To: All Research Faculty and Administrators
From: Lynette Arias
Subject: Important SPA Deadlines for ARC Transition

Columbia’s new financial system, Accounting and Reporting at Columbia (ARC), will go live on July 9, 2012. From June 23-July 8, InfoEd will undergo a conversion to prepare for its interface with ARC. During this period, SPA will be unable to create new accounts or make modifications to existing accounts. SPA will not be able to accommodate any exceptions.

In order to ensure that accounts can be set up or modified, SPA has established the following deadlines:

June 1: Equipment rebudgeting

June 13: New account setups, including scope accounts
  Advance account setups
  Account extensions
  Account rebudgeting
  Subaward Purchase Orders (SAPOs)

SPA is committed to meeting all requests received prior to the foregoing deadlines. SPA will prioritize requests received after June 13 in the order received and will use its best efforts to process such requests. However, we cannot guarantee that the actions will be completed before InfoEd becomes unavailable on June 23.

Please contact any of the undersigned or your Project Officer if you have questions. For general information about ARC, please refer to the project website at http://finance.columbia.edu/fin_erp or contact the project team by email at FINERP@columbia.edu.

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