

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 4th 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

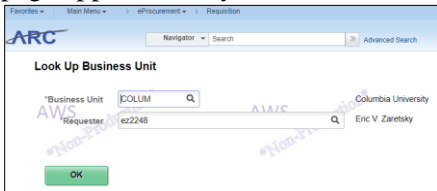
Note: *Currently only 4 fiscal years' budget can be created and the 4th year budget line will repeat for all subsequent years. In the years following the 4th fiscal year, a financial Change Order will be required to update the ChartString budget year for the remaining contract term (be sure that the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

Creating a Requisition

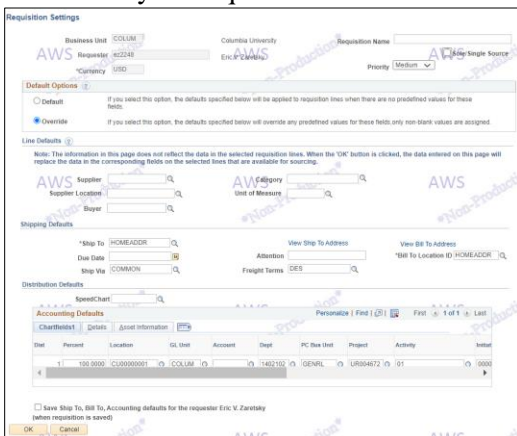
1. In ARC, click the **Buying and Paying** tile and then click the **Requisitions** tile.



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



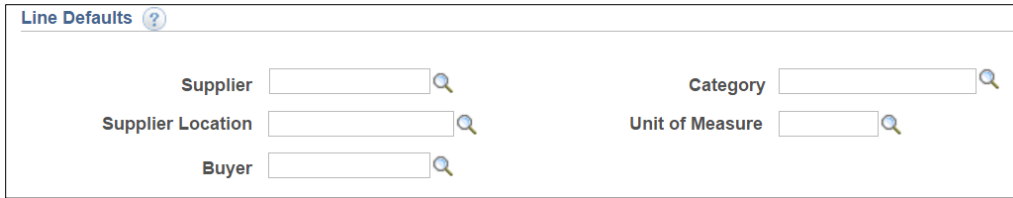
3. You can enter a colleague's UNI as a **Requestor**, if you are purchasing on behalf of that colleague. If you do so, they're Requestor Defaults for Ship To/Bill To Address and ChartString information will be entered on the Requisition. Otherwise, your Requestor Defaults will be entered on the Requisition.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






Completing the Requisition Settings

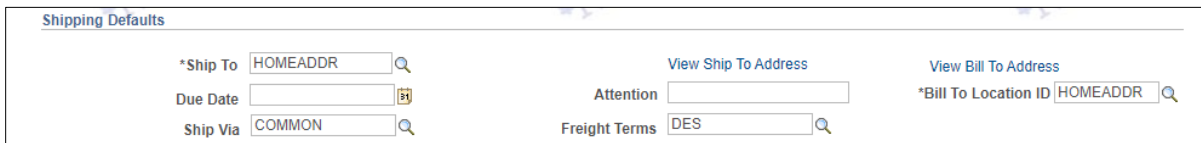
Line Defaults

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





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

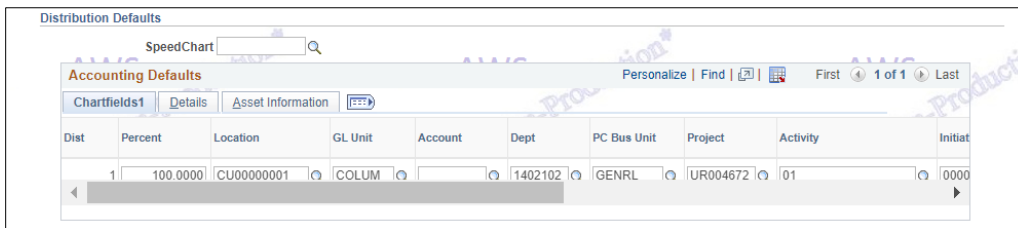
Shipping Details



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  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  icon to search and select the Location Code.


Distribution Defaults



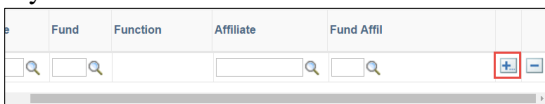
If needed, you can change the **Distribution Defaults** to differ from the default for this purchase

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

OR

Enter a **SpeedChart**. You can use the Search  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.



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

Finishing the Requisition Settings

Save Ship To, Bill To, Accounting defaults for the requester Eric V. Zaretsky
(when requisition is saved)

OK Cancel

If needed, you can select the checkbox to **Save Ship To, Bill To, Accounting defaults for the requester** 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**.



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

Supplier ID Suggest New Supplier

Supplier Name

Start Date End Date

Quote Number Quote Date

Additional Information

Send to Supplier Show at Receipt Show 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.

Message

Is there no charge for line 1 service? (18036,6088)

You must set the zero price indicator to 'Yes' when the value of the service is zero.
Press 'Yes' if this is a no charge service. The system will set the item's zero price indicator to 'Yes'.
Press 'No' to go back to the previous page to change the value of service.

Yes No

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

Adding Lines for Each Fiscal Year of the Contract

1. Click **Special Requests**.
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.

The screenshot shows the 'Create Requisition' interface. On the left sidebar, 'Special Requests' is highlighted with a red circle and the number 1. The main form area has several fields: 'Item Description' (Payment 1) with a red circle and 2; '*Price' (2500) with a red circle and 3; '*Quantity' (1) with a red circle and 4; '*Unit of Measure' (EA) with a red circle and 5; and 'Due Date' (06/30/2017) with a red circle and 6. At the bottom, the 'Add to Cart' button is highlighted with a red circle and 7.

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.

The screenshot shows the 'Checkout - Review and Submit' page. It includes a 'Requisition Summary' section with fields for Business Unit (COLUM), Requisition Name, and Priority (Medium). Below this is a 'Cart Summary' showing a total amount of 8,000.00 USD. The main part of the page is a table of 'Requisition Lines' with columns for Line, Description, Item ID, Supplier, Quantity, UOM, Price, Total, Details, Comments, and Delete. The table contains five lines, all with a quantity of 1,000 and a price of 1,000.0000. The 'Details' column for each line has a red icon, which is the 'Line Details' icon mentioned in the next step.

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

- Select the **Amount Only** option and click **OK**.

The screenshot shows the 'Line Details' form. Under the 'Item Details' section, the 'Amount Only' checkbox is checked and highlighted with a red box. Other visible options include 'RFQ Required', 'Device Tracking', 'Zero Price Indicator', and 'Inspection Required'. The 'Physical Nature' is set to 'Services' and the 'Buyer' is 'kc3012'.

- Repeat steps 2 and 3 for the all Lines corresponding to a payment for each fiscal year.
- Expand the Line arrow and then expand the **Accounting Lines** arrow.
- Click the **Budget Information** tab.

The screenshot shows the 'Requisition Lines' table. The 'Budget Information' tab is selected for the first line. A red box highlights the 'Budget Date' field, which is set to '06/02/2017'. A callout box points to this field with the text: 'Payment 1 is due in the current fiscal year. Therefore, no change to the Budget Date is required.' Another red box highlights the 'Budget Date' field in the 'Accounting Lines' section, which is also set to '06/02/2017'. A '6' is circled in the top right of the Accounting Lines section.

- 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.

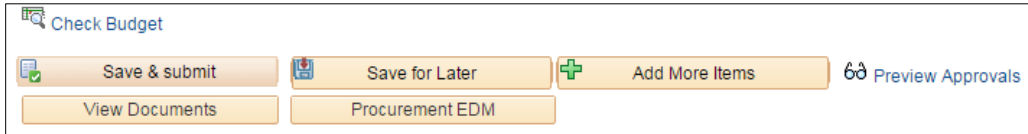
The screenshot shows the 'Requisition Lines' table. The 'Budget Date' for the second line is updated to '07/01/2017', highlighted with a red box. A callout box points to this field with the text: 'Payment 2 is due in the next fiscal year (FY 2018). Update the Budget Date to July 1 of the next fiscal year.'

- 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.

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**.

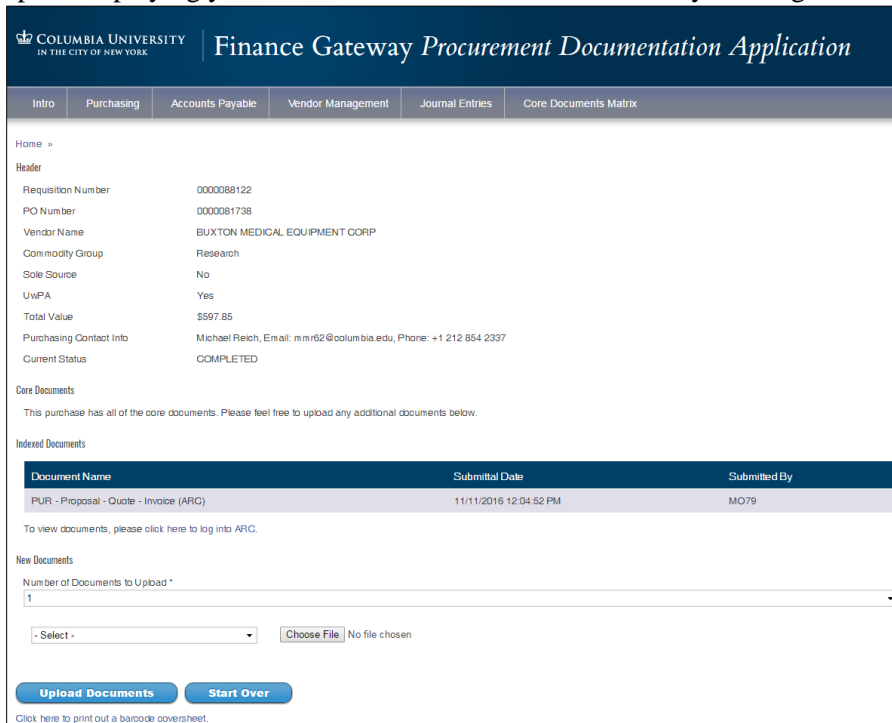


Budget Errors and Warnings:

- 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.

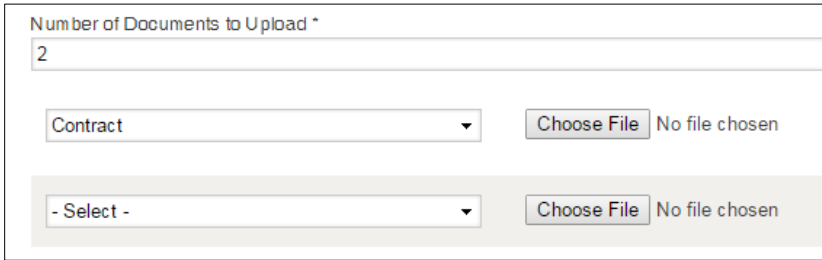
Uploading Documentation

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

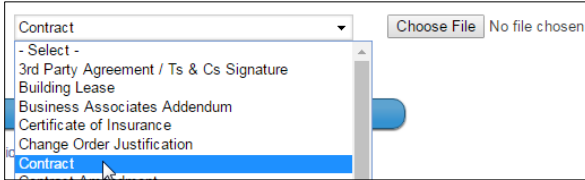


Note: If the application opens to the search page you can find your Requisition by entering the Requisition Number.

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



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

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