

Introduction to Purchasing in ARC

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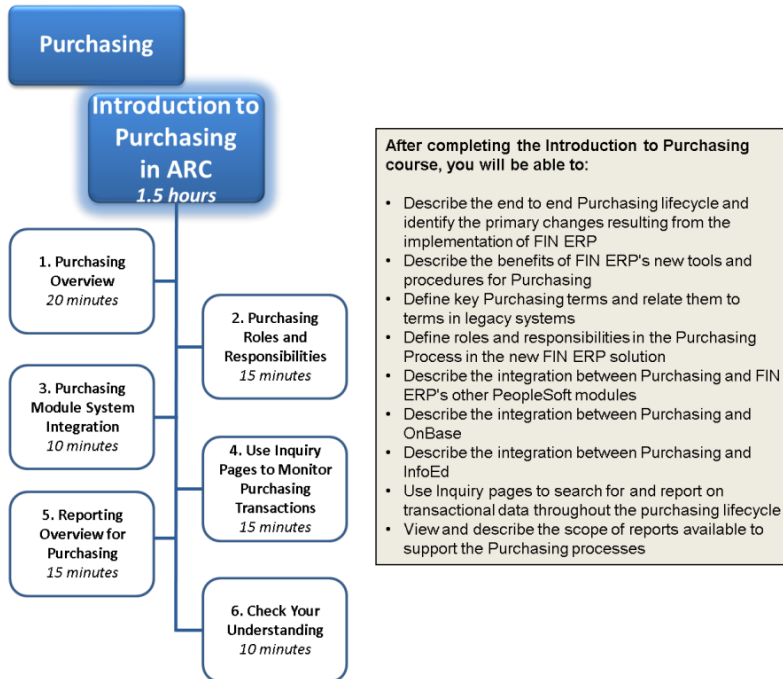
Introduction to Purchasing in ARC



Introduction to Purchasing in ARC

Introduction to Purchasing in ARC

This is the *Introduction to Purchasing in ARC* course within the Purchasing curriculum. If you need a reminder on how to navigate through this course using ARC's Web Based System Training Tool, click here for a quick reference guide.





Purchasing Overview

This is the *Purchasing Overview* lesson of the *Introduction to Purchasing in ARC* course. Upon completion of this lesson, you will be able to:

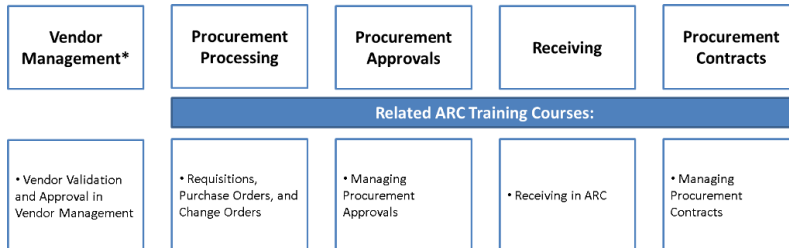
- Describe the end-to-end Purchasing business process and highlight key changes from current (legacy) state to the future state at go-live
- Review the benefits of ARC's new Purchasing module and processes
- Identify the roles involved in the new ARC Purchasing processes and understand the key Purchasing activities performed by each of these roles

Estimated time needed to complete lesson: 20 Minutes



Purchasing Curriculum

The *Introduction to Purchasing in ARC* course will provide an overview of the core components that comprise the Purchasing module in ARC. In addition, the course will provide key navigation basics within the Purchasing module. The components within the Purchasing module in ARC are as follows:



*Vendor Management occurs outside of the Purchasing module in ARC; however, vendors play a key role in many of the Purchasing processes.

For additional detail and demonstrations regarding the components, you may access the related ARC training courses above via the CourseWorks training repository.



Overall Role of Purchasing and ARC

This is the *Overall Role of Purchasing and ARC* lesson in the *Introduction to Purchasing in ARC* course. Purchasing in ARC is comprised of the ePro and PO modules, as well as integration with the Electronic Document Management (EDM) system and provides the following key functionality:

- Robust data capture for requisitions, particularly at the line item level
- Detailed transaction workflow within and across departments and Central Purchasing
- Encumbrance management functionality through Commitment Control
- Dispatching of purchase orders and associated documents to vendors
- Integration with Accounts Payable through PO vouchers, Goods Receiving and system-based matching
- Improved visibility into available University-wide Purchasing Agreements to source needs and simplify the purchase order process
- Direct access to data on purchasing transactions and integrated reporting on purchasing transactions and the full procurement transaction lifecycle

Upon completion, you will be able to:

- Describe the overall role of Purchasing and ARC
- Define the roles and responsibilities of Creator/Approver/Inquirer

What is the overall role of Purchasing and ARC:

- Goods are sourced
- Orders are fulfilled
- Encumbrances make commitments to vendors



ARC Roles and Responsibilities

ARC Roles and Responsibilities

While there are numerous specific roles that one can have in ARC, there are three fundamental types of roles:

1. A transaction Initiator
2. A transaction Approver
3. An Inquirer

Each of these roles provides access and authority to the University's finance system and, therefore, come with an important set of responsibilities.

Initiator Responsibility

Someone with the authority to initiate/create and submit a transaction for approval in ARC has several responsibilities. Broadly, these responsibilities are to provide the best stewardship to University resources, conduct due diligence in the activities undertaken to initiate/create a transaction and prepare it for approval, ensure effective and timely initiation of transactions in ARC, and to be accountable for transactions that are initiated/created. Specifically, creation of a transaction in ARC signifies:

- The transaction is correct and complete
- Any questions or concerns about the transaction were investigated and resolved or escalated and resolved

Approver Responsibility

Someone with the authority to approve transactions in ARC has several responsibilities. Broadly, these responsibilities are to provide the best stewardship to University resources, conduct due diligence in the review work and related activities upon which approval is based, ensure effective and timely management of items awaiting approval and to be accountable for the decision to approve a transaction or reject a transaction. Specifically, approval of a transaction in ARC signifies:

- The transaction is appropriate and valid
- The transaction is compliant with regard to policy and budget requirements
- The transaction is correct and complete
- Any questions or concerns about the transaction were investigated and resolved or escalated and resolved
- The transaction was personally reviewed

Inquirer Responsibility

Someone with the authority to make queries and view data in ARC has several responsibilities. Broadly, these responsibilities are to provide the best stewardship of University resources and to be accountable for the safeguarding of information accessed in ARC. Specific responsibilities include:

- Only viewing information that is required as part of one's role and specific to a transaction or request

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- Ensuring appropriate security of data whenever it is exported from the system or shared in any manner
- Maintaining confidentiality of data and information

Workflow Roles and Responsibilities

Within ARC, there is something called workflow. Workflow is the routing of transactions based on pre-defined rules. Workflow also helps monitor who is responsible for completing certain tasks.

Throughout the following course, we will use the following characters to help inform you on how responsibilities align to roles throughout the Purchasing process life cycle:



This is Jennifer. She is a Requisitioner in the Arts & Sciences Department. She is in charge of creating requisitions and change orders for her department.



This is Brian. He works in the Arts & Sciences Department. He is responsible for reviewing and approving requisitions and change orders at the department level.



This is John. He works in the Arts & Sciences Department. He is responsible for receiving goods.



This is Dan. He works in the Vendor Management group in Procurement. He is responsible for processing and approving vendors in ARC and OnBase.

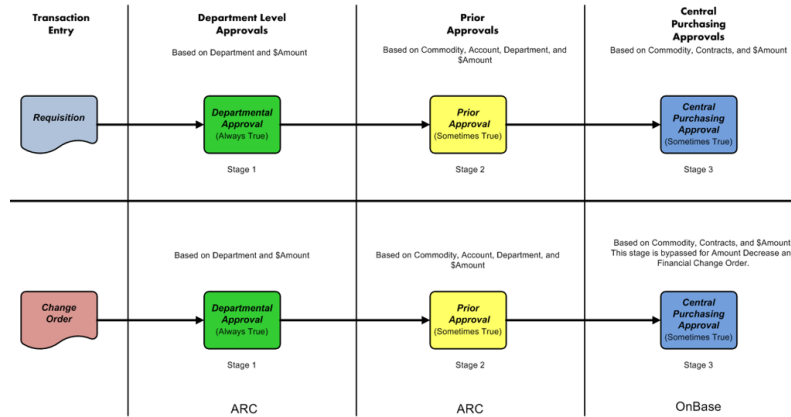


This is Diane. She is in the University Purchasing Department. She is in charge of reviewing and approving requisitions and change orders.



Workflow Process

The following diagram displays the Purchasing Workflow for Requisitions and Change Orders.



Note: There is a segregation of duties within the Workflow process. The system does not allow you to create and approve the same transaction. Every transaction requires it, as well as Change Orders.



Requisitions, Purchase Orders, and Change Orders

The *Requisitions, Purchase Orders, and Change Orders* course provides an overview of Requisitions, Purchase Orders, and Change Orders.

Creating a Requisition initiates the end-to-end Procure to Pay life cycle within ARC. A Requisition is a formal request from a Department for a good or service. Click here (http://policylibrary.columbia.edu/node/browser/nodes_by_category/term/25) to review the Requisition policy. Requisitions are used for those purchases that cannot be made using other means such as a Procurement Card (P-Card).

Before an order can be placed to a vendor, the new process begins with the following:

- Vendor must be validated and approved by the Vendor Management Group.
- If a University-wide Purchasing Agreement (UwPA) contract exists for this vendor, it will be assigned automatically to the Requisition during the entry process.
- Central Purchasing is responsible for reviewing any goods orders above \$500 and that do not have a UwPA contract

Once the vendor is validated and approved, the process follows these steps:

- Approvers are responsible for making sure that proper funding and appropriate business purpose are applied to the order
- Once the Requisition is budget checked and approved by all approvers, which includes Central Purchasing, a Purchase Order will be auto-generated within ARC's Purchasing module.

Any modifications to the Purchase Order follow these process steps:

- Any modification to a Purchase Order can be made using a Change Order and is initiated by the Requisitioner
- The Change Order is then routed to the Department and Prior approvals, as applicable, for review
- Procurement approval is not needed for a financial change order (accounting information) or an amount decrease
- Upon approval, the Change Order is sent to the vendor

The following diagram illustrates the Requisition, Purchase Order, and Change Order process:



*VM = Vendor Management

** Budget Checking is also Commitment Control. A Requisition creates a pre-encumbrance. Sourcing to a Purchase Order creates an encumbrance. This is in addition to checking a budget line.

Benefits of the new Procurement process include:



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- More integrated pre-encumbrance and encumbrance functionality with budget controls
- Streamlined Requisition and Voucher approval process
- Autosourced Purchase Orders by utilizing UwPA's
- Elimination of approval requirements for purchases below established thresholds
- Rationalized approvals based on a set of efficiency and compliance criteria
- Established appropriate security roles and access for Central areas, Department users, and vendors

Managing Procurement Approvals

The *Managing Procurement Approvals* course provides an overview of the Procurement approval process for Requisitions, Change Orders, and Purchase Order (PO) Vouchers.

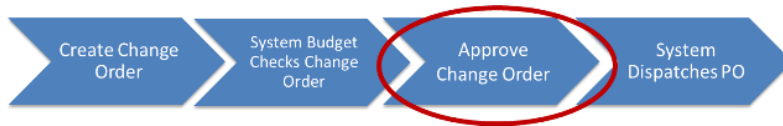
Approvals take place at different times for Requisitions, Change Orders, and Vouchers. For department approvals, users will use the approval search pages in ARC to determine what transactions require their approval. For Central Procurement approvals, ARC will interface with OnBase to help manage the approval queue.

The processes below illustrate where the approval process occurs in the Requisition, Change Order, and PO Voucher lifecycles.

Requisition Lifecycle:



Change Order Lifecycle:



Purchase Order (PO) Voucher Lifecycle:



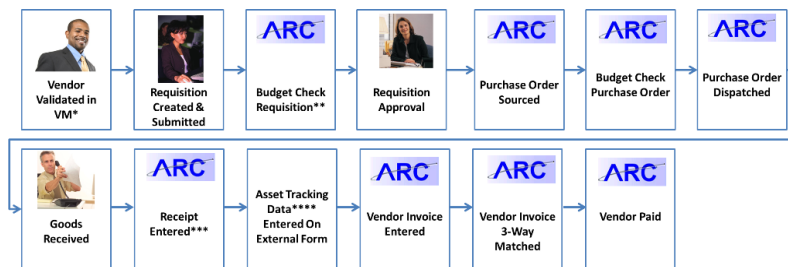
Receiving in ARC Process

The *Receiving in ARC* course provides an overview of the receiving process in ARC.

Columbia University will use ARC's receiving functionality, to support the University's Receiving Policy (click here [http://policylibrary.columbia.edu/node browser/nodes by category/term/25](http://policylibrary.columbia.edu/node/browser/nodes_by_category/term/25)) to review the policy), to record receipts for equipment, hazardous material, and restricted commodities, i.e., radioactive materials. The correct accounting of these goods, along with the date the good was received, is needed to confirm that what was ordered was received. The payment will be made to the vendor when the goods, purchase order, and invoice(s) are received and are matched successfully. Click here <http://policylibrary.columbia.edu/node browser/nodes by category/term/25>) to review the Receiving policy.

Note: Invoices will not be processed unless receipt of goods is recorded in ARC.

The "Requisition to Check" process is the end-to-end process that describes the request life span of a Requisition from when the Requisition is created to when the vendor is paid. Click here <http://policylibrary.columbia.edu/node browser/nodes by category/term/25>) to review the Receiving policy. The following diagram illustrates the Requisition to Check process:



* VM = Vendor Management

** Budget Checking is also Commitment Control. A Requisition creates a pre-encumbrance. Sourcing to a Purchase Order creates an encumbrance. This is in addition to checking a budget line.

*** Goods information is imported from the Purchase Order onto the Receipt

**** Asset tracking data can include asset location and serial number. If there is equipment valued over \$5,000, the external form *must* be used.

Benefits of the new ARC receiving process are:

- Capture and validate data once at the source to eliminate unnecessary follow up and approvals, i.e., electronically record receipt of goods
- Flow information through the system for reporting needs
- 3-way matching (Purchase Order to Receipt to Invoice) prior to making a payment for goods such as equipment, hazardous material, and restricted commodity purchases

Managing Procurement Contracts

The *Managing Procurement Contracts* course provides an overview of managing procurement contracts within ARC.

Procurement Contracts will be administered using ARC's Supplier Contracts module. These are centrally managed and administered by Purchasing.

Other types of contracts by Departments are not stored in ARC such as those managed by consultants/service providers.

Users and Departments can inquire on centrally managed contracts within ARC.

There are three types of contracts that will be entered into ARC:

1. University-wide Purchasing Agreements (UwPA's)
2. Master Agreements
3. Department Select Agreements (DSA's)

The following diagram illustrates the Contract Creation process flow:



Benefits of the new contract process include:

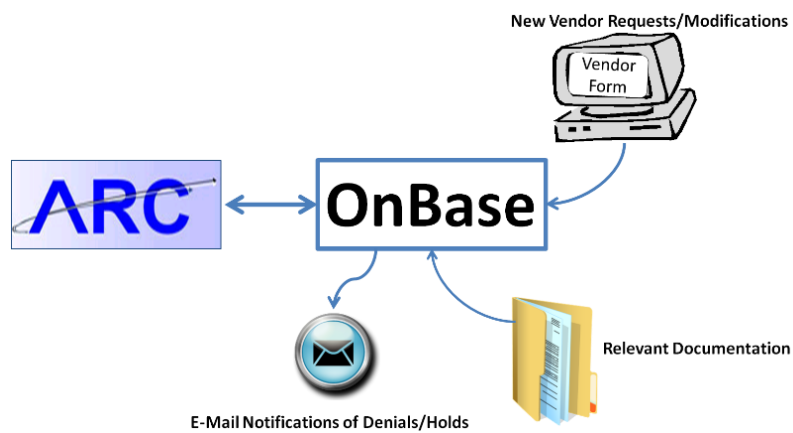
- Tie contract to specific Category Codes
- Ability to indicate which contracts will/will not bypass Central Purchasing Workflow
- Ability to track term dates (system generated term date notifications)
- Ability to synchronize Vendor Contract Number in the ARC's Contracts module
- Support contract compliance and policy compliance
- Provide availability and transparency of available UwPA contract directly in ARC
- Process tailored to School/Department needs
- Improved reporting capability

What's Changing?

Today, there are a variety of systems that help Columbia University perform the activities that comprise Procurement modules. Tomorrow, in the future system, OnBase will continue to act as the Electronic Document Management system and will integrate with ARC to allow users to view documents from the applicable transactions (Requisitions, Purchase Orders, Vouchers).

OnBase will also continue to interface with ARC for Central Procurement queue management approvals. New changes will include vendor management integration with OnBase for new/modify vendor requests.

New changes will be the ARC integration with OnBase to upload vendors as well as an integration with WORKS to upload P-Card transactions into ARC.





Purchasing Roles and Responsibilities

This is the *Purchasing Roles and Responsibilities* lesson of the *Introduction to Purchasing in ARC* course. Upon completion of this lesson, you will be able to:

- Define roles and responsibilities in the Purchasing Process in the new FIN ERP solution

Estimated time to complete lesson: 15 minutes



Central Purchasing Roles

The following table describes the Central Purchasing roles (activities will vary by security level):

Central Purchasing Roles		
New Financial System Role	Description	Things to Consider
Central Procurement Buyer	Manage items and purchase orders.	This role is given to buyers within Central Purchasing to make updates, view transaction actions, and be able to manage/fix transactions that get stuck.
Central Procurement Configuration Maintainer	Maintain all Procurement-related Configuration pages.	This role is given to the specific users within the Procurement IT Group to maintain procurement related configuration.
Central Procurement Workflow Maintainer	Monitor workflow related items, pages, and messages.	This role is given to the specific users within the Procurement IT Group to maintain procurement workflow-related configurations.
Central Requisition Approver	Central Purchasing Approval (ONBASE).	Provided to Central Purchasing Buyers and such approvals will be accomplished in OnBase. Note: A Department user would see the approval within Workflow as an Approver.
Central Sourcing Maintainer	Maintain Purchase Order Sourcing processes and errors. Ability to view sourcing Workbench Page, fix sourcing errors and add/update Requisition to PO Sourcing Run Control page.	

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School/Admin Unit Purchasing Roles

The following table describes the School/Admin Unit's Purchasing roles (activities will vary by security level):

School/Admin Unit Purchasing Roles	
New Financial System Role	Description
Requisition Initiator	<ul style="list-style-type: none"> Creates, updates, and cancels Requisitions based on needs and requests Creates and updates receipts Runs budget checking process Creates, updates, and cancels Change Orders Creates and views the Requester's Workbench* page <p>*Note: The Requester's Workbench allows you to analyze, approve, update, cancel, and close requisitions.</p>
Receiver	<ul style="list-style-type: none"> Creates and updates Receipts
Department Requisition Approver	<p>Workflow approvals will route to you based on certain:</p> <ul style="list-style-type: none"> Dollar Thresholds ChartFields you can access



Purchasing Module System Integration

This is the *Purchasing Module System Integration* lesson of the *Introduction to Purchasing in ARC* course. Upon completion of this lesson, you will be able to:

- Describe the integration between Purchasing and FIN ERP's other PeopleSoft modules in FIN ERP
- Describe the integration between Purchasing and OnBase
- Describe the integration between Purchasing and InfoEd

Estimated time to complete lesson: 10 minutes

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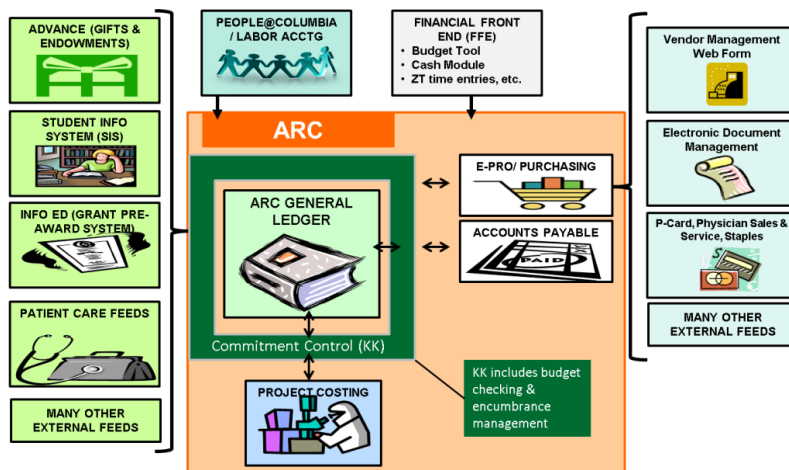


Purchasing and FIN ERP Modules Integration

The Purchasing module interfaces with the modules in ARC in a variety of ways:

Module	Integration Point
General Ledger	Commitment Control, a subsystem of ARC's General Ledger, is a feature for ARC's Purchasing that enables controlling commitments and expenditures by checking them against predefined, authorized budgets.
eProcurement	Integration between ARC's Purchasing and eProcurement which enables users to create requisitions, purchase orders, receipts, and other transactions.
Accounts Payable	Integration between ARC's Purchasing and Accounts Payable enables users to match vouchers and all purchase order and receiver details, and to generate payments without waiting for invoices.
Project Costing	ARC's Purchasing creates requisitions based on project activity requests in ARC's Project Costing and returns ordered materials transactions to Project Costing as expensed transactions from Accounts Payable.

The following visual represents these different integrations:



Purchasing and OnBase Integration

The integration between ARC and OnBase will utilize:

- OnBase's Queue Management functionality to assist with Central Purchasing's business process of approving ARC Requisitions, Change Orders, and Document Management
- ARC Purchasing to upload and/or view supporting documents via a 'Procurement EDM' button in ARC
- ARC Purchasing to populate fields such as Requisition and Vendor numbers in OnBase
- OnBase to deliver Adobe pdf copies of the Purchase Orders and Change Orders to the appropriate vendor and Requisitioner
- OnBase to use email as the primary delivery method with the ability to fax these documents where an email address is not available

Central Procurement users:

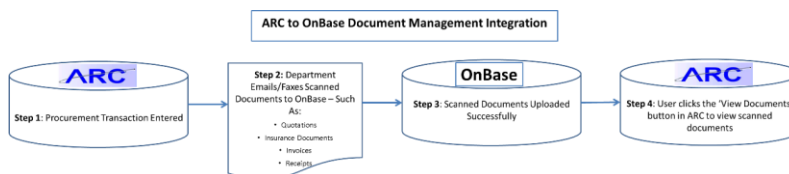
- Will utilize OnBase's Approval Queue Management to view their worklists

School/Admin Unit users:

- Will have the ability to view associated documents in OnBase via a 'Procurement EDM' button in ARC
- Will be required to scan and upload backup documents using the Procurement Electronic Data Management (EDM) process through ARC

For document management, the process that sends Purchasing data such as Requisition number to OnBase is the upload of supporting documents to the EDM web page via a button in ARC.

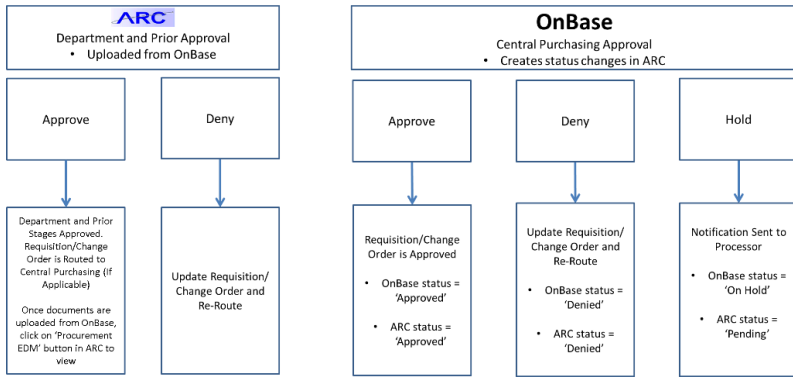
The following diagram depicts the integration between ARC and OnBase Document Management:



The following diagram depicts the Workflow integration between Purchasing and OnBase:

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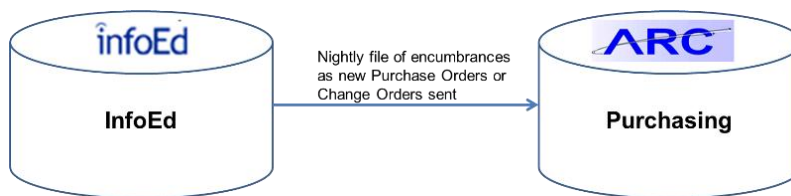


Purchasing and InfoEd Integration

Sub-awards are generated through InfoEd. InfoEd will integrate with Purchasing in these processes:

1. InfoEd creates budgets for sub-awards.
2. Purchasing receives a nightly file of InfoEd Purchase Orders to create Sub-Award Purchase Orders (SAPOs).
3. ARC autosources Sub-Award Purchase Orders (SAPOs) to Purchase Orders to create encumbrances.

The following diagram depicts the integration between Purchasing and InfoEd:





Use Inquiry Pages to Monitor Purchasing Transactions

This is the *Use Inquiry Pages to Monitor Purchasing Transactions* lesson of the *Introduction to Purchasing in ARC* course. Upon completion of this lesson, you will be able to:

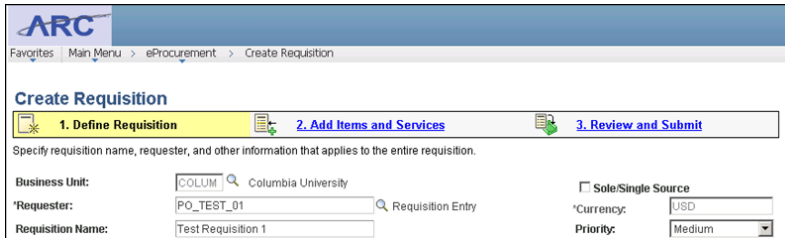
- Use Inquiry pages to search for and report on transactional data throughout the purchasing lifecycle

Estimated time to complete lesson: 15 minutes

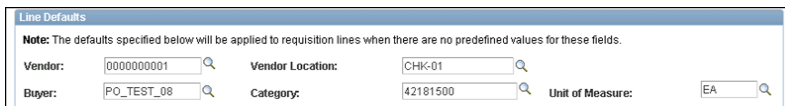
Locate and Review the Status of Requisitions

Requisitions in ARC have the following three components:

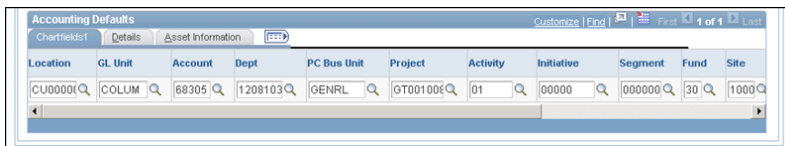
- **Requisition Header**



- **Requisition Line**



- **Requisition Distribution**



Location	GL Unit	Account	Dept	PC Bus Unit	Project	Activity	Initiative	Segment	Fund	Site
CU0000	COLUM	68305	1208103	GENRL	GT00100	01	00000	000000	30	1000

Requisitions have been successfully created and submitted for approval in ARC. In order to monitor the status of requisitions, Jennifer needs to learn how to locate and view a requisition's status within ARC.

Consider this scenario throughout the following topic, Jennifer received a call to inquire on the status of a requisition in ARC and will search for the requisition.

To see this transaction in ARC, please click the "See It!" button on the top of your screen. To practice this transaction, click the "Try It!" button.

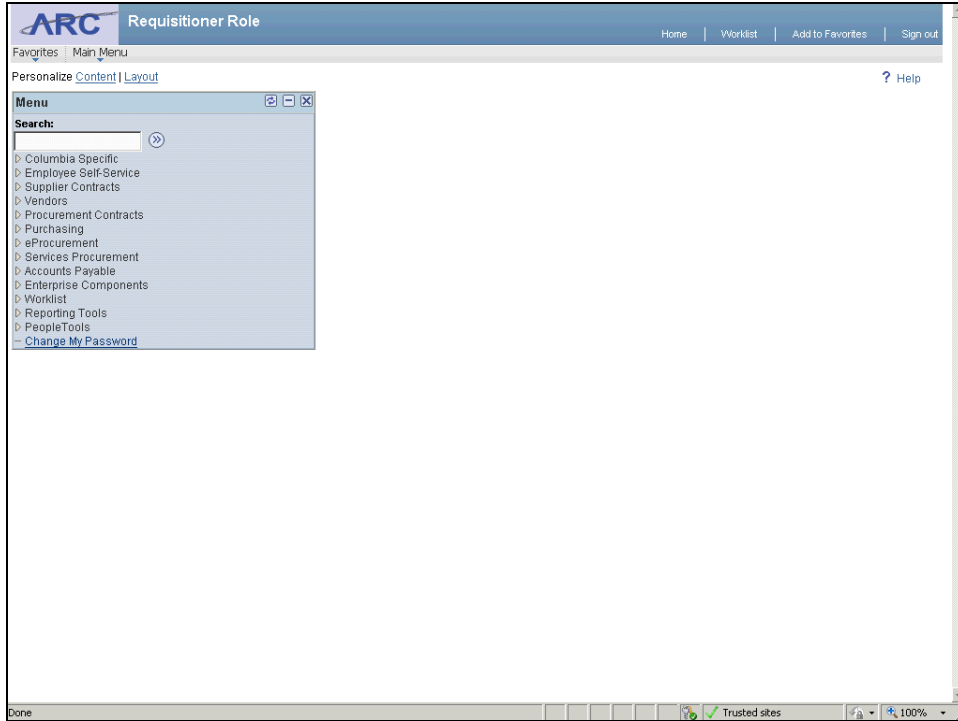
Estimated time to complete topic: 5 minutes


Procedure

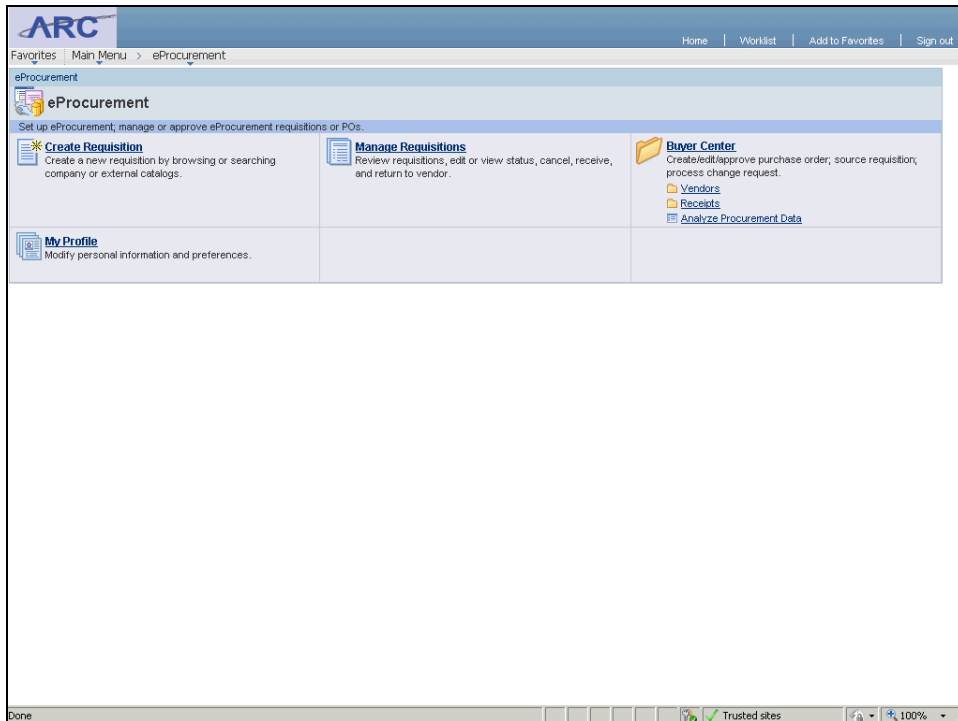
Welcome to the *Locate and Review the Status of Requisitions* topic where you learn how to inquire on the status of Requisitions.

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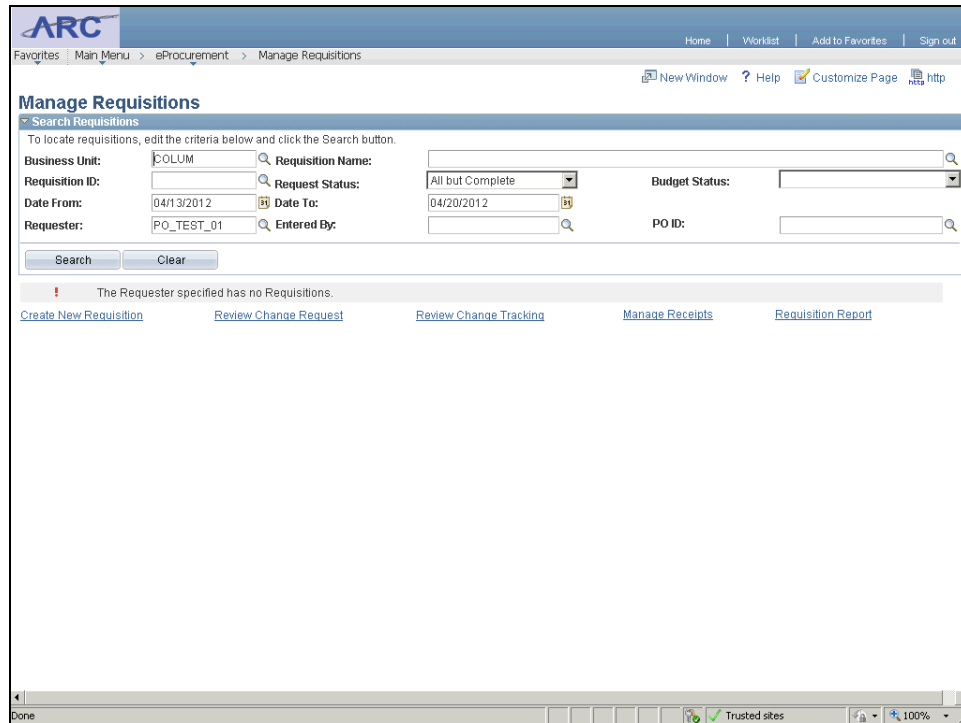
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Step	Action
1.	Click the eProcurement link. 



Step	Action
2.	Click the Manage Requisitions link. Manage Requisitions



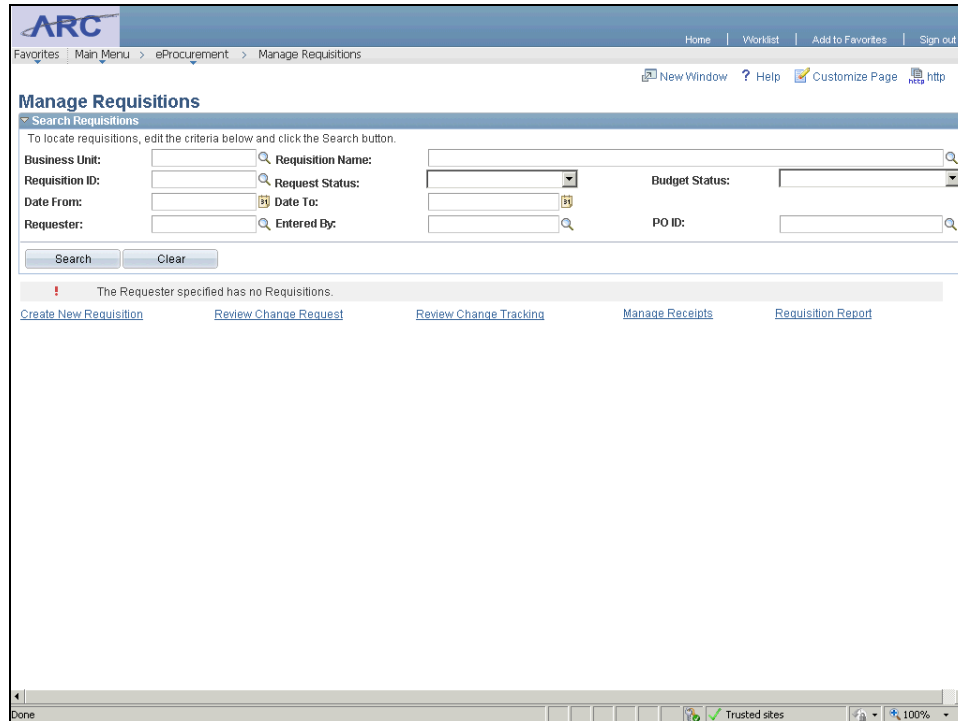
Step	Action
3.	The Manage Requisitions page allows Jennifer to search for a range of or specific requisition(s).


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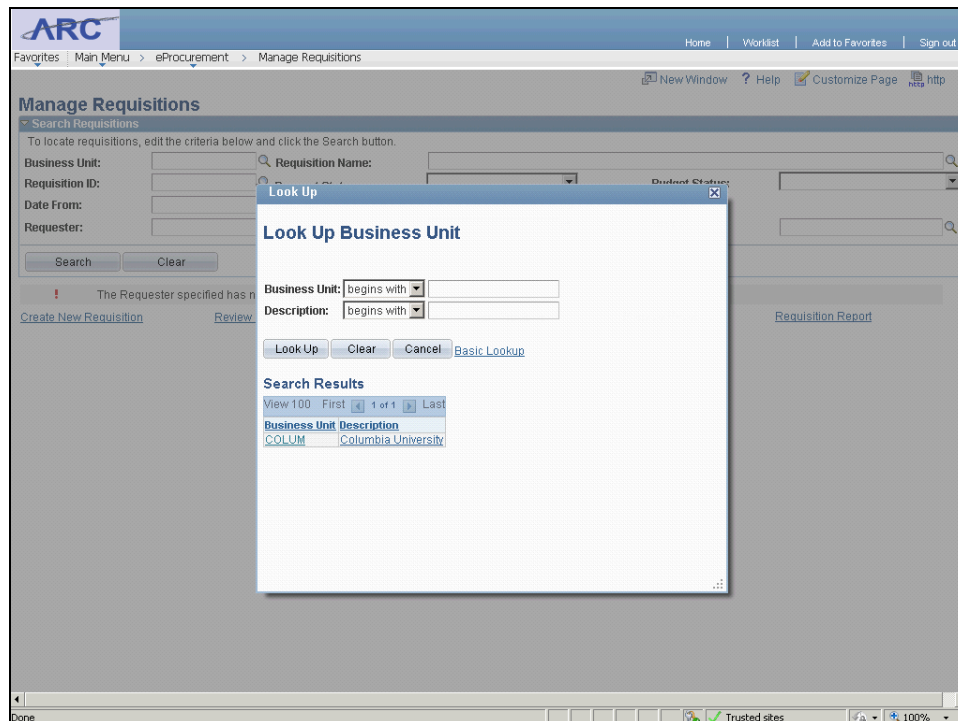
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Step	Action
4.	<p>Click the Clear button.</p> <p>Note: It is important to clear all fields prior to searching for a Requisition because the Date From/To fields default dates.</p> <div data-bbox="344 1157 545 1199" style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;"> <p style="text-align: center;">Clear</p> </div>




Step	Action
5.	Click the Look up Business Unit (Alt+5) button. 

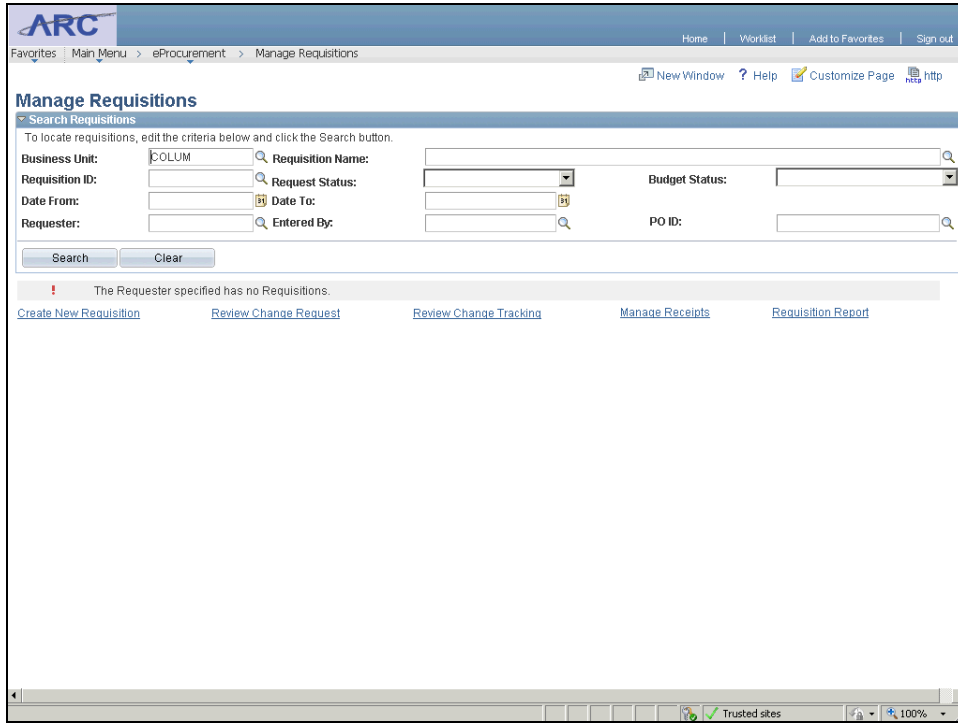



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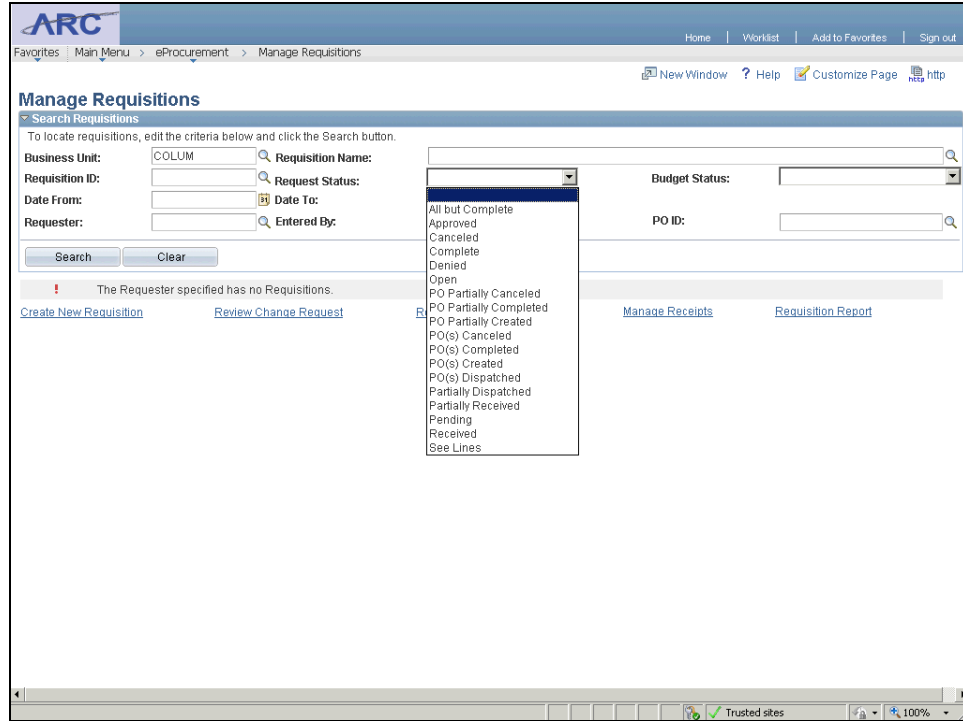
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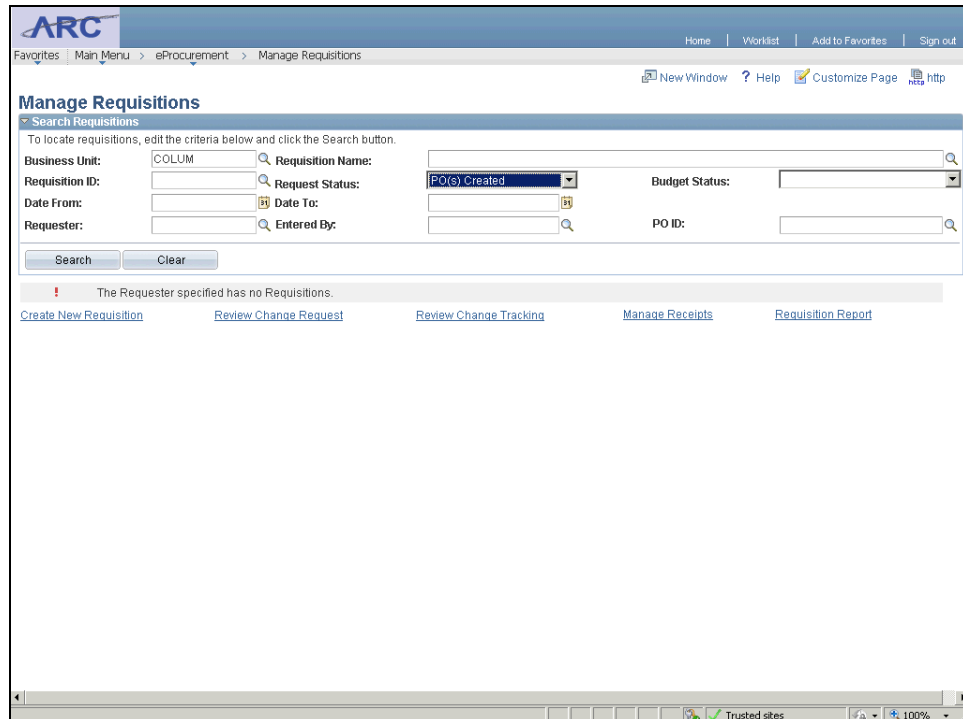
Step	Action
6.	Click the COLUM link. 



Step	Action
7.	Click the Request Status list. 




Step	Action
8.	Click the PO(s) Created list item. <input data-bbox="440 1058 761 1094" type="text" value="PO(s) Created"/>

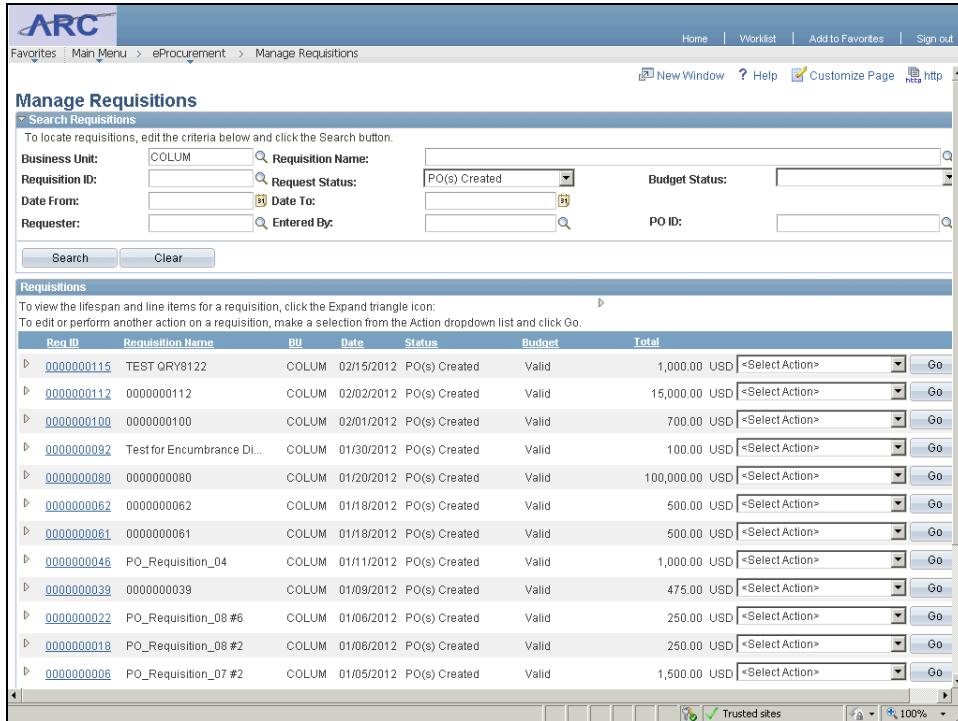


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Step	Action
9.	Click the Search button. 



The screenshot shows the 'Manage Requisitions' page in the ARC system. The search criteria are as follows:

- Business Unit: COLUM
- Requisition Name: (empty)
- Requisition ID: (empty)
- Request Status: PO(s) Created
- Date From: (empty)
- Date To: (empty)
- Requester: (empty)
- Entered By: (empty)
- Budget Status: (empty)
- PO ID: (empty)

The search results table is as follows:

Req ID	Requisition Name	BU	Date	Status	Budget	Total	
0000000115	TEST QRY8122	COLUM	02/15/2012	PO(s) Created	Valid	1,000.00 USD	=Select Action> Go
0000000112	0000000112	COLUM	02/02/2012	PO(s) Created	Valid	15,000.00 USD	=Select Action> Go
0000000100	0000000100	COLUM	02/01/2012	PO(s) Created	Valid	700.00 USD	=Select Action> Go
0000000092	Test for Encumbrance Di...	COLUM	01/30/2012	PO(s) Created	Valid	100.00 USD	=Select Action> Go
0000000080	0000000080	COLUM	01/20/2012	PO(s) Created	Valid	100,000.00 USD	=Select Action> Go
0000000082	0000000082	COLUM	01/18/2012	PO(s) Created	Valid	500.00 USD	=Select Action> Go
0000000081	0000000081	COLUM	01/18/2012	PO(s) Created	Valid	500.00 USD	=Select Action> Go
0000000046	PO_Requisition_04	COLUM	01/11/2012	PO(s) Created	Valid	1,000.00 USD	=Select Action> Go
0000000039	0000000039	COLUM	01/09/2012	PO(s) Created	Valid	475.00 USD	=Select Action> Go
0000000022	PO_Requisition_08 #6	COLUM	01/06/2012	PO(s) Created	Valid	250.00 USD	=Select Action> Go
0000000018	PO_Requisition_08 #2	COLUM	01/06/2012	PO(s) Created	Valid	250.00 USD	=Select Action> Go
0000000006	PO_Requisition_07 #2	COLUM	01/05/2012	PO(s) Created	Valid	1,500.00 USD	=Select Action> Go

Step	Action
10.	The query returns all requisitions that met Jennifer's search criteria. To view a specific requisition, click on the Requisition ID link.

Manage Requisitions

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

Business Unit: COLUM Requisition Name: Request ID: Request Status: PO(s) Created Budget Status: Date From: Date To: Requirer: Entered By: PO ID:

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	
0000000115	TEST QRY8122	COLUM	02/15/2012	PO(s) Created	Valid	1,000.00 USD	<Select Action> Go
0000000112	0000000112	COLUM	02/02/2012	PO(s) Created	Valid	15,000.00 USD	<Select Action> Go
0000000100	0000000100	COLUM	02/01/2012	PO(s) Created	Valid	700.00 USD	<Select Action> Go
0000000092	Test for Encumbrance DI...	COLUM	01/30/2012	PO(s) Created	Valid	100.00 USD	<Select Action> Go
0000000080	0000000080	COLUM	01/20/2012	PO(s) Created	Valid	100,000.00 USD	<Select Action> Go
0000000062	0000000062	COLUM	01/18/2012	PO(s) Created	Valid	500.00 USD	<Select Action> Go
0000000061	0000000061	COLUM	01/18/2012	PO(s) Created	Valid	500.00 USD	<Select Action> Go
0000000046	PO_Requisition_04	COLUM	01/11/2012	PO(s) Created	Valid	1,000.00 USD	<Select Action> Go
0000000039	0000000039	COLUM	01/09/2012	PO(s) Created	Valid	475.00 USD	<Select Action> Go
0000000022	PO_Requisition_08 #6	COLUM	01/06/2012	PO(s) Created	Valid	250.00 USD	<Select Action> Go
0000000018	PO_Requisition_08 #2	COLUM	01/06/2012	PO(s) Created	Valid	250.00 USD	<Select Action> Go
0000000006	PO_Requisition_07 #2	COLUM	01/05/2012	PO(s) Created	Valid	1,500.00 USD	<Select Action> Go

Step	Action
11.	To view the Requisition details, click the 000000022 link. <u>000000022</u>

Requisition Details

Requisition Name	Requisition ID	Unit	Date	Status	Total
PO_Requisition_08 #6	000000022	COLUM	01/06/2012	PO(s) Created	250.00

Pre-Encumbrance Balance: 50.00 USD

Line	Item Description	Source Status	Amount Only	Qty	Price	Status	Total
1	Fume Hoods	Complete	N	1.0000 Each	250.00000 USD	Approved	250.00

PO Information

View Documents Purchasing EDM

[Return to Manage Requisitions](#) [Requisition Schedule and Distribution](#)



Step	Action
12.	Click the Return to Manage Requisitions link. Return to Manage Requisitions

Manage Requisitions

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

Business Unit: COLUM Requestion Name:

Requestion ID: Request Status: PO(s) Created Budget Status:

Date From: Date To:

Requester: Entered By: PO ID:

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		
0000000115	TEST QRY8122	COLUM	02/15/2012	PO(s) Created	Valid	1,000.00 USD	<Select Action>	Go
0000000112	0000000112	COLUM	02/02/2012	PO(s) Created	Valid	15,000.00 USD	<Select Action>	Go
0000000100	0000000100	COLUM	02/01/2012	PO(s) Created	Valid	700.00 USD	<Select Action>	Go
0000000092	Test for Encumbrance DI...	COLUM	01/30/2012	PO(s) Created	Valid	100.00 USD	<Select Action>	Go
0000000080	0000000080	COLUM	01/20/2012	PO(s) Created	Valid	100,000.00 USD	<Select Action>	Go
0000000062	0000000062	COLUM	01/18/2012	PO(s) Created	Valid	500.00 USD	<Select Action>	Go
0000000061	0000000061	COLUM	01/18/2012	PO(s) Created	Valid	500.00 USD	<Select Action>	Go
0000000046	PO_Requisition_04	COLUM	01/11/2012	PO(s) Created	Valid	1,000.00 USD	<Select Action>	Go
0000000039	0000000039	COLUM	01/09/2012	PO(s) Created	Valid	475.00 USD	<Select Action>	Go
0000000022	PO_Requisition_08 #6	COLUM	01/06/2012	PO(s) Created	Valid	250.00 USD	<Select Action>	Go
0000000018	PO_Requisition_08 #2	COLUM	01/06/2012	PO(s) Created	Valid	250.00 USD	<Select Action>	Go
0000000006	PO_Requisition_07 #2	COLUM	01/05/2012	PO(s) Created	Valid	1,500.00 USD	<Select Action>	Go

Step	Action
13.	The Go drop-down list allows you to select an action such as: <ol style="list-style-type: none"> 1. Copy Requisition 2. Edit Requisition 3. View Approvals 4. View Printable Version <p>In this scenario, Jennifer will select 'View Approvals.'</p>

Manage Requisitions

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

Business Unit: COLUM Requestion Name:

Requestion ID: Request Status: PO(s) Created Budget Status:

Date From: Date To:

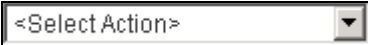
Requester: Entered By: PO ID:

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		
0000000115	TEST QRY8122	COLUM	02/15/2012	PO(s) Created	Valid	1,000.00 USD	<Select Action>	Go
0000000112	0000000112	COLUM	02/02/2012	PO(s) Created	Valid	15,000.00 USD	<Select Action>	Go
0000000100	0000000100	COLUM	02/01/2012	PO(s) Created	Valid	700.00 USD	<Select Action>	Go
0000000092	Test for Encumbrance DI...	COLUM	01/30/2012	PO(s) Created	Valid	100.00 USD	<Select Action>	Go
0000000080	0000000080	COLUM	01/20/2012	PO(s) Created	Valid	100,000.00 USD	<Select Action>	Go
0000000062	0000000062	COLUM	01/18/2012	PO(s) Created	Valid	500.00 USD	<Select Action>	Go
0000000061	0000000061	COLUM	01/18/2012	PO(s) Created	Valid	500.00 USD	<Select Action>	Go
0000000046	PO_Requisition_04	COLUM	01/11/2012	PO(s) Created	Valid	1,000.00 USD	<Select Action>	Go
0000000039	0000000039	COLUM	01/09/2012	PO(s) Created	Valid	475.00 USD	<Select Action>	Go
0000000022	PO_Requisition_08 #6	COLUM	01/06/2012	PO(s) Created	Valid	250.00 USD	<Select Action>	Go
0000000018	PO_Requisition_08 #2	COLUM	01/06/2012	PO(s) Created	Valid	250.00 USD	<Select Action>	Go
0000000006	PO_Requisition_07 #2	COLUM	01/05/2012	PO(s) Created	Valid	1,500.00 USD	<Select Action>	Go

Step	Action
14.	Click the Go list. 

Manage Requisitions

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

Business Unit: COLUM Requestion Name:

Requestion ID: Request Status: PO(s) Created Budget Status:

Date From: Date To:

Requester: Entered By: PO ID:

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		
0000000115	TEST QRY8122	COLUM	02/15/2012	PO(s) Created	Valid	1,000.00 USD	<Select Action>	Go
0000000112	0000000112	COLUM	02/02/2012	PO(s) Created	Valid	15,000.00 USD	<Select Action>	Go
0000000100	0000000100	COLUM	02/01/2012	PO(s) Created	Valid	700.00 USD	<Select Action>	Go
0000000092	Test for Encumbrance DI...	COLUM	01/30/2012	PO(s) Created	Valid	100.00 USD	<Select Action>	Go
0000000080	0000000080	COLUM	01/20/2012	PO(s) Created	Valid	100,000.00 USD	<Select Action>	Go
0000000062	0000000062	COLUM	01/18/2012	PO(s) Created	Valid	500.00 USD	<Select Action>	Go
0000000061	0000000061	COLUM	01/18/2012	PO(s) Created	Valid	500.00 USD	<Select Action>	Go
0000000046	PO_Requisition_04	COLUM	01/11/2012	PO(s) Created	Valid	1,000.00 USD	<Select Action>	Go
0000000039	0000000039	COLUM	01/09/2012	PO(s) Created	Valid	475.00 USD	<Select Action>	Go
0000000022	PO_Requisition_08 #6	COLUM	01/06/2012	PO(s) Created	Valid	250.00 USD	<Select Action>	Go
0000000018	PO_Requisition_08 #2	COLUM	01/06/2012	PO(s) Created	Valid	250.00 USD	<Select Action>	Go
0000000006	PO_Requisition_07 #2	COLUM	01/05/2012	PO(s) Created	Valid	1,500.00 USD	<Select Action>	Go

Training Guide

Introduction to Purchasing in ARC



Step	Action
15.	Click the View Approvals list item. <div style="border: 1px solid black; padding: 2px; display: inline-block;">View Approvals</div>

Manage Requisitions

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

Business Unit: COLUM Requisition Name:

Requisition ID: Request Status: PO(s) Created Budget Status:

Date From: Date To:

Requester: Entered By: PO ID:

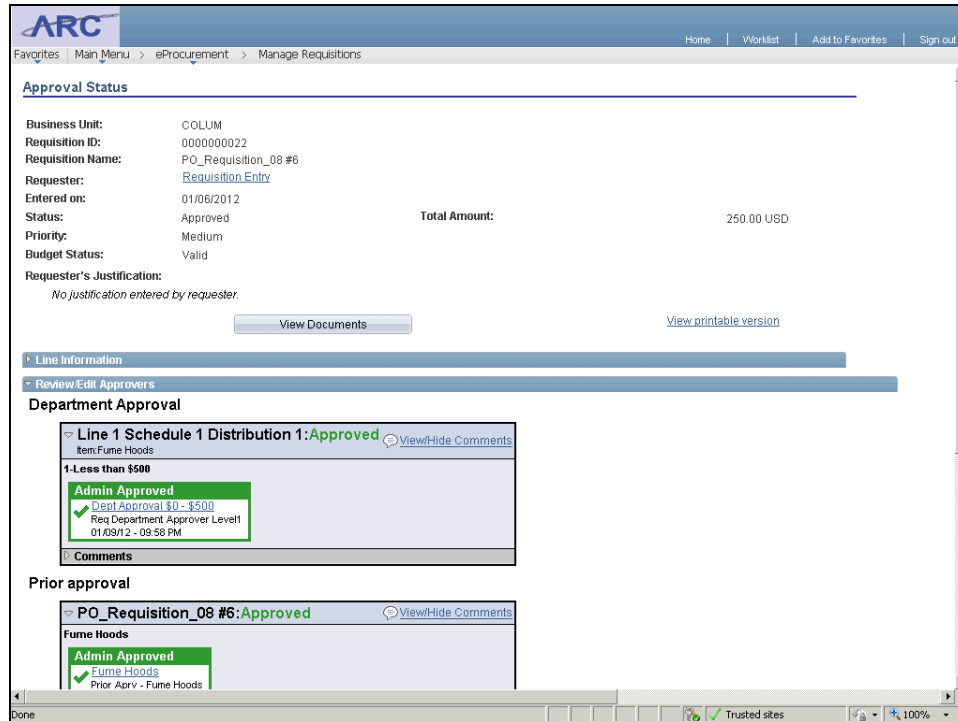
Search Clear

Requisitions

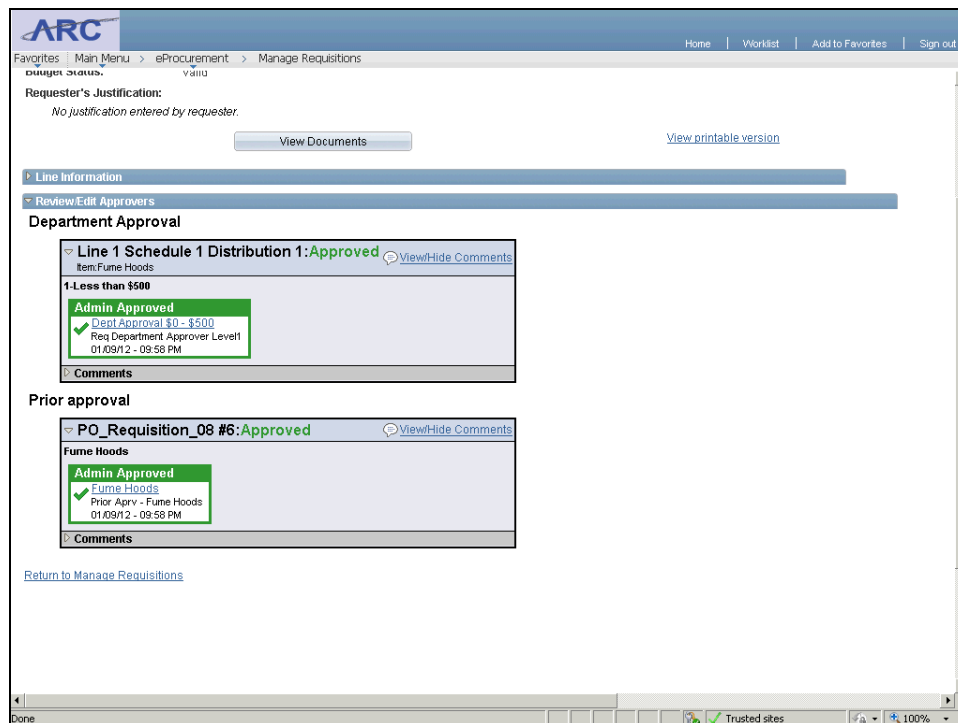
To view the lifespan and line items for a requisition, click the Expand triangle icon:
 To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Req ID	Requisition Name	BU	Date	Status	Budget	Total	
0000000115	TEST QRY8122	COLUM	02/15/2012	PO(s) Created	Valid	1,000.00 USD	<Select Action> Go
0000000112	0000000112	COLUM	02/02/2012	PO(s) Created	Valid	15,000.00 USD	<Select Action> Go
0000000100	0000000100	COLUM	02/01/2012	PO(s) Created	Valid	700.00 USD	<Select Action> Go
0000000092	Test for Encumbrance DI...	COLUM	01/30/2012	PO(s) Created	Valid	100.00 USD	<Select Action> Go
0000000080	0000000080	COLUM	01/20/2012	PO(s) Created	Valid	100,000.00 USD	<Select Action> Go
0000000062	0000000062	COLUM	01/18/2012	PO(s) Created	Valid	500.00 USD	<Select Action> Go
0000000061	0000000061	COLUM	01/18/2012	PO(s) Created	Valid	500.00 USD	<Select Action> Go
0000000046	PO_Requisition_04	COLUM	01/11/2012	PO(s) Created	Valid	1,000.00 USD	<Select Action> Go
0000000039	0000000039	COLUM	01/09/2012	PO(s) Created	Valid	475.00 USD	<Select Action> Go
0000000022	PO_Requisition_08 #6	COLUM	01/06/2012	PO(s) Created	Valid	250.00 USD	View Approvals Go
0000000018	PO_Requisition_08 #2	COLUM	01/06/2012	PO(s) Created	Valid	250.00 USD	<Select Action> Go
0000000006	PO_Requisition_07 #2	COLUM	01/05/2012	PO(s) Created	Valid	1,500.00 USD	<Select Action> Go

Step	Action
16.	Click the Go button. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Go</div>



Step	Action
17.	Click and drag the scroll bar down to view the entire page.

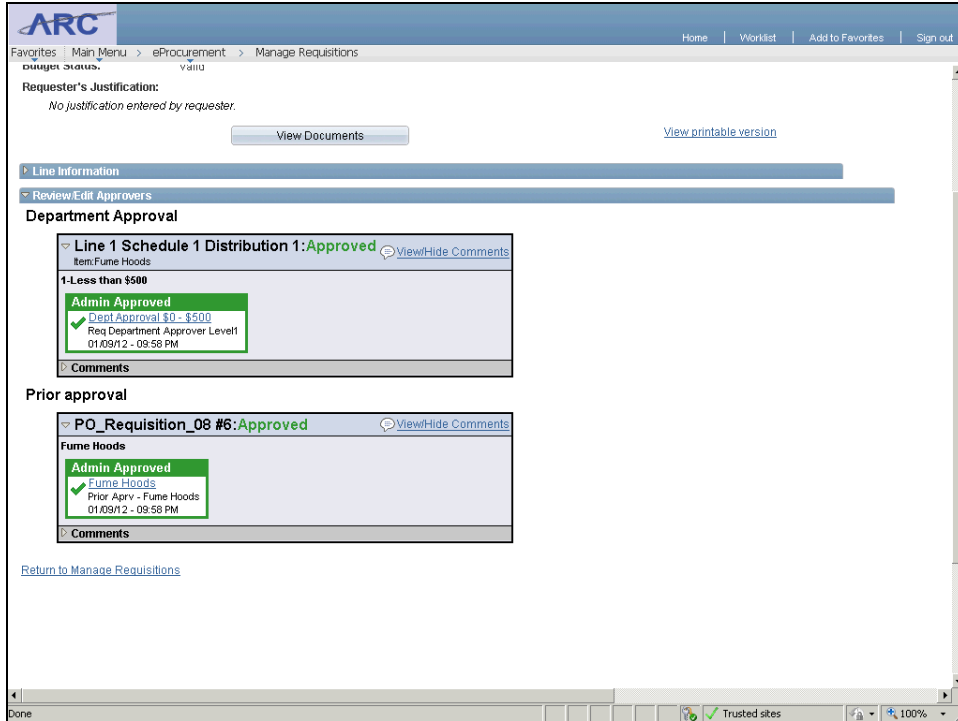


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Introduction to Purchasing in ARC



Step	Action
18.	The Review/Edit Approvers section displays the workflow approvals.



Step	Action
19.	Click the Return to Manage Requisitions link. Return to Manage Requisitions

Manage Requisitions

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

Business Unit: COLUM Requestion Name:

Requestion ID: Request Status: PO(s) Created Budget Status:

Date From: Date To:

Requester: Entered By: PO ID:

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		
0000000115	TEST QRY8122	COLUM	02/15/2012	PO(s) Created	Valid	1,000.00 USD	<Select Action>	Go
0000000112	0000000112	COLUM	02/02/2012	PO(s) Created	Valid	15,000.00 USD	<Select Action>	Go
0000000100	0000000100	COLUM	02/01/2012	PO(s) Created	Valid	700.00 USD	<Select Action>	Go
0000000092	Test for Encumbrance Di...	COLUM	01/30/2012	PO(s) Created	Valid	100.00 USD	<Select Action>	Go
0000000080	0000000080	COLUM	01/20/2012	PO(s) Created	Valid	100,000.00 USD	<Select Action>	Go
0000000062	0000000062	COLUM	01/18/2012	PO(s) Created	Valid	500.00 USD	<Select Action>	Go
0000000061	0000000061	COLUM	01/18/2012	PO(s) Created	Valid	500.00 USD	<Select Action>	Go
0000000046	PO_Requisition_04	COLUM	01/11/2012	PO(s) Created	Valid	1,000.00 USD	<Select Action>	Go
0000000039	0000000039	COLUM	01/09/2012	PO(s) Created	Valid	475.00 USD	<Select Action>	Go
0000000022	PO_Requisition_08 #6	COLUM	01/06/2012	PO(s) Created	Valid	250.00 USD	<Select Action>	Go
0000000018	PO_Requisition_08 #2	COLUM	01/06/2012	PO(s) Created	Valid	250.00 USD	<Select Action>	Go
0000000006	PO_Requisition_07 #2	COLUM	01/05/2012	PO(s) Created	Valid	1,500.00 USD	<Select Action>	Go

Step	Action
20.	Jennifer is returned to the Manage Requisitions page where she can initiate another search.

Manage Requisitions

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

Business Unit: COLUM Requestion Name:

Requestion ID: Request Status: PO(s) Created Budget Status:

Date From: Date To:

Requester: Entered By: PO ID:

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		
0000000115	TEST QRY8122	COLUM	02/15/2012	PO(s) Created	Valid	1,000.00 USD	<Select Action>	Go
0000000112	0000000112	COLUM	02/02/2012	PO(s) Created	Valid	15,000.00 USD	<Select Action>	Go
0000000100	0000000100	COLUM	02/01/2012	PO(s) Created	Valid	700.00 USD	<Select Action>	Go
0000000092	Test for Encumbrance Di...	COLUM	01/30/2012	PO(s) Created	Valid	100.00 USD	<Select Action>	Go
0000000080	0000000080	COLUM	01/20/2012	PO(s) Created	Valid	100,000.00 USD	<Select Action>	Go
0000000062	0000000062	COLUM	01/18/2012	PO(s) Created	Valid	500.00 USD	<Select Action>	Go
0000000061	0000000061	COLUM	01/18/2012	PO(s) Created	Valid	500.00 USD	<Select Action>	Go
0000000046	PO_Requisition_04	COLUM	01/11/2012	PO(s) Created	Valid	1,000.00 USD	<Select Action>	Go
0000000039	0000000039	COLUM	01/09/2012	PO(s) Created	Valid	475.00 USD	<Select Action>	Go
0000000022	PO_Requisition_08 #6	COLUM	01/06/2012	PO(s) Created	Valid	250.00 USD	<Select Action>	Go
0000000018	PO_Requisition_08 #2	COLUM	01/06/2012	PO(s) Created	Valid	250.00 USD	<Select Action>	Go
0000000006	PO_Requisition_07 #2	COLUM	01/05/2012	PO(s) Created	Valid	1,500.00 USD	<Select Action>	Go



Step	Action
21.	<p>You have successfully located and reviewed the status of Requisitions.</p> <p>You can now move onto the <i>Reporting Overview for Purchasing</i> lesson where you will view and describe the scope of reports available to the Purchasing process.</p> <p>End of Procedure.</p>



Reporting Overview for Purchasing

This is the *Reporting Overview for Purchasing* lesson of the *Introduction to Purchasing in ARC* course. Upon completion of this lesson, you will be able to:

- View and describe the scope of reports available to support the Purchasing processes

Estimated time to complete lesson: 15 minutes



Run PO Listing by Vendor Report

Within ARC's Purchasing module, there is a set of reports that users can view to support their business processes. The following table lists key Purchasing reports and their descriptions:

Report Name	Description
Expediting Report	Provides purchase order details such as late days and due date sorted by parameters. Use it to help determine which purchase orders may require expediting.
PO Activity	Lists purchase order activity for the purchasing business unit, GL business unit, department, and dates that you select. Reviewing this report enables that you to perform comparisons and resolve discrepancies proactively.
PO Detail Listings	Provides detailed purchase order information sorted by parameters.
PO Listings	Provides purchase order information sorted by parameters.
PO Listing by Vendor	Provides purchase order information sorted by vendor.
PO Non-Owned History	Lists utilization information for non-stock items for business units and departments listed in the item master. Analysis of this information can help you to evaluate vendor contracts, establish new vendor relationships, consolidate purchasing transactions, establish and maintain budgets, and anticipate supply needs.
PO/Requisition Xref	Provides a cross-reference between requisitions and the purchase orders created from those requisitions.
PO Scheduled Listings	Provides purchase order schedule information such as ship to and due date sorted by parameters.
PO Status Listing	Provides purchase order information sorted by status.
Receiver Ship to Detail	Provides a summary listing of receipt shipments within a specified date range.
Receiver Summary	Provides a summary listing of receipts within a specified date range.
Requisition and Purchase Order Budgetary Activity	Generates the Procurement Budgetary Activity Report. This report provides budgetary amount information for purchase orders and requisitions according to report request parameters.
Requisition Print	Provides a hard copy of your requisitions sorted by requisition ID. You can print a single requisition or multiple requisitions.
Requisition Template	Provides a listing of the items most commonly ordered, along with vendor and manufacturer information. It is used to facilitate data entry of commonly ordered items.

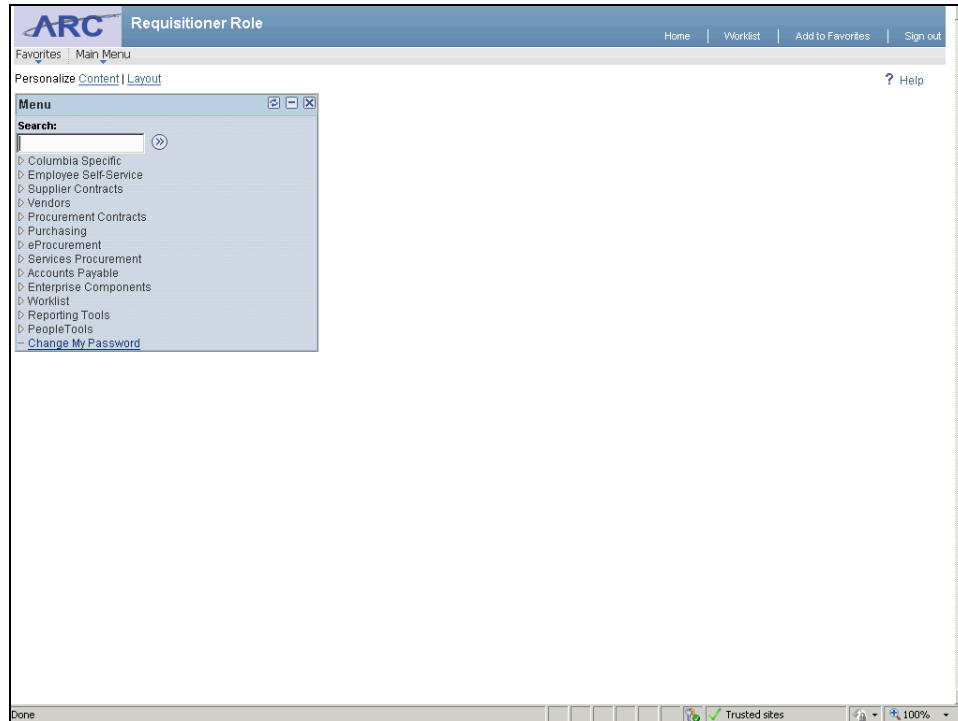
In this scenario, Brian would like to review a list of purchase orders by vendor. He will run the "PO Listing by Vendor" report in ARC.


To see this transaction in ARC, please click the "See It!" button on the top of your screen. To practice this transaction, click the "Try It!" button.

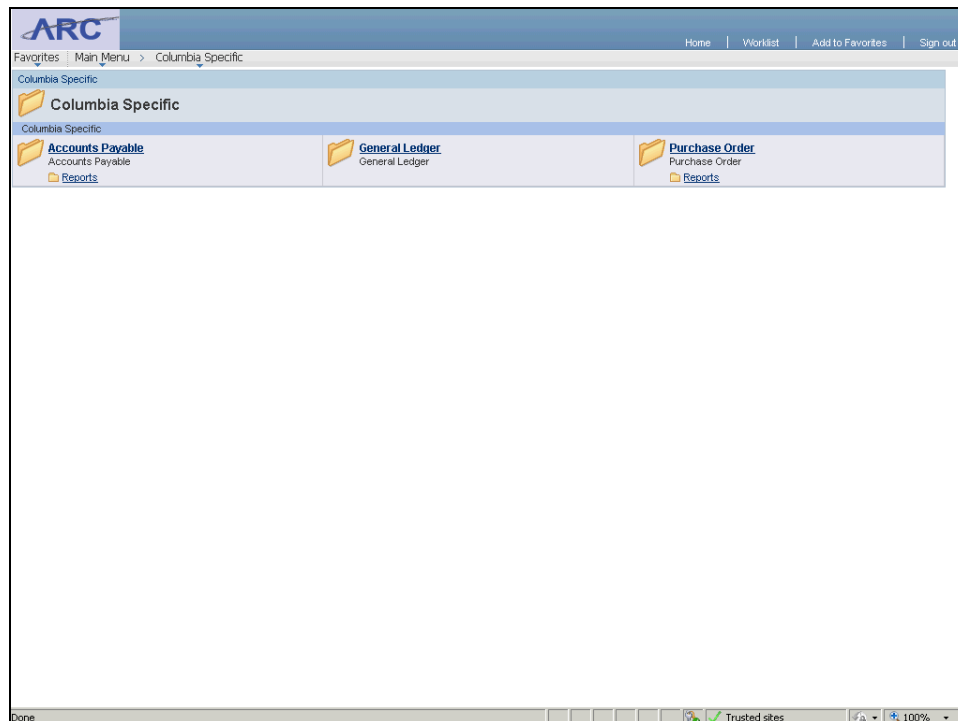
Estimated time to complete topic: 5 minutes

Procedure

This is the *Run PO Listing by Vendor Report* where you will learn how to run a specific Purchasing report.



Step	Action
1.	Click the Columbia Specific link. 

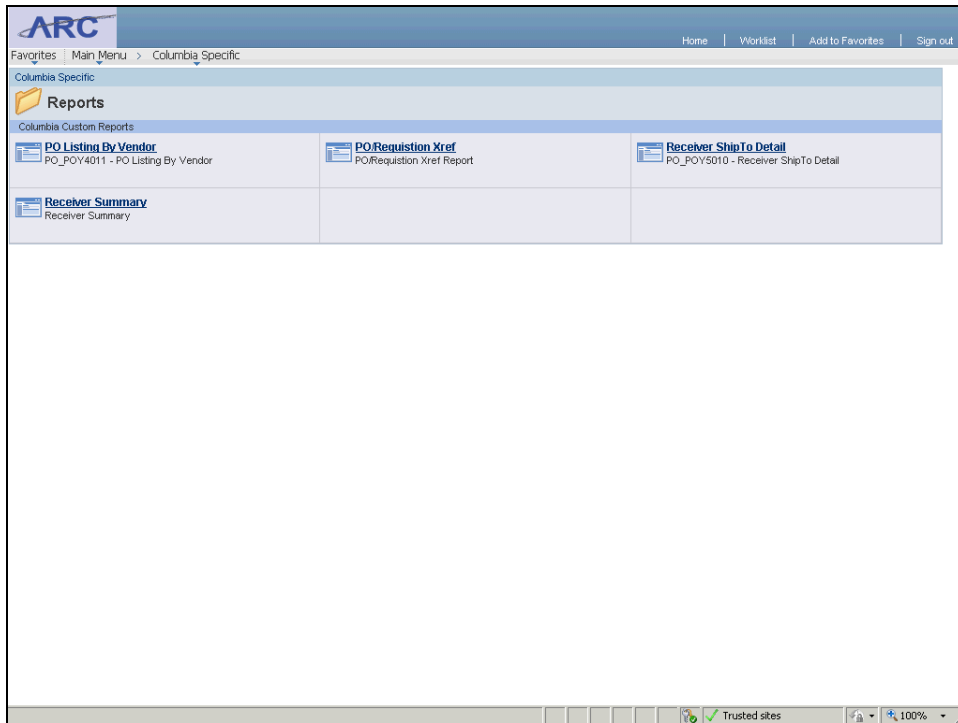


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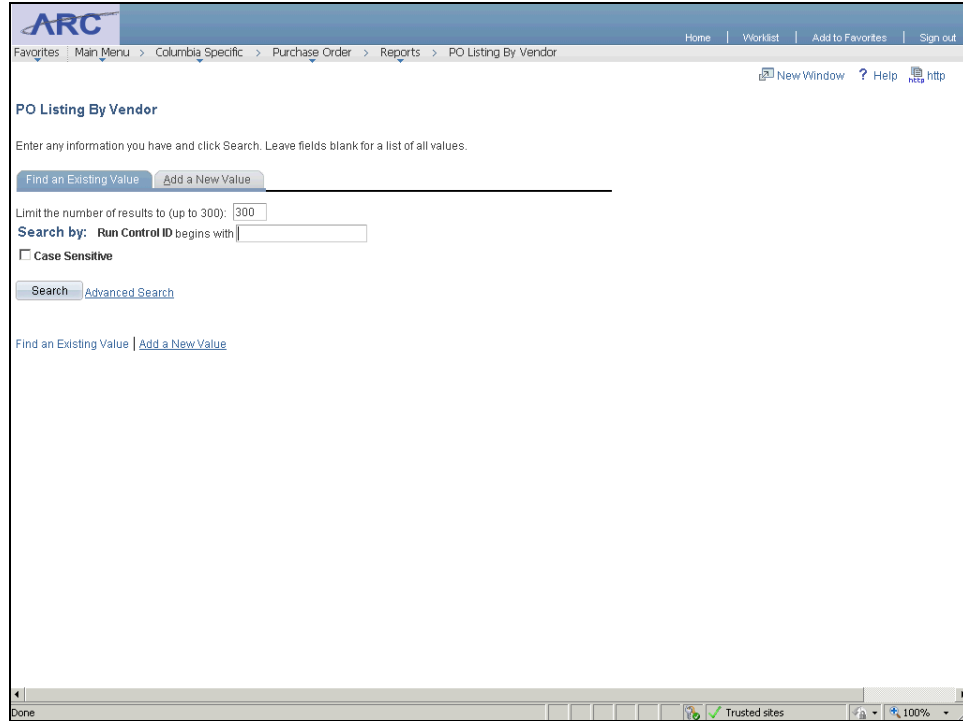
Introduction to Purchasing in ARC




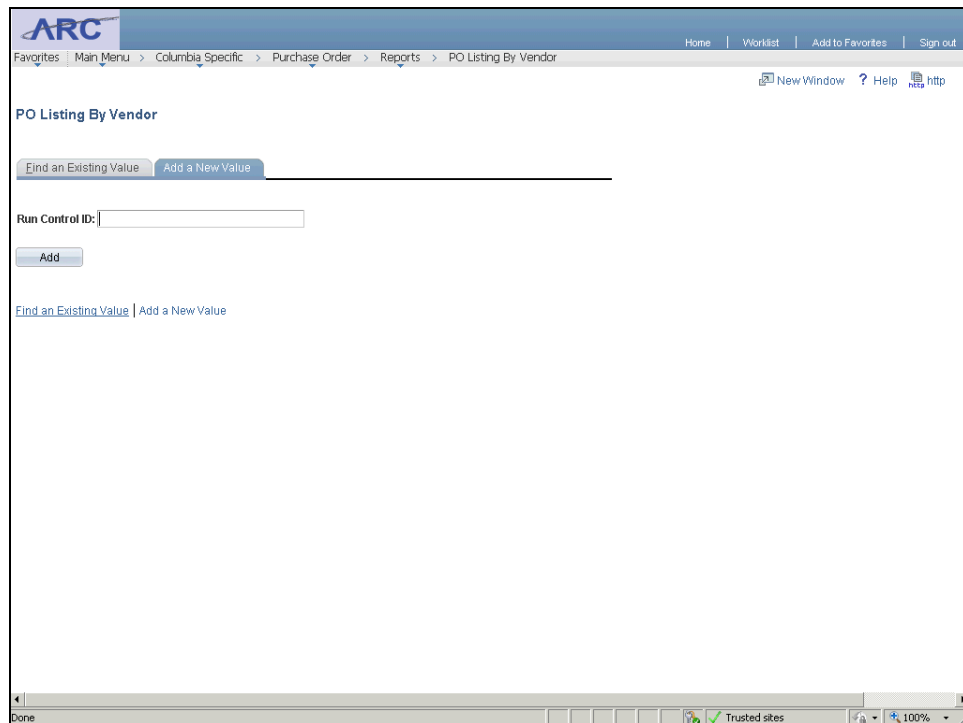
Step	Action
2.	Click the Reports link. Reports



Step	Action
3.	Click the PO Listing By Vendor link. PO Listing By Vendor



Step	Action
4.	Click the Add a New Value tab. 

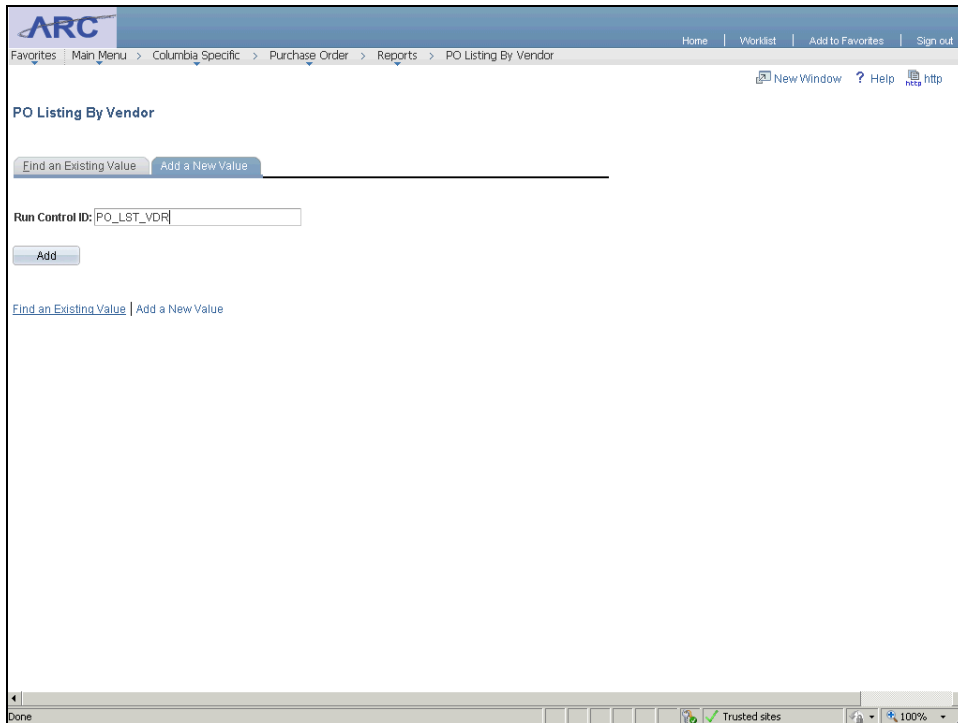


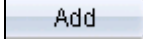
Training Guide

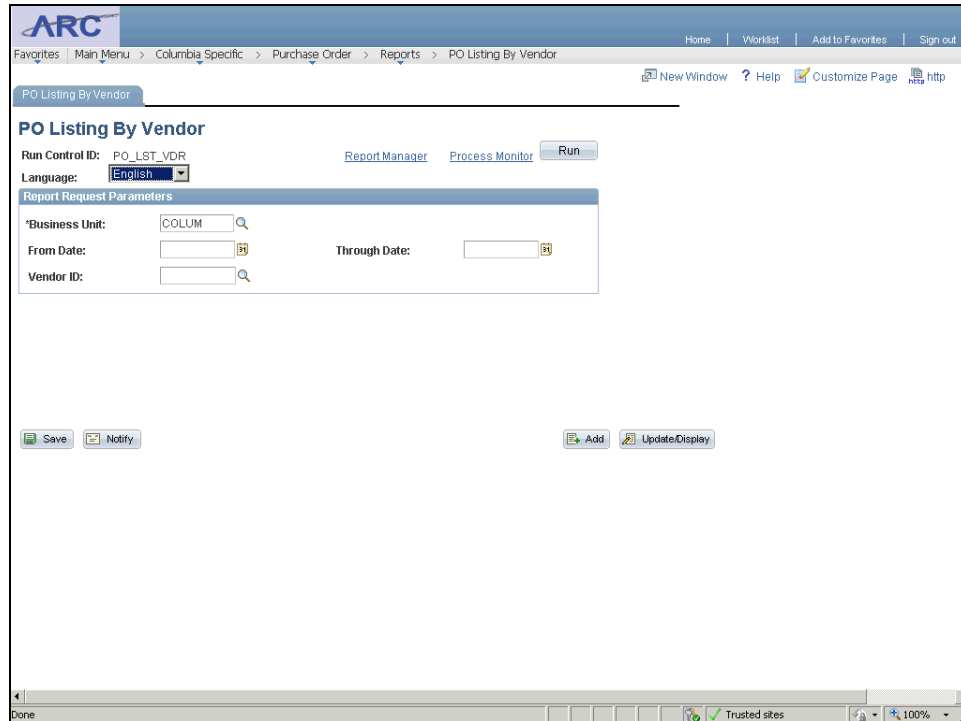
Introduction to Purchasing in ARC



Step	Action
5.	Enter the desired information into the Run Control ID field. Enter " PO_LST_VDR ".



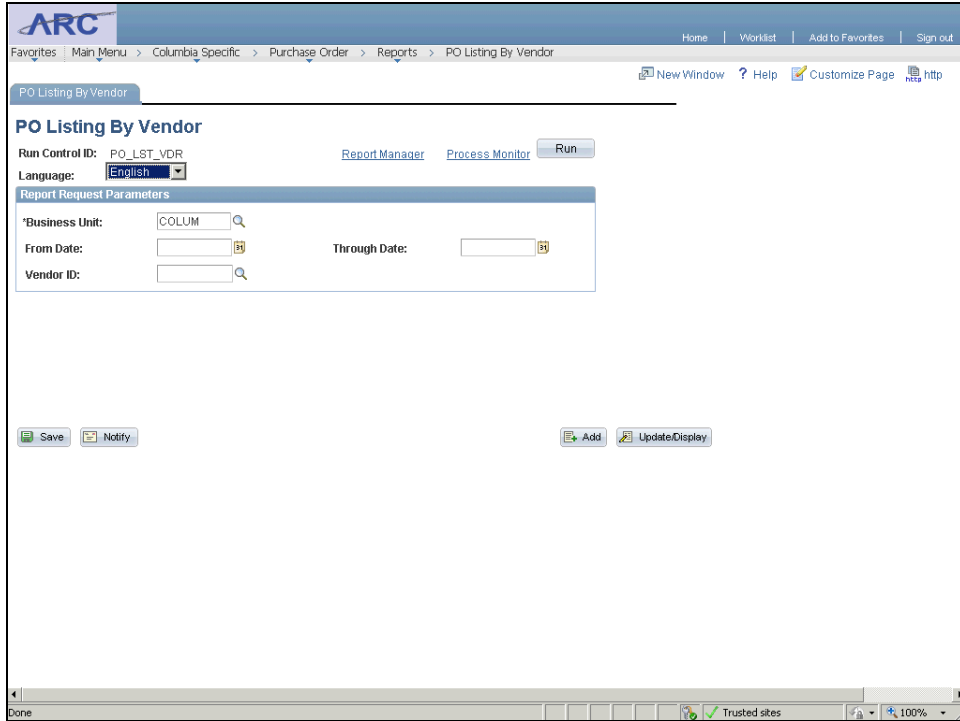
Step	Action
6.	Click the Add button. 




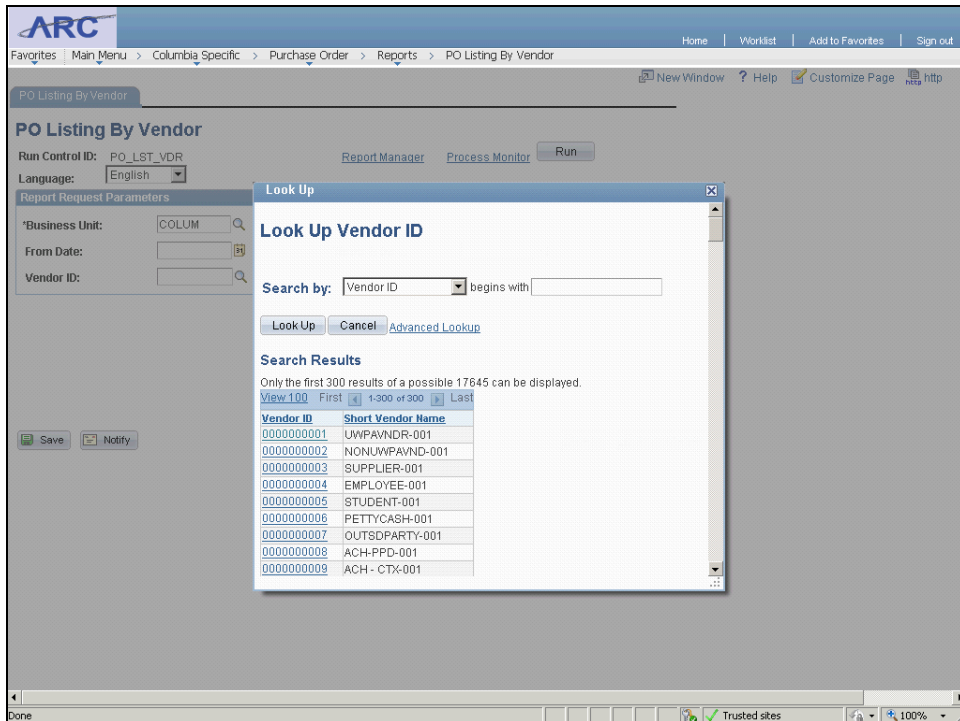
Step	Action
7.	<p>The Parameters page displays which allows Denise to enter specific criteria.</p> <p>Business Unit is a required field and defaults to 'COLUM.'</p> <p>In this scenario, Denise will select a Vendor ID.</p>

Training Guide

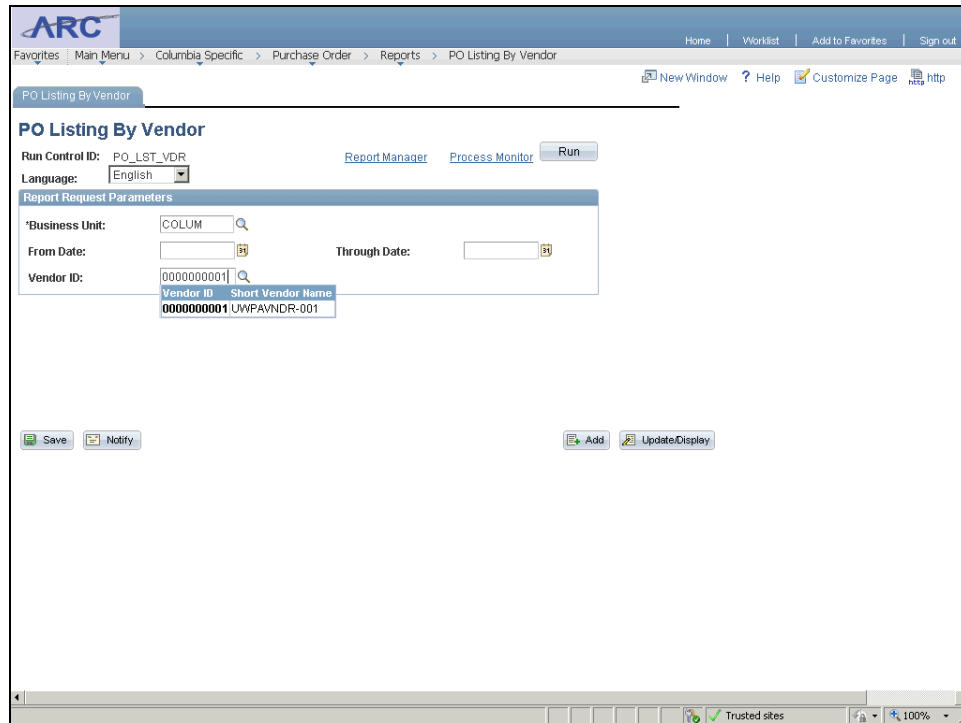
Introduction to Purchasing in ARC



Step	Action
8.	Click the Look up Vendor ID (Alt+5) button. 



Step	Action
9.	Click the 000000001 link. <input type="text" value="000000001"/>



Step	Action
10.	Click the Run button. <input type="button" value="Run"/>

Training Guide

Introduction to Purchasing in ARC



ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Columbia Specific > Purchase Order > Reports > PO Listing By Vendor

New Window ? Help Customize Page http

Process Scheduler Request

User ID: PO_TEST_01 Run Control ID: PO_LST_VDR

Server Name: [dropdown] Run Date: 04/20/2012 [calendar]

Recurrence: [dropdown] Run Time: 10:28:41AM [Reset to Current Date/Time](#)

Time Zone: [dropdown]

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	PO Listing By Vendor	ZCUP4011	Crystal	Web	PDF	Distribution

OK Cancel

Done Trusted sites 100%

Step	Action
11.	Click the OK button.

ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Columbia Specific > Purchase Order > Reports > PO Listing By Vendor

PO Listing By Vendor New Window ? Help Customize Page **Saved**

PO Listing By Vendor

Run Control ID: PO_LST_VDR [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English Process Instance: 16818

Report Request Parameters

*Business Unit: COLUM

From Date: 01/01/1900 Through Date: 01/01/2099

Vendor ID: 0000000001

Save Notify Add Update/Display

Done Trusted sites 100%

Step	Action
12.	Click the Process Monitor link.

Step	Action
13.	Click the Refresh button.

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Introduction to Purchasing in ARC



View Process Request For

User ID: PO_TEST_01 Type: [] Last [] 1 Days [] Refresh

Server: [] Name: [] Instance: [] to []

Run [] Distribution Status: [] Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	16818		Crystal	ZCUP4011	PO_TEST_01	04/20/2012 10:28:41AM EDT	Queued	N/A	Details

[Go back to PO Listing By Vendor](#)

Save Notify

Process List | [Server List](#)

Step	Action
14.	Click the Go back to PO Listing By Vendor link.

PO Listing By Vendor

Run Control ID: PO_LST_VDR Report Manager Process Monitor Run

Language: English

Report Request Parameters

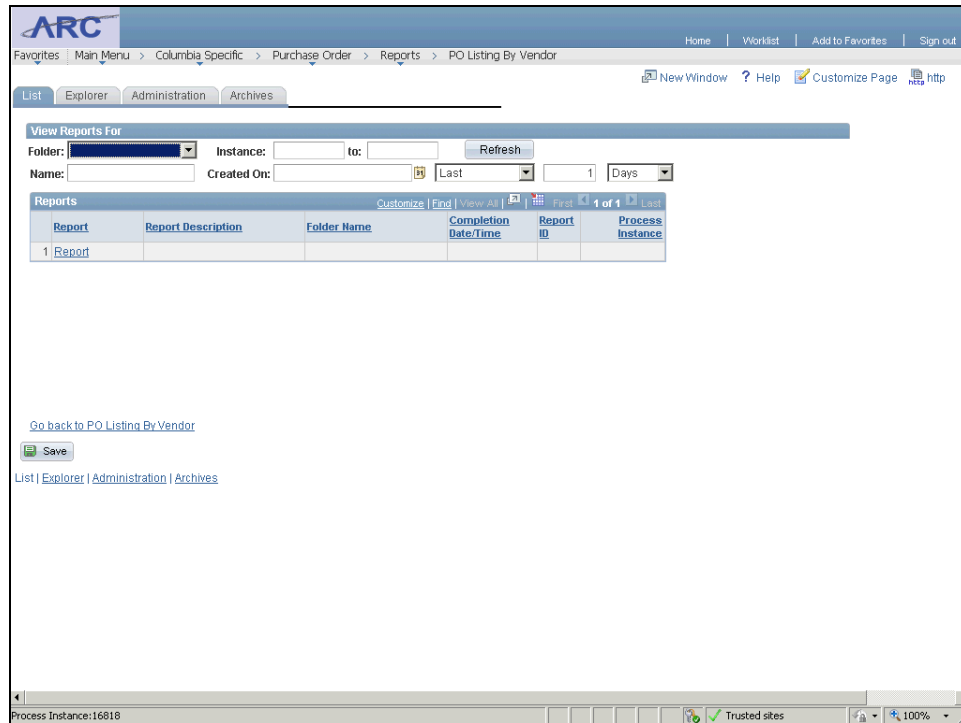
Business Unit: COLUM

From Date: 01/01/1900 Through Date: 01/01/2099

Vendor ID: 0000000001

Save Return to Search Notify Add Update/Display

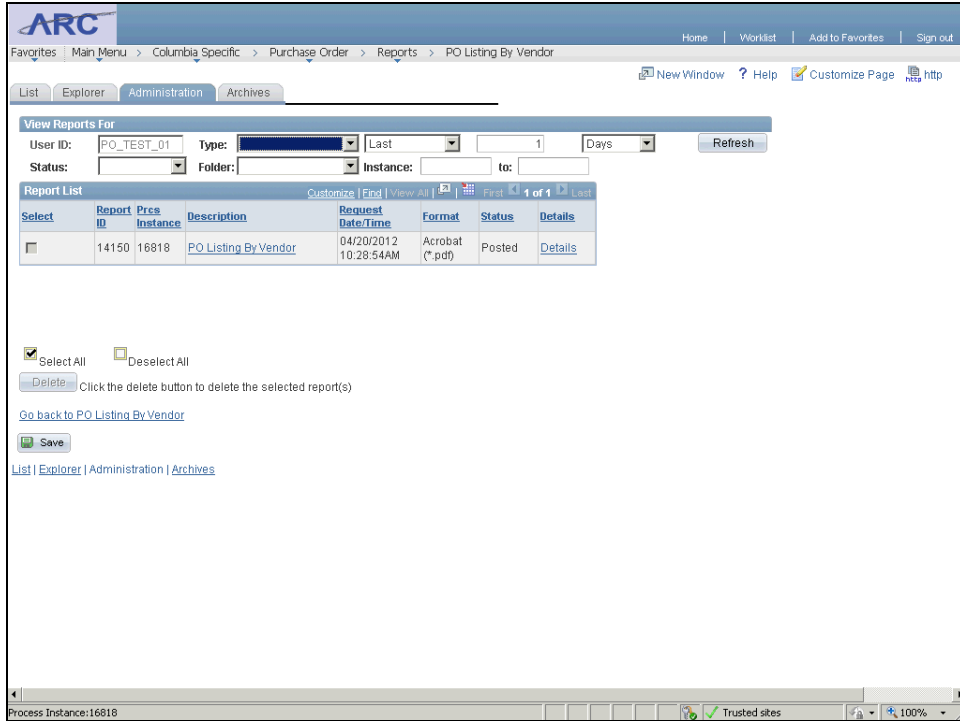
Step	Action
15.	Click the Report Manager link.



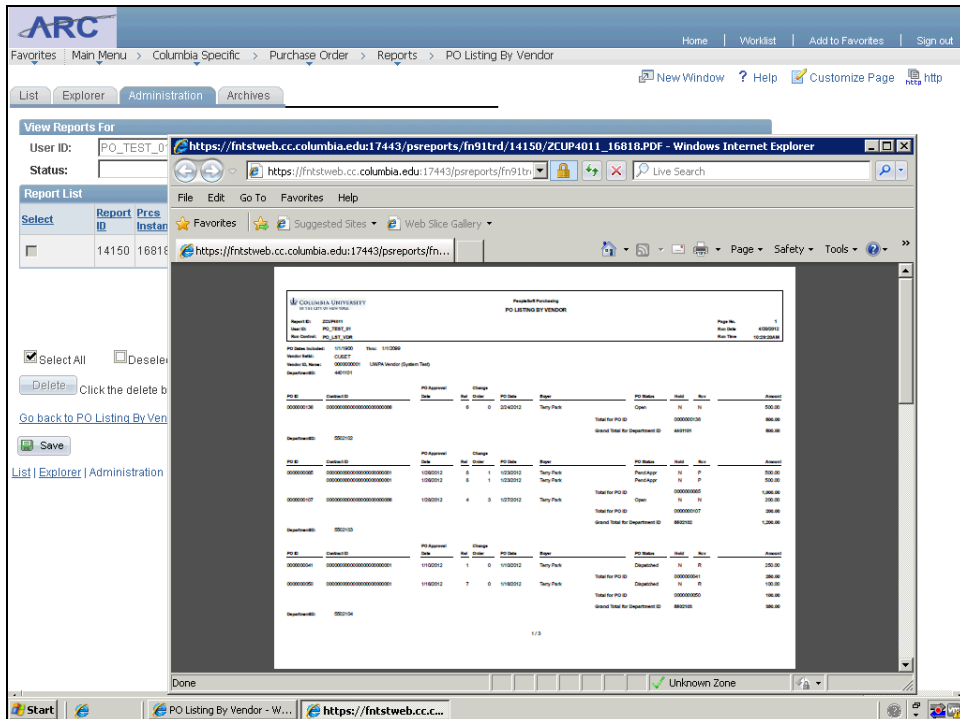
Step	Action
16.	Click the Administration tab.


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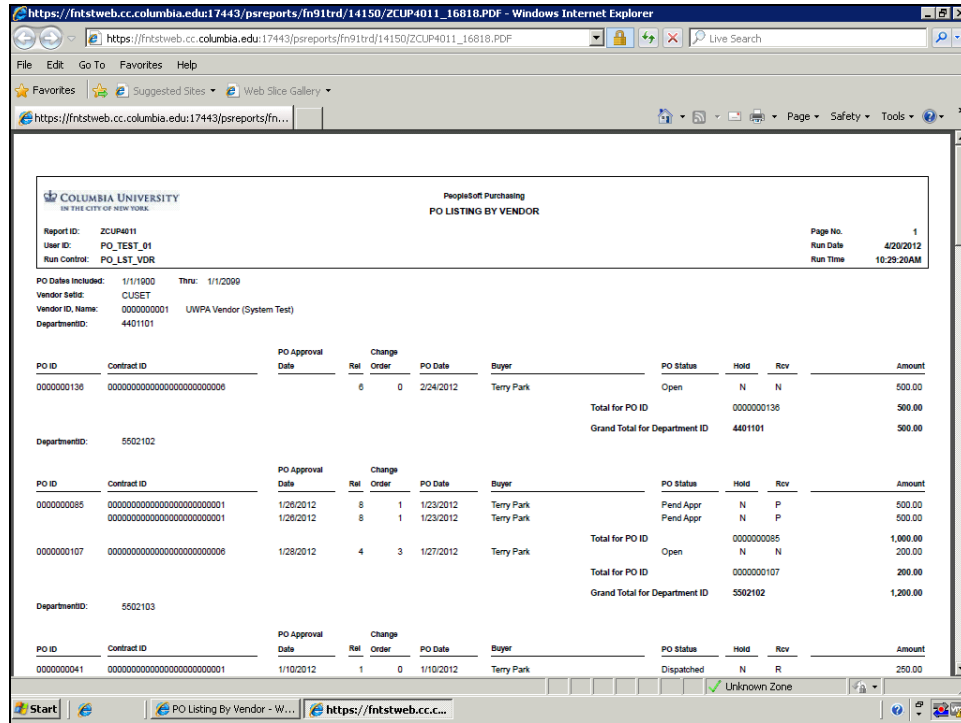
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Step	Action
17.	Click the PO Listing By Vendor link. <div style="border: 1px solid black; padding: 2px; display: inline-block;">PO Listing By Vendor</div>



Step	Action
18.	Click the Maximize/Restore button. 



COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

PeopleSoft Purchasing
PO LISTING BY VENDOR

Report ID: ZCUP4011
User ID: PO_TEST_01
Run Control: PO_LST_VDR

Page No. 1
Run Date 4/20/2012
Run Time 10:29:20AM

PO Dates Included: 1/1/2000 Thru: 1/1/2099
Vendor Set: CUSSET
Vendor ID, Name: 0000000001 LWPA Vendor (System Test)
DepartmentID: 4401101

PO ID	Contract ID	PO Approval Date	Change Rel	Change Order	PO Date	Buyer	PO Status	Hold	Rcv	Amount	
000000136	0000000000000000000000000000		8	0	2/24/2012	Terry Park	Open	N	N	500.00	
Total for PO ID 0000000136										500.00	
DepartmentID: 5502102										Grand Total for Department ID 4401101	500.00
000000085	000000000000000000000000000001	1/26/2012	8	1	1/23/2012	Terry Park	Pend Appr	N	P	500.00	
	000000000000000000000000000001	1/26/2012	8	1	1/23/2012	Terry Park	Pend Appr	N	P	500.00	
Total for PO ID 000000085										1,000.00	
000000107	000000000000000000000000000006	1/28/2012	4	3	1/27/2012	Terry Park	Open	N	N	200.00	
Total for PO ID 000000107										200.00	
DepartmentID: 5502103										Grand Total for Department ID 5502102	1,200.00
000000041	000000000000000000000000000001	1/10/2012	1	0	1/10/2012	Terry Park	Dispatched	N	R	250.00	

Step	Action
19.	The PO Listing By Vendor report displays purchase order information sorted by vendor in PDF format.



Course References

Please find links to all of the Job Aids, Policies, and Procedures that were referenced throughout this course:

1. Getting Started with the New Web-Based Training Tool
2. Purchasing Key Terms
3. Purchasing Interfaces Job Aid
4. Purchasing Reports Job Aid
5. Introduction to Purchasing in ARC Training Guide

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Introduction to Purchasing in ARC



Key Terms

For a full list of relevant Purchasing terms, you can reference this job aid. The following terms will be helpful throughout this course:

Term	Definition	Example
Autosourcing	An automatic process that turns a requisition into a Purchase Order. This process runs without the need for user interaction on a regular schedule in the background to identify approved and budget checked requisitions to become approved purchase orders.	A user entered a requisition transaction and budget checked it to a valid status. The requisition got approved the next day. The Autosourcing job picks up the requisition transaction and creates a purchase order in 'Approved' status. The purchase order will then be budget checked by another background job to create the encumbrance. Once budget checked, the dispatch job will send the purchase order to the Procurement Buyers for review and for the final dispatch to the supplier.
Budget Checking	Enables you to control commitments and expenditures automatically by checking them against predefined, authorized budgets. This also includes encumbrances.	Budget checking a requisition to ensure that there are available funds.
Category Code	Line item commodity code that describes the good or service you are purchasing.	Pencils, Office tables, etc.
Commitment Control	Functionality in ARC that enables users to manage expenditures against predefined, authorized budgets.	Budget Checking a Requisition.
Contract	Represents a binding Agreement between the University and a supplier such as an Agreement, Purchase Order, Task Order, hotel, etc.	Medical billing contract.
Electronic Document Management (EDM)	Ability to scan, submit, and view documents through the Requisition/Purchase Order pages.	Supporting documents for transactions.
Encumbrance	Amount which has been budgeted to spend in accordance with a Purchase Order.	Purchase Order.
Expenditure	Amount that has been disbursed and expensed.	Purchased computer equipment.
Fixed Term Purchase Order	A purchase order that has a specific start and end date for when services will be performed attached to it.	Service Contract with a term date of: Start Date: 12/01/12 End Date: 12/31/12
Inquiry Pages	ARC pages that provide inquiry access only.	PeopleSoft Requisition inquiry page.
2-way Matching	Process that compares vouchers with purchase orders. This ensures that you pay for only the goods and services that you order and receive.	Purchase Orders = Vouchers.



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3-way Matching	<p>Process that compares vouchers, purchase orders, and receiving documents for a specific Purchase Order.</p> <p>This ensures that you pay for only the goods and services that you order and receive.</p>	Purchase Orders = Receipts = Vouchers.
Pre-encumbrance	An amount expected to spend, but funds have not yet been obligated.	Requisition.
Purchase Order (PO)	Based on a request by a Department indicating good/service, catalog number, price and quantity. When accepted by a supplier, a Purchase Order forms a binding contract.	One-time copy machine repair.
PO value	Represents total committed value for goods and/or services being requested by a customer.	Encumbrance.
Receiving	A system record of goods received from purchase orders.	Receipt.
Security	Level of access to ARC pages, dollar thresholds, data, and allowable actions that users have in the system.	Access to create a Requisition in the eProcurement module.
Segregation of Duties	The concept of having more than one person complete a task or transaction within ARC.	A user who creates and submits a Requisition is different from the user who approves the Requisition.
UwPA (University-wide Purchasing Agreement)	Strategic contract negotiated by Purchasing for use by the University community.	UwPA contract with Dell.
Workflow	Automatic, rule-based routing to pre-determined approvers based on criteria such as role, department, commodity, account, and dollar amount.	Requisition submittal and approval by 2 different people.





Check Your Understanding

Congratulations! You have completed the *Introduction to Purchasing in ARC* course. There is no required Knowledge Assessment associated with this course; however, you can check your understanding of the material by reviewing the following questions:

1. A _____ is an example of a pre-encumbrance.
2. Autosourcing turns a Requisition into a _____.
3. True or False: The Requester's Workbench allows users to view the status of Requisitions.
4. The process that ensures that you only pay for goods and services you receive is called _____.
5. True or False: A Purchase Order created from a Requisition does not require Workflow approval.

Answers to these questions can be found in the following section.



Answer Key

Below are the answers to the Check Your Understanding questions:

1. A **Requisition** is an example of a pre-encumbrance.
2. Autosourcing turns a Requisition into a **Purchase Order**.
3. True or **False**: The Requester's Workbench allows users to view the status of Requisitions.
4. The process that ensures that you only pay for goods and services you receive is called **2 or 3-way matching**.
5. **True** or False: A Purchase Order created from a Requisition does not require Workflow approval.

Glossary

3-Way Matching	A process that compares vouchers, purchase orders, and receiving documents for a specific purchase order. This ensures that you pay for only the goods and services that you order and receive.
ARC	Accounting and Reporting at Columbia. Columbia University's new financial system.
Autosourcing	An automatic process that turns a Requisition into a Purchase Order. This process runs without the need for user interaction on a regular schedule in the background to identify approved and budget checked Requisitions to become approved Purchase Orders.
Budget Checking	Enables users to control commitments and expenditures automatically by checking them against predefined, authorized budgets.
Commitment Control Contract	Functionality in ARC that enables users to manage expenditures actively against predefined, authorized budgets. An example is budget checking. Represents a binding Agreement between the University and a supplier such as an Agreement, Purchase Order, Task Order, hotel, etc.
Electronic Document Management	Ability to scan, submit, and view documents through the Requisition and Purchase Order pages.
Encumbrance	A commitment to pay for goods and/or services reflected in a budget (i.e. purchase order commitment). Issuance of a purchase order to a vendor is a typical encumbrance transaction.
ERP	Enterprise resource planning. ERP refers to a category of business software that is designed to integrate functions across an organization into a single computer system.
Field InfoEd	An area on a page that displays or requires data. A software that enables faculty, administrators and staff to move efficiently through each part of the grant and contract process from proposal development to post award management.
Inquiry Pages Matching	ARC pages that provide inquiry access only. A system-performed process that is used to compare details between vouchers, purchase orders and receiving documents. The system will automatically perform the appropriate document comparisons when a purchase order is associated to a voucher (PO Voucher) and indicate whether the documents do or do not match.
PeopleSoft	Oracle's PeopleSoft system is an integrated software package that provides a wide variety of business applications to assist in the day-to-day execution and operation of business processes. Each individual application, such as Financial's and Human Resources, interacts with each other to offer an effective and efficient means of working and reporting in an integrated fashion across the enterprise. ARC and PeopleSoft are used interchangeably when referring to Columbia's new financial system.

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Pre-encumbrance	An amount expected to spend, but funds have not yet been obligated. An example of a pre-encumbrance is a requisition.
Purchase Order	Based on a request by a Department indicating good/service, catalog number, price and quantity. When accepted by a supplier, a purchase order forms a binding contract.
Queries	A request against the ARC, ARC Reporting, or UDS database to obtain a set of data that match a specified search criteria.
Receiving	A system record of goods received from purchase orders.
Receiving Process	The process of inspecting, testing, acceptance, and/or rejection of requested good/service. (See University policy on receiving.)
Requester's Workbench	Use the Requester's Workbench to analyze, approve, update, cancel, and close Requisitions.
Security	Controls what level of access a user can have to pages, dollar thresholds, data, and allowable actions in the system. Security ensures that users have the appropriate page access and access to data required to perform their job functions.
UwPA	A University-wide Purchasing Agreement strategic contract that has been negotiated/vetted by Central Purchasing and is available to the entire University community.
Workflow	Automatic, rule-based routing to pre-determined users based on criteria such as role, department, commodity, account and dollar amount. Workflow manages and tracks the flow of work.