Managing Procurement Approvals

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# **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:**





### **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> <li>Requisition not_required</li> <li>If a Requisition is created, it must have a different Requisition Initiator vs. Requisition Approver</li> </ul>	<ul> <li>Requisition required</li> <li>Must have different Requisition Initiator vs. Requisition Approver</li> </ul>
> \$500	<ul> <li>Requisition is Required</li> <li>Must have different Requisition Initiator vs. Requisition Approver</li> </ul>	<ul> <li>Requisition Required</li> <li>Must have different Requisition Initiator vs. Requisition Approver</li> </ul>

#### 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> <li>Voucher Initiator <u>can</u> be same as Voucher Approver</li> </ul>	<ul> <li>Voucher Initiator <u>can</u> be same as Voucher Approver</li> </ul>
> \$500	Voucher Initiator <u>can</u> be same as Voucher Approver	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





## 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.

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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.





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.

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



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Step	Action
3.	Click the <b>Worklist</b> menu.
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Step	Action
4.	Click the <b>Worklist</b> menu.
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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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Action
There is another way to access the Worklist from the home page. We will navigate ack to the home page now to demonstrate this. Click the <b>Home</b> link.
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Step	Action
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oucher Entry	02/25/2012	Approval Routing	Approval Workflow	3-Low	VoucherApproval 2124, ZCUVoucher, 2012-01-31, N. 0,	Reassigr

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.

Enter any information yo	u have and clic	k Search. Leave fields l	blank for a list of all values.
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Case Sensitive			

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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Worklist				
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Change My Password				

Step	Action
1.	Click the <b>Main Menu</b> button. Main Menu





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

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Step	Action
3.	Select the Vouchers menu.



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Step	Action
4.	Select the <b>Approve</b> menu.

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

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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 <b>Vendor ID</b> field.



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Step	Action
7.	Enter the desired information into the <b>Vendor ID</b> field. Enter "0000000003".

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avorites Main Menu > Accounts Payable > Vouchers > Approve > Approval Framework - Vouchers	
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Step	Action
8.	Click the Search button.

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Step	Action
9.	Select the appropriate Voucher ID hyperlink to access that voucher's approval page.
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Step	Action
10.	You will then see that voucher's approval page from which you can review documents and approve the transaction.

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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	ARC	Approve	Status updated in ARC
	(if applicable)		Deny	Status updated in ARC
	Central	OnBase	Approve	Status updated in ARC
	(if applicable)		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) Central (if applicable)	ARC	Approve	Status updated in ARC
			Deny	Status updated in ARC
		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	ARC	Approve	Status updated in ARC
	(if applicable)		Deny	Status updated in ARC
	Central	OnBase	Approve	Status updated in ARC
	(if applicable)		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





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.

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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 <b>Main Menu</b> button.



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Step	Action
2.	Click the Accounts Payable menu.
	🗀 Accounts Payable

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Step	Action	
3.	Click the <b>Vouchers</b> menu.	
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Step	Action
4.	Click the Add/Update menu.
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Step	Action
5.	Click the <b>Regular Entry</b> menu.
	Regular Entry

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

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Step	Action
7.	Click in the Voucher ID field.



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Step	Action
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Step	Action
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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 <b>Notify</b> button.



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Step	Action
11.	Click in the <b>To</b> field to select a recipient of the notification.

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

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Step	Action
13.	Click the <b>Priority</b> list to determine of what importance the notification is.



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Step	Action
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Step	Action
15.	Enter the desired information into the <b>Subject</b> field. Enter "Voucher Created".

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Step	Action
16.	Click in the Message field.



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



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



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Match Status:	No Match	Created:	01/31/2012			
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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. <b>End of Procedure.</b>



## **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.



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



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Step	Action
2.	Click the <b>Worklist</b> menu.
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Step	Action
3.	Click the <b>Worklist</b> menu.
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Requisition Entry	01/06/2012	Approval Error	Approval Workflow	2-Medium	Requisition, 203, ZCURequisition, 2011-11-23, N, 0, BUSINESS_UNIT.COLUM REQ_ID:000000030	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 REQ ID:000000032	Mark Worked	Reassign
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Requisition Entry	01/18/2012	Approval Error	Approval Workflow	2-Medium	Requisition, 721, ZCURequisition, 2011-11-23, N, 0, BUSINESS UNIT:COLUM REQ ID:000000064	Mark Worked	Reassign
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Step	Action
4.	Click the Work List Filters list.



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Requisition Entry	01/18/2012	Approval Error	Approval Workflow	2-Medium 💌	Requisition, 703, ZCURequisition 2011-11-23, N, 0, BUSINESS UNIT:COLUM REQ ID:000000062	Mark Worked	Reassign
Requisition Entry	01/18/2012	Approval Error	Approval Workflow	2-Medium 💌	Requisition, 711, ZCURequisition 2011-11-23, N. 0, BUSINESS UNIT:COLUM REQ ID:000000063	Mark Worked	Reassign
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Step	Action
5.	Click the Approval Routing list item.
	Approval Routing

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Requisition Entry	01/23/2012	Approval Routing	Approval Workflow	2-Medium	PurchaseOrder, 463, PurchaseOrder, 2011-11-23, N. 0, BUSINESS UNIT:COLUM PO ID:0000000008	Mark Worked	Reassign
Requisition Entry	01/24/2012	Approval Routing	Approval Workflow	2-Medium	Requisition, 893, ZCURequisition, 2011-11-23, N, 0, BUSINESS_UNIT:COLUM REG_ID:000000083	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 REQ_ID:000000106	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 REQ 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:000000113	Mark Worked	Reassign
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Step	Action
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Step	Action
7.	Click the <b>Approve</b> button. If you wanted to deny the transaction, you would click the Deny button.
	Approve



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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.

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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. <b>End of Procedure.</b>



### **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.

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Step	Action
1.	In this case, we will access the Change Order by using the Approval Search pages. Click the <b>Main Menu</b> button.
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Step	Action
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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.
	Approve POs

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Step	Action
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Step	Action
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Step	Action
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Step	Action
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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 <b>000000008</b> link.



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



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

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

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




### **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:



Journal Vouchers With		SPF Approval Needed	
"Clinical Trials Project Type" on the Distribution Line	<b>→</b>	SPF CT Approver	
Columbia Technology Venture w/ a Sponsored Project Type	<b>→</b>	SPF CTV Approver	
No Columbia Technology Venture or Sponsored Project Type	<b>→</b>	SPF Approver Based on Department	



### 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. I f 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 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.



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 <b>Main Menu</b> button.



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Step	Action
2.	Click the Accounts Payable menu.
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5	Step	Action
	3.	Click the <b>Vouchers</b> menu.
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Step	Action
4.	Click the Add/Update menu.
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Step	Action
5.	Click the <b>Regular Entry</b> menu.
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Step	Action
6.	Click the <b>Find an Existing Value</b> tab to search for an existing voucher.
	Find an Existing Value

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Step	Action
7.	Enter appropriate search criteria. Click in the <b>Voucher ID</b> field.



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Step	Action
8.	Enter the desired information into the <b>Voucher ID</b> field. Enter "00000540".

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Step	Action
9.	Click the Search button.

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



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Step	Action
11.	Click the Invoice Information tab.
	Invoice Information

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

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Step	Action
13.	Click the <b>Payments</b> tab.



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

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Step	Action
15.	Click the View Documents button to view documents associated with this voucher.
	View Documents



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.



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	Vendor Location: CHK-01		
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Step	Action
17.	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. <b>End of Procedure.</b>



### **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 <b>Main Menu</b> button.

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Step	Action
2.	Click the Accounts Payable menu.
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Step	Action
3.	Click the <b>Vouchers</b> menu.
	Couchers





Step	Action
4.	Click the <b>Approve</b> menu.
	Approve

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Step	Action
5.	Click the Approval Framework - Vouchers menu.
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Step	Action
6.	Enter search criteria for the voucher you would like to approve. Click in the <b>Vendor ID</b> field.



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Step	Action
7.	Enter the desired information into the <b>Vendor ID</b> field. Enter "0000000003".

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Step	Action
8.	Click the Search button.

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Step	Action
9.	Click the appropriate Voucher ID link 00000540.
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Step	Action
10.	Click the <b>Approve</b> button to approve the voucher. If you would like to deny the voucher, you can press the Deny button          Approve



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



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

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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. <b>End of Procedure.</b>



### 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.

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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 <b>Main Menu</b> button.



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Step	Action
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Step	Action
3.	Click the <b>Vouchers</b> menu.
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Step	Action
4.	Click the Add/Update menu.
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	Regular Entry

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

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



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Step	Action
8.	Click the <b>Search</b> button.
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Approval Status:	Pending	Created By:	AP_TEST_03			
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Step	Action
9.	Click the <b>Invoice Information</b> tab. This voucher should not have already been
	submitted for approval, so first you will need to submit the voucher for approval.

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Step	Action
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	Preview & Submit For Approval

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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.



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Step	Action
12.	Click in the <b>User ID</b> field to enter the User ID for the Ad Hoc Approver you wish to route the voucher to.

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

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Step	Action
14.	Click the <b>Insert</b> button.
	Insert

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Step	Action
15.	Click the <b>Apply Approval Changes</b> button to update the approval workflow.
	Apply Approval Changes



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



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Step	Action
17.	Click the <b>OK</b> button.

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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. <b>End of Procedure.</b>



#### **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 reinsert any ad hoc approvers that were initially input.



### **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	Ability to scan, submit, and view documents through the Requisition and
Document	Purchase Order pages.
Management	
Field	An area on a page that displays or requires data.
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.