

Use of Amount Only Flags in ARC Guidance

In an effort to provide assistance in the use of the “Amount Only” option when processing requisitions in ARC, the below guidance is provided. The use of this option is intended for all requisition lines that you want to be based on dollar amount rather than quantity. The “Amount Only” option is used when there is an expectation that multiple invoices are anticipated and these invoices are not necessarily based on quantity.

One example of this would be if you hire a consultant to draft a business plan for \$10,000, this is usually categorized as a single activity and would be entered into ARC as a quantity of 1 that represents the activity of creating the business plan at \$10,000.

ARC

Favorites | Main Menu > eProcurement > Manage Requisitions

Edit Requisition

1. Define Requisition 2. Add Items and Services 3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: Columbia University Sole/Single Source
Requester: Moorer, Chrys *Currency:
Requisition Name: Priority:

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Business Plan Development - 11		1.0000	Each	10,000.00000	10,000.00
Total Amount:						10,000.00 USD

The issue here is that you would most likely have more than one invoice as the project proceeds and if you did not select the “Amount Only” option, after paying the initial invoice (which most likely be less than the contracted value), the PO transaction will close. This happens because there was only a quantity of 1 on the PO and once a payment is made, you cannot pay against the same quantity more than one time, even if the first payment is not for the full amount of the P.O. The “Amount Only” option tells ARC to focus on the value of the PO rather than the quantity this way as you pay against the PO, so long as there are enough funds on the PO to cover the submitted invoices, the PO will remain open and available. The PO quantity will not be addressed.

A second example for using the Amount Only option is in a purchase of goods where, again, the invoicing for those goods will not exactly correspond to the quantity designated on the PO. For a purchase of computers, it is often the case that the invoice will not be per computer and that the invoice will also include items such as peripherals. As the invoice is provided on a dollar amount basis, it is necessary to set up the requisition on an Amount Only basis as well.

Examples of purchases that should be “Amount Only” include:

- Consultants
- Services
- Steelcase furniture (**must include quote number on Purchase Requisition**)
- Dell (**must include quote number on Purchase Requisition**)
- Apple (**must include quote number on Purchase Requisition**)

All other goods purchases should not necessitate the use of the “Amount Only” option, but can be used if so desired.

Section 1

Identifying the “Amount Only” option on a Purchase Requisition

1. The Amount Only flag is located at the end of the requisition process in the Review and Submit section. You will need to select the icon to the right of the line item information marked as “Line Detail” when you hover over it (see screen shot #1).

Create Requisition



Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: Columbia University Sole/Single Source

Requester: Evelyn Cora *Currency: Select this icon for Line Details

Requisition Name: Priority:

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Pens and Markers	STAPLES BUS ADVANTAGE	<input type="text" value="10.0000"/>	Each	50.00000	500.00

Consolidate with other Reqs Override Suggested Vendor

Shipping Line: 1 Due Date: Quantity: Price: 50.00000

Status: Active *Ship To: [Edit Onetime Address](#)

Attention To: [Add Shipto Comments](#)

*Distribute By: SpeedChart: *Liquidate by:

Accounting Lines [Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

Screen shot #1

- After clicking on the “Line Details” button you will be brought to the Line Details screen (see Screen shot #2). On the bottom right hand side of this screen you will see a box to select the Amount Only option.

Line Details

Line: 1 [Pens and Markers](#) Line Status: Pending

Item Details

Merchandise Amt: 500.00 USD

Category: 44120000 [View Hierarchy](#)

Description: Office supplies

Buyer: wj2185 [Buyer Information](#)

Vendor: 0000001112 STAPLES BUS ADVANTAGE [Suggest New Vendor](#)

Vendor Location: CHK-01

Vendor's Catalog:

Vendor Item ID:

Manufacturer ID: [UPN ID:](#)

Manufacturer:

Manufacturer's Item ID:

Physical Nature: Goods

RFQ Required Zero Price Indicator

Device Tracking Amount Only Inspection Required

[Configuration Info](#)

Select Amount Only here.

Screen shot #2

- After selecting the “Amount Only” option and then clicking on the Ok button on the bottom left hand side of the Line Details screen you will see a prompt alerting you that the quantity for the line being updated will now indicate a quantity of 1 automatically after you click on the “Yes” button (see Screen Shot #3).

ARC

Favorites | Main Menu > eProcurement > Create Requisition

Item Details

Merchandise Amt: 500.00 USD

Category: 44120000 [View Hierarchy](#)

Description: Office supplies

Buyer: wj2185

Vendor: 0000001112

Vendor Location: CHK-01

Vendor's Catalog:

Vendor Item ID:

Manufacturer ID:

Manufacturer:

Manufacturer's Item ID:

Physical Nature: Goods

RFQ Required Zero Price Indicator Amount Only Inspection Required

[Configuration Info](#)

Message

The quantity will be set to 1 for an amount only line. The system will reprice the line. Continue? (10150,238)

The Requisition quantity will be set to 1 for an amount only line, the system will reprice the requisition line for you.

Yes No

[Contract](#)

Screen Shot #3

- As can be seen by Screen Shot #4 below, the original quantity of 10 units has been updated to reflect a quantity of 1 unit. What also happens is that the extended price will also be reduced based on the new quantity. Remember, it is not the Unit Price that changes, but rather how many units (quantity) multiplied by the price are being purchased.

Create Requisition

1. Define Requisition
 2. Add Items and Services
 3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: Columbia University Sole/Single Source

*Requester: Evelyn Cora *Currency:

Requisition Name: Priority:

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Pens and Markers	STAPLES BUS ADVANTAGE	1.0000	Each	50.00000	50.00

Consolidate with other Reqs Override Suggested Vendor

Shipping Line: 1 Due Date: Quantity: Price: 50.00000

Status: Active *Ship To: [Edit Onetime Address](#)

Attention To: [Add Shipto Comments](#)

*Distribute By: SpeedChart: *Liquidate by:

Screen Shot #4

- You then need to update the price only to reflect the total value of the line item. Do not adjust the quantity as the Amount Only flag does not consider quantity – only the final price (see Screen Shot #5).

Create Requisition

1. Define Requisition
 2. Add Items and Services
 3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: Columbia University Sole/Single Source

*Requester: Evelyn Cora *Currency:

Requisition Name: Priority:

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Pens and Markers	STAPLES BUS ADVANTAGE	1.0000	Each	500.00000	500.00

Consolidate with other Reqs Override Suggested Vendor

Shipping Line: 1 Due Date: Quantity: Price: 500.00000

Status: Active *Ship To: [Edit Onetime Address](#)

Attention To: [Add Shipto Comments](#)

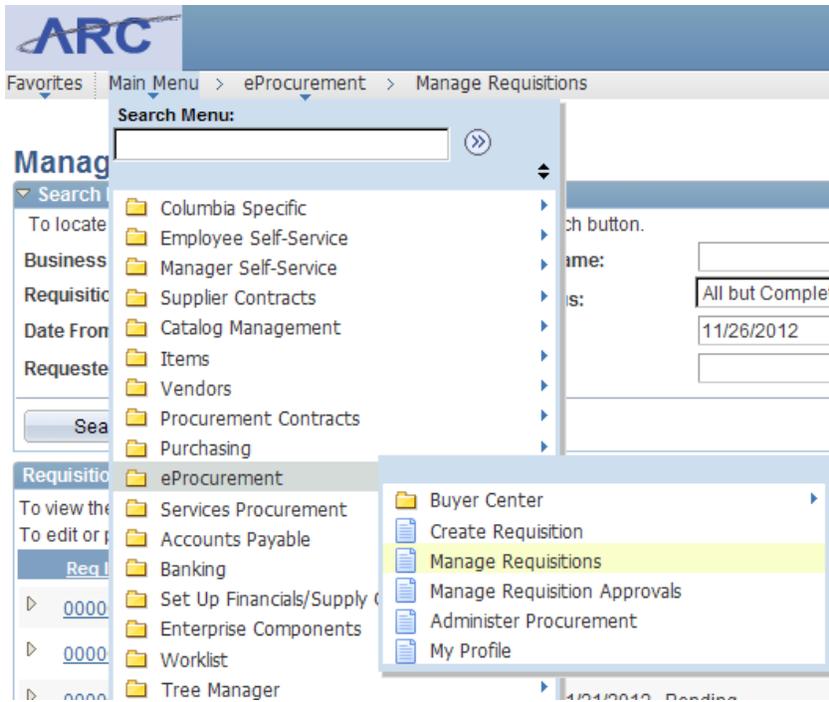
*Distribute By: SpeedChart: *Liquidate by:

Screen Shot #5

For the transaction APPROVER:

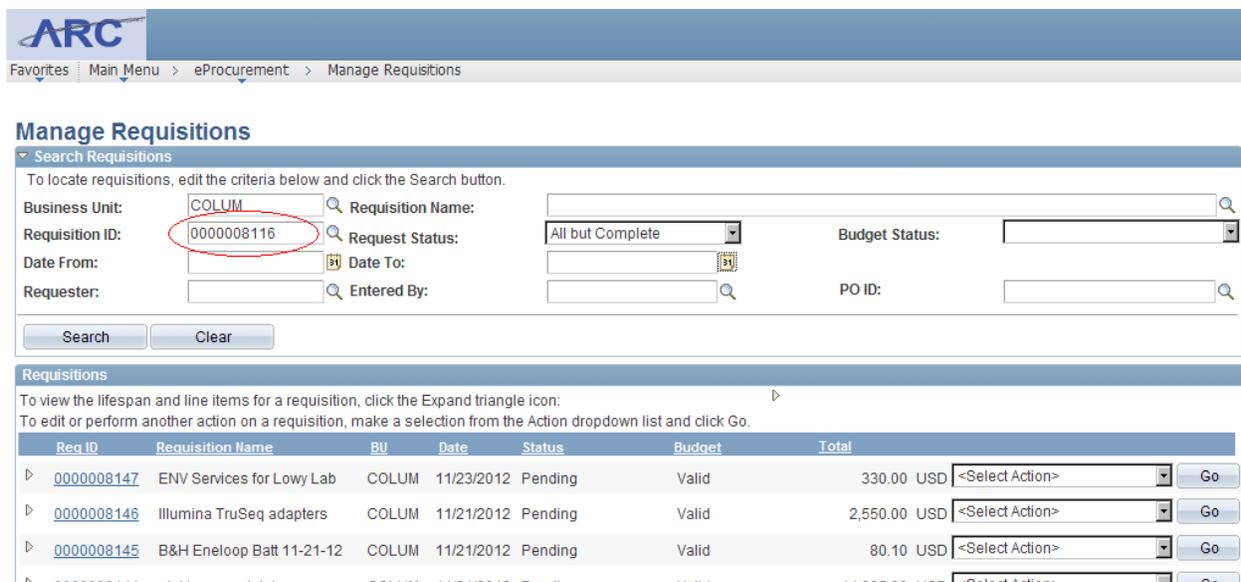
Once the requisition is released by the initiator, the approver(s) will receive the transaction to approve. If an approver wants to verify that the “Amount Only” flag has been selected, this can be accomplished by:

1. Going to the “Manage Requisitions” page in ARC



Screen shot #6

2. Select the requisition you want to view:



Screen shot #7

3. Clicking on the selected requisition:

Manage Requisitions

Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit: COLUM Requisition Name: Request Status: All but Complete Budget Status: PO ID:

Requisition ID: 000008116 Date From: Date To: Requester: Entered By:

Search Clear

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon. To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total	
000008116	SNPO 23566 Exact Target	COLUM	11/21/2012	Pending	Valid	9,000.00 USD	<Select Action> Go

Screen shot #8

4. Review requisition details noting the “Amount Only” flag. Note that if amount only flag is set to “Y”, quantity will always be a value of “1” (See screen shot #9).

Requisition Details

Requisition Name	Requisition ID	Unit	Date	Status	Total
SNPO 23566 Exact Target	000008116	COLUM	11/21/2012	Pending	9,000.00

Pre-Encumbrance Balance: 9000.00 USD

Header Comments:

Comment 1: Exact Target is the only provider that is fully integrated with Salesforce and able to handle the volume of emails sent by Exec Ed as well as the automation and analytics required for running our various email campaigns. After using this product successfully for three years, we would like to continue the relationship as we grow our electronic marketing efforts and continue to leverage the best-in-class tools provided by Exact Target. Renewal of PO # 598541

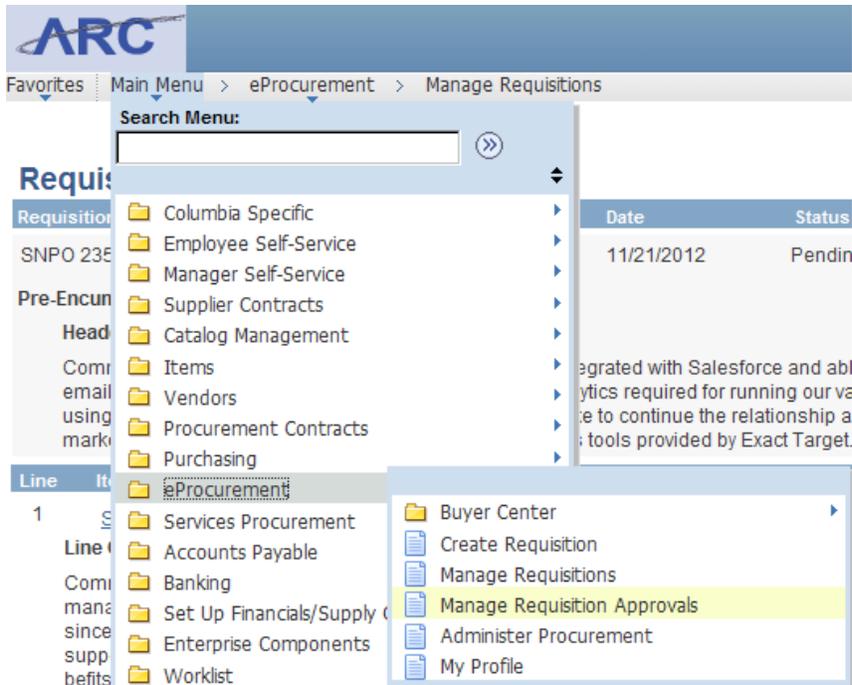
Line	Item Description	Source	Status	Amount Only	Qty	Price	Status	Total
1	SNPO 23566 Exact Target	Not Source		Y	1.0000 Each	9,000.00000 USD	Pending	9,000.00

Line Comments:

Comment 1: << Exact Target is an integrated Salesforce email marketing solution that allows CBS Exec Ed to create, manage, deliver and measure several million email messages on an annual basis. Exec Ed has been using this provider

Screen shot #9

5. If the requisition is correct, you can proceed to the “Manage Requisition Approval” page and approve (see screen shot #10).

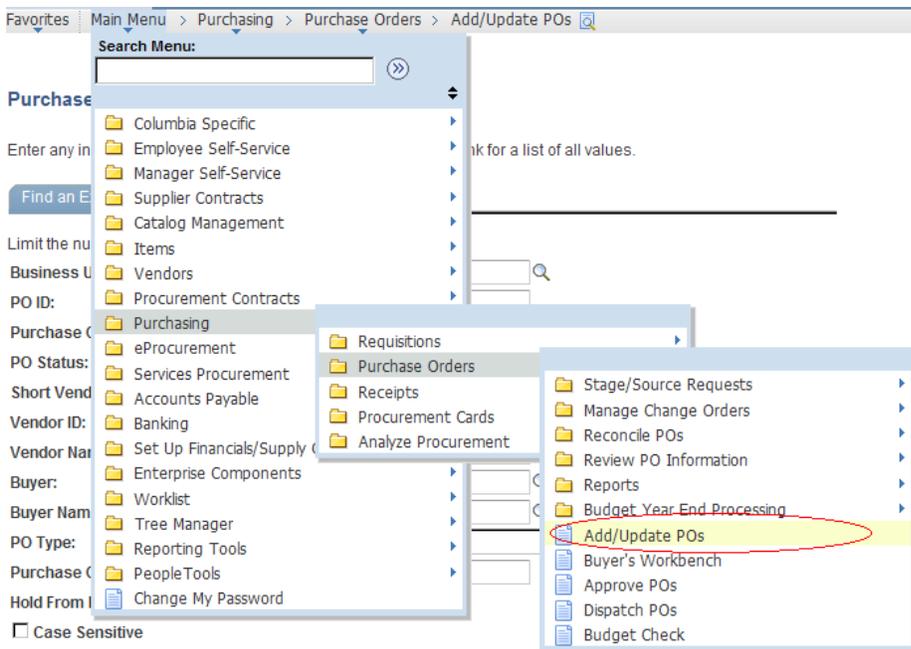


Screen shot #10

Section 2

What to do if you already have a Purchase Order, but need to modify the lines to indicate “Amount Only”? (*this would be prior to the payment or processing of any invoices against this Purchase order*)

1. Proceed to the “Add/Update POs” page in ARC:



Screen shot #11

2. Select:
 1. The "Find an Existing Value" tab
 2. Enter the PO number
 3. Select PO Status as "Dispatched" (this should be the default status)
 4. Click on the "Search" button at the bottom

Purchase Order

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):

Business Unit: [=]

PO ID: [begins with]

Purchase Order Date: [=]

PO Status: [=]

Short Vendor Name: [begins with]

Vendor ID: [begins with]

Vendor Name: [begins with]

Buyer: [begins with]

Buyer Name: [begins with]

PO Type: [=]

Purchase Order Reference: [begins with]

Hold From Further Processing

Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Screen shot #12

3. Once in the "Maintain Purchase Order" screen, be sure of the following:

1. The PO Status is "Dispatched"
2. The Budget Status is "Valid"

If these are correct you can proceed to the next step. If these values are not as indicated below, you will need to review the status and have corrected prior to moving forward.

Maintain Purchase Order

Purchase Order

Business Unit: COLUM
PO ID: 0000000010

PO Status: **Dispatched**  
Budget Status: **Valid**  

Copy From:

Hold From Further Processing

Header

*PO Date: 07/11/2012  Vendor Search

*Vendor: CDW GOVT I [Vendor Details](#)

*Vendor ID: 0000007579 [CDW GOVT INC](#)

*Buyer: wj2185 Johnson, Wendy R

PO Reference:

[Header Details](#) [Activity Summary](#)
[PO Defaults](#) [Document Status](#)
[Requisitions](#) [Add Comments](#)
[PO Activities](#) [Add ShipTo Comments](#)

Backorder Status: Not Backordered [Create BackOrder](#)
Receipt Status: Not Recvd
*Dispatch Method:

Amount Summary

Merchandise: 618.83
Freight/Tax/Misc.: 0.00
Total Amount: 618.83 USD
Encumbrance: 35.65 USD
Balance: 35.65 USD

Add Items From
[Purchasing Kit](#) [Catalog](#) [Item Search](#)

Select Lines To Display
Line: To:

Lines

Customize | Find | View All |  First 1-5 of 5 Last

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status			
1		laserjet printer	1.0000	EA	432100 	182.95000	182.95	Approved			
2		keyboard	1.0000	EA	432100 	61.75000	61.75	Approved			
3		wireless mouse	1.0000	EA	432100 	47.49000	47.49	Approved			
4		monitor	1.0000	EA	432100 	290.99000	290.99	Approved			
5		shipping	1.0000	EA	432100 	35.65000	35.65	Approved			

[View Printable Version](#) *Go to:

[View Approvals](#)

Screen shot #13

- Then select the "Line Details" icon next to the item you wish to update to "Amount Only". Remember that this update must be done to each line the Amount Only designation is desired.

Maintain Purchase Order

Purchase Order

Business Unit: COLUM
 PO ID: 0000000010

PO Status: Dispatched
 Budget Status: Valid

Copy From:

Hold From Further Processing

Header

*PO Date: 07/11/2012 Vendor Search
 *Vendor: CDW GOVT I Vendor Details
 *Vendor ID: 0000007579 CDW GOVT INC
 *Buyer: wj2185 Johnson, Wendy R

PO Reference:

Header Details Activity Summary
 PO Defaults Document Status
 Requisitions Add Comments
 PO Activities Add ShipTo Comments

Backorder Status: Not Backordered Create BackOrder
 Receipt Status: Not Recvd
 *Dispatch Method: Print Dispatch

Amount Summary

Merchandise: 618.83
 Freight/Tax/Misc.: 0.00 Calculate
 Total Amount: 618.83 USD
 Encumbrance: 35.65 USD
 Balance:

Add Items From
 Purchasing Kit Catalog Item Search

Select Lines To Display
 Line: To: Retrieve

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status				
1		laserjet printer	1.0000	EA	432100	182.95000	182.95	Approved				
2		keyboard	1.0000	EA	432100	61.75000	61.75	Approved				
3		wireless mouse	1.0000	EA	432100	47.49000	47.49	Approved				
4		monitor	1.0000	EA	432100	290.99000	290.99	Approved				
5		shipping	1.0000	EA	432100	35.65000	35.65	Approved				

Screen shot #14

5. Upon clicking the “Line Details” icon the following screen will appear. From here the “Attributed” bar is selected.

Maintain Purchase Order

Details for Line 1

PO ID: 0000000010 Vendor: CDW GOVT I
Line: 1 Item ID: [laserjet printer](#)

Line Details					
Category:	43210000		Line Status:	Approved	   
Description:	Computer equipment & accessories		Backorder Status:	Not Backordered	
Category ID:	00060		Amount Summary		
Amount to Receive:	182.950	USD	Merchandise Amount:	182.95	USD
Quantity to Receive:	1.0000		Doc. Base Amt:	182.95	USD

Transaction Item Description:
laserjet printer

Preferred Language Item Description:

[Expand All](#) [Collapse All](#)

- ▶ Item Information
- ▶ **Attributes**
- ▶ Contract
- ▶ Receiving

Screen shot #15

6. After clicking on the "Attributes" bar, the "Amount Only" flag will be displayed for that line.

Maintain Purchase Order

Details for Line 1

PO ID: 0000000010 Vendor: CDW GOVT I
Line: 1 Item ID: [laserjet printer](#)

Line Details			
Category:	43210000	Line Status:	Approved    
Description:	Computer equipment & accessories	Backorder Status:	Not Backordered
Category ID:	00060	Amount Summary	
Amount to Receive:	182.950 USD	Merchandise Amount:	182.95 USD
Quantity to Receive:	1.0000	Doc. Base Amt:	182.95 USD

Transaction Item Description:
laserjet printer

Preferred Language Item Description:

[Expand All](#) [Collapse All](#)

Item Information

Attributes

Physical Nature:	<input type="text" value="Goods"/>	<input type="checkbox"/> Amount Only
*Price Qty:	<input type="text" value="Schedule Quantity"/>	
*Price Date:	<input type="text" value="Due"/>	

RFQ

Contract

Receiving

OK Cancel Refresh

Screen shot #16

7. Click on the "Amount Only" flag and select "OK" at the bottom of the page.

Maintain Purchase Order

Details for Line 1

PO ID: 0000000010 Vendor: CDW GOVT I
Line: 1 Item ID: [laserjet printer](#)

Line Details			
Category:	43210000	Line Status:	Approved    
Description:	Computer equipment & accessories	Backorder Status:	Not Backordered
Category ID:	00060	Amount Summary	
Amount to Receive:	182.950 USD	Merchandise Amount:	182.95 USD
Quantity to Receive:	1.0000	Doc. Base Amt:	182.95 USD

Transaction Item Description:
laserjet printer

Preferred Language Item Description:

[Expand All](#)

[Collapse All](#)

Item Information

Attributes

Physical Nature:	<input type="text" value="Goods"/>	<input checked="" type="checkbox"/> Amount Only
*Price Qty:	<input type="text" value="Schedule Quantity"/>	
*Price Date:	<input type="text" value="Due"/>	

RFQ

Contract

Receiving

OK Cancel Refresh

Screen shot #17

8. This will bring you back to the original screen where you will need to check the following:
 - The PO QTY section should be set to “1” wherever you set the “Amount Only” flag
 - The Merchandise Amount should reflect the total for each line. So if you originally had 10 in the PO QTY field and it is now 1, you will need to update the unit price to reflect the total value. (e.g. 10 units at \$20 each = \$200 and after change it should indicate 1 unit at \$200 each = \$200 as this is the total for the line)

Once you have **verified** the above information, click on the “Save” button at the bottom of the screen and you are done.

It is important to note that if your quantities are already set at 1 unit then the amount only update will not result in a material change to the PO and will not re-enter the approval workflow since no values have changed. Simply what and how a payment is expressed.

Alternatively, if by updating the Amount Only flag the quantities are updated, then this would be a Change Order event and approval workflow would be triggered.

Maintain Purchase Order

Purchase Order

Business Unit: COLUM
 PO ID: 0000000010

PO Status: Dispatched
 Budget Status: Valid

Copy From:

Hold From Further Processing

Header

*PO Date: 07/11/2012 Vendor Search
 *Vendor: CDW GOVT I Vendor Details
 *Vendor ID: 0000007579 CDW GOVT INC
 *Buyer: wj2185 Johnson, Wendy R
 PO Reference:

Backorder Status: Not Backordered Create BackOrder
 Receipt Status: Not Recvd
 *Dispatch Method: Print Dispatch

Amount Summary

Merchandise: 618.83
 Freight/Tax/Misc.: 0.00 Calculate
 Total Amount: 618.83 USD
 Encumbrance: 35.65 USD
 Balance: 35.65 USD

Add Items From
 Purchasing Kit Catalog Item Search

Select Lines To Display
 Line: To: Retrieve

Lines

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		laserjet printer	1.0000	EA	432100	182.95000	182.95	Approved
2		keyboard	1.0000	EA	432100	61.75000	61.75	Approved
3		wireless mouse	1.0000	EA	432100	47.49000	47.49	Approved
4		monitor	1.0000	EA	432100	290.99000	290.99	Approved
5		shipping	1.0000	EA	432100	35.65000	35.65	Approved

View Printable Version
 View Approvals
 View Documents Procurement EDM
 *Go to: ... More ...

Save Return to Search Notify Refresh Add Update/Di

Screen shot #18