

Report Inventory

Type	Report Name
ARC	Asset Acquisition by ChartField Report
ARC	Asset Net Book Value Report
ARC	Asset Roll Forward Report
ARC	Asset Transfers Report
ARC	Cost Activity Report
ARC	Depreciation by Fiscal Year Report
ARC	PO Open Commitments for Assets Report
ARC	Retirement Activity Report

Query Inventory

Type	Query Name
ARC	Asset Inquiry for Department Inquiry Query
ARC	Asset Retires for Sale Query
ARC	Asset Transactions with No Journal Query
ARC	Audit Asset Acquisitions Query
ARC	Building Rollforward by Site Query
ARC	Capital Asset Vouchers without Asset Information Query
ARC	Duplicate Tag Numbers Query
ARC	Equipment Tagging Query
ARC	Grant / Sponsored Projects – Closeout Query
ARC	Grant/Sponsored Project Award Assets Query
ARC	Physical Inventory Overs Query
ARC	Physical Inventory Unders Query
ARC	Physical Inventory Excluded Query
ARC	Vouchers Eligible to be Unitized Query

Report/Query Name	Report Type	Description	Who should use it	What it replaces	Fields Included (actuals, cost, etc.)	Navigation
Asset Acquisitions by ChartField Report	SQR Report - CSV	Displays asset information to include cost, LTD and YTD depreciation and net book value with ChartField, Book and Report totals.	FR&O	N/A	Asset ID, ChartFields, Cost, Depreciation, In Service Date, Depreciation Date, Useful Life	Main Menu > Asset Management > Financial Reports > Asset Details > Acquisitions
Asset Net Book Value Report	SQR Report - CSV	Displays asset net book value information by ChartField.	FR&O	N/A	Asset ID, ChartFields, Cost, Depreciation, NBV	Main Menu > Asset Management > Financial Reports > Cost and Depreciation > Asset Net Book Value
Asset Rollforward Report	SQR Report - CSV	Asset cost and depreciation rollforward report for a period of time, starting with the asset's cost balance at the beginning of the reporting period.	FR&O	N/A	Asset ID, ChartFields, Cost, Depreciation, NBV	Columbia Specific > Asset Management > Reports > Asset Rollforward
Asset Transfers Report	SQR Report - CSV	Displays asset transfer transactions ordered by ChartField.	FR&O	N/A	Business Unit, Asset ID, description, ChartFields, Cost, Depreciation, Net Book Value	Main Menu > Asset Management > Financial Reports > Cost and Depreciation > Asset Transfers
Cost Activity Report	SQR Report - CSV	Displays asset cost activity by ChartField.	FR&O	N/A	Asset ID, ChartFields, Cost Rollforward.	Main Menu > Asset Management > Financial Reports > Cost and Depreciation > Cost Activity
Depreciation by Fiscal Year Report	SQR Report - CSV	Asset Level report to sort assets by fiscal year depreciation.	FR&O	N/A	Business Unit, Asset ID, Description, ChartFields, Depreciation	Main Menu > Asset Management > Financial Reports > Cost and Depreciation > Depreciation by Fiscal Year
PO Open Commitment for Assets Report (IN DEVELOPMENT)	SQR Report - CSV	Report on PO Open Commitment/Total PO Amounts.	FR&O	FDS Purchase Order Open Commitment Report	Purchase Order, Voucher, Supplier ID, ChartFields, Merch amount, cumulative Expense, Open voucher, Current Period Open Commitment, Asset ID	Columbia Specific > Asset Management > Reports > PO Open Commitment for Assets
Retirement Activity Report	SQR Report - CSV	Displays retirement related information.	FR&O	N/A	Business Unit, Asset ID, Description, Retirement Date, Retirement convention, End Depreciation Date, Tag Number, Profile, Category, Dept ID, Project, Activity ID, Retirement Amount, Depreciation, Removal Cost, Reserve, Proceeds, Gain/Loss	Main Menu > Asset Management > Financial Reports > Retirement > Retirement Activity
Asset Inquiry for Department Query	PS Query	Departmental Query for review of assets associated with a specific Custodian, Segment, Project ID or Department ID.	FR&O, Departments	N/A	Business Unit, Asset ID, all ChartFields, Tag Number, Description, Asset Status, Acquisition Dt, Manufacturer, Model, Serial ID, Custodian, Location, Cost, Net Book Value	Main Menu > Reporting Tools > Query Viewer > CU_AM_DEPARTMENT_INQUIRY
Asset Retires for Sale Query	PS Query	Displays assets that are retired with the Retirements by Sale disposal code. Supports cash receipt processing for assets that are retired or sale with proceeds.	FR&O	N/A	Business Unit, Asset ID, Description, Retirement Date, Tag Number, Profile, Category, Dept ID, Project, Activity ID, Retirement Amount, Depreciation, Removal Cost, Proceeds, Gain/Loss	Main Menu > Reporting Tools > Query Viewer > CU_AM_RETIRE_ASSET_PROCEEDS
Asset Transactions with No Journal Query	PS Query	Identifies the assets and maintenance transactions created against them that do not have journal entries. This query supports reconciliation with the GL.	FR&O	N/A	Business Unit, Asset ID, Book, Transaction Type, GL Distribution Status, Accounting Date, Amount	Main Menu > Reporting Tools > Query Viewer > CU_AM_ASSET_TRANS_NO_JRNL_ID

Report/Query Name	Report Type	Description	Who should use it	What it replaces	Fields Included (actuals, cost, etc.)	Navigation
Audit Asset Acquisitions Query (IN DEVELOPMENT)	PS Query	Asset acquisition (Adds) report for use by auditors. This query includes procurement data related to an asset.	FR&O, Auditors	Plant All Report	Business Unit, Asset ID, Description, Asset Status, PO ID, PO Line, Voucher ID, Voucher Line, Invoice Date, Supplier ID, Supplier Name, Category, Amount	Main Menu > Reporting Tools > Query Viewer > CU_AM_AUDIT_ADDITIONS
Building Rollforward by Site Query	PS Query	Fiscal Year rollforward by Site ID for assets in building Categories 00002, 00008 and 00019 (CIP).	FR&O	N/A	Site, Cost Rollforward, Depreciation Rollforward, Net Book Value	Main Menu > Reporting Tools > Query Viewer > CU_AM_BLDG_ROLLFWD_BY_SITE
Capital Asset Vouchers without Asset Information Query	PS Query	Identifies non-PO, Facilities vouchers charging an account between 68000 - 68199 that do not have an AM BU and Profile ID defined.	FR&O	N/A	Business Unit, Voucher ID, ChartFields, Amount	Main Menu > Reporting Tools > Query Viewer > CU_AP_CAP_VCHR_NO_ASSET_INFO Query is sent as an alert to CAA
Duplicate Tag Numbers Query (NOT DEVELOPED)	PS Query	Generates a duplicate tag number report from duplicate tags identified during physical inventory.	FR&O	N/A		
Equipment Tagging Query	PS Query	Query of asset data to be provided to third party asset tagging organization (i.e., Duff & Phelps).	FR&O	N/A	Sector, Business Unit, Asset ID, all ChartFields, Tag Number, Description, Asset Status, Acquisition Dt, Asset Class, Manufacturer, Model, Serial ID, Custodian, Location, PO ID, PO Line, Voucher ID, Voucher Line, Invoice Date, Vendor ID, Dept ID, Project, Activity ID, Segment, Cost, Net Book Value	Main Menu > Reporting Tools > Query Viewer > CU_AM_EQUIP_TAG_RPT
Grant/Sponsored Project Award Assets Query	PS Query	Grant/Sponsored Project Award query for analysis.	FR&O	N/A	Project ID, Activity ID, Business Unit, Asset ID, Dept ID, Tag Number, Description, Status, Acquisition Date, Manufacturer, Model, Serial ID, Cost, Net Book Value	Main Menu > Reporting Tools > Query Viewer > CU_AM_SPONS_ASSET_QRY
Grant / Sponsored Projects Closeout Query	PS Query	Grant/Sponsored Project Award query for award closeout.	FR&O	N/A	Business Unit, Asset ID, Tag Number, Description, Status, Acquisition Date, Manufacturer, Model, Serial ID, Department, Project ID, Activity ID, Project End Date, Cost, Net Book Value	Main Menu > Reporting Tools > Query Viewer > CU_AM_SPONS_ASSET_CLOSED_PROJ
Physical Inventory Overs Query (NOT DEVELOPED)	PS Query	Generates an "overs" report of assets found during the physical inventory count that were not listed in the extract file.	FR&O	N/A		Main Menu > Reporting Tools > Query Viewer > TBD
Physical Inventory Unders Query (NOT DEVELOPED)	PS Query	Generates an "unders" report of assets not found during the physical inventory count that were listed in the extract file.	FR&O	N/A		Main Menu > Reporting Tools > Query Viewer > TBD
Physical Inventory Excluded Query (NOT DEVELOPED)	PS Query	Generates a report of physical inventory "overs" and "under" assets that are flagged as "Excluded" on the Transaction Loader table.	FR&O	N/A		Main Menu > Reporting Tools > Query Viewer > TBD
Vouchers Eligible to be Unitized Query	PS Query	Identifies the vouchers that are eligible to be unitized prior to being built in Asset Management.	FR&O	N/A	Interface ID, Interface Line Number, Business Unit, Voucher ID, Line Number, Distribution Line Number, Quantity, Cost, Load Status, Date/Time Stamp	Main Menu > Reporting Tools > Query Viewer > CU_UNITIZE_VOUCHERS Query is sent as an alert to CAA

Inquiry Page Inventory

ARC delivers a variety of inquiry pages for users to track transactions throughout the system. Several of the most-frequently used inquiries are listed below, along with their navigation.

Inquiry Page	Purpose	Navigation in ARC	Audience
Asset Depreciation	View a summary of basic asset and depreciation information.	Asset Management, Depreciation, Review Depreciation Info, Asset Depreciation	FR&O
Preview AP/PO Information	Access the Preview AP/PO Information page to review the PeopleSoft Purchasing/Payables interface tables.	Asset Management, Send/Receive Information, Preview AP/PO Information	FR&O
Review (Approve Financial Information)	View data in the financial interface tables. Verify the financial data (which the Transaction Loader process uses when populating Asset Management tables) and change incorrect data.	Asset Management, Send/Receive Information, Approve Financial Information, Review	FR&O
Review-A (Approve Physical Information)	Preview the physical load data. View the data one row at a time and change incorrect data.	Asset Management, Send/Receive Information, Approve Physical Information, Review-A	FR&O
Review-B (Approve Physical Information)	Preview the physical load data. View the data one row at a time and change incorrect data.	Asset Management, Send/Receive Information, Approve Physical Information, Review-B	FR&O
Review (Open Transactions)	Create, review, and purge open transaction data.	Asset Management, Depreciation, Open Transactions, Review	FR&O
Review Asset Depreciation	For regular assets, calculate an asset's net book value and view its depreciation information for the year. For parent-child assets, calculate net book value. Depreciation information by year does not appear. View a summary of basic asset and depreciation information.	Asset Management, Depreciation, Review Depreciation Info, Asset Depreciation	Departments and FR&O
Review Asset Journals	Access the Review Asset Journals page to review asset journal information.	Asset Management, Accounting Entries, Review Asset Journals	FR&O
Review Assets	Access the Review Assets page to search for asset transaction rows to send to PeopleSoft Asset Management, hold for later processing, or reject for the capitalization process.	Project Costing, Assets, Review Assets	FR&O
Review Book	Review book change history.	Asset Management, Asset Transactions, History, Review Book	FR&O
Review Cost	Review capitalized and non-capitalized asset cost transactions.	Asset Management, Asset Transactions, History, Review Cost	Departments and FR&O
Review Expense Entries	Display accounts created by the Clearing Reconciliation process.	Asset Management, Accounting Entries, Review Expense Entries	FR&O
Review Extracted Data	Access the Review Extracted Data page to review asset extract information.	Asset Management, Physical Inventory, Review Extracted Data	FR&O
Review Financial Entries	Review accounting entries	Asset Management, Accounting Entries, Review Accounting Entries	FR&O
Review Inventory History	Access the Review Inventory History page to review assets' physical inventory history.	Asset Management, Physical Inventory, Review Inventory History	FR&O

Inquiry Page	Purpose	Navigation in ARC	Audience
Review Maintenance History	Review maintenance history.	Asset Management, Service and Maintenance, Review Maintenance History	FR&O
Review Matching Results	Review discrepancies between asset data and scanned physical inventory data.	Asset Management, Physical Inventory, Review Matching Results	FR&O
Review Parent-Child	Review parent assets and the associated child asset information.	Asset Management, Asset Transactions, Parent-Child Relationships, Review Parent-Child	FR&O
Review Parent-Child NBV	Access the Review Parent-Child NBV page to view parent-child net book value; select and deselect included children	Asset Management, Asset Transactions, Parent-Child Relationships, Review Parent-Child NBV	FR&O
Review Payments	Review lease payment information and payment status for scheduled or processed lease payments to Payables.	Asset Management, Send/Receive Information, Approve Lease Information, Review Payments	FR&O
Review Purchase Orders	Review purchase order data such as business unit, PO ID, and related contracts.	Asset Management, Asset Transactions, Acquisition Details, Review Purchase Orders	FR&O
Review Receivers	Review receiving details such as business unit, item ID, or vendor receipt quantities.	Asset Management, Asset Transactions, Acquisition Details, Review Receivers	FR&O
Review Vouchers	Review Vouchers page to review acquisition details from vouchers.	Asset Management, Asset Transactions, Acquisition Details, Review Vouchers	FR&O
Search for an Asset	Access the Search for an Asset page to locate an asset and view with drilldown detail functions.	Asset Management, Search for an Asset	Departments and FR&O

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>

Or, you can contact the Service Center by phone: (212) 854-2122