

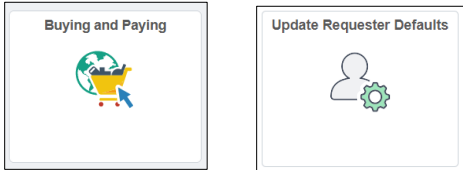
Columbia University Finance Training

Job Aid: Entering Your Admin Department in ARC Requester Defaults

If the Admin Department is not populated in your CU Marketplace user profile, your ability to view documents in the CU Marketplace will be restricted and you will not be able to submit CU Marketplace Requisitions. In most cases, this information is populated on the CU Marketplace user profile from PAC but not all Employees have a Level 8 Admin Department Assignment in PAC. If the Admin Department is not assigned, you can populate it using the ARC Requester Defaults page which will update the CU Marketplace. This job aid details the steps for populating your Admin Department in ARC.

Entering Your Admin Department in ARC Requester Defaults

1. Log into My.Columbia <http://www.my.columbia.edu>, click on the **ARC** tab and then **Go to ARC**.
2. Once in ARC, click the **Buying and Paying** tile and then click the **Update Requester Defaults** tile.



The Requester Setup appears with the Find an Existing Value tab.

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

Find an Existing Value

Search Criteria

Requester begins with

Description begins with

Case Sensitive

2. Enter your **UNI** in the **Requester** field. You can enter the UNI of a colleague if you are entering the Admin Department on their behalf.
3. Click the **Search** button. The Requester Setup information appears.

Requester Setup

Requester

*Ship To

*Bill To Location ID

*Phone

*Admin Department

Accounting Defaults

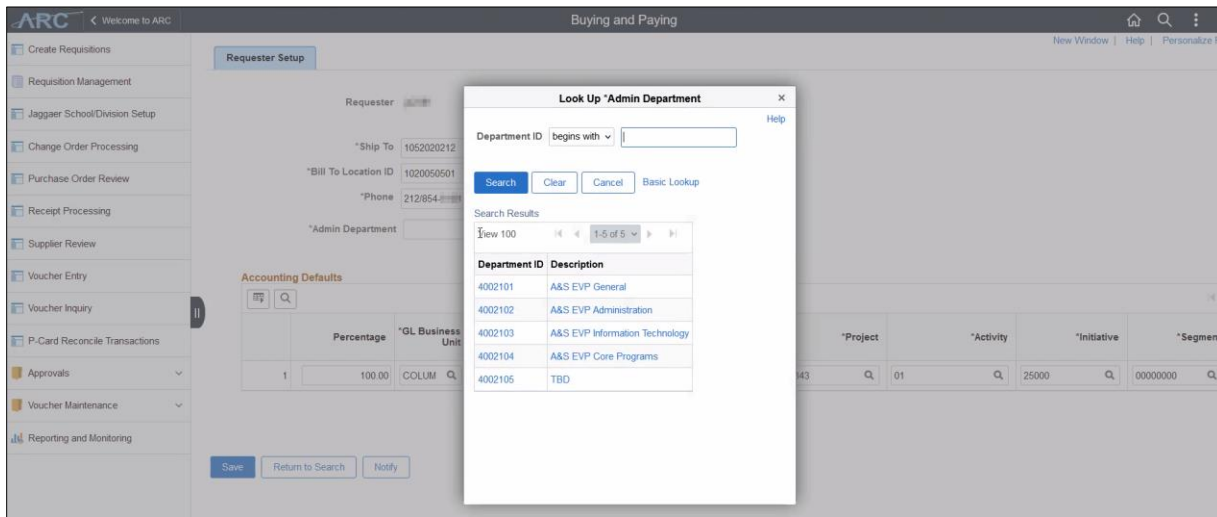
	Percentage	*OL Business Unit	Account	*Department	*PC Business Unit	*Project	*Activity	*Initiative	*Segment
1	100.00	COLUM	01500	4041102	GENRL	UR003343	01	25000	00000000

If the **Admin Department** field is blank, you can select the appropriate Admin Department using the dropdown menu. If this field is populated from PAC, it cannot be edited on this page. If you believe the Admin Department shown is incorrect, please contact your Departmental Administrator.

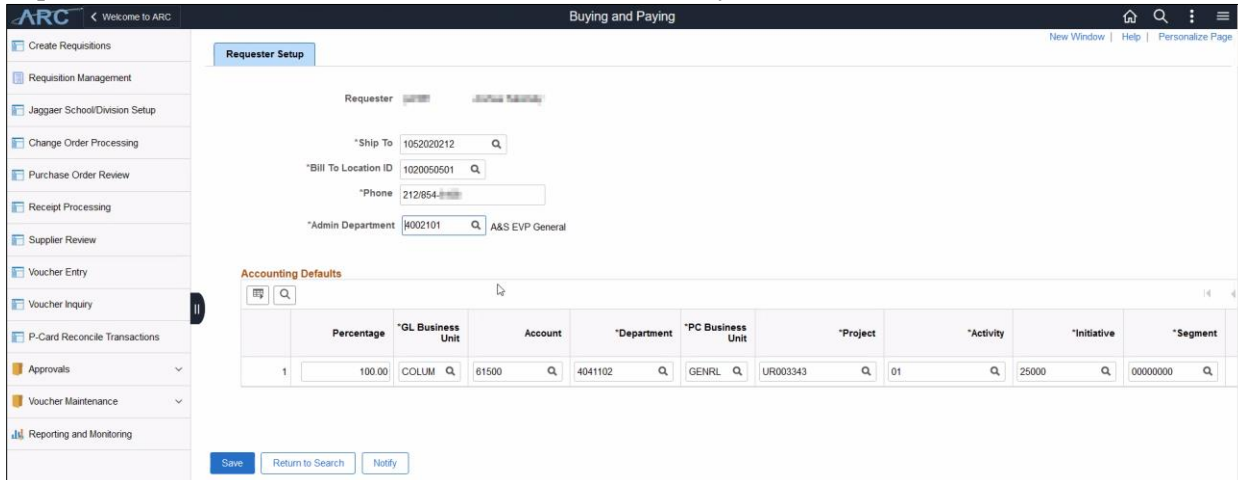
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- Click the **Lookup**  icon. The Lookup dialog box appears with available options.



- Select the appropriate **Department ID** or **Description**. The ID and Description will appear in the Admin Department field. This information can be edited, if necessary.



- Click the **Save** button.

Getting Help

Please contact the Finance Service Center

<http://finance.columbia.edu/content/finance-service-center>

You can log an incident or request a service via Service Now

<https://columbia.service-now.com>