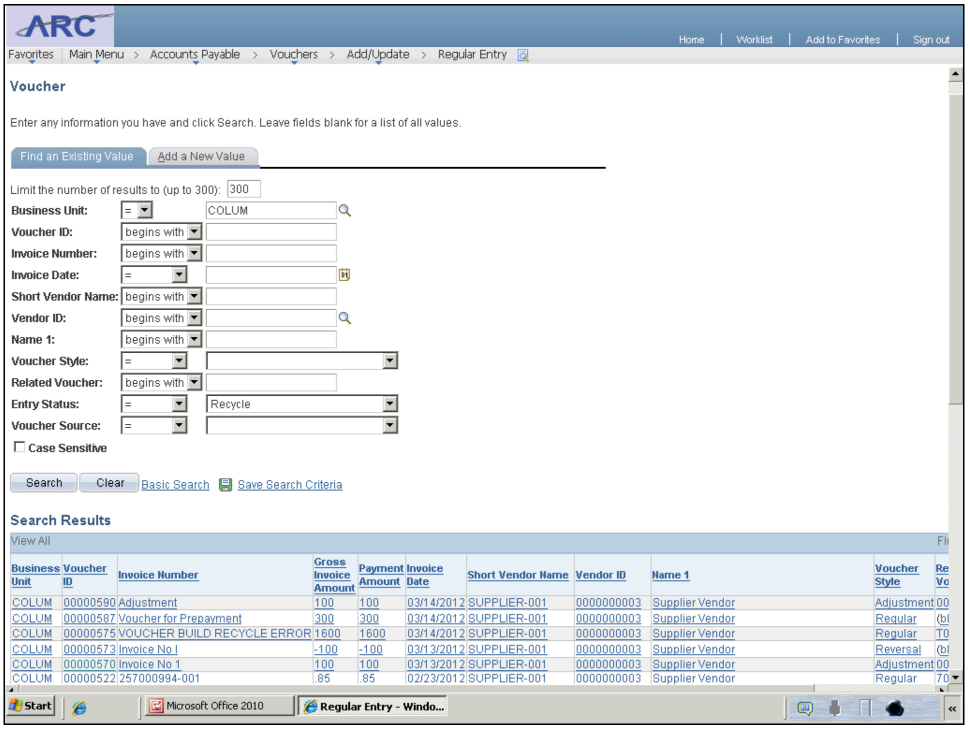
Search
Clear
Basic Search
Save Search Criteria

Search Results

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Vendor Name	Vendor ID	Name 1	Voucher Style	Re Vo
COLUM	00000590	Adjustment	100	100	03/14/2012	SUPPLIER-001	0000000003	Supplier Vendor	Adjustment	00
COLUM	00000587	Voucher for Prepayment	300	300	03/14/2012	SUPPLIER-001	0000000003	Supplier Vendor	Regular	(bl
COLUM	00000575	VOUCHER BUILD RECYCLE ERROR	1600	1600	03/14/2012	SUPPLIER-001	0000000003	Supplier Vendor	Regular	T0
COLUM	00000573	Invoice No I	-100	-100	03/13/2012	SUPPLIER-001	0000000003	Supplier Vendor	Reversal	(bl

Start
Microsoft Office 2010
Regular Entry - Windo...

Step	Action
9.	Scroll to the bottom of the page to see the search results.


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

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:	=	Recycle
Voucher Source:	=	

☐ Case Sensitive

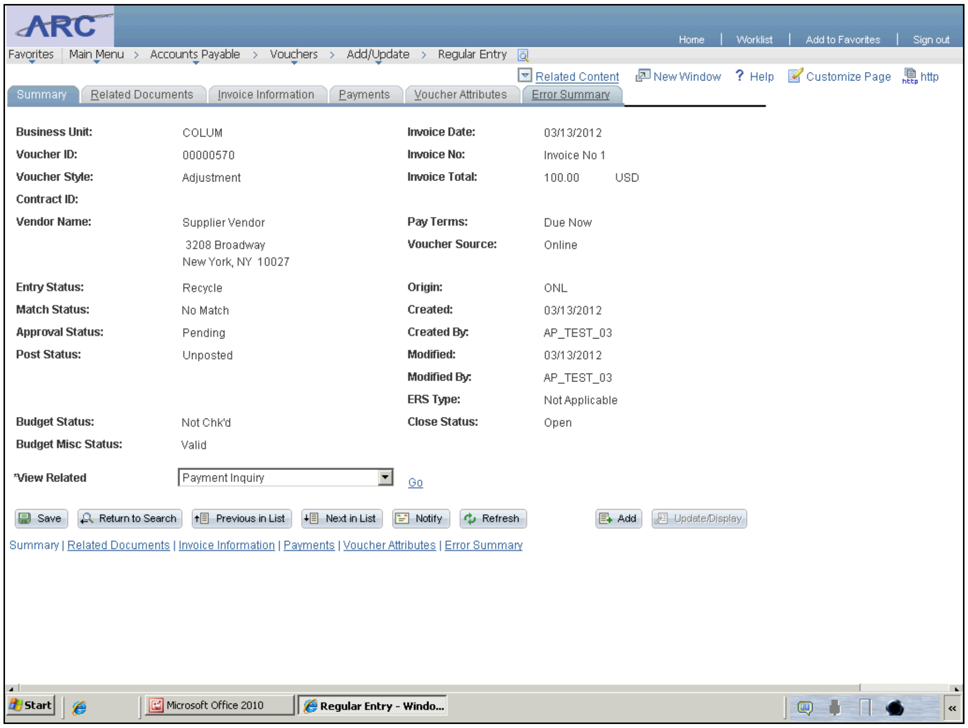
Search | Clear | Basic Search | Save Search Criteria

Search Results

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Vendor Name	Vendor ID	Name 1	Voucher Style	Re Vo
COLUM	00000590	Adjustment	100	100	03/14/2012	SUPPLIER-001	0000000003	Supplier Vendor	Adjustment	00
COLUM	00000587	Voucher for Prepayment	300	300	03/14/2012	SUPPLIER-001	0000000003	Supplier Vendor	Regular	(bl
COLUM	00000575	VOUCHER BUILD RECYCLE ERROR	1600	1600	03/14/2012	SUPPLIER-001	0000000003	Supplier Vendor	Regular	T0
COLUM	00000573	Invoice No I	-100	-100	03/13/2012	SUPPLIER-001	0000000003	Supplier Vendor	Reversal	(bl
COLUM	00000570	Invoice No 1	100	100	03/13/2012	SUPPLIER-001	0000000003	Supplier Vendor	Adjustment	00
COLUM	00000522	257000994-001	.85	.85	02/23/2012	SUPPLIER-001	0000000003	Supplier Vendor	Regular	70

Start
Microsoft Office 2010
Regular Entry - Windo...

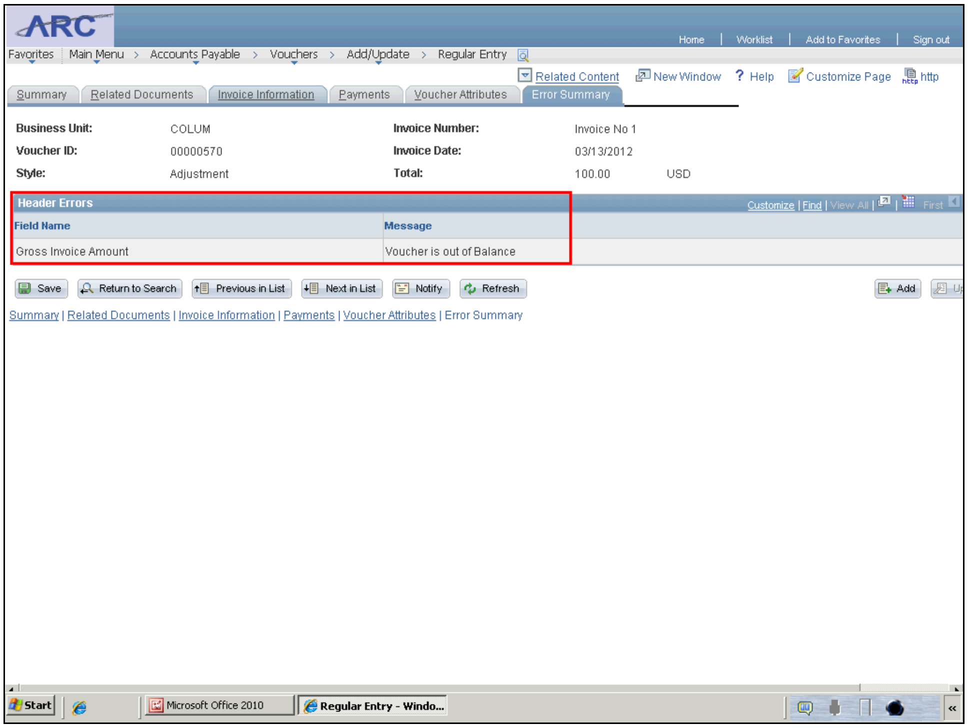
Step	Action
10.	Select the appropriate voucher link. Click the **00000570** link. 00000570


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
Summary
Related Documents
Invoice Information
Payments
Voucher Attributes
Error Summary
Go
Save
Return to Search
Previous in List
Next in List
Notify
Refresh
Add
Update/Display
Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary
Start
Microsoft Office 2010
Regular Entry - Windo...

Business Unit:	COLUM	**Invoice Date:**	03/13/2012
Voucher ID:	00000570	**Invoice No:**	Invoice No 1
Voucher Style:	Adjustment	**Invoice Total:**	100.00 USD
Contract ID:			
Vendor Name:	Supplier Vendor 3208 Broadway New York, NY 10027	**Pay Terms:** **Voucher Source:**	Due Now Online
Entry Status:	Recycle	**Origin:**	ONL
Match Status:	No Match	**Created:**	03/13/2012
Approval Status:	Pending	**Created By:**	AP_TEST_03
Post Status:	Unposted	**Modified:**	03/13/2012
		Modified By:	AP_TEST_03
		ERS Type:	Not Applicable
Budget Status:	Not Chk'd	**Close Status:**	Open
Budget Misc Status:	Valid		

***View Related** Payment Inquiry

Step	Action
11.	Click the **Error Summary** tab. The Error Summary tab is available on all vouchers and summarizes the errors for each voucher. Error Summary

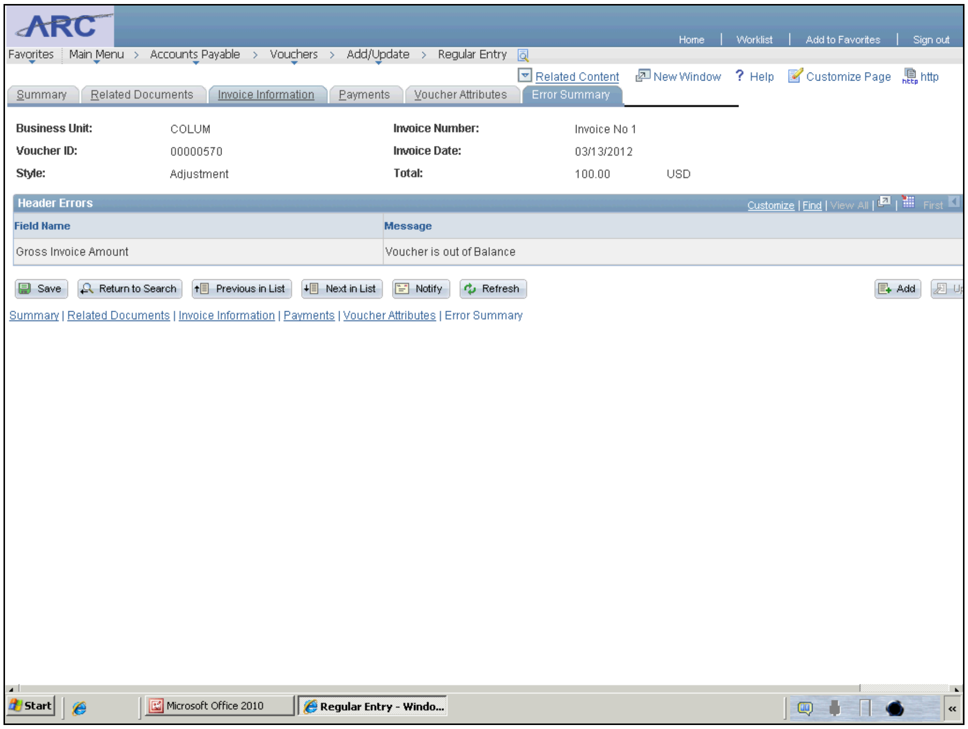

Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Related Content | New Window | Help | Customize Page | http
Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary
Customize | Find | View All | First
Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Add
Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary
Start | Microsoft Office 2010 | Regular Entry - Windo...

Business Unit:	COLUM	**Invoice Number:**	Invoice No 1
Voucher ID:	00000570	**Invoice Date:**	03/13/2012
Style:	Adjustment	**Total:**	100.00 USD

Header Errors

Field Name	Message
Gross Invoice Amount	Voucher is out of Balance

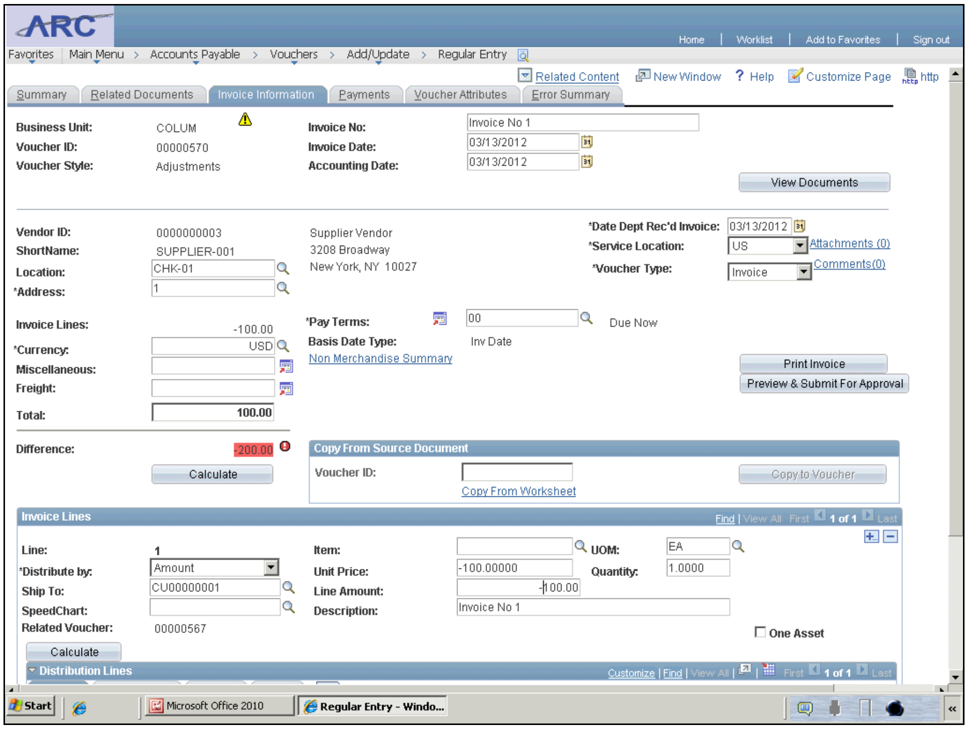
Step	Action
12.	Note that the Error Summary displays that the **Voucher is out of Balance**.


Business Unit:	COLUM	**Invoice Number:**	Invoice No 1
Voucher ID:	00000570	**Invoice Date:**	03/13/2012
Style:	Adjustment	**Total:**	100.00 USD

Header Errors

Field Name	Message
Gross Invoice Amount	Voucher is out of Balance

Step	Action
13.	Click the **Invoice Information** tab to correct the Out of Balance error. Invoice Information


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
Summary
Related Documents
Invoice Information
Payments
Voucher Attributes
Error Summary
View Documents
Attachments (0)
Comments(0)
Non Merchandise Summary
Print Invoice
Preview & Submit For Approval
Calculate
Copy From Source Document
Copy to Voucher
Copy From Worksheet
Invoice Lines
Find | View All First 1 of 1 Last
Calculate
Distribution Lines
Customize | Find | View All | First 1 of 1 Last
Start
Microsoft Office 2010
Regular Entry - Windo...

Business Unit: COLUM
Voucher ID: 00000570
Voucher Style: Adjustments
Invoice No: Invoice No 1
Invoice Date: 03/13/2012
Accounting Date: 03/13/2012

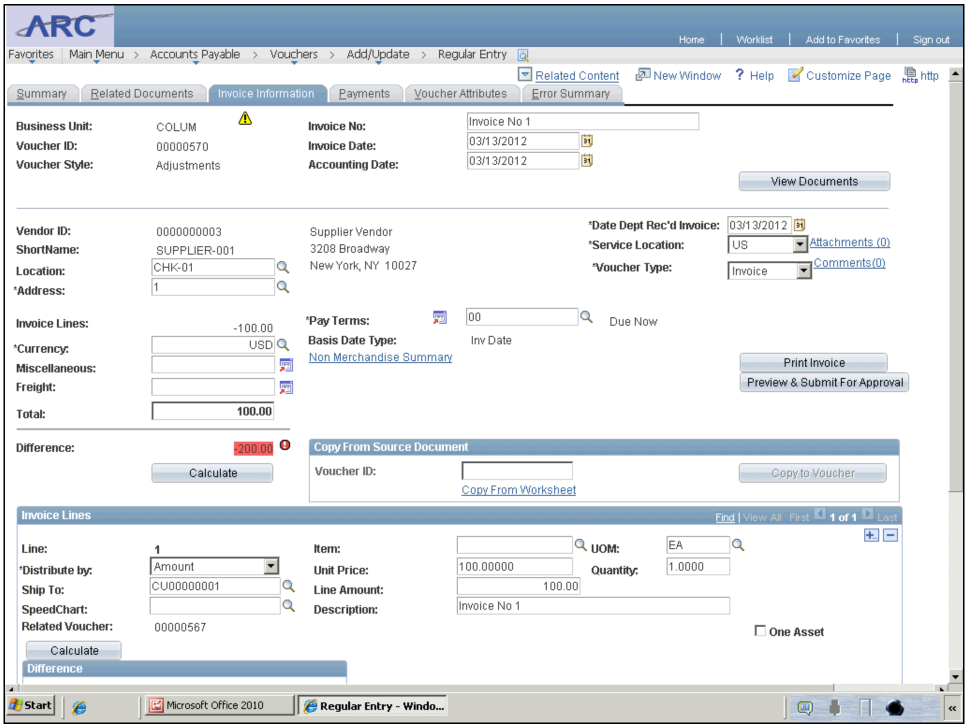
Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Supplier Vendor
3208 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 03/13/2012
*Service Location: US
*Voucher Type: Invoice

Invoice Lines: -100.00
*Currency: USD
Miscellaneous:
Freight:
Total: 100.00
Difference: -200.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

Voucher ID:

Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Related Voucher: 00000567
Item:
Unit Price: -100.00000
Line Amount: -100.00
Description: Invoice No 1
UOM: EA
Quantity: 1.0000
☐ One Asset

Step	Action
14.	Click in the **Line Amount** field to correct the error. Enter a value of positive $**100**. -100.00


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
Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary
View Documents
Print Invoice
Preview & Submit For Approval
Copy to Voucher
Calculate
Start | Microsoft Office 2010 | Regular Entry - Windo...

Business Unit: COLUM
Voucher ID: 00000570
Voucher Style: Adjustments
Invoice No: Invoice No 1
Invoice Date: 03/13/2012
Accounting Date: 03/13/2012

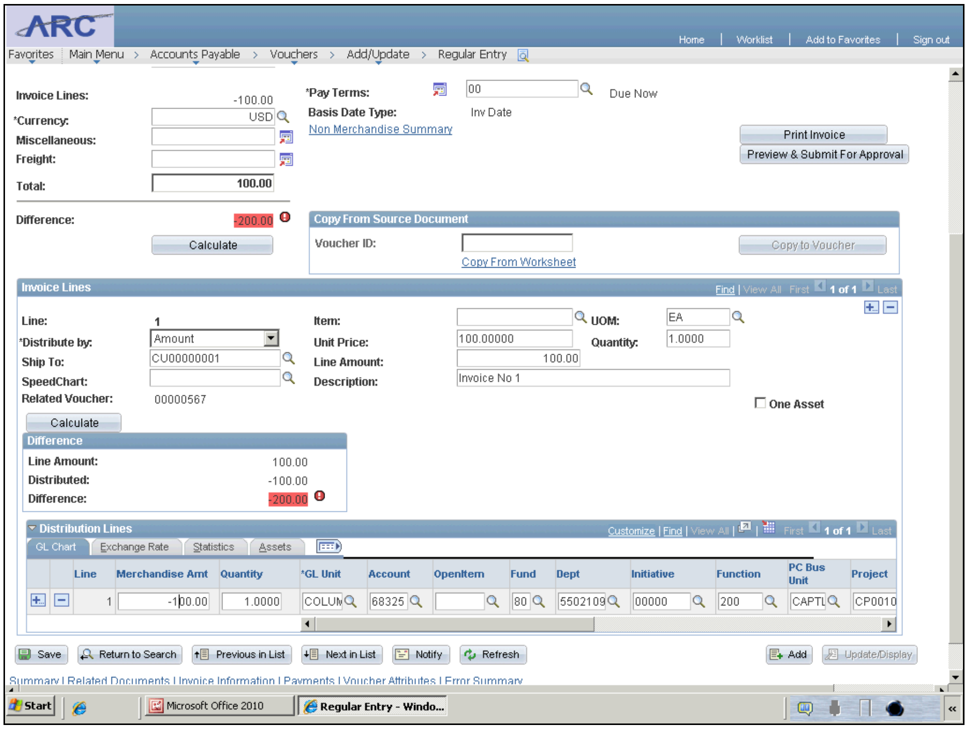
Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Supplier Vendor
3208 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 03/13/2012
*Service Location: US
*Voucher Type: Invoice
Attachments (0)
Comments(0)

Invoice Lines: -100.00
*Currency: USD
Miscellaneous:
Freight:
Total: 100.00
Difference: -200.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Non Merchandise Summary

Copy From Source Document
Voucher ID:
Copy From Worksheet

Invoice Lines — Find | View All First 1 of 1 Last
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Related Voucher: 00000567
Item:
Unit Price: 100.00000
Line Amount: 100.00
Description: Invoice No 1
UOM: EA
Quantity: 1.0000
☐ One Asset
Difference

Step	Action
15.	Scroll to the bottom of the page.


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Print Invoice
Preview & Submit For Approval
Copy to Voucher
Calculate
Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display
Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary
Start | Microsoft Office 2010 | Regular Entry - Windo...

Invoice Lines: -100.00
*Currency: USD
Miscellaneous:
Freight:
Total: 100.00
Difference: -200.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Non Merchandise Summary

Copy From Source Document
Voucher ID:
Copy From Worksheet

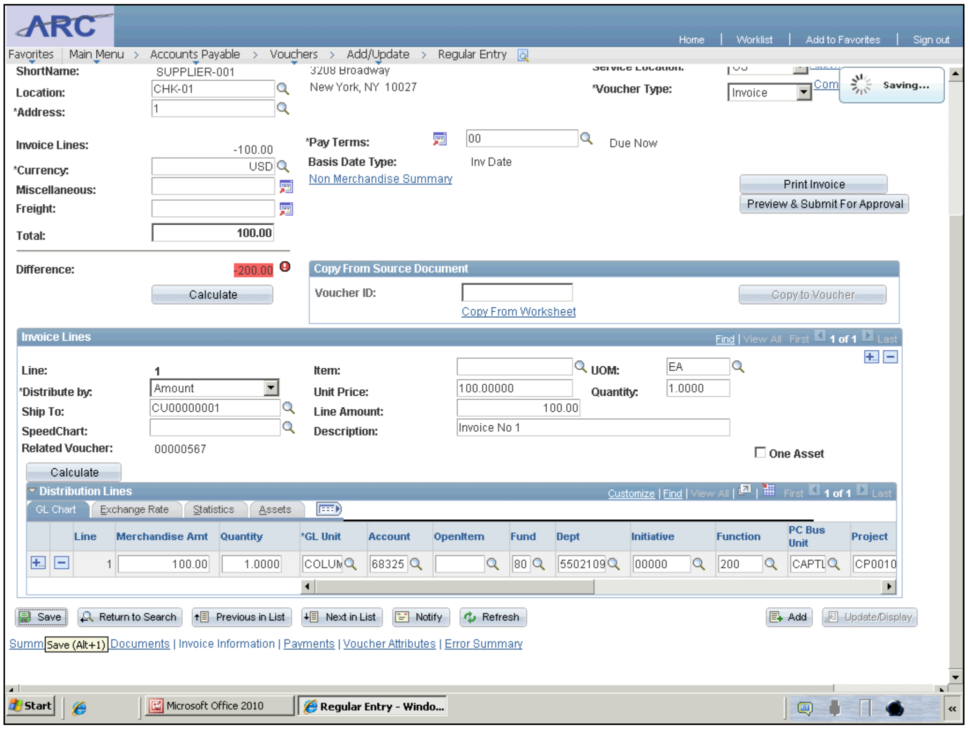
Invoice Lines — Find | View All First 1 of 1 Last
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Related Voucher: 00000567
Item:
Unit Price: 100.00000
Line Amount: 100.00
Description: Invoice No 1
UOM: EA
Quantity: 1.0000
☐ One Asset

Difference
Line Amount: 100.00
Distributed: -100.00
Difference: -200.00

Distribution Lines — Customize | Find | View All | First 1 of 1 Last
GL Chart | Exchange Rate | Statistics | Assets

Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit	Project
1	-100.00	1.0000	COLUM	68325		80	5502109	00000	200	CAPTL	CP0010

Step	Action
16.	Click in the **Merchandise Amt** field to change the value to ensure the values are balanced. Enter positive **100**.



ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Saving...
Print Invoice
Preview & Submit For Approval
Calculate
Copy to Voucher
Copy From Worksheet
Non Merchandise Summary
Find | View All First 1 of 1 Last
GL Chart | Exchange Rate | Statistics | Assets
Customize | Find | View All | First 1 of 1 Last
Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display
Summ Save (Alt+1) Documents | Invoice Information | Payments | Voucher Attributes | Error Summary
Start | Microsoft Office 2010 | Regular Entry - Windo...

ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
3208 Broadway
New York, NY 10027
*Voucher Type: Invoice

Invoice Lines: -100.00
*Currency: USD
Miscellaneous:
Freight:
Total: 100.00
Difference: -200.00

*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

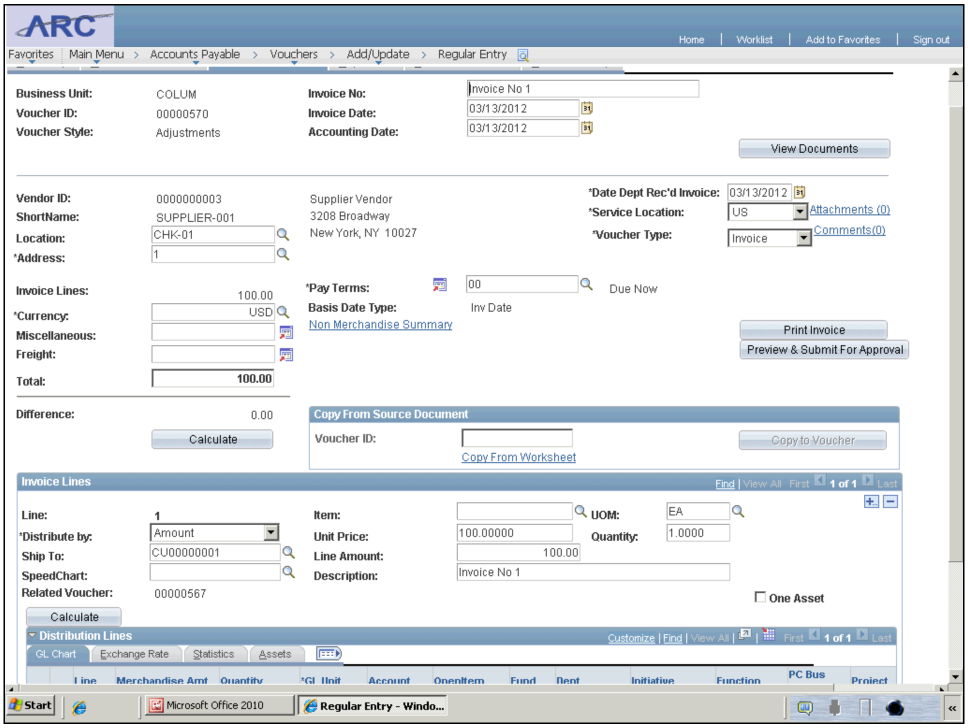
Copy From Source Document
Voucher ID:

Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Related Voucher: 00000567
Item:
Unit Price: 100.00000
Line Amount: 100.00
Description: Invoice No 1
UOM: EA
Quantity: 1.0000
☐ One Asset

Distribution Lines

Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit	Project
1	100.00	1.0000	COLUM	68325		80	5502109	00000	200	CAPTL	CP0010

Step	Action
17.	Click the **Save** button.


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
View Documents
Attachments (0)
Comments(0)
Non Merchandise Summary
Print Invoice
Preview & Submit For Approval
Calculate
Copy From Source Document
Copy to Voucher
Copy From Worksheet
Invoice Lines
Find | View All First 1 of 1 Last
Calculate
Distribution Lines
Customize | Find | View All | First 1 of 1 Last
GL Chart
Exchange Rate
Statistics
Assets
Start
Microsoft Office 2010
Regular Entry - Windo...

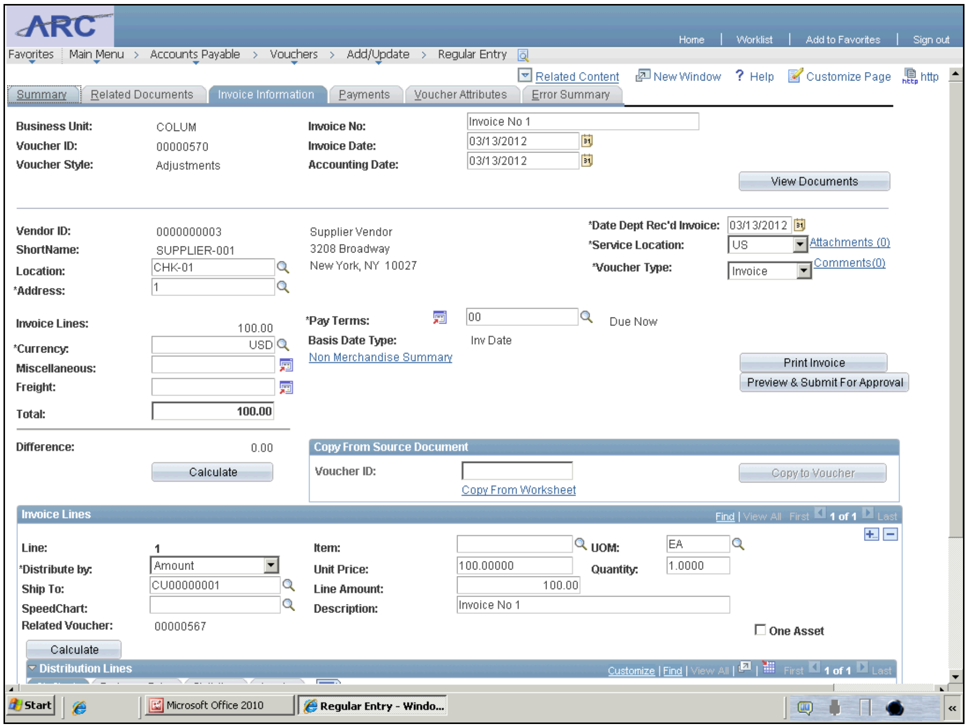
Business Unit: COLUM
Voucher ID: 00000570
Voucher Style: Adjustments
Invoice No: Invoice No 1
Invoice Date: 03/13/2012
Accounting Date: 03/13/2012

Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Supplier Vendor
3208 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 03/13/2012
*Service Location: US
*Voucher Type: Invoice

Invoice Lines: 100.00
*Currency: USD
Miscellaneous:
Freight:
Total: 100.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Voucher ID:

Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Related Voucher: 00000567
Item:
Unit Price: 100.00000
Line Amount: 100.00
Description: Invoice No 1
UOM: EA
Quantity: 1.0000
☐ One Asset

Step	Action
18.	Scroll to the top of the page to access the different voucher tabs.


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
Summary
Related Documents
Invoice Information
Payments
Voucher Attributes
Error Summary
View Documents
Print Invoice
Preview & Submit For Approval
Calculate
Copy to Voucher
Copy From Worksheet
Non Merchandise Summary
Attachments (0)
Comments(0)
Find | View All First 1 of 1 Last
Distribution Lines
Customize | Find | View All | First 1 of 1 Last
Start
Microsoft Office 2010
Regular Entry - Windo...

Business Unit: COLUM
Voucher ID: 00000570
Voucher Style: Adjustments
Invoice No: Invoice No 1
Invoice Date: 03/13/2012
Accounting Date: 03/13/2012

Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1

Supplier Vendor
3208 Broadway
New York, NY 10027

*Date Dept Rec'd Invoice: 03/13/2012
*Service Location: US
*Voucher Type: Invoice

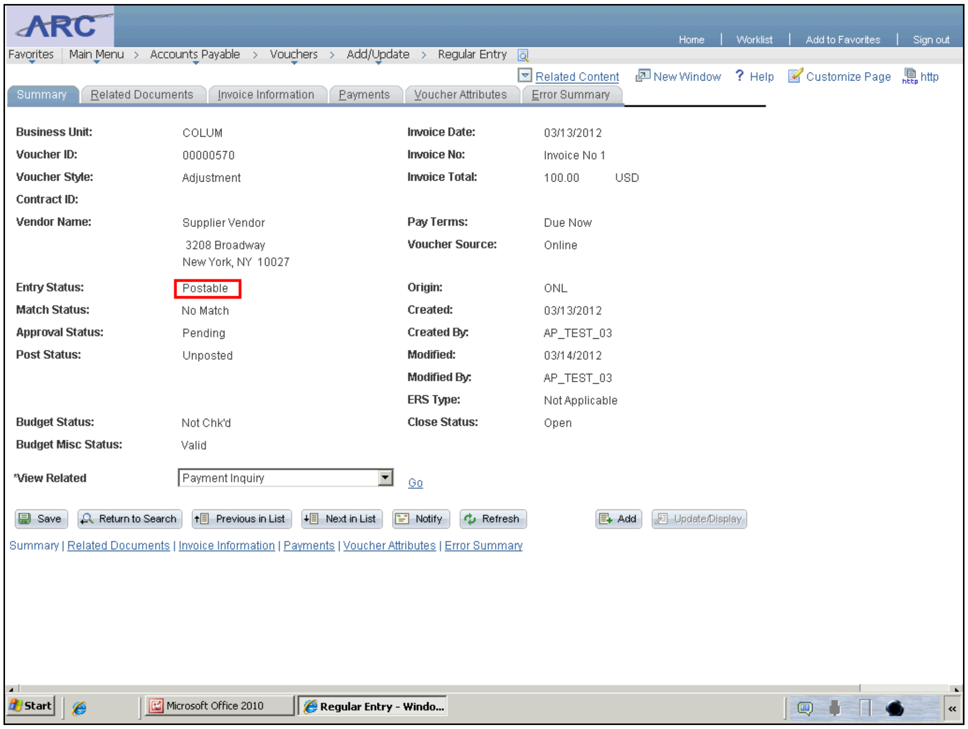
Invoice Lines: 100.00
*Currency: USD
Miscellaneous:
Freight:
Total: 100.00
Difference: 0.00

*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

Copy From Source Document
Voucher ID:

Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Related Voucher: 00000567
Item:
Unit Price: 100.00000
Line Amount: 100.00
Description: Invoice No 1
UOM: EA
Quantity: 1.0000
☐ One Asset

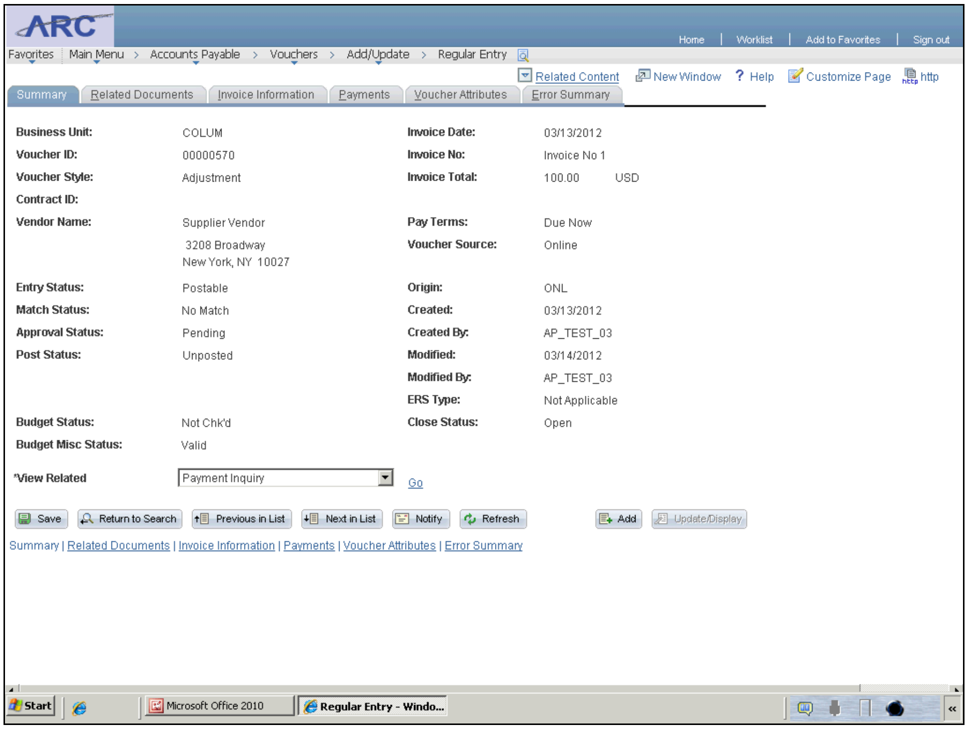
Step	**Action**
19.	Click the **Summary** tab. Summary


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
Summary
Related Documents
Invoice Information
Payments
Voucher Attributes
Error Summary
Go
Save
Return to Search
Previous in List
Next in List
Notify
Refresh
Add
Update/Display
Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary
Start
Microsoft Office 2010
Regular Entry - Windo...

Business Unit: COLUM
Voucher ID: 00000570
Voucher Style: Adjustment
Contract ID:
Vendor Name: Supplier Vendor
3208 Broadway
New York, NY 10027
Entry Status: Postable
Match Status: No Match
Approval Status: Pending
Post Status: Unposted
Budget Status: Not Chk'd
Budget Misc Status: Valid
*View Related: Payment Inquiry

Invoice Date: 03/13/2012
Invoice No: Invoice No 1
Invoice Total: 100.00 USD
Pay Terms: Due Now
Voucher Source: Online
Origin: ONL
Created: 03/13/2012
Created By: AP_TEST_03
Modified: 03/14/2012
Modified By: AP_TEST_03
ERS Type: Not Applicable
Close Status: Open

Step	Action
20.	Notice that the Entry Status has changed from Recycle to **Postable** after the error has been corrected.


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
Summary
Related Documents
Invoice Information
Payments
Voucher Attributes
Error Summary

Business Unit: COLUM
Voucher ID: 00000570
Voucher Style: Adjustment
Contract ID:
Vendor Name: Supplier Vendor
3208 Broadway
New York, NY 10027
Entry Status: Postable
Match Status: No Match
Approval Status: Pending
Post Status: Unposted
Budget Status: Not Chk'd
Budget Misc Status: Valid
Invoice Date: 03/13/2012
Invoice No: Invoice No 1
Invoice Total: 100.00 USD
Pay Terms: Due Now
Voucher Source: Online
Origin: ONL
Created: 03/13/2012
Created By: AP_TEST_03
Modified: 03/14/2012
Modified By: AP_TEST_03
ERS Type: Not Applicable
Close Status: Open
*View Related Payment Inquiry

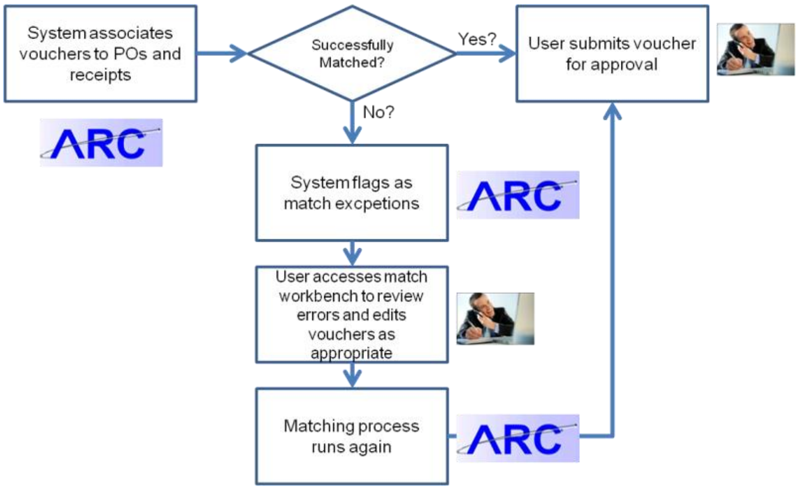
Go
Save
Return to Search
Previous in List
Next in List
Notify
Refresh
Add
Update/Display
Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary
Start
Microsoft Office 2010
Regular Entry - Windo...

Step	Action
21.	You have successfully edited a voucher. Now let's select the next topic, *Correcting Match Exceptions*, where you will learn how to correct Match Exceptions. **End of Procedure.**

Correcting Match Exceptions

If a voucher references a purchase order and/or purchase order and receipt, the voucher must go through the Matching process. If there is no receipt associated with the transaction, a two way matching occurs between the purchase order and the voucher. If there is a receipt associated with the transaction, a three way matching occurs between the purchase order, voucher, and the receipt. When processing a voucher, it is important to know whether a Purchase Order and/or receipt is associated with the transaction, so you know whether or not to monitor this transaction for matching exceptions (for additional detail, reference the Receiving in ARC training). The matching process will be initiated by ARC throughout the day and on a nightly basis, however, departmental and central users will have the ability to match a voucher immediately.

Below is an overview of the voucher matching process vouchers go through once they have been created and edited in the ARC system:

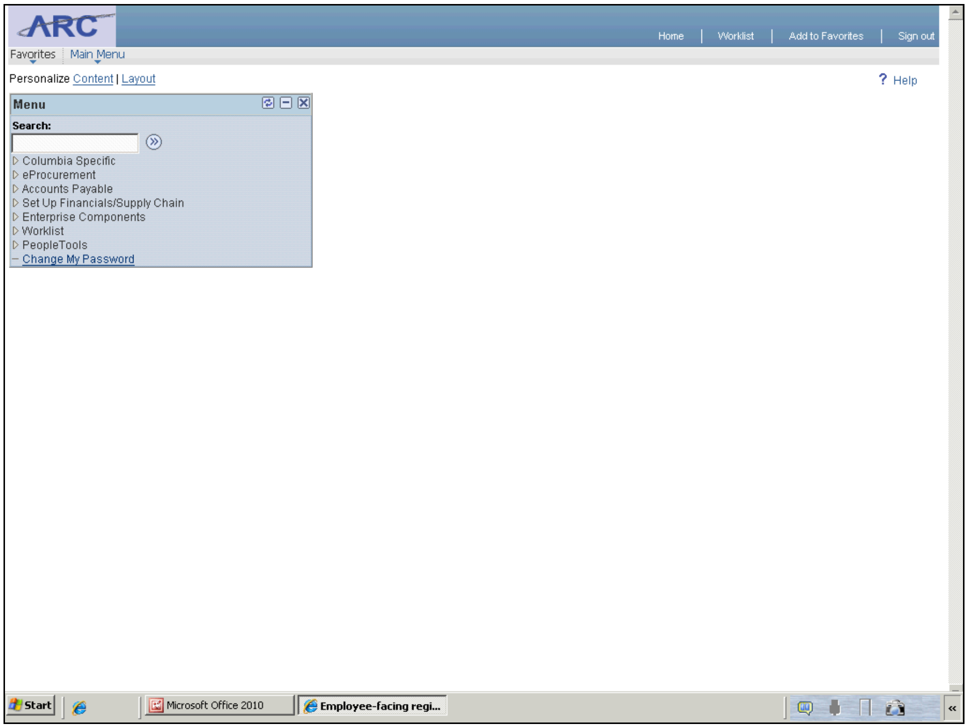

System associates vouchers to POs and receipts
ARC
Successfully Matched?
Yes?
User submits voucher for approval
No?
System flags as match excpetions
ARC
User accesses match workbench to review errors and edits vouchers as appropriate
Matching process runs again
ARC

In order to review matching exceptions and correct these exceptions, users can go to the Match Workbench to search for vouchers with a status of "Exception". The match workbench will also provide details of the match rule the voucher violated in order to identify what needs to be corrected. Once the error has been corrected, the voucher will be re-processed through the Matching process. Users can match the voucher from the Match Workbench or Voucher Regular Entry page, so that once it has passed matching, you can submit the voucher for approval.

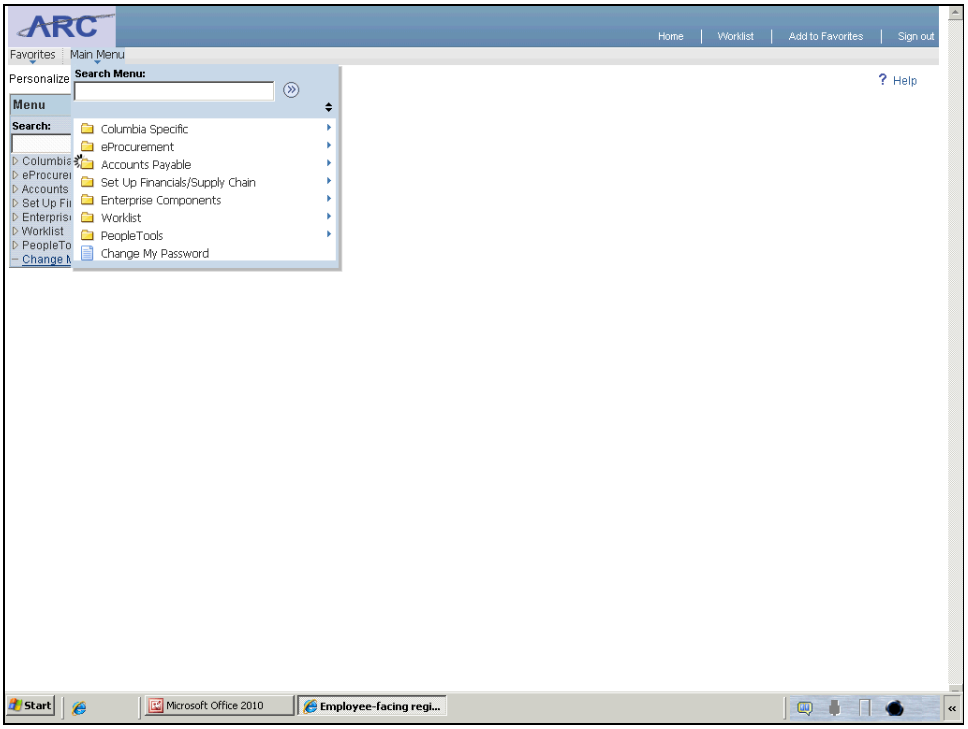
Estimated time needed to complete topic: 3 minutes

Procedure

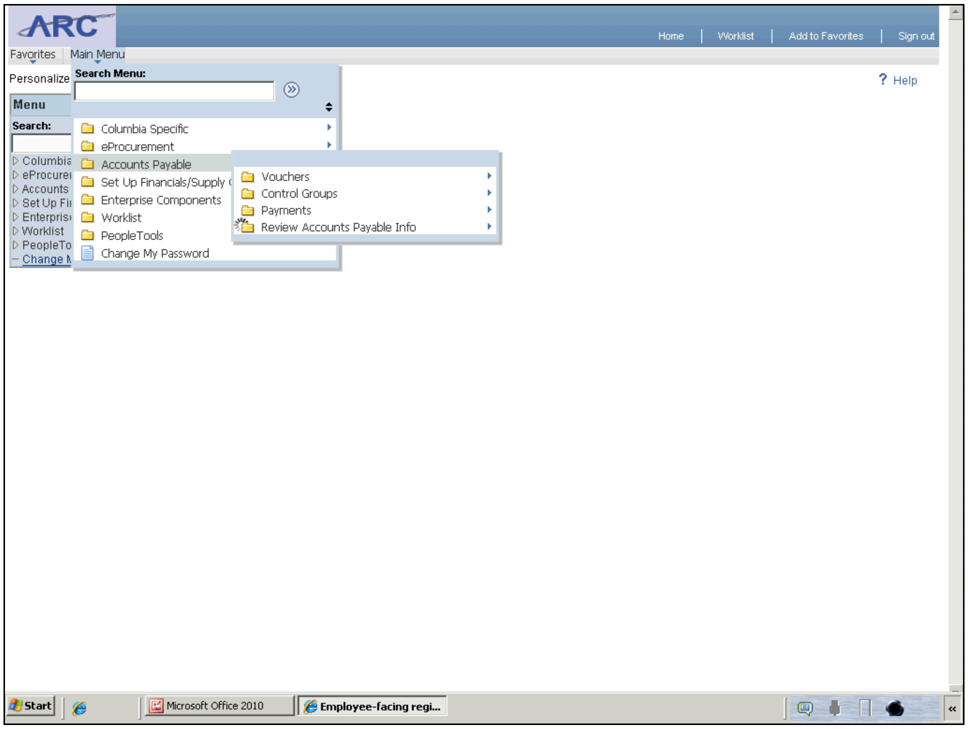
Welcome to the *Match Workbench* topic. In this scenario you will learn how to navigate through the match workbench and override exceptions when necessary.


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu
Personalize Content | Layout
? Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply Chain
Enterprise Components
Worklist
PeopleTools
Change My Password
Start
Microsoft Office 2010
Employee-facing regi...

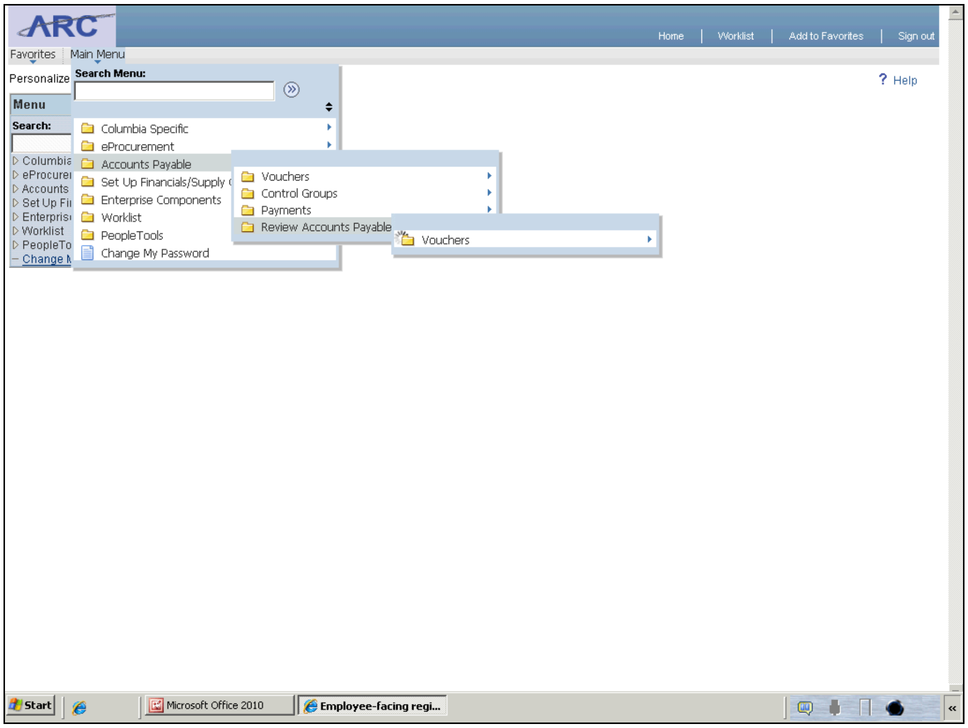
Step	Action
1.	Click the **Main Menu** button.


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu
Personalize
Search Menu:
? Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply Chain
Enterprise Components
Worklist
PeopleTools
Change My Password
Start
Microsoft Office 2010
Employee-facing regi...

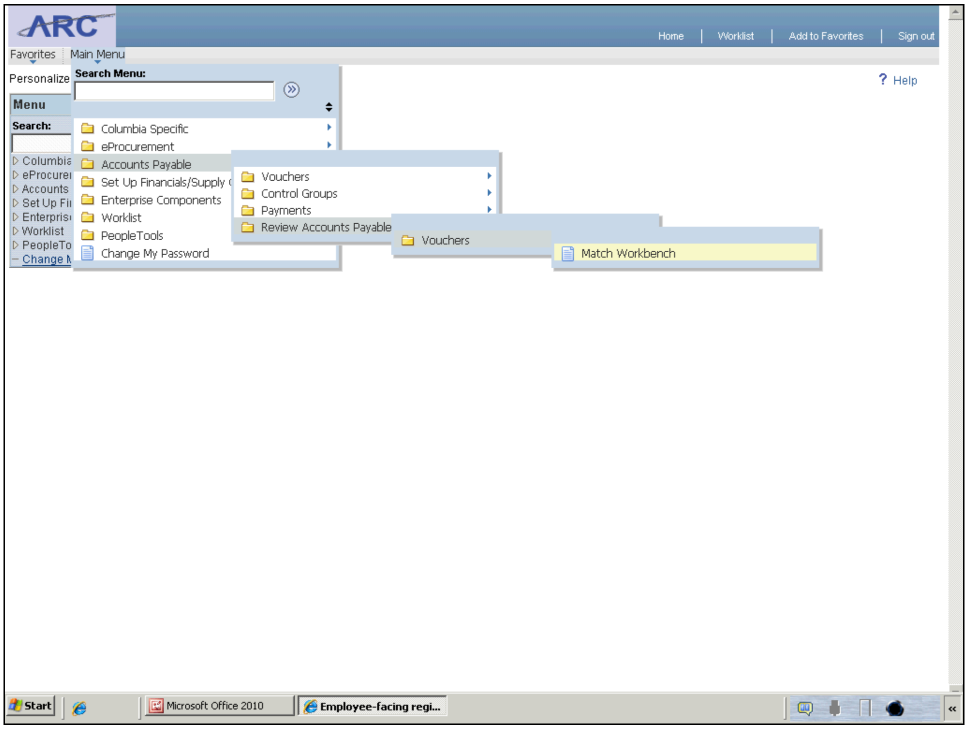
Step	Action
2.	Click the **Accounts Payable** menu. Accounts Payable


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites
Main Menu
Personalize
Search Menu:
Help
Menu
Search:
Columbia
eProcurer
Accounts
Set Up Fi
Enterprise
Worklist
PeopleTo
Change M
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply C
Enterprise Components
Worklist
PeopleTools
Change My Password
Vouchers
Control Groups
Payments
Review Accounts Payable Info
Start
Microsoft Office 2010
Employee-facing regi...

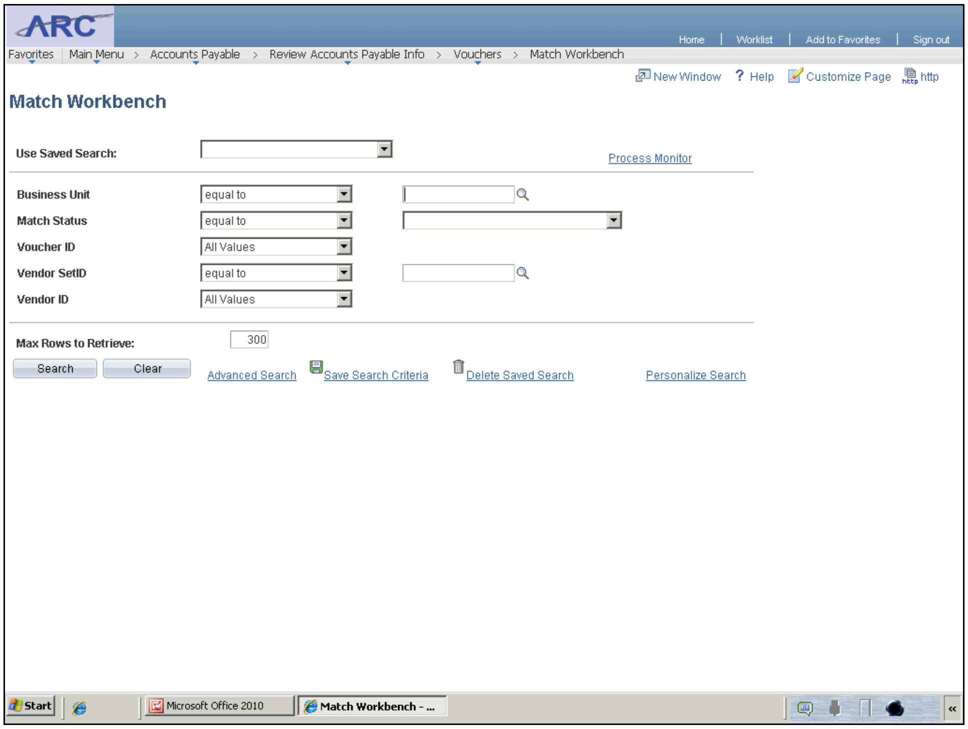
Step	Action
3.	Click the **Review Accounts Payable Info** menu to access the Match Workbench. Review Accounts Payable Info


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu
Personalize
Search Menu:
? Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply
Enterprise Components
Worklist
PeopleTools
Change My Password
Vouchers
Control Groups
Payments
Review Accounts Payable
Vouchers
Start
Microsoft Office 2010
Employee-facing regi...

Step	Action
4.	Click the **Vouchers** menu. Vouchers


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu
Personalize
Search Menu:
? Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply
Enterprise Components
Worklist
PeopleTools
Change My Password
Vouchers
Control Groups
Payments
Review Accounts Payable
Vouchers
Match Workbench
Start
Microsoft Office 2010
Employee-facing regi...

Step	Action
5.	Click the **Match Workbench** menu. Match Workbench


ARC
Home
Worklist
Add to Favorites
Sign out
Favorites
Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Match Workbench
New Window
? Help
Customize Page
http
Process Monitor
Search
Clear
Advanced Search
Save Search Criteria
Delete Saved Search
Personalize Search
Start
Microsoft Office 2010
Match Workbench - ...

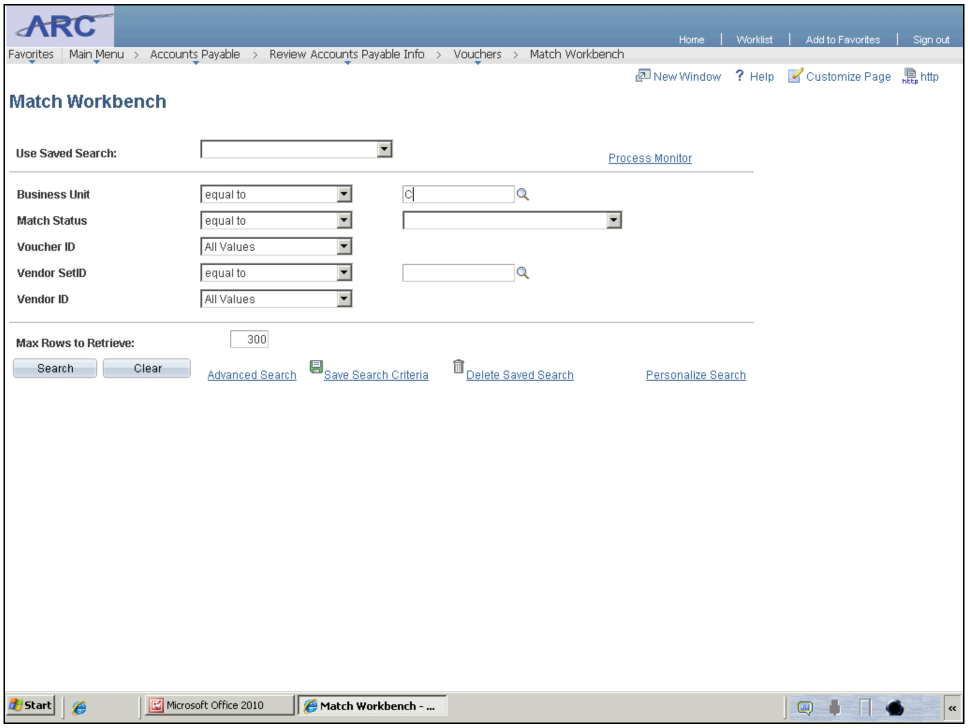
Match Workbench

Use Saved Search:

Business Unit	equal to	
Match Status	equal to	
Voucher ID	All Values	
Vendor SetID	equal to	
Vendor ID	All Values	

Max Rows to Retrieve: 300

Step	Action
6.	You will enter search criteria to identify vouchers with Match exceptions. Click in the **Business Unit** field. .


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Match Workbench
New Window ? Help Customize Page http
Process Monitor
Search
Clear
Advanced Search
Save Search Criteria
Delete Saved Search
Personalize Search
Start
Microsoft Office 2010
Match Workbench - ...

Match Workbench

Use Saved Search:

Business Unit equal to C

Match Status equal to

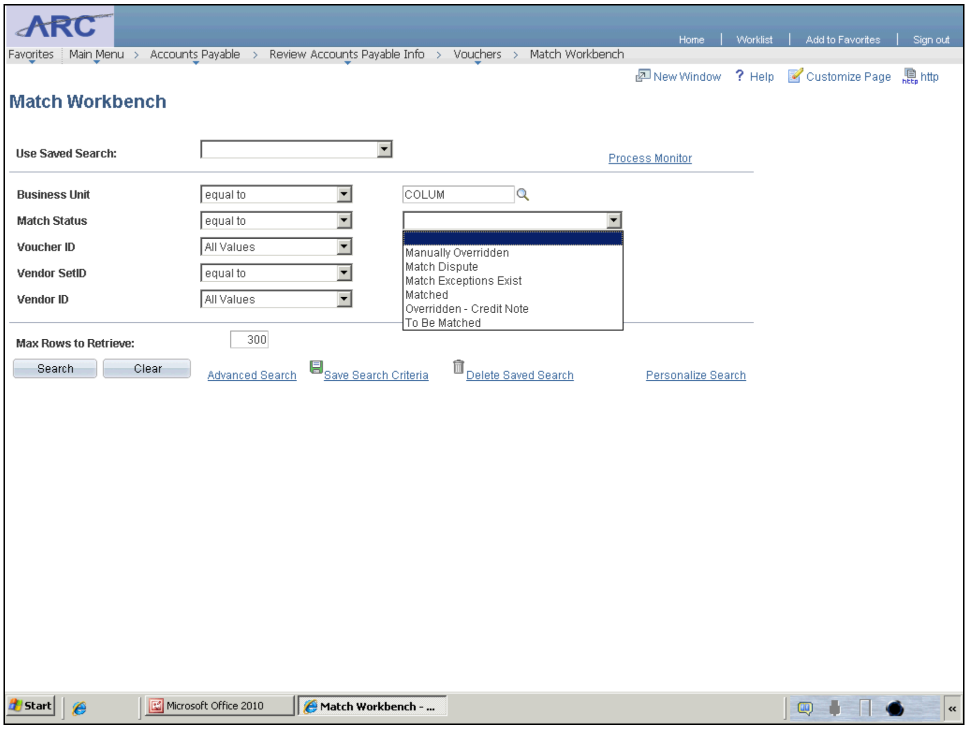
Voucher ID All Values

Vendor SetID equal to

Vendor ID All Values

Max Rows to Retrieve: 300

Step	Action
7.	Enter the desired information into the **Business Unit** field. Enter "**COLUM**".


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Match Workbench
New Window ? Help Customize Page http
Process Monitor
Manually Overridden
Match Dispute
Match Exceptions Exist
Matched
Overridden - Credit Note
To Be Matched
Search
Clear
Advanced Search
Save Search Criteria
Delete Saved Search
Personalize Search
Start
Microsoft Office 2010
Match Workbench - ...

Match Workbench

Use Saved Search:

Business Unit equal to COLUM

Match Status equal to

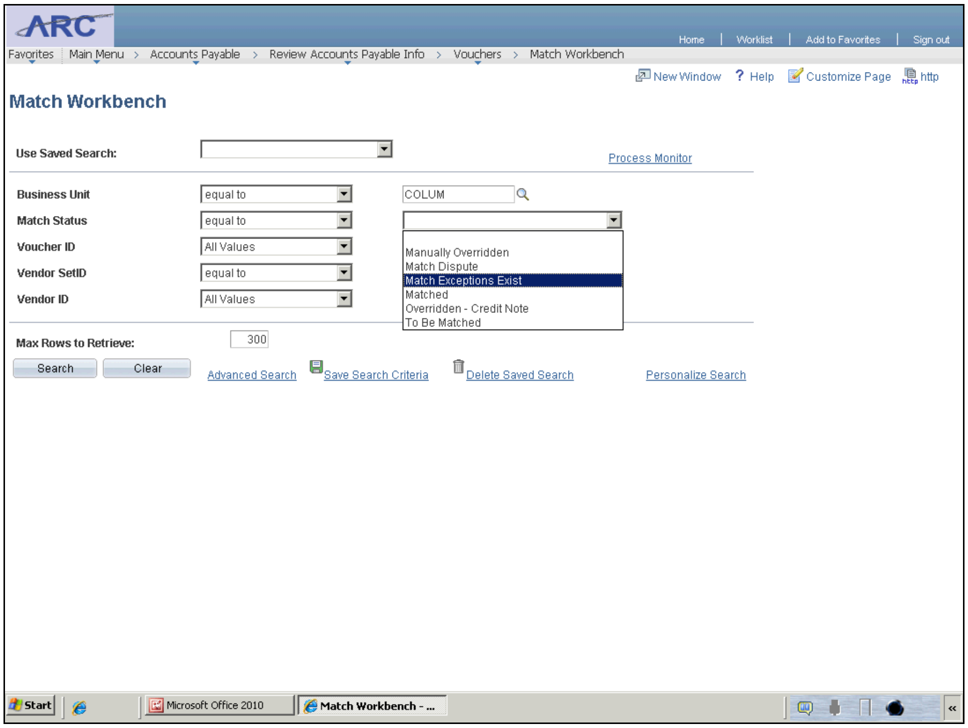
Voucher ID All Values

Vendor SetID equal to

Vendor ID All Values

Max Rows to Retrieve: 300

Step	Action
8.	Click the **Match Status** list.


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Match Workbench
New Window | Help | Customize Page | http
Process Monitor
Search
Clear
Advanced Search
Save Search Criteria
Delete Saved Search
Personalize Search
Start
Microsoft Office 2010
Match Workbench - ...

Match Workbench

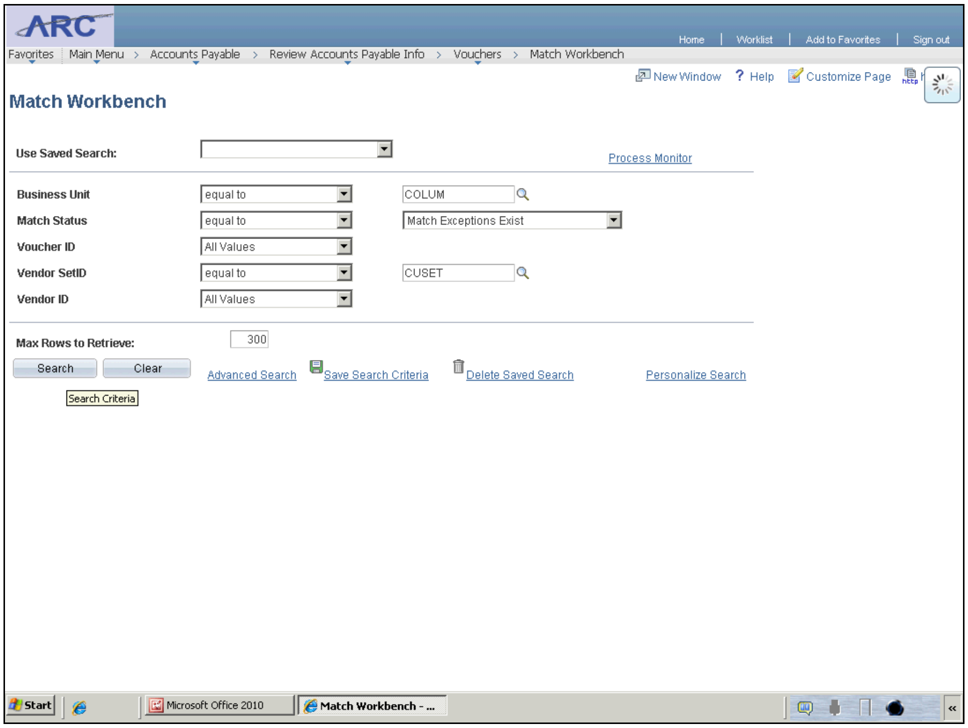
Use Saved Search:

Business Unit	equal to	COLUM
Match Status	equal to	
Voucher ID	All Values	
Vendor SetID	equal to	
Vendor ID	All Values	

Manually Overridden
Match Dispute
Match Exceptions Exist
Matched
Overridden - Credit Note
To Be Matched

Max Rows to Retrieve: 300

Step	Action
9.	Click the **Match Exceptions Exist** list item to locate all vouchers that have a Match Exception. Match Exceptions Exist


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Match Workbench
New Window | Help | Customize Page
Process Monitor
Search | Clear | Advanced Search | Save Search Criteria | Delete Saved Search | Personalize Search
Search Criteria
Start | Microsoft Office 2010 | Match Workbench - ...

Match Workbench

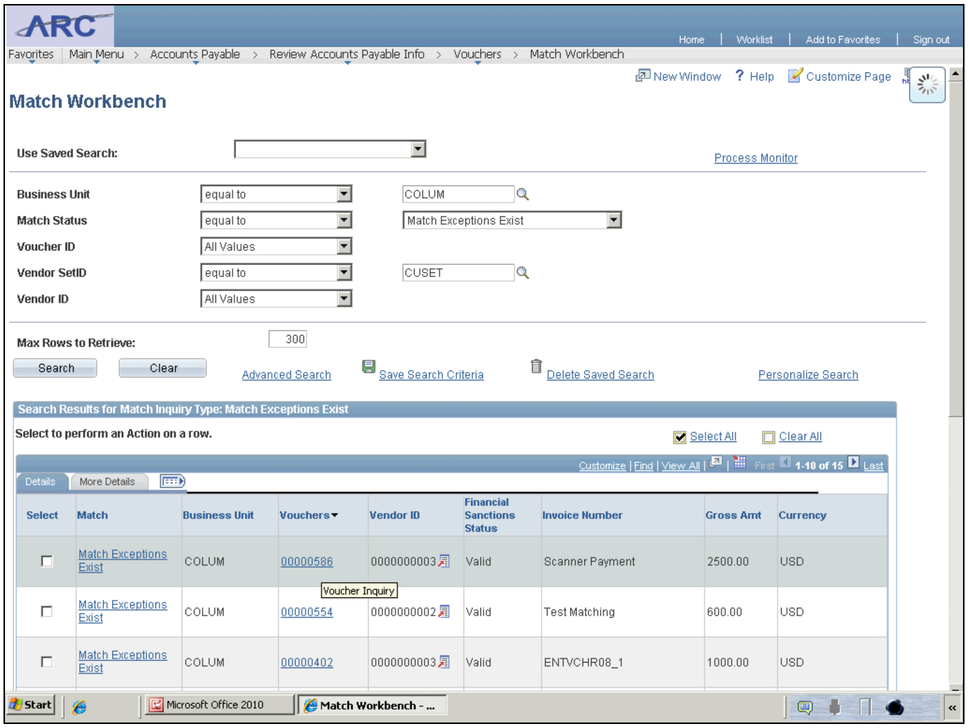
Use Saved Search:

Business Unit	equal to	COLUM
Match Status	equal to	Match Exceptions Exist
Voucher ID	All Values	
Vendor SetID	equal to	CUSET
Vendor ID	All Values	

Max Rows to Retrieve: 300

Step	Action
10.	Click the **Search** button.

Search


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Match Workbench
New Window | Help | Customize Page
Process Monitor
Search | Clear | Advanced Search | Save Search Criteria | Delete Saved Search | Personalize Search
Select All | Clear All
Customize | Find | View All | First 1-10 of 15 Last
Details | More Details
Voucher Inquiry
Start | Microsoft Office 2010 | Match Workbench - ...

Match Workbench

Use Saved Search:

Business Unit	equal to	COLUM
Match Status	equal to	Match Exceptions Exist
Voucher ID	All Values	
Vendor SetID	equal to	CUSET
Vendor ID	All Values	

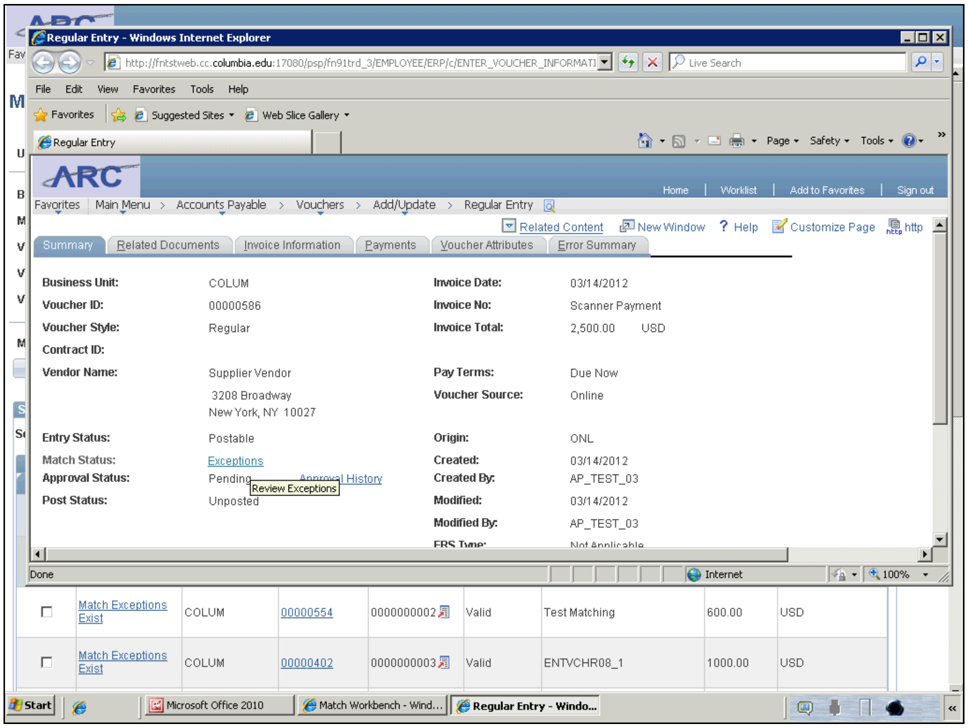
Max Rows to Retrieve: 300

Search Results for Match Inquiry Type: Match Exceptions Exist

Select to perform an Action on a row.

Select	Match	Business Unit	Vouchers	Vendor ID	Financial Sanctions Status	Invoice Number	Gross Amt	Currency
☐	Match Exceptions Exist	COLUM	00000586	0000000003	Valid	Scanner Payment	2500.00	USD
☐	Match Exceptions Exist	COLUM	00000554	0000000002	Valid	Test Matching	600.00	USD
☐	Match Exceptions Exist	COLUM	00000402	0000000003	Valid	ENTVCHR08_1	1000.00	USD

Step	Action
11.	Click the **00000586** link to see the details of the Match Exception. 00000586



Regular Entry - Windows Internet Explorer
http://fntstweb.cc.columbia.edu:17080/psp/fn91trd_3/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATI
Live Search
File Edit View Favorites Tools Help
Favorites
Suggested Sites
Web Slice Gallery
Regular Entry
Page
Safety
Tools
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
Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary

Business Unit: COLUM
Voucher ID: 00000586
Voucher Style: Regular
Contract ID:
Vendor Name: Supplier Vendor
3208 Broadway
New York, NY 10027
Entry Status: Postable
Match Status: Exceptions
Approval Status: Pending Approval History
Post Status: Unposted

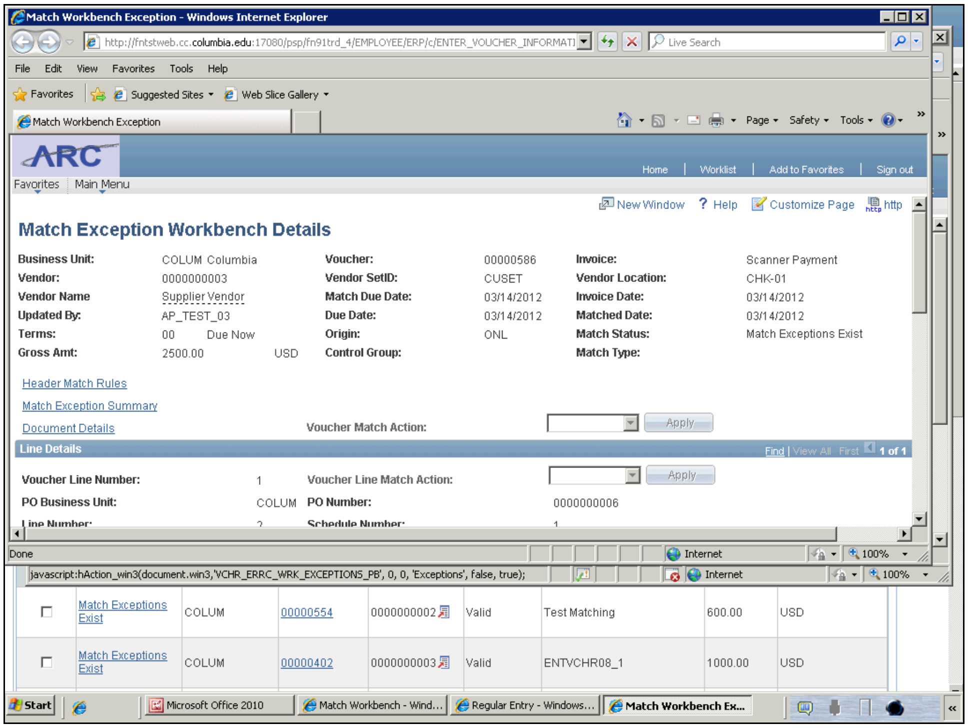
Invoice Date: 03/14/2012
Invoice No: Scanner Payment
Invoice Total: 2,500.00 USD
Pay Terms: Due Now
Voucher Source: Online
Origin: ONL
Created: 03/14/2012
Created By: AP_TEST_03
Modified: 03/14/2012
Modified By: AP_TEST_03
ERS Type: Not Applicable

Review Exceptions
Done
Internet
100%

☐	Match Exceptions Exist	COLUM	00000554	0000000002	Valid	Test Matching	600.00	USD
☐	Match Exceptions Exist	COLUM	00000402	0000000003	Valid	ENTVCHR08_1	1000.00	USD

Start
Microsoft Office 2010
Match Workbench - Wind...
Regular Entry - Windo...

Step	Action
12.	Click the **Exceptions** link. Exceptions


Match Workbench Exception - Windows Internet Explorer
http://fntstweb.cc.columbia.edu:17080/psp/fn91trd_4/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATI
Live Search
File Edit View Favorites Tools Help
Favorites Suggested Sites Web Slice Gallery
Match Workbench Exception
Page Safety Tools
ARC
Home Worklist Add to Favorites Sign out
Favorites Main Menu
New Window Help Customize Page http
Apply
Find | View All First 1 of 1
Done Internet 100%
Start Microsoft Office 2010 Match Workbench - Wind... Regular Entry - Windows... Match Workbench Ex...

Match Exception Workbench Details

Business Unit:	COLUM Columbia	**Voucher:**	00000586	**Invoice:**	Scanner Payment
Vendor:	0000000003	**Vendor SetID:**	CUSET	**Vendor Location:**	CHK-01
Vendor Name	Supplier Vendor	**Match Due Date:**	03/14/2012	**Invoice Date:**	03/14/2012
Updated By:	AP_TEST_03	**Due Date:**	03/14/2012	**Matched Date:**	03/14/2012
Terms:	00 Due Now	**Origin:**	ONL	**Match Status:**	Match Exceptions Exist
Gross Amt:	2500.00 USD	**Control Group:**		**Match Type:**	

Header Match Rules
Match Exception Summary
Document Details
Voucher Match Action:

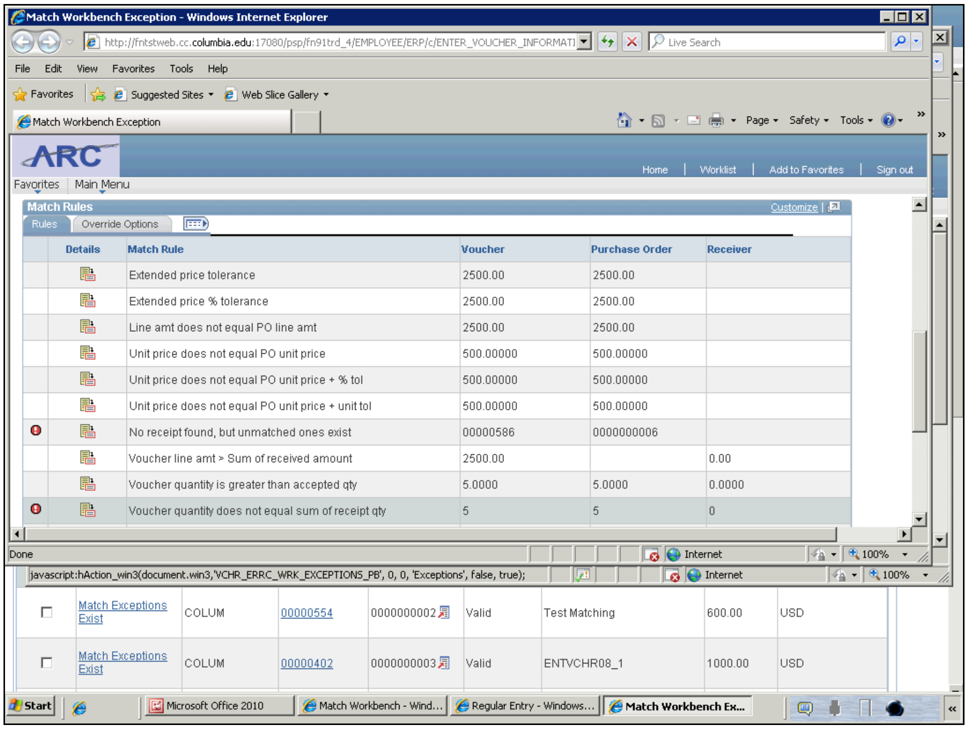
Line Details

Voucher Line Number:	1	**Voucher Line Match Action:**	
PO Business Unit:	COLUM	**PO Number:**	0000000006
Line Number:	2	**Schedule Number:**	1

javascript:hAction_win3(document.win3,'VCHR_ERRC_WRK_EXCEPTIONS_PB', 0, 0, 'Exceptions', false, true);

☐	Match Exceptions Exist	COLUM	00000554	0000000002	Valid	Test Matching	600.00	USD
☐	Match Exceptions Exist	COLUM	00000402	0000000003	Valid	ENTVCHR08_1	1000.00	USD

Step	Action
13.	Scroll to the bottom of the page to see the details of the Match Exception.


Match Workbench Exception - Windows Internet Explorer
http://fntstweb.cc.columbia.edu:17080/psp/fn91trd_4/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATI
Live Search
File Edit View Favorites Tools Help
Favorites Suggested Sites Web Slice Gallery
Match Workbench Exception
Page Safety Tools
ARC
Home Worklist Add to Favorites Sign out
Favorites Main Menu
Customize
Rules Override Options
Done Internet 100%
Start Microsoft Office 2010 Match Workbench - Wind... Regular Entry - Windows... Match Workbench Ex...

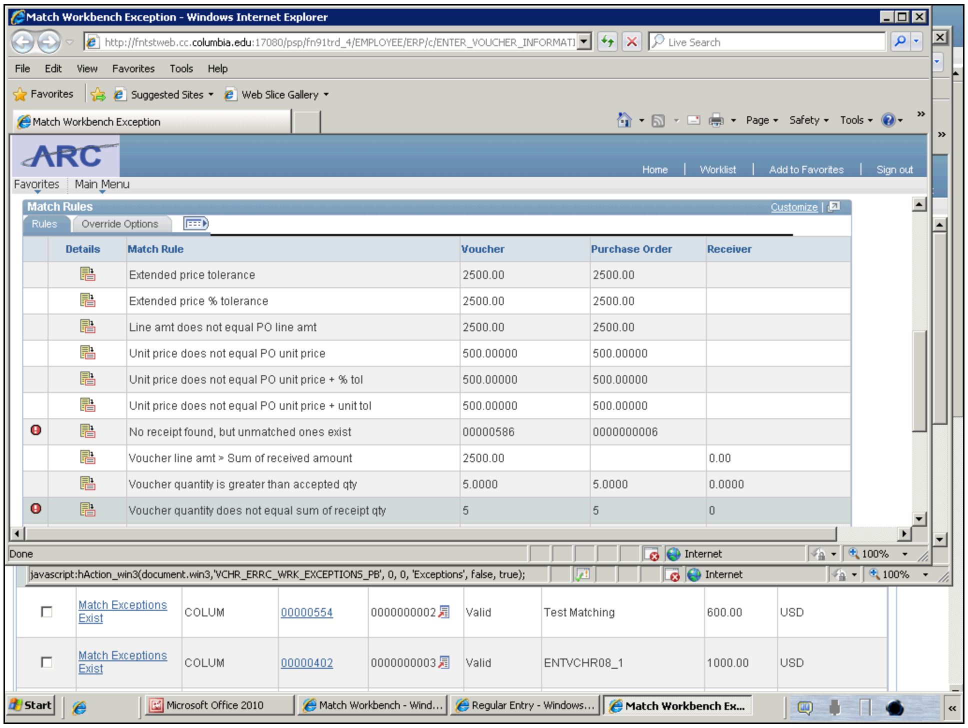
Match Rules

	Details	Match Rule	Voucher	Purchase Order	Receiver
		Extended price tolerance	2500.00	2500.00	
		Extended price % tolerance	2500.00	2500.00	
		Line amt does not equal PO line amt	2500.00	2500.00	
		Unit price does not equal PO unit price	500.00000	500.00000	
		Unit price does not equal PO unit price + % tol	500.00000	500.00000	
		Unit price does not equal PO unit price + unit tol	500.00000	500.00000	
●		No receipt found, but unmatched ones exist	00000586	0000000006	
		Voucher line amt > Sum of received amount	2500.00		0.00
		Voucher quantity is greater than accepted qty	5.0000	5.0000	0.0000
●		Voucher quantity does not equal sum of receipt qty	5	5	0

javascript:hAction_win3(document.win3,'VCHR_ERRC_WRK_EXCEPTIONS_PB', 0, 0, 'Exceptions', false, true);

☐	Match Exceptions Exist	COLUM	00000554	0000000002	Valid	Test Matching	600.00	USD
☐	Match Exceptions Exist	COLUM	00000402	0000000003	Valid	ENTVCHR08_1	1000.00	USD

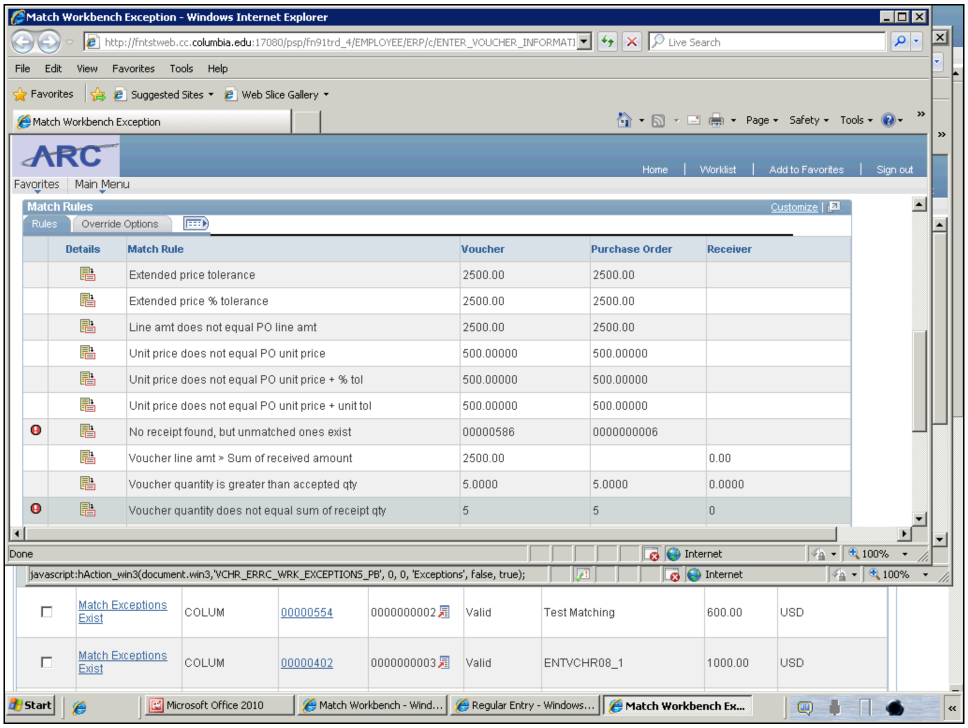
Step	Action
14.	Notice the **Exception** alert and read the details of the Match Rule the voucher breaks.


Match Workbench Exception - Windows Internet Explorer
http://fntstweb.cc.columbia.edu:17080/psp/fn91trd_4/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATI
Live Search
File Edit View Favorites Tools Help
Favorites
Suggested Sites
Web Slice Gallery
Match Workbench Exception
Page Safety Tools
ARC
Home | Worklist | Add to Favorites | Sign out
Favorites Main Menu
Match Rules
Customize
Rules
Override Options
Done
Internet
100%
javascript:hAction_win3(document.win3,'VCHR_ERRC_WRK_EXCEPTIONS_PB', 0, 0, 'Exceptions', false, true);
Start
Microsoft Office 2010
Match Workbench - Wind...
Regular Entry - Windows...
Match Workbench Ex...

	Details	Match Rule	Voucher	Purchase Order	Receiver
		Extended price tolerance	2500.00	2500.00	
		Extended price % tolerance	2500.00	2500.00	
		Line amt does not equal PO line amt	2500.00	2500.00	
		Unit price does not equal PO unit price	500.00000	500.00000	
		Unit price does not equal PO unit price + % tol	500.00000	500.00000	
		Unit price does not equal PO unit price + unit tol	500.00000	500.00000	
!		No receipt found, but unmatched ones exist	00000586	0000000006	
		Voucher line amt > Sum of received amount	2500.00		0.00
		Voucher quantity is greater than accepted qty	5.0000	5.0000	0.0000
!		Voucher quantity does not equal sum of receipt qty	5	5	0

☐	Match Exceptions Exist	COLUM	00000554	0000000002	Valid	Test Matching	600.00	USD
☐	Match Exceptions Exist	COLUM	00000402	0000000003	Valid	ENTVCHR08_1	1000.00	USD

Step	Action
15.	See the other Match **Exception** alert on the voucher. After looking at the Match Exception detail, you will then know what needs to be corrected and what additional steps are necessary. If it involves changing information on the voucher, you can navigate back to the voucher Invoice Information tab by searching for the voucher and correcting the information.


Match Workbench Exception - Windows Internet Explorer
http://fntstweb.cc.columbia.edu:17080/psp/fn91trd_4/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATI
Live Search
File Edit View Favorites Tools Help
Favorites
Suggested Sites
Web Slice Gallery
Match Workbench Exception
Page
Safety
Tools
Home
Worklist
Add to Favorites
Sign out
Favorites
Main Menu
Customize
Rules
Override Options
Done
Internet
100%
Start
Microsoft Office 2010
Match Workbench - Wind...
Regular Entry - Windows...
Match Workbench Ex...

Match Rules

	Details	Match Rule	Voucher	Purchase Order	Receiver
		Extended price tolerance	2500.00	2500.00	
		Extended price % tolerance	2500.00	2500.00	
		Line amt does not equal PO line amt	2500.00	2500.00	
		Unit price does not equal PO unit price	500.00000	500.00000	
		Unit price does not equal PO unit price + % tol	500.00000	500.00000	
		Unit price does not equal PO unit price + unit tol	500.00000	500.00000	
●		No receipt found, but unmatched ones exist	00000586	0000000006	
		Voucher line amt > Sum of received amount	2500.00		0.00
		Voucher quantity is greater than accepted qty	5.0000	5.0000	0.0000
●		Voucher quantity does not equal sum of receipt qty	5	5	0

javascript:hAction_win3(document.win3,'VCHR_ERRC_WRK_EXCEPTIONS_PB', 0, 0, 'Exceptions', false, true);

☐	Match Exceptions Exist	COLUM	00000554	0000000002	Valid	Test Matching	600.00	USD
☐	Match Exceptions Exist	COLUM	00000402	0000000003	Valid	ENTVCHR08_1	1000.00	USD

Step	Action
16.	You have successfully navigated to the Match Workbench. You can now select the next topic, *Budget Checking*, where you will learn about Budget Checking Vouchers. **End of Procedure.**

Correcting Budget Check Exceptions

Once a voucher is successfully matched (if applicable), the voucher is then routed for approval(s) as required. When a voucher has completed all required approvals, the system will process the voucher through the Budget Checking process to record expenses and liquidated encumbrances in the appropriate budget ledgers.

You will be required to resolve any errors resulting from the budget checking process, which may include correction of ChartField values used on the voucher or entering a budget adjustment. For additional detail on the Budget Checking process, please reference the Introduction to Commitment Control course.

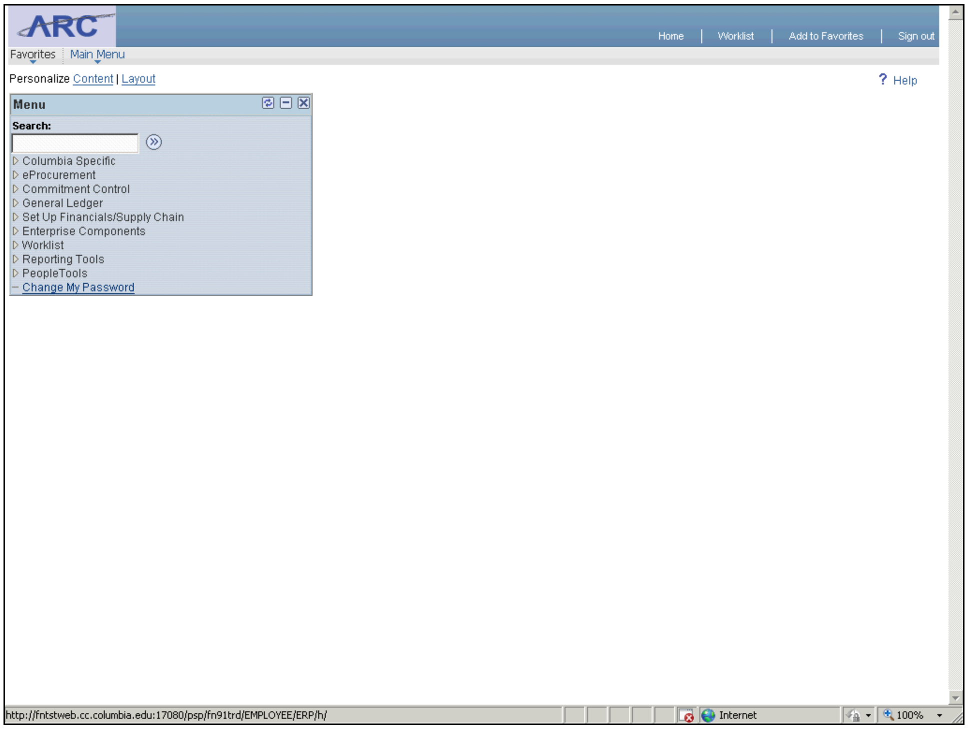
Budget checking errors can be reviewed from the Review Budget Check Exceptions inquiry page. This page will provide details of the error, so that is can be corrected appropriately. In general, a budget check exception requires that either the coding of the ChartFields be corrected on the transaction or an adjustment must be made to the budget. Once the voucher has been corrected or the budget has been changed in the Budget Tool, the voucher will be re-processed through Budget Checking. When the voucher passes budget check, ARC will post the voucher.

Throughout the following topic, consider a time when you have faced a similar scenario: Mark needs to identify vouchers that did not pass budget check, so he knows how to correct the errors.

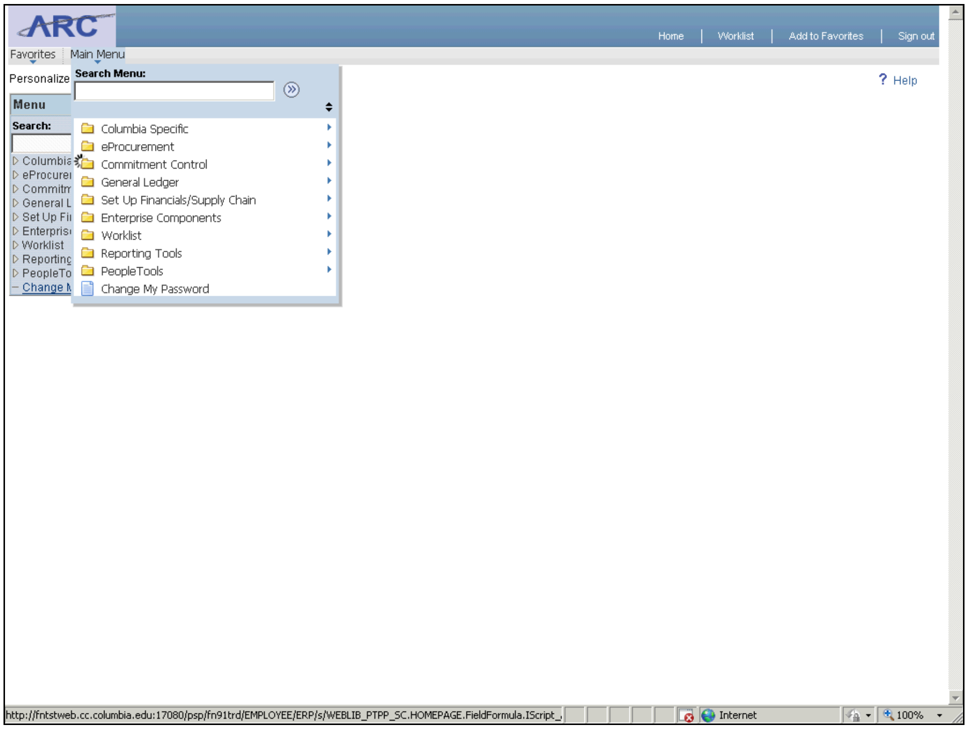
Estimated time needed to complete topic: 3 minutes

Procedure

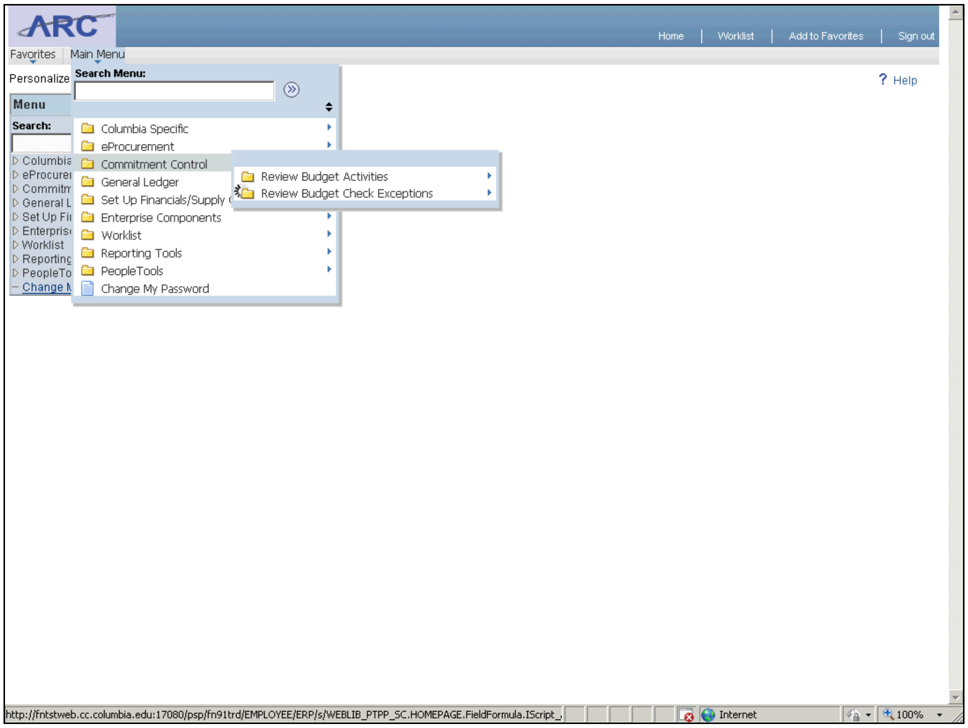
Welcome to the *Correcting Budget Check Exceptions* topic. In this scenario you will learn where to identify budget check exceptions.


ARC
Home
Worklist
Add to Favorites
Sign out
Favorites
Main Menu
Personalize Content | Layout
? Help
Menu
Search:
Columbia Specific
eProcurement
Commitment Control
General Ledger
Set Up Financials/Supply Chain
Enterprise Components
Worklist
Reporting Tools
PeopleTools
Change My Password
http://fntstweb.cc.columbia.edu:17080/psp/fn91trd/EMPLOYEE/ERP/h/
Internet
100%

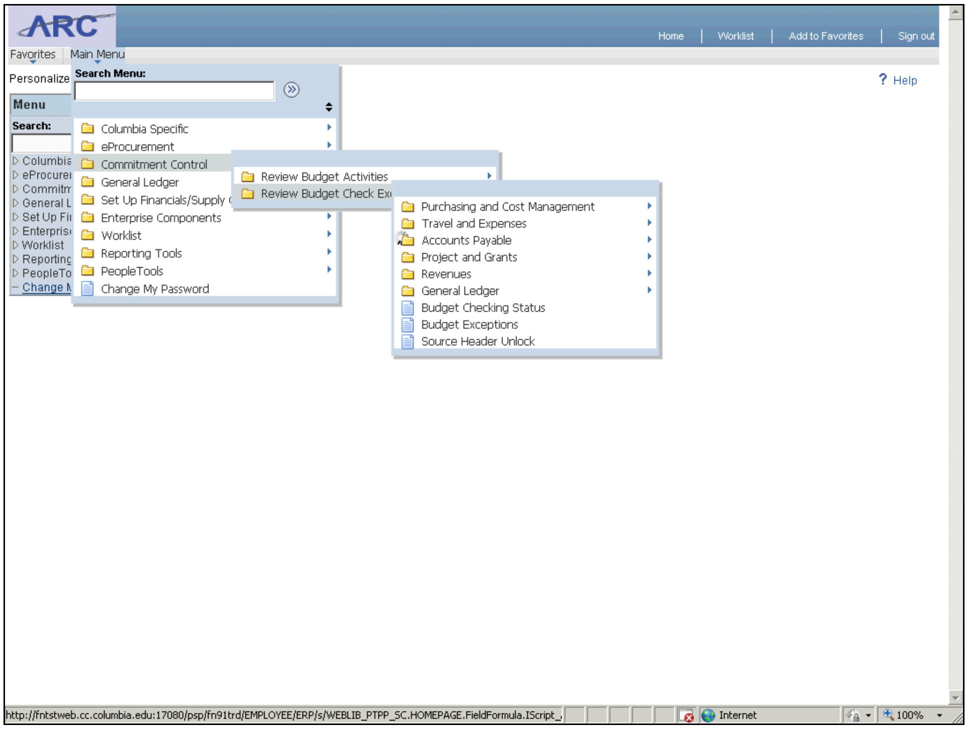
Step	Action
1.	Click the **Main Menu** button.


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu
Personalize
Search Menu:
? Help
Menu
Search:
Columbia Specific
eProcurement
Commitment Control
General Ledger
Set Up Financials/Supply Chain
Enterprise Components
Worklist
Reporting Tools
PeopleTools
Change My Password
http://fntstweb.cc.columbia.edu:17080/psp/fn91trd/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_
Internet
100%

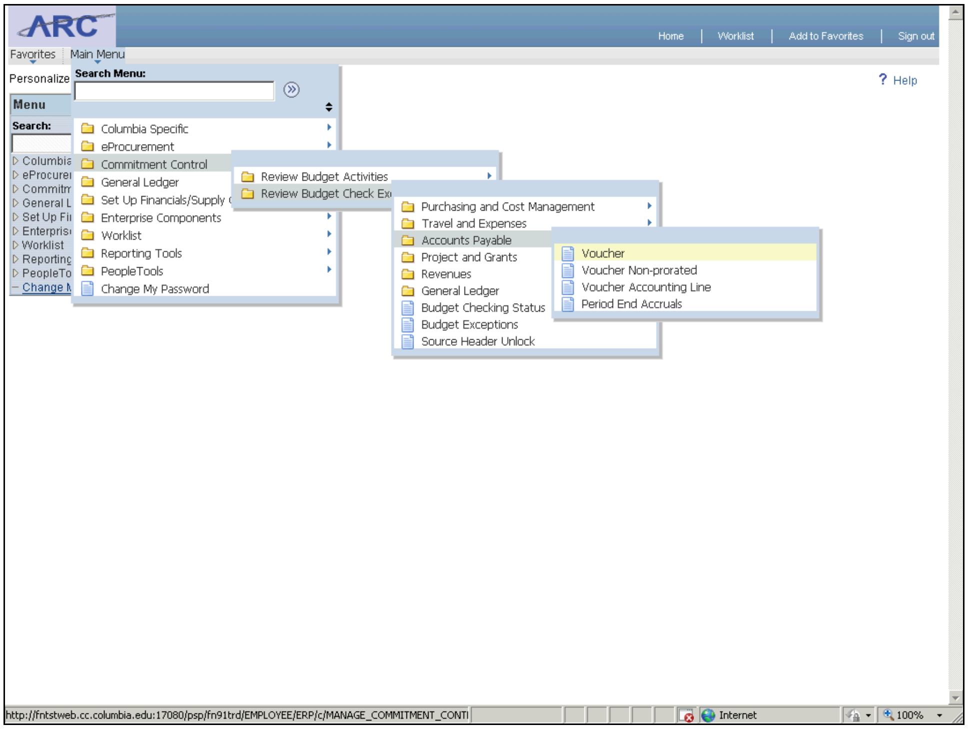
Step	Action
2.	Click the **Commitment Control** menu, which is the main menu for all budget check related items.


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites
Main Menu
Personalize
Search Menu:
Help
Menu
Search:
Columbia Specific
eProcurement
Commitment Control
General Ledger
Set Up Financials/Supply
Enterprise Components
Worklist
Reporting Tools
PeopleTools
Change My Password
Review Budget Activities
Review Budget Check Exceptions
http://fntstweb.cc.columbia.edu:17080/psp/fn91trd/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_
Internet
100%

Step	Action
3.	Click the **Review Budget Check Exceptions** menu. Review Budget Check Exceptions


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites
Main Menu
Personalize
Search Menu:
Help
Menu
Search:
Columbia Specific
eProcurement
Commitment Control
General Ledger
Set Up Financials/Supply
Enterprise Components
Worklist
Reporting Tools
PeopleTools
Change My Password
Review Budget Activities
Review Budget Check Exceptions
Purchasing and Cost Management
Travel and Expenses
Accounts Payable
Project and Grants
Revenues
General Ledger
Budget Checking Status
Budget Exceptions
Source Header Unlock
http://fntstweb.cc.columbia.edu:17080/psp/fn91trd/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_
Internet
100%

Step	Action
4.	Click the **Accounts Payable** menu since vouchers fall under the Accounts Payable module. Accounts Payable


ARC
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Favorites
Main Menu
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Search Menu:
Help
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Search:
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Commitm
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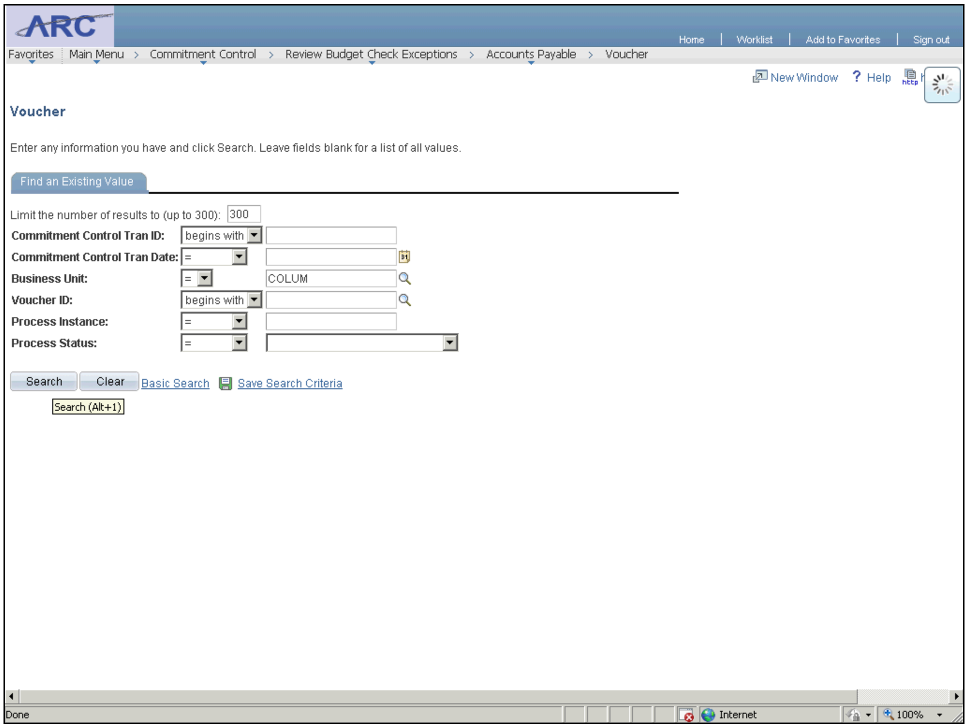
Set Up Fi
Enterpris
Worklist
Reporting
PeopleTo
Change M
Columbia Specific
eProcurement
Commitment Control
General Ledger
Set Up Financials/Supply
Enterprise Components
Worklist
Reporting Tools
PeopleTools
Change My Password
Review Budget Activities
Review Budget Check Ex
Purchasing and Cost Management
Travel and Expenses
Accounts Payable
Project and Grants
Revenues
General Ledger
Budget Checking Status
Budget Exceptions
Source Header Unlock
Voucher
Voucher Non-prorated
Voucher Accounting Line
Period End Accruals
http://fntstweb.cc.columbia.edu:17080/psp/fn91trd/EMPLOYEE/ERP/c/MANAGE_COMMITMENT_CONTI
Internet
100%

Step	Action
5.	Click the **Voucher** menu. Voucher


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Commitment Control > Review Budget Check Exceptions > Accounts Payable > Voucher
New Window ? Help
Find an Existing Value
Search
Clear
Basic Search
Save Search Criteria
Search (Alt+1)
Done
Internet
100%

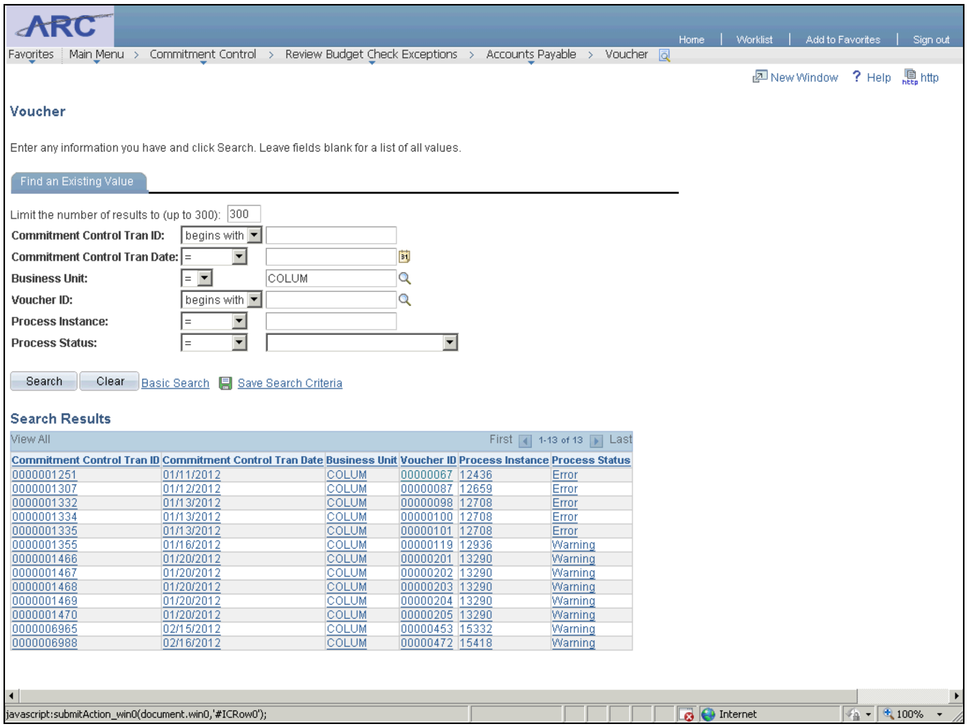
Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

Limit the number of results to (up to 300): 300

Commitment Control Tran ID: begins with
Commitment Control Tran Date: =
Business Unit: = COLUM
Voucher ID: begins with
Process Instance: =
Process Status: =

Step	Action
6.	Click the **Search** button. Search


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Commitment Control > Review Budget Check Exceptions > Accounts Payable > Voucher
New Window ? Help http
Find an Existing Value
Search
Clear
Basic Search
Save Search Criteria
View All
First 1-13 of 13 Last
Internet
100%

Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

Limit the number of results to (up to 300): 300

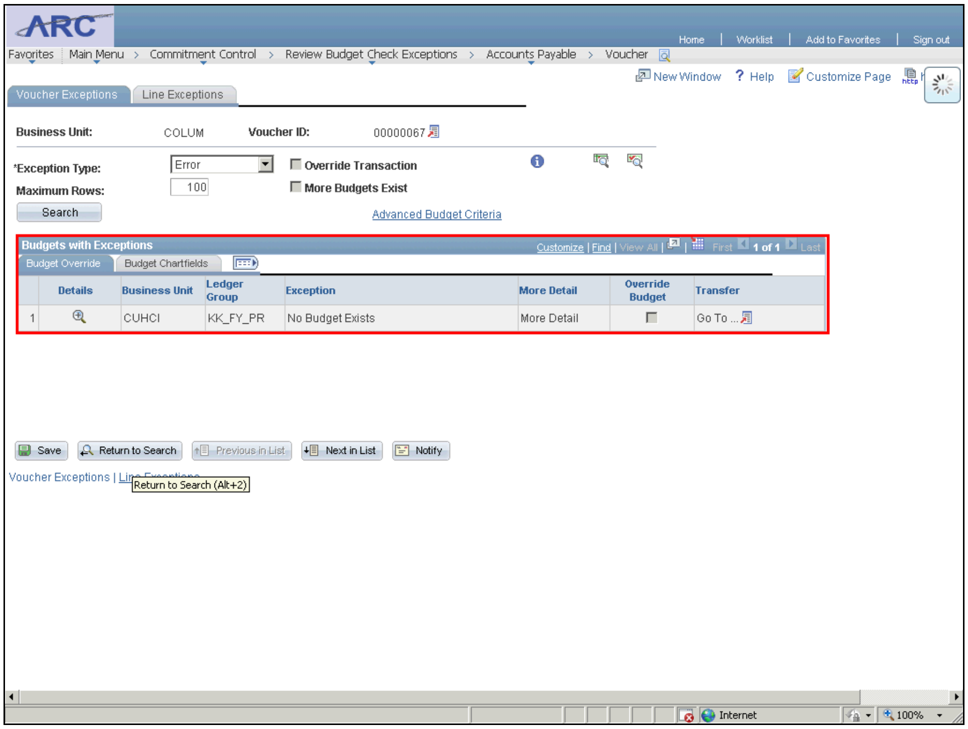
Commitment Control Tran ID: begins with
Commitment Control Tran Date: =
Business Unit: = COLUM
Voucher ID: begins with
Process Instance: =
Process Status: =

Search Results

Commitment Control Tran ID	Commitment Control Tran Date	Business Unit	Voucher ID	Process Instance	Process Status
0000001251	01/11/2012	COLUM	00000067	12436	Error
0000001307	01/12/2012	COLUM	00000087	12659	Error
0000001332	01/13/2012	COLUM	00000098	12708	Error
0000001334	01/13/2012	COLUM	00000100	12708	Error
0000001335	01/13/2012	COLUM	00000101	12708	Error
0000001355	01/16/2012	COLUM	00000119	12936	Warning
0000001466	01/20/2012	COLUM	00000201	13290	Warning
0000001467	01/20/2012	COLUM	00000202	13290	Warning
0000001468	01/20/2012	COLUM	00000203	13290	Warning
0000001469	01/20/2012	COLUM	00000204	13290	Warning
0000001470	01/20/2012	COLUM	00000205	13290	Warning
0000006965	02/15/2012	COLUM	00000453	15332	Warning
0000006988	02/16/2012	COLUM	00000472	15418	Warning

javascript:submitAction_win0(document.win0,'#ICRow0');

Step	Action
7.	Select the appropriate voucher link to see details of the Budget Exception. Click the **00000067** link. 00000067


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Commitment Control > Review Budget Check Exceptions > Accounts Payable > Voucher
New Window Help Customize Page
Voucher Exceptions Line Exceptions
Save Return to Search Previous in List Next in List Notify
Voucher Exceptions | Line Exceptions
Return to Search (Alt+2)
Internet 100%

Business Unit: COLUM **Voucher ID:** 00000067

*Exception Type: Error ☐ Override Transaction

Maximum Rows: 100 ☐ More Budgets Exist

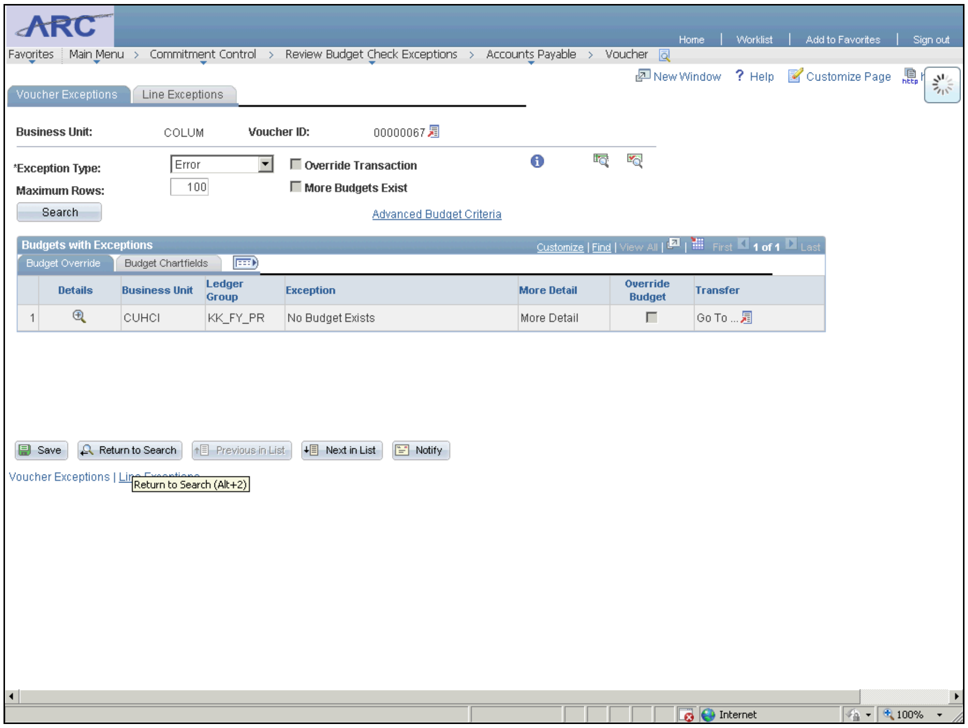
Search Advanced Budget Criteria

Budgets with Exceptions Customize | Find | View All | First 1 of 1 Last

Budget Override | Budget Chartfields

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1		CUHCI	KK_FY_PR	No Budget Exists	More Detail	☐	Go To ...

Step	Action
8.	Note the details of the Budget Error. When you see the details of the error, you can then contact your budget department to fix the error if applicable.


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Commitment Control > Review Budget Check Exceptions > Accounts Payable > Voucher
New Window | Help | Customize Page
Voucher Exceptions | Line Exceptions

Business Unit: COLUM **Voucher ID:** 00000067

***Exception Type:** Error ☐ **Override Transaction**

Maximum Rows: 100 ☐ **More Budgets Exist**

Search
Advanced Budget Criteria

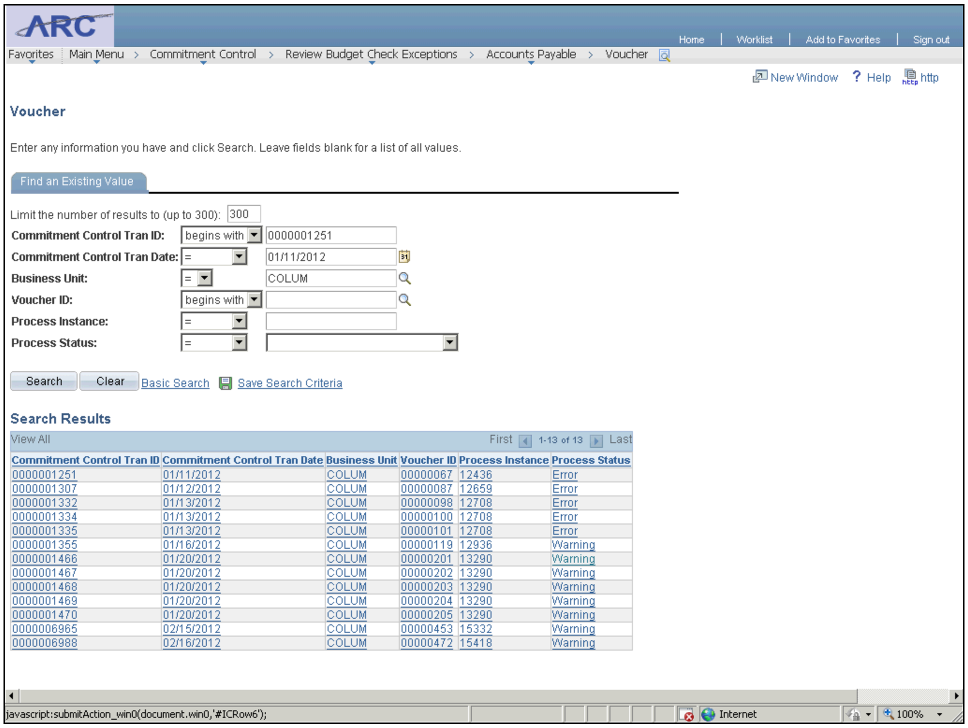
Budgets with Exceptions

Customize | Find | View All | First 1 of 1 Last
Budget Override | Budget Chartfields

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1		CUHCI	KK_FY_PR	No Budget Exists	More Detail	☐	Go To ...

Save
Return to Search
Previous in List
Next in List
Notify
Voucher Exceptions | Line Exceptions
Return to Search (Alt+2)
Internet
100%

Step	Action
9.	Click the **Return to Search** button. Return to Search


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Commitment Control > Review Budget Check Exceptions > Accounts Payable > Voucher
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

Limit the number of results to (up to 300): 300

Commitment Control Tran ID: begins with 0000001251

Commitment Control Tran Date: = 01/11/2012

Business Unit: = COLUM

Voucher ID: begins with

Process Instance: =

Process Status: =

Search
Clear
Basic Search
Save Search Criteria

Search Results

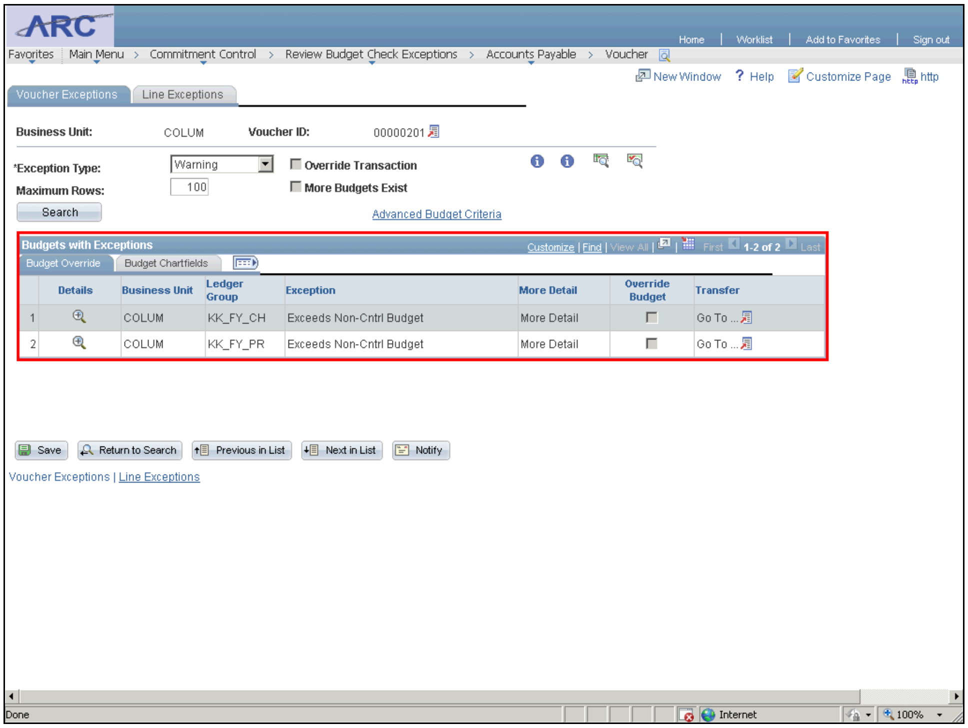
View All
First 1-13 of 13 Last

Commitment Control Tran ID	Commitment Control Tran Date	Business Unit	Voucher ID	Process Instance	Process Status
0000001251	01/11/2012	COLUM	00000067	12436	Error
0000001307	01/12/2012	COLUM	00000087	12659	Error
0000001332	01/13/2012	COLUM	00000098	12708	Error
0000001334	01/13/2012	COLUM	00000100	12708	Error
0000001335	01/13/2012	COLUM	00000101	12708	Error
0000001355	01/16/2012	COLUM	00000119	12936	Warning
0000001466	01/20/2012	COLUM	00000201	13290	Warning
0000001467	01/20/2012	COLUM	00000202	13290	Warning
0000001468	01/20/2012	COLUM	00000203	13290	Warning
0000001469	01/20/2012	COLUM	00000204	13290	Warning
0000001470	01/20/2012	COLUM	00000205	13290	Warning
0000006965	02/15/2012	COLUM	00000453	15332	Warning
0000006988	02/16/2012	COLUM	00000472	15418	Warning

javascript:submitAction_win0(document.win0,'#ICRow6');

Internet
100%

Step	Action
10.	Click the **Warning** link. Warning


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Commitment Control > Review Budget Check Exceptions > Accounts Payable > Voucher
New Window ? Help Customize Page http
Voucher Exceptions
Line Exceptions
Search
Advanced Budget Criteria
Customize | Find | View All | First 1-2 of 2 Last
Budget Override
Budget Chartfields
Save
Return to Search
Previous in List
Next in List
Notify
Voucher Exceptions | Line Exceptions
Done
Internet
100%

Business Unit: COLUM Voucher ID: 00000201

*Exception Type: Warning

Maximum Rows: 100

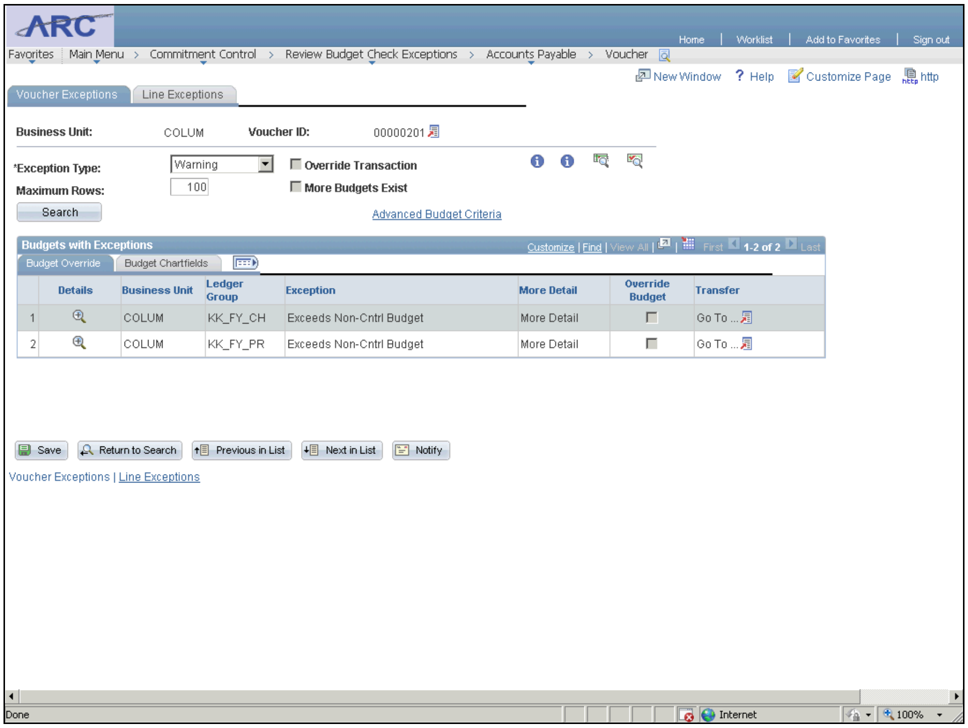
☐ Override Transaction

☐ More Budgets Exist

Budgets with Exceptions

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1		COLUM	KK_FY_CH	Exceeds Non-Cntrl Budget	More Detail	☐	Go To ...
2		COLUM	KK_FY_PR	Exceeds Non-Cntrl Budget	More Detail	☐	Go To ...

Step	Action
11.	Warning Errors are more related to the voucher itself. Upon looking at the error detail, you can see that the voucher **Exceeds Non-Cntrl Budget.** You can then proceed to fix the problem.


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Commitment Control > Review Budget Check Exceptions > Accounts Payable > Voucher
New Window ? Help Customize Page http
Voucher Exceptions
Line Exceptions
Search
Advanced Budget Criteria
Budgets with Exceptions
Customize | Find | View All | First 1-2 of 2 Last
Budget Override
Budget Chartfields
Save
Return to Search
Previous in List
Next in List
Notify
Voucher Exceptions | Line Exceptions
Done
Internet
100%

Business Unit: COLUM Voucher ID: 00000201

*Exception Type: Warning ☐ Override Transaction

Maximum Rows: 100 ☐ More Budgets Exist

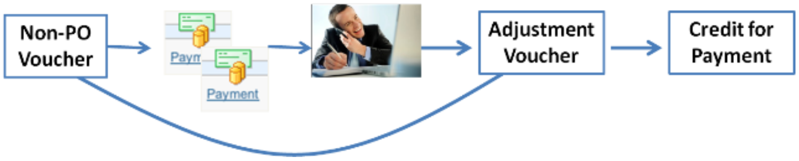
	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1		COLUM	KK_FY_CH	Exceeds Non-Cntrl Budget	More Detail	☐	Go To ...
2		COLUM	KK_FY_PR	Exceeds Non-Cntrl Budget	More Detail	☐	Go To ...

Step	Action
12.	You have successfully navigated to the Budget Check Exceptions Workbench. You can now select the next topic, *Creating an Adjustment Voucher*. **End of Procedure.**

Creating an Adjustment Voucher

There are many occasions when you need to make adjustments to vouchers: incorrect data entry, incorrect vendor invoice information, or failure of the vendor to provide the agreed-upon goods or services. If the voucher has not been posted, it is possible to correct these errors by modifying the original voucher. However, if the voucher is posted, you should create an adjustment voucher. Adjustment vouchers will ensure that vendor balances and accounting entries are up to date.

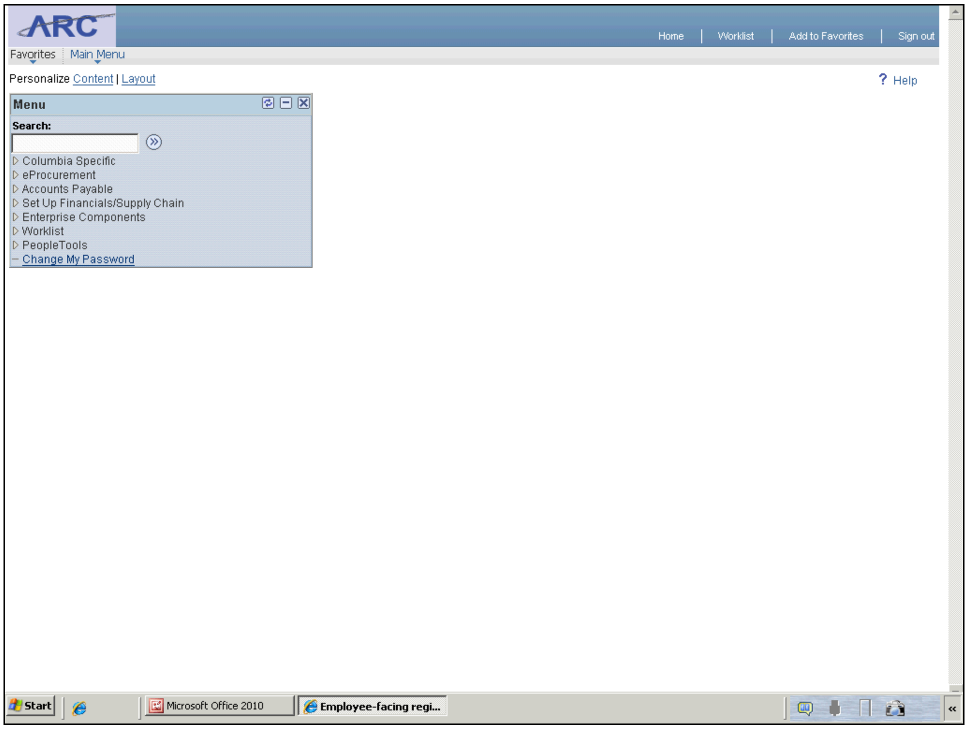
Throughout the following topic, consider a time when you have faced a similar scenario: Mark realized after he entered a Non-PO voucher for technology services, the technology vendor mistakenly overcharged the University. Mark sees that the original voucher has already been posted, so he needs to create an adjustment voucher in order to correct the mistake.


Non-PO Voucher
Paym
Payment
Adjustment Voucher
Credit for Payment

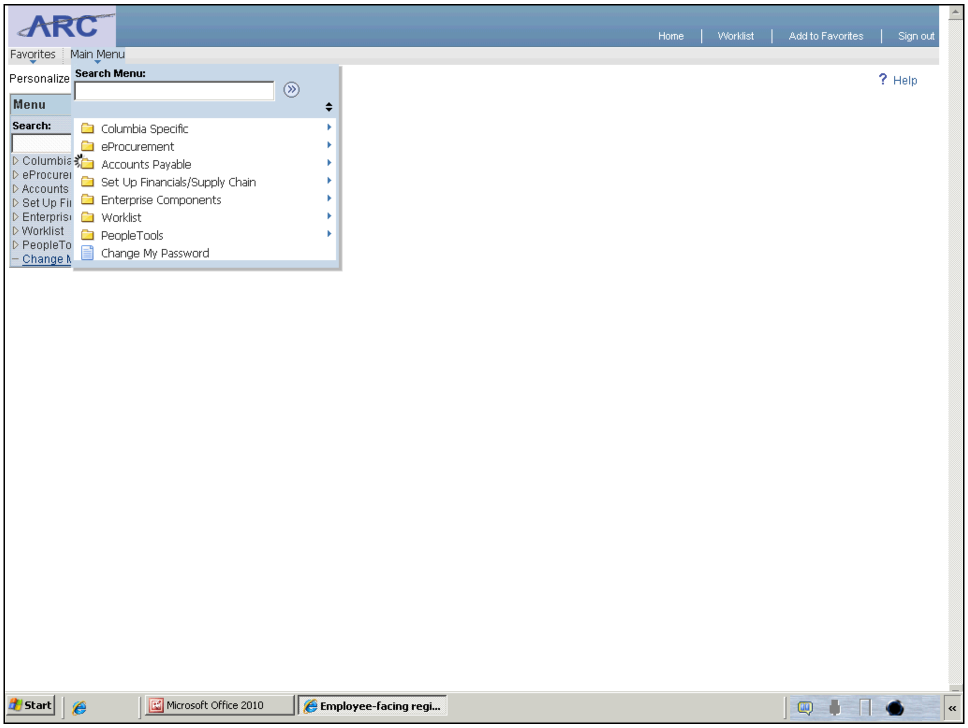
Estimated time needed to complete topic: 3 minutes

Procedure

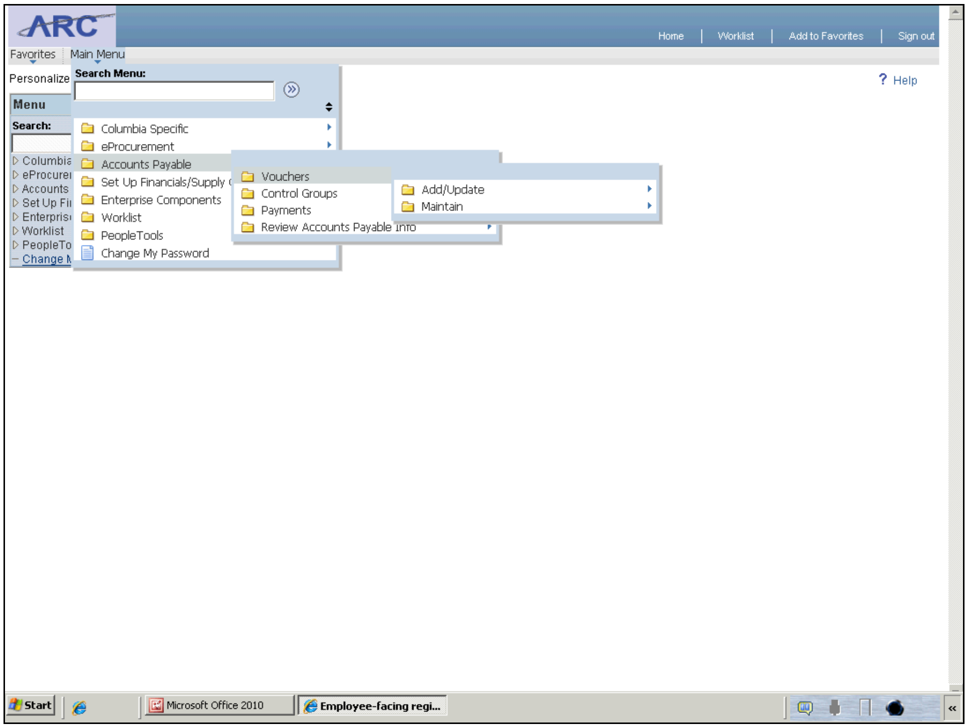
Welcome to the *Creating an Adjustment Voucher* topic. In this scenario you will create an adjustment voucher.


ARC
Home
Worklist
Add to Favorites
Sign out
Favorites
Main Menu
Personalize Content | Layout
? Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply Chain
Enterprise Components
Worklist
PeopleTools
Change My Password
Start
Microsoft Office 2010
Employee-facing regi...

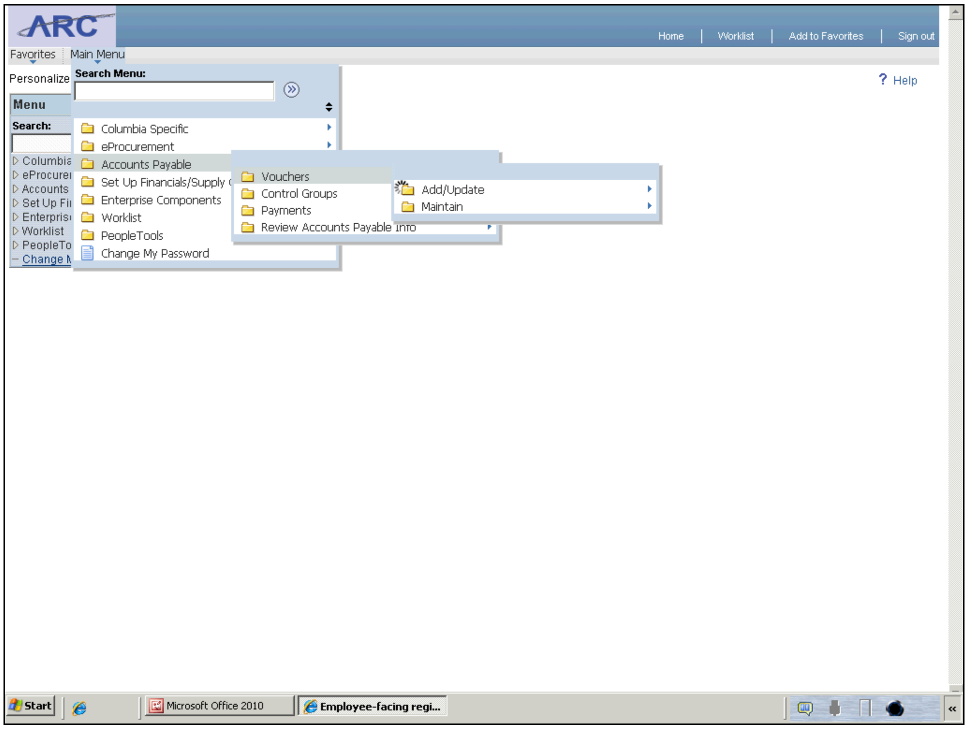
Step	Action
1.	Click the **Main Menu** button. Main Menu


ARC
Home
Worklist
Add to Favorites
Sign out
Favorites
Main Menu
Personalize
Search Menu:
Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply Chain
Enterprise Components
Worklist
PeopleTools
Change My Password
Start
Microsoft Office 2010
Employee-facing regi...

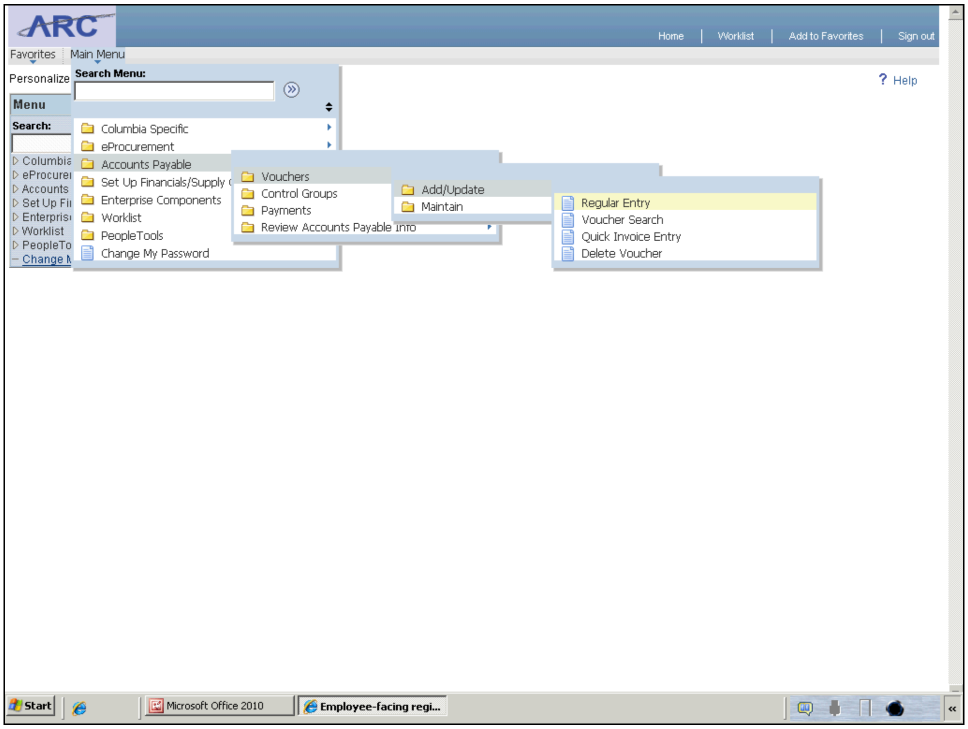
Step	Action
2.	Select the **Accounts Payable** menu. Accounts Payable

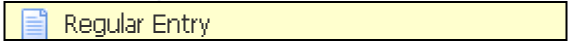

Home
Worklist
Add to Favorites
Sign out
Favorites
Main Menu
Personalize
Search Menu:
Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply
Enterprise Components
Worklist
PeopleTools
Change My Password
Vouchers
Control Groups
Payments
Review Accounts Payable Info
Add/Update
Maintain
Start
Microsoft Office 2010
Employee-facing regi...

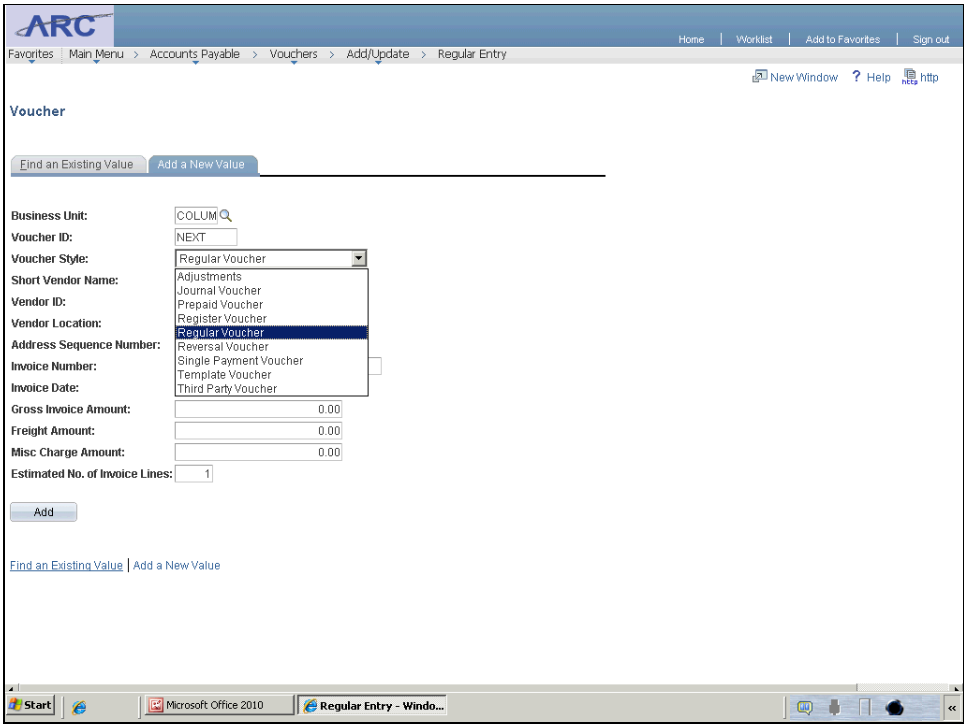
Step	Action
3.	Click the **Vouchers** menu.


Home
Worklist
Add to Favorites
Sign out
Favorites
Main Menu
Personalize
Search Menu:
Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply
Enterprise Components
Worklist
PeopleTools
Change My Password
Vouchers
Control Groups
Payments
Review Accounts Payable Info
Add/Update
Maintain
Start
Microsoft Office 2010
Employee-facing regi...

Step	Action
4.	Click the **Add/Update** menu.

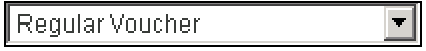

ARC
Home | Worklist | Add to Favorites | Sign out
Favorites
Main Menu
Personalize
Search Menu:
? Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply Chain
Enterprise Components
Worklist
PeopleTools
Change My Password
Vouchers
Control Groups
Payments
Review Accounts Payable Info
Add/Update
Maintain
Regular Entry
Voucher Search
Quick Invoice Entry
Delete Voucher
Start
Microsoft Office 2010
Employee-facing regi...

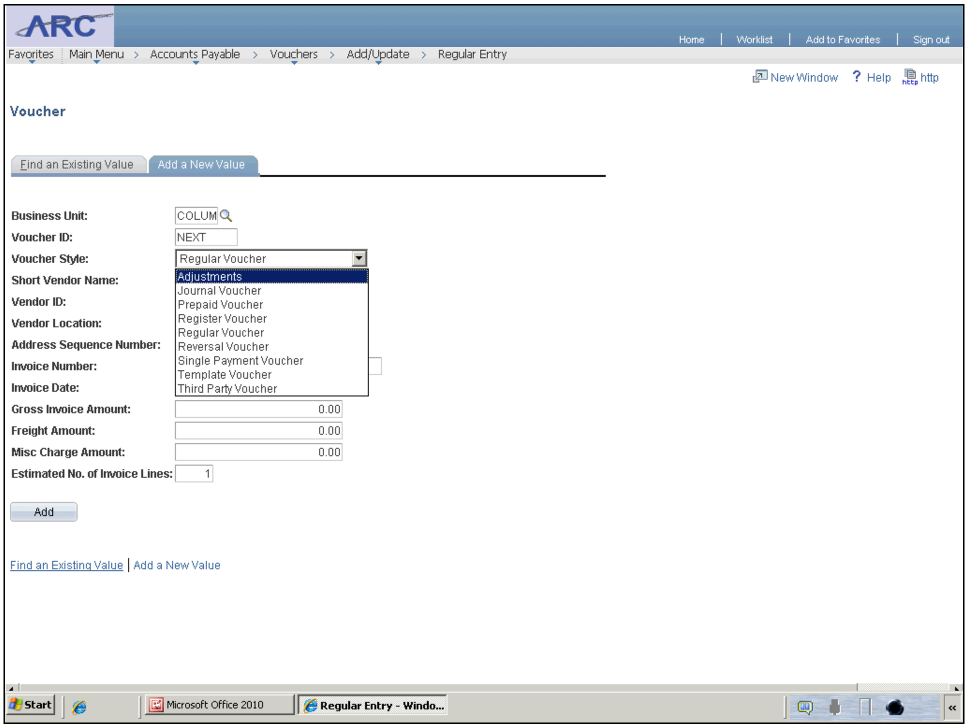
Step	Action
5.	Click the **Regular Entry** menu.  Regular Entry


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window ? Help http
Find an Existing Value
Add a New Value
Adjustments
Journal Voucher
Prepaid Voucher
Register Voucher
Regular Voucher
Reversal Voucher
Single Payment Voucher
Template Voucher
Third Party Voucher
Add
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...

Voucher

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Short Vendor Name:
Vendor ID:
Vendor Location:
Address Sequence Number:
Invoice Number:
Invoice Date:
Gross Invoice Amount: 0.00
Freight Amount: 0.00
Misc Charge Amount: 0.00
Estimated No. of Invoice Lines: 1

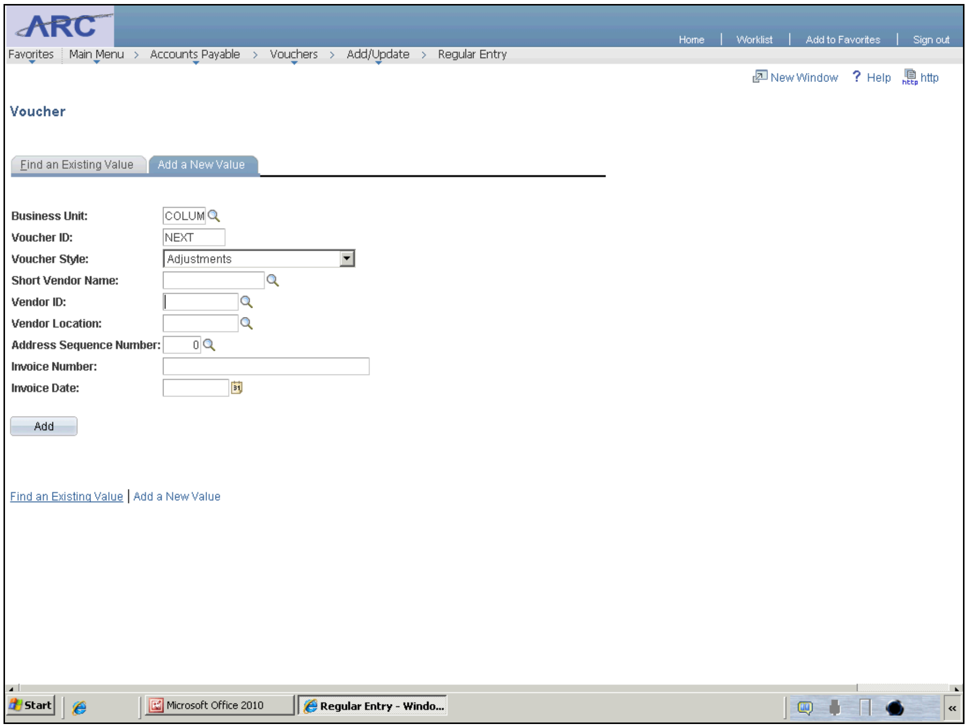
Step	Action
6.	Click the **Voucher Style** list.  Regular Voucher


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window ? Help http
Find an Existing Value
Add a New Value
Adjustments
Journal Voucher
Prepaid Voucher
Register Voucher
Regular Voucher
Reversal Voucher
Single Payment Voucher
Template Voucher
Third Party Voucher
Add
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...

Voucher

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Short Vendor Name:
Vendor ID:
Vendor Location:
Address Sequence Number:
Invoice Number:
Invoice Date:
Gross Invoice Amount: 0.00
Freight Amount: 0.00
Misc Charge Amount: 0.00
Estimated No. of Invoice Lines: 1

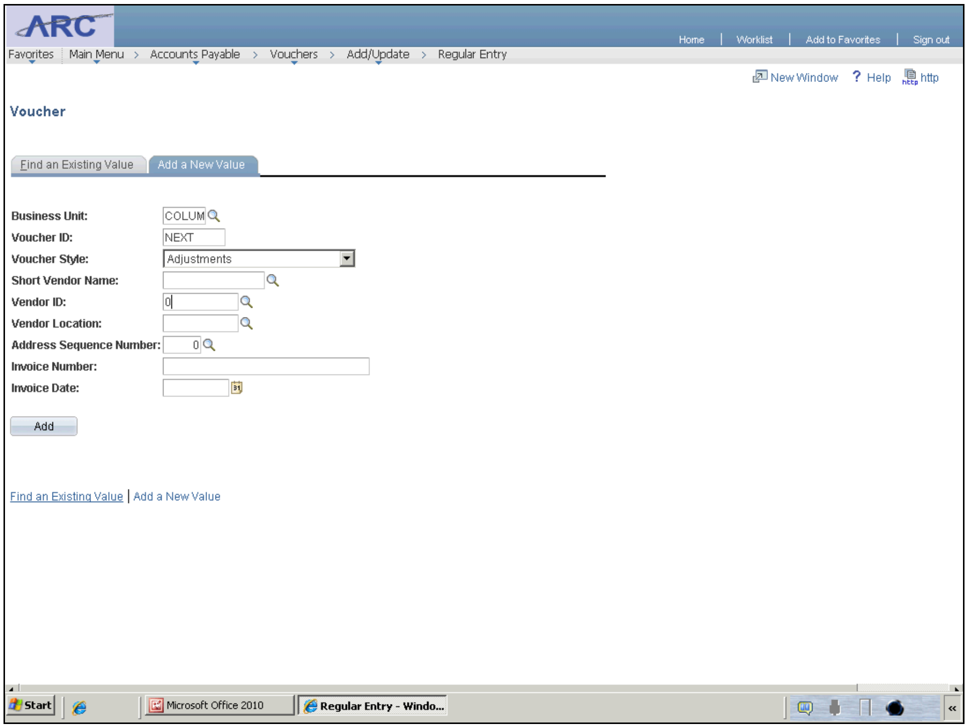
Step	Action
7.	For Adjustment Vouchers, you will select the **Adjustments** list item. Adjustments


ARC
Home
Worklist
Add to Favorites
Sign out
Favorites
Main Menu
Accounts Payable
Vouchers
Add/Update
Regular Entry
New Window
Help
http
Find an Existing Value
Add a New Value
Add
Find an Existing Value
Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...

Voucher

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Adjustments
Short Vendor Name:
Vendor ID:
Vendor Location:
Address Sequence Number: 0
Invoice Number:
Invoice Date:

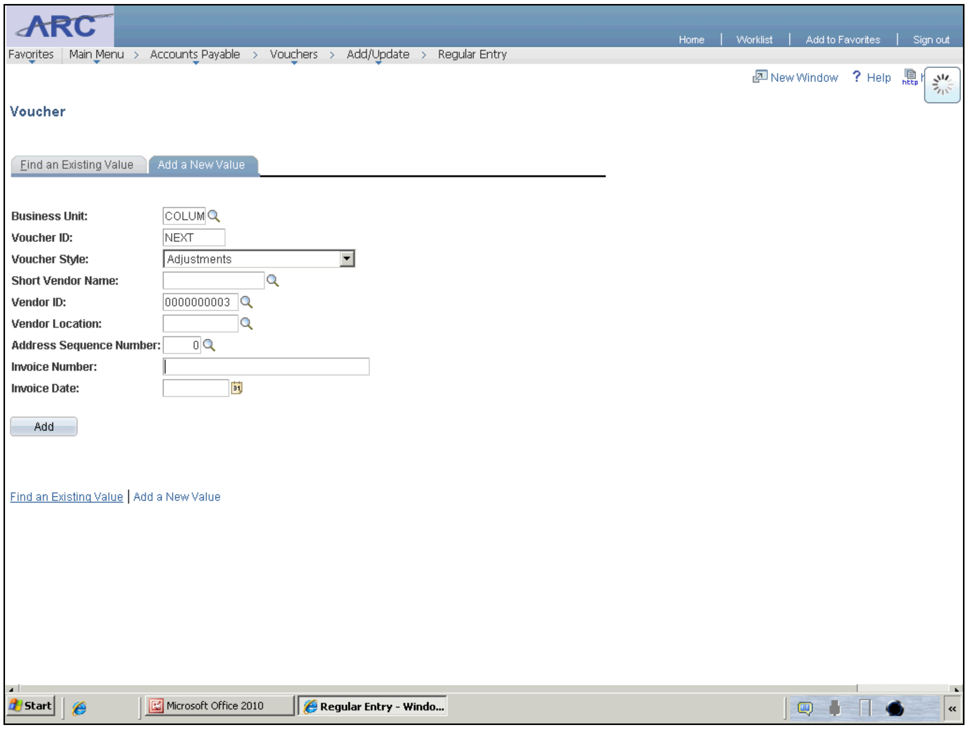
Step	Action
8.	Click in the **Vendor ID** field.


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window ? Help http
Find an Existing Value | Add a New Value
Add
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...

Voucher

Business Unit:	COLUM
Voucher ID:	NEXT
Voucher Style:	Adjustments
Short Vendor Name:	
Vendor ID:	0
Vendor Location:	
Address Sequence Number:	0
Invoice Number:	
Invoice Date:	

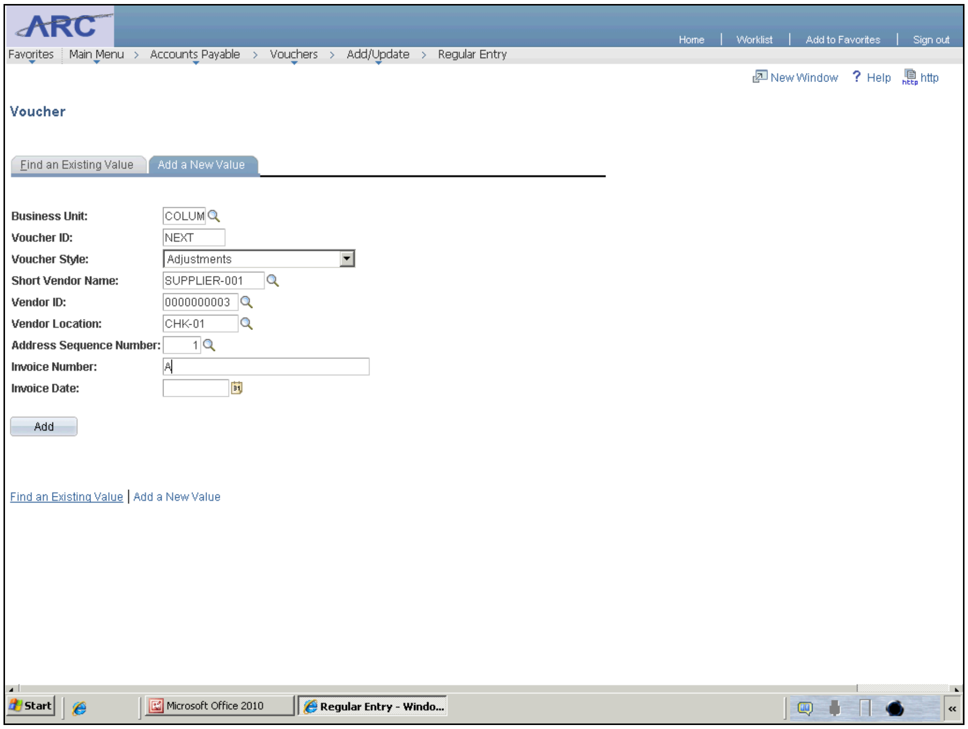
Step	Action
9.	Enter the desired information into the **Vendor ID** field. Enter "**0000000003**".


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window ? Help
Find an Existing Value | Add a New Value
Add
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...

Voucher

Business Unit:	COLUM
Voucher ID:	NEXT
Voucher Style:	Adjustments
Short Vendor Name:	
Vendor ID:	0000000003
Vendor Location:	
Address Sequence Number:	0
Invoice Number:	
Invoice Date:	

Step	Action
10.	Click in the **Invoice Number** field.

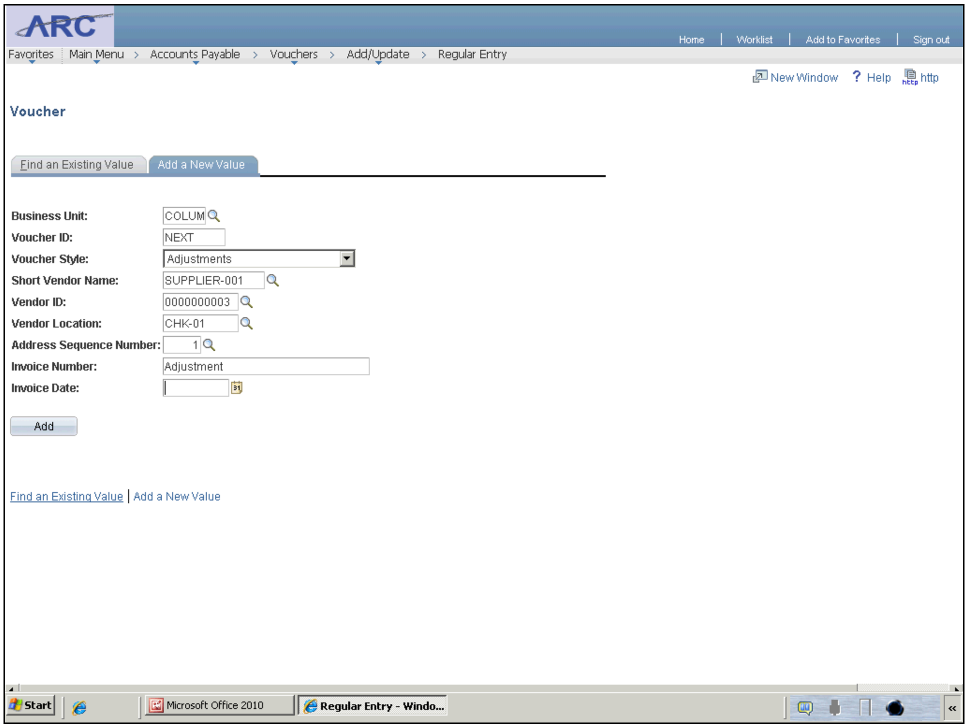


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window ? Help http
Find an Existing Value
Add a New Value
Add
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...

Voucher

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Adjustments
Short Vendor Name: SUPPLIER-001
Vendor ID: 0000000003
Vendor Location: CHK-01
Address Sequence Number: 1
Invoice Number: A
Invoice Date:

Step	Action
11.	Enter the desired information into the **Invoice Number** field. Enter "**Adjustment**".

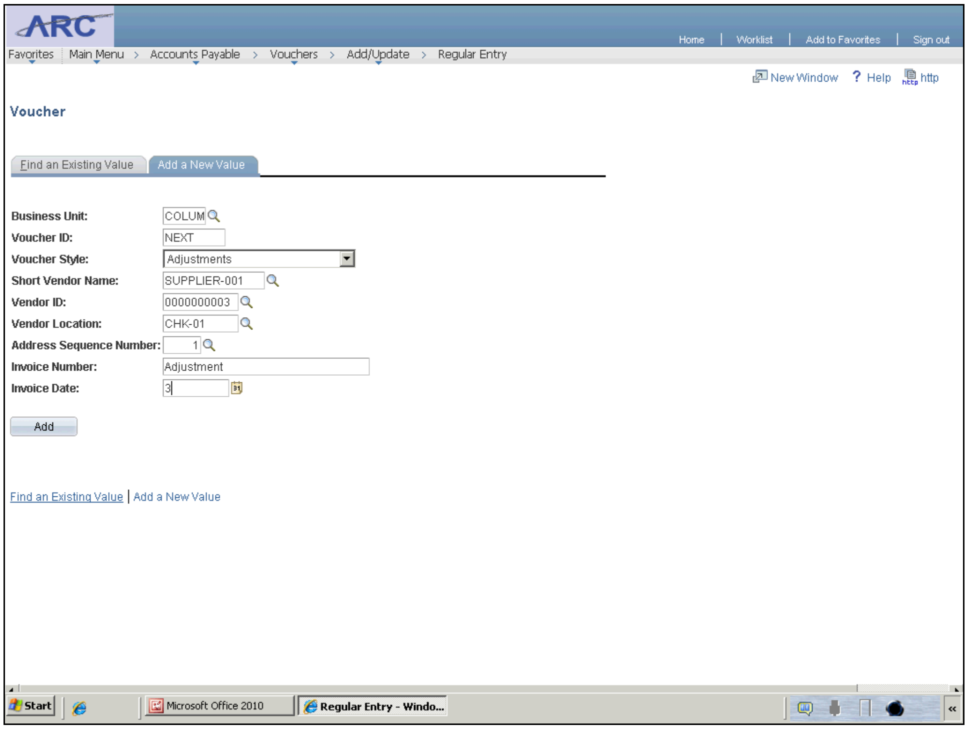

ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window ? Help http
Find an Existing Value
Add a New Value
Add
Start
Microsoft Office 2010
Regular Entry - Windo...

Voucher

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Adjustments
Short Vendor Name: SUPPLIER-001
Vendor ID: 0000000003
Vendor Location: CHK-01
Address Sequence Number: 1
Invoice Number: Adjustment
Invoice Date:

Find an Existing Value | Add a New Value

Step	Action
12.	Click in the **Invoice Date** field.

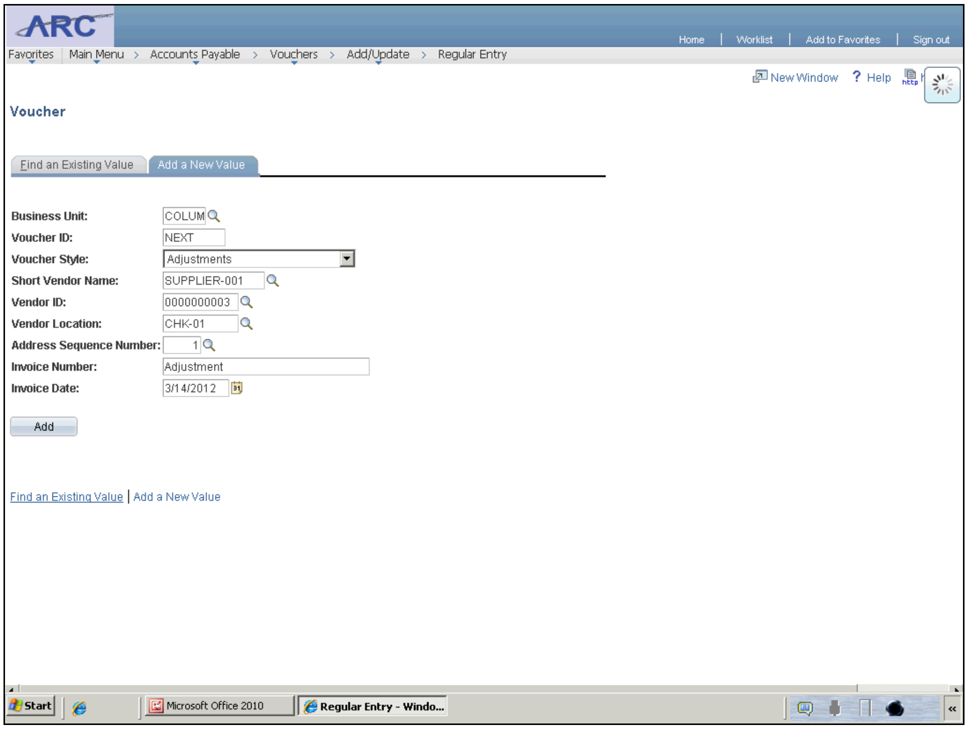

ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window ? Help http
Find an Existing Value
Add a New Value
Add
Start
Microsoft Office 2010
Regular Entry - Windo...

Voucher

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Adjustments
Short Vendor Name: SUPPLIER-001
Vendor ID: 0000000003
Vendor Location: CHK-01
Address Sequence Number: 1
Invoice Number: Adjustment
Invoice Date: 3

Find an Existing Value | Add a New Value

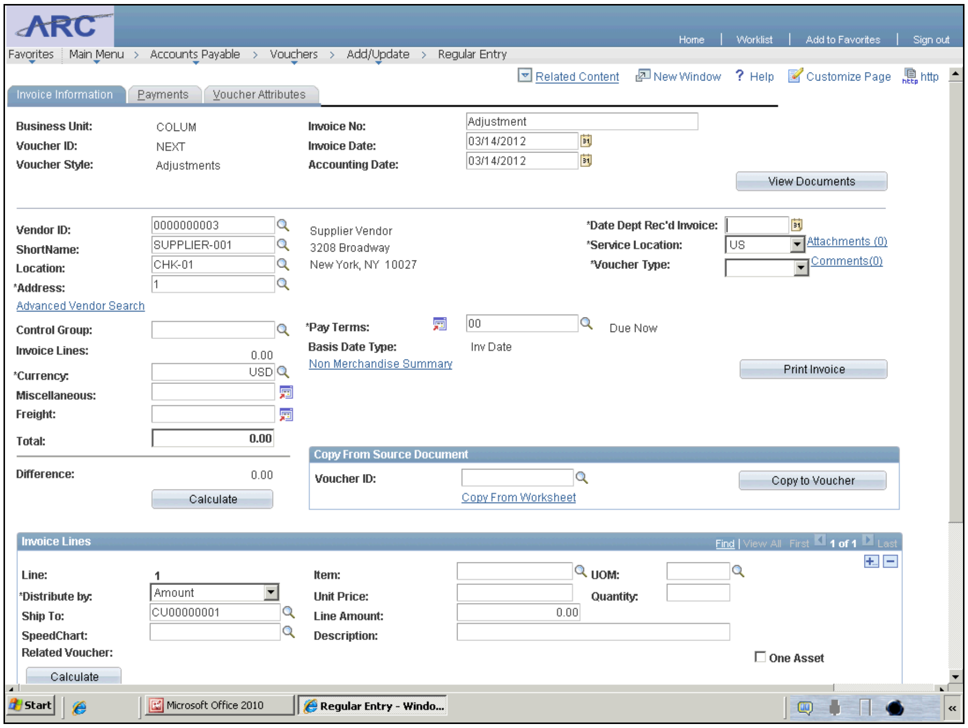
Step	Action
13.	Enter the desired information into the **Invoice Date** field. Enter "**3/14/2012**".


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window
Help
Find an Existing Value
Add a New Value
Add
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...

Voucher

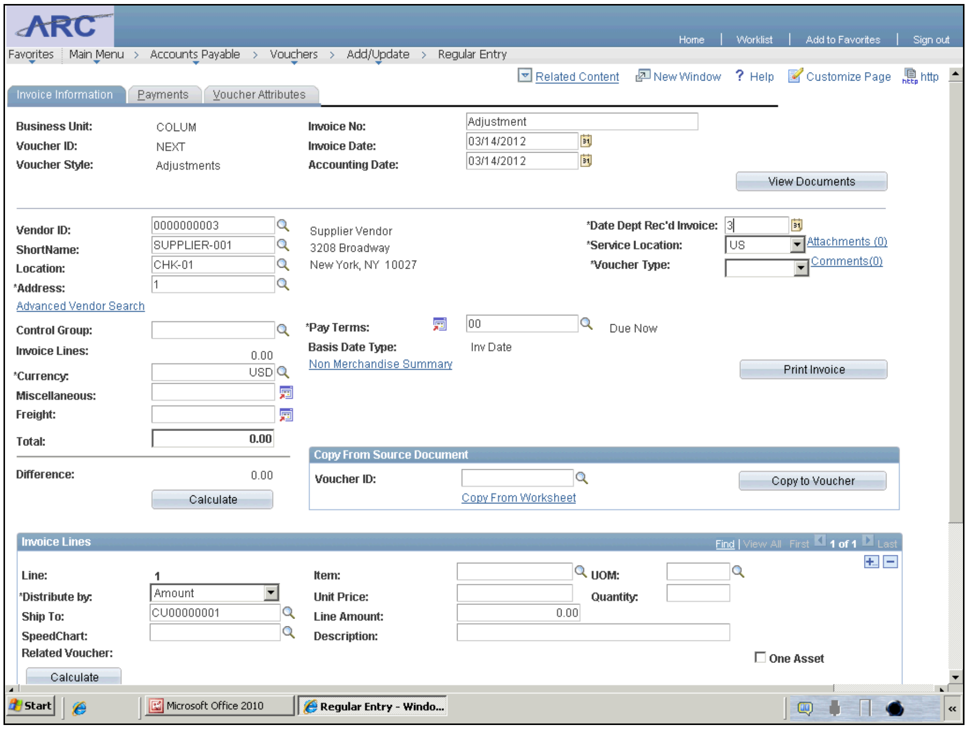
Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Adjustments
Short Vendor Name: SUPPLIER-001
Vendor ID: 0000000003
Vendor Location: CHK-01
Address Sequence Number: 1
Invoice Number: Adjustment
Invoice Date: 3/14/2012

Step	Action
14.	Click the **Add** button. Add


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
Invoice Information
Payments
Voucher Attributes
View Documents
Advanced Vendor Search
Attachments (0)
Comments(0)
Non Merchandise Summary
Print Invoice
Copy From Source Document
Copy to Voucher
Copy From Worksheet
Calculate
Invoice Lines
Find | View All First 1 of 1 Last
Start
Microsoft Office 2010
Regular Entry - Windo...

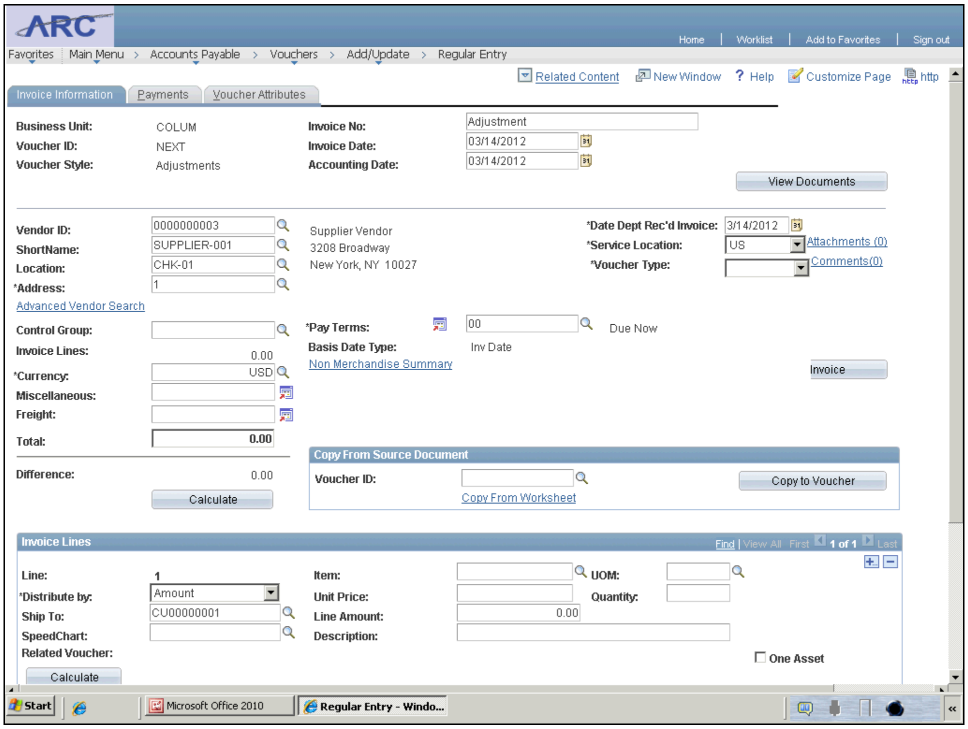
Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Adjustments
Invoice No: Adjustment
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012
Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Supplier Vendor
3208 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice:
*Service Location: US
*Voucher Type:
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 0.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Voucher ID:
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Related Voucher:
Item:
Unit Price:
Line Amount: 0.00
Description:
UOM:
Quantity:
☐ One Asset

Step	Action
15.	Click in the **Date Dept Rec'd Invoice** field.


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
Invoice Information
Payments
Voucher Attributes
View Documents
Advanced Vendor Search
Attachments (0)
Comments(0)
Non Merchandise Summary
Print Invoice
Copy From Source Document
Copy to Voucher
Copy From Worksheet
Calculate
Invoice Lines
Find | View All First 1 of 1 Last
Start
Microsoft Office 2010
Regular Entry - Windo...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Adjustments
Invoice No: Adjustment
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012
Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Supplier Vendor
3208 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 3
*Service Location: US
*Voucher Type:
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 0.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Voucher ID:
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Related Voucher:
Item:
Unit Price:
Line Amount: 0.00
Description:
UOM:
Quantity:
☐ One Asset

Step	Action
16.	Enter the desired information into the **Date Dept Rec'd Invoice** field. Enter "**3/14/2012**".



Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Adjustments
Invoice No: Adjustment
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012

Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Supplier Vendor
3208 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 3/14/2012
*Service Location: US
*Voucher Type:

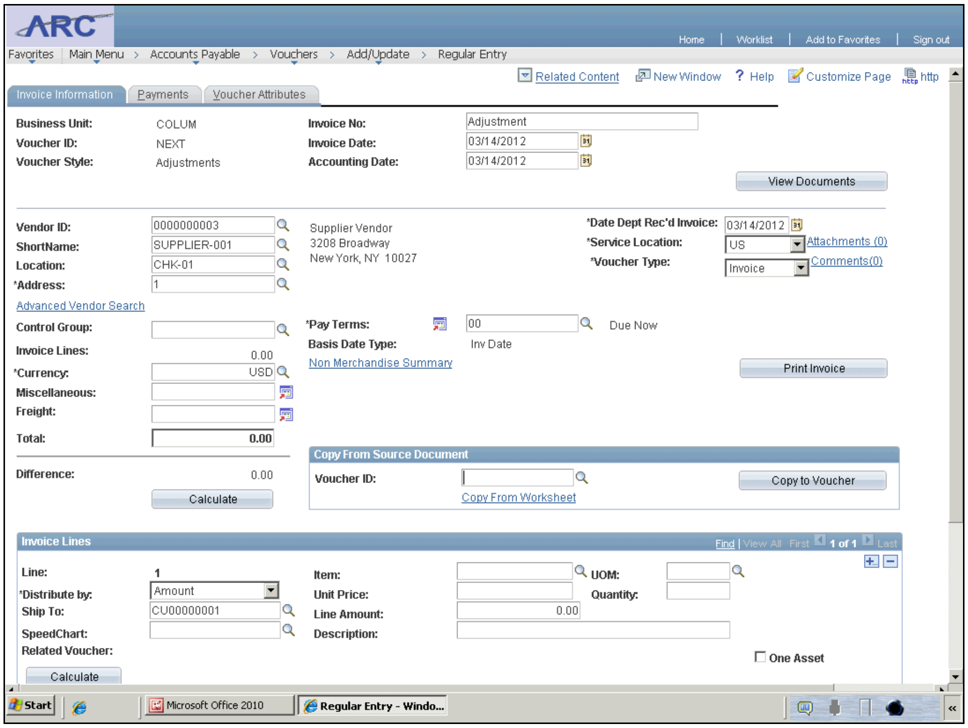
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 0.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

Copy From Source Document
Voucher ID:

Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Related Voucher:
Item:
Unit Price:
Line Amount: 0.00
Description:
UOM:
Quantity:
☐ One Asset

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
Invoice Information
Payments
Voucher Attributes
View Documents
Attachments (0)
Comments(0)
Advanced Vendor Search
Non Merchandise Summary
Invoice
Calculate
Copy to Voucher
Copy From Worksheet
Find | View All First 1 of 1 Last
Calculate
Start
Microsoft Office 2010
Regular Entry - Windo...

Step	Action
17.	Click the **Voucher Type** list and select **Invoice**.


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
Invoice Information | Payments | Voucher Attributes
View Documents
Advanced Vendor Search
Attachments (0)
Comments(0)
Non Merchandise Summary
Print Invoice
Calculate
Copy to Voucher
Copy From Worksheet
Find | View All | First 1 of 1 Last
Start | Microsoft Office 2010 | Regular Entry - Windo...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Adjustments
Invoice No: Adjustment
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012

Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1

Supplier Vendor
3208 Broadway
New York, NY 10027

*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice

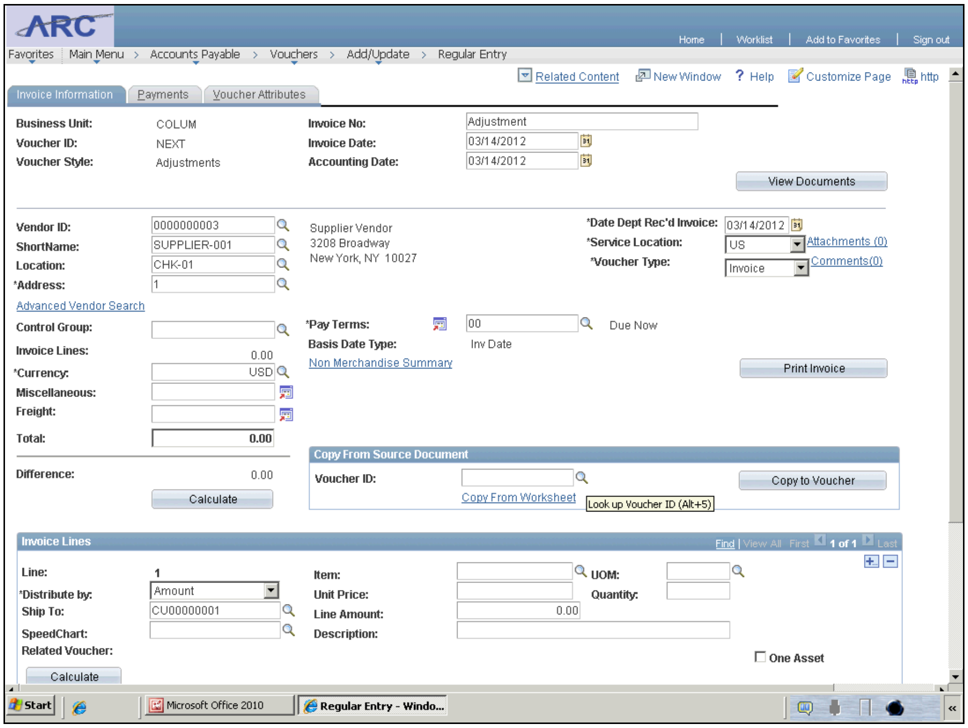
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 0.00
Difference: 0.00

*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

Copy From Source Document
Voucher ID:

Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Related Voucher:
Item:
Unit Price:
Line Amount: 0.00
Description:
UOM:
Quantity:
☐ One Asset

Step	Action
18.	You will need to select the voucher for which you are making an Adjustment. Click in the **Voucher ID** field.



Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Adjustments
Invoice No: Adjustment
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012

Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1

Supplier Vendor
3208 Broadway
New York, NY 10027

*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice

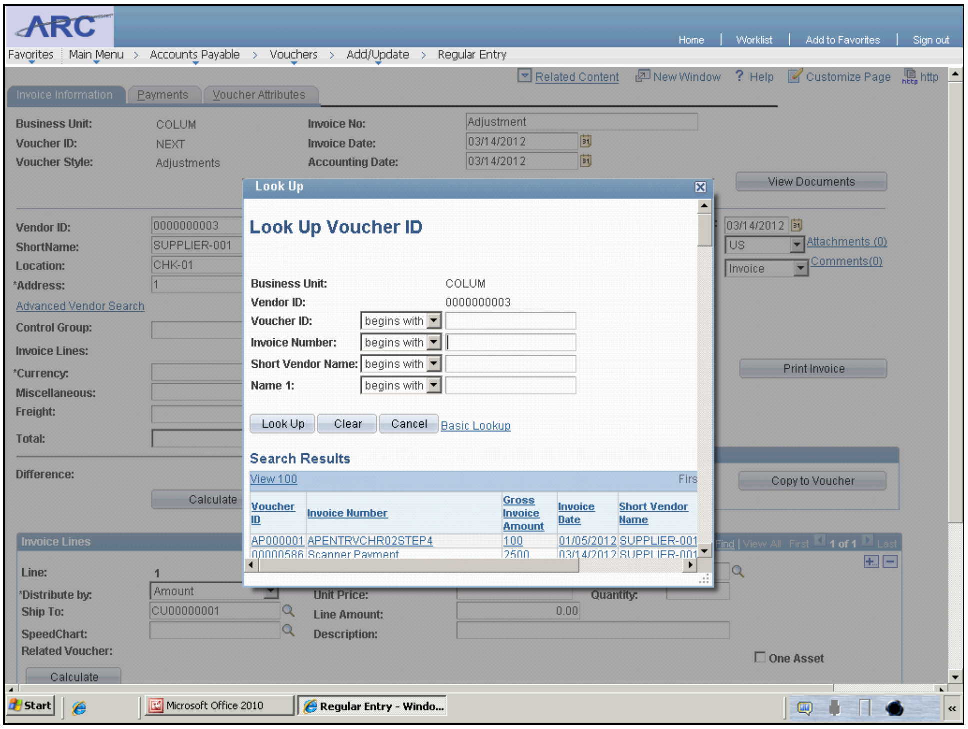
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Invoice Lines: 0.00
*Currency: USD
Total: 0.00
Difference: 0.00

Copy From Source Document
Voucher ID:
Look up Voucher ID (Alt+5)

Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: CU00000001
Line Amount: 0.00
☐ One Asset

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
Invoice Information | Payments | Voucher Attributes
View Documents
Attachments (0)
Comments(0)
Advanced Vendor Search
Control Group:
Miscellaneous:
Freight:
Non Merchandise Summary
Print Invoice
Calculate
Copy to Voucher
Copy From Worksheet
Find | View All First 1 of 1 Last
Item:
UOM:
Unit Price:
Quantity:
SpeedChart:
Description:
Related Voucher:
Start
Microsoft Office 2010
Regular Entry - Windo...

Step	Action
19.	Click the **Look up Voucher ID (Alt+5)** button. 🔍



Look Up

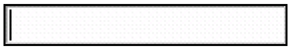
Look Up Voucher ID

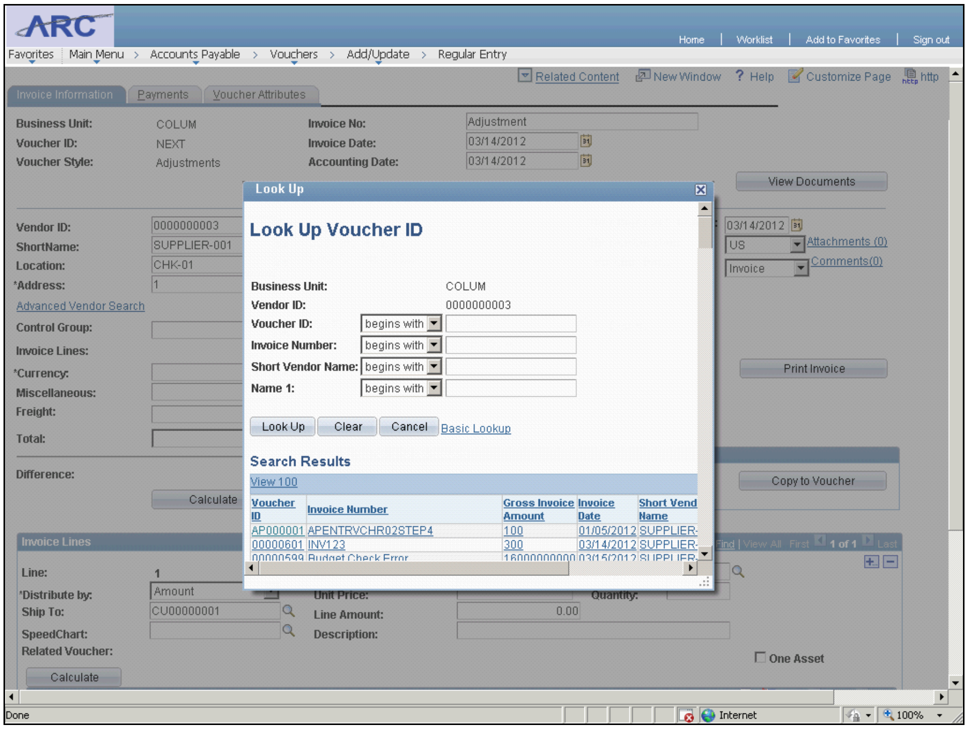
Business Unit: COLUM
Vendor ID: 0000000003
Voucher ID: begins with
Invoice Number: begins with
Short Vendor Name: begins with
Name 1: begins with

Search Results

Voucher ID	Invoice Number	Gross Invoice Amount	Invoice Date	Short Vendor Name
AP000001	APENTRVCHR02STEP4	100	01/05/2012	SUPPLIER-001
00000586	Scanner Payment	2500	03/14/2012	SUPPLIER-001

Look Up
Clear
Cancel
Basic Lookup
View 100
Firs

Step	Action
20.	Click in the **Invoice Number** field. 


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
Invoice Information
Payments
Voucher Attributes
View Documents
Attachments (0)
Comments(0)
Print Invoice
Copy to Voucher
Advanced Vendor Search
Calculate
Invoice Lines
One Asset
Look Up
Clear
Cancel
Basic Lookup
View 100
Done
Internet
100%

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Adjustments
Invoice No: Adjustment
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012

Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1

Line: 1
*Distribute by: Amount
Ship To: CU00000001
Line Amount: 0.00

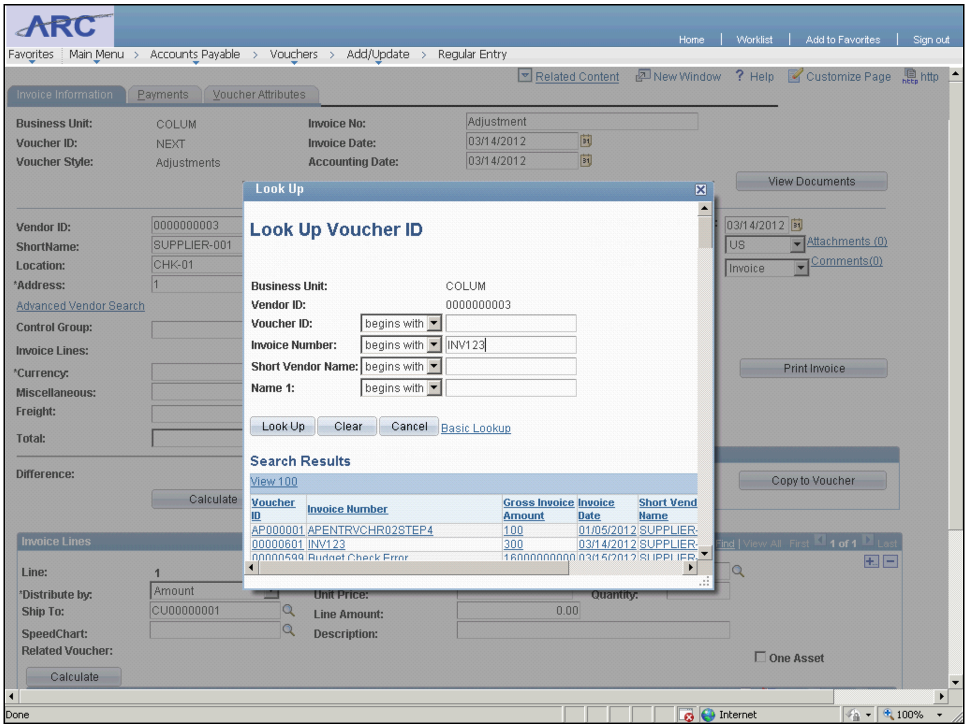
Look Up Voucher ID

Business Unit: COLUM
Vendor ID: 0000000003
Voucher ID: begins with
Invoice Number: begins with
Short Vendor Name: begins with
Name 1: begins with

Search Results

Voucher ID	Invoice Number	Gross Invoice Amount	Invoice Date	Short Vend Name
AP000001	APENTRVCHR02STEP4	100	01/05/2012	SUPPLIER-
00000601	INV123	300	03/14/2012	SUPPLIER-
00000599	Budget Check Error	16000000000	03/15/2012	SUPPLIER-

Step	Action
21.	Enter the desired information into the **Invoice Number** field. Enter "**INV123**".



Look Up Voucher ID

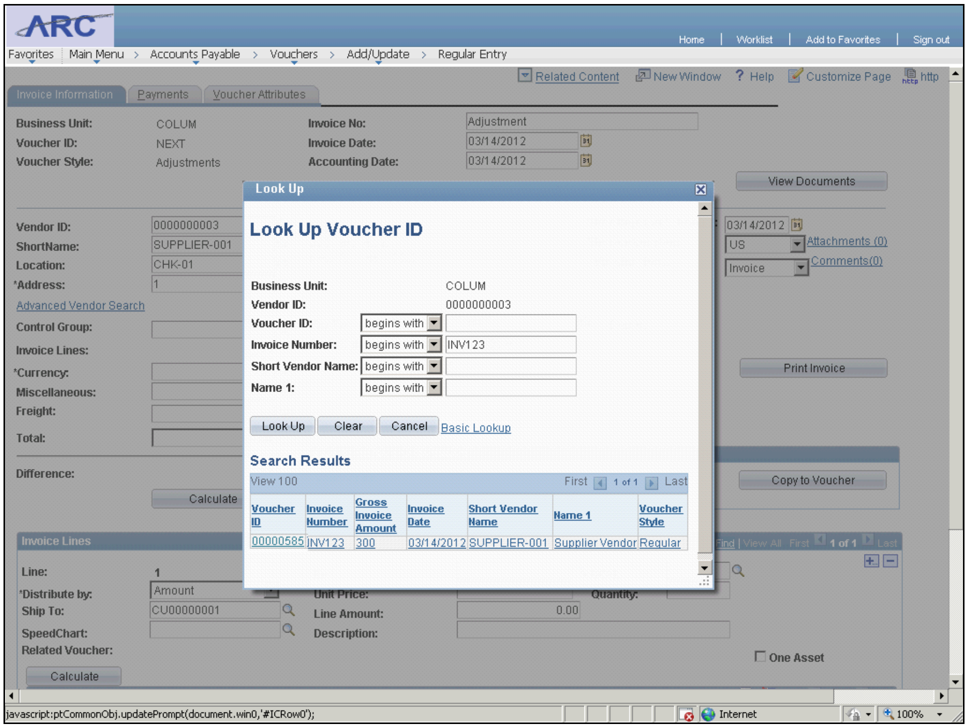
Business Unit: COLUM
Vendor ID: 0000000003
Voucher ID: begins with
Invoice Number: begins with INV123
Short Vendor Name: begins with
Name 1: begins with

Search Results

View 100

Voucher ID	Invoice Number	Gross Invoice Amount	Invoice Date	Short Vend Name
AP000001	APENTRVCHR02STEP4	100	01/05/2012	SUPPLIER-
00000601	INV123	300	03/14/2012	SUPPLIER-
00000599	Budget Check Error	16000000000	03/15/2012	SUPPLIER-

Step	Action
22.	Click the **Look Up** button. Look Up



Look Up Voucher ID

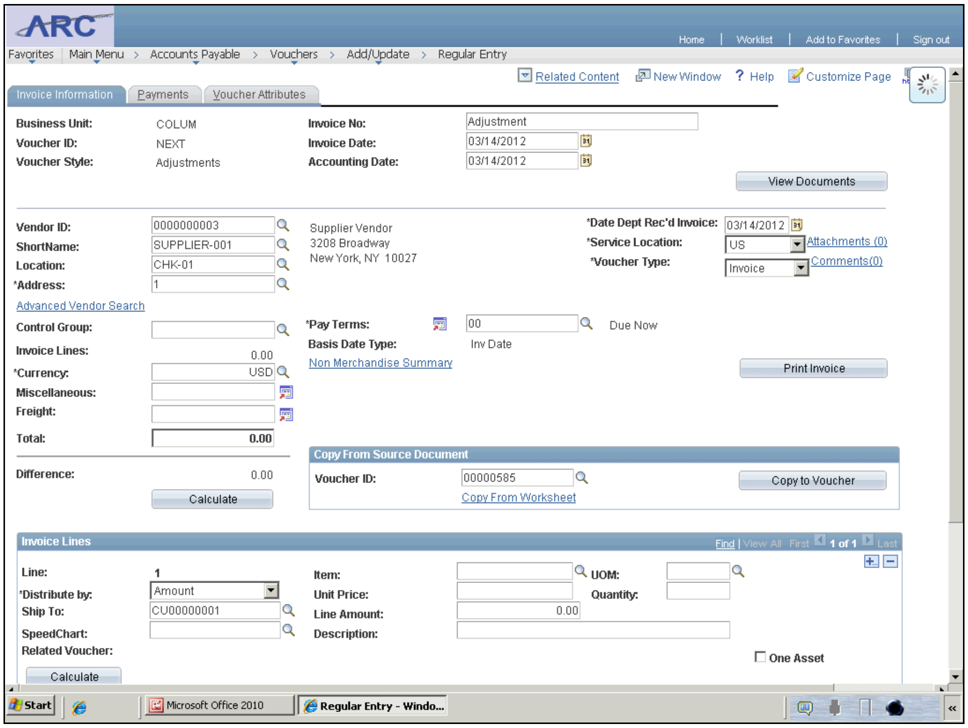
Business Unit: COLUM
Vendor ID: 0000000003
Voucher ID: begins with
Invoice Number: begins with INV123
Short Vendor Name: begins with
Name 1: begins with

Search Results

View 100 First 1 of 1 Last

Voucher ID	Invoice Number	Gross Invoice Amount	Invoice Date	Short Vendor Name	Name 1	Voucher Style
00000585	INV123	300	03/14/2012	SUPPLIER-001	Supplier Vendor	Regular

Step	Action
23.	Click the **INV123** link. INV123


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
Invoice Information
Payments
Voucher Attributes
View Documents
Advanced Vendor Search
Non Merchandise Summary
Print Invoice
Calculate
Copy From Source Document
Copy to Voucher
Copy From Worksheet
Invoice Lines
Find | View All First 1 of 1 Last
Calculate
Start
Microsoft Office 2010
Regular Entry - Windo...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Adjustments
Invoice No: Adjustment
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012

Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1

Supplier Vendor
3208 Broadway
New York, NY 10027

*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice
Attachments (0)
Comments(0)

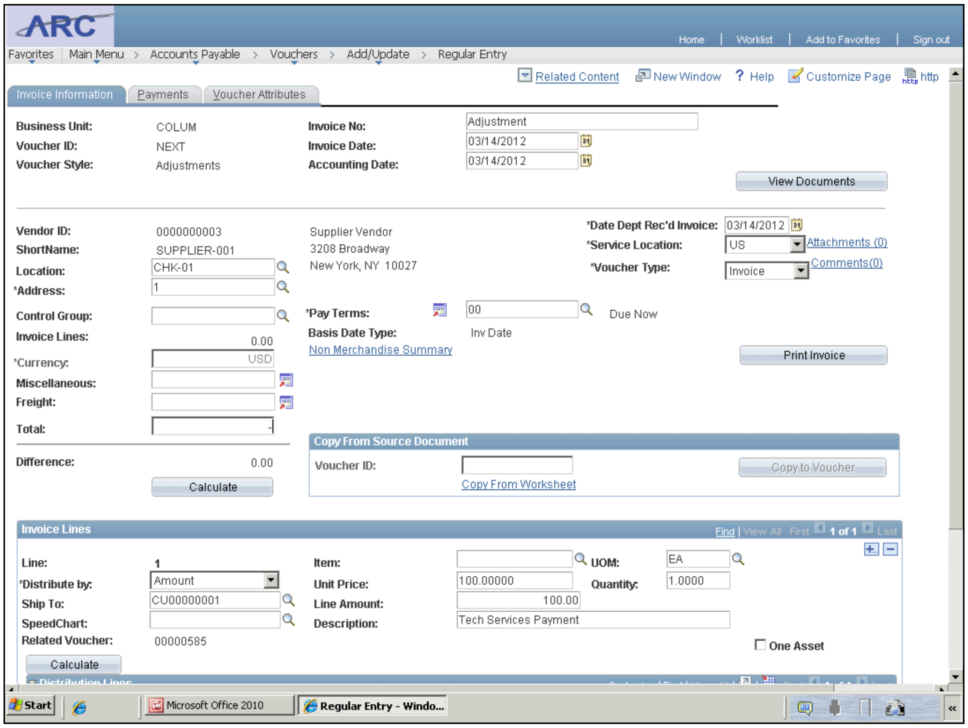
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 0.00
Difference: 0.00

*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

Voucher ID: 00000585

Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Related Voucher:
Item:
Unit Price:
Line Amount: 0.00
Description:
UOM:
Quantity:
☐ One Asset

Step	Action
24.	Click the **Copy to Voucher** button. Copy to Voucher


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
Invoice Information | Payments | Voucher Attributes
View Documents
Attachments (0)
Comments(0)
Non Merchandise Summary
Print Invoice
Calculate
Copy From Source Document
Copy to Voucher
Copy From Worksheet
Find | View All First 1 of 1 Last
Calculate
Start | Microsoft Office 2010 | Regular Entry - Windo...

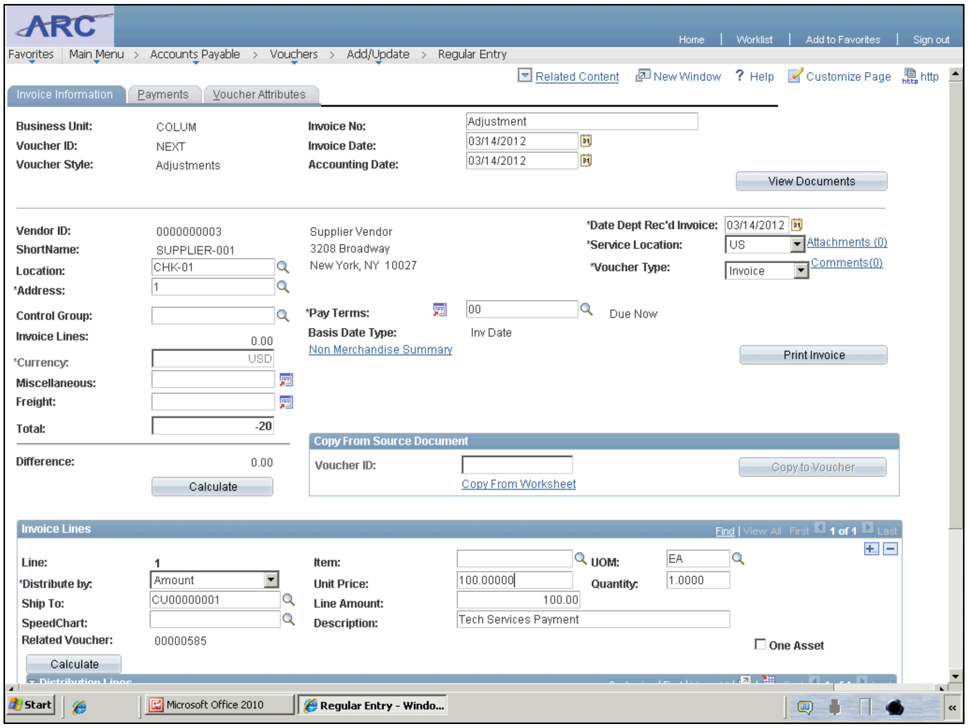
Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Adjustments
Invoice No: Adjustment
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012

Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Supplier Vendor
3208 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice

Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total:
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Voucher ID:

Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Related Voucher: 00000585
Item:
Unit Price: 100.00000
Line Amount: 100.00
Description: Tech Services Payment
UOM: EA
Quantity: 1.0000
☐ One Asset

Step	**Action**
25.	Change the value in the **Total** field to reflect that the vendor has provided a credit for the overcharge. Enter "**-20**".

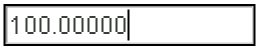

Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Related Content | New Window | Help | Customize Page | http
Invoice Information | Payments | Voucher Attributes
View Documents
Attachments (0)
Comments(0)
Non Merchandise Summary
Print Invoice
Calculate
Copy From Source Document
Copy to Voucher
Copy From Worksheet
Find | View All First 1 of 1 Last
Calculate
Start | Microsoft Office 2010 | Regular Entry - Windo...

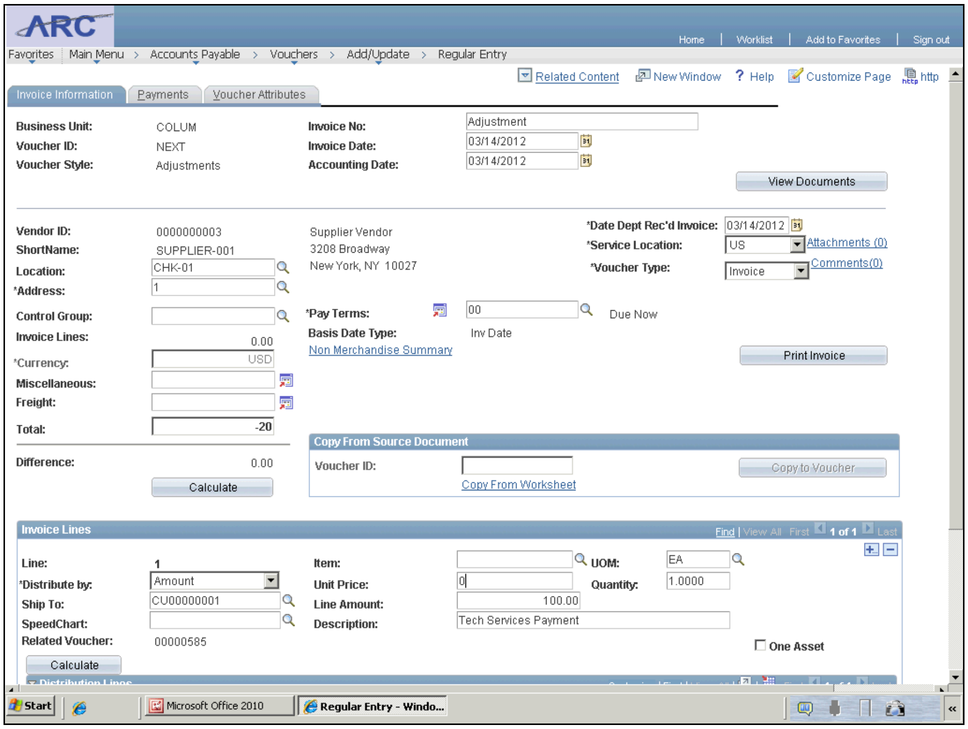
Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Adjustments
Invoice No: Adjustment
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012

Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Supplier Vendor
3208 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice

Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: -20
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Voucher ID:

Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Related Voucher: 00000585
Item:
Unit Price: 100.00000
Line Amount: 100.00
Description: Tech Services Payment
UOM: EA
Quantity: 1.0000
☐ One Asset

Step	Action
26.	Click in the **Unit Price** field.  100.00000


ARC
Home
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Voucher Attributes
View Documents
Attachments (0)
Comments(0)
Non Merchandise Summary
Print Invoice
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Copy to Voucher
Copy From Worksheet
Find | View All First 1 of 1 Last
Calculate
Distribution Lines
Start
Microsoft Office 2010
Regular Entry - Windo...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Adjustments
Invoice No: Adjustment
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012

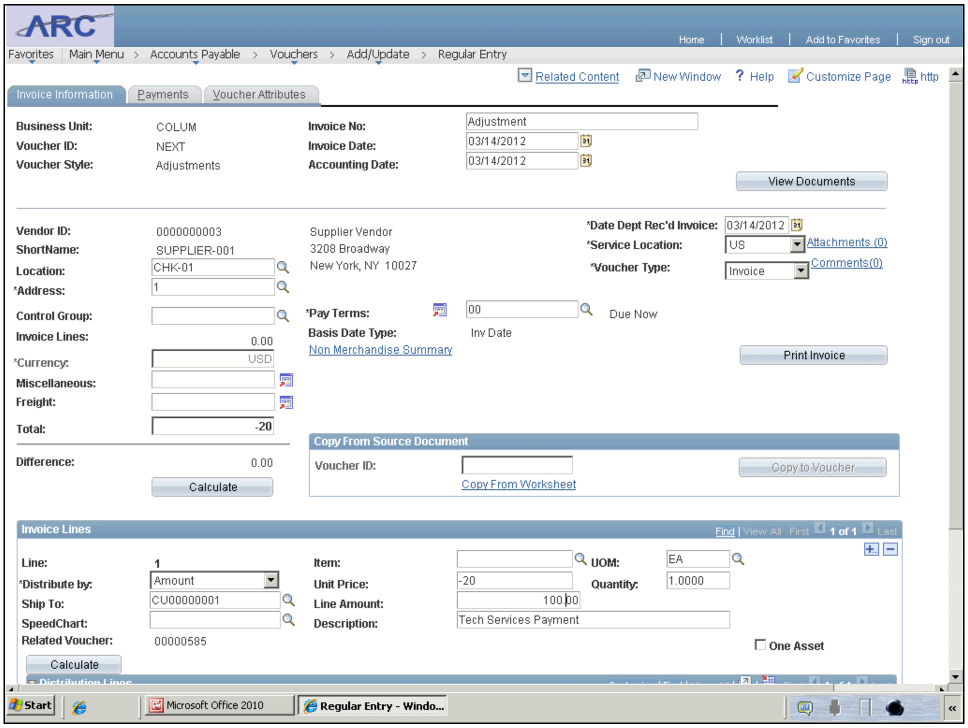
Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Supplier Vendor
3208 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice

Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: -20
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

Copy From Source Document
Voucher ID:

Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Related Voucher: 00000585
Item:
Unit Price: 0
Line Amount: 100.00
Description: Tech Services Payment
UOM: EA
Quantity: 1.0000
☐ One Asset

Step	Action
27.	Enter the desired information into the **Unit Price** field. Enter "**-20**".


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
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Attachments (0)
Comments(0)
Non Merchandise Summary
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Calculate
Copy to Voucher
Copy From Worksheet
Find | View All First 1 of 1 Last
Start
Microsoft Office 2010
Regular Entry - Windo...

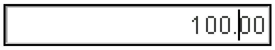
Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Adjustments
Invoice No: Adjustment
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012

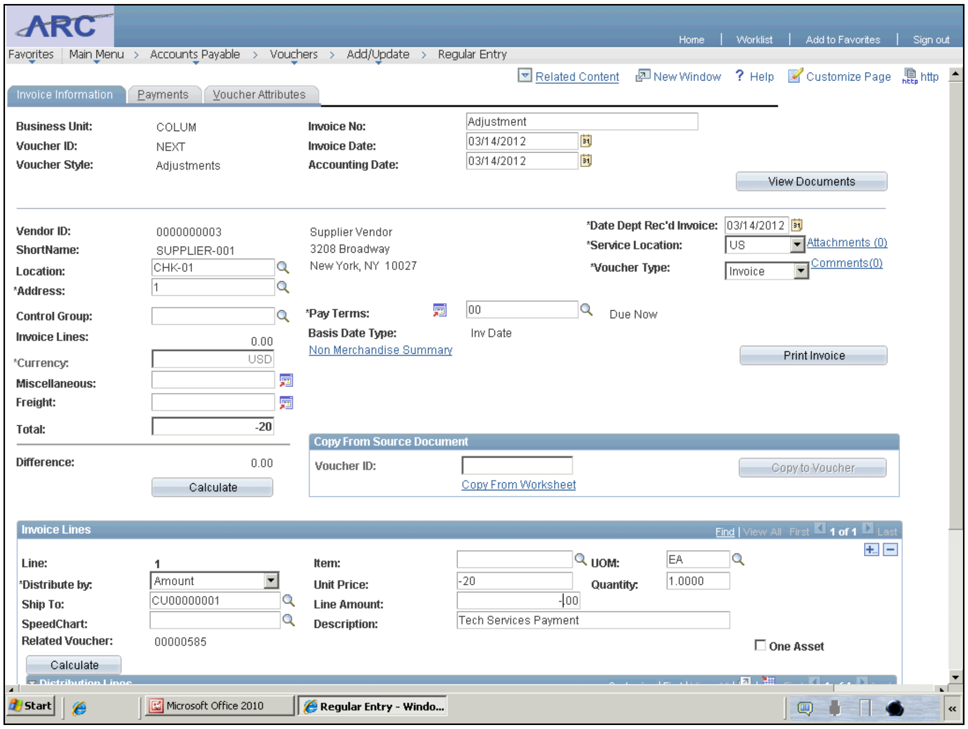
Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Supplier Vendor
3208 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice

Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: -20
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

Copy From Source Document
Voucher ID:

Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Related Voucher: 00000585
Item:
UOM: EA
Unit Price: -20
Quantity: 1.0000
Line Amount: 100.00
Description: Tech Services Payment
☐ One Asset

Step	Action
28.	Click in the **Line Amount** field.  100.00


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
Invoice Information
Payments
Voucher Attributes
View Documents
Attachments (0)
Comments(0)
Non Merchandise Summary
Print Invoice
Calculate
Copy to Voucher
Copy From Worksheet
Find | View All First 1 of 1 Last
Start
Microsoft Office 2010
Regular Entry - Windo...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Adjustments
Invoice No: Adjustment
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012

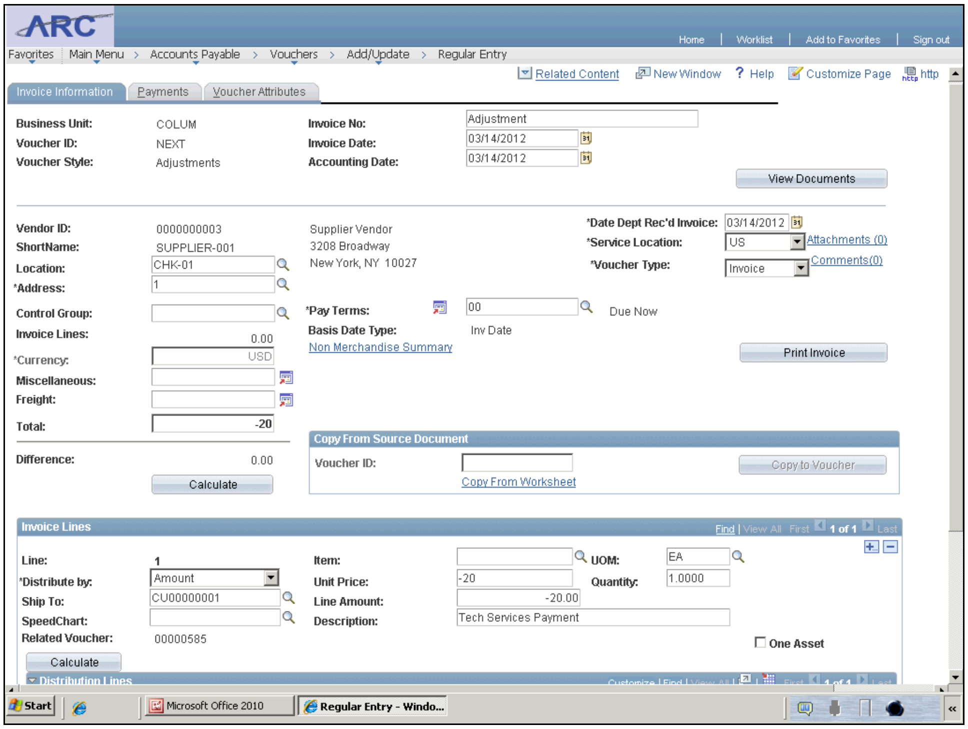
Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Supplier Vendor
3208 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice

Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: -20
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

Copy From Source Document
Voucher ID:

Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Related Voucher: 00000585
Item:
UOM: EA
Unit Price: -20
Quantity: 1.0000
Line Amount: 00
Description: Tech Services Payment
☐ One Asset

Step	Action
29.	Enter the desired information into the **Line Amount** field. Enter "**-20**".


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
Invoice Information | Payments | Voucher Attributes
View Documents
Print Invoice
Calculate
Copy to Voucher
Copy From Worksheet
Non Merchandise Summary
Attachments (0)
Comments(0)
Find | View All First 1 of 1 Last
Distribution Lines
Start | Microsoft Office 2010 | Regular Entry - Windo...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Adjustments
Invoice No: Adjustment
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012

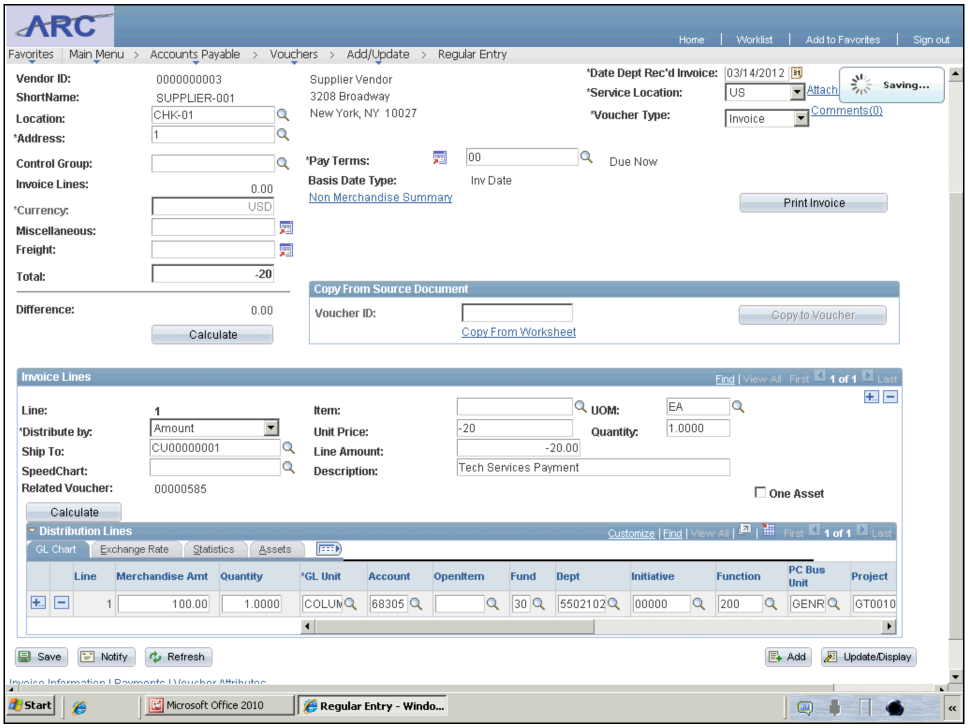
Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Supplier Vendor
3208 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice

Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: -20
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

Copy From Source Document
Voucher ID:

Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Related Voucher: 00000585
Item:
Unit Price: -20
Line Amount: -20.00
Description: Tech Services Payment
UOM: EA
Quantity: 1.0000
☐ One Asset

Step	Action
30.	Scroll to the bottom of the page.



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

Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1

Supplier Vendor
3208 Broadway
New York, NY 10027

*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice

Attach
Comments(0)
Saving...

Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: -20
Difference: 0.00

*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

Non Merchandise Summary
Print Invoice
Calculate
Copy From Source Document

Voucher ID:

Copy to Voucher
Copy From Worksheet
Invoice Lines
Find | View All First 1 of 1 Last

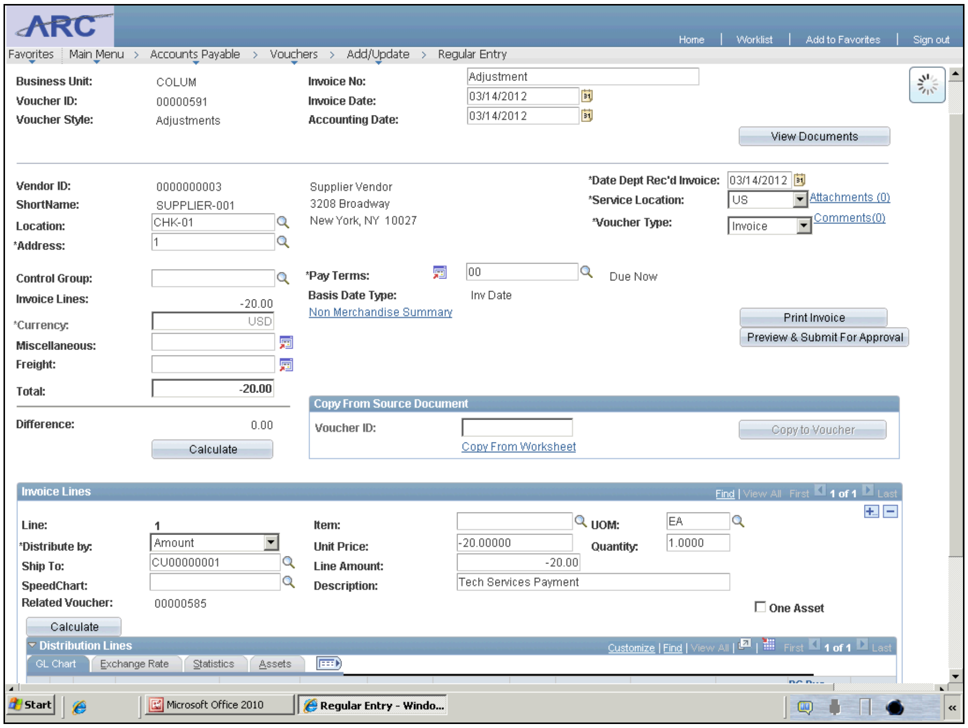
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Related Voucher: 00000585
Item:
Unit Price: -20
Line Amount: -20.00
Description: Tech Services Payment
UOM: EA
Quantity: 1.0000
☐ One Asset

Calculate
Distribution Lines
Customize | Find | View All | First 1 of 1 Last
GL Chart | Exchange Rate | Statistics | Assets

Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit	Project
1	100.00	1.0000	COLUM	68305		30	5502102	00000	200	GENR	GT0010

Save | Notify | Refresh | Add | Update/Display
Invoice Information | Payments | Voucher Attributes
Start | Microsoft Office 2010 | Regular Entry - Windo...

Step	Action
31.	Click the **Save** button. Save



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

Business Unit: COLUM
Voucher ID: 00000591
Voucher Style: Adjustments
Invoice No: Adjustment
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012

View Documents

Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1

Supplier Vendor
3208 Broadway
New York, NY 10027

*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice

Attachments (0)
Comments(0)

Control Group:
Invoice Lines: -20.00
*Currency: USD
Miscellaneous:
Freight:
Total: -20.00
Difference: 0.00

*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

Non Merchandise Summary
Print Invoice
Preview & Submit For Approval
Calculate
Copy From Source Document

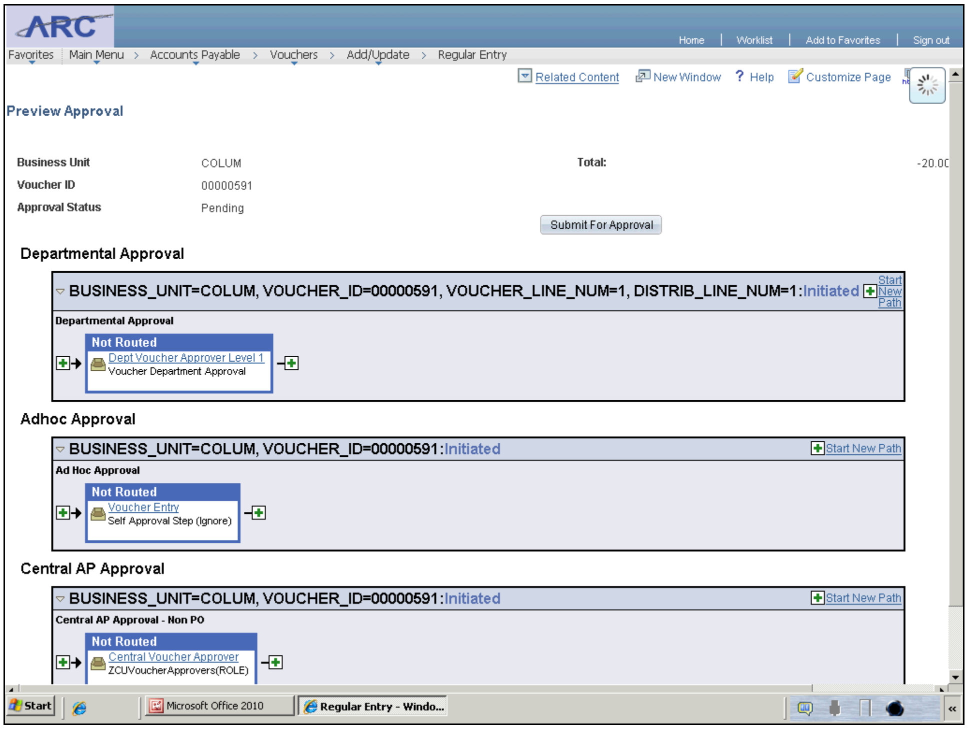
Voucher ID:

Copy to Voucher
Copy From Worksheet
Invoice Lines
Find | View All First 1 of 1 Last

Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Related Voucher: 00000585
Item:
Unit Price: -20.00000
Line Amount: -20.00
Description: Tech Services Payment
UOM: EA
Quantity: 1.0000
☐ One Asset

Calculate
Distribution Lines
Customize | Find | View All | First 1 of 1 Last
GL Chart | Exchange Rate | Statistics | Assets
Start | Microsoft Office 2010 | Regular Entry - Windo...

Step	Action
32.	Click the **Preview & Submit For Approval** button. Preview & Submit For Approval


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Related Content | New Window | Help | Customize Page

Preview Approval

Business Unit	COLUM	Total:	-20.00
Voucher ID	00000591		
Approval Status	Pending		

Submit For Approval

Departmental Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=00000591, VOUCHER_LINE_NUM=1, DISTRIB_LINE_NUM=1:Initiated

Start New Path

Departmental Approval

Not Routed

Dept Voucher Approver Level 1
Voucher Department Approval

Adhoc Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=00000591:Initiated

Start New Path

Ad Hoc Approval

Not Routed

Voucher Entry
Self Approval Step (Ignore)

Central AP Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=00000591:Initiated

Start New Path

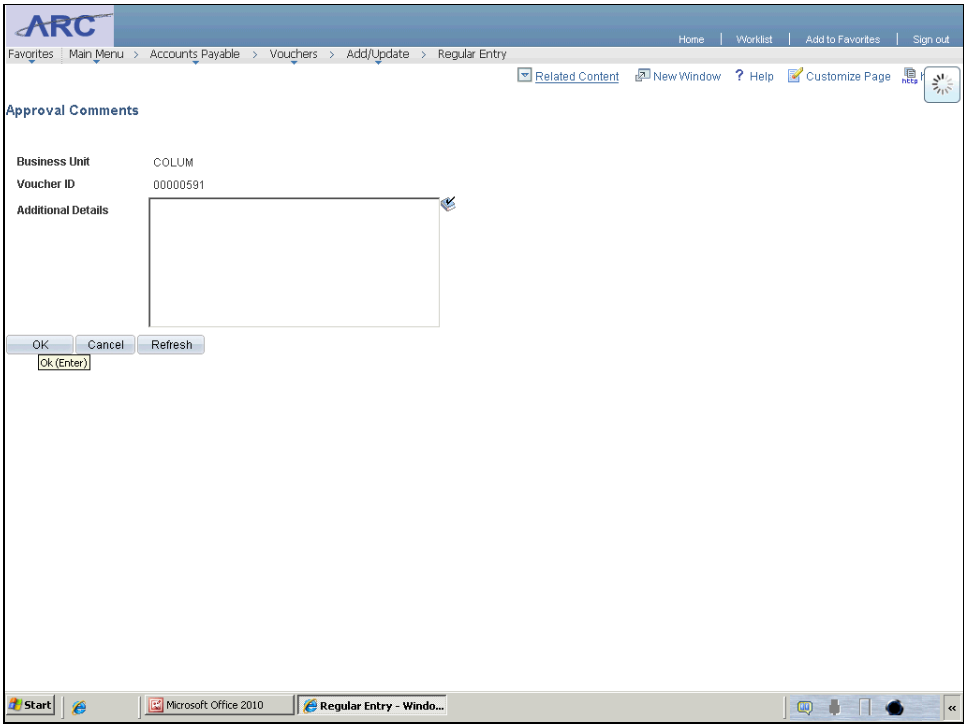
Central AP Approval - Non PO

Not Routed

Central Voucher Approver
ZCUVoucherApprovers(ROLE)

Start
Microsoft Office 2010
Regular Entry - Windo...

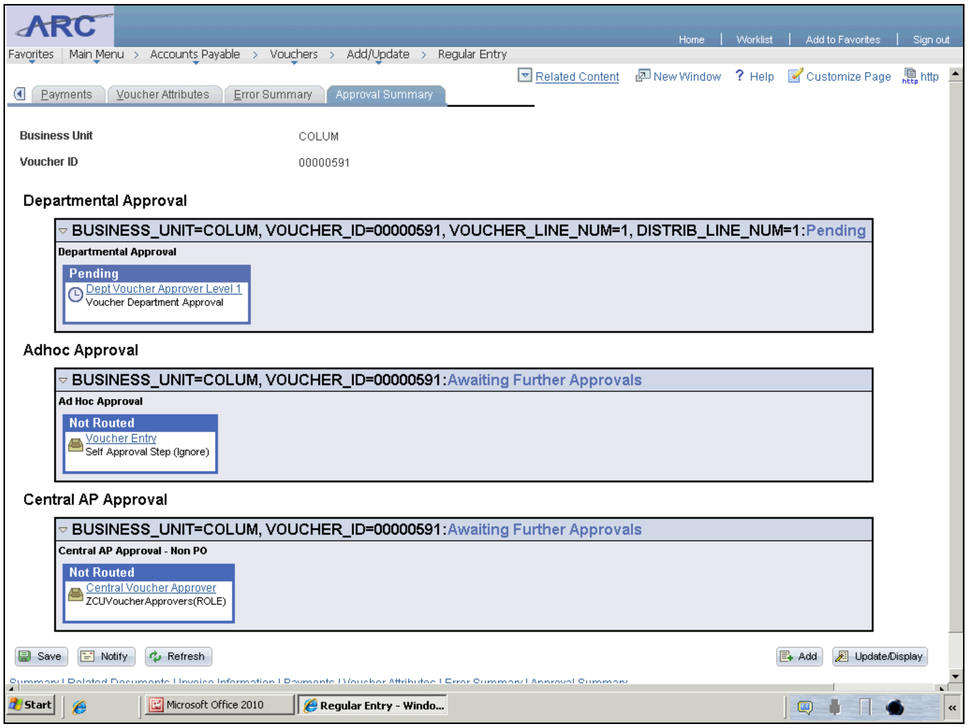
Step	Action
33.	Click the **Submit For Approval** button. Submit For Approval


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
OK
Cancel
Refresh
Ok (Enter)
Start
Microsoft Office 2010
Regular Entry - Windo...

Approval Comments

Business Unit COLUM
Voucher ID 00000591
Additional Details

Step	Action
34.	Click the **OK** button.


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
Payments
Voucher Attributes
Error Summary
Approval Summary
Save
Notify
Refresh
Add
Update/Display
Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary | Approval Summary
Start
Microsoft Office 2010
Regular Entry - Windo...

Business Unit COLUM
Voucher ID 00000591

Departmental Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=00000591, VOUCHER_LINE_NUM=1, DISTRIB_LINE_NUM=1:Pending
Departmental Approval
Pending
Dept Voucher Approver Level 1
Voucher Department Approval

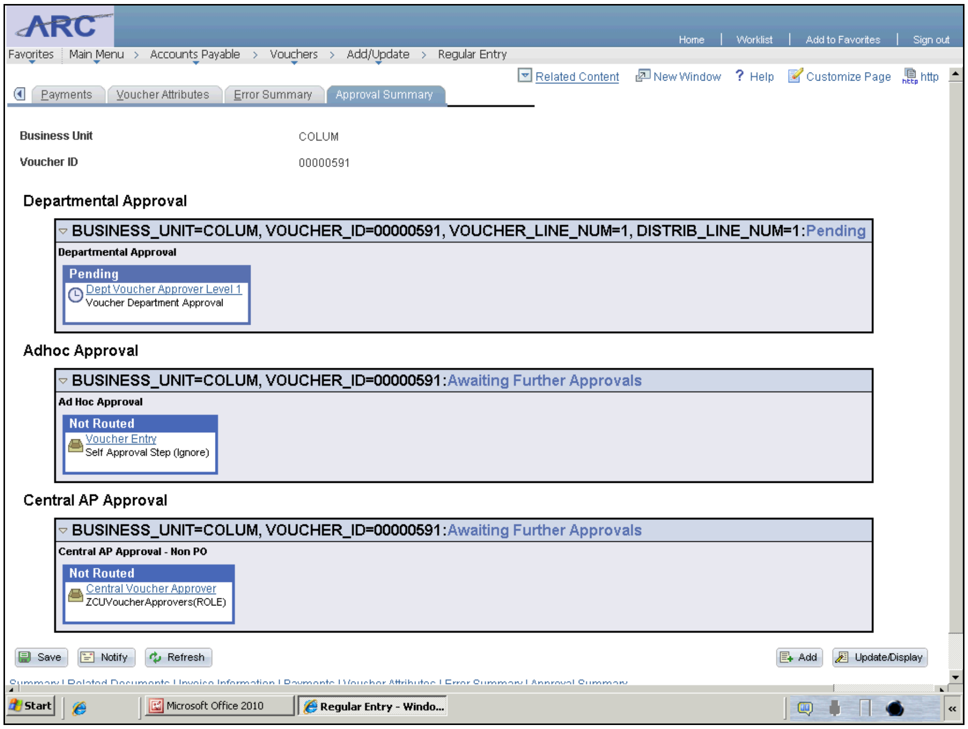
Adhoc Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=00000591:Awaiting Further Approvals
Ad Hoc Approval
Not Routed
Voucher Entry
Self Approval Step (Ignore)

Central AP Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=00000591:Awaiting Further Approvals
Central AP Approval - Non PO
Not Routed
Central Voucher Approver
ZCUVoucherApprovers(ROLE)

Step	Action
35.	See the approval workflow routing upon submission.


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
Payments | Voucher Attributes | Error Summary | Approval Summary
Save | Notify | Refresh
Add | Update/Display
Start | Microsoft Office 2010 | Regular Entry - Windo...

Business Unit COLUM
Voucher ID 00000591

Departmental Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=00000591, VOUCHER_LINE_NUM=1, DISTRIB_LINE_NUM=1:Pending
Departmental Approval
Pending
Dept Voucher Approver Level 1
Voucher Department Approval

Adhoc Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=00000591:Awaiting Further Approvals
Ad Hoc Approval
Not Routed
Voucher Entry
Self Approval Step (Ignore)

Central AP Approval

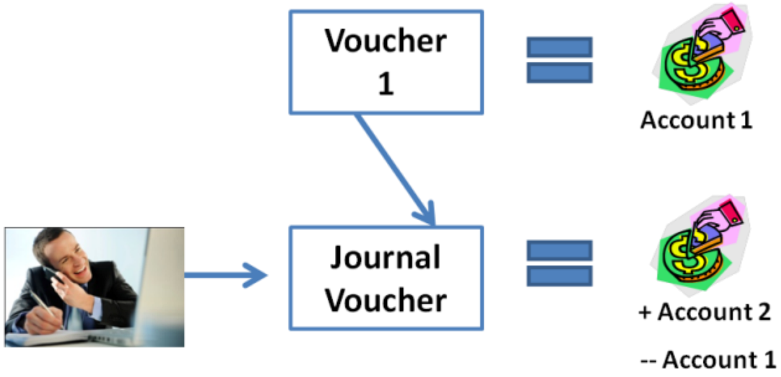
BUSINESS_UNIT=COLUM, VOUCHER_ID=00000591:Awaiting Further Approvals
Central AP Approval - Non PO
Not Routed
Central Voucher Approver
ZCUVoucherApprovers(ROLE)

Step	Action
36.	You have successfully created an Adjustment Voucher. You will now move onto the next topic, *Creating a Reversal Voucher*, where you will create a Reversal Voucher. **End of Procedure.**

Creating a Journal Voucher

Journal vouchers are used to adjust accounting entries for vouchers that have been posted. Journal vouchers will not unpost the voucher, but simply reallocate the ChartField's as appropriate. Journal vouchers are $0 vouchers that must have balancing debit and credit lines defined on the distribution. The credit lines should reference the exact chartfield values from the original voucher. The debit line will reference the corrected chartfield string. The distribution allocation can be re-allocated to multiple distribution lines but the debit and credit lines must balance.

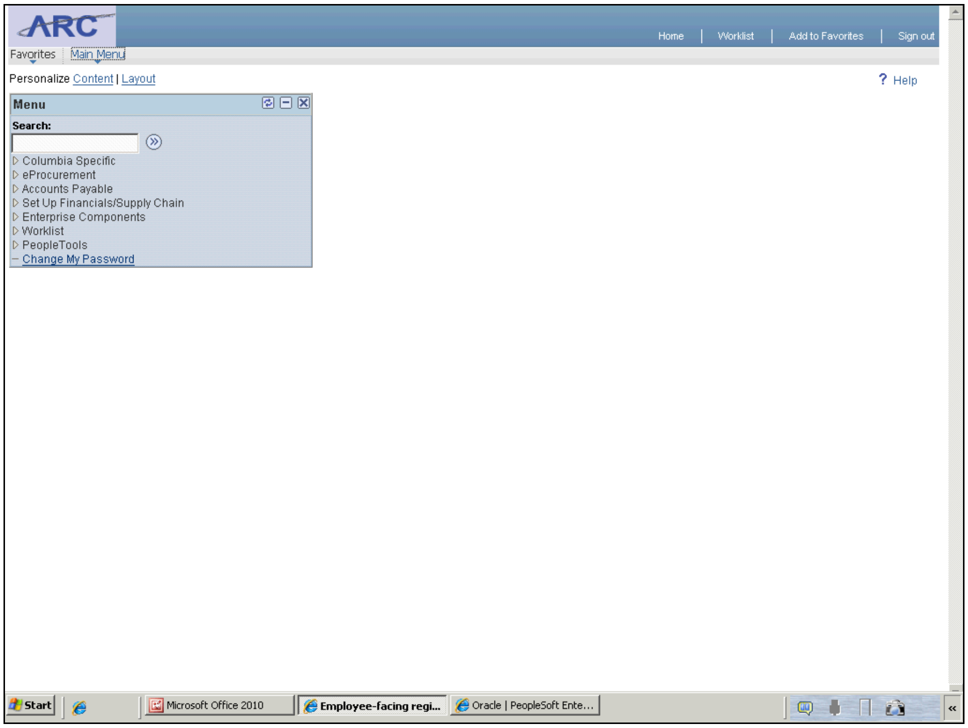
Throughout the following topic, consider a time when you have faced a similar scenario: Mark processed a voucher for services provided by a vendor, however, after the fact, he realized that the wrong account was charged for the service. He needs to create a journal voucher in order to correct the account the services were charged to since the original voucher has been posted.



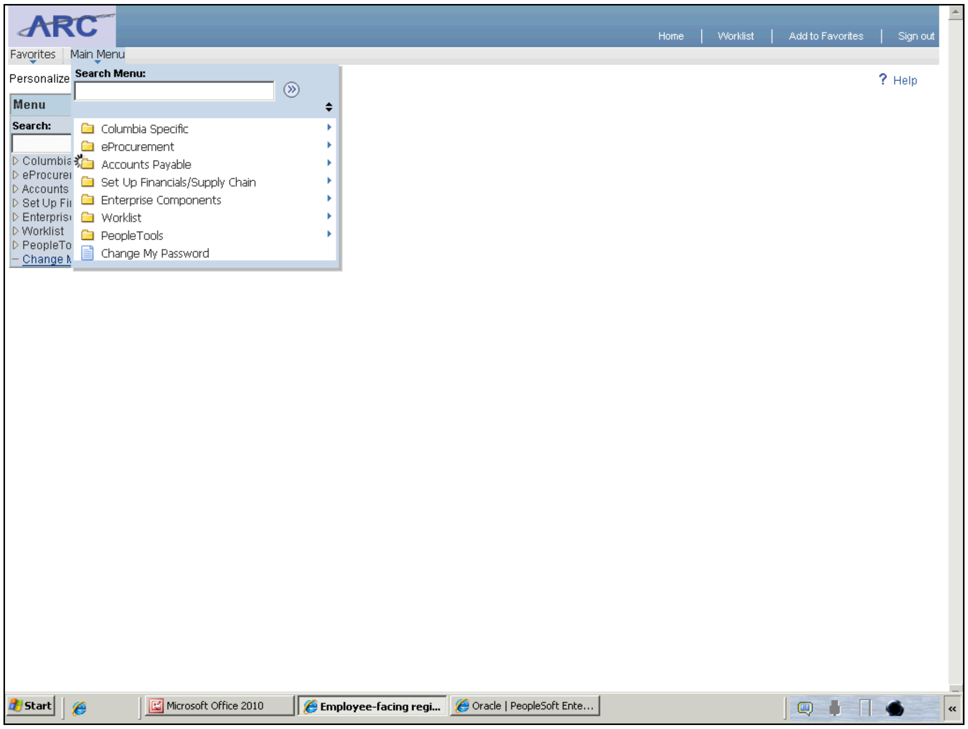
Estimated time needed to complete topic: 3 minutes

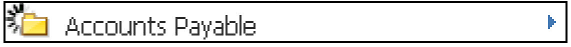
Procedure

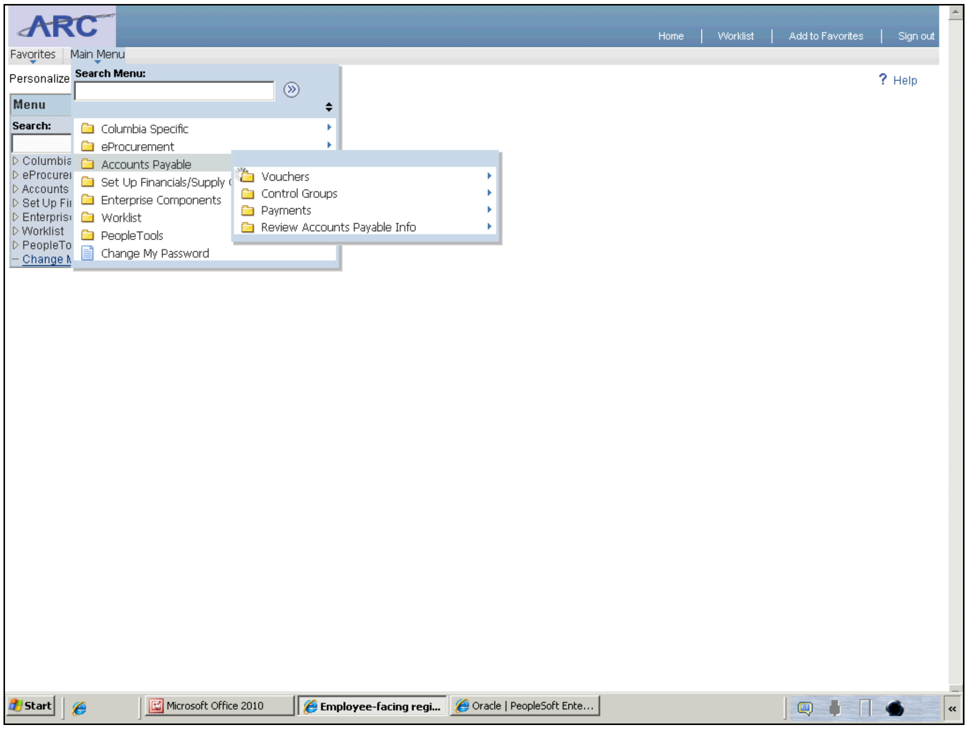
Welcome to the *Creating a Journal Voucher* topic. In this scenario you will create a Journal Voucher.

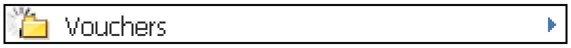

ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu
Personalize Content | Layout
? Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply Chain
Enterprise Components
Worklist
PeopleTools
Change My Password
Start
Microsoft Office 2010
Employee-facing regi...
Oracle | PeopleSoft Ente...

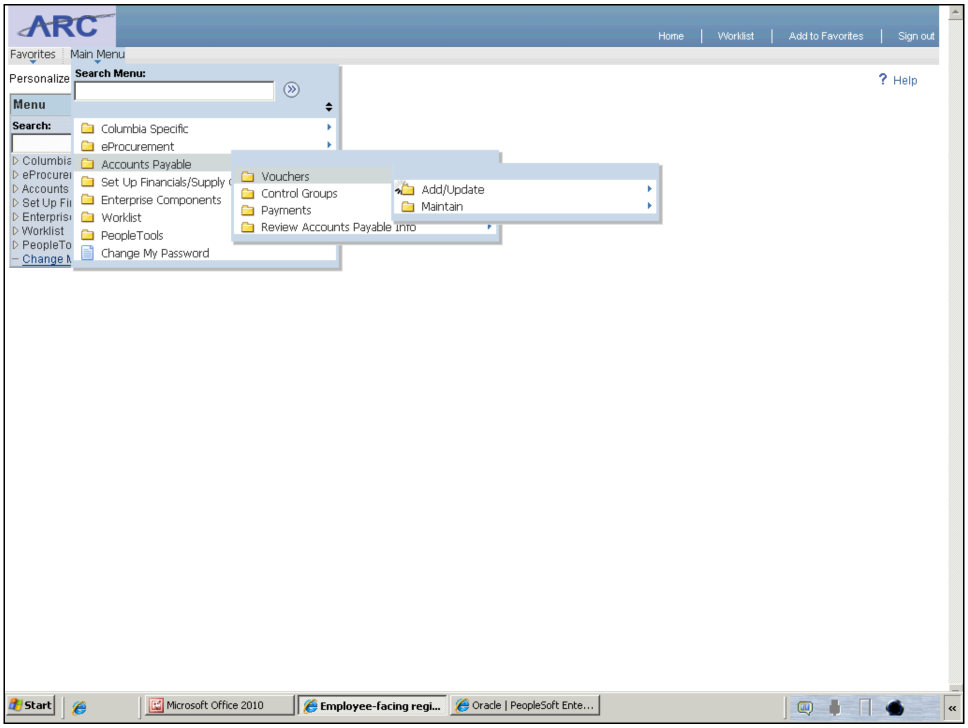
Step	Action
1.	Click the **Main Menu** button.


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu
Personalize
Search Menu:
? Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply Chain
Enterprise Components
Worklist
PeopleTools
Change My Password
Start
Microsoft Office 2010
Employee-facing regi...
Oracle | PeopleSoft Ente...

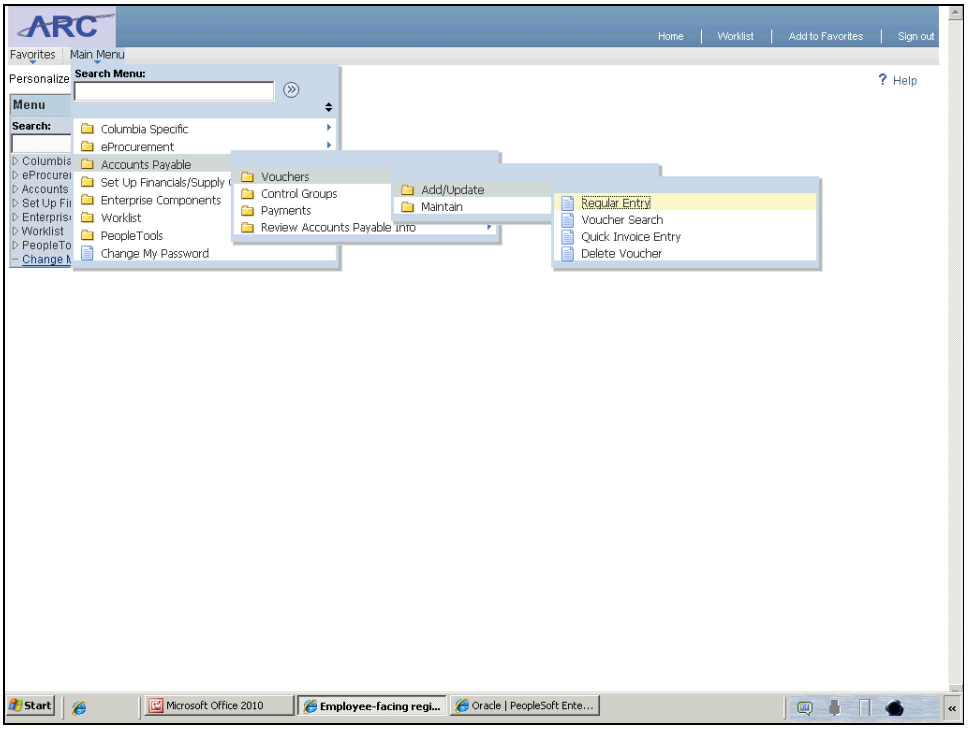
Step	Action
2.	Click the **Accounts Payable** menu.  Accounts Payable

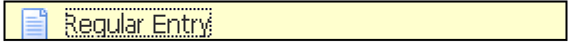

ARC
Home | Worklist | Add to Favorites | Sign out
Favorites
Main Menu
Personalize
Search Menu:
? Help
Menu
Search:
Columbia
eProcure
Accounts
Set Up Fi
Enterpris
Worklist
PeopleTo
Change
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply
Enterprise Components
Worklist
PeopleTools
Change My Password
Vouchers
Control Groups
Payments
Review Accounts Payable Info
Start
Microsoft Office 2010
Employee-facing regi...
Oracle | PeopleSoft Ente...

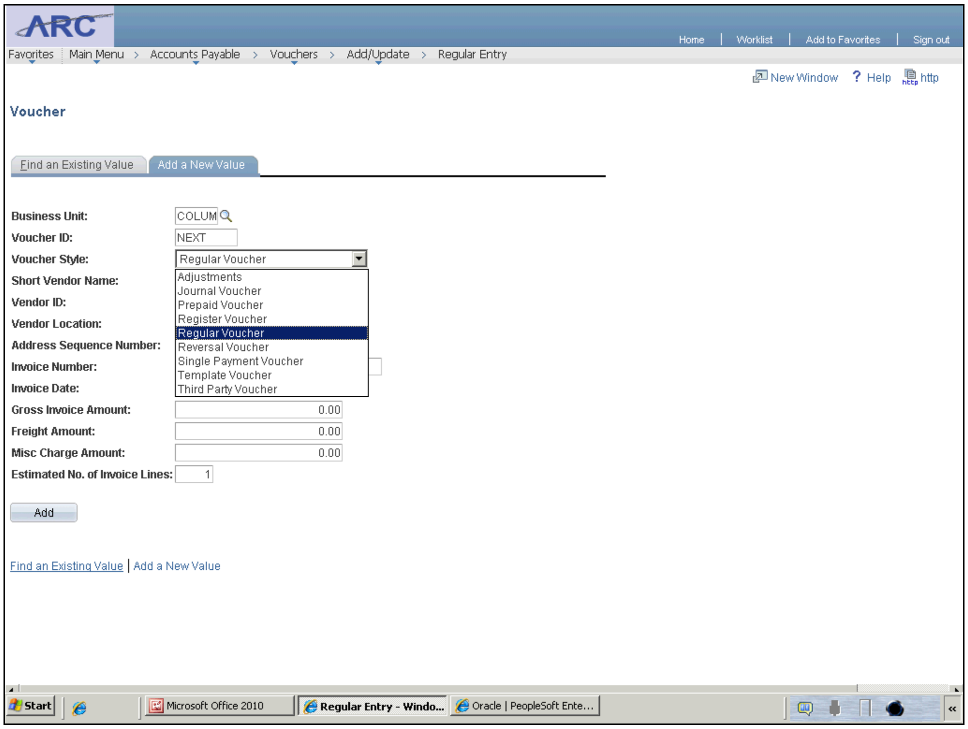
Step	Action
3.	Click the **Vouchers** menu. 


Home
Worklist
Add to Favorites
Sign out
Favorites
Main Menu
Personalize
Search Menu:
Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply
Enterprise Components
Worklist
PeopleTools
Change My Password
Vouchers
Control Groups
Payments
Review Accounts Payable Info
Add/Update
Maintain
Start
Microsoft Office 2010
Employee-facing regi...
Oracle | PeopleSoft Ente...

Step	Action
4.	Click the **Add/Update** menu. Add/Update


Home
Worklist
Add to Favorites
Sign out
Favorites
Main Menu
Personalize
Search Menu:
Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply
Enterprise Components
Worklist
PeopleTools
Change My Password
Vouchers
Control Groups
Payments
Review Accounts Payable Info
Add/Update
Maintain
Regular Entry
Voucher Search
Quick Invoice Entry
Delete Voucher
Start
Microsoft Office 2010
Employee-facing regi...
Oracle | PeopleSoft Ente...

Step	Action
5.	Click the **Regular Entry** menu. 

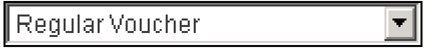


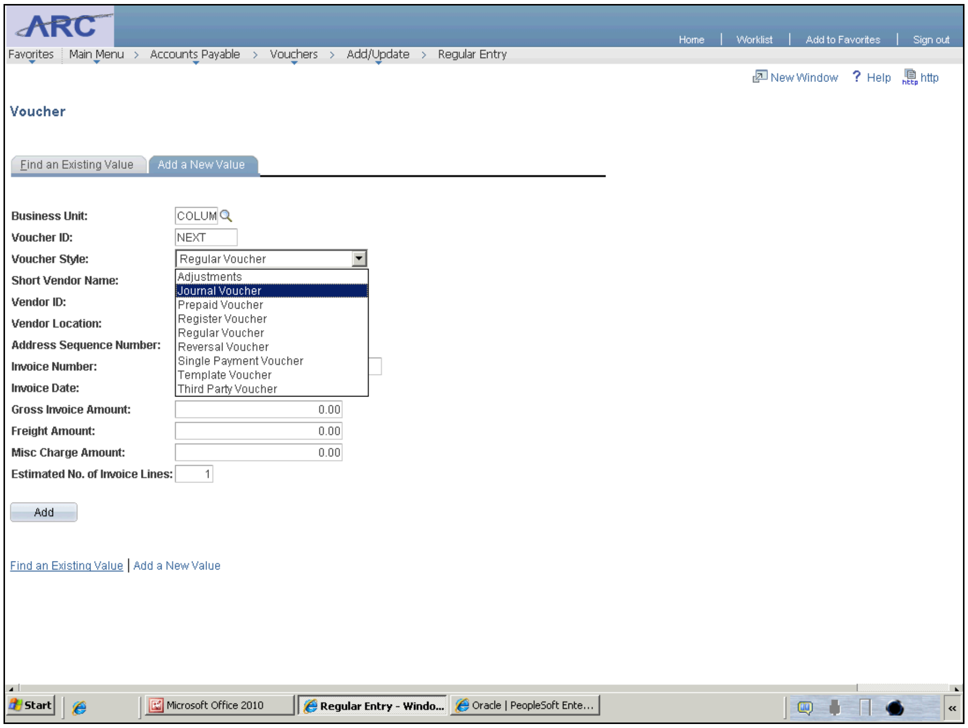
ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window | Help | http
Find an Existing Value | Add a New Value
Add
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Voucher

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Short Vendor Name:
Vendor ID:
Vendor Location:
Address Sequence Number:
Invoice Number:
Invoice Date:
Gross Invoice Amount: 0.00
Freight Amount: 0.00
Misc Charge Amount: 0.00
Estimated No. of Invoice Lines: 1

- Adjustments
- Journal Voucher
- Prepaid Voucher
- Register Voucher
- Regular Voucher
- Reversal Voucher
- Single Payment Voucher
- Template Voucher
- Third Party Voucher

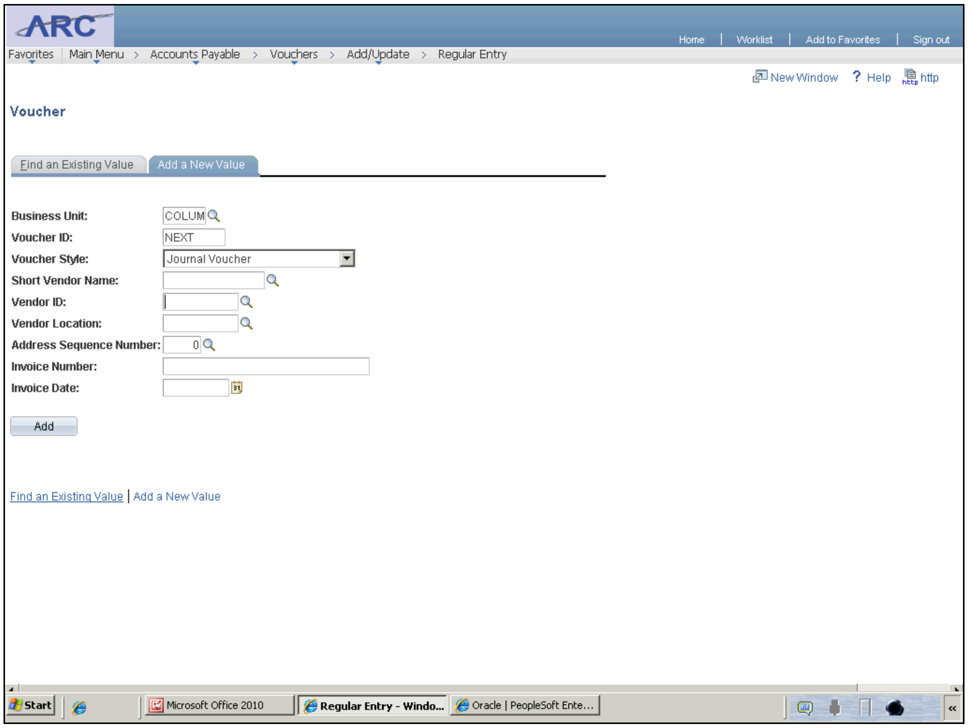
Step	Action
6.	Click the **Voucher Style** list. 


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window ? Help http
Find an Existing Value
Add a New Value
Adjustments
Journal Voucher
Prepaid Voucher
Register Voucher
Regular Voucher
Reversal Voucher
Single Payment Voucher
Template Voucher
Third Party Voucher
Add
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Voucher

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Short Vendor Name:
Vendor ID:
Vendor Location:
Address Sequence Number:
Invoice Number:
Invoice Date:
Gross Invoice Amount: 0.00
Freight Amount: 0.00
Misc Charge Amount: 0.00
Estimated No. of Invoice Lines: 1

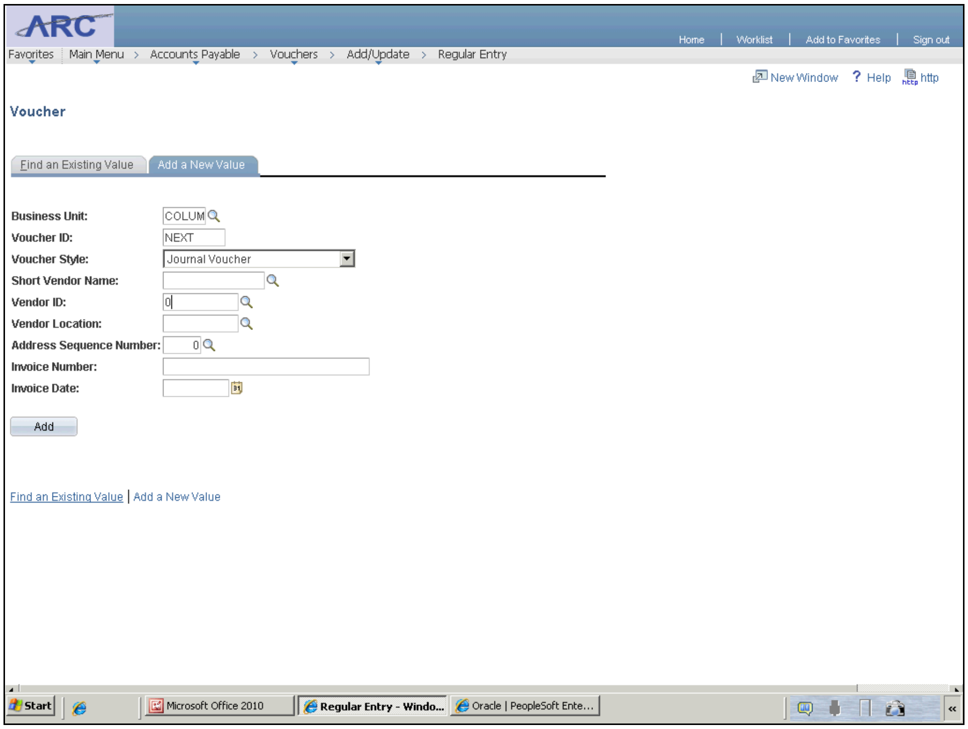
Step	Action
7.	For Journal Vouchers, you will select the Journal Voucher style. Click the **Journal Voucher** list item. Journal Voucher


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window ? Help http
Find an Existing Value
Add a New Value
Add
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Voucher

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Journal Voucher
Short Vendor Name:
Vendor ID:
Vendor Location:
Address Sequence Number: 0
Invoice Number:
Invoice Date:

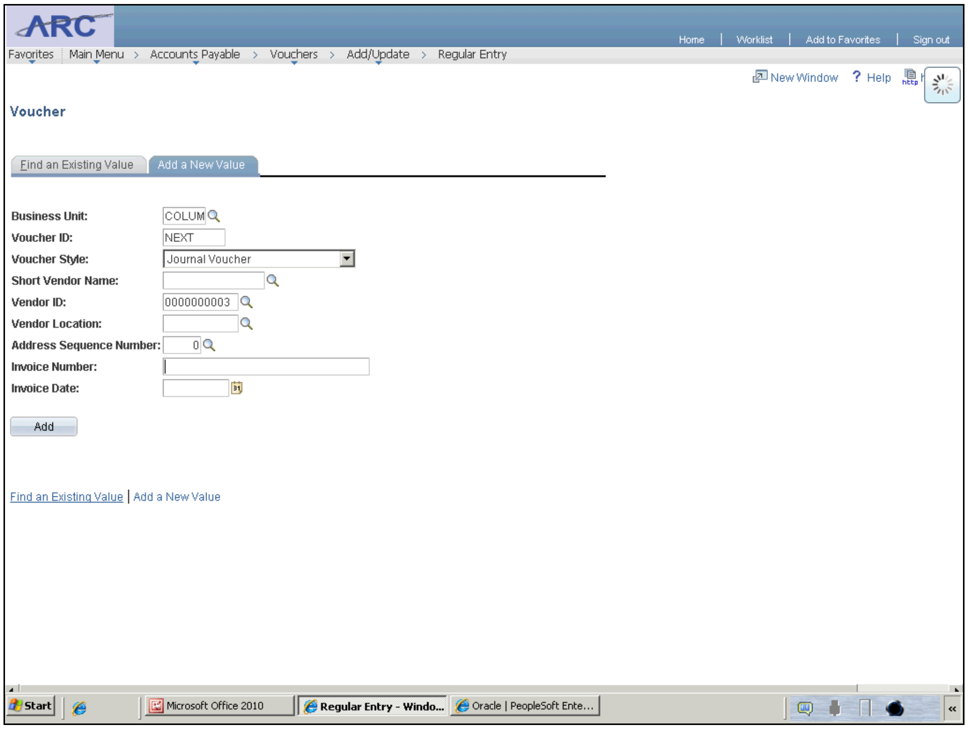
Step	Action
8.	Click in the **Vendor ID** field.


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window ? Help http
Find an Existing Value
Add a New Value
Add
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Voucher

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Journal Voucher
Short Vendor Name:
Vendor ID: 0
Vendor Location:
Address Sequence Number: 0
Invoice Number:
Invoice Date:

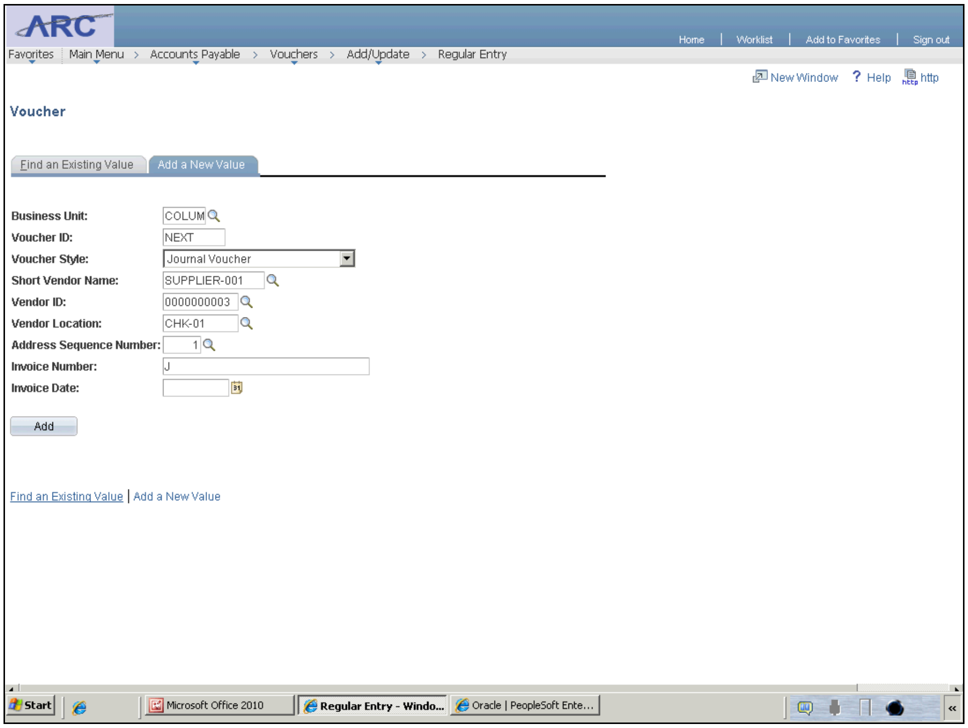
Step	Action
9.	Enter the desired information into the **Vendor ID** field. Enter "**0000000003**".


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites
Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window
Help
Find an Existing Value
Add a New Value
Add
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Voucher

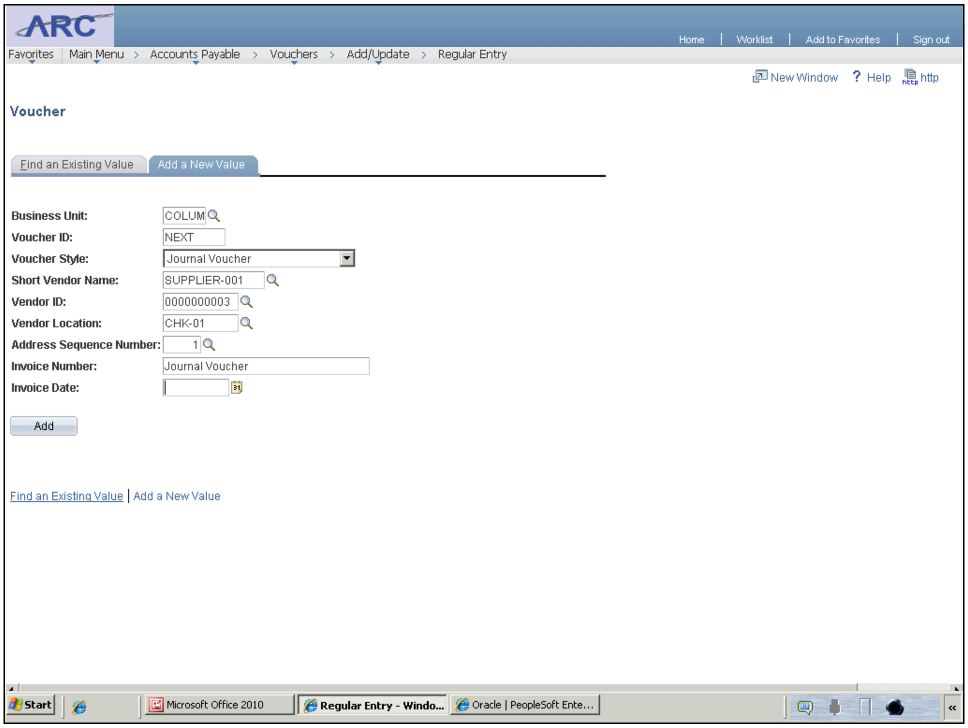
Business Unit:	COLUM
Voucher ID:	NEXT
Voucher Style:	Journal Voucher
Short Vendor Name:	
Vendor ID:	0000000003
Vendor Location:	
Address Sequence Number:	0
Invoice Number:	
Invoice Date:	

Step	Action
10.	Click in the **Invoice Number** field.


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
Add
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

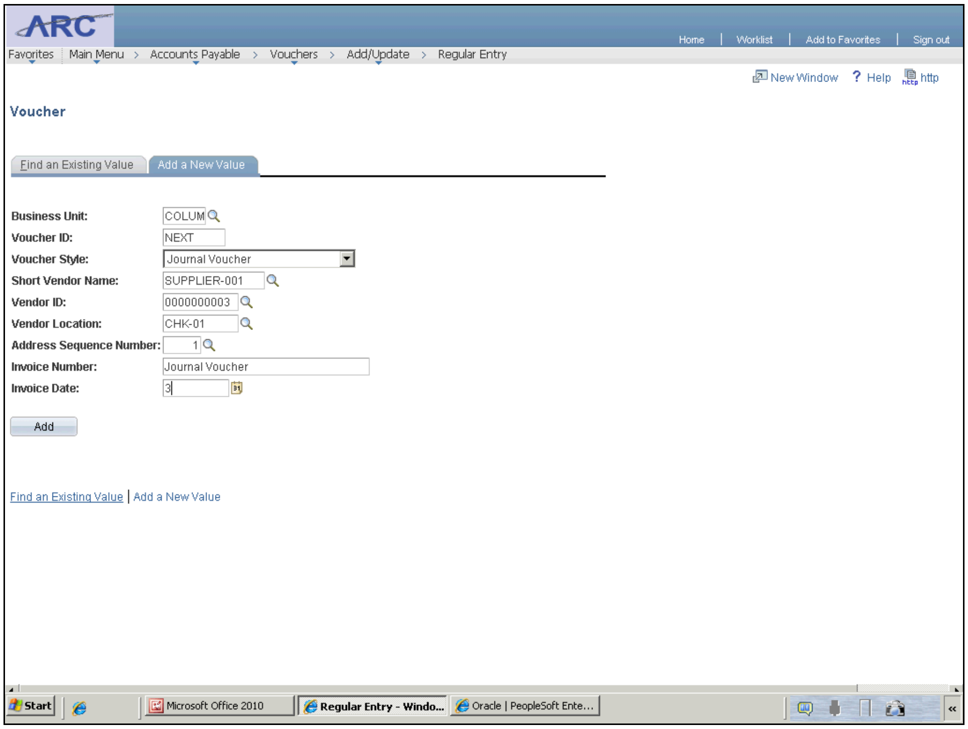
Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Journal Voucher
Short Vendor Name: SUPPLIER-001
Vendor ID: 0000000003
Vendor Location: CHK-01
Address Sequence Number: 1
Invoice Number: J
Invoice Date:

Step	Action
11.	Enter the desired information into the **Invoice Number** field. Enter "**Journal Voucher**".


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
Add
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Journal Voucher
Short Vendor Name: SUPPLIER-001
Vendor ID: 0000000003
Vendor Location: CHK-01
Address Sequence Number: 1
Invoice Number: Journal Voucher
Invoice Date:

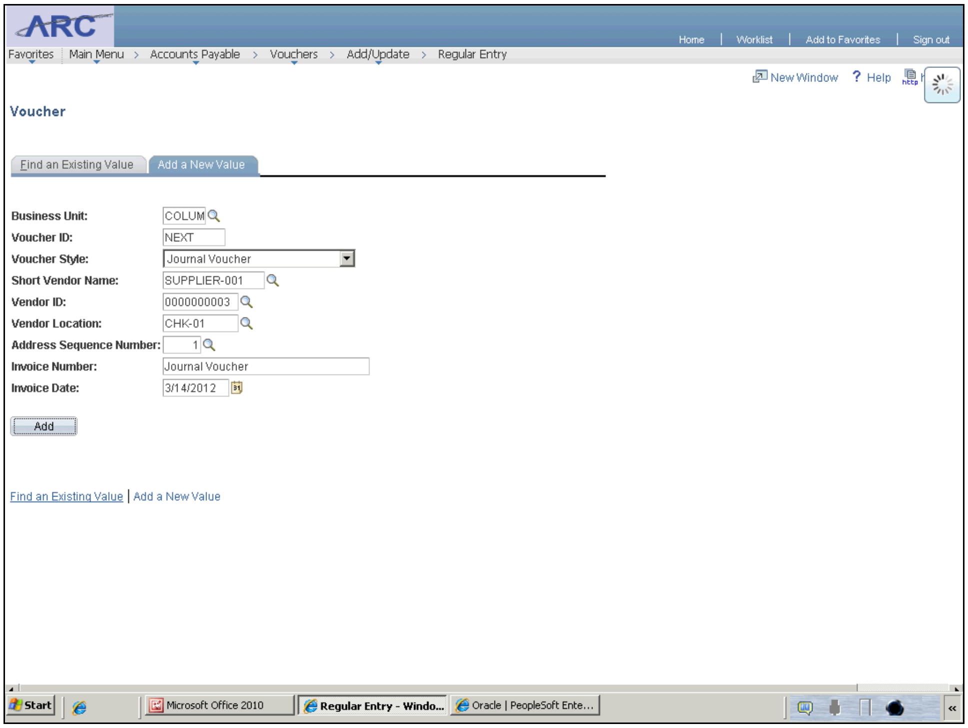
Step	Action
12.	Click in the **Invoice Date** field.


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window ? Help http
Find an Existing Value
Add a New Value
Add
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Voucher

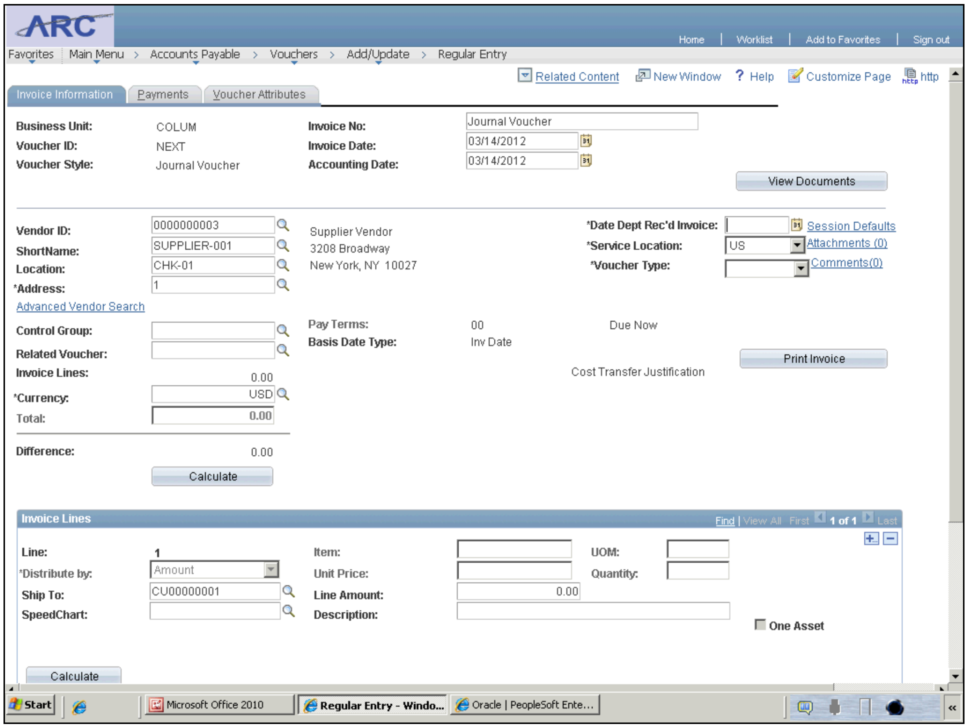
Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Journal Voucher
Short Vendor Name: SUPPLIER-001
Vendor ID: 0000000003
Vendor Location: CHK-01
Address Sequence Number: 1
Invoice Number: Journal Voucher
Invoice Date: 3

Step	Action
13.	Enter the desired information into the **Invoice Date** field. Enter "3/14/2012".


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window
Help
Voucher
Find an Existing Value
Add a New Value
Add
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Journal Voucher
Short Vendor Name: SUPPLIER-001
Vendor ID: 0000000003
Vendor Location: CHK-01
Address Sequence Number: 1
Invoice Number: Journal Voucher
Invoice Date: 3/14/2012

Step	Action
14.	Click the **Add** button. Add


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
Invoice Information
Payments
Voucher Attributes
View Documents
Session Defaults
Attachments (0)
Comments(0)
Advanced Vendor Search
Print Invoice
Calculate
Invoice Lines
Find | View All First 1 of 1 Last
Calculate
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Journal Voucher
Invoice No: Journal Voucher
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012

Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1

Supplier Vendor
3208 Broadway
New York, NY 10027

*Date Dept Rec'd Invoice:
*Service Location: US
*Voucher Type:

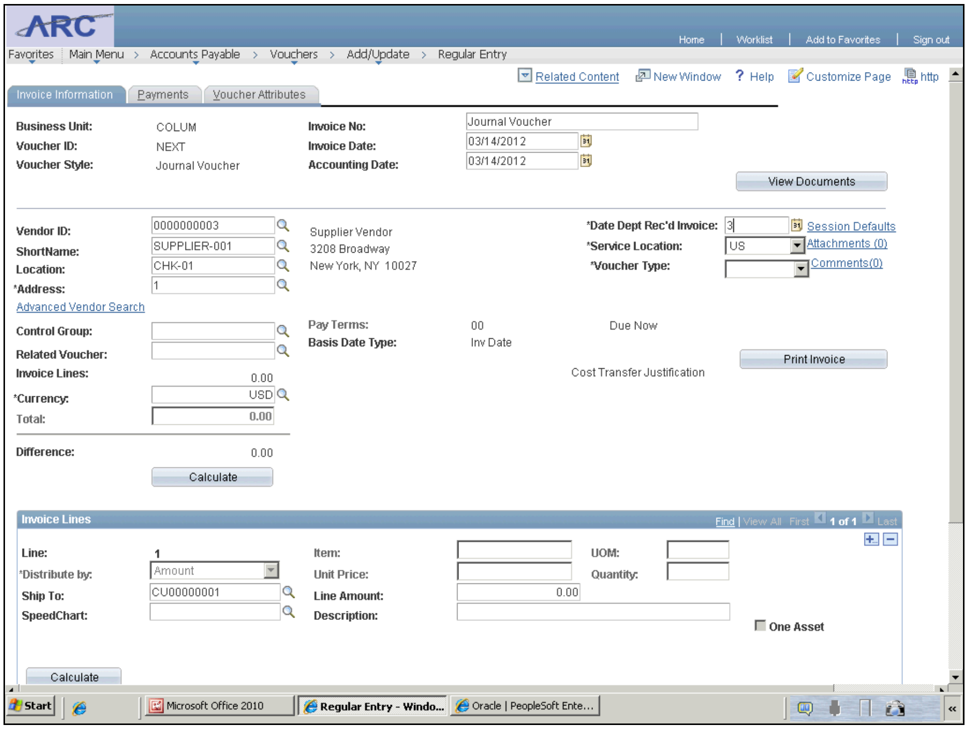
Control Group:
Related Voucher:
Invoice Lines: 0.00
*Currency: USD
Total: 0.00
Difference: 0.00

Pay Terms: 00 Due Now
Basis Date Type: Inv Date

Cost Transfer Justification

Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 0.00
Description:
UOM:
Quantity:
☐ One Asset

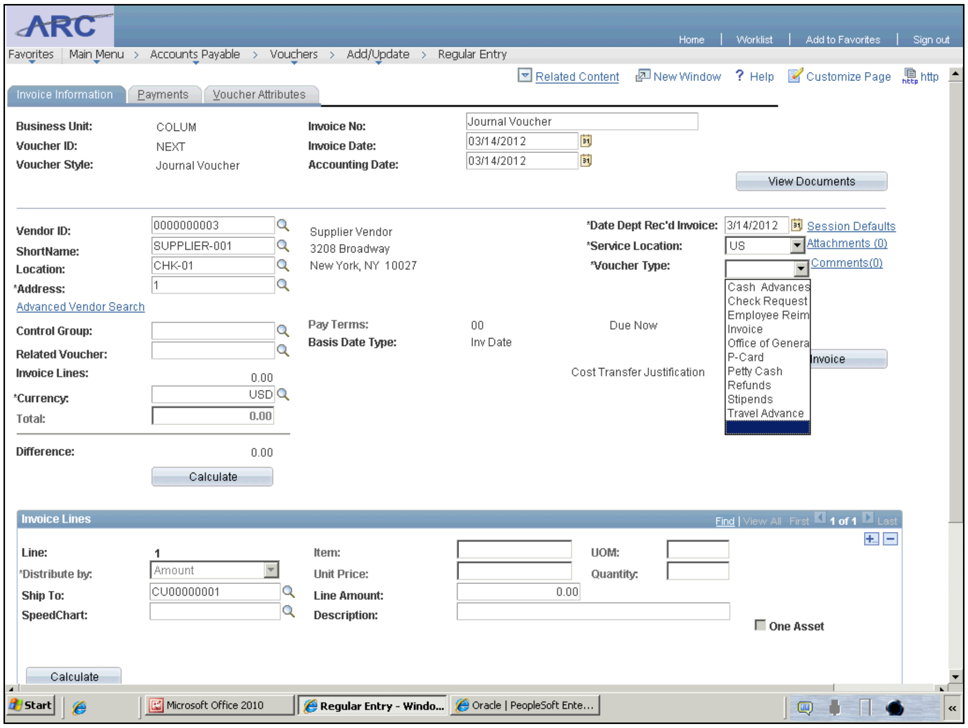
Step	Action
15.	Click in the **Date Dept Rec'd Invoice** field.



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
Invoice Information | Payments | Voucher Attributes
View Documents
Advanced Vendor Search
Session Defaults
Attachments (0)
Comments(0)
Print Invoice
Calculate
Invoice Lines
Find | View All | First 1 of 1 Last
Calculate
Start | Microsoft Office 2010 | Regular Entry - Windo... | Oracle | PeopleSoft Ente...

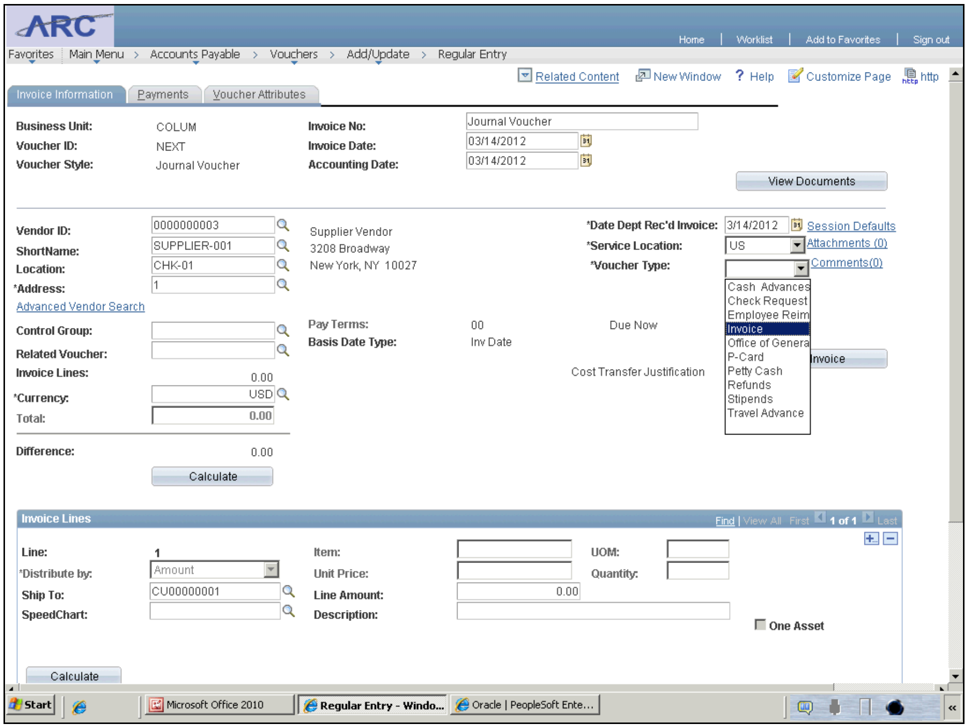
Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Journal Voucher
Invoice No: Journal Voucher
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012
Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Supplier Vendor
3208 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 3
*Service Location: US
*Voucher Type:
Control Group:
Related Voucher:
Invoice Lines: 0.00
*Currency: USD
Total: 0.00
Difference: 0.00
Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Cost Transfer Justification
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 0.00
Description:
UOM:
Quantity:
☐ One Asset

Step	Action
16.	Enter the desired information into the **Date Dept Rec'd Invoice** field. Enter "**3/14/2012**".

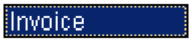

Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Related Content | New Window | Help | Customize Page | http
Invoice Information | Payments | Voucher Attributes
View Documents
Advanced Vendor Search
Session Defaults
Attachments (0)
Comments(0)
Cash Advances
Check Request
Employee Reim
Invoice
Office of Genera
P-Card
Petty Cash
Refunds
Stipends
Travel Advance
Calculate
Invoice Lines
Find | View All First 1 of 1 Last
Start | Microsoft Office 2010 | Regular Entry - Windo... | Oracle | PeopleSoft Ente...

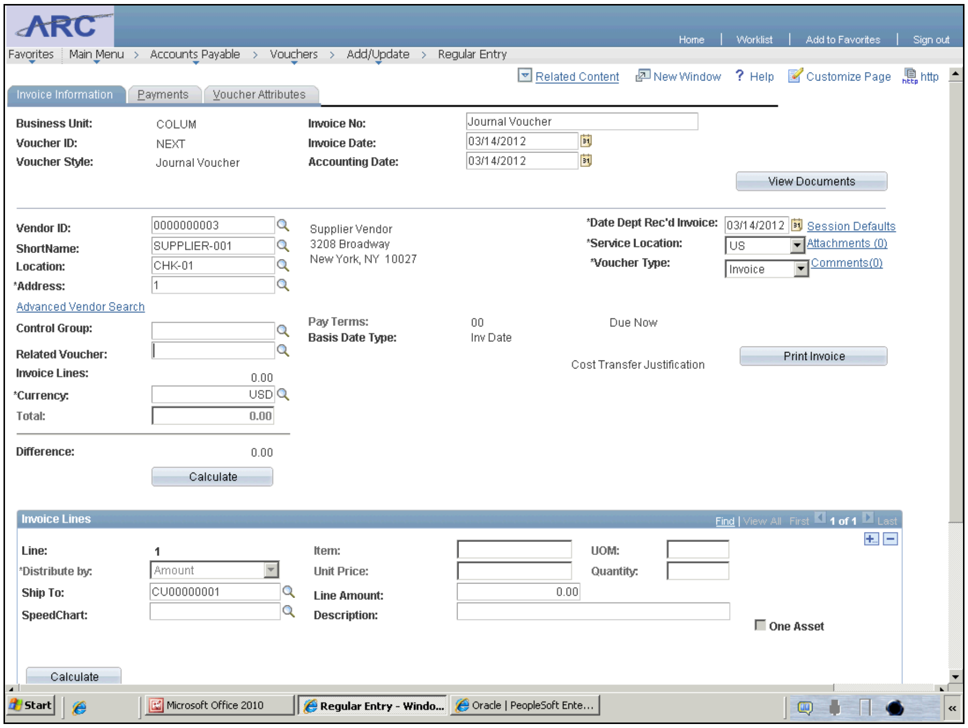
Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Journal Voucher
Invoice No: Journal Voucher
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012
Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Supplier Vendor
3208 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 3/14/2012
*Service Location: US
*Voucher Type:
Control Group:
Related Voucher:
Invoice Lines: 0.00
*Currency: USD
Total: 0.00
Difference: 0.00
Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Cost Transfer Justification
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 0.00
Description:
UOM:
Quantity:
☐ One Asset

Step	Action
17.	Click the **Voucher Type** list.


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
Invoice Information | Payments | Voucher Attributes
View Documents
Advanced Vendor Search
Session Defaults
Attachments (0)
Comments(0)
Cash Advances
Check Request
Employee Reim
Invoice
Office of Genera
P-Card
Petty Cash
Refunds
Stipends
Travel Advance
Calculate
Invoice Lines
Find | View All First 1 of 1 Last
Start | Microsoft Office 2010 | Regular Entry - Windo... | Oracle | PeopleSoft Ente...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Journal Voucher
Invoice No: Journal Voucher
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012
Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Supplier Vendor
3208 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 3/14/2012
*Service Location: US
*Voucher Type:
Control Group:
Related Voucher:
Invoice Lines: 0.00
*Currency: USD
Total: 0.00
Difference: 0.00
Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Cost Transfer Justification
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 0.00
Description:
UOM:
Quantity:
☐ One Asset

Step	Action
18.	Click the **Invoice** list item. 



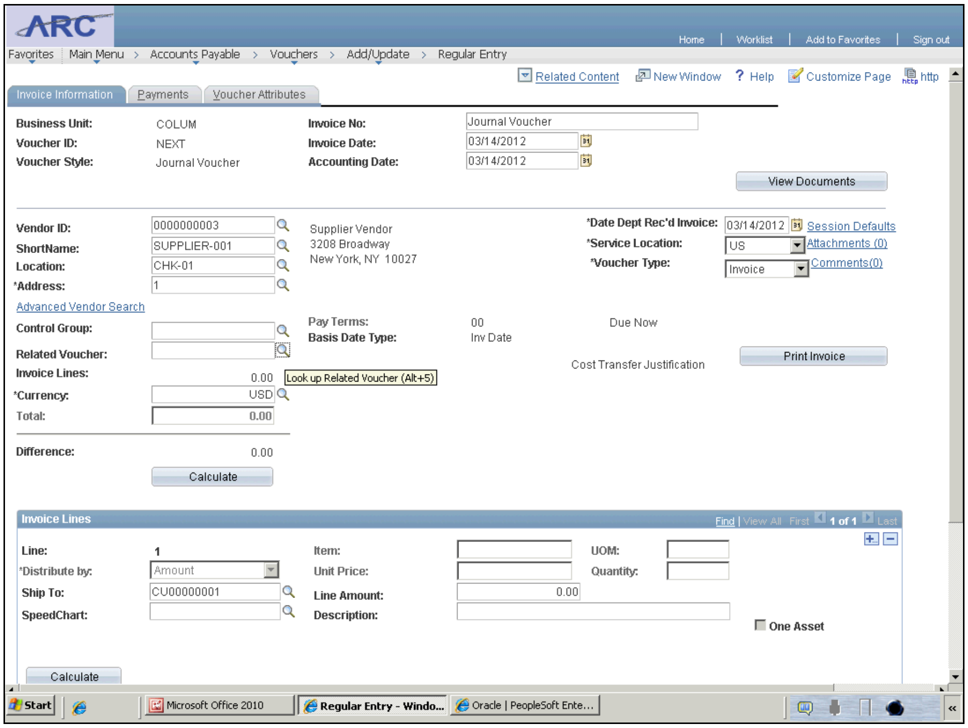
ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Related Content | New Window | Help | Customize Page | http
Invoice Information | Payments | Voucher Attributes
View Documents
Advanced Vendor Search
Session Defaults
Attachments (0)
Comments(0)
Print Invoice
Cost Transfer Justification
Calculate
Invoice Lines
Find | View All First 1 of 1 Last
One Asset
Calculate
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Journal Voucher
Invoice No: Journal Voucher
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012

Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Supplier Vendor
3208 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice
Control Group:
Related Voucher:
Invoice Lines: 0.00
*Currency: USD
Total: 0.00
Difference: 0.00
Pay Terms: 00 Due Now
Basis Date Type: Inv Date

Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 0.00
Description:
UOM:
Quantity:

Step	Action
19.	You will need to identify the voucher for which you are adjusting the Journal Entry. Click in the **Related Voucher** field.



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
Invoice Information | Payments | Voucher Attributes
View Documents
Session Defaults
Attachments (0)
Comments(0)
Advanced Vendor Search
Look up Related Voucher (Alt+5)
Print Invoice
Calculate
Invoice Lines
Find | View All | First 1 of 1 Last
☐ One Asset
Calculate
Start | Microsoft Office 2010 | Regular Entry - Windo... | Oracle | PeopleSoft Ente...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Journal Voucher
Invoice No: Journal Voucher
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012

Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
***Address:** 1

Supplier Vendor
3208 Broadway
New York, NY 10027

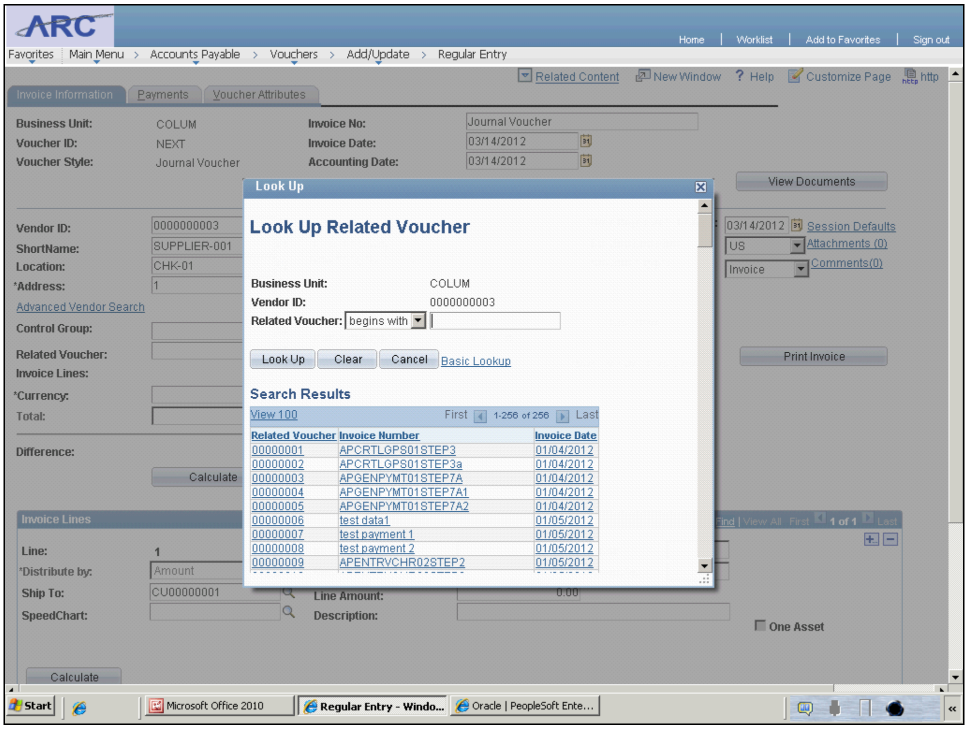
***Date Dept Rec'd Invoice:** 03/14/2012
***Service Location:** US
***Voucher Type:** Invoice

Control Group:
Related Voucher:
Invoice Lines: 0.00
***Currency:** USD
Total: 0.00
Difference: 0.00

Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Cost Transfer Justification

Line: 1
***Distribute by:** Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 0.00
Description:
UOM:
Quantity:

Step	Action
20.	Click the **Look up Related Voucher (Alt+5)** button.



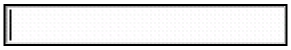
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Look Up
Look Up | Clear | Cancel | Basic Lookup
View 100 | First 1-256 of 256 Last
Start | Microsoft Office 2010 | Regular Entry - Windo... | Oracle | PeopleSoft Ente...

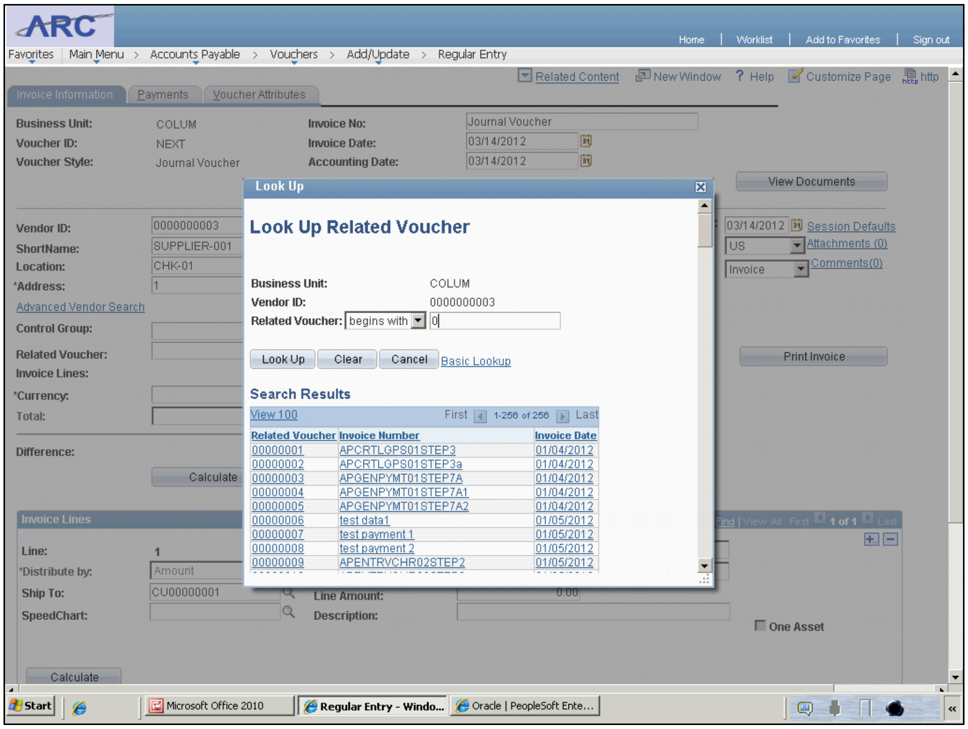
Look Up Related Voucher

Business Unit: COLUM
Vendor ID: 0000000003
Related Voucher: begins with

Search Results

Related Voucher	Invoice Number	Invoice Date
00000001	APCRTLGPS01STEP3	01/04/2012
00000002	APCRTLGPS01STEP3a	01/04/2012
00000003	APGENPYMT01STEP7A	01/04/2012
00000004	APGENPYMT01STEP7A1	01/04/2012
00000005	APGENPYMT01STEP7A2	01/04/2012
00000006	test data1	01/05/2012
00000007	test payment 1	01/05/2012
00000008	test payment 2	01/05/2012
00000009	APENTRVCHR02STEP2	01/05/2012

Step	Action
21.	Click in the **Related Voucher** field. 



Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Journal Voucher
Invoice No: Journal Voucher
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012
Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1

Look Up Related Voucher

Business Unit: COLUM
Vendor ID: 0000000003
Related Voucher: begins with 0

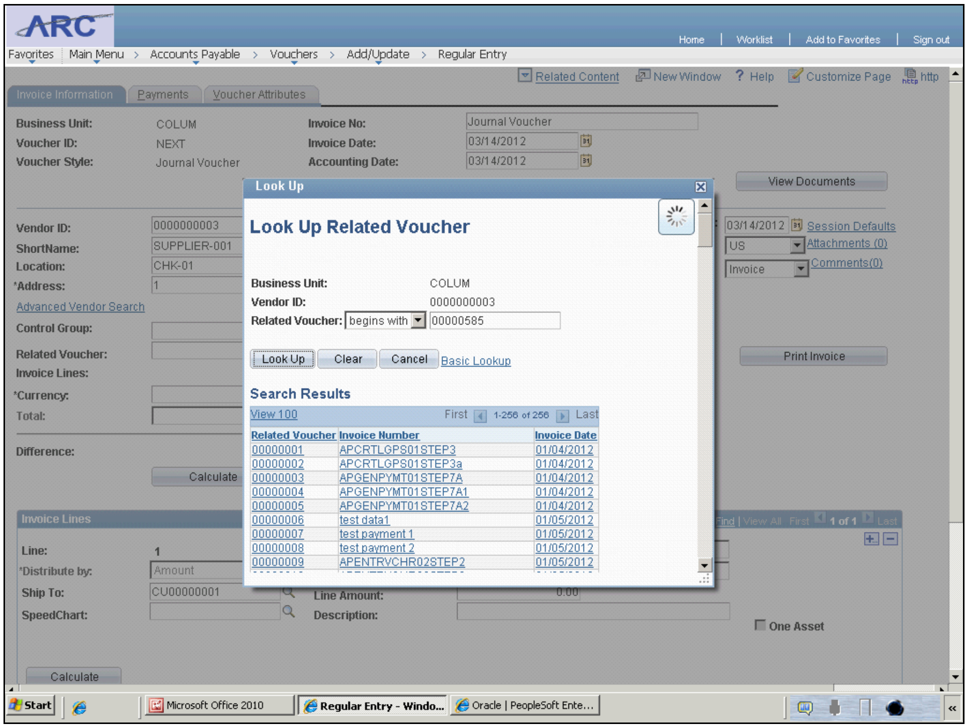
Search Results

View 100 First 1-256 of 256 Last

Related Voucher	Invoice Number	Invoice Date
00000001	APCRTLGPS01STEP3	01/04/2012
00000002	APCRTLGPS01STEP3a	01/04/2012
00000003	APGENPYMT01STEP7A	01/04/2012
00000004	APGENPYMT01STEP7A1	01/04/2012
00000005	APGENPYMT01STEP7A2	01/04/2012
00000006	test data1	01/05/2012
00000007	test payment 1	01/05/2012
00000008	test payment 2	01/05/2012
00000009	APENTRVCHR02STEP2	01/05/2012

Line: 1
*Distribute by: Amount
Ship To: CU00000001
Line Amount: 0.00

Step	Action
22.	Enter the desired information into the **Related Voucher** field. Enter "**00000585**".


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
Invoice Information Payments Voucher Attributes
View Documents
Session Defaults Attachments (0) Comments(0)
Advanced Vendor Search
Print Invoice
Calculate
Invoice Lines
One Asset
Start Microsoft Office 2010 Regular Entry - Windo... Oracle | PeopleSoft Ente...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Journal Voucher
Invoice No: Journal Voucher
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012
Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Line: 1
*Distribute by: Amount
Ship To: CU00000001
Line Amount: 0.00

Look Up

Look Up Related Voucher

Business Unit: COLUM
Vendor ID: 0000000003
Related Voucher: begins with 00000585

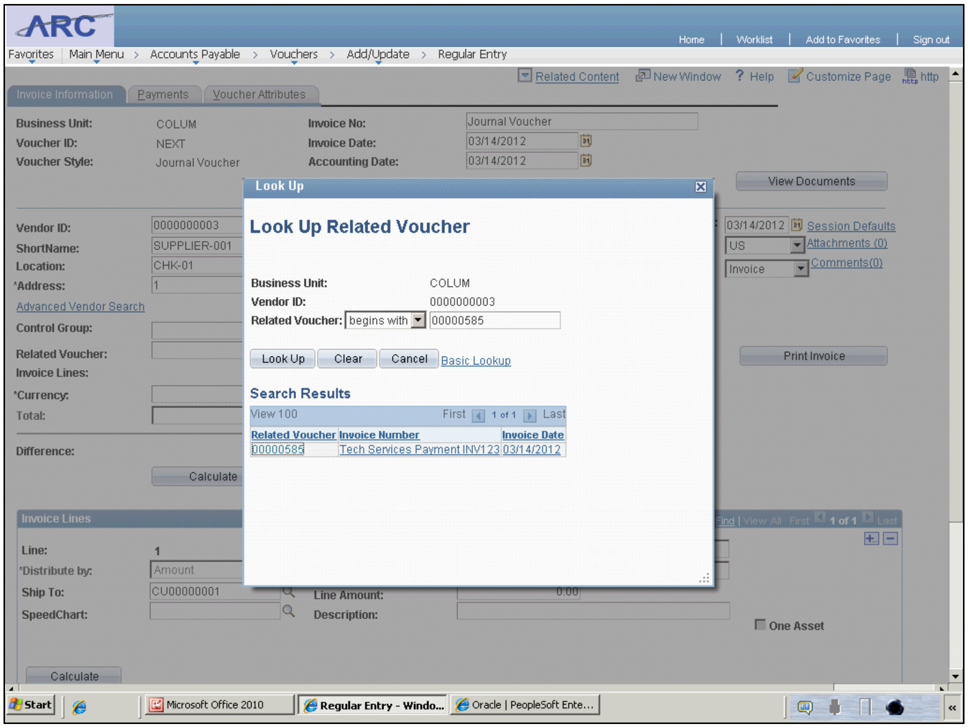
Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-256 of 256 Last

Related Voucher	Invoice Number	Invoice Date
00000001	APCRTLGPS01STEP3	01/04/2012
00000002	APCRTLGPS01STEP3a	01/04/2012
00000003	APGENPYMT01STEP7A	01/04/2012
00000004	APGENPYMT01STEP7A1	01/04/2012
00000005	APGENPYMT01STEP7A2	01/04/2012
00000006	test data1	01/05/2012
00000007	test payment 1	01/05/2012
00000008	test payment 2	01/05/2012
00000009	APENTRVCHR02STEP2	01/05/2012

Step	Action
23.	Click the **Look Up** button. Look Up


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
Invoice Information Payments Voucher Attributes
View Documents
Session Defaults Attachments (0) Comments(0)
Advanced Vendor Search
Print Invoice
Calculate
Invoice Lines
One Asset
Start Microsoft Office 2010 Regular Entry - Windo... Oracle | PeopleSoft Ente...

Look Up

Look Up Related Voucher

Business Unit: COLUM
Vendor ID: 0000000003
Related Voucher: begins with 00000585

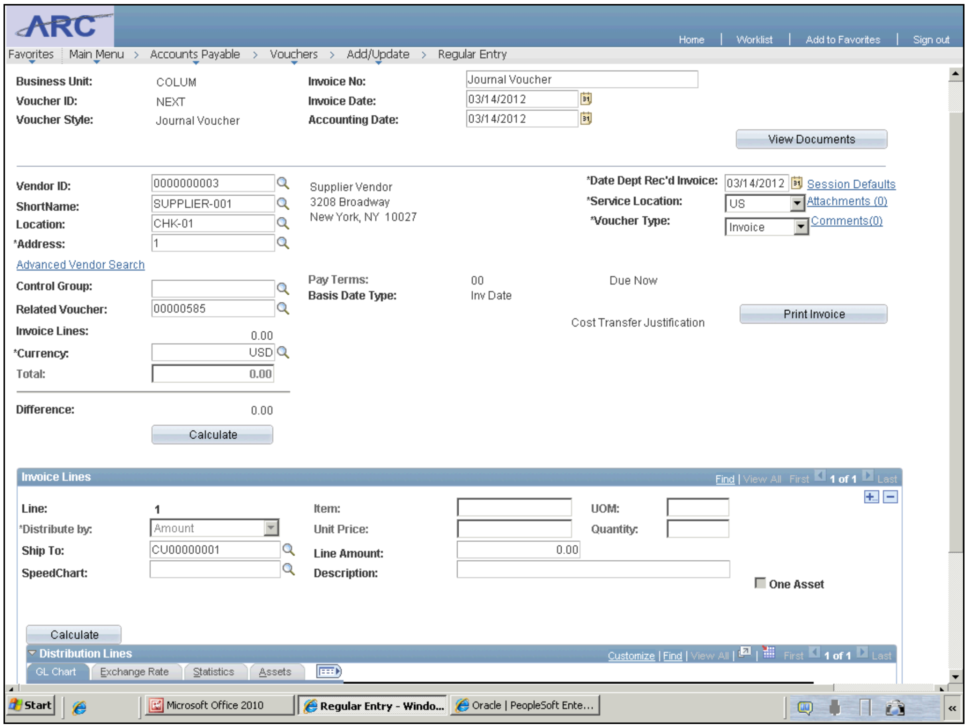
Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1 of 1 Last

Related Voucher	Invoice Number	Invoice Date
00000585	Tech Services Payment INV123	03/14/2012

Step	Action
24.	Click the **00000585** link. 00000585


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
View Documents
Session Defaults
Attachments (0)
Comments(0)
Advanced Vendor Search
Print Invoice
Calculate
Find | View All First 1 of 1 Last
Calculate
Distribution Lines
Customize | Find | View All | First 1 of 1 Last
GL Chart
Exchange Rate
Statistics
Assets
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Journal Voucher
Invoice No: Journal Voucher
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012

Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1

Supplier Vendor
3208 Broadway
New York, NY 10027

*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice

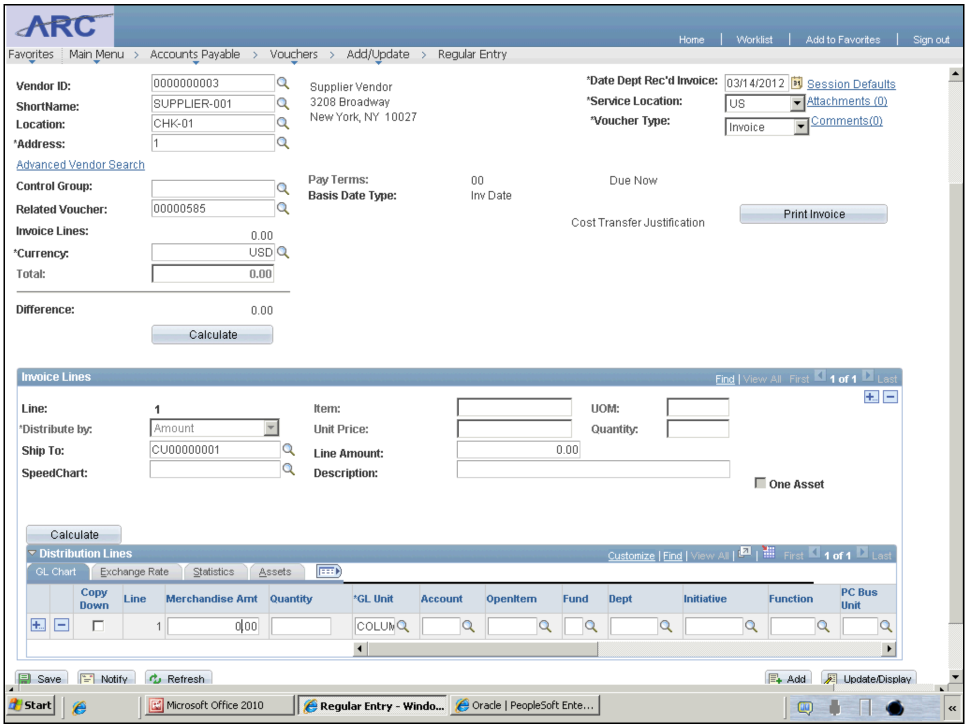
Control Group:
Related Voucher: 00000585
Invoice Lines: 0.00
*Currency: USD
Total: 0.00
Difference: 0.00

Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Cost Transfer Justification

Invoice Lines

Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 0.00
Description:
UOM:
Quantity:
☐ One Asset

Step	Action
25.	Drag the scrollbar to the bottom of the page.


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Session Defaults
Attachments (0)
Comments(0)
Print Invoice
Calculate
Find | View All First 1 of 1 Last
Customize | Find | View All | First 1 of 1 Last
GL Chart | Exchange Rate | Statistics | Assets
Save | Notify | Refresh
Add | Update/Display
Start | Microsoft Office 2010 | Regular Entry - Windo... | Oracle | PeopleSoft Ente...

Vendor ID:	0000000003	*Date Dept Rec'd Invoice:	03/14/2012
ShortName:	SUPPLIER-001	*Service Location:	US
Location:	CHK-01	*Voucher Type:	Invoice
*Address:	1		
Control Group:		Pay Terms:	00 Due Now
Related Voucher:	00000585	Basis Date Type:	Inv Date
Invoice Lines:	0.00	Cost Transfer Justification	
*Currency:	USD		
Total:	0.00		
Difference:	0.00		

Supplier Vendor
3208 Broadway
New York, NY 10027

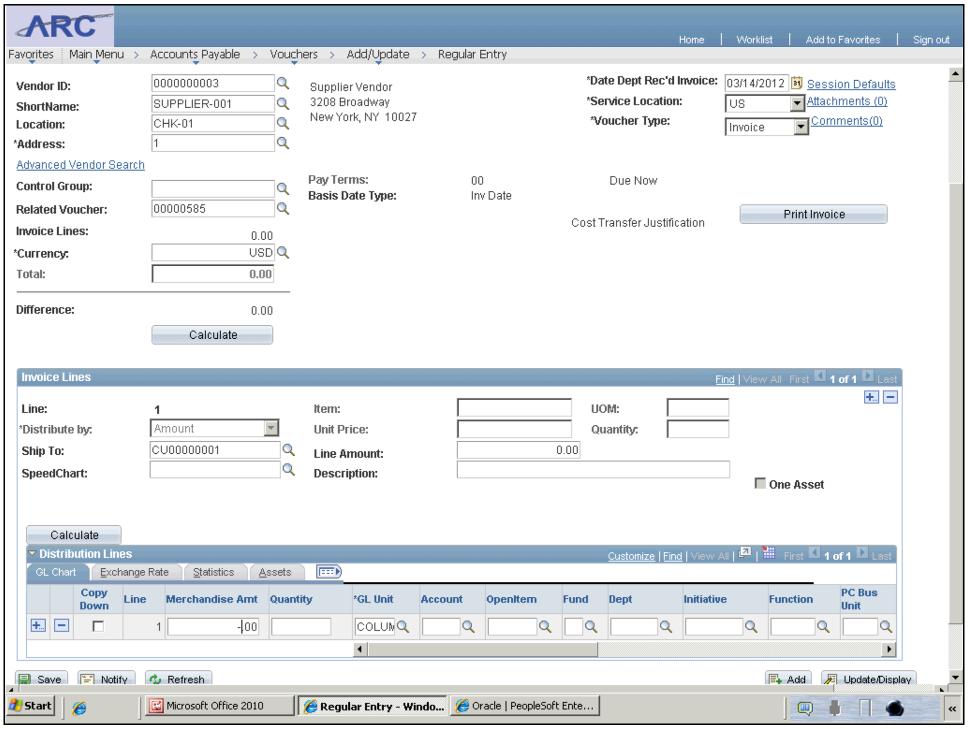
Invoice Lines

Line:	1	Item:		UOM:	
*Distribute by:	Amount	Unit Price:		Quantity:	
Ship To:	CU00000001	Line Amount:	0.00		
SpeedChart:		Description:		☐ One Asset	

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
☐	1	0.00		COLUM							

Step	Action
26.	Click in the **Merchandise Amt** field. 0.00


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Session Defaults
Attachments (0)
Comments(0)
Print Invoice
Calculate
Find | View All First 1 of 1 Last
Customize | Find | View All | First 1 of 1 Last
GL Chart | Exchange Rate | Statistics | Assets
Save | Notify | Refresh
Add | Update/Display
Start | Microsoft Office 2010 | Regular Entry - Windo... | Oracle | PeopleSoft Ente...

Vendor ID:	0000000003	*Date Dept Rec'd Invoice:	03/14/2012
ShortName:	SUPPLIER-001	*Service Location:	US
Location:	CHK-01	*Voucher Type:	Invoice
*Address:	1		
Control Group:		Pay Terms:	00 Due Now
Related Voucher:	00000585	Basis Date Type:	Inv Date
Invoice Lines:	0.00	Cost Transfer Justification	
*Currency:	USD		
Total:	0.00		
Difference:	0.00		

Supplier Vendor
3208 Broadway
New York, NY 10027

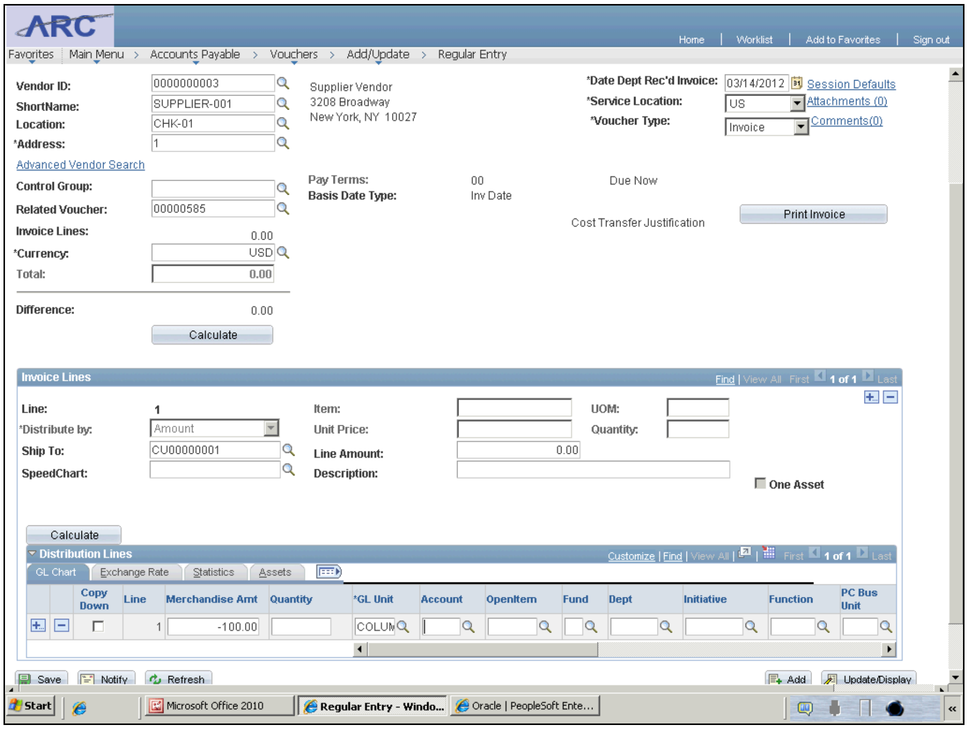
Invoice Lines

Line:	1	Item:		UOM:	
*Distribute by:	Amount	Unit Price:		Quantity:	
Ship To:	CU00000001	Line Amount:	0.00		
SpeedChart:		Description:		☐ One Asset	

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
☐	1	.00		COLUM							

Step	Action
27.	Enter the distribution information from Voucher 00000585 as a credit. Enter "**-100**".


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Session Defaults
Attachments (0)
Comments(0)
Print Invoice
Calculate
Invoice Lines
Find | View All First 1 of 1 Last
One Asset
Calculate
Distribution Lines
Customize | Find | View All | First 1 of 1 Last
GL Chart | Exchange Rate | Statistics | Assets
Save | Notify | Refresh
Add | Update/Display
Start | Microsoft Office 2010 | Regular Entry - Windo... | Oracle | PeopleSoft Ente...

Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1

Supplier Vendor
3208 Broadway
New York, NY 10027

*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice

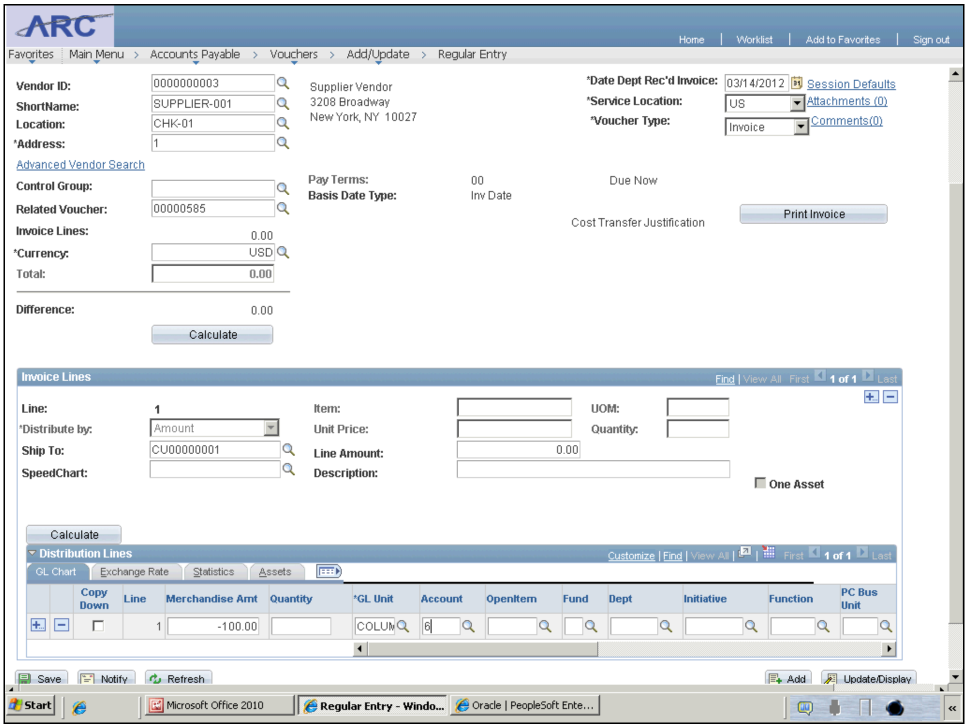
Control Group:
Related Voucher: 00000585
Invoice Lines: 0.00
*Currency: USD
Total: 0.00
Difference: 0.00

Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Cost Transfer Justification

Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 0.00
Description:
UOM:
Quantity:

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
☐	1	-100.00		COLUM							

Step	Action
28.	Click in the **Account** field.


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Session Defaults
Attachments (0)
Comments(0)
Print Invoice
Calculate
Find | View All First 1 of 1 Last
Customize | Find | View All | First 1 of 1 Last
GL Chart | Exchange Rate | Statistics | Assets
Save | Notify | Refresh | Add | Update/Display
Start | Microsoft Office 2010 | Regular Entry - Windo... | Oracle | PeopleSoft Ente...

Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
***Address:** 1

Supplier Vendor
3208 Broadway
New York, NY 10027

***Date Dept Rec'd Invoice:** 03/14/2012
***Service Location:** US
***Voucher Type:** Invoice

Control Group:
Related Voucher: 00000585
Invoice Lines: 0.00
***Currency:** USD
Total: 0.00
Difference: 0.00

Pay Terms: 00 Due Now
Basis Date Type: Inv Date

Cost Transfer Justification

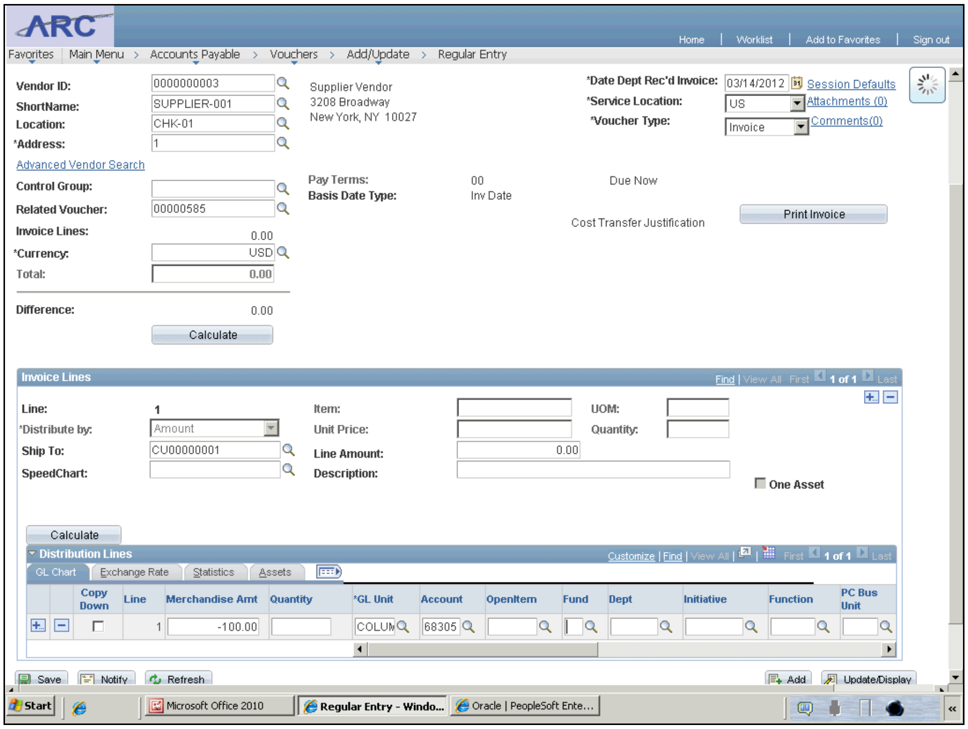
Invoice Lines

Line: 1
***Distribute by:** Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 0.00
Description:
UOM:
Quantity:
☐ **One Asset**

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
☐	1	-100.00		COLUM	6						

Step	Action
29.	Enter the desired information into the **Account** field. Enter "**68305**".


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Session Defaults
Attachments (0)
Comments(0)
Print Invoice
Calculate
Find | View All First 1 of 1 Last
Customize | Find | View All | First 1 of 1 Last
GL Chart | Exchange Rate | Statistics | Assets
Save | Notify | Refresh | Add | Update/Display
Start | Microsoft Office 2010 | Regular Entry - Windo... | Oracle | PeopleSoft Ente...

Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
***Address:** 1

Supplier Vendor
3208 Broadway
New York, NY 10027

***Date Dept Rec'd Invoice:** 03/14/2012
***Service Location:** US
***Voucher Type:** Invoice

Control Group:
Related Voucher: 00000585
Invoice Lines: 0.00
***Currency:** USD
Total: 0.00
Difference: 0.00

Pay Terms: 00 Due Now
Basis Date Type: Inv Date

Cost Transfer Justification

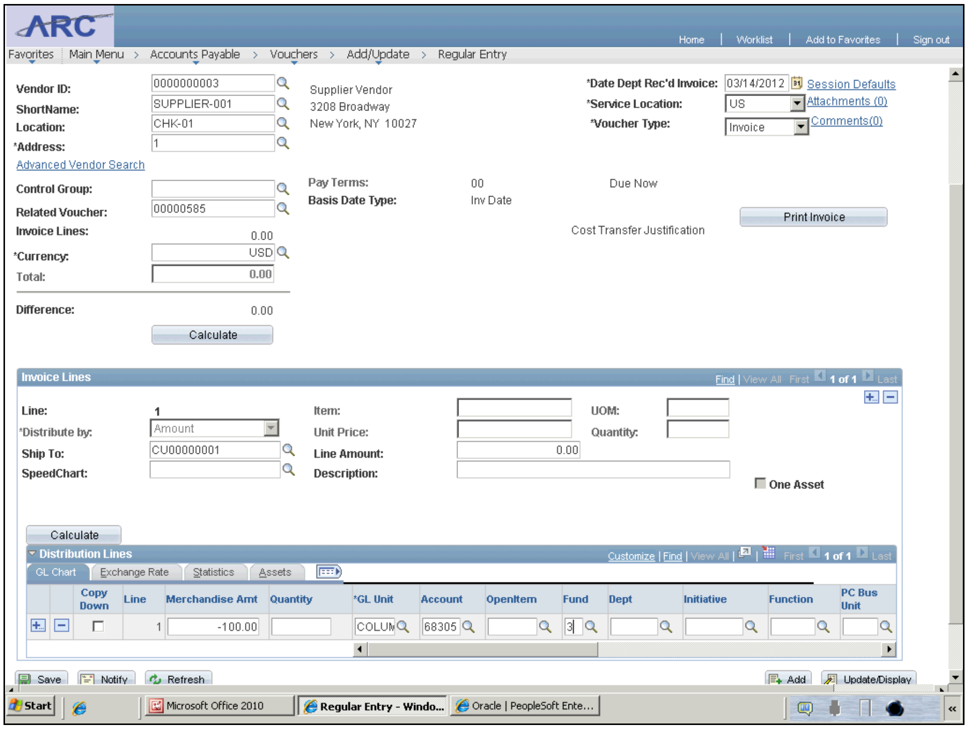
Invoice Lines

Line: 1
***Distribute by:** Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 0.00
Description:
UOM:
Quantity:
☐ **One Asset**

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
☐	1	-100.00		COLUM	68305						

Step	Action
30.	Click in the **Fund** field.


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Session Defaults
Attachments (0)
Comments(0)
Print Invoice
Calculate
Find | View All First 1 of 1 Last
Customize | Find | View All |
GL Chart
Exchange Rate
Statistics
Assets
Save
Notify
Refresh
Add
Update/Display
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1

Supplier Vendor
3208 Broadway
New York, NY 10027

*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice

Control Group:
Related Voucher: 00000585
Invoice Lines: 0.00
*Currency: USD
Total: 0.00
Difference: 0.00

Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Cost Transfer Justification

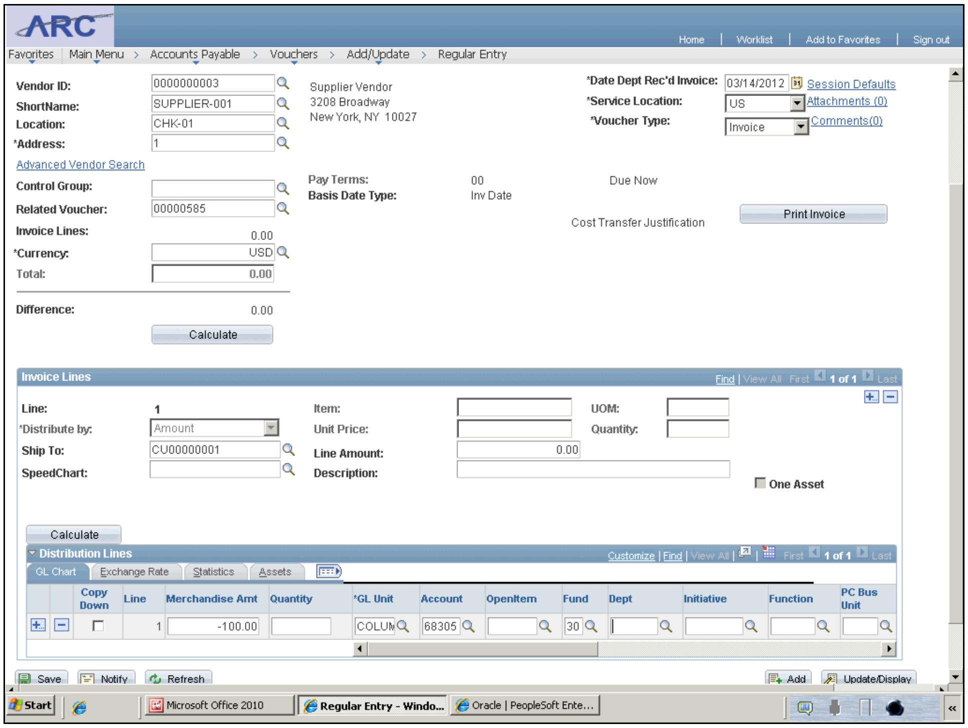
Invoice Lines

Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 0.00
Description:
UOM:
Quantity:
☐ One Asset

Distribution Lines

		Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
+	−	☐	1	-100.00		COLUM	68305		3				

Step	Action
31.	Enter the desired information into the **Fund** field. Enter "**30**".


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Session Defaults
Attachments (0)
Comments(0)
Print Invoice
Calculate
Find | View All First 1 of 1 Last
Customize | Find | View All
GL Chart | Exchange Rate | Statistics | Assets
Save | Notify | Refresh | Add | Update/Display
Start | Microsoft Office 2010 | Regular Entry - Windo... | Oracle | PeopleSoft Ente...

Vendor ID:	0000000003
ShortName:	SUPPLIER-001
Location:	CHK-01
*Address:	1
Control Group:	
Related Voucher:	00000585
Invoice Lines:	0.00
*Currency:	USD
Total:	0.00
Difference:	0.00

Supplier Vendor
3208 Broadway
New York, NY 10027

Pay Terms: 00 Due Now
Basis Date Type: Inv Date

*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice

Cost Transfer Justification

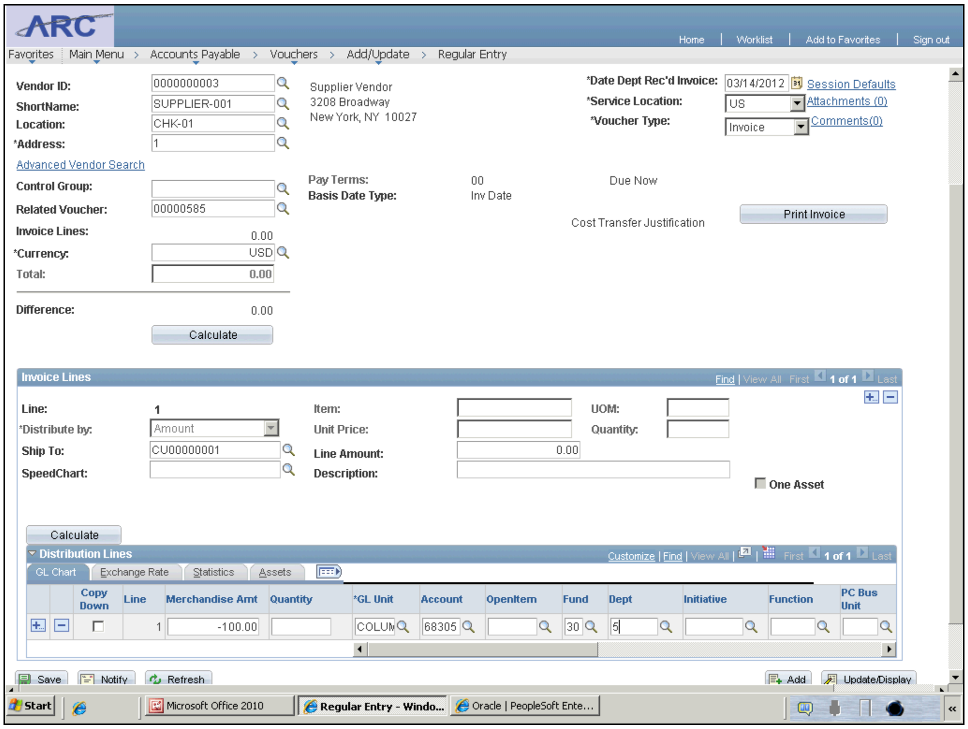
Invoice Lines

Line:	1	Item:		UOM:	
*Distribute by:	Amount	Unit Price:		Quantity:	
Ship To:	CU00000001	Line Amount:	0.00		
SpeedChart:		Description:		☐ One Asset	

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
☐	1	-100.00		COLUM	68305		30				

Step	Action
32.	Click in the **Dept** field.


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Session Defaults
Attachments (0)
Comments(0)
Print Invoice
Calculate
Find | View All First 1 of 1 Last
Customize | Find | View All
GL Chart | Exchange Rate | Statistics | Assets
Save | Notify | Refresh | Add | Update/Display
Start | Microsoft Office 2010 | Regular Entry - Windo... | Oracle | PeopleSoft Ente...

Vendor ID:	0000000003
ShortName:	SUPPLIER-001
Location:	CHK-01
*Address:	1
Control Group:	
Related Voucher:	00000585
Invoice Lines:	0.00
*Currency:	USD
Total:	0.00
Difference:	0.00

Supplier Vendor
3208 Broadway
New York, NY 10027

Pay Terms: 00 Due Now
Basis Date Type: Inv Date

*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice

Cost Transfer Justification

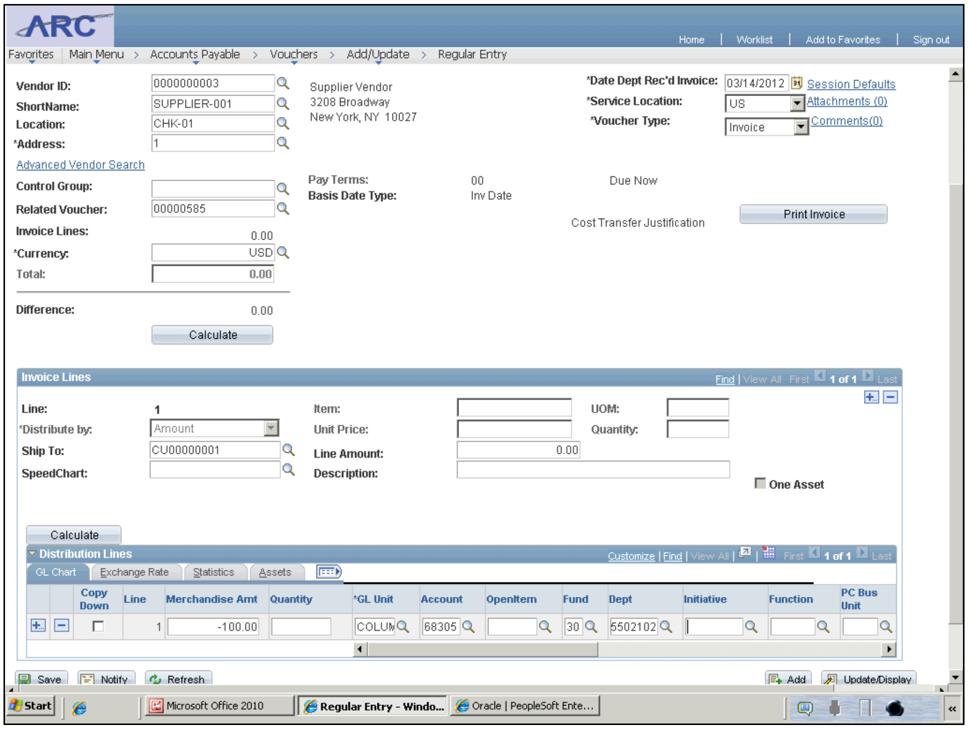
Invoice Lines

Line:	1	Item:		UOM:	
*Distribute by:	Amount	Unit Price:		Quantity:	
Ship To:	CU00000001	Line Amount:	0.00		
SpeedChart:		Description:		☐ One Asset	

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
☐	1	-100.00		COLUM	68305		30	5			

Step	Action
33.	Enter the desired information into the **Dept** field. Enter "**5502102**".


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Session Defaults
Attachments (0)
Comments(0)
Print Invoice
Calculate
Find | View All First 1 of 1 Last
GL Chart
Exchange Rate
Statistics
Assets
Customize | Find | View All | First 1 of 1 Last
Save
Notify
Refresh
Add
Update/Display
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1

Supplier Vendor
3208 Broadway
New York, NY 10027

*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice

Control Group:
Related Voucher: 00000585
Invoice Lines: 0.00
*Currency: USD
Total: 0.00
Difference: 0.00

Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Cost Transfer Justification

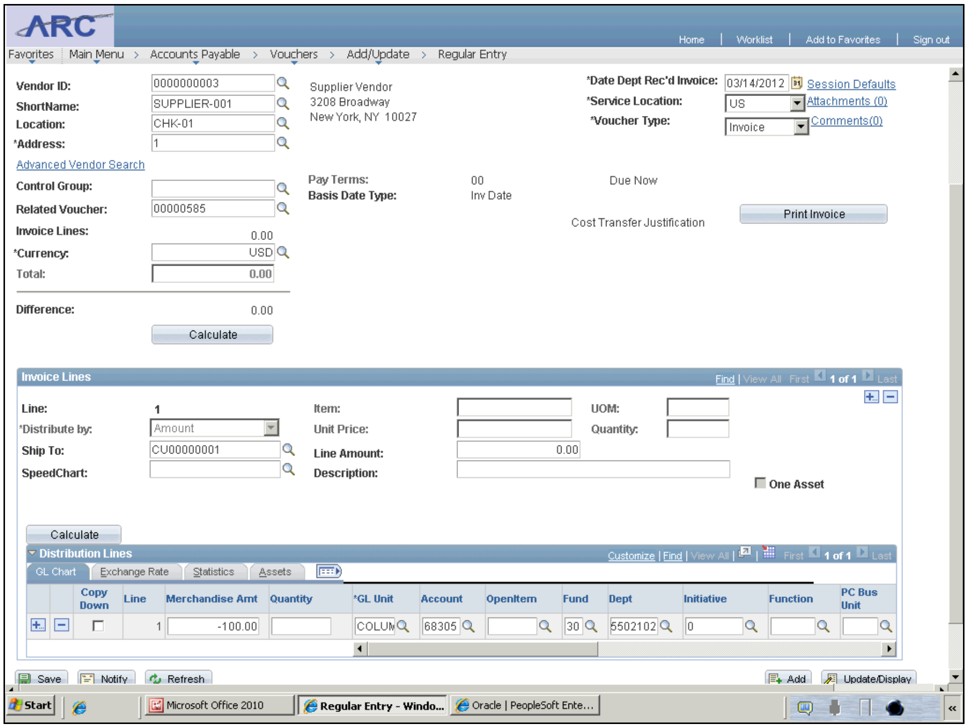
Invoice Lines

Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 0.00
Description:
UOM:
Quantity:
☐ One Asset

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
☐	1	-100.00		COLUM	68305		30	5502102			

Step	Action
34.	Click in the **Initiative** field.



Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Session Defaults
Attachments (0)
Comments(0)
Print Invoice
Calculate
Find | View All First 1 of 1 Last
Customize | Find | View All | First 1 of 1 Last
GL Chart | Exchange Rate | Statistics | Assets
Save | Notify | Refresh
Add | Update/Display
Start | Microsoft Office 2010 | Regular Entry - Windo... | Oracle | PeopleSoft Ente...

Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1

Supplier Vendor
3208 Broadway
New York, NY 10027

*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice

Control Group:
Related Voucher: 00000585
Invoice Lines: 0.00
*Currency: USD
Total: 0.00
Difference: 0.00

Pay Terms: 00 Due Now
Basis Date Type: Inv Date

Cost Transfer Justification

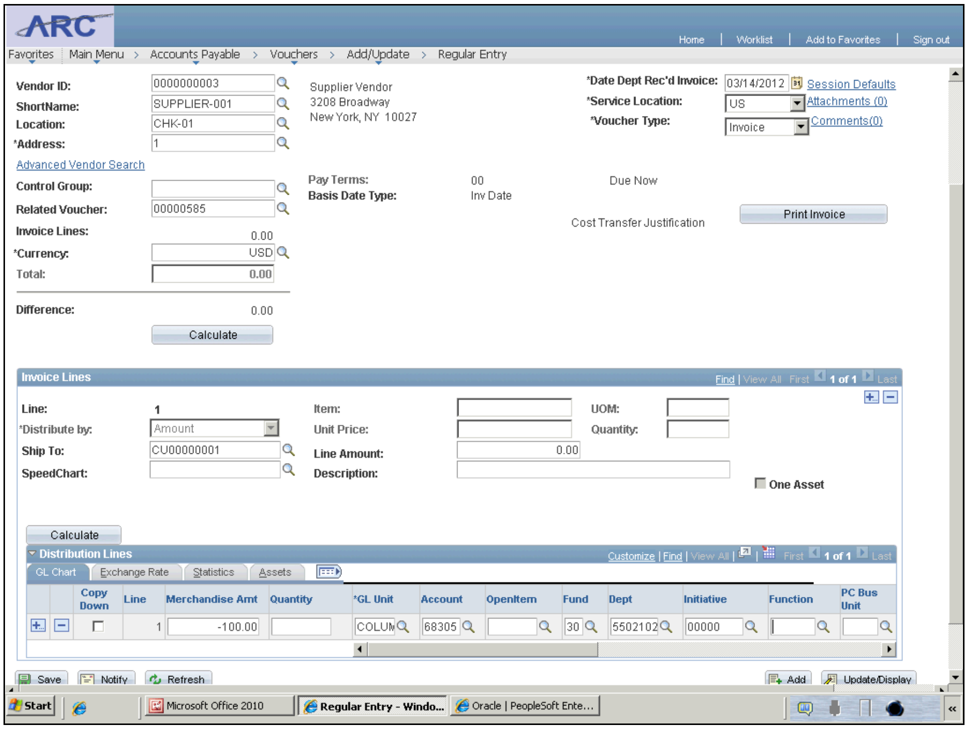
Invoice Lines

Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 0.00
Description:
UOM:
Quantity:
☐ One Asset

Distribution Lines

		Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
+	−	☐	1	-100.00		COLUM	68305		30	5502102	0		

Step	Action
35.	Enter the desired information into the **Initiative** field. Enter "**00000**".



Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Session Defaults
Attachments (0)
Comments(0)
Print Invoice
Calculate
Find | View All First 1 of 1 Last
Customize | Find | View All | First 1 of 1 Last
GL Chart | Exchange Rate | Statistics | Assets
Save | Notify | Refresh
Add | Update/Display
Start | Microsoft Office 2010 | Regular Entry - Windo... | Oracle | PeopleSoft Ente...

Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1

Supplier Vendor
3208 Broadway
New York, NY 10027

*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice

Control Group:
Related Voucher: 00000585
Invoice Lines: 0.00
*Currency: USD
Total: 0.00
Difference: 0.00

Pay Terms: 00 Due Now
Basis Date Type: Inv Date

Cost Transfer Justification

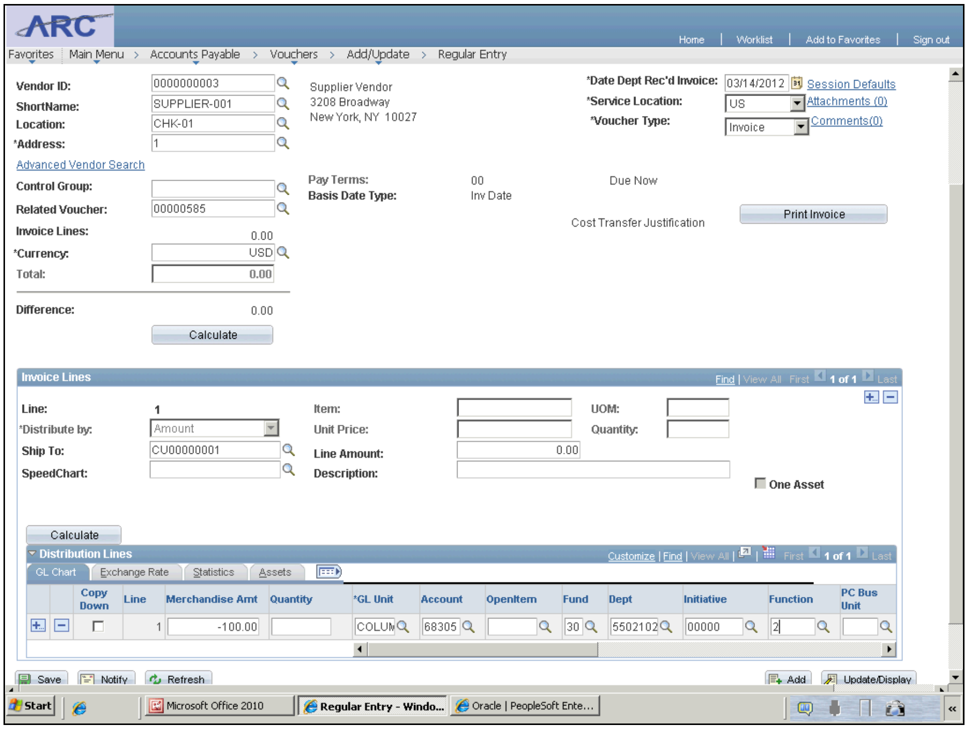
Invoice Lines

Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 0.00
Description:
UOM:
Quantity:
☐ One Asset

Distribution Lines

		Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
+	−	☐	1	-100.00		COLUM	68305		30	5502102	00000		

Step	Action
36.	Click in the **Function** field.



Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1

Supplier Vendor
3208 Broadway
New York, NY 10027

*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice

Control Group:
Related Voucher: 00000585
Invoice Lines: 0.00
*Currency: USD
Total: 0.00
Difference: 0.00

Pay Terms: 00 Due Now
Basis Date Type: Inv Date

Invoice Lines

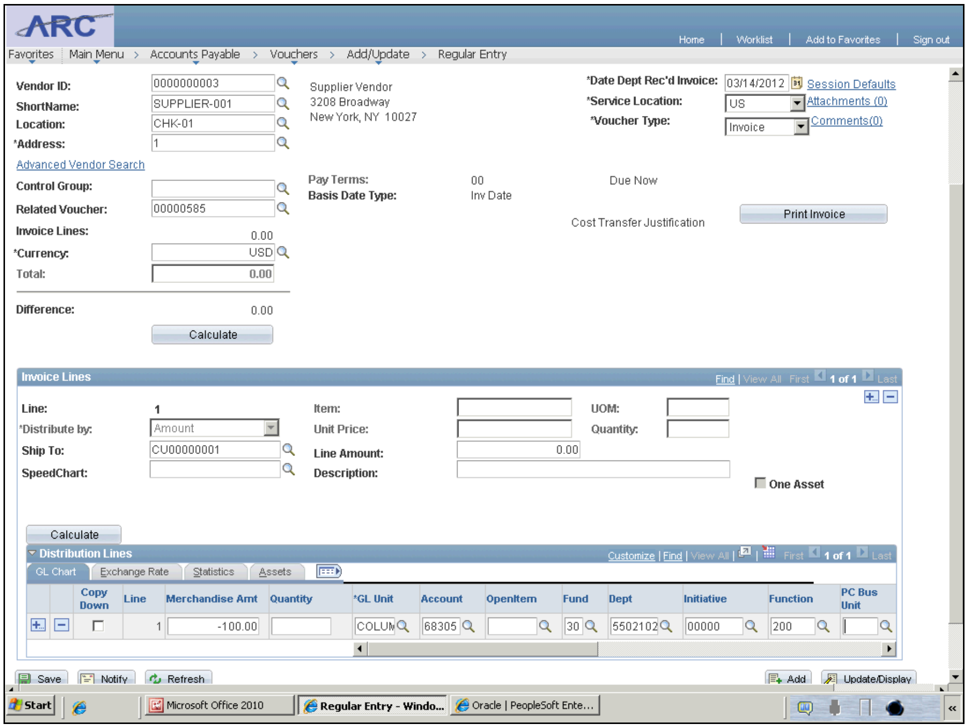
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 0.00
Description:
UOM:
Quantity:

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
☐	1	-100.00		COLUM	68305		30	5502102	00000	2	

Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Session Defaults
Attachments (0)
Comments(0)
Print Invoice
Cost Transfer Justification
Calculate
Find | View All First 1 of 1 Last
☐ One Asset
Calculate
Customize | Find | View All | First 1 of 1 Last
GL Chart
Exchange Rate
Statistics
Assets
Save
Notify
Refresh
Add
Update/Display
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Step	Action
37.	Enter the desired information into the **Function** field. Enter "**200**".

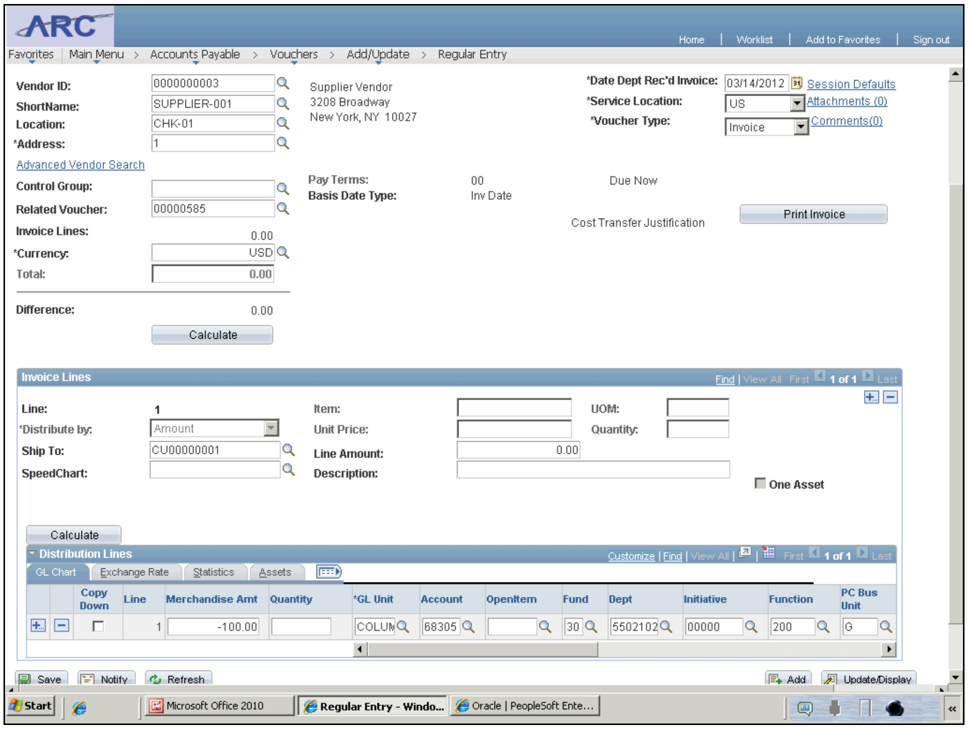

Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Calculate
Print Invoice
Session Defaults
Attachments (0)
Comments(0)
Invoice Lines
Find | View All First 1 of 1 Last
Distribution Lines
Customize | Find | View All | First 1 of 1 Last
GL Chart
Exchange Rate
Statistics
Assets
Save
Notify
Refresh
Add
Update/Display
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Supplier Vendor
3208 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice
Control Group:
Related Voucher: 00000585
Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Cost Transfer Justification
Invoice Lines: 0.00
*Currency: USD
Total: 0.00
Difference: 0.00

Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 0.00
Description:
UOM:
Quantity:
☐ One Asset

	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
+ −	☐	1	-100.00		COLUM	68305		30	5502102	00000	200	

Step	Action
38.	Click in the **PC Bus Unit** field.

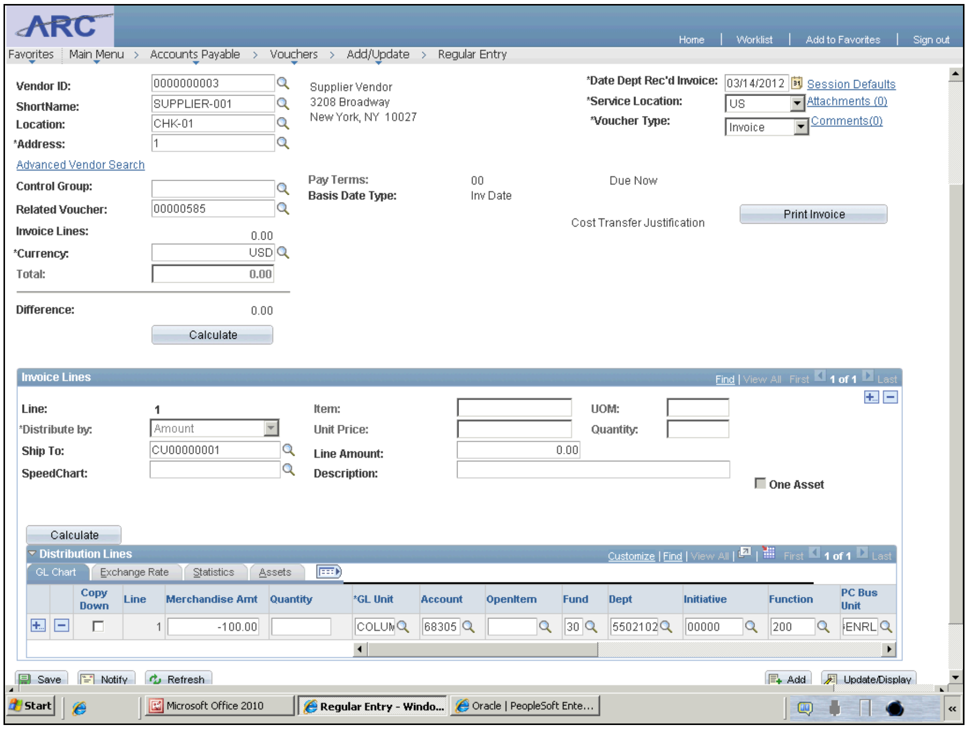

Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Calculate
Print Invoice
Session Defaults
Attachments (0)
Comments(0)
Invoice Lines
Find | View All First 1 of 1 Last
Distribution Lines
Customize | Find | View All | First 1 of 1 Last
GL Chart
Exchange Rate
Statistics
Assets
Save
Notify
Refresh
Add
Update/Display
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Supplier Vendor
3208 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice
Control Group:
Related Voucher: 00000585
Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Cost Transfer Justification
Invoice Lines: 0.00
*Currency: USD
Total: 0.00
Difference: 0.00

Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 0.00
Description:
UOM:
Quantity:
☐ One Asset

	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
+ −	☐	1	-100.00		COLUM	68305		30	5502102	00000	200	G

Step	Action
39.	Enter the desired information into the **PC Bus Unit** field. Enter "**GENRL**".


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Session Defaults
Attachments (0)
Comments(0)
Print Invoice
Calculate
Find | View All First 1 of 1 Last
Customize | Find | View All | First 1 of 1 Last
GL Chart
Exchange Rate
Statistics
Assets
Save
Notify
Refresh
Add
Update/Display
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1

Supplier Vendor
3208 Broadway
New York, NY 10027

*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice

Control Group:
Related Voucher: 00000585
Invoice Lines: 0.00
*Currency: USD
Total: 0.00
Difference: 0.00

Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Cost Transfer Justification

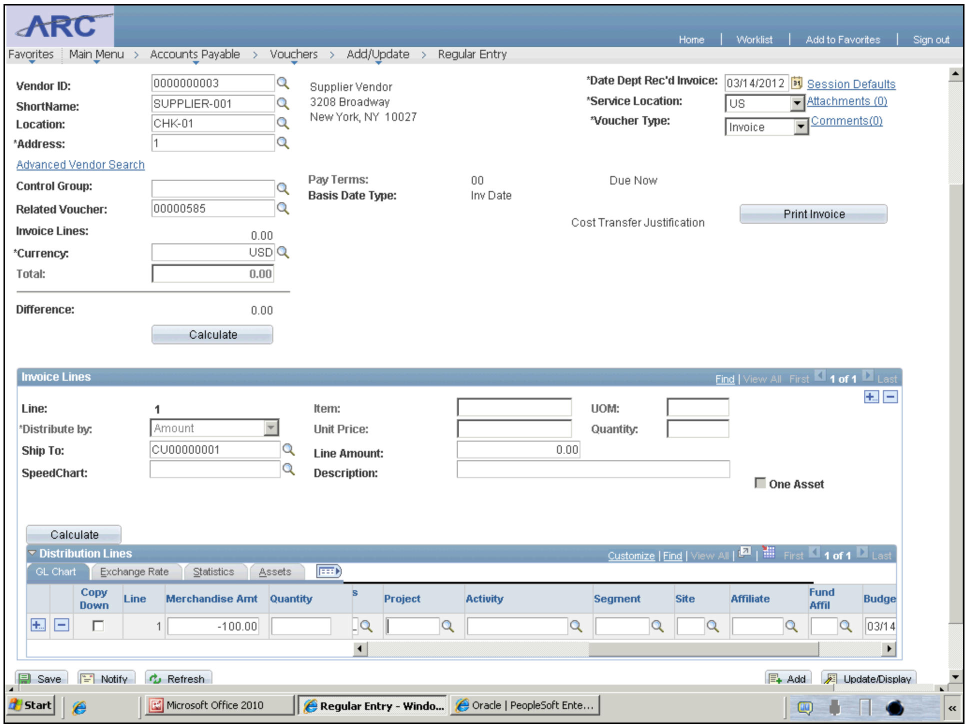
Invoice Lines

Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 0.00
Description:
UOM:
Quantity:
☐ One Asset

Distribution Lines

	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
+ −	☐	1	-100.00		COLUN	68305		30	5502102	00000	200	ENRL

Step	Action
40.	Drag the scrollbar to the right to complete the rest of the distribution information for the credit.


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

Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1

Supplier Vendor
3208 Broadway
New York, NY 10027

Advanced Vendor Search
Control Group:
Related Voucher: 00000585
Invoice Lines: 0.00
*Currency: USD
Total: 0.00
Difference: 0.00

Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Cost Transfer Justification

*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice

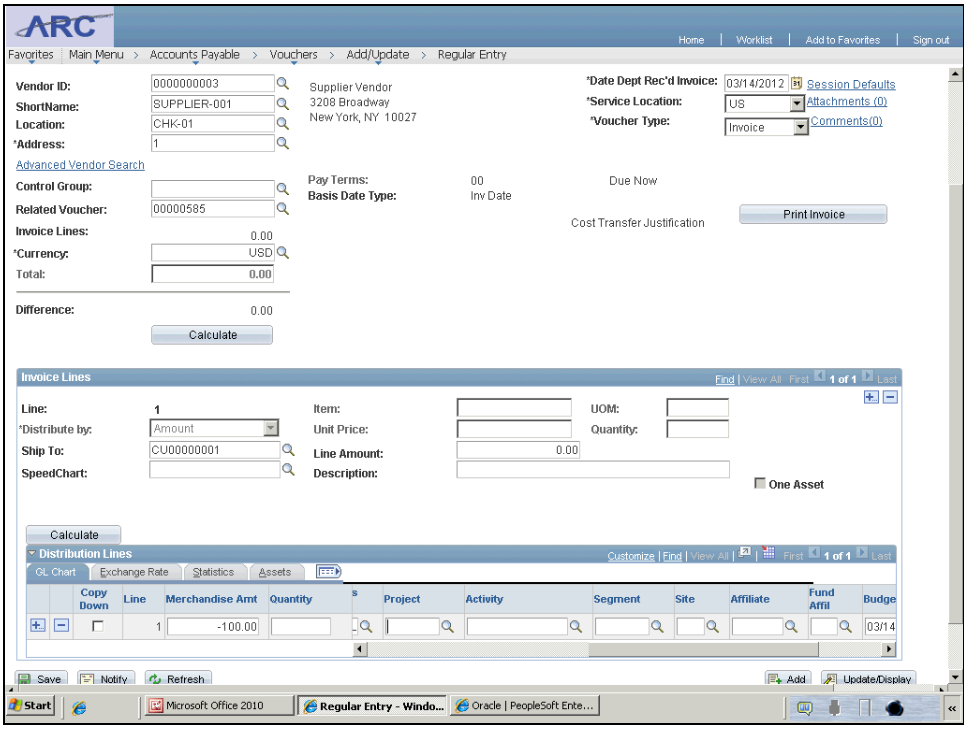
Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 0.00
Description:
UOM:
Quantity:
☐ One Asset

Distribution Lines

	Copy Down	Line	Merchandise Amt	Quantity	s	Project	Activity	Segment	Site	Affiliate	Fund Affil	Budge
+ −	☐	1	-100.00									03/14

Session Defaults
Attachments (0)
Comments(0)
Calculate
Print Invoice
Find | View All First 1 of 1 Last
Customize | Find | View All | First 1 of 1 Last
GL Chart
Exchange Rate
Statistics
Assets
Save
Notify
Refresh
Add
Update/Display
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Step	Action
41.	Click in the **Project** field.


Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1

Supplier Vendor
3208 Broadway
New York, NY 10027

Advanced Vendor Search
Control Group:
Related Voucher: 00000585
Invoice Lines: 0.00
*Currency: USD
Total: 0.00
Difference: 0.00

Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Cost Transfer Justification

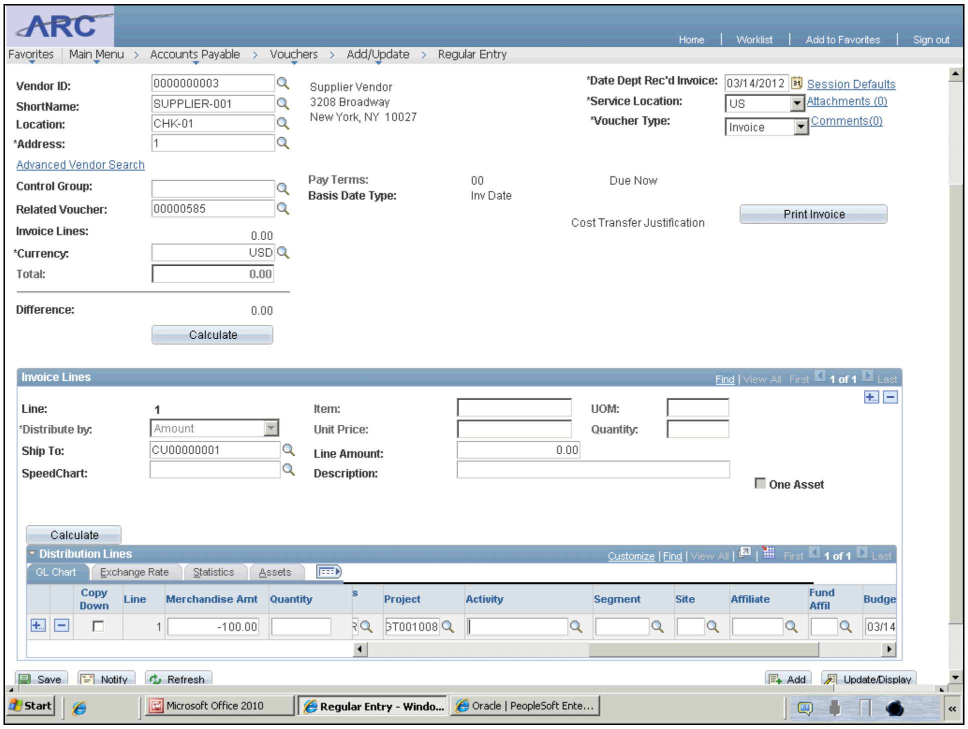
*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice

Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 0.00
Description:
UOM:
Quantity:
☐ One Asset

Distribution Lines

	Copy Down	Line	Merchandise Amt	Quantity	s	Project	Activity	Segment	Site	Affiliate	Fund Affil	Budge
+ −	☐	1	-100.00									03/14

Step	Action
42.	Enter the desired information into the **Project** field. Enter "**GT001008**".


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Session Defaults
Attachments (0)
Comments(0)
Print Invoice
Calculate
Invoice Lines
Find | View All First 1 of 1 Last
Calculate
Distribution Lines
Customize | Find | View All | First 1 of 1 Last
GL Chart
Exchange Rate
Statistics
Assets
Save
Notify
Refresh
Add
Update/Display
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1

Supplier Vendor
3208 Broadway
New York, NY 10027

*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice

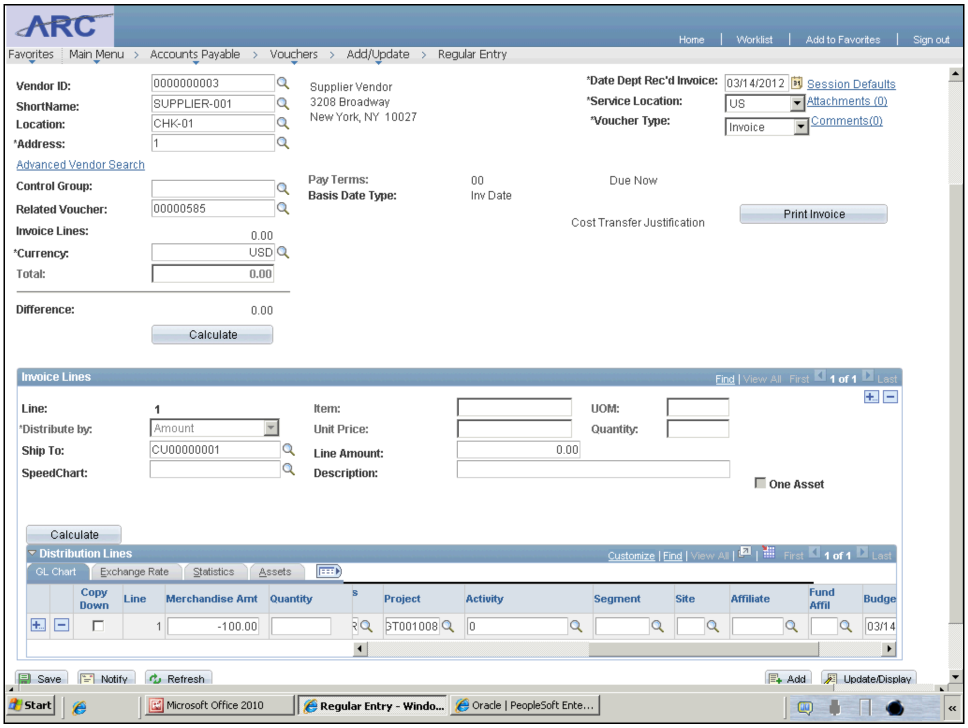
Control Group:
Related Voucher: 00000585
Invoice Lines: 0.00
*Currency: USD
Total: 0.00
Difference: 0.00

Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Cost Transfer Justification

Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 0.00
Description:
UOM:
Quantity:
☐ One Asset

Copy Down	Line	Merchandise Amt	Quantity	Project	Activity	Segment	Site	Affiliate	Fund Affil	Budge
☐	1	-100.00		GT001008						03/14

Step	Action
43.	Click in the **Activity** field.


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Session Defaults
Attachments (0)
Comments(0)
Print Invoice
Calculate
Invoice Lines
Find | View All First 1 of 1 Last
Distribution Lines
Customize | Find | View All | First 1 of 1 Last
GL Chart
Exchange Rate
Statistics
Assets
Save
Notify
Refresh
Add
Update/Display
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1

Supplier Vendor
3208 Broadway
New York, NY 10027

*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice

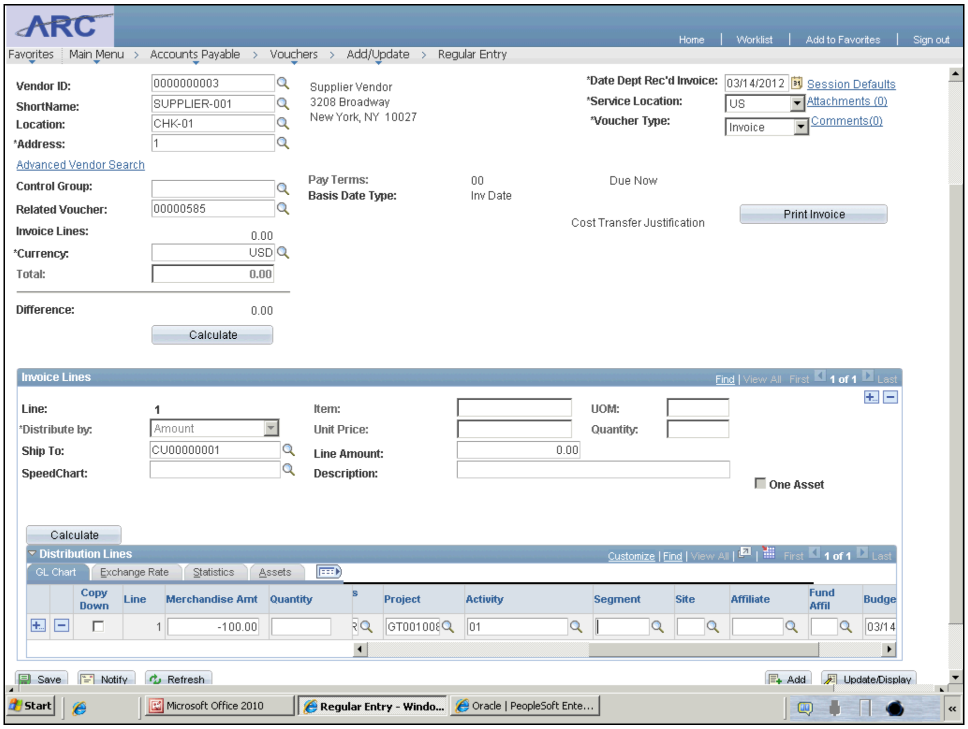
Control Group:
Related Voucher: 00000585
Invoice Lines: 0.00
*Currency: USD
Total: 0.00
Difference: 0.00

Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Cost Transfer Justification

Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 0.00
Description:
UOM:
Quantity:
☐ One Asset

	Copy Down	Line	Merchandise Amt	Quantity	Project	Activity	Segment	Site	Affiliate	Fund Affil	Budge
⊞ ⊟	☐	1	-100.00		GT001008	0					03/14

Step	Action
44.	Enter the desired information into the **Activity** field. Enter "**01**".


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Session Defaults
Attachments (0)
Comments(0)
Print Invoice
Calculate
Invoice Lines
Find | View All First 1 of 1 Last
Distribution Lines
Customize | Find | View All | First 1 of 1 Last
GL Chart
Exchange Rate
Statistics
Assets
Save
Notify
Refresh
Add
Update/Display
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1

Supplier Vendor
3208 Broadway
New York, NY 10027

*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice

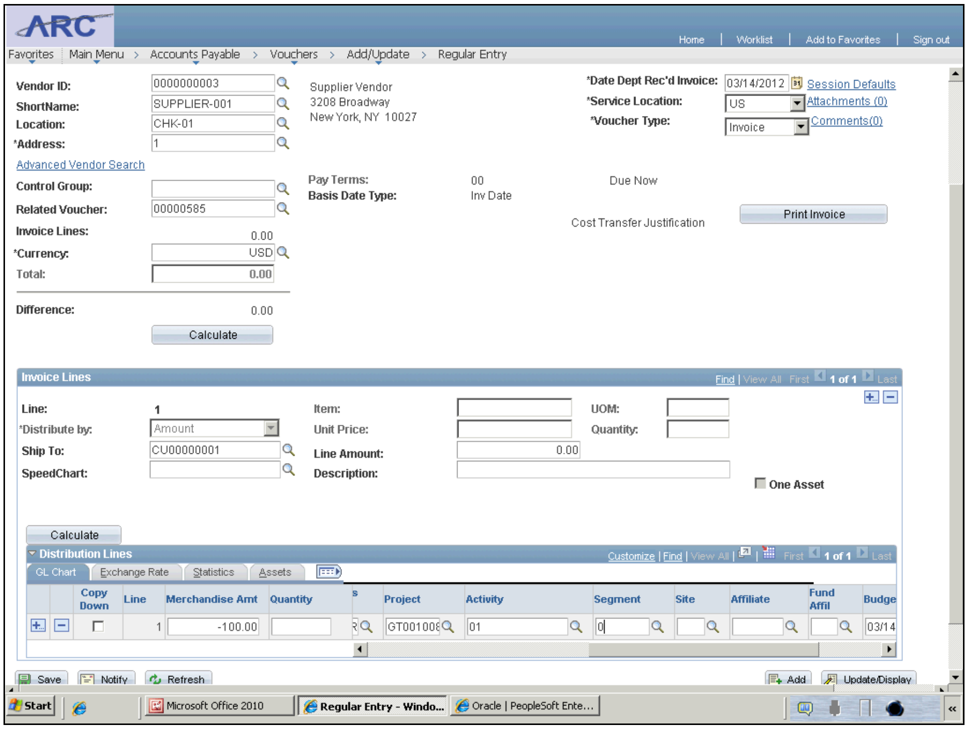
Control Group:
Related Voucher: 00000585
Invoice Lines: 0.00
*Currency: USD
Total: 0.00
Difference: 0.00

Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Cost Transfer Justification

Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 0.00
Description:
UOM:
Quantity:
☐ One Asset

	Copy Down	Line	Merchandise Amt	Quantity	Project	Activity	Segment	Site	Affiliate	Fund Affil	Budge
⊞ ⊟	☐	1	-100.00		GT001008	01					03/14

Step	Action
45.	Click in the **Segment** field.


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Session Defaults
Attachments (0)
Comments(0)
Advanced Vendor Search
Print Invoice
Calculate
Find | View All First 1 of 1 Last
GL Chart | Exchange Rate | Statistics | Assets
Customize | Find | View All | First 1 of 1 Last
Save | Notify | Refresh
Add | Update/Display
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1

Supplier Vendor
3208 Broadway
New York, NY 10027

*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice

Control Group:
Related Voucher: 00000585
Invoice Lines: 0.00
*Currency: USD
Total: 0.00
Difference: 0.00

Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Cost Transfer Justification

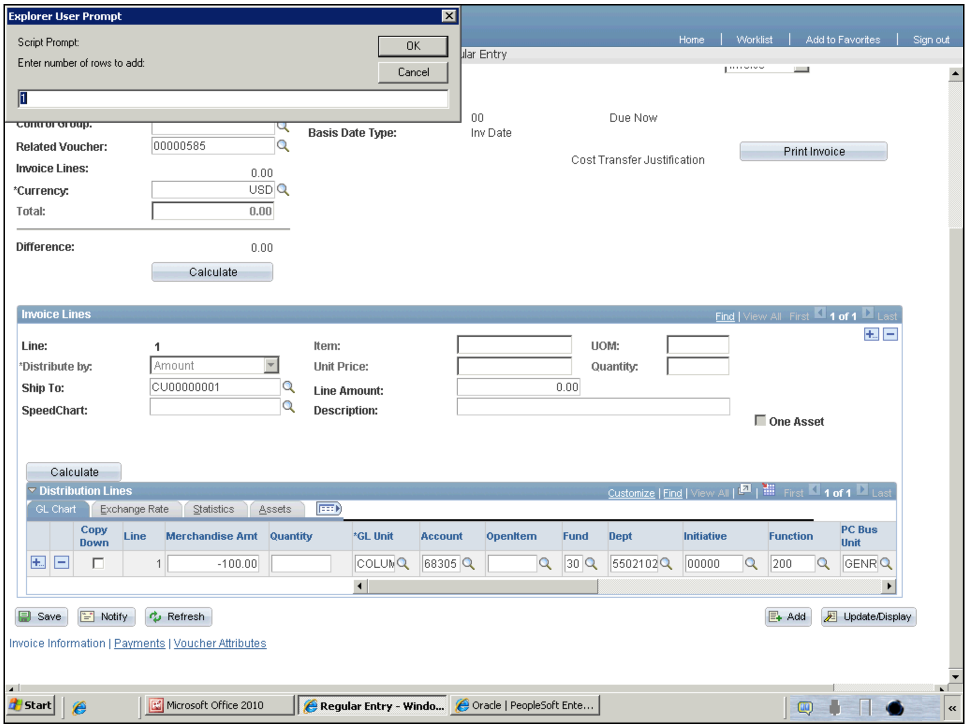
Invoice Lines

Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 0.00
Description:
UOM:
Quantity:
☐ One Asset

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	Project	Activity	Segment	Site	Affiliate	Fund Affil	Budge
☐	1	-100.00		GT00100E	01	0				03/14

Step	Action
46.	Enter the desired information into the **Segment** field. Enter "**00000000**".



Explorer User Prompt

Script Prompt:

Enter number of rows to add:

1

OK
Cancel
Home | Worklist | Add to Favorites | Sign out

Related Voucher: 00000585

Invoice Lines: 0.00

*Currency: USD

Total: 0.00

Difference: 0.00

Basis Date Type: Inv Date

Due Now

Cost Transfer Justification

Calculate
Print Invoice

Invoice Lines — 1 of 1

Line: 1

*Distribute by: Amount

Ship To: CU00000001

SpeedChart:

Item:

Unit Price:

Line Amount: 0.00

Description:

UOM:

Quantity:

☐ One Asset

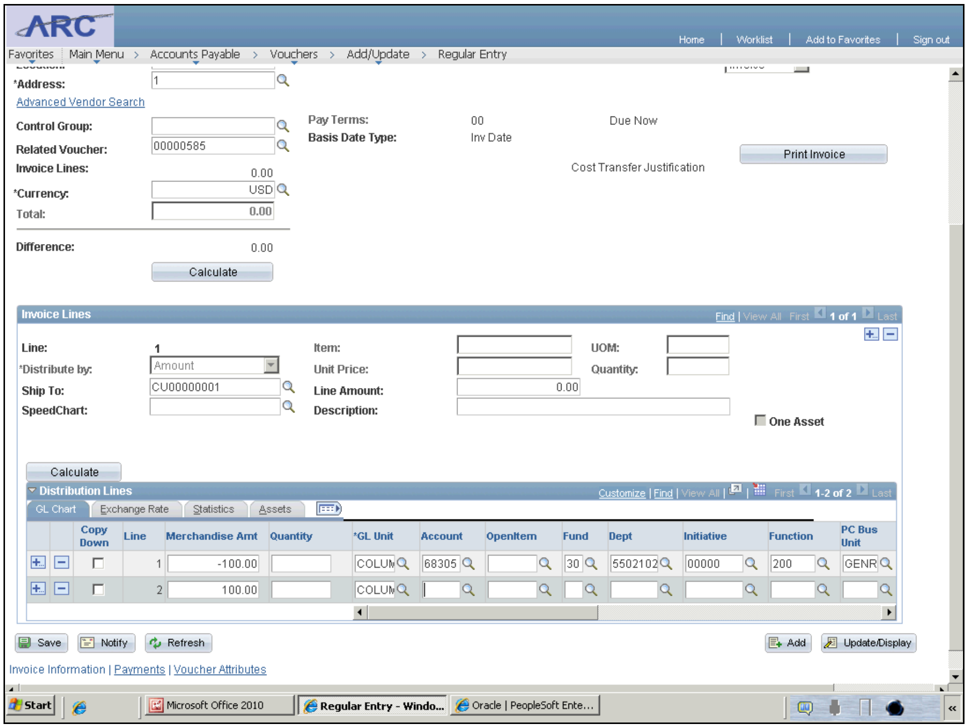
Distribution Lines — 1 of 1

Calculate
GL Chart
Exchange Rate
Statistics
Assets
Customize | Find | View All

		Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
⊞	⊟	☐	1	-100.00		COLUM	68305		30	5502102	00000	200	GENR

Save
Notify
Refresh
Add
Update/Display
Invoice Information | Payments | Voucher Attributes
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Step	Action
47.	Click the **Add multiple new rows at row 1 (Alt+7)** button to insert a new distribution line. ⊞


Home | Worklist | Add to Favorites | Sign out
Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Print Invoice
Cost Transfer Justification
Calculate
Invoice Lines
Find | View All First 1 of 1 Last
Distribution Lines
Customize | Find | View All | First 1-2 of 2 Last
GL Chart
Exchange Rate
Statistics
Assets
Save
Notify
Refresh
Add
Update/Display
Invoice Information | Payments | Voucher Attributes
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

*Address: 1

Control Group:

Related Voucher: 00000585

Invoice Lines: 0.00

*Currency: USD

Total: 0.00

Difference: 0.00

Pay Terms: 00 Due Now

Basis Date Type: Inv Date

Line: 1

*Distribute by: Amount

Ship To: CU00000001

SpeedChart:

Item:

Unit Price:

Line Amount: 0.00

Description:

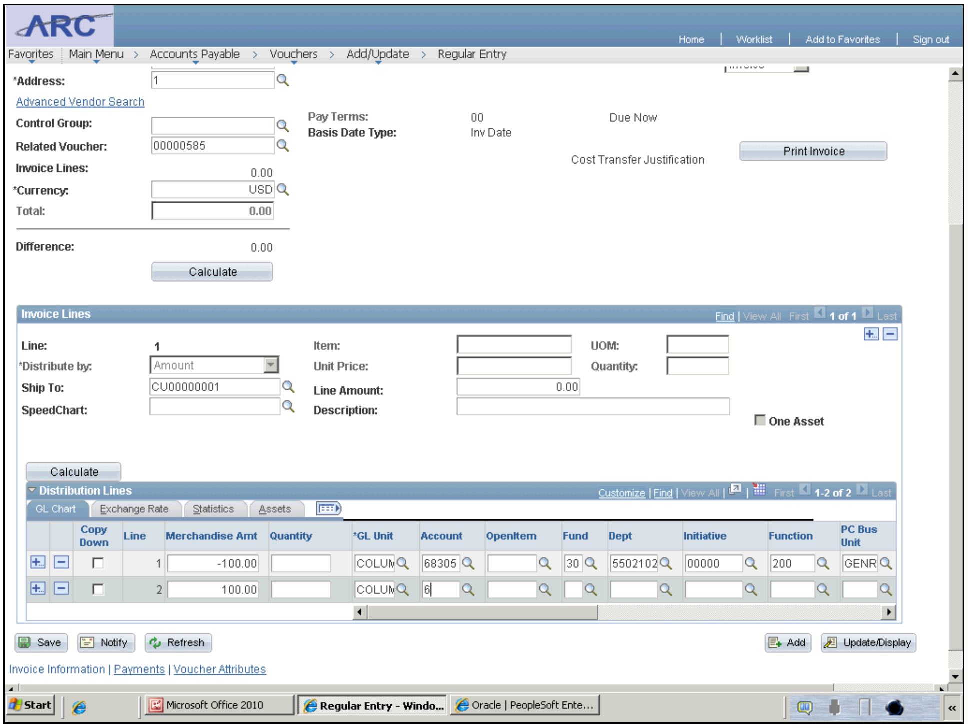
UOM:

Quantity:

☐ One Asset

		Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
+	−	☐	1	-100.00		COLUM	68305		30	5502102	00000	200	GENR
+	−	☐	2	100.00		COLUM							

Step	Action
48.	You will now enter the correct Distribution information to correct the Journal information. Enter the distribution information as a positive amount. Note that the Merchandise amount is a positive $100. Then click in the **Account** field.


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Print Invoice
Calculate
Find | View All First 1 of 1 Last
Customize | Find | View All First 1-2 of 2 Last
GL Chart | Exchange Rate | Statistics | Assets
Save | Notify | Refresh | Add | Update/Display
Invoice Information | Payments | Voucher Attributes
Start | Microsoft Office 2010 | Regular Entry - Windo... | Oracle | PeopleSoft Ente...

*Address: 1
Control Group:
Related Voucher: 00000585
Invoice Lines: 0.00
*Currency: USD
Total: 0.00
Difference: 0.00
Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Cost Transfer Justification

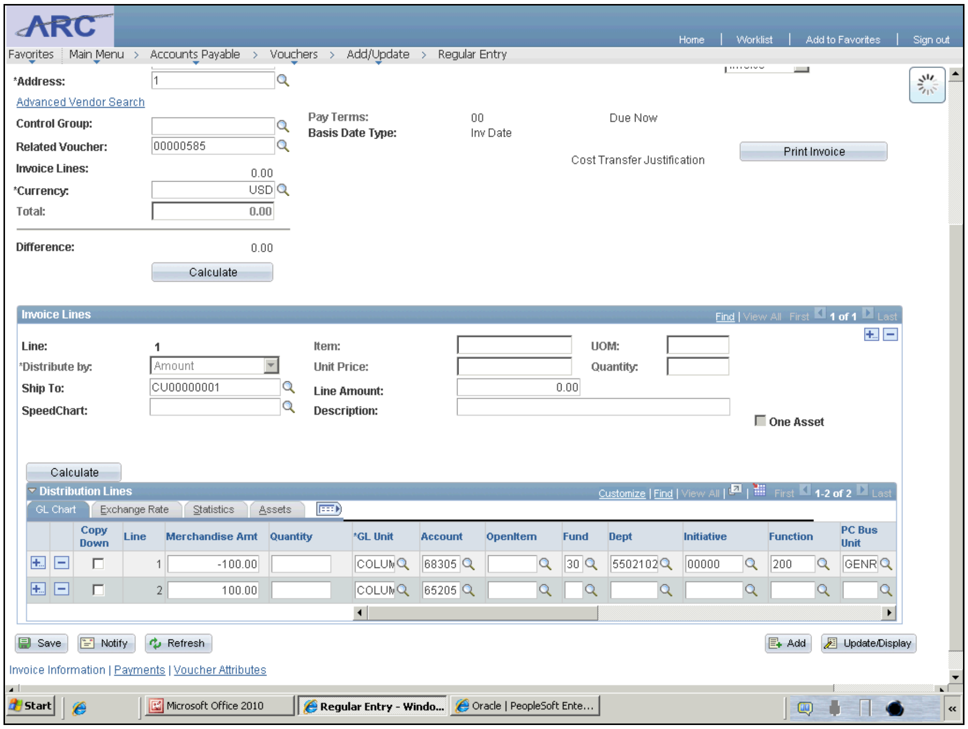
Invoice Lines

Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 0.00
Description:
UOM:
Quantity:
☐ One Asset

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
☐	1	-100.00		COLUM	68305		30	5502102	00000	200	GENR
☐	2	100.00		COLUM	6						

Step	Action
49.	Enter the correct account into the **Account** field. Enter "**65205**".


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Print Invoice
Calculate
Find | View All First 1 of 1 Last
Customize | Find | View All First 1-2 of 2 Last
GL Chart | Exchange Rate | Statistics | Assets
Save | Notify | Refresh | Add | Update/Display
Invoice Information | Payments | Voucher Attributes
Start | Microsoft Office 2010 | Regular Entry - Windo... | Oracle | PeopleSoft Ente...

*Address: 1
Control Group:
Related Voucher: 00000585
Invoice Lines: 0.00
*Currency: USD
Total: 0.00
Difference: 0.00
Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Cost Transfer Justification

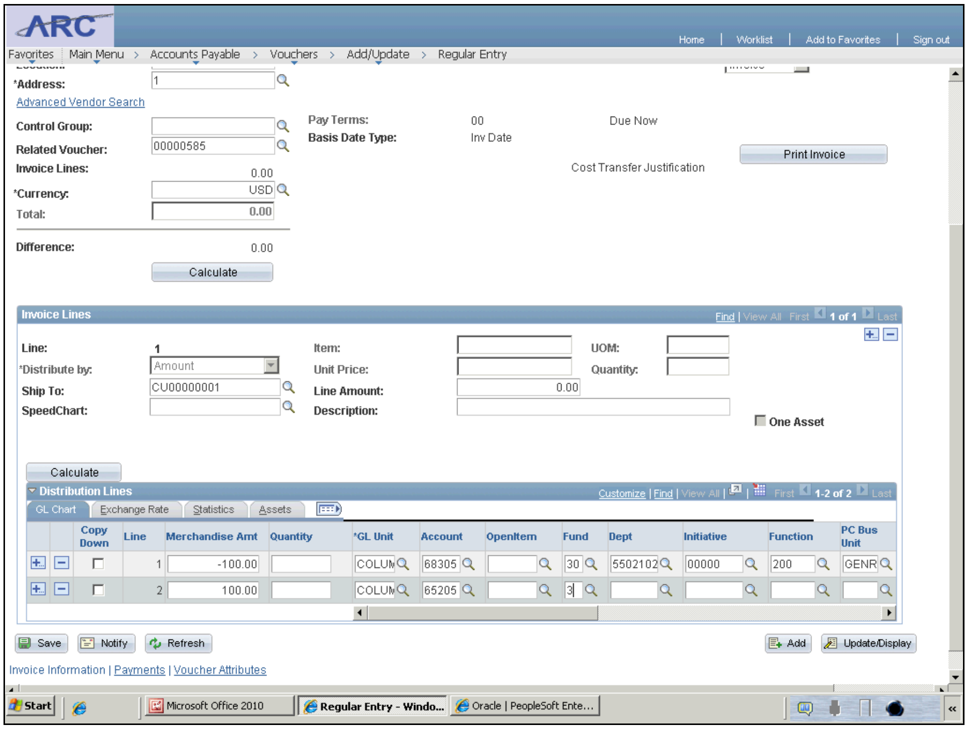
Invoice Lines

Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 0.00
Description:
UOM:
Quantity:
☐ One Asset

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
☐	1	-100.00		COLUM	68305		30	5502102	00000	200	GENR
☐	2	100.00		COLUM	65205						

Step	Action
50.	Click in the **Fund** field. ☐


Home | Worklist | Add to Favorites | Sign out
Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Print Invoice
Calculate
Find | View All First 1 of 1 Last
Customize | Find | View All | First 1-2 of 2 Last
GL Chart
Exchange Rate
Statistics
Assets
Save
Notify
Refresh
Add
Update/Display
Invoice Information | Payments | Voucher Attributes
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

*Address: 1
Control Group:
Related Voucher: 00000585
Invoice Lines: 0.00
*Currency: USD
Total: 0.00
Difference: 0.00
Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Cost Transfer Justification

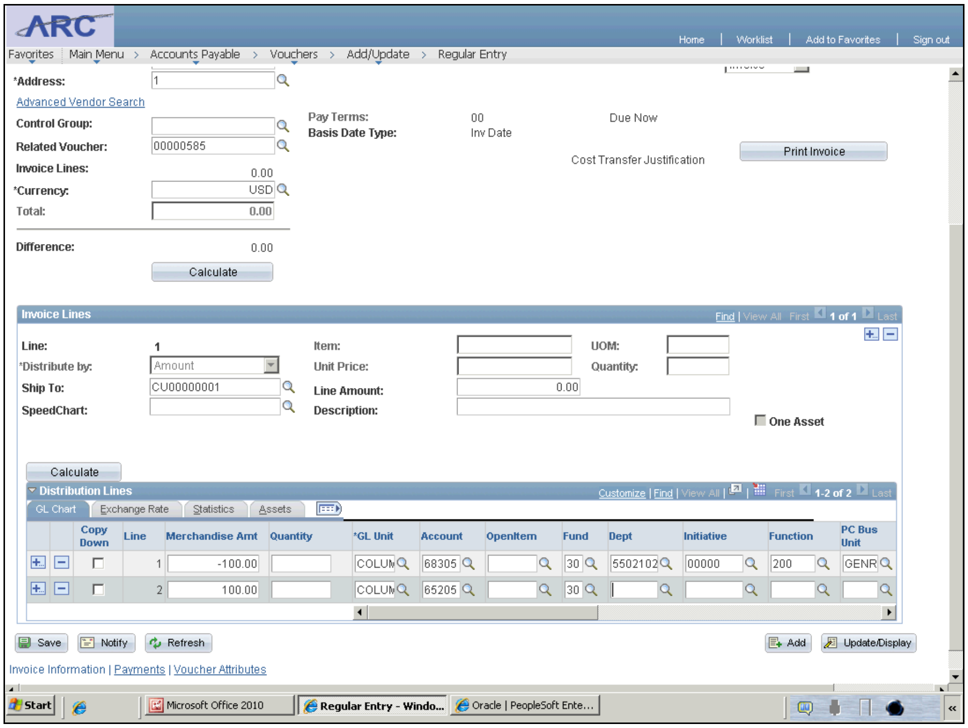
Invoice Lines

Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 0.00
Description:
UOM:
Quantity:
☐ One Asset

Distribution Lines

		Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
+	−	☐	1	-100.00		COLUM	68305		30	5502102	00000	200	GENR
+	−	☐	2	100.00		COLUM	65205		3				

Step	Action
51.	Enter the desired information into the **Fund** field. Enter "**30**".

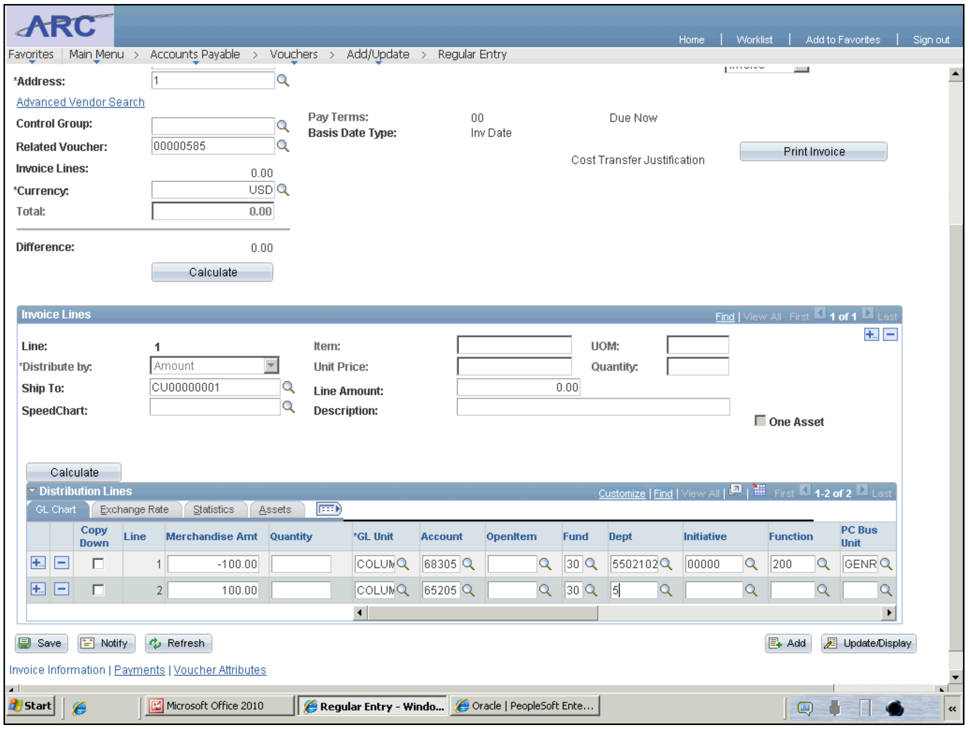

Home | Worklist | Add to Favorites | Sign out
Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Print Invoice
Calculate
Invoice Lines
Find | View All First 1 of 1 Last
Distribution Lines
Customize | Find | View All First 1-2 of 2 Last
GL Chart | Exchange Rate | Statistics | Assets
Save | Notify | Refresh
Add | Update/Display
Invoice Information | Payments | Voucher Attributes
Start | Microsoft Office 2010 | Regular Entry - Windo... | Oracle | PeopleSoft Ente...

*Address: 1
Control Group:
Related Voucher: 00000585
Invoice Lines: 0.00
*Currency: USD
Total: 0.00
Difference: 0.00
Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Cost Transfer Justification

Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 0.00
Description:
UOM:
Quantity:
☐ One Asset

		Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
+	−	☐	1	-100.00		COLUM	68305		30	5502102	00000	200	GENR
+	−	☐	2	100.00		COLUM	65205		30				

Step	Action
52.	Click in the **Dept** field.

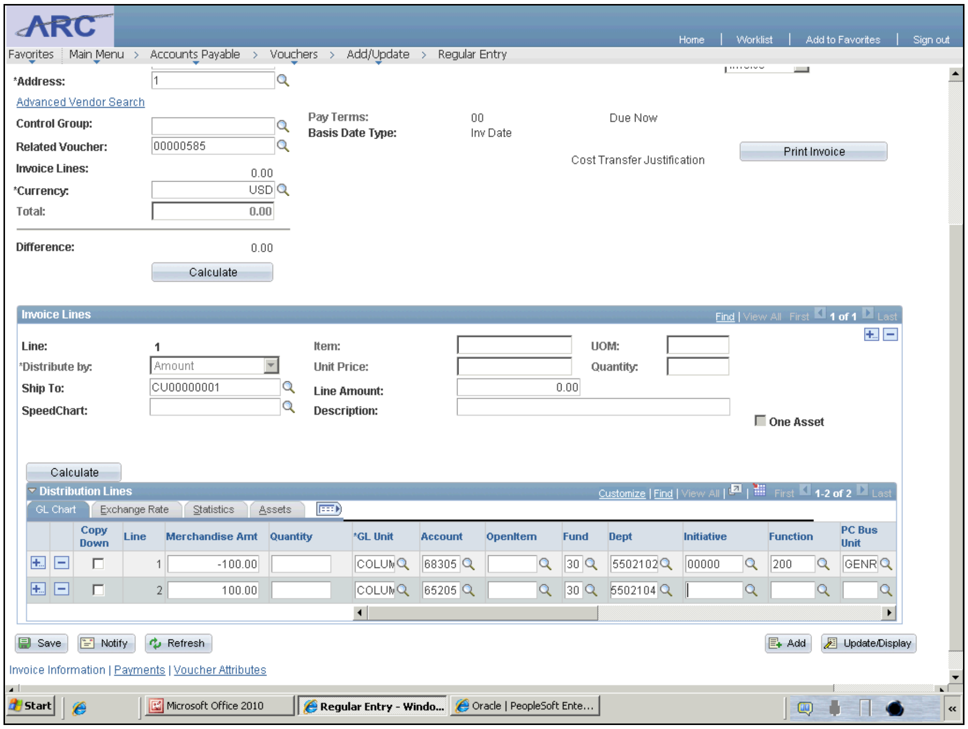

Home | Worklist | Add to Favorites | Sign out
Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Print Invoice
Calculate
Invoice Lines
Find | View All First 1 of 1 Last
Distribution Lines
Customize | Find | View All First 1-2 of 2 Last
GL Chart | Exchange Rate | Statistics | Assets
Save | Notify | Refresh
Add | Update/Display
Invoice Information | Payments | Voucher Attributes
Start | Microsoft Office 2010 | Regular Entry - Windo... | Oracle | PeopleSoft Ente...

*Address: 1
Control Group:
Related Voucher: 00000585
Invoice Lines: 0.00
*Currency: USD
Total: 0.00
Difference: 0.00
Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Cost Transfer Justification

Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 0.00
Description:
UOM:
Quantity:
☐ One Asset

		Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
+	−	☐	1	-100.00		COLUM	68305		30	5502102	00000	200	GENR
+	−	☐	2	100.00		COLUM	65205		30	5			

Step	Action
53.	Enter the desired information into the **Dept** field. Enter "**5502104**".


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

*Address: 1

Advanced Vendor Search

Control Group:

Related Voucher: 00000585

Invoice Lines: 0.00

*Currency: USD

Total: 0.00

Difference: 0.00

Pay Terms: 00 Due Now

Basis Date Type: Inv Date

Cost Transfer Justification

Print Invoice
Calculate

Invoice Lines

Find | View All First 1 of 1 Last

Line: 1

*Distribute by: Amount

Ship To: CU00000001

SpeedChart:

Item:

Unit Price:

Line Amount: 0.00

Description:

UOM:

Quantity:

☐ One Asset

Calculate

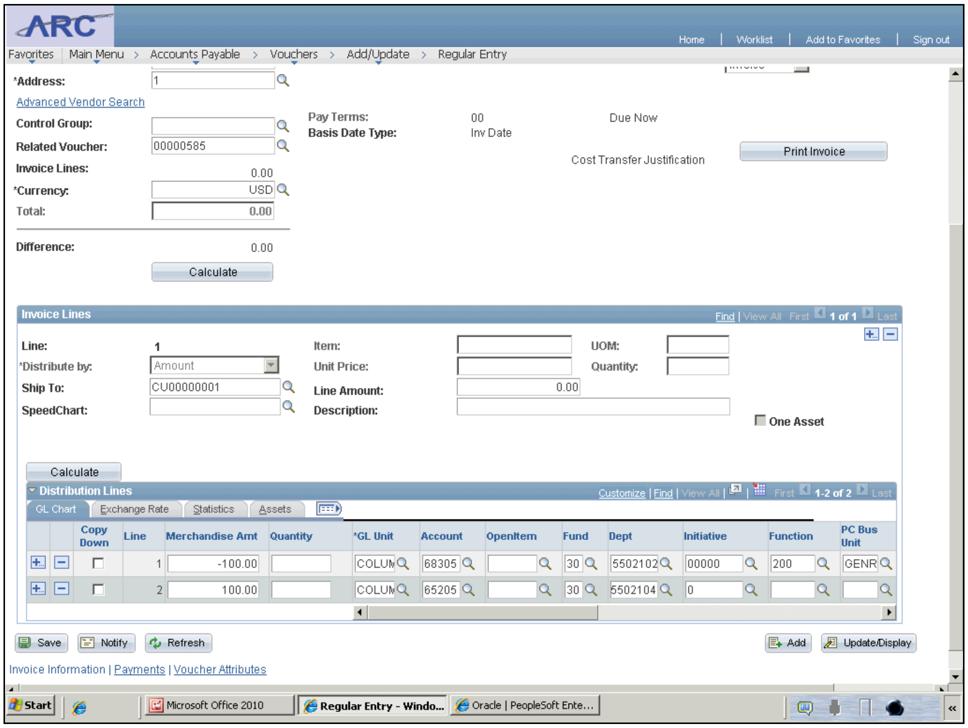
Distribution Lines

Customize | Find | View All | First 1-2 of 2 Last
GL Chart
Exchange Rate
Statistics
Assets

		Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
+	−	☐	1	-100.00		COLUM	68305		30	5502102	00000	200	GENR
+	−	☐	2	100.00		COLUM	65205		30	5502104			

Save
Notify
Refresh
Add
Update/Display
Invoice Information | Payments | Voucher Attributes
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Step	Action
54.	Click in the **Initiative** field.


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Calculate
Print Invoice
Find | View All First 1 of 1 Last
Calculate
Customize | Find | View All | First 1-2 of 2 Last
GL Chart | Exchange Rate | Statistics | Assets
Save | Notify | Refresh
Add | Update/Display
Invoice Information | Payments | Voucher Attributes
Start | Microsoft Office 2010 | Regular Entry - Windo... | Oracle | PeopleSoft Ente...

*Address: 1
Control Group:
Related Voucher: 00000585
Invoice Lines: 0.00
*Currency: USD
Total: 0.00
Difference: 0.00
Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Cost Transfer Justification

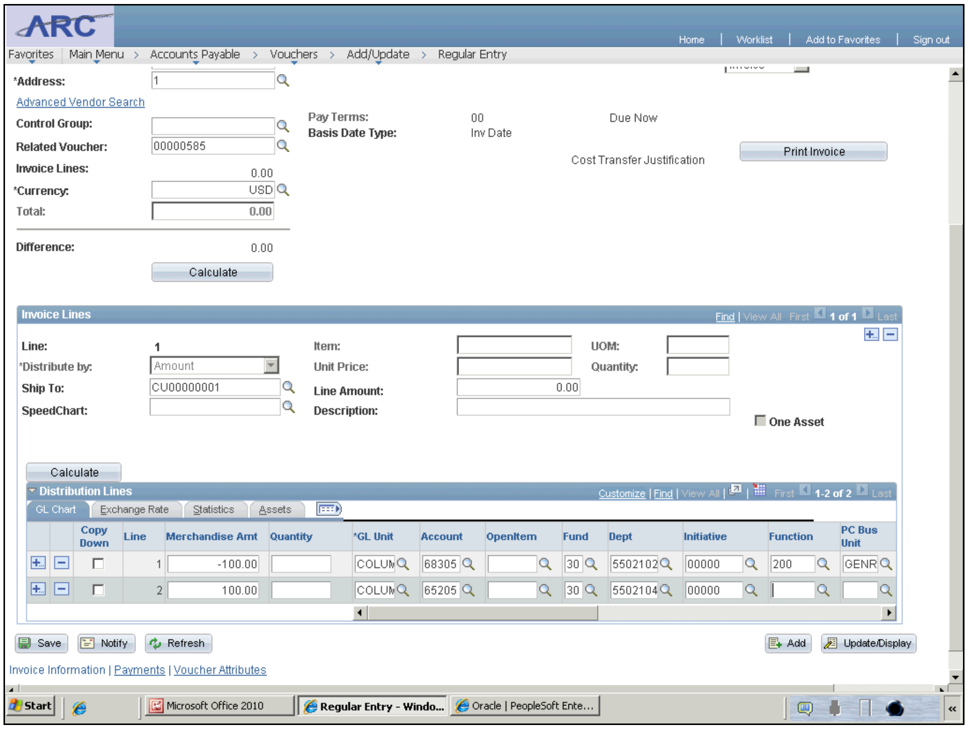
Invoice Lines

Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 0.00
Description:
UOM:
Quantity:
☐ One Asset

Distribution Lines

		Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
+	−	☐	1	-100.00		COLUM	68305		30	5502102	00000	200	GENR
+	−	☐	2	100.00		COLUM	65205		30	5502104	0		

Step	Action
55.	Enter the desired information into the **Initiative** field. Enter "**00000**".


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Calculate
Print Invoice
Find | View All First 1 of 1 Last
Calculate
Customize | Find | View All | First 1-2 of 2 Last
GL Chart | Exchange Rate | Statistics | Assets
Save | Notify | Refresh
Add | Update/Display
Invoice Information | Payments | Voucher Attributes
Start | Microsoft Office 2010 | Regular Entry - Windo... | Oracle | PeopleSoft Ente...

*Address: 1
Control Group:
Related Voucher: 00000585
Invoice Lines: 0.00
*Currency: USD
Total: 0.00
Difference: 0.00
Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Cost Transfer Justification

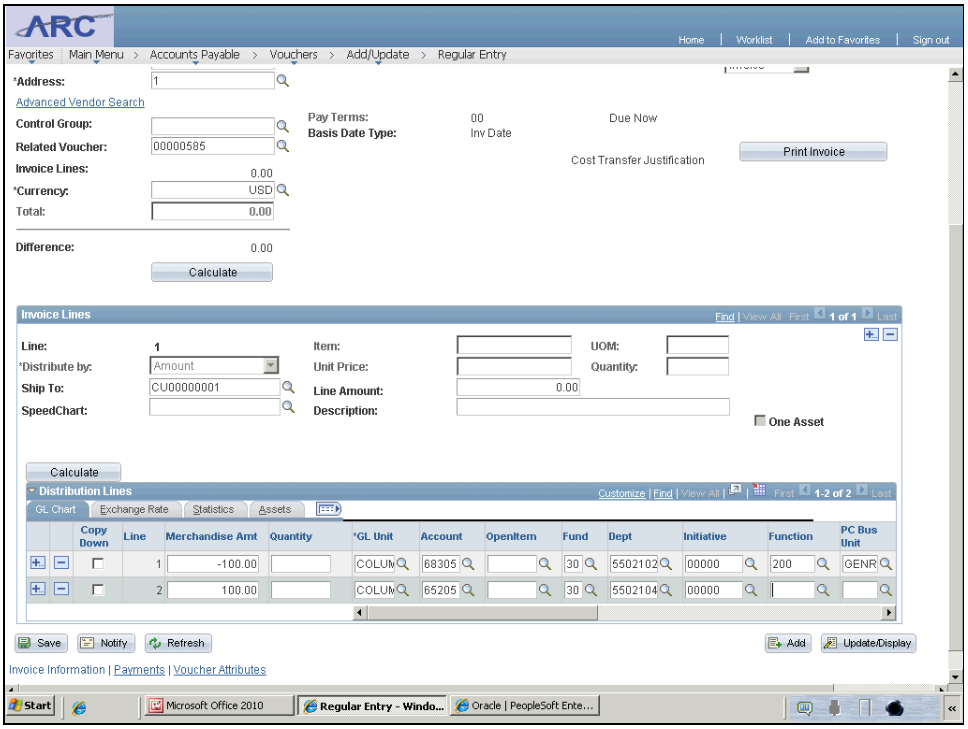
Invoice Lines

Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 0.00
Description:
UOM:
Quantity:
☐ One Asset

Distribution Lines

		Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
+	−	☐	1	-100.00		COLUM	68305		30	5502102	00000	200	GENR
+	−	☐	2	100.00		COLUM	65205		30	5502104	00000		

Step	Action
56.	Click in the **Function** field.



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

*Address: 1
Advanced Vendor Search
Control Group:
Related Voucher: 00000585
Invoice Lines: 0.00
*Currency: USD
Total: 0.00
Difference: 0.00
Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Cost Transfer Justification

Print Invoice
Calculate
Invoice Lines
Find | View All First 1 of 1 Last

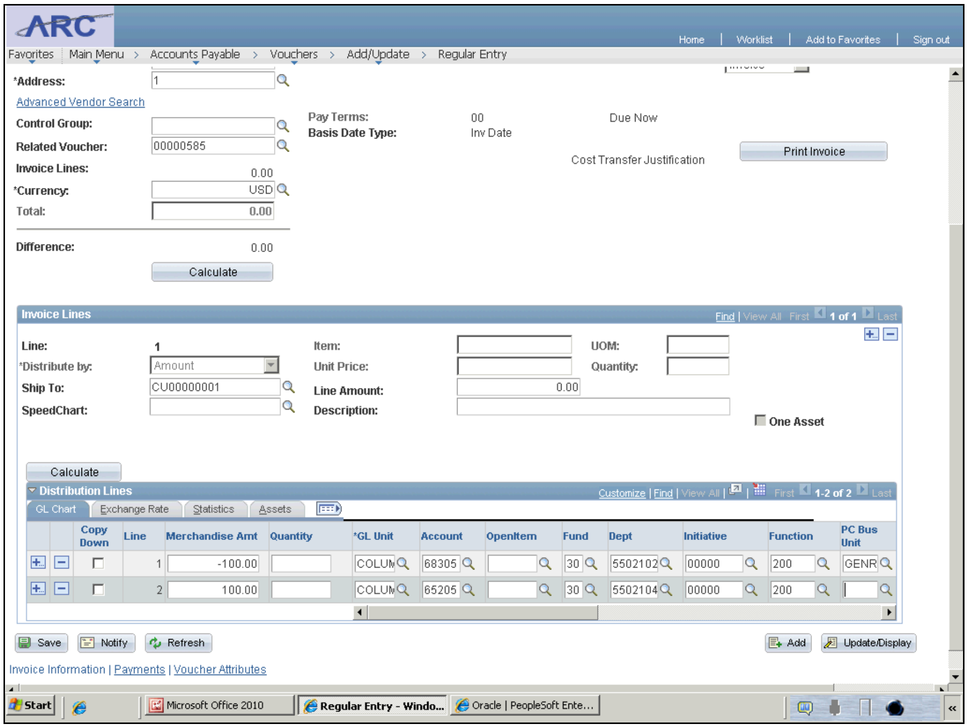
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 0.00
Description:
UOM:
Quantity:
☐ One Asset

Calculate
Distribution Lines
Customize | Find | View All | First 1-2 of 2 Last
GL Chart | Exchange Rate | Statistics | Assets

		Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
+	−	☐	1	-100.00		COLUM	68305		30	5502102	00000	200	GENR
+	−	☐	2	100.00		COLUM	65205		30	5502104	00000		

Save
Notify
Refresh
Add
Update/Display
Invoice Information | Payments | Voucher Attributes
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Step	Action
57.	Enter the desired information into the **Function** field. Enter "**200**".


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Print Invoice
Calculate
Find | View All First 1 of 1 Last
Customize | Find | View All | First 1-2 of 2 Last
GL Chart | Exchange Rate | Statistics | Assets
Save | Notify | Refresh | Add | Update/Display
Invoice Information | Payments | Voucher Attributes
Start | Microsoft Office 2010 | Regular Entry - Windo... | Oracle | PeopleSoft Ente...

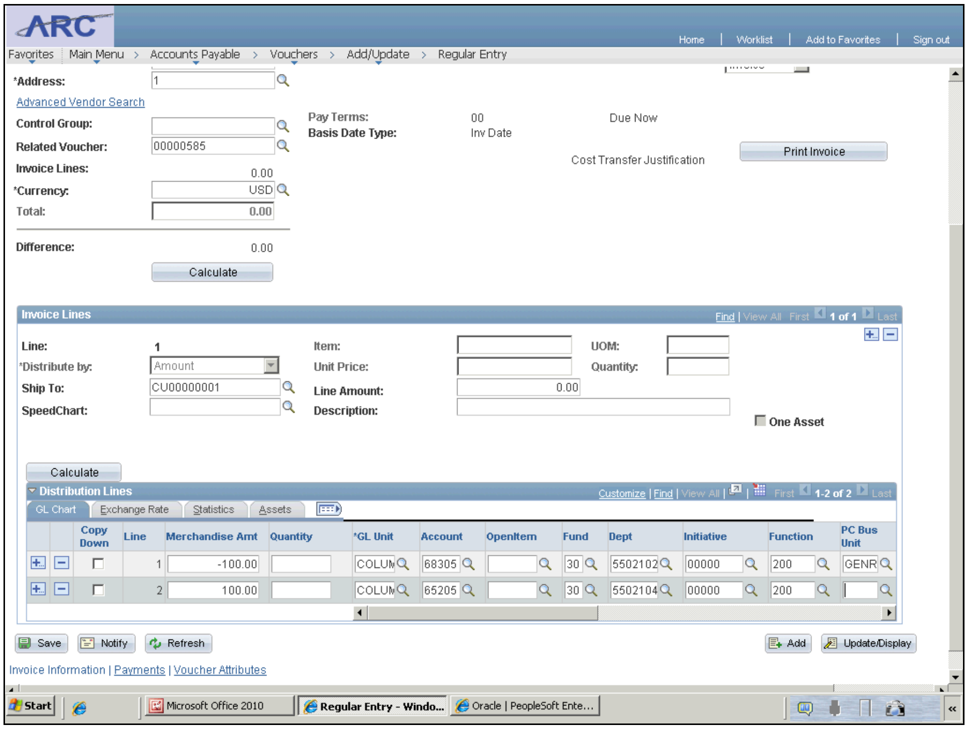
*Address: 1
Control Group:
Related Voucher: 00000585
Invoice Lines: 0.00
*Currency: USD
Total: 0.00
Difference: 0.00
Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Cost Transfer Justification

Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 0.00
Description:
UOM:
Quantity:
☐ One Asset

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
☐	1	-100.00		COLUM	68305		30	5502102	00000	200	GENR
☐	2	100.00		COLUM	65205		30	5502104	00000	200	

Step	Action
58.	Click in the **PC Bus Unit** field.


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Print Invoice
Calculate
Find | View All First 1 of 1 Last
Customize | Find | View All | First 1-2 of 2 Last
GL Chart | Exchange Rate | Statistics | Assets
Save | Notify | Refresh | Add | Update/Display
Invoice Information | Payments | Voucher Attributes
Start | Microsoft Office 2010 | Regular Entry - Windo... | Oracle | PeopleSoft Ente...

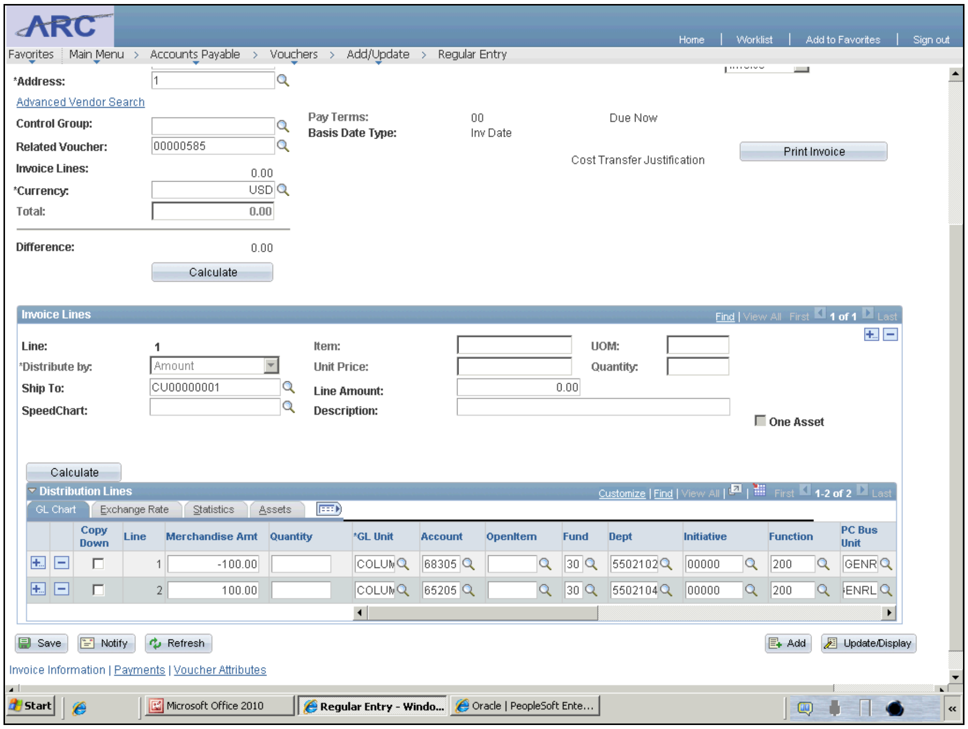
*Address: 1
Control Group:
Related Voucher: 00000585
Invoice Lines: 0.00
*Currency: USD
Total: 0.00
Difference: 0.00
Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Cost Transfer Justification

Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 0.00
Description:
UOM:
Quantity:
☐ One Asset

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
☐	1	-100.00		COLUM	68305		30	5502102	00000	200	GENR
☐	2	100.00		COLUM	65205		30	5502104	00000	200	

Step	Action
59.	Enter the desired information into the **PC Bus Unit** field. Enter "**GENRL**".


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

*Address: 1

Advanced Vendor Search

Control Group:

Related Voucher: 00000585

Invoice Lines: 0.00

*Currency: USD

Total: 0.00

Difference: 0.00

Pay Terms: 00 Due Now

Basis Date Type: Inv Date

Cost Transfer Justification

Print Invoice
Calculate

Invoice Lines

Find | View All First 1 of 1 Last

Line: 1

*Distribute by: Amount

Ship To: CU00000001

SpeedChart:

Item:

Unit Price:

Line Amount: 0.00

Description:

UOM:

Quantity:

☐ One Asset

Calculate

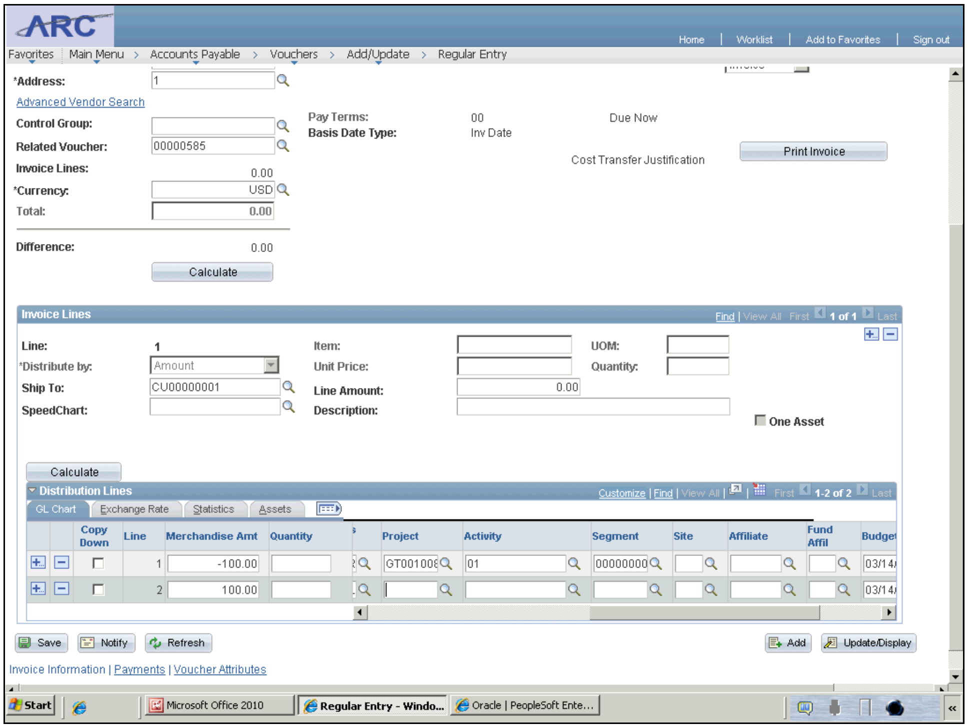
Distribution Lines

Customize | Find | View All | First 1-2 of 2 Last
GL Chart
Exchange Rate
Statistics
Assets

		Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit
+	−	☐	1	-100.00		COLUM	68305		30	5502102	00000	200	GENR
+	−	☐	2	100.00		COLUM	65205		30	5502104	00000	200	ENRL

Save
Notify
Refresh
Add
Update/Display
Invoice Information | Payments | Voucher Attributes
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Step	Action
60.	Drag the scrollbar to the right to complete the rest of the distribution information.


Home | Worklist | Add to Favorites | Sign out
Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Calculate
Print Invoice
Invoice Lines
Find | View All First 1 of 1 Last
Calculate
Distribution Lines
Customize | Find | View All | First 1-2 of 2 Last
GL Chart
Exchange Rate
Statistics
Assets
Save
Notify
Refresh
Add
Update/Display
Invoice Information | Payments | Voucher Attributes
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

*Address:	1
Control Group:	
Related Voucher:	00000585
Invoice Lines:	0.00
*Currency:	USD
Total:	0.00
Difference:	0.00

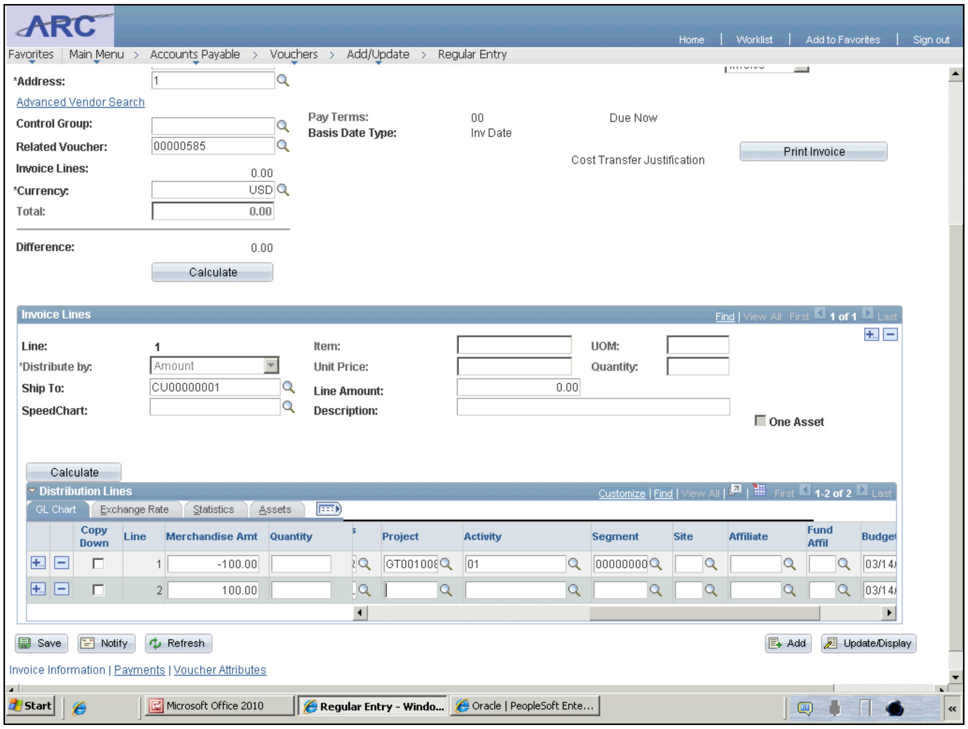
Pay Terms:	00	Due Now
Basis Date Type:	Inv Date	

Cost Transfer Justification

Line:	1	Item:		UOM:	
*Distribute by:	Amount	Unit Price:		Quantity:	
Ship To:	CU00000001	Line Amount:	0.00		
SpeedChart:		Description:		☐ One Asset	

Copy Down	Line	Merchandise Amt	Quantity	Project	Activity	Segment	Site	Affiliate	Fund Affil	Budget
☐	1	-100.00		GT00100	01	00000000				03/14
☐	2	100.00								03/14

Step	Action
61.	Click in the **Project** field.


*Address:	1
Control Group:	
Related Voucher:	00000585
Invoice Lines:	0.00
*Currency:	USD
Total:	0.00
Difference:	0.00

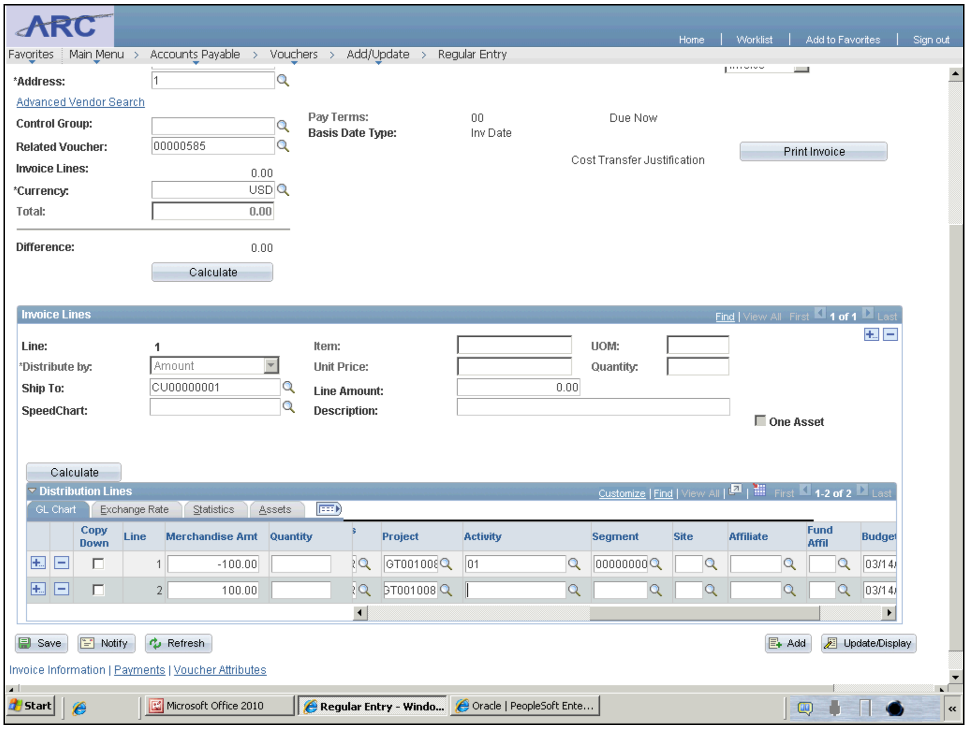
Pay Terms:	00	Due Now
Basis Date Type:	Inv Date	

Cost Transfer Justification

Line:	1	Item:		UOM:	
*Distribute by:	Amount	Unit Price:		Quantity:	
Ship To:	CU00000001	Line Amount:	0.00		
SpeedChart:		Description:		☐ One Asset	

Copy Down	Line	Merchandise Amt	Quantity	Project	Activity	Segment	Site	Affiliate	Fund Affil	Budget
☐	1	-100.00		GT00100	01	00000000				03/14
☐	2	100.00								03/14

Step	Action
62.	Enter the desired information into the **Project** field. Enter "**GT001008**".


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Print Invoice
Calculate
Find | View All First 1 of 1 Last
Customize | Find | View All | First 1-2 of 2 Last
GL Chart
Exchange Rate
Statistics
Assets
Save
Notify
Refresh
Add
Update/Display
Invoice Information | Payments | Voucher Attributes
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

*Address: 1

Control Group:

Related Voucher: 00000585

Invoice Lines: 0.00

*Currency: USD

Total: 0.00

Difference: 0.00

Pay Terms: 00 Due Now

Basis Date Type: Inv Date

Cost Transfer Justification

Invoice Lines

Line: 1

*Distribute by: Amount

Ship To: CU00000001

SpeedChart:

Item:

Unit Price:

Line Amount: 0.00

Description:

UOM:

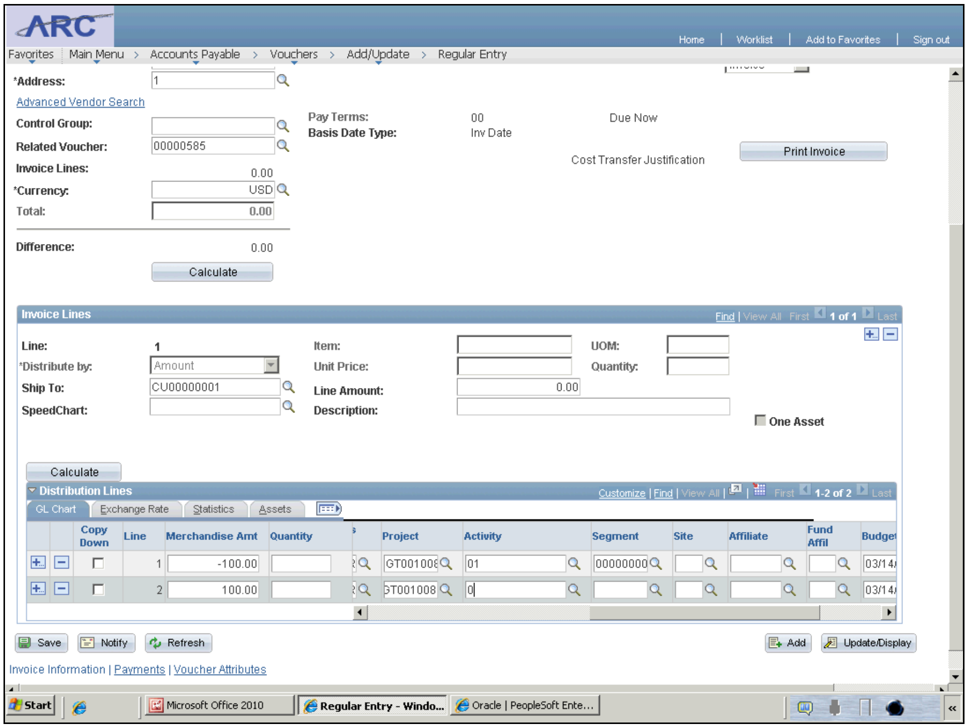
Quantity:

☐ One Asset

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	Project	Activity	Segment	Site	Affiliate	Fund Affil	Budget
☐	1	-100.00		GT00100	01	00000000				03/14
☐	2	100.00		T001008						03/14

Step	Action
63.	Click in the **Activity** field.


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Print Invoice
Calculate
Invoice Lines
Distribution Lines
GL Chart | Exchange Rate | Statistics | Assets
Customize | Find | View All
Save | Notify | Refresh | Add | Update/Display
Invoice Information | Payments | Voucher Attributes
Start | Microsoft Office 2010 | Regular Entry - Windo... | Oracle | PeopleSoft Ente...

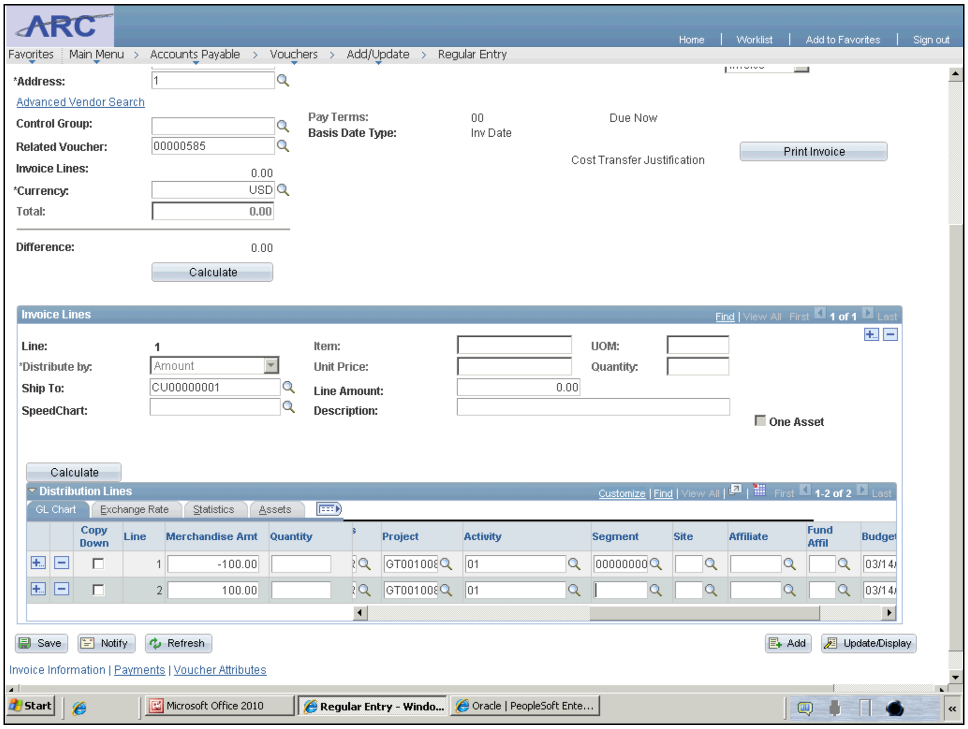
*Address: 1
Control Group:
Related Voucher: 00000585
Invoice Lines: 0.00
*Currency: USD
Total: 0.00
Difference: 0.00
Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Cost Transfer Justification

Invoice Lines: 1 of 1
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 0.00
Description:
UOM:
Quantity:
☐ One Asset

Distribution Lines: 1-2 of 2

Copy Down	Line	Merchandise Amt	Quantity	Project	Activity	Segment	Site	Affiliate	Fund Affil	Budget
☐	1	-100.00		GT001008	01	00000000				03/14/
☐	2	100.00		GT001008	0					03/14/

Step	Action
64.	Enter the desired information into the **Activity** field. Enter "**01**".


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Print Invoice
Calculate
Invoice Lines
Distribution Lines
GL Chart | Exchange Rate | Statistics | Assets
Customize | Find | View All
Save | Notify | Refresh | Add | Update/Display
Invoice Information | Payments | Voucher Attributes
Start | Microsoft Office 2010 | Regular Entry - Windo... | Oracle | PeopleSoft Ente...

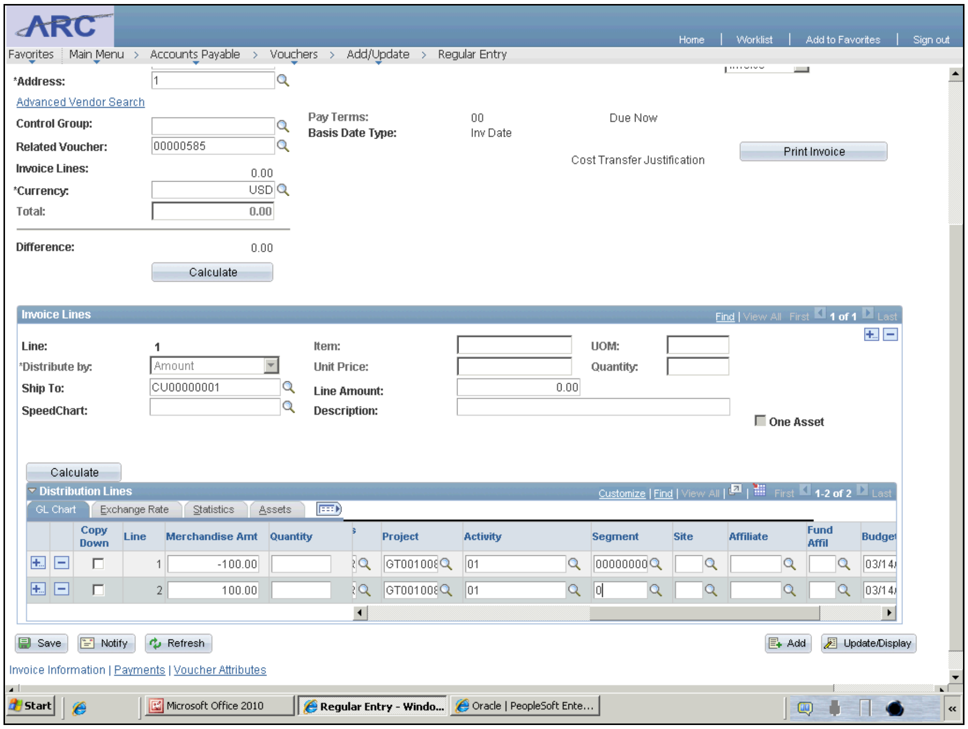
*Address: 1
Control Group:
Related Voucher: 00000585
Invoice Lines: 0.00
*Currency: USD
Total: 0.00
Difference: 0.00
Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Cost Transfer Justification

Invoice Lines: 1 of 1
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 0.00
Description:
UOM:
Quantity:
☐ One Asset

Distribution Lines: 1-2 of 2

Copy Down	Line	Merchandise Amt	Quantity	Project	Activity	Segment	Site	Affiliate	Fund Affil	Budget
☐	1	-100.00		GT001008	01	00000000				03/14/
☐	2	100.00		GT001008	01					03/14/

Step	Action
65.	Click in the **Segment** field.



ARC
Home | Worklist | Add to Favorites | Sign out
Favorites
Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Advanced Vendor Search
Print Invoice
Calculate
Find | View All First 1 of 1 Last
One Asset
Calculate
Customize | Find | View All | First 1-2 of 2 Last
GL Chart
Exchange Rate
Statistics
Assets
Save
Notify
Refresh
Add
Update/Display
Invoice Information | Payments | Voucher Attributes
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

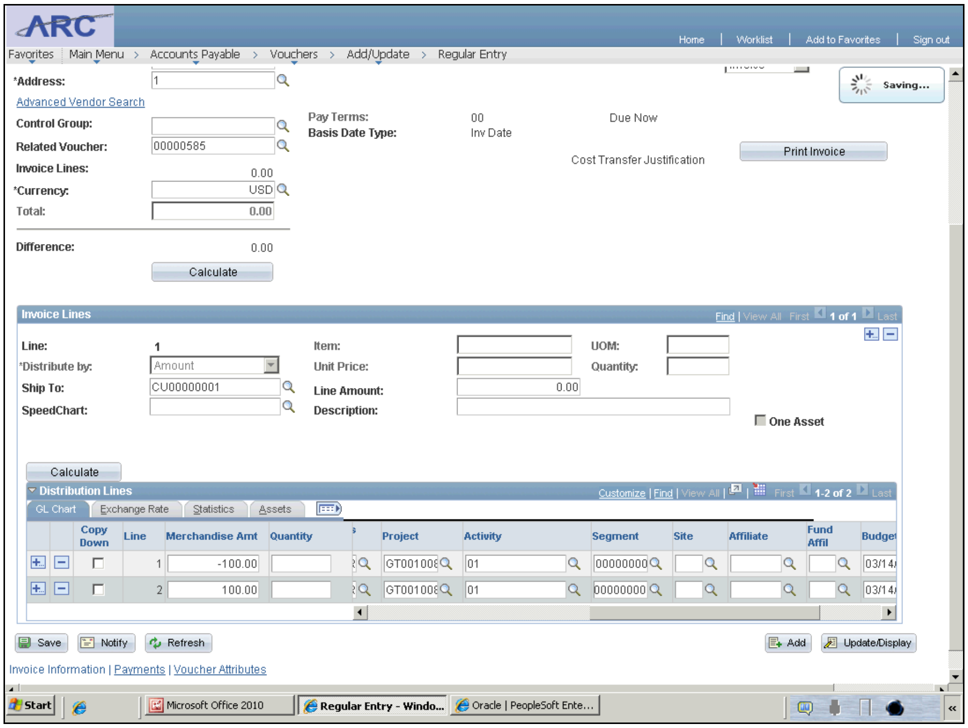
*Address: 1
Control Group:
Related Voucher: 00000585
Invoice Lines: 0.00
*Currency: USD
Total: 0.00
Difference: 0.00
Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Cost Transfer Justification

Invoice Lines
Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 0.00
Description:
UOM:
Quantity:

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	Project	Activity	Segment	Site	Affiliate	Fund Affil	Budget
☐	1	-100.00		GT001008	01	00000000				03/14
☐	2	100.00		GT001008	01	0				03/14

Step	Action
66.	Enter the desired information into the **Segment** field. Enter "**00000000**".

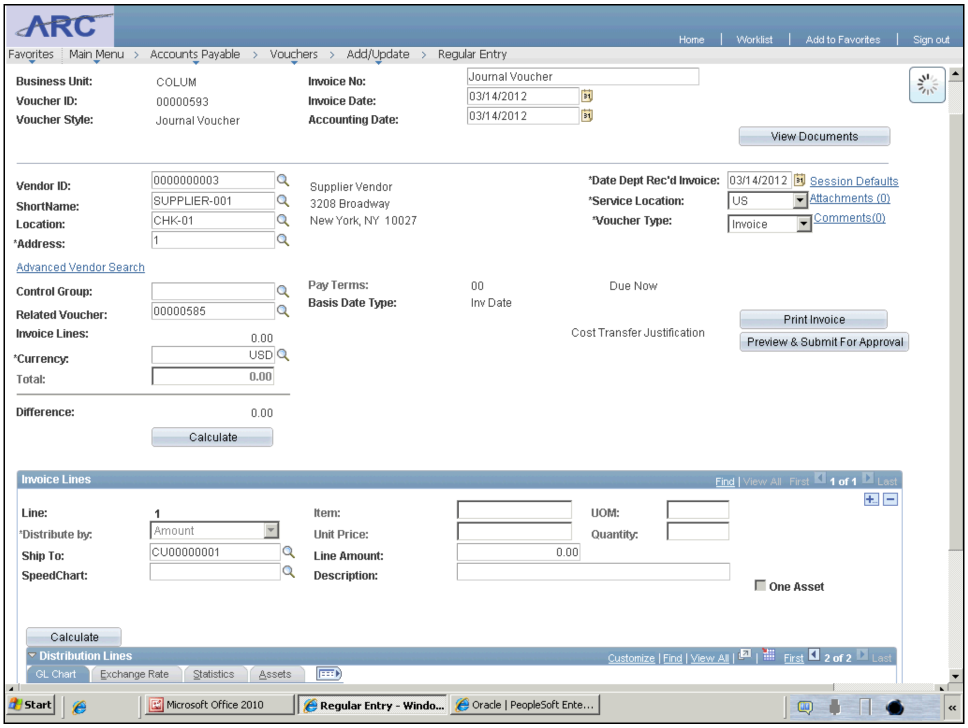

Home | Worklist | Add to Favorites | Sign out
Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Saving...
Advanced Vendor Search
Print Invoice
Calculate
Invoice Lines
Find | View All First 1 of 1 Last
Calculate
Distribution Lines
Customize | Find | View All | First 1-2 of 2 Last
GL Chart | Exchange Rate | Statistics | Assets
Save | Notify | Refresh | Add | Update/Display
Invoice Information | Payments | Voucher Attributes
Start | Microsoft Office 2010 | Regular Entry - Windo... | Oracle | PeopleSoft Ente...

*Address: 1
Control Group:
Related Voucher: 00000585
Invoice Lines: 0.00
*Currency: USD
Total: 0.00
Difference: 0.00
Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Cost Transfer Justification

Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 0.00
Description:
UOM:
Quantity:
☐ One Asset

		Copy Down	Line	Merchandise Amt	Quantity	Project	Activity	Segment	Site	Affiliate	Fund Affil	Budget
+	−	☐	1	-100.00		GT00100	01	00000000				03/14/
+	−	☐	2	100.00		GT00100	01	00000000				03/14/

Step	Action
67.	Click the **Save** button. Save


Home | Worklist | Add to Favorites | Sign out
Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
View Documents
Session Defaults
Attachments (0)
Comments(0)
Advanced Vendor Search
Print Invoice
Preview & Submit For Approval
Calculate
Invoice Lines
Find | View All First 1 of 1 Last
Calculate
Distribution Lines
Customize | Find | View All | First 2 of 2 Last
GL Chart | Exchange Rate | Statistics | Assets
Start | Microsoft Office 2010 | Regular Entry - Windo... | Oracle | PeopleSoft Ente...

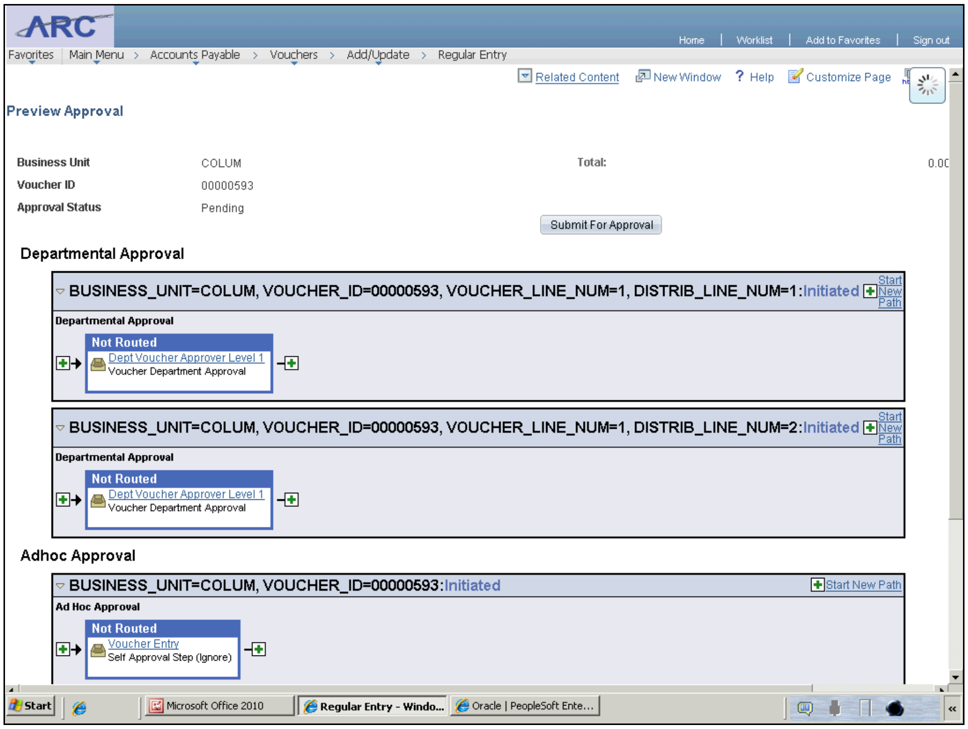
Business Unit: COLUM
Voucher ID: 00000593
Voucher Style: Journal Voucher
Invoice No: Journal Voucher
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012

Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Supplier Vendor
3208 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice

Control Group:
Related Voucher: 00000585
Invoice Lines: 0.00
*Currency: USD
Total: 0.00
Difference: 0.00
Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Cost Transfer Justification

Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 0.00
Description:
UOM:
Quantity:
☐ One Asset

Step	Action
68.	Click the **Preview & Submit For Approval** button. Preview & Submit For Approval


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Related Content | New Window | Help | Customize Page

Preview Approval

Business Unit: COLUM
Voucher ID: 00000593
Approval Status: Pending
Total: 0.0

Submit For Approval

Departmental Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=00000593, VOUCHER_LINE_NUM=1, DISTRIB_LINE_NUM=1:Initiated

Start New Path
Departmental Approval
Not Routed
Dept Voucher Approver Level 1
Voucher Department Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=00000593, VOUCHER_LINE_NUM=1, DISTRIB_LINE_NUM=2:Initiated

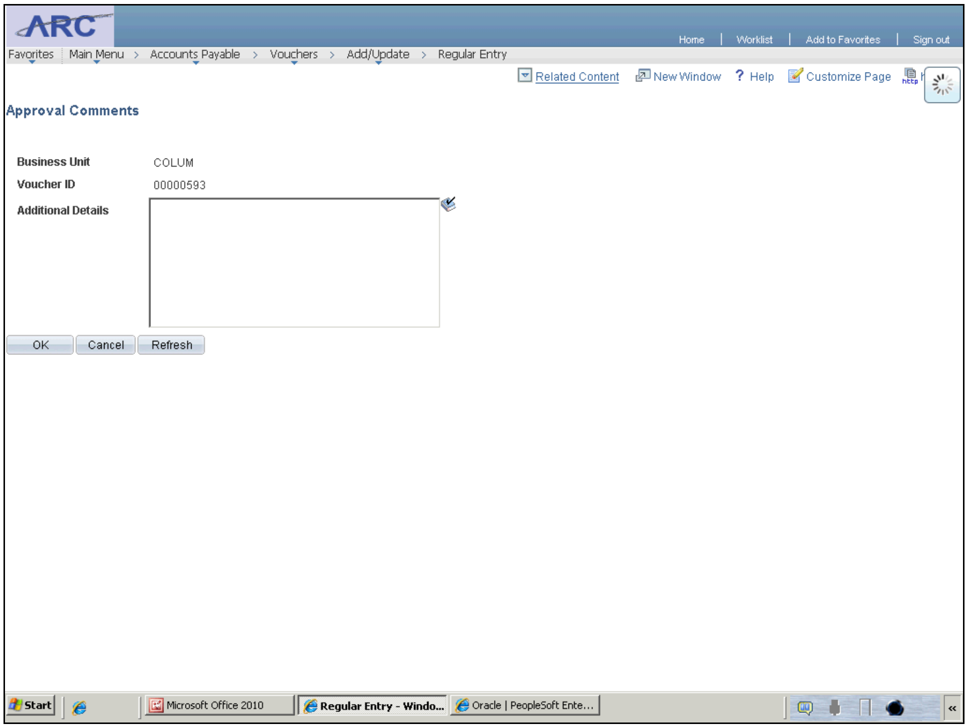
Start New Path
Departmental Approval
Not Routed
Dept Voucher Approver Level 1
Voucher Department Approval

Adhoc Approval

BUSINESS_UNIT=COLUM, VOUCHER_ID=00000593:Initiated

Start New Path
Ad Hoc Approval
Not Routed
Voucher Entry
Self Approval Step (Ignore)
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Step	Action
69.	Click the **Submit For Approval** button. Submit For Approval

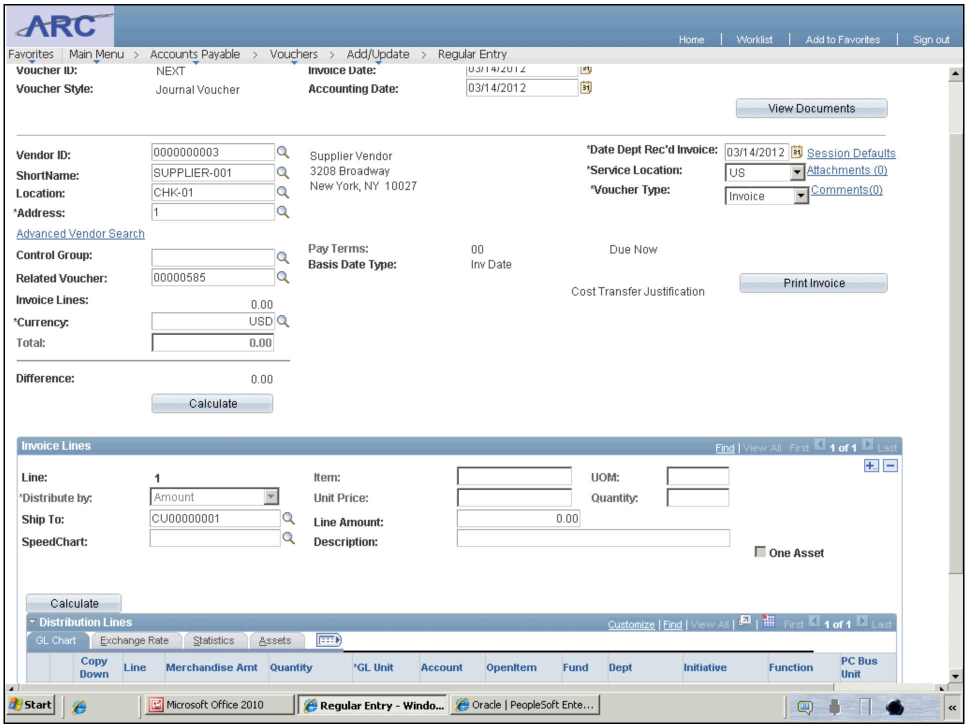


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Related Content
New Window
Help
Customize Page
OK
Cancel
Refresh
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Approval Comments

Business Unit COLUM
Voucher ID 00000593
Additional Details

Step	Action
70.	Click the **OK** button. OK



Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
View Documents
Session Defaults
Attachments (0)
Comments(0)
Advanced Vendor Search
Print Invoice
Calculate
Find | View All First 1 of 1 Last
Calculate
Customize | Find | View All | First 1 of 1 Last
GL Chart
Exchange Rate
Statistics
Assets
Start
Microsoft Office 2010
Regular Entry - Windo...
Oracle | PeopleSoft Ente...

Voucher ID: NEXT
Invoice Date: 03/14/2012
Voucher Style: Journal Voucher
Accounting Date: 03/14/2012

Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Supplier Vendor
3208 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice

Control Group:
Related Voucher: 00000585
Invoice Lines: 0.00
*Currency: USD
Total: 0.00
Difference: 0.00
Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Cost Transfer Justification

Invoice Lines

Line: 1
*Distribute by: Amount
Ship To: CU00000001
SpeedChart:
Item:
Unit Price:
Line Amount: 0.00
Description:
UOM:
Quantity:
☐ One Asset

Distribution Lines

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Fund	Dept	Initiative	Function	PC Bus Unit

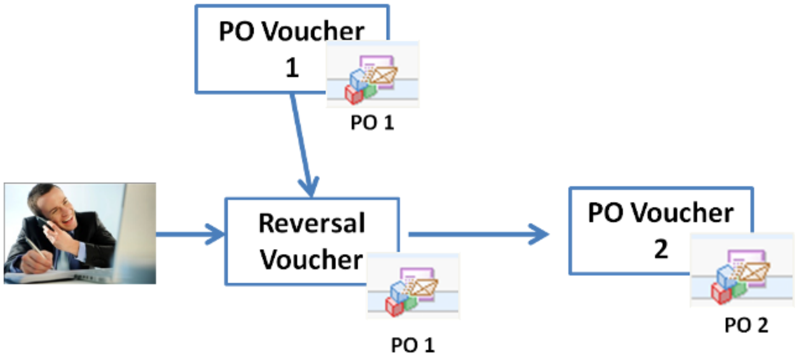
Step	Action
71.	You have successfully created a Journal Voucher. You will now move onto the next topic, *Creating a Reversal Voucher*. **End of Procedure.**

Creating a Reversal Voucher

Only Central Users will have the ability to create reversal vouchers. Reversal vouchers are helpful in correcting errors that have been made in previously entered PO vouchers that have been posted. Reversal vouchers are designed to correct only a single PO voucher and are always credit vouchers. Reversal vouchers enable you to correct information on the voucher related to the purchase order. The reversal voucher should reference the same information as the original PO Voucher, however, the quantities and amounts will be reversed to display a negative (-) value.

For example, if a user inadvertently enters the wrong purchase order on a voucher, you can enter a reversal voucher to restore the encumbrance and create a new PO Voucher referencing the correct PO. If the PO Voucher referencing the incorrect PO has not been paid, the PO Voucher can be closed and the system will automatically unmatch the voucher and restore the encumbrance. However, if the original PO Voucher has been paid, a Reversal Voucher can be entered to restore the encumbrance. A new PO Voucher is entered that references the correct PO. To prevent another payment from being made to the vendor, the Reversal Voucher and the new PO Voucher must be paid together in the same Pay Cycle, which will net them together for a $0 payment amount.

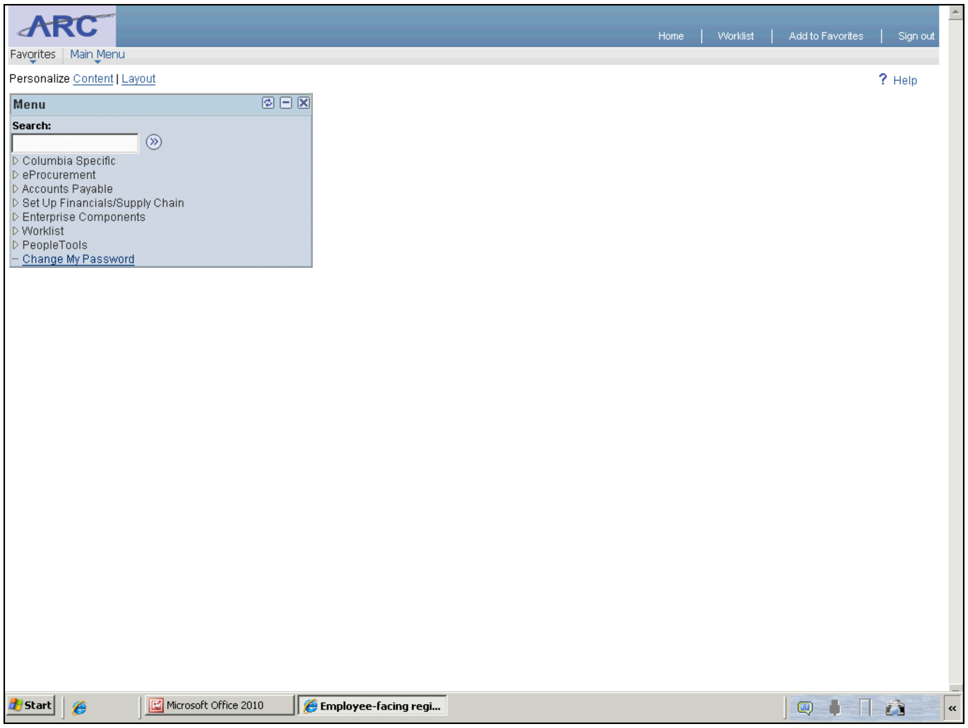
Throughout the following topic, consider a time when you have faced a similar scenario: Mark realized that a PO voucher he created for a scanner his department had purchased referenced the wrong purchase order. He needs to create a reversal voucher to correct the earlier entry.



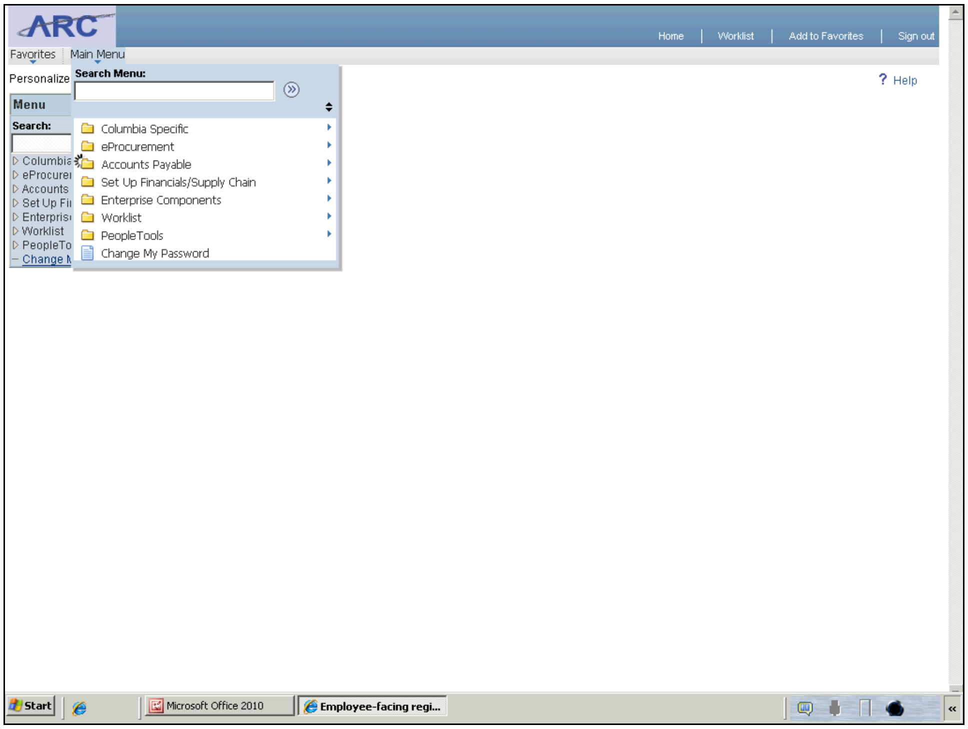
Estimated time needed to complete topic: 3 minutes

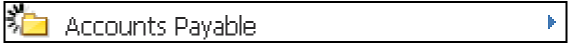
Procedure

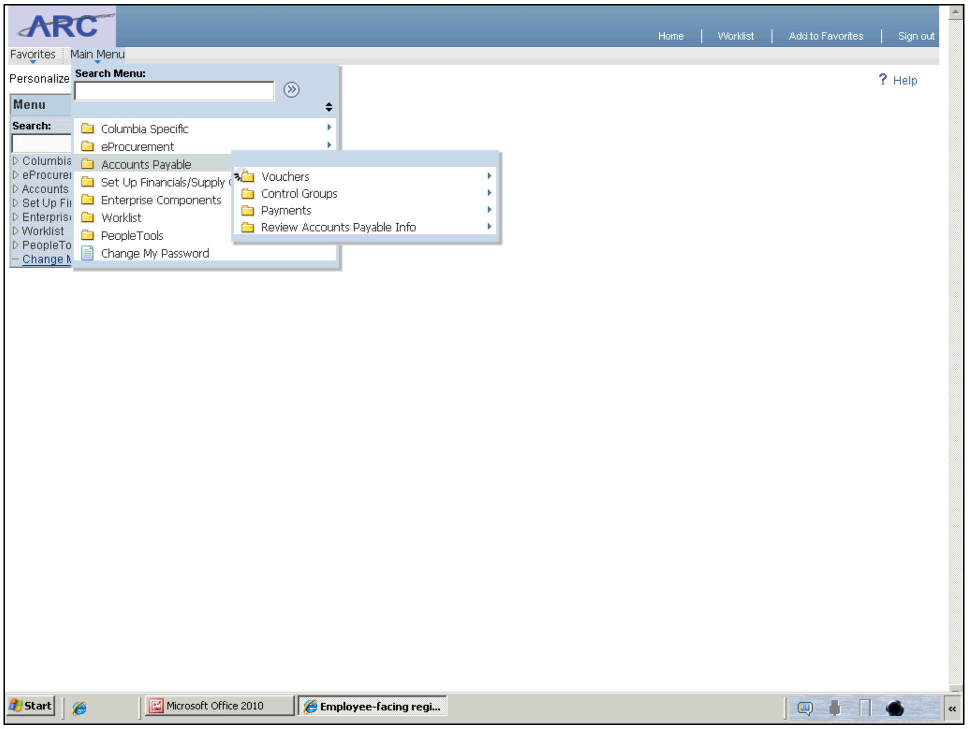
Welcome to the *Creating a Reversal Voucher* topic. In this scenario you will create a reversal voucher.


ARC
Home
Worklist
Add to Favorites
Sign out
Favorites
Main Menu
Personalize Content | Layout
? Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply Chain
Enterprise Components
Worklist
PeopleTools
Change My Password
Start
Microsoft Office 2010
Employee-facing regi...

Step	Action
1.	Click the **Main Menu** button. Main Menu


ARC
Home
Worklist
Add to Favorites
Sign out
Favorites
Main Menu
Personalize
Search Menu:
? Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply Chain
Enterprise Components
Worklist
PeopleTools
Change My Password
Start
Microsoft Office 2010
Employee-facing regi...

Step	Action
2.	Click the **Accounts Payable** menu.  Accounts Payable


ARC
Home
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Sign out
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Main Menu
Personalize
Search Menu:
Help
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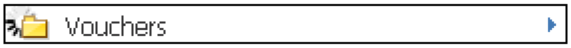
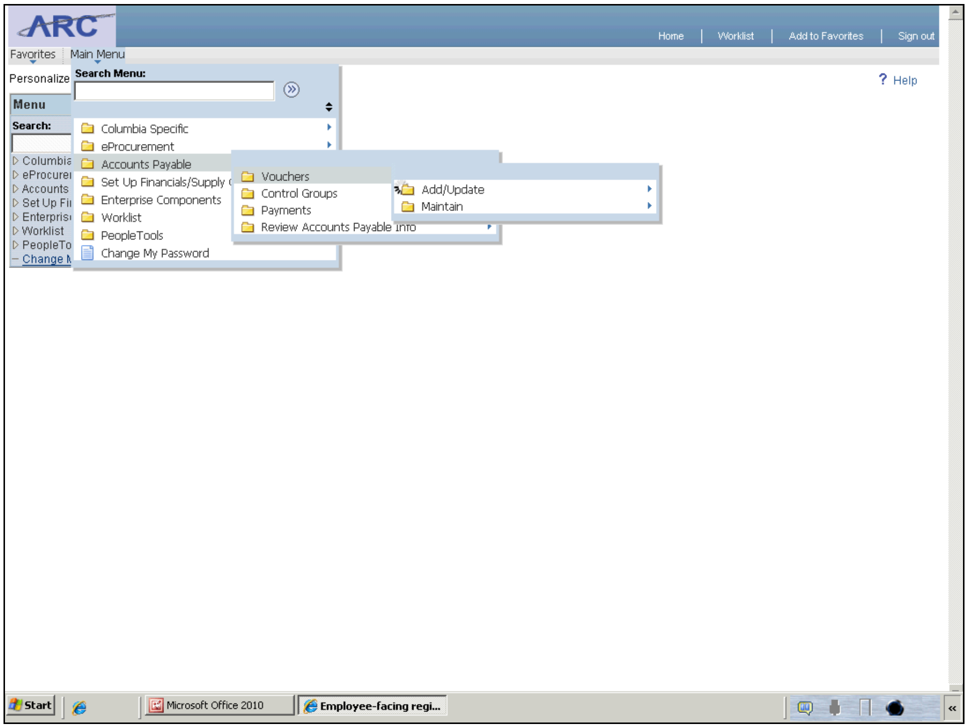
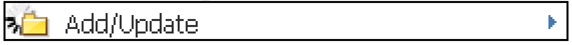
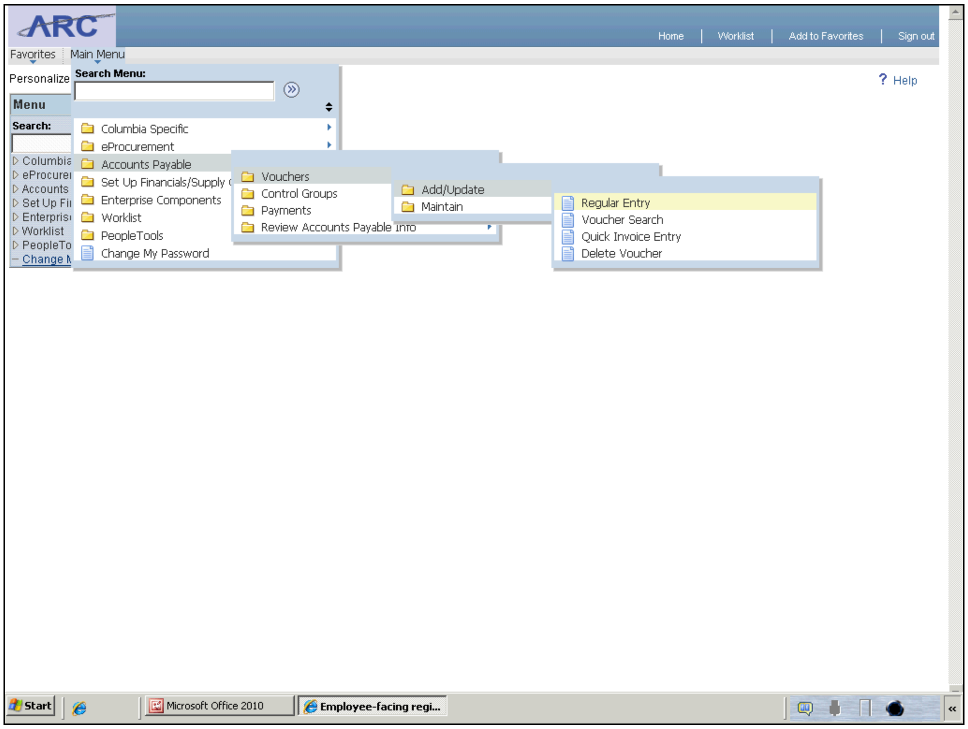
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply C
Enterprise Components
Worklist
PeopleTools
Change My Password
Vouchers
Control Groups
Payments
Review Accounts Payable Info
Start
Microsoft Office 2010
Employee-facing regi...

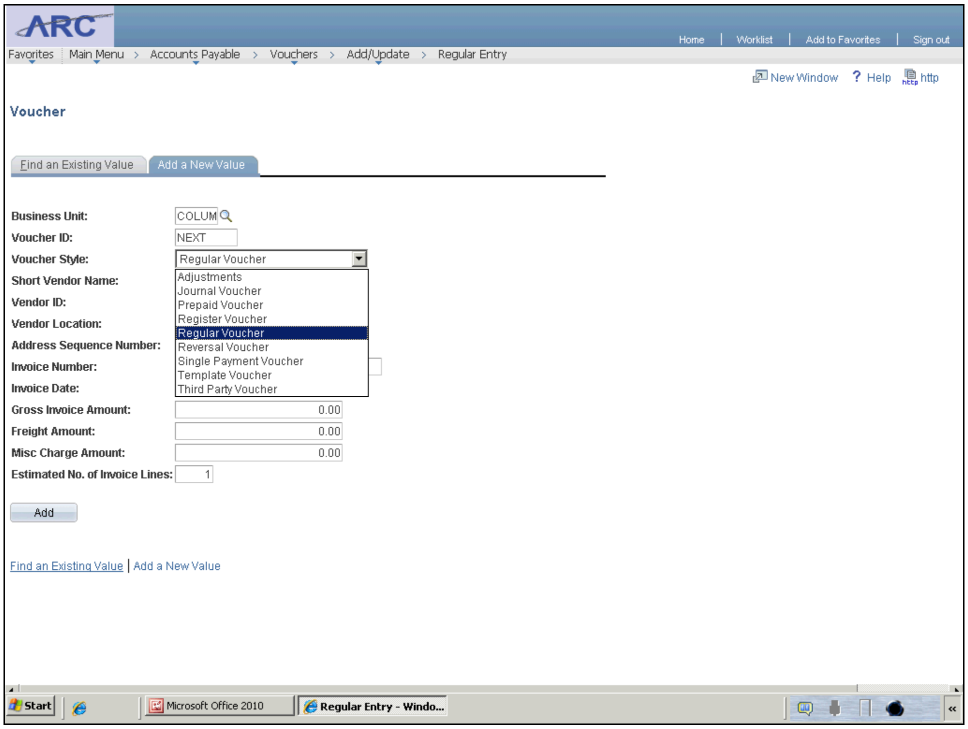
Step	Action
3.	Click the **Vouchers** menu. 


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu
Personalize
Search Menu:
Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply
Enterprise Components
Worklist
PeopleTools
Change My Password
Vouchers
Control Groups
Payments
Review Accounts Payable Info
Add/Update
Maintain
Start
Microsoft Office 2010
Employee-facing regi...

Step	Action
4.	Click the **Add/Update** menu. 


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu
Personalize
Search Menu:
Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
Set Up Financials/Supply
Enterprise Components
Worklist
PeopleTools
Change My Password
Vouchers
Control Groups
Payments
Review Accounts Payable Info
Add/Update
Maintain
Regular Entry
Voucher Search
Quick Invoice Entry
Delete Voucher
Start
Microsoft Office 2010
Employee-facing regi...

Step	Action
5.	Click the **Regular Entry** menu. Regular Entry



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

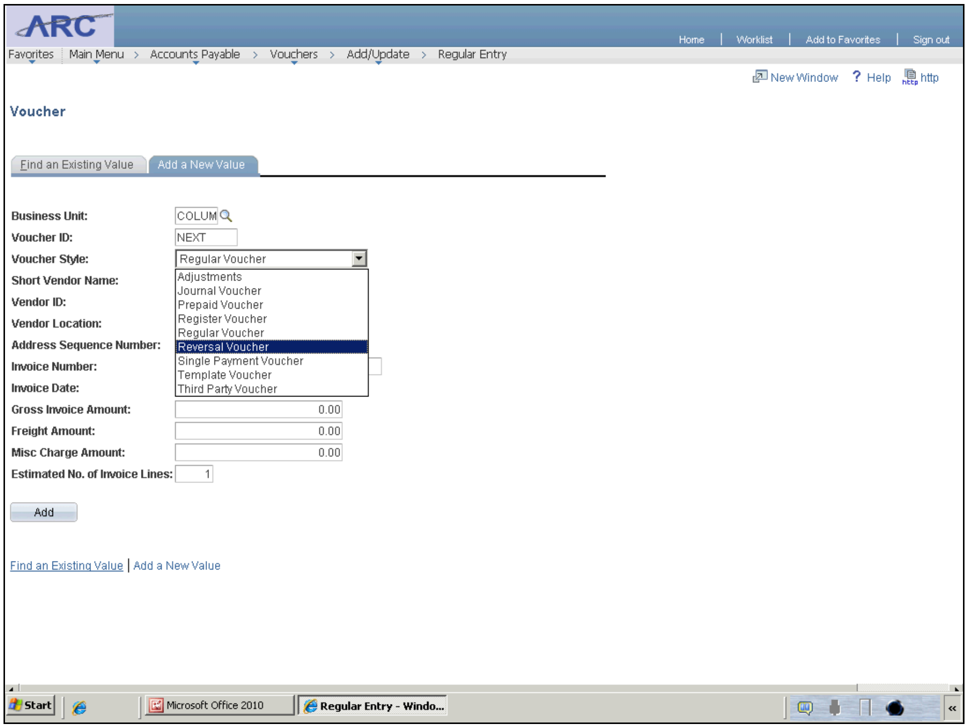
Voucher

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:	
Invoice Number:	
Invoice Date:	
Gross Invoice Amount:	0.00
Freight Amount:	0.00
Misc Charge Amount:	0.00
Estimated No. of Invoice Lines:	1

Adjustments
Journal Voucher
Prepaid Voucher
Register Voucher
Regular Voucher
Reversal Voucher
Single Payment Voucher
Template Voucher
Third Party Voucher
Add
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...

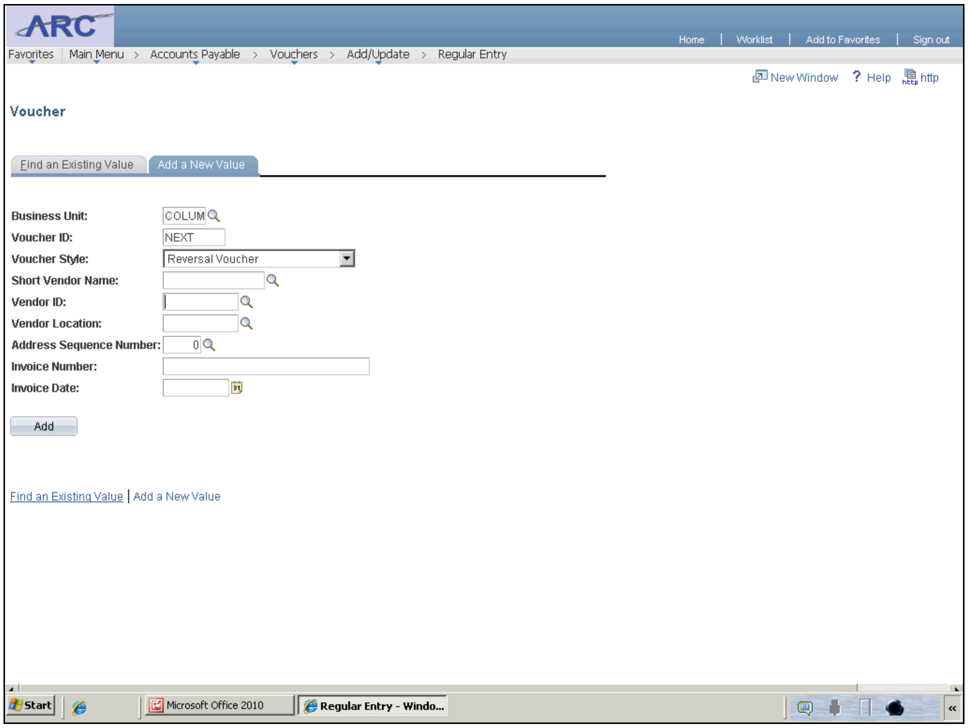
Step	Action
6.	Click the **Voucher Style** list. Regular Voucher


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window
Help
http
Find an Existing Value
Add a New Value
Adjustments
Journal Voucher
Prepaid Voucher
Register Voucher
Regular Voucher
Reversal Voucher
Single Payment Voucher
Template Voucher
Third Party Voucher
Add
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...

Voucher

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Regular Voucher
Short Vendor Name:
Vendor ID:
Vendor Location:
Address Sequence Number:
Invoice Number:
Invoice Date:
Gross Invoice Amount: 0.00
Freight Amount: 0.00
Misc Charge Amount: 0.00
Estimated No. of Invoice Lines: 1

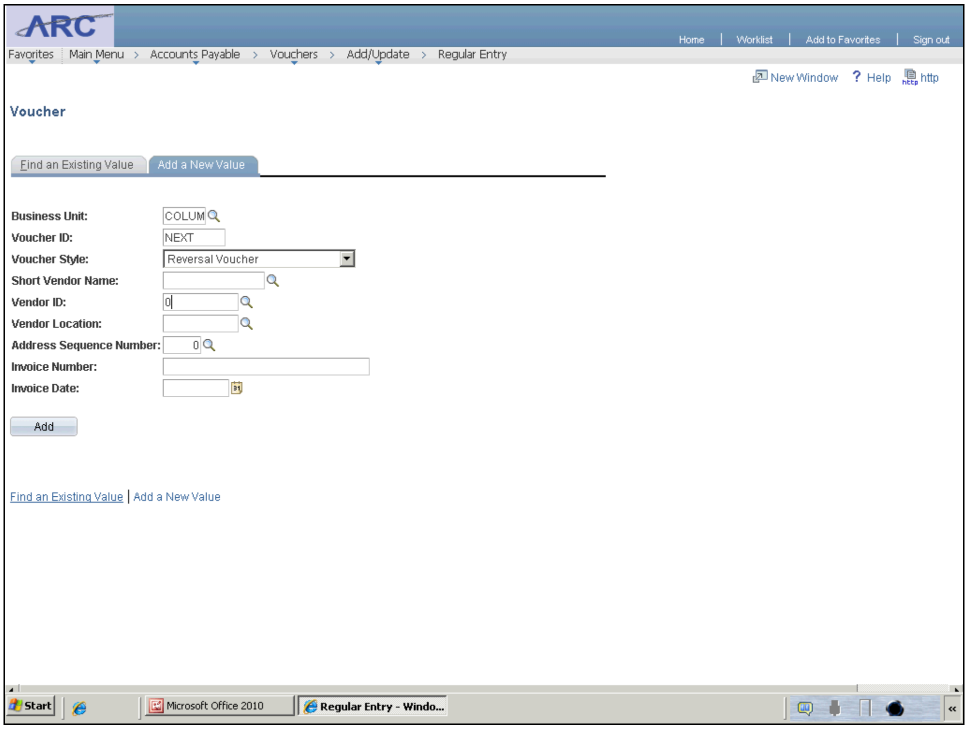
Step	Action
7.	You will select the Reversal Voucher style for Reversal Vouchers. Click the **Reversal Voucher** list item. Reversal Voucher


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window ? Help http
Find an Existing Value
Add a New Value
Add
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...

Voucher

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Reversal Voucher
Short Vendor Name:
Vendor ID:
Vendor Location:
Address Sequence Number: 0
Invoice Number:
Invoice Date:

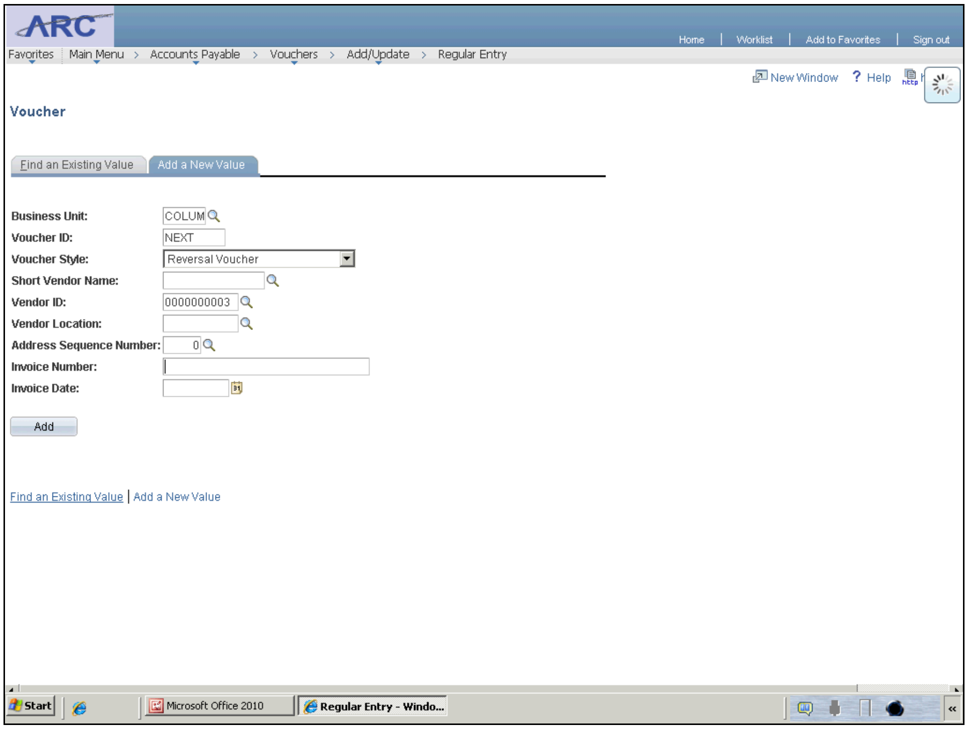
Step	Action
8.	Click in the **Vendor ID** field.


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window ? Help http
Find an Existing Value
Add a New Value
Add
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...

Voucher

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Reversal Voucher
Short Vendor Name:
Vendor ID: 0
Vendor Location:
Address Sequence Number: 0
Invoice Number:
Invoice Date:

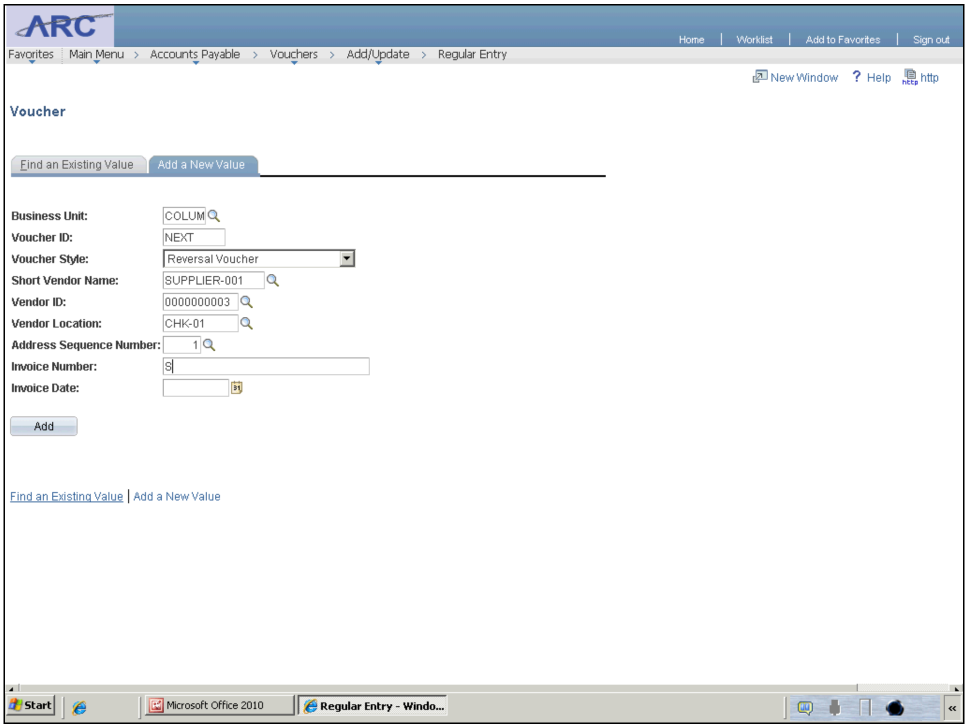
Step	Action
9.	Enter the desired information into the **Vendor ID** field. Enter "**0000000003**".


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
New Window Help
Find an Existing Value
Add a New Value
Add
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...

Voucher

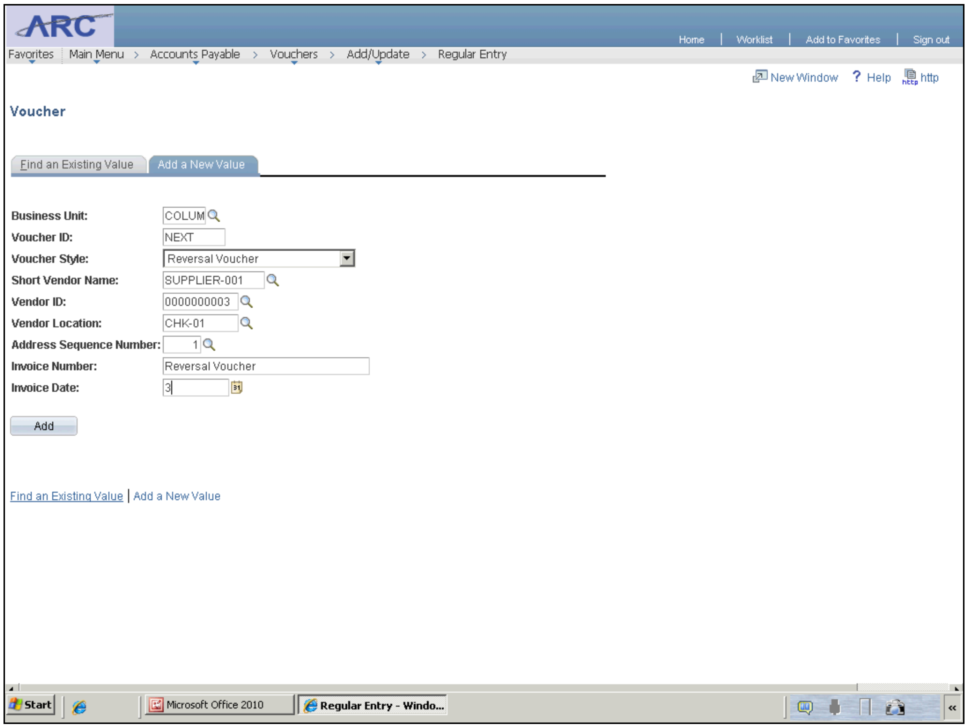
Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Reversal Voucher
Short Vendor Name:
Vendor ID: 0000000003
Vendor Location:
Address Sequence Number: 0
Invoice Number:
Invoice Date:

Step	Action
10.	Click in the **Invoice Number** field.


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
Add
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...

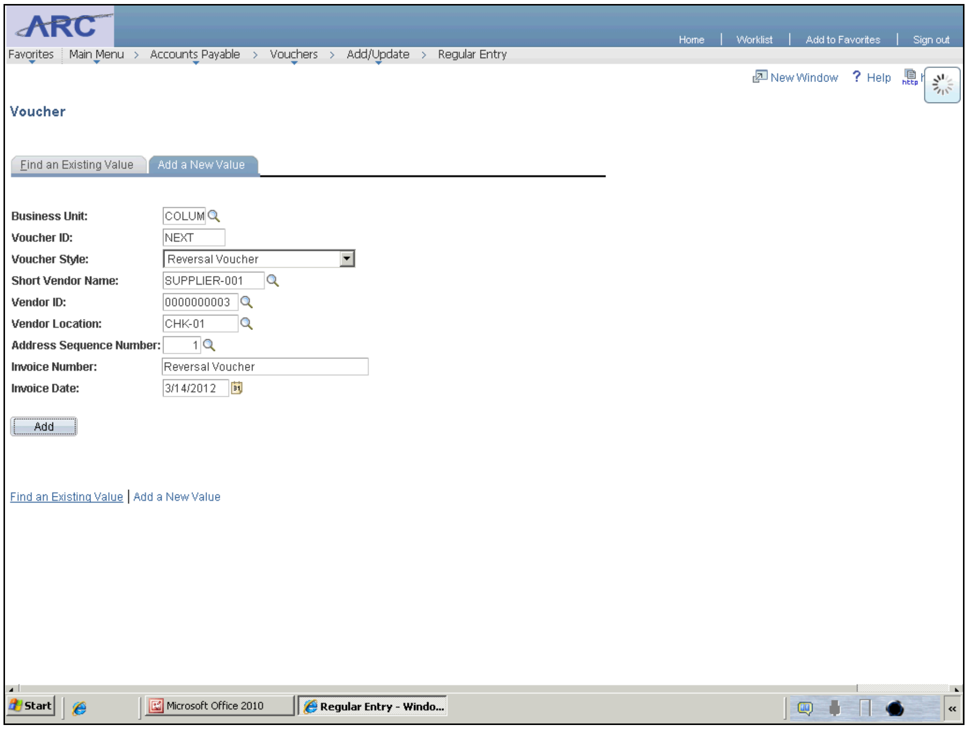
Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Reversal Voucher
Short Vendor Name: SUPPLIER-001
Vendor ID: 0000000003
Vendor Location: CHK-01
Address Sequence Number: 1
Invoice Number: S
Invoice Date:

Step	Action
11.	Enter the desired information into the **Invoice Number** field. Enter "**Reversal Voucher**".


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
Add
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Reversal Voucher
Short Vendor Name: SUPPLIER-001
Vendor ID: 0000000003
Vendor Location: CHK-01
Address Sequence Number: 1
Invoice Number: Reversal Voucher
Invoice Date: 3

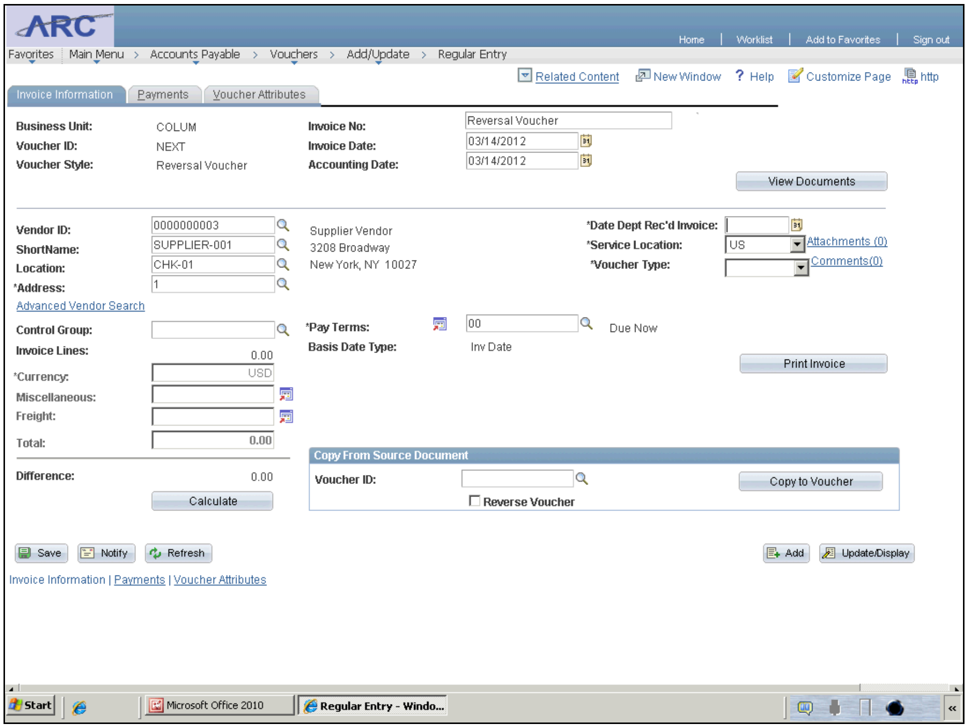
Step	Action
12.	Click in the **Invoice Date** field, and enter the desired information into the **Invoice Date** field. Enter "3/14/2012".


ARC
Home
Worklist
Add to Favorites
Sign out
Favorites
Main Menu
Accounts Payable
Vouchers
Add/Update
Regular Entry
New Window
Help
Find an Existing Value
Add a New Value
Add
Find an Existing Value | Add a New Value
Start
Microsoft Office 2010
Regular Entry - Windo...

Voucher

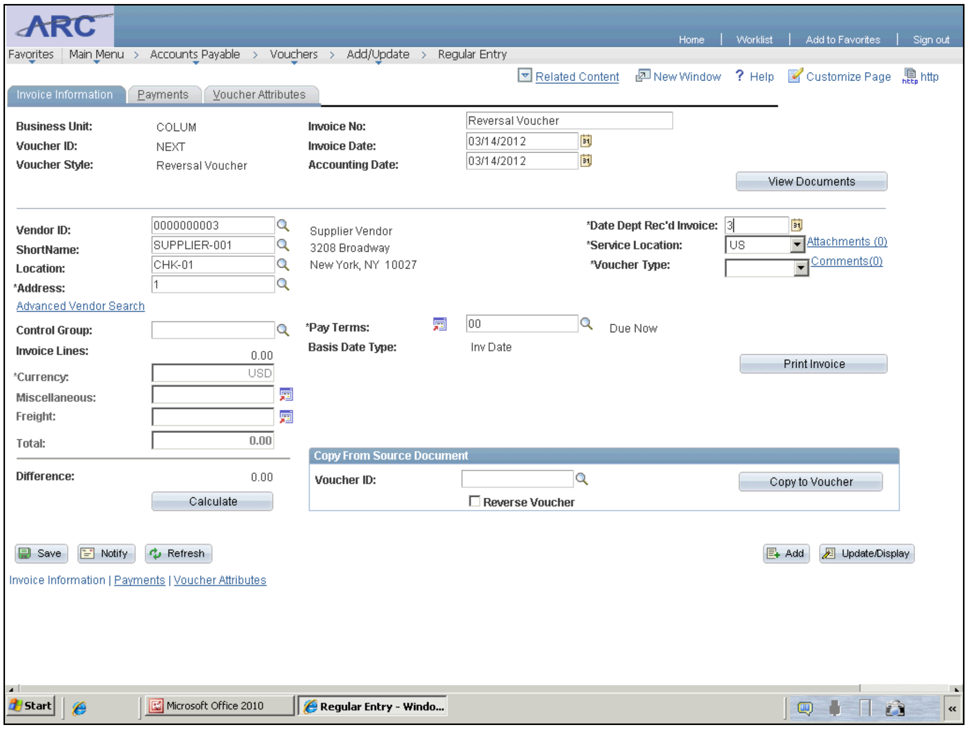
Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Reversal Voucher
Short Vendor Name: SUPPLIER-001
Vendor ID: 0000000003
Vendor Location: CHK-01
Address Sequence Number: 1
Invoice Number: Reversal Voucher
Invoice Date: 3/14/2012

Step	Action
13.	Click the **Add** button. Add


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
Invoice Information
Payments
Voucher Attributes
View Documents
Attachments (0)
Comments(0)
Advanced Vendor Search
Print Invoice
Calculate
Copy to Voucher
Save
Notify
Refresh
Add
Update/Display
Invoice Information | Payments | Voucher Attributes
Start
Microsoft Office 2010
Regular Entry - Windo...

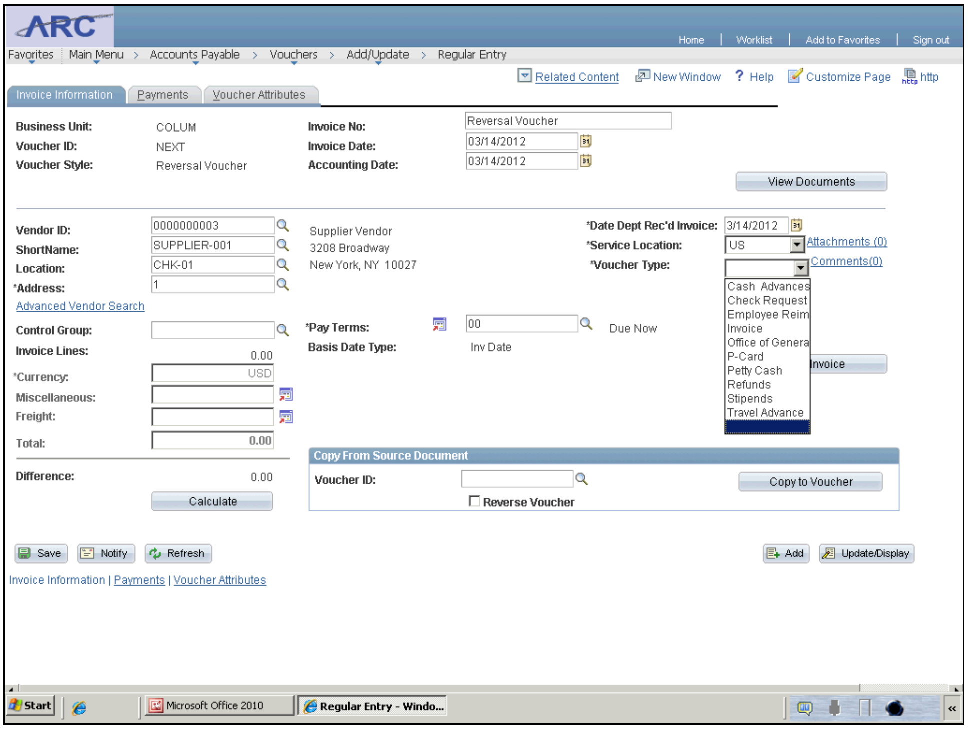
Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Reversal Voucher
Invoice No: Reversal Voucher
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012
Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Supplier Vendor
3208 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice:
*Service Location: US
*Voucher Type:
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 0.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Copy From Source Document
Voucher ID:
☐ Reverse Voucher

Step	**Action**
14.	Click in the **Date Dept Rec'd Invoice** field.


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
Invoice Information
Payments
Voucher Attributes
View Documents
Attachments (0)
Comments(0)
Advanced Vendor Search
Print Invoice
Calculate
Copy to Voucher
Save
Notify
Refresh
Add
Update/Display
Invoice Information | Payments | Voucher Attributes
Start
Microsoft Office 2010
Regular Entry - Windo...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Reversal Voucher
Invoice No: Reversal Voucher
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012
Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Supplier Vendor
3208 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 3
*Service Location: US
*Voucher Type:
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 0.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Copy From Source Document
Voucher ID:
☐ Reverse Voucher

Step	Action
15.	Enter the desired information into the **Date Dept Rec'd Invoice** field. Enter "**3/14/2012**".


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
Invoice Information | Payments | Voucher Attributes
View Documents
Advanced Vendor Search
Cash Advances
Check Request
Employee Reim
Invoice
Office of Genera
P-Card
Petty Cash
Refunds
Stipends
Travel Advance
Attachments (0)
Comments(0)
Calculate
Copy From Source Document
Copy to Voucher
Save | Notify | Refresh
Add | Update/Display
Invoice Information | Payments | Voucher Attributes
Start | Microsoft Office 2010 | Regular Entry - Windo...

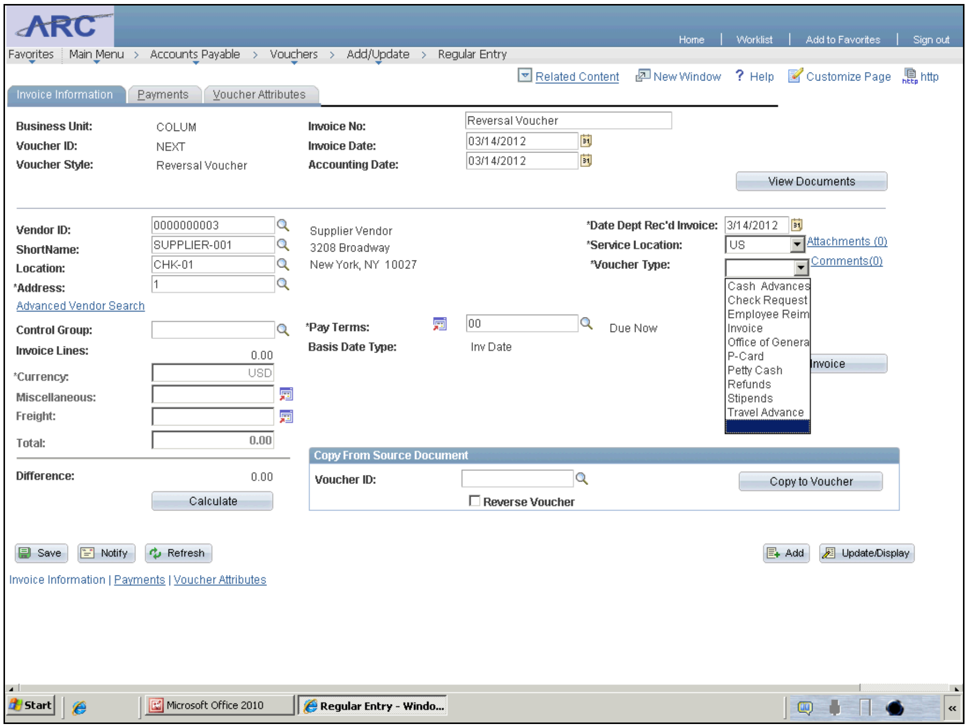
Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Reversal Voucher
Invoice No: Reversal Voucher
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012

Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Supplier Vendor
3208 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 3/14/2012
*Service Location: US
*Voucher Type:

Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 0.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

Voucher ID:
☐ Reverse Voucher

Step	Action
16.	Click the **Voucher Type** list.


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
Invoice Information | Payments | Voucher Attributes

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Reversal Voucher
Invoice No: Reversal Voucher
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012

Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1

Supplier Vendor
3208 Broadway
New York, NY 10027

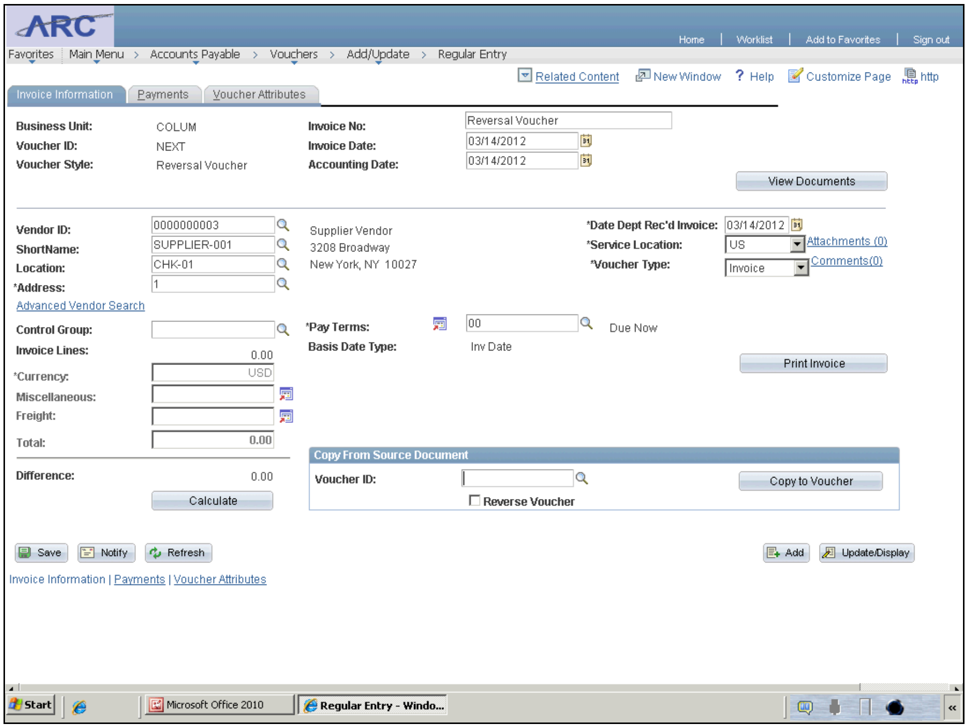
*Date Dept Rec'd Invoice: 3/14/2012
*Service Location: US
*Voucher Type:

Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 0.00
Difference: 0.00

*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

View Documents
Attachments (0)
Comments(0)
Cash Advances
Check Request
Employee Reim
Invoice
Office of Genera
P-Card
Petty Cash
Refunds
Stipends
Travel Advance
Advanced Vendor Search
Calculate
Copy From Source Document
Voucher ID:
Copy to Voucher
☐ Reverse Voucher
Save | Notify | Refresh | Add | Update/Display
Invoice Information | Payments | Voucher Attributes
Start | Microsoft Office 2010 | Regular Entry - Windo...

Step	**Action**
17.	Select **Invoice**. Invoice


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
Invoice Information | Payments | Voucher Attributes

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Reversal Voucher
Invoice No: Reversal Voucher
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012

Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1

Supplier Vendor
3208 Broadway
New York, NY 10027

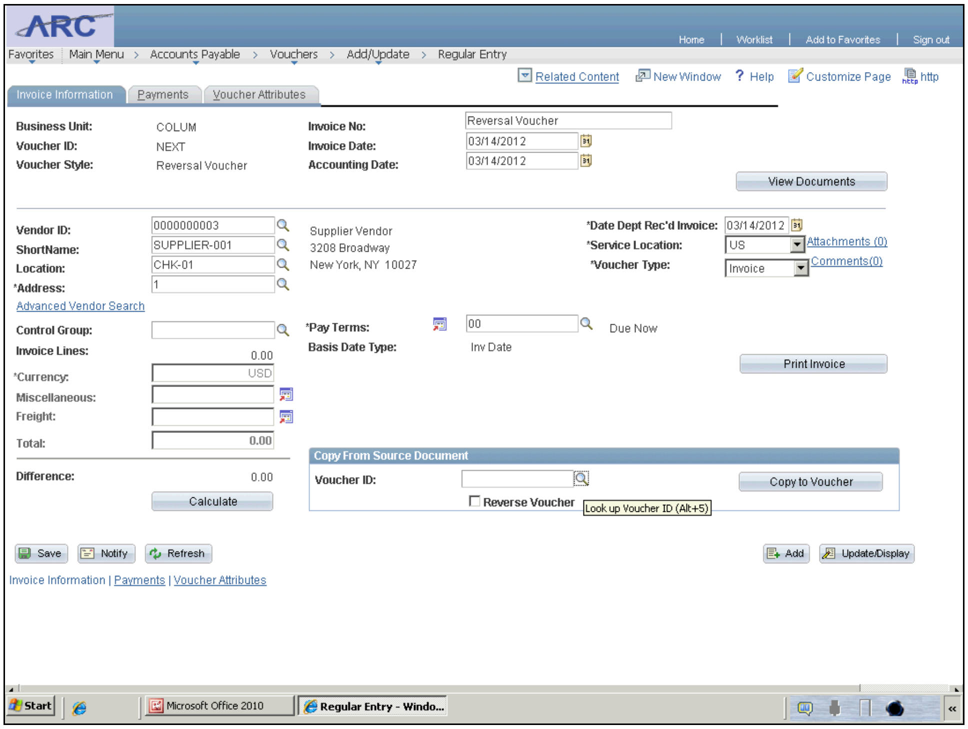
*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice

Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 0.00
Difference: 0.00

*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

View Documents
Attachments (0)
Comments(0)
Print Invoice
Advanced Vendor Search
Calculate
Copy From Source Document
Voucher ID:
Copy to Voucher
☐ Reverse Voucher
Save | Notify | Refresh | Add | Update/Display
Invoice Information | Payments | Voucher Attributes
Start | Microsoft Office 2010 | Regular Entry - Windo...

Step	Action
18.	You will need to identify the voucher that you are correcting with the Reversal Voucher. Click in the **Voucher ID** field.


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
Invoice Information | Payments | Voucher Attributes
View Documents
Advanced Vendor Search
Print Invoice
Calculate
Copy From Source Document
Copy to Voucher
Look up Voucher ID (Alt+5)
Save | Notify | Refresh | Add | Update/Display
Invoice Information | Payments | Voucher Attributes
Start | Microsoft Office 2010 | Regular Entry - Windo...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Reversal Voucher
Invoice No: Reversal Voucher
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012

Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1

Supplier Vendor
3208 Broadway
New York, NY 10027

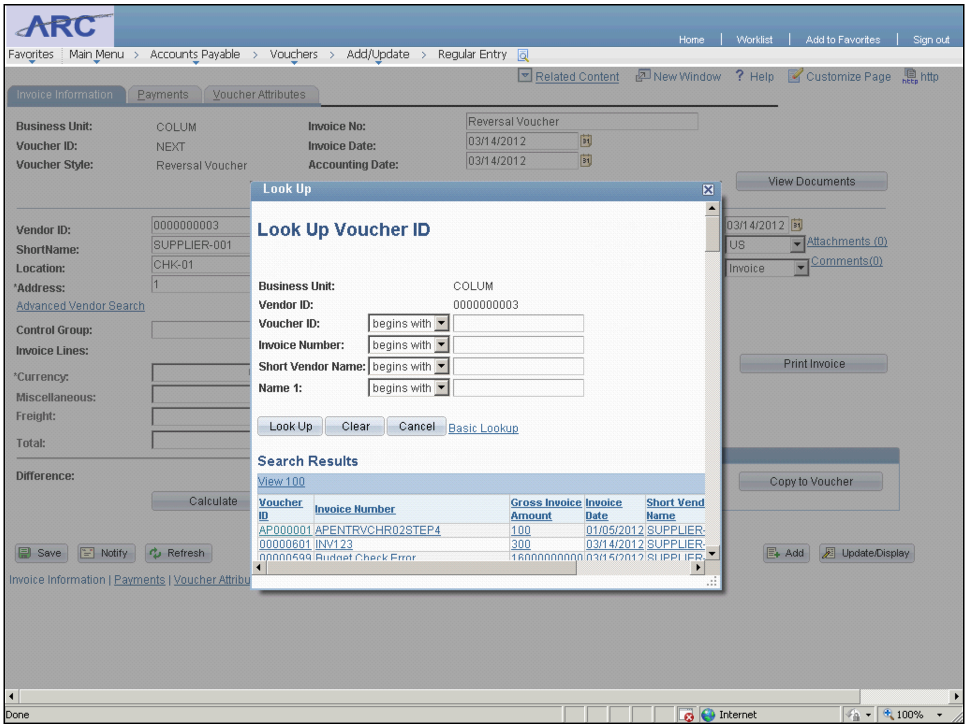
*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice
Attachments (0)
Comments(0)

Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 0.00
Difference: 0.00

*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

Voucher ID:
☐ Reverse Voucher

Step	Action
19.	Click the **Look up Voucher ID (Alt+5)** button.


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
Invoice Information | Payments | Voucher Attributes
View Documents
Print Invoice
Copy to Voucher
Calculate
Save | Notify | Refresh
Add | Update/Display
Invoice Information | Payments | Voucher Attribu
Look Up
Look Up | Clear | Cancel | Basic Lookup
View 100
Done | Internet | 100%

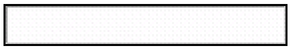
Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Reversal Voucher
Invoice No: Reversal Voucher
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012
Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Advanced Vendor Search
Control Group:
Invoice Lines:
*Currency:
Miscellaneous:
Freight:
Total:
Difference:
03/14/2012
US
Invoice
Attachments (0)
Comments(0)

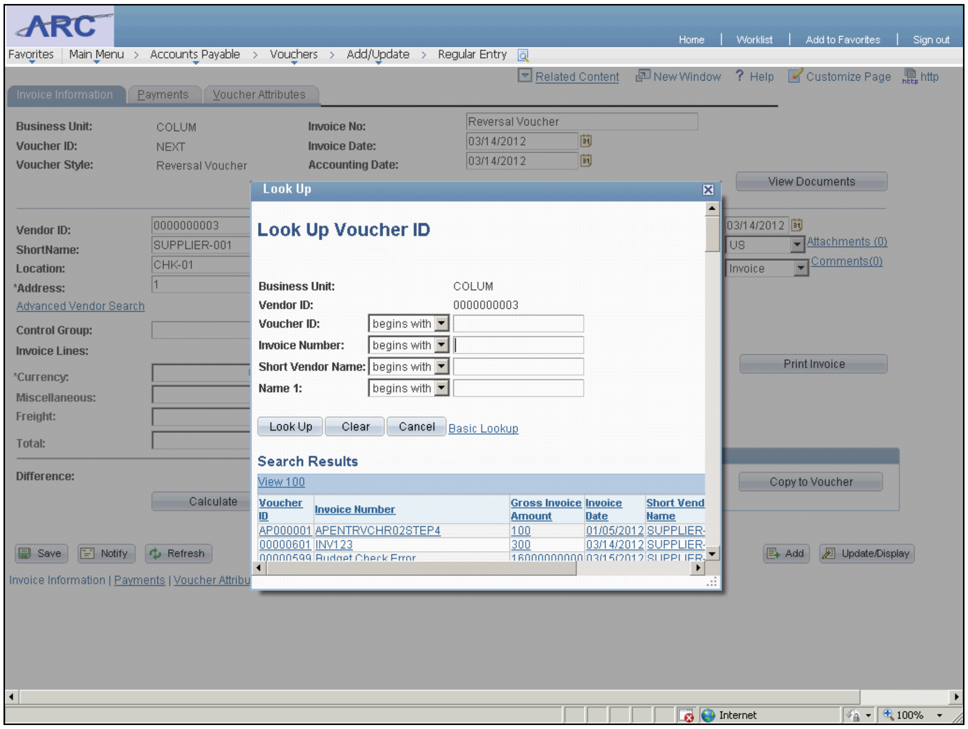
Look Up Voucher ID

Business Unit: COLUM
Vendor ID: 0000000003
Voucher ID: begins with
Invoice Number: begins with
Short Vendor Name: begins with
Name 1: begins with

Search Results

Voucher ID	Invoice Number	Gross Invoice Amount	Invoice Date	Short Vend Name
AP000001	APENTRVCHR02STEP4	100	01/05/2012	SUPPLIER-
00000601	INV123	300	03/14/2012	SUPPLIER-
00000599	Budget Check Error	16000000000	03/15/2012	SUPPLIER-

Step	Action
20.	Click in the **Invoice Number** field. 


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
Invoice Information | Payments | Voucher Attributes
View Documents
Print Invoice
Copy to Voucher
Calculate
Save | Notify | Refresh
Add | Update/Display
Invoice Information | Payments | Voucher Attribu
Look Up
Look Up | Clear | Cancel | Basic Lookup
View 100
Internet | 100%

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Reversal Voucher
Invoice No: Reversal Voucher
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012
Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Advanced Vendor Search
Control Group:
Invoice Lines:
*Currency:
Miscellaneous:
Freight:
Total:
Difference:
03/14/2012
US
Invoice
Attachments (0)
Comments(0)

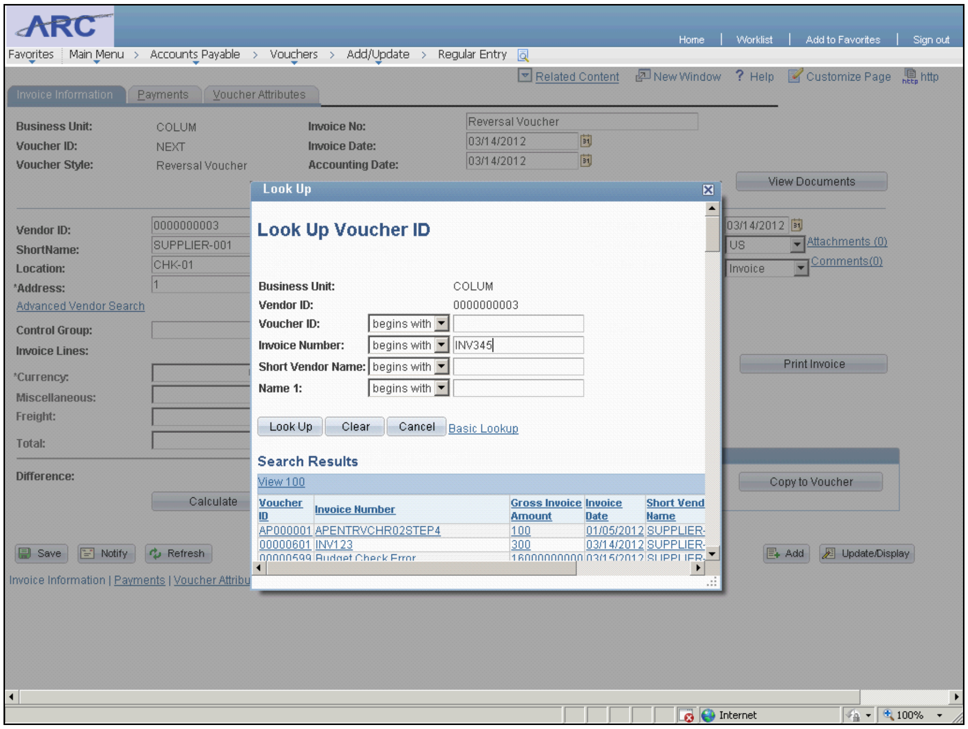
Look Up Voucher ID

Business Unit: COLUM
Vendor ID: 0000000003
Voucher ID: begins with
Invoice Number: begins with
Short Vendor Name: begins with
Name 1: begins with

Search Results

Voucher ID	Invoice Number	Gross Invoice Amount	Invoice Date	Short Vend Name
AP000001	APENTRVCHR02STEP4	100	01/05/2012	SUPPLIER-
00000601	INV123	300	03/14/2012	SUPPLIER-
00000599	Budget Check Error	16000000000	03/15/2012	SUPPLIER-

Step	Action
21.	Enter the desired information into the **Invoice Number** field. Enter "**INV345**".


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
Invoice Information | Payments | Voucher Attributes
View Documents
Attachments (0)
Comments(0)
Print Invoice
Copy to Voucher
Calculate
Save | Notify | Refresh | Add | Update/Display
Invoice Information | Payments | Voucher Attribu

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Reversal Voucher
Invoice No: Reversal Voucher
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012
Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1

Look Up

Look Up Voucher ID

Business Unit: COLUM
Vendor ID: 0000000003
Voucher ID: begins with
Invoice Number: begins with INV345
Short Vendor Name: begins with
Name 1: begins with

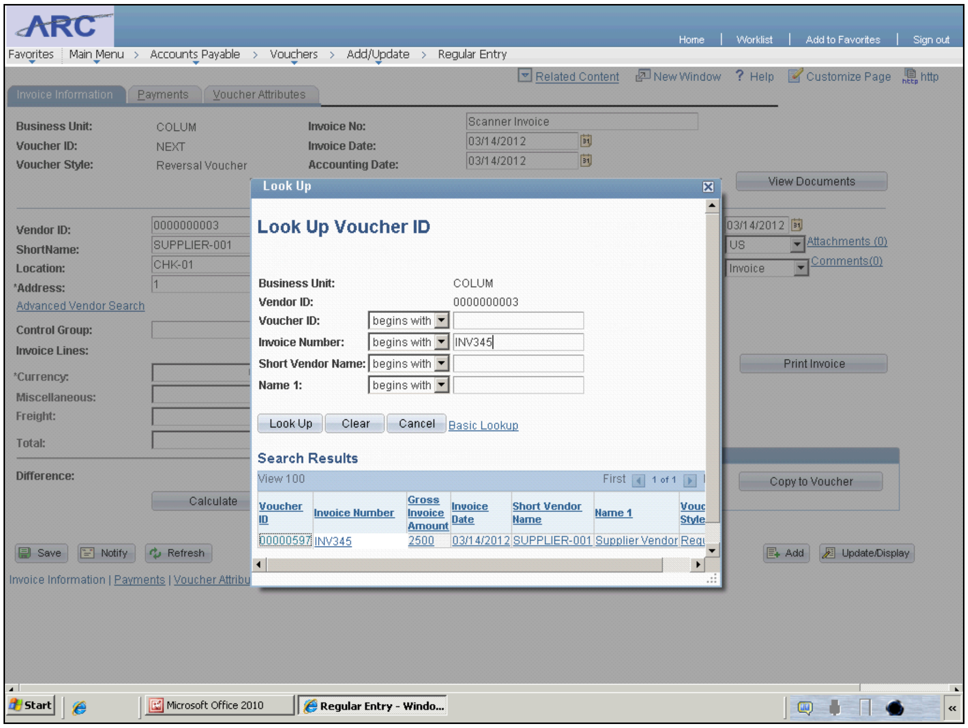
Look Up | Clear | Cancel | Basic Lookup

Search Results

View 100

Voucher ID	Invoice Number	Gross Invoice Amount	Invoice Date	Short Vend Name
AP000001	APENTRVCHR02STEP4	100	01/05/2012	SUPPLIER-
00000601	INV123	300	03/14/2012	SUPPLIER-
00000599	Budget Check Error	16000000000	03/15/2012	SUPPLIER-

Step	Action
22.	Click the **Look Up** button. Look Up


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
Invoice Information | Payments | Voucher Attributes
View Documents
Attachments (0)
Comments(0)
Print Invoice
Copy to Voucher
Calculate
Save | Notify | Refresh
Add | Update/Display
Invoice Information | Payments | Voucher Attribu
Look Up
Look Up | Clear | Cancel | Basic Lookup
View 100 | First 1 of 1
Start | Microsoft Office 2010 | Regular Entry - Windo...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Reversal Voucher
Invoice No: Scanner Invoice
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012
Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Advanced Vendor Search
Control Group:
Invoice Lines:
*Currency:
Miscellaneous:
Freight:
Total:
Difference:

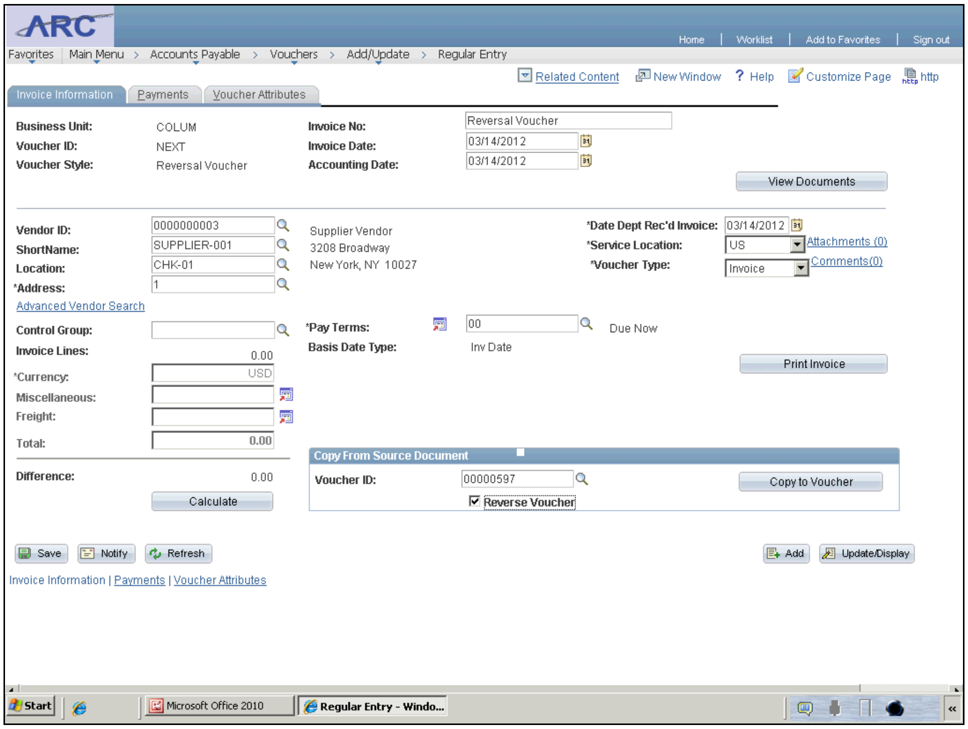
Look Up Voucher ID

Business Unit: COLUM
Vendor ID: 0000000003
Voucher ID: begins with
Invoice Number: begins with INV345
Short Vendor Name: begins with
Name 1: begins with

Search Results

Voucher ID	Invoice Number	Gross Invoice Amount	Invoice Date	Short Vendor Name	Name 1	Vouc Style
00000597	INV345	2500	03/14/2012	SUPPLIER-001	Supplier Vendor	Regu

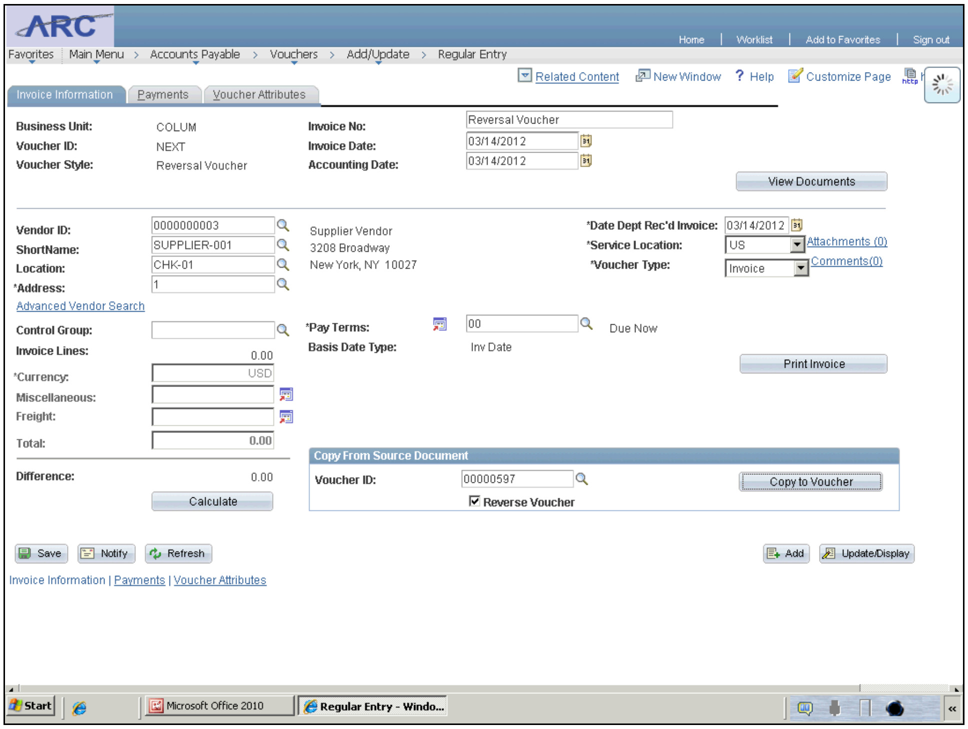
Step	Action
23.	Click the **00000597** link. 00000597


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
Invoice Information | Payments | Voucher Attributes
View Documents
Attachments (0)
Comments(0)
Print Invoice
Calculate
Copy to Voucher
Save | Notify | Refresh
Add | Update/Display
Invoice Information | Payments | Voucher Attributes
Start | Microsoft Office 2010 | Regular Entry - Windo...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Reversal Voucher
Invoice No: Reversal Voucher
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012
Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Advanced Vendor Search
Supplier Vendor
3208 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice
Control Group:
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 0.00
Difference: 0.00

Copy From Source Document
Voucher ID: 00000597
☑ Reverse Voucher

Step	Action
24.	The Reverse Voucher option indicates to the system that you would like to reverse this voucher. It is important that you remember to check this box when creating a Reversal Voucher. Click the **Reverse Voucher** option. ☑ Reverse Voucher


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
Invoice Information
Payments
Voucher Attributes
View Documents
Advanced Vendor Search
Print Invoice
Calculate
Copy to Voucher
Save
Notify
Refresh
Add
Update/Display
Invoice Information | Payments | Voucher Attributes
Start
Microsoft Office 2010
Regular Entry - Windo...

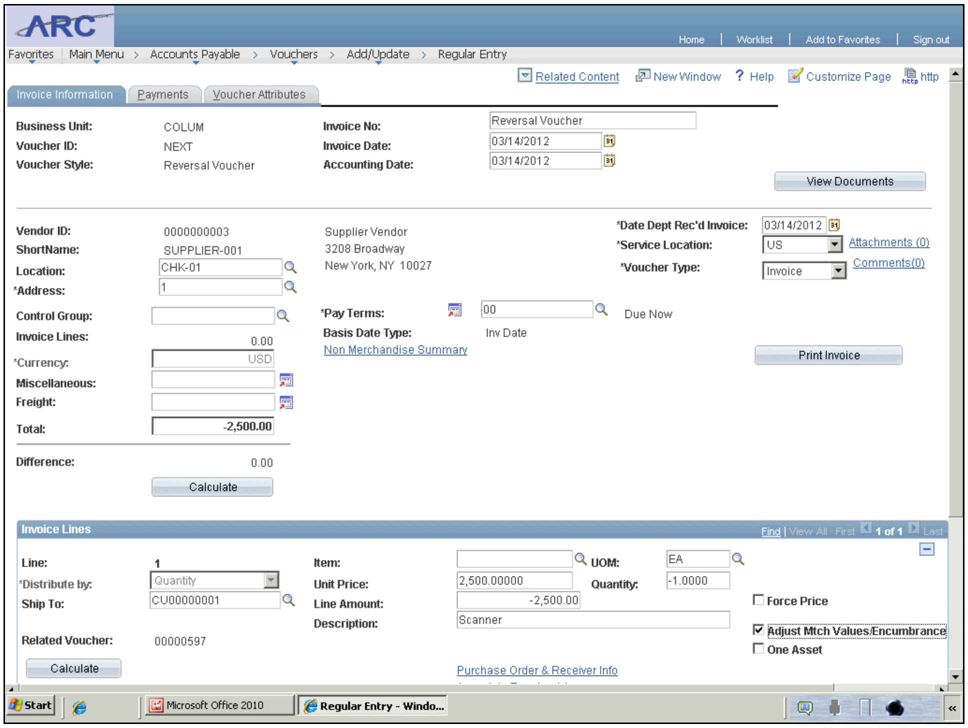
Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Reversal Voucher
Invoice No: Reversal Voucher
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012
Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1

Supplier Vendor
3208 Broadway
New York, NY 10027

*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice
Attachments (0)
Comments(0)
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: 0.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

Copy From Source Document
Voucher ID: 00000597
☑ Reverse Voucher

Step	Action
25.	Click the **Copy to Voucher** button. Copy to Voucher


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
Invoice Information | Payments | Voucher Attributes
View Documents
Print Invoice
Calculate
Invoice Lines
Find | View All | First 1 of 1 Last
Purchase Order & Receiver Info

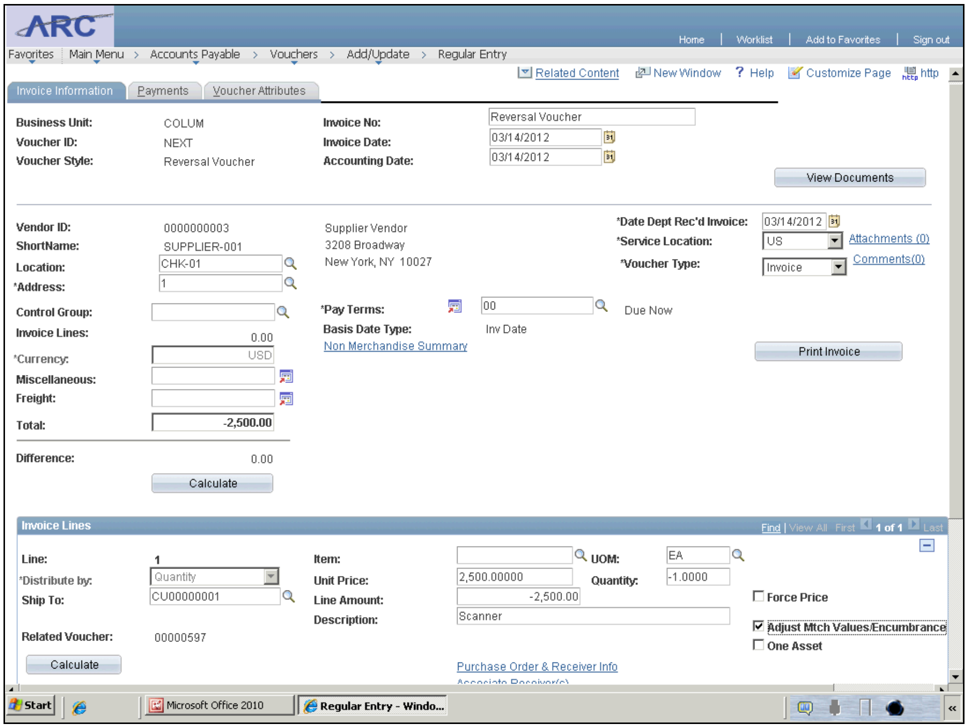
Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Reversal Voucher
Invoice No: Reversal Voucher
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012

Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Supplier Vendor
3208 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice
Attachments (0)
Comments(0)

Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: -2,500.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date
Non Merchandise Summary

Line: 1
*Distribute by: Quantity
Ship To: CU00000001
Related Voucher: 00000597
Item:
Unit Price: 2,500.00000
Line Amount: -2,500.00
Description: Scanner
UOM: EA
Quantity: -1.0000
☐ Force Price
☑ Adjust Mtch Values/Encumbrance
☐ One Asset

Step	Action
26.	Click the **Adjust Mtch Values/Encumbrance** option to Adjust Match Values and the Encumbrance as a result of the reversal. ☑ Adjust Mtch Values/Encumbrance


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
Invoice Information | Payments | Voucher Attributes
View Documents
Attachments (0)
Comments(0)
Non Merchandise Summary
Print Invoice
Calculate
Invoice Lines
Find | View All First 1 of 1 Last
Purchase Order & Receiver Info
Start | Microsoft Office 2010 | Regular Entry - Windo...

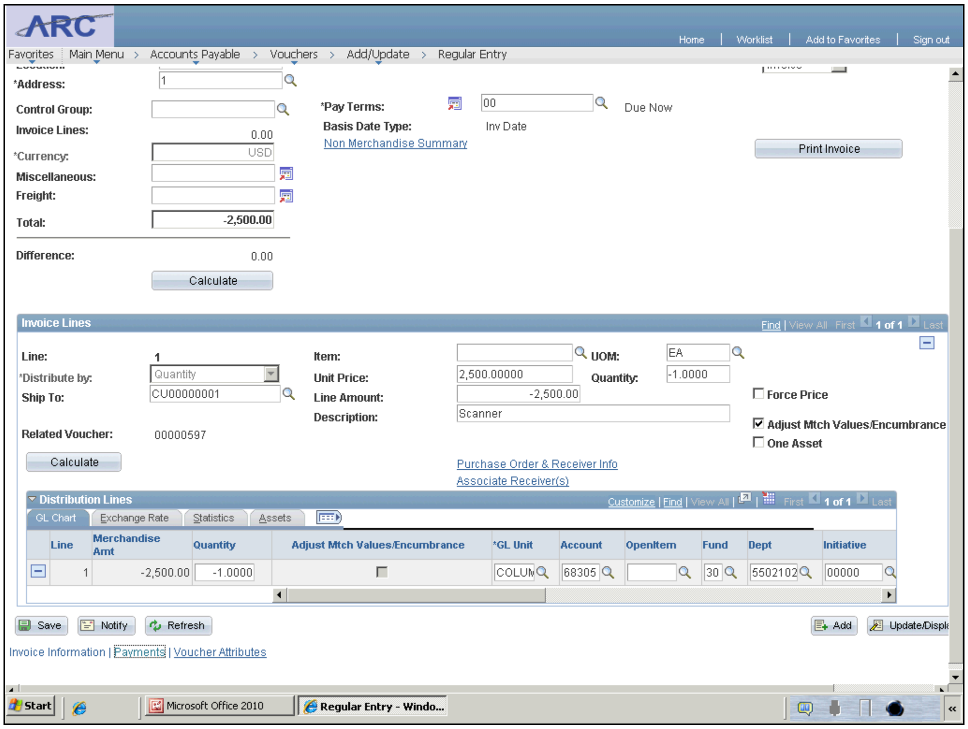
Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Reversal Voucher
Invoice No: Reversal Voucher
Invoice Date: 03/14/2012
Accounting Date: 03/14/2012

Vendor ID: 0000000003
ShortName: SUPPLIER-001
Location: CHK-01
*Address: 1
Supplier Vendor
3208 Broadway
New York, NY 10027
*Date Dept Rec'd Invoice: 03/14/2012
*Service Location: US
*Voucher Type: Invoice

Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: -2,500.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

Line: 1
*Distribute by: Quantity
Ship To: CU00000001
Related Voucher: 00000597
Item:
Unit Price: 2,500.00000
Line Amount: -2,500.00
Description: Scanner
UOM: EA
Quantity: -1.0000
☐ Force Price
☑ Adjust Mtch Values/Encumbrance
☐ One Asset

Step	Action
27.	Drag the scrollbar to the bottom of the page.

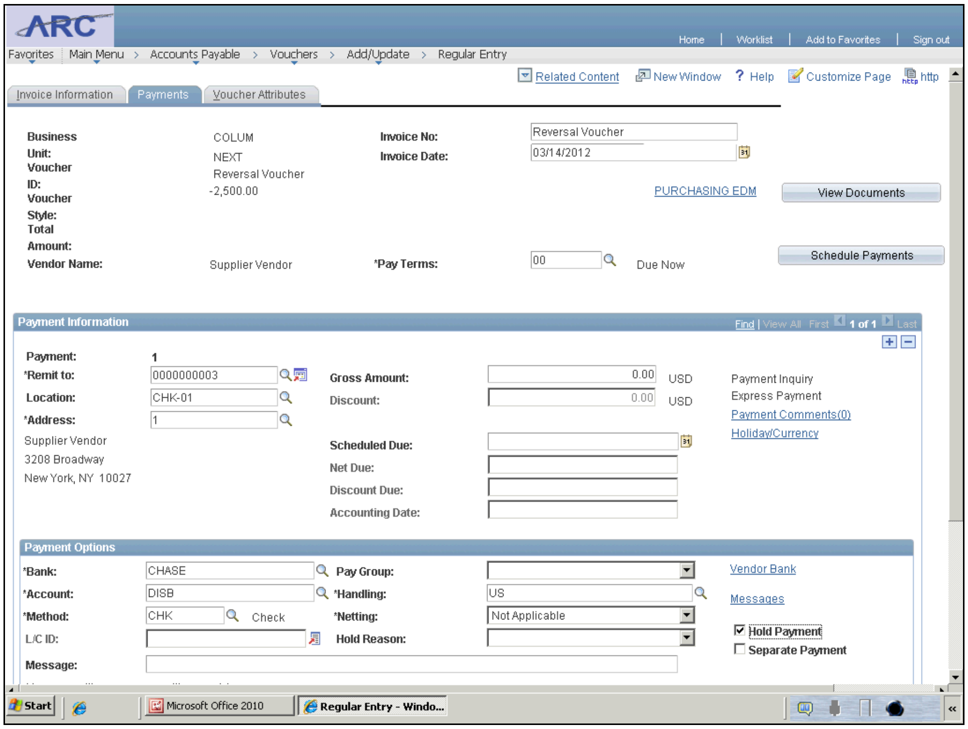

ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Non Merchandise Summary
Print Invoice
Calculate
Invoice Lines
Find | View All First 1 of 1 Last
Purchase Order & Receiver Info
Associate Receiver(s)
Distribution Lines
Customize | Find | View All | First 1 of 1 Last
GL Chart | Exchange Rate | Statistics | Assets
Save | Notify | Refresh
Add | Update/Displ
Invoice Information | Payments | Voucher Attributes
Start | Microsoft Office 2010 | Regular Entry - Windo...

*Address: 1
Control Group:
Invoice Lines: 0.00
*Currency: USD
Miscellaneous:
Freight:
Total: -2,500.00
Difference: 0.00
*Pay Terms: 00 Due Now
Basis Date Type: Inv Date

Line: 1
*Distribute by: Quantity
Ship To: CU00000001
Related Voucher: 00000597
Item:
Unit Price: 2,500.00000
Line Amount: -2,500.00
Description: Scanner
UOM: EA
Quantity: -1.0000
☐ Force Price
☑ Adjust Mtch Values/Encumbrance
☐ One Asset

Line	Merchandise Amt	Quantity	Adjust Mtch Values/Encumbrance	*GL Unit	Account	OpenItem	Fund	Dept	Initiative
1	-2,500.00	-1.0000	☐	COLUM	68305		30	5502102	00000

Step	Action
28.	Click the **Payments** link, as you will need to put a hold on this payment so the reversal voucher can be processed in the same batch as the associated voucher. Payments

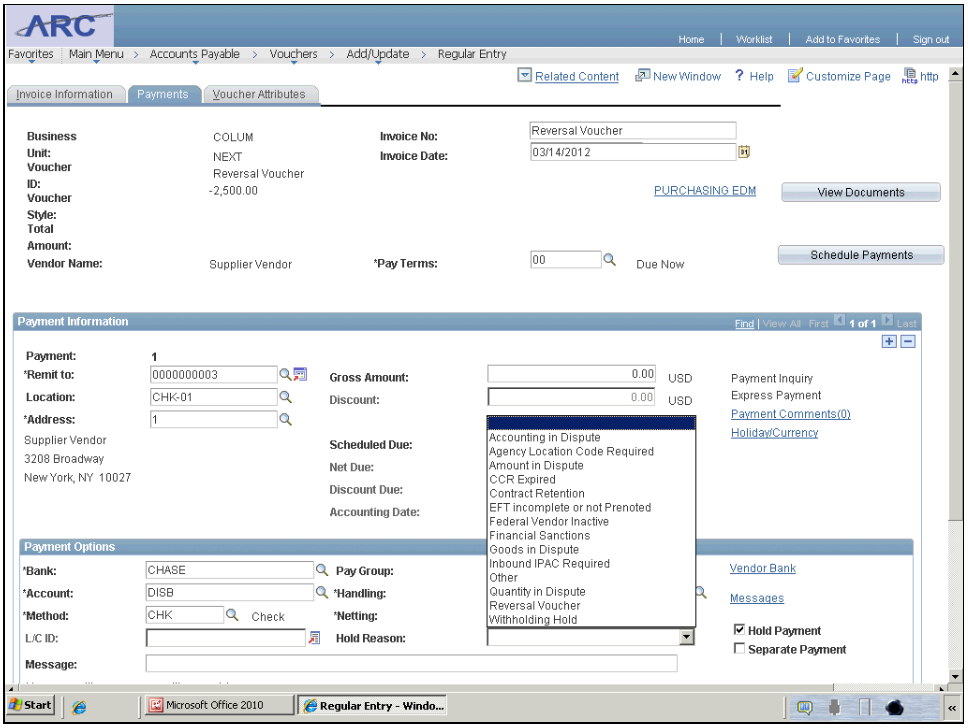

ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Related Content | New Window | Help | Customize Page | http
Invoice Information | Payments | Voucher Attributes
PURCHASING EDM
View Documents
Schedule Payments
Payment Information
Find | View All First 1 of 1 Last
Payment Inquiry
Express Payment
Payment Comments(0)
Holiday/Currency
Payment Options
Vendor Bank
Messages
Start | Microsoft Office 2010 | Regular Entry - Windo...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Reversal Voucher
Total Amount: -2,500.00
Vendor Name: Supplier Vendor
Invoice No: Reversal Voucher
Invoice Date: 03/14/2012
*Pay Terms: 00 Due Now

Payment: 1
*Remit to: 0000000003
Location: CHK-01
*Address: 1
Supplier Vendor
3208 Broadway
New York, NY 10027
Gross Amount: 0.00 USD
Discount: 0.00 USD
Scheduled Due:
Net Due:
Discount Due:
Accounting Date:

*Bank: CHASE
*Account: DISB
*Method: CHK Check
L/C ID:
Message:
Pay Group:
*Handling: US
*Netting: Not Applicable
Hold Reason:
☑ Hold Payment
☐ Separate Payment

Step	Action
29.	Click the **Hold Payment** option. You must hold the Reversal Voucher, and the voucher it is associated to so that they can be processed in the same Pay Cycle. ☑ Hold Payment


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
Invoice Information | Payments | Voucher Attributes
PURCHASING EDM
View Documents
Schedule Payments
Find | View All First 1 of 1 Last
Payment Inquiry
Express Payment
Payment Comments(0)
Holiday/Currency
Vendor Bank
Messages
Start
Microsoft Office 2010
Regular Entry - Windo...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Reversal Voucher
Total Amount: -2,500.00
Vendor Name: Supplier Vendor
Invoice No: Reversal Voucher
Invoice Date: 03/14/2012
*Pay Terms: 00 Due Now

Payment Information

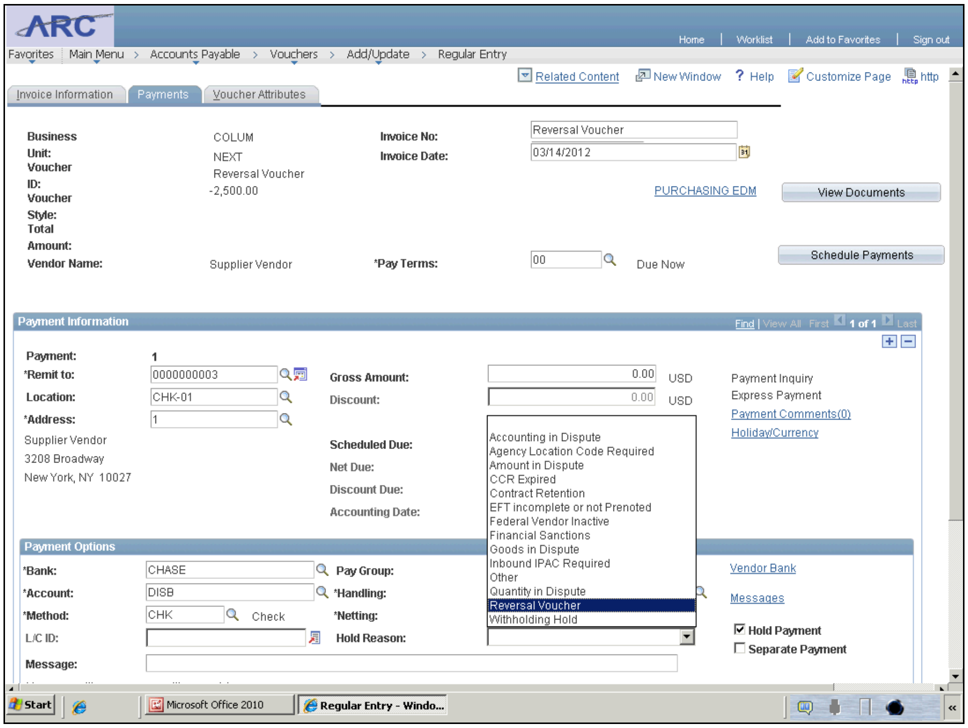
Payment: 1
*Remit to: 0000000003
Location: CHK-01
*Address: 1
Supplier Vendor
3208 Broadway
New York, NY 10027
Gross Amount: 0.00 USD
Discount: 0.00 USD
Scheduled Due:
Net Due:
Discount Due:
Accounting Date:

Payment Options

*Bank: CHASE
*Account: DISB
*Method: CHK Check
L/C ID:
Message:
Pay Group:
*Handling:
*Netting:
Hold Reason:
☑ Hold Payment
☐ Separate Payment

Accounting in Dispute
Agency Location Code Required
Amount in Dispute
CCR Expired
Contract Retention
EFT incomplete or not Prenoted
Federal Vendor Inactive
Financial Sanctions
Goods in Dispute
Inbound IPAC Required
Other
Quantity in Dispute
Reversal Voucher
Withholding Hold

Step	Action
30.	Click the **Hold Reason** list.


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
Invoice Information | Payments | Voucher Attributes
PURCHASING EDM
View Documents
Schedule Payments
Find | View All First 1 of 1 Last
Payment Inquiry
Express Payment
Payment Comments(0)
Holiday/Currency
Vendor Bank
Messages
Start
Microsoft Office 2010
Regular Entry - Windo...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Reversal Voucher
Total Amount: -2,500.00
Vendor Name: Supplier Vendor
Invoice No: Reversal Voucher
Invoice Date: 03/14/2012
*Pay Terms: 00 Due Now

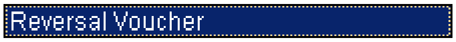
Payment Information

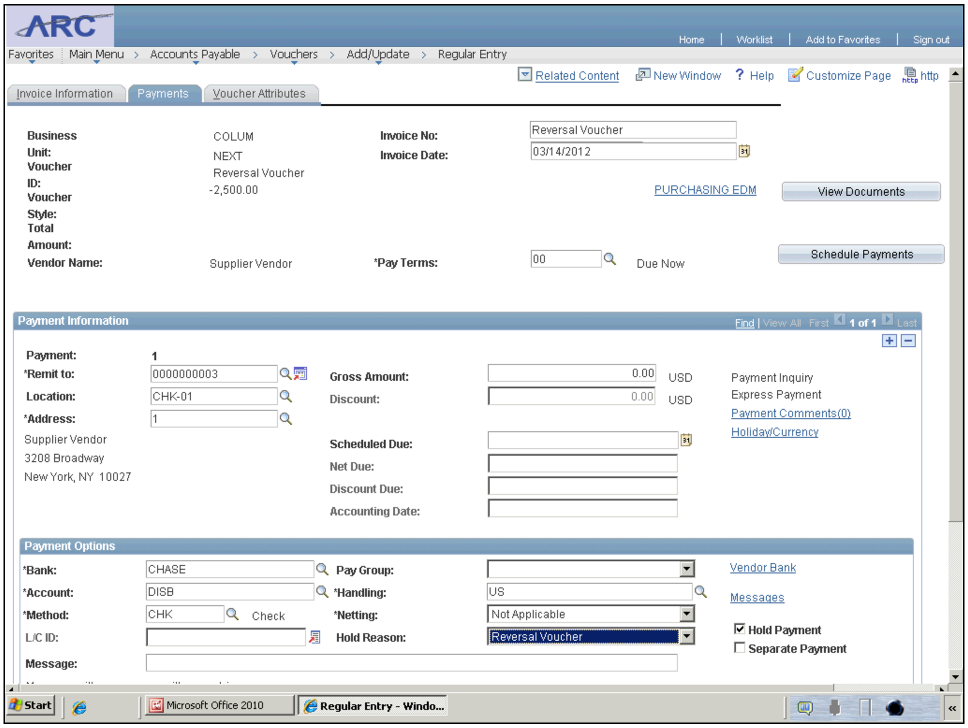
Payment: 1
*Remit to: 0000000003
Location: CHK-01
*Address: 1
Supplier Vendor
3208 Broadway
New York, NY 10027
Gross Amount: 0.00 USD
Discount: 0.00 USD
Scheduled Due:
Net Due:
Discount Due:
Accounting Date:

Payment Options

*Bank: CHASE
*Account: DISB
*Method: CHK Check
L/C ID:
Message:
Pay Group:
*Handling:
*Netting:
Hold Reason:
☑ Hold Payment
☐ Separate Payment

Accounting in Dispute
Agency Location Code Required
Amount in Dispute
CCR Expired
Contract Retention
EFT incomplete or not Prenoted
Federal Vendor Inactive
Financial Sanctions
Goods in Dispute
Inbound IPAC Required
Other
Quantity in Dispute
Reversal Voucher
Withholding Hold

Step	Action
31.	Click the **Reversal Voucher** list item.  Reversal Voucher



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
Invoice Information
Payments
Voucher Attributes
PURCHASING EDM
View Documents
Schedule Payments
Find | View All First 1 of 1 Last
Payment Inquiry
Express Payment
Payment Comments(0)
Holiday/Currency
Vendor Bank
Messages
Start
Microsoft Office 2010
Regular Entry - Windo...

Business Unit: COLUM
Voucher ID: NEXT
Voucher Style: Reversal Voucher
Total Amount: -2,500.00
Vendor Name: Supplier Vendor
Invoice No: Reversal Voucher
Invoice Date: 03/14/2012
***Pay Terms:** 00 Due Now

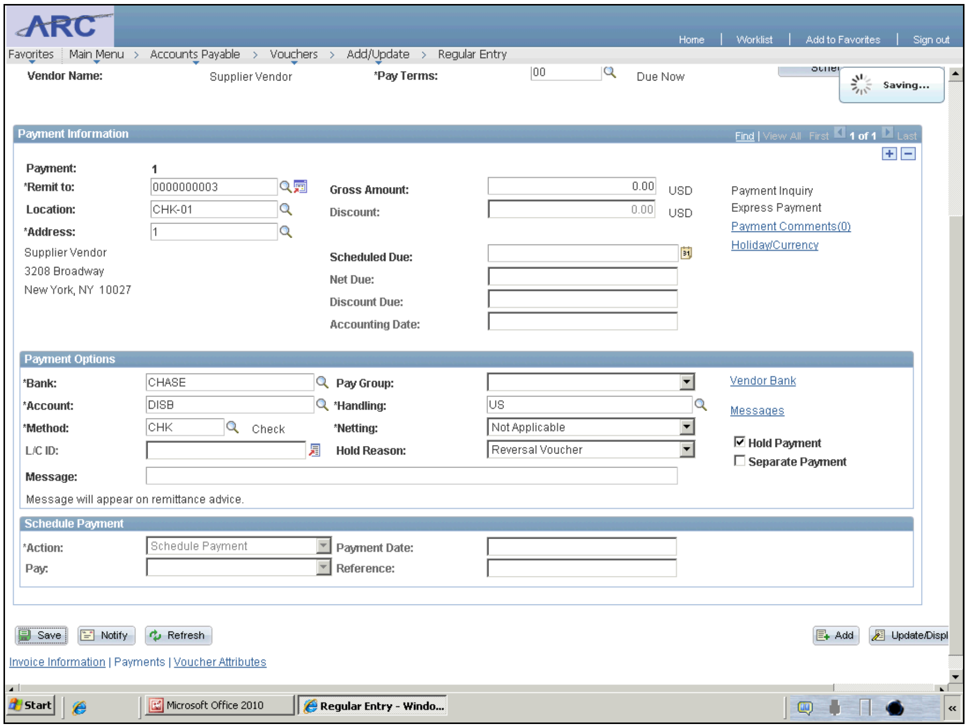
Payment Information

Payment: 1
***Remit to:** 0000000003
Location: CHK-01
***Address:** 1
Supplier Vendor
3208 Broadway
New York, NY 10027
Gross Amount: 0.00 USD
Discount: 0.00 USD
Scheduled Due:
Net Due:
Discount Due:
Accounting Date:

Payment Options

***Bank:** CHASE
***Account:** DISB
***Method:** CHK Check
L/C ID:
Message:
Pay Group:
***Handling:** US
***Netting:** Not Applicable
Hold Reason: Reversal Voucher
☑ **Hold Payment**
☐ **Separate Payment**

Step	Action
32.	Drag the scrollbar to the bottom of the page.


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Saving...
Find | View All First 1 of 1 Last
Payment Inquiry
Express Payment
Payment Comments(0)
Holiday/Currency
Vendor Bank
Messages
Save
Notify
Refresh
Add
Update/Displ
Invoice Information | Payments | Voucher Attributes
Start
Microsoft Office 2010
Regular Entry - Windo...

Vendor Name: Supplier Vendor
***Pay Terms:** 00 Due Now

Payment Information

Payment: 1
***Remit to:** 0000000003
Location: CHK-01
***Address:** 1
Supplier Vendor
3208 Broadway
New York, NY 10027
Gross Amount: 0.00 USD
Discount: 0.00 USD
Scheduled Due:
Net Due:
Discount Due:
Accounting Date:

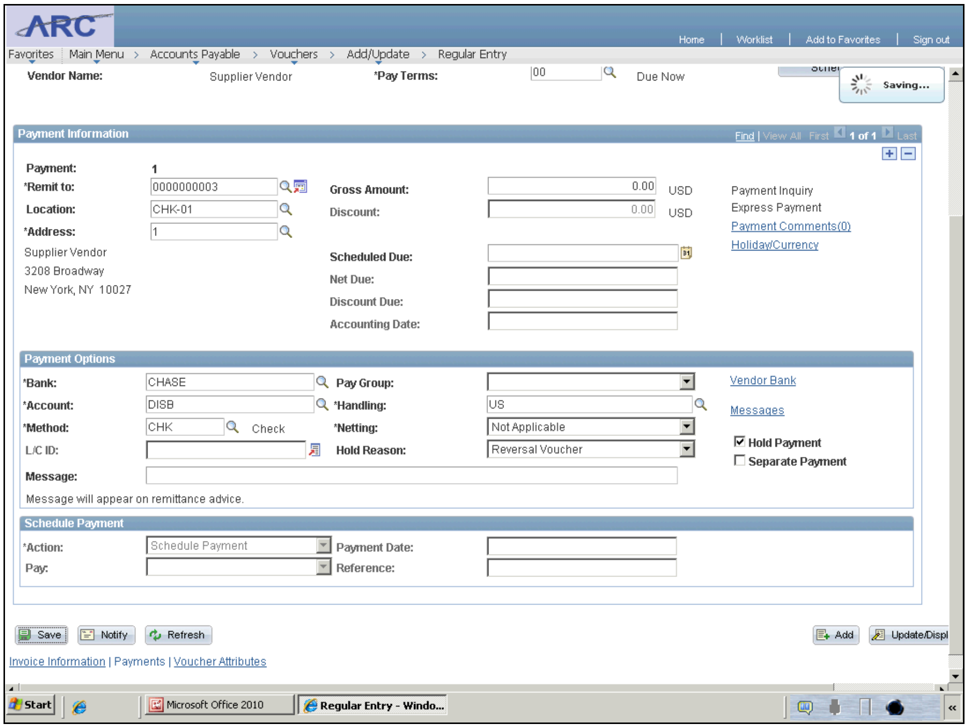
Payment Options

***Bank:** CHASE
***Account:** DISB
***Method:** CHK Check
L/C ID:
Message:
Message will appear on remittance advice.
Pay Group:
***Handling:** US
***Netting:** Not Applicable
Hold Reason: Reversal Voucher
☑ Hold Payment
☐ Separate Payment

Schedule Payment

***Action:** Schedule Payment
Pay:
Payment Date:
Reference:

Step	Action
33.	Click the **Save** button. Save


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
Saving...
Find | View All First 1 of 1 Last
Payment Inquiry
Express Payment
Payment Comments(0)
Holiday/Currency
Vendor Bank
Messages
Save
Notify
Refresh
Add
Update/Displ
Invoice Information | Payments | Voucher Attributes
Start
Microsoft Office 2010
Regular Entry - Windo...

Vendor Name: Supplier Vendor
***Pay Terms:** 00 Due Now

Payment Information

Payment: 1
***Remit to:** 0000000003
Location: CHK-01
***Address:** 1
Supplier Vendor
3208 Broadway
New York, NY 10027
Gross Amount: 0.00 USD
Discount: 0.00 USD
Scheduled Due:
Net Due:
Discount Due:
Accounting Date:

Payment Options

***Bank:** CHASE
***Account:** DISB
***Method:** CHK Check
L/C ID:
Message:
Message will appear on remittance advice.
Pay Group:
***Handling:** US
***Netting:** Not Applicable
Hold Reason: Reversal Voucher
☑ Hold Payment
☐ Separate Payment

Schedule Payment

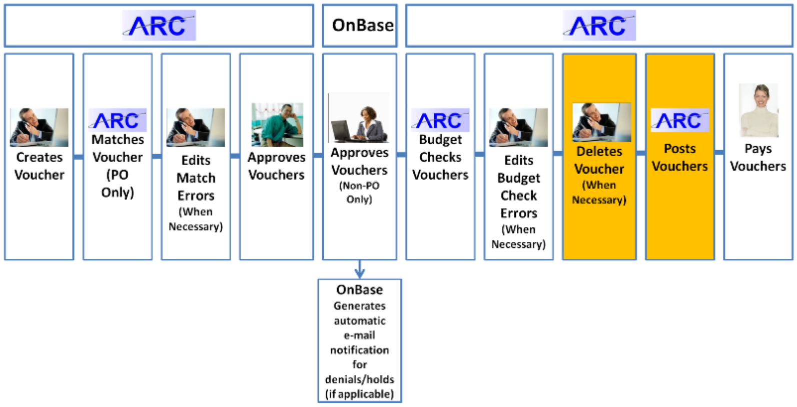
***Action:** Schedule Payment
Pay:
Payment Date:
Reference:

Step	Action
34.	You have successfully created a Reversal Voucher. Now you can select the next lesson, *Posting and Deleting Vouchers.* **End of Procedure.**

Posting and Deleting Vouchers

This is the *Maintaining Vouchers* lesson of the *Voucher Processing* course. Upon completion of this lesson, you will be able to:

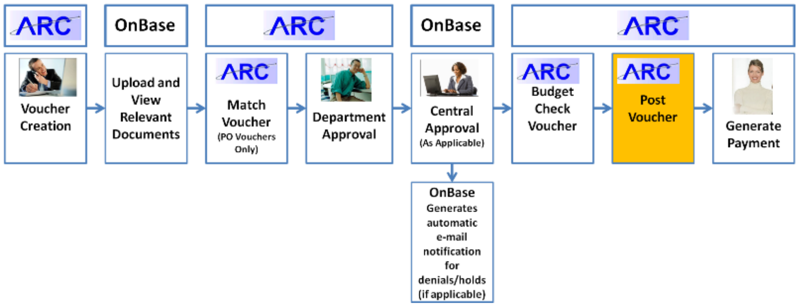
- Delete and post vouchers


ARC
OnBase
ARC
Creates Voucher
ARC
Matches Voucher (PO Only)
Edits Match Errors (When Necessary)
Approves Vouchers
Approves Vouchers (Non-PO Only)
ARC
Budget Checks Vouchers
Edits Budget Check Errors (When Necessary)
Deletes Voucher (When Necessary)
ARC
Posts Vouchers
Pays Vouchers
OnBase Generates automatic e-mail notification for denials/holds (if applicable)

Estimated time needed to complete lesson: 15 minutes

Posting Vouchers

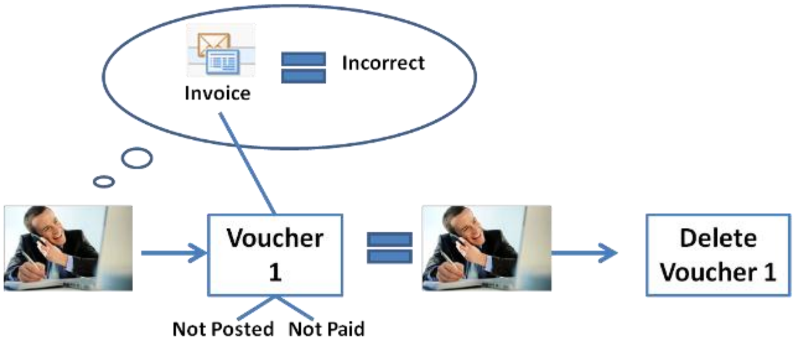
After the voucher has been successfully budget checked, it is available to be posted. The voucher post process generates accounting entries that will be fed to the general ledger system in the form of a journal. Voucher Post will run in batch on a nightly basis. Once a voucher has been posted, the voucher cannot be edited.


ARC
OnBase
ARC
OnBase
ARC
Voucher Creation
Upload and View Relevant Documents
ARC
Match Voucher (PO Vouchers Only)
Department Approval
Central Approval (As Applicable)
ARC
Budget Check Voucher
ARC
Post Voucher
Generate Payment
OnBase Generates automatic e-mail notification for denials/holds (if applicable)

Deleting a Voucher

When a voucher is deleted, it is no longer available for viewing or processing (similar to Rejecting a voucher in the legacy systems). Once the voucher is marked as deleted in ARC, it cannot be retrieved, and the voucher number cannot be reused. However, the voucher information can be queried against as the voucher entry status will be updated to 'Deleted' and maintained in the voucher tables. Note: PO vouchers will have to be Unmatched from the Match Workbench before they can be deleted.

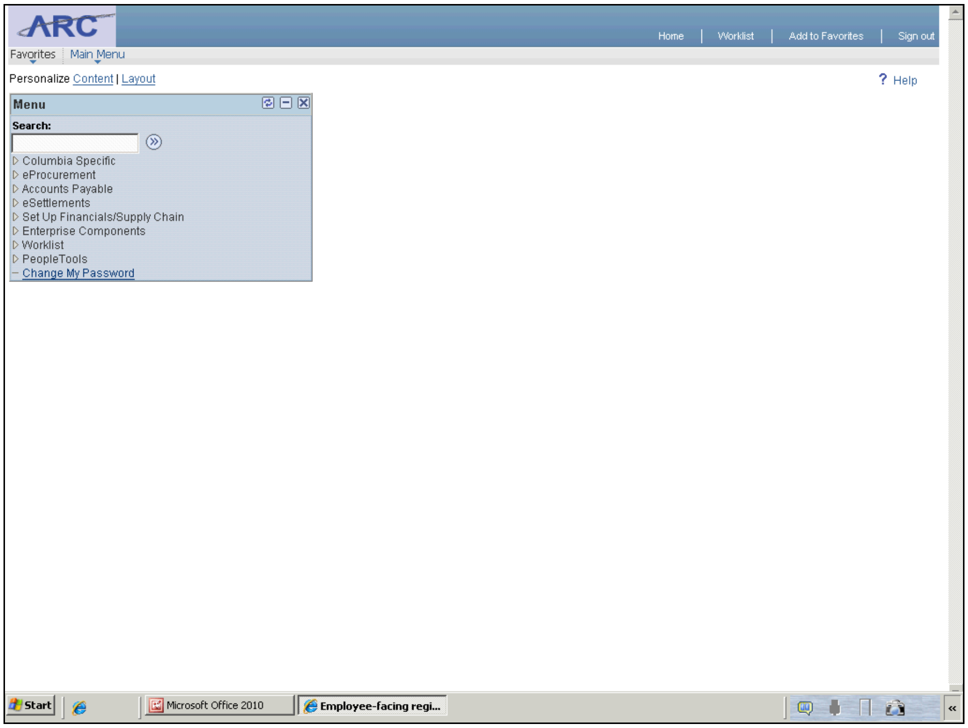
Throughout the following topic, consider a time when you have faced a similar scenario: Patty determines that the invoice associated with a certain voucher is incorrect and an entirely new invoice needs to be received. She needs to delete the original voucher.



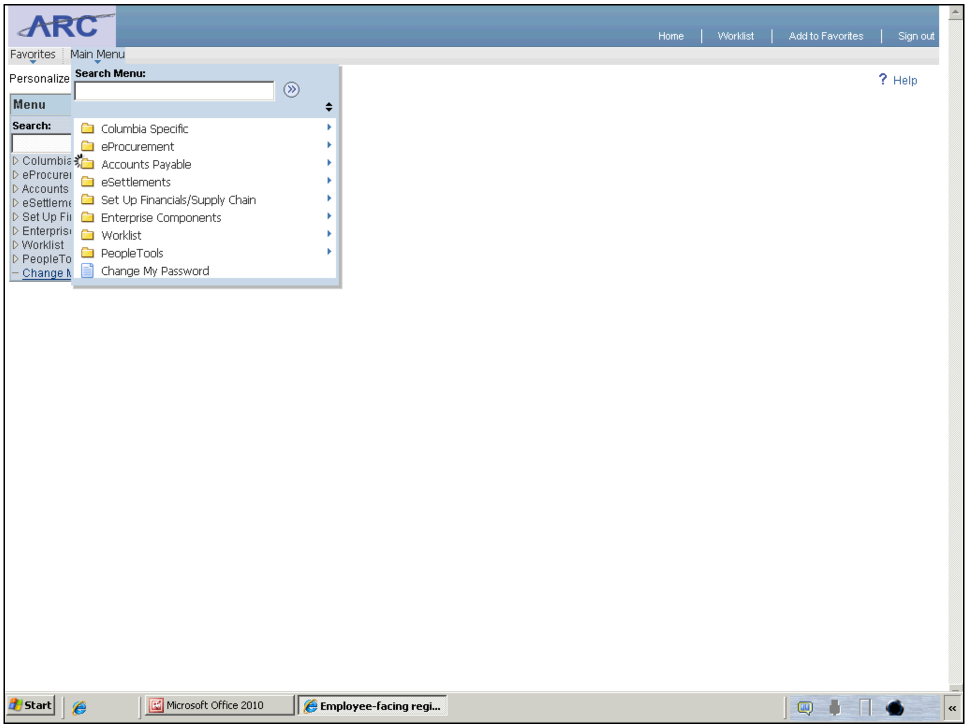
Estimated time needed to complete topic: 3 minutes

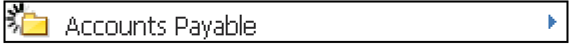
Procedure

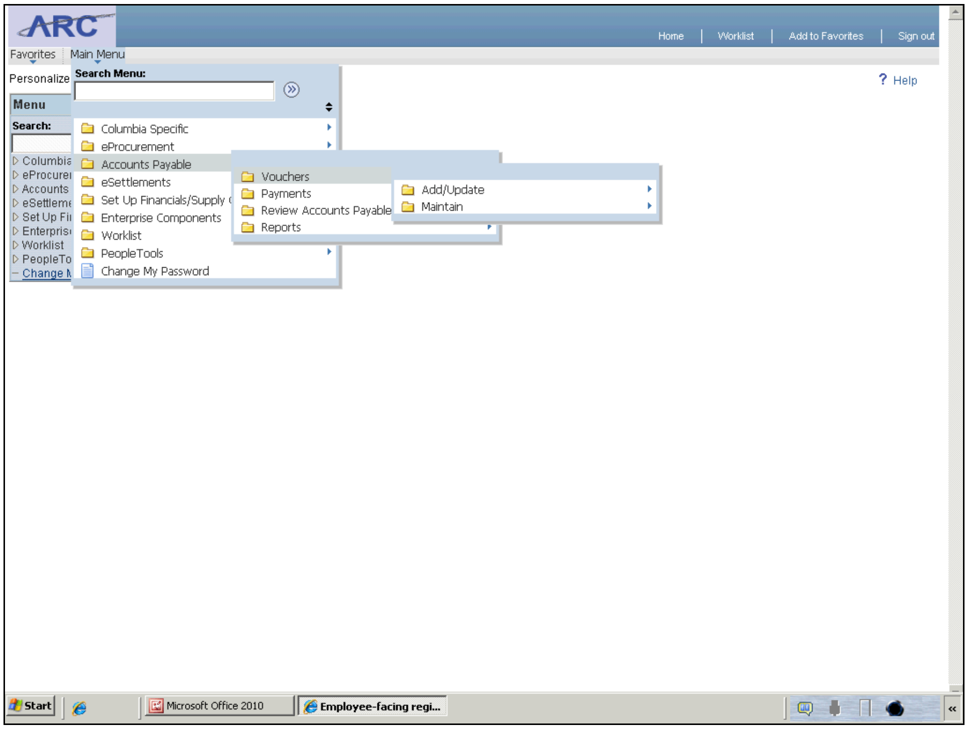
Welcome to the *Deleting a Voucher* topic. In this scenario you will delete a voucher.


ARC
Home
Worklist
Add to Favorites
Sign out
Favorites
Main Menu
Personalize Content | Layout
? Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
eSettlements
Set Up Financials/Supply Chain
Enterprise Components
Worklist
PeopleTools
Change My Password
Start
Microsoft Office 2010
Employee-facing regi...

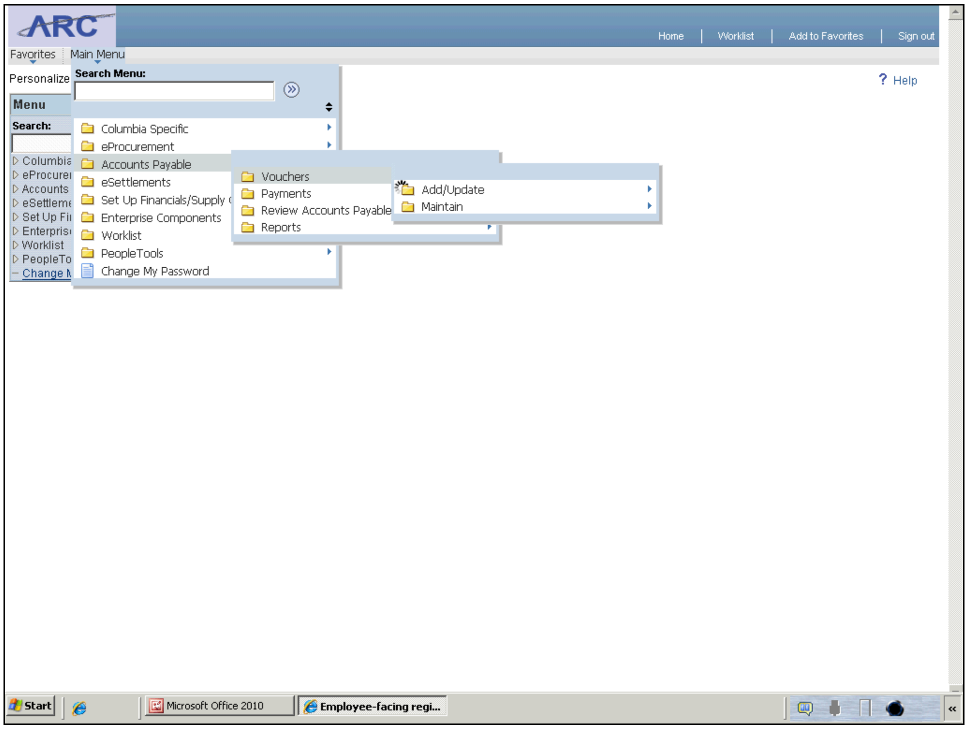
Step	Action
1.	In order to delete a voucher, you must first identify the voucher you would like to delete. Click the **Main Menu** button. Main Menu


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu
Personalize
Search Menu:
? Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
eSettlements
Set Up Financials/Supply Chain
Enterprise Components
Worklist
PeopleTools
Change My Password
Start
Microsoft Office 2010
Employee-facing regi...

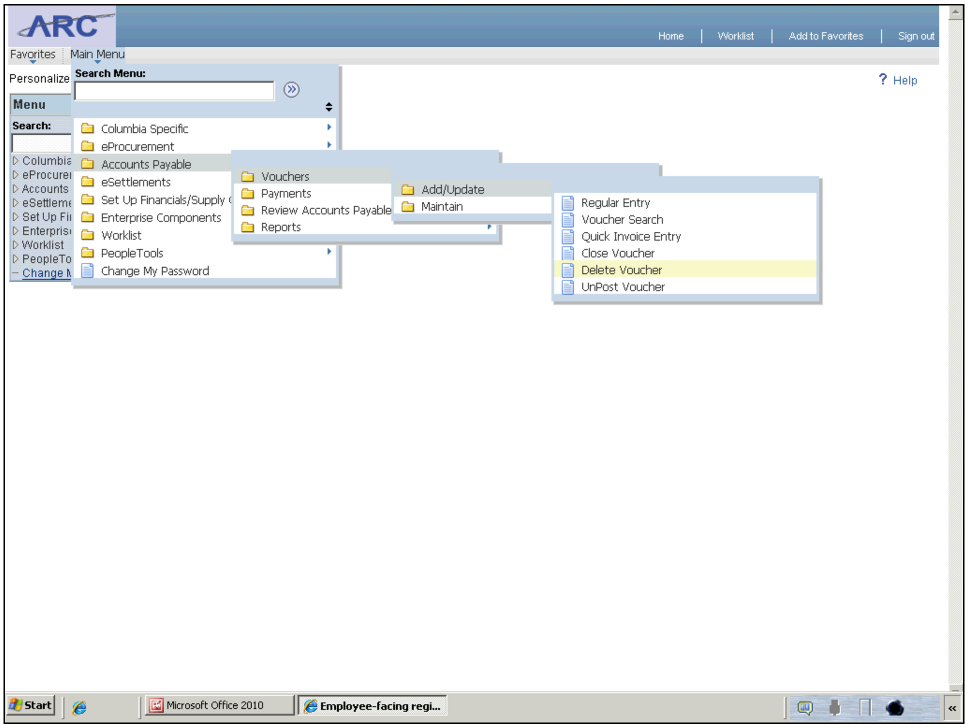
Step	Action
2.	Click the **Accounts Payable** menu.  Accounts Payable


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu
Personalize
Search Menu:
? Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
eSettlements
Set Up Financials/Supply
Enterprise Components
Worklist
PeopleTools
Change My Password
Vouchers
Payments
Review Accounts Payable
Reports
Add/Update
Maintain
Start
Microsoft Office 2010
Employee-facing regi...

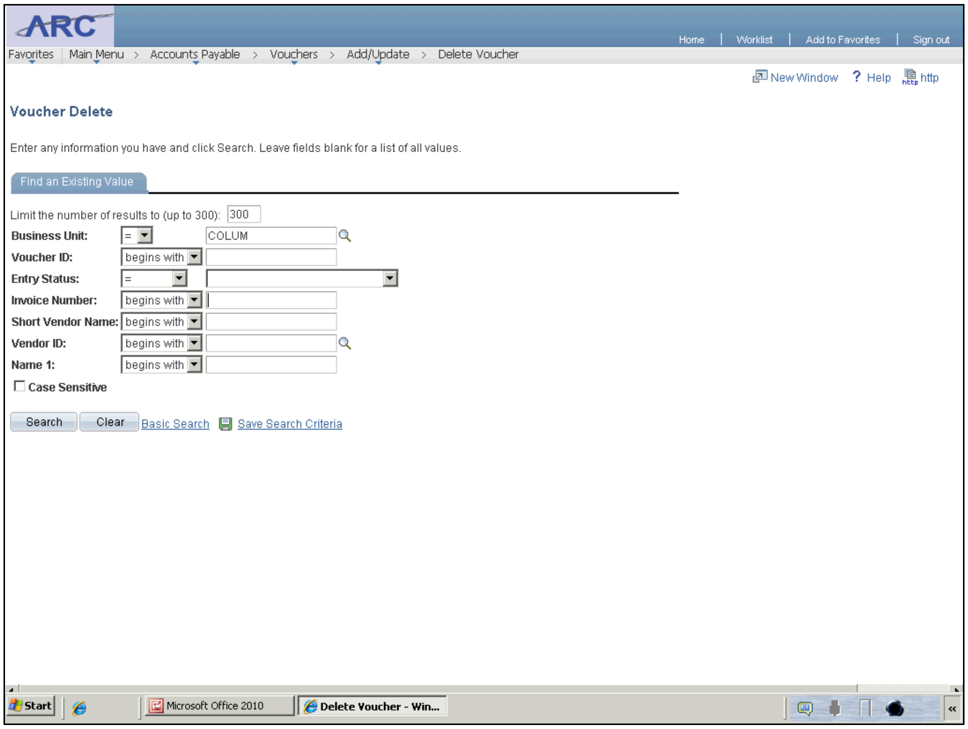
Step	Action
3.	Click the **Vouchers** menu.


ARC
Home
Worklist
Add to Favorites
Sign out
Favorites
Main Menu
Personalize
Search Menu:
Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
eSettlements
Set Up Financials/Supply
Enterprise Components
Worklist
PeopleTools
Change My Password
Vouchers
Payments
Review Accounts Payable
Reports
Add/Update
Maintain
Start
Microsoft Office 2010
Employee-facing regi...

Step	Action
4.	Click the **Add/Update** menu.


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu
Personalize
Search Menu:
Help
Menu
Search:
Columbia Specific
eProcurement
Accounts Payable
eSettlements
Set Up Financials/Supply
Enterprise Components
Worklist
PeopleTools
Change My Password
Vouchers
Payments
Review Accounts Payable
Reports
Add/Update
Maintain
Regular Entry
Voucher Search
Quick Invoice Entry
Close Voucher
Delete Voucher
UnPost Voucher
Start
Microsoft Office 2010
Employee-facing regi...

Step	Action
5.	Click the **Delete Voucher** menu. Delete Voucher


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Delete Voucher
New Window | Help | http
Find an Existing Value
Search
Clear
Basic Search
Save Search Criteria
Start
Microsoft Office 2010
Delete Voucher - Win...

Voucher Delete

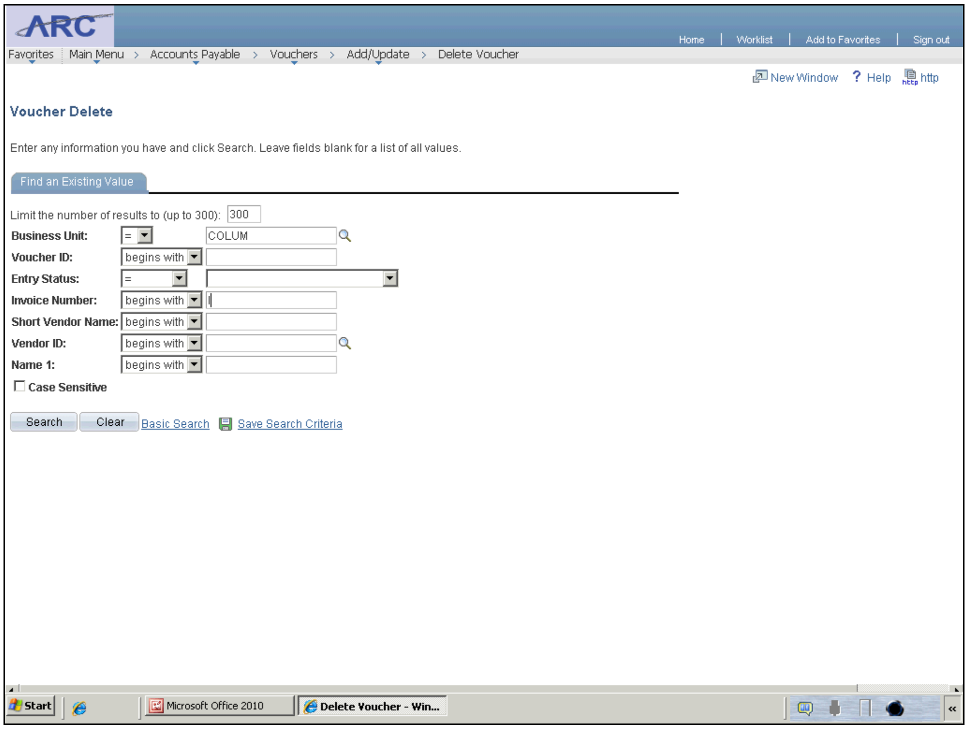
Enter any information you have and click Search. Leave fields blank for a list of all values.

Limit the number of results to (up to 300): 300

Business Unit:	=	COLUM
Voucher ID:	begins with	
Entry Status:	=	
Invoice Number:	begins with	
Short Vendor Name:	begins with	
Vendor ID:	begins with	
Name 1:	begins with	

☐ **Case Sensitive**

Step	Action
6.	Enter search criteria to identify the voucher you would like to delete. Click in the **Invoice Number** field.



ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Delete Voucher
New Window ? Help http

Voucher Delete

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

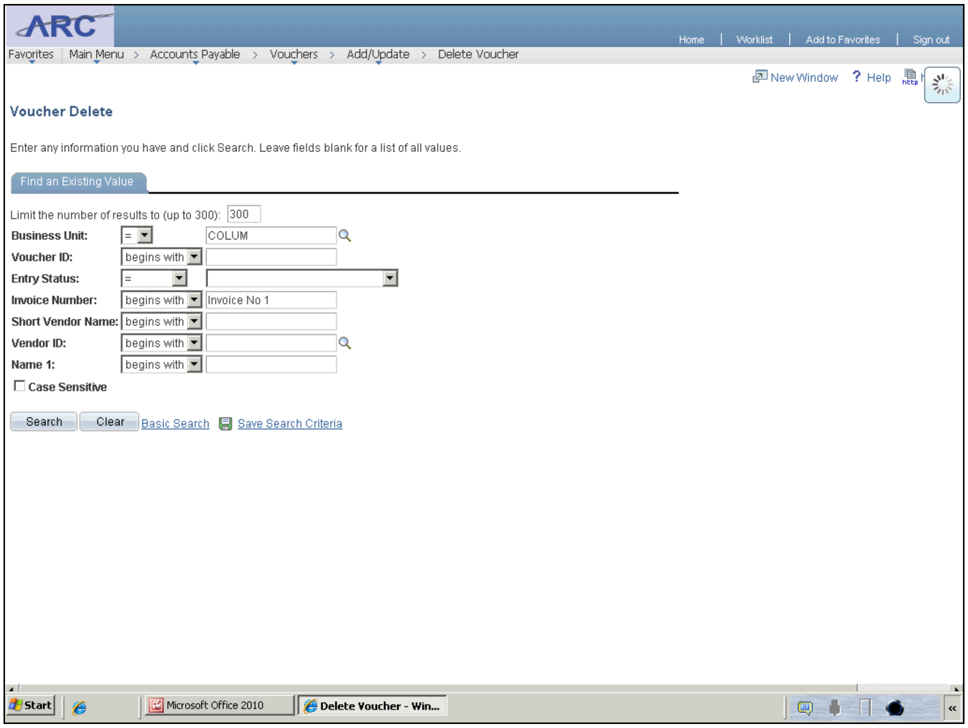
Limit the number of results to (up to 300): 300

Business Unit:	=	COLUM
Voucher ID:	begins with	
Entry Status:	=	
Invoice Number:	begins with	
Short Vendor Name:	begins with	
Vendor ID:	begins with	
Name 1:	begins with	

☐ **Case Sensitive**

Search
Clear
Basic Search
Save Search Criteria
Start
Microsoft Office 2010
Delete Voucher - Win...

Step	Action
7.	Enter the desired information into the **Invoice Number** field. Enter "**Invoice No 1**".


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Delete Voucher
New Window ? Help
Find an Existing Value
Search
Clear
Basic Search
Save Search Criteria
Start
Microsoft Office 2010
Delete Voucher - Win...

Voucher Delete

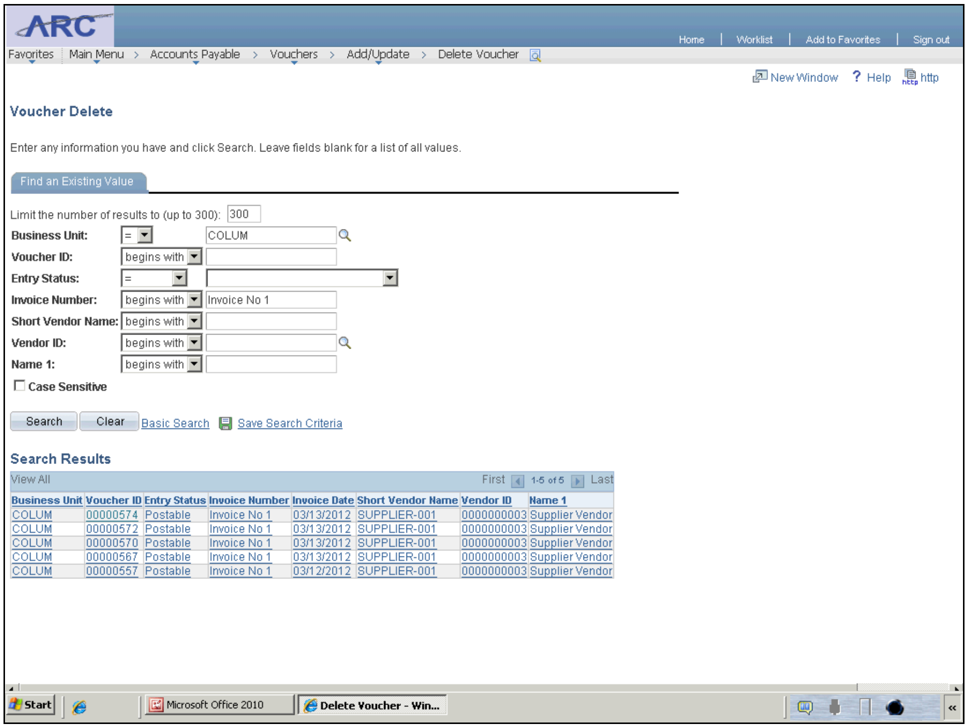
Enter any information you have and click Search. Leave fields blank for a list of all values.

Limit the number of results to (up to 300): 300

Business Unit:	=	COLUM
Voucher ID:	begins with	
Entry Status:	=	
Invoice Number:	begins with	Invoice No 1
Short Vendor Name:	begins with	
Vendor ID:	begins with	
Name 1:	begins with	

☐ **Case Sensitive**

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


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Delete Voucher
New Window ? Help http
Find an Existing Value
Search
Clear
Basic Search
Save Search Criteria
View All
First 1-5 of 5 Last
Start
Microsoft Office 2010
Delete Voucher - Win...

Voucher Delete

Enter any information you have and click Search. Leave fields blank for a list of all values.

Limit the number of results to (up to 300): 300

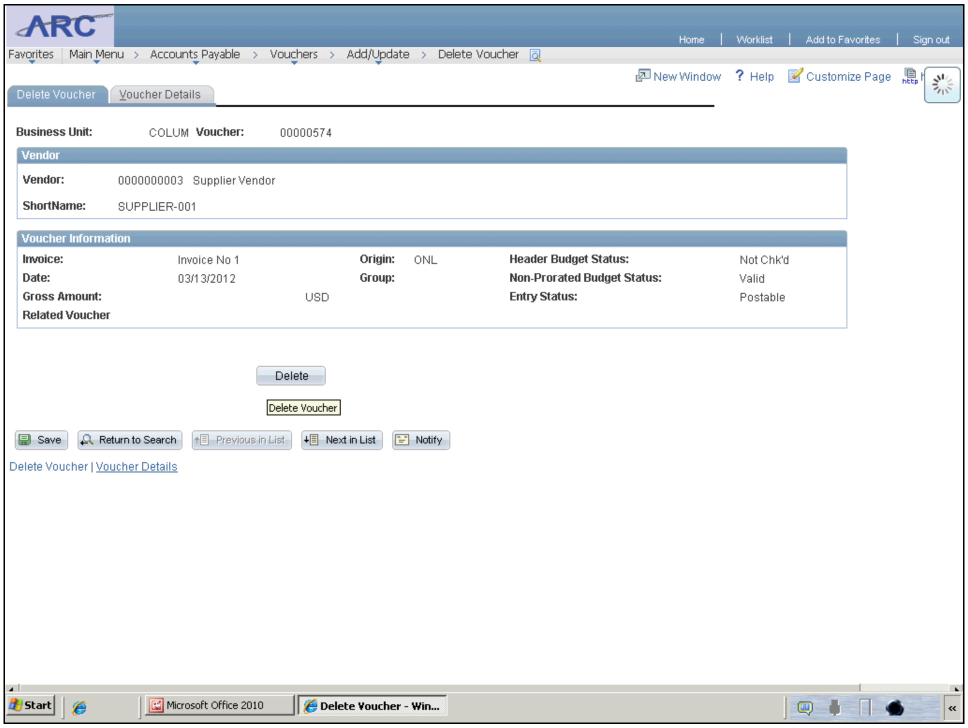
Business Unit:	=	COLUM
Voucher ID:	begins with	
Entry Status:	=	
Invoice Number:	begins with	Invoice No 1
Short Vendor Name:	begins with	
Vendor ID:	begins with	
Name 1:	begins with	

☐ **Case Sensitive**

Search Results

Business Unit	Voucher ID	Entry Status	Invoice Number	Invoice Date	Short Vendor Name	Vendor ID	Name 1
COLUM	00000574	Postable	Invoice No 1	03/13/2012	SUPPLIER-001	0000000003	Supplier Vendor
COLUM	00000572	Postable	Invoice No 1	03/13/2012	SUPPLIER-001	0000000003	Supplier Vendor
COLUM	00000570	Postable	Invoice No 1	03/13/2012	SUPPLIER-001	0000000003	Supplier Vendor
COLUM	00000567	Postable	Invoice No 1	03/13/2012	SUPPLIER-001	0000000003	Supplier Vendor
COLUM	00000557	Postable	Invoice No 1	03/12/2012	SUPPLIER-001	0000000003	Supplier Vendor

Step	Action
9.	Click the **00000574** link. 00000574


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Delete Voucher
New Window ? Help Customize Page
Delete Voucher | Voucher Details
Delete
Delete Voucher
Save | Return to Search | Previous in List | Next in List | Notify
Delete Voucher | Voucher Details
Start | Microsoft Office 2010 | Delete Voucher - Win...

Business Unit: COLUM **Voucher:** 00000574

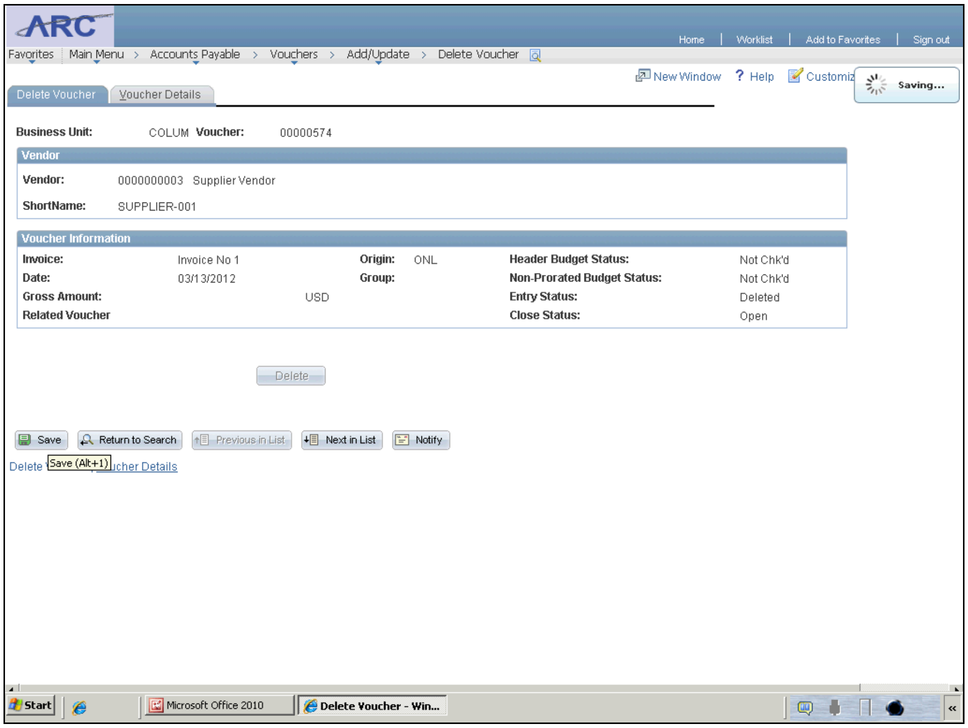
Vendor

Vendor: 0000000003 Supplier Vendor
ShortName: SUPPLIER-001

Voucher Information

Invoice: Invoice No 1
Origin: ONL
Header Budget Status: Not Chk'd
Date: 03/13/2012
Group:
Non-Prorated Budget Status: Valid
Gross Amount: USD
Entry Status: Postable
Related Voucher

Step	Action
10.	Click the **Delete** button. You will then get a warning that the voucher will be deleted. Delete


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Delete Voucher
New Window | Help | Customiz
Saving...
Delete Voucher | Voucher Details
Delete
Save | Return to Search | Previous in List | Next in List | Notify
Save (Alt+1)
Delete Voucher | Voucher Details
Start | Microsoft Office 2010 | Delete Voucher - Win...

Business Unit: COLUM **Voucher:** 00000574

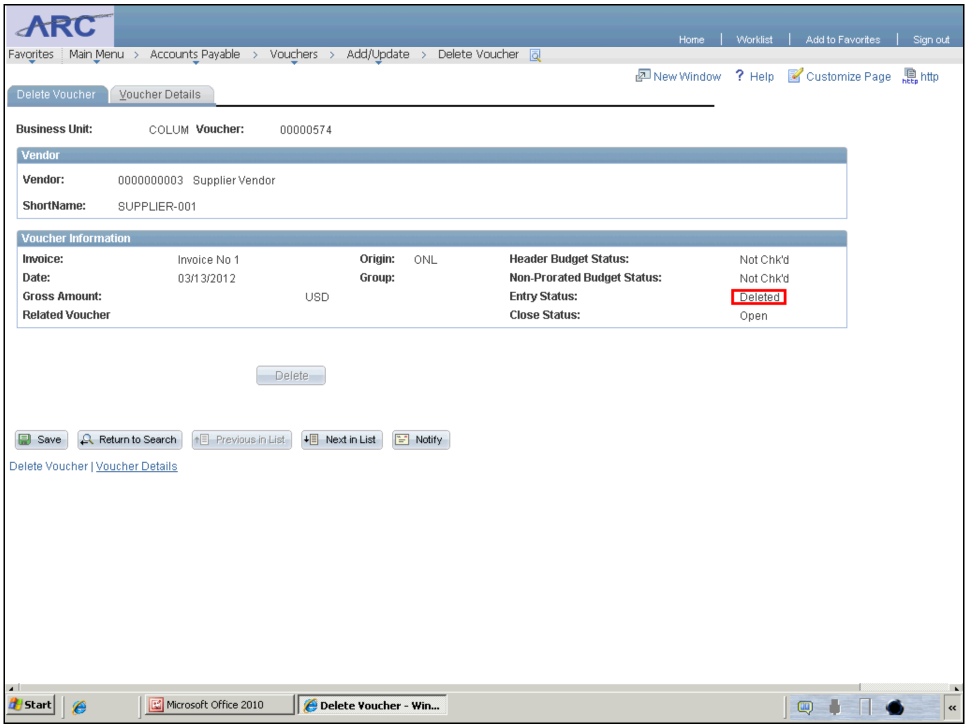
Vendor

Vendor: 0000000003 Supplier Vendor
ShortName: SUPPLIER-001

Voucher Information

Invoice: Invoice No 1 **Origin:** ONL **Header Budget Status:** Not Chk'd
Date: 03/13/2012 **Group:** **Non-Prorated Budget Status:** Not Chk'd
Gross Amount: USD **Entry Status:** Deleted
Related Voucher **Close Status:** Open

Step	Action
11.	Click the **Save** button.


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Delete Voucher
New Window | Help | Customize Page | http
Delete Voucher | Voucher Details
Delete
Save | Return to Search | Previous in List | Next in List | Notify
Delete Voucher | Voucher Details
Start | Microsoft Office 2010 | Delete Voucher - Win...

Business Unit: COLUM **Voucher:** 00000574

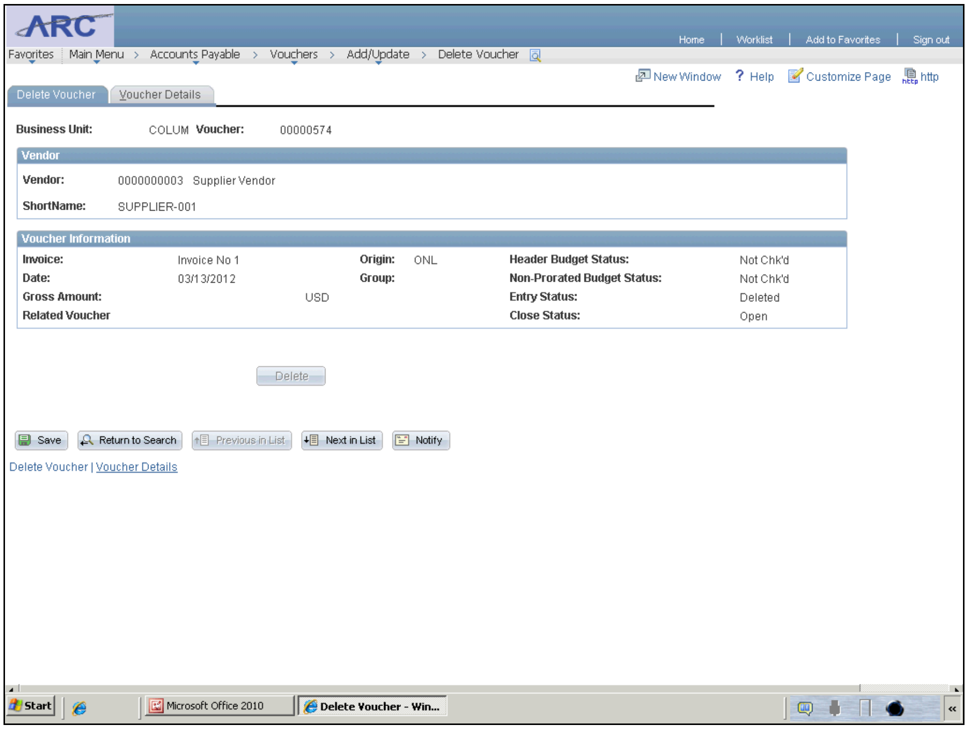
Vendor

Vendor: 0000000003 Supplier Vendor
ShortName: SUPPLIER-001

Voucher Information

Invoice: Invoice No 1 **Origin:** ONL **Header Budget Status:** Not Chk'd
Date: 03/13/2012 **Group:** **Non-Prorated Budget Status:** Not Chk'd
Gross Amount: USD **Entry Status:** Deleted
Related Voucher **Close Status:** Open

Step	Action
12.	Notice that the Entry Status has changed to **Deleted**.



Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Delete Voucher
New Window ? Help Customize Page http
Delete Voucher
Voucher Details

Business Unit: COLUM Voucher: 00000574

Vendor

Vendor: 0000000003 Supplier Vendor
ShortName: SUPPLIER-001

Voucher Information

Invoice: Invoice No 1
Date: 03/13/2012
Gross Amount: USD
Related Voucher
Origin: ONL
Group:
Header Budget Status: Not Chk'd
Non-Prorated Budget Status: Not Chk'd
Entry Status: Deleted
Close Status: Open

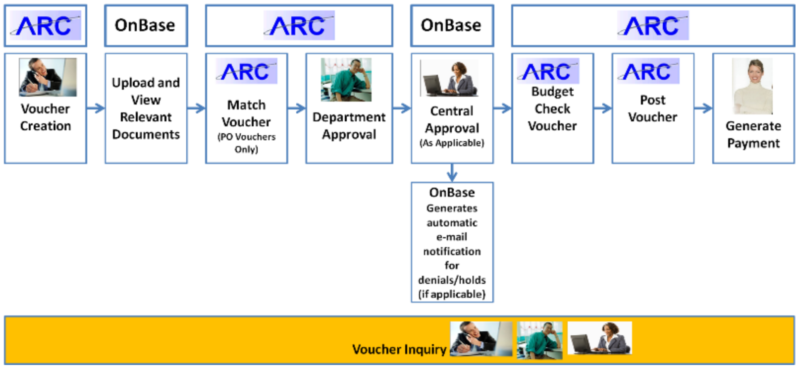
Delete
Save
Return to Search
Previous in List
Next in List
Notify
Delete Voucher | Voucher Details
Start
Microsoft Office 2010
Delete Voucher - Win...

Step	Action
13.	You have successfully deleted a voucher. Now you can move onto the next lesson, *Reports and Inquiries.* **End of Procedure.**

Voucher Inquiry & Reporting

This is the *Voucher Inquiry* lesson of the *Voucher Processing* course. Upon completion of this lesson, you will be able to:

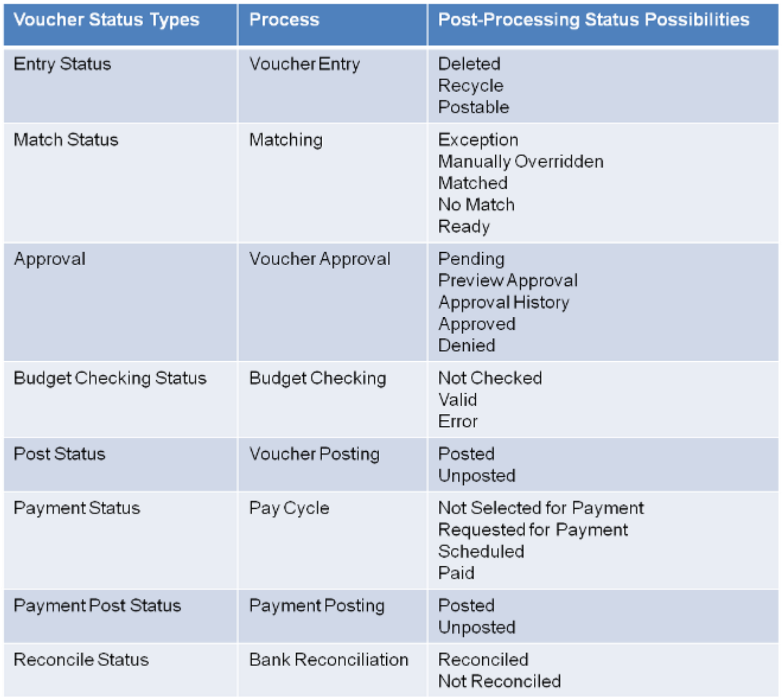
- Explain the different voucher statuses
- Access and use voucher inquiry screens to monitor the status of vouchers


ARC
OnBase
ARC
OnBase
ARC
Voucher Creation
Upload and View Relevant Documents
ARC
Match Voucher
(PO Vouchers Only)
Department Approval
Central Approval
(As Applicable)
ARC
Budget Check Voucher
ARC
Post Voucher
Generate Payment
OnBase Generates automatic e-mail notification for denials/holds (if applicable)
Voucher Inquiry

Estimated time needed to complete lesson: 15 minutes

Voucher Status Overview

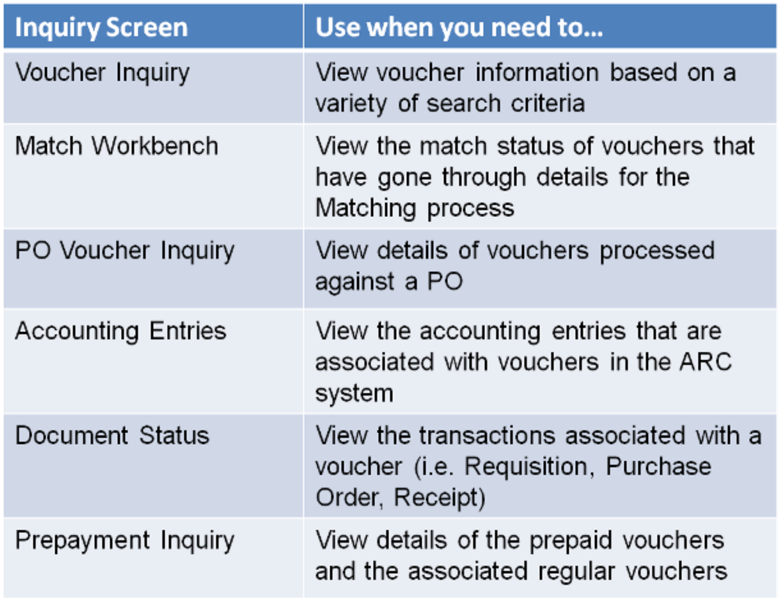
Throughout the *Maintaining Vouchers* lesson, you will come across the following voucher statuses. Vouchers must be in a certain status in order to perform actions within ARC, such as unposting, deleting, and closing vouchers. This lesson will focus specifically on the Voucher Entry, Matching, Budget Checking, and Voucher Posting processes:



Voucher Status Types	Process	Post-Processing Status Possibilities
Entry Status	Voucher Entry	Deleted Recycle Postable
Match Status	Matching	Exception Manually Overridden Matched No Match Ready
Approval	Voucher Approval	Pending Preview Approval Approval History Approved Denied
Budget Checking Status	Budget Checking	Not Checked Valid Error
Post Status	Voucher Posting	Posted Unposted
Payment Status	Pay Cycle	Not Selected for Payment Requested for Payment Scheduled Paid
Payment Post Status	Payment Posting	Posted Unposted
Reconcile Status	Bank Reconciliation	Reconciled Not Reconciled

Voucher Inquiries

Voucher Inquiry screens are helpful when you need to review information about a specific voucher or set of vouchers. Below is a table summarizing the voucher inquiry capabilities:



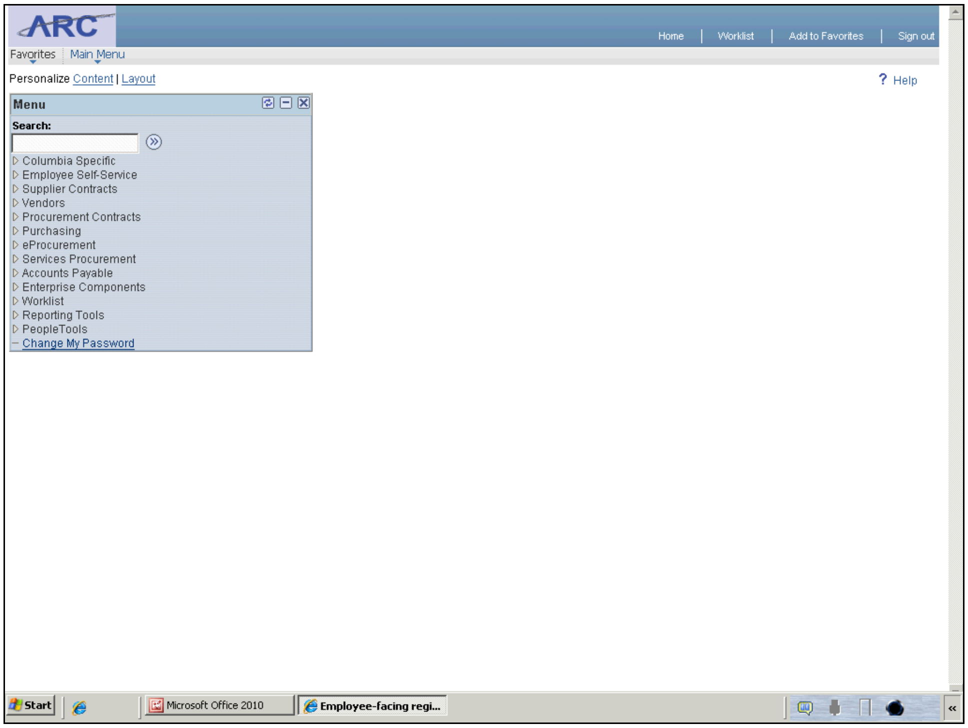
Inquiry Screen	Use when you need to...
Voucher Inquiry	View voucher information based on a variety of search criteria
Match Workbench	View the match status of vouchers that have gone through details for the Matching process
PO Voucher Inquiry	View details of vouchers processed against a PO
Accounting Entries	View the accounting entries that are associated with vouchers in the ARC system
Document Status	View the transactions associated with a voucher (i.e. Requisition, Purchase Order, Receipt)
Prepayment Inquiry	View details of the prepaid vouchers and the associated regular vouchers

This topic will demonstrate how to access and navigate through the voucher inquiry screens.

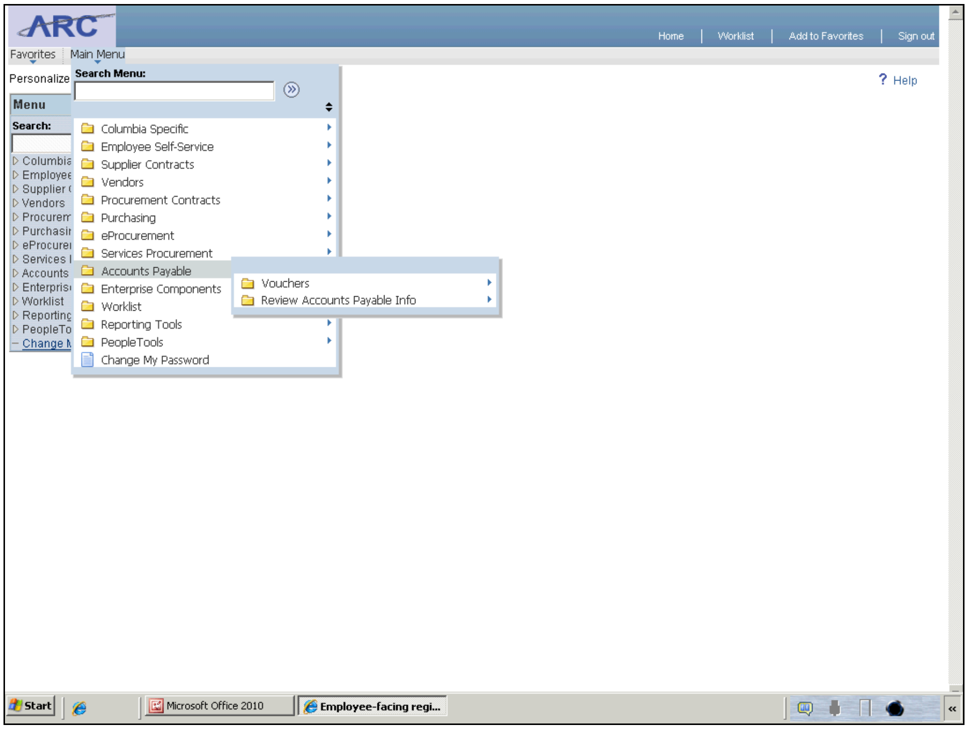
Estimated time needed to complete this topic: 10 minutes

Procedure

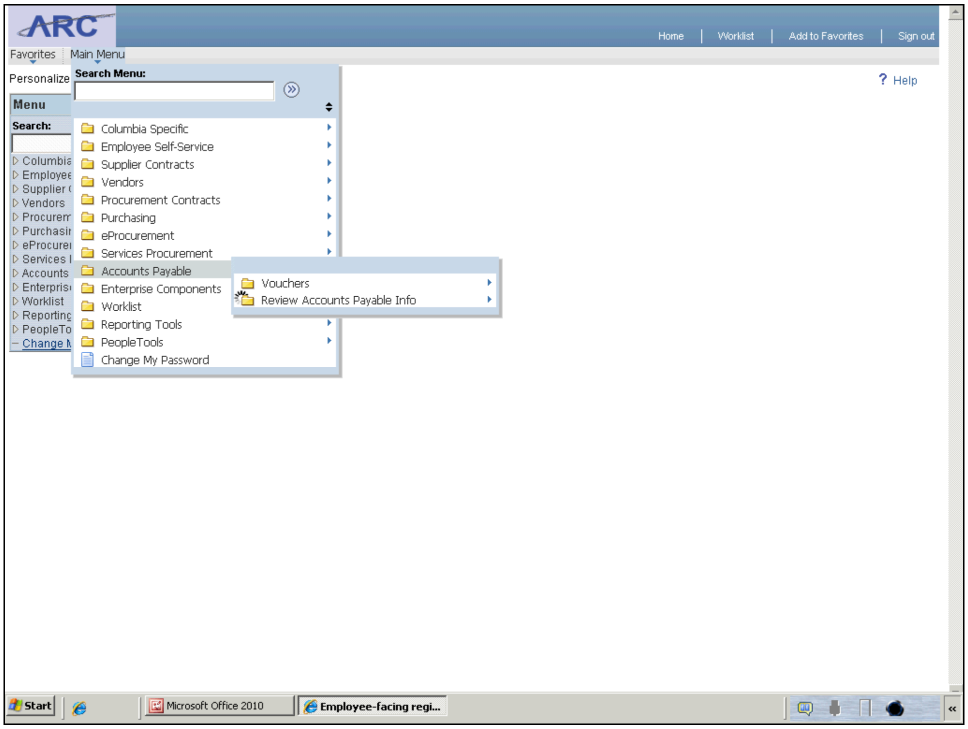
Welcome to the *Voucher Inquiries* topic. In this scenario you will access and navigate through the voucher inquiry pages.


ARC
Home
Worklist
Add to Favorites
Sign out
Favorites
Main Menu
Personalize Content | Layout
? Help
Menu
Search:
Columbia Specific
Employee Self-Service
Supplier Contracts
Vendors
Procurement Contracts
Purchasing
eProcurement
Services Procurement
Accounts Payable
Enterprise Components
Worklist
Reporting Tools
PeopleTools
Change My Password
Start
Microsoft Office 2010
Employee-facing regi...

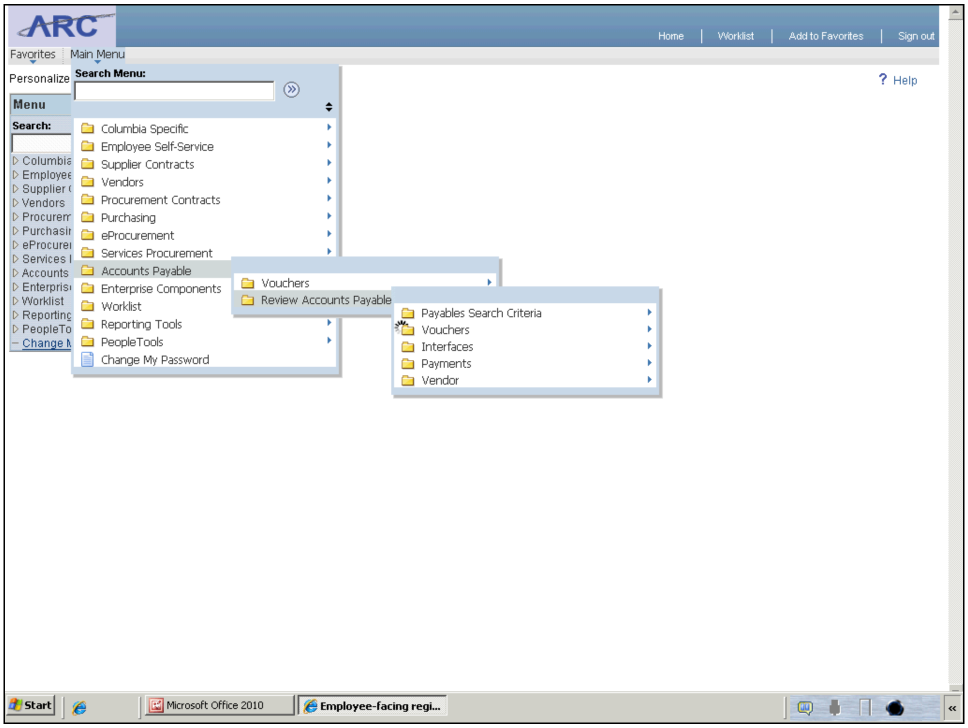
Step	Action
1.	Click the **Main Menu** button. Main Menu

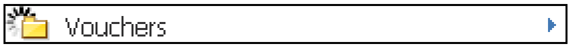

ARC
Home
Worklist
Add to Favorites
Sign out
Favorites
Main Menu
Personalize
Search Menu:
? Help
Menu
Search:
Columbia Specific
Employee Self-Service
Supplier Contracts
Vendors
Procurement Contracts
Purchasing
eProcurement
Services Procurement
Accounts Payable
Enterprise Components
Worklist
Reporting Tools
PeopleTools
Change My Password
Vouchers
Review Accounts Payable Info
Start
Microsoft Office 2010
Employee-facing regi...

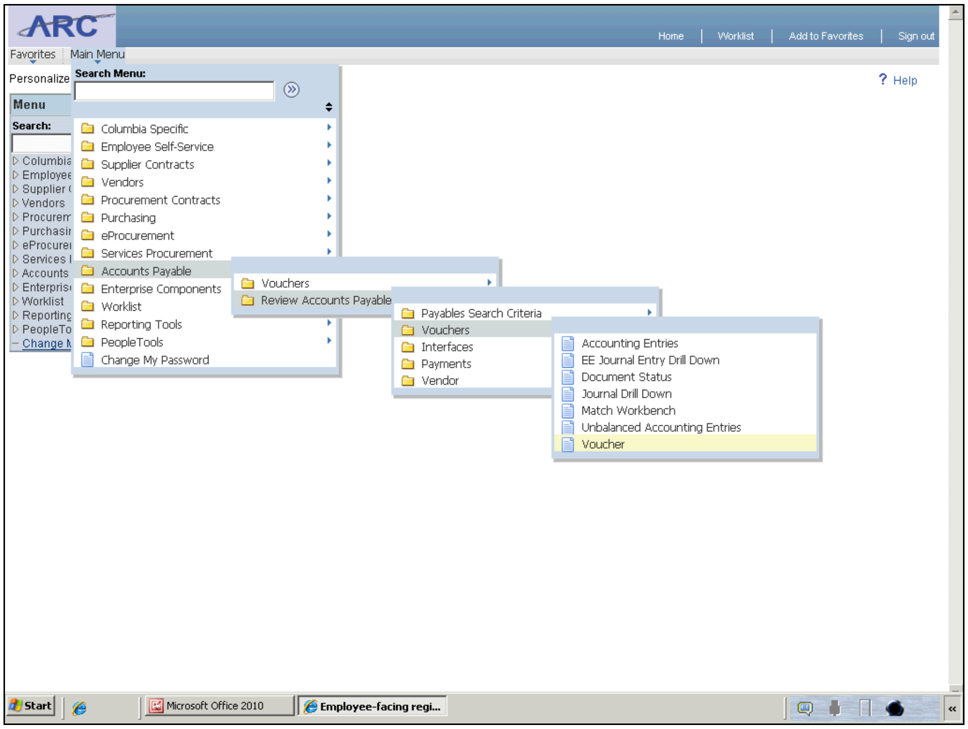
Step	Action
2.	Click the **Accounts Payable** menu.

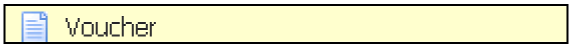

ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu
Personalize
Search Menu:
? Help
Menu
Search:
Columbia Specific
Employee Self-Service
Supplier Contracts
Vendors
Procurement Contracts
Purchasing
eProcurement
Services Procurement
Accounts Payable
Enterprise Components
Worklist
Reporting Tools
PeopleTools
Change My Password
Vouchers
Review Accounts Payable Info
Start
Microsoft Office 2010
Employee-facing regi...

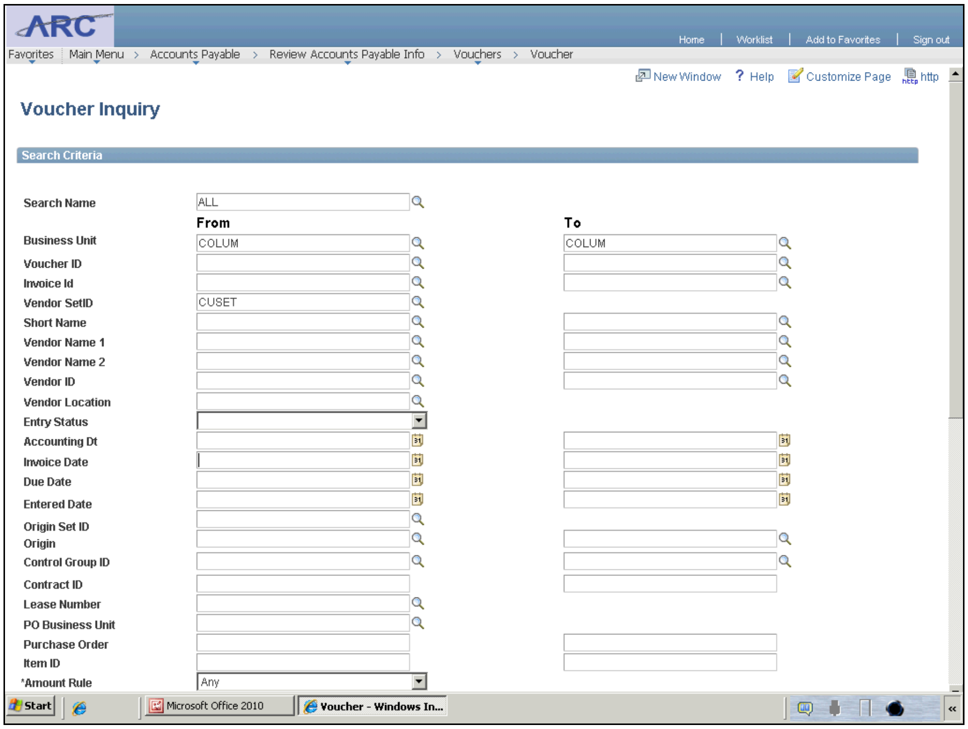
Step	Action
3.	Click the **Review Accounts Payable Info** menu. This menu houses all of the options for Voucher Inquiries.


ARC
Home
Worklist
Add to Favorites
Sign out
Favorites
Main Menu
Personalize
Search Menu:
? Help
Menu
Search:
Columbia Specific
Employee Self-Service
Supplier Contracts
Vendors
Procurement Contracts
Purchasing
eProcurement
Services Procurement
Accounts Payable
Enterprise Components
Worklist
Reporting Tools
PeopleTools
Change My Password
Vouchers
Review Accounts Payable
Payables Search Criteria
Vouchers
Interfaces
Payments
Vendor
Start
Microsoft Office 2010
Employee-facing regi...

Step	Action
4.	Click the **Vouchers** menu. 


ARC
Home
Worklist
Add to Favorites
Sign out
Favorites
Main Menu
Personalize
Search Menu:
? Help
Menu
Search:
Columbia Specific
Employee Self-Service
Supplier Contracts
Vendors
Procurement Contracts
Purchasing
eProcurement
Services Procurement
Accounts Payable
Enterprise Components
Worklist
Reporting Tools
PeopleTools
Change My Password
Vouchers
Review Accounts Payable
Payables Search Criteria
Vouchers
Interfaces
Payments
Vendor
Accounting Entries
EE Journal Entry Drill Down
Document Status
Journal Drill Down
Match Workbench
Unbalanced Accounting Entries
Voucher
Start
Microsoft Office 2010
Employee-facing regi...

Step	Action
5.	Click the **Voucher** menu to view the Voucher Inquiry.  Voucher



Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher
New Window ? Help Customize Page http

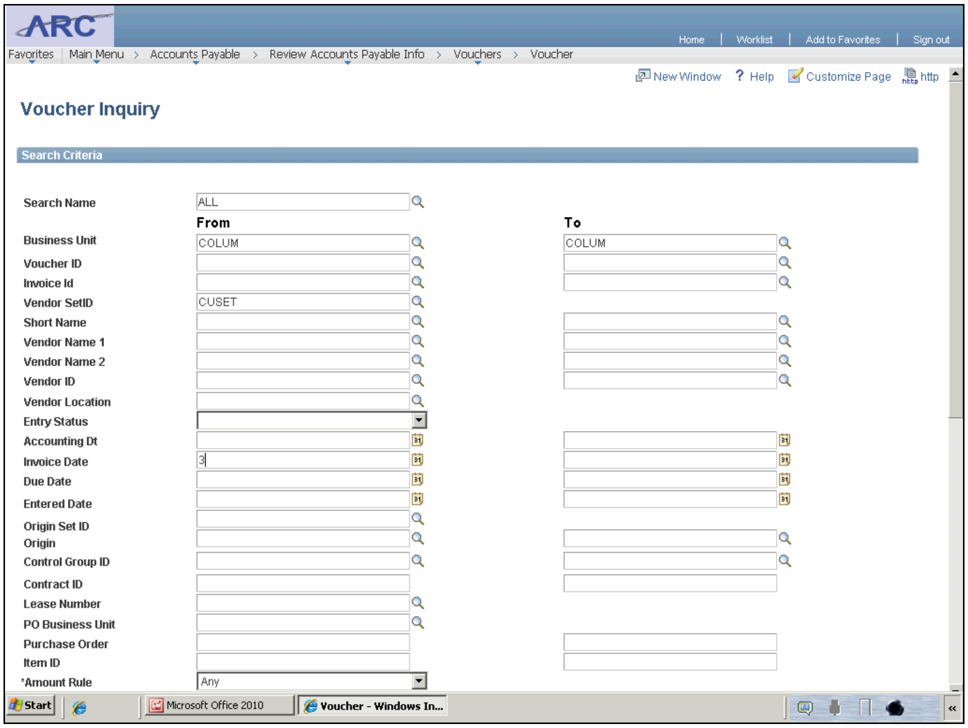
Voucher Inquiry

Search Criteria

	From	To
Search Name	ALL	
Business Unit	COLUM	COLUM
Voucher ID		
Invoice Id		
Vendor SetID	CUSET	
Short Name		
Vendor Name 1		
Vendor Name 2		
Vendor ID		
Vendor Location		
Entry Status		
Accounting Dt		
Invoice Date		
Due Date		
Entered Date		
Origin Set ID		
Origin		
Control Group ID		
Contract ID		
Lease Number		
PO Business Unit		
Purchase Order		
Item ID		
*Amount Rule	Any	

Start
Microsoft Office 2010
Voucher - Windows In...

Step	Action
6.	Enter search criteria to limit the inquiry to the vouchers you would like to see. In this example, we will filter by Invoice Date. Click in the **Invoice Date From** field.


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher
New Window | Help | Customize Page | http
Voucher Inquiry
Search Criteria
From
To
Voucher ID
Invoice Id
Short Name
Vendor Name 1
Vendor Name 2
Vendor ID
Vendor Location
Entry Status
Accounting Dt
Due Date
Entered Date
Origin Set ID
Origin
Control Group ID
Contract ID
Lease Number
PO Business Unit
Purchase Order
Item ID
Start
Microsoft Office 2010
Voucher - Windows In...

Search Name: ALL

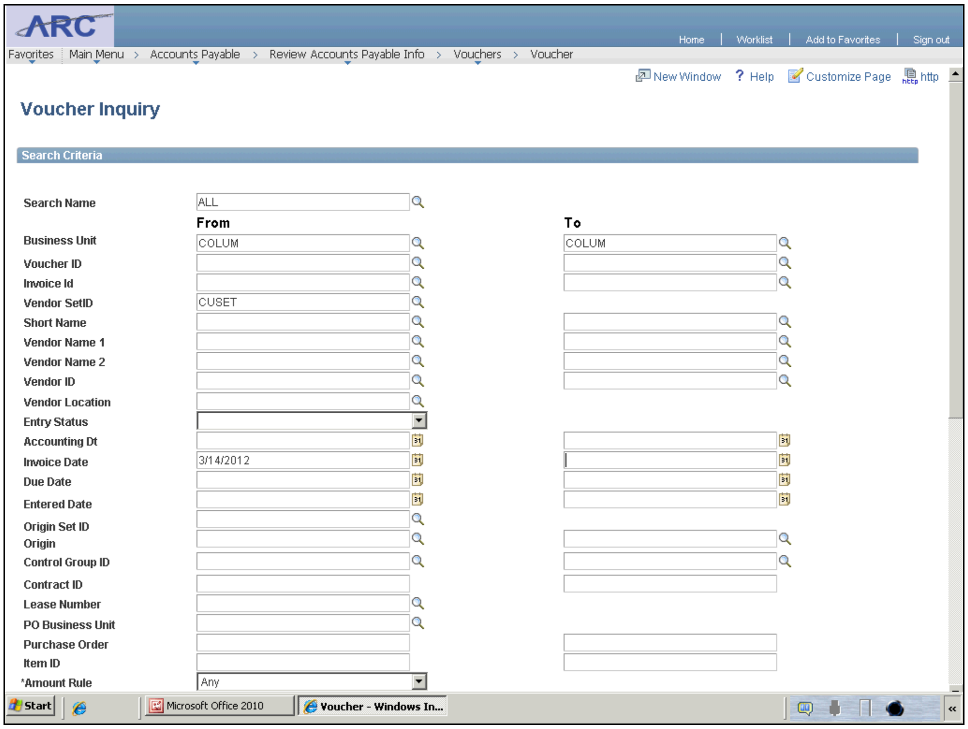
Business Unit: From COLUM, To COLUM

Vendor SetID: CUSET

Invoice Date: 3

*Amount Rule: Any

Step	Action
7.	Enter the desired information into the **Invoice Date** field. Enter "**3/14/2012**".


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher
New Window | Help | Customize Page | http
Voucher Inquiry
Search Criteria
From
To
Voucher ID
Invoice Id
Short Name
Vendor Name 1
Vendor Name 2
Vendor ID
Vendor Location
Entry Status
Accounting Dt
Due Date
Entered Date
Origin Set ID
Origin
Control Group ID
Contract ID
Lease Number
PO Business Unit
Purchase Order
Item ID
Start
Microsoft Office 2010
Voucher - Windows In...

Search Name: ALL

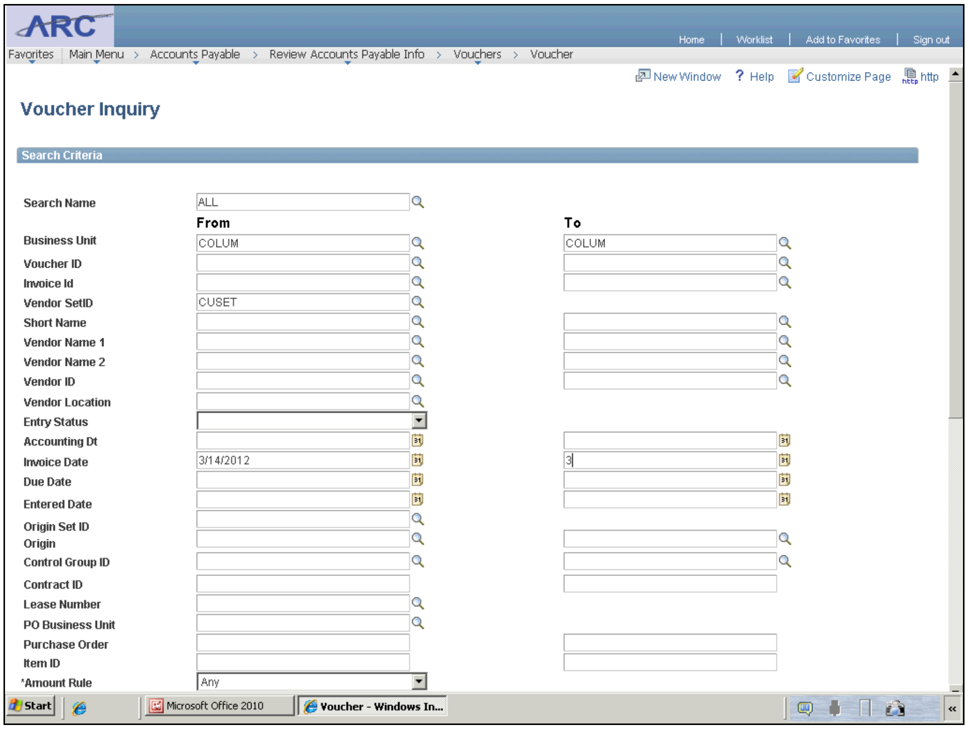
Business Unit: From COLUM, To COLUM

Vendor SetID: CUSET

Invoice Date: 3/14/2012

*Amount Rule: Any

Step	Action
8.	Click in the **Invoice Date To** field.


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher
New Window ? Help Customize Page http

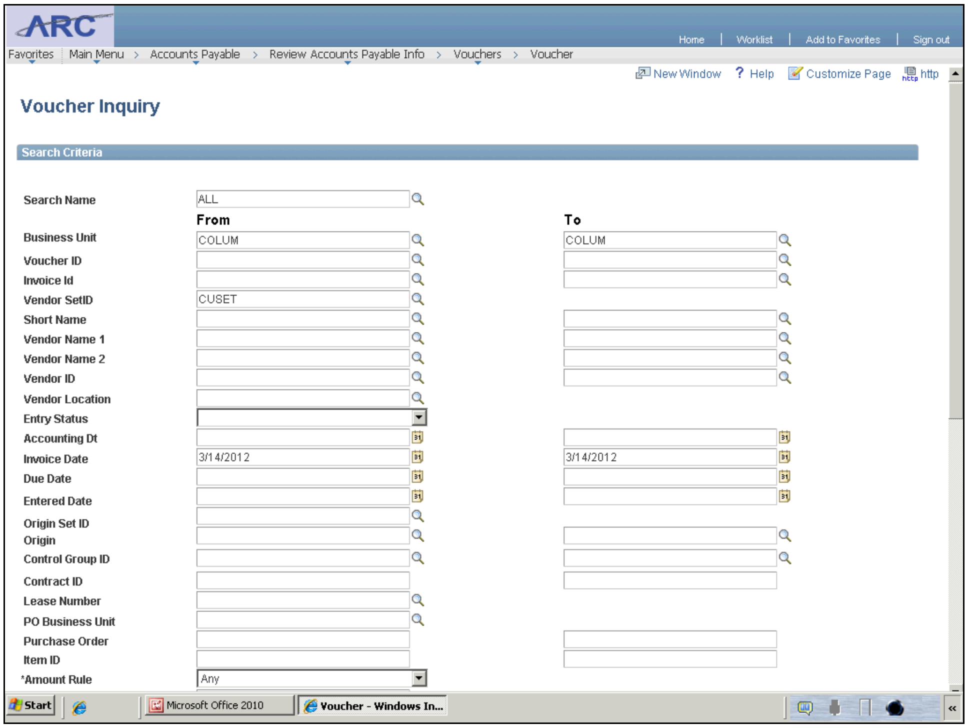
Voucher Inquiry

Search Criteria

	From	To
Search Name	ALL	
Business Unit	COLUM	COLUM
Voucher ID		
Invoice Id		
Vendor SetID	CUSET	
Short Name		
Vendor Name 1		
Vendor Name 2		
Vendor ID		
Vendor Location		
Entry Status		
Accounting Dt		
Invoice Date	3/14/2012	3
Due Date		
Entered Date		
Origin Set ID		
Origin		
Control Group ID		
Contract ID		
Lease Number		
PO Business Unit		
Purchase Order		
Item ID		
*Amount Rule	Any	

Start
Microsoft Office 2010
Voucher - Windows In...

Step	Action
9.	Enter the desired information into the **Accounting Dt** field. Enter "**3/14/2012**".

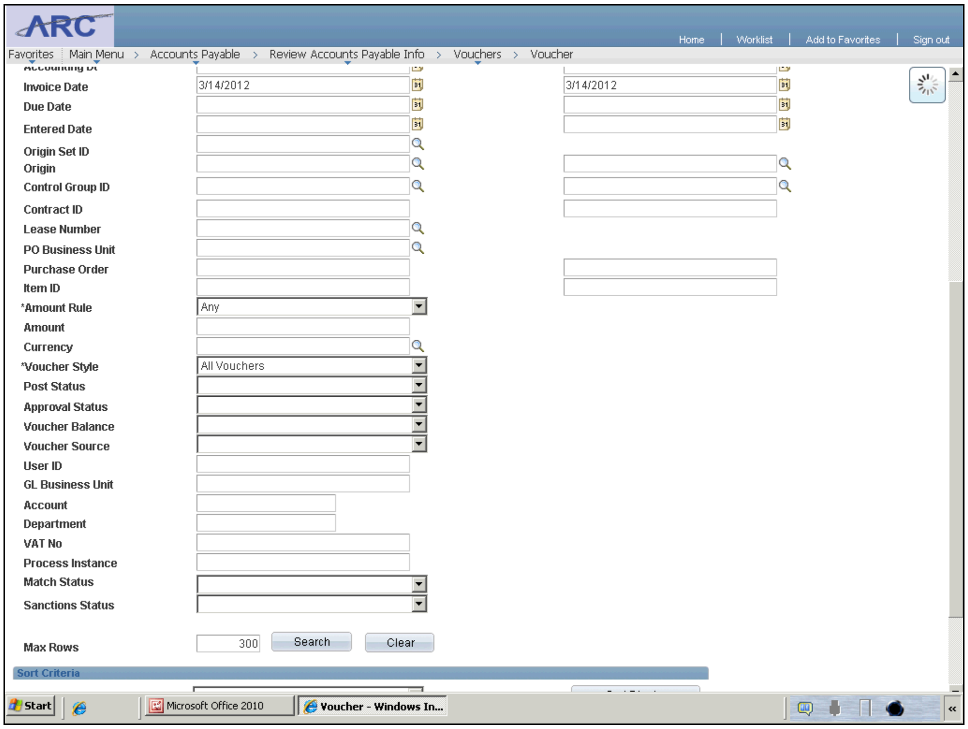

Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher
New Window | Help | Customize Page | http
Voucher Inquiry
Search Criteria
Voucher ID
Invoice Id
Short Name
Vendor Name 1
Vendor Name 2
Vendor ID
Vendor Location
Entry Status
Accounting Dt
Due Date
Entered Date
Origin Set ID
Origin
Control Group ID
Contract ID
Lease Number
PO Business Unit
Purchase Order
Item ID
Start | Microsoft Office 2010 | Voucher - Windows In...

Search Name: ALL

	From	To
Business Unit	COLUM	COLUM
Vendor SetID	CUSET	
Invoice Date	3/14/2012	3/14/2012

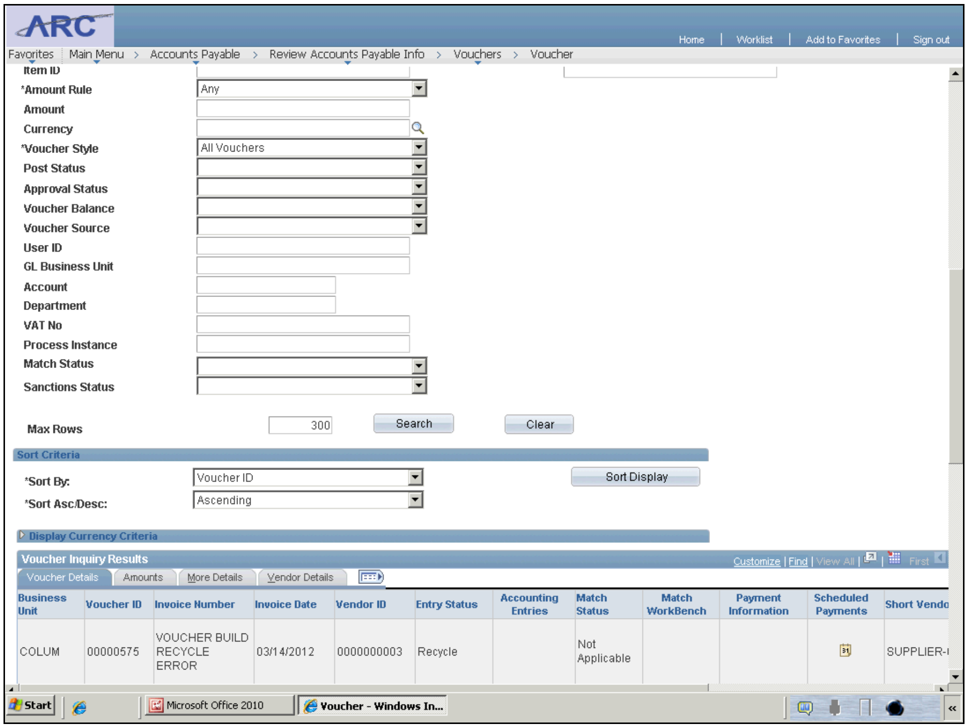
*Amount Rule: Any

Step	Action
10.	Scroll down the page to find the search button.


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher
Due Date
Entered Date
Origin Set ID
Origin
Control Group ID
Contract ID
Lease Number
PO Business Unit
Purchase Order
Item ID
Amount
Currency
Post Status
Approval Status
Voucher Balance
Voucher Source
User ID
GL Business Unit
Account
Department
VAT No
Process Instance
Match Status
Sanctions Status
Search
Clear
Sort Criteria
Start | Microsoft Office 2010 | Voucher - Windows In...

Invoice Date: 3/14/2012 to 3/14/2012
*Amount Rule: Any
*Voucher Style: All Vouchers
Max Rows: 300

Step	Action
11.	Click the **Search** button. Search


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher
Search
Clear
Sort Display
Display Currency Criteria
Customize | Find | View All | First
Voucher Details | Amounts | More Details | Vendor Details
Start
Microsoft Office 2010
Voucher - Windows In...

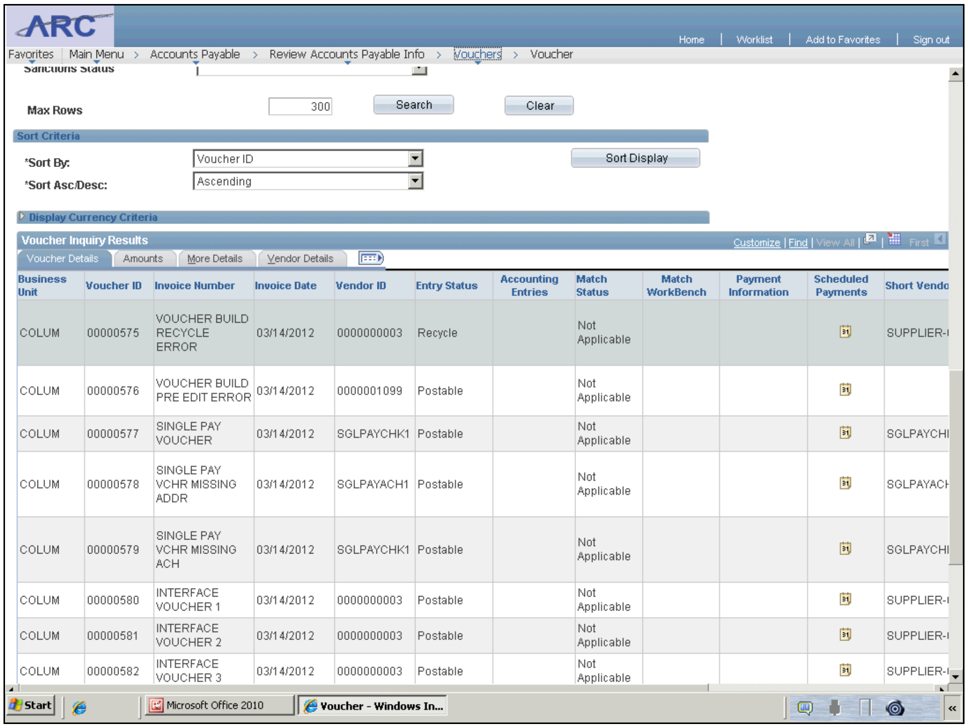
Item ID
*Amount Rule: Any
Amount
Currency
*Voucher Style: All Vouchers
Post Status
Approval Status
Voucher Balance
Voucher Source
User ID
GL Business Unit
Account
Department
VAT No
Process Instance
Match Status
Sanctions Status
Max Rows: 300

Sort Criteria
*Sort By: Voucher ID
*Sort Asc/Desc: Ascending

Voucher Inquiry Results

Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Entry Status	Accounting Entries	Match Status	Match WorkBench	Payment Information	Scheduled Payments	Short Vendo
COLUM	00000575	VOUCHER BUILD RECYCLE ERROR	03/14/2012	0000000003	Recycle		Not Applicable				SUPPLIER-I

Step	Action
12.	Scroll down to see the search results.



Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher
Search
Clear
Sort Display
Customize | Find | View All |
First
Voucher Details | Amounts | More Details | Vendor Details
Start
Microsoft Office 2010
Voucher - Windows In...

Max Rows: 300

Sort Criteria

*Sort By: Voucher ID

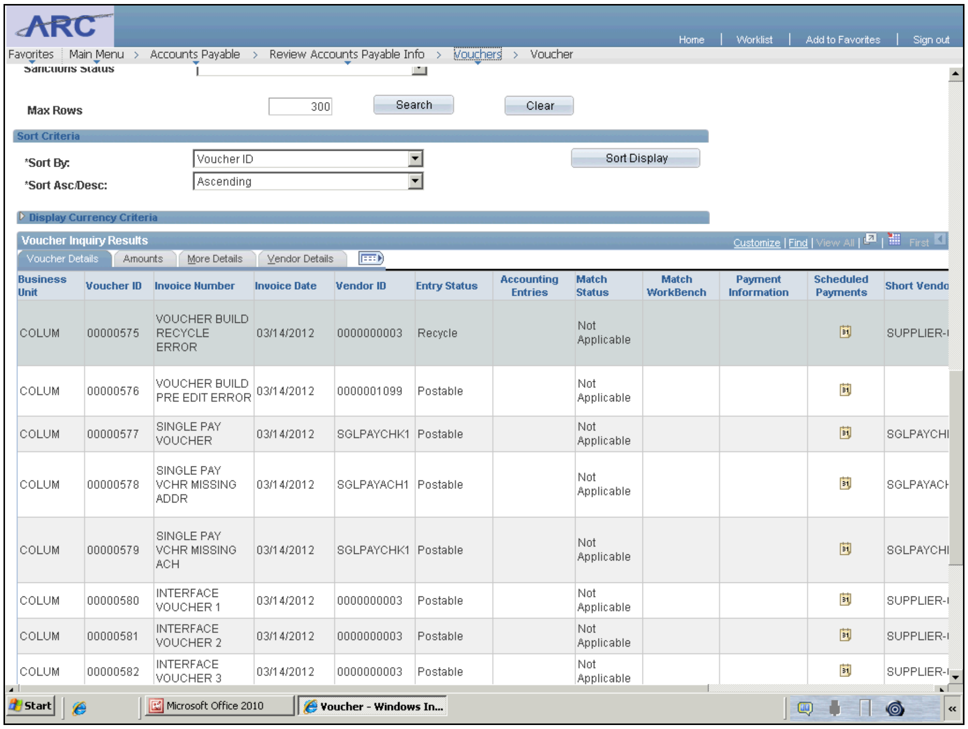
*Sort Asc/Desc: Ascending

Display Currency Criteria

Voucher Inquiry Results

Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Entry Status	Accounting Entries	Match Status	Match WorkBench	Payment Information	Scheduled Payments	Short Vendo
COLUM	00000575	VOUCHER BUILD RECYCLE ERROR	03/14/2012	0000000003	Recycle		Not Applicable			📅	SUPPLIER-
COLUM	00000576	VOUCHER BUILD PRE EDIT ERROR	03/14/2012	0000001099	Postable		Not Applicable			📅	
COLUM	00000577	SINGLE PAY VOUCHER	03/14/2012	SGLPAYCHK1	Postable		Not Applicable			📅	SGLPAYCHI
COLUM	00000578	SINGLE PAY VCHR MISSING ADDR	03/14/2012	SGLPAYACH1	Postable		Not Applicable			📅	SGLPAYACH
COLUM	00000579	SINGLE PAY VCHR MISSING ACH	03/14/2012	SGLPAYCHK1	Postable		Not Applicable			📅	SGLPAYCHI
COLUM	00000580	INTERFACE VOUCHER 1	03/14/2012	0000000003	Postable		Not Applicable			📅	SUPPLIER-
COLUM	00000581	INTERFACE VOUCHER 2	03/14/2012	0000000003	Postable		Not Applicable			📅	SUPPLIER-
COLUM	00000582	INTERFACE VOUCHER 3	03/14/2012	0000000003	Postable		Not Applicable			📅	SUPPLIER-

Step	Action
13.	See all search results below.



Max Rows: 300

Sort Criteria

*Sort By: Voucher ID

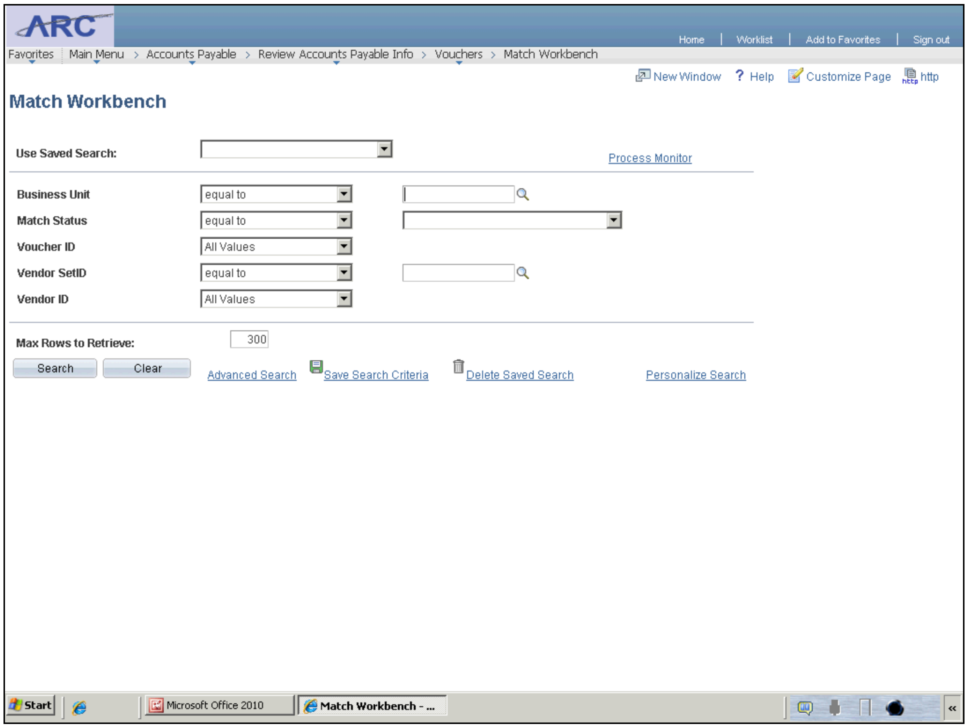
*Sort Asc/Desc: Ascending

Display Currency Criteria

Voucher Inquiry Results

Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Entry Status	Accounting Entries	Match Status	Match WorkBench	Payment Information	Scheduled Payments	Short Vendo
COLUM	00000575	VOUCHER BUILD RECYCLE ERROR	03/14/2012	0000000003	Recycle		Not Applicable			📅	SUPPLIER-
COLUM	00000576	VOUCHER BUILD PRE EDIT ERROR	03/14/2012	0000001099	Postable		Not Applicable			📅	
COLUM	00000577	SINGLE PAY VOUCHER	03/14/2012	SGLPAYCHK1	Postable		Not Applicable			📅	SGLPAYCHI
COLUM	00000578	SINGLE PAY VCHR MISSING ADDR	03/14/2012	SGLPAYACH1	Postable		Not Applicable			📅	SGLPAYACH
COLUM	00000579	SINGLE PAY VCHR MISSING ACH	03/14/2012	SGLPAYCHK1	Postable		Not Applicable			📅	SGLPAYCHI
COLUM	00000580	INTERFACE VOUCHER 1	03/14/2012	0000000003	Postable		Not Applicable			📅	SUPPLIER-
COLUM	00000581	INTERFACE VOUCHER 2	03/14/2012	0000000003	Postable		Not Applicable			📅	SUPPLIER-
COLUM	00000582	INTERFACE VOUCHER 3	03/14/2012	0000000003	Postable		Not Applicable			📅	SUPPLIER-

Step	Action
14.	To access the Match Workbench inquiry, click the **Vouchers** button and select **Match Workbench**.



ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Match Workbench
New Window ? Help Customize Page http
Process Monitor
Search
Clear
Advanced Search
Save Search Criteria
Delete Saved Search
Personalize Search
Start
Microsoft Office 2010
Match Workbench - ...

Match Workbench

Use Saved Search:

Business Unit: equal to

Match Status: equal to

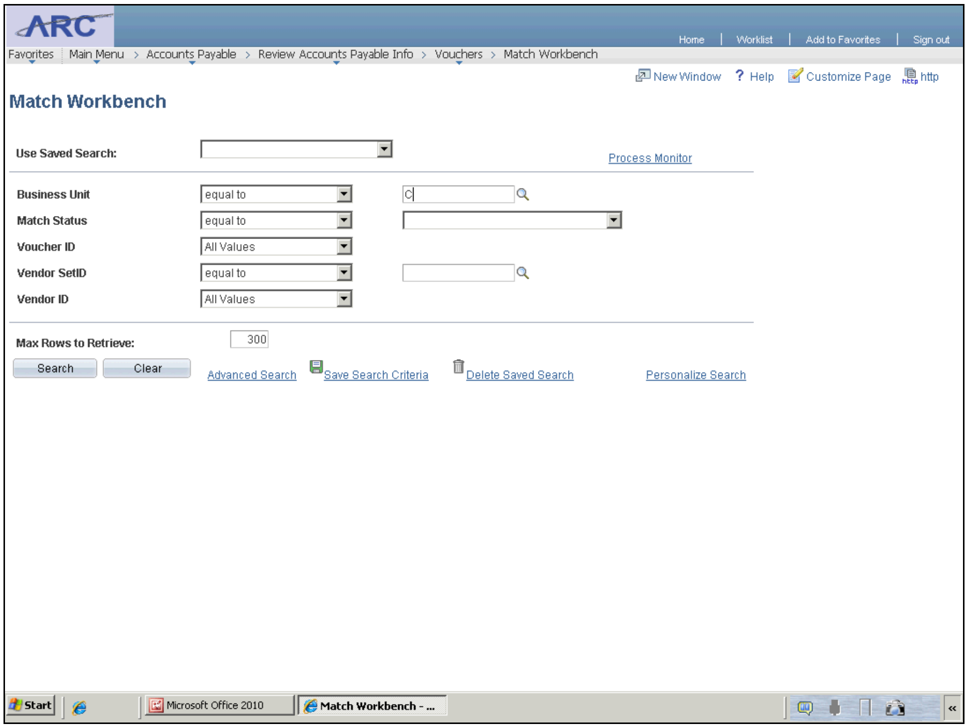
Voucher ID: All Values

Vendor SetID: equal to

Vendor ID: All Values

Max Rows to Retrieve: 300

Step	Action
15.	Click in the **Business Unit** field to limit the results of your search.

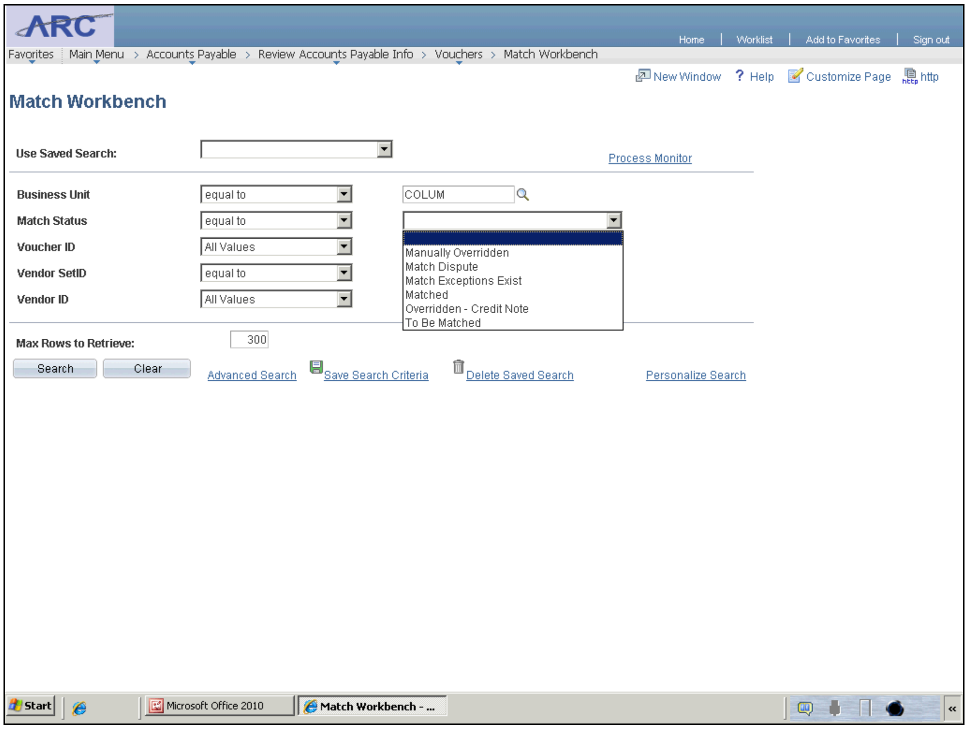

ARC
Home
Worklist
Add to Favorites
Sign out
Favorites
Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Match Workbench
New Window
Help
Customize Page
http
Process Monitor
Search
Clear
Advanced Search
Save Search Criteria
Delete Saved Search
Personalize Search
Start
Microsoft Office 2010
Match Workbench - ...

Match Workbench

Use Saved Search:		
Business Unit	equal to	C
Match Status	equal to	
Voucher ID	All Values	
Vendor SetID	equal to	
Vendor ID	All Values	

Max Rows to Retrieve: 300

Step	Action
16.	Enter the desired information into the **Business Unit** field. Enter "**COLUM**".

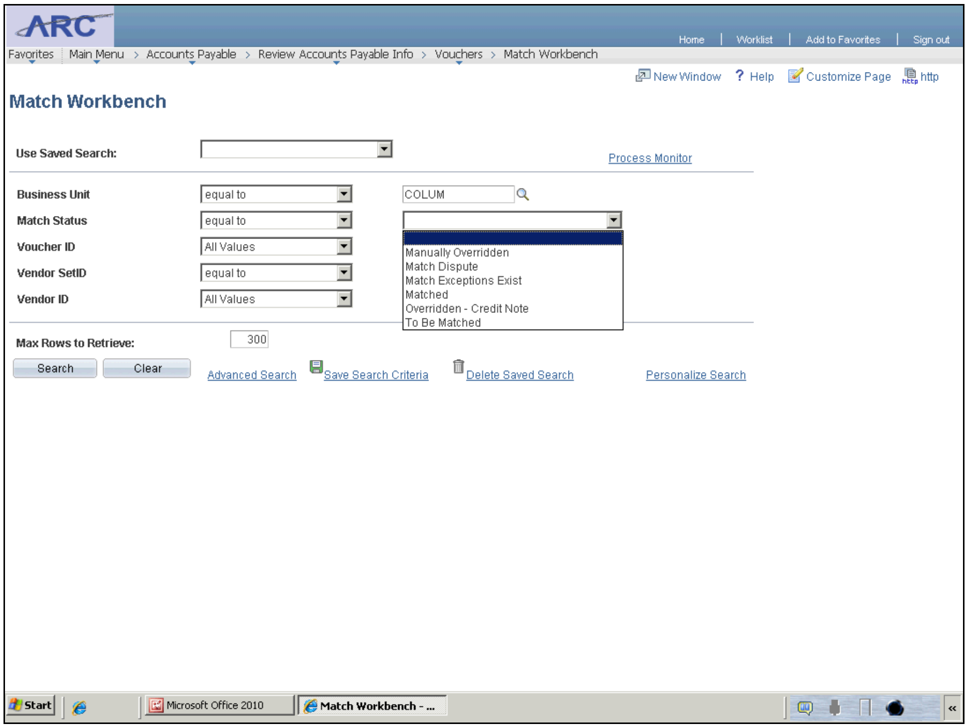

ARC
Home
Worklist
Add to Favorites
Sign out
Favorites
Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Match Workbench
New Window
Help
Customize Page
http
Process Monitor
Manually Overridden
Match Dispute
Match Exceptions Exist
Matched
Overridden - Credit Note
To Be Matched
Search
Clear
Advanced Search
Save Search Criteria
Delete Saved Search
Personalize Search
Start
Microsoft Office 2010
Match Workbench - ...

Match Workbench

Use Saved Search:		
Business Unit	equal to	COLUM
Match Status	equal to	
Voucher ID	All Values	
Vendor SetID	equal to	
Vendor ID	All Values	

Max Rows to Retrieve: 300

Step	Action
17.	Click the **Match Status** list.


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Match Workbench
New Window | Help | Customize Page | http
Process Monitor
Search | Clear | Advanced Search | Save Search Criteria | Delete Saved Search | Personalize Search
Start | Microsoft Office 2010 | Match Workbench - ...

Match Workbench

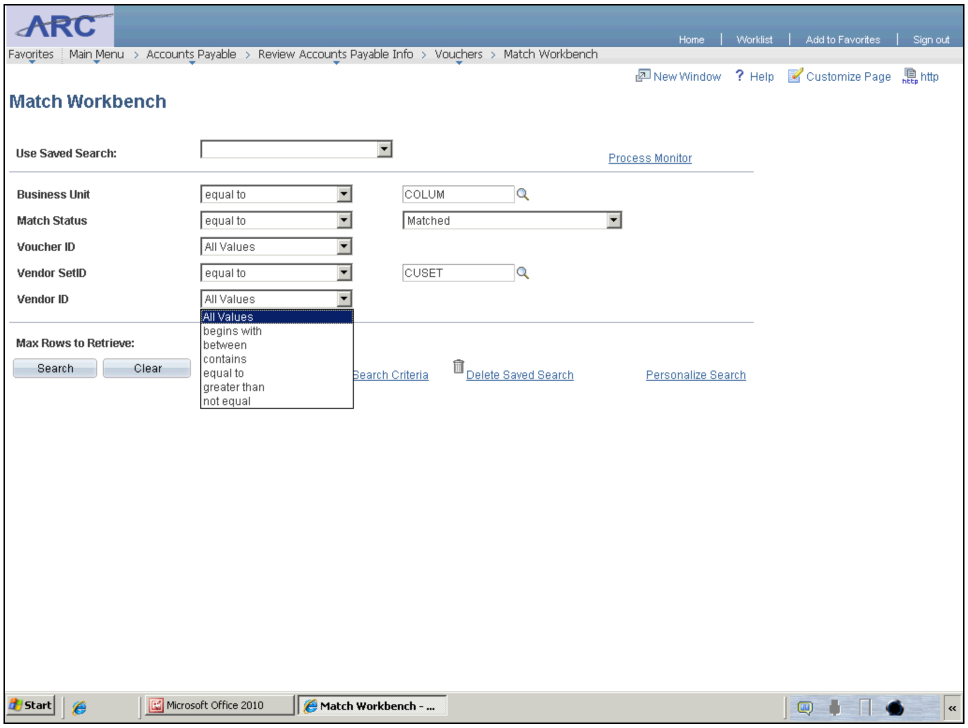
Use Saved Search:

Business Unit	equal to	COLUM
Match Status	equal to	
Voucher ID	All Values	
Vendor SetID	equal to	
Vendor ID	All Values	

Manually Overridden
Match Dispute
Match Exceptions Exist
Matched
Overridden - Credit Note
To Be Matched

Max Rows to Retrieve: 300

Step	Action
18.	Select **Matched**. Matched



Match Workbench

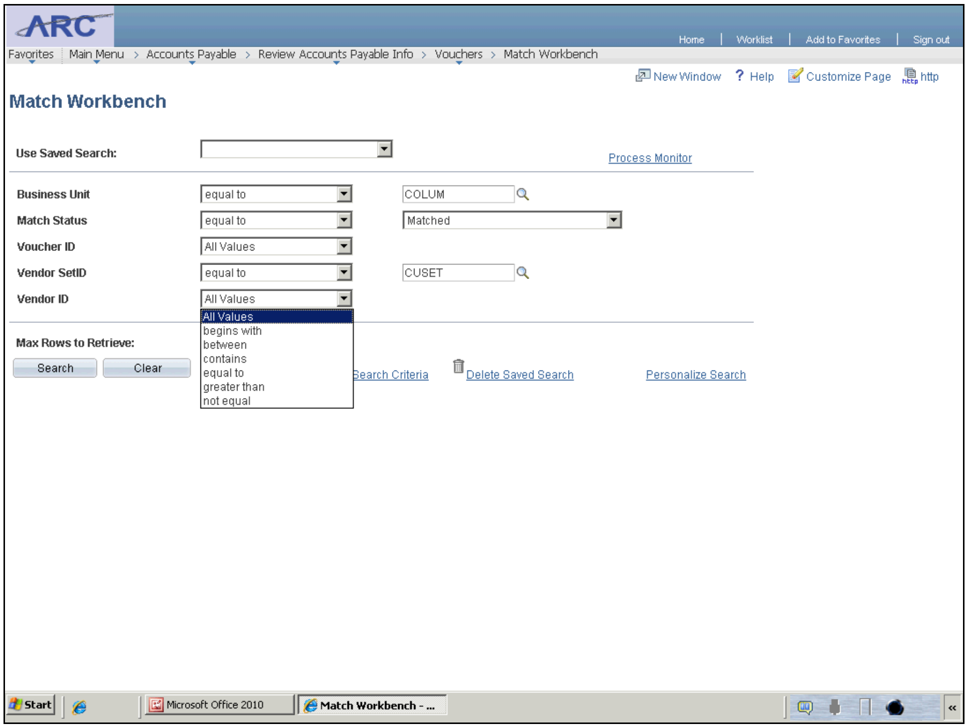
Use Saved Search:

Process Monitor

Business Unit	equal to	COLUM
Match Status	equal to	Matched
Voucher ID	All Values	
Vendor SetID	equal to	CUSET
Vendor ID	All Values	

All Values
begins with
between
contains
equal to
greater than
not equal
Max Rows to Retrieve:
Search
Clear
Search Criteria
Delete Saved Search
Personalize Search
Start
Microsoft Office 2010
Match Workbench - ...

Step	Action
19.	Click the **Vendor ID** list. All Values



Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Match Workbench
New Window | Help | Customize Page | http

Match Workbench

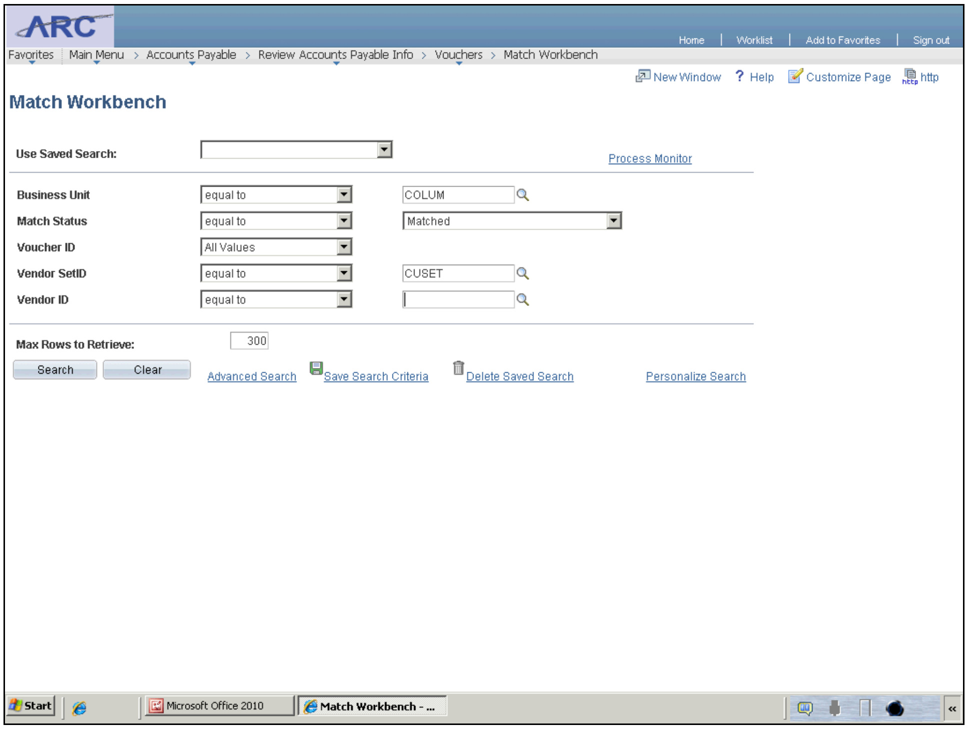
Use Saved Search:

Process Monitor

Business Unit: equal to COLUM
Match Status: equal to Matched
Voucher ID: All Values
Vendor SetID: equal to CUSET
Vendor ID: All Values

All Values
begins with
between
contains
equal to
greater than
not equal
Max Rows to Retrieve:
Search
Clear
Search Criteria
Delete Saved Search
Personalize Search
Start
Microsoft Office 2010
Match Workbench - ...

Step	Action
20.	Select **Equal To**.

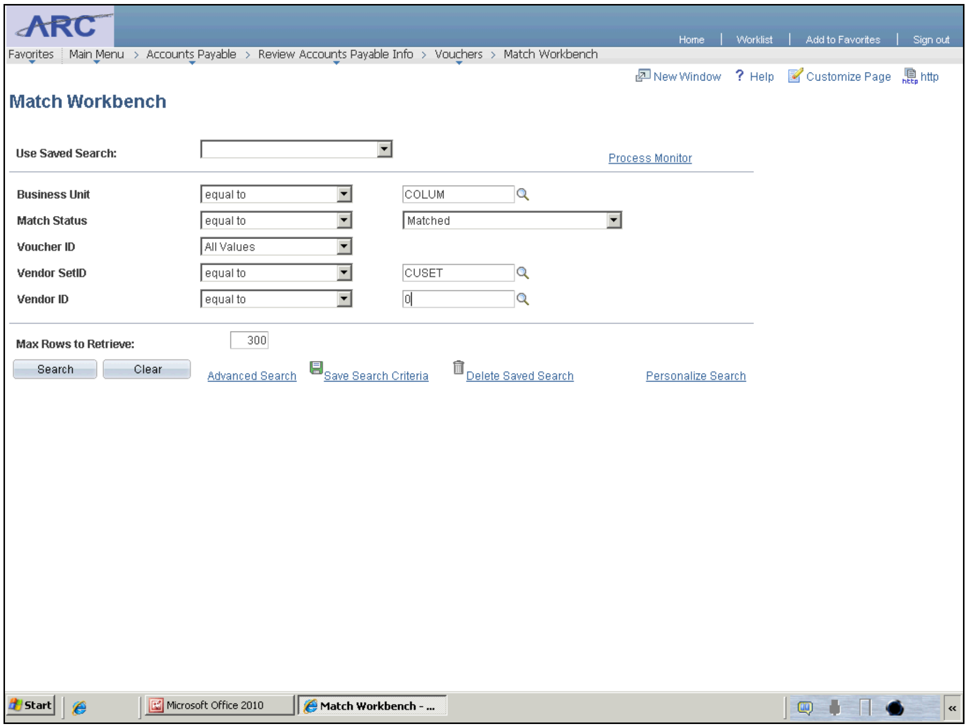

ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Match Workbench
New Window
Help
Customize Page
http
Match Workbench
Process Monitor
Search
Clear
Advanced Search
Save Search Criteria
Delete Saved Search
Personalize Search
Start
Microsoft Office 2010
Match Workbench - ...

Use Saved Search:

Business Unit	equal to	COLUM
Match Status	equal to	Matched
Voucher ID	All Values	
Vendor SetID	equal to	CUSET
Vendor ID	equal to	

Max Rows to Retrieve: 300

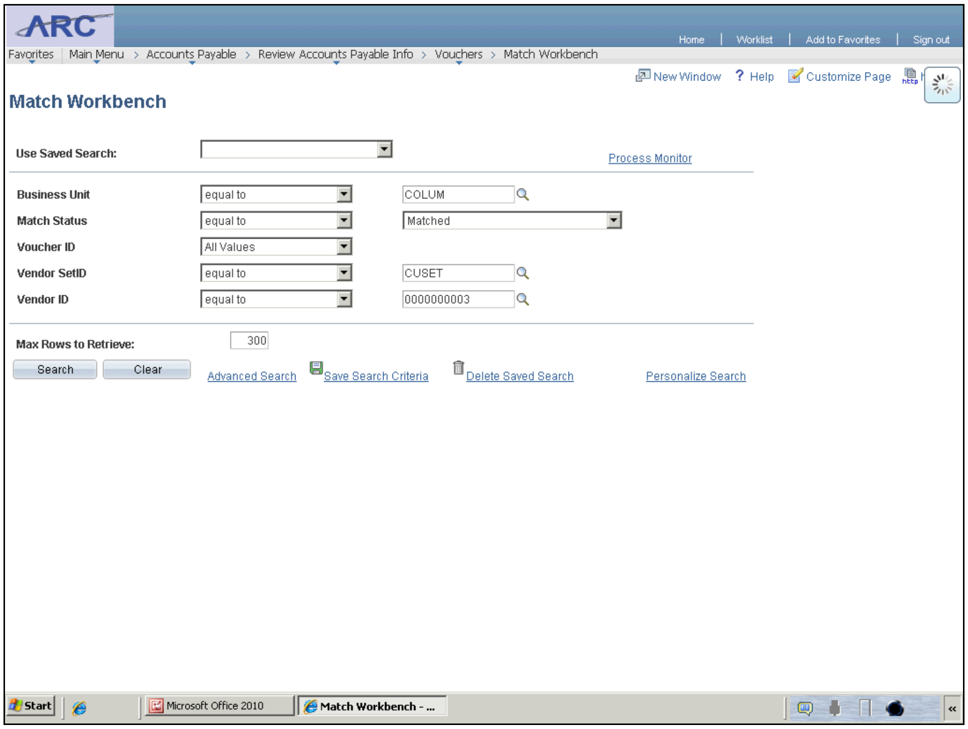
Step	Action
21.	Click in the **Vendor ID** field.


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Match Workbench
New Window
Help
Customize Page
http
Process Monitor
Search
Clear
Advanced Search
Save Search Criteria
Delete Saved Search
Personalize Search
Start
Microsoft Office 2010
Match Workbench - ...

Match Workbench

Use Saved Search:		
Business Unit	equal to	COLUM
Match Status	equal to	Matched
Voucher ID	All Values	
Vendor SetID	equal to	CUSET
Vendor ID	equal to	0
Max Rows to Retrieve:	300	

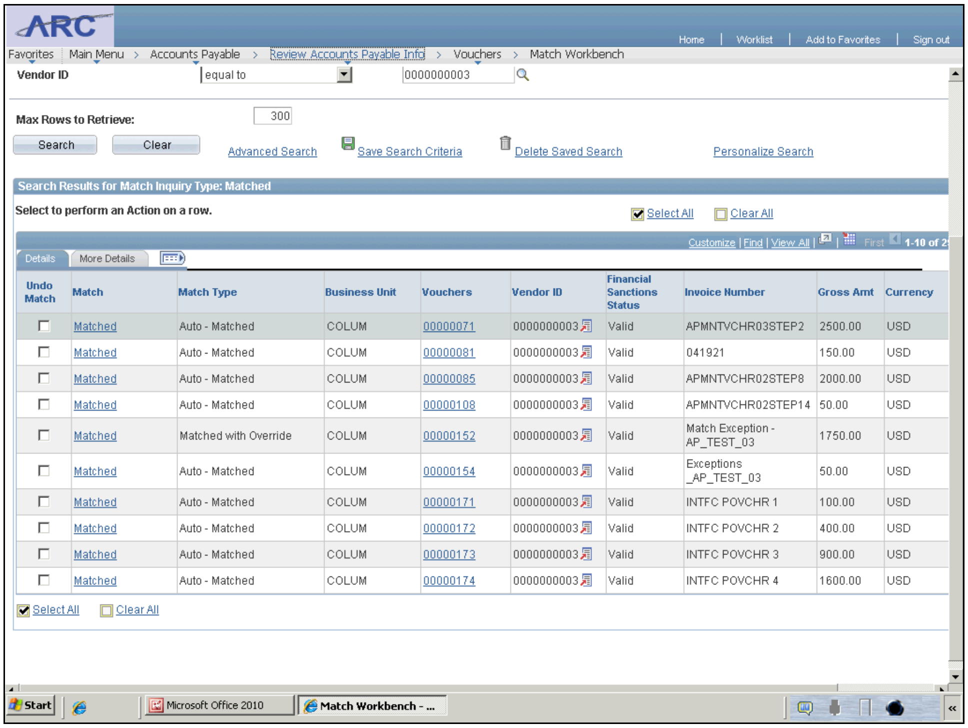
Step	Action
22.	Enter the desired information into the **Vendor ID** field. Enter "**0000000003**".


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Match Workbench
New Window
Help
Customize Page
Process Monitor
Search
Clear
Advanced Search
Save Search Criteria
Delete Saved Search
Personalize Search
Start
Microsoft Office 2010
Match Workbench - ...

Match Workbench

Use Saved Search:		
Business Unit	equal to	COLUM
Match Status	equal to	Matched
Voucher ID	All Values	
Vendor SetID	equal to	CUSET
Vendor ID	equal to	0000000003
Max Rows to Retrieve:	300	

Step	Action
23.	Click the **Search** button. Search



Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Match Workbench

Vendor ID equal to 0000000003

Max Rows to Retrieve: 300

Search
Clear
Advanced Search
Save Search Criteria
Delete Saved Search
Personalize Search

Search Results for Match Inquiry Type: Matched

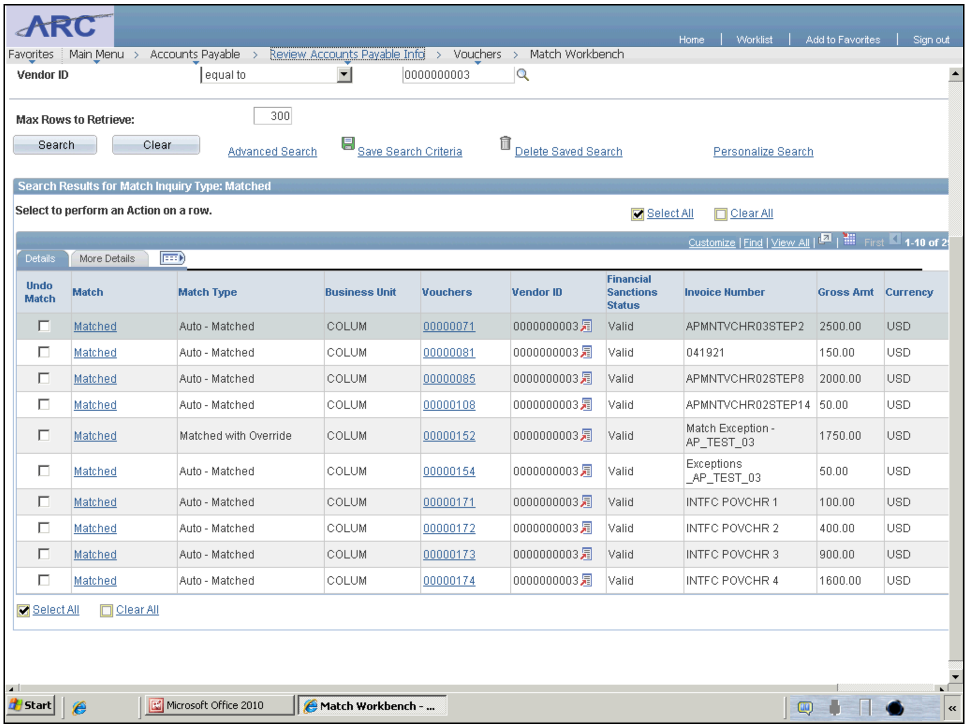
Select to perform an Action on a row.

☑ Select All ☐ Clear All
Customize | Find | View All | First 1-10 of 2
Details
More Details

Undo Match	Match	Match Type	Business Unit	Vouchers	Vendor ID	Financial Sanctions Status	Invoice Number	Gross Amt	Currency
☐	Matched	Auto - Matched	COLUM	00000071	0000000003	Valid	APMNTVCHR03STEP2	2500.00	USD
☐	Matched	Auto - Matched	COLUM	00000081	0000000003	Valid	041921	150.00	USD
☐	Matched	Auto - Matched	COLUM	00000085	0000000003	Valid	APMNTVCHR02STEP8	2000.00	USD
☐	Matched	Auto - Matched	COLUM	00000108	0000000003	Valid	APMNTVCHR02STEP14	50.00	USD
☐	Matched	Matched with Override	COLUM	00000152	0000000003	Valid	Match Exception - AP_TEST_03	1750.00	USD
☐	Matched	Auto - Matched	COLUM	00000154	0000000003	Valid	Exceptions _AP_TEST_03	50.00	USD
☐	Matched	Auto - Matched	COLUM	00000171	0000000003	Valid	INTFC POVCHR 1	100.00	USD
☐	Matched	Auto - Matched	COLUM	00000172	0000000003	Valid	INTFC POVCHR 2	400.00	USD
☐	Matched	Auto - Matched	COLUM	00000173	0000000003	Valid	INTFC POVCHR 3	900.00	USD
☐	Matched	Auto - Matched	COLUM	00000174	0000000003	Valid	INTFC POVCHR 4	1600.00	USD

☑ Select All ☐ Clear All
Start
Microsoft Office 2010
Match Workbench - ...

Step	Action
24.	See search results below.


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Match Workbench
Search
Clear
Advanced Search
Save Search Criteria
Delete Saved Search
Personalize Search
Customize | Find | View All
First 1-10 of 2
Details
More Details
Start
Microsoft Office 2010
Match Workbench - ...

Vendor ID equal to 0000000003

Max Rows to Retrieve: 300

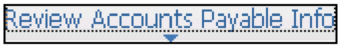
Search Results for Match Inquiry Type: Matched

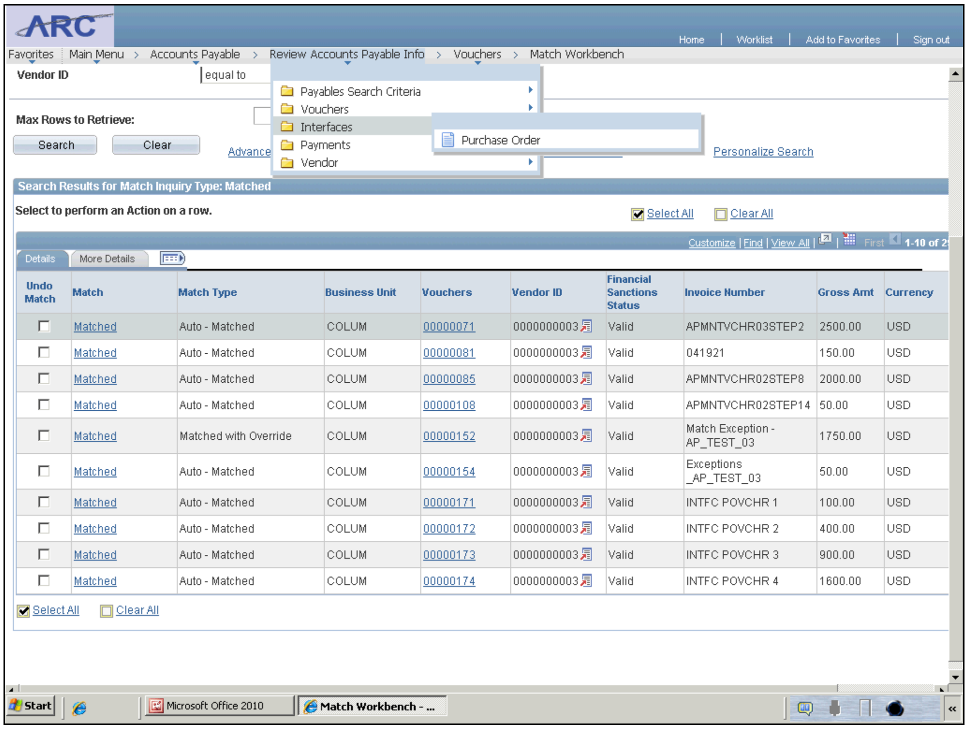
Select to perform an Action on a row.

☑ Select All ☐ Clear All

Undo Match	Match	Match Type	Business Unit	Vouchers	Vendor ID	Financial Sanctions Status	Invoice Number	Gross Amt	Currency
☐	Matched	Auto - Matched	COLUM	00000071	0000000003	Valid	APMNTVCHR03STEP2	2500.00	USD
☐	Matched	Auto - Matched	COLUM	00000081	0000000003	Valid	041921	150.00	USD
☐	Matched	Auto - Matched	COLUM	00000085	0000000003	Valid	APMNTVCHR02STEP8	2000.00	USD
☐	Matched	Auto - Matched	COLUM	00000108	0000000003	Valid	APMNTVCHR02STEP14	50.00	USD
☐	Matched	Matched with Override	COLUM	00000152	0000000003	Valid	Match Exception - AP_TEST_03	1750.00	USD
☐	Matched	Auto - Matched	COLUM	00000154	0000000003	Valid	Exceptions _AP_TEST_03	50.00	USD
☐	Matched	Auto - Matched	COLUM	00000171	0000000003	Valid	INTFC POVCHR 1	100.00	USD
☐	Matched	Auto - Matched	COLUM	00000172	0000000003	Valid	INTFC POVCHR 2	400.00	USD
☐	Matched	Auto - Matched	COLUM	00000173	0000000003	Valid	INTFC POVCHR 3	900.00	USD
☐	Matched	Auto - Matched	COLUM	00000174	0000000003	Valid	INTFC POVCHR 4	1600.00	USD

☑ Select All ☐ Clear All

Step	**Action**
25.	Click the **Review Accounts Payable Info** button to access the PO Voucher Inquiry.  Review Accounts Payable Info


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Match Workbench
Payables Search Criteria
Vouchers
Interfaces
Payments
Vendor
Purchase Order
Search
Clear
Advance
Personalize Search
Customize | Find | View All
First 1-10 of 2
Details
More Details
Start
Microsoft Office 2010
Match Workbench - ...

Vendor ID equal to

Max Rows to Retrieve:

Search Results for Match Inquiry Type: Matched

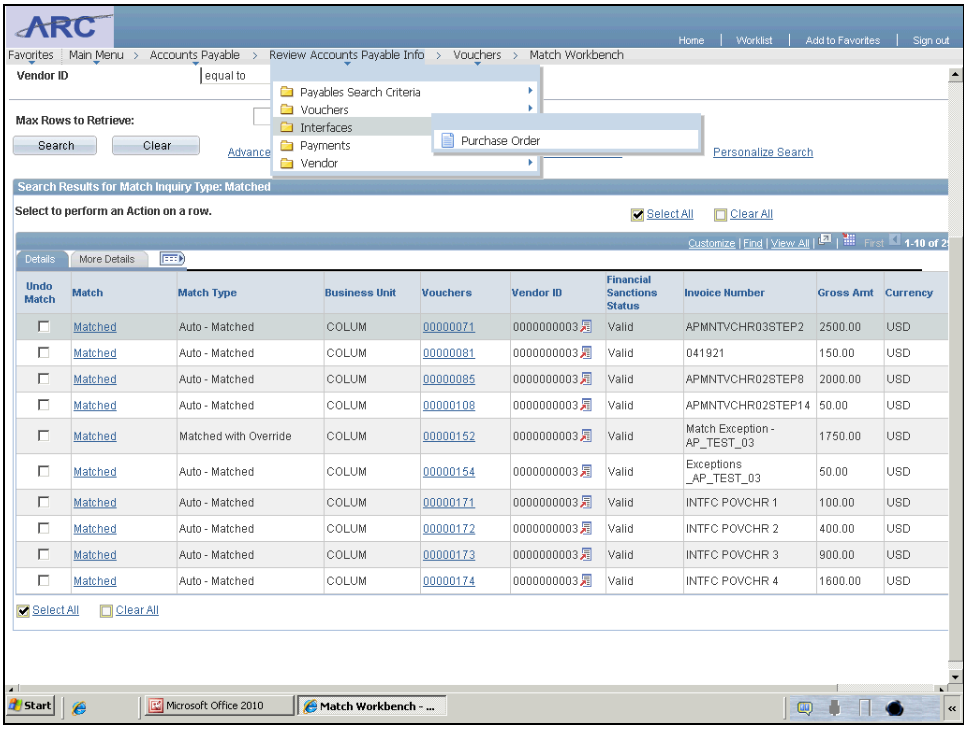
Select to perform an Action on a row.

☑ Select All ☐ Clear All

Undo Match	Match	Match Type	Business Unit	Vouchers	Vendor ID	Financial Sanctions Status	Invoice Number	Gross Amt	Currency
☐	Matched	Auto - Matched	COLUM	00000071	0000000003	Valid	APMNTVCHR03STEP2	2500.00	USD
☐	Matched	Auto - Matched	COLUM	00000081	0000000003	Valid	041921	150.00	USD
☐	Matched	Auto - Matched	COLUM	00000085	0000000003	Valid	APMNTVCHR02STEP8	2000.00	USD
☐	Matched	Auto - Matched	COLUM	00000108	0000000003	Valid	APMNTVCHR02STEP14	50.00	USD
☐	Matched	Matched with Override	COLUM	00000152	0000000003	Valid	Match Exception - AP_TEST_03	1750.00	USD
☐	Matched	Auto - Matched	COLUM	00000154	0000000003	Valid	Exceptions _AP_TEST_03	50.00	USD
☐	Matched	Auto - Matched	COLUM	00000171	0000000003	Valid	INTFC POVCHR 1	100.00	USD
☐	Matched	Auto - Matched	COLUM	00000172	0000000003	Valid	INTFC POVCHR 2	400.00	USD
☐	Matched	Auto - Matched	COLUM	00000173	0000000003	Valid	INTFC POVCHR 3	900.00	USD
☐	Matched	Auto - Matched	COLUM	00000174	0000000003	Valid	INTFC POVCHR 4	1600.00	USD

☑ Select All ☐ Clear All

Step	Action
26.	Click the **Interfaces** menu. Interfaces


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Match Workbench
Vendor ID
equal to
Payables Search Criteria
Vouchers
Interfaces
Payments
Vendor
Purchase Order
Max Rows to Retrieve:
Search
Clear
Advance
Personalize Search
Customize | Find | View All | First 1-10 of 2
Details
More Details
Start
Microsoft Office 2010
Match Workbench - ...

Search Results for Match Inquiry Type: Matched

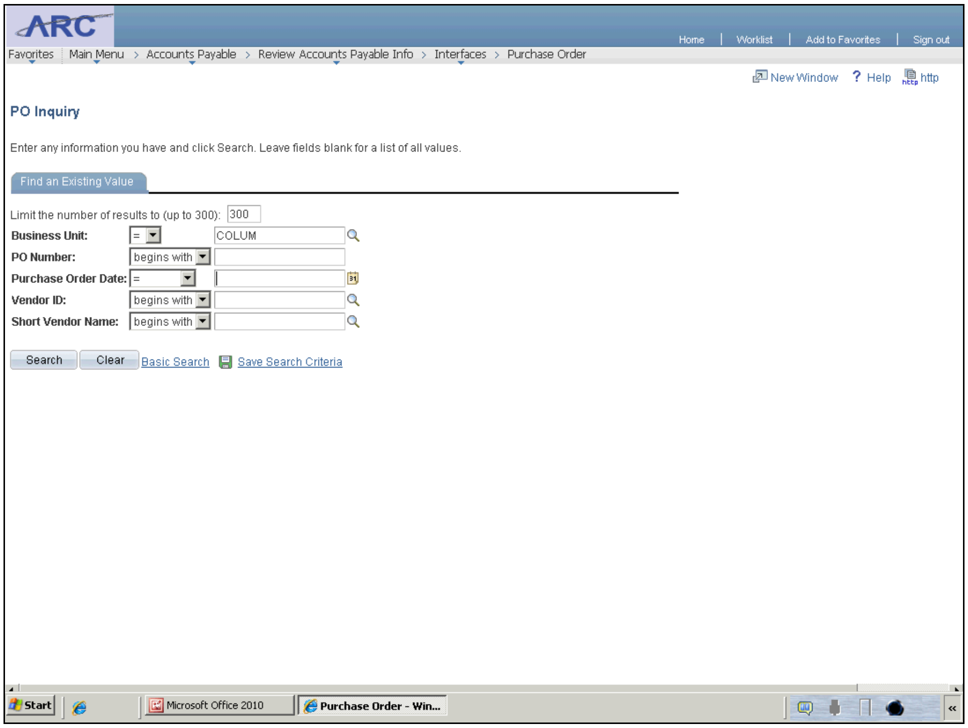
Select to perform an Action on a row.

☑ Select All ☐ Clear All

Undo Match	Match	Match Type	Business Unit	Vouchers	Vendor ID	Financial Sanctions Status	Invoice Number	Gross Amt	Currency
☐	Matched	Auto - Matched	COLUM	00000071	0000000003	Valid	APMNTVCHR03STEP2	2500.00	USD
☐	Matched	Auto - Matched	COLUM	00000081	0000000003	Valid	041921	150.00	USD
☐	Matched	Auto - Matched	COLUM	00000085	0000000003	Valid	APMNTVCHR02STEP8	2000.00	USD
☐	Matched	Auto - Matched	COLUM	00000108	0000000003	Valid	APMNTVCHR02STEP14	50.00	USD
☐	Matched	Matched with Override	COLUM	00000152	0000000003	Valid	Match Exception - AP_TEST_03	1750.00	USD
☐	Matched	Auto - Matched	COLUM	00000154	0000000003	Valid	Exceptions _AP_TEST_03	50.00	USD
☐	Matched	Auto - Matched	COLUM	00000171	0000000003	Valid	INTFC POVCHR 1	100.00	USD
☐	Matched	Auto - Matched	COLUM	00000172	0000000003	Valid	INTFC POVCHR 2	400.00	USD
☐	Matched	Auto - Matched	COLUM	00000173	0000000003	Valid	INTFC POVCHR 3	900.00	USD
☐	Matched	Auto - Matched	COLUM	00000174	0000000003	Valid	INTFC POVCHR 4	1600.00	USD

☑ Select All ☐ Clear All

Step	Action
27.	Click the **Purchase Order**. Purchase Order


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Interfaces > Purchase Order
New Window ? Help http
Find an Existing Value
Search Clear Basic Search Save Search Criteria
Start
Microsoft Office 2010
Purchase Order - Win...

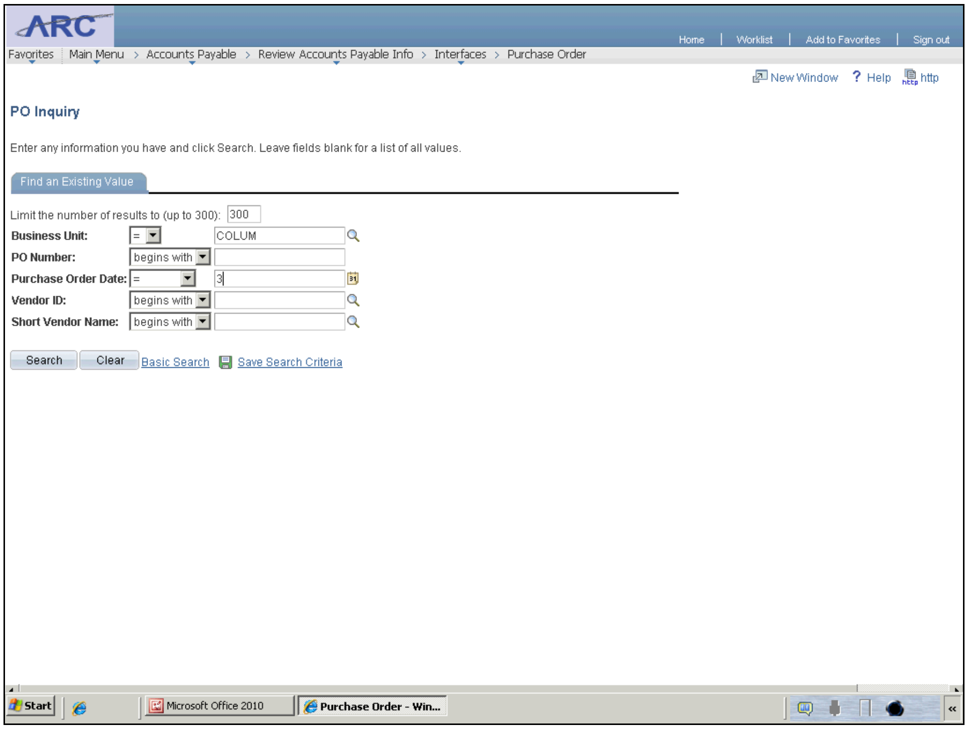
PO Inquiry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Limit the number of results to (up to 300): 300

Business Unit:	=	COLUM
PO Number:	begins with	
Purchase Order Date:	=	
Vendor ID:	begins with	
Short Vendor Name:	begins with	

Step	Action
28.	Click in the **Purchase Order Date** field.


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Interfaces > Purchase Order
New Window ? Help http
Find an Existing Value
Search Clear Basic Search Save Search Criteria
Start
Microsoft Office 2010
Purchase Order - Win...

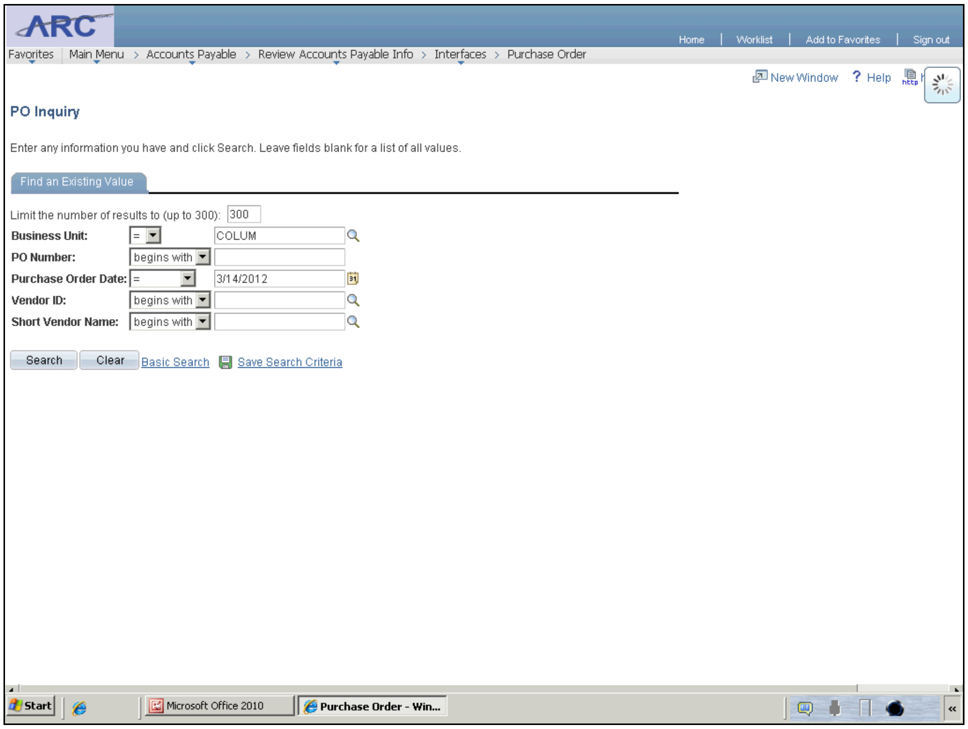
PO Inquiry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Limit the number of results to (up to 300): 300

Business Unit:	=	COLUM
PO Number:	begins with	
Purchase Order Date:	=	3
Vendor ID:	begins with	
Short Vendor Name:	begins with	

Step	Action
29.	Enter the desired information into the **Purchase Order Date** field. Enter "**3/14/2012**".


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Interfaces > Purchase Order
New Window ? Help
Find an Existing Value
Basic Search
Save Search Criteria
Start
Microsoft Office 2010
Purchase Order - Win...

PO Inquiry

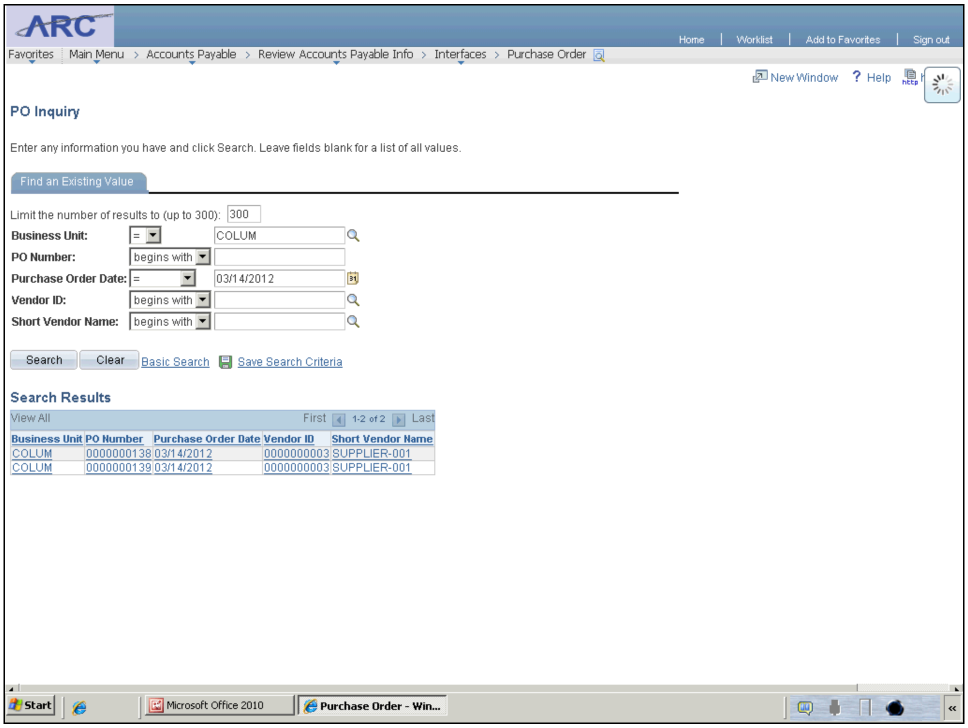
Enter any information you have and click Search. Leave fields blank for a list of all values.

Limit the number of results to (up to 300): 300

Business Unit:	=	COLUM
PO Number:	begins with	
Purchase Order Date:	=	3/14/2012
Vendor ID:	begins with	
Short Vendor Name:	begins with	

Search Clear

Step	Action
30.	Click the **Search** button. Search


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Interfaces > Purchase Order
New Window ? Help

PO Inquiry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300): 300

Business Unit: = COLUM
PO Number: begins with
Purchase Order Date: = 03/14/2012
Vendor ID: begins with
Short Vendor Name: begins with

Search
Clear
Basic Search
Save Search Criteria

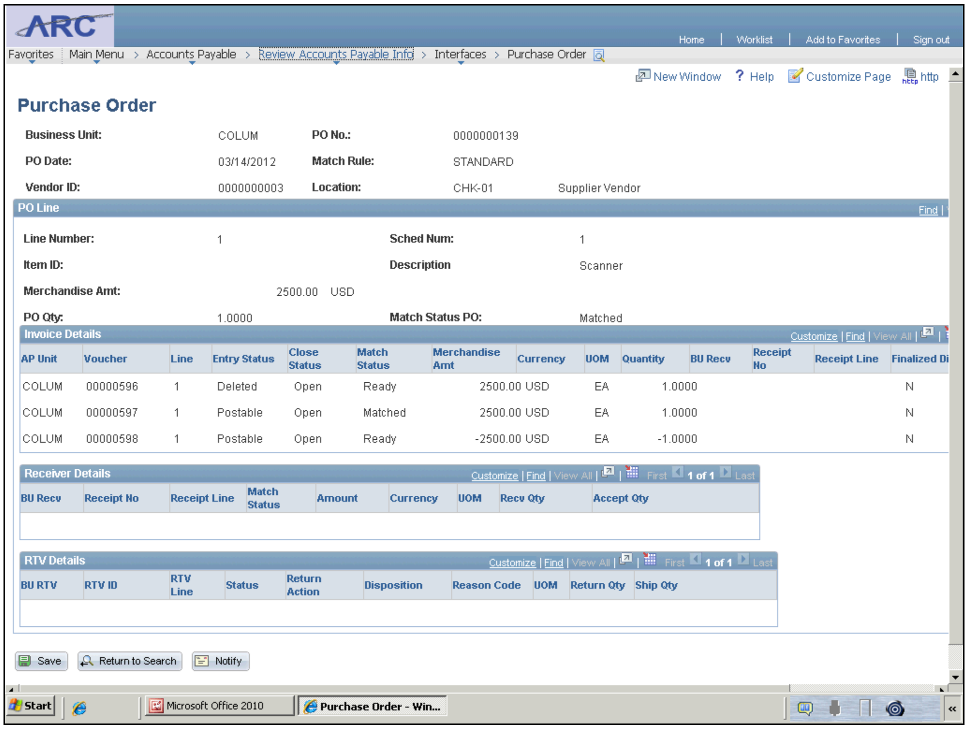
Search Results

View All
First 1-2 of 2 Last

Business Unit	PO Number	Purchase Order Date	Vendor ID	Short Vendor Name
COLUM	0000000138	03/14/2012	0000000003	SUPPLIER-001
COLUM	0000000139	03/14/2012	0000000003	SUPPLIER-001

Start
Microsoft Office 2010
Purchase Order - Win...

Step	Action
31.	Click the **0000000139** link. 0000000139


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Interfaces > Purchase Order
New Window ? Help Customize Page http

Purchase Order

Business Unit: COLUM **PO No.:** 0000000139
PO Date: 03/14/2012 **Match Rule:** STANDARD
Vendor ID: 0000000003 **Location:** CHK-01 Supplier Vendor

PO Line
Find |

Line Number: 1 **Sched Num:** 1
Item ID: **Description** Scanner
Merchandise Amt: 2500.00 USD
PO Qty: 1.0000 **Match Status PO:** Matched

Invoice Details
Customize | Find | View All |

AP Unit	Voucher	Line	Entry Status	Close Status	Match Status	Merchandise Amt	Currency	UOM	Quantity	BU Recv	Receipt No	Receipt Line	Finalized Di
COLUM	00000596	1	Deleted	Open	Ready	2500.00	USD	EA	1.0000				N
COLUM	00000597	1	Postable	Open	Matched	2500.00	USD	EA	1.0000				N
COLUM	00000598	1	Postable	Open	Ready	-2500.00	USD	EA	-1.0000				N

Receiver Details
Customize | Find | View All | First 1 of 1 Last

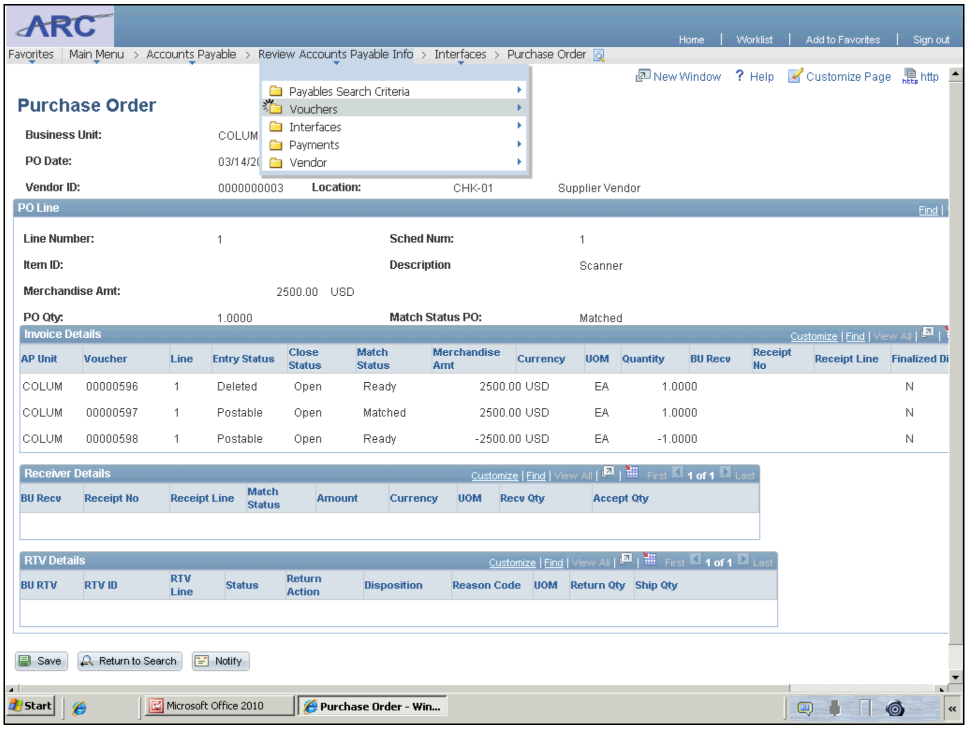
BU Recv	Receipt No	Receipt Line	Match Status	Amount	Currency	UOM	Recv Qty	Accept Qty

RTV Details
Customize | Find | View All | First 1 of 1 Last

BU RTV	RTV ID	RTV Line	Status	Return Action	Disposition	Reason Code	UOM	Return Qty	Ship Qty

Save
Return to Search
Notify
Start
Microsoft Office 2010
Purchase Order - Win...

Step	Action
32.	See Inquiry results. To access the Accounting Entries inquiry, click the **Review Accounts Payable Info** button. Review Accounts Payable Info


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Interfaces > Purchase Order
New Window ? Help Customize Page http
Payables Search Criteria
Vouchers
Interfaces
Payments
Vendor
Customize | Find | View All | First 1 of 1 Last
Save
Return to Search
Notify
Start
Microsoft Office 2010
Purchase Order - Win...

Purchase Order

Business Unit: COLUM

PO Date: 03/14/2(

Vendor ID: 0000000003 **Location:** CHK-01 Supplier Vendor

PO Line

Line Number: 1 **Sched Num:** 1

Item ID: **Description** Scanner

Merchandise Amt: 2500.00 USD

PO Qty: 1.0000 **Match Status PO:** Matched

Invoice Details

AP Unit	Voucher	Line	Entry Status	Close Status	Match Status	Merchandise Amt	Currency	UOM	Quantity	BU Recv	Receipt No	Receipt Line	Finalized Di
COLUM	00000596	1	Deleted	Open	Ready	2500.00	USD	EA	1.0000				N
COLUM	00000597	1	Postable	Open	Matched	2500.00	USD	EA	1.0000				N
COLUM	00000598	1	Postable	Open	Ready	-2500.00	USD	EA	-1.0000				N

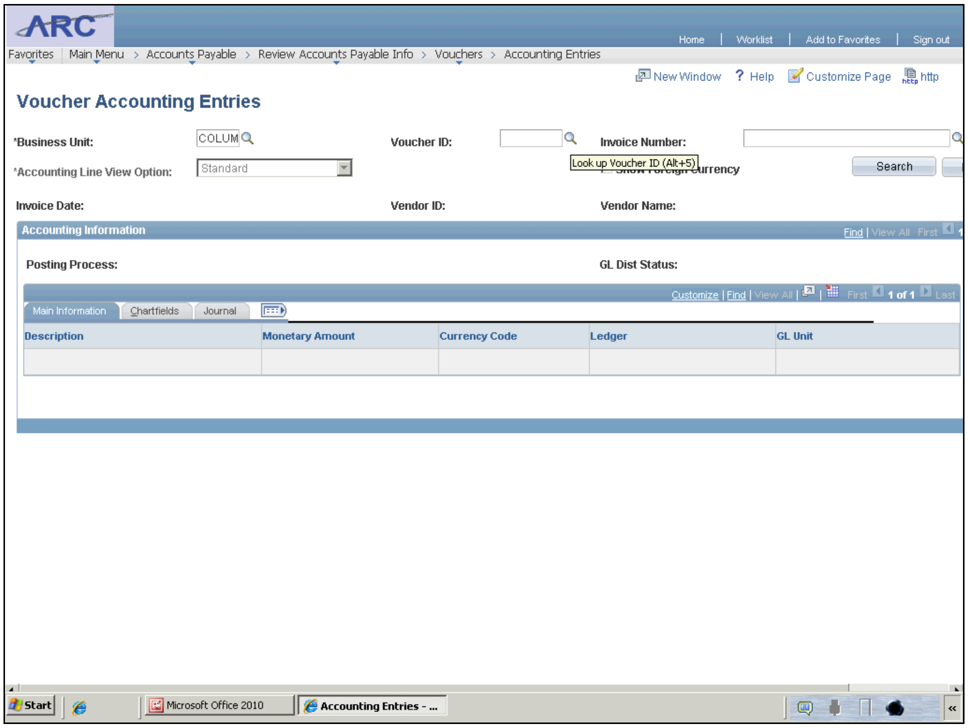
Receiver Details

BU Recv	Receipt No	Receipt Line	Match Status	Amount	Currency	UOM	Recv Qty	Accept Qty

RTV Details

BU RTV	RTV ID	RTV Line	Status	Return Action	Disposition	Reason Code	UOM	Return Qty	Ship Qty

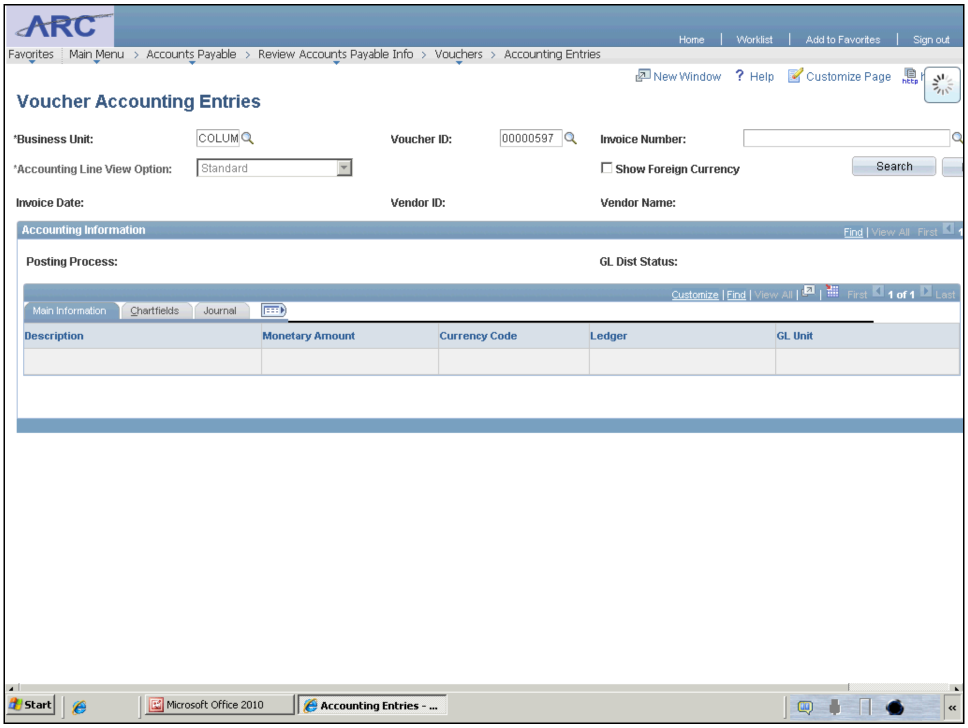
Step	Action
33.	Click the **Vouchers** menu and select **Accounting Entries**.


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Accounting Entries
New Window | Help | Customize Page | http
Look up Voucher ID (Alt+5)
Search
Accounting Information
Find | View All First 1
Customize | Find | View All | First 1 of 1 Last
Main Information | Chartfields | Journal
Description | Monetary Amount | Currency Code | Ledger | GL Unit
Start | Microsoft Office 2010 | Accounting Entries - ...

Voucher Accounting Entries

*Business Unit: COLUM
*Accounting Line View Option: Standard
Voucher ID:
Invoice Number:
Show Foreign Currency
Invoice Date:
Vendor ID:
Vendor Name:
Posting Process:
GL Dist Status:

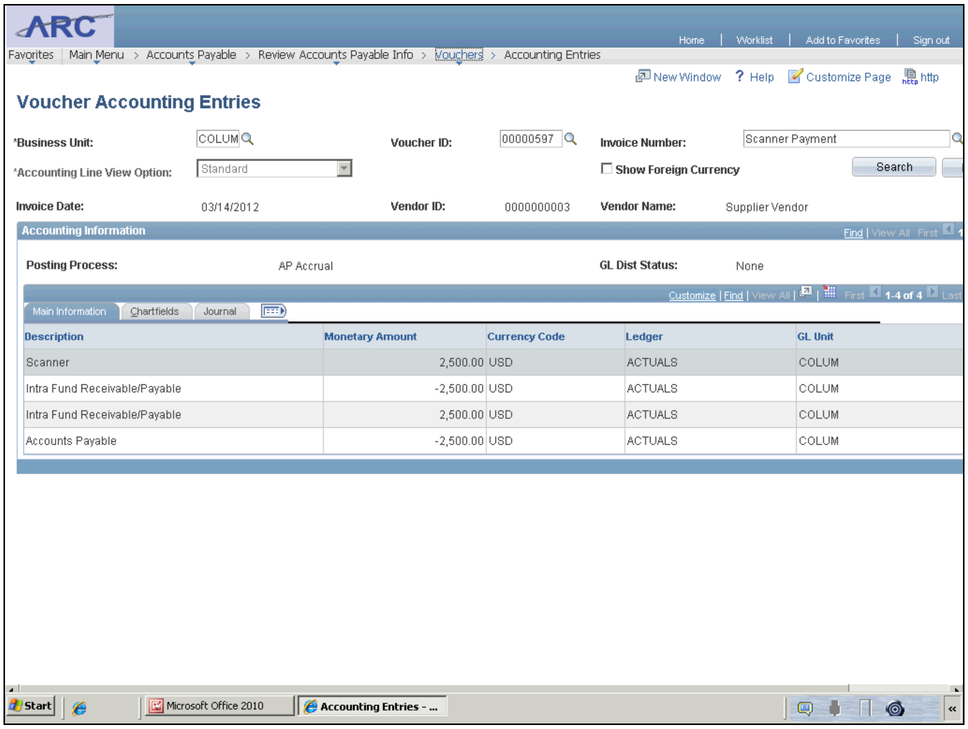
Step	Action
34.	Click the **Voucher ID** Field, and enter Voucher ID **00000597**.


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Accounting Entries
New Window | Help | Customize Page
Search
Accounting Information
Find | View All First 1
Customize | Find | View All | First 1 of 1 Last
Main Information | Chartfields | Journal
Description | Monetary Amount | Currency Code | Ledger | GL Unit
Start | Microsoft Office 2010 | Accounting Entries - ...

Voucher Accounting Entries

*Business Unit: COLUM
*Accounting Line View Option: Standard
Voucher ID: 00000597
Invoice Number:
☐ Show Foreign Currency
Invoice Date:
Vendor ID:
Vendor Name:
Posting Process:
GL Dist Status:

Step	Action
35.	Click the **Search** button. Search



Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Accounting Entries
New Window | Help | Customize Page | http
Start | Microsoft Office 2010 | Accounting Entries - ...

Voucher Accounting Entries

*Business Unit: COLUM
Voucher ID: 00000597
Invoice Number: Scanner Payment
*Accounting Line View Option: Standard
☐ Show Foreign Currency
Search
Invoice Date: 03/14/2012
Vendor ID: 0000000003
Vendor Name: Supplier Vendor

Accounting Information

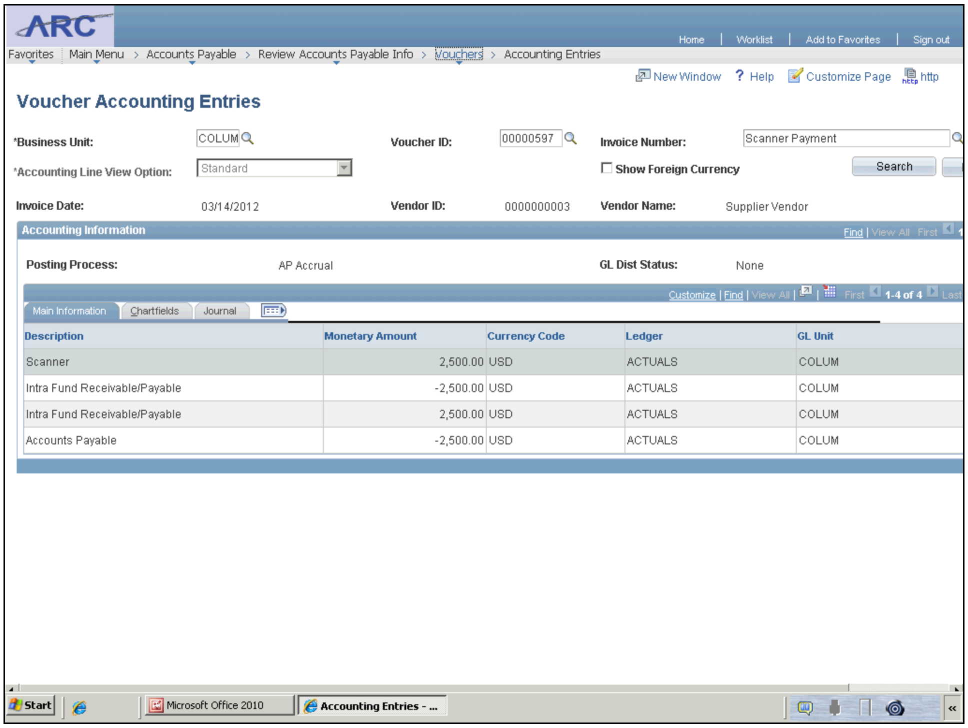
Posting Process: AP Accrual
GL Dist Status: None

Customize | Find | View All | First 1-4 of 4 Last

Main Information | Chartfields | Journal

Description	Monetary Amount	Currency Code	Ledger	GL Unit
Scanner	2,500.00	USD	ACTUALS	COLUM
Intra Fund Receivable/Payable	-2,500.00	USD	ACTUALS	COLUM
Intra Fund Receivable/Payable	2,500.00	USD	ACTUALS	COLUM
Accounts Payable	-2,500.00	USD	ACTUALS	COLUM

Step	Action
36.	See the Accounting Information for that voucher.



Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Accounting Entries
New Window | Help | Customize Page | http

Voucher Accounting Entries

*Business Unit: COLUM

Voucher ID: 00000597

Invoice Number: Scanner Payment

*Accounting Line View Option: Standard

☐ Show Foreign Currency

Search

Invoice Date: 03/14/2012

Vendor ID: 0000000003

Vendor Name: Supplier Vendor

Accounting Information

Posting Process: AP Accrual

GL Dist Status: None

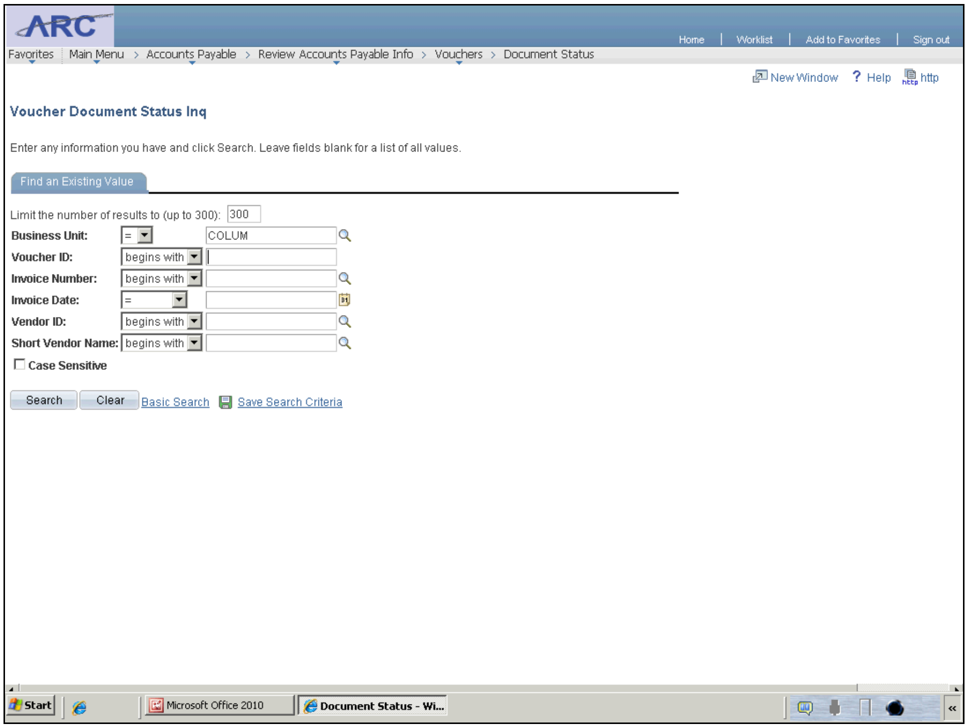
1-4 of 4

Main Information | Chartfields | Journal

Description	Monetary Amount	Currency Code	Ledger	GL Unit
Scanner	2,500.00	USD	ACTUALS	COLUM
Intra Fund Receivable/Payable	-2,500.00	USD	ACTUALS	COLUM
Intra Fund Receivable/Payable	2,500.00	USD	ACTUALS	COLUM
Accounts Payable	-2,500.00	USD	ACTUALS	COLUM

Start
Microsoft Office 2010
Accounting Entries - ...

Step	Action
37.	Click the **Vouchers** button and Select **Document Status** for the Document Status Inquiry.

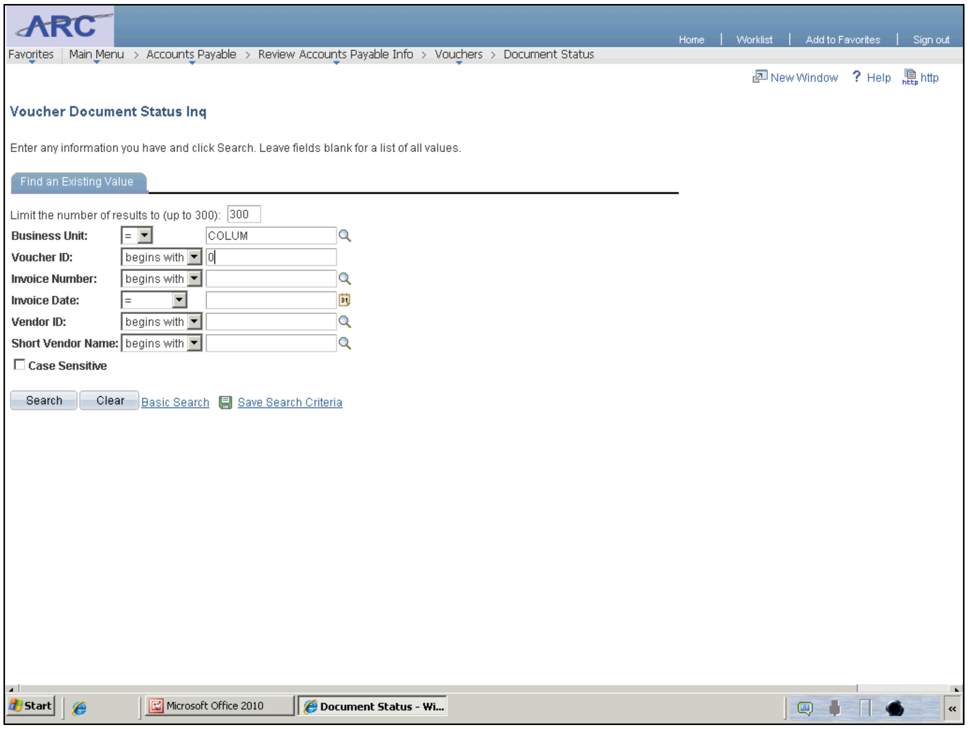

Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Document Status
New Window ? Help http
Find an Existing Value
Search
Clear
Basic Search
Save Search Criteria
Start
Microsoft Office 2010
Document Status - Wi...

Voucher Document Status Inq

Enter any information you have and click Search. Leave fields blank for a list of all values.

Limit the number of results to (up to 300): 300
Business Unit: = COLUM
Voucher ID: begins with
Invoice Number: begins with
Invoice Date: =
Vendor ID: begins with
Short Vendor Name: begins with
☐ Case Sensitive

Step	Action
38.	Click in the **Voucher ID** field.

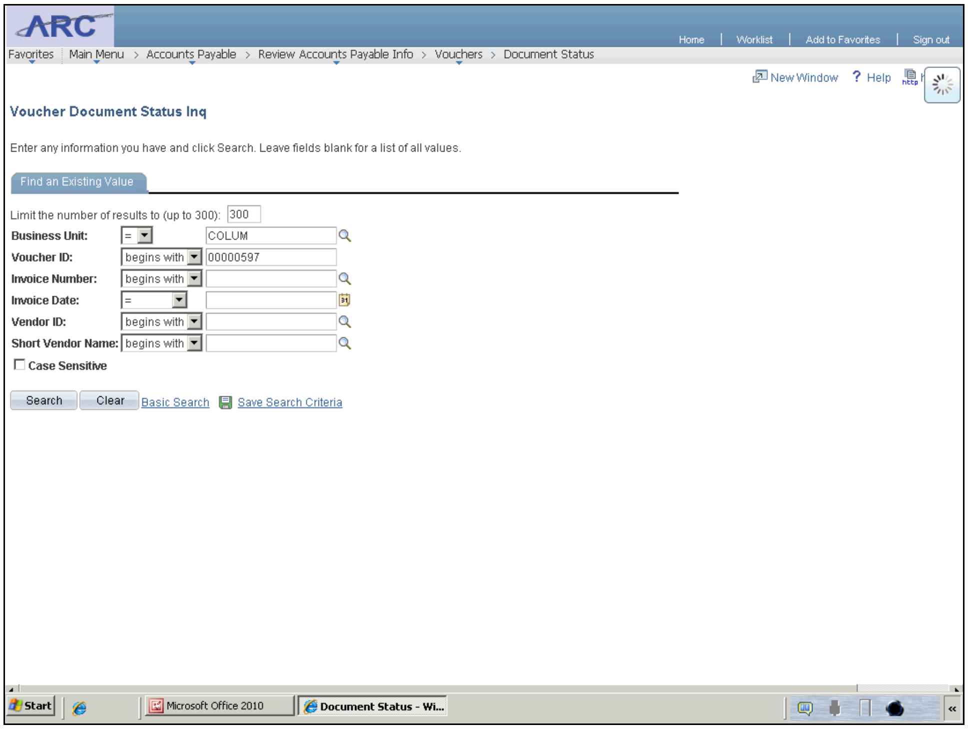

Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Document Status
New Window ? Help http
Find an Existing Value
Search
Clear
Basic Search
Save Search Criteria
Start
Microsoft Office 2010
Document Status - Wi...

Voucher Document Status Inq

Enter any information you have and click Search. Leave fields blank for a list of all values.

Limit the number of results to (up to 300): 300
Business Unit: = COLUM
Voucher ID: begins with 0
Invoice Number: begins with
Invoice Date: =
Vendor ID: begins with
Short Vendor Name: begins with
☐ Case Sensitive

Step	Action
39.	Enter the desired information into the **Voucher ID** field. Enter "**00000597**".


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Document Status
New Window ? Help

Voucher Document Status Inq

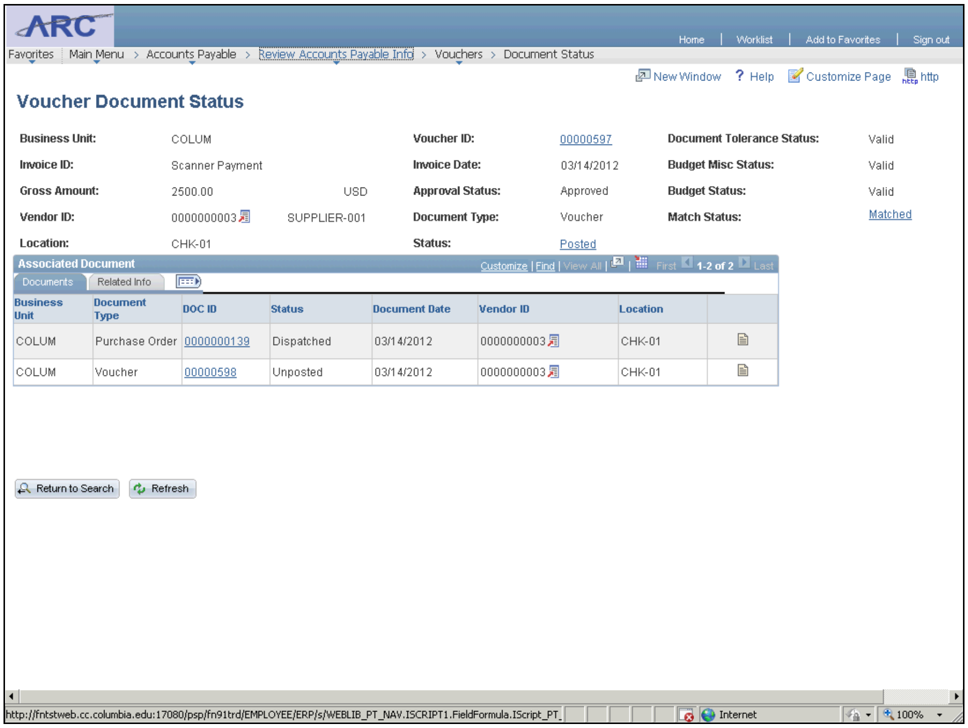
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300): 300
Business Unit: = COLUM
Voucher ID: begins with 00000597
Invoice Number: begins with
Invoice Date: =
Vendor ID: begins with
Short Vendor Name: begins with
☐ Case Sensitive

Search
Clear
Basic Search
Save Search Criteria
Start
Microsoft Office 2010
Document Status - Wi...

Step	Action
40.	Click the **Search** button. Search


Home | Worklist | Add to Favorites | Sign out
Favorites > Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Document Status
New Window ? Help Customize Page http

Voucher Document Status

Business Unit:	COLUM	**Voucher ID:**	00000597	**Document Tolerance Status:**	Valid
Invoice ID:	Scanner Payment	**Invoice Date:**	03/14/2012	**Budget Misc Status:**	Valid
Gross Amount:	2500.00 USD	**Approval Status:**	Approved	**Budget Status:**	Valid
Vendor ID:	0000000003 SUPPLIER-001	**Document Type:**	Voucher	**Match Status:**	Matched
Location:	CHK-01	**Status:**	Posted		

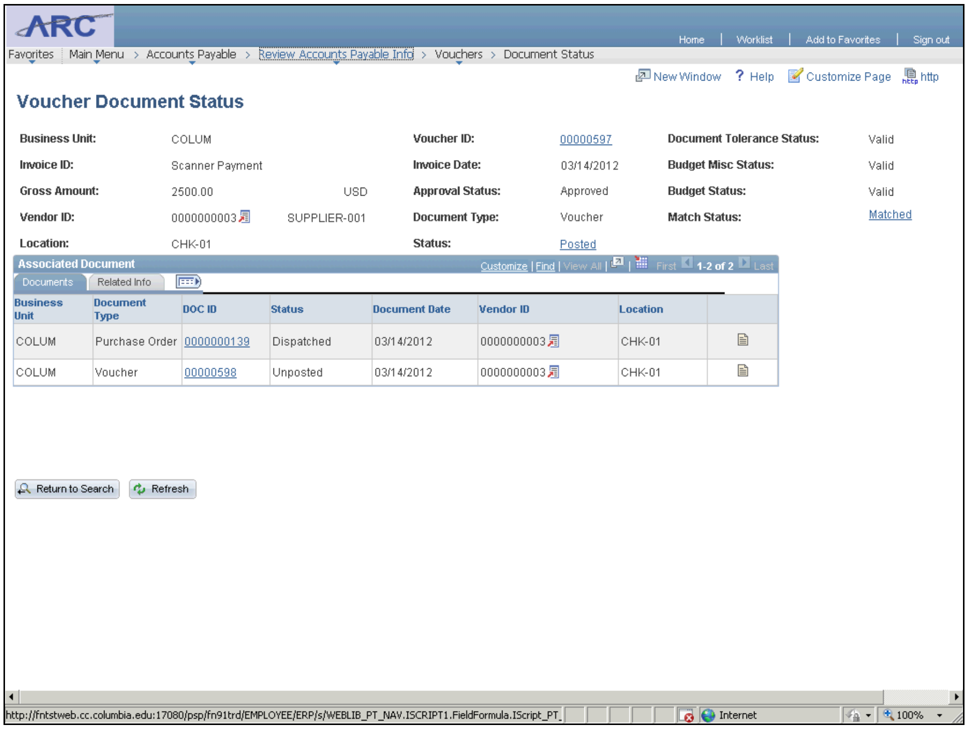
Associated Document

Customize | Find | View All | First 1-2 of 2 Last
Documents Related Info

Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location
COLUM	Purchase Order	0000000139	Dispatched	03/14/2012	0000000003	CHK-01
COLUM	Voucher	00000598	Unposted	03/14/2012	0000000003	CHK-01

Return to Search
Refresh
http://fntstweb.cc.columbia.edu:17080/psp/fn91trd/EMPLOYEE/ERP/s/WEBLIB_PT_NAV.ISCRIPT1.FieldFormula.IScript_PT_
Internet
100%

Step	Action
41.	See the associated documents for that voucher.

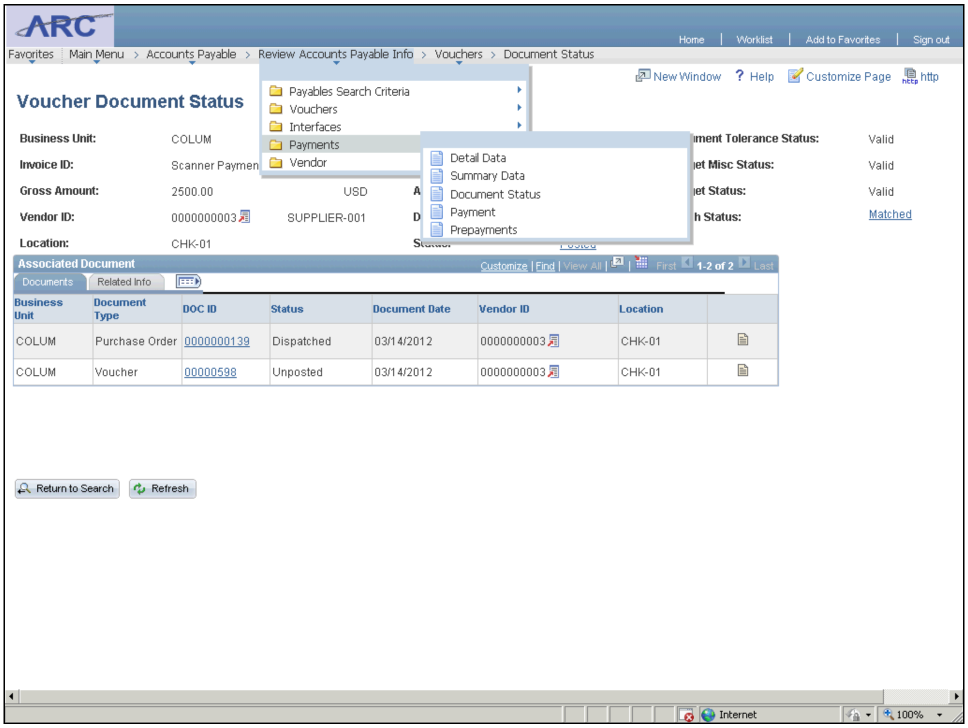

Voucher Document Status

Business Unit:	COLUM	**Voucher ID:**	00000597	**Document Tolerance Status:**	Valid
Invoice ID:	Scanner Payment	**Invoice Date:**	03/14/2012	**Budget Misc Status:**	Valid
Gross Amount:	2500.00 USD	**Approval Status:**	Approved	**Budget Status:**	Valid
Vendor ID:	0000000003 SUPPLIER-001	**Document Type:**	Voucher	**Match Status:**	Matched
Location:	CHK-01	**Status:**	Posted		

Associated Document

Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location
COLUM	Purchase Order	0000000139	Dispatched	03/14/2012	0000000003	CHK-01
COLUM	Voucher	00000598	Unposted	03/14/2012	0000000003	CHK-01

Step	Action
42.	To access the Prepayments Inquiry, click the **Review Accounts Payable Info** button. Review Accounts Payable Info

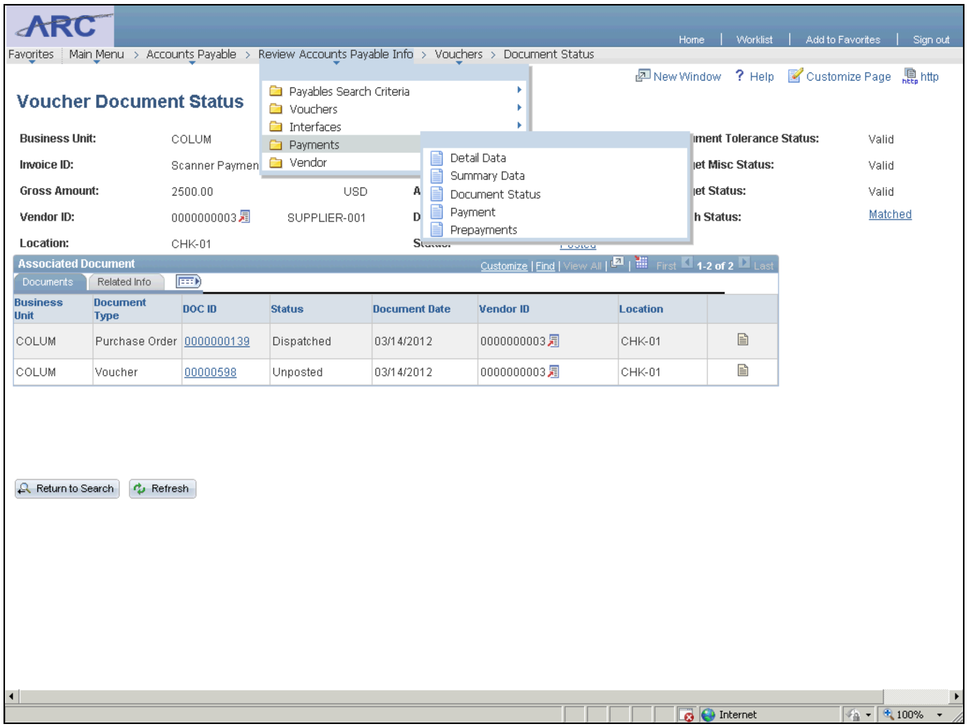

ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Document Status
New Window ? Help Customize Page http
Payables Search Criteria
Vouchers
Interfaces
Payments
Vendor
Detail Data
Summary Data
Document Status
Payment
Prepayments
Associated Document
Customize | Find | View All | First 1-2 of 2 Last
Documents
Related Info
Return to Search
Refresh
Internet
100%

Voucher Document Status

Business Unit: COLUM
Invoice ID: Scanner Paymen
Gross Amount: 2500.00 USD
Vendor ID: 0000000003 SUPPLIER-001
Location: CHK-01
…ment Tolerance Status: Valid
…et Misc Status: Valid
…et Status: Valid
…h Status: Matched

Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location
COLUM	Purchase Order	0000000139	Dispatched	03/14/2012	0000000003	CHK-01
COLUM	Voucher	00000598	Unposted	03/14/2012	0000000003	CHK-01

Step	Action
43.	Click the **Payments** menu. Payments


Home | Worklist | Add to Favorites | Sign out
Favorites Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Document Status
New Window ? Help Customize Page http
Payables Search Criteria
Vouchers
Interfaces
Payments
Vendor
Detail Data
Summary Data
Document Status
Payment
Prepayments
Return to Search
Refresh
Internet
100%

Voucher Document Status

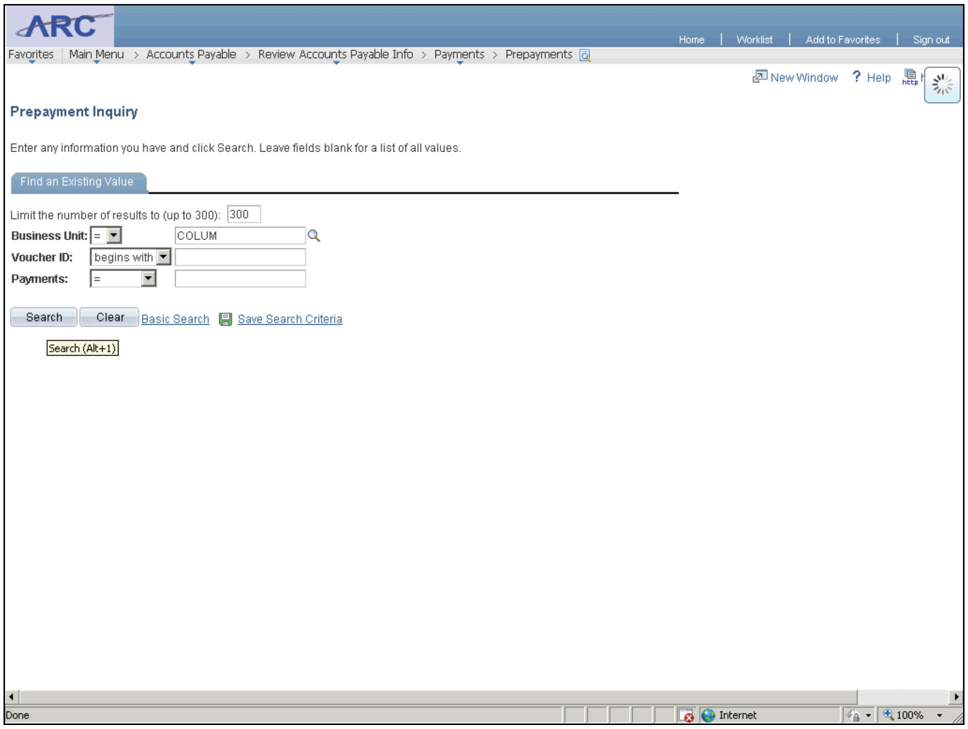
Business Unit:	COLUM	**...ment Tolerance Status:**	Valid
Invoice ID:	Scanner Paymen	**...et Misc Status:**	Valid
Gross Amount:	2500.00 USD	**...et Status:**	Valid
Vendor ID:	0000000003 SUPPLIER-001	**...h Status:**	Matched
Location:	CHK-01		

Associated Document Customize | Find | View All | First 1-2 of 2 Last

Documents | Related Info

Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location
COLUM	Purchase Order	0000000139	Dispatched	03/14/2012	0000000003	CHK-01
COLUM	Voucher	00000598	Unposted	03/14/2012	0000000003	CHK-01

Step	Action
44.	Click the **Prepayments** menu. Prepayments


Home | Worklist | Add to Favorites | Sign out
Favorites Main Menu > Accounts Payable > Review Accounts Payable Info > Payments > Prepayments
New Window ? Help
Find an Existing Value
Search
Clear
Basic Search
Save Search Criteria
Search (Alt+1)
Done
Internet
100%

Prepayment Inquiry

Enter any information you have and click Search. Leave fields blank for a list of all values.

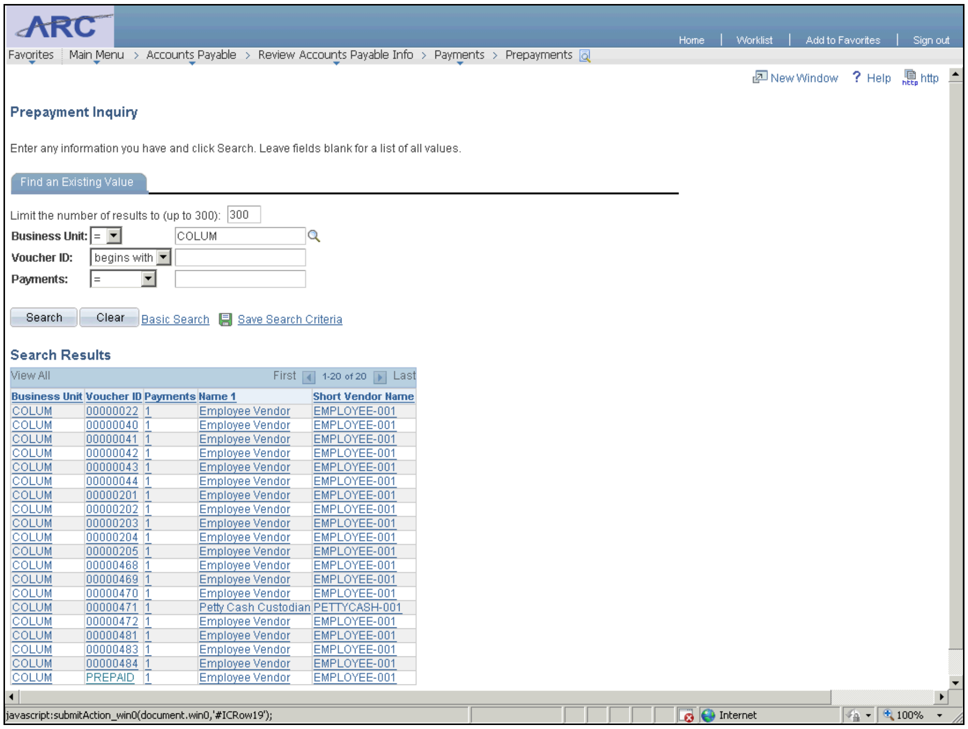
Limit the number of results to (up to 300): 300

Business Unit: = COLUM

Voucher ID: begins with

Payments: =

Step	Action
45.	Click the **Search** button. Search


ARC
Home
Worklist
Add to Favorites
Sign out
Favorites
Main Menu
Accounts Payable
Review Accounts Payable Info
Payments
Prepayments
New Window
Help
http
Find an Existing Value
Search
Clear
Basic Search
Save Search Criteria
View All
First
1-20 of 20
Last
Internet
100%

Prepayment Inquiry

Enter any information you have and click Search. Leave fields blank for a list of all values.

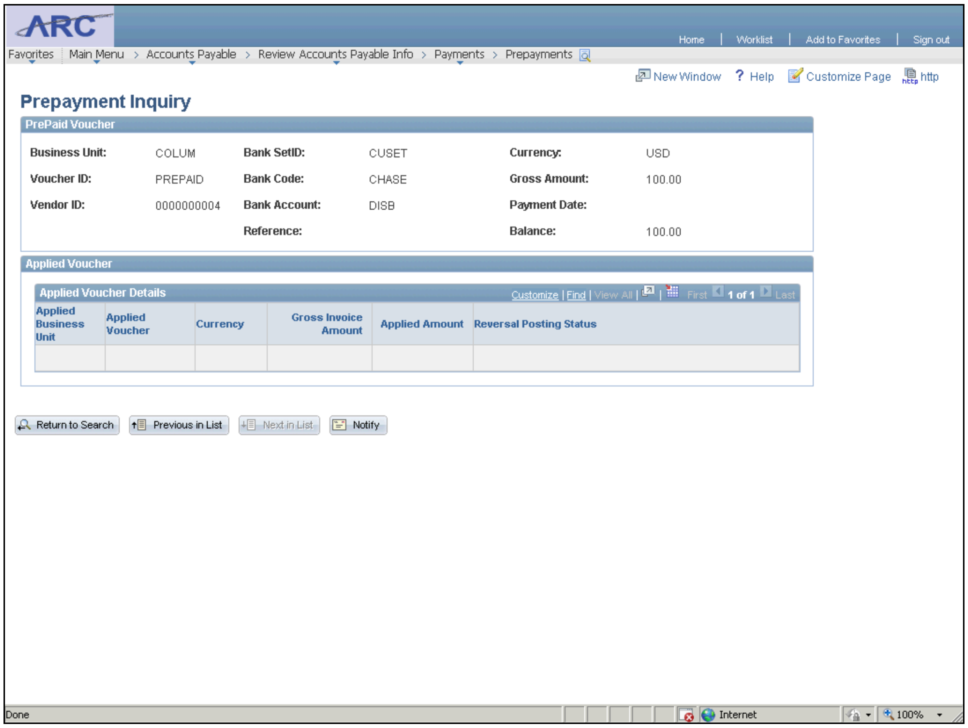
Limit the number of results to (up to 300): 300
Business Unit: = COLUM
Voucher ID: begins with
Payments: =

Search Results

Business Unit	Voucher ID	Payments	Name 1	Short Vendor Name
COLUM	00000022	1	Employee Vendor	EMPLOYEE-001
COLUM	00000040	1	Employee Vendor	EMPLOYEE-001
COLUM	00000041	1	Employee Vendor	EMPLOYEE-001
COLUM	00000042	1	Employee Vendor	EMPLOYEE-001
COLUM	00000043	1	Employee Vendor	EMPLOYEE-001
COLUM	00000044	1	Employee Vendor	EMPLOYEE-001
COLUM	00000201	1	Employee Vendor	EMPLOYEE-001
COLUM	00000202	1	Employee Vendor	EMPLOYEE-001
COLUM	00000203	1	Employee Vendor	EMPLOYEE-001
COLUM	00000204	1	Employee Vendor	EMPLOYEE-001
COLUM	00000205	1	Employee Vendor	EMPLOYEE-001
COLUM	00000468	1	Employee Vendor	EMPLOYEE-001
COLUM	00000469	1	Employee Vendor	EMPLOYEE-001
COLUM	00000470	1	Employee Vendor	EMPLOYEE-001
COLUM	00000471	1	Petty Cash Custodian	PETTYCASH-001
COLUM	00000472	1	Employee Vendor	EMPLOYEE-001
COLUM	00000481	1	Employee Vendor	EMPLOYEE-001
COLUM	00000483	1	Employee Vendor	EMPLOYEE-001
COLUM	00000484	1	Employee Vendor	EMPLOYEE-001
COLUM	PREPAID	1	Employee Vendor	EMPLOYEE-001

javascript:submitAction_win0(document.win0,'#ICRow19');

Step	Action
46.	Select the **PREPAID** reference. PREPAID


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Payments > Prepayments
New Window ? Help Customize Page http
Customize | Find | View All | First 1 of 1 Last
Return to Search
Previous in List
Next in List
Notify
Done
Internet
100%

Prepayment Inquiry

PrePaid Voucher

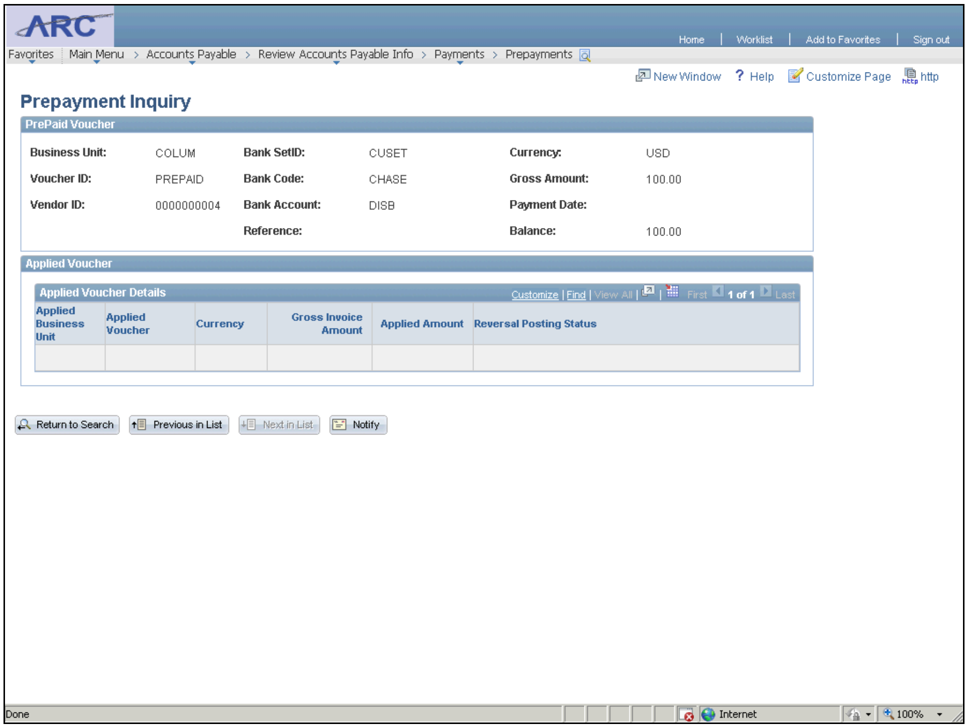
Business Unit:	COLUM	**Bank SetID:**	CUSET	**Currency:**	USD
Voucher ID:	PREPAID	**Bank Code:**	CHASE	**Gross Amount:**	100.00
Vendor ID:	0000000004	**Bank Account:**	DISB	**Payment Date:**	
		Reference:		**Balance:**	100.00

Applied Voucher

Applied Voucher Details

Applied Business Unit	Applied Voucher	Currency	Gross Invoice Amount	Applied Amount	Reversal Posting Status

Step	Action
47.	View details of the prepayment and applied voucher once the vouchers have been processed and posted.


Prepayment Inquiry

PrePaid Voucher

Business Unit:	COLUM	**Bank SetID:**	CUSET	**Currency:**	USD
Voucher ID:	PREPAID	**Bank Code:**	CHASE	**Gross Amount:**	100.00
Vendor ID:	0000000004	**Bank Account:**	DISB	**Payment Date:**	
		Reference:		**Balance:**	100.00

Applied Voucher

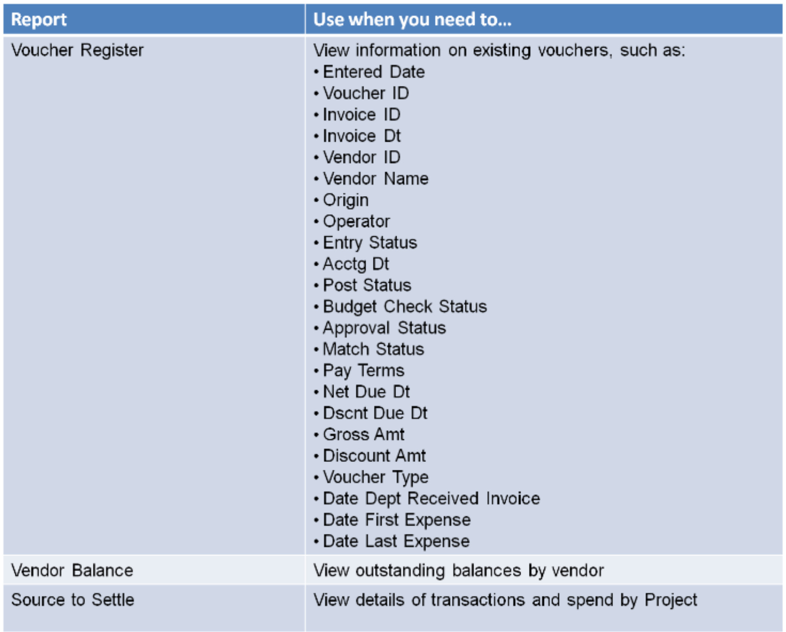
Applied Voucher Details

Applied Business Unit	Applied Voucher	Currency	Gross Invoice Amount	Applied Amount	Reversal Posting Status

Step	Action
48.	You have successfully navigated through the different Voucher Inquiries. You can now move onto the next topic, *Voucher Reports*, where you will learn about the different voucher reports. **End of Procedure.**

Voucher Reports

There are three reports that School/Admin unit users will have ability to run in relation to vouchers. This topic will teach you how to access all three reports and how to run an example report. The three reports are as follows:

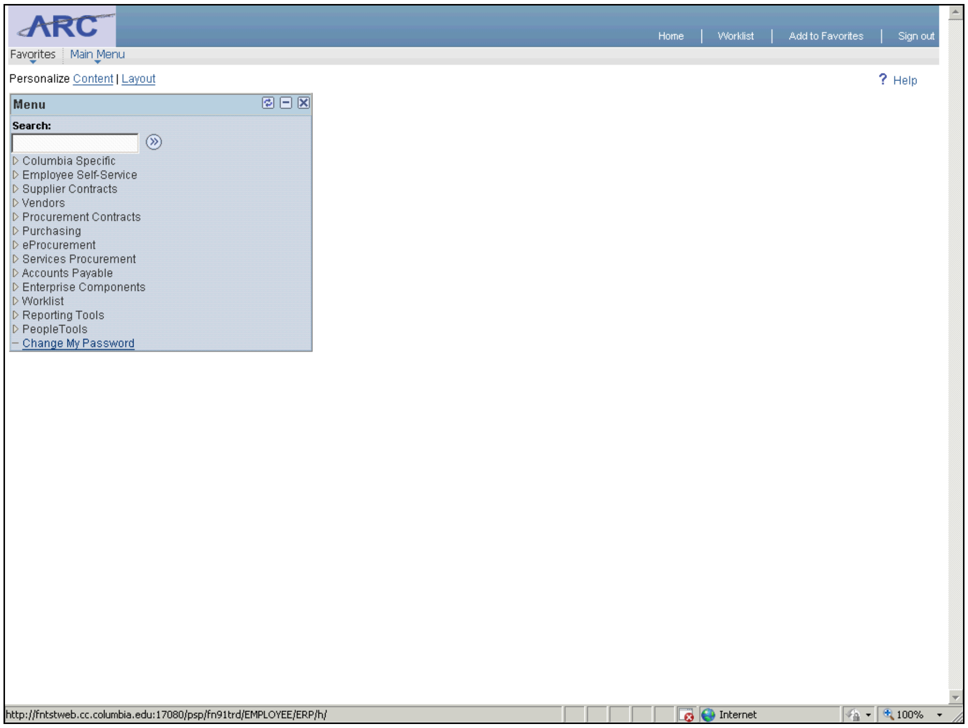


Report	Use when you need to...
Voucher Register	View information on existing vouchers, such as: • Entered Date • Voucher ID • Invoice ID • Invoice Dt • Vendor ID • Vendor Name • Origin • Operator • Entry Status • Acctg Dt • Post Status • Budget Check Status • Approval Status • Match Status • Pay Terms • Net Due Dt • Dscnt Due Dt • Gross Amt • Discount Amt • Voucher Type • Date Dept Received Invoice • Date First Expense • Date Last Expense
Vendor Balance	View outstanding balances by vendor
Source to Settle	View details of transactions and spend by Project

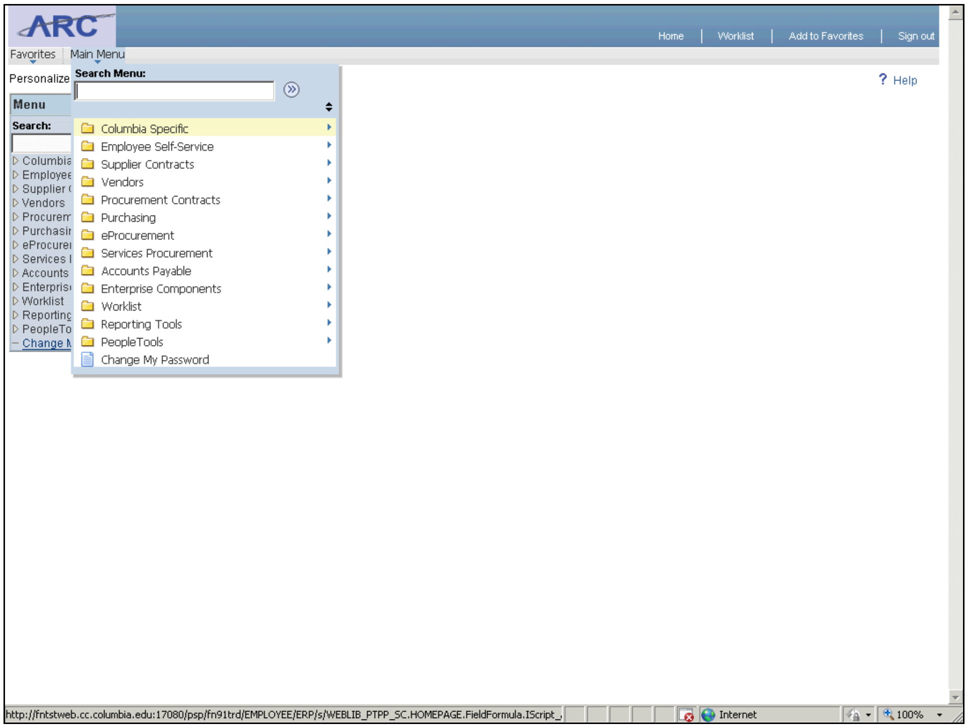
Estimated time needed to complete topic: 5 minutes

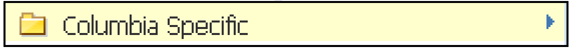
Procedure

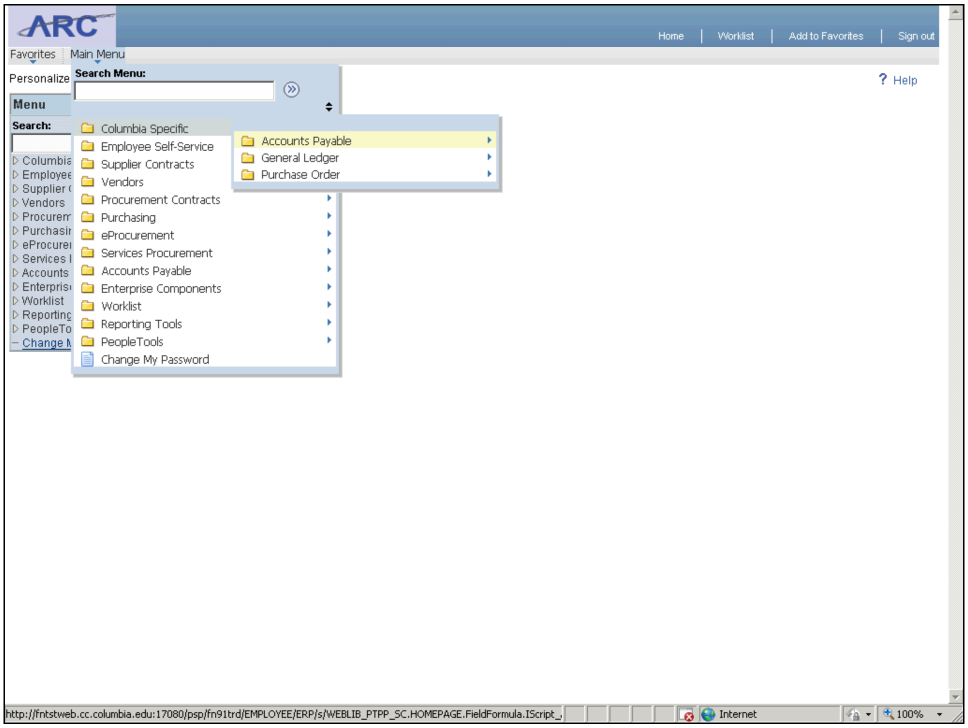
Welcome to the *Voucher Reports* topic where you will learn how to navigate to and run voucher reports.

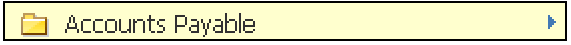

ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu
Personalize Content | Layout
? Help
Menu
Search:
Columbia Specific
Employee Self-Service
Supplier Contracts
Vendors
Procurement Contracts
Purchasing
eProcurement
Services Procurement
Accounts Payable
Enterprise Components
Worklist
Reporting Tools
PeopleTools
Change My Password
http://fntstweb.cc.columbia.edu:17080/psp/fn91trd/EMPLOYEE/ERP/h/
Internet
100%

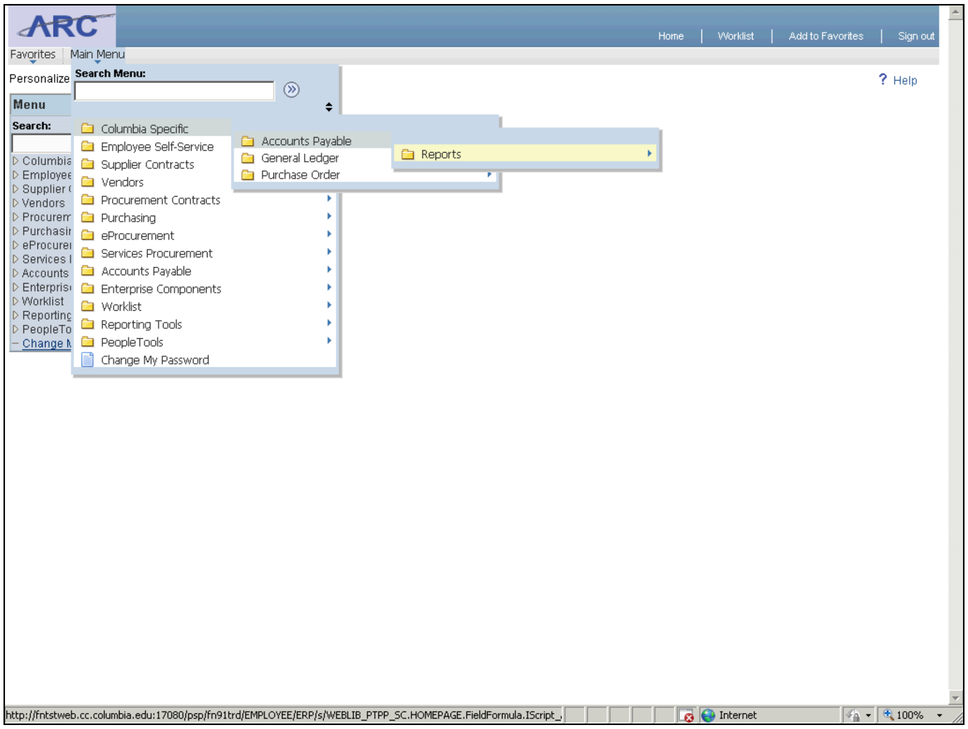
Step	Action
1.	You will need to access the Columbia Specific menu to access the voucher-related report. Begin by clicking the **Main Menu** button. Main Menu

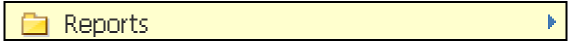

ARC
Home
Worklist
Add to Favorites
Sign out
Favorites
Main Menu
Personalize
Search Menu:
Help
Menu
Search:
Columbia Specific
Employee Self-Service
Supplier Contracts
Vendors
Procurement Contracts
Purchasing
eProcurement
Services Procurement
Accounts Payable
Enterprise Components
Worklist
Reporting Tools
PeopleTools
Change My Password
http://fntstweb.cc.columbia.edu:17080/psp/fn91trd/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_
Internet
100%

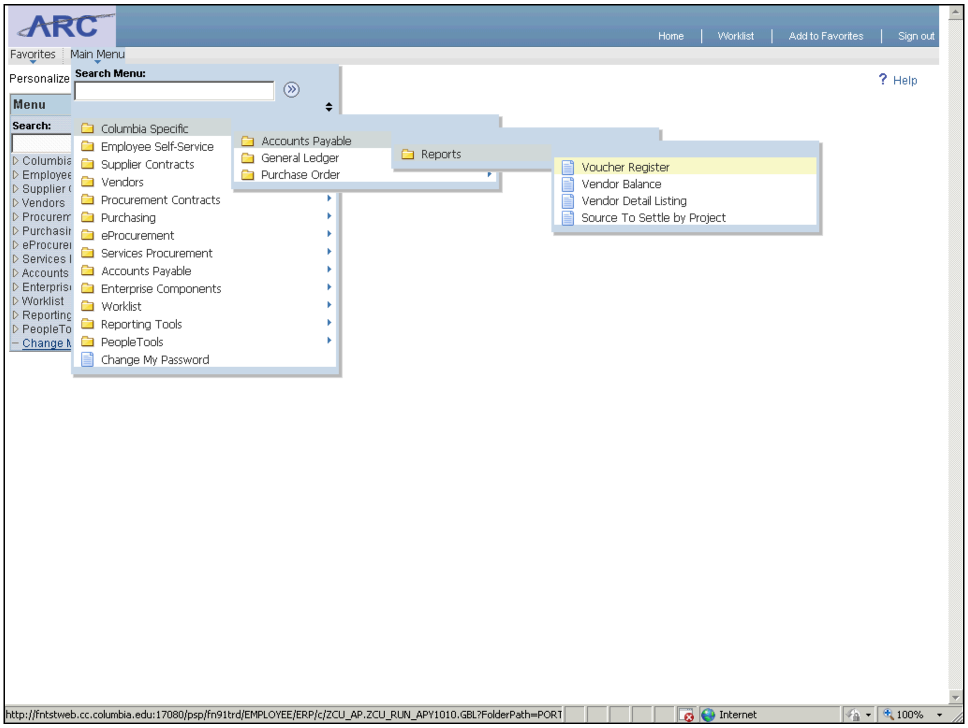
Step	Action
2.	Select the **Columbia Specific** menu  Columbia Specific

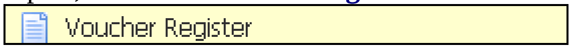

ARC
Home
Worklist
Add to Favorites
Sign out
Favorites
Main Menu
Personalize
Search Menu:
Help
Menu
Search:
Columbia Specific
Employee Self-Service
Supplier Contracts
Vendors
Procurement Contracts
Purchasing
eProcurement
Services Procurement
Accounts Payable
Enterprise Components
Worklist
Reporting Tools
PeopleTools
Change My Password
Accounts Payable
General Ledger
Purchase Order
http://fntstweb.cc.columbia.edu:17080/psp/fn91trd/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_
Internet
100%

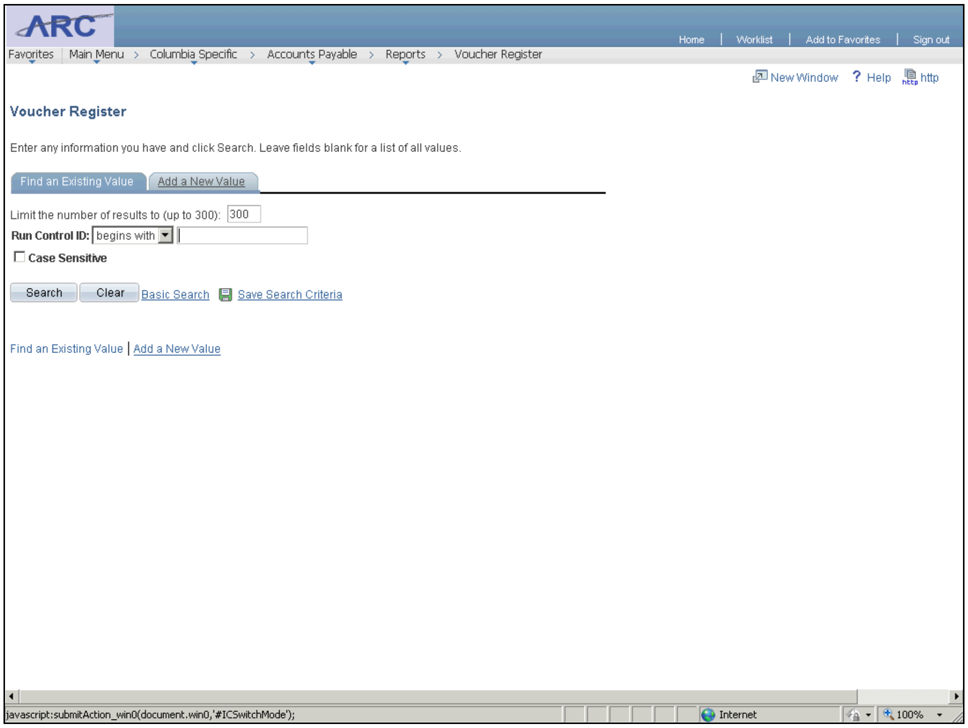
Step	Action
3.	Click the **Accounts Payable** menu.  Accounts Payable


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites
Main Menu
Personalize
Search Menu:
? Help
Menu
Search:
Columbia Specific
Employee Self-Service
Supplier Contracts
Vendors
Procurement Contracts
Purchasing
eProcurement
Services Procurement
Accounts Payable
Enterprise Components
Worklist
Reporting Tools
PeopleTools
Change My Password
Accounts Payable
General Ledger
Purchase Order
Reports
http://fntstweb.cc.columbia.edu:17080/psp/fn91trd/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_
Internet
100%

Step	Action
4.	Click the **Reports** menu. 


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu
Personalize
Search Menu:
Help
Menu
Search:
Columbia Specific
Employee Self-Service
Supplier Contracts
Vendors
Procurement Contracts
Purchasing
eProcurement
Services Procurement
Accounts Payable
Enterprise Components
Worklist
Reporting Tools
PeopleTools
Change My Password
Accounts Payable
General Ledger
Purchase Order
Reports
Voucher Register
Vendor Balance
Vendor Detail Listing
Source To Settle by Project
http://fntstweb.cc.columbia.edu:17080/psp/fn91trd/EMPLOYEE/ERP/c/ZCU_AP.ZCU_RUN_APY1010.GBL?FolderPath=PORT
Internet
100%

Step	Action
5.	Notice all of the available Accounts Payable reports. As an example on how to run a report, click the **Voucher Register** menu.  Voucher Register


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Columbia Specific > Accounts Payable > Reports > Voucher Register
New Window ? Help http

Voucher Register

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

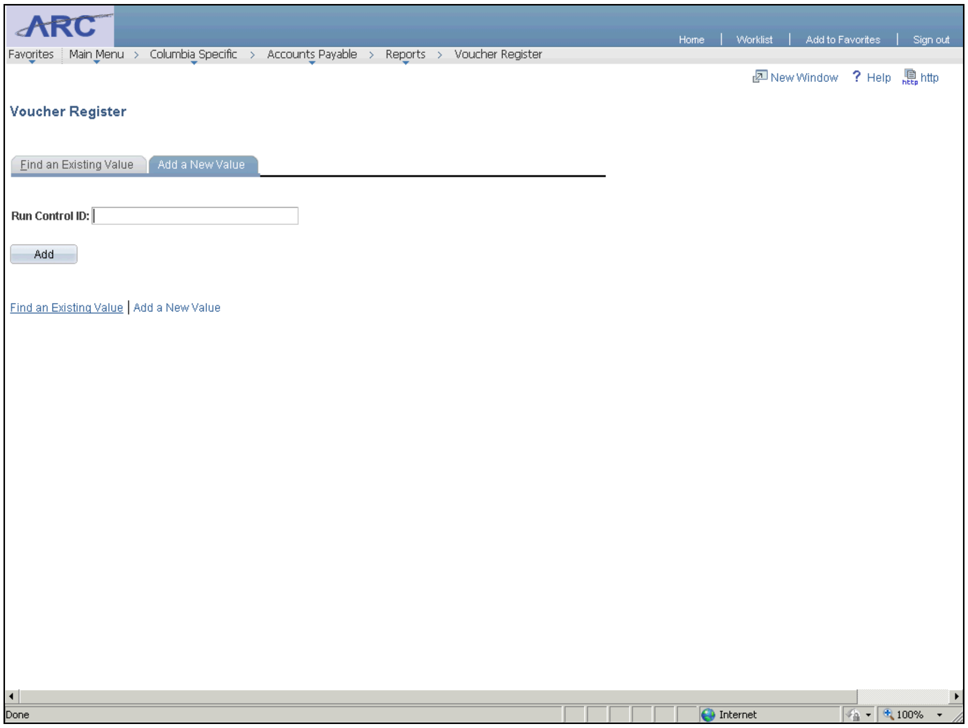
Limit the number of results to (up to 300): 300

Run Control ID: begins with

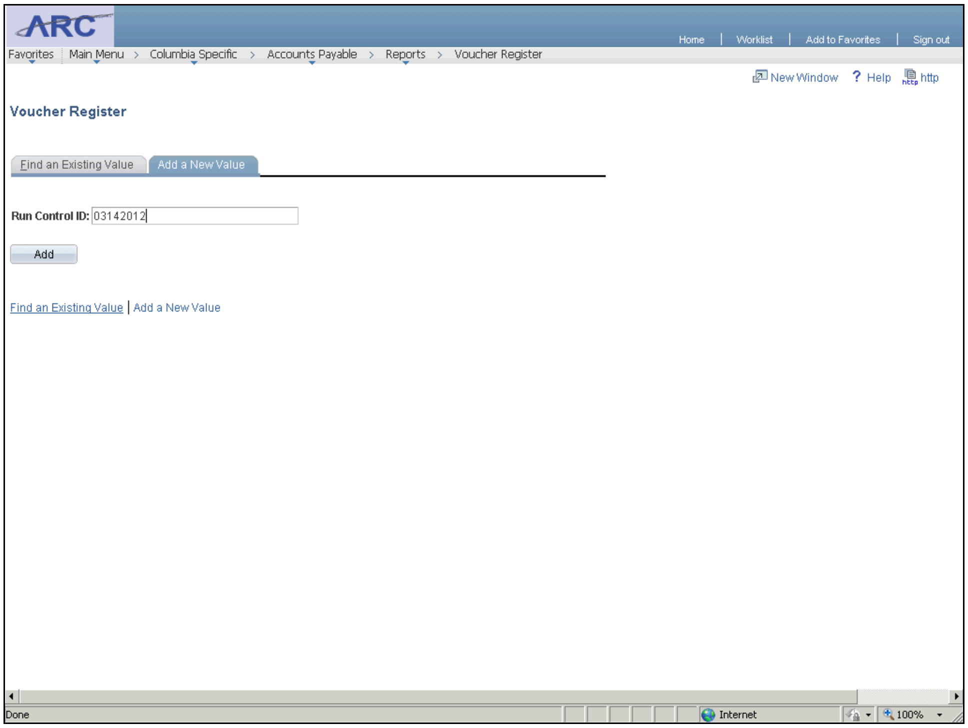
☐ **Case Sensitive**

Search | Clear | Basic Search | Save Search Criteria
Find an Existing Value | Add a New Value
javascript:submitAction_win0(document.win0,'#ICSwitchMode');
Internet
100%

Step	Action
6.	The Run Control ID acts as an identifier for the report you are about to run. To run a new report, you will want to add a new Run Control ID. To search for old reports, you can enter the Run Control ID of that report under the Find an Existing Value tab. Since this is a new report, click the **Add a New Value** tab. Add a New Value

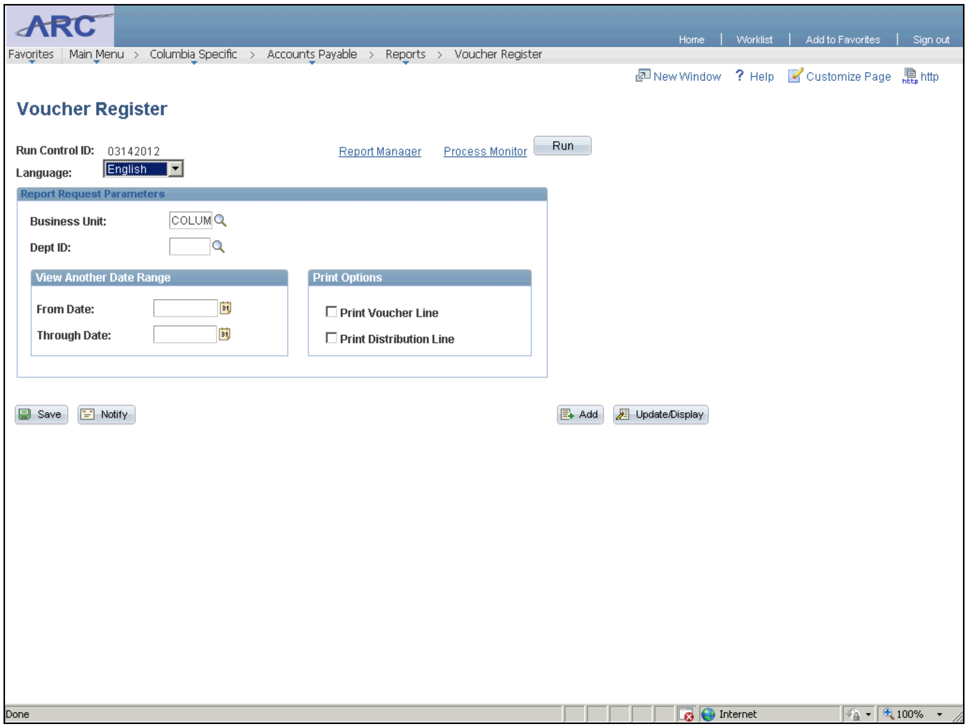

ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Columbia Specific > Accounts Payable > Reports > Voucher Register
New Window ? Help http
Voucher Register
Find an Existing Value
Add a New Value
Run Control ID:
Add
Find an Existing Value | Add a New Value
Done
Internet
100%

Step	Action
7.	The **Run Control ID** is a way to identify a particular report you are running. You can access this report in the future by searching for the Run Control ID. In this case, the date is used. Enter "**03142012**".


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Columbia Specific > Accounts Payable > Reports > Voucher Register
New Window ? Help http
Voucher Register
Find an Existing Value
Add a New Value
Add
Find an Existing Value | Add a New Value
Done
Internet
100%

Run Control ID: 03142012

Step	Action
8.	Click the **Add** button. Add


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Columbia Specific > Accounts Payable > Reports > Voucher Register
New Window ? Help Customize Page http
Voucher Register
Report Manager
Process Monitor
Run
Report Request Parameters
View Another Date Range
Print Options
Save
Notify
Add
Update/Display
Done
Internet
100%

Run Control ID: 03142012

Language: English

Business Unit: COLUM

Dept ID:

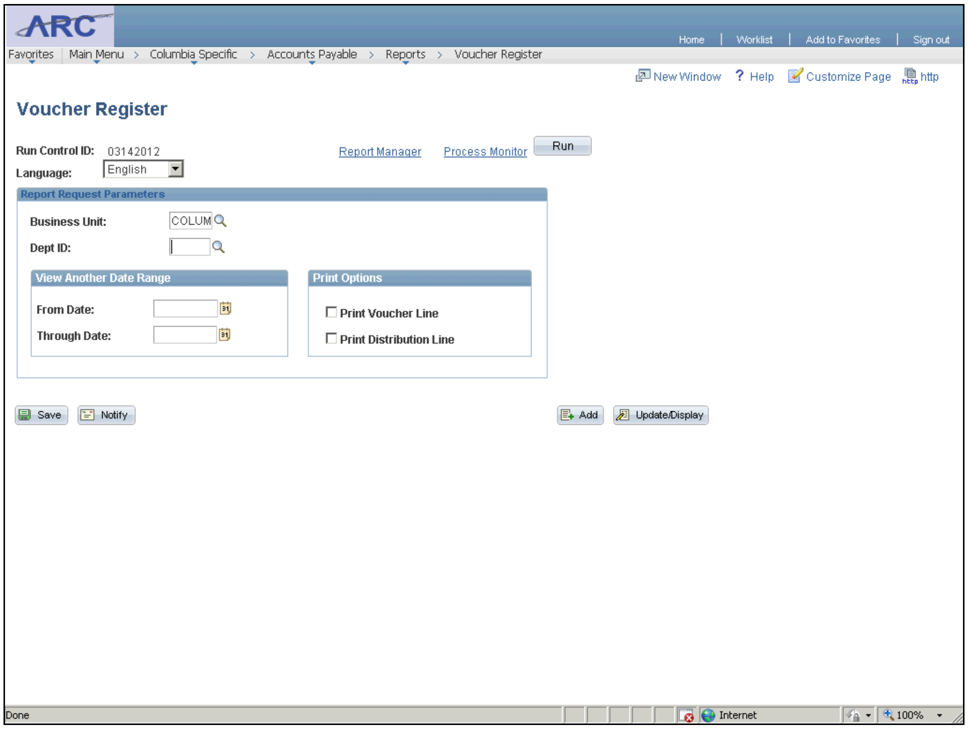
From Date:

Through Date:

☐ Print Voucher Line

☐ Print Distribution Line

Step	Action
9.	Click in the **Dept ID** field to limit the results of the report.



Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Columbia Specific > Accounts Payable > Reports > Voucher Register
New Window ? Help Customize Page http

Voucher Register

Run Control ID: 03142012
Language: English

Report Request Parameters

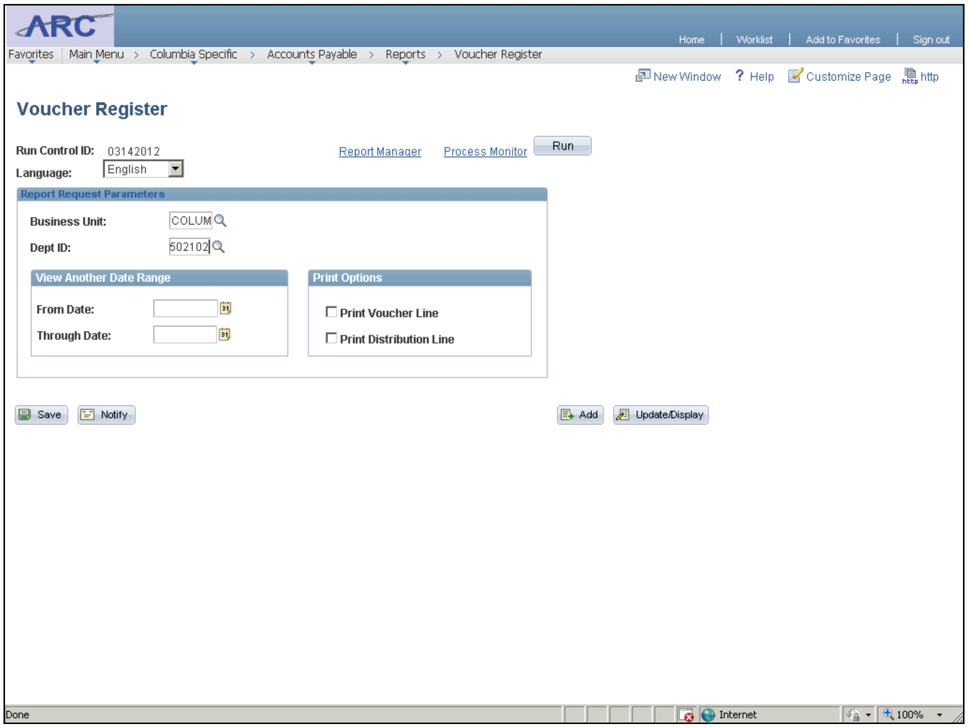
Business Unit: COLUM
Dept ID:

View Another Date Range
From Date:
Through Date:

Print Options
☐ Print Voucher Line
☐ Print Distribution Line

Report Manager
Process Monitor
Run
Save
Notify
Add
Update/Display
Done
Internet
100%

Step	Action
10.	Enter the desired information into the **Dept ID** field. Enter "**5502102**".


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Columbia Specific > Accounts Payable > Reports > Voucher Register
New Window
Help
Customize Page
http
Report Manager
Process Monitor
Run
Save
Notify
Add
Update/Display
Done
Internet
100%

Voucher Register

Run Control ID: 03142012
Language: English

Report Request Parameters

Business Unit: COLUM
Dept ID: 502102

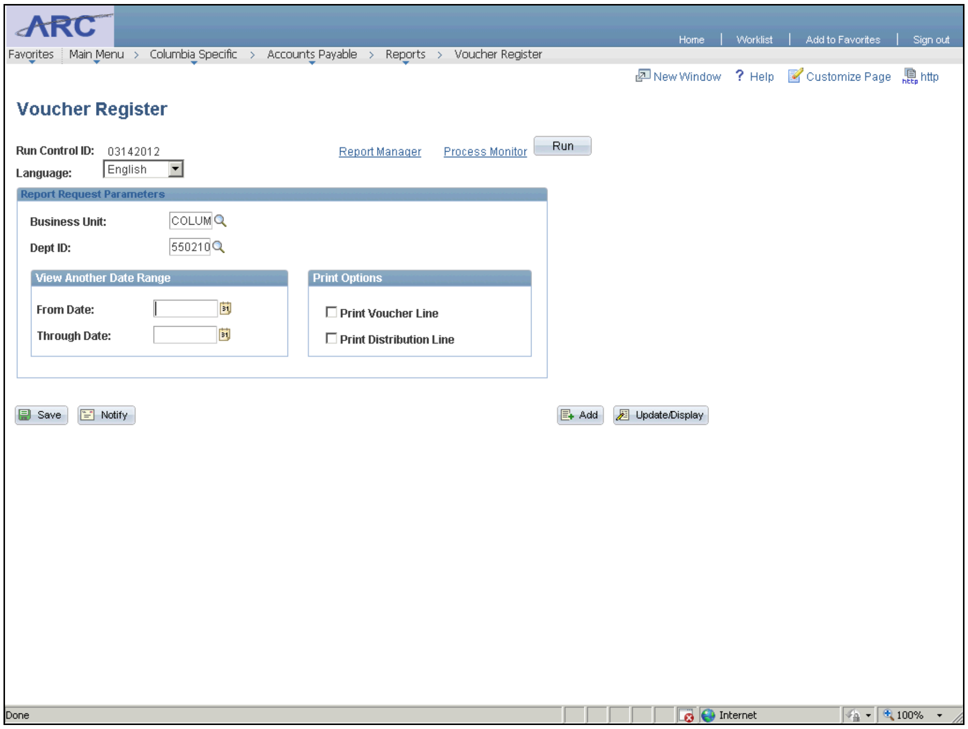
View Another Date Range

From Date:
Through Date:

Print Options

☐ Print Voucher Line
☐ Print Distribution Line

Step	Action
11.	Click in the **From Date** field.


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Columbia Specific > Accounts Payable > Reports > Voucher Register
New Window
Help
Customize Page
http
Report Manager
Process Monitor
Run
Save
Notify
Add
Update/Display
Done
Internet
100%

Voucher Register

Run Control ID: 03142012
Language: English

Report Request Parameters

Business Unit: COLUM
Dept ID: 550210

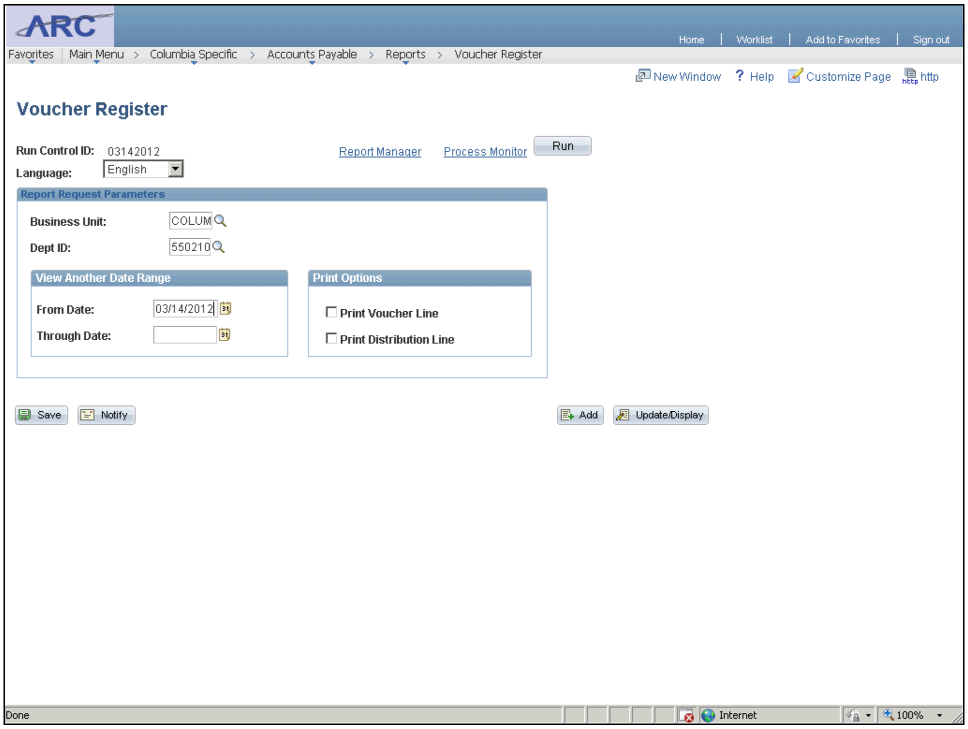
View Another Date Range

From Date:
Through Date:

Print Options

☐ Print Voucher Line
☐ Print Distribution Line

Step	Action
12.	Enter the desired information into the **From Date** field. Enter "**03/14/2012**".


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Columbia Specific > Accounts Payable > Reports > Voucher Register
New Window
Help
Customize Page
http
Report Manager
Process Monitor
Run
Save
Notify
Add
Update/Display
Done
Internet
100%

Voucher Register

Run Control ID: 03142012

Language: English

Report Request Parameters

Business Unit: COLUM

Dept ID: 550210

View Another Date Range

From Date: 03/14/2012

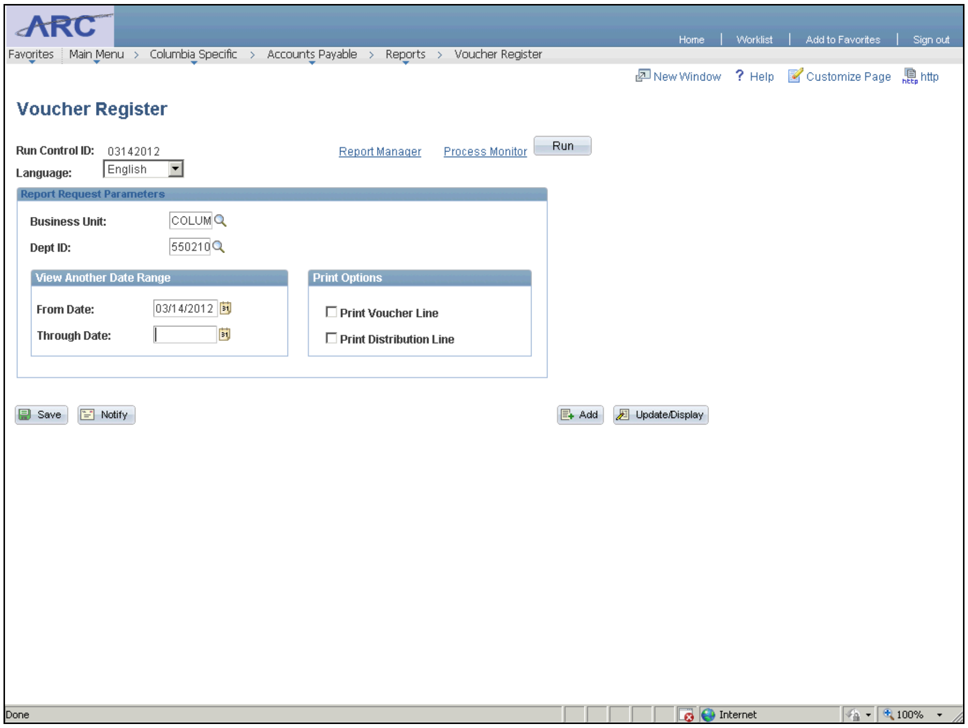
Through Date:

Print Options

☐ Print Voucher Line

☐ Print Distribution Line

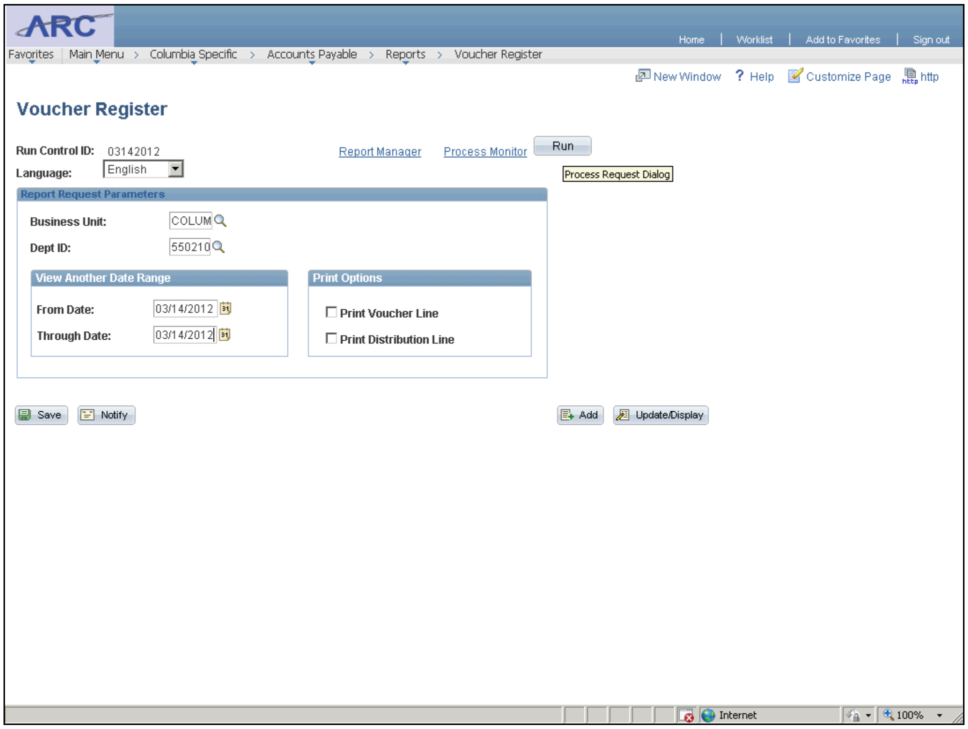
Step	Action
13.	Click in the **Through Date** field.


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Columbia Specific > Accounts Payable > Reports > Voucher Register
New Window ? Help Customize Page http
Report Manager Process Monitor Run
Report Request Parameters
View Another Date Range
Print Options
Save Notify Add Update/Display
Done Internet 100%

Voucher Register

Run Control ID: 03142012
Language: English
Business Unit: COLUM
Dept ID: 550210
From Date: 03/14/2012
Through Date:
☐ Print Voucher Line
☐ Print Distribution Line

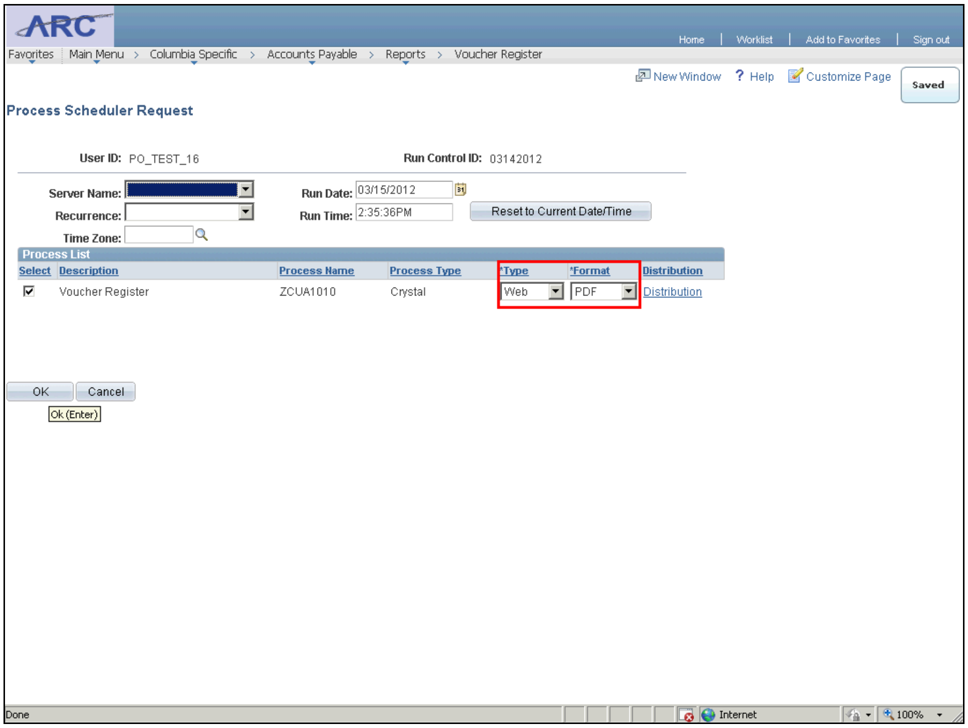
Step	Action
14.	Enter the desired information into the **Through Date** field. Enter "**03/14/2012**".


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Columbia Specific > Accounts Payable > Reports > Voucher Register
New Window ? Help Customize Page http
Report Manager Process Monitor Run
Process Request Dialog
Report Request Parameters
View Another Date Range
Print Options
Save Notify Add Update/Display
Internet 100%

Voucher Register

Run Control ID: 03142012
Language: English
Business Unit: COLUM
Dept ID: 550210
From Date: 03/14/2012
Through Date: 03/14/2012
☐ Print Voucher Line
☐ Print Distribution Line

Step	Action
15.	Click the **Run** button. Run


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites
Main Menu > Columbia Specific > Accounts Payable > Reports > Voucher Register
New Window
? Help
Customize Page
Saved
Reset to Current Date/Time
OK
Cancel
Ok (Enter)
Done
Internet
100%

Process Scheduler Request

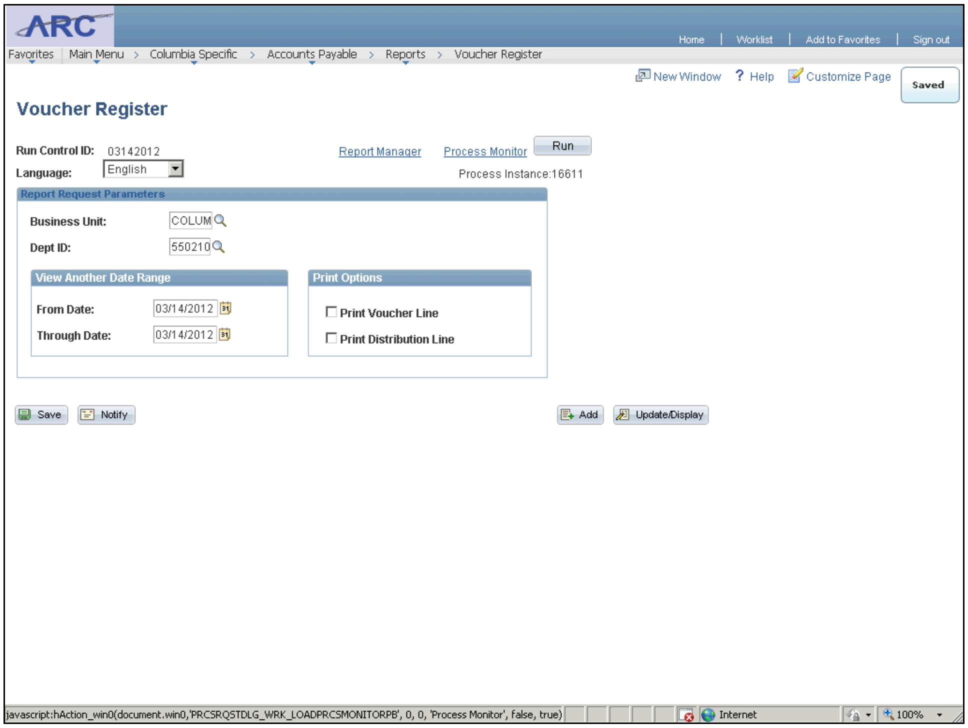
User ID: PO_TEST_16
Run Control ID: 03142012

Server Name:
Recurrence:
Time Zone:
Run Date: 03/15/2012
Run Time: 2:35:36PM

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	Voucher Register	ZCUA1010	Crystal	Web	PDF	Distribution

Step	Action
16.	Verify the Type and Format settings are appropriate (this is the way you will view the report). Once verified, click the **OK** button. OK


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Columbia Specific > Accounts Payable > Reports > Voucher Register
New Window ? Help Customize Page
Saved

Voucher Register

Run Control ID: 03142012
Language: English

Report Manager Process Monitor Run

Process Instance:16611

Report Request Parameters

Business Unit: COLUM
Dept ID: 550210

View Another Date Range

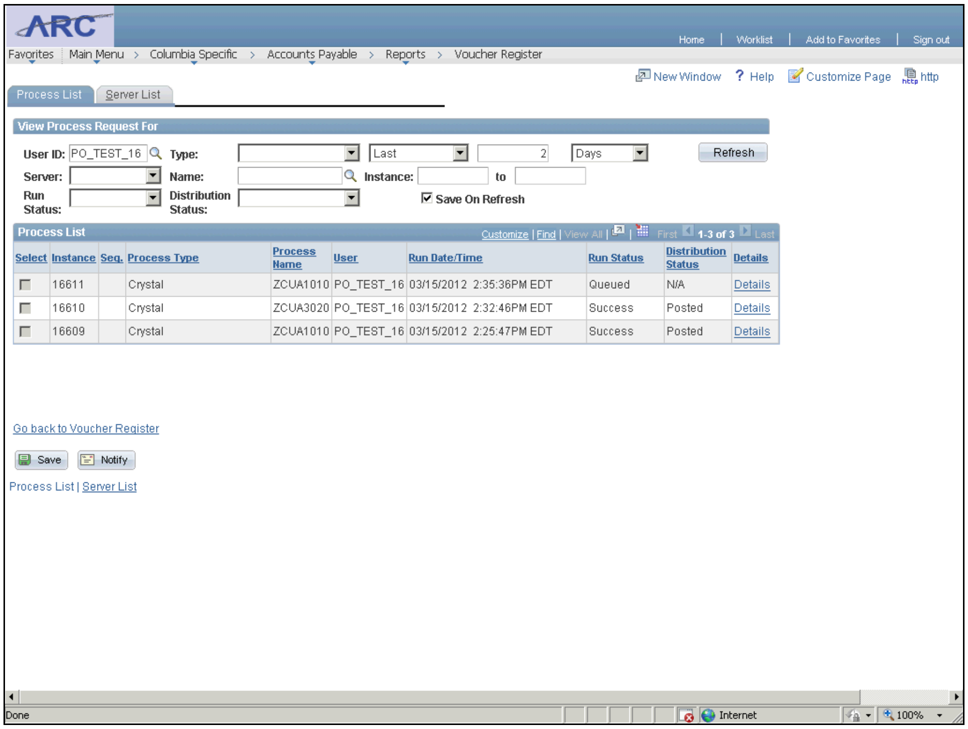
From Date: 03/14/2012
Through Date: 03/14/2012

Print Options

☐ Print Voucher Line
☐ Print Distribution Line

Save Notify Add Update/Display
javascript:hAction_win0(document.win0,'PRCSRQSTDLG_WRK_LOADPRCSMONITORPB', 0, 0, 'Process Monitor', false, true)
Internet
100%

Step	Action
17.	Click the **Process Monitor** link. Process Monitor


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Columbia Specific > Accounts Payable > Reports > Voucher Register
New Window ? Help Customize Page http
Process List Server List

View Process Request For

User ID: PO_TEST_16 Type: Last 2 Days Refresh
Server: Name: Instance: to
Run Status: Distribution Status: ☑ Save On Refresh

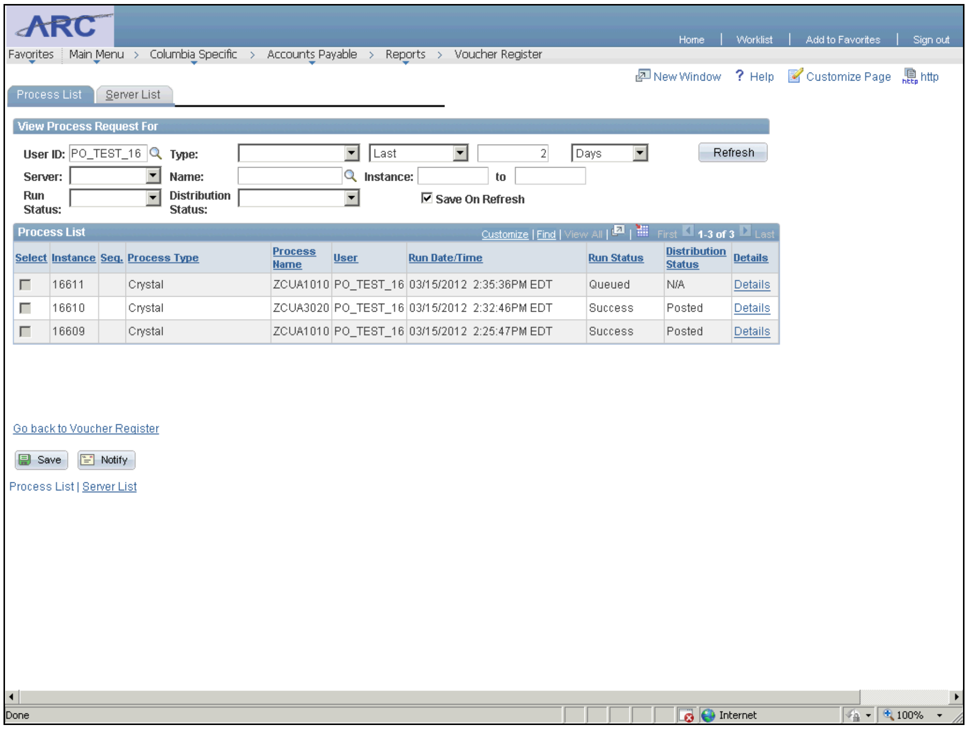
Process List Customize | Find | View All | First 1-3 of 3 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	16611		Crystal	ZCUA1010	PO_TEST_16	03/15/2012 2:35:36PM EDT	Queued	N/A	Details
☐	16610		Crystal	ZCUA3020	PO_TEST_16	03/15/2012 2:32:46PM EDT	Success	Posted	Details
☐	16609		Crystal	ZCUA1010	PO_TEST_16	03/15/2012 2:25:47PM EDT	Success	Posted	Details

Go back to Voucher Register

Save Notify
Process List | Server List
Done
Internet
100%

Step	Action
18.	The Process Monitor displays the progress of the report. Once the Run Status and Distribution Status display "Success" and "Posted" respectively, the report is complete.


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Columbia Specific > Accounts Payable > Reports > Voucher Register
New Window ? Help Customize Page http
Process List
Server List
Refresh
Customize | Find | View All | First 1-3 of 3 Last
Go back to Voucher Register
Save
Notify
Process List | Server List
Done
Internet
100%

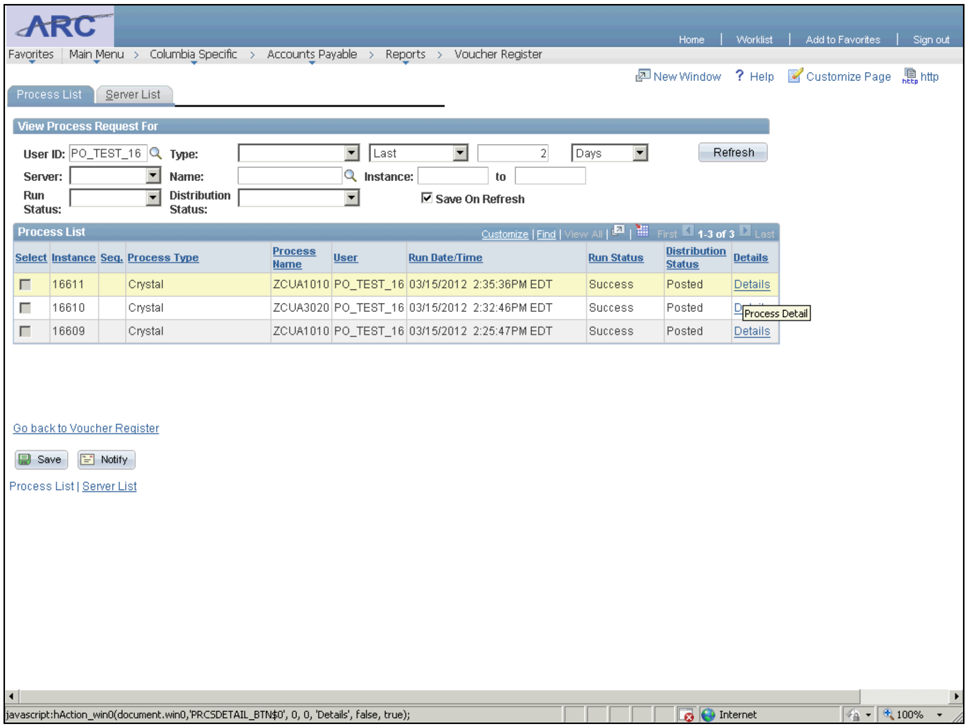
View Process Request For

User ID: PO_TEST_16 Type: Last 2 Days
Server: Name: Instance: to
Run Status: Distribution Status: ☑ Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	16611		Crystal	ZCUA1010	PO_TEST_16	03/15/2012 2:35:36PM EDT	Queued	N/A	Details
☐	16610		Crystal	ZCUA3020	PO_TEST_16	03/15/2012 2:32:46PM EDT	Success	Posted	Details
☐	16609		Crystal	ZCUA1010	PO_TEST_16	03/15/2012 2:25:47PM EDT	Success	Posted	Details

Step	Action
19.	Click the **Refresh** button to see if the report is done processing. Refresh


Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Columbia Specific > Accounts Payable > Reports > Voucher Register
New Window ? Help Customize Page http
Process List
Server List
View Process Request For
Refresh
Customize | Find | View All | First 1-3 of 3 Last
Go back to Voucher Register
Save
Notify
Process List | Server List
Process Detail
Internet
100%

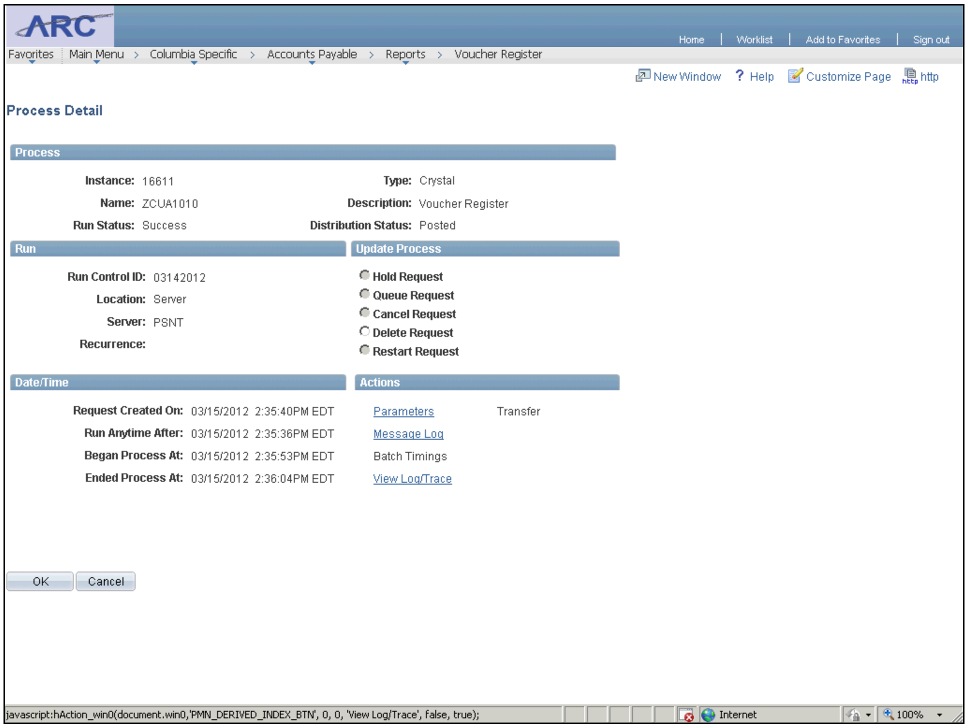
User ID: PO_TEST_16 Type: Last 2 Days
Server: Name: Instance: to
Run Status: Distribution Status: ☑ Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	16611		Crystal	ZCUA1010	PO_TEST_16	03/15/2012 2:35:36PM EDT	Success	Posted	Details
☐	16610		Crystal	ZCUA3020	PO_TEST_16	03/15/2012 2:32:46PM EDT	Success	Posted	Details
☐	16609		Crystal	ZCUA1010	PO_TEST_16	03/15/2012 2:25:47PM EDT	Success	Posted	Details

javascript:hAction_win0(document.win0,'PRCSDETAIL_BTN$0', 0, 0, 'Details', false, true);

Step	Action
20.	When the status of the report instance changes to "Success" and "Posted", click the **Details** link on the same line. Details


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Columbia Specific > Accounts Payable > Reports > Voucher Register
New Window ? Help Customize Page http

Process Detail

Process

Instance: 16611 **Type:** Crystal
Name: ZCUA1010 **Description:** Voucher Register
Run Status: Success **Distribution Status:** Posted

Run

Run Control ID: 03142012
Location: Server
Server: PSNT
Recurrence:

Update Process

○ Hold Request
○ Queue Request
○ Cancel Request
○ Delete Request
○ Restart Request

Date/Time

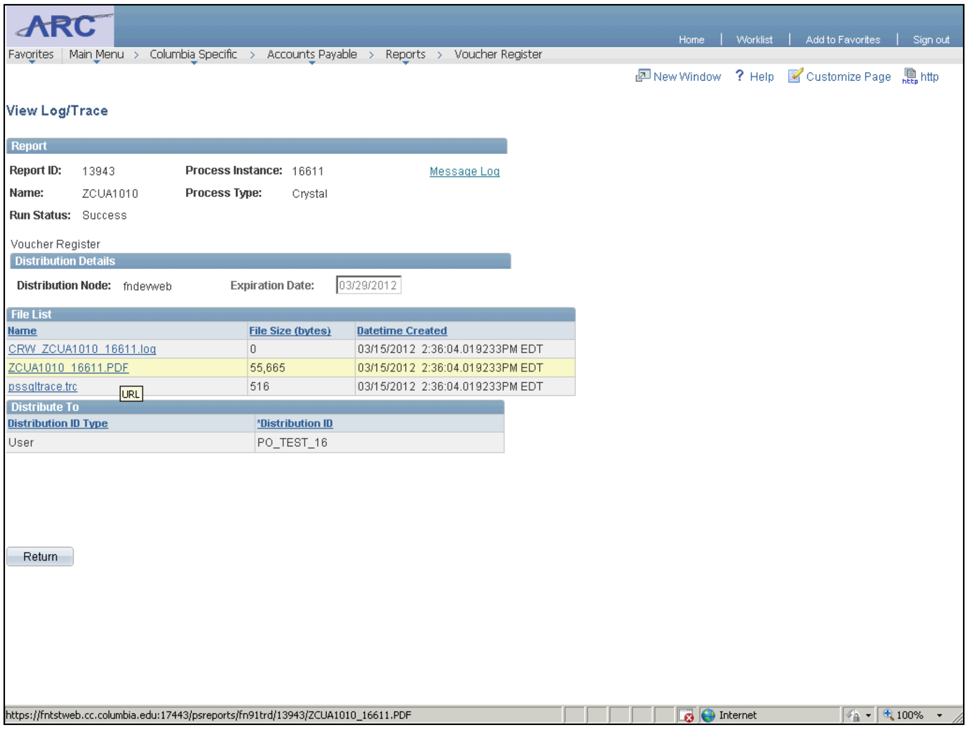
Request Created On: 03/15/2012 2:35:40PM EDT
Run Anytime After: 03/15/2012 2:35:36PM EDT
Began Process At: 03/15/2012 2:35:53PM EDT
Ended Process At: 03/15/2012 2:36:04PM EDT

Actions

Parameters Transfer
Message Log
Batch Timings
View Log/Trace

OK
Cancel
javascript:hAction_win0(document.win0,'PMN_DERIVED_INDEX_BTN', 0, 0, 'View Log/Trace', false, true);
Internet
100%

Step	Action
21.	Click the **View Log/Trace** link to access the report PDF. View Log/Trace


ARC
Home | Worklist | Add to Favorites | Sign out
Favorites | Main Menu > Columbia Specific > Accounts Payable > Reports > Voucher Register
New Window ? Help Customize Page http

View Log/Trace

Report

Report ID: 13943 **Process Instance:** 16611 Message Log
Name: ZCUA1010 **Process Type:** Crystal
Run Status: Success

Voucher Register

Distribution Details

Distribution Node: fndevweb **Expiration Date:** 03/29/2012

File List

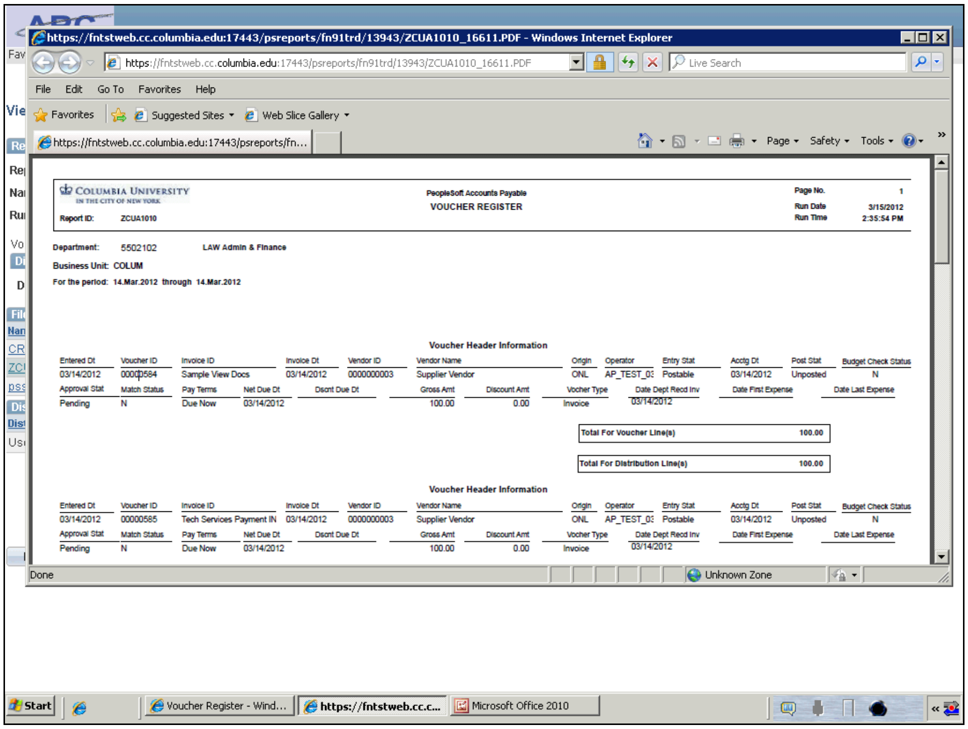
Name	File Size (bytes)	Datetime Created
CRW_ZCUA1010_16611.log	0	03/15/2012 2:36:04.019233PM EDT
ZCUA1010_16611.PDF	55,665	03/15/2012 2:36:04.019233PM EDT
psslqltrace.trc	516	03/15/2012 2:36:04.019233PM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	PO_TEST_16

URL
Return
https://fntstweb.cc.columbia.edu:17443/psreports/fn91trd/13943/ZCUA1010_16611.PDF
Internet
100%

Step	Action
22.	Click the file name that ends with a PDF File Type to see the report. Click the **ZCUA1010_16611.PDF** link. ZCUA1010_16611.PDF


https://fntstweb.cc.columbia.edu:17443/psreports/fn91trd/13943/ZCUA1010_16611.PDF - Windows Internet Explorer
https://fntstweb.cc.columbia.edu:17443/psreports/fn91trd/13943/ZCUA1010_16611.PDF
Live Search
File
Edit
Go To
Favorites
Help
Favorites
Suggested Sites
Web Slice Gallery
https://fntstweb.cc.columbia.edu:17443/psreports/fn...
Page
Safety
Tools
Done
Unknown Zone
Start
Voucher Register - Wind...
https://fntstweb.cc.c...
Microsoft Office 2010

COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK

PeopleSoft Accounts Payable
VOUCHER REGISTER

Report ID: ZCUA1010

Page No. 1
Run Date 3/15/2012
Run Time 2:35:54 PM

Department: 5502102 LAW Admin & Finance

Business Unit: COLUM

For the period: 14.Mar.2012 through 14.Mar.2012

Voucher Header Information

Entered Dt	Voucher ID	Invoice ID	Invoice Dt	Vendor ID	Vendor Name	Origin	Operator	Entry Stat	Acctg Dt	Post Stat	Budget Check Status
03/14/2012	00000584	Sample View Docs	03/14/2012	0000000003	Supplier Vendor	ONL	AP_TEST_03	Postable	03/14/2012	Unposted	N

Approval Stat	Match Status	Pay Terms	Net Due Dt	Dscnt Due Dt	Gross Amt	Discount Amt	Vocher Type	Date Dept Recd Inv	Date First Expense	Date Last Expense
Pending	N	Due Now	03/14/2012		100.00	0.00	Invoice	03/14/2012		

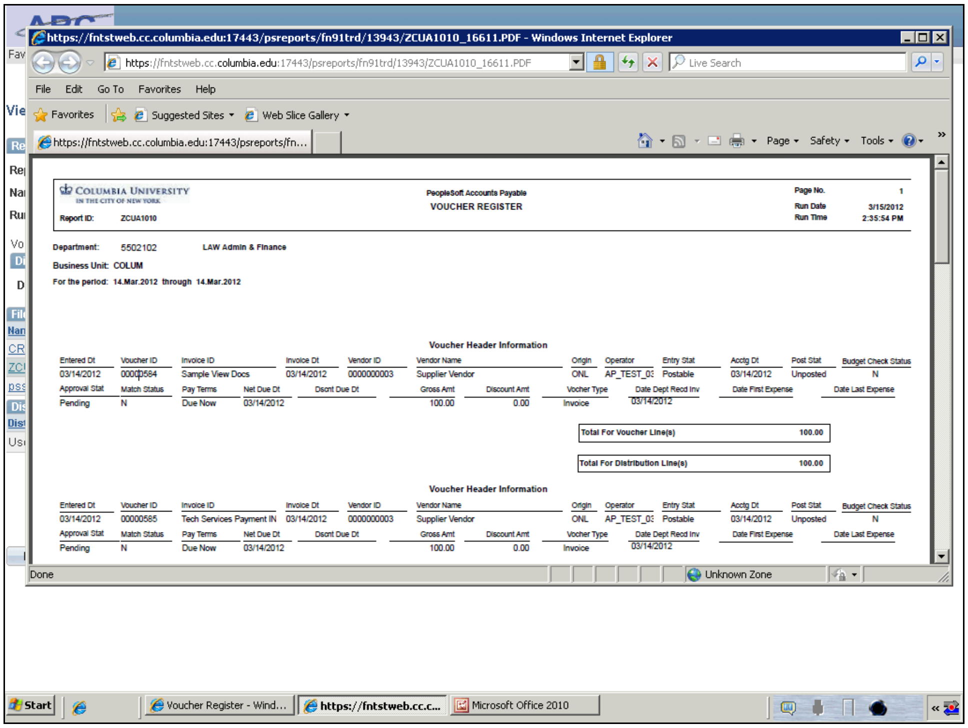
Total For Voucher Line(s)	100.00
Total For Distribution Line(s)	100.00

Voucher Header Information

Entered Dt	Voucher ID	Invoice ID	Invoice Dt	Vendor ID	Vendor Name	Origin	Operator	Entry Stat	Acctg Dt	Post Stat	Budget Check Status
03/14/2012	00000585	Tech Services Payment IN	03/14/2012	0000000003	Supplier Vendor	ONL	AP_TEST_03	Postable	03/14/2012	Unposted	N

Approval Stat	Match Status	Pay Terms	Net Due Dt	Dscnt Due Dt	Gross Amt	Discount Amt	Vocher Type	Date Dept Recd Inv	Date First Expense	Date Last Expense
Pending	N	Due Now	03/14/2012		100.00	0.00	Invoice	03/14/2012		

Step	Action
23.	The report is displayed for you to analyze.


https://fntstweb.cc.columbia.edu:17443/psreports/fn91trd/13943/ZCUA1010_16611.PDF - Windows Internet Explorer
File Edit Go To Favorites Help
Favorites
Suggested Sites
Web Slice Gallery
https://fntstweb.cc.columbia.edu:17443/psreports/fn...
Page Safety Tools
Done
Unknown Zone
Start
Voucher Register - Wind...
https://fntstweb.cc.c...
Microsoft Office 2010

COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK

PeopleSoft Accounts Payable
VOUCHER REGISTER

Page No. 1
Run Date 3/15/2012
Run Time 2:35:54 PM

Report ID: ZCUA1010

Department: 5502102 LAW Admin & Finance
Business Unit: COLUM
For the period: 14.Mar.2012 through 14.Mar.2012

Voucher Header Information

Entered Dt	Voucher ID	Invoice ID	Invoice Dt	Vendor ID	Vendor Name	Origin	Operator	Entry Stat	Acctg Dt	Post Stat	Budget Check Status
03/14/2012	00000584	Sample View Docs	03/14/2012	0000000003	Supplier Vendor	ONL	AP_TEST_03	Postable	03/14/2012	Unposted	N

Approval Stat	Match Status	Pay Terms	Net Due Dt	Dscnt Due Dt	Gross Amt	Discount Amt	Vocher Type	Date Dept Recd Inv	Date First Expense	Date Last Expense
Pending	N	Due Now	03/14/2012		100.00	0.00	Invoice	03/14/2012		

Total For Voucher Line(s)	100.00

Total For Distribution Line(s)	100.00

Voucher Header Information

Entered Dt	Voucher ID	Invoice ID	Invoice Dt	Vendor ID	Vendor Name	Origin	Operator	Entry Stat	Acctg Dt	Post Stat	Budget Check Status
03/14/2012	00000585	Tech Services Payment IN	03/14/2012	0000000003	Supplier Vendor	ONL	AP_TEST_03	Postable	03/14/2012	Unposted	N

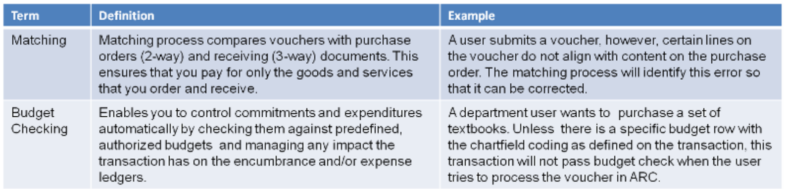
Approval Stat	Match Status	Pay Terms	Net Due Dt	Dscnt Due Dt	Gross Amt	Discount Amt	Vocher Type	Date Dept Recd Inv	Date First Expense	Date Last Expense
Pending	N	Due Now	03/14/2012		100.00	0.00	Invoice	03/14/2012		

Step	Action
24.	You have successfully completed the *Voucher Reports* topic and completed the *Voucher Inquiry & Reporting* lesson. Now that you have completed the instructional portion of the *Voucher Processing* course, you can move onto the Knowledge Assessment in order to get credit for the course. **End of Procedure.**

Key Terms

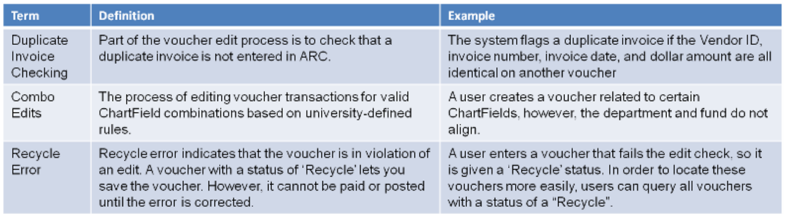
It will be helpful to familiarize yourself with the following terms:

System Validations: The system performs multiple automatic validations on each voucher to ensure the voucher meets certain requirements:



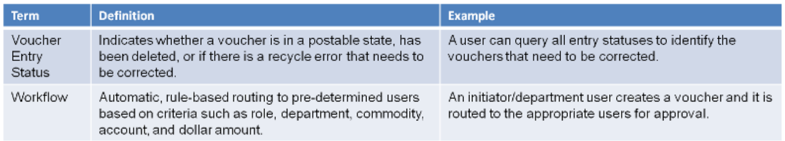
Term	Definition	Example
Matching	Matching process compares vouchers with purchase orders (2-way) and receiving (3-way) documents. This ensures that you pay for only the goods and services that you order and receive.	A user submits a voucher, however, certain lines on the voucher do not align with content on the purchase order. The matching process will identify this error so that it can be corrected.
Budget Checking	Enables you to control commitments and expenditures automatically by checking them against predefined, authorized budgets and managing any impact the transaction has on the encumbrance and/or expense ledgers.	A department user wants to purchase a set of textbooks. Unless there is a specific budget row with the chartfield coding as defined on the transaction, this transaction will not pass budget check when the user tries to process the voucher in ARC.

Error Validations: The system performs multiple edit checks on each voucher. As a result, certain errors may result from the edit check:



Term	Definition	Example
Duplicate Invoice Checking	Part of the voucher edit process is to check that a duplicate invoice is not entered in ARC.	The system flags a duplicate invoice if the Vendor ID, invoice number, invoice date, and dollar amount are all identical on another voucher
Combo Edits	The process of editing voucher transactions for valid ChartField combinations based on university-defined rules.	A user creates a voucher related to certain ChartFields, however, the department and fund do not align.
Recycle Error	Recycle error indicates that the voucher is in violation of an edit. A voucher with a status of 'Recycle' lets you save the voucher. However, it cannot be paid or posted until the error is corrected.	A user enters a voucher that fails the edit check, so it is given a 'Recycle' status. In order to locate these vouchers more easily, users can query all vouchers with a status of a "Recycle".

Functions of the System: ARC has automatic functionality that relate to vouchers:



Term	Definition	Example
Voucher Entry Status	Indicates whether a voucher is in a postable state, has been deleted, or if there is a recycle error that needs to be corrected.	A user can query all entry statuses to identify the vouchers that need to be corrected.
Workflow	Automatic, rule-based routing to pre-determined users based on criteria such as role, department, commodity, account, and dollar amount.	An initiator/department user creates a voucher and it is routed to the appropriate users for approval.

Course References

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

1. Web-Based Training Tool Reference Guide
2. Voucher Types v. Voucher Styles Job Aid (http://files/gateway/content/training/job_aids/Job_Aid_Voucher_Styles_vs_Voucher_Types.pdf)
3. SpeedCharts Job Aid (http://files/gateway/content/training/job_aids/Job_Aid_SpeedChart.pdf)
4. ChartFields Definition Job Aid
5. Uploading Documents into OnBase Job Aid (http://files/gateway/content/training/job_aids/Job_Aid_Uploading_OnBase_Documents.pdf)
6. Voucher Processing Training Guide (http://files/gateway/content/training/Training_Guides/Voucher_Processing_TRAIN.pdf)

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/ (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 by clicking here. 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 Check	In Commitment Control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.
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.
ChartString	The combination of ChartFields and the level at which accounting charges and credits are applied.
Commitment Control	Functionality in ARC that enables users to manage expenditures actively against predefined, authorized budgets. An example is budget checking.
Electronic Document Management	Ability to scan, submit, and view documents through the Requisition and Purchase Order pages.
Encumbrance	A commitment to pay for goods and/or services reflected in a budget (i.e. purchase order commitment). Issuance of a purchase order to a vendor is a typical encumbrance transaction.
Entry Status	Indicates whether a voucher has been deleted, is postable, or has a recycle error that needs to be corrected. Vouchers that fail Voucher Build edit check due to incorrect data are updated to "Recycle" status.
Field	An area on a page that displays or requires data.
General Ledger	The 'Book of Record' which holds all financial transactions in detail or summary and is used for financial reporting and financial management.
Inquiries	Online search engine used to view data on a real-time basis within ARC, not intended for printing/formatting.
Inquiry Pages	ARC pages that provide inquiry access only.
Journal Entry	The recording of financial data pertaining to business transactions in a journal such that the debits equal credits.
Matching	A system-performed process that is used to compare details between vouchers, purchase orders and receiving documents. The system will automatically perform the appropriate document comparisons when a purchase order is associated to a voucher (PO Voucher) and indicate whether the documents do or do not match.
Pay Cycle	Generates payments through a standard process: 1. Selection 2. Creation 3. Approval 4. Process Generation
Project	Associates expenses with a specific funding source.
Purchase Order	Based on a request by a Department indicating good/service, catalog number,

	price and quantity. When accepted by a supplier, a purchase order forms a binding contract.
Receiver	Creates/updates receipts for goods and services.
Receiving	A system record of goods received from purchase orders.
SpeedChart	A user-defined shorthand key that designates several ChartFields to be used for voucher entry.
Unpost	The Central Voucher Administrator must unpost a voucher in order to update voucher information as applicable. Once the voucher has been selected to be unposted, the user can indicate the accounting and reversal accounting dates before selecting Unpost
Voucher Styles	The voucher style will vary based on transaction type and purpose of the voucher. Voucher styles include: PO voucher, non-PO voucher, adjustment voucher, template voucher, reversal voucher, journal voucher, and single pay voucher.
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.