ARC
Procurement
Receiving, PO Payments (Vouchers) & Change Orders
Review of Requisition & Purchase Orders

Receiving

PO Voucher

Change Order
RECEIVING TRAINING
When do you need Receiving?

Purchase of certain goods & equipment leases

Receiving is determined by the category code and can be found on the “Category Codes and Descriptions in ARC” document in the “Helpful Links” section of the Purchasing website:

http://finance.columbia.edu/files/gateway/content/purchasing/Columbia%20Category%20Codes%20V15.xlsx

Examples include (but are not limited to):

- Capital Equipment
- Computers
- Furniture
- Leasing
- Animal-related Products
- Hazardous and Biological Materials
- Restricted Commodities (such as Radioactive Materials)
## Receiving

Sample of the “Category Codes and Descriptions for ARC” document:

<table>
<thead>
<tr>
<th>CATEGORY CODE</th>
<th>DESCRIPTION</th>
<th>PS ACCOUNT</th>
<th>AP VARIANCE $</th>
<th>AP VARIANCE %</th>
<th>RECEIVING REQ'Y</th>
</tr>
</thead>
<tbody>
<tr>
<td>7814160001</td>
<td>Building Inspection service - Expediter</td>
<td>64505</td>
<td>15000</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>80111617</td>
<td>Temporary architectural services</td>
<td>64505</td>
<td>15000</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>91100000</td>
<td>Professional engineering services</td>
<td>64505</td>
<td>15000</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>81101508</td>
<td>Architectural engineering</td>
<td>64505</td>
<td>15000</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>23181801</td>
<td>Coffee brewing equipment or supplies</td>
<td>61760</td>
<td>5000</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>26121616</td>
<td>Telecommunications cable</td>
<td>63405</td>
<td>5000</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>44101501</td>
<td>Photoc copiers</td>
<td>68010</td>
<td>5000</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>44101714</td>
<td>Facsimile units</td>
<td>61900</td>
<td>5000</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>46151600</td>
<td>Security and control equipment</td>
<td>67245</td>
<td>5000</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>49220000</td>
<td>Sports Equipment and accessories</td>
<td>61760</td>
<td>5000</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>49241600</td>
<td>Recreational equipment</td>
<td>61760</td>
<td>5000</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>52140000</td>
<td>Domestic appliances</td>
<td>61730</td>
<td>5000</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>52161500</td>
<td>Audio and visual equipment</td>
<td>64150</td>
<td>5000</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>55000000</td>
<td>Furniture and Furnishings</td>
<td>60850</td>
<td>5000</td>
<td>10</td>
<td>Y</td>
</tr>
<tr>
<td>56101508</td>
<td>Mattresses or sleep sets</td>
<td>61750</td>
<td>5000</td>
<td>10</td>
<td>Y</td>
</tr>
<tr>
<td>56101700</td>
<td>Office furniture</td>
<td>60850</td>
<td>5000</td>
<td>10</td>
<td>Y</td>
</tr>
<tr>
<td>56120000</td>
<td>Classroom and instructional and institutional furniture and fixtures</td>
<td>60850</td>
<td>5000</td>
<td>10</td>
<td>Y</td>
</tr>
<tr>
<td>56130000</td>
<td>Musical Instruments and parts and accessories</td>
<td>61450</td>
<td>5000</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>72153613</td>
<td>Office furniture lease and maintenance service</td>
<td>63110</td>
<td>5000</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>80161507</td>
<td>Audio visual services</td>
<td>64325</td>
<td>5000</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>42151700</td>
<td>Dental Clinical Furniture</td>
<td>68010</td>
<td>5000</td>
<td>10</td>
<td>Y</td>
</tr>
<tr>
<td>56122000</td>
<td>Laboratory Furniture</td>
<td>68050</td>
<td>5000</td>
<td>10</td>
<td>Y</td>
</tr>
</tbody>
</table>
Change Order

Change Order Required

DO NOT ENTER ANY RECEIVING

PLEASE NOTE:
If you receive the expected quantity of goods but your total cost is outside of the tolerance noted above, you must not create the Receiving, as it will prohibit you from successfully completing a Change Order… which you will need to do.
Before you process Receiving:

• If you need to make a change in the ChartString, you must complete a Change Order first before you may process the receiving of the goods.

• If the total value of your goods is outside of your allotted tolerance (as outlined in the “Category Codes and Descriptions for ARC” document) you must complete a Change Order first before you may process the receiving of the goods.
Why is Receiving necessary?

Confirmation of receipt provides Departmental acknowledgement to Central that the goods have been received prior to issuing payment.
Types of Receiving:

**Quantity-Based Receiving**: Receipt in quantities
Example: the purchase of 10 computers

**Amount Only-Based Receiving**: Receipt in dollars/amount
Example: radioactive materials received worth $10,000.00
<table>
<thead>
<tr>
<th>Receipt Status</th>
<th>Definition</th>
<th>When To Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fully Received</td>
<td>All quantities or amounts on the purchase order that have been received.</td>
<td>Enter the receipt quantity or amount based on what is actually delivered by the supplier.</td>
</tr>
<tr>
<td>Open (Partial Receipt)</td>
<td>Remaining quantities or amounts to be received on the purchase order (more receipts can be entered for the order).</td>
<td>Enter the receipt quantity or amount based on what is actually delivered by the supplier.</td>
</tr>
<tr>
<td>Closed</td>
<td>Receipt transaction has been finalized and not expected to be updated in the future. In order for a receipt to be closed, all items should have already been matched and paid in Accounts Payable (or the receipt is in 'Cancelled' status).</td>
<td>Receipt can be closed when no more transactions are expected to be performed on the receipt transaction.</td>
</tr>
</tbody>
</table>
Quantity-Based Receiving

Total Quantity Receipt
Partial Quantity Receipt
Quantity-Based Receiving

- Total Quantity Receipt
- Review PO
- Review Activity Summary
- Receiving
Quantity-Based Receiving

Total Quantity Receipt

Review PO

Review PO against Invoice to make sure the quantity you received matches the quantity you purchased & verify that your Merchandise Amount and Encumbrance Amount are equal.

Follow this order to access this page:

Click on “Activity Summary” for the next step.
The Activity Summary is a continuation of the PO – we have seen this screen previously in the Requisition & Purchase Order Training.
Verify the Merchandise Amount, Receipt, Returned, & Invoiced

Click on the “Receipt” tab for formal receipt information

If nothing has happened, the only information that should be listed is the Merchandise Amount, which should be the same as on the Review PO information screen. All other fields should be “0.00 USD”
Quantity-Based Receiving

Total Quantity Receipt

Review PO

Review Activity Summary

Receiving
Quantity-Based Receiving

Total Quantity Receipt

Receiving

1. Follow this order to access this page
2. Clear all fields, aside from “PO Unit”
3. Input PO # into “ID”
4. Do NOT hit the “Enter” key on your keyboard; Click “Search” instead
The system will bring up all lines of the PO.

Select the lines of the PO that you want to receive (do not “receive” lines with a zero value) & click “OK”.
On the Maintain Receipts page, everything should stay as-is

Click “Save” & “Receipt Status” will show “Fully Received”
You may receive the following Warning Message multiple times. If so, click “OK” to Continue, each time you see this message.
Your Receipt Status is now “Fully Received”

If it reads “Partial Receipt”, go back through the PO Summary to review your Receipt Activity
Quantity-Based Receiving

Total Quantity Receipt

11. Go back to Review PO Information & Activity Summary to review that receiving has been updated

12. Verify that the Merchandise Amount and Receipt Amount are equal
Quantity-Based Receiving

- Partial Quantity Receipt
- Review PO
- Review Activity Summary
- Receiving
Partial Quantity Receipt

1. Review PO

Review PO against your Packing List/Invoice to determine your receipt quantity for your partially received goods/service.

2. Review Activity Summary

Verify the Merchandise Amount, Receipt, Returned, & Invoiced. Click through the “Receipt” tab to find further information about items received.

As you can see, the amount previously received does not equal the total Merchandise Amount.
Quantity-Based Receiving

- Partial Quantity Receipt
- Review PO
- Review Activity Summary
- Receiving
Follow this order to access this page

1. Clear all fields, aside from “PO Unit”
2. Input PO # into “ID”
3. Do NOT hit the “Enter” key on your keyboard; Click “Search” instead
### Quantity-Based Receiving

**Partial Quantity Receipt**

**Receiving**

5. The system will bring up all lines of the PO that are available to be received.

6. Select the applicable line(s) of the PO & click “OK”.

---

**Select Purchase Order**

<table>
<thead>
<tr>
<th>PO Unit:</th>
<th>ID:</th>
<th>Line / Schedule:</th>
<th>Release:</th>
<th>Item ID:</th>
<th>Vendor Name:</th>
<th>Vendor Item ID:</th>
<th>Manufacturer ID:</th>
<th>Manufacturer's Item ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUM</td>
<td>0000018611</td>
<td>/</td>
<td>1111</td>
<td>2222</td>
<td>Vendor Lookup</td>
<td>3333</td>
<td>4444</td>
<td>5555</td>
</tr>
</tbody>
</table>

**Receipt Qty Options**

- [ ] No Order Qty
- [ ] Ordered Qty
- [ ] PO Remaining Qty

**Retrieved Rows**

<table>
<thead>
<tr>
<th>Set</th>
<th>PO Unit</th>
<th>PO ID</th>
<th>Line</th>
<th>Sched</th>
<th>Release</th>
<th>Due Date</th>
<th>PO Qty</th>
<th>Prior Receipt</th>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>COLUM</td>
<td>0000018611</td>
<td>3</td>
<td>1</td>
<td>Release</td>
<td>06/30/2015</td>
<td>2.0000</td>
<td>6565</td>
<td>PAYMENTS 8-9</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>COLUM</td>
<td>0000018611</td>
<td>4</td>
<td>1</td>
<td>Release</td>
<td>03/03/2016</td>
<td>1.0000</td>
<td>1111</td>
<td>PAYMENT 10-11 FINAL PAYMENT</td>
<td></td>
</tr>
</tbody>
</table>
Quantity-Based Receiving

Partial Quantity Receipt

7. Update the quantity to be received

8. Click “Save” & “Receipt Status” will show “Partially Received” or “Open”
Go back to PO Summary to review that receiving has been included.

For additional receipts, complete all steps until items are fully received – then “Receipt Status” will read “Fully Received”
# Amount-Only Receiving

## Total Amount Receipt
- **PO Tolerance**
- **Review PO**
- **Review Activity Summary**
- **Receiving**

## Partial Amount Receipt
- **PO Tolerance**
- **Review PO**
- **Review Activity Summary**
- **Receiving**

## Change Order
- **PO Tolerance**
- **Review PO**
- **Review Activity Summary**
- **Receiving**

## Quantity-Based

<table>
<thead>
<tr>
<th>Maintain Receipts</th>
<th>Receiving</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit:</td>
<td>COLUMN</td>
</tr>
<tr>
<td>Receipt ID:</td>
<td>0000000002</td>
</tr>
<tr>
<td>Receipt Status:</td>
<td>Open</td>
</tr>
<tr>
<td>Add Header Comments:</td>
<td>Document Status</td>
</tr>
</tbody>
</table>

## Amount-Only

<table>
<thead>
<tr>
<th>Maintain Receipts</th>
<th>Receiving</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit:</td>
<td>COLUMN</td>
</tr>
<tr>
<td>Receipt ID:</td>
<td>NEXT</td>
</tr>
<tr>
<td>Add Header Comments:</td>
<td>Document Status</td>
</tr>
</tbody>
</table>

### Sample Receipt
- **Line 1**
  - **Item:** Supplies
  - **Receipt Qty:** 2.0000
  - **Receipt Price:** 300.00000
  - **Accept Qty:** 2.0000
  - **Status:** Open

- **Line 2**
  - **Item:** Dell lease payments and buy out
  - **Receipt Qty:** 1.0000
  - **Receipt Price:** 200000.0000
  - **Accept Qty:** 1.6000
  - **Status:** Open
Error: Processing an Invoice without Receiving when Receiving is Required

The Merchandise Invoice matches the Merchandise and there is no Receipt accounted for, therefore you will be unable to proceed with your payment.

Activity Summary

Verify the Merchandise Amount, Receipt, Returned, & Invoiced
Receiving Process Overview

1. Vendor Validated in Vendor Management
2. Requisition Created & Category Code dictates that Receiving is necessary
3. Budget Check Requisition
4. Submit Requisition for Approval
5. Departmental Requisition Approval & Any Other Prior Approvals Required
6. Central Purchasing Approval (as applicable)
7. Purchase Order Dispatched

Goods Received
- Receipt Entered (Goods information is imported from the PO onto the Receipt)
- Asset Tracking Data (if applicable)
Always check the “PO Review” & “Activity Summary” first
PO VOUCHER TRAINING
Basic Information on PO Vouchers:

- PO Vouchers are used to process payments against a PO.
- You may create multiple PO Vouchers against a PO, until the PO is paid in full.*
- Provided that there are no change above the tolerance and there were no line(s) added to your PO Voucher, Central AP approval is not required – instead, PO vouchers go through a Matching process.
- Once departmental approval is provided, payment is immediately processed.

*Depending on how the PO is set-up: if it is quantity-based, the quantity must be more than one to pay multiple PO Vouchers.
What is Matching?

- Matching is a process that happens prior to voucher submission for departmental approval.
- After the voucher has been created, ARC will automatically process PO vouchers through Matching at the end of the day.
- If there is a Match Exception, the Exception must be corrected.
There are two ways to process PO Vouchers:

1. P.O. Voucher where Receipt of Goods is Not Required
   - Two-way matching process
     - Purchase Order
     - Voucher (Invoice)
   - Action required to process: Copy from PO

2. P.O. Voucher where Receipt of Goods Is Required
   - Three-way matching process
     - Purchase Order
     - Receiving (Packing Slip)
     - Voucher (Invoice)
   - Action required to process: Copy from PO Receipt
PO Voucher When Receipt of Goods is Required

1. Department Receives Invoice from Vendor
2. ARC Voucher Initiator Imports Information from Receipt into Voucher Page to Create Voucher
PO Voucher When Receipt of Goods is Required

There is no need to add any information to this screen, as the details will be imported from the PO Receipt to Create Voucher

Click “Add” to proceed
PO Voucher when Receipt of Goods is Required

1. Input Invoice No & Invoice Date
   - This information will be automatically populated after the PO Receipt is copied and therefore should not be entered at this point.

2. Fill in “Date Dept Rec’d Invoice” Field

3. Select “Invoice” as your Voucher Type

4. Select “PO Receipt” in the “Copy From” field

This screenshot shows how to access the PO or the receipt from invoice information.
PO Voucher when Receipt of Goods is Required

For any comments that you would like sent to the vendor, click “Comments”, and those notes will be included with your payment.

Click “Go”
PO Voucher When Receipt of Goods is Required

6. Enter your PO Business Unit and your PO Number and click the “Search” button.

7. Select the lines to be copied (as in the lines you would like to pay for).

Check the number of lines on your PO and make sure you are able to view all of the lines.

Click “View All” if you are paying more than 1 line of the PO.
8. Select the lines to be copied (as in the lines you would like to pay for).

9. Verify the quantity and edit on the line as needed.

10. Click the “Copy Selected Lines” button.

Never copy a $0 line into the Voucher because it will not match for payment.
Verify that the Vendor Information and address matches the information on your invoice – if you need to modify the “Location” or “Address”, click on the magnifying glass to change and if modification is unavailable, contact Vendor Management.

Verify that the Total amount matches the amount you were invoiced for.
If there is a change that needs to be made to the dollar amount, open up the appropriate line and edit the “Unit Price” within each applicable line.

Once complete, edit the voucher “Total” amount to match your changes and click “Calculate”.

CO is not required, as the change is within the tolerance.

If you are submitting your final payment, click the pink icon to Finalize All Eligible Distributions.
PO Voucher

Invoice Reminders:

Double Check:

• Vendor Name (pay the correct vendor)
  • Vendor Address (ensure address matches invoice & that the proper remit address is listed)
  • Amount (pay the correct amount)

Once you have completed and verified everything, click “Save”
Now your Voucher ID has been created and you can use your Voucher ID number in EDM.

Click on the drop down on the top right of your page under “Action” and select “Matching”. Click “Run”. Click “YES” to wait for the process to be completed so you know if the voucher successfully Matched.

It is important to note that the Matching process takes some time. The system will automatically complete the process overnight and if there is no extreme immediacy to your PO Voucher, we suggest that you wait for the system to complete it on its own. However, if you must complete the Matching process…
To Preview & Submit PO Voucher for Approval

1. Follow this order to access this page

2. Check to make sure that the “Match Status” says “Matched”
Upload supporting documentation to EDM
EDM will open and the information will be pre-populated

All you will need to do is upload the supporting documents, as needed

When you finish, return to voucher screen (which should still be open on desktop)
Once the PO Voucher has matched to the PO/Receipt and you have uploaded the supporting documents, you can submit the voucher for approval.

Last step in creating a PO Voucher is to preview and submit for approval - you can insert any comments you want for your approver to review here.

Take time to review PO Voucher once more.
Final step is to submit the voucher for approval

When ready to submit choose "PREVIEW & SUBMIT FOR APPROVAL"

NOTE: The voucher will not move through workflow if initiator does not click on the "submit for approval" button.
NEVER INSERT AD HOC APPROVERS BELOW Departmental Approval

Once you have all necessary approvers are included, click “Submit for Approval”
This screen will appear and you may insert any comments to the approvers in this space.

Click “OK” to submit voucher into workflow.
Criteria for how voucher will route once it is submitted for approval

- Department
- Project
- Dollar Threshold

This is why chart fields and distribution lines are critical
Receipt requirements are dictated by the category code selected in the Requisition, and therefore associated with the PO.
1. Follow this path

2. Clear all fields

3. Enter your Voucher number into the “Voucher ID” field and click “Search”
4. Click “View Documents” which will open up another screen to show EDM so that you may review the supporting documentation.

5. If documents match voucher then click “Approve”
Your screen will then display approvals – each required approver will repeat the same five steps until all approvals are complete.
1. Department receives Invoice from Vendor and verifies receipt of goods
2. ARC Voucher Initiator updates applicable fields in ARC (such as Invoice Number, Invoice Date) – do not include any Vendor information
3. ARC Voucher Initiator imports information (PO or PO Receipt, based on Receiving requirements dictated by Category Codes) into Voucher Page
4. ARC Voucher Initiator reviews the Vendor address against the Invoice, updates accordingly & clicks save to generate a Voucher Number
5. ARC Voucher Initiator scans & uploads supporting documentation for Voucher
6. PO Voucher is Matched to P.O. Encumbrance amount (2-way matching if Receipt of Goods is not required, 3-way if Receipt of Goods is Required). If matching process is not successful ARC Voucher Initiator will receive notification and will need to resolve Match Exception
7. Once PO Voucher passes Matching Process, Initiator must select appropriate Approvers in “Preview and Submit for Approval”
8. ARC Voucher Approver review and approves Voucher
9. Approved PO Vouchers are processed through the system on a daily basis
PO Voucher Process Overview

Vendor Validated in Vendor Management → Requisition Created → Budget Check Requisition → Submit Requisition for Approval → Departmental Requisition Approval & Any Other Prior Approvals Required → Central Purchasing Approval (as applicable) → Purchase Order Dispatched

Goods Received → Receipt Entered (Goods information is imported from the PO onto the Receipt)

Asset Tracking Data (if applicable) → Vendor Invoice Entered → Import from PO → Vendor Invoice 2-Way Matched (PO – Voucher)

Vendor Invoice Entered → Import from PO Receipt → Vendor Invoice 3-Way Matched (Receipt – PO – Voucher)

Vendor Paid

RECEIVING REQUIRED

RECEIVING NOT REQUIRED
What is a Change Order?

Change Orders are used to modify Purchase Order details, communicate an update to vendors, or to resolve a match exception.

Change Orders follow the same workflow requirements as a requisition.
When do you need a Change Order?

In order to modify information on a previously dispatched purchase order, a Change Order should be initiated in ARC when updates are required for:

- Increased quantity
- Increased value, above tolerance
- Due date
- Add/modify special instructions to the Vendor
- Cancellation, not closure, of the PO
- ChartString modifications (Financial Change Order)*

*Please Note: ARC often has inconsistent reactions to multiple ChartString modifications, per line
A Change Order is inappropriate when:

- Procuring an entirely new product or service
- It is a new engagement (outside of the original scope of work)
- The total value of the invoices are within the acceptable variance/tolerance
  
  This variance allows for items such as small incidental fees that may not have been anticipated when the purchase order was originally created.

Create a new Purchase Order

Process PO Voucher

If you add a line for additional charges (such as freight or handling), it is sent to Central AP for approval and the process is delayed because approval is not automatic.
## Change Order Quick Guide

<table>
<thead>
<tr>
<th>Action</th>
<th>Tolerance</th>
<th>PO Voucher</th>
<th>New PO</th>
<th>Change Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase quantity ✩</td>
<td>Within</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Increase quantity</td>
<td>Outside</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Increase value ✩</td>
<td>Within</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Increase value</td>
<td>Outside</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Due date change</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Add/modify special instructions to the Vendor</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Close PO*</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cancel PO</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>ChartString Modification</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Procuring new item/product/service</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Substantial change in Scope of Work</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>New engagement (outside of prior Scope of Work)</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

* If Receiving is required, perform those increases within the Receiving process
Is my change within the Variance Tolerance?

First, check the AP Variance Tolerance within the “Category Codes and Descriptions in ARC” document in the “Helpful Links” section of the Purchasing website:

http://finance.columbia.edu/files/gateway/content/purchasing/Columbia%20Category%20Codes%20V15.xlsx

<table>
<thead>
<tr>
<th>CATEGORY CODE</th>
<th>DESCRIPTION</th>
<th>PS ACCOUNT</th>
<th>AP VARIANCE $</th>
<th>AP VARIANCE %</th>
<th>RECEIVING REQ</th>
</tr>
</thead>
<tbody>
<tr>
<td>7814160001</td>
<td>Building inspection service - Expedite</td>
<td>64505</td>
<td>15000</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>80111617</td>
<td>Temporary architectural services</td>
<td>64505</td>
<td>15000</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>81100000</td>
<td>Professional engineering services</td>
<td>64505</td>
<td>15000</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>81101508</td>
<td>Architectural engineering</td>
<td>64505</td>
<td>15000</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>23151801</td>
<td>Coffee brewing equipment or supplies</td>
<td>61760</td>
<td>5000</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>26121616</td>
<td>Telecommunications cable</td>
<td>63405</td>
<td>5000</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>44101501</td>
<td>Photoccopiers</td>
<td>66801</td>
<td>5000</td>
<td>10</td>
<td>Y</td>
</tr>
<tr>
<td>44101714</td>
<td>Facsimile units</td>
<td>61900</td>
<td>5000</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

If your change is within the Variance Tolerance:

If Receiving is not required: No Change Order - Proceed directly to Accounts Payable with your invoice

If Receiving is required: No Change Order - Process the change in the Receiving process, then proceed to Accounts Payable
Example 1:
A software license for $20,000 with 3 lines that have varying category codes:
   1. $5,000 license
   2. $10,000 maintenance
   3. $5,000 training
An increase of $1,000 on the first line would not be accepted by the system, as the tolerances are linked to each line

Example 2:
Multi-year PO for $30,000 for $10,000 a year; if you receive an invoice the first year for $12,000, you must initiate a Change Order, as it is outside of the acceptable Variance Tolerance
The most common issue that delays Central Purchasing’s approval of your Change Order is the lack of supporting documents, clarity or justification for the changes made.

How to expedite your Change Order

When completing a Change Order it is mandatory that you complete the “Edit Comments” under the “Header” section in ARC and select “Approval Justification”, which provides details to both the approver and Purchasing as to what is being changed.
Standard Steps to Create a Change Order

1. Check Tolerance & Confirm Need for CO
2. Review PO & Activity Summary

3. 
4. 
Before you consider initiating a Change Order, you must review your PO details.

Follow this order to access this page:

Click on “Activity Summary” for the next step.
Standard Steps to Create a Change Order

1. Check Tolerance & Confirm Need for CO
2. Review PO & Activity Summary
3. Add/Update PO

4
Follow this order to access this page

1. Click on “Find an Existing Value”, clear all fields except for the Business Unit

2. Enter PO # in the “PO ID” Field and click “Search”
Standard Steps to Create a Change Order

- Check Tolerance & Confirm Need for CO
- Review PO & Activity Summary
- Add/Update PO
- Edit Comments & Create Justification
Always click “Edit Comments” first.

Clicking on the conversation bubble will allow you to include comments to the Vendor on the change created.
Standard Steps to Create a Change Order

1. Check Tolerance & Confirm Need for CO
2. Review PO & Activity Summary
3. Add/Update PO
4. Edit Comments & Create Justification
1. Click on the “Change Order” Icon
2. Change the quantity in the “PO Qty” field
3. Click on the “Save” button
4. Click on the “Budget Check” icon

Similar to a requisition, you must Budget Check.

NOTE:
AFTER YOU SAVE THE INFORMATION, THE FOLLOWING STATUSES WILL UPDATE:

- Change Order number is incremented by one
- The PO status is changed to “Pend Appr” (Pending Approval)
- The Budget Status is changed to “Not Chk’d” (Not Checked) until you re-budget check the PO

You do not need to complete a Change Order if there is a decrease in quantity – instead handle this change in the Receiving and when you process your PO Voucher & select Close PO.
Value/Price Change Order

Standard Steps to Create a Change Order

1. Check Tolerance & Confirm Need for CO
2. Review PO & Activity Summary
3. Add/Update PO
4. Edit Comments & Create Justification
Value/Price Change Order

1. Change the price in the “Price” field
2. Click on the “Save” button
3. Click on the “Budget Check” icon

Remember: Never use negative quantities or dollar amounts

NOTE:
AFTER YOU SAVE THE INFORMATION, THE FOLLOWING STATUSES WILL UPDATE:
• Change Order number is incremented by one
• The PO status is changed to “Pend Appr” (Pending Approval)
• The Budget Status is changed to “Not Chk’d” (Not Checked) until you re-budget check the PO
Ship-To Change Order

Standard Steps to Create a Change Order

- Check Tolerance & Confirm Need for CO
- Review PO & Activity Summary
- Add/Update PO
- Edit Comments & Create Justification
Click on the “Schedules” icon
2 Click on the “Schedule Details” icon

3 Click on the “Change Order” icon
4. Assign a new Ship to Code

5. Click on the “Ship to Address” icon

6. Enter the Address 2, Address 3, and Phone information (all of these are required)

7. Click the “OK” button
Click on the “Return to Main Page” link
Click the “Save” button

Click the “Budget Check” icon

NOTE:
AFTER YOU SAVE THE INFORMATION, THE FOLLOWING STATUSES WILL UPDATE:
• Change Order number is incremented by one
• The PO status is changed to “Pend Appr” (Pending Approval)
• The Budget Status is changed to “Not Chk’d” (Not Checked) until you re-budget check the PO
Change Order to Add a Line

Standard Steps to Create a Change Order

Check Tolerance & Confirm Need for CO

Review PO & Activity Summary

Add/Update PO

Edit Comments & Create Justification
Change Order to Add a Line

1. Click on the “Change Order” icon
2. Click on the “Add Multiple New Rows” icon
3. Enter the number of rows to be added to your PO in the pop-up window
Enter the item information (Description, PO Qty, UOM, Category, and Price)

Click on the “Schedule” icon
Assign a Ship To Code or use the one defaulted by the system (based on the Ship To information from the existing lines)

Click on the “Ship To Address” page

Enter Address 2, Address 3, and Phone information (all of these are required)

Click on the “OK” button
Click on the “Distributions/Chartfields” icon

Enter the chartfield information for the new line

Click on the “OK” button
Click on the “Return to Main Page” link
NOTE:
AFTER YOU SAVE THE INFORMATION, THE FOLLOWING STATUSES WILL UPDATE:
• Change Order number is incremented by one
• The PO status is changed to “Pend Appr” (Pending Approval)
• The Budget Status is changed to “Not Chk’d” (Not Checked) until you re-budget check the PO

13 Click the “Save” button

14 Click the “Budget Check” icon
Standard Steps to Create a Change Order

- Check Tolerance & Confirm Need for CO
- Review PO & Activity Summary
- Add/Update PO
- Edit Comments & Create Justification
Check the Activity Summary for the PO & Review the Account Summary
$19,435.00 - $9,945.00 = $9,490.00

PO Value is $19,435.00 & the Encumbrance Balance is $9,490.00
Enter your Change Order Justification/Comments to the Approver here & click “Approval Justification”
Financial Change Order
(With Activity)
Financial Change Order
(With Activity)

Maintain Purchase Order
Distributions for Schedule 1

Unit: COLUM
PO ID: 000000034
Line: 1
Schedule: 1
Vendor: CHOICE POI-002
Item: cleaning service for Dr. Mootahar office
Status: Active

Schedule Qty: 1.0000
Merchandise Amount: 19,435.00 USD
Doc. Base Amount: 19,435.00 USD

Distribute By: Amount □
Liquidate by: Amount □

Distribution Table:

<table>
<thead>
<tr>
<th>Dist</th>
<th>Status</th>
<th>Percent</th>
<th>Activity</th>
<th>Initiative</th>
<th>Segment</th>
<th>Site</th>
<th>Fund</th>
<th>Function</th>
<th>Affiliate</th>
<th>Fund Affil</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Open</td>
<td>100.000</td>
<td>031772</td>
<td>01</td>
<td>800005</td>
<td>700000000</td>
<td>10</td>
<td>260</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Financial Change Order (With Activity)

## Maintain Purchase Order

### Distributions for Schedule 1

<table>
<thead>
<tr>
<th>Unit</th>
<th>COLUM</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO ID</td>
<td>00000025034</td>
</tr>
<tr>
<td>Line</td>
<td>1</td>
</tr>
<tr>
<td>Schedule</td>
<td>1</td>
</tr>
<tr>
<td>Status</td>
<td>Active</td>
</tr>
<tr>
<td>Vendor</td>
<td>CHOICE POI-002</td>
</tr>
</tbody>
</table>

**Schedule Qty:** 1.0000

- **Merchandise Amount:** 19,435.00 USD
- **Doc. Base Amount:** 19,435.00 USD

---

[Image of screenshot showing the interface with various fields and options, such as 'OK', 'Cancel', 'Refresh', and a table with distribution details including percent, merchandise amount, currency, and other financial information.]
Financial Change Order
(With Activity)

Maintain Purchase Order

Schedules

Unit: COLUM
PO ID: 000002034
PO Date: 02/03/2014
Vendor: CHOICE POI-002
PO Status: Dispatched

Return to Main Page

Lines

Line: 1 Item: cleaning service for Dr. Mostabar office
PO Qty: 1.0000 EA Merchandise Amt: 19,435.00 USD

Add ShipTo Comments:

Add ShipTo Comments:

Save  Return to Search  Notify  Refresh  Add  Update/Display
## Maintain Purchase Order

### Purchase Order

- **Business Unit:** COLUM
- **PO ID:** 0000129034
- **PO Status:** Dispatched
- **Budget Status:** Not Ch’d
- **PO Date:** 02/03/2014
- **Vendor:** CHOICE POI-002
- **Vendor ID:** 0000037817
- **Buyer:** W2185
- **PO Reference:** 00000000000

### Header Details
- **Activity Summary:**
- **Merchandise:**
  - Freight/Tax/Misc.: 19,435.00
  - Total Amount: 19,435.00 USD

### Line Details

<table>
<thead>
<tr>
<th>Line</th>
<th>Item</th>
<th>Description</th>
<th>PO Qty</th>
<th>Item Information</th>
<th>Attributes</th>
<th>RFQ</th>
<th>Contract</th>
<th>Receiving</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>cleaning service for</td>
<td>1.0000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Select Lines To Display
- **Line:** [ ]
- **To:** [ ]

### Add Items From
- **Purchasing Kit**
- **Catalog**
- **Item Search**

---

**View Printable Version**
**View Approvals**
**View Documents**
**Procurement EDM**

**Go to:** [ ]
**More...**
## Maintain Purchase Order

### Distributions for Schedule 1

<table>
<thead>
<tr>
<th>Dist</th>
<th>Status</th>
<th>Percent</th>
<th>Budget Status</th>
<th>Budg Dt</th>
<th>Encumbrance Balance</th>
<th>Currency</th>
<th>Encumbered Base Balance</th>
<th>Base Currency</th>
<th>Expensed To Date</th>
<th>Final</th>
<th>Commitment Control Close Flag</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Open</td>
<td>51.17%</td>
<td>Warning</td>
<td>08/01/2013</td>
<td>0.00 USD</td>
<td>USD</td>
<td>0.00 USD</td>
<td>USD</td>
<td>9,945.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Open</td>
<td>48.83%</td>
<td>Warning</td>
<td>02/03/2014</td>
<td>9,490.00 USD</td>
<td>USD</td>
<td>9,490.00 USD</td>
<td>USD</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Unit:** COLUM
- **PO ID:** 0000029034
- **Vendor:** CHOICE POI-002
- **Item:** Cleaning service for Dr. Mootabar office
- **Schedule:** 1
- **Status:** Active
- **Schedule Qty:** 1.0000
- **Merchandise Amount:** 19,435.00 USD
- **Doc. Base Amount:** 19,435.00 USD
Financial Change Order (With Activity)
Financial Change Order
(With Activity)

View Approvals

<table>
<thead>
<tr>
<th>Business Unit:</th>
<th>COLUM</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO ID:</td>
<td>0000029034</td>
</tr>
<tr>
<td>PO Total:</td>
<td>19,435.00 USD</td>
</tr>
</tbody>
</table>
| Vendor ID:     | 0000037817
| Buyer:         | Choice Point Bldg Serv |
| PO Reference:  | w/2185 |
| PO Status:     | P0d Apr |
| PO Date:       | 02/03/2014 |
| Budget Status: | Valid |
| Justification: | Change Order to update Natural Account for payments going forward |

Department Approval

- **Line 1 Schedule 1 Distribution 1**: Pending
  - Item: Cleaning service for Dr. Mookabar office
  - Department Approval

- **Line 1 Schedule 1 Distribution 2**: Pending
  - Item: Cleaning service for Dr. Mookabar office
  - Department Approval
Financial Change Order (Without Activity)

1. Click on the “Change Order” icon
2. Click on the “Schedules” icon
3. Click on the “Distributions/Chartfields” icon
Financial Change Order (Without Activity)

4. Update the Chartfield information directly on the respective field.

5. Click the “OK” button to go back to the “Maintain Purchase Order – Schedules” page.

6. Click the “Return to Main Page” link.
Click the “Save” button

Click the “Budget Check” icon

NOTE:
AFTER YOU SAVE THE INFORMATION, THE FOLLOWING STATUSES WILL UPDATE:
• Change Order number is incremented by one
• The PO status is changed to “Pend Appr” (Pending Approval)
• The Budget Status is changed to “Not Chk’d” (Not Checked) until you re-budget check the PO
To review changes that have occurred on a PO, go to “Review Change History” in ARC.
2. Search by the PO 

3. The location where changes took place in the PO will be displayed
**Additional Things to Note about Processing COs:**

- Prior to Change Order initiation, you must review all activity on the PO and notate the changes needed in your personal notes for later review.
- Enter a clear valid reason in the justification.
- If a Change Order is made to a contract-based PO, an amendment to the contract may be required.
- Should a Change Order be denied for any reason, a secondary Change Order must be created/approved to return the PO to a Dispatched Status.
Additional Resources

If you run into trouble or have additional questions about the process, please refer to the materials below for assistance:

Receiving:
http://finance.columbia.edu/files/gateway/content/training/Training_Guides/Receiving_in_ARC_TRAIN.pdf

PO Voucher:
http://finance.columbia.edu/files/gateway/content/training/job_aids/Job_Aid_Creating_a_PO_voucher.pdf

Change Order:
http://finance.columbia.edu/files/gateway/content/training/job_aids/change_order_adding_new_lines_job_aid.pdf
http://finance.columbia.edu/files/gateway/content/training/job_aids/change_order_creating_financial_change_order_job_aid.pdf
http://finance.columbia.edu/files/gateway/content/training/job_aids/change_order_changing_ordered_quantity_job_aid.pdf
http://finance.columbia.edu/files/gateway/content/training/job_aids/change_order_changing_ship_to_job_aid.pdf
http://finance.columbia.edu/files/gateway/content/training/job_aids/change_order_changing_price_job_aid.pdf

Purchasing Category Codes:
http://finance.columbia.edu/files/gateway/content/training/job_aids/receiving_categories_job_aid.pdf