

## Procurement Workflow

Procurement workflow in ARC is different than it was with our legacy systems, i.e. AP/CAR. In ARC, the initiator of a transaction does not choose the approver for the transaction to route to; workflow automatically determines where a transaction is routed for departmental approval (see below for details of how workflow controls the routing of transactions in ARC). Depending on your School/Admin Unit business process, you may want to insert an Adhoc approver into workflow. An Adhoc approver is in addition to, not a replacement for, the approvers that workflow automatically routes transactions to. Initiators are encouraged to monitor the approval status for their Procurement transactions to ensure that they route through workflow in a timely manner.

### Monitoring Voucher Approval Status

To determine where a voucher is in the approval workflow, you can review the approval history using the following navigation: Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. Use the 'Find an Existing Value' to search for a specific voucher. Review the voucher's Approval Status from the Summary tab and click the 'Approval History' hyperlink to view all the approvers (Departmental, Ad Hoc, Central) the transaction has been routed to. From this screen you will be able to determine which approver is next in line for approval. Follow up with approvers as needed, reminding that the recommended way to manage approvals is to access ARC'S custom approval pages to review and manage transactions requiring approval.

### Monitoring Requisition Approval Status

To determine where a requisition is in the approval workflow, you can review the approval history using the following navigation: Main Menu > eProcurement > Manage Requisitions. Search for your requisition on this page and choose 'View Approvals' from the Select Action dropdown box located to the right of a requisition.

### Guidance for Approving Procurement Transactions

It is recommended that approvers use ARC's custom approval pages to review transactions pending approval. Use the following navigations to access these custom pages which allow users to search for pending approvals by common categories such as: Origin (Originating Department), Vendor, and \$ Amount.

- Requisition: eProcurement > Manage Requisition Approval
- Change Order: Purchasing > Purchase Order > Approve POs
- Voucher: Accounts Payable > Vouchers > Approve > Approval Framework – Vouchers

Additionally, approvers can use their Worklist in ARC to review and approve transactions. Click [here](#) for a job aid providing guidance on how to use and to customize worklists.

Please carefully review this document to understand workflow in ARC and for guidance on when it is appropriate to insert an Adhoc approver(s) into workflow, and the impact this will have on transaction processing.

## Workflow

In ARC, Workflow controls the routing of a transaction to the authorized approvers for review and approvals. The routing is based on the Security role, Department authority, and dollar threshold authority i.e., Voucher Approver Level and Department authority (what dept(s) a user is authorized to approve for).

For requisitions and change order transactions, there are three main stages of approvals that Workflow will route:

- 1) Departmental
- 2) Prior Approval (requisitions and purchase orders only)
- 3) Central Purchasing

For Department, Prior Approval and Central Purchasing approvals, Workflow will route these transactions systematically to the appropriate approvers based on the security role, Department authority, and dollar threshold.

**The transaction initiator does not need to select an approver for the transaction to route to for approval.**

For voucher transactions, there are three main stages of approvals that Workflow will route:

- 1) Departmental (or Travel)
- 2) Ad Hoc Approvals
- 3) Central Accounts Payable

For Departmental and Central Purchasing approvals, Workflow will route these transactions systematically to the appropriate approvers based on the security role, Department authority, and dollar threshold. **The transaction initiator does not need to select an approver for the transaction to route to for approval.**

## Adhoc Approvals

In addition to the systematic workflow routing, a transaction can have additional approval requirements:

- Supplemental Approval – Exceptions to travel reimbursement policy – Vouchers only (See note below).
- Non-systematic workflow required review and/or approvals – local departmental required review/approvals (Requisitions/Change Orders/Vouchers)

For Supplemental and non-systematic workflow required approvals, the Initiator can use ARC's Adhoc approval functionality. Adhoc allows approvers to be inserted into workflow even though they are not part of the system driven workflow. The Adhoc functionality allows a user to be inserted as either an approver or a reviewer. An approver must take action on the transactions (approve, deny) while no action is required for a reviewer.

A single or multiple Adhoc approvers can be inserted into workflow for Procurement transactions. The list of approvers available to be selected as an Adhoc Approver consist of the following users:

- All Requisition and Voucher approvers
- Approvers with the Supplemental Approval role
- Approvers with the Procurement Ad Hoc Approval role

When using the Adhoc functionality, please keep in mind the following points:

## Ad Hoc Approvals for Requisitions and Change Orders:

- 1) The Adhoc approver should be entered in the '**Departmental Approval**' section of the approval submit page.
- 2) An initiator can insert an Adhoc approver into workflow before or after the system routed departmental approver. Do not insert Adhoc approver for Departmental approvals – workflow will route the transaction to the appropriate approvers automatically.
- 3) Adhoc approvals are not based on Department authority or dollar amount of the transaction.
- 4) To insert an Adhoc approver, users should click on the Save & preview approvals button on the Review and Submit requisition page.

## Ad Hoc Approvals for Vouchers:

- 1) Non-system driven Adhoc approvers should be entered in the '**Departmental Approval**' stage of the approval submit page.
- 2) Supplemental Approvers Adhoc approvers must be inserted into the '**Adhoc Approval**' stage.
- 3) An initiator can insert an Adhoc approver into workflow before or after the system routed departmental approver. Do not insert Adhoc approver for Departmental approvals – workflow will route the transaction to the appropriate approvers automatically.
- 4) Ad Hoc approvals are not based on Department authority or dollar amount of the transaction.
- 5) The Voucher Initiator is always inserted into the Adhoc Approval stage. No action is required by the Voucher Initiator. When the voucher is submitted into workflow, this path will self-approve.

## **Notes:**

ARC workflow requires approvals to be completed in the order that they appear in the workflow path. A transaction will not route to the next approver's worklist until the previous approver completes their approval.

Supplemental Approval is required for reimbursements that exceed dollar threshold for certain types of expenses, i.e., travel, meals, entertainment and gift expenses. Supplemental Approvers in ARC must be given the Supplemental Approver role in order to be inserted into the voucher workflow.

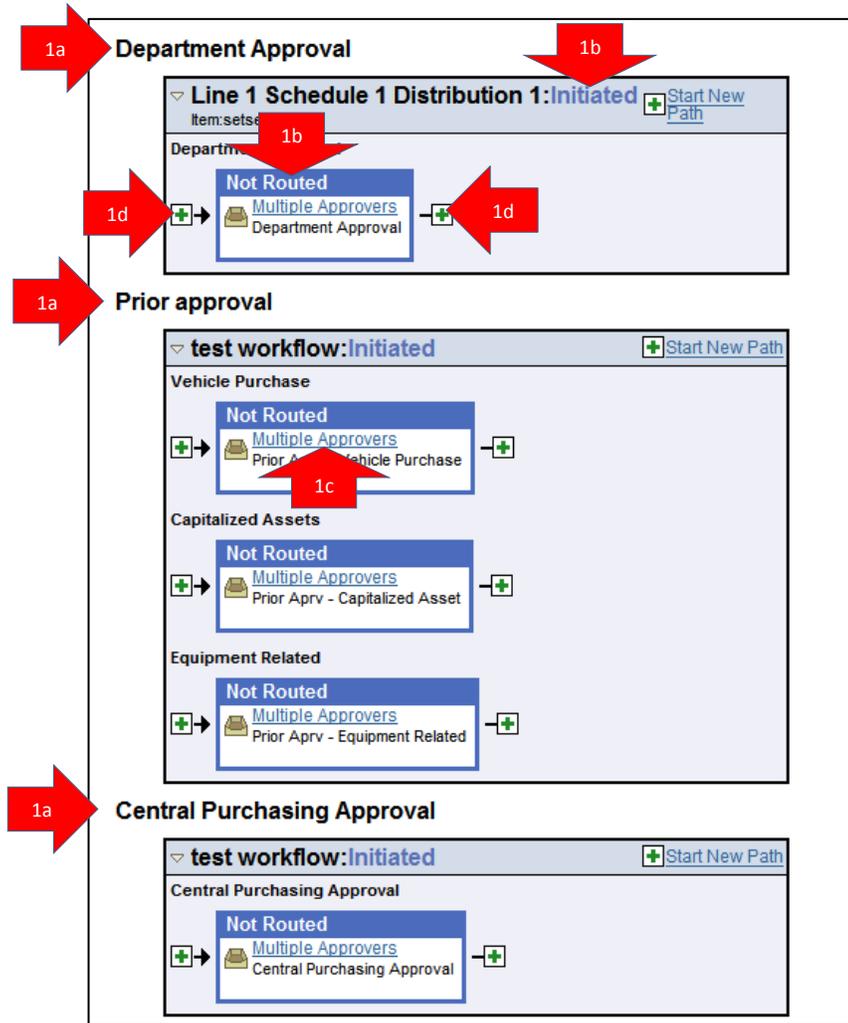
Vouchers that require Supplemental Approval, a signed copy of the Supplemental Approval Manual form is required as part of the backup documentation. This form must be completed, signed and uploaded using the Procurement EDM document upload process. The form can be downloaded at:

<http://finance.columbia.edu/files/gateway/forms/SupplementalApproverManualForm.pdf>. More information on the

Supplemental Approval policy can be found at

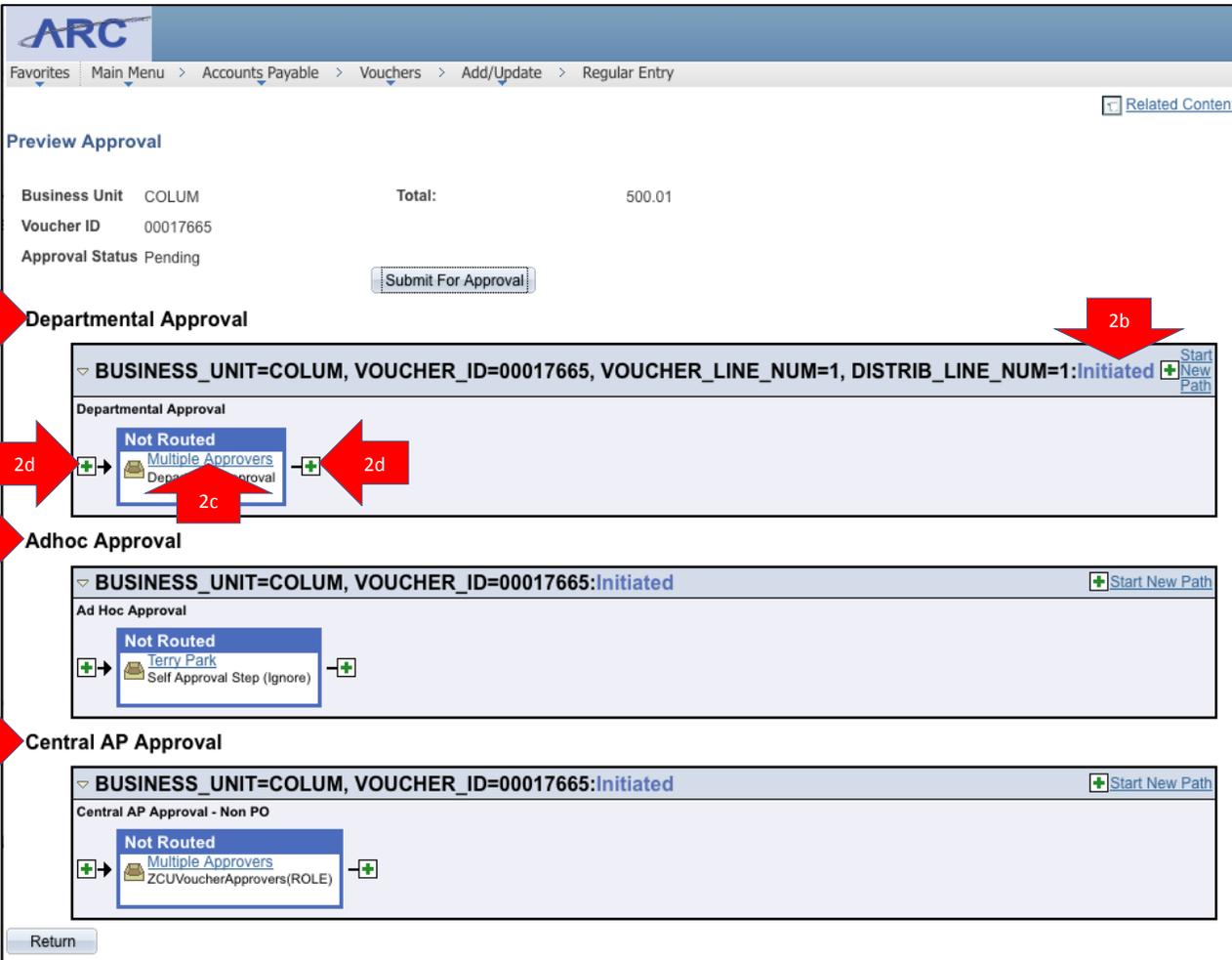
[http://policylibrary.columbia.edu/files/policylib/imce\\_shared/Interim\\_Travel\\_Expense\\_Policy.pdf](http://policylibrary.columbia.edu/files/policylib/imce_shared/Interim_Travel_Expense_Policy.pdf).

## Requisition Workflow Routing



- 1) Requisition is submitted into workflow:
  - a. Main Workflow Stages
    - i. Departmental
    - ii. Prior Approval
    - iii. Central Purchasing Approval
  - b. Status of the approval step
  - c. List of authorized approvers based on systematic workflow requirements (role, dollar threshold, and department authority)
  - d. Insert Ad Hoc Approver(s)

## Voucher Workflow Routing



**Preview Approval**

Business Unit COLUM Total: 500.01  
 Voucher ID 00017665  
 Approval Status Pending

**2a** Departmental Approval

**2b** BUSINESS\_UNIT=COLUM, VOUCHER\_ID=00017665, VOUCHER\_LINE\_NUM=1, DISTRIB\_LINE\_NUM=1:Initiated

Departmental Approval

**2d**  **2c**  **2d**

**2a** Adhoc Approval

BUSINESS\_UNIT=COLUM, VOUCHER\_ID=00017665:Initiated

Ad Hoc Approval

**2a**

**2a** Central AP Approval

BUSINESS\_UNIT=COLUM, VOUCHER\_ID=00017665:Initiated

Central AP Approval - Non PO

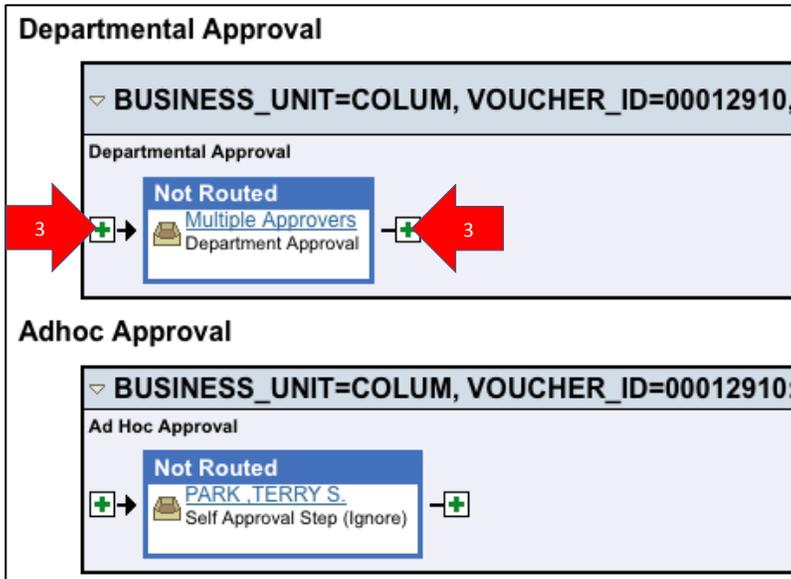
### 2) Voucher is submitted into Workflow:

- a. Main Stages of Workflow
  - i. Departmental
  - ii. Adhoc
  - iii. Central AP
- b. Status of the approval step
- c. List of authorized approvers based on systematic workflow requirements (role, dollar threshold, and department authority)
- d. Insert Ad Hoc Approver(s)

### Note: On Vouchers:

- 1) Non-system routed Adhoc approvers should be inserted in the Departmental
- 2) Supplemental Approver Adhoc approvers should be inserted into the Adhoc approval stage.
- 3) Adhoc Approvers can be inserted in the Departmental stage prior to or after the system routed Department approver.

## How to Insert an Ad Hoc Approver



The screenshot shows two stages of an approval process:

- Departmental Approval:** Filtered by `BUSINESS_UNIT=COLUM, VOUCHER_ID=00012910,`. It contains a "Not Routed" step with "Multiple Approvers" and "Department Approval". Red arrows labeled "3" point to the plus signs on either side of this step.
- Adhoc Approval:** Filtered by `BUSINESS_UNIT=COLUM, VOUCHER_ID=00012910:`. It contains a "Not Routed" step with "PARK, TERRY S." and "Self Approval Step (Ignore)".

- 3) Click on the Insert Adhoc plus sign (+)

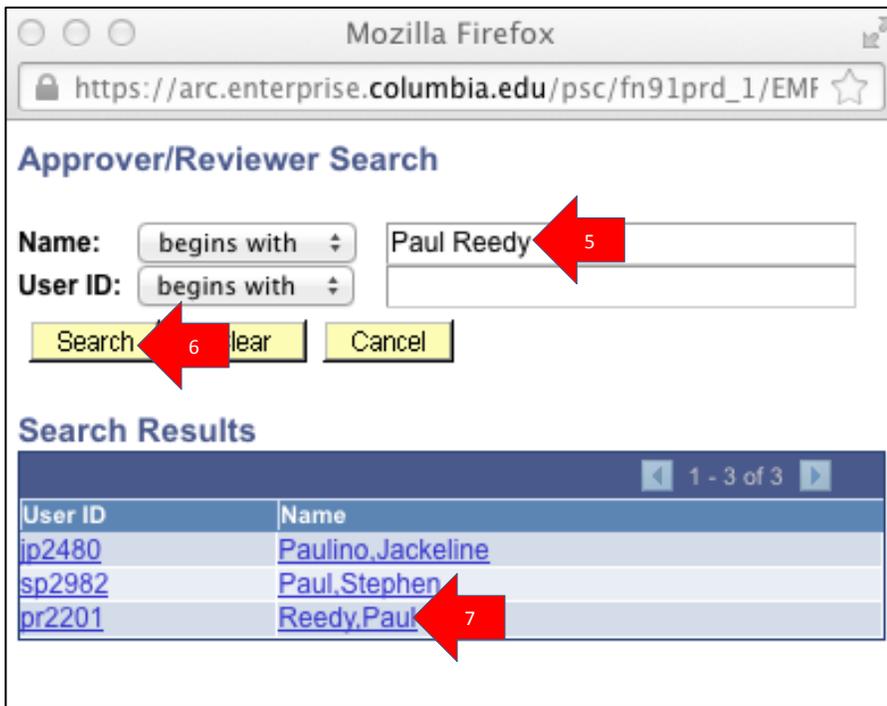
Note: For Vouchers, remember to insert non-system routed Adhoc Approvers in the Departmental stage and the Supplemental Approver Adhoc Approver into the Adhoc Approval stage



The screenshot shows a dialog box titled "Insert additional approver or reviewer" with the following elements:

- Header: "Choose an approver or reviewer to insert"
- User ID: A text input field with a magnifying glass icon to its right. A red arrow labeled "4" points to this magnifying glass.
- Insert as: Radio buttons for "Approver" (selected) and "Reviewer".
- Buttons: "Insert" and "Cancel".

- 4) Click on the User ID lookup magnifying glass

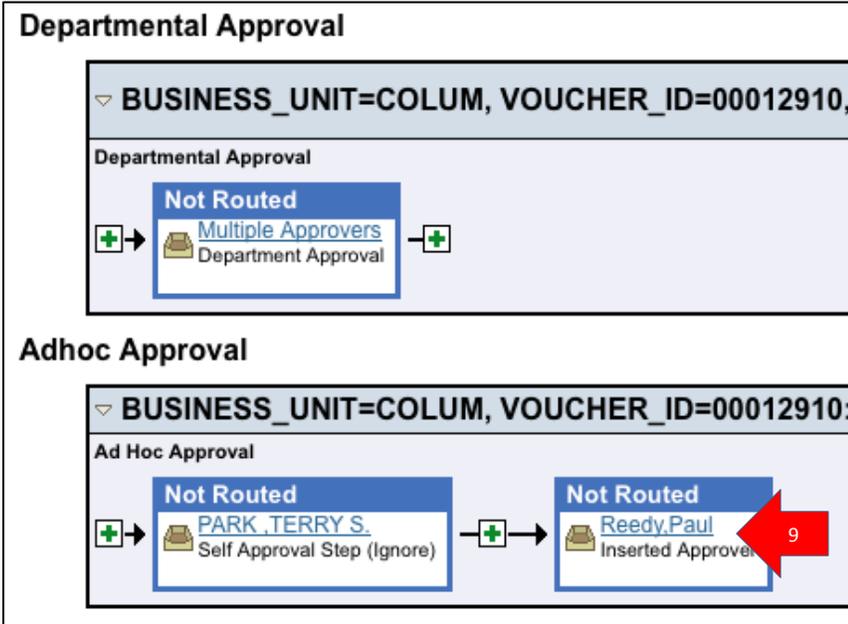


User ID	Name
<a href="#">ip2480</a>	<a href="#">Paulino,Jackeline</a>
<a href="#">sp2982</a>	<a href="#">Paul,Stephen</a>
<a href="#">pr2201</a>	<a href="#">Reedy,Paul</a>

- 5) Type in the name of the Approver
- 6) Click Search
- 7) Click on the Name of the Approver



- 8) Click on the Insert button



9) Approver is inserted into the Adhoc Approval workflow stage



10) After the Adhoc approver is inserted, you will need to click on the Apply Approval Changes button before you submit the transaction for approval.

## How to Remove Adhoc Approvers from Workflow when Inserted Incorrectly

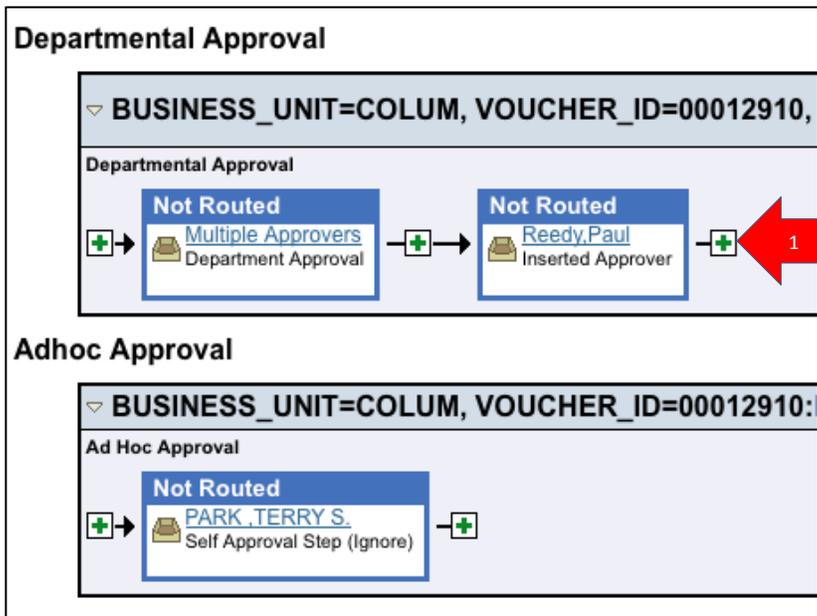
If you have submitted a Procurement transaction and inserted an Adhoc approver into Workflow in error, the transaction initiator must edit the transaction and resubmit into Workflow.

Adhoc approvers **should not be** inserted in the following cases:

- 1) To route the transaction to the departmental approver
  - a. System Workflow will automatically route the transaction to the appropriate approvers

Adhoc approvers **should be** inserted in the following cases:

- 1) When Supplemental Approval is required on the Voucher, i.e. for Travel and Business Expense policy exceptions
- 2) For non-systematic workflow required review and/or approvals – based on local departmental required review/approvals



- 1) Adhoc approver is inserted incorrectly on the Voucher in the Departmental Approval stage. On the Voucher, Adhoc approvals should be inserted in the Adhoc Approval stage.

# JOB AID



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

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

Business Unit: COLUM Invoice No: Test2-A  
Voucher ID: 00012910 Invoice Date: 07/23/2012  
Voucher Style: Regular Voucher Accounting Date: 07/23/2012

Procurement EDM View Documents

Vendor ID: 0000009532 DELL MARKETING LP \*Date Dept Rec'd Invoice: 07/23/2012  
ShortName: DELL MARKE C/O DELL USA LP \*Service Location: US  
Location: ACH-01 PO BOX 643561 \*Voucher Type: Invoice  
\*Address: 1 PITTSBURGH, PA 15264-3561

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

Invoice Lines: 500.00 \*Pay Terms: 00 Due Now  
\*Currency: USD Basis Date Type: Inv Date  
Total: 500.00 Non Merchandise Summary Print Invoice

Difference: 0.00 Calculate

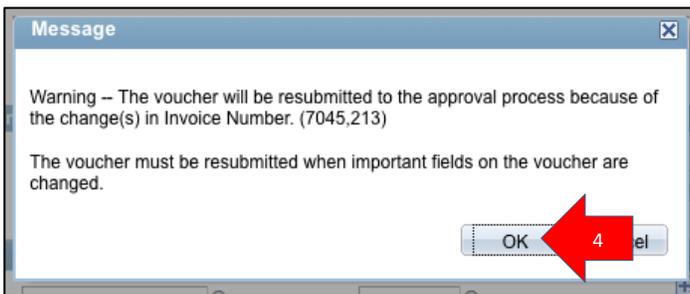
To reinitiate Workflow, the Initiator must modify and save the transaction. To accomplish this, complete the following:

- 2) Append the Invoice Number with “-A”.

Save | Form to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display

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

- 3) Click on the Save button.



- 4) ARC will display a warning message informing the user that Workflow will be retrIGGERED, due to the change. Click OK.

# JOB AID



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

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

Business Unit: COLUM Invoice No: Test2  
Voucher ID: 00012910 Invoice Date: 07/23/2012  
Voucher Style: Regular Voucher Accounting Date: 07/23/2012

Procurement EDM View Documents

Vendor ID: 0000009532 DELL MARKETING LP \*Date Dept Rec'd Invoice: 07/23/2012  
ShortName: DELL MARKE C/O DELL USA LP \*Service Location: US  
Location: ACH-01 PO BOX 643561 \*Voucher Type: Invoice  
\*Address: 1 PITTSBURGH, PA 15264-3561

Advanced Vendor Search

Invoice Lines: 500.00 \*Pay Terms: 00 Due Now  
\*Currency: USD Basis Date Type: Inv Date  
Total: 500.00 Non Merchandise Summary

Difference: 0.00

Calculate Print Invoice Preview & Submit For Approval

- 5) Change the Invoice Number back to the appropriate value by removing the appended "-A". Click Save. The message to re-trigger workflow will appear again. Click OK.
- 6) Click on the Preview & Submit For Approval button.

Preview Approval

Business Unit COLUM Total:  
Voucher ID 00016552  
Approval Status Pending

Apply Approval Changes  
Submit For Approval

- 7) Click on Apply Approval Changes button.

Preview Approval

Business Unit COLUM Total:  
Voucher ID 00016552  
Approval Status Pending

Apply Approval Changes  
Submit For Approval

- 8) Click on Submit for Approval button.

# JOB AID



**Approval Comments**

Business Unit      COLUM  
Voucher ID        00012910

Additional Details

OK **9** Cancel Refresh

9) Click OK

Note: The Approval Comments section should not be used for Supplemental Approval justification. For Supplemental Approval, the Supplemental Approval form must be completed, signed and uploaded through the EDM document process. (<http://finance.columbia.edu/files/gateway/forms/SupplementalApproverManualForm.pdf>)

**Departmental Approval**

▼ BUSINESS\_UNIT=COLUM, VOUCHER\_ID=00012910, VOUCHER\_LINE\_NUM=1, DISTRIB\_LINE\_NUM=1: Pending [View/Hide Comments](#)

Departmental Approval

Pending

Multiple Approvers  
Department Approval

▶ Comment History

**Adhoc Approval**

▼ BUSINESS\_UNIT=COLUM, VOUCHER\_ID=00012910: Awaiting Further Approvals [View/Hide Comments](#)

Ad Hoc Approval

Not Routed

PARK, TERRY S.  
Self Approval Step (Ignore)

▶ Comment History

**Central AP Approval**

▼ BUSINESS\_UNIT=COLUM, VOUCHER\_ID=00012910: Awaiting Further Approvals [View/Hide Comments](#)

Central AP Approval - Non PO

Not Routed

Multiple Approvers  
ZCUVoucherApprovers(ROLE)

▶ Comment History

10) System Workflow has routed the transaction the appropriate approvers based on their Security role, Department authority, and dollar threshold authority.