Introduction to ARC

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Introduction to ARC

Introduction to ARC

"ARC" is an acronym that stands for "Accounting and Reporting at Columbia." It is the name of our new system for processing financial and purchasing transactions, and related reporting.

This is the *Introduction to ARC* course within the *ARC curriculum*.

For a quick reference on how to navigate through this course using ARC's web-based training tool (WBT), click here.

Introduction to ARC
1 hour

1. Introduction to the Web-Based Training Tool
5 minutes

2. ARC Overview
10 minutes

3. The Chart of Accounts
20 minutes

4. Budgeting
2 minutes

5. Procurement Transactions
5 minutes

6. General Ledger Transactions
2 minutes

7. Project Costing
2 minutes

8. Reporting
5 minutes

9. Security and Workflow
5 minutes

10. Basic Navigations
2 minutes

11. Training and Support
2 minutes

12. Check Your Understanding

After completing the Introduction to ARC course, you will be able to:

- Navigate through a course in the web-based training tool
- Define key ARC terms
- List the ARC modules in scope for the ARC system and identify their primary functions
- Understand Columbia University's new Department Structure
- Describe the primary business processes impacted by the ARC system
- Access the ARC home page by logging into the system
- Demonstrate basic page navigation skills
- List the help tools available for training and support

Introduction to the Web-Based Training Tool

This is the *Introduction to the Web-Based Training Tool* lesson of the *Introduction to ARC* course. Upon completion of this lesson, you will be able to:

- Navigate through a course in the web-based training tool
- Learn the different functionalities of the web-based training tool and how to interact with the tool
- Access the knowledge assessment at the end of each course

Estimated Time to Complete Lesson: 5 minutes

Overview of the Web-Based Training Tool

The web-based training tool used for ARC training is Oracle's User Productivity Kit (UPK). This lesson will teach you how to successfully navigate through a course in the tool. You will also learn how to utilize the different teaching functionalities within the tool, including the See It!, Try It!, and Print It! modes.

The panel on the left-hand side of the training course window displays the course outline and the search box. The course outline is organized in a hierarchical fashion with the course title at the highest level, the lessons in the intermediate level, and the topics at the lowest level.
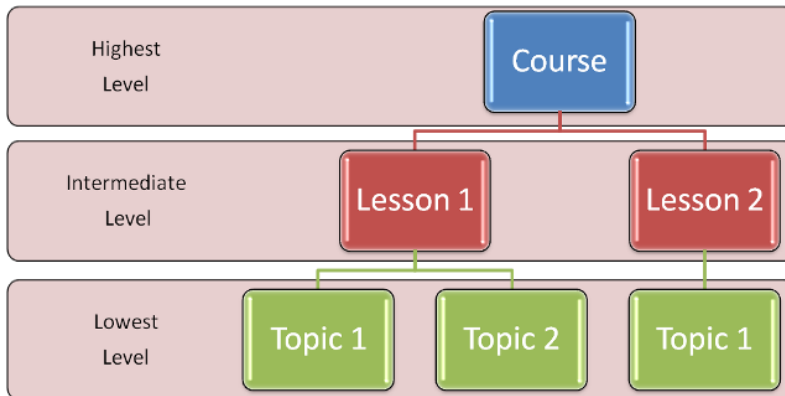
For a quick reference guide on how to use the web-based training tool, click here.

Previewing the Course Outline

The course outline appears on the left panel of the course window. This panel shows all lessons and topics available within the course.

To expand the course outline, click on the plus signs next to the course and lesson titles.
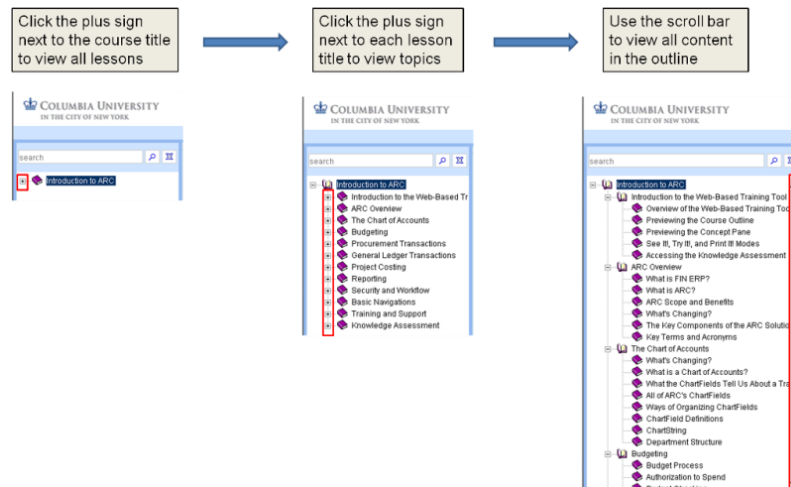
To collapse the outline, click on the minus signs next to the lesson and course titles.

In addition to the course outline, the left panel also includes a search box to help users find lessons and topics containing a specific keyword or phrase.

It is recommended that users take the web-based course in the order that it is shown on the outline - from top to bottom.

The expanding functionality will allow you to start a course, leave your computer, and then when you come back, navigate directly to where you were.

Previewing the Concept Pane

The concept pane is the area that appears on the right section of the course window. This panel contains information in the form of text, graphics, and/or hyperlinks to documents or web pages.

Within each lesson, multiple topics may be available. A topic is denoted with a paper icon or a purple book icon (see below). Topics denoted with a paper icon have a recorded simulation that will teach you how to perform a transaction in the ARC system. Topics denoted with a purple book icon do not have a recorded simulation and are meant to serve as additional context in the lesson. There are three ways a recorded topic can be previewed in: See It!, Try it!, and Print It! modes.
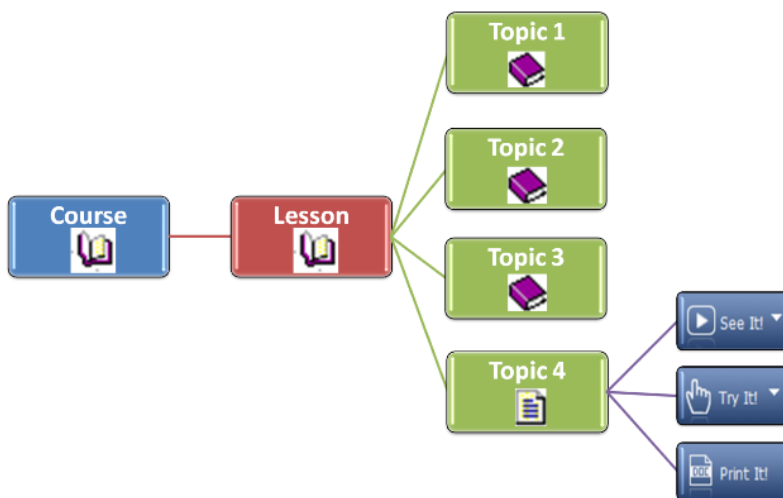
See It!, Try It!, and Print It! Modes

There are three ways to experience a recorded topic: See It!, Try It!, and Print It!. It is recommended that users utilize each method in the order they appear from left to right.

Clicking this icon launches the **See It!** mode, which enables the user to learn about the selected topic by watching an animated demonstration of a task being completed.

Clicking this icon launches the **Try It!** mode, which allows the user to perform the selected task in a simulated environment with simulated data. Follow the instructions provided to complete the task.

Clicking this icon launches the **Print It!** mode, which allows the user to display linked documentation in the form of Transaction Steps.

Player Help

The Help menu in the course window provides access to the Player Help system and tutorials. The Player tutorial provides guidance on the general features of the training tool and tutorials on the See It!, Try It!, and Print It! modes.

Accessing the Knowledge Assessment

Knowledge assessments will be required for certain courses for ARC, FDS (Financial Data Store), and PAC/LA (People@Columbia/Labor Accounting), based on your security role. If you need to take a knowledge assessment, you will find it included as the last lesson in your course (or courses) for a particular role. There is a blue hyperlink that when selected will take you to the beginning of the assessment in CourseWorks, a web tool designated to track each user's progress through his/her training curriculum. Log into CourseWorks using your UNI and password to begin the knowledge assessment.

Upon completion of the knowledge assessment, you will receive immediate feedback with your score. A passing grade of 90% is required to be given the appropriate security access for that role. The assessment can be taken up to three times but if by the third attempt a score of 90% is not attained, then the user will be instructed to attend a learning lab.

Knowledge assessments are meant to ensure you have understood the course content needed to successfully work with ARC, FDS and/or PAC/LA. We therefore encourage you to complete the knowledge assessment in any way that will improve your understanding and success.

Using the ARC training job aids as a resource when taking the knowledge assessment(s) – **think of this as an "open book" assessment**

Discuss the training material and knowledge assessments as a team within your School/Admin Unit

ARC Overview

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

- Define ARC and other key terminology
- Describe the scope and benefits of the new ARC system
- Identify the legacy systems that are being replaced with ARC

Estimated Time to Complete Lesson: 10 minutes

Columbia University Overview

Columbia University Overview

Columbia University, organized as a 501(c)(3) charitable organization, is in many ways like a small city – it enrolls more than 25,000 full-time and part-time students and employs almost 15,000 full-time employees, and owns a significant amount of real estate.

Among many other activities, the University provides the following three major services:

1. Education – The University provides instruction through undergraduate, graduate, and professional schools. It operates a variety of research institutes and a library system to support its teaching, learning, and research activities.
2. Research – The University performs research, training, and other services under grants and contracts with agencies of the federal government and other sponsoring organizations.
3. Patient Care - Columbia University Medical Center (CUMC) is one of the largest academic medical centers in the United States, with three primary areas of focus: scientific research, education, and patient care. Patient care services are provided by its faculty members, and many faculty hold clinical appointments and have admitting privileges at New York- Presbyterian Hospital or other hospitals.

Financial Activity Overview

Overview of Financial Activity at Columbia University

The University must have a way to manage and track all of its diverse financial activities. ARC, *Accounting and Reporting at Columbia*, is the main financial system of the University and therefore the primary way that this is accomplished. The financial activities associated with the University's services are primarily the following:

1. Tuition and fees – derived from degree programs as well as executive and continuing education programs.
2. Financial aid - assists students in meeting tuition and other costs of attendance and consists of a variety of federal, state, institutional, and private programs (financial aid packages to students may include direct grants, loans, and employment during the academic year).
3. Contributions - can be for immediate use or can be in the form of endowments, which must be held in perpetuity but from which income and (in most cases) appreciation can be spent.
4. Patient care revenue and expense – The University provides medical care to patients via faculty practices at CUMC, primarily under agreements with third-party payors. The University also maintains several clinical and education affiliation agreements with other organizations.
5. Grant and Contract Income – comes from governmental and private sources, and includes revenue associated with the direct costs of sponsored programs as well as recovery of facilities and administrative costs of federally sponsored programs at negotiated rates (also referred to as "indirect cost recovery").
6. Research and Development - The University engages in numerous research and development projects, partially or fully sponsored by governmental and private funds. The University periodically funds and develops patents for certain technologies, then licenses the usage of these patents to companies over several years.
7. Investments - The investment portfolio generates investment income which is primarily used to fund the "endowment spending rule" which distributes funding for activities aligning with the purpose of each endowment.
8. Property and equipment – consisting of land, buildings and equipment which are used in all the activities of the University and properties proximate to the University's campuses, which are primarily used to house faculty, staff, and graduate students
9. Debt Service - the University issues tax-exempt debt through the Dormitory Authority of the State of New York and pays interest and principal on an annual basis.
10. Expenses – all of the University's activities have related expenses, but the form of the expenses can largely be categorized as follows:

    a. Payroll (including faculty and administration)
    b. Procurement of goods and services
    c. Claims payments where Columbia is self-insured
    d. Operation and maintenance of the campuses

How ARC Supports These Activities

How ARC Supports these Activities

ARC assists the University in tracking all of these financial activities. ARC itself is a series of modules including the General Ledger, Commitment Control (mainly used for budget tracking), Project Costing (mainly used for sponsored and capital projects) and the Procurement modules.

ARC performs numerous critical functions, including:

- The ARC General Ledger is the financial book of record for the University. All financial activity must be fed to the General Ledger so that it can be tracked and reported.
- ARC Commitment Control (also referred to as "Budget Checking" or "KK") is used to monitor budgets
- ARC Project Costing is used to track and aggregate project-related costs
- ARC Procurement is the primary system for procuring and paying for goods and services
- ARC receives feeds from the other financial systems (big and small) so that it can be the one combined source of financial information across the University

1. This diagram shows the major components within ARC, an integrated system where procurement and project costing feed into the general ledger.
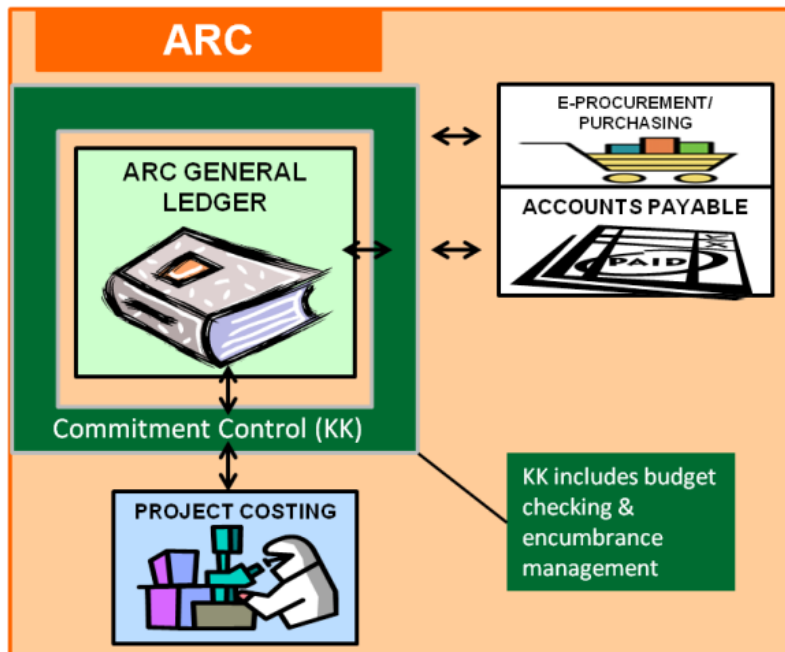
2. This image shows a number of current systems that support our Procurement modules in ARC.
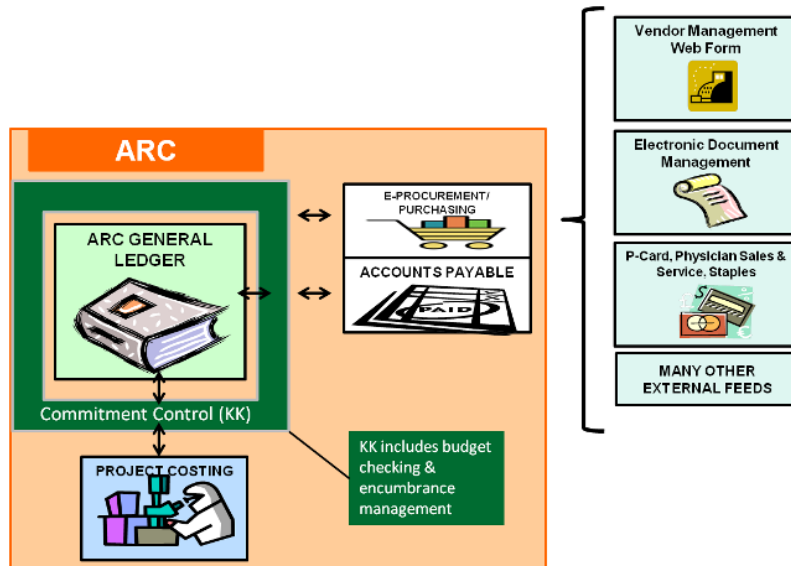
3. This image shows a number of our systems that feed directly into ARC's general ledger.
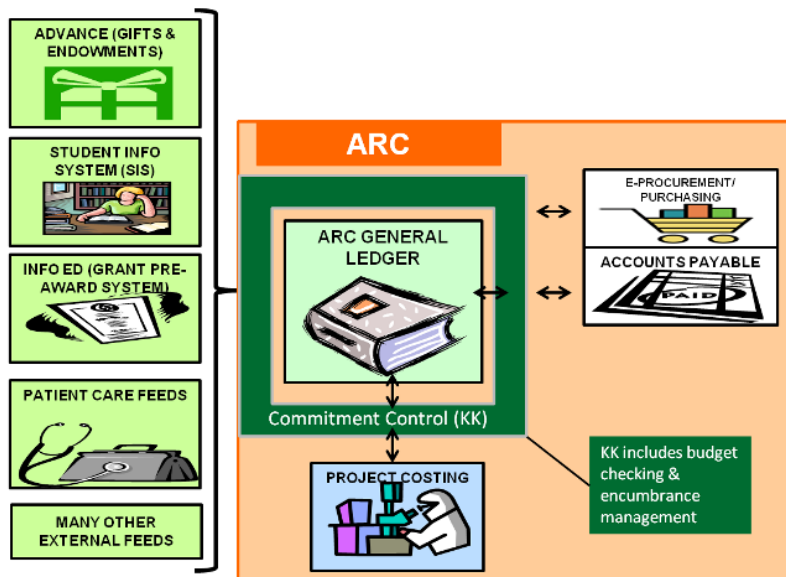
4. This image shows the integration between ARC and PAC/LA (for payroll transactions) and FFE (for cash management, the budget tool, and time entry).
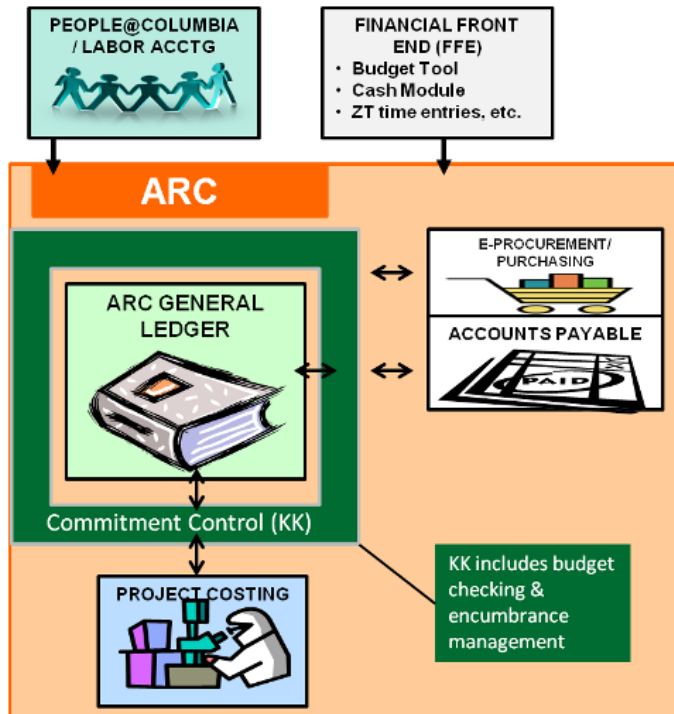
5. This final image shows all of the major feeds of information into ARC to capture the University's business and financial activities.
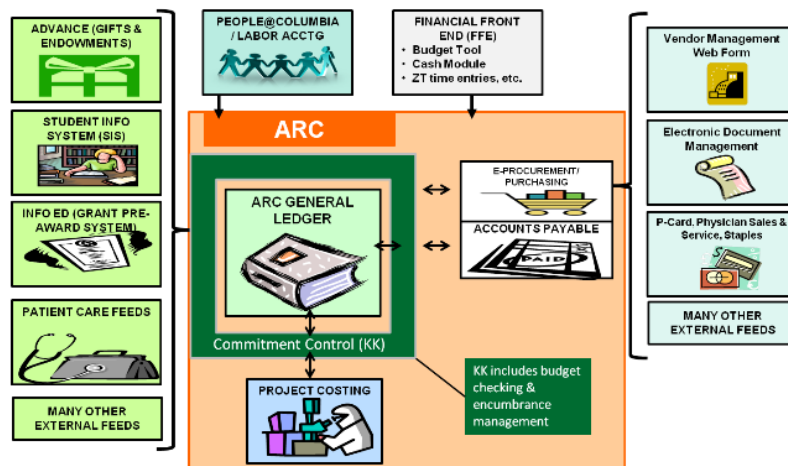
The Building Blocks of ARC

The Building Blocks of ARC:

In order to understand ARC, it will help to have an understanding of the building blocks used to track Columbia University' s financial activities. These building blocks are listed below, and each is described further in the following section:

- The General Ledger and Subledgers
- Funding Sources and Fund Balances
- The Chart of Accounts and ChartFields
- Ways of Organizing ChartFields

The General Ledger and Subledgers

Notably, some of the terminology in ARC looks like terms that we used in our previous accounting system (FAS), but in ARC they mean different things. This training session will focus on what the terminology means in ARC.

One example is GL and SL - in FAS these referred to types of accounts. In ARC, the terms mean something different. General Ledger and Subledger are defined for ARC below. We will teach you where to find the information that was in GL and SL accounts later in this lesson.

- In ARC, the General Ledger refers to the central ledger that receives all the summary information from the subsystems (or Subledgers)
- The subledgers are modules in ARC or can be external systems that feed ARC. Generally, subledgers are transaction systems that feed summarized transaction information to the General Ledger.

ACCOUNTS PAYABLE

The AP Module in ARC is a "Subledger"

STUDENT INFO SYSTEM (SIS)

SIS is an Integrating System "Subledger"

ARC GENERAL LEDGER
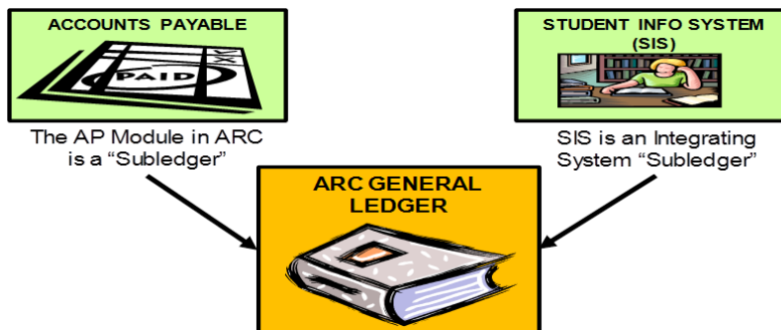
Funding Sources and Fund Balances

Funding Sources and Fund Balances

Because the University receives certain funding that has restrictions, the University must keep track of how those restricted funds are spent and how much of is left at any given time.

To make this as transparent as possible, the University segregates and keeps track of the different types of funding sources according to the level of restrictions. These major categories of funding sources are called "Funds" in ARC. Here are examples of different kinds of Funds:

- Unrestricted Funds
- Faculty Practice Funds
- Endowment and Similar Funds
- Gift Funds
- Plant Funds
- Government and Non- Government Grants
- Agency Funds

Within each category of Fund, the University may receive distinct sources that need to be tracked separately. For example, within Gift Funds, we may have distinct gifts from Mr. Smith and Mr. Jones that each have different restrictions. In ARC, we will establish a separate "Project" for the Smith gift and the Jones gift so we can track their expenses separately. Each specific funding source will have a Project in ARC, and each Project is associated with a category of Fund.

For each Project, we can track revenues, expenses, and the fund balance. The fund balance is the cumulative difference between revenues and expenses over the life of the project. In any given year, revenue minus expense equals the change in the fund balance. The change in fund balance is added to the beginning balance, and the result is the ending balance for the year.

A simple diagram of this is as follows:

In FAS, the Fund Balance Statement would have been referred to as the "GL Account" and the Revenues & Expenses would have been referred to as the "SL Account". We are not going to use the same terminology in ARC, but the concepts are the same, where we are looking at the Fund Balance and the Change in Fund Balance to get an idea of what the funds have been spent on, and how much is left.

In ARC, there are two ways you can spend from a specific Project. You can either have your own, in which case you are responsible for the fund balance of that Project, or you can be given a budget allocation from someone else's Project – in which case you are mainly responsible to spend within the allocation you have been given. For example, your department may be responsible for the Smith gift (the Smith Project), but you may allow another department to spend from that Project to achieve the goals outlined by Mr. Smith. We'll explain more about how you can do this later in the training.

The Chart of Accounts

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

- Understand what is changing from the current state and why
- Map FAS components to ARC ChartFields
- Define ChartFields such as business unit, account, fund, and department
- Understand Columbia University's new department structure

Estimated Time to Complete Lesson: 20 minutes
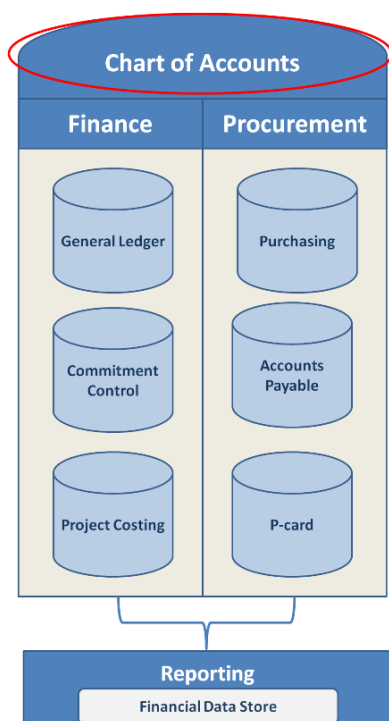
What is a Chart of Accounts?

What is a Chart of Accounts?

We have described how Fund and Project can help identify and categorize financial activity. There are other identifiers of financial activity in the system, and we will describe them here. Essentially, every transaction in ARC needs to have proper identifying information accompany it so we can reflect it correctly in our books and records, and report consistently across the University.

The Chart of Accounts refers to how we will organize our financial information. We will use categories called ChartFields - "Fund" and "Project" are two of these new ChartFields. Other examples of ChartFields are "Department" and "Account" (in ARC, "Account" refers to categories of revenue and expenses; we used subcode for this purpose in our old system).

All together we have 11 ChartFields and each ChartField has a defined purpose and contains the list of values a user can choose from to organize and label financial transactions and balances. Together, the values you choose for each of the 11 ChartFields form a "ChartString". A ChartString is simply the combination of ChartFields chosen for any given transaction.

Below are the 11 ChartFields that make up Columbia University's new Chart of Accounts.

The digit next to each ChartField on the diagram below represents the ChartField length. For example, Business Unit values are 5 characters long (e.g. COLUM).
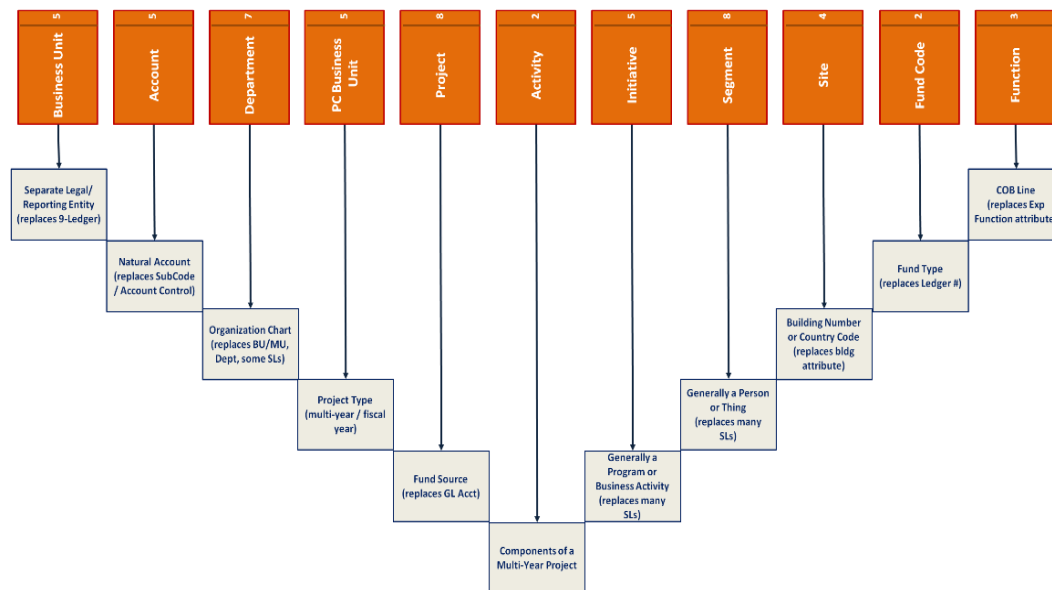
What the ChartFields Tell Us About a Transaction

Each ChartField tells us something about a transaction:

ChartField	Description
Business Unit	The legal entity that owns the transaction
Account	What we purchased or received
Department	Where the transactions took place in the University
PC Business Unit	What type of project (capital, sponsored or general)
Project	What the specific funding source is
Activity	The work breakdown of the funding source
Initiative	What program or activity took place
Site	Where it took place
Segment	By/for whom activities are conducted (e.g. faculty member)
Fund	The category of funding source; indicates the level of restriction on the funds used
Function	The University mission it relates to (e.g. research)

What's Changing?

The FAS Chart of Accounts does not equal ARC's Chart of Accounts, but many FAS components are used in the new Chart of Accounts with a different (or similar) name.

The following diagram shows how FAS components are translated into ARC's ChartFields.
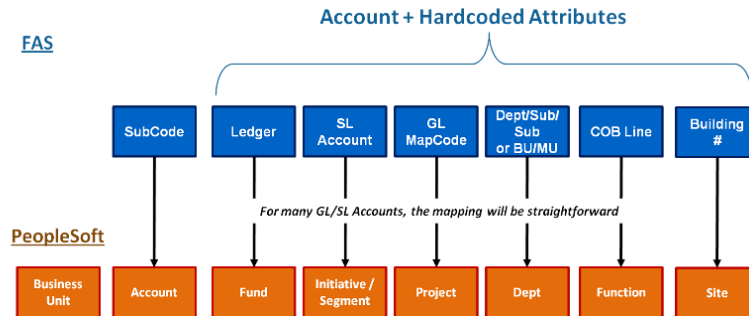
Business Unit

Business Unit is the legal entity for which financial statements are produced.

The following table describes the traits of the Business Unit ChartField in ARC:

Business Unit	
Definition and Purpose	The legal entity for which financial statements are produced
Required for Columbia University	Required on all transactions
Length / Format	5 / Alpha-numeric
Examples	COLUM - Columbia University CUHCI – Columbia University Healthcare AGENC – Other Agencies
Previously Tracked in FAS	Only one legal entity in FAS. Other entities were tracked as agency accounts in the 9 ledger.
Key Impacts	• Business Unit will default on all transactions and can be changed as needed • Each entity can be maintained in its own Business Unit
Benefits	• Ability to report separately on legal entities for management, financial, and compliance reporting • Ability to report in native currency for country-specific reporting requirements and in US dollars for consolidation • Ability to consolidate legal entities as needed • Secures data by business unit

Account

Account is used to capture the natural classification of a transaction.

The following table describes the traits of the Account ChartField in ARC:

Account	
Definition and Purpose	Used to capture the natural classification of a transaction (Asset, Liability, Net Assets, Revenue, Expense)
Required for Columbia University	Required on all transactions

Length / Format	5 / Numeric
	
	Begins with:
	    1 = Assets
	    2 = Liabilities
	    3 = Fund Balance
	    4 = Revenue
	    5 = Salaries and Fringe
	    6 = OTPS (Other Than Personnel Services)
	    7 = Internal Transfers

Examples	10002 – CU Payroll 68355 – Medical Supplies 65200 - Domestic Travel
Previously Tracked in FAS	FAS Account Control and Subcode
Key Impacts	Similar to the current usage of FAS Account Control and Subcode
Benefits	• Eliminates the difference between Account Control & Subcode numbering structures • Consistent usage facilitates enterprise-level reporting • Provides an opportunity to organize and rationalize Account classifications

Department

Department is the hierarchical breakdown to track financial activity within the organizational structure.

The following table describes the traits of the Department ChartField in ARC:

Department	
Definition and Purpose	The hierarchical breakdown to track financial activity within the organizational structure • Valid values can be limited to true organizational units and can be rolled up to higher levels on a tree
Required for Columbia University	Required on all transactions
Length / Format	7 / Alpha-numeric
Examples	550000X – School of Law 7003302 – CMC Controller's Office 120110X - FAC Capital Project Management
Previously Tracked in FAS	The department/sub-department/sub-sub-department structure or Business Unit/Management Unit attributes of an FAS Account
Key Impacts	• Organization structure may change to better reflect the University's hierarchy • Reporting and budgeting can be reported at different levels as needed • Ability to detail organizational structure in one ChartField, unlike FAS department, sub-department, sub-sub department and BU/MU • Department, in combination with other ChartFields, will be used to secure access to data
Benefits	• Allows multiple levels of management, budgeting, and reporting by organizational structure • Merges the financial and budget reporting organizational hierarchies (elimination of the differences between BU/MU and department/sub-department structures)

PC Business Unit

Project Costing (PC) Business Unit is the high-level project type owning the list of Project ID's.

The following table describes the traits of the PC Business Unit ChartField in ARC:

Project Costing (PC) Business Unit	
Definition and Purpose	The high-level project type owning the list of Project IDs
Required for Columbia University	Required on all transactions
Length / Format	5 / Alpha
Examples	SPONS – Sponsored Projects CAPTL – Capital Projects GENRL – General Projects
Previously Tracked in FAS	N/A
Key Impacts	• Required whenever a Project ID is keyed • Exists in transaction tables but does not post to the GL ledger table
Benefits	• Can restrict certain projects from collecting costs in the Project Costing Module

Project

Project associates expenses with a specific funding source.

The following table describes the traits of the Project ChartField in ARC:

Project	
Definition and Purpose	Associates expenses with a specific funding source. Projects are set up for the following reasons: • Funding is externally restricted in purpose or time • Funding is unrestricted or internally restricted and is of a significant nature (e.g., used to fund several uses) and for which fund balance is carried forward • Project to date reporting is required and is different from fiscal year reporting OR • Project has a defined beginning and end
Required for Columbia University	Required for revenue, expenses, and retained earnings balances
Length / Format	8 / Alpha-numeric
Examples	GT002849 - RM Smith Gift UR006117 - Cost Share NSF Grant EN004125 – Jones Fellowship
Previously Tracked in FAS	Tracked within a FAS Account
Key Impacts	• When a transaction with a Project is keyed, a PC Business Unit and Activity are required
Benefits	• Allows P&L and Fund Balance tracking by funding source • Provides ability to report spend and revenue to Project Owner (e.g. Principal Investigator(PI)) • Project attributes capture information required for reporting

Activity

Activity is a work break down structure for the associated Project.

The following table describes the traits of the Activity ChartField in ARC:

Activity	
Definition and Purpose	A work-break-down structure for the associated Project
Required for Columbia University	Required on all transactions
Length / Format	2 / Alpha-numeric
Examples	Smith Gift PC Business Unit: GENRL Smith Gift Project: GT002849 Smith Gift Activitiy: 01 Smith Gift PC BU/Project/Activity: **GENRL-GT002849 -01** NSF Grant PC Business Unit: GENRL NSF Grant Project: UR006117 NSF Grant Activity: 01 NSF Grant PC BU/Project/Activity: **GENRL-UR006117-01** Jones Fellowship PC Business Unit: GENRL Jones Fellowship Project: EN004125 Jones Fellowship Activity: 01 Jones Fellowship PC BU/Project/Activity: **GENRL-EN004125-01** Note: A project may have multiple activities (e.g. 01, 02, 03 etc)
Previously Tracked in FAS	Tracked within a FAS Account
Key Impacts	• Required whenever a Project ID is keyed • Activity breaks down a specific project into additional detail by purpose or period of time and does not stand alone (see examples above) • Exists in transaction tables but does not post to the GL ledger table
Benefits	Allows detailed breakdown of Project for robust project reporting

Initiative

Initiative is used to capture expenses and/or funding sources.

The following table describes the traits of the Initiative ChartField in ARC:

Initiative	
Definition and Purpose	Captures expenses and/or funding sources for either (a) shared or (b) commonly defined programs across departments, schools or campuses
Required for Columbia University	Only required for revenue, expense, and internal transfer transactions
Length / Format	5 / Numeric
Examples	41116 - BUS MBA 10123 - FPO PH-Transplant 60104 - ARH Faculty Research 20007 - Law Cost Share
Previously Tracked in FAS	Tracked within a FAS/SL Account; many SLs were set up to segregate spending by initiative
Key Impacts	• List must be centrally maintained to avoid conflicts • Initiative is not required on all transactions, but will be required for transactions that meet usage criteria
Benefits	• Provides additional cross-departmental reporting

Site

Site is a particular location.

The following table describes the traits of the Site ChartField in ARC:

Site	
Definition and Purpose	A particular location (e.g., used to track profit and loss on a building or an international location)
Required for Columbia University	Only required for Capital projects but should be used when applicable
Length / Format	4 / Alpha-numeric
Examples	6061 – FP Allen Pavilion Floor 1 6062 - FP Allen Pavilion Floor 2 6063 - FP Allen Pavilion Floor 3
Previously Tracked in FAS	The building number attribute of an FAS Account, other country codes not currently tracked
Key Impacts	• Not required on all transactions • Keyed when expense or revenue must be tracked to a specific building or location
Benefits	• Facilitates regulatory and compliance reporting • Allows tracking of revenue and expense by building for real estate reporting purposes • Tracks international spending for tax form 990 reporting purposes • Facilitates other reporting by location, e.g. faculty practice

Segment

Segment captures expenses and/or funding sources at a detailed tracking level as determined necessary by the Department/School.

The following table describes the traits of the Segment ChartField in ARC:

Segment	
Definition and Purpose	Captures expenses and/or funding sources at a detailed tracking level as determined necessary by the Dept/School (examples include physicians, faculty, etc.)
Required for Columbia University	Only required for revenue, expense, and internal transfer transactions
Length / Format	8 / Alpha-numeric
Examples	45000139 – CCO Faculty in Residence 12000003 – FAC Postdoctoral Housing
Previously Tracked in FAS	Tracked within a FAS Account
Key Impacts	Segment is not required on all transactions, but may be required by departmental business process
Benefits	• Defined by departments based on department-specific reporting needs • Provides additional departmental reporting

Fund

Fund is used to capture funding sources by high level category.

The following table describes the traits of the Fund ChartField in ARC:

Fund	
Definition and Purpose	Used to capture funding sources by high level category • Provides Permanently Restricted, Temporarily Restricted & Unrestricted net asset balances for financial statements
Required for Columbia University	This ChartField will default from other ChartFields
Length / Format	2 / Numeric
Examples	63 - Endowment Income - Temporarily Restricted (TR) Fund 25 - Private Grant and Contracts 01 - General Unrestricted Fund
Key Impacts	• Defines fund as a broad source of funding (similar to FAS ledger, but allows a further segregation of funding types) • All funds may not map directly from FAS Ledger • Specific fund values and level of detail determined based on reporting requirements
Benefits	• Allows entity-wide reporting on broad funding source • Allows GAAP (Generally Accepted Accounting Principles) Fund Accounting and reporting • Enables balanced entries by Fund

Function

Function is the categorization of expenses.

The following table describes the traits of the Function ChartField in ARC:

Function	
Definition and Purpose	The categorization of revenues, expenses, and internal transfers for all Profit and Loss (P&L) transactions. This is the Consolidated Operating Budget (COB) line and the categorization of functional expense on the Financial Statements.
Required for Columbia University	This ChartField will default from other ChartFields
Length / Format	3 / Numeric
Examples	235 – Department Research 310 – Institutional Support 300 - Library
Previously Tracked in FAS	The expense function / expense category code attributes of an FAS Account
Key Impacts	N/A
Benefits	• Ease of reporting because Function is on the ledger • Reduces the number of other ChartFields that need to be opened just to have different functions

ChartField Summary Table

The following table summarizes the eleven ChartFields and the FAS components they are replacing:

ChartField	Characters (length)	Definition	Replaces	Required on transaction
Business Unit	5 (e.g. **COLUM** - Columbia University)	Legal entity for which financial statements are produced.	9-Ledger	Required on all transactions
Account	5 (e.g. **40000** - TUITION)	Used to capture the natural classification of the transaction. Accounts begin with numbers 1-7: 1 = Assets 2 = Liabilities 3 = Fund Balances 4 = Revenue 5 = Salaries and Fringe 6 = OTPS 7 = Internal Transfers	FAS Subcode / Account Control	Required on all transactions
Department	7 (e.g. **0102102** - PRE Office of the President)	Hierarchical breakdown to track financial activity within the organizational structure.	FAS BU/MU, Dept, some SLs	Required on all transactions
PC Business Unit	5 (e.g. **CAPTL** — Capital Projects)	High level project type. There are three PC Business Units to select from: • Capital • Sponsored Project • General		Required on all transactions
Project	8 (e.g. **CP001005** - AR AUDITORIUM)	Associates expenses with a specific funding source. Projects are set up for the following reasons: • Funding is externally restricted in purpose or time • Funding is unrestricted or internally restricted and is of a significant nature (e.g., used to fund several uses) and for which fund balance is carried forward • Project to date reporting is required and is different from fiscal year reporting • Project has a defined beginning and end	GL Acct	Required on all transactions
Activity	2 (e.g. **01** — AR AUDITORIUM)	Work break down structure for the associated Project.	N/A	Required on all transactions **Note:** For fiscal year projects the activity will always be 01.
Initiative	5 (e.g **41116** - BUS Master of Business Admin)	Used track financial activity related to Academic Programs or Business Activities.	FAS Account Title; many SLs	Only required for revenue, expense, and internal transfer transactions *If the transaction does not call for a specific initiative, use the undefined initiative value: **00000**
Segment	Max 8* *UNIs can be fewer than 8 characters (e.g. **atj510** - Dr. Albert Jones; **51000105** - BUS London Intl Seminar	Used to track components of Academic Programs or Business Activities, usually a person or thing.	FAS Account Title; many SLs	Only required for revenue, expense, and internal transfer transactions *If the transaction does not call for a specific segment, use the undefined segment value: **00000000**
Site	4 (e.g. **1002** - BROADWAY RESIDENCE HALL)	Building Number or Country Code	FAS Building Attribute	Only required for Capital projects but should be used when applicable
Fund	2 (e.g. **01** — General Unrestricted Fund)	Fund Type	FAS Ledger #	This ChartField will default from other ChartFields
Function	3 (e.g. **010** — TUITION)	Categorization of revenues, expenses, and internal transfers for all Profit and Loss (P&L) transactions. This is the COB line and the categorization of functional expense on the Financial Statements.	FAS Expense Function	This ChartField will default from other ChartFields

If you would like to print this table, click here.

ChartString

When each ChartField is selected, the associated numbers/characters for that field are joined together with other ChartFields to make up the ChartString. Each ChartField component has its own number of characters. Joining these together creates a unique ChartString.

How ChartFields become a ChartString
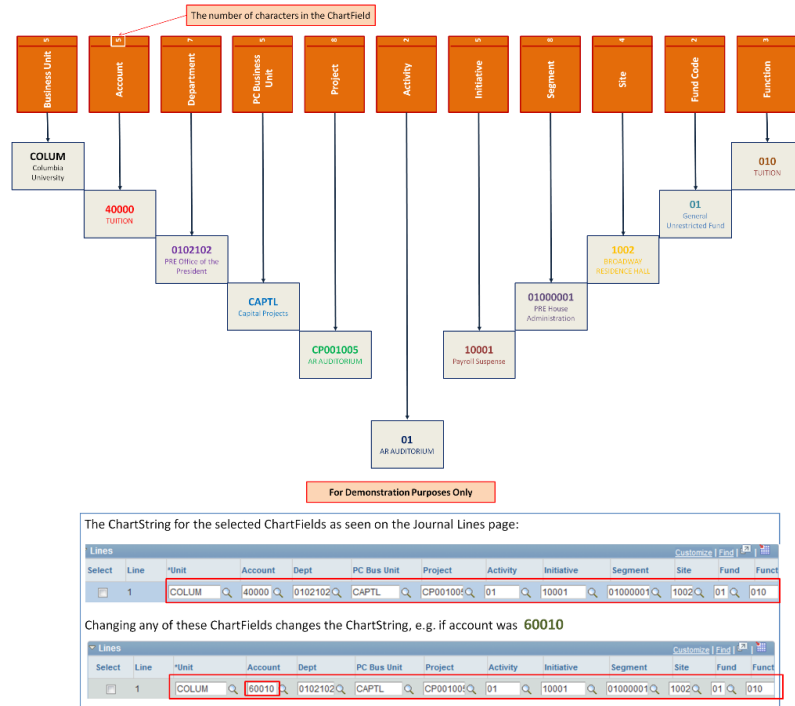
For each ChartField, there is a detailed list of all the values that can be selected to label our financial transactions and balances. ChartFields can be thought of as column headers in Excel, where each transaction is a row that puts a set of values in each column, for example:

NATURAL ACCOUNT	DEPARTMENT	FUND	PROJECT	INITIATIVE	SEGMENT	SITE	FUNCTION
62001-OFFICE SUPPLIES	21-01-115	UNRESTRICTED	D1000X - GENERAL UNRESTRICTED	CONFERENCES	ERP	NEW YORK	INSTRUCTION
62002-PRINT&REPRODUCING	21-01-115	UNRESTRICTED	D1000X - GENERAL UNRESTRICTED	CONFERENCES	ERP	NEW YORK	INSTRUCTION
62003-PAPER SUPPLIES	21-01-115	GIFTS	D4XXXX - SMITH GIFT	CONFERENCES	ERP	NEW YORK	INSTRUCTION
3617-REPRODUCING	10-14-110	UNRESTRICTED	D1000X - GENERAL UNRESTRICTED	CONFERENCES	ERP	NEW YORK	INSTRUCTION

Ways of Organizing ChartFields

Ways of Organizing ChartFields

ChartFields can be organized in ranges, attributes, and trees.

- Ranges - Each ChartField has conventions for assigning names and ranges to group similar values together

- Attributes - Attributes categorize ChartFields for security, reporting, programming and other purposes. A set of attributes is attached to each ChartField value (similar to attributes attached to FAS Accounts) – for example, each Project has an "Owning Department" attribute

- Trees - Trees are used to organize ChartField data into hierarchies which can be used for security, reporting and managing organizational structure

Department Trees

Department Trees

Trees are very powerful and we will show an example here by showing the University's Department Tree. There are at least 2,000 detailed department values that could be selected under the Department ChartField. In order to make sense of this, we have built the Department Tree for the University that consists of eight levels (or "Tree Nodes").

As you can see, the Department Tree is a hierarchy. As an organization chart, it would look something like this (through level 4):

Department Tree through Level 4
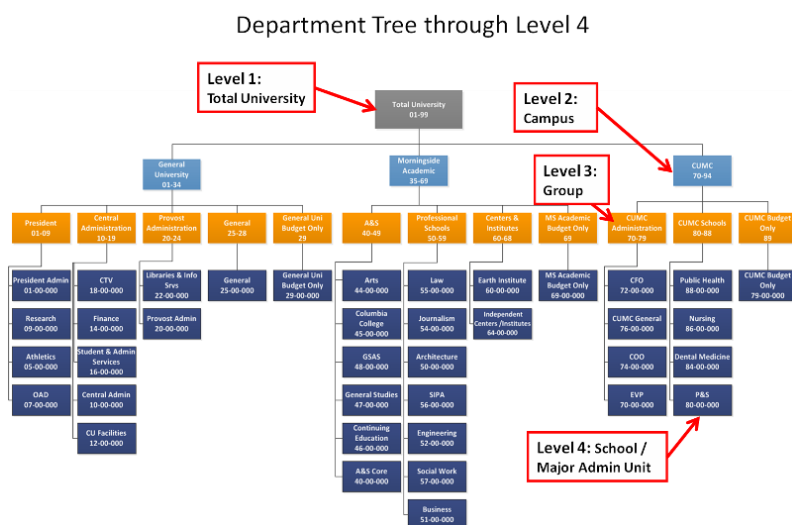
The following image shows how the Department Tree looks in ARC when it is expanded to a detailed value within Columbia University Medical Center (CUMC):
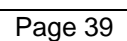
Department Tree - Morningside Example

Morningside Department Example

Departments have been organized into ranges and trees to allow for growth and change. All departments are 7 characters in length. Each character or group of characters represents a level within the department tree.

For example, let's break down the Business School Language Center department, **51-60-108**, which is within the Professional Schools of the Morningside Academic Campus.

- 51 represents the level 4 School: *Business School*
- 60 represents the level 6 Academic Department / Business Unit: *Centers and Institutes*
- 10 represents the level 7 roll up value: *Centers and Institutes*
- 8 represents the level 8 detailed department value: *Language Center*

This example is further illustrated by the image below:
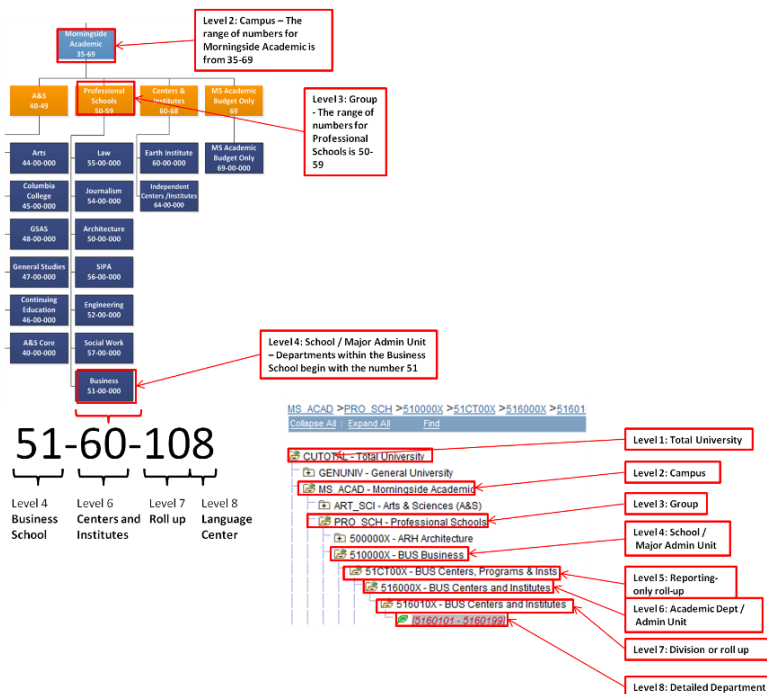
The Financial Cycle and ARC

<u>**The Financial Cycle and ARC**</u>

ARC and its integrating systems have been designed to support the University's financial cycle. The components of the financial cycle are as follows:
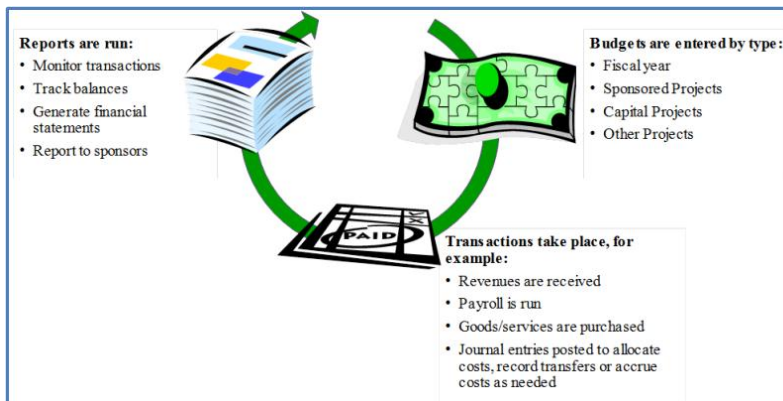
The following lessons will discuss how ARC supports each component of the financial cycle:

- Budgeting
- Transacting
- Reporting

Budgeting

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

- Understand the overall budgeting process in ARC
- List the steps involved in the budget checking and error handling processes

Estimated Time to Complete Lesson: 2 minutes
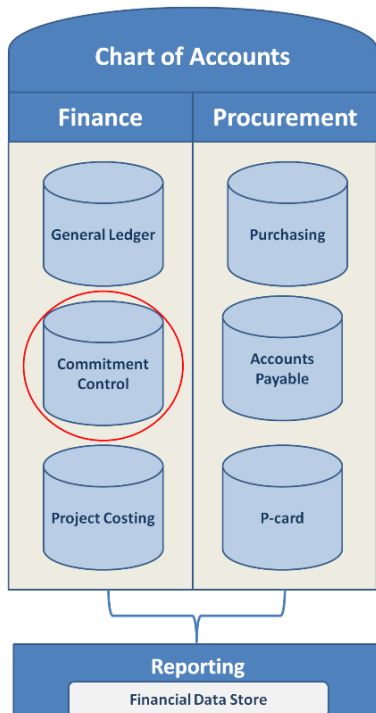
Budget Process

There are different sources for the budget data that will be fed into ARC.

- Fiscal year budgets are created in the Budget Tool
- Capital Project Life budgets are created in Skire
- Sponsored Project Life budgets are created in InfoEd
- Other Project Life budgets (projects other than capital and sponsored projects, for which reporting across fiscal years is helpful) are created in the Budget Revisions Tool
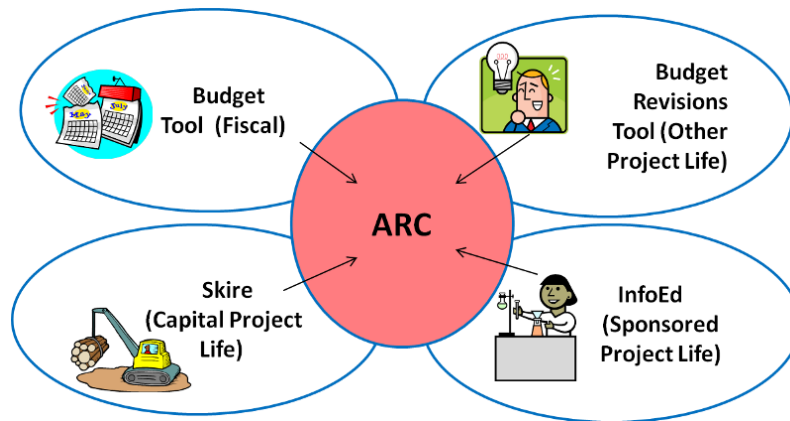
Authorization to Spend

Budget data will be fed to ARC from the systems noted above, and captured in the Commitment Control ledger.

This budget data will be important because ARC will check against it before transactions are sent on to approvers in the system. Specifically, ARC will use Commitment Control to validate that certain ChartFields were budgeted before allowing a transaction to proceed. Primarily, the system will look to see that the combination of Department and Project has budgeted expenses against it for that fiscal year.

In addition, for capital projects, ARC will prohibit any transaction that would push the total cumulative spending over the approved project budget. This level of control against a specific authorized dollar amount will only apply to capital projects.

Budget Checking

Budget checking is the process of verifying whether a budget exists for a specific combination of ChartFields.

As an example, remember the Smith gift. Before the department of Chemistry could spend on the Smith gift, ARC will check to make sure that a budget exists for any amount of spending (even if just $1) for Chemistry and the Smith Gift Project allowing any transactions to go through.
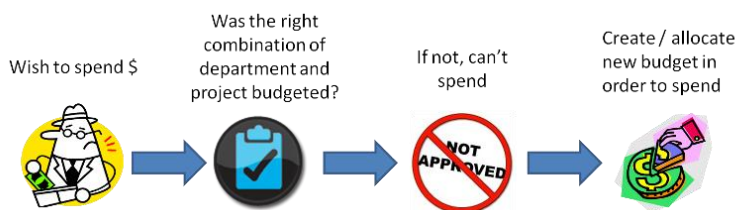
Budget Check Error Handling in ARC

If the transaction fails budget checking, an e-mail notification will be sent out to the transaction initiator. The e-mail will come as part of the last batch process each day that identifies any transactions that failed budget checking during that day.
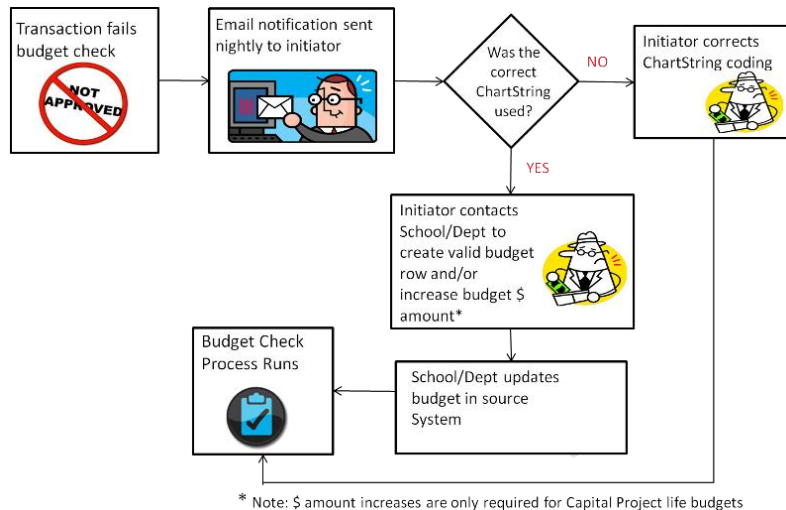
Procurement Transactions

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

- List the steps involved in the procurement lifecycle
- Define the new system-based activities for procurement transactions

Estimated Time to Complete Lesson: 5 minutes

Procurement Lifecycle

Procurement Lifecycle

The procurement lifecycle involves the following processes:

- Creating and modifying vendors
- Creating requisitions
- Creating purchase orders
- Creating change orders
- Receiving of goods and services
- Submitting invoices
- Processing payments

Vendor Process Overview

Vendor Process Overview

A vendor is anyone who is considered a payee in the new ARC system. ARC will help streamline and improve the Vendor Management process at the University by:

- Increased consistency in vendor data though a single master vendor database that leverages the benefits of an integrated ERP system (error checking, duplicate vendor checking), rather than entering vendors into multiple systems
- Ability to input multiple addresses for a single vendor rather than create duplicate vendors to accommodate multiple addresses
- New vendor forms will enhance data accuracy and reduce the need for manual data entry by the Vendor Management Team
- 1099 reporting criteria can be specified at the time of vendor creation, and this information can be carried forward to the voucher

The new process begins with the vendor request submission process. After this process has been completed, a vendor is ready to be included in relevant transactions, such as requisition and voucher creation.
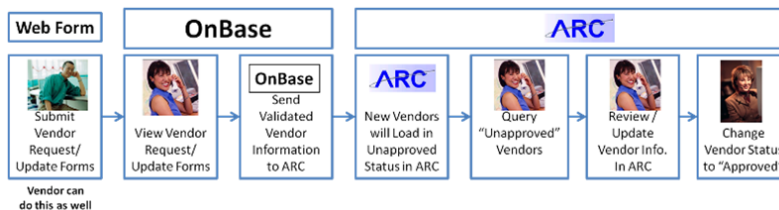
Requisitions, Purchase Orders, and Change Orders

Requisitions, Purchase Orders, and Change Orders

Creating a Requisition initiates the end-to-end Procure to Pay life cycle within ARC. A Requisition is a formal request from a department for a good or service. Requisitions are used for those purchases that cannot be made using other means such as a Purchasing Card (P-Card).

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

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

Voucher Process Overview

Voucher Process Overview

In order for payments to be created in ARC, vouchers must first be entered into the system. Benefits of the new voucher creation and maintenance process include:

- Streamlining the voucher data entry in a single integrated system by capturing and validating data once at the source to eliminate unnecessary rework and follow up
- Streamlining the voucher approval process through workflow to create an approval process based on a set of efficiencies and compliance criteria
- Improved encumbrance liquidation and expenditure process as well as budget controls
- Ensuring the flow of information throughout the entire lifecycle to address reporting needs
- Integrating with OnBase to allow for increased access to relevant documentation as well as additional visibility into the approval process

The voucher process begins with voucher creation in ARC:
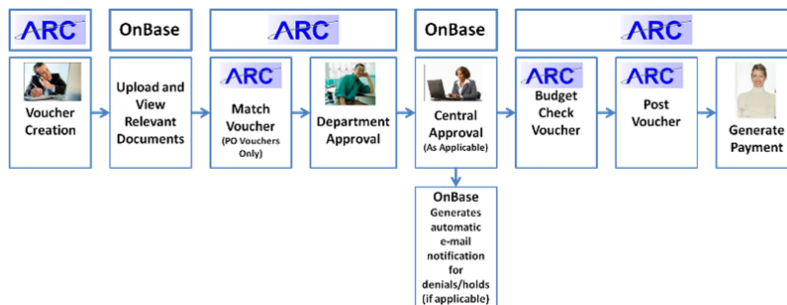
Payment Processing

Payment Processing

Payments are generated in ARC through the Pay Cycle Manager process. Benefits of this new payment processing system include:

- ARC's Pay Cycle Manager allows for better control of payment processing by giving Central AP the ability to schedule, create, and manage payments
- Leveraging the system's ability to generate electronic payments, which streamlines payment processing and reduces manual check processing activities

After a voucher has gone through central approval and budget checking, it is able to be posted. Once it is posted, it will be picked up by the Pay Cycle so that a payment can be scheduled. The Pay Cycle Manager identifies transactions that are scheduled to be paid after the voucher processing cycle has been completed, creates and approves the payment, and finally the payment is distributed to the vendor.

The process is as follows:
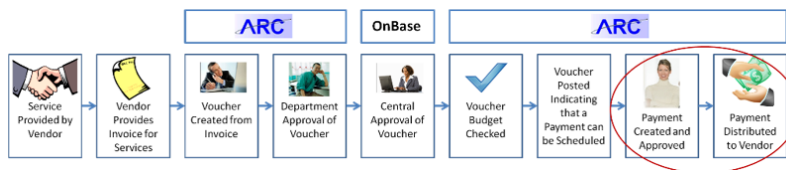
General Ledger Transactions

This is the *General Ledger Transactions* lesson of the *Introduction to ARC* course. Upon completion of this lesson, you will be able to:

- Identify the three types of journal entries
- List the steps involved in journal processing

Estimated Time to Complete Lesson: 2 minutes

General Ledger Overview

The *General Ledger* module is the 'book of record' for Columbia University. While the General Ledger is a standalone module, it is very connected to all the other modules in ARC as well as various integrating systems because the other modules and systems create accounting entries that are passed to the General Ledger for posting. From this posted accounting data, you can obtain both detail and summary accounting information and produce numerous financial reports for your department and/or School/Administrative Unit.
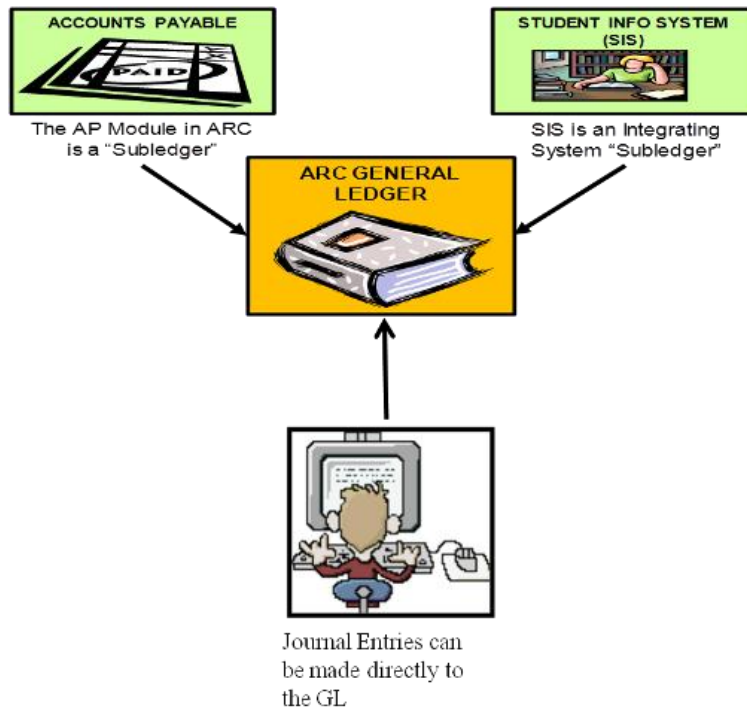
All the activity that is posted in the General Ledger is posted through journal entries. In ARC, there are several different types of journal entries:

- Internal transfer journal entries
- General journal entries
- Interfaced journal entries

Types of Journal Entries

Internal Transfers are the most common type of journal entries. They are used in the following instances:

- To allocate revenue / expenses from one valid ChartString to another. For example, if a department allocates space charges to other departments, an internal transfer journal entry can be used for the allocation
- If one department charges other departments for services performed as a valid Recharge Center (e.g., Print Services).
- To execute a fund transfer from one valid ChartString to another. For example, if a department needs to fund a Capital Project from an Unrestricted Project.
  However, expenditure corrections on an AP entry should be handled through AP journal vouchers – NOT internal transfers.

General Journal Entries are less common and generally executed by the Controller's Office:

- For accruals of revenue or expense
- To record a change in balance that cannot be made via the Internal Transfers page
  Note: If you do not have access to execute general journal entries,
  you may request that the entry be made by the Controller's Office

Interfaced Journal Entries are systematically generated when a subsystem (e.g., the Cash Module) feeds transaction information to the General Ledger module.

Journal Processing

Once the journal header and journal lines are entered, all journal entries must go through the following system processes:
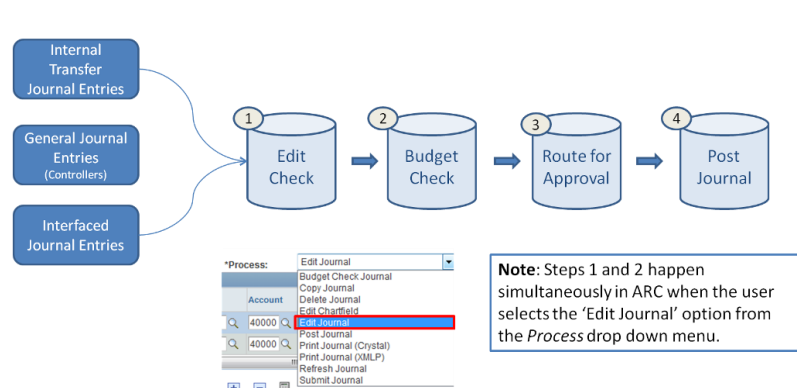
These four processes are summarized below:

The Journal Edit process ensures that ChartField values are valid, debits equal credits, and journal entries are flagged for posting to the target ledger.

The Budget Check process ensures commitments and expenditures are controlled by checking the transaction against predefined, authorized budgets.

The Approval process routes the journal to predefined authorizers through workflow. The journal may be routed to one or more approvers. A journal can only be posted if all approvers approve the journal.

Journal posting is the last step of journal entry processing. After journal posting, a user can no longer edit the entry. A journal can only be posted after it has been successfully edit checked, budget checked, and approved.

Project Costing Transactions

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

- Describe how Project Costing fits in the ARC solution
- Define Project Costing terminology such as project and activity
- Give examples of how project and activity are used in sponsored projects

Estimated Time to Complete Lesson: 2 minutes

What is Project Costing?

Project Costing is a module of PeopleSoft Financials used to track and aggregate project-related costs. Project Costing also provides a place to store additional attributes applicable to a single project. It can be thought of as a repository of project information for budgeting, sponsored billing, and reporting purposes.

Below you can see how Project Costing interacts with the other modules within ARC:
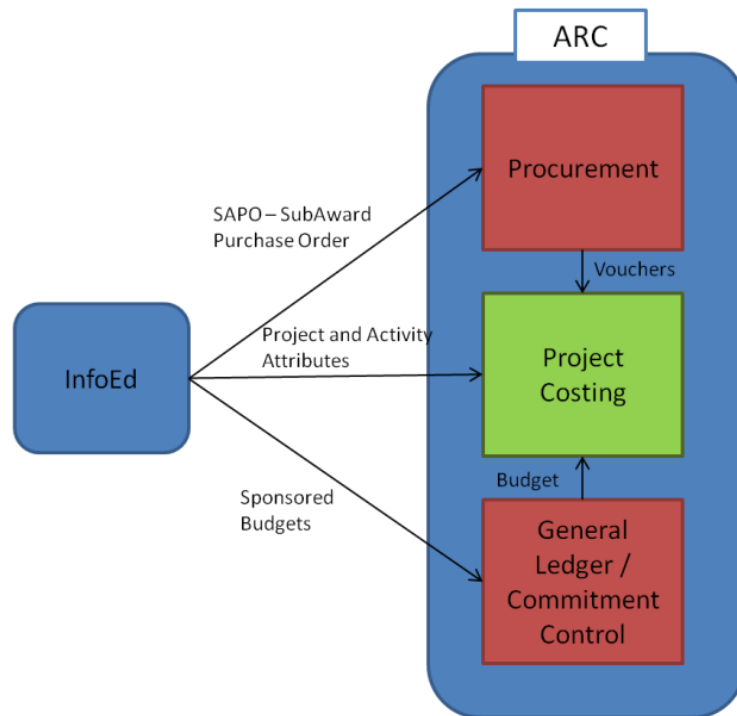
What are Projects and Activities?

The Project ChartField represents the specific funding source and is required on all transactions. Separate projects are generally set up where a separate fund balance must be tracked and carried forward.
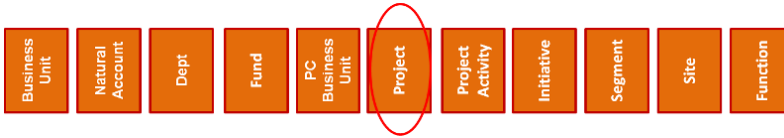
The Activity ChartField is always required. For Sponsored and Capital Projects, Activity further defines a budget period or scope of work.

The Controller's Office will create a default Activity, unless otherwise specified, for all Projects during the setup process.

Sponsored Project Example

Use of Project/Activity - Sponsored Project Example

A researcher at Columbia University gets a multi-year award with carry over restrictions from National Institutes of Health (NIH). How could they use ARC to manage this award?
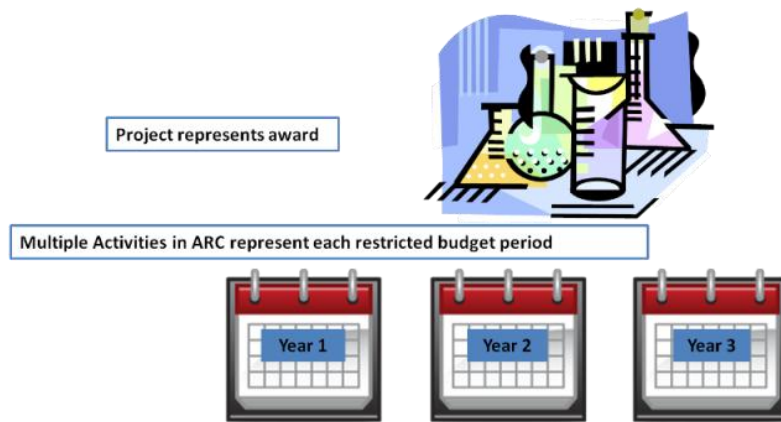
Reporting

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

- Explain the basic reporting solution that comes with ARC
- Define key terminology such as Financial Data Store (FDS) and University Data Store (UDS)
- Access the ARC portal and understand how content is organized within the portal

Estimated Time to Complete Lesson: 5 minutes

What's Changing?

The new reporting solution streamlines the reporting environments into two databases: ARC and the University Data Store (UDS). The University Data Store (UDS) is the new data warehouse repository, where data from ARC, PAC/LA, Student, and Historical/Legacy system data will be stored. The ARC portal is a one stop shop where the majority of financial reporting can be accessed.

The following image shows the ARC reporting solution:

University Data Store (UDS)

The image below shows the various types of data that is stored within the University Data Store (UDS).
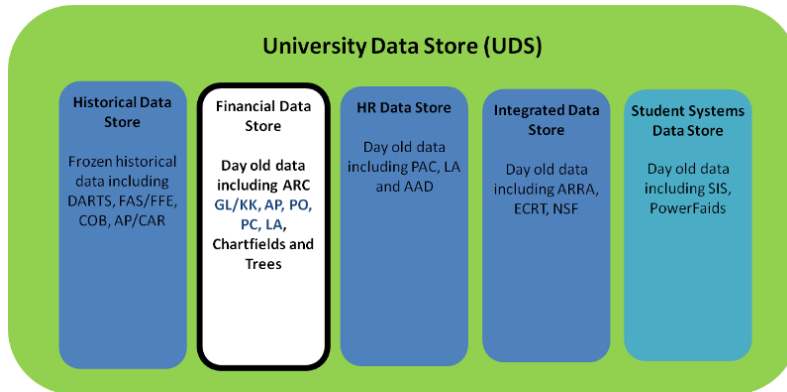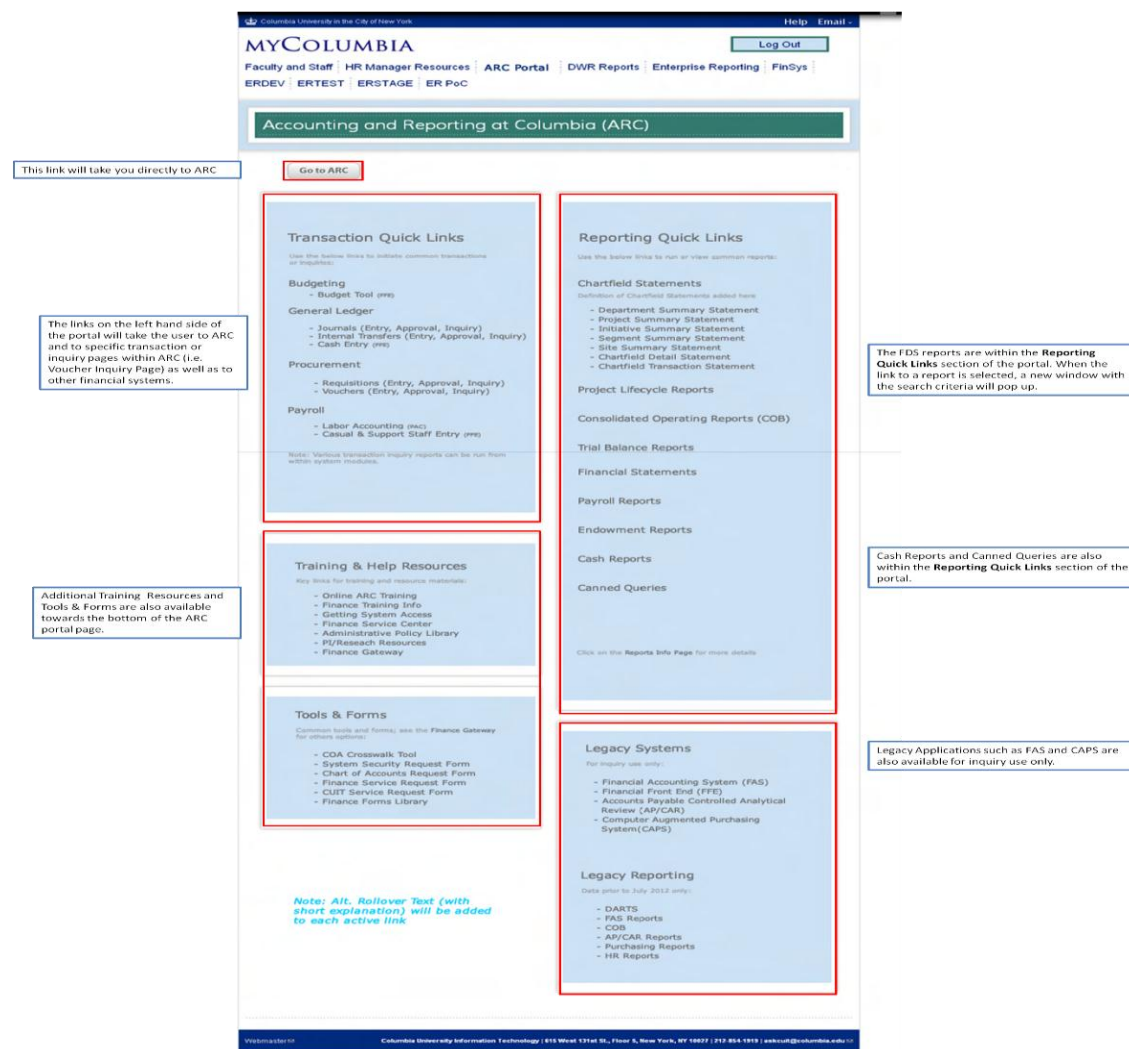
Introduction to the ARC Portal

ARC allows users to work in multiple ARC applications and databases without having to sign out and sign in again. For security purposes, ARC logs a user out of his/her application after a period of 30 minutes of inactivity. Two minutes prior to session timeout, the system provides a warning that the browser session is about to expire.

The ARC Portal is the entry into ARC and the reporting environments. To access the ARC portal log into MyColumbia using your UNI and password and click on the ARC Portal tab.

From the ARC Portal, you can go directly to ARC by clicking on the 'Go to ARC' link.

The image below shows how the content on the portal is organized.

Introduction to the Financial Data Store Reports

On the right hand side of the ARC portal is the *Reporting Quick Links* menu. Within this menu there are several links to common reports. The data extracted when running these reports is coming from the Financial Data Store (FDS) or from ARC.

It is important to keep the following distinction in mind when running reports from ARC versus the FDS:

- Reports that are run from ARC contain real-time data
- Reports that are run from the FDS will contain day old data (with the exception of COB reports which will contain data that is updated multiple times throughout the day)

Reporting Quick Links

Use the below links to run or view common reports:

Chartfield Statements

Definition of Chartfield Statements added here

- Department Summary Statement
- Project Summary Statement
- Initiative Summary Statement
- Segment Summary Statement
- Site Summary Statement
- Chartfield Detail Statement
- Chartfield Transaction Statement

Project Lifecycle Reports

Consolidated Operating Reports (COB)

Trial Balance Reports

Security and Workflow

This is the *Security and Workflow* lesson of the *Introduction to ARC* course. Upon completion of this lesson, you will be able to:

- List the components of the security and workflow solution
- Gain an understanding of the process flow of setting up security and workflow in ARC
- Understand how security and workflow govern ARC transactions

Estimated Time to Complete Lesson: 5 minutes

Security and Workflow Overview

Now that we've reviewed the key components that have been designed to support the business and reporting needs of Columbia University, we want to conclude by outlining the features of the system that ensure that people have the appropriate access to system transactions and data. Two key terms for understand ARC's safeguards are security and workflow. The following diagram shows an overview of security and workflow in ARC:
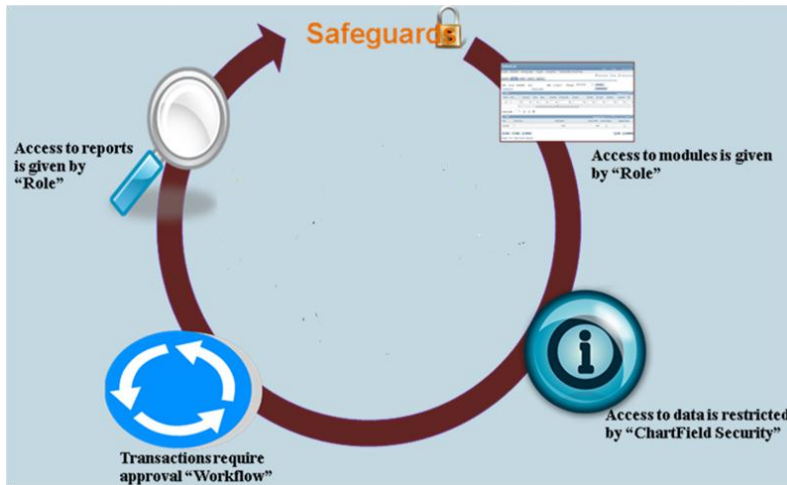
Components of Security and Workflow

A user's system access is granted for distinct and different aspects of how they will interact with the system:

Page-level security: Transactions in ARC will occur on various pages (examples: voucher pages, journal entry pages). Page-level security gives you access to begin or approve those types of transactions on specific "pages" in ARC.

Business unit & ledger security: Ledger security will give you access to a set of data. Most users will have access to transact affecting the "Actuals" ledger.

Workflow: Workflow routing will determine whether you are given a transaction to review and/or approve.

ChartField security: ChartField security helps determine what data you should see within the system and in system-generated reports. Generally, security is set-up so that you can only see in a report certain data for your department.

If you are a system user, these components will be set up based on your business need and they will govern what you can and cannot see in ARC.
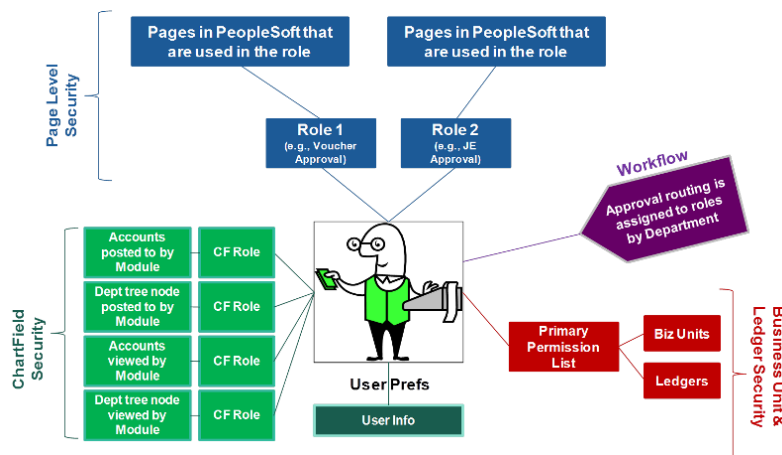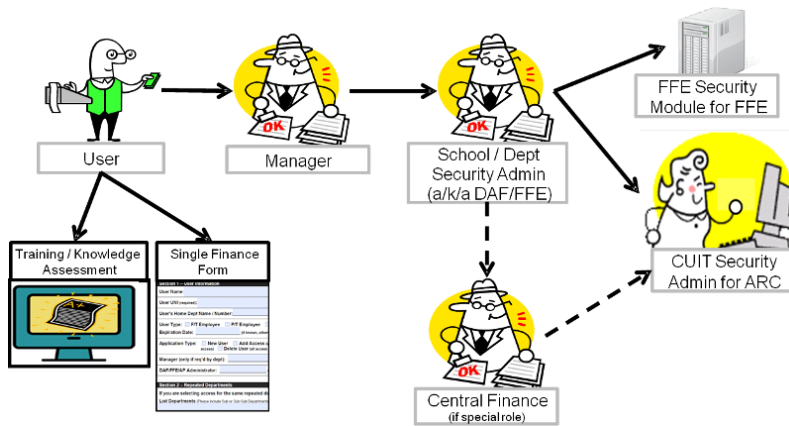
Workflow

In ARC, workflow controls the routing of a transaction to multiple people throughout a process -- it is the routing of transactions based on roles and rules. Workflow will be commonly used in ARC to obtain approvals for transactions such as: requisitions, vouchers, and journals. Workflow helps transactions process more securely and efficiently, as workflow is also controlled by security rights. Also, workflow helps avoid "lost," paper-only transactions and allows the user to see where a transaction is in the approval process.

The following is an overview of the workflow and approval process in ARC:
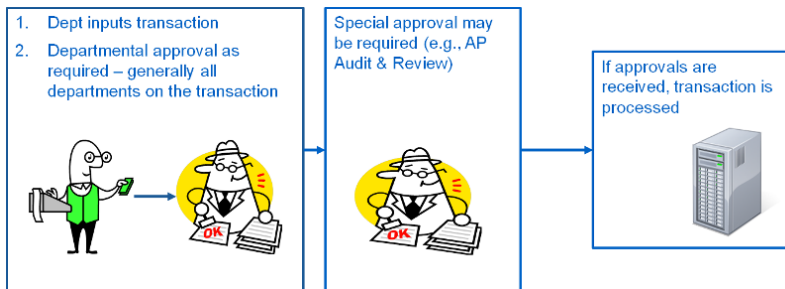
Setting up Security and Workflow

There is a standard process required for setting up a user with security and workflow as summarized in the picture below.
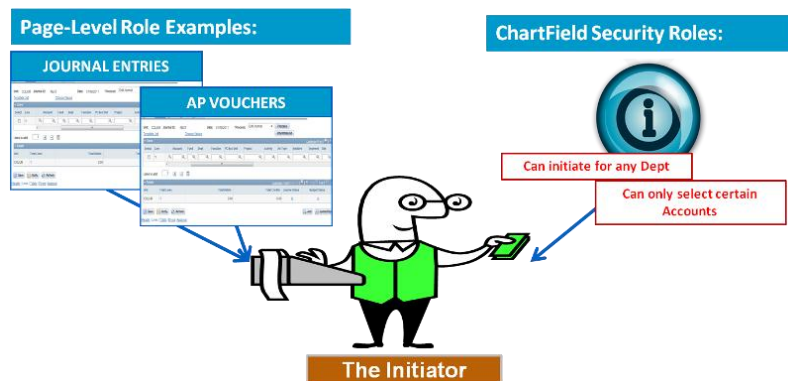
Security and Workflow on Transactions

Security and workflow govern the transactions users can perform as well as the data users can see within ARC. To illustrate this point, consider the three primary players in a transaction: the Initiator, the Approver, and the Inquirer.
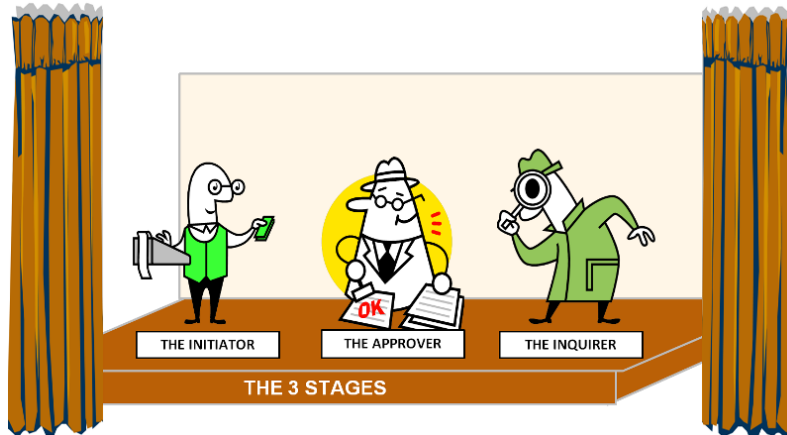
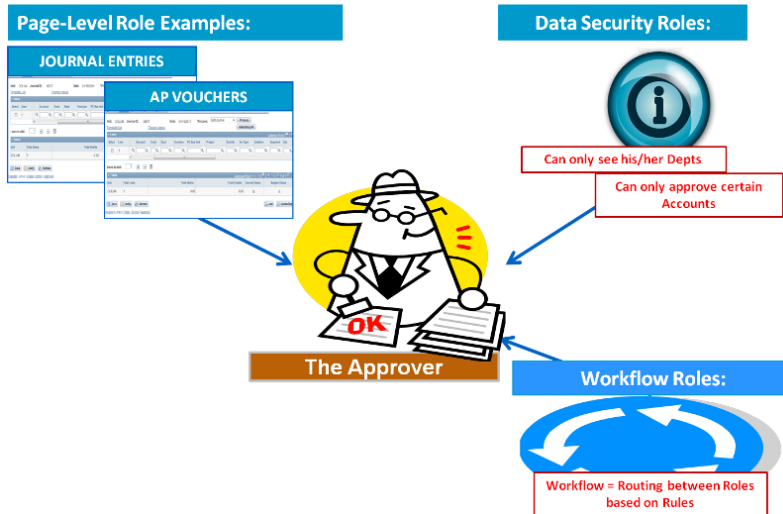## Initiating a Transaction

Step 1 - Initiating a Transaction

The Initiator is responsible for setting the process in motion by accessing pages in ARC to process transactions such as Journal Entries, Vouchers, and Requisitions.

Approving a Transaction
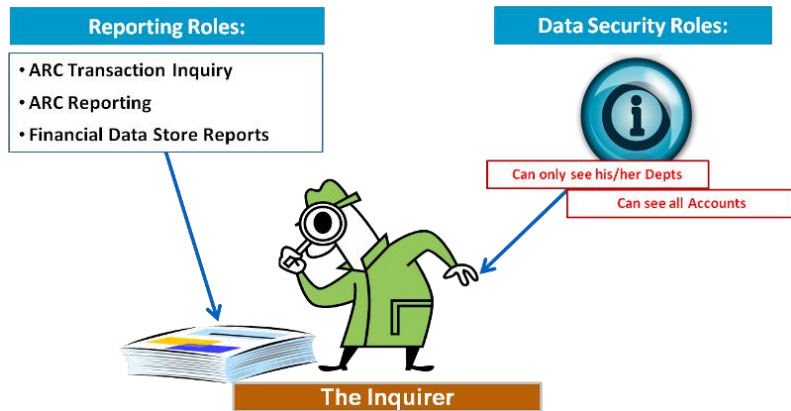Step 2 - Approving a Transaction

Transactions are then routed to the appropriate person(s) for approval.

Inquiry and Reporting

Step 3 - Inquiry and Reporting

After the initiation and approval phases, the security and workflow process concludes with inquiry and reporting.

Basic Navigations

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

- Add a navigation to your favorites in ARC

Estimated Time to Complete Lesson: 2 minutes

Adding a Page to Your Favorites

ARC uses a menu bar to display a hierarchy of folders and content references that can be used to navigate to various application pages. Expanding and collapsing these links is one way of getting around the ARC system.

In the *Adding a Page to Your Favorites* topic, you will learn how to access different application pages from ARC's menu bar.
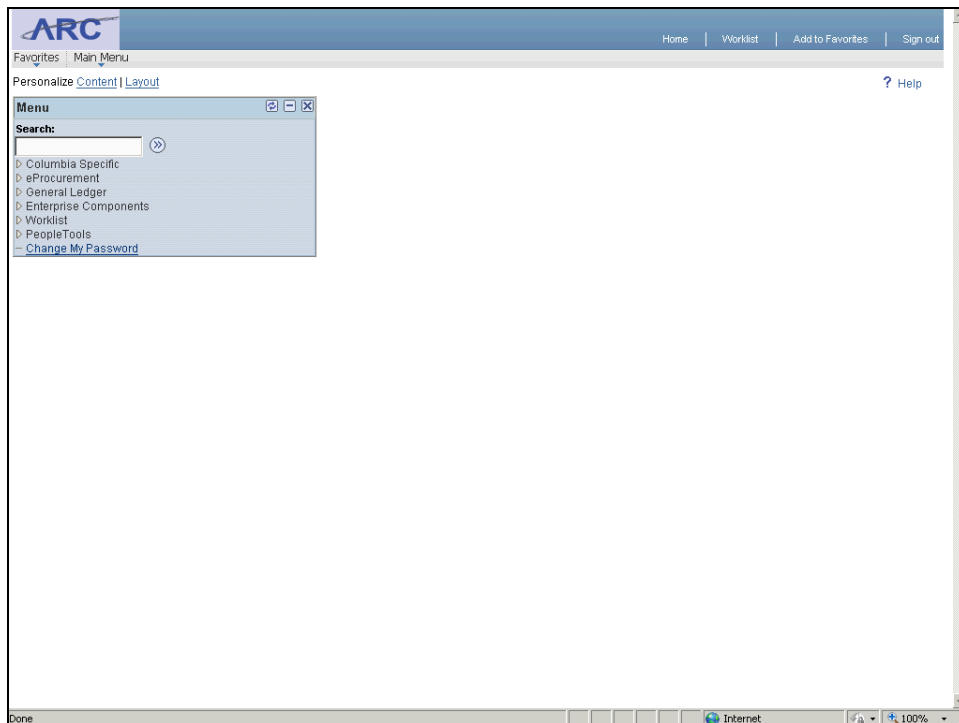
Specifically, you will be able to:
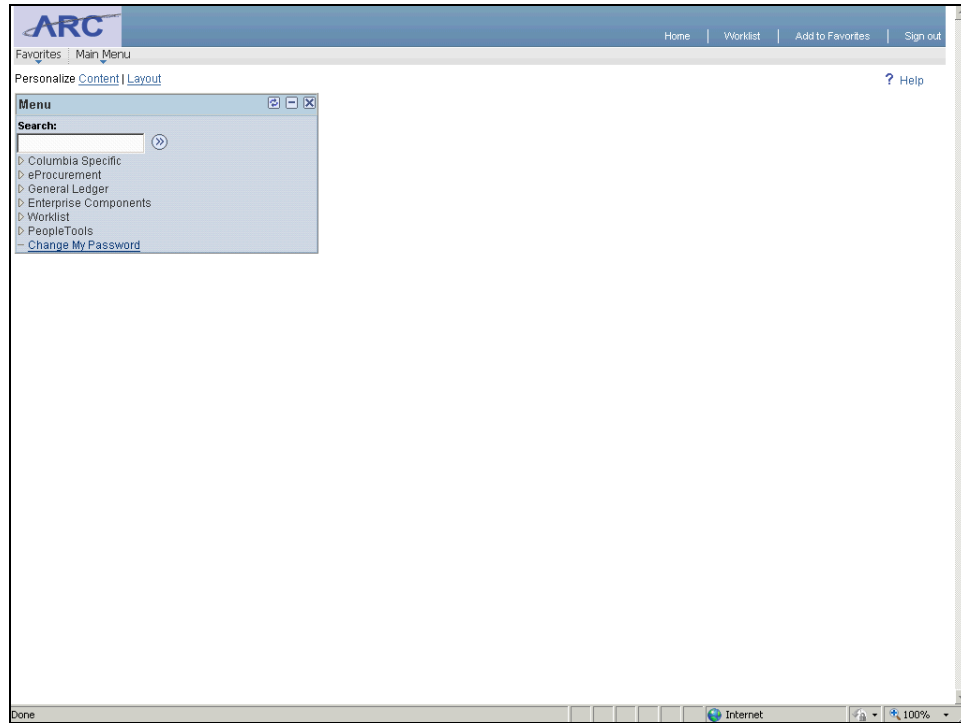
- Add a page to your favorites in ARC

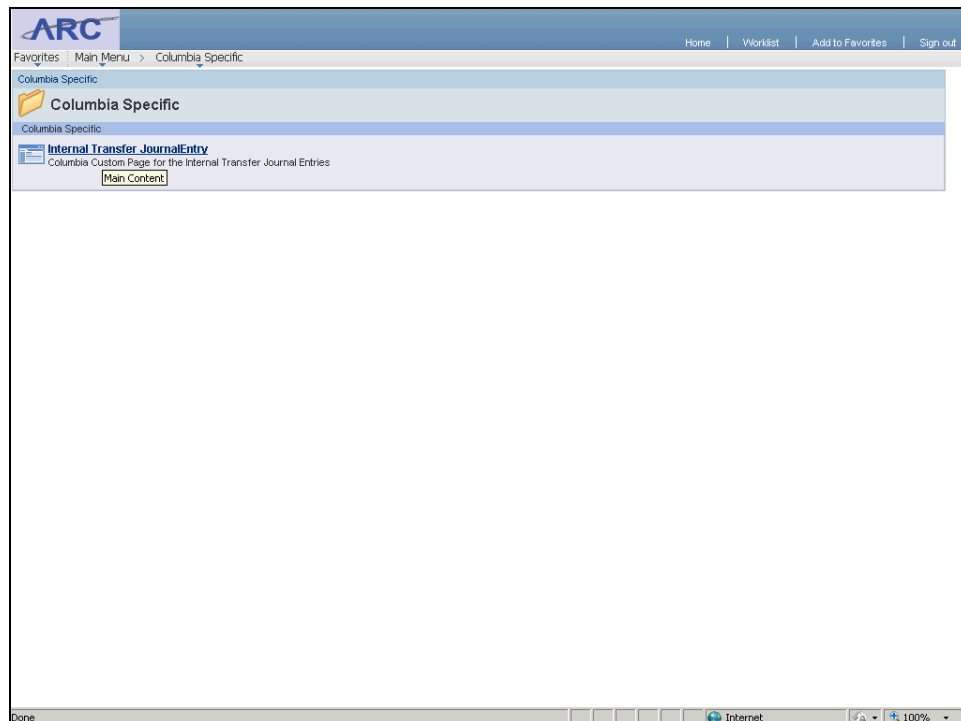**Estimated time to complete topic:** 2 minutes

Procedure

Welcome to the *Adding a Page to Your Favorites* topic. In this scenario you will learn how to add a system navigation to your favorites.

Step	Action
1.	The list of menu items available will be based on the security access granted to the user.

Step	Action
2.	Click the **Columbia Specific** link. ▷ Columbia Specific
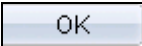
Step	Action
3.	Click the **Internal Transfer Journal Entry** link.
	Internal Transfer JournalEntry

Step	Action
4.	Click the **Add to Favorites** link.
	Add to Favorites
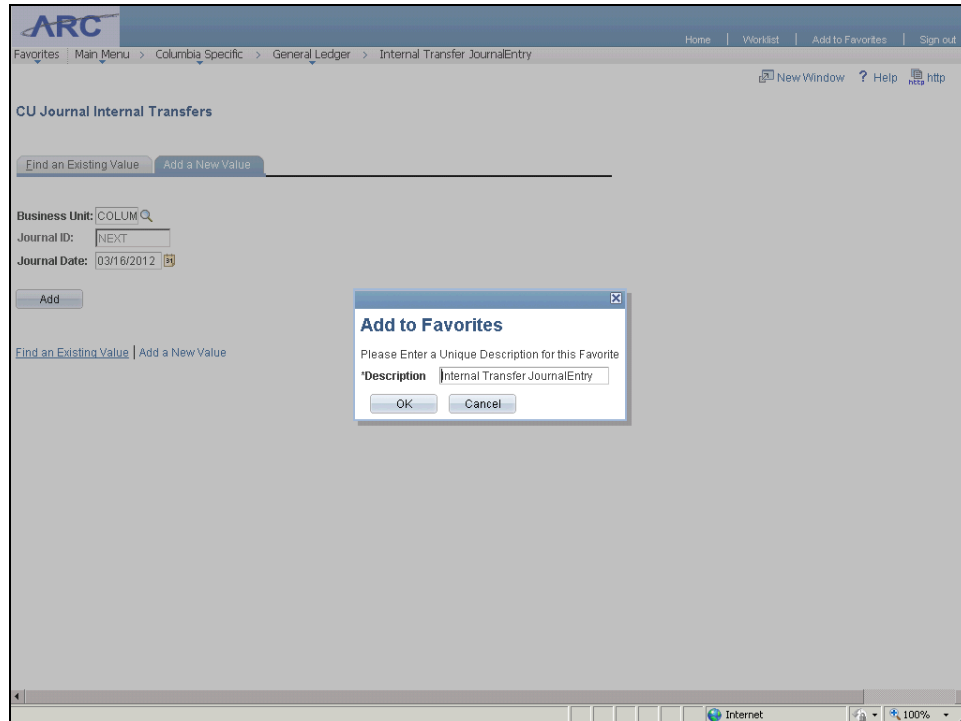
Step	Action
5.	Click the **OK** button.
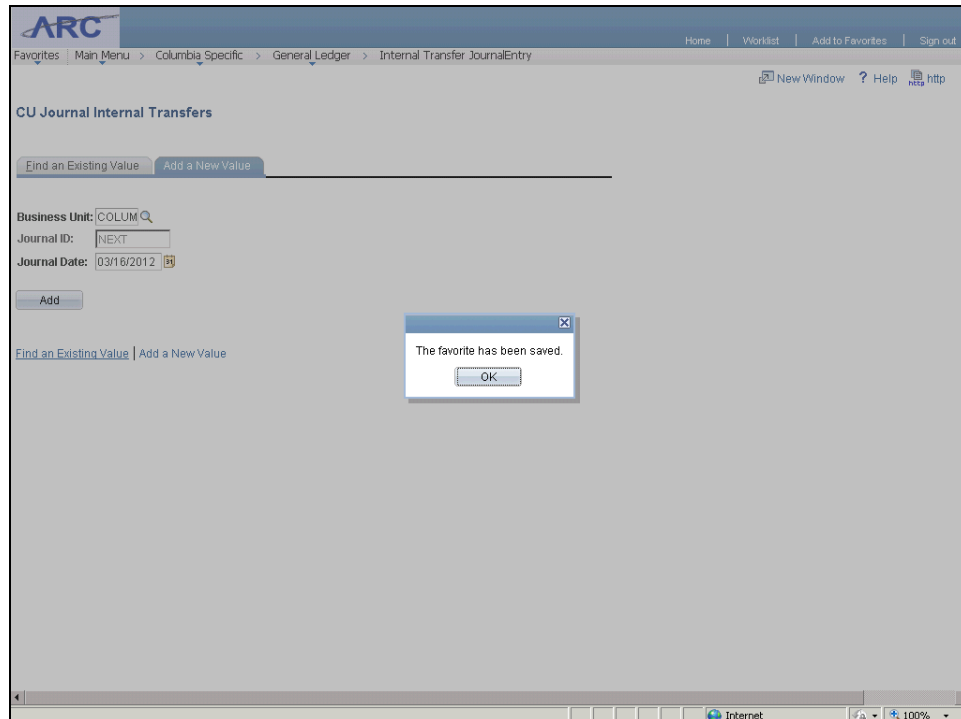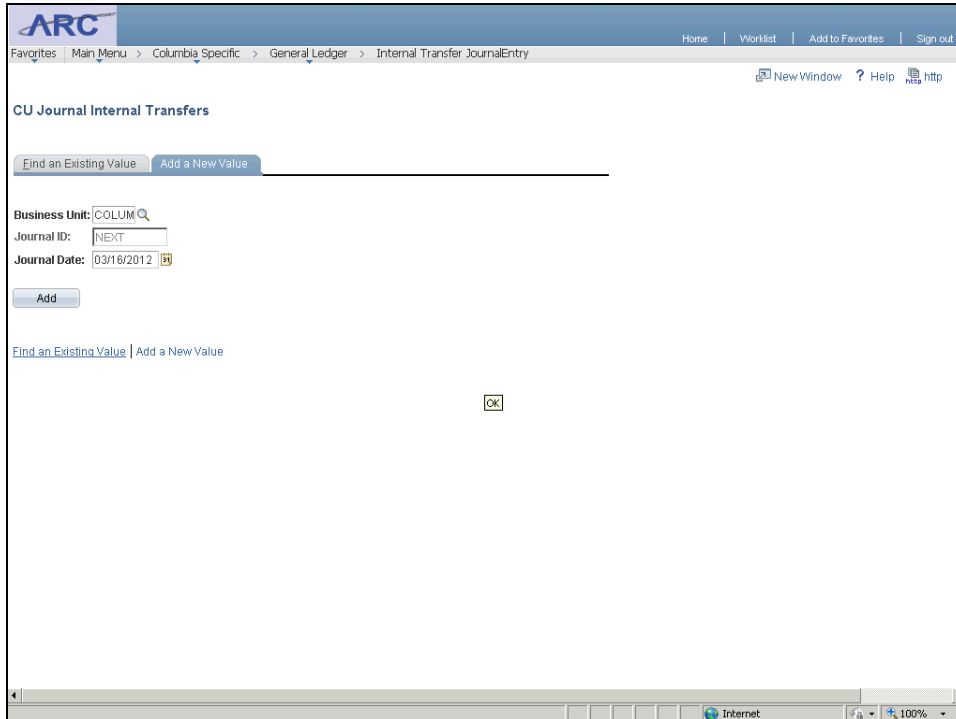
Step	Action
6.	Click the **OK** button. OK

Step	Action
7.	Click the **Home** link. Home
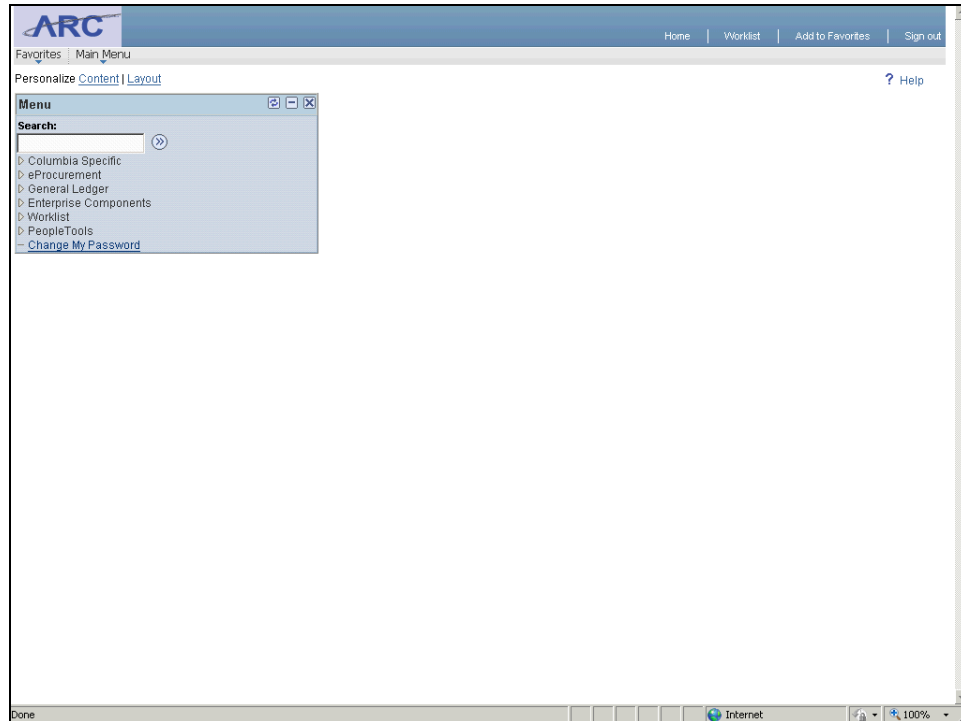
Step	Action
8.	Click the **Favorites** button. Favorites
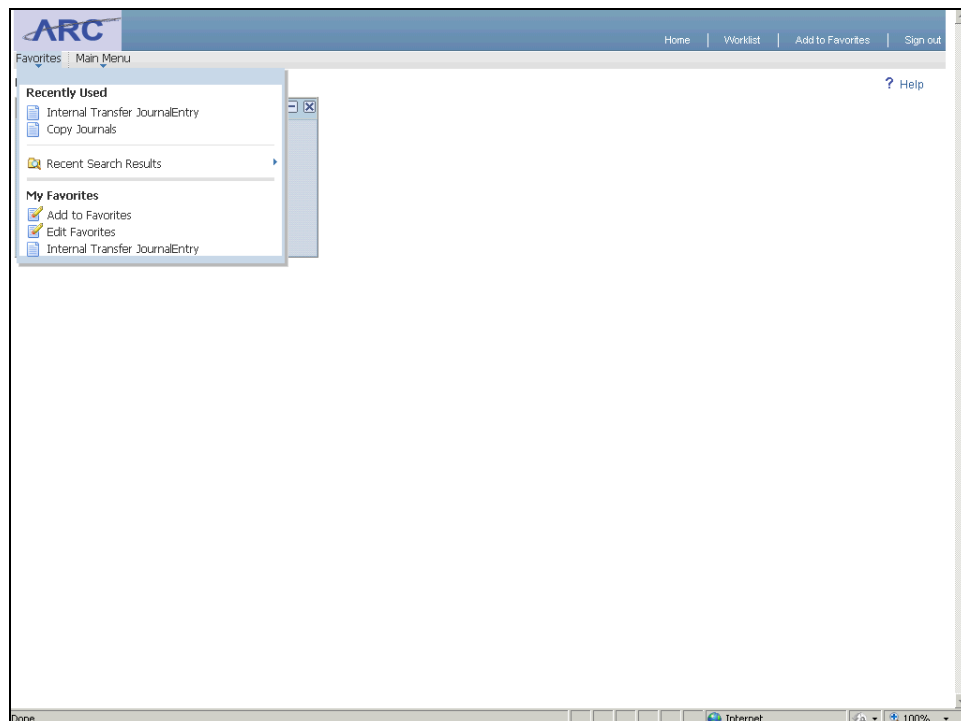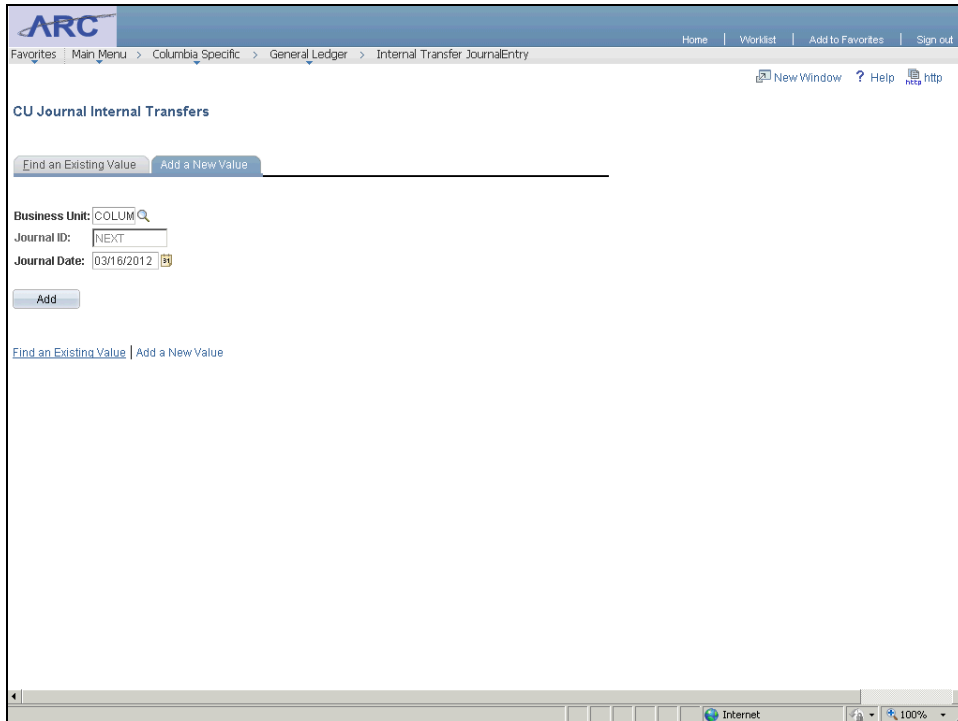
Step	Action
9.	Click the **Internal Transfer Journal Entry** menu.

Step	Action
10.	You have successfully added a navigation to your list of favorites. **End of Procedure.**

Training and Support

This is the *Training and Support* lesson of the *Introduction to ARC* course. Upon completion of this lesson, you will be able to:

- Identify additional support available for web-based courses
- Sign up for learning labs
- Contact ARC training support

Estimated Time to Complete Lesson: 2 minutes

Learning Labs

User Training Support: Learning Labs

Purpose of Learning Labs

- Additional support for web-based courses

- Opportunity to ask questions and get clarification on any aspect of the FIN ERP training program

- Required for any user who does not pass a knowledge assessment for a particular role-based course after three attempts

Frequency of Learning Labs

- Consistently scheduled between mid-April and system go-live in July

For more information click here (http://vesta.cumc.columbia.edu/finance/uni/fin_erp/learning_lab.html) to access the Learning Lab section of the FIN ERP website.

Course References

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

Job Aid: Getting Started with the Web-Based Training Tool
Job Aid: ChartField Definitions
Introduction to ARC Training Guide

Check Your Understanding

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

1. The _____ ChartField represents the funding source and is required on all transactions.
2. _____are used to organize ChartField data into hierarchies which can be used for security, reporting and managing organizational structure.
3. True or False: The department tree for Columbia University consists of eight levels.
4. True or False: The University Data Store (UDS) is the new data warehouse repository, where data from ARC, PAC/LA, Student, and Historical/Legacy system data will be stored.
5. The FAS Subcode translates into the _____ ChartField in ARC.

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

Answer Key

Below are the answers to the Check Your Understanding Questions:

1. The <u>Project</u> ChartField represents the funding source and is required on all transactions.
2. <u>Trees</u> are used to organize ChartField data into hierarchies which can be used for security, reporting and managing organizational structure.
3. **True** or False: The department tree for Columbia University consists of eight levels.
4. **True** or False: The University Data Store (UDS) is the new data warehouse repository, where data from ARC, PAC/LA, Student, and Historical/Legacy system data will be stored.
5. The FAS Subcode translates into the <u>Account</u> ChartField in ARC.

Glossary

ARC	Accounting and Reporting at Columbia. Columbia University's new financial system.
Budget Checking	Enables users to control commitments and expenditures automatically by checking them against predefined, authorized budgets.
Chart of Accounts	Columbia's Chart of Accounts is comprised of 11 ChartFields that are used to organize and record financial activity at the University.
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.
ChartString	The combination of ChartFields and the level at which accounting charges and credits are applied.
COB	Consolidated Operating Budget - found in the Data Warehouse section of My. Columbia portal - a useful budget report.
Commitment Control	Functionality in ARC that enables users to manage expenditures actively against predefined, authorized budgets. An example is budget checking.
Contract	Represents a binding Agreement between the University and a supplier such as an Agreement, Purchase Order, Task Order, hotel, etc.
Encumbrance	A commitment to pay for goods and/or services reflected in a budget (i.e. purchase order commitment). Issuance of a purchase order to a vendor is a typical encumbrance transaction.
ERP	Enterprise resource planning. ERP refers to a category of business software that is designed to integrate functions across an organization into a single computer system.
Expenditure	An amount that has been disbursed and expensed.
FAS	Financial Accounting System - the University's existing accounting system that will be replaced by the FIN ERP solution in July 2012.
FFE	Financial Front End - front end interface that brings together various action and report modules - interacts with FAS.
Field	An area on a page that displays or requires data.
Financial Data Store	Columbia's new financial data warehouse. (Previously referred to as ODS -- Operational Data Store).
General Ledger	The 'Book of Record' which holds all financial transactions in detail or summary and is used for financial reporting and financial management.
InfoEd	A software that enables faculty, administrators and staff to move efficiently through each part of the grant and contract process from proposal development to post award management.
Internal Transfer	To allocate revenue and expenses from one valid ChartString to another and to execute fund transfers from one valid ChartString to another.
Journal Entry	The recording of financial data pertaining to business transactions in a journal such that the debits equal credits.
Journal Header	Contains information that uniquely identifies a journal, such as business unit, journal ID, and journal date.
Nodes	Nodes define the hierarchical relationship within the tree. Nodes can be either categories (as in a group of assets) or items that need to be placed in a

	relationship with other items, such as an item in a catalog.
Pay Cycle	Generates payments through a standard process: 1. Selection 2. Creation 3. Approval 4. Process Generation
PeopleSoft	Oracle's PeopleSoft system is an integrated software package that provides a wide variety of business applications to assist in the day-to-day execution and operation of business processes. Each individual application, such as Financial's and Human Resources, interacts with each other to offer an effective and efficient means of working and reporting in an integrated fashion across the enterprise. ARC and PeopleSoft are used interchangeably when referring to Columbia's new financial system.
Pre-encumbrance	An amount expected to spend, but funds have not yet been obligated. An example of a pre-encumbrance is a requisition.
Project	First (highest) level at which you can budget and record project activity.
Project Life Budgets	A budget that is created for the life of a project, e.g. Sponsored Projects, Capital Projects
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.
Ranges	Each ChartField has conventions for assigning names and ranges to group similar values together (similar to FAS ranges).
Receiving	A system record of goods received from purchase orders.
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.
SKIRE	SKIRE manages Capital and SOGR (State of Good Repair) projects. Skire is currently used for budget creation, budget tracking, purchase order processing and invoice.
Trees	Trees are used to organize ChartField data into hierarchies which can be used for security, reporting and managing organizational structure.
University Data Store	The new data warehouse repository (UDS). The place where data from ARC, HR / Labor Accounting, Student, and Historical / Legacy system data will be stored.
User Productivity Kit	Oracle's User Productivity Kit (UPK). The web-based training tool used for ARC training.
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.