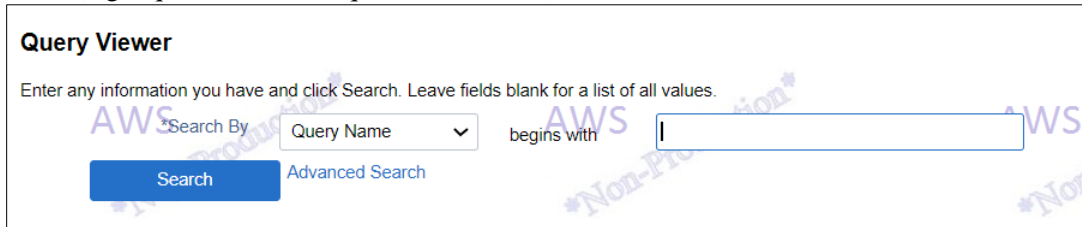


1. From ARC's home page navigate to the Reporting and Monitoring tile.



2. You can either use the 'Basic Search' or the 'Advanced Search' when searching for existing queries.
  - The Basic Search is useful when you know what the query name or the description of the query begins with.
  - The Advanced Search allows for more flexibility. You can specify additional search methods for the desired fields (e.g. equals, does not equal, contains etc).



3. All ARC queries follow the naming convention 'CU\_MODULE\_DESCRIPTION'. Therefore, if you search by 'CU\_AP', the search result will display all public AP queries.

4. Once you locate the query you wish to run, you have the following options:

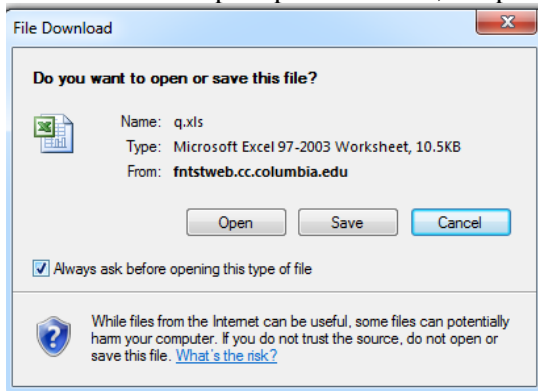
- Run the query to HTML (query results are displayed in a new web browser)
- Run the query to Excel (query results are displayed in an Excel document)
- Run the query to XML (query results are displayed in an XML document)
- Schedule the query to be run within a specific date range
- Add the query to your list of Favorites

<a href="#">Run to HTML</a>	<a href="#">Run to Excel</a>	<a href="#">Run to XML</a>	<a href="#">Schedule</a>	<a href="#">Add to Favorites</a>
<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>

5. Select the output option to run the query to, enter values for the prompt(s), and click 'View Results'.



6. If Excel is the output option selected, a separate Excel spreadsheet with the results will open.



## 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>