ARC Purchasing
Transaction Tips in
ARC
REQUISITIONS

The following tips and reminders will help users navigate the three steps of the requisition process -- Define Requisitions, Add Line Items, and Review and Submit.

Define Requisitions

The Define Requisition page of the process is divided into two areas, Header and Distribution.

Under Header, select the appropriate Vendor. Whenever possible choose a UwPA -- a vendor with a University-wide Purchasing Agreement in place -- as this will expedite the purchasing process.

Vendor lookup

Use the magnifying glass to look up a supplier.
Use short name field to locate supplier

Vendor Search

<table>
<thead>
<tr>
<th>Vendor ID</th>
<th>Name</th>
<th>Default Location</th>
<th>Default Location Description</th>
<th>Address</th>
<th>City</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 0000009532</td>
<td>DELL MARKETING LP</td>
<td>ACH-01</td>
<td>One Dell Way</td>
<td>Round Rock</td>
<td>TX</td>
<td></td>
</tr>
<tr>
<td>2 0000009542</td>
<td>DELL FINANCIAL SERV</td>
<td>ACH-01</td>
<td>4373 COLLECTION CENTER DR</td>
<td>CHICAGO</td>
<td>IL</td>
<td></td>
</tr>
<tr>
<td>3 0000009398</td>
<td>ROBIN DELLABOUGH</td>
<td>CHK-01</td>
<td>16 MAPLE STREET</td>
<td>IRVINGTON</td>
<td>NY</td>
<td></td>
</tr>
<tr>
<td>4 0000009700</td>
<td>DELL CATALOG SALES LP</td>
<td>CHK-01</td>
<td>PO BOX 1200001</td>
<td>DALLAS</td>
<td>TX</td>
<td></td>
</tr>
<tr>
<td>5 0000009191</td>
<td>WENDELL C MARTIN</td>
<td>CHK-01</td>
<td>125 HEMPSTEAD GARDENS DRIVE</td>
<td>WEST HEMPSTEAD</td>
<td>NJ</td>
<td></td>
</tr>
<tr>
<td>6 0000009398</td>
<td>ALL AMERICAN SPORTS CORP</td>
<td>CHK-01</td>
<td>4238 PAYSHERE CIRCLE</td>
<td>CHICAGO</td>
<td>IL</td>
<td></td>
</tr>
</tbody>
</table>

Click on Vendor ID field to determine if supplier is available for requisition use

Vendor Lookup Details

SetID: CUSET Vendor ID: 0000009542

Vendor Detail

| Short Name: | DELL FINAN | Status: Approved |
| Name 1: | DELL FINANCIAL SERV | Class: Supplier |
| Name 2: | | |
| Alternate Vnдр Name: | | |
| Address: | 00001 Billing Address | Persistence: Regular |
| Dist Loc: | ACH-01 | |
| Corporate Vendor: | CUSET 0000009542 DELL FINANCIAL SERV | |
| Remit Vendor: | CUSET 0000009542 DELL FINANCIAL SERV | |
| ![Open For Ordering] ![Withholding Applicable] ![VAT Applicable] |

If the vendor purchasing address is not the one required for transaction, customer can provide an updated purchasing address in the Comments field in the Review and Submit screen (see screenshot below)
Using UwPA’s

- It is important that both the supplier ARC ID and the Category Code match the preferred supplier information in order for the auto-sourcing feature to occur
- UwPA information can also be found using the Purchasing Guide and selecting the “View by UwPA” tab at http://finance.columbia.edu/purchasing-guide

Bill to/Ship to Address

Requestor can only view selected customer address in the One-time Only link for each

Please be sure to include your department name and suite/room number when completing the one-time address information for the Ship to/Bill To information
### Shipping Address

**Business Unit:** COLUM  
**Requisition Date:** 03/22/2013

**Requisition ID:** NEXT  
**Status:** Pending

#### Enter Building, Floor, and Telephone

**Country:** USA

**Address 1:** 615 W 131st Street

<table>
<thead>
<tr>
<th>Building</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**City:** New York City

**County:**

**State:** NY  
**Postal:** 10027

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### Bill To Address: please enter bolded fields below.

**Requisition ID:** NEXT  
**Bill To Location ID:** 615W131STS

#### Enter Building, Floor, and Telephone

**Country:** USA

**Address 1:** 615 W 131st Street

<table>
<thead>
<tr>
<th>Building</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**City:** New York City

**County:**

**State:** NY  
**Postal Code:** 10027

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### Category Codes
Category codes are necessary for proper routing of requisitions as well as to obtain improved reporting. Incorrect use of Category Codes can result in misrouting or denial of a requisition by Central Purchasing, thus delaying the processing of the transaction.

To look up category codes in ARC when creating a purchase requisition:
- select the magnifying glass next to the Category Code box
- select description

The Category Code listing is also available through the Purchasing website at http://finance.columbia.edu/procurement/purchasing

Category Code fields exist in both the requisition header and requisition line entry screens. **It is important that only one of the two following entries are selected:**

1. entry in header will maintain category code throughout all lines of requisition
2. entry in lines only will require category code information for each line of requisition

Create Requisition

## Look Up Category

Note: You may either Search or Browse to look up the appropriate category for your special request.

### Search Categories

<table>
<thead>
<tr>
<th>Search By</th>
<th>Category Code</th>
<th>Find</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Categories</strong></td>
<td><strong>Description</strong></td>
<td><strong>Description</strong></td>
</tr>
<tr>
<td>Catalog</td>
<td>Category</td>
<td>Customize</td>
</tr>
</tbody>
</table>

1. Type in description and click “Find”
Distribution: Chartstring

ChartStrings can be entered into the requisition header or the requisition line entry. **It is important that only one of the two following entries are selected:**

1. Entry of a ChartString into the requisition header will maintain ChartString values throughout all line items of the requisition.
2. Entry of ChartStrings into individual lines under the Add Line Items section only will require the entering of ChartString information for each line of the requisition

- The Natural Account ChartField is tied directly to the Category Code (present only for requisition processing). Natural Account will update based on Category Code selected

Add Line Items Page

When adding line items the requisitioner must select either Special Request Item or Fixed Cost Service:

- **Special Item:** used for most goods
- **Fixed Cost Service:** used for service related requests that have a specific start and end date (e.g. Consultants, service agreements, leasing, etc.).

Please note that:
- Only the first line of a requisition can be classified as a Fixed Cost Service as there can only be 1 line that maintains a service start and end date; all other lines must be categorized as Special Items only
- Amount Only flag should always be used when selecting a Fixed Cost Service (see Amount Only section below for additional information)
- Multi-year PO's are available through this selection only (see Multi-year PO's below for further details)

**Important to remember:**

- When adding a line item be sure to write a clear description of the product or service being requested.
  
  - Unacceptable line information:
    - purchase reagent
    - to purchase computer
    - service agreement

  *never type in “see quote” in the line item description*

  - Acceptable line information:
    - Dell 780 computer with monitor
    - Mono-S Strongcation Exchanger
    - Annual service contract for GE ultrasound

- The quantity, unit cost and unit of measure is correct

- Include the quote or proposal information (this should be done using the standard comments field and be sure to check the flag "to vendor" so the comments are transferred to the Purchase Order)

- If you have not entered in a ChartString as part of the header process (step 1 of the requisition process) then you will need to do so at this time

**Multi-year PO's (please see job aid for further details)**

- must have budget established for each year you will require *(this can be a $0 budget except for grant related budgets)*
- the due date for each budget line **must** be the last day of the respective fiscal year
- the maximum number of budget years supported by ARC is 4
- in the event the contract runs beyond 4 years, the remaining year(s) would need to be entered into Year 4 requisition line
- the first line of the requisition represents a description of the fixed cost service transaction and does not have any dollar value *(the system will provide an alert indicating the line has $0)*; dollar values must be entered into each of the subsequent Special Item lines along with their relevant chartstrings for each fiscal year

  *budgets beyond year 1 must be established through the budget tool prior to initiating the requisite process*
For Multi-year contracts:

- select the small triangle icon to the left of the line number - this will expand the line information
- select the tab for Budget Information
- update the budget date to correspond with each fiscal year

For details on how to complete a multi-year requisition please go to the Purchasing website and click on “Multi-Year Requisitions Guidance”

Be sure Due Date is set to the end of the respective fiscal year for that line
Once completed and you are back on the Review and Submit page it is **strongly advised** that you run the budget check process (this can potentially avoid the requisition being stopped right before the PO is issued and cause delays). For multi-year requisitions, you must receive a “valid” or “warning*” on the budget, if you receive an error, the budget line was not created and you must review with your business manager to have the budget created in the budget tool and rerun the budget check (verify budget dates are correct).

$0 line items can be accomplished, but a warning will be displayed so the customer is aware there are no monies on this line.

**Amount Only Flag**
- used for service related contracts *(not used for capital leasing)*
- if this is not a service related category, then the amount only flag must be selected during the last step of the create requisition process, Review and Submit
- when selected, all quantities on the respective line(s) will be converted to a value of 1 unit
- it is also important to review the extended dollar value of the line item(s) as this might have changed due to the update in the quantity

**Review and Submit Page**

This is the final opportunity to review the transaction prior to submitting into workflow for approval.
- All elements should be reviewed for accuracy
- *A budget check should be performed prior to submitting the transaction into workflow; should the budget check fail, this must be corrected prior to submitting*
- If you want to update the Amount Only flag this is the point at which this is accomplished:
  - select the yellow notepad to the far right of the line which represents “line details”
  - this will open up a screen that will provide the line details and the “Amount Only” selection is located at the right bottom of the line details
  - if this flag is updated, once the flag is selected a warning will appear indicating that the quantity of the line will be converted to 1 unit (amount only can only have a quantity of 1)
Using the Ad Hoc feature

Do not insert an Adhoc approver(s) for Central University approvals – workflow will route the transaction to the appropriate approvers automatically.

Change Orders

Change Order should be done when updates are required for:
- Increased quantity
- Increased value
- Due date
- Cancellation of the PO
- ChartString modification (Financial Change Order)

Change Orders are not required most times when the value of an invoice exceeds the current PO value within an accepted variance/tolerance. This variance allows for items such as shipping charges and small incidental fees that may not have been anticipated when the purchase order was originally created. Above these thresholds, however, a change order is required to increase the value of the original Purchase Order. Further information on variance/tolerance can be found at http://finance.columbia.edu/content/change-order-variance-thresholds

Once on the Purchasing website, select the “Category Codes and Descriptions for ARC” file (see below) to provide you the variance/tolerance associated with the specific Category Code.
When completing a Change Order it is **mandatory** that you complete the “Justification” sections this will provide details to both the approver and Central as to what is being changed.
This is a test for Approval Justification

View Approvals

PO Status: Pend Appro
PO Date: 01/11/2013
Budget Status: Valid
Justification: This is a test for Approval Justification
To review changes that have occurred on a PO, go to “Review Change History” in ARC (see screenshot below).

Search by the PO#

**Change History**

Enter any information you have and click Search. Leave:

- **Find an Existing Value**
- **Limit the number of results to (up to 300):** 300
- **Business Unit:** = [ ] COLUM
- **PO Number:** contains [ ] 11259
- **Change Order Number:** = [ ]

[Search] [Clear] [Basic Search] [Save Se]

**Search Results**

- **View All**
- **First** [ ]
- **1 of 1** [ ]
- **Last** [ ]

**Business Unit** | **PO Number** | **Change Order Number**
--- | --- | ---
COLUM | 00000011259 | 1
The location where changes took place in the PO will be displayed

<table>
<thead>
<tr>
<th>Line</th>
<th>Sched</th>
<th>Batch</th>
<th>Seq</th>
<th>Description</th>
<th>Value</th>
<th>User Modify</th>
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<tbody>
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<td>1</td>
<td>1</td>
<td>Status</td>
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<td>2</td>
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<td>1</td>
<td>1</td>
<td>Change Type</td>
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<td>1</td>
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<td>One Time Address</td>
<td>One Time Address</td>
<td>aa2564</td>
<td>02/19/2013 12:19:55PM</td>
</tr>
</tbody>
</table>
**PO Liquidation (Close)**

This occurs either through processing a final voucher and selecting the “finalize” icon during the payment process or perform a Change Order to reduce value to $0 or the remaining value.
- Proceed to the “Add/Update” PO page, enter the PO number in the search criteria and use the “contains” filter

- Proceed to reduce PO line values to $0 or less the amount over the already paid/received amount (be sure that the “Amount Only” flag is not checked)

This can only be done when PO is in “Dispatch” status

This process can only be used for ARC based PO’s and not converted PO’s