

Managing Procurement Approvals

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Managing Procurement Approvals

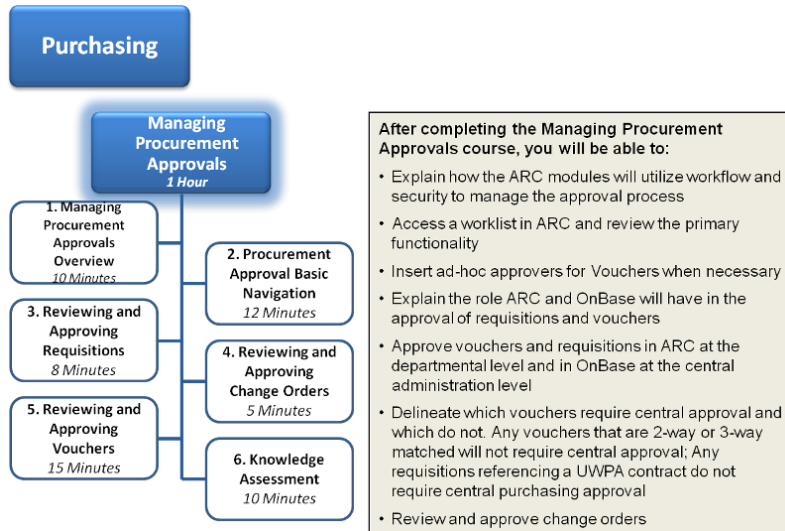


Managing Procurement Approvals

Managing Procurement Approvals

This is the *Managing Procurement Approvals* course within the *Purchasing* curriculum.

If you need a reminder on how to navigate through this course using ARC's web-based training tool (WBT), click here for a quick reference guide.





Managing Procurement Approvals Overview

This is the *Managing Procurement Approvals Overview* lesson of the *Managing Procurement Approvals* course. Upon completion of this lesson, you will be able to:

- Describe the life cycle approval process in ARC, highlighting key changes and benefits
- Explain how ARC modules will utilize workflow and security to manage the approval process
- Explain the integration between ARC and OnBase for central approvals of requisitions and vouchers
- Access the worklist and approval search pages in ARC and review the primary functionality
- Insert ad hoc approvers for vouchers

Estimated time needed to complete this lesson: 10 minutes

Requisition and Change Order Roles and Responsibilities

Within ARC, there is a process called workflow. Workflow is the automatic, rule-based routing to pre-determined users based on criteria such as role, department, commodity, account, and dollar amount.

Throughout this course, we will use the following characters to help inform you on how responsibilities align to roles throughout the requisition and change order approval process:



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



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



This is Maria. She works in the Controller's Office and is responsible for approving capital equipment purchases.



This is Diane. She is in the Central Purchasing group. She is responsible for approving requisitions and change Orders at the Central Purchasing level.

Voucher Roles and Responsibilities

Throughout this course, we will use the following characters to help inform you on how responsibilities align to roles throughout the voucher approval process:



This is Mark. He works in the Psychology Department and is responsible for entering online vouchers and correcting matching and budget checking errors.



This is Sean. He works in the Psychology Department as well. He is responsible for approving vouchers at the department level.



This is Patty. She works in the Accounts Payable Central Audit and Review group. She is responsible for performing voucher approvals at the Central AP level and maintaining vouchers when appropriate i.e. defining withholding information.



This is Jesse. He is Mark's supervisor and acts as an Ad Hoc Approver when necessary.



This is Lorraine. She is a Travel Approver for certain dollar thresholds.

Procurement Approval Process

Approvals will be completed at different times within the requisition, change order, and voucher business processes. The processes below illustrate where the approval process occurs in the requisition, change order, and voucher lifecycles. Approvals at this point in the lifecycle can be just departmental approval or could include multiple approvals such as ad hoc, prior, and/or central.

Requisition Lifecycle:



Change Order Lifecycle:



Voucher Lifecycle:





Segregation of Duties

Segregation of duties dictates whether the same user who initiates a transaction can also approve the transaction. For requisitions, change orders, and vouchers, there are rules regulating what types of transactions require segregation of duties:

Requisitions

- Segregation of duties is required on all requisitions for goods above \$500
- Requisitions for goods under \$500 are not required, however, if a requisition is completed, segregation of duties is necessary
- Segregation of duties is required for all services, regardless of dollar amount

	Goods	Services
< \$500	<ul style="list-style-type: none"> • Requisition not required • If a Requisition is created, it must have a different Requisition Initiator vs. Requisition Approver 	<ul style="list-style-type: none"> • Requisition required • Must have different Requisition Initiator vs. Requisition Approver
> \$500	<ul style="list-style-type: none"> • Requisition is Required • Must have different Requisition Initiator vs. Requisition Approver 	<ul style="list-style-type: none"> • Requisition Required • Must have different Requisition Initiator vs. Requisition Approver

Vouchers

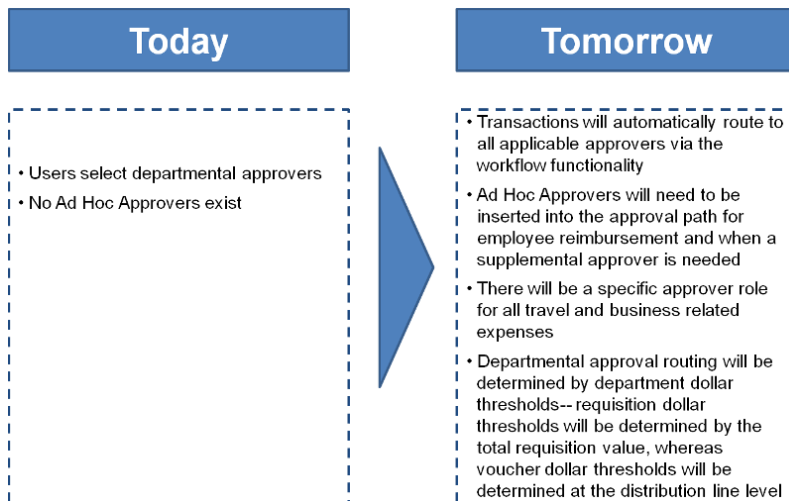
- For PO vouchers, segregation of duties is not required for any dollar amount -- this is because it has already occurred as part of the requisition process
- For non-PO vouchers under \$500, segregation of duties is not required
- For non-PO vouchers above \$500, segregation of duties is required

	PO Vouchers	Non-PO Vouchers
< \$500	<ul style="list-style-type: none"> • Voucher Initiator <u>can</u> be same as Voucher Approver 	<ul style="list-style-type: none"> • Voucher Initiator <u>can</u> be same as Voucher Approver
> \$500	<ul style="list-style-type: none"> • Voucher Initiator <u>can</u> be same as Voucher Approver 	<ul style="list-style-type: none"> • Voucher Initiator <u>cannot</u> be same as Voucher Approver

What's Changing?

Transitioning to the ARC system will impact procurement approvals. While the new system will bring considerable changes, it will also bring the following benefits:

- Rationalize approvals based on a predefined transaction approval routing path
- Streamline requisition and voucher approval processes
- Eliminate Central Purchasing Approvals for requisitions associated with a UWPA contract or for purchases that have already been approved in interfacing systems
- Eliminate Central Audit and Review approvals for PO Vouchers



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Procurement Approval Basic Navigation

This is the *Procurement Approval Basic Navigation* lesson of the *Managing Procurement Approvals* course. Upon completion of this lesson, you will be able to:

- Access a worklist in ARC and review the primary functionality
- Access approval transaction search pages and review the primary functionality

Estimated time needed to complete lesson: 12 minutes



Accessing the Worklist

A Worklist maintains a list of ARC transactions (requisitions, change orders, vouchers, etc.) that a person (or group of people) has to approve. In ARC, departmental users will need to access the Worklist to determine which transactions require their approval.

Worklist for AP_WF_TEST_02: Dept Voucher Approver Level 2

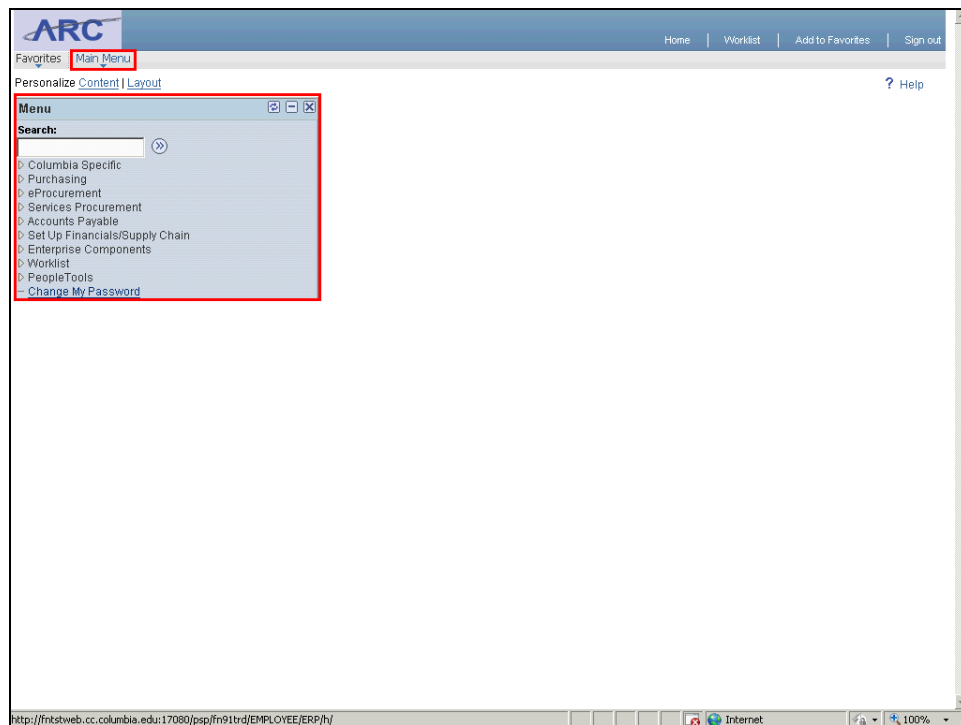
From	Date From	Work Item	Worked By Activity	Priority	Link		
Voucher Entry	01/06/2012	Approval Routing	Approval Workflow	3-Low	VoucherApproval_43_ZCUVoucher, 8111-12-20 N.D. BUSINESS UNIT COLUMBIA VOUCHER ID:0000018 RDC-R.L.T.	Mark Worked	Reassign
Voucher Entry	01/09/2012	Approval Routing	Approval Workflow	3-Low	VoucherApproval_117_ZCUVoucher, 8111-12-20 N.D. BUSINESS UNIT COLUMBIA VOUCHER ID:0000011 RDC-R.L.T.	Mark Worked	Reassign
Voucher Entry	01/26/2012	Approval Routing	Approval Workflow	3-Low	VoucherApproval_1123, 8111-12-20 N.D. BUSINESS UNIT COLUMBIA VOUCHER ID:00000247 RDC-R.L.T.	Mark Worked	Reassign
Voucher Entry w/o SOD	01/27/2012	Approval Routing	Approval Workflow	3-Low	VoucherApproval_1233, 8111-12-20 N.D. BUSINESS UNIT COLUMBIA VOUCHER ID:00000275 RDC-R.L.T.	Mark Worked	Reassign

Throughout the following topic, consider a time you have faced a similar scenario: Sean needs to access the Worklist to identify transactions that are pending his approval.

Estimated time needed to complete topic: 3 minutes

Procedure

Welcome to the *Accessing the Worklist* topic where you will learn how to access the worklist.

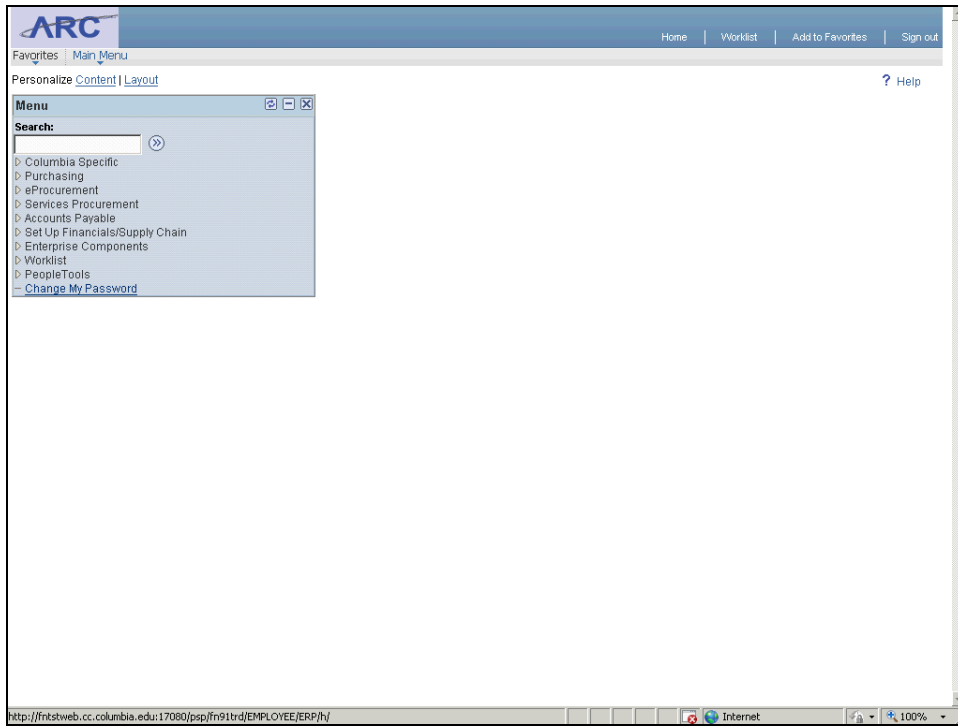



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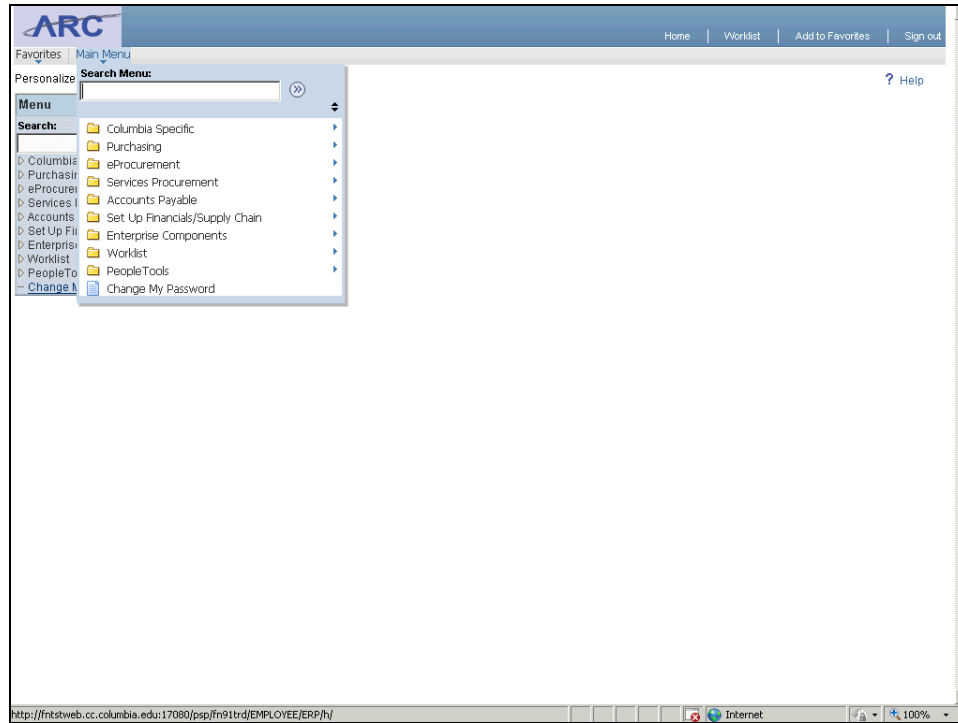
Managing Procurement Approvals




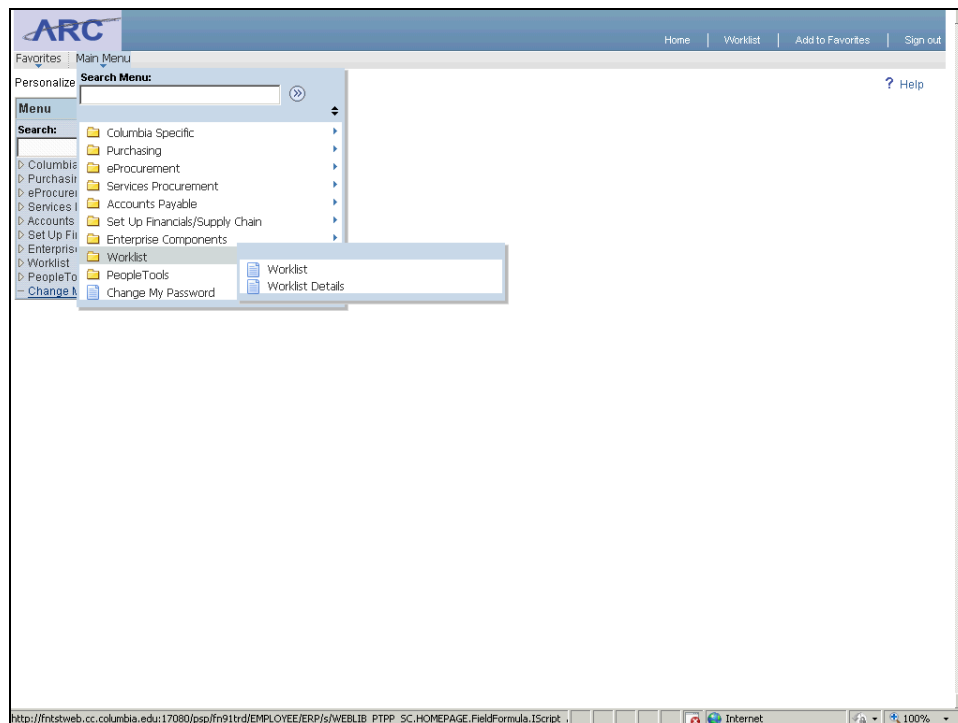
Step	Action
1.	There are two ways to access menu options in ARC. The first is by clicking on the appropriate option in the blue box, or you can find the same selections by clicking the Main Menu button at the top of your screen. In this course, we will use the Main Menu button at the top of the screen.



Step	Action
2.	There are two ways to access the worklist. The first is through the main menu. Start by clicking the Main Menu button. 




Step	Action
3.	Click the Worklist menu. <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">  Worklist </div>

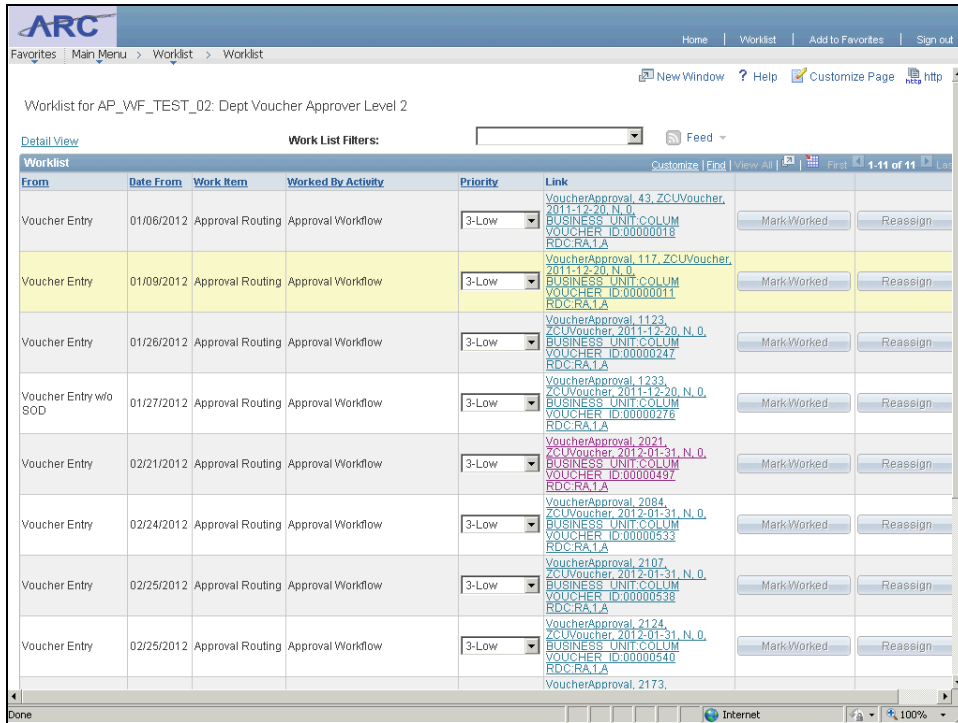



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Step	Action
4.	Click the Worklist menu.  Worklist



Step	Action
5.	Click the Work List Filters list. Worklist filters are different ways to filter the pending transactions in your worklist. 



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Worklist for AP_WF_TEST_02: Dept Voucher Approver Level 2

Work List Filters: [Approval Routing] Feed

From	Date From	Work Item	Worked By Activity	Priority	Link		
Voucher Entry	01/06/2012	Approval Routing	Approval Workflow	3-Low	VoucherApproval, 43, ZCUVoucher, 2011-12-20, N, 0, BUSINESS_UNIT,COLUM VOUCHER_ID:00000018, RDCRATA	Mark Worked	Reassign
Voucher Entry	01/09/2012	Approval Routing	Approval Workflow	3-Low	VoucherApproval, 117, ZCUVoucher, 2011-12-20, N, 0, BUSINESS_UNIT,COLUM VOUCHER_ID:00000011, RDCRATA	Mark Worked	Reassign
Voucher Entry	01/26/2012	Approval Routing	Approval Workflow	3-Low	VoucherApproval, 1123, ZCUVoucher, 2011-12-20, N, 0, BUSINESS_UNIT,COLUM VOUCHER_ID:00000247, RDCRATA	Mark Worked	Reassign
Voucher Entry w/o SOD	01/27/2012	Approval Routing	Approval Workflow	3-Low	VoucherApproval, 1233, ZCUVoucher, 2011-12-20, N, 0, BUSINESS_UNIT,COLUM VOUCHER_ID:00000276, RDCRATA	Mark Worked	Reassign
Voucher Entry	02/21/2012	Approval Routing	Approval Workflow	3-Low	VoucherApproval, 2021, ZCUVoucher, 2012-01-31, N, 0, BUSINESS_UNIT,COLUM VOUCHER_ID:00000437, RDCRATA	Mark Worked	Reassign
Voucher Entry	02/24/2012	Approval Routing	Approval Workflow	3-Low	VoucherApproval, 2084, ZCUVoucher, 2012-01-31, N, 0, BUSINESS_UNIT,COLUM VOUCHER_ID:00000533, RDCRATA	Mark Worked	Reassign
Voucher Entry	02/25/2012	Approval Routing	Approval Workflow	3-Low	VoucherApproval, 2107, ZCUVoucher, 2012-01-31, N, 0, BUSINESS_UNIT,COLUM VOUCHER_ID:00000538, RDCRATA	Mark Worked	Reassign
Voucher Entry	02/25/2012	Approval Routing	Approval Workflow	3-Low	VoucherApproval, 2124, ZCUVoucher, 2012-01-31, N, 0, BUSINESS_UNIT,COLUM VOUCHER_ID:00000540, RDCRATA	Mark Worked	Reassign
					VoucherApproval, 2173,		

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

Worklist for AP_WF_TEST_02: Dept Voucher Approver Level 2

Work List Filters: [Approval Routing] Feed

From	Date From	Work Item	Worked By Activity	Priority	Link		
Voucher Entry	01/06/2012	Approval Routing	Approval Workflow	3-Low	VoucherApproval, 43, ZCUVoucher, 2011-12-20, N, 0, BUSINESS_UNIT,COLUM VOUCHER_ID:00000018, RDCRATA	Mark Worked	Reassign
Voucher Entry	01/09/2012	Approval Routing	Approval Workflow	3-Low	VoucherApproval, 117, ZCUVoucher, 2011-12-20, N, 0, BUSINESS_UNIT,COLUM VOUCHER_ID:00000011, RDCRATA	Mark Worked	Reassign
Voucher Entry	01/26/2012	Approval Routing	Approval Workflow	3-Low	VoucherApproval, 1123, ZCUVoucher, 2011-12-20, N, 0, BUSINESS_UNIT,COLUM VOUCHER_ID:00000247, RDCRATA	Mark Worked	Reassign
Voucher Entry w/o SOD	01/27/2012	Approval Routing	Approval Workflow	3-Low	VoucherApproval, 1233, ZCUVoucher, 2011-12-20, N, 0, BUSINESS_UNIT,COLUM VOUCHER_ID:00000276, RDCRATA	Mark Worked	Reassign
Voucher Entry	02/21/2012	Approval Routing	Approval Workflow	3-Low	VoucherApproval, 2021, ZCUVoucher, 2012-01-31, N, 0, BUSINESS_UNIT,COLUM VOUCHER_ID:00000437, RDCRATA	Mark Worked	Reassign
Voucher Entry	02/24/2012	Approval Routing	Approval Workflow	3-Low	VoucherApproval, 2084, ZCUVoucher, 2012-01-31, N, 0, BUSINESS_UNIT,COLUM VOUCHER_ID:00000533, RDCRATA	Mark Worked	Reassign
Voucher Entry	02/25/2012	Approval Routing	Approval Workflow	3-Low	VoucherApproval, 2107, ZCUVoucher, 2012-01-31, N, 0, BUSINESS_UNIT,COLUM VOUCHER_ID:00000538, RDCRATA	Mark Worked	Reassign
Voucher Entry	02/25/2012	Approval Routing	Approval Workflow	3-Low	VoucherApproval, 2124, ZCUVoucher, 2012-01-31, N, 0, BUSINESS_UNIT,COLUM VOUCHER_ID:00000540, RDCRATA	Mark Worked	Reassign
					VoucherApproval, 2173,		

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Step	Action
7.	From the worklist, you can select the transaction which you wish to approve.

The screenshot displays the ARC Worklist interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below this, the page title is 'Worklist for AP_WF_TEST_02: Dept Voucher Approver Level 2'. There are filters for 'Approval Routing' and 'Feed'. The main area contains a table with the following columns: From, Date From, Work Item, Worked By Activity, Priority, and Link. The table lists several 'Voucher Entry' transactions with dates ranging from 01/06/2012 to 02/25/2012, all with a priority of '3-Low'. Each row includes a detailed link to the voucher approval page and buttons for 'Mark Worked' and 'Reassign'.

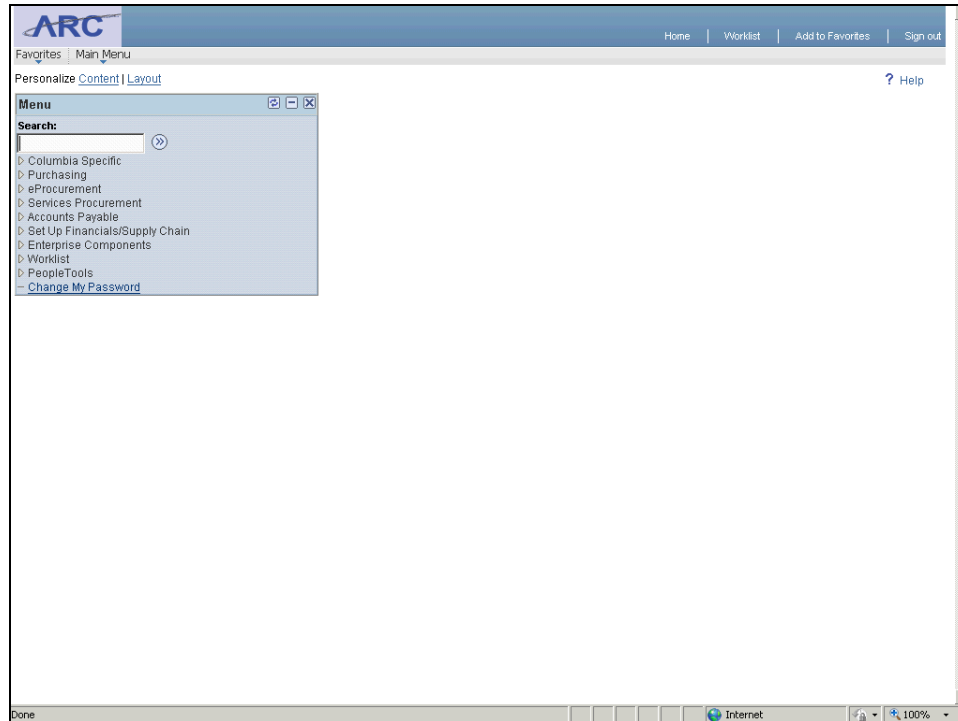
From	Date From	Work Item	Worked By Activity	Priority	Link
Voucher Entry	01/06/2012	Approval Routing	Approval Workflow	3-Low	VoucherApproval_43_ZCUVoucher_2011-12-20_N_0_BUSINESS_UNIT_COLUMN_VOUCHER_ID:00000018_RDCRATA
Voucher Entry	01/09/2012	Approval Routing	Approval Workflow	3-Low	VoucherApproval_117_ZCUVoucher_2011-12-20_N_0_BUSINESS_UNIT_COLUMN_VOUCHER_ID:00000011_RDCRATA
Voucher Entry	01/28/2012	Approval Routing	Approval Workflow	3-Low	VoucherApproval_1123_ZCUVoucher_2011-12-20_N_0_BUSINESS_UNIT_COLUMN_VOUCHER_ID:000000247_RDCRATA
Voucher Entry w/o SOD	01/27/2012	Approval Routing	Approval Workflow	3-Low	VoucherApproval_1233_ZCUVoucher_2011-12-20_N_0_BUSINESS_UNIT_COLUMN_VOUCHER_ID:000000276_RDCRATA
Voucher Entry	02/21/2012	Approval Routing	Approval Workflow	3-Low	VoucherApproval_2021_ZCUVoucher_2012-01-31_N_0_BUSINESS_UNIT_COLUMN_VOUCHER_ID:000000497_RDCRATA
Voucher Entry	02/24/2012	Approval Routing	Approval Workflow	3-Low	VoucherApproval_2084_ZCUVoucher_2012-01-31_N_0_BUSINESS_UNIT_COLUMN_VOUCHER_ID:000000533_RDCRATA
Voucher Entry	02/25/2012	Approval Routing	Approval Workflow	3-Low	VoucherApproval_2107_ZCUVoucher_2012-01-31_N_0_BUSINESS_UNIT_COLUMN_VOUCHER_ID:000000538_RDCRATA
Voucher Entry	02/25/2012	Approval Routing	Approval Workflow	3-Low	VoucherApproval_2124_ZCUVoucher_2012-01-31_N_0_BUSINESS_UNIT_COLUMN_VOUCHER_ID:000000540_RDCRATA
					VoucherApproval_2173


Step	Action
8.	There is another way to access the Worklist from the home page. We will navigate back to the home page now to demonstrate this. Click the Home link.

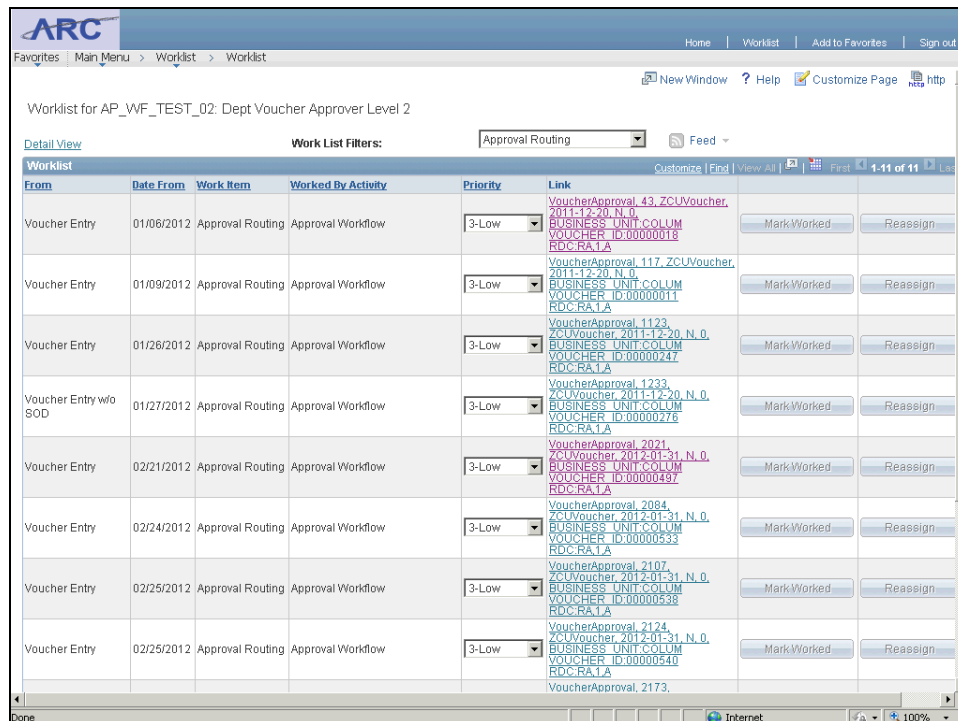




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Step	Action
9.	Click the Worklist link. 



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Step	Action
10.	From the worklist, you can select the transaction which you wish to approve.

The screenshot displays the ARC Worklist interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below this, the page title is 'Worklist for AP_WF_TEST_02: Dept Voucher Approver Level 2'. There are filters for 'Approval Routing' and 'Feed'. The main area contains a table with the following columns: From, Date From, Work Item, Worked By Activity, Priority, Link, and two action buttons: 'Mark Worked' and 'Reassign'.

From	Date From	Work Item	Worked By Activity	Priority	Link	Mark Worked	Reassign
Voucher Entry	01/06/2012	Approval Routing	Approval Workflow	3-Low	VoucherApproval_43_ZCUVoucher_2011-12-20_N_0_BUSINESS_UNIT_COLUMN_VOUCHER_ID:00000018_RDCRATA	Mark Worked	Reassign
Voucher Entry	01/09/2012	Approval Routing	Approval Workflow	3-Low	VoucherApproval_117_ZCUVoucher_2011-12-20_N_0_BUSINESS_UNIT_COLUMN_VOUCHER_ID:00000011_RDCRATA	Mark Worked	Reassign
Voucher Entry	01/28/2012	Approval Routing	Approval Workflow	3-Low	VoucherApproval_1123_ZCUVoucher_2011-12-20_N_0_BUSINESS_UNIT_COLUMN_VOUCHER_ID:000000247_RDCRATA	Mark Worked	Reassign
Voucher Entry w/o SOD	01/27/2012	Approval Routing	Approval Workflow	3-Low	VoucherApproval_1233_ZCUVoucher_2011-12-20_N_0_BUSINESS_UNIT_COLUMN_VOUCHER_ID:000000276_RDCRATA	Mark Worked	Reassign
Voucher Entry	02/21/2012	Approval Routing	Approval Workflow	3-Low	VoucherApproval_2021_ZCUVoucher_2012-01-31_N_0_BUSINESS_UNIT_COLUMN_VOUCHER_ID:000000497_RDCRATA	Mark Worked	Reassign
Voucher Entry	02/24/2012	Approval Routing	Approval Workflow	3-Low	VoucherApproval_2084_ZCUVoucher_2012-01-31_N_0_BUSINESS_UNIT_COLUMN_VOUCHER_ID:000000538_RDCRATA	Mark Worked	Reassign
Voucher Entry	02/25/2012	Approval Routing	Approval Workflow	3-Low	VoucherApproval_2107_ZCUVoucher_2012-01-31_N_0_BUSINESS_UNIT_COLUMN_VOUCHER_ID:000000538_RDCRATA	Mark Worked	Reassign
Voucher Entry	02/25/2012	Approval Routing	Approval Workflow	3-Low	VoucherApproval_2124_ZCUVoucher_2012-01-31_N_0_BUSINESS_UNIT_COLUMN_VOUCHER_ID:000000540_RDCRATA	Mark Worked	Reassign
					VoucherApproval_2173		

Step	Action
11.	You have completed the Accessing the Worklist topic. You can now move on to the next topic, Accessing the Approval Search Pages. End of Procedure.

Accessing the Approval Search Pages


Sometimes, users need to locate a specific requisition, change order, or voucher based on certain criteria (i.e. by vendor, dollar range, origin, etc.). In this case, it is more efficient to search for a transaction via the approval search pages as opposed to accessing the worklist. This functionality is especially useful for approvers that have a large worklist and would like to be able to sort the transactions that need his/her approval.

Voucher Approval AF

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


[Find an Existing Value](#)


Limit the number of results to (up to 300):


Business Unit: = 

Voucher ID: begins with

Invoice Number: begins with


Origin: begins with 

PO Number: begins with 

Last Updated By: begins with 

Gross Invoice Amount: =


Short Vendor Name: begins with

Vendor ID: begins with 

Name 1: begins with

Voucher Type: =

Case Sensitive

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

Throughout the following topic, consider a time when you have faced a similar scenario: Sean knows that Mark has created a voucher for services provided to the Department of Arts and Sciences. He wants to search for the voucher in the voucher approval search page so he can approve it.

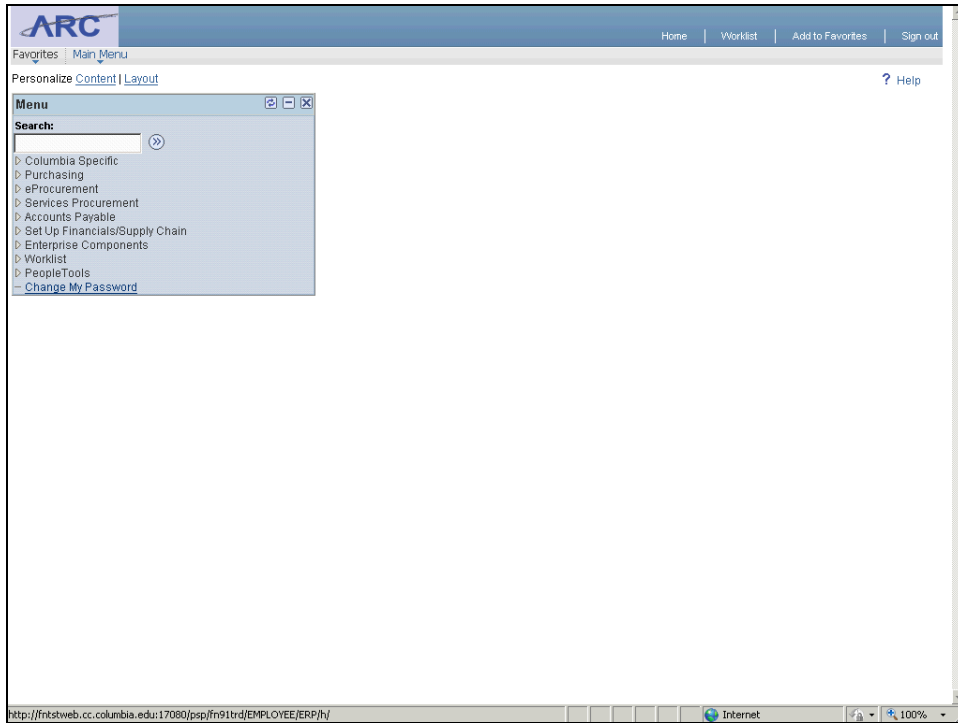
Estimated time needed to complete topic: 3 minutes


Procedure

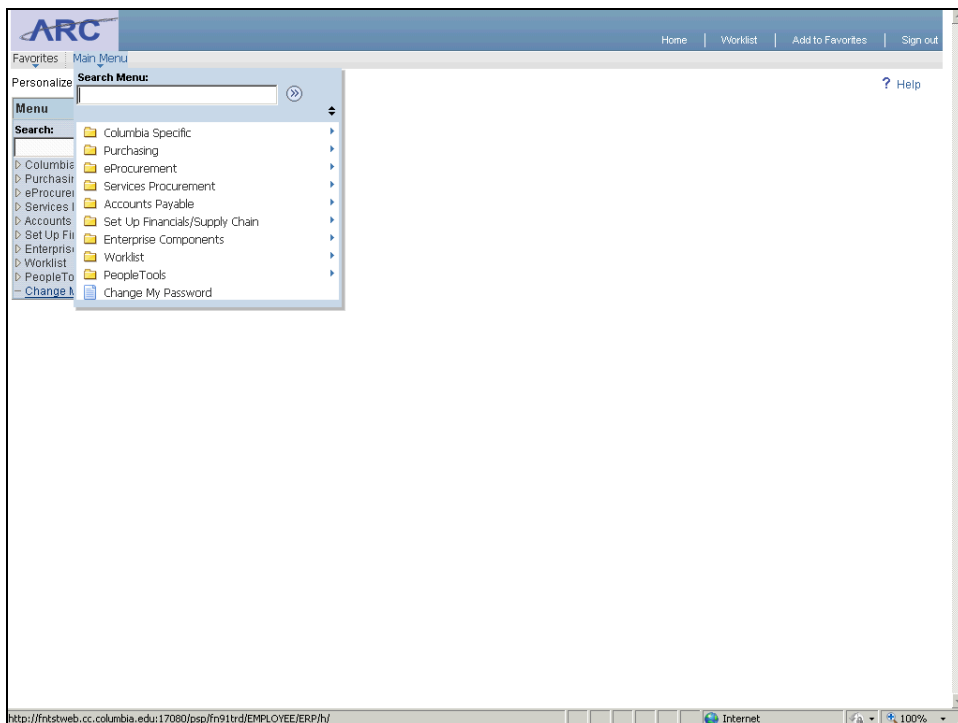
Welcome to the *Accessing the Approval Search Pages* topic where you will learn to access the approval search pages.

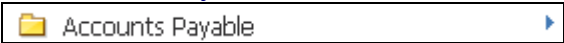
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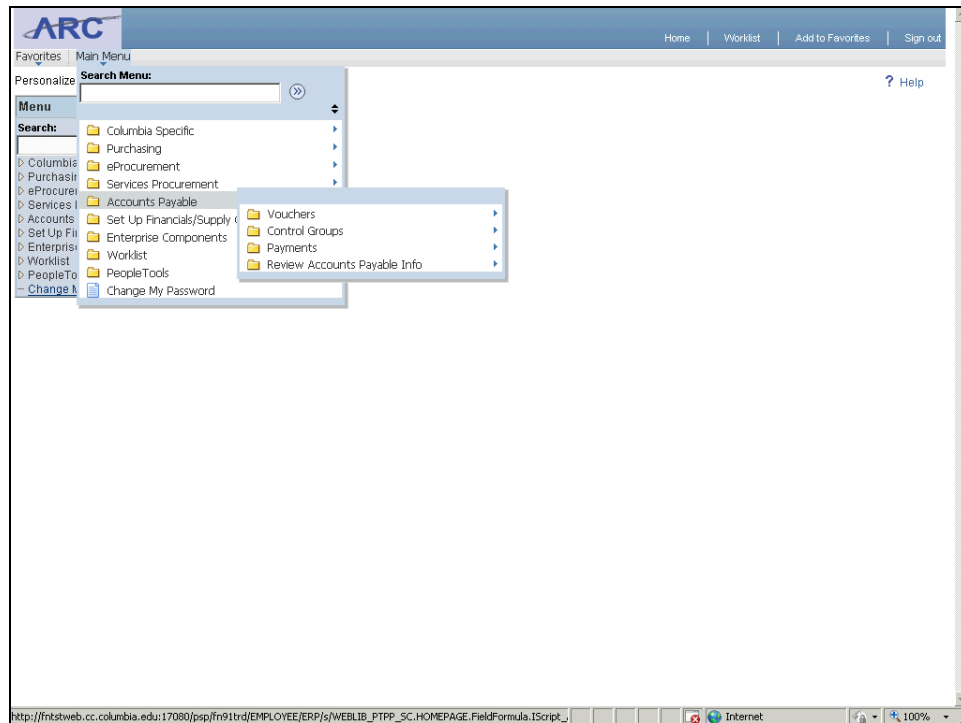
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Step	Action
1.	Click the Main Menu button. 



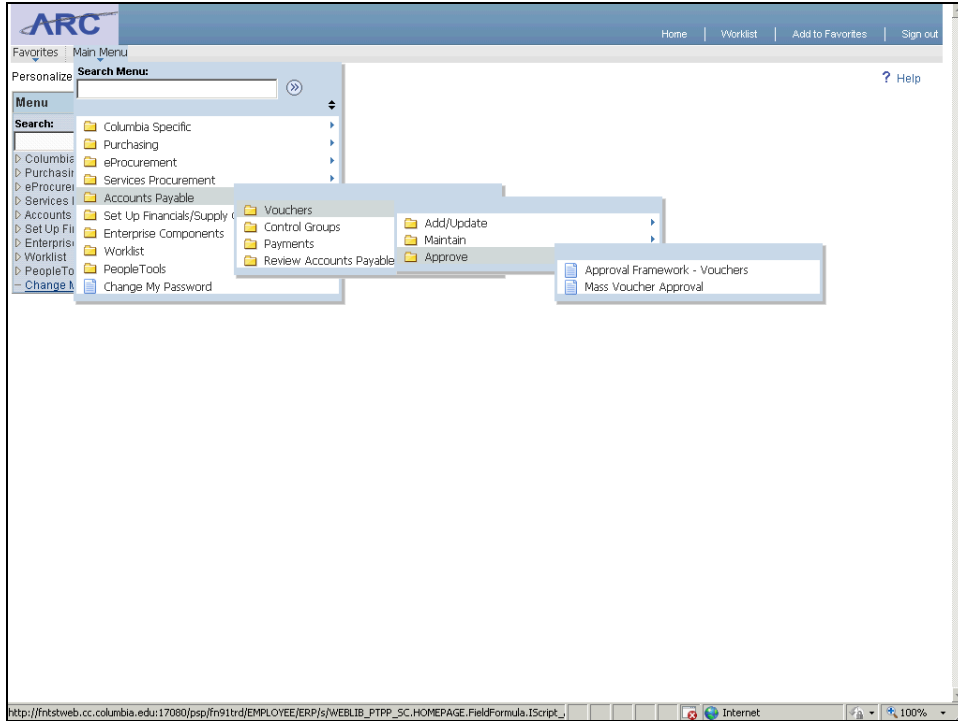
Step	Action
2.	For this example, we will show you the Voucher Approval Search Pages. Click the Accounts Payable menu. 



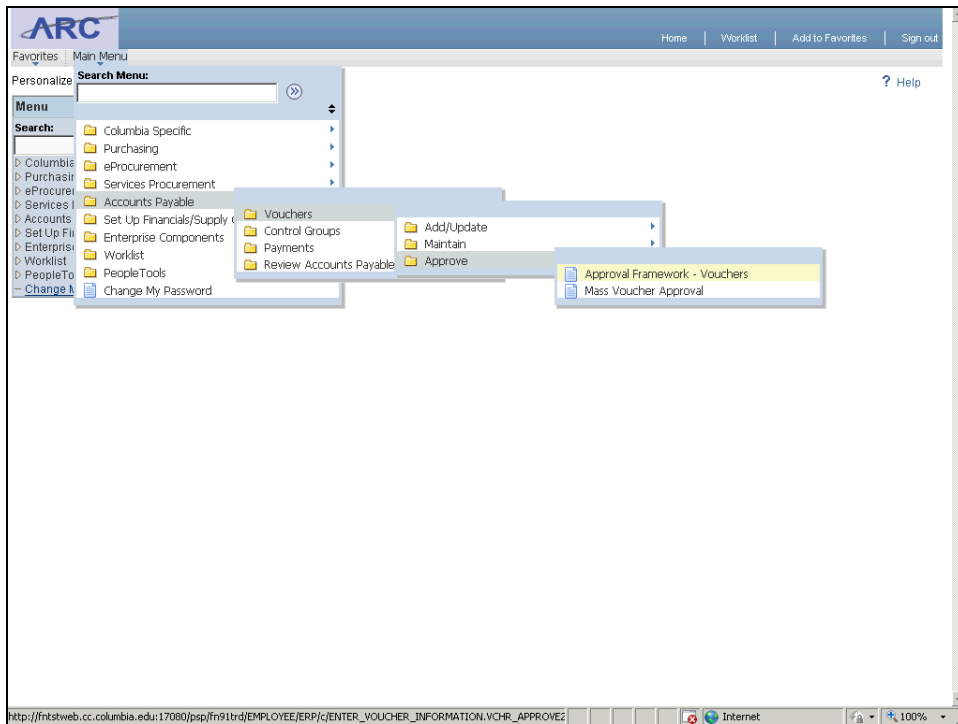
Step	Action
3.	Select the Vouchers menu.

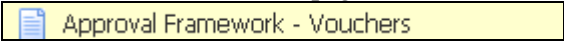
Training Guide

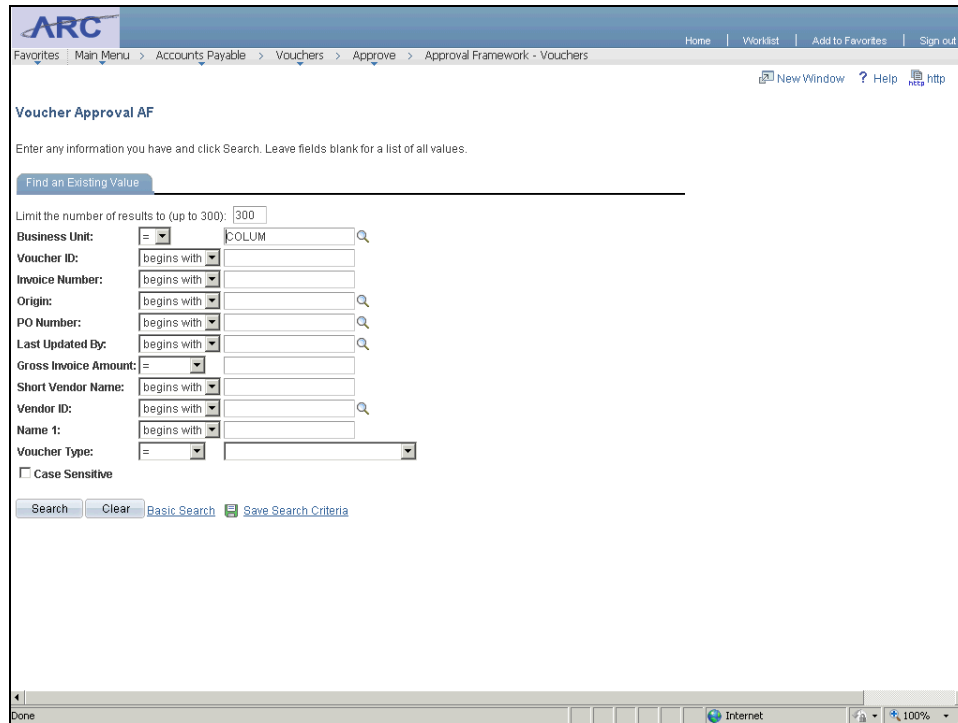
Managing Procurement Approvals




Step	Action
4.	Select the Approve menu.



Step	Action
5.	Click the Approval Framework - Vouchers menu. This button will lead you to the individual voucher search pages. 



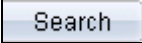
Step	Action
6.	You will then need to enter search criteria to locate the voucher you're looking for. In this example, we will search by Vendor ID. Click in the Vendor ID field. 

Training Guide

Managing Procurement Approvals



Step	Action
7.	Enter the desired information into the Vendor ID field. Enter " 000000003 ".

Step	Action
8.	Click the Search button. 

Voucher Approval AF

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

Find an Existing Value

Limit the number of results to (up to 300): 300

Business Unit: = [dropdown] COLUM

Voucher ID: begins with [input]

Invoice Number: begins with [input]

Origin: begins with [input]

PO Number: begins with [input]

Last Updated By: begins with [input]

Gross Invoice Amount: = [input]

Short Vendor Name: begins with [input]

Vendor ID: begins with [input] 0000000003

Name 1: begins with [input]

Voucher Type: = [dropdown]


Case Sensitive

Search Clear Basic Search Save Search Criteria

Search (Alt+1)

Search Results

Business Unit	Voucher ID	Invoice Number	Origin	PO Number	Last Updated By	Gross Invoice Amount	Invoice Date	Short Vendor Name	Vendor ID	Name 1	Voucher Type
COLUM	00000547	PROCVCHR11_4	ONL	(blank)	AP_TEST_03_NO_SOD	1000	02/27/2012	SUPPLIER-001	0000000003	Supplier Vendor Invoice	
COLUM	00000545	PROCVCHR11_3	ONL	(blank)	AP_TEST_03_NO_SOD	600	02/27/2012	SUPPLIER-001	0000000003	Supplier Vendor Invoice	
COLUM	00000540	PROCVCHR05_4	ONL	(blank)	AP_TEST_03	1000	02/25/2012	SUPPLIER-001	0000000003	Supplier Vendor Invoice	
COLUM	00000538	PROCVCHR05_2	ONL	(blank)	AP_TEST_03	550	02/25/2012	SUPPLIER-001	0000000003	Supplier Vendor Invoice	
COLUM	00000533	Testing Ad Hoc	ONL	(blank)	AP_TEST_03	1000	02/24/2012	SUPPLIER-001	0000000003	Supplier Vendor Invoice	

Step	Action
9.	Select the appropriate Voucher ID hyperlink to access that voucher's approval page. 

Training Guide

Managing Procurement Approvals



The screenshot displays the ARC system interface for managing procurement approvals. The breadcrumb trail is: Home > Worklist > Add to Favorites > Sign out > Favorites > Main Menu > Accounts Payable > Vouchers > Approve > Approval Framework - Vouchers. The page title is "Approval Framework - Vouchers".

Business Unit: COLUM
Voucher: 00000547
Invoice Number: PROCVCHR11_4
Vendor: Supplier Vendor
Invoice Date: 02/27/2012
ID: 000000003

Voucher Details:

Transaction Currency:	USD	Terms:	Due Immediately
Total:	1,000.00	Approval Status:	Pending
Misc Amt:	0.00	Added By:	AP_TEST_03_NO_SOD
Freight:	0.00		Voucher Entry w/o SOD
Sales Tax:	0.00		Attachments (0)
Use Tax:	0.00		
Entered VAT:	0.00		

Details Table:

Remit SetID	Remit Vendor	Remitting Address	Scheduled to Pay	Gross Payment Amount	Payment Currency	Name 1
CUSET	0000000003	Remitting Address	02/27/2012	1000.00	USD	Supplier Vendor

Departmental Approval

Business Unit=COLUM, VOUCHER_ID=00000547, VOUCHER_LINE_NUM=1, DISTRIB_LINE_NUM=1: Pending

Pending

- Dept Voucher Approver Level 1
- Voucher Department Approval

Step	Action
10.	You will then see that voucher's approval page from which you can review documents and approve the transaction.

This screenshot is identical to the one above, showing the same voucher details and pending departmental approval in the ARC system.



Training Guide Managing Procurement Approvals

Step	Action
11.	You have successfully completed the <i>Accessing the Approval Search Pages</i> topic. You may now move on to the <i>Approval Actions Notification</i> topic. End of Procedure.



Approval Action Notifications

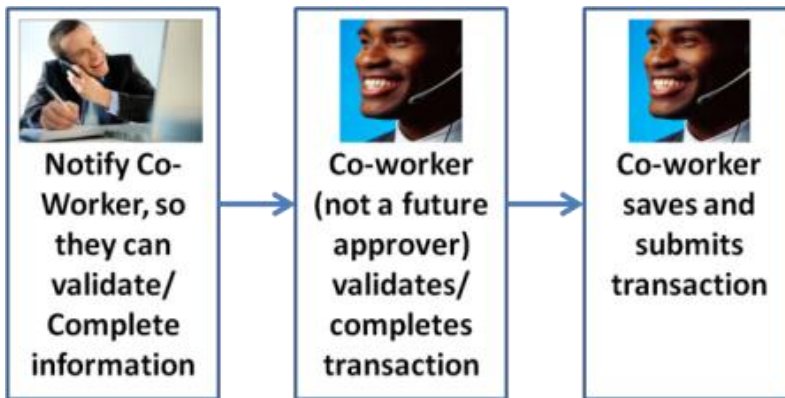
If a requisition or voucher is incorrect or if the associated purchase should not be approved, departmental approvers can deny requisitions and/or vouchers in ARC. Denials and holds from the central level will generate a notification to the requisitioner or voucher processor. No email notification will be sent when a transaction has been routed for approval or approved, however, the approval will be visible on the transaction page in ARC. The following table summarizes the various notifications that will occur given the approval outcomes:

Transaction Type	Approvals Needed	System in which Approval Takes Place	Outcome	Notification Provided
Requisition	Departmental	ARC	Approve	Status updated in ARC
			Deny	Status updated in ARC
	Prior (if applicable)	ARC	Approve	Status updated in ARC
			Deny	Status updated in ARC
	Central (if applicable)	OnBase	Approve	Status updated in ARC
			Deny	E-mail notification automatically sent to Processor
Hold			E-mail notification automatically sent to Processor	
Change Order	Departmental	ARC	Approve	Status updated in ARC
			Deny	Status updated in ARC
	Prior (if applicable)	ARC	Approve	Status updated in ARC
			Deny	Status updated in ARC
	Central (if applicable)	OnBase	Approve	Status updated in ARC
			Deny	E-mail notification automatically sent to Processor
Hold			E-mail notification automatically sent to Processor	
Voucher	Departmental	ARC	Approve	Status updated in ARC
			Deny	Status updated in ARC
	Ad Hoc (if applicable)	ARC	Approve	Status updated in ARC
			Deny	Status updated in ARC
	Central (if applicable)	OnBase	Approve	Status updated in ARC
			Deny	E-mail notification automatically sent to Processor
Hold			E-mail notification automatically sent to Processor	

Preliminary Approval for Requisitions and Vouchers

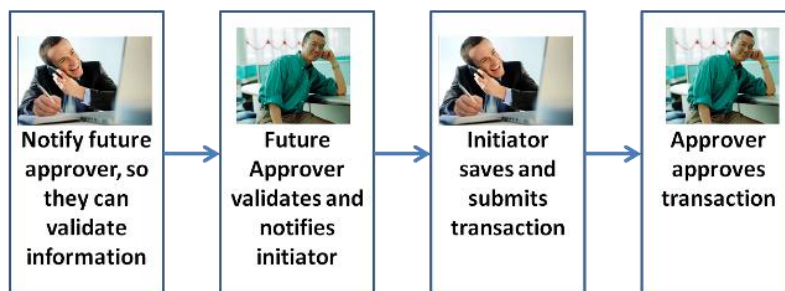
The "Notify" function within ARC allows users to add a preliminary reviewer or approver to review the requisition/change order/voucher prior to the transaction being submitted for approval. The notify function can follow various processes depending on whether the user being notified/reviewing the transaction is the person who needs to approve the transaction. When the Initiator is notifying a co-worker who is **not** an approver of the transaction, the process follows this flow:

- User creates requisition/change order/voucher, but does not submit it into workflow
- User clicks "Notify" to request applicable reviewer to review transaction
- The reviewer receives email notification with a link to access the transaction. The user reviews and submits transaction into workflow. The user may insert comments on the transaction if necessary



When the Initiator is notifying a co-worker who **is** an approver of the transaction, the process follows this flow:

- User creates requisition/change order/voucher, but does not submit it into workflow
- User clicks "Notify" to request applicable approver to review/validate transaction
- The approver receives an email notification with a link to access the transaction. The approver reviews the transaction, inserts necessary comments, but does not save/submit the transaction
- The approver clicks "Notify" to indicate to the initiator that he/she has reviewed the transaction and it is ready to be submitted
- The initiator will save and submit the transaction into workflow



Training Guide

Managing Procurement Approvals

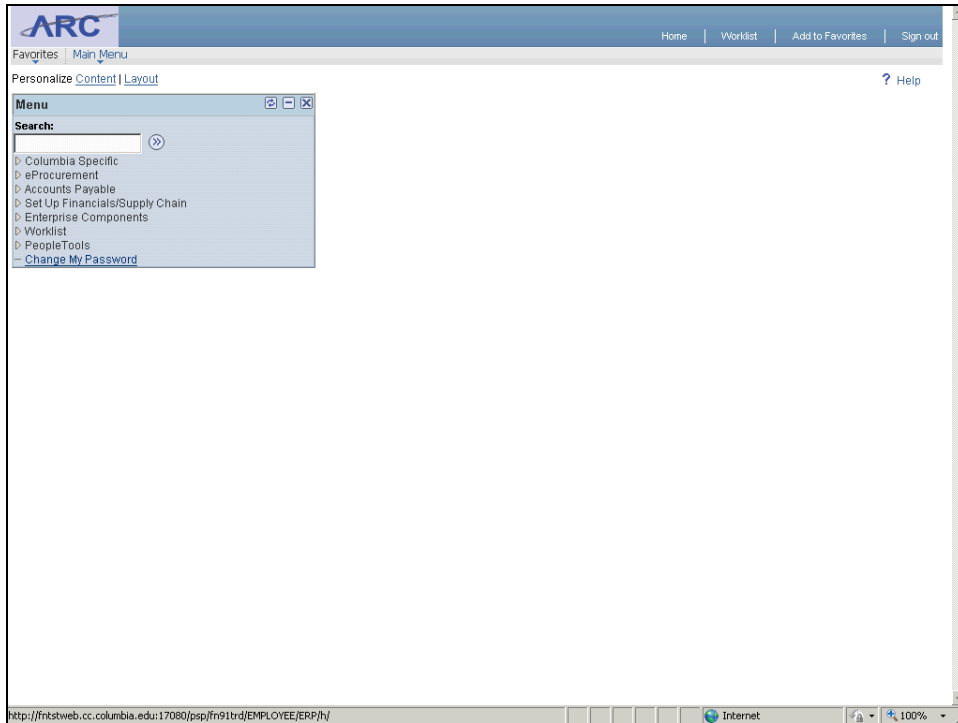


Throughout the following topic, imagine a time you have faced a similar scenario: Jennifer has created a voucher, but would like her co-worker to take a look at the transaction before it is submitted into workflow. She needs to use the notify function to alert her co-worker that the voucher is available for review.

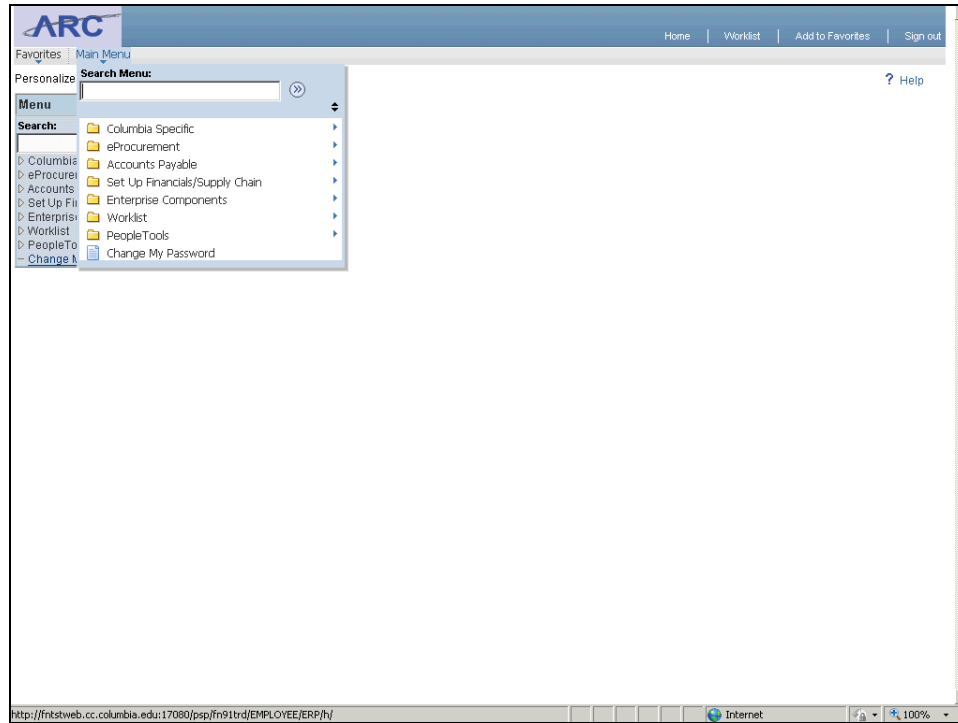
Estimated time needed to complete topic: 3 minutes

Procedure

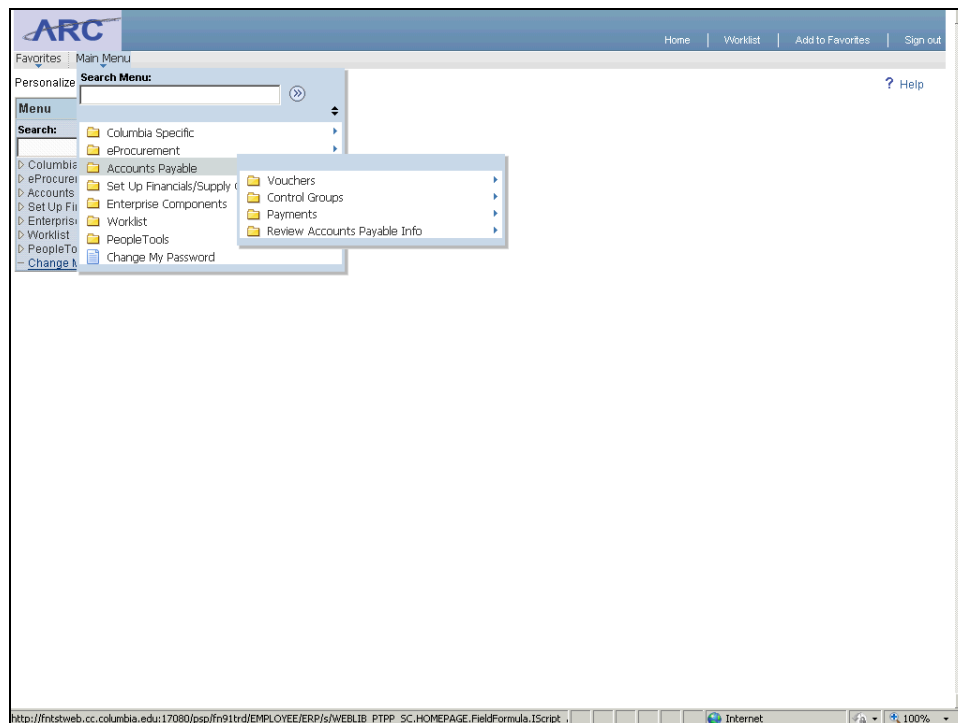
Welcome to the *Preliminary Approval for Requisitions and Vouchers* topic where you will learn how to notify another user that a requisitions and/or voucher has been created.



Step	Action
1.	To use the Notify function, you will first need to locate the transaction about which you need to notify someone. In this example, we will use a voucher, although the process is very similar for Requisitions. Click the Main Menu button.




Step	Action
2.	Click the Accounts Payable menu. <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> Accounts Payable </div>

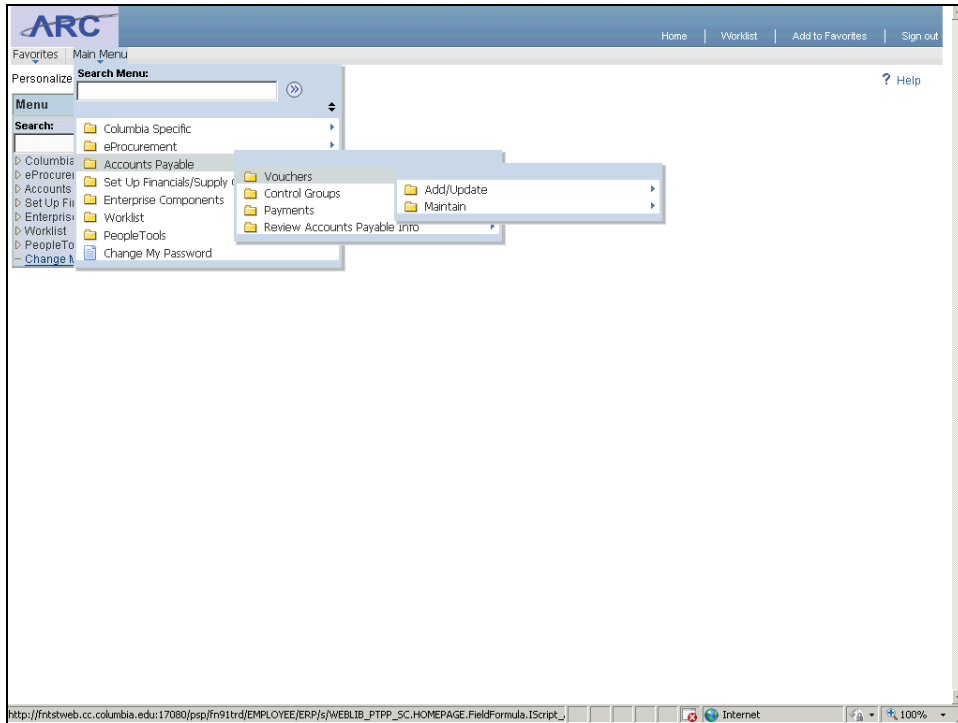



Training Guide

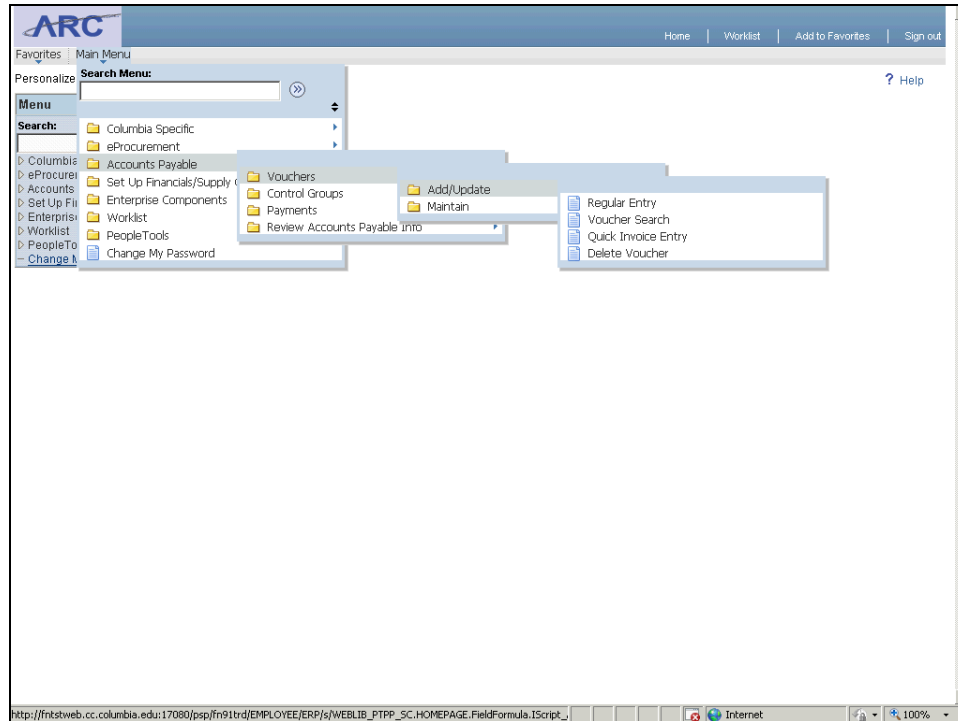
Managing Procurement Approvals



Step	Action
3.	Click the Vouchers menu. 

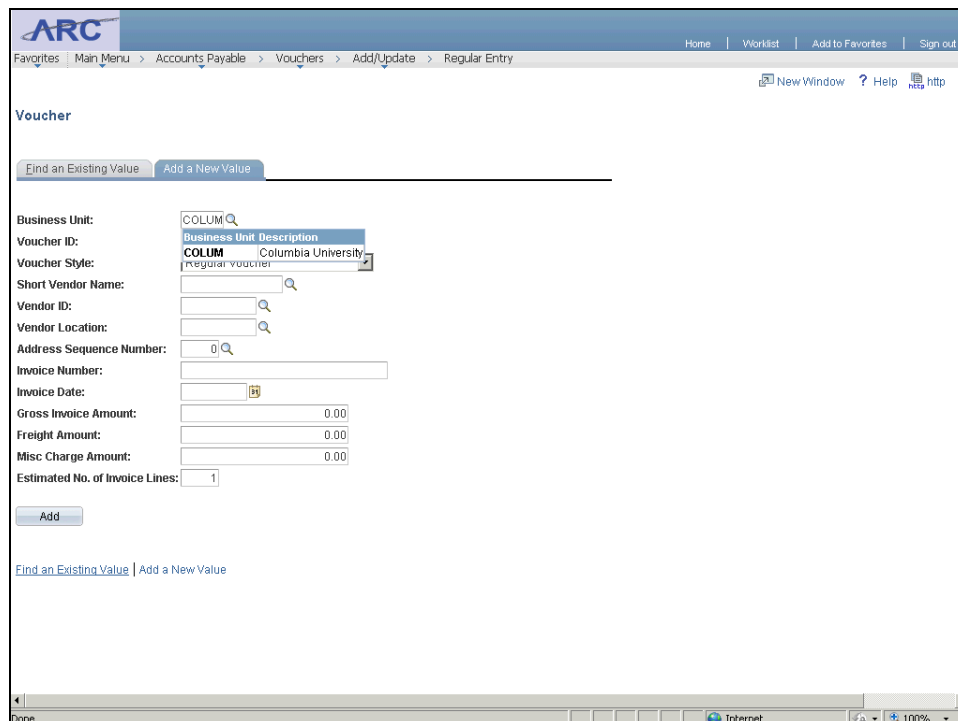


Step	Action
4.	Click the Add/Update menu. 



Step	Action
5.	Click the Regular Entry menu.


Regular Entry




Training Guide

Managing Procurement Approvals



Step	Action
6.	Click the Find an Existing Value tab to search for an existing voucher. 

Step	Action
7.	Click in the Voucher ID field. 

ARC Home | Worklist | Add to Favorites | Sign out

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

New Window ? Help

Voucher

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

Find an Existing Value | Add a New Value

Limit the number of results to (up to 300): 300

Business Unit: = COLUM

Voucher ID: begins with 00000291

Invoice Number: begins with

Invoice Date: =

Short Vendor Name: begins with

Vendor ID: begins with

Name 1: begins with

Voucher Style: =

Related Voucher: begins with

Entry Status: =

Voucher Source: =

Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Step	Action
8.	Enter the desired Voucher ID, "0000291"

ARC Home | Worklist | Add to Favorites | Sign out

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

New Window ? Help

Voucher

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

Find an Existing Value | Add a New Value

Limit the number of results to (up to 300): 300

Business Unit: = COLUM

Voucher ID: begins with 00000291

Invoice Number: begins with

Invoice Date: =

Short Vendor Name: begins with

Vendor ID: begins with

Name 1: begins with

Voucher Style: =

Related Voucher: begins with

Entry Status: =

Voucher Source: =

Case Sensitive

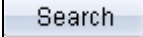
Search Clear Basic Search Save Search Criteria

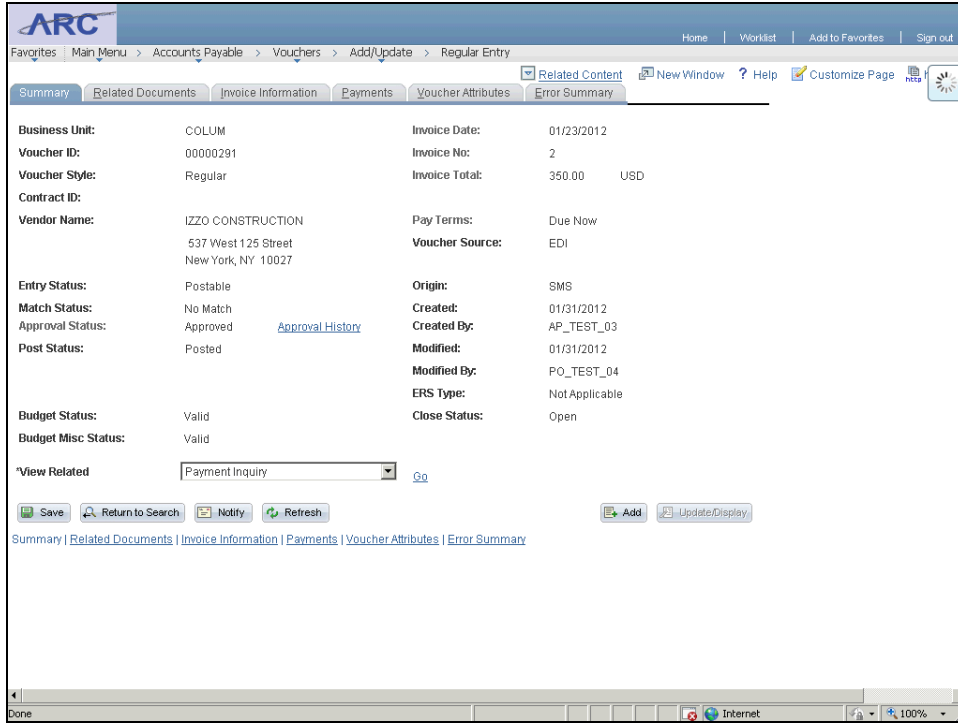
Find an Existing Value | Add a New Value

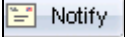
Training Guide

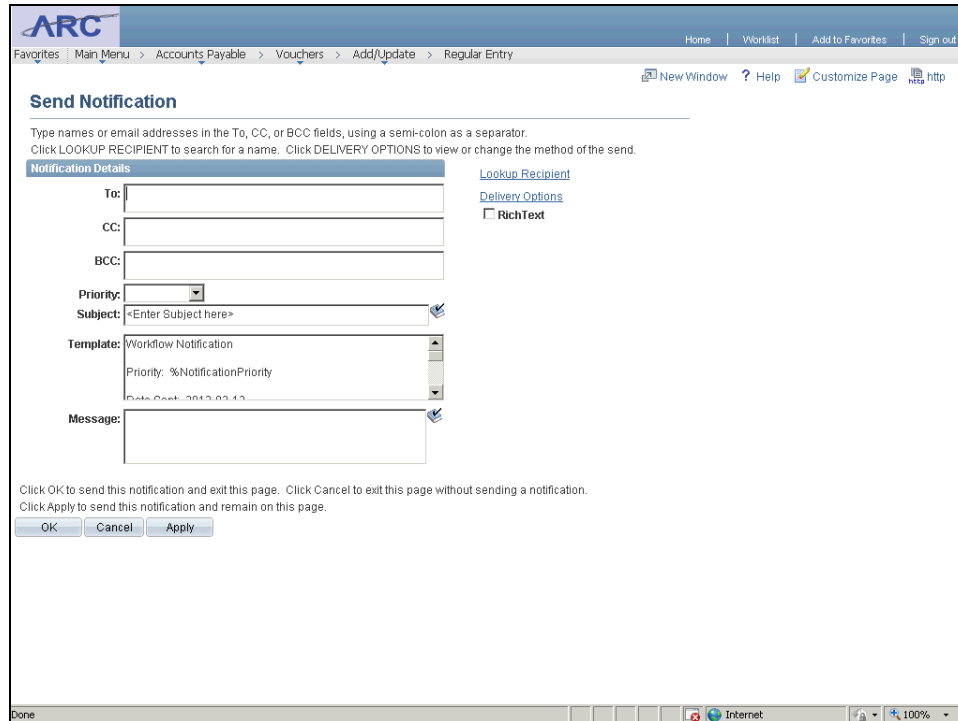
Managing Procurement Approvals



Step	Action
9.	Click Search button. 



Step	Action
10.	Locate the Notify button at the bottom of the page to notify another user about the transaction. This notify button is also found on Requisitions and Change Orders and is used for the same purposes. Click the Notify button. 



Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.
Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

Notification Details


[Lookup Recipient](#)
[Delivery Options](#)
 RichText


To:

CC:

BCC:

Priority:

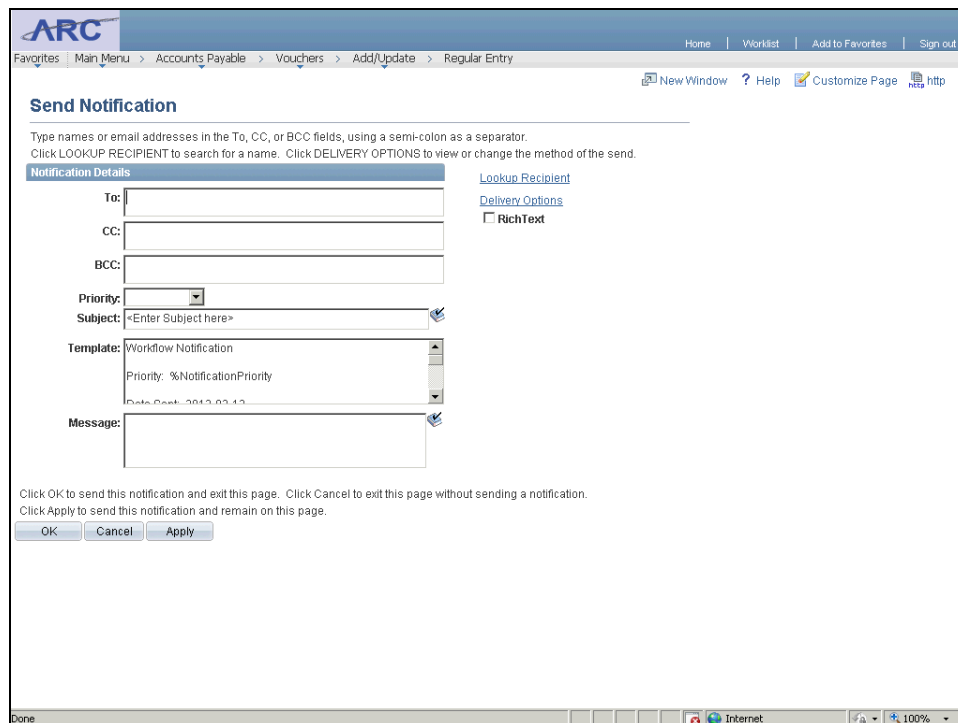
Subject: <Enter Subject here> 

Template: Workflow Notification
Priority: %NotificationPriority
Date Sent: 2012-02-13 

Message:

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification.
Click Apply to send this notification and remain on this page.

Step	Action
11.	Click in the To field to select a recipient of the notification.



Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.
Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

Notification Details


[Lookup Recipient](#)
[Delivery Options](#)
 RichText


To:

CC:

BCC:

Priority:

Subject: <Enter Subject here> 

Template: Workflow Notification
Priority: %NotificationPriority
Date Sent: 2012-02-13 

Message:

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification.
Click Apply to send this notification and remain on this page.

Training Guide

Managing Procurement Approvals



Step	Action
12.	Enter the email address into the To field. Enter " tspark@columbia.edu ".

Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.
Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

Notification Details

To: tspark@columbia.edu [Lookup Recipient](#)

CC:

BCC:

Priority:

Subject: <Enter Subject here> [Delivery Options](#)

Template: Workflow Notification RichText

Message:

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification.
Click Apply to send this notification and remain on this page.

OK Cancel Apply

Step	Action
13.	Click the Priority list to determine of what importance the notification is.

Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.
Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

Notification Details

To: [Lookup Recipient](#)

CC:

BCC:

Priority: [Delivery Options](#)

Subject: RichText

Template: RichText

Message:

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification.
Click Apply to send this notification and remain on this page.

Step	Action
14.	Click the 2-Med list item. <input type="text" value="2-Med"/>

Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.
Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

Notification Details

To: [Lookup Recipient](#)

CC:

BCC:

Priority: [Delivery Options](#)

Subject: RichText

Template: RichText

Message:

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification.
Click Apply to send this notification and remain on this page.

Training Guide

Managing Procurement Approvals



Step	Action
15.	Enter the desired information into the Subject field. Enter " Voucher Created ".

Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.
Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

Notification Details

To: tspark@columbia.edu

CC:

BCC:

Priority: 2-Med

Subject: Voucher Created

Template: Workflow Notification

Priority: %NotificationPriority

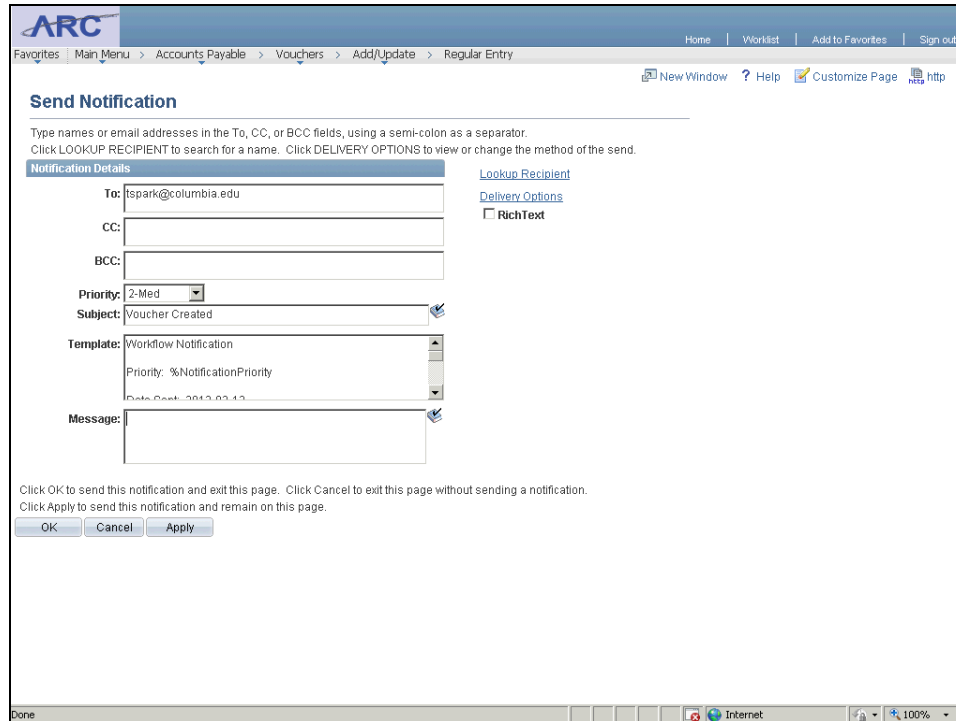
Date Sent: 2012-02-13

Message:

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification.
Click Apply to send this notification and remain on this page.

OK Cancel Apply

Step	Action
16.	Click in the Message field.



Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.
 Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

Notification Details

To: [LookUp Recipient](#)

CC:

BCC:

Priority: 2-Med

Subject:

Template: Workflow Notification
 Priority: %NotificationPriority
 Date Sent: 2012-03-13

Message:

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification.
 Click Apply to send this notification and remain on this page.

Step	Action
17.	Enter the desired information into the Message field. Enter " I have created a travel advance voucher and would like you to look at it before it is submitted. Thank you. ".

Training Guide

Managing Procurement Approvals



ARC

Home | Worklist | Add to Favorites | Sign out

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

New Window | Help | Customize Page | http

Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.
Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

Notification Details

To: tspark@columbia.edu [Lookup Recipient](#)

CC:

BCC:

Priority: 2-Med [Delivery Options](#)

Subject: Voucher Created RichText

Template: Workflow Notification

Priority: %NotificationPriority

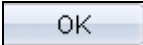
Date Sent: 2012-02-13

Message: [I have created a travel advance voucher and would like you to look at it before it is submitted. Thank you.]

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification.
Click Apply to send this notification and remain on this page.

OK Cancel Apply

Done Internet 100%

Step	Action
18.	<p>Click the OK button.</p> <p>Note: The information in the template box should not be removed or altered.</p> <p></p>



Training Guide Managing Procurement Approvals

The screenshot displays the ARC system interface for a voucher. The breadcrumb trail is: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The page title is 'Regular Entry'. The navigation tabs include: Summary, Related Documents, Invoice Information, Payments, Voucher Attributes, Error Summary, and Related Content. The main content area shows the following details:

Business Unit:	COLUM	Invoice Date:	01/23/2012
Voucher ID:	00000291	Invoice No.:	2
Voucher Style:	Regular	Invoice Total:	350.00 USD
Contract ID:		Pay Terms:	Due Now
Vendor Name:	IZZO CONSTRUCTION 537 West 125 Street New York, NY 10027	Voucher Source:	EDI
Entry Status:	Postable	Origin:	SMS
Match Status:	No Match	Created:	01/31/2012
Approval Status:	Approved Approval History	Created By:	AP_TEST_03
Post Status:	Posted	Modified:	01/31/2012
		Modified By:	PO_TEST_04
		ERS Type:	Not Applicable
Budget Status:	Valid	Close Status:	Open
Budget Misc Status:	Valid		

Below the details, there is a 'View Related' section with a dropdown menu set to 'Payment Inquiry' and a 'Go' button. At the bottom of the form area, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'. A breadcrumb trail is visible at the bottom of the form area: Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary. The browser's address bar shows 'Done' and the status bar shows 'Internet' and '100%' zoom.

Step	Action
19.	You have completed the Procurement Approvals Navigation lesson. You can now move on to the next lesson, Reviewing and Approving Requisitions lesson. End of Procedure.



Reviewing and Approving Requisitions

This is the *Reviewing and Approving Requisitions* lesson of the *Managing Procurement Approvals* course. Upon completion of this lesson, you will be able to:

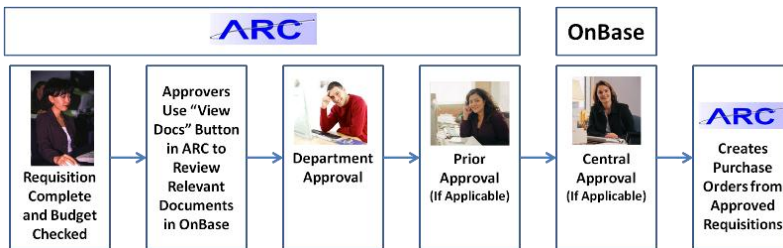
- Approve requisitions in ARC at the departmental level and in OnBase at the Central Purchasing level
- Know the role ARC and OnBase will have in the approval of requisitions
- Approve change orders

Estimated time needed to complete this lesson: 8 minutes

Requisition Approval Overview

When a requisition has been entered with required lines, additional data entered, and has been budget checked, the Requisitioner will submit the requisition for approval. Departmental approval and prior approval (if applicable) will occur in ARC. Central approvers will approve applicable requisitions via OnBase. Departmental approvers for a requisition are systematically determined based on the total dollar amount of the transaction and the departments defined on the distribution line. Prior approvals are determined based on the combination of category code, account code, and dollar thresholds.

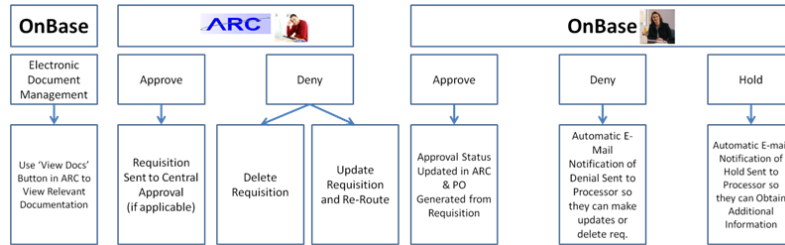
The requisition approval process flow is as follows:





Review and Approve Requisitions

Requisitions will be approved by departmental users in ARC and by central users in OnBase (approvals or denials in OnBase will automatically be updated in ARC). Requisitions in ARC can either be approved or denied. Requisitions in OnBase can either be approved or denied. If a requisition is denied, an email notification will be sent to the Requisitioner. Users will be able to monitor the status of their requisition transaction through the Manage Requisition page in ARC. For those transactions that are placed on hold in OnBase, go to the Procurement Electronic Document Management web page to obtain details on the central approval status.



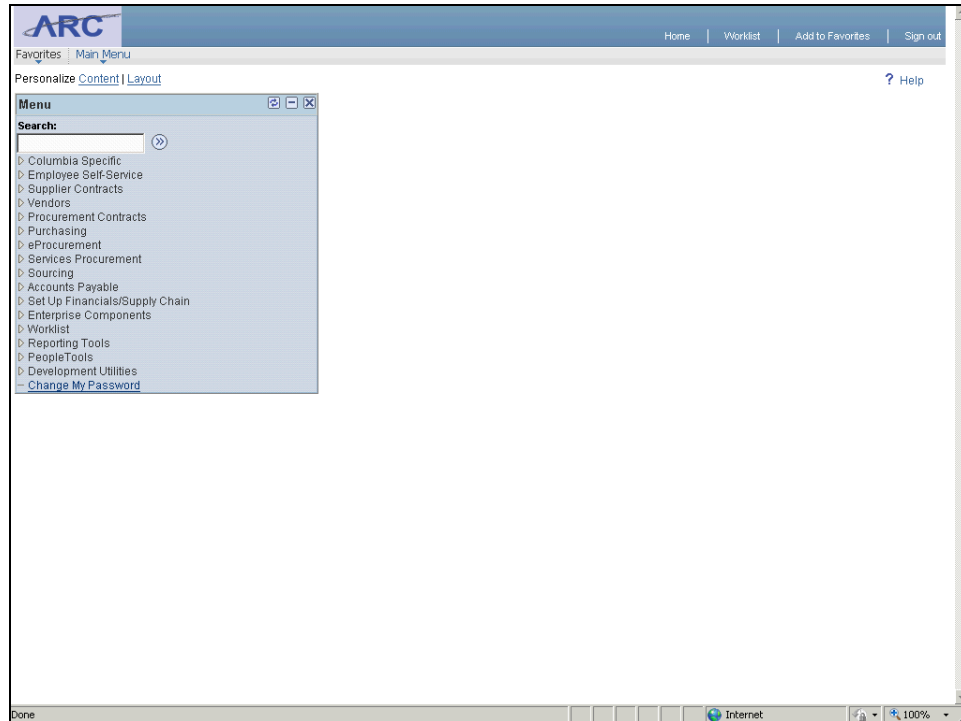
Throughout the following topic, imagine a time you have faced a similar scenario: Brian reviews his Worklist and identifies the requisition that Jennifer has created. He reviews the requisition and associated documents. He needs to approve the requisition.


Note: Approvers are responsible for managing their Worklist consistently on a daily basis-- approvers will not receive notifications when new transactions have been routed to their worklist

Estimated time needed to complete topic: 4 minutes

Procedure

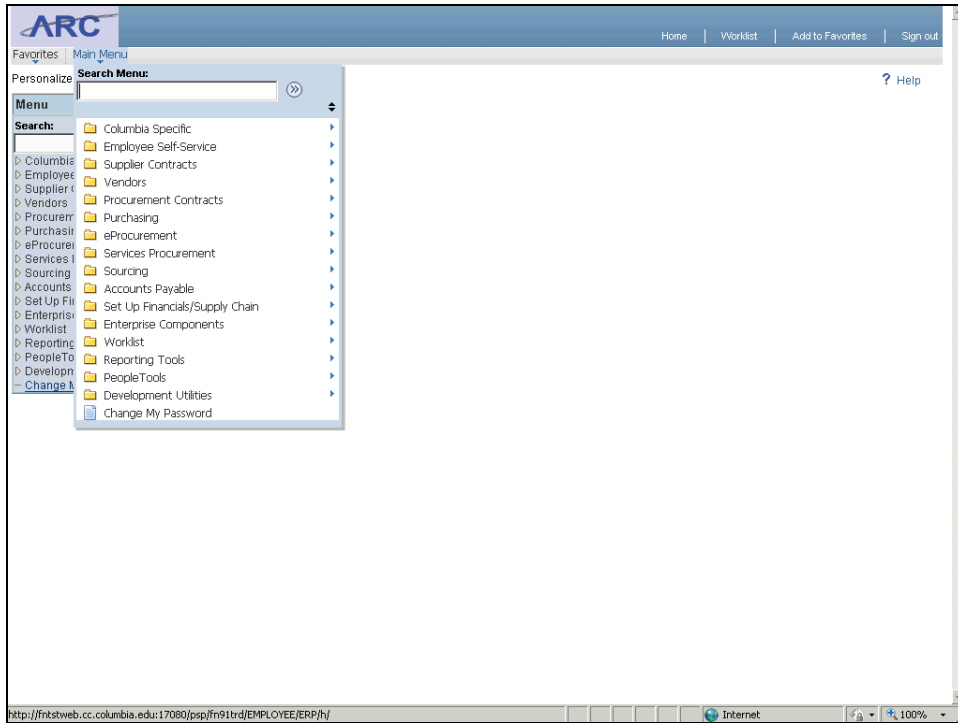
Welcome to the *Reviewing and Approving Requisitions* topic where you will learn how to approve requisitions.




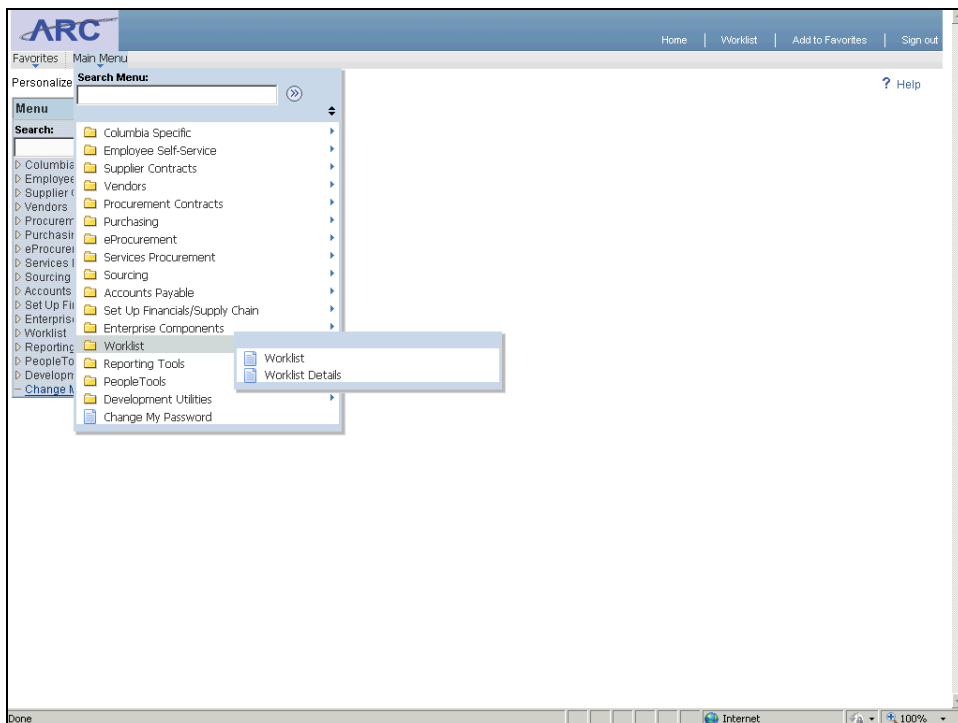
Step	Action
1.	<p>To approve a requisition, you will first navigate to the Worklist to identify the transaction. Click the Main Menu button.</p> 


Training Guide

Managing Procurement Approvals



Step	Action
2.	Click the Worklist menu. <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">  </div>



Step	Action
3.	Click the Worklist menu.  Worklist

Worklist for PO_WF_TEST_02: Dept Approval \$500 - \$2500

Work List Filters: Feed

From	Date From	Work Item	Worked By Activity	Priority	Link		
Requisition Entry	01/06/2012	Approval Error	Approval Workflow	2-Medium	Requisition 201_ZCUREquisition, 2011-11-23, N.O. BUSINESS UNIT.COLUM REG ID:0000000030	Mark Worked	Reassign
Requisition Entry	01/06/2012	Approval Error	Approval Workflow	2-Medium	Requisition 203_ZCUREquisition, 2011-11-23, N.O. BUSINESS UNIT.COLUM REG ID:0000000030	Mark Worked	Reassign
Requisition Entry	01/06/2012	Approval Error	Approval Workflow	2-Medium	Requisition 711_ZCUREquisition, 2011-11-23, N.O. BUSINESS UNIT.COLUM REG ID:0000000032	Mark Worked	Reassign
Requisition Entry	01/18/2012	Approval Error	Approval Workflow	2-Medium	Requisition 881_ZCUREquisition, 2011-11-23, N.O. BUSINESS UNIT.COLUM REG ID:0000000061	Mark Worked	Reassign
Requisition Entry	01/18/2012	Approval Error	Approval Workflow	2-Medium	Requisition 703_ZCUREquisition, 2011-11-23, N.O. BUSINESS UNIT.COLUM REG ID:0000000062	Mark Worked	Reassign
Requisition Entry	01/18/2012	Approval Error	Approval Workflow	2-Medium	Requisition 711_ZCUREquisition, 2011-11-23, N.O. BUSINESS UNIT.COLUM REG ID:0000000063	Mark Worked	Reassign
Requisition Entry	01/18/2012	Approval Error	Approval Workflow	2-Medium	Requisition 721_ZCUREquisition, 2011-11-23, N.O. BUSINESS UNIT.COLUM REG ID:0000000064	Mark Worked	Reassign
Requisition Entry	01/19/2012	Approval Error	Approval Workflow	2-Medium	Requisition 751_ZCUREquisition, 2011-11-23, N.O. BUSINESS UNIT.COLUM REG ID:0000000067	Mark Worked	Reassign
Requisition Entry	01/19/2012	Approval Error	Approval Workflow	2-Medium	Requisition 801_ZCUREquisition, 2011-11-23, N.O. BUSINESS UNIT.COLUM REG ID:0000000067	Mark Worked	Reassign
Requisition Entry	01/19/2012	Approval Error	Approval Workflow	2-Medium	Requisition 813_ZCUREquisition, 2011-11-23, N.O. BUSINESS UNIT.COLUM REG ID:0000000072	Mark Worked	Reassign

Step	Action
4.	Click the Work List Filters list. <input type="text"/>

Training Guide

Managing Procurement Approvals



Worklist for PO_WF_TEST_02: Dept Approval \$500 - \$2500

Work List Filters: [Approval Error] [Approval Routing]

From	Date From	Work Item	Worked By Activity	Priority	Link	Mark Worked	Reassign
Requisition Entry	01/06/2012	Approval Error	Approval Workflow	2-Medium	Requisition_201_ZCUREquisition_2011-11-23_N_0 BUSINESS_UNIT.COLUM REG_ID.0000000030	Mark Worked	Reassign
Requisition Entry	01/06/2012	Approval Error	Approval Workflow	2-Medium	Requisition_203_ZCUREquisition_2011-11-23_N_0 BUSINESS_UNIT.COLUM REG_ID.0000000030	Mark Worked	Reassign
Requisition Entry	01/06/2012	Approval Error	Approval Workflow	2-Medium	Requisition_211_ZCUREquisition_2011-11-23_N_0 BUSINESS_UNIT.COLUM REG_ID.0000000032	Mark Worked	Reassign
Requisition Entry	01/18/2012	Approval Error	Approval Workflow	2-Medium	Requisition_281_ZCUREquisition_2011-11-23_N_0 BUSINESS_UNIT.COLUM REG_ID.0000000061	Mark Worked	Reassign
Requisition Entry	01/18/2012	Approval Error	Approval Workflow	2-Medium	Requisition_203_ZCUREquisition_2011-11-23_N_0 BUSINESS_UNIT.COLUM REG_ID.0000000062	Mark Worked	Reassign
Requisition Entry	01/18/2012	Approval Error	Approval Workflow	2-Medium	Requisition_211_ZCUREquisition_2011-11-23_N_0 BUSINESS_UNIT.COLUM REG_ID.0000000063	Mark Worked	Reassign
Requisition Entry	01/18/2012	Approval Error	Approval Workflow	2-Medium	Requisition_221_ZCUREquisition_2011-11-23_N_0 BUSINESS_UNIT.COLUM REG_ID.0000000064	Mark Worked	Reassign
Requisition Entry	01/19/2012	Approval Error	Approval Workflow	2-Medium	Requisition_251_ZCUREquisition_2011-11-23_N_0 BUSINESS_UNIT.COLUM REG_ID.0000000067	Mark Worked	Reassign
Requisition Entry	01/19/2012	Approval Error	Approval Workflow	2-Medium	Requisition_301_ZCUREquisition_2011-11-23_N_0 BUSINESS_UNIT.COLUM REG_ID.0000000067	Mark Worked	Reassign
Requisition Entry	01/19/2012	Approval Error	Approval Workflow	2-Medium	Requisition_313_ZCUREquisition_2011-11-23_N_0 BUSINESS_UNIT.COLUM REG_ID.0000000072	Mark Worked	Reassign

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

Worklist for PO_WF_TEST_02: Dept Approval \$500 - \$2500

Work List Filters: [Approval Routing]

From	Date From	Work Item	Worked By Activity	Priority	Link	Mark Worked	Reassign
Richard Susanto	01/19/2012	Approval Routing	Approval Workflow	2-Medium	PurchaseOrder_405 PurchaseOrder_2011-11-23_N_0 BUSINESS_UNIT.COLUM REG_ID.0000000021	Mark Worked	Reassign
Requisition Entry	01/23/2012	Approval Routing	Approval Workflow	2-Medium	PurchaseOrder_463 PurchaseOrder_2011-11-23_N_0 BUSINESS_UNIT.COLUM REG_ID.0000000028	Mark Worked	Reassign
Requisition Entry	01/24/2012	Approval Routing	Approval Workflow	2-Medium	Requisition_393_ZCUREquisition_2011-11-23_N_0 BUSINESS_UNIT.COLUM REG_ID.0000000093	Mark Worked	Reassign
Requisition Entry	02/01/2012	Approval Routing	Approval Workflow	2-Medium	Requisition_1265_ZCUREquisition_2012-01-31_N_0 BUSINESS_UNIT.COLUM REG_ID.0000000106	Mark Worked	Reassign
Requisition Entry	02/01/2012	Approval Routing	Approval Workflow	2-Medium	Requisition_1269_ZCUREquisition_2012-01-31_N_0 BUSINESS_UNIT.COLUM REG_ID.0000000107	Mark Worked	Reassign
Requisition Entry	02/02/2012	Approval Routing	Approval Workflow	2-Medium	Requisition_1303_ZCUREquisition_2012-01-31_N_0 BUSINESS_UNIT.COLUM REG_ID.0000000113	Mark Worked	Reassign
Requisition Entry	02/08/2012	Approval Routing	Approval Workflow	2-Medium	Requisition_1313_ZCUREquisition_2012-01-31_N_0 BUSINESS_UNIT.COLUM REG_ID.0000000114	Mark Worked	Reassign
Requisition Entry	02/21/2012	Approval Routing	Approval Workflow	2-Medium	Requisition_1353_ZCUREquisition_2012-01-31_N_0 BUSINESS_UNIT.COLUM REG_ID.0000000118	Mark Worked	Reassign

Refresh

Step	Action
6.	Click the Requisition, 893, ZCUREquisition, 2011-11-23, N, 0, BUSINESS_UNIT link to access the approval page for that particular transaction.

ARC Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Worklist > Worklist

Requisition Approval

Business Unit: COLUM
 Requisition ID: 000000083
 Requisition Name: ServiceReqTest
 Requester: [Requisition Entry](#)
 Entered on: 01/24/2012
 Status: Pending
 Priority: Medium
 Budget Status: Valid
 Total Amount: 1,600.00 USD

Requester's Justification:
 No justification entered by requester.

[View printable version](#)

Line Information

Line	Schedule Number	Distribution Line	Item Description	Vendor Name	Quantity	UOM	Price	Requester's Comments
1	1	1	Cleaning	NONUWPAVND-001	4.0000	EA	400.00000 USD	

Select All / Deselect All

Review/Edit Approvers

Department Approval

Line 1 Schedule 1 Distribution 1: Pending
 Item: Cleaning
 2-Between \$500 & \$2500
 Pending
 Dept Approval \$500 - \$2500
 Req Department Approver Level2

Step	Action
7.	Click the Approve button. If you wanted to deny the transaction, you would click the Deny button.

Training Guide

Managing Procurement Approvals



Requisition Approval

Business Unit: COLLUM
 Requisition ID: 000000083
 Requisition Name: ServiceReqTest
 Requester: [Requisition Entry](#)
 Entered on: 01/24/2012
 Status: Pending
 Priority: Medium
 Budget Status: Valid

Total Amount: 1,600.00 USD

Requester's Justification:
 No justification entered by requester.

[Edit Requisition](#) [View Documents](#) [View printable version](#)

Line Information

Line	Schedule Number	Distribution Line	Item Description	Vendor Name	Quantity	UOM	Price	Requester's Comments
1	1	1	Cleaning	NONUWPAVND-001	4.0000	EA	400.00000 USD	

[Select All / Deselect All](#) [View Line Details](#) [Approve](#) [Deny](#)

Review/Edit Approvers

Department Approval

Line 1 Schedule 1 Distribution 1: Pending [Start New Path](#)
 Item: Cleaning
 2-Between \$500 & \$2500
 Pending
 Dept Approval \$500 - \$2500
 Req Department Approver Level2

Step	Action
8.	If you are going to deny the transaction, you will need to enter Approval Comments at the bottom of the page. Please ensure your comments are clear and actionable.

Requisition Approval [Saved](#)

Confirmation

✔ ServiceReqTest has been routed for further approval.

Review/Edit Approvers

Department Approval

Line 1 Schedule 1 Distribution 1: **Approved**
 Item: Cleaning
 2-Between \$500 & \$2500
 Approved
 Dept Approval \$500 - \$2500
 Req Department Approver Level2
 03/13/12 - 01:12 PM

Central Purchasing Approval

ServiceReqTest: Pending
 Central Purchasing Approval
 Pending
 Central PO Approval (CNBASE)
 Central Purchasing Approval

[Return to Worklist](#)



Training Guide Managing Procurement Approvals

Step	Action
9.	You have learned how to review and approve requisitions. You can now move on to the next topic to learn about re-triggering requisition workflow. End of Procedure.



Re-Triggering Requisition Workflow

When a department user makes a "material" change to a requisition after it has been submitted for approval, the requisition approval process will be restarted. Such changes include modifying:

- Quantity
- Price
- Vendor
- Ship To Location
- Distribution Line Changes
- Adding/Removing a Line

If a Central Purchasing user makes these changes, workflow will not be re-triggered. If a requisition is in central approval, however, the requisition should not be updated by Departmental users.

There are certain fields on a requisition, however, that will **not** re-trigger workflow. Such changes include modifying:

- Ship-to ID or Additional Shipping information
- Due Date
- Attention To
- Requestor ID
- Requisition Name
- Initiative
- Site
- Segment

Note: Material changes are not permitted once a requisition is pending Central Purchasing approval.



Reviewing and Approving Change Orders

This is the *Reviewing and Approving Change Orders* lesson of the *Managing Procurement Approvals* course. Upon completion of this lesson, you will be able to:

- Review and approve change orders

Estimated time needed to complete this lesson: 5 minutes

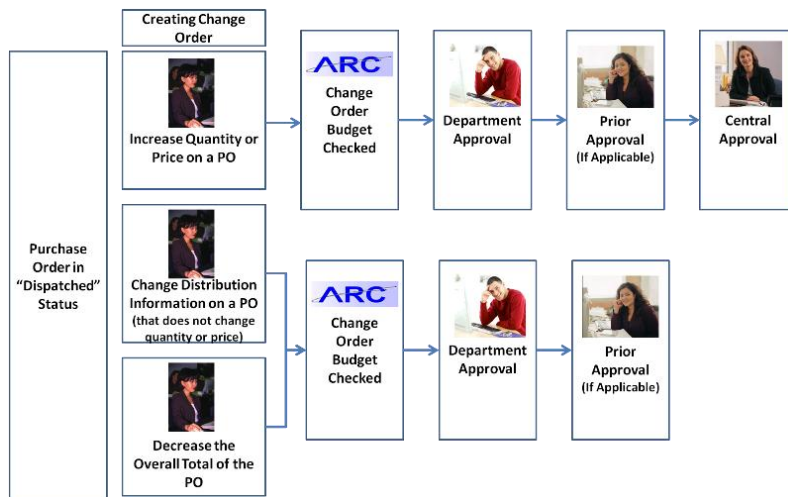
Change Order Approval Overview

The primary purpose of a Change Order is to notify the vendor of material changes to the PO and/or to perform a financial change order for accounting purposes. Material changes can include:

- Value
- Quantity
- Description
- Ship to
- Correct match exception

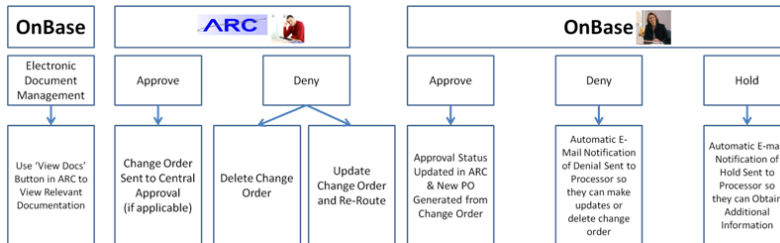
'Financial Changes' refers to modifications of the chartfields or distribution, but not the increase or decrease of funds.

Change Orders can be created only after the PO has been dispatched to the vendor. In the ARC system, Change Orders will be created by modifying existing Purchase Orders as opposed to creating separate Change Order documents. Also note that the workflow rules for dollar thresholds and amounts are based on the base value of the Purchase Order and not the amount of the Change Order. The Change Order approval process is as follows:



Review and Approve Change Orders

Change Orders will be approved by departmental users in ARC and by central users in OnBase (approvals or denials on OnBase will automatically be updated in ARC). Change Orders will be routed through the same approvals as Requisitions, however, Change Orders that decrease the PO amount or is a distribution level change will not require Central Purchasing approval.

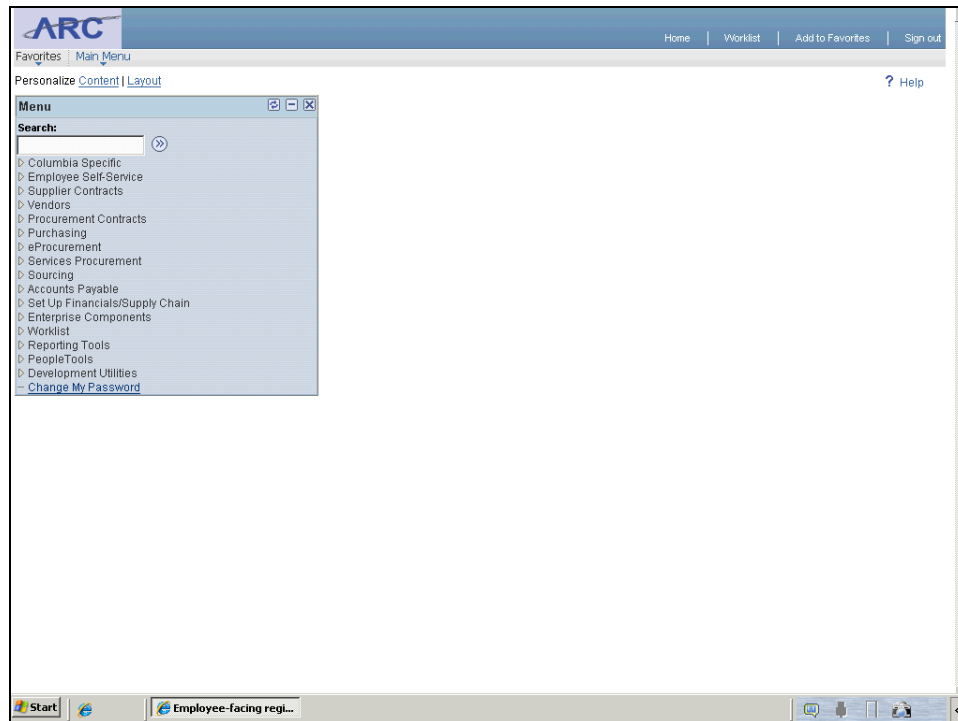


Throughout the following topic, imagine a time you have faced a similar scenario: Jennifer needs to change the distribution information on a dispatched PO, so she creates a change order. Sean needs to access this change order so that he can approve or deny it.

Estimated time needed to complete topic: 4 minutes

Procedure


Welcome to the *Review and Approve Change Orders* topic where you will learn to approve a change order.

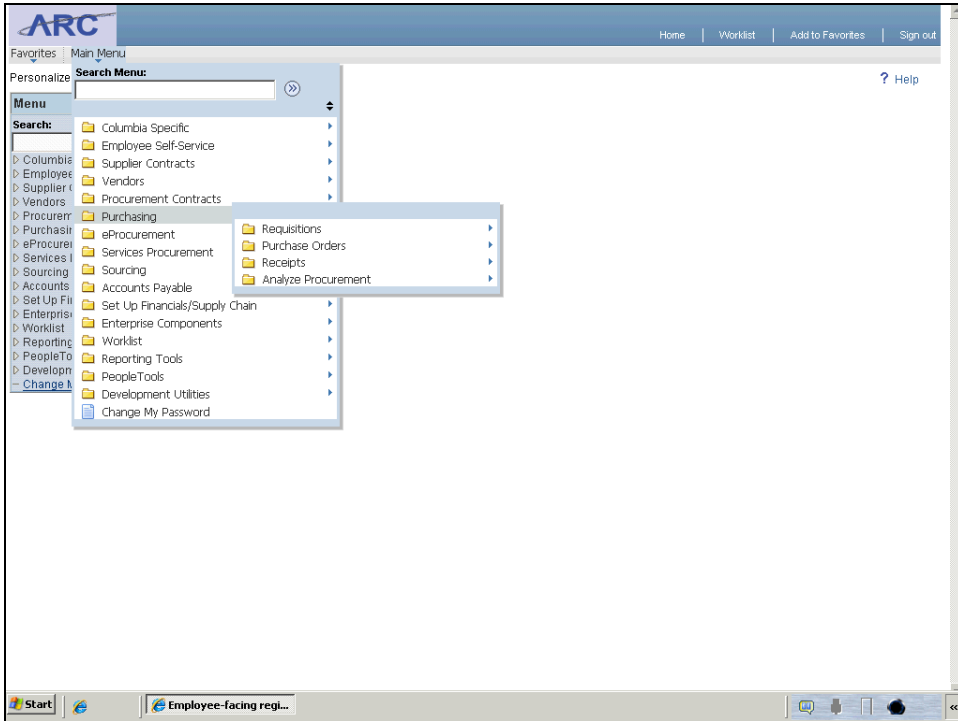



Training Guide

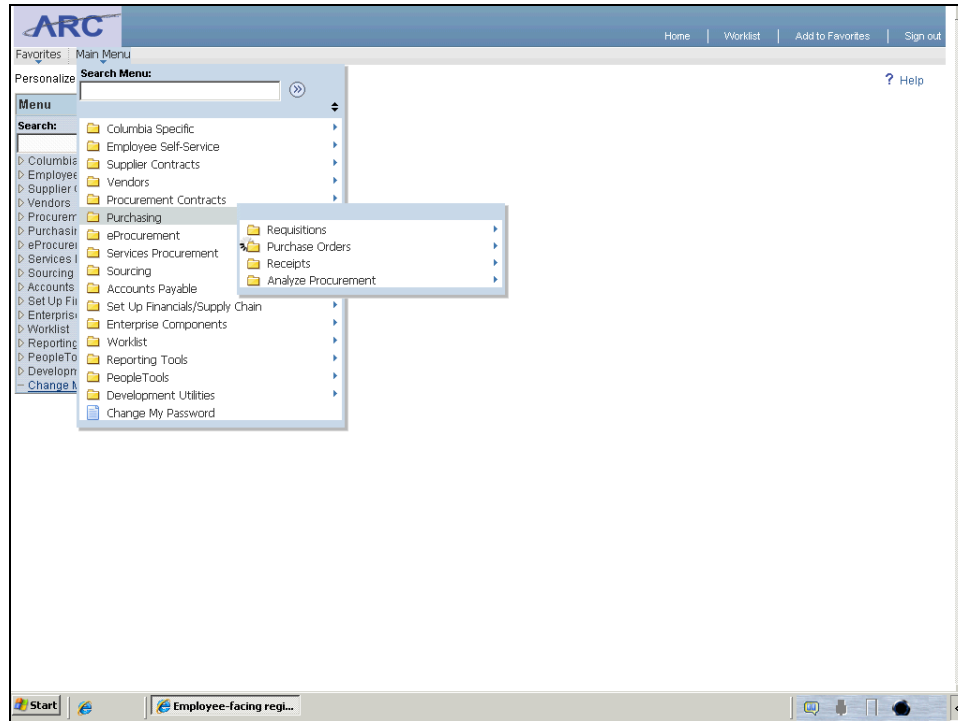
Managing Procurement Approvals




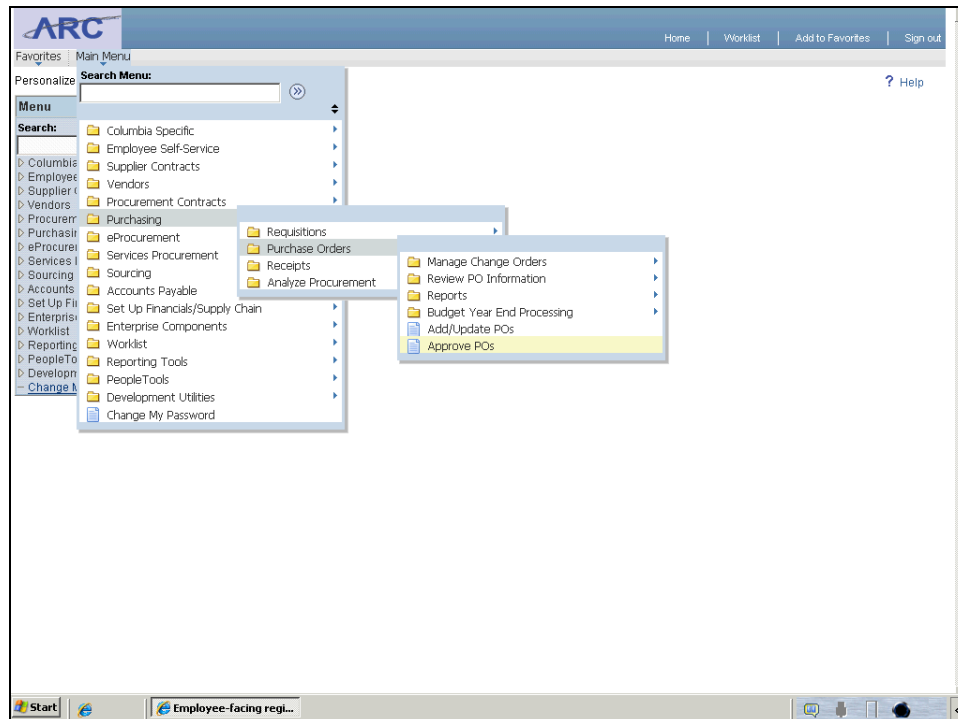
Step	Action
1.	In this case, we will access the Change Order by using the Approval Search pages. Click the Main Menu button. 



Step	Action
2.	Click the Purchasing menu. 



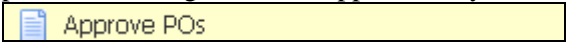
Step	Action
3.	Click the Purchase Orders menu. 

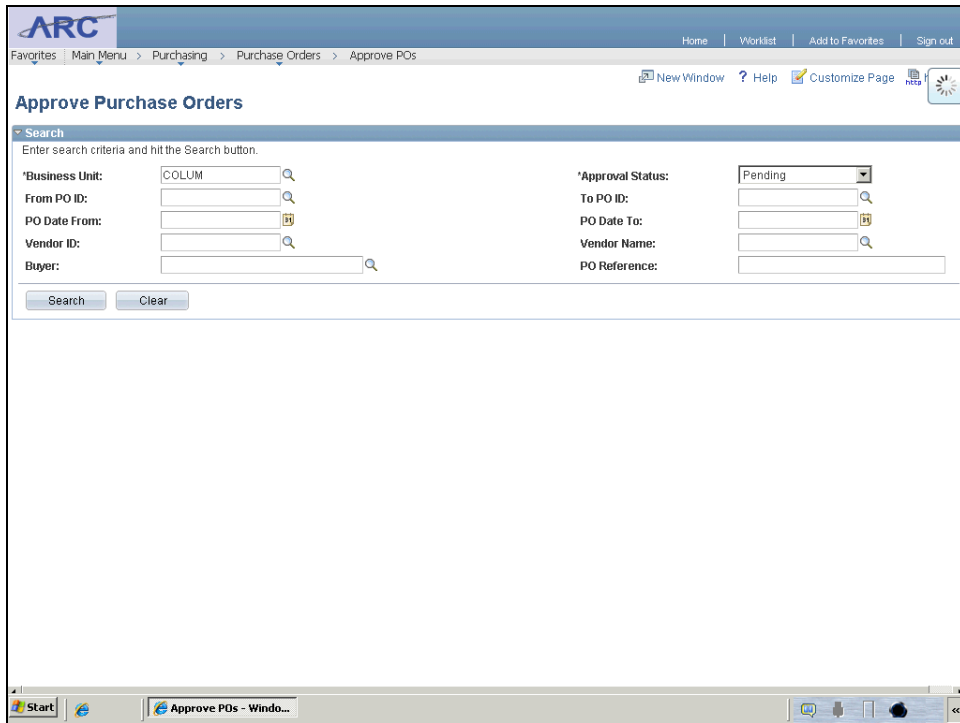


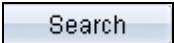
Training Guide

Managing Procurement Approvals



Step	Action
4.	Click the Approve POs menu. This is the button you will use to search for a particular Change Order to approve/deny. 



Step	Action
5.	Click the Search button. 

Approve Purchase Orders

Search criteria: Business Unit: COLUM, Approval Status: Pending

Action/Status	PO ID	PO Date	Buyer	PO Reference	PO Total	Vendor ID	Vendor Name
Pending	0000000008	01/05/2012	PO_TEST_08		1,000.00 USD	0000000002	NONUWPAVND-001
Expand Section							
	0000000027	01/09/2012	np_tp194		1,600.00 USD	0000000002	NONUWPAVND-001

Mark All: Approve Hold Deny

Step	Action
6.	Click the Expand Section button to see the details of the Change Order.

Approve Purchase Orders

Search criteria: Business Unit: COLUM, Approval Status: Pending

Action/Status	PO ID	PO Date	Buyer	PO Reference	PO Total	Vendor ID	Vendor Name
Pending	0000000008	01/05/2012	PO_TEST_08		1,000.00 USD	0000000002	NONUWPAVND

Summary: 1 of 1 Lines Pending **Total Pending:** \$1,000.00 USD

Justification: No justification entered by buyer.


Line	Action/Status	Description	Quantity	UOM	Price	Merchandise Amt	Currency
1	Pending	Test3	1.0000	EA	1,000.00000	1,000.00	USD

Mark All: Approve Hold Deny

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Managing Procurement Approvals



Step	Action
7.	This is an easy way to review the changes that were made, so you know whether or not you would like to approve the transaction. Click the Expand Section button. 

Step	Action
8.	Scroll down to see the other change orders on your worklist. Click the scrollbar.

Approve Purchase Orders

Search

Enter search criteria and hit the Search button.

*Business Unit:

From PO ID:

PO Date From:

Vendor ID:

Buyer:

*Approval Status:

To PO ID:

PO Date To:

Vendor Name:

PO Reference:

Purchase Orders

To approve or deny one or more POs, select the appropriate action from the dropdown and click Submit.
To view the PO details, click the PO ID link.

Action/Status	PO ID	PO Date	Buyer	PO Reference	PO Total	Vendor ID	Vendor Name
<input type="button" value="D"/> Pending	000000008	01/05/2012	PO_TEST_08		1,000.00 USD	000000002	NONUWPAVND-001
<input type="button" value="D"/> Pending	00000 <input type="button" value="PO Number"/>	09/2012	np_tp194		1,600.00 USD	000000002	NONUWPAVND-001


Mark All: Approve Hold Deny

Step	Action
9.	Once you find the Change Order you would like to approve/deny, you will click the Change Order ID link. In this case, click the 000000008 link. 000000008

Training Guide

Managing Procurement Approvals



Step	Action
10.	<p>Click the Approve button to approve the transaction. If you would like the deny or hold the transaction, you can use the Deny or Hold buttons.</p> 

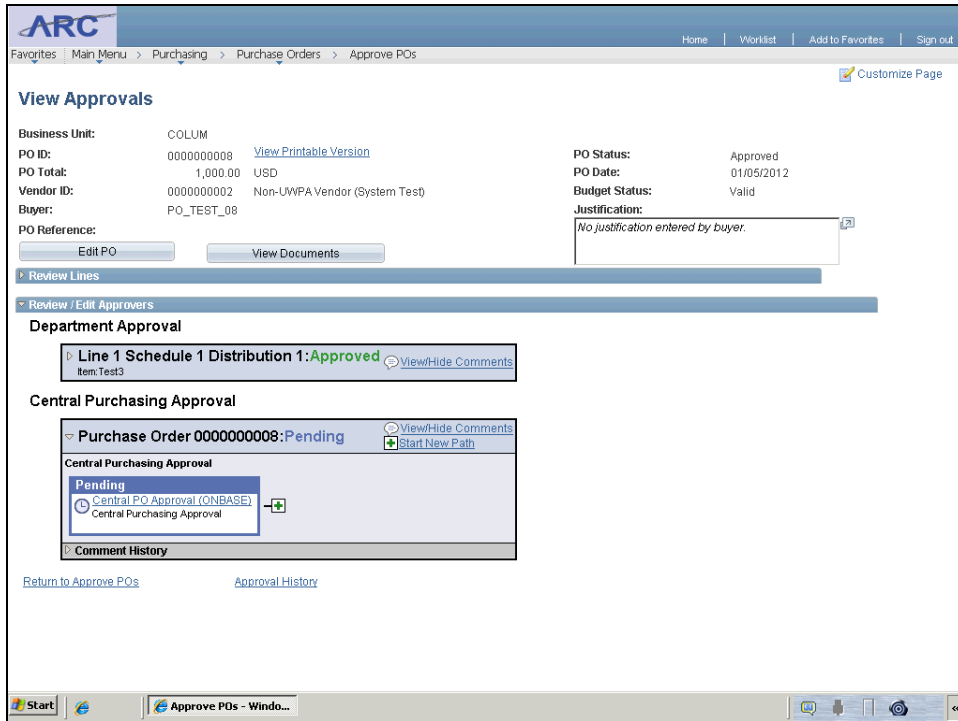
Step	Action
11.	If you are going to deny the transaction, you must enter approver comments at the bottom of the page. Please ensure your comments are clear and actionable.

Training Guide

Managing Procurement Approvals



Step	Action
12.	See the status has been changed to Approved.



Step	Action
13.	You have successfully approved a Change Order and completed the <i>Reviewing and Approving Change Orders</i> lesson. You can now select the next lesson, <i>Reviewing and Approving Vouchers</i> . End of Procedure.



Reviewing and Approving Vouchers

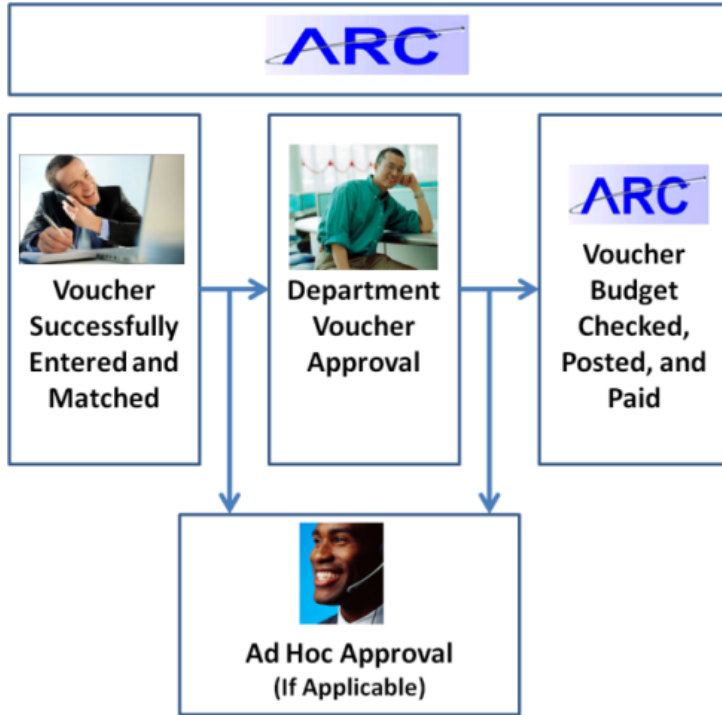
This is the *Reviewing and Approving Vouchers* lesson of the *Managing Procurement Approvals* course. Upon completion of this lesson, you will be able to:

- Explain the role ARC and OnBase will have in the approval of vouchers
- Approve vouchers in ARC at the departmental level and in OnBase at the Central Audit and Review level
- Delineate which vouchers require central approval and which do not **Estimated time needed to complete this lesson: 15 minutes**

Voucher Approval Overview

When a voucher has had all required lines and additional data entered, the voucher processor submits the voucher for approval. If the voucher is a PO voucher, the voucher must be matched before it can be submitted into workflow. Vouchers will be routed to users based on the Department ID(s) and dollar threshold at the distribution line. To view the different dollar thresholds, please access this job aid. The voucher approval process is as follows:

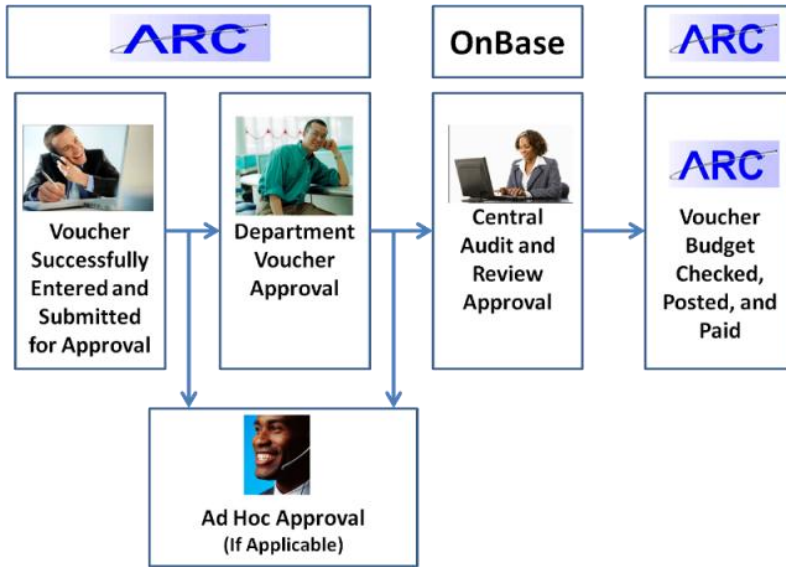
PO Vouchers:



Non-PO Vouchers:



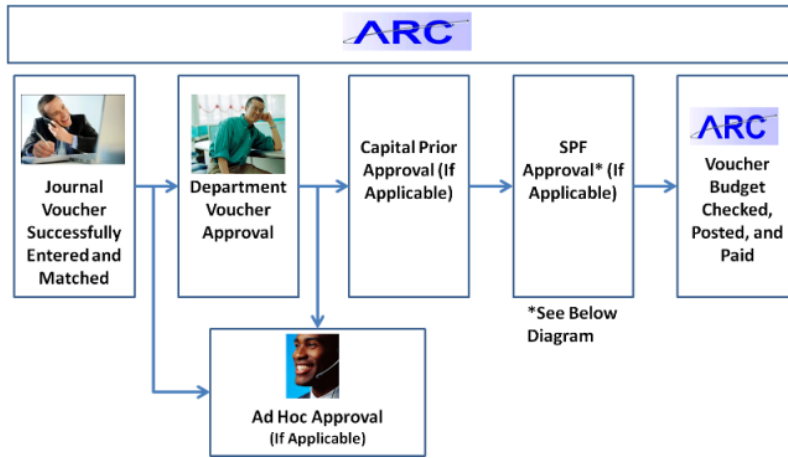
Training Guide Managing Procurement Approvals



Journal Voucher Approval Process

Journal Vouchers are created to adjust the allocation of a PO or non-PO voucher that has been posted. Journal vouchers that reference a sponsored project must route through SPF approval when the journal voucher entered date is more than 90 days from the end of the month of the accounting date of the original voucher that is associated to the journal voucher. Secondly, journal vouchers will not require Central Audit and Review approval. Lastly, if the re-allocation of the distribution line debits a capital account, the journal voucher will route for prior approval to the Controller's Office.

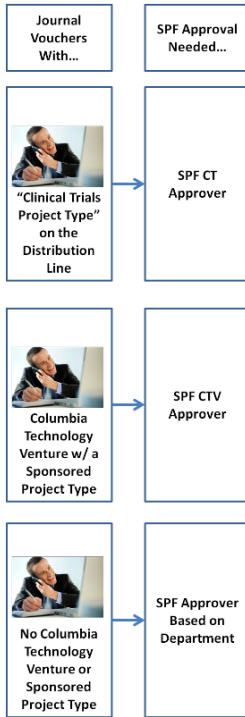
The Journal Voucher approval process is as follows:



Journal Vouchers that require SPF approval will route to SPF approvers based on the following criteria:



Training Guide Managing Procurement Approvals



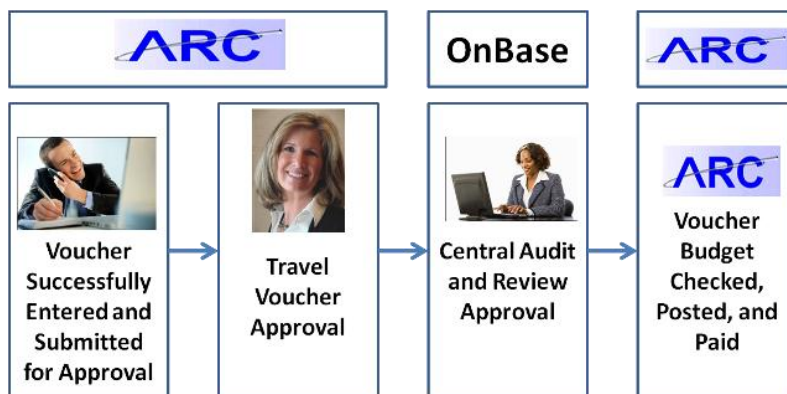


Approving Prepaid Vouchers for Employee Advances

Vouchers for employee advances will have a voucher type of Travel Advance or Cash Advance (see the *Employee Advances* topic in the *Voucher Processing* course for additional detail). Vouchers with a voucher type of Travel Advance and Cash Advance will not follow the traditional workflow path of routing to a Departmental Approver. Instead, vouchers referencing these Voucher Types will route to a pool of Travel Approvers that have the appropriate authority. Additional details of the Travel Approver role are as follows:

- Travel Approvers must be assigned the appropriate travel approval role based on security access granted through the submission of the Security Request Form
- Travel Approvers must have the appropriate departmental authority based on the Department ChartField value entered on the voucher distribution line. Departmental authority is tied to the Travel Approver role.
- Travel Approvers must have the appropriate dollar threshold authority based on the merchandise amount defined on the voucher distribution line
- When a voucher is created with a Travel Advance or Cash Advance Voucher Type and submitted into Workflow, the voucher will automatically route to the pool of Travel Approvers that have the appropriate role, dollar threshold, and departmental authority.
- The Travel Approver will then approve or deny the voucher. If the voucher is approved, the voucher will route to Central Audit and Review for approval. If the voucher is denied, the Travel Approver will enter comments documenting the reason for the denial. The Voucher Initiator will have the option to correct the voucher and re-submit it to Workflow for approval, or delete the voucher.
- Central Audit and Review has the option to approve, deny, or place the voucher on hold. The approval will be completed in OnBase and the approval status will be reflected on the voucher in ARC once the approval (or denial) has been completed. If the voucher is approved, the voucher status will be updated to Approved. If the voucher is denied, Central Audit and Review will enter comments documenting the reason for the denial. The Voucher Initiator will have the option to correct the voucher and re-submit it to Workflow for approval, or delete the voucher. If the voucher is placed on hold, Central Audit and Review will send an email to the user requesting the appropriate documentation.
- Once approved, the voucher will then be budget checked, posted, and paid.

The process is as follows:





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Managing Procurement Approvals

Approving Prepaid Vouchers for Non-Employee Advances

Vouchers for non-employee advances will have a Voucher Type of Prepayment (see the *Non-Employee Vendor Advances* topic in the *Voucher Processing* course for additional detail). Vouchers with a Voucher Type of Prepayment will follow the traditional workflow path of routing to a Departmental Approver. Additional details of the Departmental Approver role are as follows:

- Department Approvers must be assigned the appropriate approval role based on security access granted through the submission of the Security Request Form
- Department Approvers must have the appropriate departmental authority based on the Department ChartField value entered on the voucher distribution line. Departmental authority is tied to the Department Approver role.
- Department Approvers must have the appropriate dollar threshold authority based on the merchandise amount defined on the voucher distribution line
- When a voucher is created with a Prepayment Voucher Type and submitted into Workflow, the voucher will automatically route to the pool of Department Approvers that have the appropriate role, dollar threshold, and departmental authority.
- The Department Approver will either approve or deny the voucher. If the voucher is approved, the voucher will route to Central Audit and Review for approval. If the voucher is denied, the Department Approver will enter comments documenting the reason for the denial. The Voucher Initiator will have the option to correct the voucher and re-submit it to Workflow for approval, or delete the voucher.
- Central Audit and Review will then approve, deny, or place the voucher on hold. The approval will be completed in OnBase and the approval status will be reflected on the voucher in ARC once the approval (or denial) has been completed. If the voucher is approved, the voucher status will be updated to Approved. If the voucher is denied, Central Audit and Review will enter comments documenting the reason for the denial. The Voucher Initiator will have the option to correct the voucher and re-submit it to Workflow for approval, or delete the voucher. If the voucher is placed on hold, Central Audit and Review will send an email to the user requesting the appropriate documentation.
- Once approved, the voucher will then be budget checked, posted, and paid.

The process is as follows:

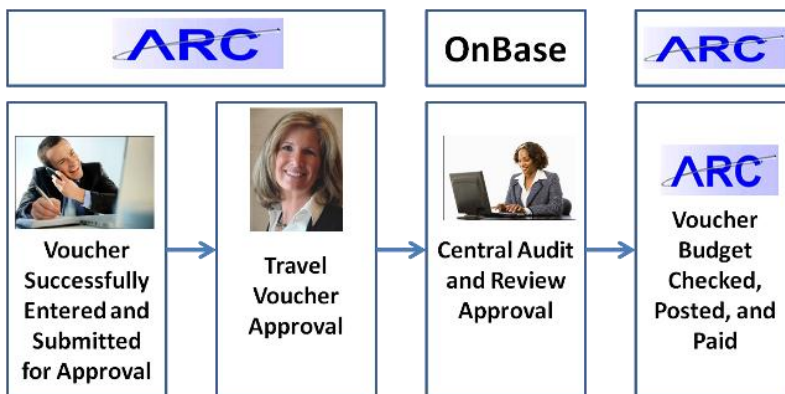


Approving Regular Vouchers for Employee Reimbursements

Vouchers for employee reimbursements will have a voucher type of Employee Reimbursement (see the *Employee Reimbursements* topic in the *Voucher Processing* course for additional detail). Vouchers with a Voucher Type of Employee Reimbursement will not follow the traditional workflow path of routing to a Departmental Approver. Instead, vouchers referencing this Voucher Type will route to a pool of Travel Approvers that have the appropriate authority. Additional details of the Travel Approver role are as follows:

- Travel Approvers must be assigned the appropriate travel approval role based on security access granted through the submission of the Security Request Form
- Travel Approvers must have the appropriate departmental authority based on the Department ChartField value entered on the voucher distribution line. Departmental authority is tied to the Travel Approver role.
- Travel Approvers must have the appropriate dollar threshold authority based on the merchandise amount defined on the voucher distribution line
- When a voucher is created with an Employee Reimbursement Voucher Type and submitted into Workflow, the voucher will automatically route to the pool of Travel Approvers that have the appropriate role, dollar threshold, and departmental authority.
- The Travel Approver will then approve or deny the voucher. If the voucher is approved, the voucher will route to Central Audit and Review for approval. The approval will be completed in OnBase and the approval status will be reflected on the voucher in ARC once the approval (or denial) has been completed. If the voucher is denied, the Travel Approver will enter comments documenting the reason for the denial. The Voucher Initiator will have the option to correct the voucher and re-submit it to Workflow for approval, or delete the voucher.
- Central Audit and Review has the option to approve, deny, or place the voucher on hold. If the voucher is approved, the voucher status will be updated to Approved. If the voucher is denied, Central Audit and Review will enter comments documenting the reason for the denial. The Voucher Initiator will have the option to correct the voucher and re-submit it to Workflow for approval, or delete the voucher. If the voucher is placed on hold, Central Audit and Review will send an email to the user requesting the appropriate documentation.
- Once approved, the voucher will then be budget checked, posted, and paid.

The process is as follows:







Reviewing Voucher Information

When approving vouchers, it is important that you are first able to validate that the voucher information is correct. As there are a variety of Voucher Styles and Voucher Types, it is important that you ensure that the selected payment method is appropriate given the Type and Style of the voucher. The different Voucher Types are as follows:

- Cash Advance
- Check Request
- Employee Reimbursement
- Invoice
- OGC
- P-Card
- Petty Cash
- Refunds
- Stipends
- Travel Advance
- Prepayment
- V-Pay

For a reminder on the different Voucher Styles, you may reference this job aid. The different payment methods consist of wire payment, ACH, or check. If the information needed to be corrected, you could use the notify function (reference the *Preliminary Approval* topic above) to indicate to the Voucher Initiator that information needs to be changed on the voucher.

The following topic will outline how to locate a specific voucher and validate that the Voucher Style, Type, and Payment Method are correct.

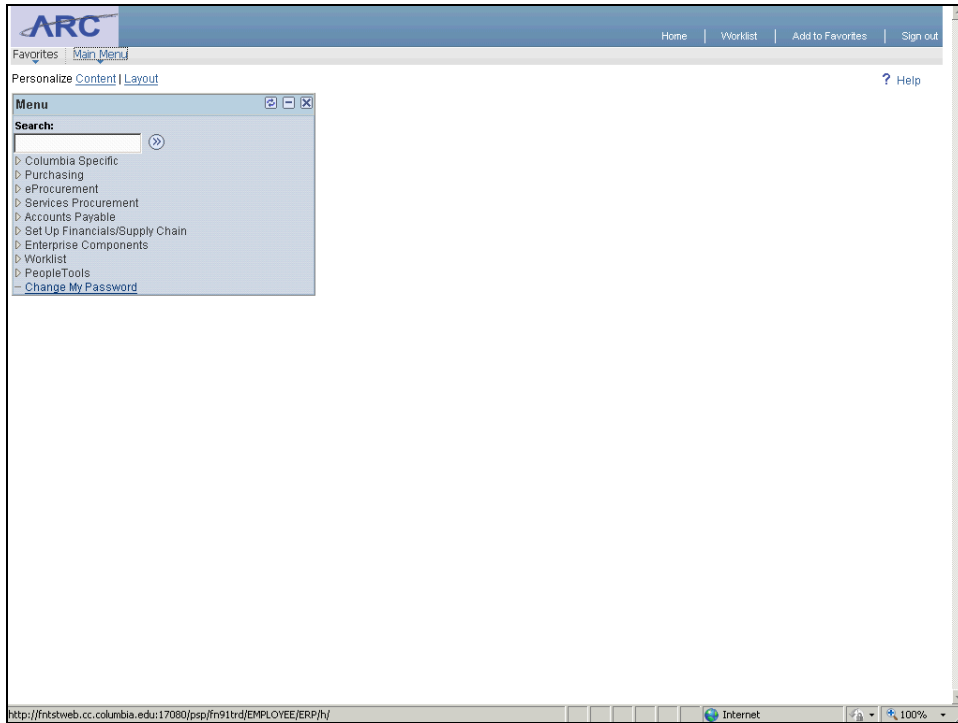
Estimated time needed to complete topic: 3 minutes


Procedure

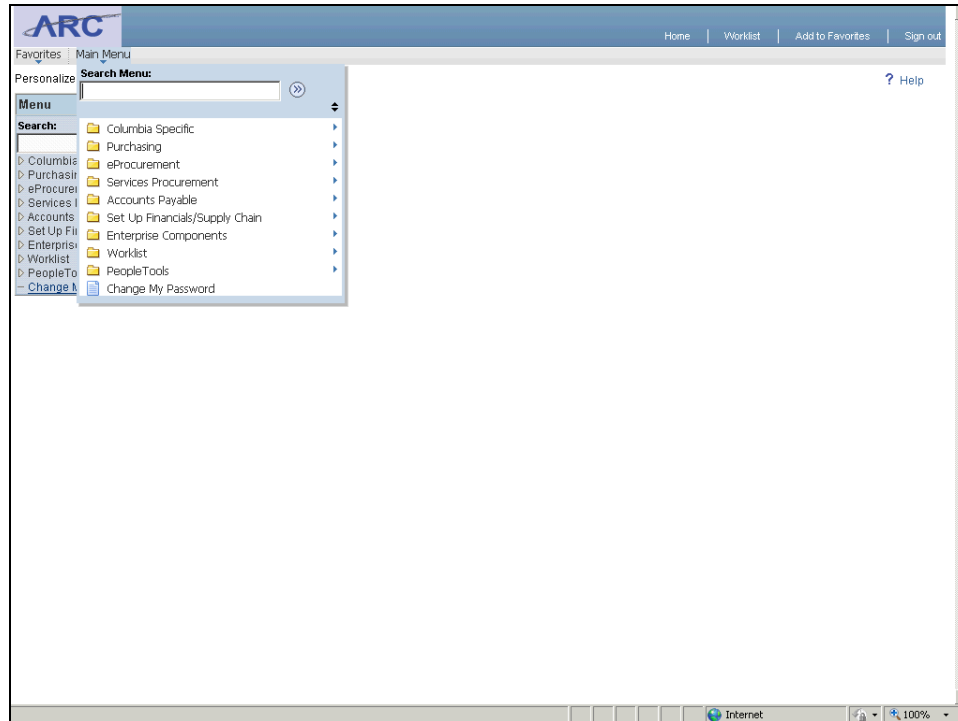
Welcome to the *Reviewing Voucher Information* topic where you will learn how to validate voucher style, type, and payment method.

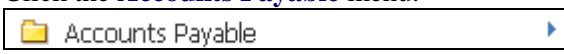
Training Guide

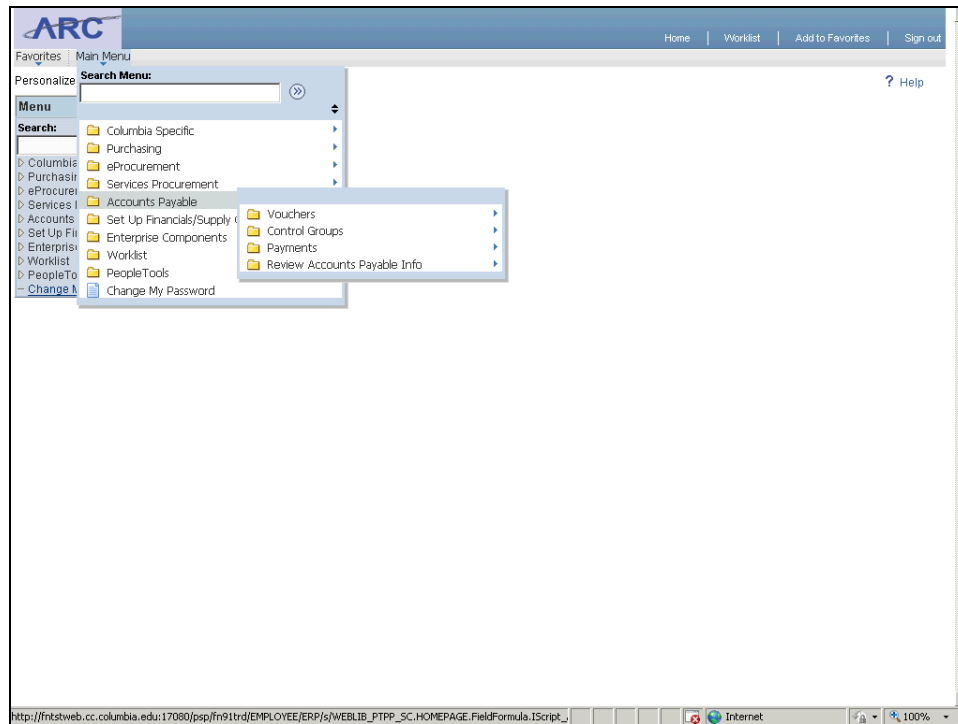
Managing Procurement Approvals



Step	Action
1.	First you will locate the voucher you would like to review by searching for it on the Add/Update Voucher page. Click the Main Menu button. 




Step	Action
2.	Click the Accounts Payable menu. 

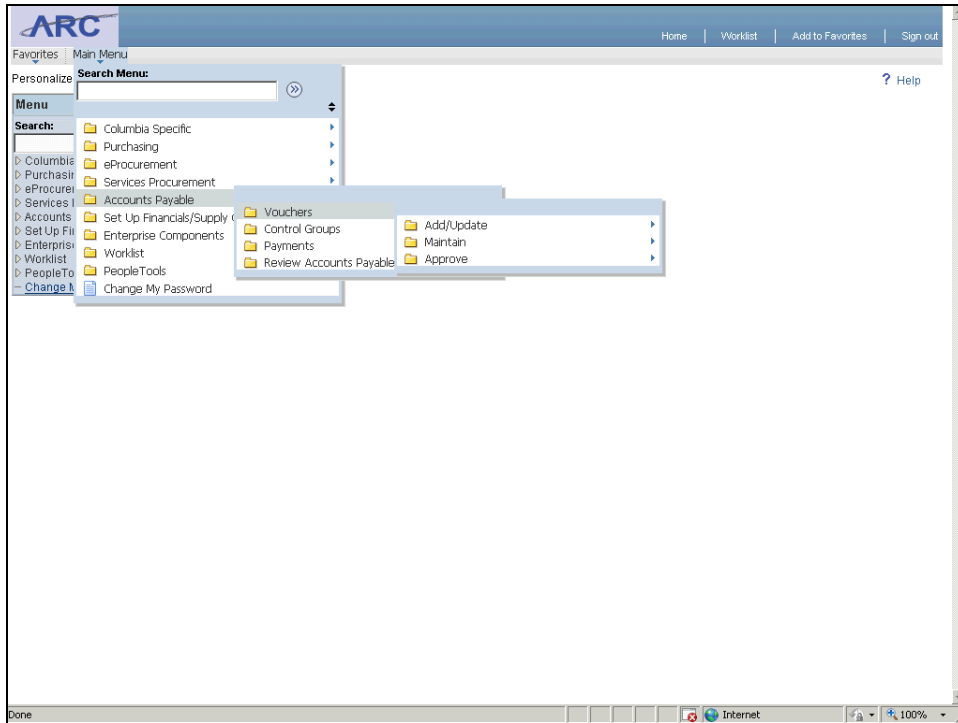



Training Guide

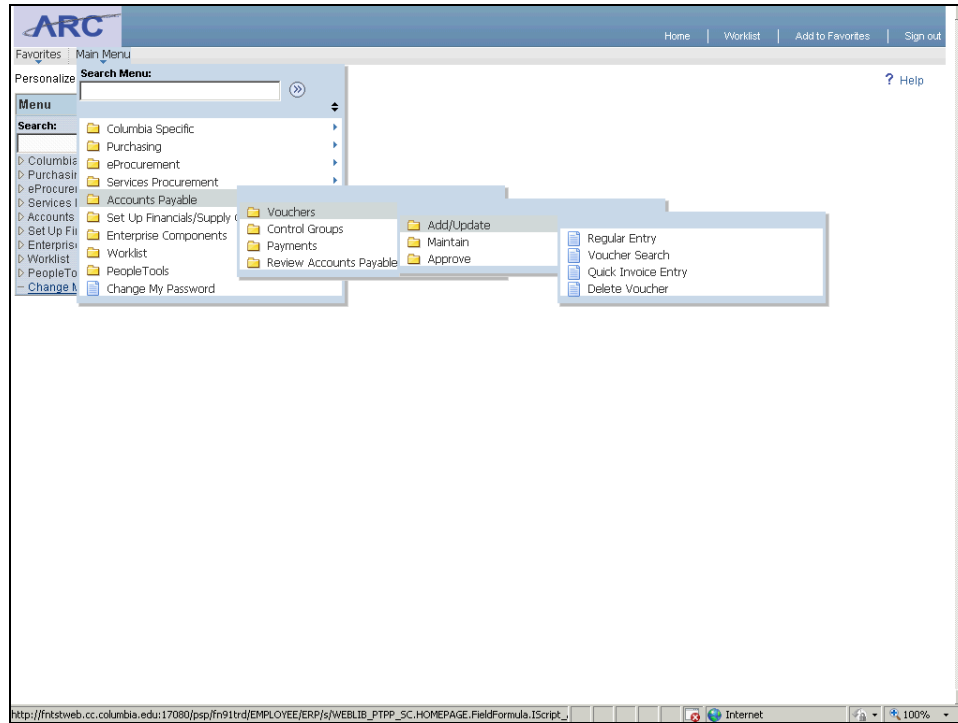
Managing Procurement Approvals



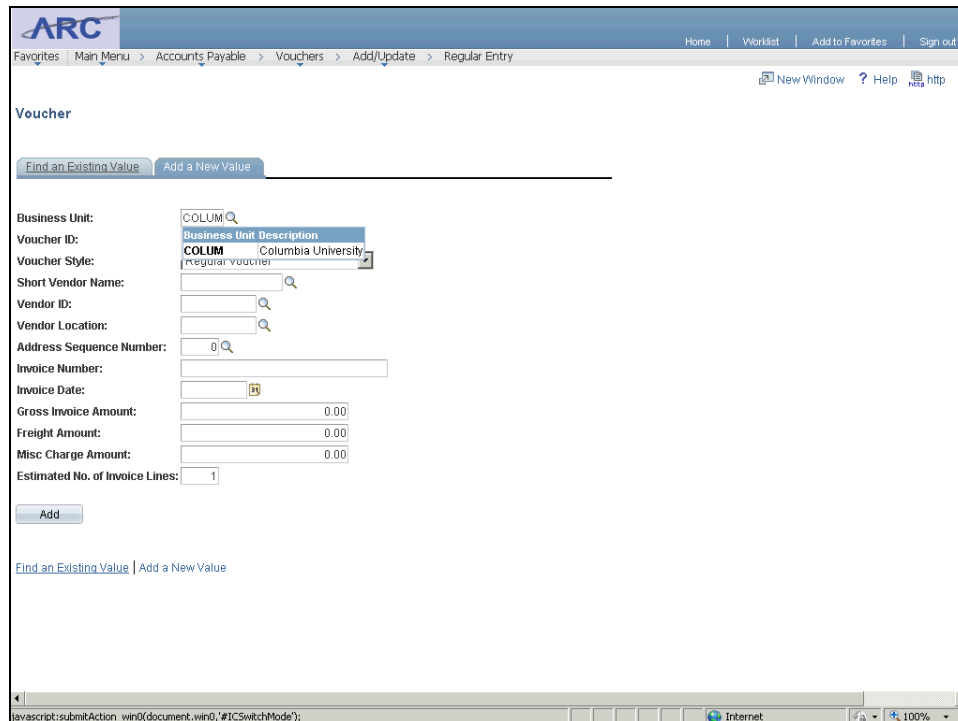
Step	Action
3.	Click the Vouchers menu. 



Step	Action
4.	Click the Add/Update menu. 




Step	Action
5.	Click the Regular Entry menu. <input type="text" value="Regular Entry"/>

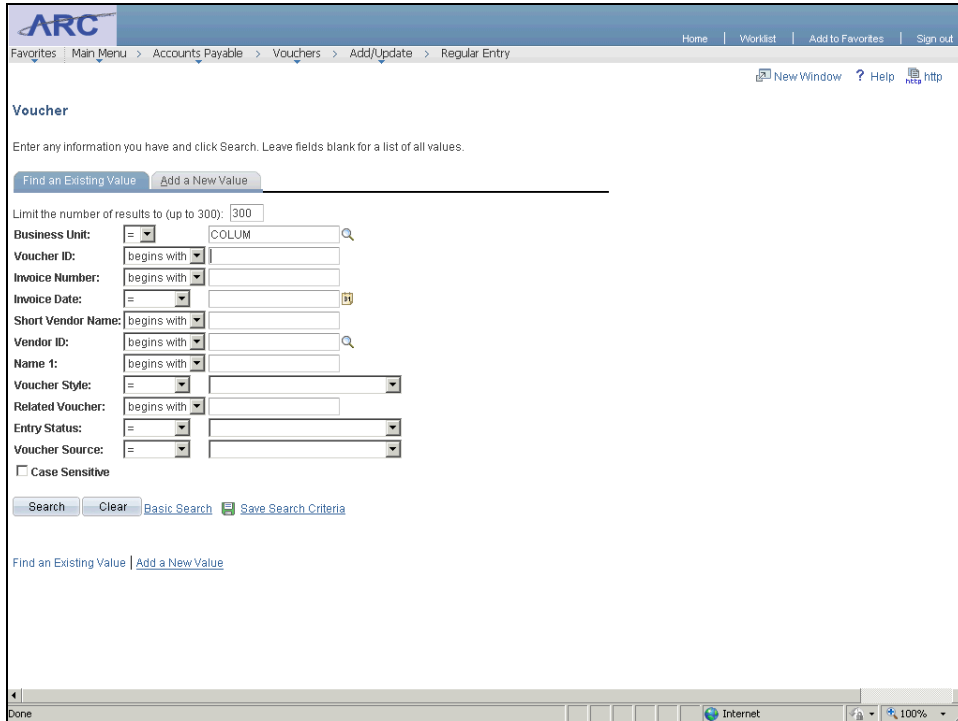


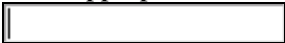
Training Guide

Managing Procurement Approvals



Step	Action
6.	Click the Find an Existing Value tab to search for an existing voucher. 



Step	Action
7.	Enter appropriate search criteria. Click in the Voucher ID field. 

ARC Home | Worklist | Add to Favorites | Sign out

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

New Window ? Help http

Voucher

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

Find an Existing Value Add a New Value

Limit the number of results to (up to 300): 300

Business Unit: = COLUM

Voucher ID: begins with

Invoice Number: begins with

Invoice Date: =

Short Vendor Name: begins with

Vendor ID: begins with

Name 1: begins with

Voucher Style: =

Related Voucher: begins with

Entry Status: =

Voucher Source: =

Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Step	Action
8.	Enter the desired information into the Voucher ID field. Enter " 0000540 ".

ARC Home | Worklist | Add to Favorites | Sign out

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

New Window ? Help http

Voucher

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

Find an Existing Value Add a New Value

Limit the number of results to (up to 300): 300

Business Unit: = COLUM

Voucher ID: begins with 0000540

Invoice Number: begins with

Invoice Date: =

Short Vendor Name: begins with

Vendor ID: begins with

Name 1: begins with

Voucher Style: =

Related Voucher: begins with

Entry Status: =

Voucher Source: =

Case Sensitive


Search Clear Basic Search Save Search Criteria

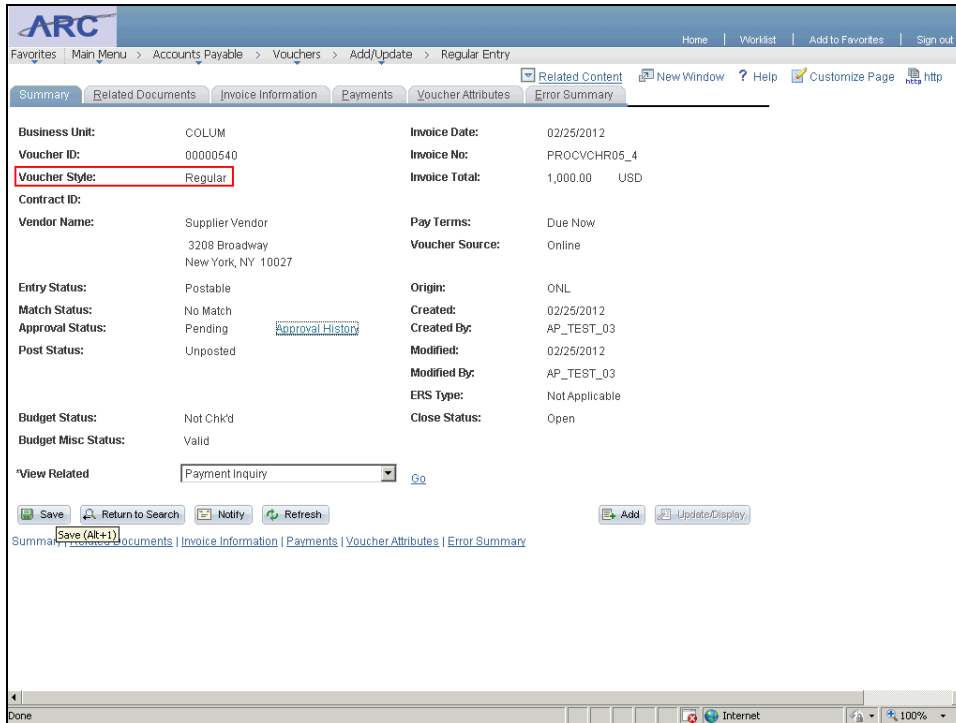
Find an Existing Value | Add a New Value

Training Guide

Managing Procurement Approvals



Step	Action
9.	Click the Search button. 



Step	Action
10.	Notice the field on the Voucher Summary Tab that shows the designated Voucher Style.




Training Guide Managing Procurement Approvals

The screenshot shows the 'Regular Entry' page in the ARC system. The 'Invoice Information' tab is selected. The page displays various fields for business unit, voucher ID, invoice date, and vendor information. The 'Invoice Information' tab is highlighted in the navigation bar.

Business Unit:	COLUM	Invoice Date:	02/25/2012
Voucher ID:	00000540	Invoice No:	PROCVCHR05_4
Voucher Style:	Regular	Invoice Total:	1,000.00 USD
Contract ID:			
Vendor Name:	Supplier Vendor 3208 Broadway New York, NY 10027	Pay Terms:	Due Now
Entry Status:	Postable	Voucher Source:	Online
Match Status:	No Match	Origin:	ONL
Approval Status:	Pending Approval History	Created:	02/25/2012
Post Status:	Unposted	Created By:	AP_TEST_03
		Modified:	02/25/2012
		Modified By:	AP_TEST_03
		ERS Type:	Not Applicable
Budget Status:	Not Chk'd	Close Status:	Open
Budget Misc Status:	Valid		

*View Related:

Step	Action
11.	Click the Invoice Information tab. 

The screenshot shows the 'Invoice Information' tab selected. The 'Voucher Type' dropdown is highlighted with a red box and set to 'Invoice'. The 'Copy From Source Document' dialog box is open, showing fields for PO Unit, PO Number, and Copy From.

Business Unit:	COLUM	Invoice No:	PROCVCHR05_4
Voucher ID:	00000540	Invoice Date:	02/25/2012
Voucher Style:	Regular Voucher	Accounting Date:	02/25/2012
Vendor ID:	0000000003	Supplier Vendor	
Short Name:	SUPPLIER-001	3208 Broadway	
Location:	CHK-01	New York, NY 10027	
*Address:	1		
*Date Dept Rec'd Invoice:	02/25/2012	Session Defaults	
*Service Location:	US	Attachments (0)	
*Voucher Type:	Invoice	Comments (0)	

Invoice Lines:

Line:	1	Item:		UOM:	EA
*Distribute by:	Amount	Unit Price:	1,000.00000	Quantity:	1.0000
Ship To:	CU00000001	Line Amount:	1,000.00		
SpeedChart:		Description:	Supplies		

Copy From Source Document:

PO Unit:	
PO Number:	
Copy From:	None

Training Guide

Managing Procurement Approvals



Step	Action
12.	Notice the field that indicates the designated Voucher Type.

The screenshot shows the ARC system interface for managing procurement approvals. The 'Voucher Type' is set to 'Invoice'. Other visible fields include Business Unit (COLLUM), Invoice No. (PROCVCHR05_4), Invoice Date (02/25/2012), and Accounting Date (02/25/2012). The Vendor ID is 0000000003, and the Supplier Vendor is SUPPLIER-001. The 'Date Dept Rec'd Invoice' is 02/25/2012, and the 'Service Location' is US. The 'Voucher Type' is set to 'Invoice'. The 'Pay Terms' are '00' (Due Now). The 'Basis Date Type' is 'Inv Date'. The 'Invoice Lines' section shows a total of 1,000.00. The 'Difference' is 0.00. The 'Copy From Source Document' section is also visible.

Step	Action
13.	Click the Payments tab.





Training Guide Managing Procurement Approvals

Business Unit: COLUM
Voucher ID: 00000540
Regular Voucher ID: 1,000.00
Invoice No: PROCVCHR05_4
Invoice Date: 02/25/2012
Vendor Name: Supplier Vendor
Pay Terms: 00 Due Now

Payment Information

Payment: 1
***Remit to:** 0000000003
Location: CHK-01
***Address:** 1
Supplier Vendor
3208 Broadway
New York, NY 10027

Gross Amount: 1,000.00 USD
Discount: 0.00 USD
Scheduled Due: 02/25/2012
Net Due: 02/25/2012
Discount Due:
Accounting Date:

Payment Options

***Bank:** CHASE
***Account:** DISB
***Method:** CHK Check
L/C ID:
Message:

Pay Group:
***Handling:** US
***Netting:** Not Applicable
Hold Reason:

Vendor Bank
Messages
 Hold Payment
 Separate Payment

Step	Action
14.	Notice the field designating the desired Payment Method and Bank/Account Information.

Business Unit: COLUM
Voucher ID: 00000540
Regular Voucher ID: 1,000.00
Invoice No: PROCVCHR05_4
Invoice Date: 02/25/2012
Vendor Name: Supplier Vendor
Pay Terms: 00 Due Now

Payment Information

Payment: 1
***Remit to:** 0000000003
Location: CHK-01
***Address:** 1
Supplier Vendor
3208 Broadway
New York, NY 10027

Gross Amount: 1,000.00 USD
Discount: 0.00 USD
Scheduled Due: 02/25/2012
Net Due: 02/25/2012
Discount Due:
Accounting Date:

Payment Options

***Bank:** CHASE
***Account:** DISB
***Method:** CHK Check
L/C ID:
Message:

Pay Group:
***Handling:** US
***Netting:** Not Applicable
Hold Reason:

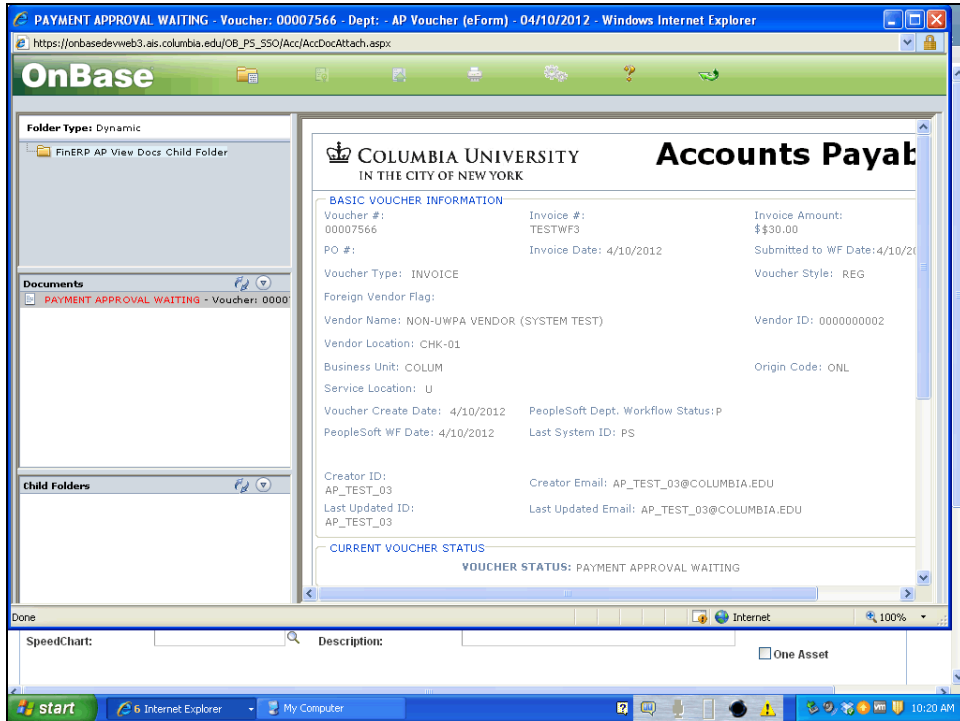
Vendor Bank
Messages
 Hold Payment
 Separate Payment

Training Guide

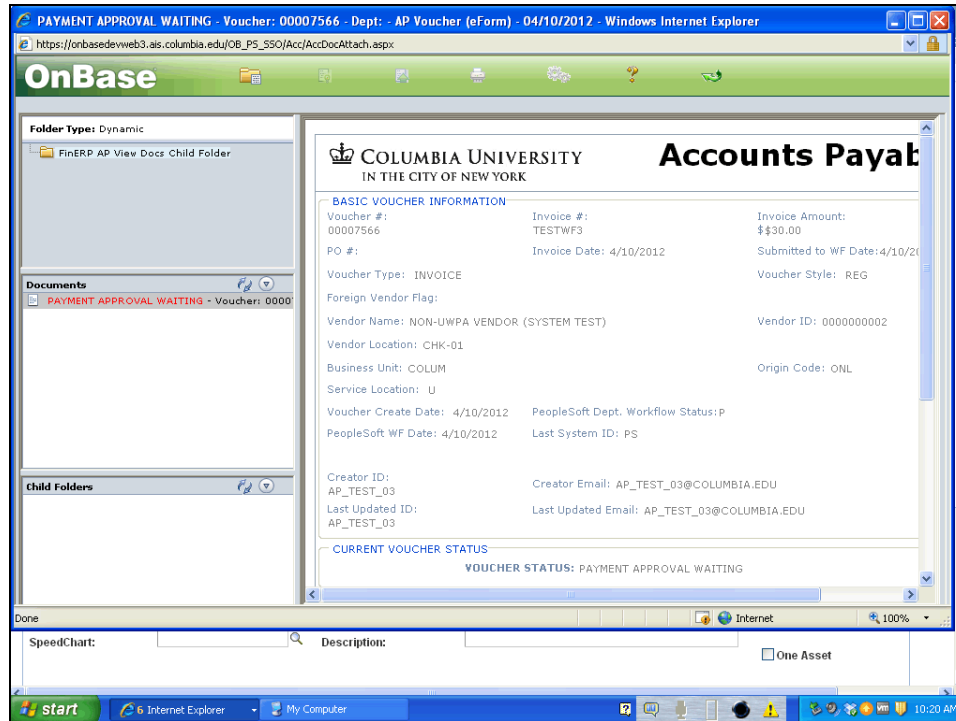
Managing Procurement Approvals



Step	Action
15.	Click the View Documents button to view documents associated with this voucher. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">View Documents</div>



Step	Action
16.	The View Documents button will automatically launch OnBase and the documents associated with that particular voucher. You can review the document(s) to decide whether or not you would like to approve the voucher.

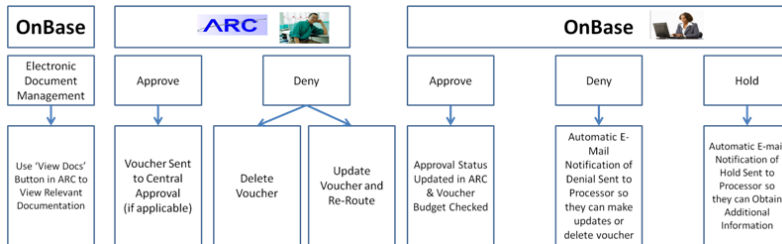


Step	Action
17.	<p>You successfully reviewed voucher information. You can now move onto the next topic, <i>Approving Vouchers</i> where you will learn how to approve a voucher.</p> <p>End of Procedure.</p>



Approving Vouchers

Department voucher approval occurs in ARC and then is routed to OnBase where Central Audit and Review users will approve or deny vouchers. Below is a diagram that summarizes the various options and related results for the approval actions:

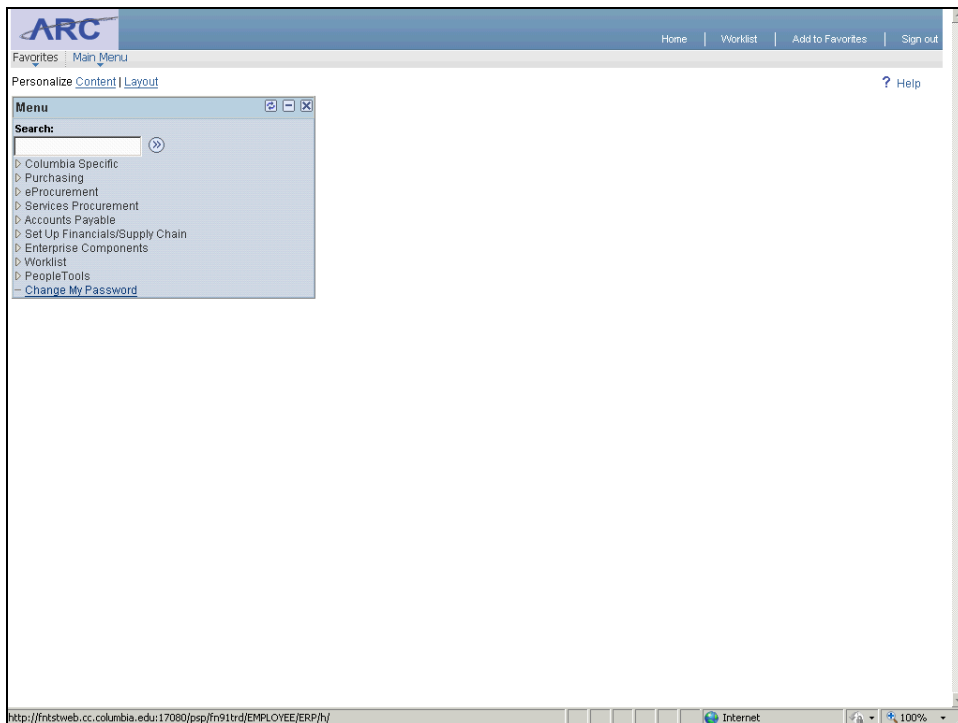



Throughout the following topic, imagine a time when you have faced a similar scenario: Sean needs to approve a voucher that Mark created so that it can be routed to OnBase for Patty's review.

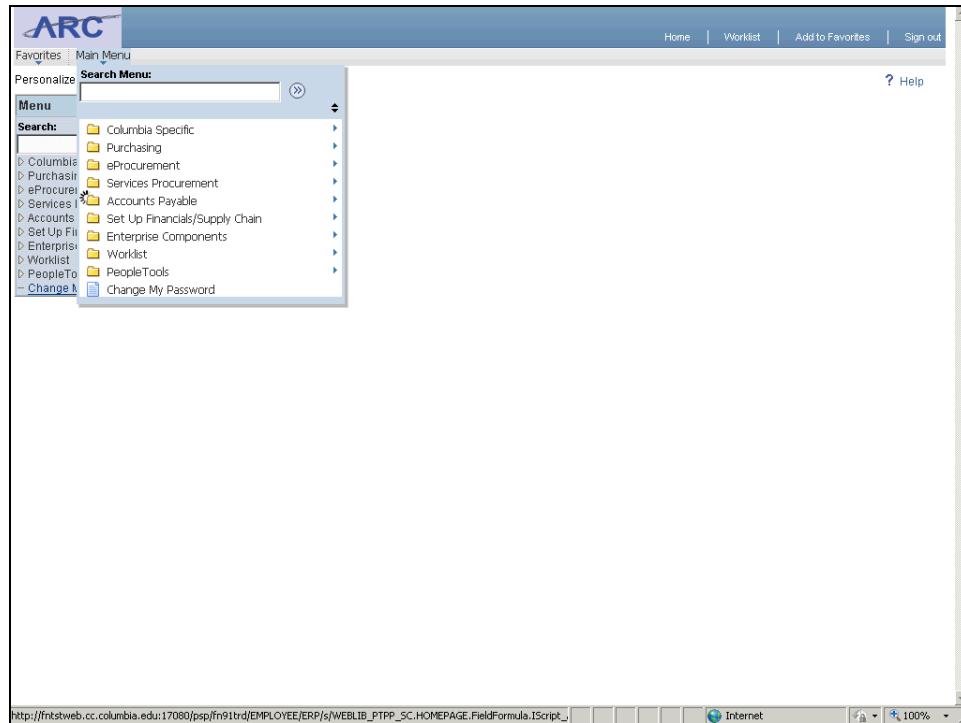
Estimated time needed to complete topic: 5 minutes


Procedure

Welcome to the *Approving Vouchers* topic where you will approve a voucher.



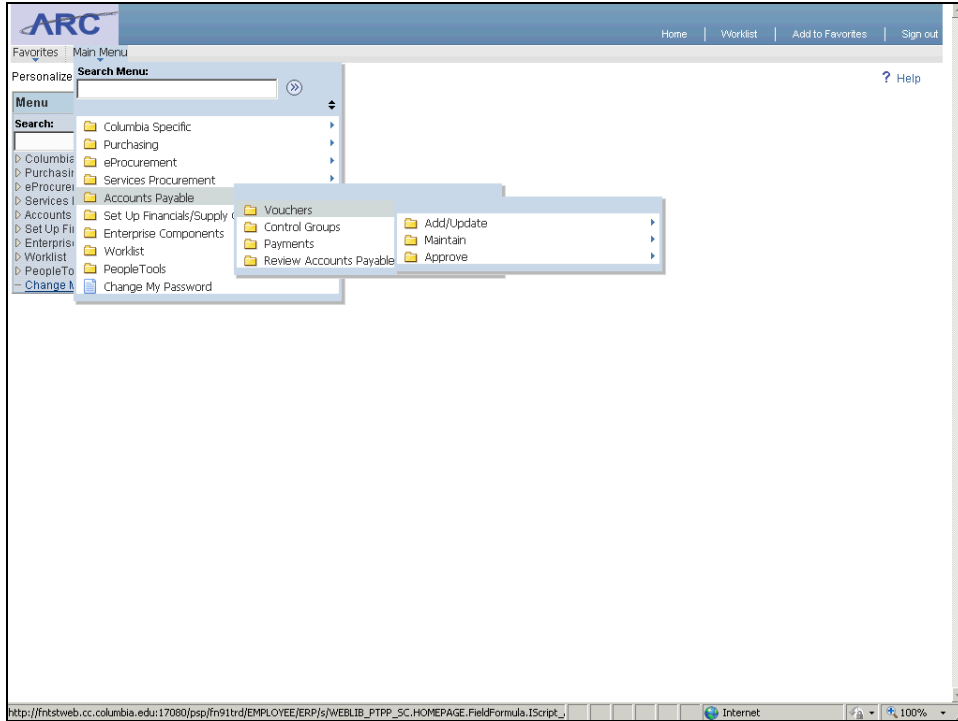
Step	Action
1.	In this example, we will locate the voucher for approval by accessing the voucher search pages. Click the Main Menu button. 




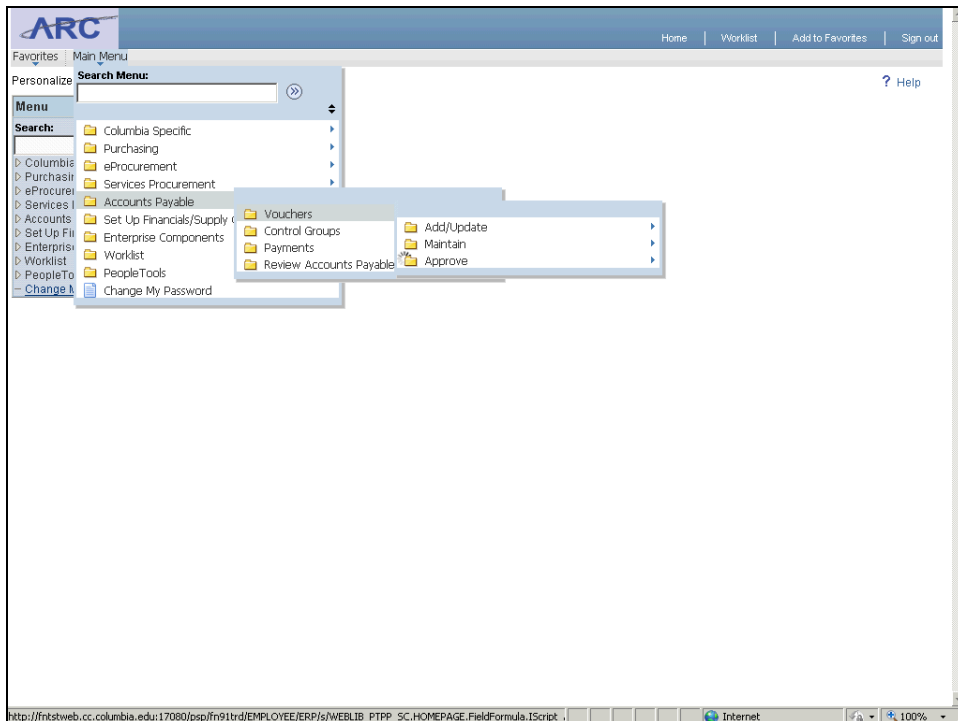
Step	Action
2.	Click the Accounts Payable menu. 


Training Guide

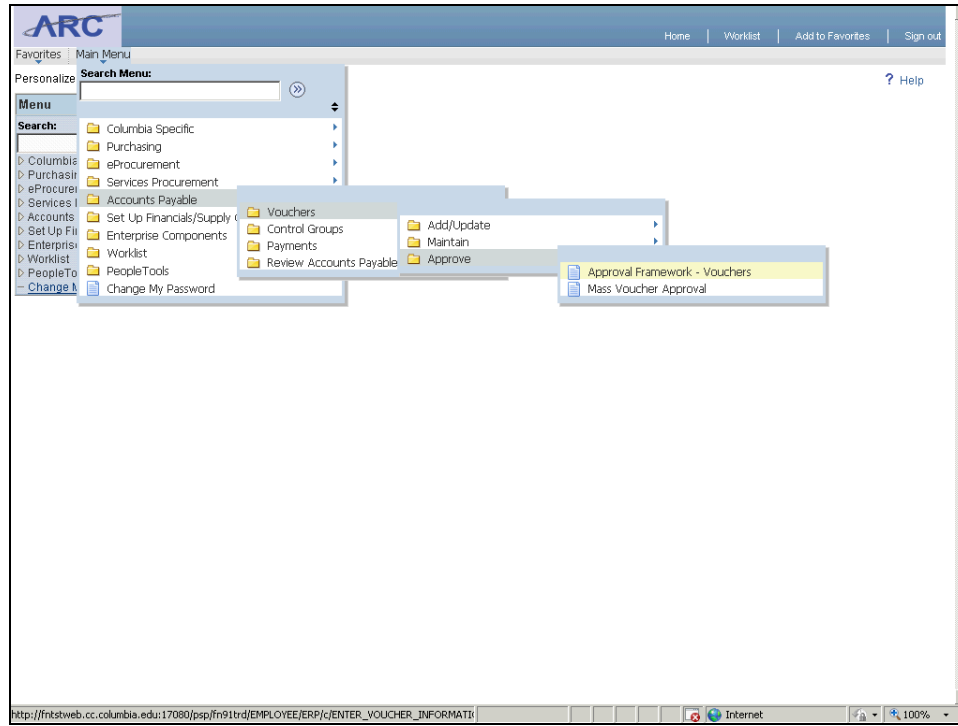
Managing Procurement Approvals

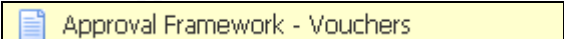


Step	Action
3.	Click the Vouchers menu. <div data-bbox="342 1056 902 1096" style="border: 1px solid black; padding: 2px; margin-top: 5px;">  Vouchers </div>



Step	Action
4.	Click the Approve menu. 



Step	Action
5.	Click the Approval Framework - Vouchers menu. 

Training Guide

Managing Procurement Approvals



ARC Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Approve > Approval Framework - Vouchers

New Window ? Help http

Voucher Approval AF

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

Find an Existing Value

Limit the number of results to (up to 300): 300

Business Unit: = [COLUM] Q

Voucher ID: begins with [] Q

Invoice Number: begins with []

Origin: begins with [] Q

PO Number: begins with [] Q

Last Updated By: begins with [] Q

Gross Invoice Amount: = []

Short Vendor Name: begins with []

Vendor ID: begins with [] Q

Name 1: begins with []

Voucher Type: = []

Case Sensitive

Search Clear Basic Search Save Search Criteria

Done Internet 100%

Step	Action
6.	Enter search criteria for the voucher you would like to approve. Click in the Vendor ID field. <div style="border: 1px solid black; width: 150px; height: 15px; margin-top: 5px;"></div>

ARC Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Approve > Approval Framework - Vouchers

New Window ? Help http

Voucher Approval AF

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

Find an Existing Value

Limit the number of results to (up to 300): 300

Business Unit: = COLUM

Voucher ID: begins with

Invoice Number: begins with

Origin: begins with

PO Number: begins with

Last Updated By: begins with

Gross Invoice Amount: =

Short Vendor Name: begins with

Vendor ID: begins with

Name 1: begins with

Voucher Type: =

Case Sensitive

Search Clear Basic Search Save Search Criteria

Step	Action
7.	Enter the desired information into the Vendor ID field. Enter " 000000003 ".

ARC Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Approve > Approval Framework - Vouchers

New Window ? Help http

Voucher Approval AF

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

Find an Existing Value

Limit the number of results to (up to 300): 300

Business Unit: = COLUM

Voucher ID: begins with

Invoice Number: begins with

Origin: begins with

PO Number: begins with

Last Updated By: begins with

Gross Invoice Amount: =

Short Vendor Name: begins with

Vendor ID: begins with 000000003

Name 1: begins with

Voucher Type: =

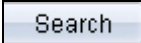
Case Sensitive

Search Clear Basic Search Save Search Criteria

Training Guide

Managing Procurement Approvals



Step	Action
8.	Click the Search button. 

Voucher Approval AF

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

Find an Existing Value

Limit the number of results to (up to 300): 300

Business Unit: = [v] COLUM [m]

Voucher ID: [v] begins with [m]

Invoice Number: [v] begins with [m]

Origin: [v] begins with [m]

PO Number: [v] begins with [m]

Last Updated By: [v] begins with [m]

Gross Invoice Amount: [v] [m]

Short Vendor Name: [v] begins with [m]

Vendor ID: [v] begins with 0000000003 [m]

Name 1: [v] begins with [m]

Voucher Type: [v] [m]


Case Sensitive

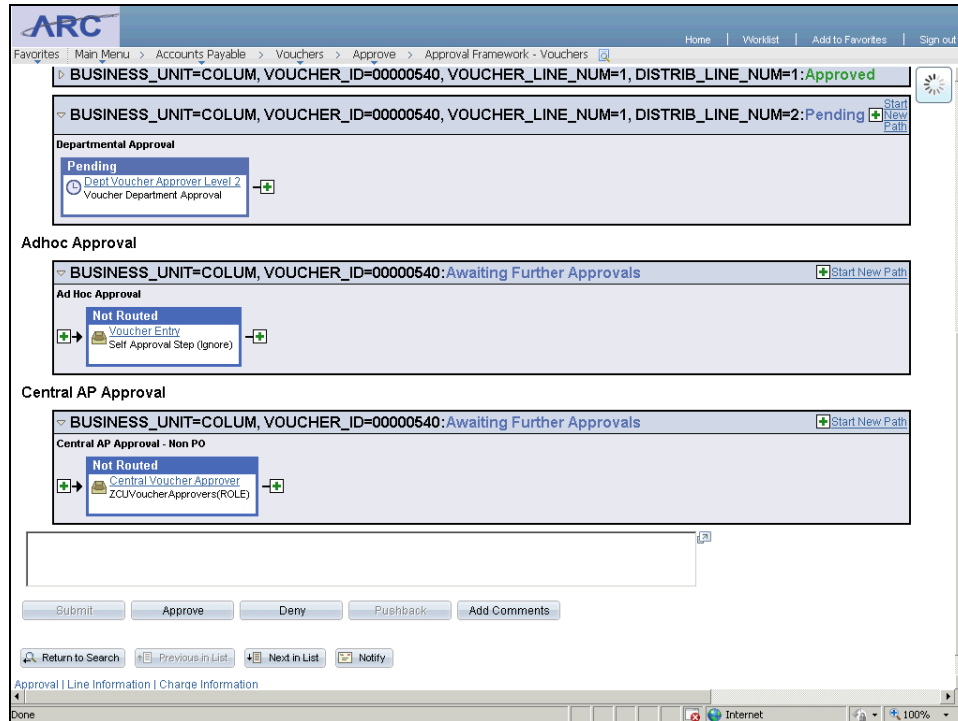
[Search] [Clear] [Basic Search] [Save Search Criteria]


Search Results

View All First 1-8 of 8 Last

Business Unit	Voucher ID	Invoice Number	Origin	PO Number	Last Updated By	Gross Invoice Amount	Invoice Date	Short Vendor Name	Vendor ID	Name 1	Voucher Type
COLUM	00000540	PROCVCHR05_4	ONL	(blank)	AP_TEST_03	1000	02/25/2012	SUPPLIER-001	0000000003	Supplier Vendor Invoice	
COLUM	00000538	PROCVCHR05_2	ONL	(blank)	AP_TEST_03	550	02/25/2012	SUPPLIER-001	0000000003	Supplier Vendor Invoice	
COLUM	00000533	Testing Ad Hoc	ONL	(blank)	AP_TEST_03	1000	02/24/2012	SUPPLIER-001	0000000003	Supplier Vendor Invoice	
COLUM	00000497	OnbaseViewDocsTest1	ONL	(blank)	AP_TEST_03	1000	02/21/2012	SUPPLIER-001	0000000003	Supplier Vendor Invoice	
COLUM	00000276	APRODVCHR05STEP5	ONL	(blank)	AP_TEST_03 NO_SOD	1000	01/27/2012	SUPPLIER-001	0000000003	Supplier Vendor Invoice	

Step	Action
9.	Click the appropriate Voucher ID link 00000540 . 



Step	Action
10.	Click the Approve button to approve the voucher. If you would like to deny the voucher, you can press the Deny button 

Training Guide

Managing Procurement Approvals



The screenshot shows the 'Approve' screen in the ARC system. At the top, there is a navigation menu with 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below the menu is a table with the following data:

Remit SetID	Remit Vendor	Remitting Address	Scheduled to Pay	Gross Payment Amount	Payment Currency	Name 1
CUSET	0000000003	Remitting Address	02/25/2012	1000.00	USD	Supplier Vendor

Below the table, there are three approval sections:

- Departmental Approval:** Two entries are shown, both with a status of 'Approved'. The second entry is highlighted with a red box.
- Adhoc Approval:** One entry is shown with a status of 'Approved' and a 'Start New Path' button.
- Central AP Approval:** One entry is shown with a status of 'Pending' and a 'Start New Path' button. Below this entry is a 'Pending' box with a 'Central Voucher Approver' role.

At the bottom of the screen, there is a text input field for comments, which is highlighted with a red box. Below the input field are buttons for 'Submit', 'Approve', 'Deny', 'Pushback', and 'Add Comments'. The 'Add Comments' button is also highlighted with a red box. At the very bottom, there are navigation buttons: 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'.

Step	Action
11.	If you are going to deny the transaction, you must add approval comments to the transaction explain the reasoning behind denying the transaction. Please ensure your comments are clear and actionable.

ARC Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Approve > Approval Framework - Vouchers

Remit SetID	Remit Vendor	Remitting Address	Scheduled to Pay	Gross Payment Amount	Payment Currency	Name 1
CUSET	0000000003	Remitting Address	02/25/2012	1000.00	USD	Supplier Vendor

Departmental Approval

- BUSINESS_UNIT=COLUM, VOUCHER_ID=00000540, VOUCHER_LINE_NUM=1, DISTRIB_LINE_NUM=1: **Approved**
- BUSINESS_UNIT=COLUM, VOUCHER_ID=00000540, VOUCHER_LINE_NUM=1, DISTRIB_LINE_NUM=2: **Approved**

Adhoc Approval

- BUSINESS_UNIT=COLUM, VOUCHER_ID=00000540: **Approved** [Start New Path](#)

Central AP Approval

- BUSINESS_UNIT=COLUM, VOUCHER_ID=00000540: **Pending** [Start New Path](#)

Central AP Approval - Non PO

Pending

Central Voucher Approver
ZCUMVoucherApprovers(ROLE)

Apply Approval Changes

Submit | Approve | Deny | Pushback | Add Comments

[Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#)

Approval | [Line Information](#) | [Charge Information](#)

Step	Action
12.	Confirm the voucher has been approved by looking at the approvals at the top of the screen.

ARC Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Vouchers > Approve > Approval Framework - Vouchers

Remit SetID	Remit Vendor	Remitting Address	Scheduled to Pay	Gross Payment Amount	Payment Currency	Name 1
CUSET	0000000003	Remitting Address	02/25/2012	1000.00	USD	Supplier Vendor

Departmental Approval

- BUSINESS_UNIT=COLUM, VOUCHER_ID=00000540, VOUCHER_LINE_NUM=1, DISTRIB_LINE_NUM=1: **Approved**
- BUSINESS_UNIT=COLUM, VOUCHER_ID=00000540, VOUCHER_LINE_NUM=1, DISTRIB_LINE_NUM=2: **Approved**

Adhoc Approval

- BUSINESS_UNIT=COLUM, VOUCHER_ID=00000540: **Approved** [Start New Path](#)

Central AP Approval

- BUSINESS_UNIT=COLUM, VOUCHER_ID=00000540: **Pending** [Start New Path](#)

Central AP Approval - Non PO

Pending

Central Voucher Approver
ZCUMVoucherApprovers(ROLE)

Apply Approval Changes

Submit | Approve | Deny | Pushback | Add Comments

[Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#)

Approval | [Line Information](#) | [Charge Information](#)

Training Guide

Managing Procurement Approvals



Step	Action
13.	You have completed the <i>Approving Vouchers</i> topic. You can now move on to the next topic to learn how to insert Ad Hoc Approvers. End of Procedure.

Voucher Ad Hoc Approval

Ad Hoc Approvers can be inserted into the voucher approval process. Ad Hoc Approvers that are inserted into a transaction's workflow must have the Ad Hoc Approver security role; users without this designated role cannot act as Ad Hoc Approvers. The Ad Hoc Approver role is reserved for a user who has specific knowledge or approval authority related to a particular transaction. The transactions that require Ad Approvals are as follows:

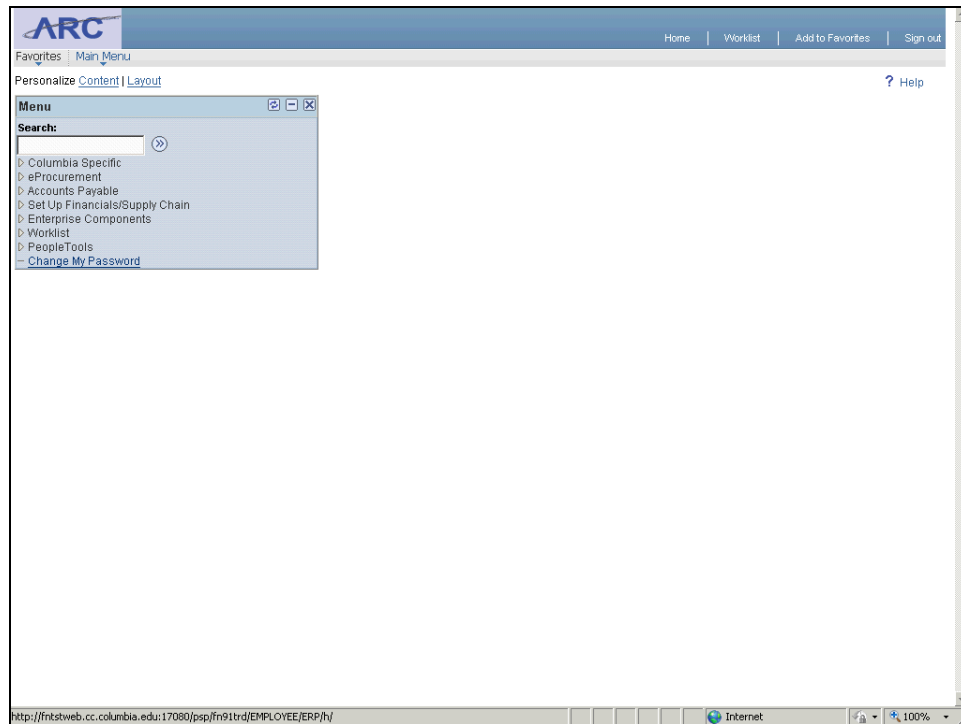
- Supplemental Approval - Employee reimbursements that require authorization to make policy exceptions must be inserted as an Ad Hoc approval


Throughout the following topic, consider a time when you have faced a similar scenario: Sean is reviewing a voucher created by Mark for a purchase that would require a policy exception. Sean wants to add a supplemental approver to review this policy exception.

Estimated time needed to complete topic: 5 minutes

Procedure

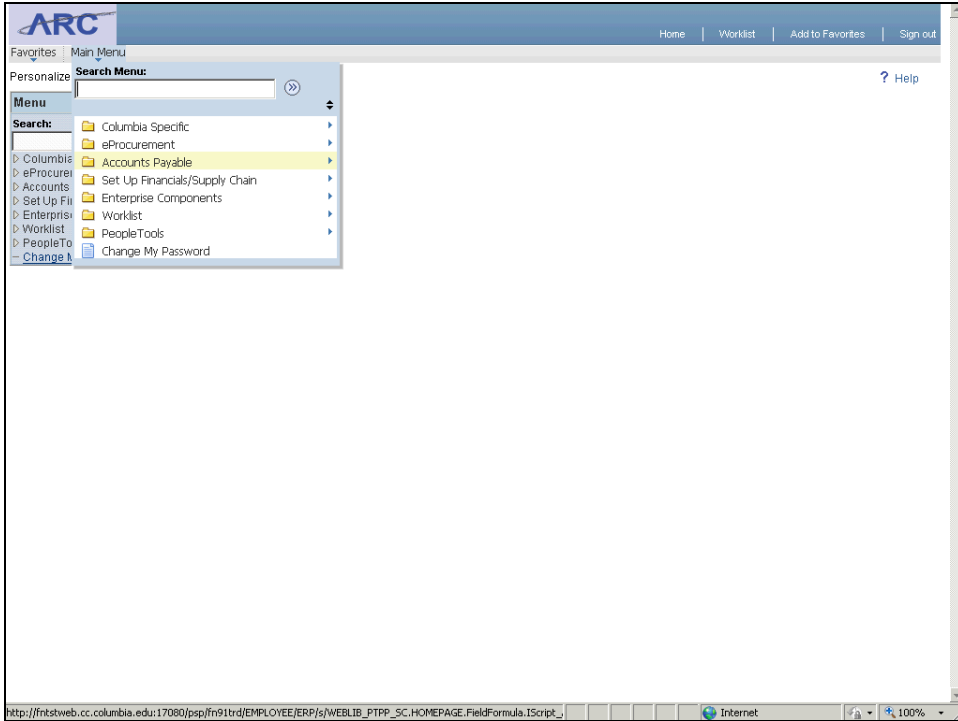
Welcome to the *Voucher Ad Hoc Approval* topic where you will learn how to insert an Ad Hoc Approver.




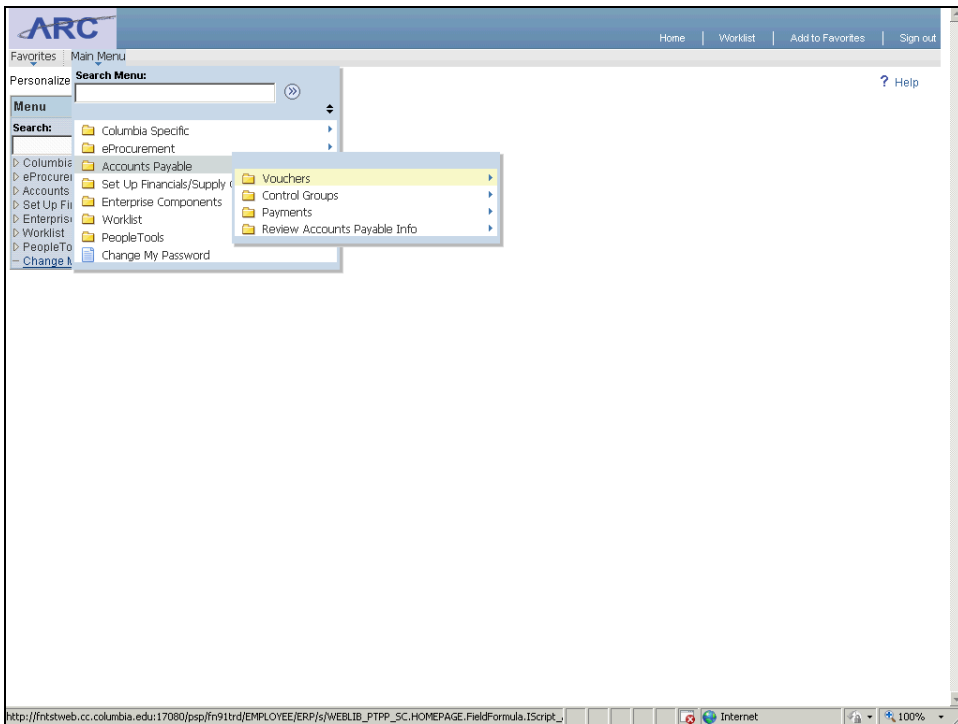
Step	Action
1.	To insert an Ad Hoc Approver, you will first locate the voucher for which you would like the add the Approver. Click the Main Menu button. 


Training Guide

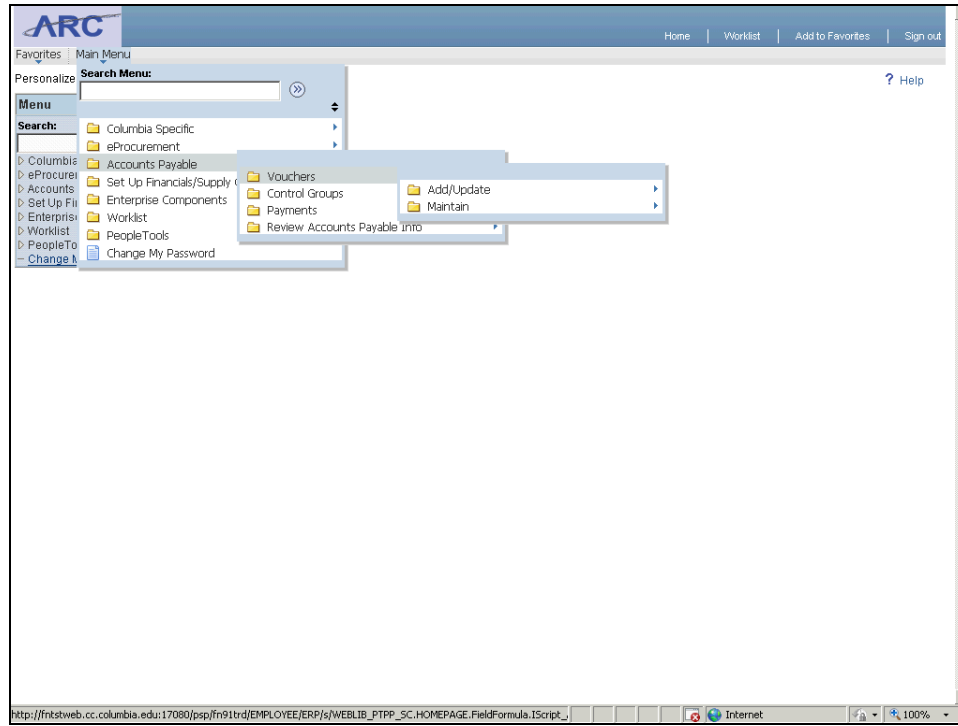
Managing Procurement Approvals

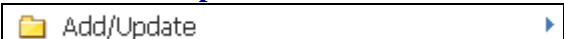


Step	Action
2.	Click the Accounts Payable menu. <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">  </div>



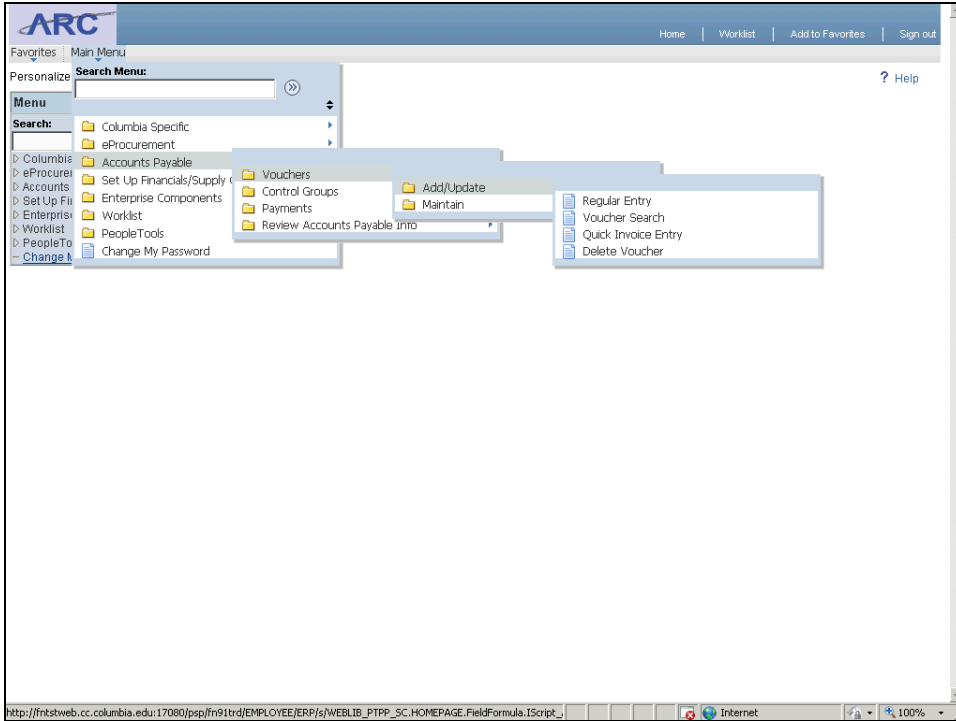
Step	Action
3.	Click the Vouchers menu. 




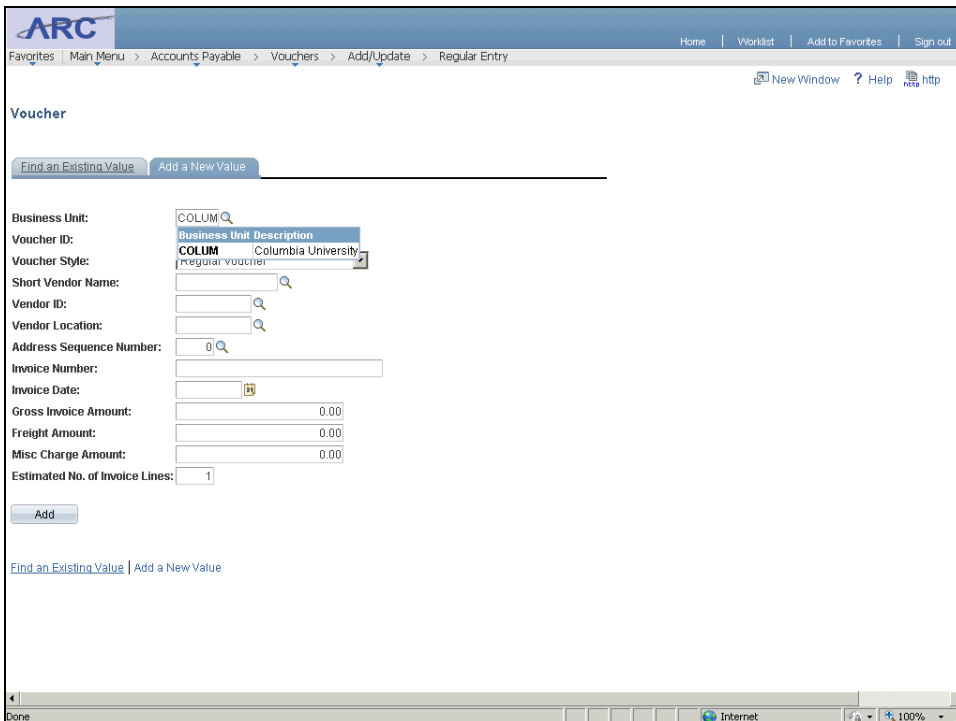
Step	Action
4.	Click the Add/Update menu. 


Training Guide

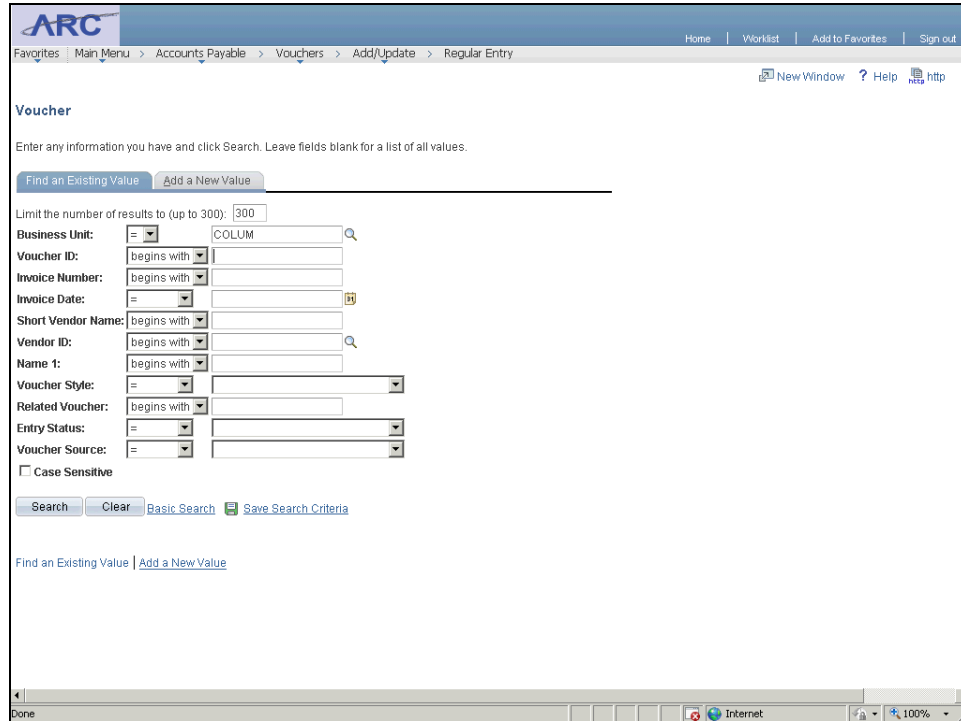
Managing Procurement Approvals



Step	Action
5.	Click the Regular Entry menu. <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">  Regular Entry </div>



Step	Action
6.	Click the Find an Existing Value tab to search for an existing voucher. 



Step	Action
7.	Click in the Voucher ID field, and enter the desired information into the Voucher ID field. Enter " 00000557 ".

Training Guide

Managing Procurement Approvals



ARC

Home | Worklist | Add to Favorites | Sign out

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

New Window ? Help http

Voucher

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

Find an Existing Value Add a New Value

Limit the number of results to (up to 300): 300

Business Unit: = COLUM

Voucher ID: begins with 00000557

Invoice Number: begins with

Invoice Date: =

Short Vendor Name: begins with

Vendor ID: begins with

Name 1: begins with

Voucher Style: =

Related Voucher: begins with

Entry Status: =

Voucher Source: =

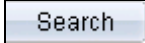
Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Done Internet 100%

Step	Action
8.	Click the Search button.



ARC

Home | Worklist | Add to Favorites | Sign out

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

Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary

Related Content New Window ? Help Customize Page http

Business Unit: COLUM Invoice Date: 03/12/2012

Voucher ID: 00000557 Invoice No: Invoice No 1

Voucher Style: Regular Invoice Total: 1,000.00 USD

Contract ID:

Vendor Name: Supplier Vendor Pay Terms: Due Now
3208 Broadway Voucher Source: Online
New York, NY 10027

Entry Status: Postable Origin: ONL

Match Status: No Match Created: 03/12/2012

Approval Status: Pending Created By: AP_TEST_03

Post Status: Unposted Modified: 03/12/2012

Budget Status: Not Chk'd Modified By: AP_TEST_03

Budget Misc Status: Valid ERS Type: Not Applicable

Close Status: Open

'View Related' Payment Inquiry Go


Save Return to Search Notify Refresh Add Update/Display

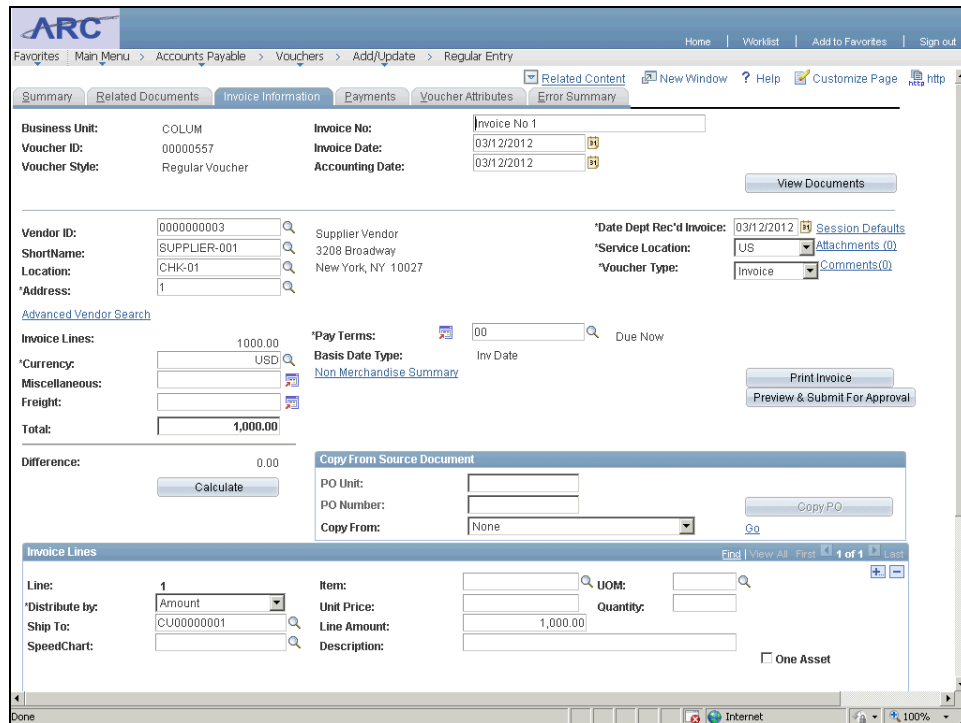
Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Done Internet 100%



Training Guide Managing Procurement Approvals

Step	Action
9.	Click the Invoice Information tab. This voucher should not have already been submitted for approval, so first you will need to submit the voucher for approval. 



The screenshot shows the ARC system interface with the 'Invoice Information' tab selected. The interface includes the following elements:

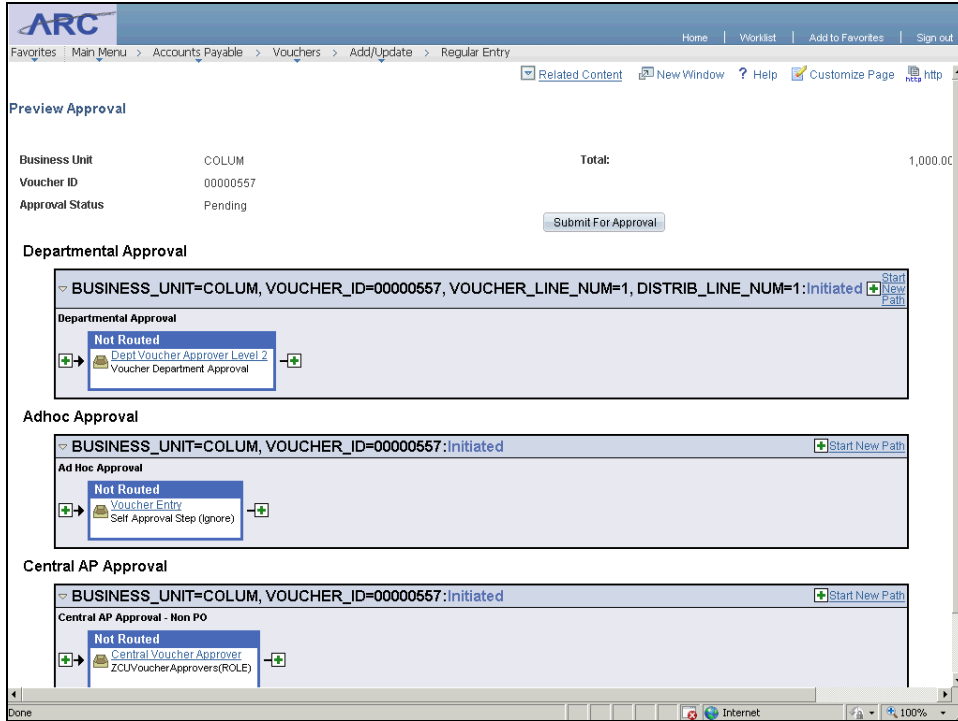
- Business Unit:** COLUM
- Invoice No:** Invoice No 1
- Invoice Date:** 03/12/2012
- Voucher ID:** 00000557
- Voucher Style:** Regular Voucher
- Vendor ID:** 000000003
- ShortName:** SUPPLIER-001
- Location:** CHK-01
- *Address:** 1
- Supplier Vendor:** 3208 Broadway, New York, NY 10027
- *Date Dept Rec'd Invoice:** 03/12/2012
- *Service Location:** US
- *Voucher Type:** Invoice
- *Pay Terms:** 00 Due Now
- Basis Date Type:** Inv Date
- Invoice Lines:** Total: 1,000.00
- Difference:** 0.00
- Copy From Source Document:** PO Unit, PO Number, Copy From (None)
- Invoice Lines Table:** Line 1, *Distribute by: Amount, Ship To: CU00000001, Line Amount: 1,000.00


Buttons visible include 'View Documents', 'Print Invoice', 'Preview & Submit For Approval', and 'Calculate'.

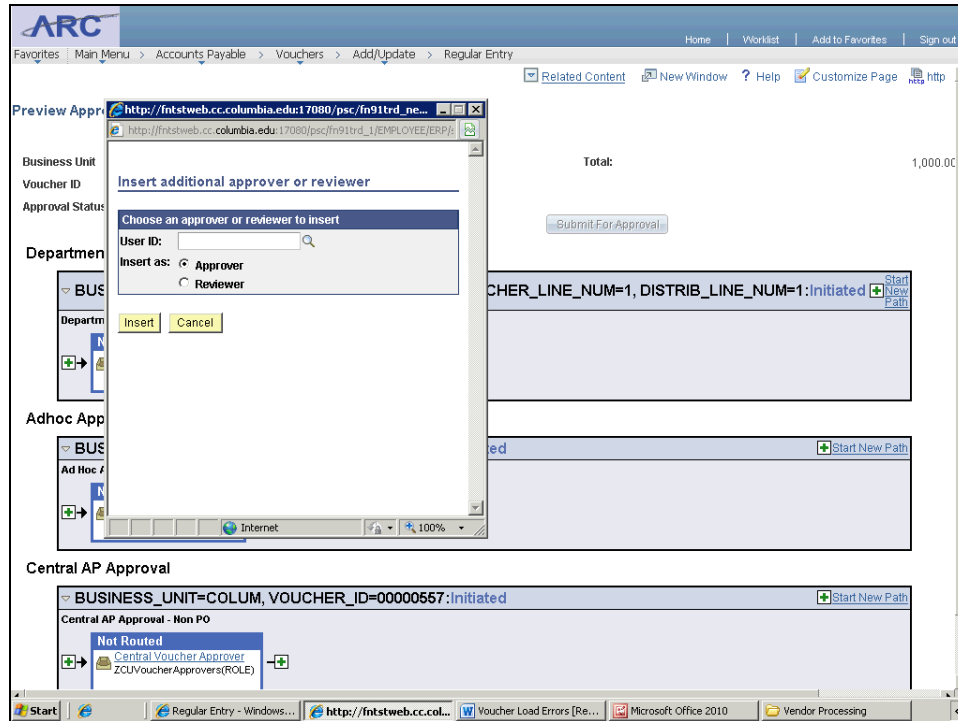
Step	Action
10.	Click the Preview & Submit For Approval button. 

Training Guide

Managing Procurement Approvals



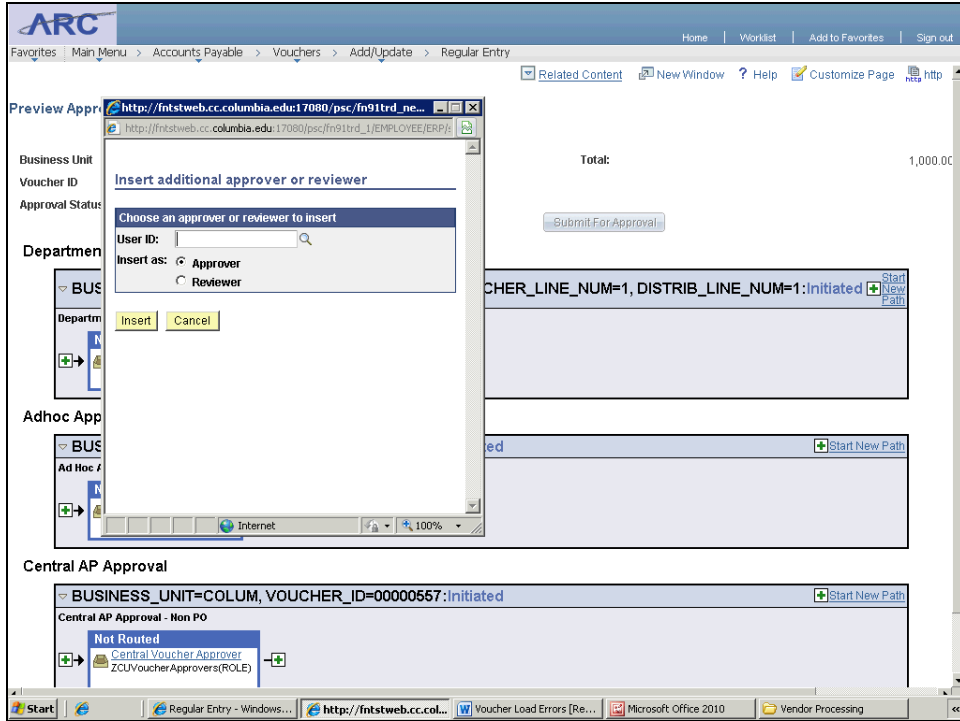
Step	Action
11.	From this page, you will see the approvals the voucher is routed to. To add an approver, Click the "+" button in the appropriate part of the workflow. 



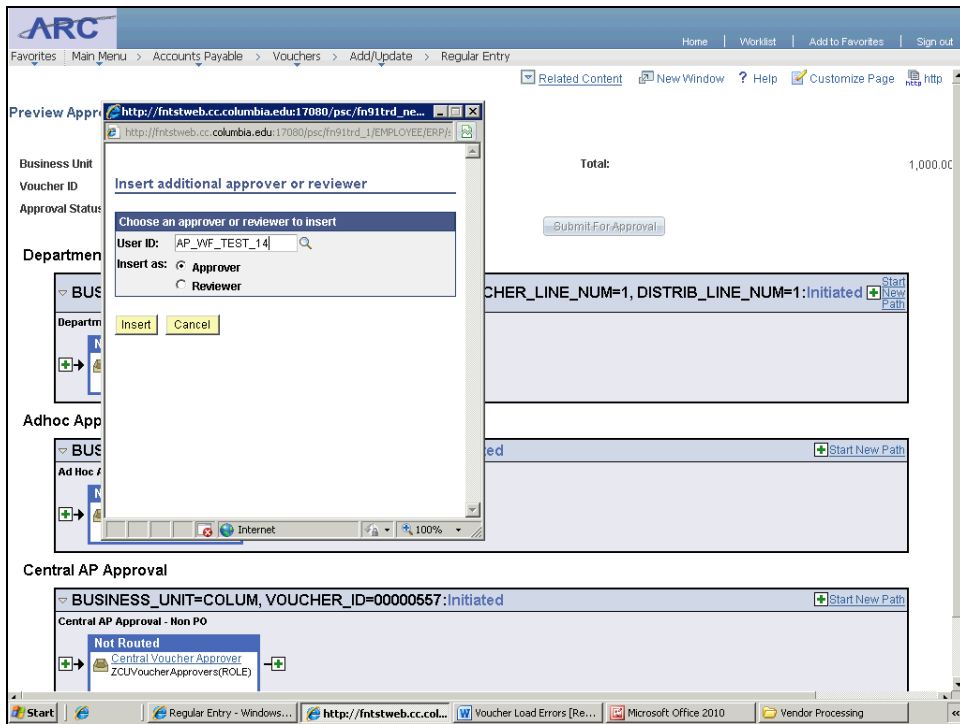
Step	Action
12.	Click in the User ID field to enter the User ID for the Ad Hoc Approver you wish to route the voucher to. <input data-bbox="440 1087 703 1129" type="text"/>


Training Guide

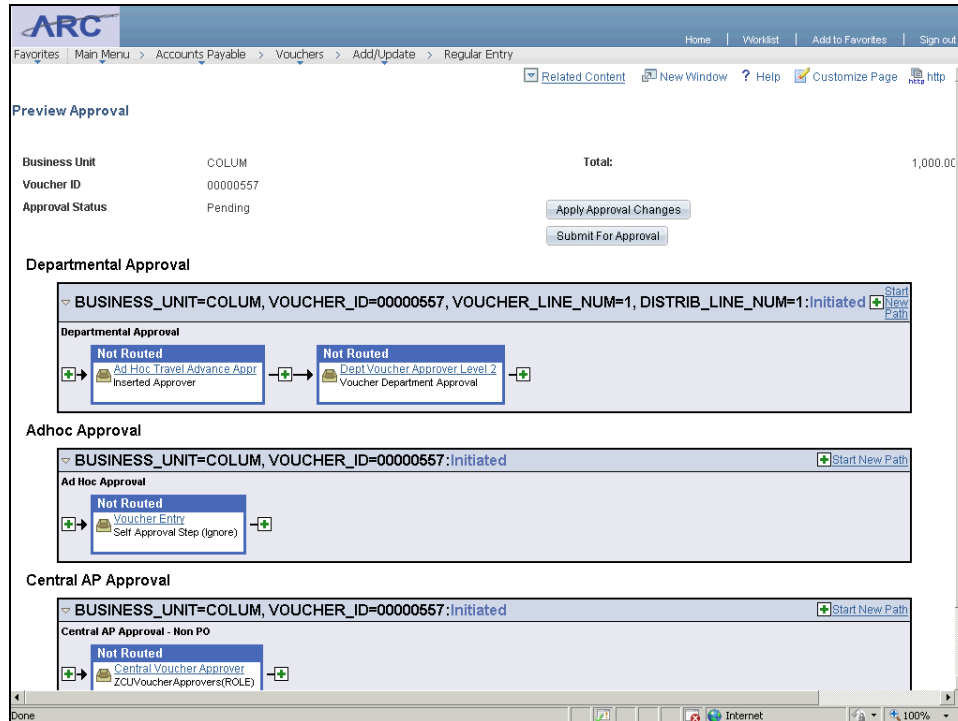
Managing Procurement Approvals




Step	Action
13.	Enter the desired information into the User ID field. Enter " AP_WF_TEST_14 ".



Step	Action
14.	Click the Insert button. 




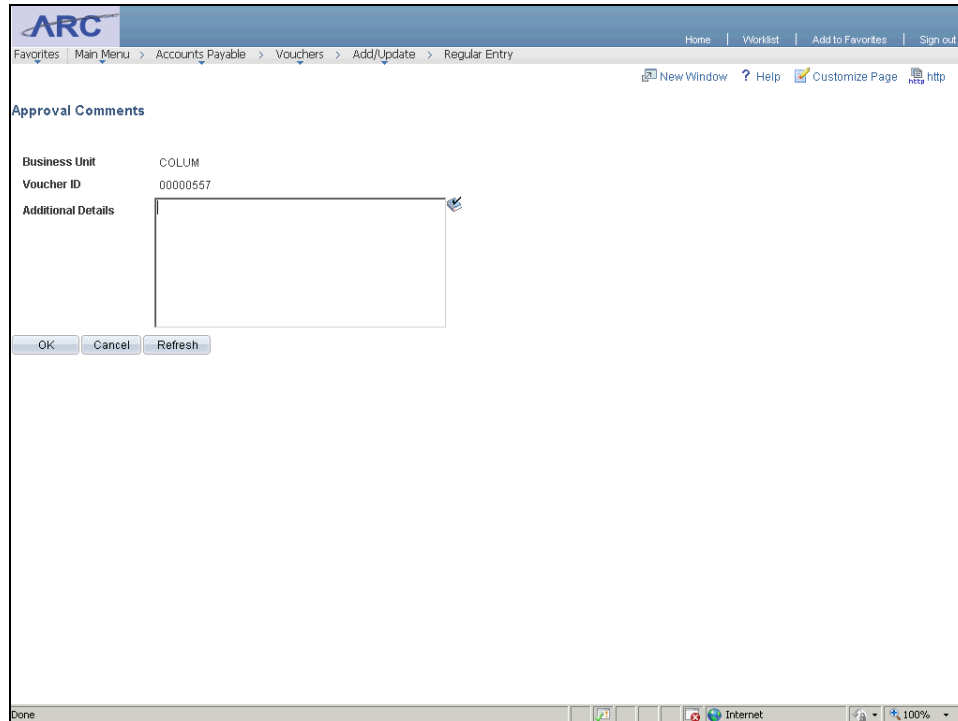
Step	Action
15.	Click the Apply Approval Changes button to update the approval workflow. 

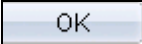
Training Guide

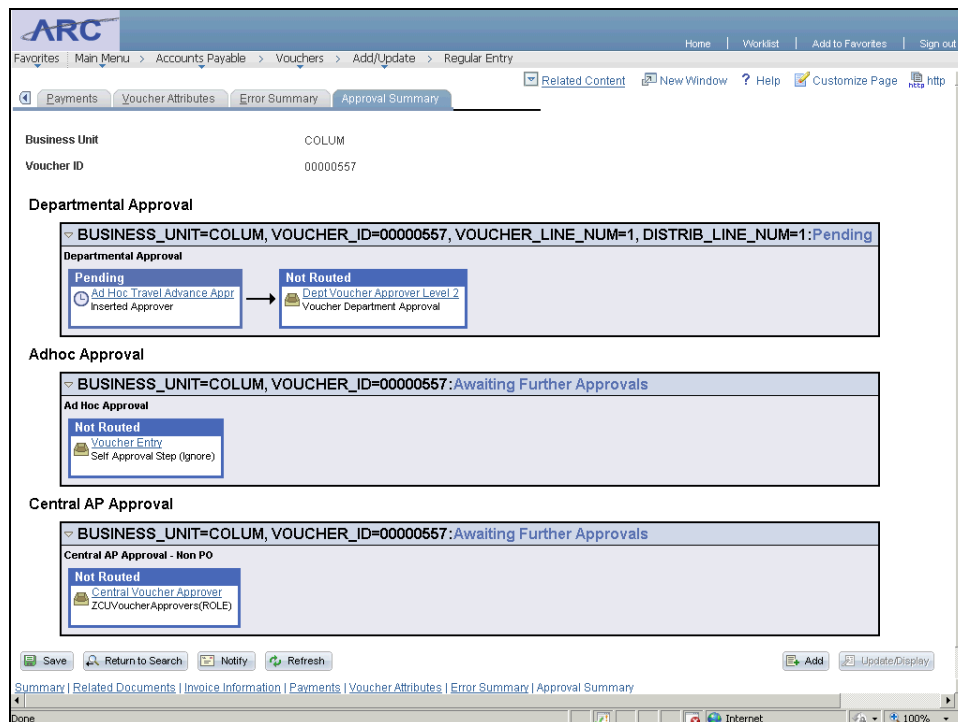
Managing Procurement Approvals



Step	Action
16.	Click the Submit For Approval button once all changes have been made. 



Step	Action
17.	Click the OK button. 





Step	Action
18.	You now know how to insert an Ad Hoc Approver. You may now go to the next topic to learn about re-triggering workflow. End of Procedure.



Re-Triggering Voucher Workflow

When a user (departmental or central) makes a material change to the voucher while it is in the midst of the approval process, or after it has been approved, it will re-trigger workflow, which will route the voucher back to the first approval in the workflow path. Such changes include modifying:

- Invoice Number
- Invoice Date
- Vendor
- Total Amount
- Quantity
- Price
- Extended Amount
- Distribution Line Changes

For a full list of fields that will re-trigger workflow, please click on this [job aid](#).

There are certain fields on a voucher, however, that will **not** re-trigger workflow. Such changes include modifying:

- Description
- Initiative
- Site
- Segment

Note: When workflow is re-triggered, the voucher processor and/or approver will need to re-insert any ad hoc approvers that were initially input.

Training Guide

Managing Procurement Approvals



Course References

Below please find the job aids, policies, and procedures referenced throughout the course:

1. Getting Started with the Web-Based Training Tool
2. Approval Dollar Thresholds
3. Fields that Re-Trigger Workflow
4. Voucher Styles v. Voucher Types Job Aid
5. Managing Procurement Approvals Training Guide



Knowledge Assessment

If you are taking this course to obtain security access to one of Columbia University's Financial Systems, please ensure you have completed the following:

1. **Security Application Request:** All security roles must be requested by the user through the Columbia University Financial Systems Security Application which can be found in the Service Catalog of ServiceNow (<https://columbia.service-now.com/> (<https://columbia.service-now.com/>)). Note: All security roles must be approved by both the user's manager and Department Security Administrator (DSA) for the School/Admin Unit to which access is being requested.
2. **Training Requirements:** Security access will only be granted once all training requirements have been fulfilled. After a user has reviewed all of the applicable training material for a particular role, users must complete the Knowledge Assessment associated with that training course with a score of 90% or higher. The Knowledge Assessments can be found in New CourseWorks by clicking [here](#). If you have any questions about the training required for any security role, click [here](#) for the Course to Role Job Aid.

If you are taking this course for information purposes only, i.e., you are not requesting a security role, no Knowledge Assessment is required.



Glossary

ARC	Accounting and Reporting at Columbia. Columbia University's new financial system.
Category Code	Line item commodity code that describes the good or service you are purchasing. It is a subset of Item Catalog.
ChartFields	The fields that make Columbia's Chart of Accounts and provide it with an overall structure. ARC has a total of eleven ChartFields which are recorded on every transaction.
Contract	Represents a binding Agreement between the University and a supplier such as an Agreement, Purchase Order, Task Order, hotel, etc.
Electronic Document Management Field	Ability to scan, submit, and view documents through the Requisition and Purchase Order pages.
Project	Associates expenses with a specific funding source.
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.
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.
SPF	Sponsored Projects Finance (formerly Restricted Funds).
UwPA	A University-wide Purchasing Agreement strategic contract that has been negotiated/vetted by Central Purchasing and is available to the entire University community.
Voucher Styles	The voucher style will vary based on transaction type and purpose of the voucher. Voucher styles include: PO voucher, non-PO voucher, adjustment voucher, template voucher, reversal voucher, journal voucher, and single pay voucher.
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.