

This training guide covers creating a requisition for multi-year service agreement. Prior to issuing a multi-year requisition, the Department / School must create the applicable years' budget line in the budget tool module for the ChartString being used (currently only 4 fiscal years' budget can be created and based on this example the 4<sup>th</sup> year budget line will repeat for year 5). Due to ARC system requirements, multi-year contract payments must be itemized by line per Columbia's fiscal year (July 1 to June 30).

# **Before Beginning a Multi-Year Requisition**

- 1. Verify the length of contract per supplier proposal or quote, in what fiscal years do the payments take place and determine how many fiscal years will cover the contract term.
- 2. Verify that the natural account for the product/service (see Category Code list on Purchasing website) matches the natural account in your selected ChartCtring
- 3. Create the necessary budget lines in the Budget Tool to accommodate the number of fiscal years required for your requisition

**Note:** Currently only 4 fiscal years' budget can be created and the 4th year budget line will repeat for all subsequent years. In the years following the 4th fiscal year, a financial Change Order will be required to update the ChartString budget year for the remaining contract term (be sure that the budget line for the then current and remaining fiscal year(s) has been created in the budget tool.)

## **Creating a Requisition**

1. 1. In ARC, click the **Buying and Paying** tile and then click the **Requisition** tile.



Or, click the NavBar > Main Menu > eProcurement > Create Requisition > Requisition. The ARC Look Up page appears with your UNI in the Requestor field.



- 3. You can enter a colleague's UNI as a **Requestor**, if you are purchasing on behalf of that colleague. If you do so, they're Requestor Defaults for Ship To/Bill To Address and ChartString information will be entered on the Requisition. Otherwise, your Requestor Defaults will be entered on the Requisition.
- 4. Click **OK**. The Requisition Setup screen appears with the Requestor defaults. Information entered here applies to all lines on your requisition.

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Currency			Eric & Zavela	000		Priority	Medium V	-000
Default Options								
Opefault	If you select this option fields.	n, the defaults s	pecified below wi	It be applied to	requisition lines	when there are n	to predefined values	for these
Cverride .	If you select this option	n, the defaults s	pecified below wi	E override any	prodefined value	s for these fields	only non-blank valu	es are assigned.
Line Defaults @								
Note: The information in replace the data in the c	this page does not i	effect the data i	n the selected m	equisition lite	s. When the 'Ol	C button is click	ted, the data entere	ed on this page w
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AVV5 Supplier Location		a	AVV	Reasure	a		AV	V.S
Buyer		9			10.00			
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Save Ship To, Bill To,		for the request	er Eric V. Zaréts	kγ				

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# **Completing the Requisition Settings**

### **Line Defaults**

The Line Defaults you enter carry over to the individual lines that you add to the Requisition.

Line Defaults 🥐			
Supplier Supplier Location	Q	Category Unit of Measure	Q
Buyer	Q		

- 1. Enter the **Supplier**. You can click the Search  $\bigcirc$  icon to search and select the appropriate vendor.
- 2. Enter the product **Category**. You can click the Search Q icon to search and select the appropriate product Category Code.
- 3. Enter the Unit of Measure. You can click the Search Q icon to search and select the appropriate unit of measure.

#### **Shipping Details**

Shipping Defaults		1997 No. 1		ar 2
*Ship To	HOMEADDR		View Ship To Address	View Bill To Address
Due Date	31	Attention		*Bill To Location ID HOMEADDR
Ship Via	COMMON	Freight Terms	DES	

If needed, you can change the **Ship To** and **Bill To** Locations to differ from the default for this purchase. If the **Ship To** and **Bill To** codes are not entered as defaults, you must enter the codes as these are required fields.

- 1. To change or enter the Ship To information. Click the Search Q icon to search and select the Location Code associated with your shipping address.
- 2. To change or enter the Bill To Location ID information. Click the Search Q icon to search and select the Location Code.

**Distribution Defaults** 

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Chart	tfields1 Details		1 <b></b> )						
Dist	Percent	Location	GL Unit	Account	Dept	PC Bus Unit	Project	Activity	Initiat
	1 100.0000	CU0000001	COLUM	0	1402102	GENRL Q	UR004672	01	0000

If needed, you can change the **Distribution Defaults** to differ from the default for this purchase

1. Type the **ChartField** data into the appropriate fields.

OR

Enter a **SpeedChart**. You can use the Search <sup>Q</sup> icon to search and select the matching SpeedChart. The SpeedChart automatically populates the ChartFields with matching data.

2. Be sure to enter the correct **Account** information for the type of product or service you are purchasing.

You can scroll across the Accounting Defaults sections to click the + icon to add additional Distribution Lines, if any.

8	Fund	Function	Affiliate	Fund Affil	
Q	Q		Q	Q	+
					Þ

Complete the ChartFields for the new Distribution Line and indicate the **Percent** allocation for each line.

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# **Columbia University Finance Training**

Creating a Multi-Year Requisition



#### **Finishing the Requisition Settings**

Save Ship To, E (when requisition is	Bill To, Accounting defaults for the saved)	requester Eric V. Zaretsky			
OK Cancel	AOUTOR	Δ\//S	notion	Δ\//S	in a

If needed, you can select the checkbox to **Save Ship To**, **Bill To**, **Accounting defaults for the requestor** to create or change the current defaults.

Click **OK**. The Create Requisition page appears.

# **Adding Items and Services**

#### Adding the First Line Item

1. Click Fixed Cost Service.



Variable Cost Service Time and Materials

The Fixed Cost Service page appears with the Line Defaults you previously entered in Requisition Settings.

Fixed Cost Service					
*Service Description					
*Value of Service			*Currency	USD	
*Category		Q			
Supplier ID		Q		Suggest New Supplier	
Supplier Name		Q			
Start Date	31		End Date	31	
Quote Number			Quote Date	31	
Additional Information					
					<b>a</b> ¢
Send to Supplier	Show a	at Receipt	Show	v at Voucher	
Add to Cart					

- 2. Complete the fields for the item being purchased:
  - Enter "0" in the Value of Service field.
  - Type the Service Description.
  - Indicate the **Start** and **End Dates** of the service for the entire length of the service.
  - Enter the Quote Number and Quote Date, if applicable.
- 3. Write any **Notes** about the Purchase. You can select **Send to Supplier** to have the note sent to the vendor on the Purchase Order.
- 4. Click Add to Cart.
- 5. Respond Yes to the pop-up Message regarding the zero price indicator.



The "floating" Shopping Cart displays the current Lines in your Requisition.

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### Adding Lines for Each Fiscal Year of the Contract

1. Click Special Requests.

McKesson Punchout



- 2. Type in an applicable payment description in the **Item Description** field.
- 3. Type the amount of the payment for this current fiscal year in the **Price** field.
- 4. Type "1" in the **Quantity** field.
- 5. Type "EA" for the Unit of Measure.
- 6. Enter the last day of relevant fiscal year in the **Due Date** field.

Request Options	Search All	T				Search	Advanced Se
	bouron						Auvanced de
All Request Options	Special Requests						
Catalog							
All Items Catalog	Enter information about the	e non-catalog i	tem you would lik	te to order:			
Construction Consultant	Item Details						
Equipment & Furniture	2 tem Description	Payment 1					
Facilities Const/Opr/Maint Srv IT Hardware	C nem Description	ayment	-				
More	*Price		2500	3	*Curr	rency USD	
	4 *Quantity		1		5 *Unit of Me	asure EA	Q
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	*Category	81112200	Q		54	e bute possoize	
Special Requests							_
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Deliverable	Supplier Name	APPLE INC	0	APPLE INC		Suggest	New Supplier
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Forms	Supplier Item ID						
Favorites	Manufacturer						
Templates	Mfg ID		Q				
	Manufacturer						
ePro Services Fixed Cost Service	Mfg Item ID						
Variable Cost Service	Mig item ib						
Time and Materials	Additional Information						
Recently Ordered							٦¢
noosnay orasiou							
External Catalogs							
							1
	Send to Supplier	U \$	how at Receipt		Show at Voucher		
	Request New Item						
	Request New Item	A notificatio	n will be sent to a	buyer regard	ing this new item requ	est.	

- 7. Click Add to Cart.
- 8. Repeat steps 2 through 7 to add a new line for each fiscal year of the contract.

## **Changing Line Item Details**

1. Click Checkout. The Checkout – Review and Submit page appears.

Review the item information and submit the	req for approval.		* .	My Preference	es Requisition Set	ings			
Requisition Summary									
Business Unit	COLUM	Columbia University	Requisit	tion Name					
Requester	ez2248	Eric V. Zaretsky			Sole/Sin	le Source			
*Currency	USD			Priority h	Aedium 🔻				
Cart Summary: Total Amount 8,000.00 US	sp								
Expand lines to review shipping and acc	ounting details			4 1	Add More Items				
Requisition Lines (2)									
Line Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comment	Dele
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🕨 🗐 2 🥐 Payment 1		APPLE INC	1.0000	Each	2500.0000	2500.00	1	🗘 Add	Î
B 3 SP Payment 2		APPLE INC	1.0000	Each	3500.0000	3500.00	-	🖓 Add	1
Find a Payment 3		APPLE INC	1.0000	Each	1000.0000	1000.00	-	🖓 Add	î
▶		APPLE INC	1.0000	Each	1000.0000	1000.00	<u>R</u>	🖓 Add	Û
Select All / Deselect All	Select lines to:	Add to Favorites	Add to Template(s)	📋 Del	lete Selected	Mass Change			
					Total Amount	8.000.00 US			

2. Click the Line Details icon for the Line corresponding to the Payment for the fiscal year. The Line Details page appears.



Creating a Multi-Year Requisition

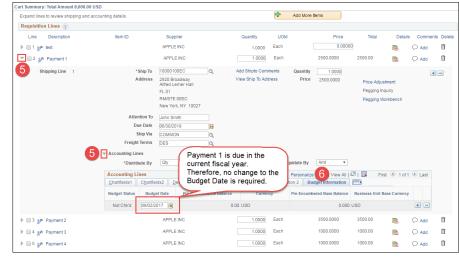


3. Select the Amount Only option and click OK.

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No Image Line 1 🔐	test	Line Status Pending
r Item Details 👔		
		Dece part in t
Merchandise Amount	USD	RFQ Required
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	USD 81112200	
Item ID		<ul> <li>□ Device Tracking</li> <li>✓ Zero Price Indicator</li> <li>✓ Amount Only</li> </ul>
Item ID Category Original Substituted Item		Device Tracking Zero Price Indicator
Item ID Category Original Substituted Item Description	81112200	<ul> <li>□ Device Tracking</li> <li>✓ Zero Price Indicator</li> <li>✓ Amount Only</li> </ul>
Item ID Category Original Substituted Item Description Physical Nature	81112200 Services •	<ul> <li>□ Device Tracking</li> <li>✓ Zero Price Indicator</li> <li>✓ Amount Only</li> </ul>

- 4. Repeat steps 2 and 3 for the all Lines corresponding to a payment for each fiscal year.
- 5. Expand the Line arrow and then expand the Accounting Lines arrow.

#### 6. Click the **Budget Information** tab.



7. Update the **Budget Date** for each Line corresponding to a future fiscal year. For example, if the Due Date / fiscal year end for the line is 06/30/2019, the Budget Date will be the beginning of that fiscal year, "07/01/2018". If the Due Date is in the current fiscal year, no update is required.

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The Payment 2		APPLE INC		1.0000	Each	3500.0000	3500.00	R.	🖓 Add	Û
Shipping Line 1	*Ship To	10000100EC	Q	Add Shipto Comme	nts Qua	ntity 1.0000				+ =
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		FL 01					Pegging	Inquiry		
		RM/STE 00EC					Pegging	Workbench		
		New York, NY 10027								
	Attention To	John Smith								
Payment 2 is due in	Due Date	06/30/2018	51							
the next fiscal year	Ship Via	COMMON	Q							
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Update the Budget	*Distribute By	Qty 🔻	SpeedChart		Liquidate	By Amt	T			
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8. Repeat steps 5 through 7 for all Lines corresponding to a payment for each fiscal year.

**Note**: It is important to verify the Budget Date prior to submitting the requisition for approval. If any changes were made to the requisition after the Budget Dates were updated, the Budget Dates often revert to the date the requisition was created.

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## **Submitting the Requisition**

- 1. Click Save for Later to save the Requisition without Submitting.
- 2. Click **Procurement EDM** to upload any required documentation. See the Uploading Documentation section for details.
- 3. Click **Check Budget**. See Budget Check section for information regarding budget issues related to multi-year requisitions.

### 4. Click **Save & Submit**.

C 🖉	heck Budget						
-	Save & submit	(B)	Save for Later	÷	Add More Items	6ð Previe	ew Approvals
	View Documents		Procurement EDM				

### **Budget Errors and Warnings:**

- If requisition fails budget check or if there is a budget error, it must be corrected before submitting the requisition for approval.
- A budget error means there is no budget line created in the department's budget for the applicable fiscal year. For example, if a line item corresponding to fiscal year 2019 received a budget error, the department would need to create the budget lines in the budget tool for fiscal year 2019 and future years corresponding to the lines in the requisition.
- A budget warning means the budget line was created with \$0. The requisition is ready to be submitted for approval.

### **Uploading Documentation**

1. Click **Procurement EDM** to upload supporting documentation. The Procurement Documentation application opens displaying your Purchase Order information with any existing documentation.

	UMBIA UNIVEI CITY OF NEW YORK	sity   Finat	nce Gatewa	y Procurei	nent Docume	entation Application	
Intro	Purchasing	Accounts Payable	Vendor Management	Journal Entries	Core Documents Matrix		
Home »							
Header							
Requisitio	in Number	0000088122					
PO Numb	er	0000081738					
Vendor N	ame	BUXTON MEDIC	AL EQUIPMENT CORP				
Commodi	ty Group	Research					
Sole Sour	90	No					
UwPA		Yes					
Total Valu	16	\$597.85					
Purchasin	ig Contact Info	Michael Reich, E	mail: mmr62@columbia.edu, F	Phone: +1 212 854 2337			
Gurrent S	tatus	COMPLETED					
Core Documer This purcl		ore documents. Please feel	free to upload any additional (	documents below.			
Indexed Docur	nents						
Docum	ent Name			Submittal D	Date	Submitted By	
PUR - P	Proposal - Quote - In	voice (ARC)		11/11/2016	12:04:52 PM	MO79	
To view d	ncuments niesse ci	ick here to log into ARC.					
TO VIEW G	bouments, piedse of	ior note to log into Arto.					
New Documen	ıts						
Number o	f Documents to Upk	oad *					-
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- Select	t -	•	Choose File No file chos	en			
Uplo	ad Documents	Start Over					
Glick here to	o print out a barcode	e coversheet.					

**Note:** *If the application opens to the search page you can find your Requisition by entering the Requisition Number.* 

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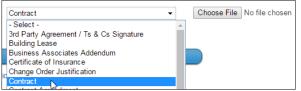




2. Indicate the **Number of Documents to Upload**. Each document must be uploaded separately. New rows appear for the number you selected.

lumber of Documents to Uploa	d *	
2		
Contract	•	Choose File No file chosen
- Select -	•	Choose File No file chosen

3. Click the dropdown and select the type of documentation you are uploading.



Repeat for each document you will be uploading.

- 5. Click **Choose File** to browse for and select the file you are uploading. Repeat for each file you are uploading
- 6. Click **Upload Documents**. The Confirmation screen appears and shows the current Approval Status. Return to ARC to submit your Requisition.

### **Getting Help**

Please contact the Finance Service Center http://finance.columbia.edu/content/finance-service-center

You can log an incident or request a service via Service Now <a href="https://columbia.service-now.com">https://columbia.service-now.com</a>