

Reporting for Inquiry Only Roles

COPYRIGHT & TRADEMARKS

Copyright © 1998, 2009, Oracle and/or its affiliates. All rights reserved.

Oracle is a registered trademark of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this software or related documentation is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, the following notice is applicable:

U.S. GOVERNMENT RIGHTS

Programs, software, databases, and related documentation and technical data delivered to U.S. Government customers are “commercial computer software” or “commercial technical data” pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, duplication, disclosure, modification, and adaptation shall be subject to the restrictions and license terms set forth in the applicable Government contract, and, to the extent applicable by the terms of the Government contract, the additional rights set forth in FAR 52.227-19, Commercial Computer Software License (December 2007). Oracle USA, Inc., 500 Oracle Parkway, Redwood City, CA 94065.

This software is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications which may create a risk of personal injury. If you use this software in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy and other measures to ensure the safe use of this software. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software in dangerous applications.

This software and documentation may provide access to or information on content, products and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third party content, products and services. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third party content, products or services.



Table of Contents

- Reporting for Inquiry Only Roles 1**
- Reporting for Inquiry Only Roles 2**
 - Introduction to the Web-Based Training Tool 3
 - Overview of the Web-Based Training Tool 4
 - Previewing the Course Outline 5
 - Previewing the Concept Pane 6
 - See It!, Try It!, and Print It! Modes 7
 - ARC Overview 8
 - How ARC Supports Financial Activities 9
 - The Building Blocks of ARC 12
 - The General Ledger and Subledgers 13
 - Funding Sources and Fund Balances 14
 - The Chart of Accounts 16
 - What is a Chart of Accounts? 17
 - What the ChartFields Tell Us About a Transaction 18
 - What's Changing? 19
 - Business Unit 20
 - Account 21
 - Department 22
 - PC Business Unit 23
 - Project 24
 - Activity 25
 - Initiative 26
 - Site 27
 - Segment 28
 - Fund 29
 - Function 30
 - ChartField Summary Table 31
 - ChartString 32
 - Ways of Organizing ChartFields 33
 - Department Trees 34
 - Department Tree - Morningside Example 36
 - The Financial Cycle and ARC 37
 - Budgeting 38
 - Budget Process 39
 - Authorization to Spend 40
 - Budget Checking 41
 - Budget Check Error Handling in ARC 42
 - Project Costing 43
 - What is Project Costing? 44
 - What are Projects and Activities? 45
 - Sponsored Project Example 46
 - Introduction to the New Reporting Solution 47
 - What is Reporting? 48
 - What's Changing? 49
 - Why Change the Way We Do Reporting? 50
 - Reporting Tools 51
 - Reporting Tools Defined 52
 - Comparing Current State to Future State 53
 - Future Enhancements 54
 - Inquiries and Queries 55
 - Inquiry Pages in ARC 56
 - Query Viewer Page in ARC 57
 - Reports 58
 - ChartField Transaction Drilldown 59
 - Reporting Security 60

Training Guide

Reporting for Inquiry Only Roles



| | |
|---|------------|
| Department Security | 61 |
| ChartField Security | 62 |
| Reporting Environments | 63 |
| ARC | 64 |
| FDS | 65 |
| Introduction to the ARC Portal | 66 |
| Portal Organization | 67 |
| Accessing the ARC Portal from myColumbia | 68 |
| Using Inquiries | 77 |
| Inquiry Pages in ARC | 78 |
| Voucher Inquiries | 79 |
| Using Queries | 113 |
| Query Viewer | 114 |
| Query Naming Convention | 115 |
| Searching for Existing Queries | 116 |
| Using the Basic Search Screen | 117 |
| Using the Advanced Search Screen | 118 |
| Running the Projects by Owning Department Query | 119 |
| Running the Transaction by Date Cleared Query | 134 |
| Using Financial Reports | 149 |
| Financial Reports Available | 150 |
| ChartField Statements | 151 |
| Running the Project Summary Statement Report | 152 |
| Project Lifecycle Reports | 209 |
| Project versus ChartField Reports | 210 |
| Running the Sponsored Project Financial Report | 211 |
| COB Reports | 258 |
| ChartField versus COB Reports | 259 |
| Running the COB Detailed Statement Report | 260 |
| Reporting Resources | 288 |
| Reporting Inventories | 289 |
| Training and Support | 290 |
| Learning Labs | 291 |
| Training Acknowledgement | 292 |
| Course References | 293 |
| Glossary | 294 |

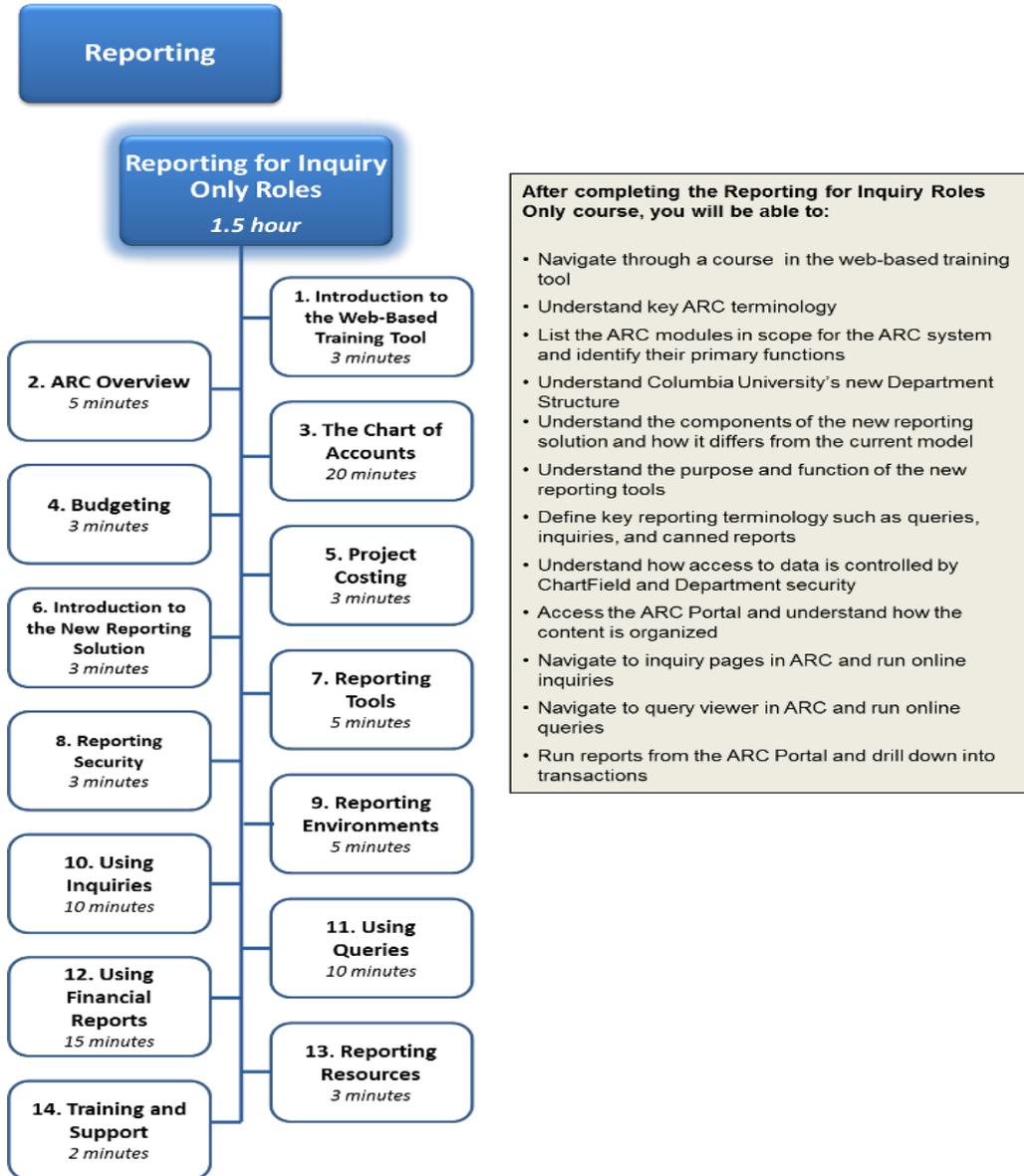


Reporting for Inquiry Only Roles

Reporting for Inquiry Only Roles

This is the *Reporting for Inquiry Only Roles* course within the *Reporting* curriculum.

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





Introduction to the Web-Based Training Tool

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

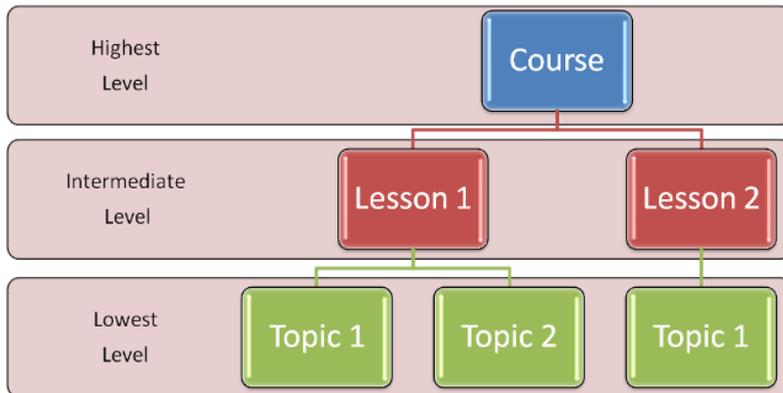
- Navigate through a course in the web-based training tool
- Learn the different functionalities of the web-based training tool and how to interact with the tool

Estimated Time to Complete Lesson: 3 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.

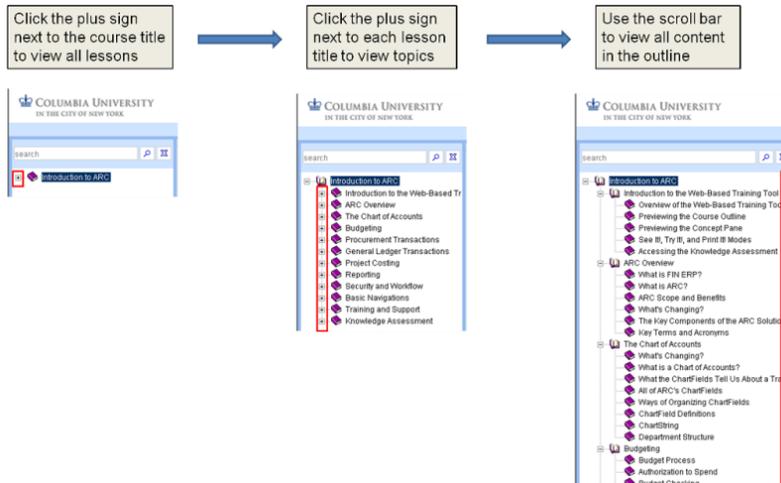


For a quick reference guide on how to use the web-based training tool, [click here](#).

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.



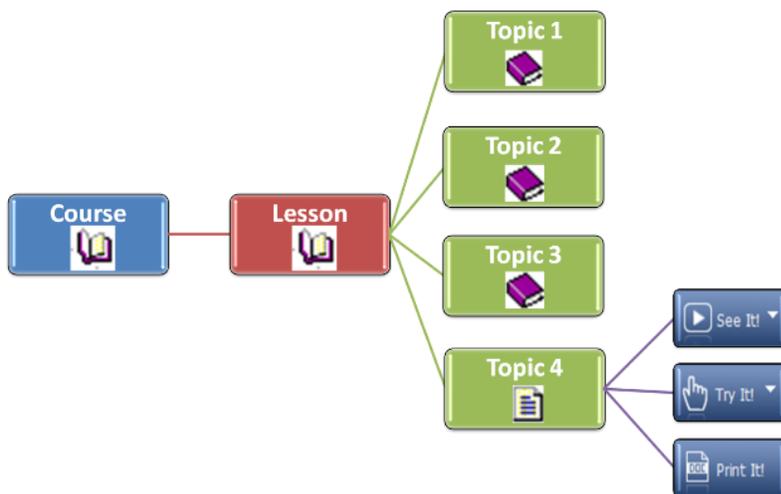
It is recommended that users take the web-based course in the order that it is shown on the outline - from top to bottom.

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

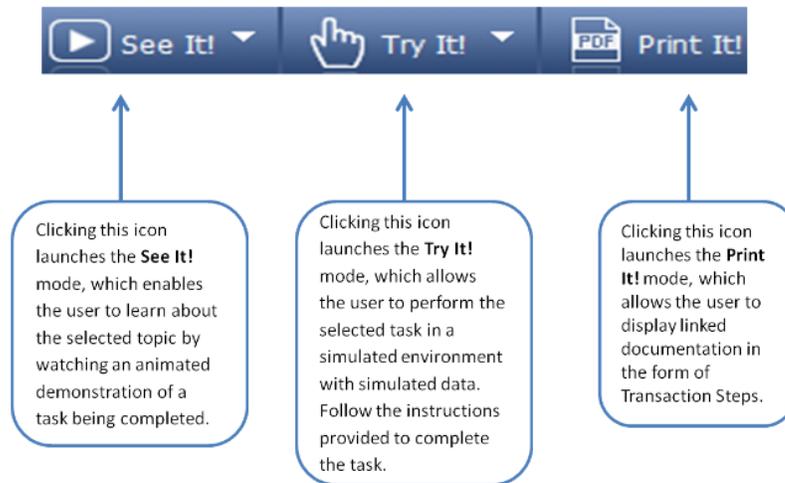
The concept pane is the area that appears on the right section of the course window. This panel contains information in the form of text, graphics, and/or hyperlinks to documents or web pages.

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.



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.

Training Guide

Reporting for Inquiry Only Roles



ARC Overview

This is the *ARC Overview* lesson of the *Reporting for Inquiry Only Roles* 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: 5 minutes

How ARC Supports Financial Activities

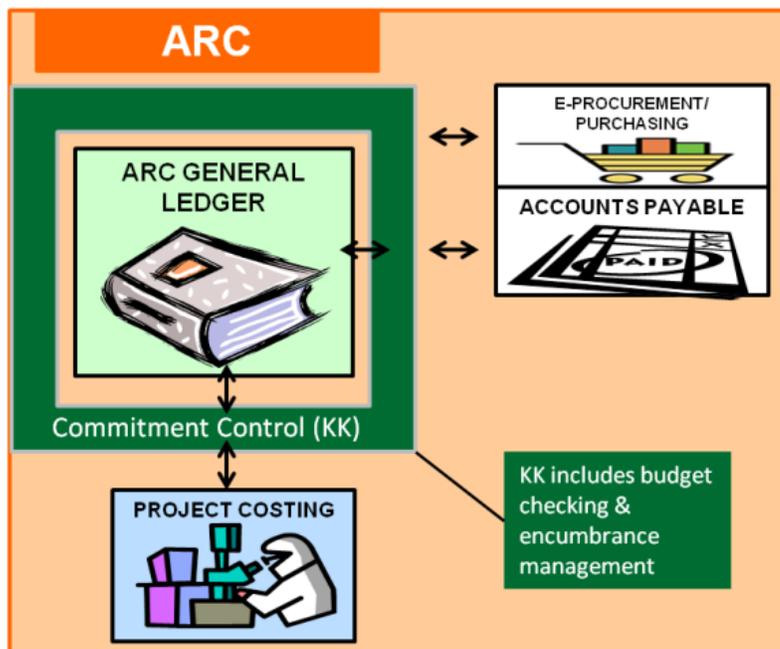
How ARC Supports Financial Activities

ARC assists the University in tracking all 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

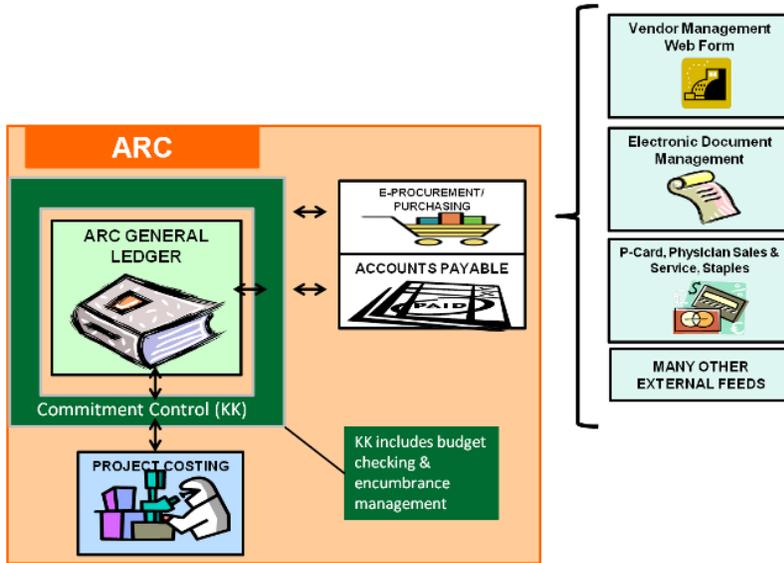
1. This diagram shows the major components within ARC, an integrated system where procurement and project costing feed into the general ledger.



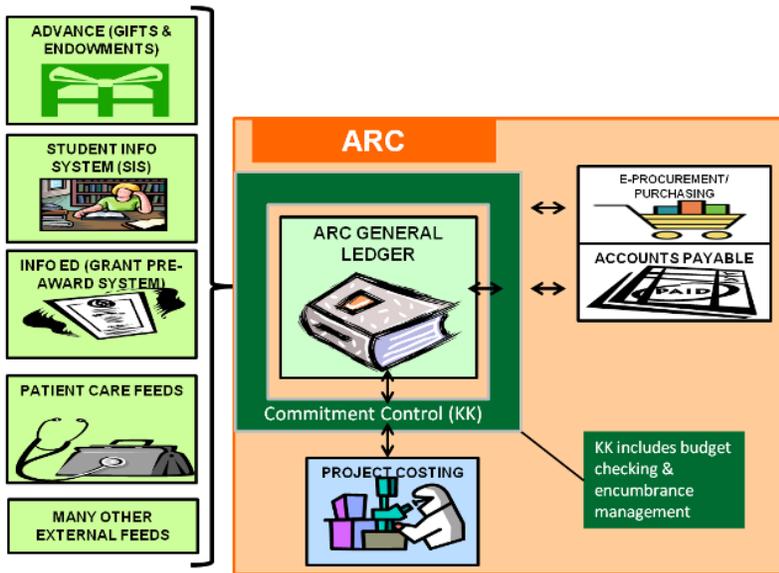
2. This image shows a number of current systems that support our Procurement modules in ARC.

Training Guide

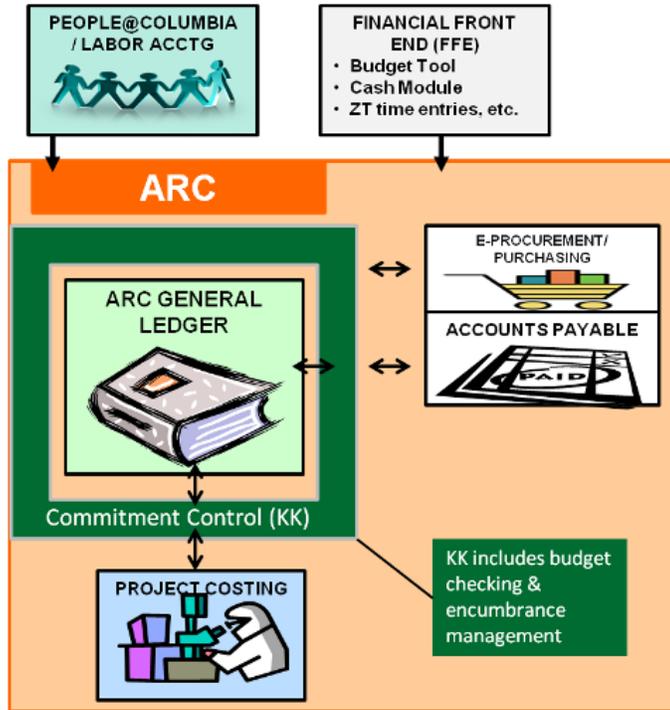
Reporting for Inquiry Only Roles



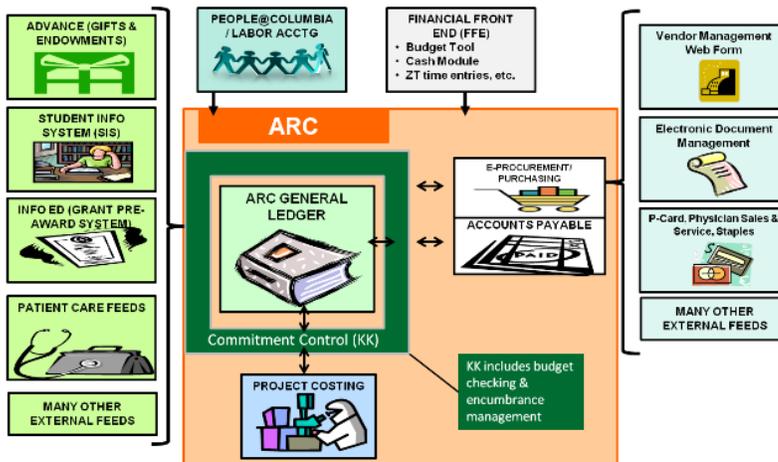
3. This image shows a number of our systems that feed directly into ARC's general ledger.



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.



Training Guide

Reporting for Inquiry Only Roles



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:

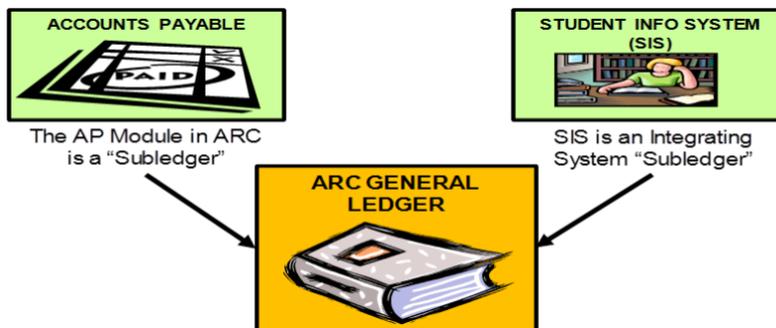
- The General Ledger and Subledgers
- Funding Sources and Fund Balances
- The Chart of Accounts and ChartFields
- Ways of Organizing ChartFields

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 (General Ledger) and SL (Subledgers) - 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.





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:

| | |
|---|--------------|
| <u>Revenues & Expenses</u> All Prior Years | |
| <u>Revenues & Expenses</u> June 30, 2011 | |
| <u>Revenues & Expenses</u> June 30, 2012 | |
| <u>Revenues & Expenses</u> June 30, 2013 | |
| Revenues | 3,200 |
| Expenses | (3,100) |
| Net Chg | <u>100</u> |
| Fund Balance Beg | 7,600 |
| Fund Balance End | <u>7,700</u> |

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.

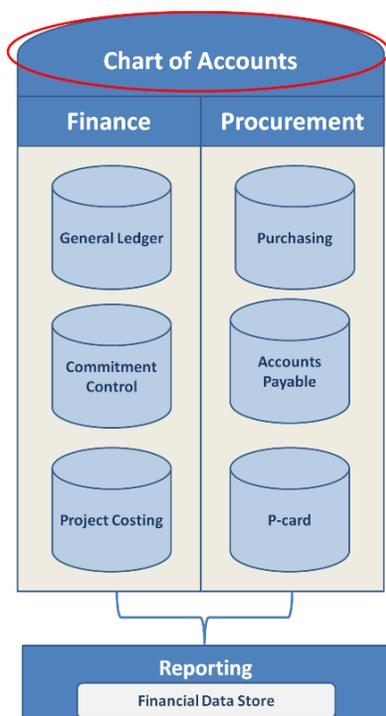
Please note the University’s Operating Overdraft Policy (<http://policylibrary.columbia.edu/operating-overdraft-policy>) and remember that to support the financial integrity of the University and assure that we are operating in a fiscally responsible manner, it is the policy of the University that no academic, research, or administrative unit should have an overdraft in any operating account at the end of the fiscal year.

The Chart of Accounts

This is the *Chart of Accounts* lesson of the *Reporting for Inquiry Only Roles* 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?

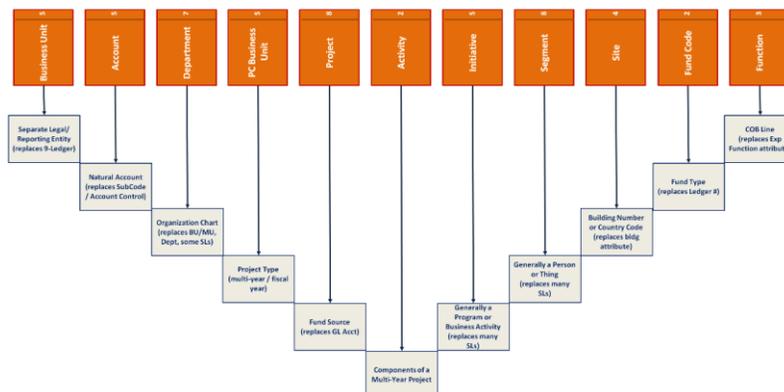
We have described how Fund and Project can help identify and categorize financial activity. There are other identifiers of financial activity in the system, and we will describe them here. Essentially, every transaction in ARC needs to have proper identifying information accompany it so we can reflect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

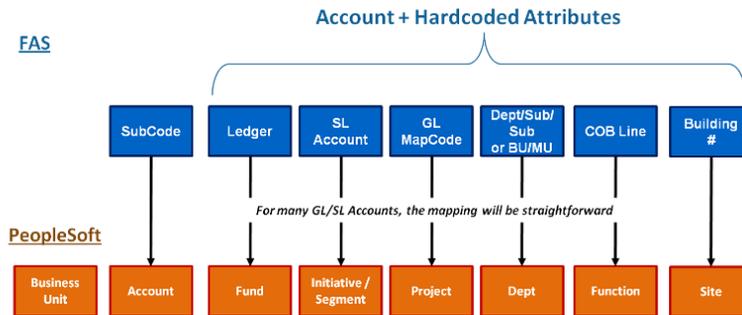
| | | |
|------------------|---|--|
| Business Unit | → | The legal entity that owns the transaction |
| Account | → | What we purchased or received |
| Department | → | Where the transactions took place in the University |
| PC Business Unit | → | What type of project (capital, sponsored or general) |
| 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.



Training Guide

Reporting for Inquiry Only Roles



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 | <ul style="list-style-type: none">• Business Unit will default on all transactions and can be changed as needed• Each entity can be maintained in its own Business Unit |
| Benefits | <ul style="list-style-type: none">• 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 | <ul style="list-style-type: none">• Eliminates the difference between Account Control & Subcode numbering structures• Consistent usage facilitates enterprise-level reporting• Provides an opportunity to organize and rationalize Account classifications |

Training Guide

Reporting for Inquiry Only Roles



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 | <p>The hierarchical breakdown to track financial activity within the organizational structure</p> <ul style="list-style-type: none"> 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 | <p>550000X – School of Law 7003302 – CMC Controller's Office 120110X - FAC Capital Project Management</p> |
| Previously Tracked in FAS | The department/sub-department/sub-sub-department structure or Business Unit/Management Unit attributes of an FAS Account |
| Key Impacts | <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none">• Required whenever a Project ID is keyed• Exists in transaction tables but does not post to the GL ledger table |
| Benefits | <ul style="list-style-type: none">• Can restrict certain projects from collecting costs in the Project Costing Module |

Training Guide

Reporting for Inquiry Only Roles



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: <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> • When a transaction with a Project is keyed, a PC Business Unit and Activity are required |
| Benefits | <ul style="list-style-type: none"> • 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 Activity: 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 | <ul style="list-style-type: none">• 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 |

Training Guide

Reporting for Inquiry Only Roles



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 | <ul style="list-style-type: none">• 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 | <ul style="list-style-type: none">• 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 | <ul style="list-style-type: none">• Not required on all transactions• Keyed when expense or revenue must be tracked to a specific building or location |
| Benefits | <ul style="list-style-type: none">• 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 |

Training Guide

Reporting for Inquiry Only Roles



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 | <ul style="list-style-type: none">• 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 <ul style="list-style-type: none">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 | <ul style="list-style-type: none">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 LedgerSpecific fund values and level of detail determined based on reporting requirements |
| Benefits | <ul style="list-style-type: none">Allows entity-wide reporting on broad funding sourceAllows GAAP (Generally Accepted Accounting Principles) Fund Accounting and reportingEnables balanced entries by Fund |

Training Guide

Reporting for Inquiry Only Roles



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 | <ul style="list-style-type: none">• 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 |

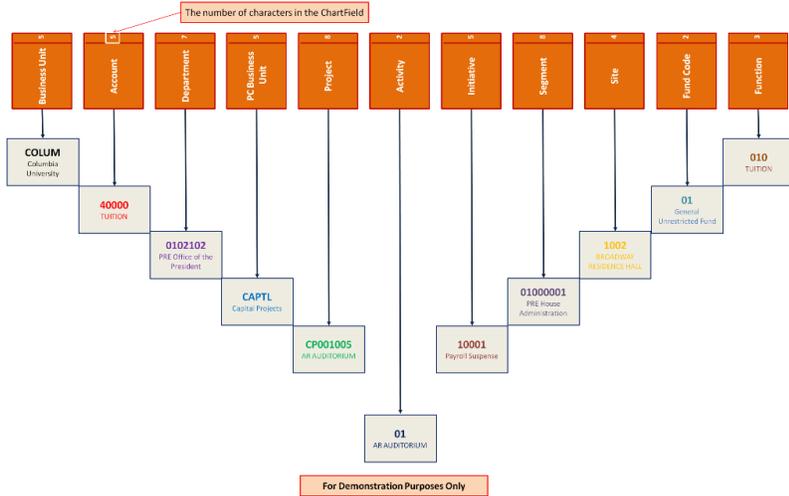
If you would like to print this table, [click here](#).



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



The ChartString for the selected ChartFields as seen on the Journal Lines page:

| Select | Line | Unit | Account | Dept | PC Bus Unit | Project | Activity | Initiative | Segment | Site | Fund | Func |
|--------------------------|------|-------|---------|---------|-------------|----------|----------|------------|----------|------|------|------|
| <input type="checkbox"/> | 1 | COLUM | 40000 | 0102102 | CAPTL | CP001005 | 01 | 10001 | 01000001 | 1002 | 01 | 010 |

Changing any of these ChartFields changes the ChartString, e.g. if account was 60010

| Select | Line | Unit | Account | Dept | PC Bus Unit | Project | Activity | Initiative | Segment | Site | Fund | Func |
|--------------------------|------|-------|---------|---------|-------------|----------|----------|------------|----------|------|------|------|
| <input type="checkbox"/> | 1 | COLUM | 60010 | 0102102 | CAPTL | CP001005 | 01 | 10001 | 01000001 | 1002 | 01 | 010 |

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 | D4000X - SMITH GIFT | CONFERENCES | ERP | NEW YORK | INSTRUCTION |
| 6617-REPRODUCING | 10-34-110 | 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

Training Guide

Reporting for Inquiry Only Roles

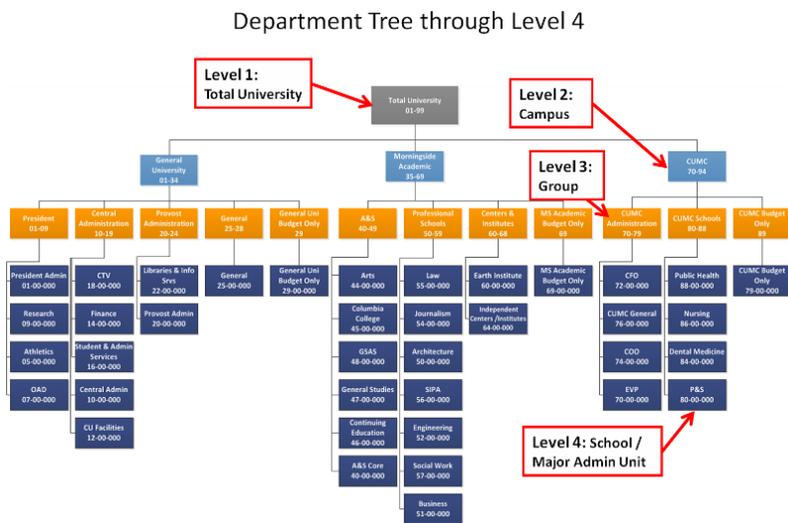


Department Trees

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):



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):



Training Guide Reporting for Inquiry Only Roles

The screenshot displays the ARC Tree Manager interface. The breadcrumb path is: CUTOTAL > CUMCALL > CUMCSCH > 750000X > 75CL00X > 754900X > 754910X. The tree structure is as follows:

- CUTOTAL - Total University (Level 1)
- GENUNIV - General University (Level 2)
- MS_ACAD - Morningside Academic (Level 2)
- CUMCALL - CUMC (Level 2)
- CUMCADM - CUMC Admin (Level 3)
- CUMCSCH - CUMC Schools (Level 3)
- 750000X - P&S (Level 4)
- 75AD00X - P&S Administration (Level 4)
- 75BS00X - P&S Basic Sciences (Level 4)
- 75CL00X - P&S Clinical (Level 4)
- 751000X - ANE Anesthesiology (Level 5)
- 751200X - DRM Dermatology (Level 5)
- 751400X - NBD Naomi Berrie Diabetes (Level 5)
- 751600X - HLM Harlem Hospital (Level 5)
- 751800X - MED Medicine (Level 5)
- 752200X - NSU NeuroSurgery (Level 5)
- 752400X - NEU Neurology (Level 5)
- 752700X - OBG OBGYN (Level 5)
- 753000X - OPH Ophthalmology (Level 5)
- 753200X - ORT Orthopaedic Surgery (Level 5)
- 753400X - REH Rehab & Regenerative Med (Level 5)
- 753600X - OTO Otolaryngology (Level 5)
- 753800X - PAT Pathology (Level 5)
- 754000X - PED Pediatrics (Level 5)
- 754300X - PSY Psychiatry (Level 5)
- 754700X - RNC Radiation Oncology (Level 5)
- 754900X - RAD Radiology (Level 6)
- 754910X - RAD General (Level 6)
- 7549101 - 7549199 (Level 8)

Callouts on the right side of the image identify the following levels:

- Level 1: Total University
- Level 2: Campus
- Level 3: Group
- Level 4: School / Major Admin Unit
- Level 5: Reporting-only roll-up
- Level 6: Academic Dept / Admin Unit
- Level 7: Division
- Level 8: Detailed Department

Department Tree - Morningside Example

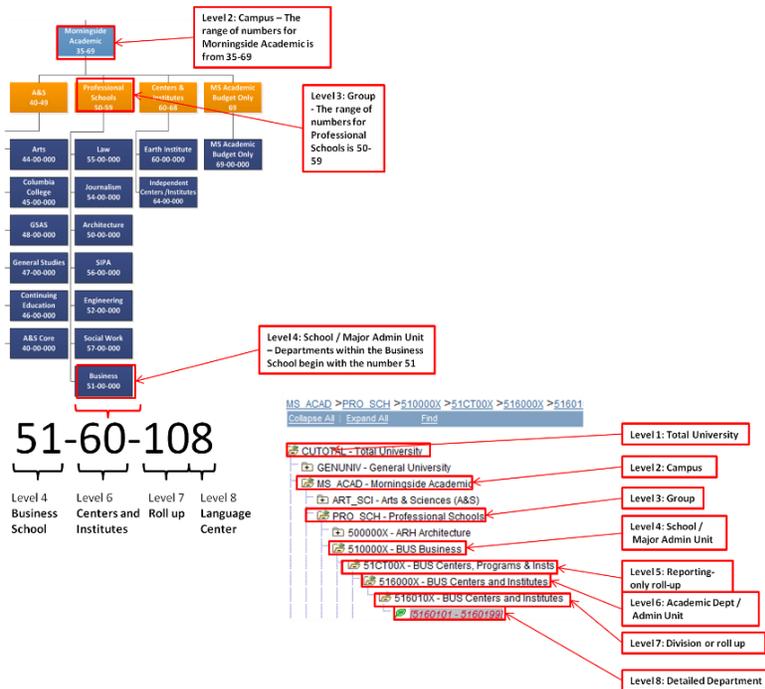
Morningside Department Example

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

The Financial Cycle and ARC

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 *Reporting for Inquiry Only Roles* 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

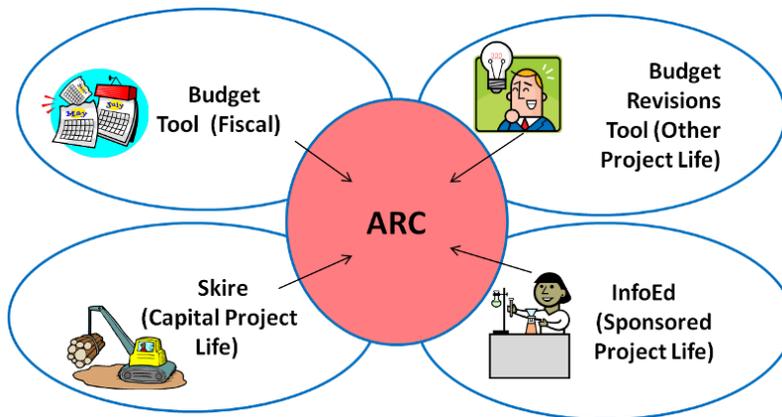
Estimated Time to Complete Lesson: 3 minutes



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



Training Guide

Reporting for Inquiry Only Roles



Authorization to Spend

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

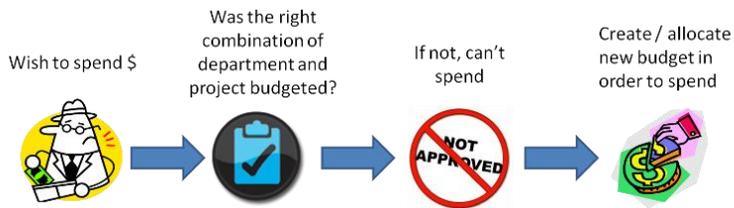
This budget data will be important because ARC will check against it before transactions are sent on to approvers in the system. Specifically, ARC will use Commitment Control to validate that certain ChartFields were budgeted before allowing a transaction to proceed. Primarily, the system will look to 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

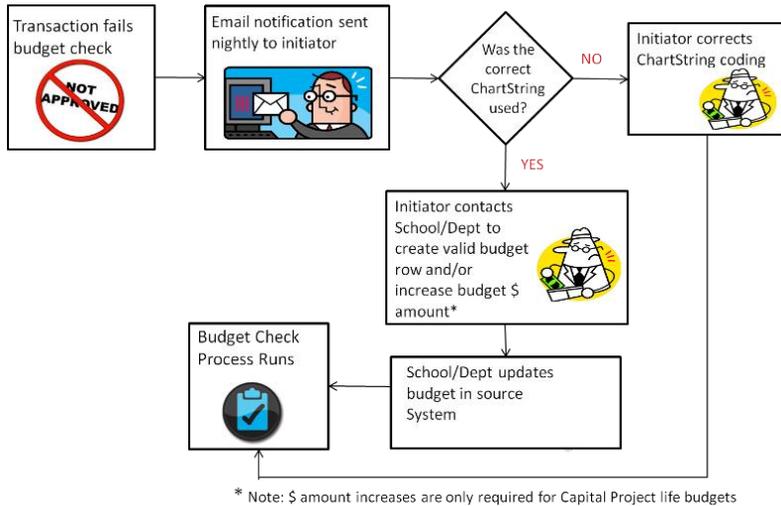
Budget checking is the process of verifying whether a budget exists for a specific combination of ChartFields.

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.





Project Costing

This is the *Project Costing* lesson of the *Reporting for Inquiry Only Roles* course. Upon completion of this lesson, you will be able to:

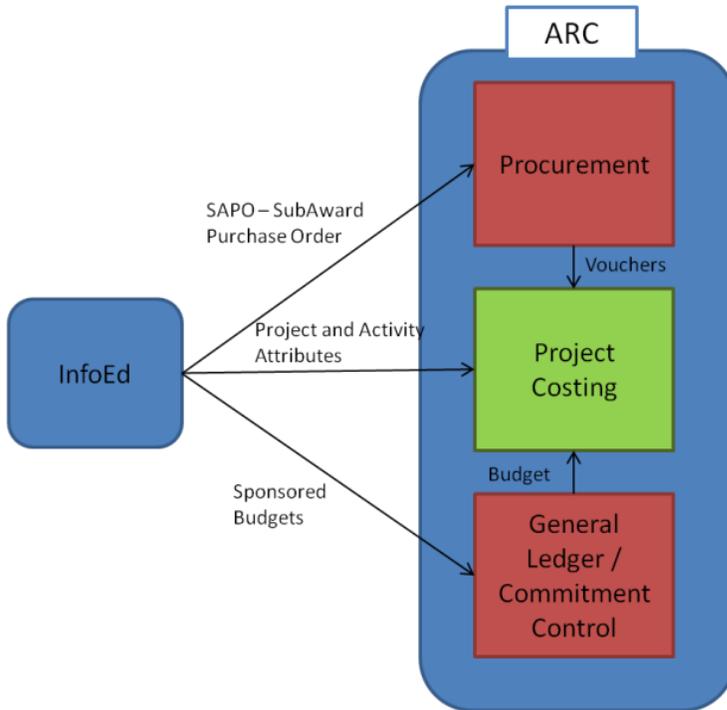
- Describe how Project Costing fits in the ARC solution
- Define Project Costing terminology such as project and activity
- Give examples of how project and activity are used in sponsored projects

Estimated Time to Complete Lesson: 3 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.

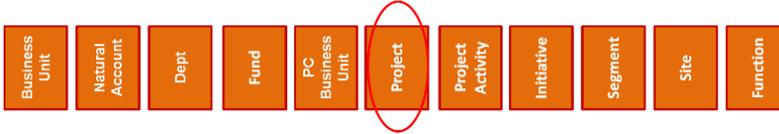
Below you can see how Project Costing interacts with the other modules within ARC:





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.

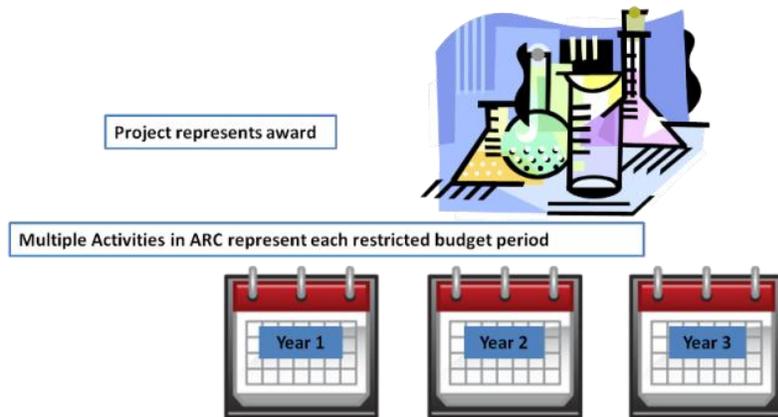
The Controller's Office will create a default Activity, unless otherwise specified, for all Projects during the setup process.



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?





Introduction to the New Reporting Solution

This is the *Introduction to the New Reporting Solution* lesson of the *Reporting for Inquiry Only Roles* course. Upon completion of this lesson, you will be able to:

- Understand the components of the new reporting solution and how it differs from the current model

Estimated Time to Complete Lesson: 3 minutes

What is Reporting?

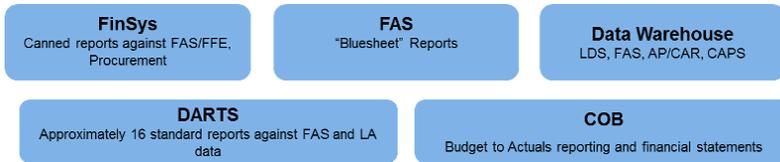
ARC and its integrating systems have been designed to support the University's financial cycle. Reporting is an integral part of this cycle since it allows users with appropriate security access to monitor transactions, track balances, generate financial statements and report to stakeholders.

The new reporting solution refers to all information that can be accessed to assist you with your financial responsibilities (budgeting, transacting, monitoring and analyzing).

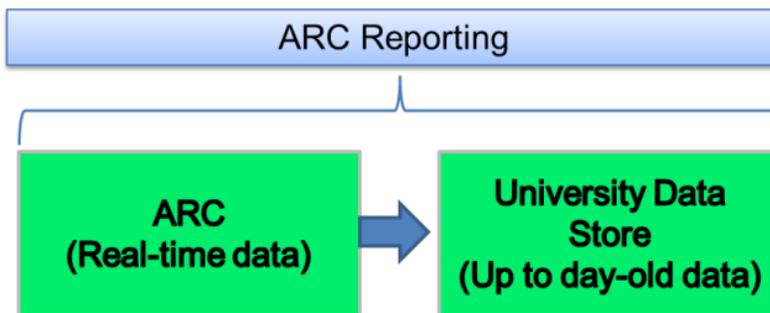


What's Changing?

Before, there were several different places where people accessed reports:

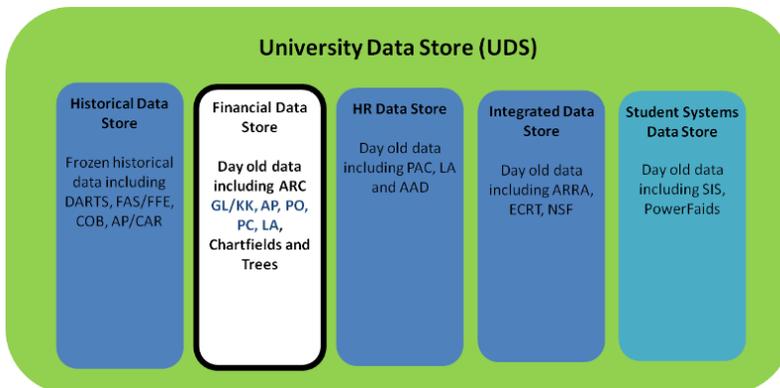


The new reporting solution streamlines the reporting environments into two repositories: ARC and the University Data Store (UDS).



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.

Within the University Data Store (UDS) is the Financial Data Store (FDS). The Financial Data Store (FDS) is a copy of ARC therefore, the data in FDS is up to a day old whereas data in ARC is real-time.





Why Change the Way We Do Reporting?

The primary reason for changing the way we do reporting is the University's new financial system – ARC. Making changes will also improve reporting functionality. Some of these improvements are:

- Real-time access to financial data
- Improved ability to drill down to source transactions that make up a summary line item
- Consistent data across reporting platforms

Please note that because access to data is real-time, in some cases, the reports may take longer to return search results.



Reporting Tools

This is the *Reporting Tools* lesson of the *Reporting for Inquiry Only Roles* course. Upon completion of this lesson, you will be able to:

- Understand the purpose and function of the new reporting tools
- Define queries, inquiries, and reports
- Understand how these reporting tools are used and how they are changing from current state

Estimated Time to Complete Lesson: 5 minutes



Reporting Tools Defined

There are three major tools you will be able to use in the new reporting solution to access and monitor data:

Inquiries: Online search engine used to view data on a real-time basis within ARC. While financial reports are pre-defined, inquiries are dynamically generated based on user defined search criteria.

Queries: A pre-built data request which represents common data needs. Queries deliver a specified data set which can be retrieved without having to re-enter search criteria every time.

Reports: A pre-defined data request which represents common data intended for online viewing and printing.

Comparing Current State to Future State

The new reporting solution will streamline the reporting environments and reporting tools available:

| | Current State | Future State |
|---|--|--|
| <div style="background-color: #4b4b9b; color: white; padding: 5px; text-align: center;">Inquiries</div> Search for transaction data  | Transaction Modules (FFE, AP/CAR, PAC) | Transaction Modules (ARC, PAC) |
| <div style="background-color: #4b4b9b; color: white; padding: 5px; text-align: center;">Queries</div> Ready-made data set  | Extracts from Data Warehouse | ARC Query Viewer FDS Data Extracts |
| <div style="background-color: #4b4b9b; color: white; padding: 5px; text-align: center;">Reports</div> Pre-formatted reports  | DARTS, COB, FFE, Data Warehouse | ARC Report Manager FDS Reports PAC Reports |
| <div style="background-color: #4b4b9b; color: white; padding: 5px; text-align: center;">Ad Hoc Queries</div> User-designed raw data request (authorized users only)  | Data Warehouse | ARC Query Manager FDS |

Future Enhancements

The new reporting solution will provide the following enhancements to the existing reporting tools:

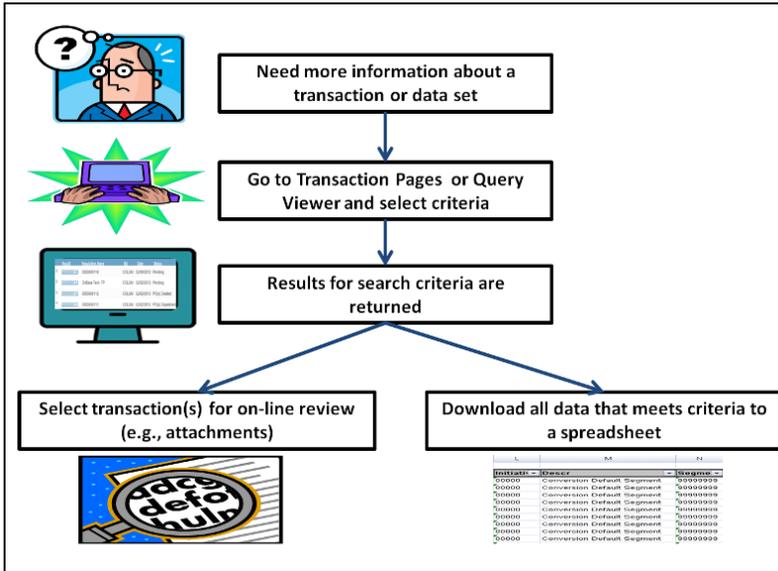
- More queries to choose from
- Inquiries are easier to download
- Fewer places to go to access reports
- Ad hoc query tools provide additional flexibility (for authorized users only)

| | |
|---|---|
| <p>Inquiry</p>  | <p>Enhancements in Future State</p> <ul style="list-style-type: none"> ★ Fewer places to go ★ Easier to download |
| <p>Queries</p>  | <ul style="list-style-type: none"> ★ More to choose from ★ Easier to create |
| <p>Reports</p>  | <ul style="list-style-type: none"> ★ Fewer places to go ★ Same data source |
| <p>Ad Hoc Queries</p>  <p>(authorized users only)</p> | <ul style="list-style-type: none"> ★ Availability ★ Flexibility |

Inquiries and Queries

Inquiries and queries are useful in instances when more information about a transaction or data set is needed.

Both of these reporting tools are used to view data on a real-time basis within ARC.



Training Guide Reporting for Inquiry Only Roles



Inquiry Pages in ARC

Inquiries are available on specific transaction pages in ARC. That is, each type of inquiry has its own page to enter search criteria and view results.

Below are a few examples:

Voucher Inquiry Page – Enter search criteria

Voucher Inquiry Results

ARC Online

Voucher Inquiry Results

| Business Unit | Vendor ID | Invoice Number | Invoice Date | Vendor ID | Entry Status | Accounting Entries | Match Status | Match WorkBench | Payment Information | Scheduled Payments | Short Vendor Name |
|---------------|-----------|-----------------------------|--------------|------------|--------------|--------------------|----------------|-----------------|---------------------|--------------------|-------------------|
| COLLUM | 00000189 | INTERFACE VOUCHERS 03 VCHR3 | 01/18/2012 | 0000000001 | Postable | | Not Applicable | | | | UWPAVANDR-001 |
| COLLUM | 00000170 | INTERFACE VOUCHERS 03 VCHR4 | 01/18/2012 | 0000000001 | Postable | | Not Applicable | | | | UWPAVANDR-001 |
| COLLUM | 00000094 | PO_Requeston_TX_01112011 | 01/11/2011 | 0000000001 | Postable | | Matched | | | | UWPAVANDR-001 |
| COLLUM | 00000139 | APGENPAYM022STEP4 | 01/18/2012 | 0000000001 | Postable | | Not Applicable | | | | UWPAVANDR-001 |
| COLLUM | 00000281 | usach01 | 01/03/2012 | 0000000001 | Postable | | Not Applicable | | | | UWPAVANDR-001 |
| COLLUM | 00000168 | INTERFACE VOUCHERS 03 VCHR2 | 01/18/2012 | 0000000001 | Postable | | Not Applicable | | | | UWPAVANDR-001 |
| COLLUM | 00000280 | test | 01/09/2012 | 0000000001 | Postable | | Not Applicable | | | | UWPAVANDR-001 |

Export to Excel

| Business Unit | Vendor ID | Invoice Number | Invoice Date | Vendor ID | Entry Status | Accounting Entries | Match Status | Match WorkBench | Payment Information | Scheduled Payments | Short Vendor Name |
|---------------|-----------|----------------|--------------|-----------|--------------|--------------------|----------------|-----------------|---------------------|--------------------|-------------------|
| COLLUM | 00000189 | VOUCHERS 03 | 1/18/12 | | Postable | | Not Applicable | | Payment info | | UWPAVANDR-001 |
| COLLUM | 00000170 | VOUCHERS 03 | 1/18/12 | | Postable | | Not Applicable | | Payment info | | UWPAVANDR-001 |
| COLLUM | 00000094 | TX_01112011 | 1/11/11 | | Postable | Acctg Entries | Matched | Match WorkBench | Payment info | | UWPAVANDR-001 |
| COLLUM | 00000139 | STEP4 | 1/18/12 | | Postable | Acctg Entries | Not Applicable | | Payment info | | UWPAVANDR-001 |
| COLLUM | 00000281 | usach01 | 1/9/12 | | Postable | | Not Applicable | | Payment info | Scheduled Payments | UWPAVANDR-001 |
| COLLUM | 00000168 | VOUCHERS 03 | 1/18/12 | | Postable | | Not Applicable | | Payment info | | UWPAVANDR-001 |
| COLLUM | 00000280 | test | 1/9/12 | | Postable | | Not Applicable | | | Scheduled Payments | UWPAVANDR-001 |
| COLLUM | 00000170 | STEP4 | 1/18/12 | | Postable | Acctg Entries | Matched | Match WorkBench | Payment info | | UWPAVANDR-001 |
| COLLUM | 00000168 | usach_03 | 1/18/12 | | Postable | | Matched | Match WorkBench | | Scheduled Payments | UWPAVANDR-001 |
| COLLUM | 00000189 | PO_1001_21 | 1/18/12 | | Postable | | To Be Matched | | | Scheduled Payments | UWPAVANDR-001 |

Requisition Inquiry Page – Enter search criteria

Requisition Inquiry Results

ARC

Requisition Inquiry Results

Line Details

Business Unit: COLLUM
Request: Richard Susanto
Requester: Richard Susanto
Request Date: 04/19/2012
Req Status: Approved

Req ID: 0000000002
Merchandise Amount: 250.00 USD
Pre-Exembalance Balance: 0.00 USD

Requisition Details

| Line | Status | Item ID | Description | Vendor ID | Name | Req Qty | UOM | Merchandise Amt | Amount Only |
|------|----------|---------|-------------|------------|-------------|---------|------|-----------------|-------------|
| 1 | Approved | | Text Books | 1000000001 | UWPA VEHQDR | 1 | 0000 | 250.00 USD | |

Return

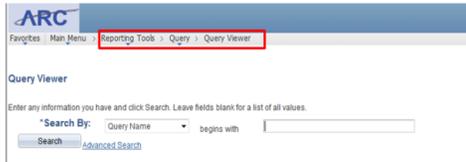


Training Guide Reporting for Inquiry Only Roles

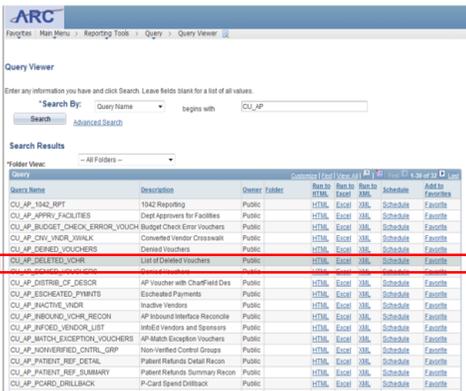
Query Viewer Page in ARC

All queries are accessible from a single page in ARC - Query Viewer.

Query Viewer Page



Query Viewer – Enter query search criteria



Run to Excel

| Voucher | Invoice | Date | Vendor | Origin | Cross Amt | Entered | Updated By | Delete Date |
|----------|--------------|-----------|------------|--------|-----------|-------------------------|---------------------|-------------|
| 00000010 | Testing Misc | 4/23/2012 | T000000003 | PRF | | 100.000 | 4/23/2012 np_s2592 | 4/23/2012 |
| 00000012 | Testing Race | 4/24/2012 | T000000003 | PRF | | 20.000 | 4/24/2012 np_s2592 | 4/25/2012 |
| 00000273 | M18 | 4/25/2012 | 0000038195 | SC1 | | 250.000 | 4/26/2012 np_mg3161 | 4/26/2012 |
| 00000272 | M17 | 4/25/2012 | 0000038082 | SC1 | | 1.250 | 4/26/2012 np_mg3161 | 4/26/2012 |
| 00000271 | M16 | 4/25/2012 | 0000038160 | SC1 | | 0.800 | 4/26/2012 np_mg3161 | 4/26/2012 |
| 00000270 | M15 | 4/25/2012 | 0000038195 | SC1 | | 5.000 | 4/26/2012 np_mg3161 | 4/26/2012 |
| 00000269 | M14 | 4/25/2012 | 0000038193 | SC1 | | 4700.000 | 4/26/2012 np_mg3161 | 4/26/2012 |
| 00000268 | M13 | 4/25/2012 | 0000038184 | SC1 | | 7400000.000 | 4/26/2012 np_mg3161 | 4/26/2012 |
| 00000267 | M12 | 4/25/2012 | T000000003 | SC1 | | 45399999999.000 | 4/26/2012 np_mg3161 | 4/26/2012 |
| 00000266 | M10 | 4/25/2012 | 0000038082 | SC1 | | 4300000000000000000.000 | 4/26/2012 np_mg3161 | 4/26/2012 |
| 00000264 | M09 | 4/25/2012 | 0000038190 | SC1 | | 8600000000000000000.000 | 4/26/2012 np_mg3161 | 4/26/2012 |
| 00000263 | M08 | 4/25/2012 | T000000003 | SC1 | | 2800000000000000000.000 | 4/26/2012 np_mg3161 | 4/26/2012 |
| 00000221 | M132 | 4/25/2012 | 0000037887 | SC1 | | 250.000 | 4/26/2012 np_mg3161 | 4/26/2012 |
| 00000220 | M131 | 4/25/2012 | 0000037887 | SC1 | | 1.250 | 4/26/2012 np_mg3161 | 4/26/2012 |
| 00000219 | M130 | 4/25/2012 | 0000037887 | SC1 | | 0.800 | 4/26/2012 np_mg3161 | 4/26/2012 |
| 00000218 | M129 | 4/25/2012 | 0000037887 | SC1 | | 5.000 | 4/26/2012 np_mg3161 | 4/26/2012 |

Training Guide

Reporting for Inquiry Only Roles



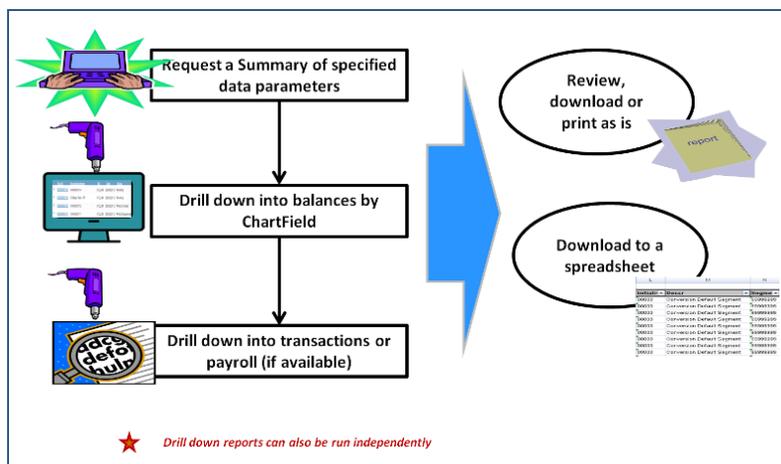
Reports

When running financial reports, you must specify the data parameters for certain fields.

Once a financial report is generated, you will often have the option to drill down into transactions.

Upon running a report, you will have several options such as:

- Review the report online
- Drill down into transactions
- Export the report to Excel
- Save and print the report





Training Guide Reporting for Inquiry Only Roles

ChartField Transaction Drilldown

Once a financial report is generated, you can drill down into a transaction as seen below:

From the generated report you can run the associated ChartField Detail Statement Report

Navigation: < Previous Accounting Period | **ChartField Detail Statement** | ChartField Transaction Statement | Payroll Summary Report | Payroll Detail Report | Next Accounting Period >

Report ID: Columbia University
 Run ID:
 Business Unit:
 Department/Role/ Selection:
 Responsible Person:

Run Date: 5/22/2012
 Run Time: 2:50:19 PM

| Fund Description | Account | Account Description | Prior Year YTD | Prior Year Actual | Original Budget | Current Estimate | Actual to Date | | Balance Before Commitment | Commitments | | Budget Balance Available | % Used |
|------------------|---------|----------------------|----------------|-------------------|---------------------|---------------------|--------------------|---------------------|---------------------------|-------------|-----------------|--------------------------|------------|
| | | | | | | | Month | Year | | Encumbrance | Pre-Encumbrance | | |
| 01 | Geel UR | 40500 | 0 | 0 | (48,187,546) | (48,187,546) | 540 | (28,453,541) | (22,733,555) | 0 | 0 | (22,733,555) | 53% |
| 01 | Geel UR | 40510 | 0 | 0 | (415,737) | (415,737) | 1,137 | (431,787) | 16,550 | 0 | 0 | 16,550 | 103% |
| 01 | Geel UR | 41100 | 0 | 0 | (6,200,753) | (6,200,753) | (1,424,187) | (1,529,301) | (4,751,452) | 0 | 0 | (4,751,452) | 24% |
| 01 | Geel UR | 42100 | 0 | 0 | 6,112,159 | 6,112,159 | 668 | (103,654) | 6,215,783 | 0 | 0 | 6,215,783 | (1%) |
| | | Total Revenue | 0 | 0 | (48,771,427) | (48,771,427) | (1,421,286) | (28,948,283) | (21,255,144) | 0 | 0 | (21,255,144) | 43% |

From the ChartField Detail Statement you can drill down into transactions

Columbia University
ChartField Detail Statement
As of 12/31/11

| Function | Function Description | Prior Year YTD | Prior Year Actual | Original Budget | Current Estimate | Month | Year | Balance Before Commitment | Encumbrance | Pre-Encumbrance | Budget Balance Available | % Used | Central Non-Central | Owning Department | Proj Type |
|----------|-------------------------------|----------------|-------------------|---------------------|---------------------|--------------------|---------------------|---------------------------|--------------|-----------------|--------------------------|--------|---------------------|-------------------|-----------|
| 010 | TUITION | 0 | 0 | (3,873,263) | (3,873,263) | 0 | 0 | (5,466,304) | (4,374,330) | 0 | (4,374,330) | 50% | 09 | 7501101 | UNR |
| 010 | TUITION | 0 | 0 | (3,422,345) | (3,422,345) | 0 | 0 | (2,138,180) | (1,204,165) | 0 | (1,204,165) | 62% | 09 | 7501101 | UNR |
| 010 | TUITION | 0 | 0 | (129,780) | (129,780) | 0 | 0 | (55,500) | (74,280) | 0 | (74,280) | 42% | 09 | 7501101 | UNR |
| 010 | TUITION | 0 | 0 | (4,811,800) | (4,811,800) | 0 | 0 | (2,461,990) | (2,349,810) | 0 | (2,349,810) | 51% | 09 | 7501101 | UNR |
| 010 | TUITION | 0 | 0 | (1,354,081) | (1,354,081) | 0 | 0 | (648,750) | (508,331) | 0 | (508,331) | 62% | 09 | 7501101 | UNR |
| 010 | TUITION | 0 | 0 | (29,250,786) | (29,250,786) | 0 | 0 | (15,169,547) | (14,081,239) | 0 | (14,081,239) | 51% | 09 | 7501101 | UNR |
| 010 | TUITION | 0 | 0 | (344,992) | (344,992) | 0 | 0 | (283,650) | (81,342) | 0 | (81,342) | 82% | 09 | 7501101 | UNR |
| 020 | FEES | 0 | 0 | (415,737) | (415,737) | 1,137 | (431,787) | 16,550 | 0 | 0 | 16,550 | 103% | 09 | 7501101 | UNR |
| 050 | GOVT GRANTS & CONT - INDIRECT | 0 | 0 | 0 | 0 | (174,357) | (190,396) | 190,396 | 0 | 0 | 190,396 | N/A | 09 | 7501101 | UNR |
| 050 | GOVT GRANTS & CONT - INDIRECT | 0 | 0 | (4,163,698) | (4,163,698) | 0 | 0 | (1,338,965) | (2,764,791) | 0 | (2,764,791) | 32% | 09 | 7501101 | UNR |
| 050 | GOVT GRANTS & CONT - INDIRECT | 0 | 0 | (2,177,657) | (2,177,657) | 0 | 0 | (2,177,657) | 0 | 0 | (2,177,657) | 0% | 09 | 7501101 | UNR |
| 060 | PRIVATE GRANTS & CONT - INDR | 0 | 0 | 3,935,652 | 3,935,652 | 168 | (103,654) | 4,038,796 | 0 | 0 | 4,038,796 | -2% | 09 | 7501101 | UNR |
| 060 | PRIVATE GRANTS & CONT - INDR | 0 | 0 | 2,177,657 | 2,177,657 | 0 | 0 | 2,177,657 | 0 | 0 | 2,177,657 | 0% | 09 | 7501101 | UNR |
| | | 0 | 0 | (49,771,427) | (49,771,427) | (1,421,862) | (28,948,283) | (21,255,144) | 0 | 0 | (21,255,144) | | | | |

ChartField Transaction Drilldown for the selected transaction

ChartString: COLUM - 01 - 7501101 - UR05549 - 50350 - 00000000 - - 010

| Account | Account Descr | Transaction Date | Description | PO# | Invoice ID | Origin | Voucher Type | Voucher# | Check# | Check Date | Amount | Journal ID |
|---------|------------------|------------------|-------------|-----|------------|--------|--------------|----------|--------|------------|--------------|------------|
| 40500 | TUITION | 2011-12-31 | | | | CIIV | | | | | 8,440 | CHV000181 |
| | Sub-Total | | | | | | | | | | 8,440 | |

Training Guide

Reporting for Inquiry Only Roles



Reporting Security

This is the *Reporting Security* lesson of the *Reporting for Inquiry Only Roles* course. Upon completion of this lesson, you will be able to:

- Understand how Department Security and ChartField Security controls what financial data can be accessed when running inquiries, queries, and reports

Estimated Time to Complete Lesson: 3 minutes

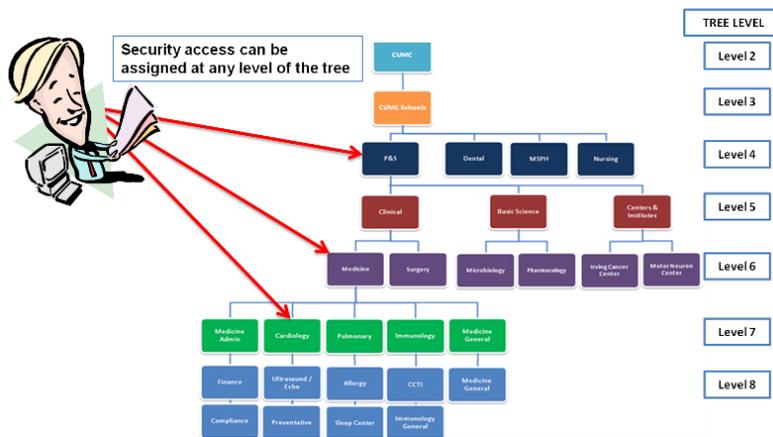
Department Security

Access to financial data retrieved through inquiries, queries, and reports is governed in two ways: which departments you should see as well as which ChartFields you should see.

Department security ensures that only authorized users will have access to run reports on specific sets of data. For instance, if a user has security access to the Morningside campus departments but does not have security access to the CUMC departments, then the user would not be able to run reports for CUMC.

The department tree for Columbia University has eight levels. Security access can be assigned at any level of the tree.

Reporting Security and Department Trees





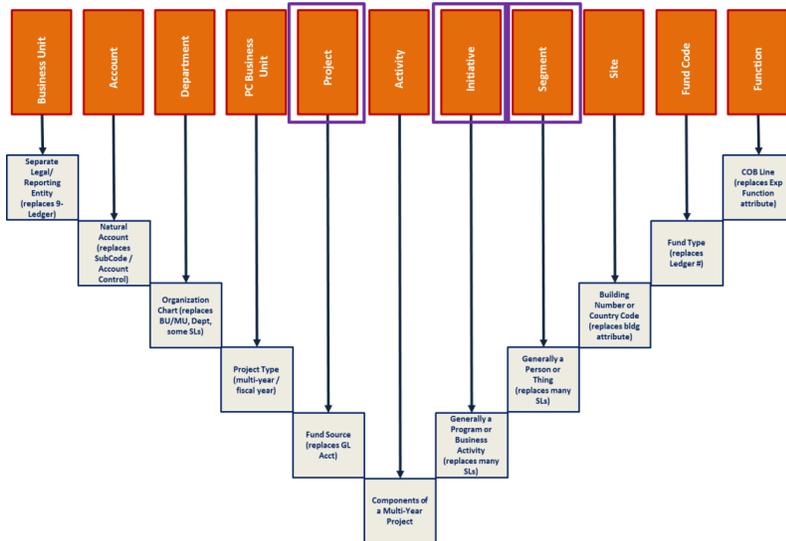
ChartField Security

ChartField Security

Summary Reports by ChartFields are special reports in the Financial Data Store that utilize "Ownership" of a project, initiative, or segment.

Owners can see all activity for these ChartFields, across departments.

For example, if four different departments transact on a project, the owner of the project will be able to view the activity for the project across all of the departments that transact on it. That is, he can view activity from departments other than his own since he is the 'owner' of the project.





Reporting Environments

This is the *Reporting Environments* lesson of the *Reporting for Inquiry Only Roles* course. Upon completion of this lesson, you will be able to:

- Understand how the ARC Portal will be used as the main gateway to access Financial reports
- Understand how content is organized in the ARC Portal
- Login to the ARC Portal

Estimated Time to Complete Lesson: 5 minutes

Training Guide

Reporting for Inquiry Only Roles



ARC

There are two environments where financial reporting takes place: ARC and the Financial Data Store (FDS).

In ARC, you will run inquiries and queries as well as some financial reports (e.g. Voucher Register, Vendor Balance, Trial Balance by Business Unit, PIN etc).

Inquiries, queries, and reports that run from ARC will contain real time data.



Query Viewer

ARC
Favorites | Main Menu > Reporting Tools > Query > Query Viewer

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name begins with

Search Advanced Search

Requisition Inquiry

ARC
Favorites | Main Menu > Purchasing > Requisitions > Review Requisition Information > Requisitions

Requisition Inquiry

Business Unit: []
Requisition ID: [] To Req: []
Requisition Name: []
Req Status: [] Origin: []
Requester: []
Requester Name: []
Requisition Date: []
Vendor SetID: [] Vendor Lookup
Vendor ID: [] Vendor Details
Item SetID: []
Item Description: []
Department: []
Vendor Name: []
Item ID: []
Direct Ship: []

OK Cancel

Voucher Register Report

ARC
Favorites | Main Menu > Columbia Specific > Accounts Payable > Reports > Voucher Register

Voucher Register

Run Control ID: TRAINING Report Manager Process Monitor Run

Language: English

Report Request Parameters

Business Unit: COLUMBIA
Dept ID: []

View Another Date Range

From Date: []
Through Date: []

Print Options

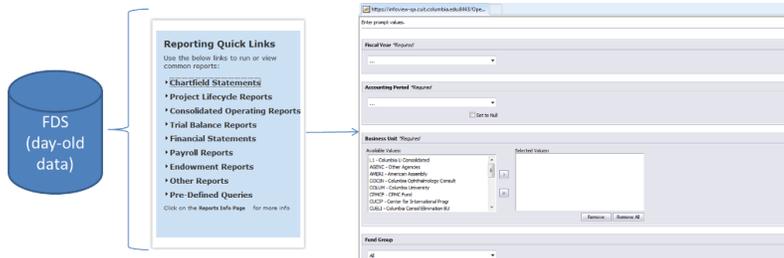
Print Voucher Line
Print Distribution Line

Save Netty Add Update/Display

FDS

Although certain financial reports are available to be run directly out of ARC, most financial reports will be accessed from the Financial Data Store (FDS).

Financial data accessed from the FDS will be one day old (with exception of Budget/Consolidated Operating Budget (COB) data which will be updated multiple times throughout the day).



To make access to both the ARC and FDS environments seamless, we have created the **ARC Portal** which is the jumping off page to financial reporting in both ARC and FDS.

Training Guide

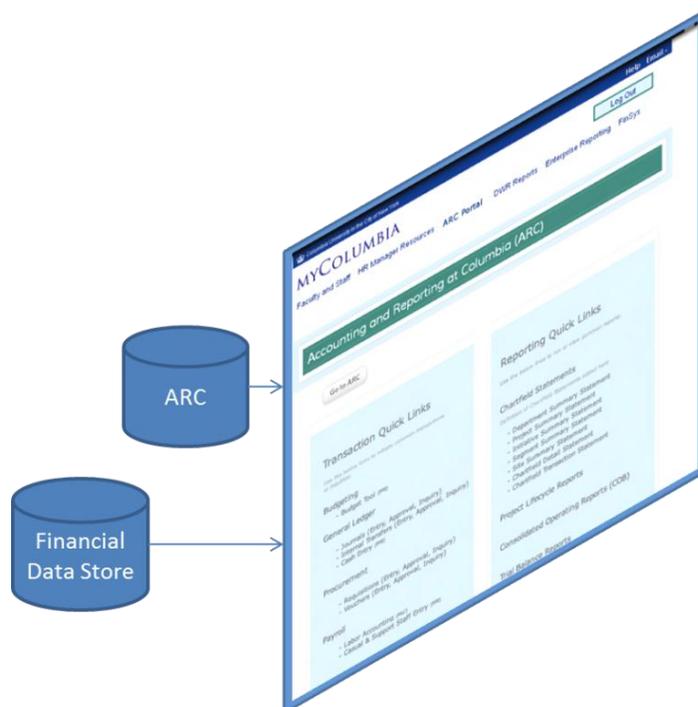
Reporting for Inquiry Only Roles



Introduction to the ARC Portal

The ARC Portal is a web page in the myColumbia Portal where a subset of the most commonly used financial reports will be accessed. The ARC Portal is a jumping off point to ARC, financial reports, as well as other resources such as:

- Legacy Applications, i.e. AP/CAR, FAS
- Legacy Reporting, i.e. DARTS, FAS Reports
- Training & Help Resources
- Tools & Forms



Portal Organization

The ARC Portal is organized into major sections.

At the top of Portal is the 'Go to ARC' link which takes you directly to ARC's home page.

The 'Transaction Quick Links' takes you to specific transaction or inquiry pages in ARC and the 'Reporting Quick Links' provides links to commonly used financial reports.

The image below describes how content is organized on the ARC Portal.

The screenshot shows the ARC Portal interface with the following sections and callouts:

- Callout 1:** The 'Go to ARC' link will take you directly to ARC's home page.
- Callout 2:** The links on the left hand side of the portal will take you directly to a specific transaction or inquiry page in ARC.
- Callout 3:** Towards the bottom left of the portal, there are additional Training & Help Resources as well as Tools & Forms such as the COA Crosswalk Tool.
- Callout 4:** The FDS reports are within the Reporting Quick Links section of the portal. When a report is selected, a new window will appear which will prompt you to enter values for certain required and optional fields (i.e. fiscal year, accounting period, business unit, department, etc). As explained in the Report Security topic, you will only be able to run reports for the Departments and/or ChartFields that you have been granted security access to.
- Callout 5:** Towards the bottom right of the portal, there are additional links to Legacy Systems and Legacy Reporting (i.e. Financial Accounting System (FAS), FAS Reports, COB, etc). These legacy applications are available for inquiry use only.

The portal content is organized as follows:

- Top Navigation:** MyCOLUMBIA, Log Out, Faculty and Staff, HR Manager Resources, ARC Portal, DWR Reports, Enterprise Reporting, FinSys.
- Section Header:** Accounting and Reporting at Columbia (ARC)
- Transaction Quick Links (2):**
 - Budgeting: Budget Tool (FAS)
 - General Ledger: Journals (Entry, Approval, Inquiry), Internal Transfers (Entry, Approval, Inquiry), Cash Entry (FAS)
 - Procurement: Requisitions (Entry, Approval, Inquiry), Vouchers (Entry, Approval, Inquiry)
 - Payroll: Labor Accounting (FAS), Casual & Support Staff Entry (FAS)
- Reporting Quick Links (4):**
 - Chartfield Statements: Department Summary Statement, Project Summary Statement, Initiative Summary Statement, Segment Summary Statement, Slice Summary Statement, Chartfield Detail Statement, Chartfield Transaction Statement
 - Project Lifecycle Reports
 - Consolidated Operating Reports (COB)
 - Trial Balance Reports
 - Financial Statements
 - Payroll Reports
 - Endowment Reports
 - Cash Reports
 - Canned Queries
- Training & Help Resources (3):**
 - Online ARC Training
 - Finance Training Info
 - Getting System Access
 - Finance Service Center
 - Administrative Policy Library
 - PI/Research Resources
 - Finance Gateway
- Tools & Forms:**
 - COA Crosswalk Tool
 - System Security Request Form
 - Chart of Accounts Request Form
 - Finance Service Request Form
 - CUIT Service Request Form
 - Finance Forms Library
- Legacy Systems (5):**
 - Financial Accounting System (FAS)
 - Financial Front End (FFE)
 - Accounts Payable Controlled Analytical Review (AP/CAR)
 - Computer Augmented Purchasing System (CAPS)
- Legacy Reporting:**
 - DARTS
 - FAS Reports
 - COB
 - AP/CAR Reports
 - Purchasing Reports
 - HR Reports

Training Guide

Reporting for Inquiry Only Roles



Accessing the ARC Portal from myColumbia

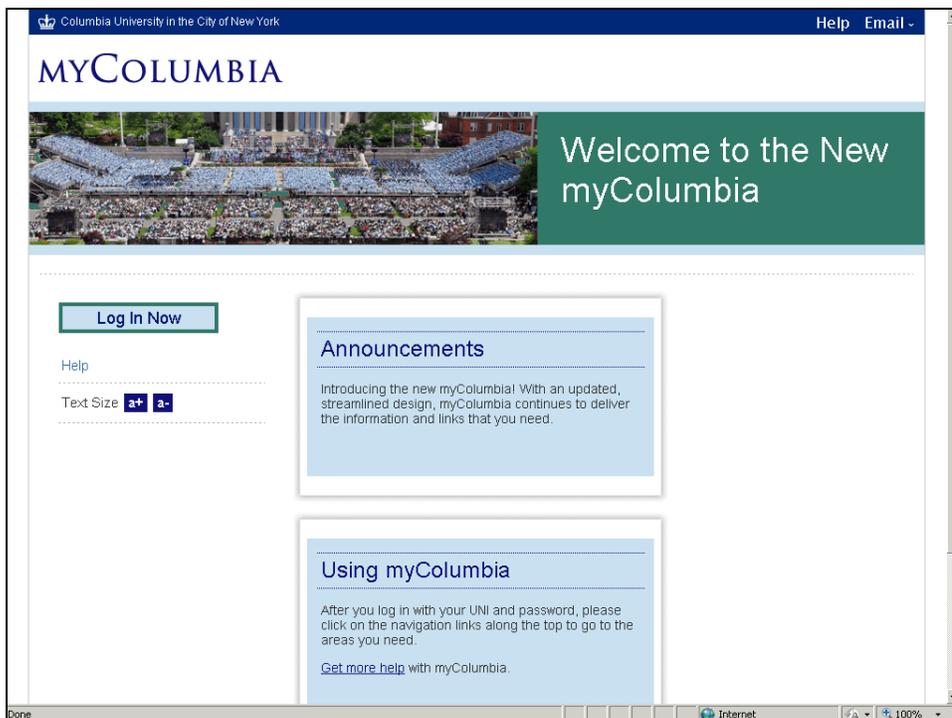
The ARC Portal is housed within myColumbia (<https://my.columbia.edu/>). In this topic you will log in to myColumbia, access the ARC Portal, and preview how the content is organized within the Portal.



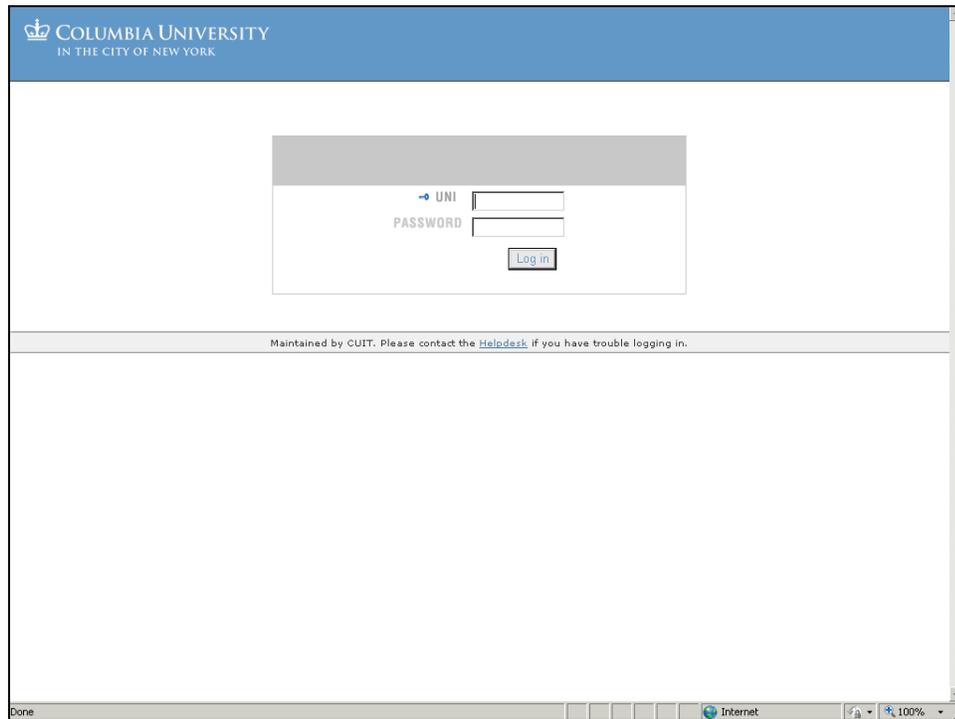
Estimated Time to Complete This Topic: 2 minutes

Procedure

Welcome to the *Accessing the ARC Portal from myColumbia* topic. In this scenario you will learn how to access the ARC Portal from myColumbia and you will learn how content is organized within the Portal.



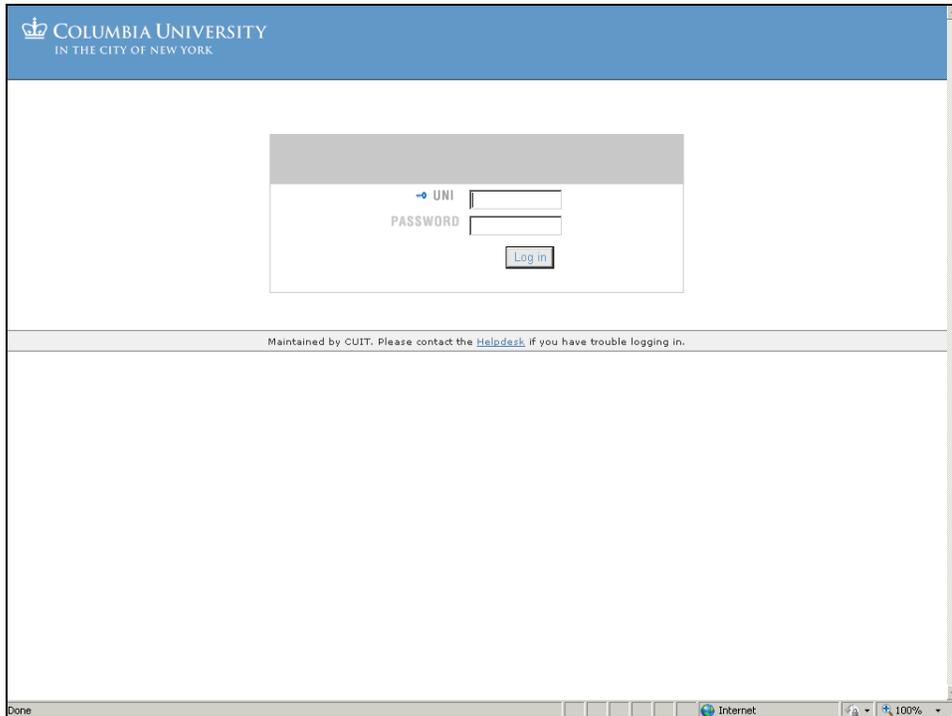
| Step | Action |
|------|---|
| 1. | <p>The ARC Portal is housed within myColumbia. To begin, click on the Log In Now link in the myColumbia home page.</p>  |



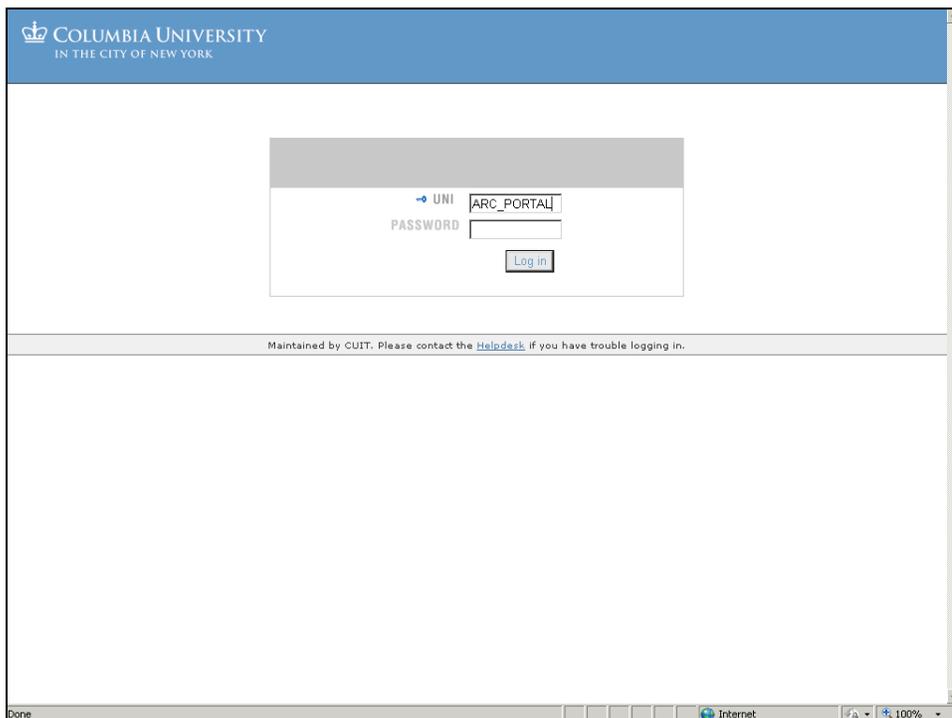
| Step | Action |
|------|---|
| 2. | <p>In this scenario, you will log in by entering a generic UNI and Password. Once you have been granted access to the ARC Portal you will log in by entering your UNI and Password.</p> |

Training Guide

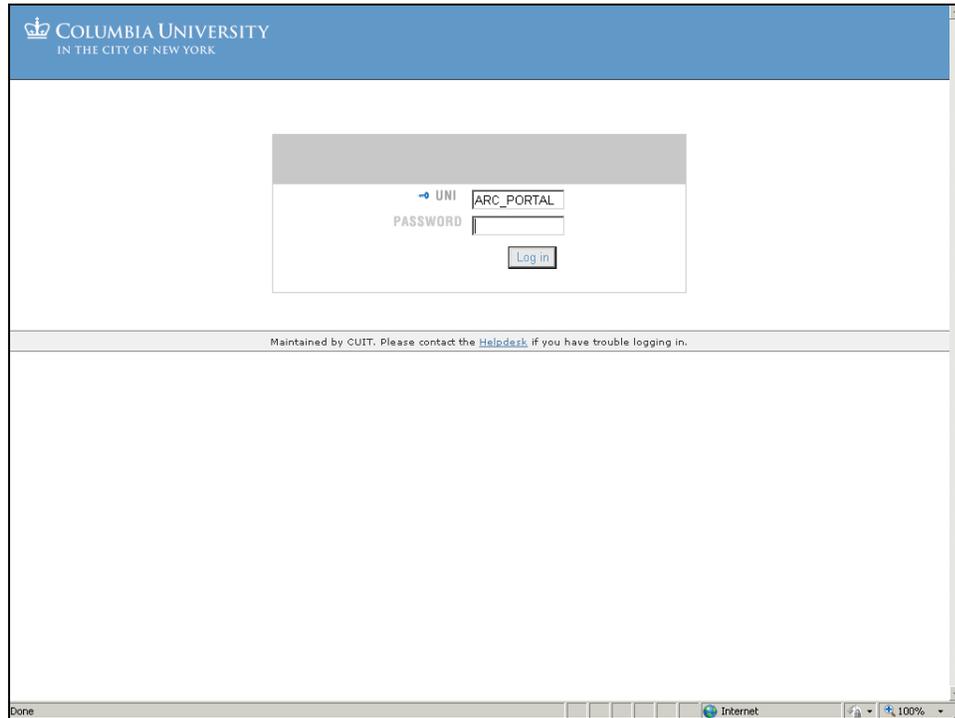
Reporting for Inquiry Only Roles



| Step | Action |
|------|--|
| 3. | Enter the desired information into the Log in field. Enter " ARC_PORTAL ". |



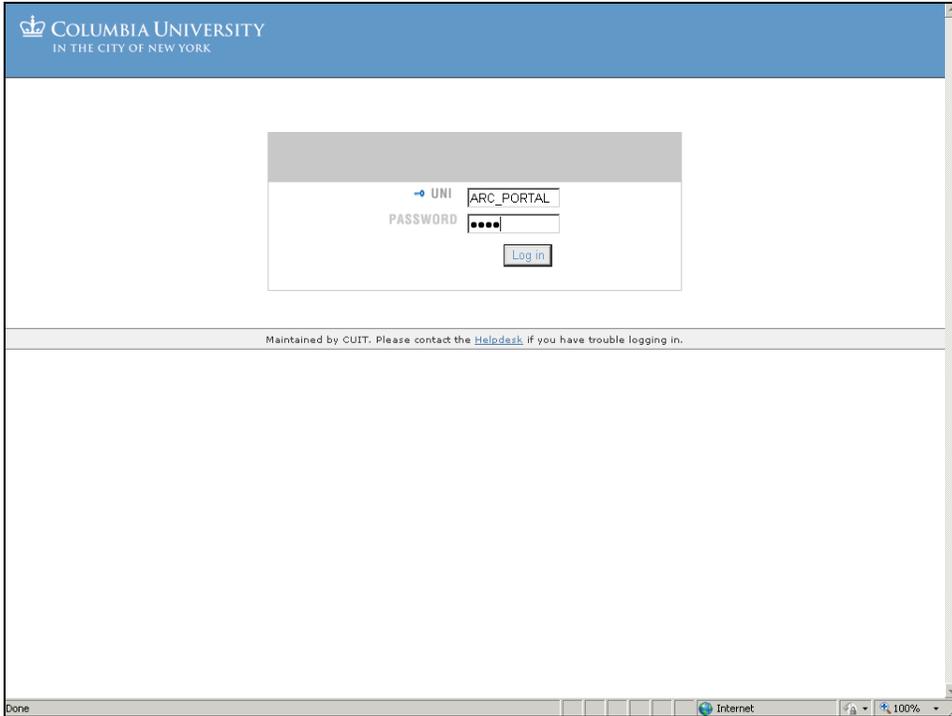
| Step | Action |
|------|--|
| 4. | Click in the Password field.  |



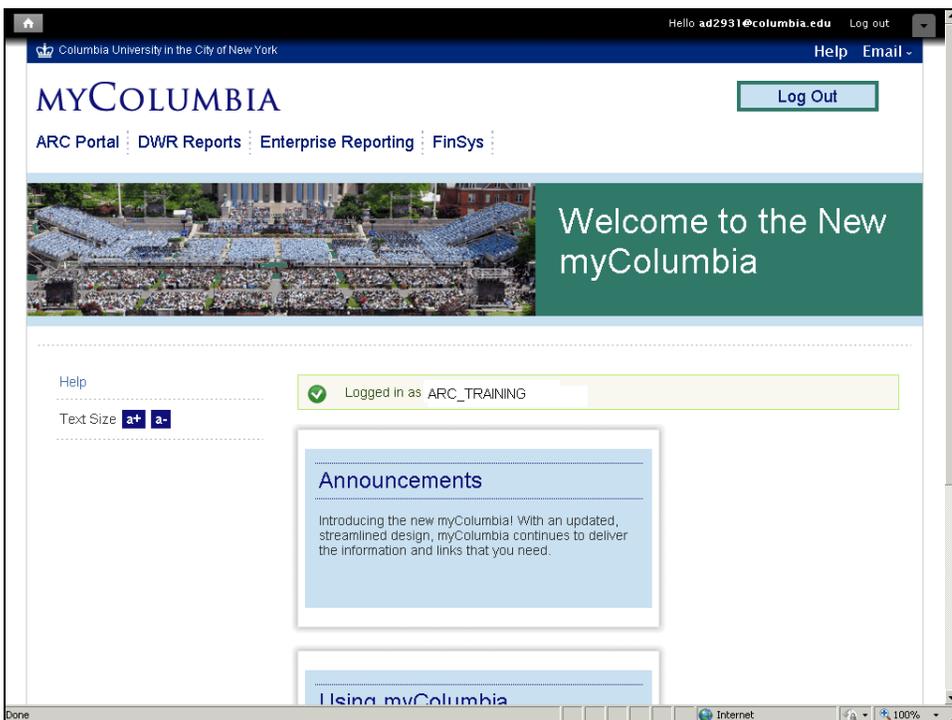
| Step | Action |
|------|--|
| 5. | Enter the desired information into the Password field. Enter " training ". |

Training Guide

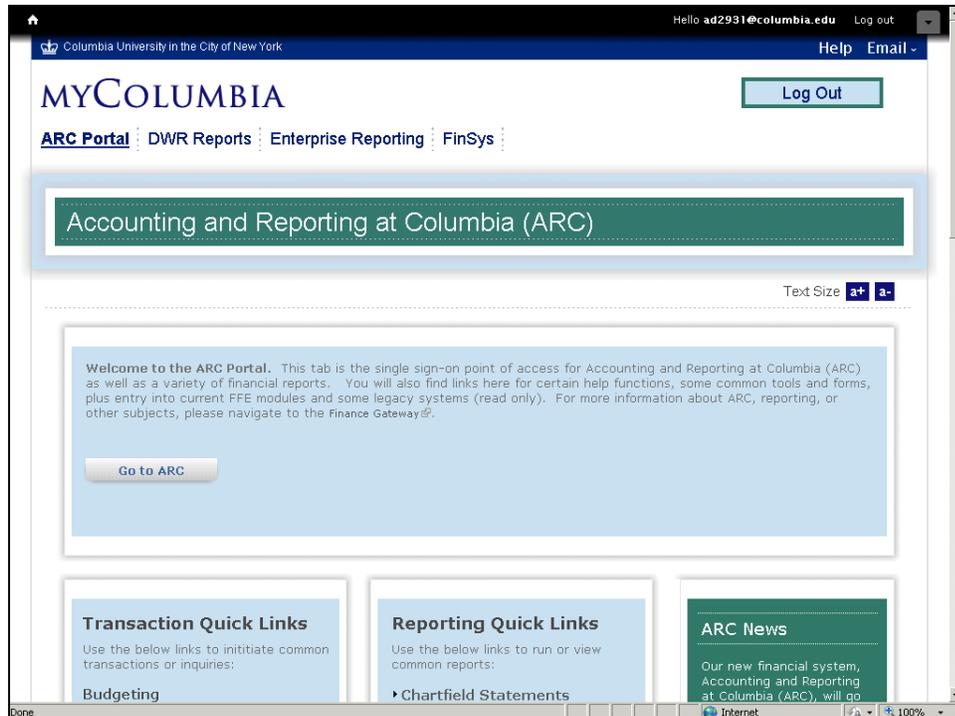
Reporting for Inquiry Only Roles



| Step | Action |
|------|--|
| 6. | Click the Log in button.  |



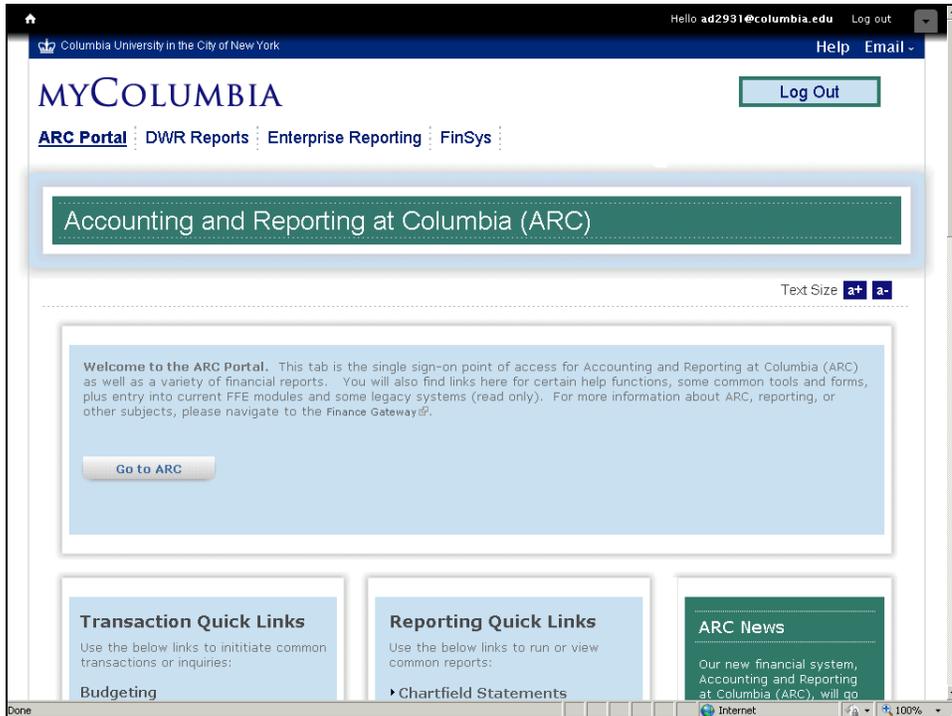
| Step | Action |
|------|--|
| 7. | <p>Once you have successfully logged in to myColumbia, you will see the ARC Portal tab at the top left hand corner.</p> <p>Click the ARC Portal link.</p>  |



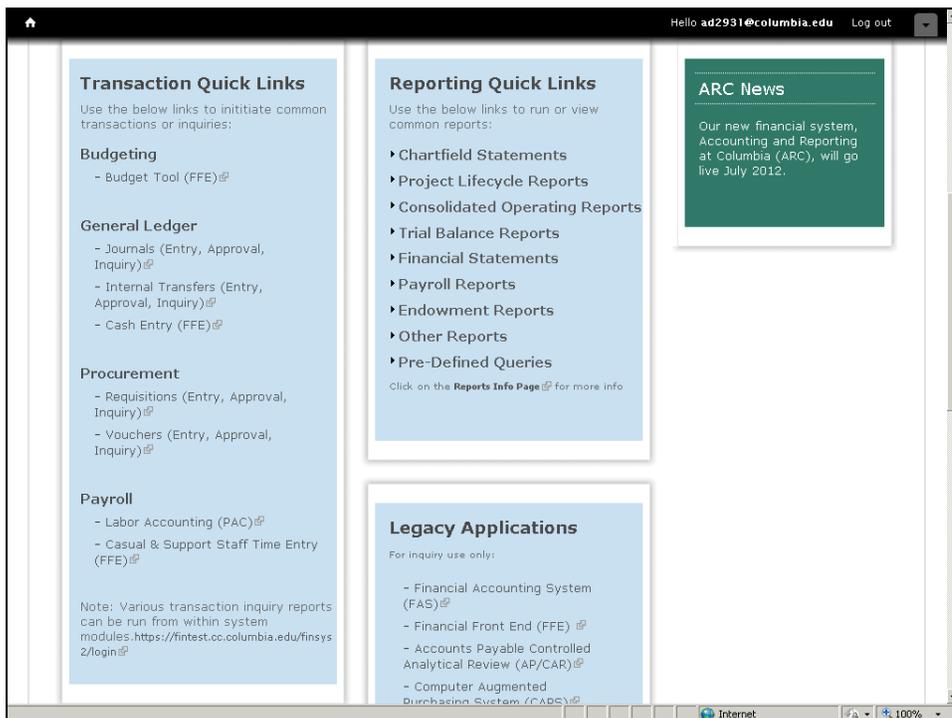
| Step | Action |
|------|---|
| 8. | <p>When you log in to the ARC Portal you will see the 'Go to ARC' link. When you click on this link, you will be taken directly to ARC's home page.</p> |

Training Guide

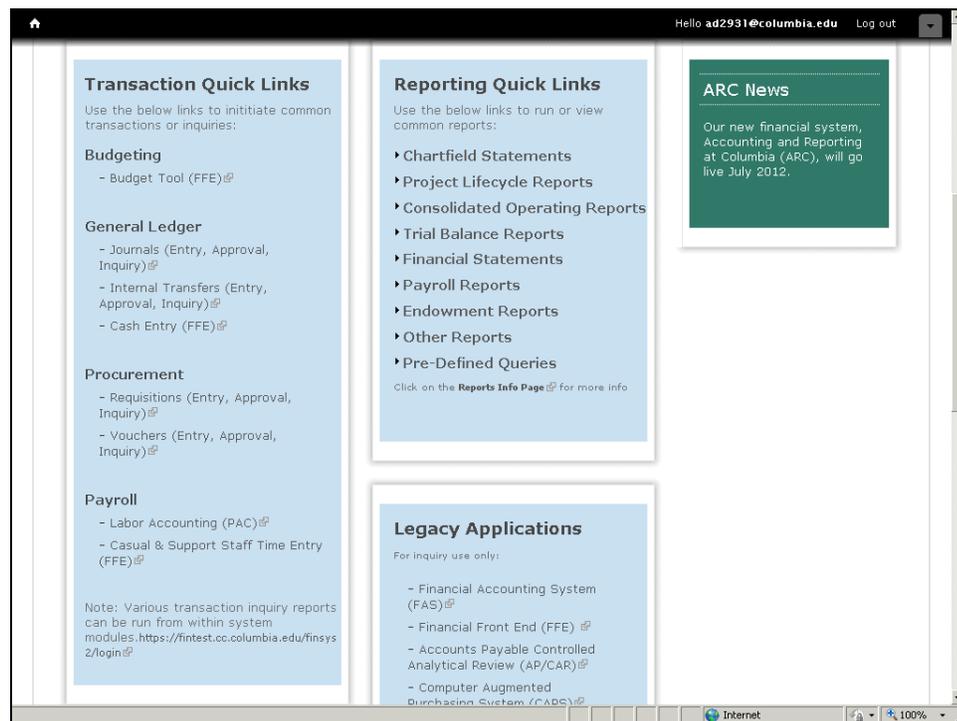
Reporting for Inquiry Only Roles



| Step | Action |
|------|--|
| 9. | To view the rest of the content on the Portal scroll down to the desired location. |



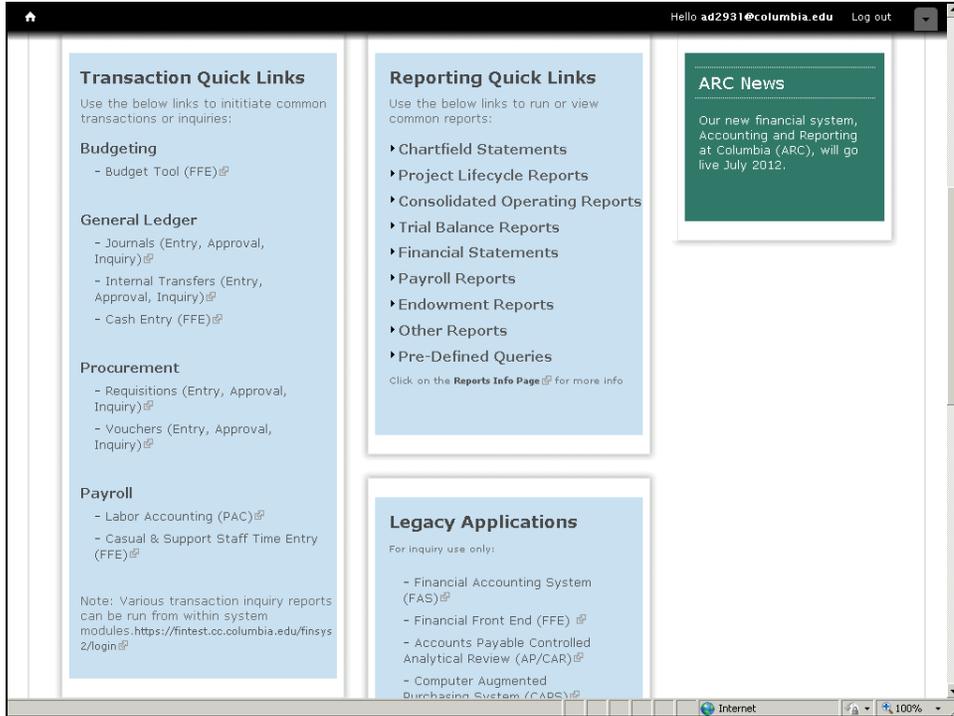
| Step | Action |
|------|--|
| 10. | <p>The links on the left hand side of the Portal will take you to a specific transaction or inquiry page in ARC.</p> <p>For example, when selected, the Internal Transfers link under General Ledger will take you to the Internal Transfers transactional page in ARC.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>- Internal Transfers (Entry, Approval, Inquiry) ↗</p> </div> |



| Step | Action |
|------|---|
| 11. | <p>The FDS reports are within the Reporting Quick Links section of the Portal. When a report is selected, a new window prompting for values will appear.</p> <p>In the topics to follow, you will explore the links within the ARC Portal at length.</p> |

Training Guide

Reporting for Inquiry Only Roles



| Step | Action |
|------|--|
| 12. | <p>You have successfully accessed the ARC Portal from myColumbia. You can now select the next topic, <i>Accessing ARC from the Portal</i> where you will learn how to access ARC directly from the Portal.</p> <p>End of Procedure.</p> |



Using Inquiries

This is the *Using Inquiries* lesson of the *Reporting for Inquiry Only Roles* course. Upon completion of this lesson, you will be able to:

- Access and use voucher inquiry screens to monitor the status of vouchers

Estimated Time to Complete Lesson: 10 minutes

Training Guide

Reporting for Inquiry Only Roles



Inquiry Pages in ARC

ARC delivers a variety of inquiry pages for users to track transactions throughout the system. Inquiries and queries are similar in that they are both reporting tools used to search for transactional data in ARC.

Unlike queries, inquiries are not accessible from a single page in ARC. Instead, inquiry pages are found throughout ARC (e.g. voucher inquiries are found within the Accounts Payable module in ARC and purchase order inquiries are found within the Purchasing module in ARC). Inquiries are commonly used in Procurement.

Click [here](#) to access a list of the most frequently used inquiries in ARC along with their purpose and navigations.

Please note that depending on your security access you may or may not have access to certain inquiry pages in ARC.

Below is a comprehensive list of the Procurement inquiries and queries:

| | |
|------------------------|--|
| On-Line Inquiry | <ul style="list-style-type: none">• Review Vendors• Vendor Aging• Manage Requisitions• Manage Receipts• Purchase Order Inquiry• Purchase Order Activity Summary• Voucher Inquiry• Match Workbench• Payment Inquiry• Procurement Document Status |
| Canned Queries | <ul style="list-style-type: none">• P-Card Spend Drill Back• Inactive Purchase Orders• List of Open Commitments by Department• Transactions Pending Approvals• Denied Transactions• Exceptions (Budget, Match)• Purchase Orders requiring Receiving |



Voucher Inquiries

Voucher Inquiry screens are helpful when you need to review information about a specific voucher or set of vouchers. Below is a table summarizing the voucher inquiry capabilities:

| Inquiry Screen | Use when you need to... |
|--------------------|---|
| Voucher Inquiry | View voucher information based on a variety of search criteria |
| Match Workbench | View the match status of vouchers that have gone through details for the Matching process |
| PO Voucher Inquiry | View details of vouchers processed against a PO |
| Accounting Entries | View the accounting entries that are associated with vouchers in the ARC system |
| Document Status | View the transactions associated with a voucher (i.e. Requisition, Purchase Order, Receipt) |
| Prepayment Inquiry | View details of the prepaid vouchers and the associated regular vouchers |

This topic will demonstrate how to access and navigate through the voucher inquiry screens.

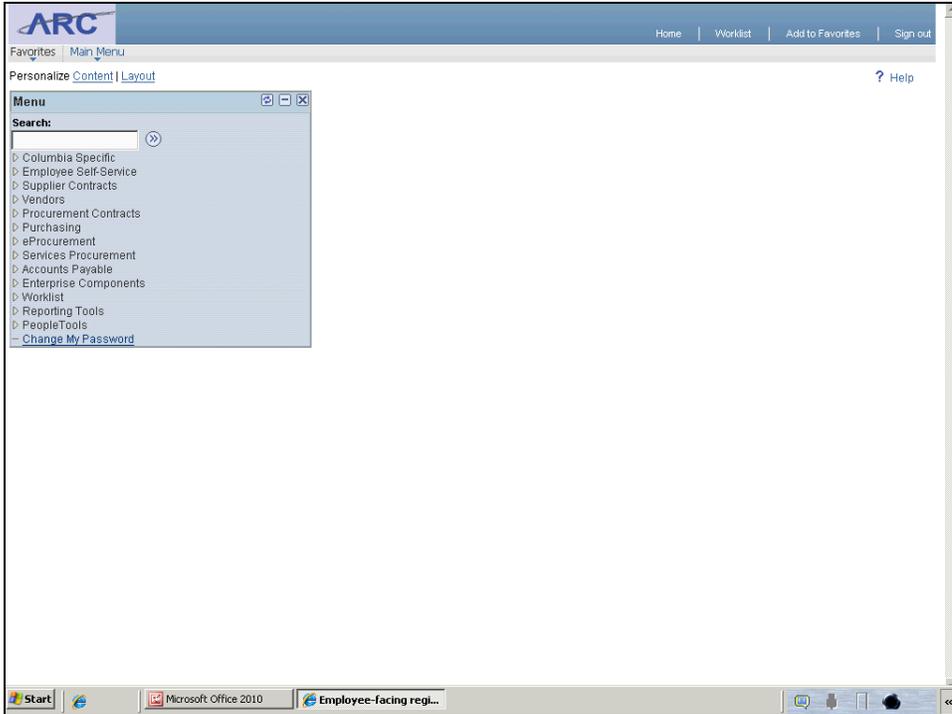
Estimated time needed to complete this topic: 10 minutes

Procedure

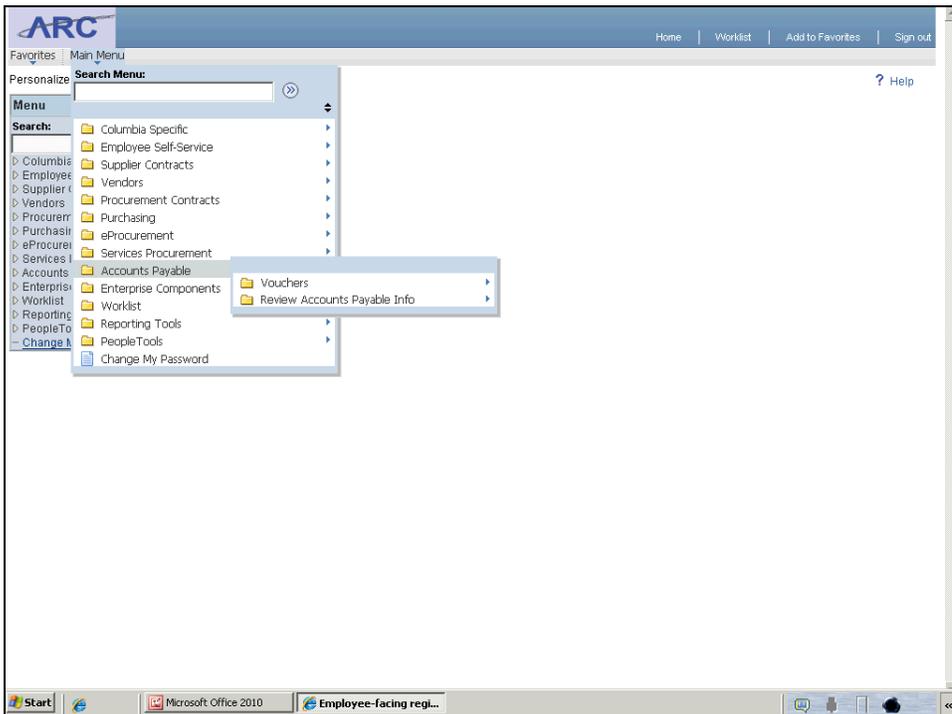
Welcome to the *Voucher Inquiries* topic. In this scenario you will access and navigate through the voucher inquiry pages in ARC.

Training Guide

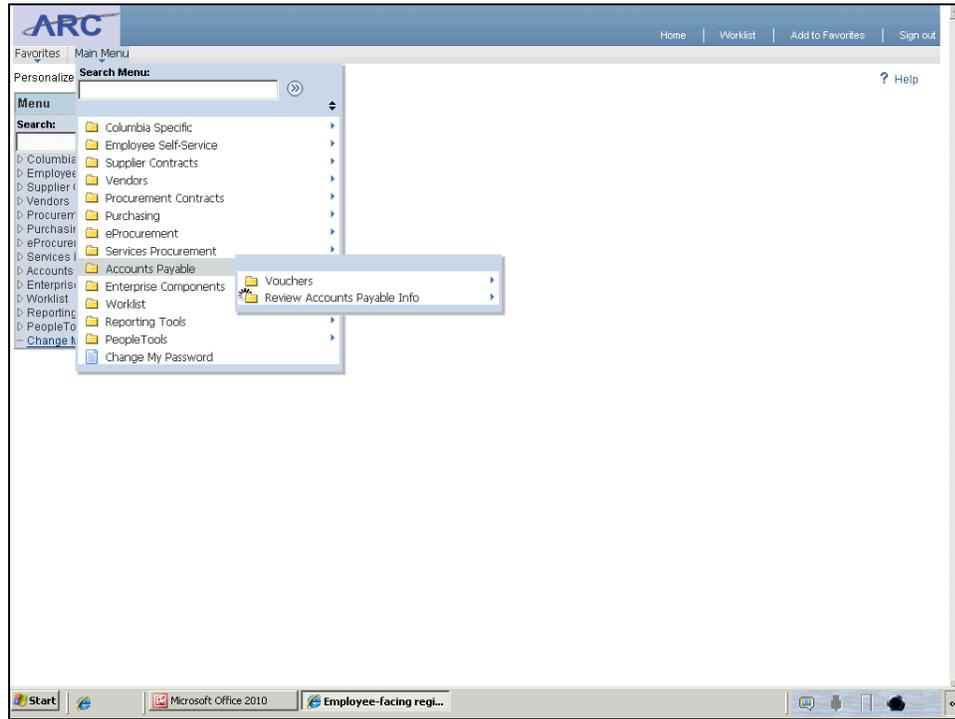
Reporting for Inquiry Only Roles

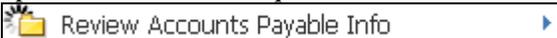


| Step | Action |
|------|---|
| 1. | Click the Main Menu button.  |



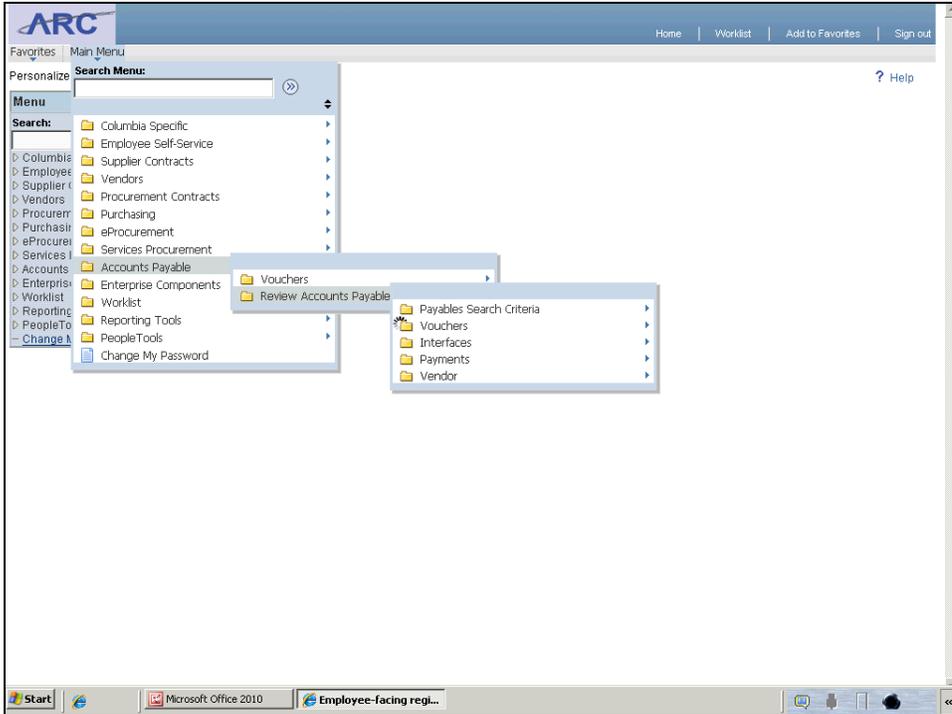
| Step | Action |
|------|--|
| 2. | Click the Accounts Payable menu.  |

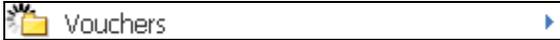


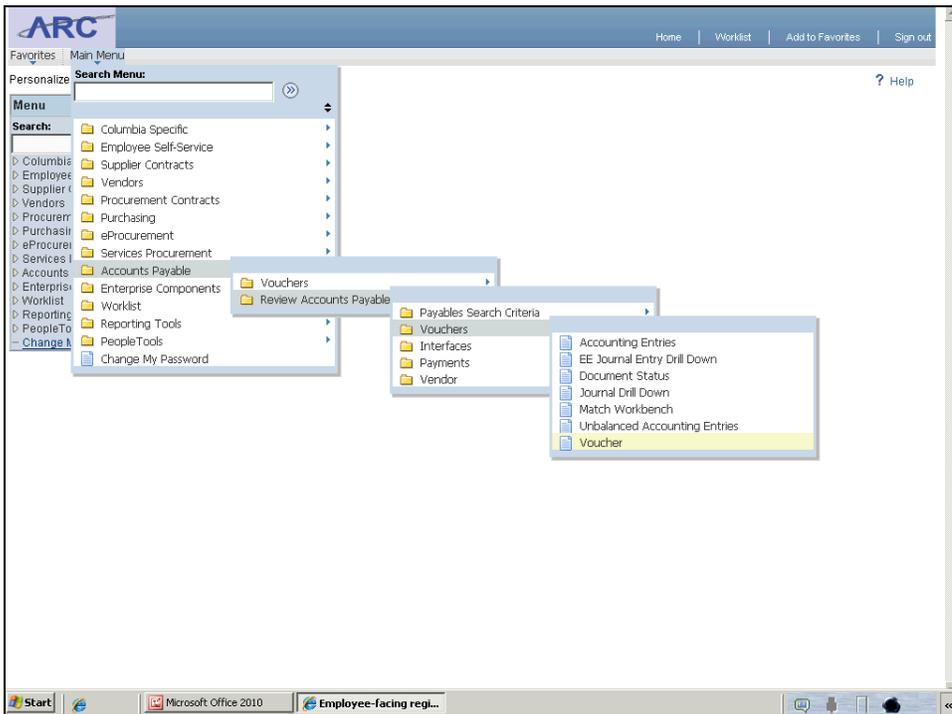
| Step | Action |
|------|---|
| 3. | Click the Review Accounts Payable Info menu. This menu houses all of the options for Voucher Inquiries.  |

Training Guide

Reporting for Inquiry Only Roles



| Step | Action |
|------|--|
| 4. | Click the Vouchers menu.  |



| Step | Action |
|------|---|
| 5. | Click the Voucher menu to view the Voucher Inquiry.  |

| Step | Action |
|------|--|
| 6. | Enter search criteria to limit the inquiry to the vouchers you would like to see. In this example, we will filter by Invoice Date. Click in the Invoice Date From field.  |

Training Guide

Reporting for Inquiry Only Roles



Voucher Inquiry

Search Criteria

Search Name: ALL

Business Unit: COLUM

Voucher ID: [Empty]

Invoice Id: [Empty]

Vendor SetID: CUSET

Short Name: [Empty]

Vendor Name 1: [Empty]

Vendor Name 2: [Empty]

Vendor ID: [Empty]

Vendor Location: [Empty]

Entry Status: [Empty]

Accounting Dt: [Empty]

Invoice Date: [Empty]

Due Date: [Empty]

Entered Date: [Empty]

Origin Set ID: [Empty]

Origin: [Empty]

Control Group ID: [Empty]

Contract ID: [Empty]

Lease Number: [Empty]

PO Business Unit: [Empty]

Purchase Order: [Empty]

Item ID: [Empty]

*Amount Rule: Any

From

To

COLUM

COLUM

| Step | Action |
|------|---|
| 7. | Enter the desired information into the Invoice Date field. Enter " 3/14/2012 ". |

Voucher Inquiry

Search Criteria

Search Name: ALL

Business Unit: COLUM

Voucher ID: [Empty]

Invoice Id: [Empty]

Vendor SetID: CUSET

Short Name: [Empty]

Vendor Name 1: [Empty]

Vendor Name 2: [Empty]

Vendor ID: [Empty]

Vendor Location: [Empty]

Entry Status: [Empty]

Accounting Dt: [Empty]

Invoice Date: 3/14/2012

Due Date: [Empty]

Entered Date: [Empty]

Origin Set ID: [Empty]

Origin: [Empty]

Control Group ID: [Empty]

Contract ID: [Empty]

Lease Number: [Empty]

PO Business Unit: [Empty]

Purchase Order: [Empty]

Item ID: [Empty]

*Amount Rule: Any

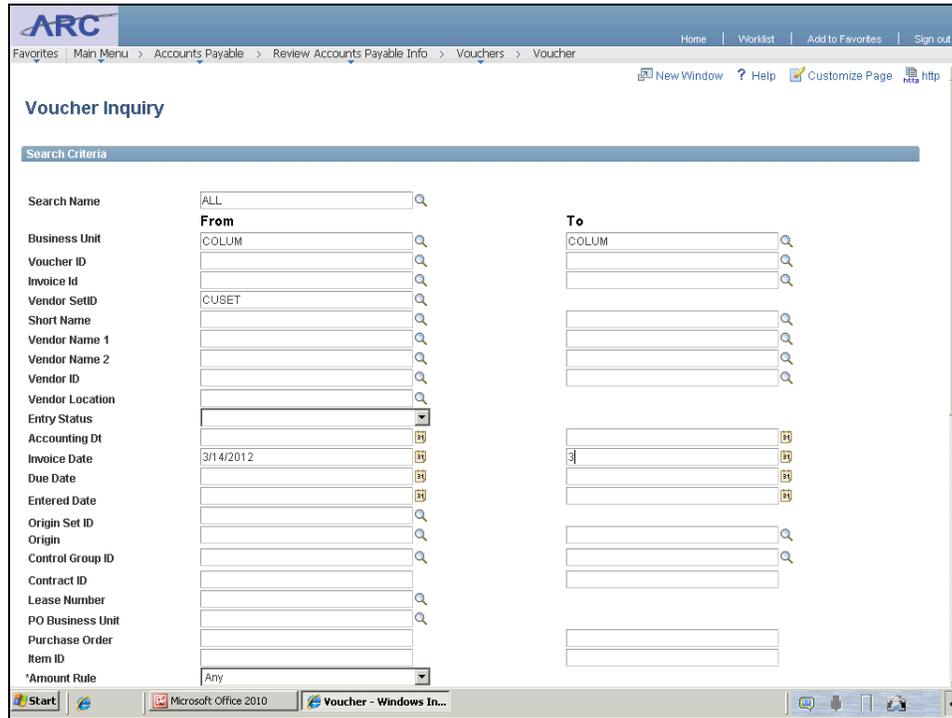
From

To

COLUM

COLUM

| Step | Action |
|------|---|
| 8. | Click in the Invoice Date To field. <div style="border: 1px solid black; width: 280px; height: 20px; margin-top: 5px;"></div> |



The screenshot shows the 'Voucher Inquiry' web application. The 'Search Criteria' section contains various search fields. The 'Invoice Date To' field is highlighted with a red box, indicating the target for the next step. The 'Invoice Date' field is currently set to '3/14/2012'. The 'Business Unit' is set to 'COLUM'. The 'Vendor SetID' is set to 'CUSET'. The 'Amount Rule' is set to 'Any'.

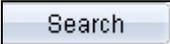
| Step | Action |
|------|--|
| 9. | Enter the desired information into the Invoice Date To field. Enter " 3/14/2012 ". |

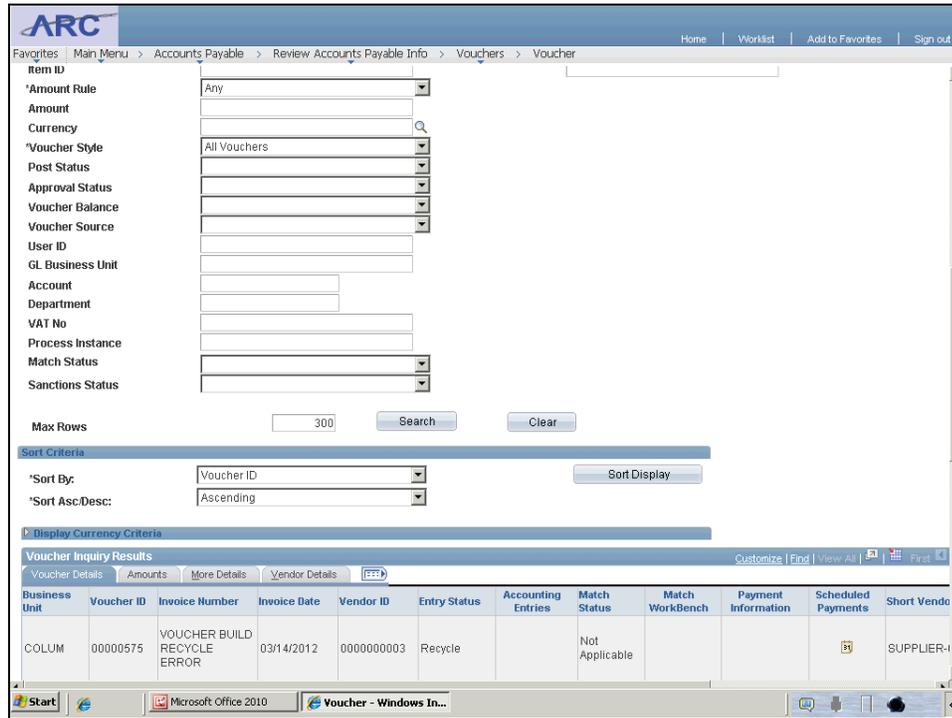
Training Guide

Reporting for Inquiry Only Roles



| Step | Action |
|------|---|
| 10. | Scroll down the page to find the search button. |

| Step | Action |
|------|--|
| 11. | Click the Search button.  |



Voucher Inquiry Results

| Business Unit | Voucher ID | Invoice Number | Invoice Date | Vendor ID | Entry Status | Accounting Entries | Match Status | Match WorkBench | Payment Information | Scheduled Payments | Short Vende |
|---------------|------------|-----------------------------------|--------------|------------|--------------|--------------------|----------------|-----------------|---------------------|--------------------|-------------|
| COLUM | 00000575 | VOUCHER BUILD RECYCLE ERROR | 03/14/2012 | 0000000003 | Recycle | | Not Applicable | | | 3 | SUPPLIER-I |

| Step | Action |
|------|--|
| 12. | Scroll down to see the search results. |

Training Guide

Reporting for Inquiry Only Roles



ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher

Sanctions status

Max Rows: Search Clear

Sort Criteria

*Sort By: Sort Display

*Sort Asc.Desc:

Display Currency Criteria

Voucher Inquiry Results

Voucher Details | Amounts | More Details | Vendor Details

| Business Unit | Voucher ID | Invoice Number | Invoice Date | Vendor ID | Entry Status | Accounting Entries | Match Status | Match WorkBench | Payment Information | Scheduled Payments | Short Vendo |
|---------------|------------|------------------------------|--------------|------------|--------------|--------------------|----------------|-----------------|---------------------|--------------------|-------------|
| COLUM | 00000575 | VOUCHER BUILD RECYCLE ERROR | 03/14/2012 | 0000000003 | Recycle | | Not Applicable | | | 15 | SUPPLIER-I |
| COLUM | 00000576 | VOUCHER BUILD PRE EDIT ERROR | 03/14/2012 | 0000001099 | Postable | | Not Applicable | | | 15 | |
| COLUM | 00000577 | SINGLE PAY VOUCHER | 03/14/2012 | SGLPAYCHK1 | Postable | | Not Applicable | | | 15 | SGLPAYCHI |
| COLUM | 00000578 | SINGLE PAY VCHR MISSING ADDR | 03/14/2012 | SGLPAYACH1 | Postable | | Not Applicable | | | 15 | SGLPAYACH |
| COLUM | 00000579 | SINGLE PAY VCHR MISSING ACH | 03/14/2012 | SGLPAYCHK1 | Postable | | Not Applicable | | | 15 | SGLPAYCHI |
| COLUM | 00000580 | INTERFACE VOUCHER 1 | 03/14/2012 | 0000000003 | Postable | | Not Applicable | | | 15 | SUPPLIER-I |
| COLUM | 00000581 | INTERFACE VOUCHER 2 | 03/14/2012 | 0000000003 | Postable | | Not Applicable | | | 15 | SUPPLIER-I |
| COLUM | 00000582 | INTERFACE VOUCHER 3 | 03/14/2012 | 0000000003 | Postable | | Not Applicable | | | 15 | SUPPLIER-I |

Start Microsoft Office 2010 Voucher - Windows In...

| Step | Action |
|------|-------------------------------|
| 13. | See all search results below. |

ARC

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher

Sanctions status

Max Rows: Search Clear

Sort Criteria

*Sort By: Sort Display

*Sort Asc.Desc:

Display Currency Criteria

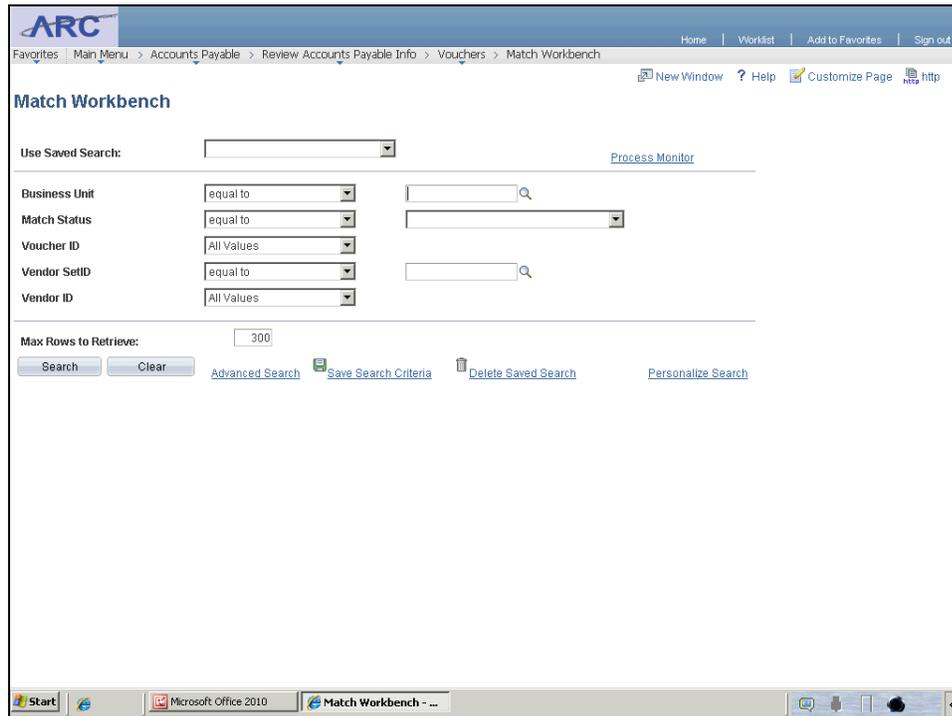
Voucher Inquiry Results

Voucher Details | Amounts | More Details | Vendor Details

| Business Unit | Voucher ID | Invoice Number | Invoice Date | Vendor ID | Entry Status | Accounting Entries | Match Status | Match WorkBench | Payment Information | Scheduled Payments | Short Vendo |
|---------------|------------|------------------------------|--------------|------------|--------------|--------------------|----------------|-----------------|---------------------|--------------------|-------------|
| COLUM | 00000575 | VOUCHER BUILD RECYCLE ERROR | 03/14/2012 | 0000000003 | Recycle | | Not Applicable | | | 15 | SUPPLIER-I |
| COLUM | 00000576 | VOUCHER BUILD PRE EDIT ERROR | 03/14/2012 | 0000001099 | Postable | | Not Applicable | | | 15 | |
| COLUM | 00000577 | SINGLE PAY VOUCHER | 03/14/2012 | SGLPAYCHK1 | Postable | | Not Applicable | | | 15 | SGLPAYCHI |
| COLUM | 00000578 | SINGLE PAY VCHR MISSING ADDR | 03/14/2012 | SGLPAYACH1 | Postable | | Not Applicable | | | 15 | SGLPAYACH |
| COLUM | 00000579 | SINGLE PAY VCHR MISSING ACH | 03/14/2012 | SGLPAYCHK1 | Postable | | Not Applicable | | | 15 | SGLPAYCHI |
| COLUM | 00000580 | INTERFACE VOUCHER 1 | 03/14/2012 | 0000000003 | Postable | | Not Applicable | | | 15 | SUPPLIER-I |
| COLUM | 00000581 | INTERFACE VOUCHER 2 | 03/14/2012 | 0000000003 | Postable | | Not Applicable | | | 15 | SUPPLIER-I |
| COLUM | 00000582 | INTERFACE VOUCHER 3 | 03/14/2012 | 0000000003 | Postable | | Not Applicable | | | 15 | SUPPLIER-I |

Start Microsoft Office 2010 Voucher - Windows In...

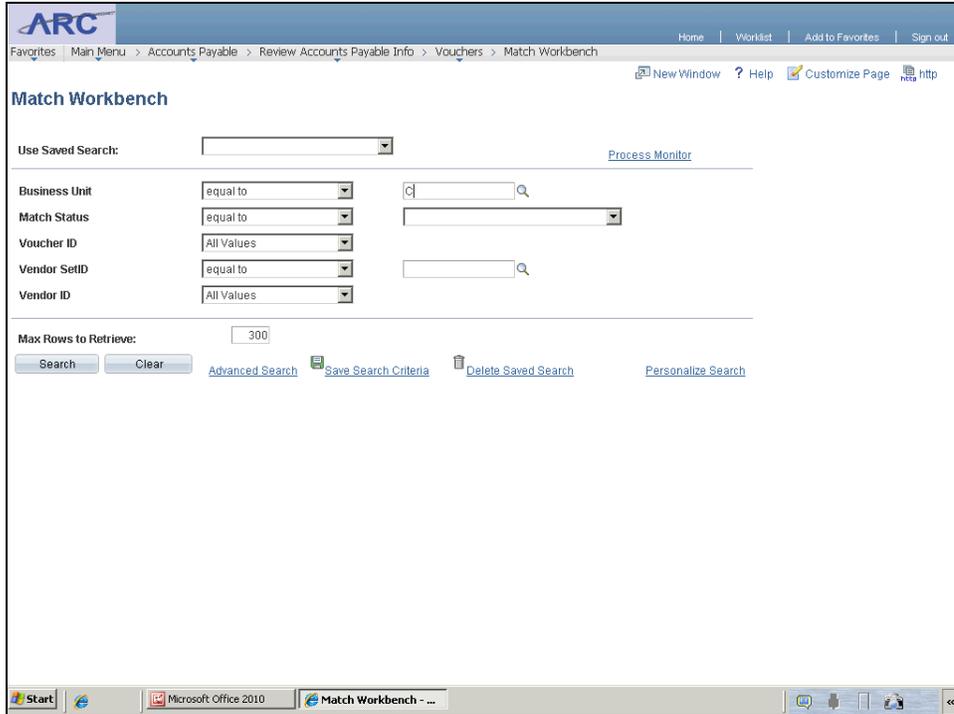
| Step | Action |
|------|--|
| 14. | To access the Match Workbench inquiry, click the Vouchers button and select Match Workbench .  |



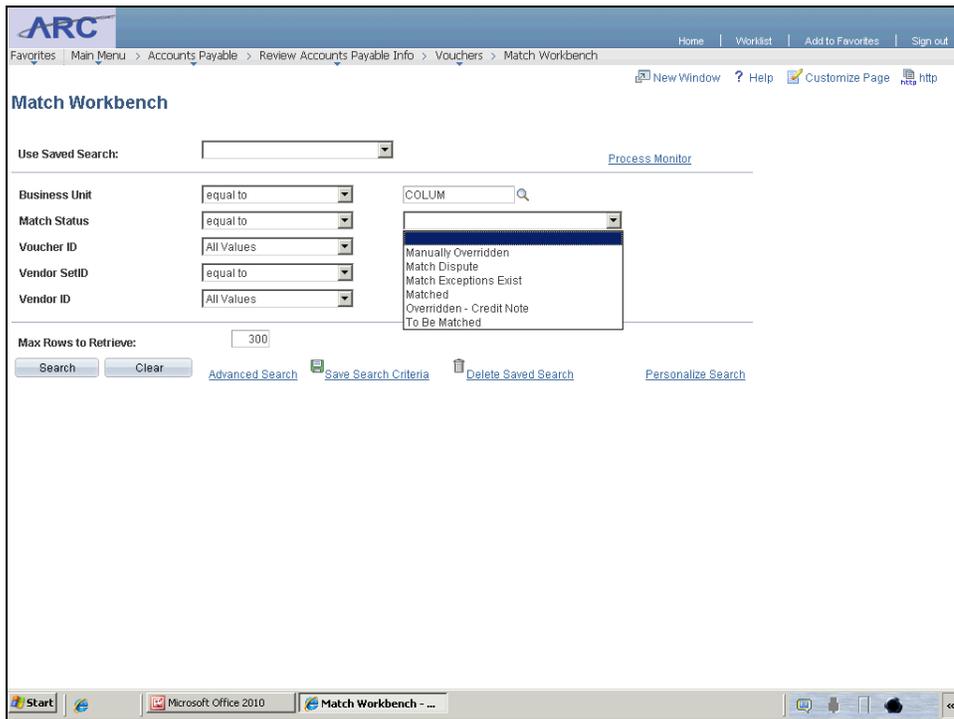
| Step | Action |
|------|---|
| 15. | Click in the Business Unit field to limit the results of your search.  |

Training Guide

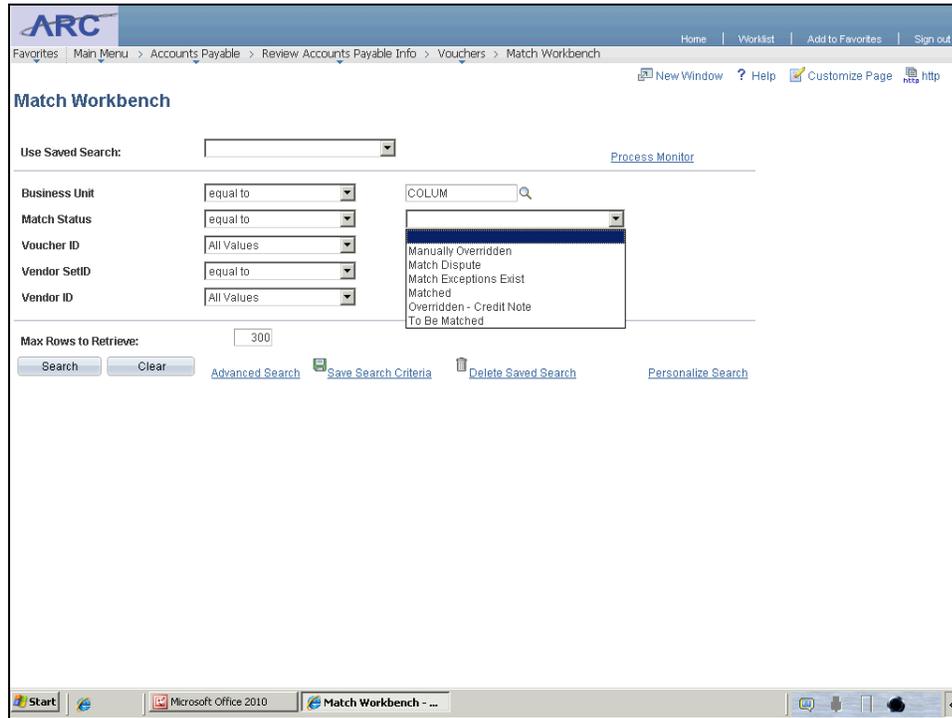
Reporting for Inquiry Only Roles



| Step | Action |
|------|--|
| 16. | Enter the desired information into the Business Unit field. Enter " COLUM ". |



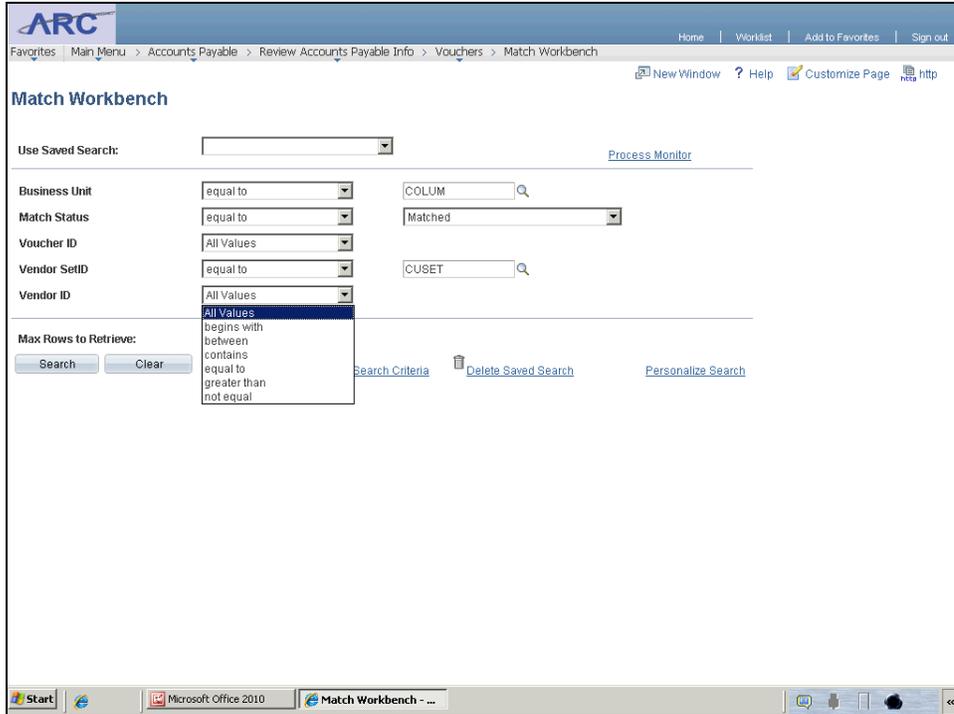
| Step | Action |
|------|--|
| 17. | Click the Match Status list.  |



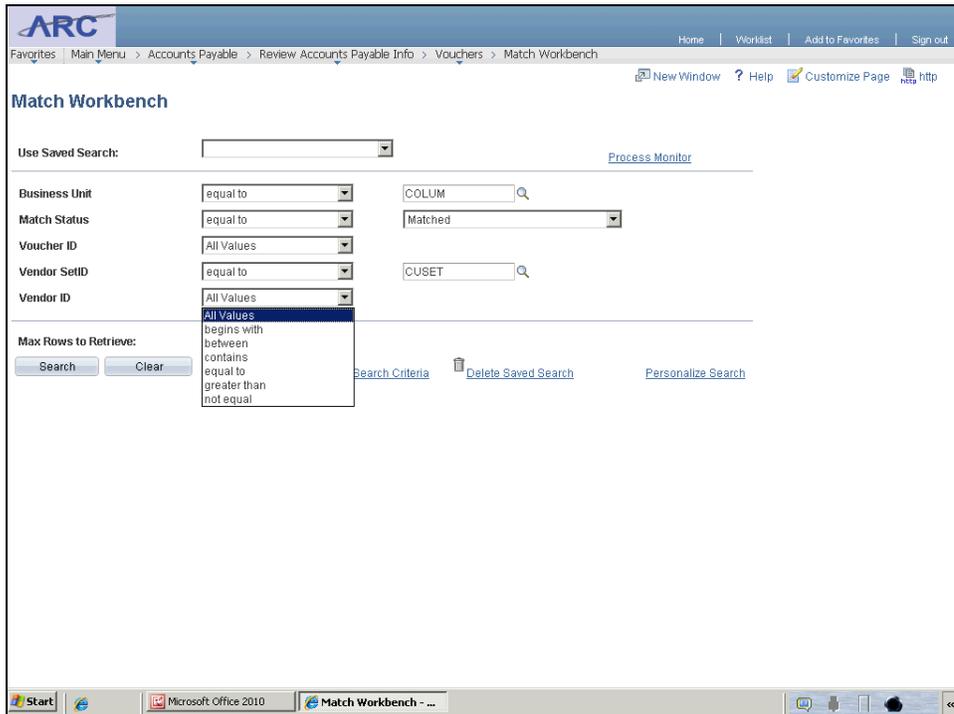
| Step | Action |
|------|--|
| 18. | Select Matched .  |

Training Guide

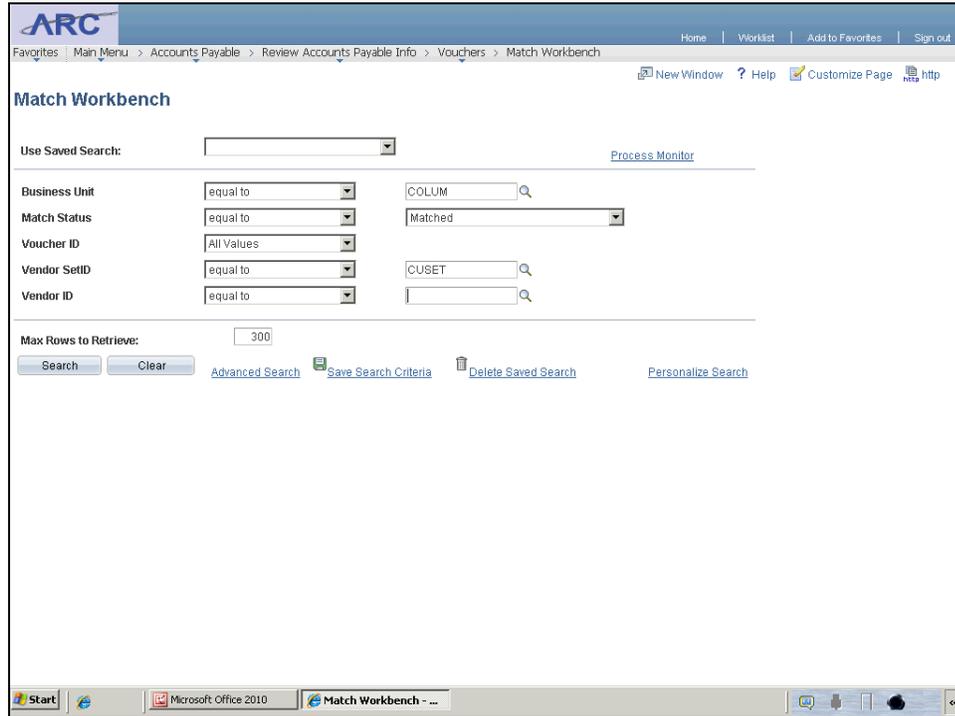
Reporting for Inquiry Only Roles



| Step | Action |
|------|--|
| 19. | Click the Vendor ID list. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> All Values </div> |



| Step | Action |
|------|---|
| 20. | Select Equal To .  |



| Step | Action |
|------|---|
| 21. | Click in the Vendor ID field.  |

Training Guide

Reporting for Inquiry Only Roles



ARC
Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Match Workbench

Match Workbench

Use Saved Search: [Dropdown] [Process Monitor](#)

Business Unit: equal to [Dropdown] COLUM [Text] [Search]

Match Status: equal to [Dropdown] Matched [Dropdown]

Voucher ID: All Values [Dropdown]

Vendor SetID: equal to [Dropdown] CUSET [Text] [Search]

Vendor ID: equal to [Dropdown] [Text] [Search]

Max Rows to Retrieve: [Text] 300

[Search](#) [Clear](#) [Advanced Search](#) [Save Search Criteria](#) [Delete Saved Search](#) [Personalize Search](#)

Start | Microsoft Office 2010 | Match Workbench - ...

| Step | Action |
|------|---|
| 22. | Enter the desired information into the Vendor ID field. Enter "000000003" . |

ARC
Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Match Workbench

Match Workbench

Use Saved Search: [Dropdown] [Process Monitor](#)

Business Unit: equal to [Dropdown] COLUM [Text] [Search]

Match Status: equal to [Dropdown] Matched [Dropdown]

Voucher ID: All Values [Dropdown]

Vendor SetID: equal to [Dropdown] CUSET [Text] [Search]

Vendor ID: equal to [Dropdown] 000000003 [Text] [Search]

Max Rows to Retrieve: [Text] 300

[Search](#) [Clear](#) [Advanced Search](#) [Save Search Criteria](#) [Delete Saved Search](#) [Personalize Search](#)

Start | Microsoft Office 2010 | Match Workbench - ...

| Step | Action |
|------|---|
| 23. | Click the Search button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Search</div> |

Vendor ID: equal to 000000003

Max Rows to Retrieve: 300

Search Results for Match Inquiry Type: Matched

Select to perform an Action on a row. Select All Clear All

| Undo Match | Match | Match Type | Business Unit | Vouchers | Vendor ID | Financial Sanctions Status | Invoice Number | Gross Amt | Currency |
|--------------------------|-------------------------|-----------------------|---------------|--------------------------|-----------|----------------------------|------------------------------|-----------|----------|
| <input type="checkbox"/> | Matched | Auto - Matched | COLUM | 00000071 | 000000003 | Valid | APMNTVCHR03STEP2 | 2500.00 | USD |
| <input type="checkbox"/> | Matched | Auto - Matched | COLUM | 00000081 | 000000003 | Valid | 041921 | 150.00 | USD |
| <input type="checkbox"/> | Matched | Auto - Matched | COLUM | 00000085 | 000000003 | Valid | APMNTVCHR02STEP8 | 2000.00 | USD |
| <input type="checkbox"/> | Matched | Auto - Matched | COLUM | 00000108 | 000000003 | Valid | APMNTVCHR02STEP14 | 50.00 | USD |
| <input type="checkbox"/> | Matched | Matched with Override | COLUM | 00000152 | 000000003 | Valid | Match Exception - AP_TEST_03 | 1750.00 | USD |
| <input type="checkbox"/> | Matched | Auto - Matched | COLUM | 00000154 | 000000003 | Valid | Exceptions _AP_TEST_03 | 50.00 | USD |
| <input type="checkbox"/> | Matched | Auto - Matched | COLUM | 00000171 | 000000003 | Valid | INTFC POVCHR 1 | 100.00 | USD |
| <input type="checkbox"/> | Matched | Auto - Matched | COLUM | 00000172 | 000000003 | Valid | INTFC POVCHR 2 | 400.00 | USD |
| <input type="checkbox"/> | Matched | Auto - Matched | COLUM | 00000173 | 000000003 | Valid | INTFC POVCHR 3 | 900.00 | USD |
| <input type="checkbox"/> | Matched | Auto - Matched | COLUM | 00000174 | 000000003 | Valid | INTFC POVCHR 4 | 1600.00 | USD |

Select All Clear All

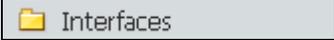
| Step | Action |
|------|---------------------------|
| 24. | See search results below. |

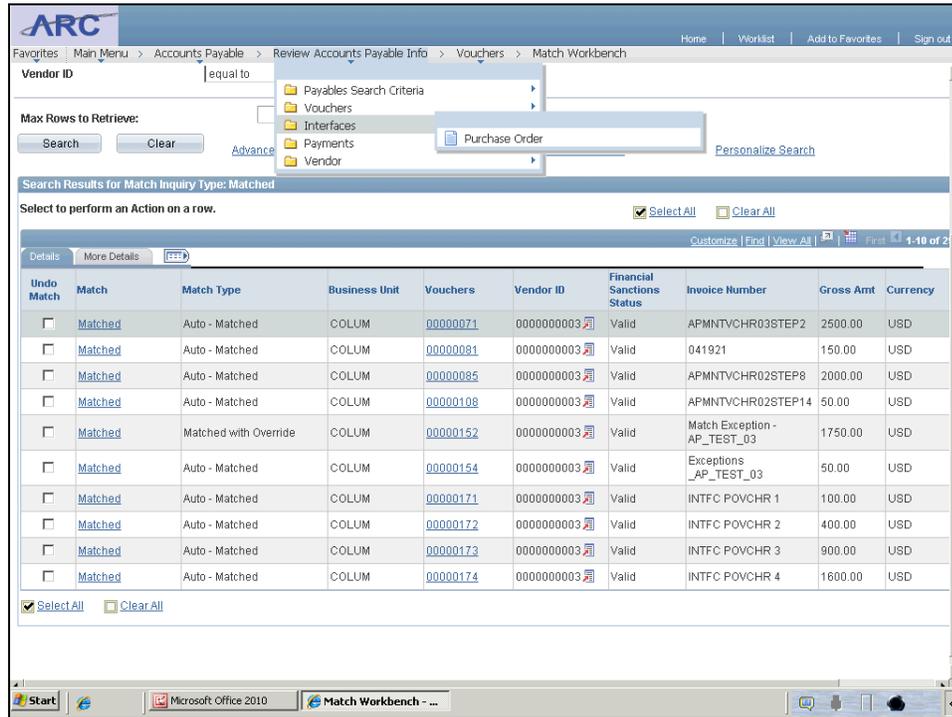
Training Guide

Reporting for Inquiry Only Roles



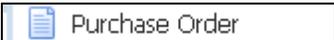
| Step | Action |
|------|---|
| 25. | Click the Review Accounts Payable Info button to access the PO Voucher Inquiry.  |

| Step | Action |
|------|--|
| 26. | Click the Interfaces menu.  |



The screenshot shows the ARC Match Workbench interface. The breadcrumb trail is: Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Match Workbench. The search criteria include Vendor ID and a search type of 'equal to'. The search results are for 'Matched' items. A dropdown menu is open over the 'Interfaces' option, with 'Purchase Order' selected. The table below shows the search results.

| Undo Match | Match | Match Type | Business Unit | Vouchers | Vendor ID | Financial Sanctions Status | Invoice Number | Gross Amt | Currency |
|--------------------------|---------|-----------------------|---------------|----------|-----------|----------------------------|------------------------------|-----------|----------|
| <input type="checkbox"/> | Matched | Auto - Matched | COLUM | 00000071 | 000000003 | Valid | APMNTVCHR03STEP2 | 2500.00 | USD |
| <input type="checkbox"/> | Matched | Auto - Matched | COLUM | 00000081 | 000000003 | Valid | 041921 | 150.00 | USD |
| <input type="checkbox"/> | Matched | Auto - Matched | COLUM | 00000085 | 000000003 | Valid | APMNTVCHR02STEP8 | 2000.00 | USD |
| <input type="checkbox"/> | Matched | Auto - Matched | COLUM | 00000108 | 000000003 | Valid | APMNTVCHR02STEP14 | 50.00 | USD |
| <input type="checkbox"/> | Matched | Matched with Override | COLUM | 00000152 | 000000003 | Valid | Match Exception - AP_TEST_03 | 1750.00 | USD |
| <input type="checkbox"/> | Matched | Auto - Matched | COLUM | 00000154 | 000000003 | Valid | Exceptions _AP_TEST_03 | 50.00 | USD |
| <input type="checkbox"/> | Matched | Auto - Matched | COLUM | 00000171 | 000000003 | Valid | INTFC POVCHR 1 | 100.00 | USD |
| <input type="checkbox"/> | Matched | Auto - Matched | COLUM | 00000172 | 000000003 | Valid | INTFC POVCHR 2 | 400.00 | USD |
| <input type="checkbox"/> | Matched | Auto - Matched | COLUM | 00000173 | 000000003 | Valid | INTFC POVCHR 3 | 900.00 | USD |
| <input type="checkbox"/> | Matched | Auto - Matched | COLUM | 00000174 | 000000003 | Valid | INTFC POVCHR 4 | 1600.00 | USD |

| Step | Action |
|------|--|
| 27. | Click the Purchase Order .  |

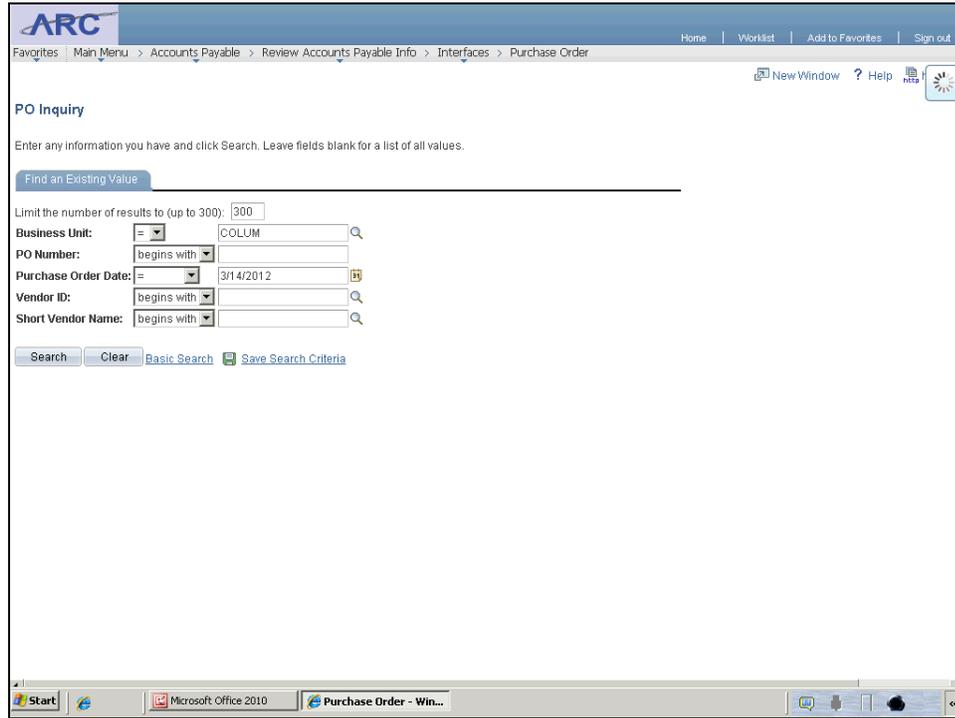
Training Guide

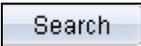
Reporting for Inquiry Only Roles



| Step | Action |
|------|---|
| 28. | Click in the Purchase Order Date field. <div data-bbox="345 1056 625 1098" style="border: 1px solid black; width: 172px; height: 20px; margin-top: 5px;"></div> |

| Step | Action |
|------|---|
| 29. | Enter the desired information into the Purchase Order Date field. Enter " 3/14/2012 ". |



| Step | Action |
|------|--|
| 30. | Click the Search button.  |

Training Guide

Reporting for Inquiry Only Roles



PO Inquiry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300): 300

Business Unit: COLUM

PO Number: begins with

Purchase Order Date: 03/14/2012

Vendor ID: begins with

Short Vendor Name: begins with

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-2 of 2 Last

| Business Unit | PO Number | Purchase Order Date | Vendor ID | Short Vendor Name |
|---------------|-----------|---------------------|-----------|-------------------|
| COLUM | 000000139 | 03/14/2012 | 000000003 | SUPPLIER-001 |
| COLUM | 000000139 | 03/14/2012 | 000000003 | SUPPLIER-001 |

| Step | Action |
|------|--|
| 31. | Click the 000000139 link. <u>000000139</u> |

Purchase Order

Business Unit: COLUM PO No.: 000000139

PO Date: 03/14/2012 Match Rule: STANDARD

Vendor ID: 000000003 Location: CHK-01 Supplier Vendor

PO Line

Line Number: 1 Sched Num: 1

Item ID: Description: Scanner

Merchandise Amt: 2500.00 USD

PO Qty: 1.0000 Match Status PO: Matched

Invoice Details

| AP Unit | Voucher | Line | Entry Status | Close Status | Match Status | Merchandise Amt | Currency | UOM | Quantity | BU Recv | Receipt No | Receipt Line | Finalized DI |
|---------|----------|------|--------------|--------------|--------------|-----------------|----------|-----|----------|---------|------------|--------------|--------------|
| COLUM | 00000596 | 1 | Deleted | Open | Ready | 2500.00 | USD | EA | 1.0000 | | | | N |
| COLUM | 00000597 | 1 | Postable | Open | Matched | 2500.00 | USD | EA | 1.0000 | | | | N |
| COLUM | 00000598 | 1 | Postable | Open | Ready | -2500.00 | USD | EA | -1.0000 | | | | N |

Receiver Details

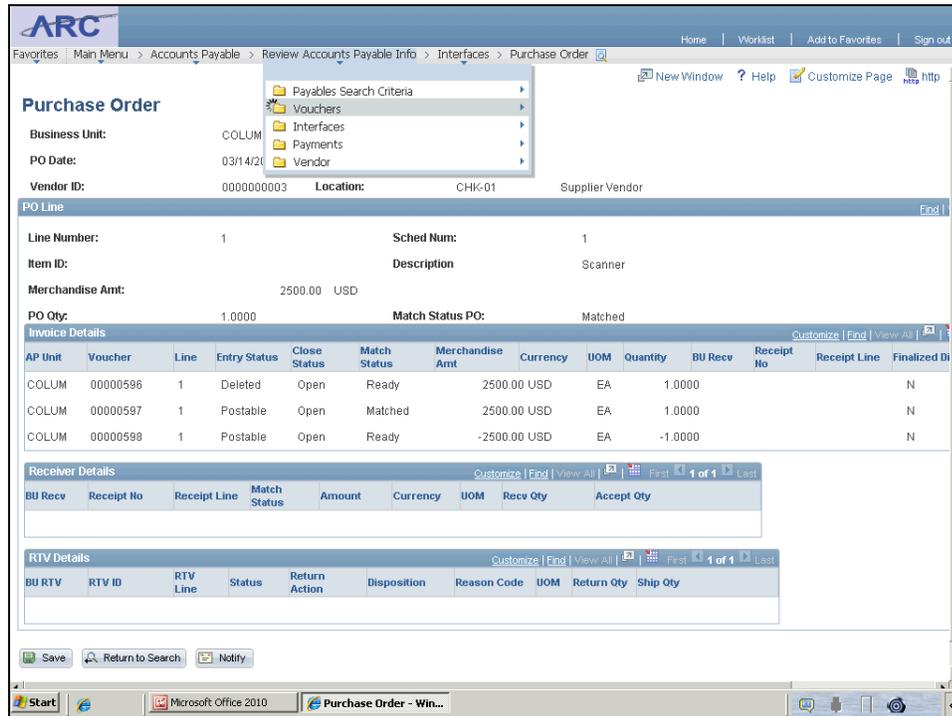
| BU Recv | Receipt No | Receipt Line | Match Status | Amount | Currency | UOM | Recv Qty | Accept Qty |
|---------|------------|--------------|--------------|--------|----------|-----|----------|------------|
| | | | | | | | | |

RTV Details

| BU RTV | RTV ID | RTV Line | Status | Return Action | Disposition | Reason Code | UOM | Return Qty | Ship Qty |
|--------|--------|----------|--------|---------------|-------------|-------------|-----|------------|----------|
| | | | | | | | | | |

Save Return to Search Notify

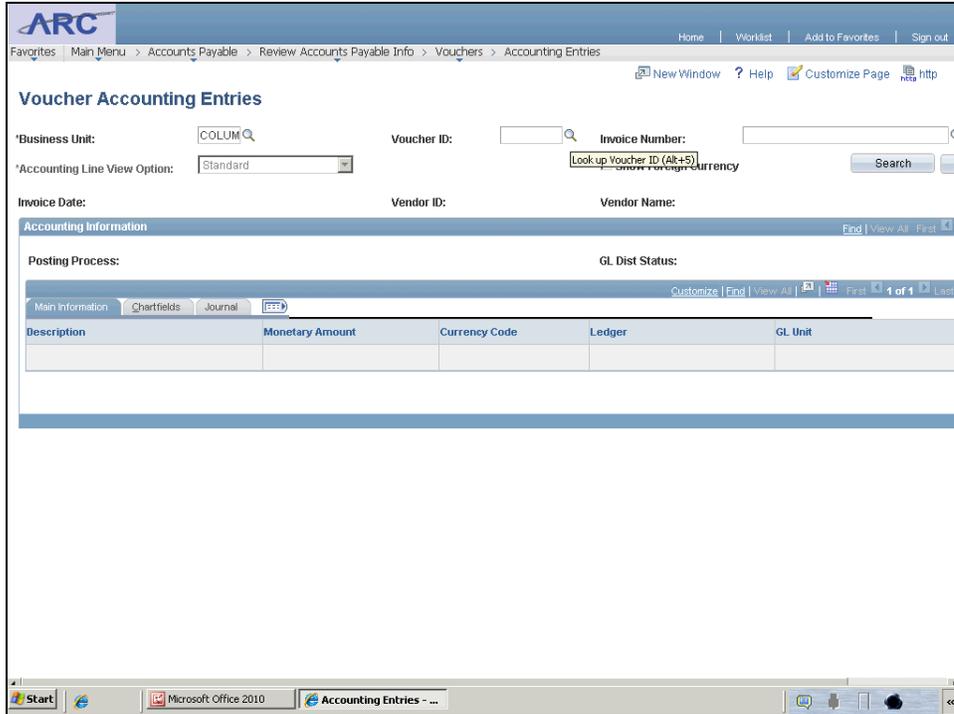
| Step | Action |
|------|---|
| 32. | See Inquiry results. To access the Accounting Entries inquiry, click the Review Accounts Payable Info button.  |



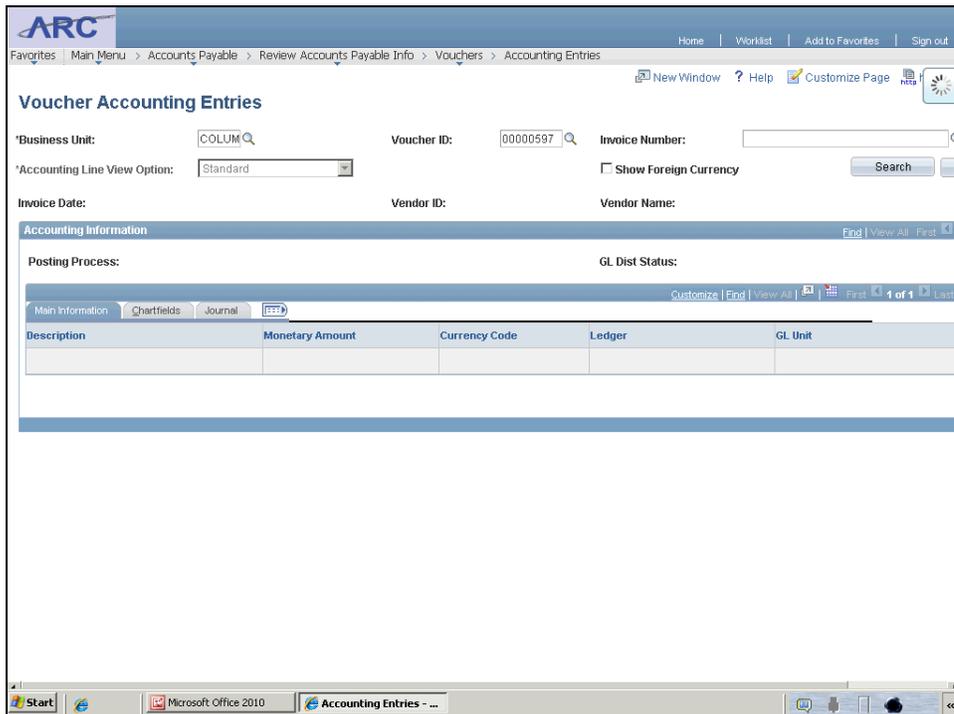
| Step | Action |
|------|---|
| 33. | Click the Vouchers menu and select Accounting Entries .  |

Training Guide

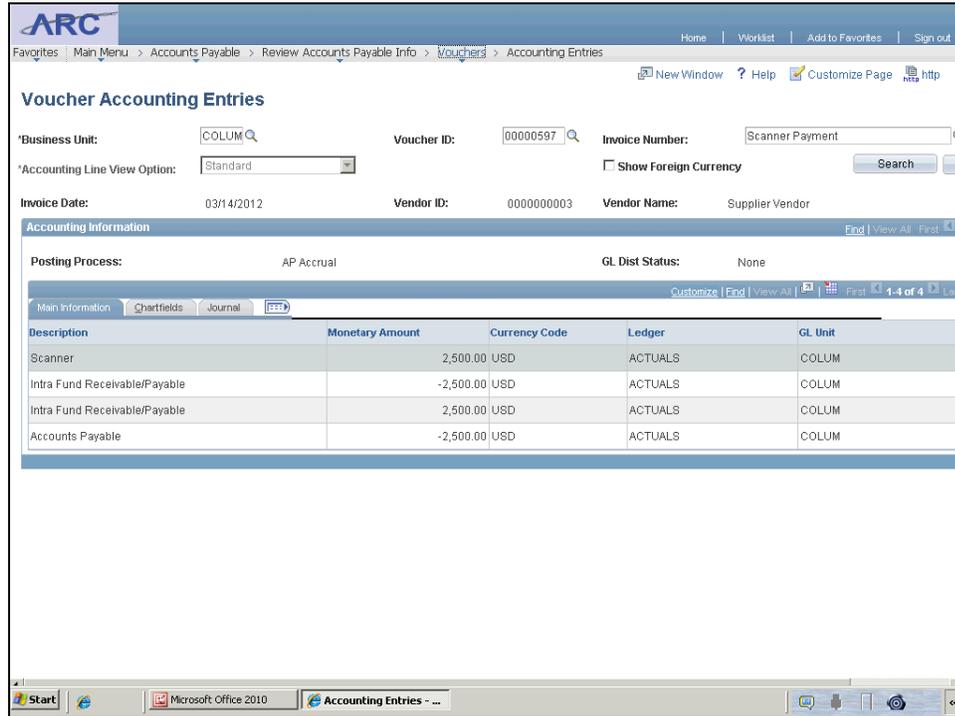
Reporting for Inquiry Only Roles



| Step | Action |
|------|---|
| 34. | Click the Voucher ID Field , and enter Voucher ID 0000597 . <input type="text"/> |



| Step | Action |
|------|--|
| 35. | Click the Search button.  |



The screenshot shows the 'Voucher Accounting Entries' page in the ARC system. The search filters are set as follows:

- Business Unit: COLUM
- Voucher ID: 00000597
- Invoice Number: Scanner Payment
- Accounting Line View Option: Standard
- Show Foreign Currency:
- Invoice Date: 03/14/2012
- Vendor ID: 000000003
- Vendor Name: Supplier Vendor

The 'Accounting Information' section shows the following data:

| Description | Monetary Amount | Currency Code | Ledger | GL Unit |
|-------------------------------|-----------------|---------------|---------|---------|
| Scanner | 2,500.00 | USD | ACTUALS | COLUM |
| Intra Fund Receivable/Payable | -2,500.00 | USD | ACTUALS | COLUM |
| Intra Fund Receivable/Payable | 2,500.00 | USD | ACTUALS | COLUM |
| Accounts Payable | -2,500.00 | USD | ACTUALS | COLUM |

| Step | Action |
|------|--|
| 36. | See the Accounting Information for that voucher. |

Training Guide

Reporting for Inquiry Only Roles



Voucher Accounting Entries

*Business Unit: COLUM Voucher ID: 00000597 Invoice Number: Scanner Payment

*Accounting Line View Option: Standard Show Foreign Currency Search

Invoice Date: 03/14/2012 Vendor ID: 0000000003 Vendor Name: Supplier Vendor

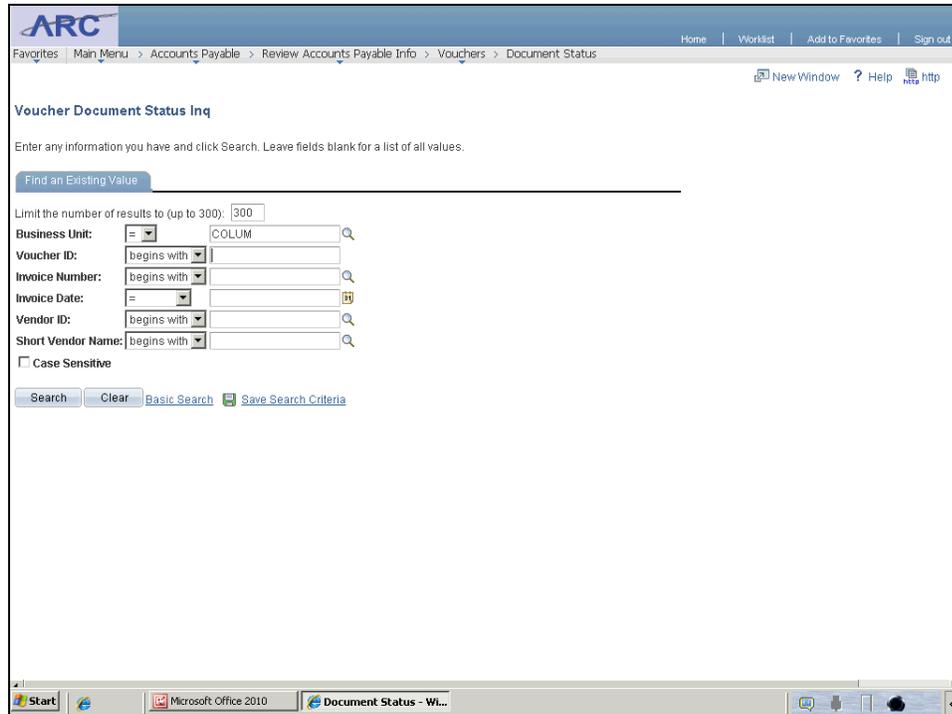
Accounting Information

Posting Process: AP Accrual GL Dist Status: None

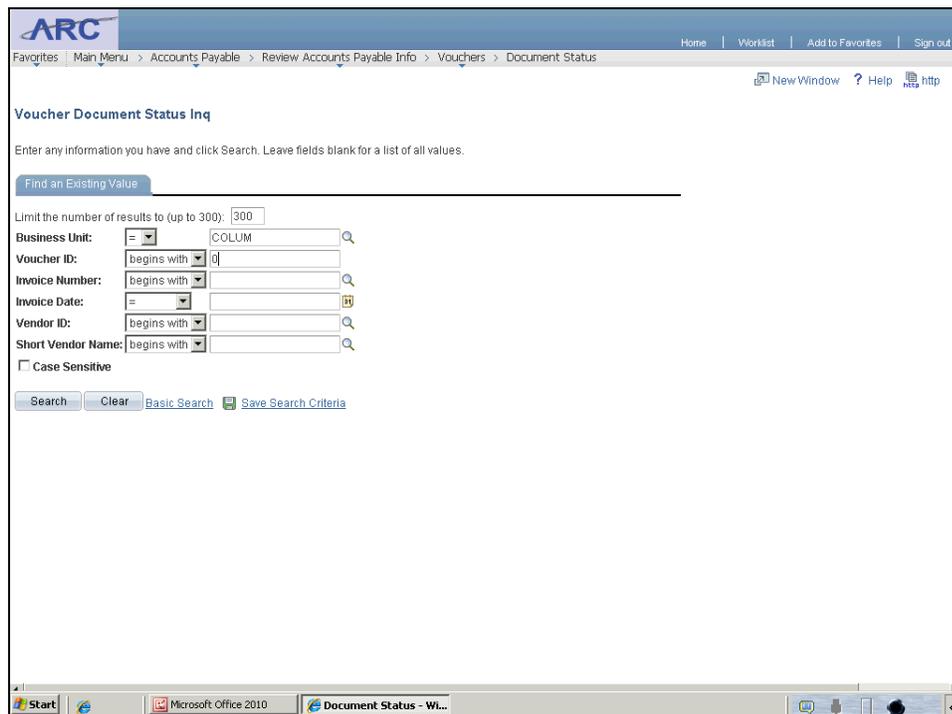
| Description | Monetary Amount | Currency Code | Ledger | GL Unit |
|-------------------------------|-----------------|---------------|---------|---------|
| Scanner | 2,500.00 | USD | ACTUALS | COLUM |
| Intra Fund Receivable/Payable | -2,500.00 | USD | ACTUALS | COLUM |
| Intra Fund Receivable/Payable | 2,500.00 | USD | ACTUALS | COLUM |
| Accounts Payable | -2,500.00 | USD | ACTUALS | COLUM |

| Step | Action |
|------|---|
| 37. | Click the Vouchers button and Select Document Status for the Document Status Inquiry. |





| Step | Action |
|------|--|
| 38. | Click in the Voucher ID field.  |



Training Guide

Reporting for Inquiry Only Roles



| Step | Action |
|------|--|
| 39. | Enter the desired information into the Voucher ID field. Enter " 00000597 ". |

| Step | Action |
|------|---|
| 40. | Click the Search button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Search</div> |



Training Guide Reporting for Inquiry Only Roles

Voucher Document Status

Business Unit: COLUM Voucher ID: 00000597 Document Tolerance Status: Valid
Invoice ID: Scanner Payment Invoice Date: 03/14/2012 Budget Misc Status: Valid
Gross Amount: 2500.00 USD Approval Status: Approved Budget Status: Valid
Vendor ID: 000000003 SUPPLIER-001 Document Type: Voucher Match Status: Matched
Location: CHIK-01 Status: Posted

Associated Document

| Business Unit | Document Type | DOC ID | Status | Document Date | Vendor ID | Location | |
|---------------|----------------|----------------------------|------------|---------------|-----------|----------|--|
| COLUM | Purchase Order | 0000000139 | Dispatched | 03/14/2012 | 000000003 | CHIK-01 | |
| COLUM | Voucher | 00000598 | Unposted | 03/14/2012 | 000000003 | CHIK-01 | |

[Return to Search](#) [Refresh](#)

| Step | Action |
|------|--|
| 41. | See the associated documents for that voucher. |

Voucher Document Status

Business Unit: COLUM Voucher ID: 00000597 Document Tolerance Status: Valid
Invoice ID: Scanner Payment Invoice Date: 03/14/2012 Budget Misc Status: Valid
Gross Amount: 2500.00 USD Approval Status: Approved Budget Status: Valid
Vendor ID: 000000003 SUPPLIER-001 Document Type: Voucher Match Status: Matched
Location: CHIK-01 Status: Posted

Associated Document

| Business Unit | Document Type | DOC ID | Status | Document Date | Vendor ID | Location | |
|---------------|----------------|----------------------------|------------|---------------|-----------|----------|--|
| COLUM | Purchase Order | 0000000139 | Dispatched | 03/14/2012 | 000000003 | CHIK-01 | |
| COLUM | Voucher | 00000598 | Unposted | 03/14/2012 | 000000003 | CHIK-01 | |

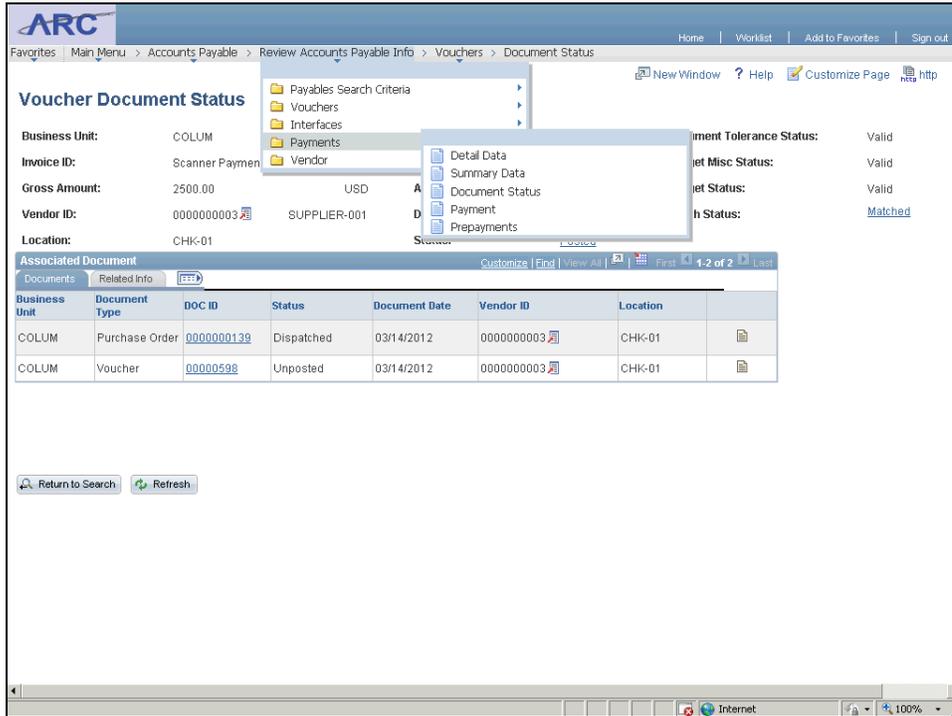
[Return to Search](#) [Refresh](#)

Training Guide

Reporting for Inquiry Only Roles



| Step | Action |
|------|---|
| 42. | To access the Prepayments Inquiry, click the Review Accounts Payable Info button.  |



| Step | Action |
|------|--|
| 43. | Click the Payments menu.  |

Voucher Document Status

Business Unit: COLUM
 Invoice ID: Scanner Payment
 Gross Amount: 2500.00 USD
 Vendor ID: 0000000003 SUPPLIER-001
 Location: CHIK-01

Document Tolerance Status: Valid
 Net Misc Status: Valid
 Net Status: Valid
 Net Status: Matched

| Business Unit | Document Type | DOC ID | Status | Document Date | Vendor ID | Location |
|---------------|----------------|----------------------------|------------|---------------|------------|----------|
| COLUM | Purchase Order | 0000000139 | Dispatched | 03/14/2012 | 0000000003 | CHIK-01 |
| COLUM | Voucher | 00000598 | Unposted | 03/14/2012 | 0000000003 | CHIK-01 |

| Step | Action |
|------|---|
| 44. | Click the Prepayments menu.  Prepayments |

Prepayment Inquiry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300): 300

Business Unit: [COLUM]

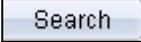
Voucher ID: [begins with]

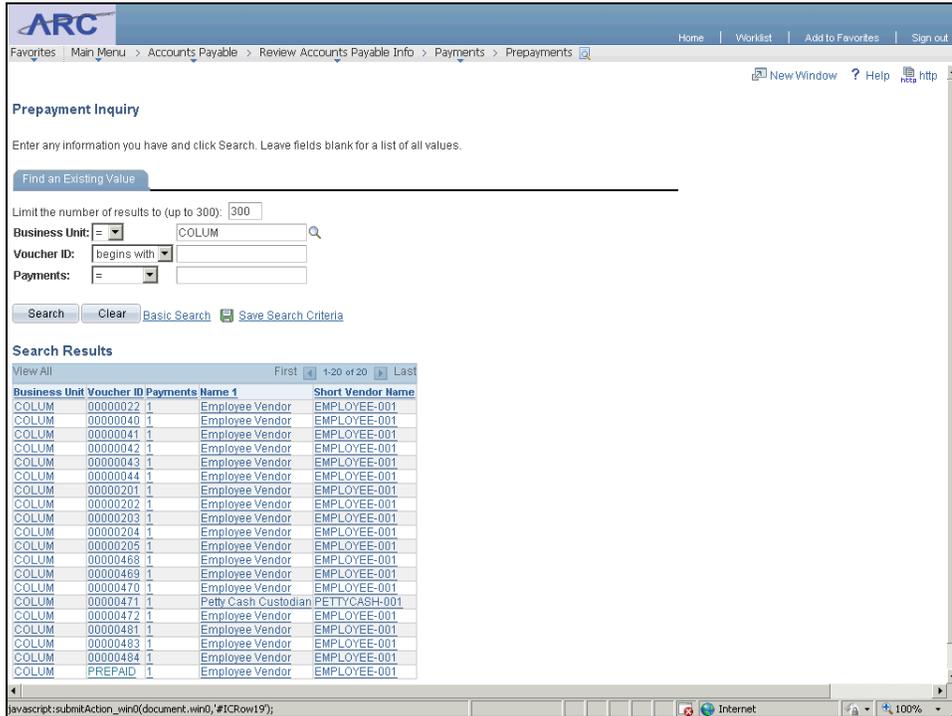
Payments: [=]

Training Guide

Reporting for Inquiry Only Roles



| Step | Action |
|------|--|
| 45. | Click the Search button.  |



The screenshot shows the 'Prepayment Inquiry' page in the ARC system. The breadcrumb trail is: Favorites | Main Menu > Accounts Payable > Review Accounts Payable Info > Payments > Prepayments. The page title is 'Prepayment Inquiry'. Below the title, there is a search form with the following fields: 'Business Unit' (set to COLUM), 'Voucher ID' (set to begins with), and 'Payments' (set to =). A 'Search' button is highlighted. Below the search form, there is a table of search results with the following columns: Business Unit, Voucher ID, Payments, Name 1, and Short Vendor Name. The results list multiple entries for 'Employee Vendor' with various voucher IDs, and one entry for 'PREPAID'.

| Business Unit | Voucher ID | Payments | Name 1 | Short Vendor Name |
|---------------|------------|----------|----------------------|-------------------|
| COLUM | 0000022 | 1 | Employee Vendor | EMPLOYEE-001 |
| COLUM | 0000040 | 1 | Employee Vendor | EMPLOYEE-001 |
| COLUM | 0000041 | 1 | Employee Vendor | EMPLOYEE-001 |
| COLUM | 0000042 | 1 | Employee Vendor | EMPLOYEE-001 |
| COLUM | 0000043 | 1 | Employee Vendor | EMPLOYEE-001 |
| COLUM | 0000044 | 1 | Employee Vendor | EMPLOYEE-001 |
| COLUM | 0000201 | 1 | Employee Vendor | EMPLOYEE-001 |
| COLUM | 0000202 | 1 | Employee Vendor | EMPLOYEE-001 |
| COLUM | 0000203 | 1 | Employee Vendor | EMPLOYEE-001 |
| COLUM | 0000204 | 1 | Employee Vendor | EMPLOYEE-001 |
| COLUM | 0000205 | 1 | Employee Vendor | EMPLOYEE-001 |
| COLUM | 0000468 | 1 | Employee Vendor | EMPLOYEE-001 |
| COLUM | 0000469 | 1 | Employee Vendor | EMPLOYEE-001 |
| COLUM | 0000470 | 1 | Employee Vendor | EMPLOYEE-001 |
| COLUM | 0000471 | 1 | Petty Cash Custodian | PETTYCASH-001 |
| COLUM | 0000472 | 1 | Employee Vendor | EMPLOYEE-001 |
| COLUM | 0000481 | 1 | Employee Vendor | EMPLOYEE-001 |
| COLUM | 0000483 | 1 | Employee Vendor | EMPLOYEE-001 |
| COLUM | 0000484 | 1 | Employee Vendor | EMPLOYEE-001 |
| COLUM | PREPAID | 1 | Employee Vendor | EMPLOYEE-001 |

| Step | Action |
|------|---|
| 46. | Select the PREPAID reference.  |

Prepayment Inquiry

PrePaid Voucher

| | | | | | |
|-----------------------|------------|----------------------|-------|----------------------|--------|
| Business Unit: | COLUM | Bank SetID: | CUSET | Currency: | USD |
| Voucher ID: | PREPAID | Bank Code: | CHASE | Gross Amount: | 100.00 |
| Vendor ID: | 0000000004 | Bank Account: | DISB | Payment Date: | |
| | | Reference: | | Balance: | 100.00 |

Applied Voucher

Applied Voucher Details

| Applied Business Unit | Applied Voucher | Currency | Gross Invoice Amount | Applied Amount | Reversal Posting Status |
|-----------------------|-----------------|----------|----------------------|----------------|-------------------------|
| | | | | | |

Return to Search | Previous in List | Next in List | Notify

| Step | Action |
|------|--|
| 47. | View details of the prepayment and applied voucher once the vouchers have been processed and posted. |

Prepayment Inquiry

PrePaid Voucher

| | | | | | |
|-----------------------|------------|----------------------|-------|----------------------|--------|
| Business Unit: | COLUM | Bank SetID: | CUSET | Currency: | USD |
| Voucher ID: | PREPAID | Bank Code: | CHASE | Gross Amount: | 100.00 |
| Vendor ID: | 0000000004 | Bank Account: | DISB | Payment Date: | |
| | | Reference: | | Balance: | 100.00 |

Applied Voucher

Applied Voucher Details

| Applied Business Unit | Applied Voucher | Currency | Gross Invoice Amount | Applied Amount | Reversal Posting Status |
|-----------------------|-----------------|----------|----------------------|----------------|-------------------------|
| | | | | | |

Return to Search | Previous in List | Next in List | Notify

Training Guide
Reporting for Inquiry Only Roles



| Step | Action |
|-------------|--|
| 48. | You have successfully navigated through the different Voucher Inquiries. End of Procedure. |



Using Queries

This is the *Using Queries* lesson of the *Reporting for Inquiry Only Roles* course. Upon completion of this lesson, you will be able to:

- Navigate to the Query Viewer page in ARC
- Search for existing queries
- Run and export a query to an Excel spreadsheet
- Save a query to your favorites

Estimated Time to Complete Lesson: 10 minutes



Query Viewer

Query Viewer is the place to run and view queries. Upon searching for a query, you can choose to run the query immediately and view the results in a new browser window or to schedule it to be run at a later time (or predefined schedule).

Queries Viewer enables you to:

- Search for a query
- Preview a query in the active browser window
- Run a query and display results in a new browser window
- Print a query
- Schedule a query

Query Naming Convention

When searching for existing queries, keep in mind the following naming convention:

| Part | Description | Example |
|------|---|--|
| 1 | Query names should always begin with 'CU' | CU |
| 2 | Identifies the owning module | GL, KK, PC, AP, PO |
| 3 | Brief description of the query | Journals, Status (active, inactive, deleted etc) |
| 4 | Describes any filters or sorts in the query | BY DATE, OPRID, etc |
| 5 | Identifies what type of transaction the query returns | Reconciliation, Allocation |

For example, CU_AP_DELETED_VCHR is an informational query that can be used to view the list of deleted vouchers for a date range:

CU_AP_DELETED_VCHR



| | | |
|------------------------|----------------|---|
| Part 1: | Part 2: | Part 3: |
| Query begins with 'CU' | Module is 'AP' | Description of query – 'deleted vouchers' |

Searching for Existing Queries

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 field(s) (e.g. equals, does not equal, contains etc).

Query Viewer - Basic Search

Query Viewer - Advanced Search

The 'Advanced Search' view gives you more flexibility when searching for existing queries. For example, if you are searching for a voucher query you can search for a query that contains 'voucher' in the description. Advanced Search can also be used to narrow down the search results since it allows for multiple fields to be specified.



Using the Basic Search Screen

When using the basic search screen, keep in mind that all query names begin with 'CU'. You can begin to narrow down the search by specifying which module owns the query (e.g. KK, GL, AP, PO, PC).

The image below shows the search results for query names that begin with 'CU_AP'.

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

Please note that you will only be able to search for queries that you have been granted access to.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name begins with **CU_AP**

Search Advanced Search

Search Results

*Folder View: -- All Folders --

| Query Name | Description | Owner | Folder | Run to HTML | Run to Excel | Run to XML | Schedule | Add to Favorites |
|--------------------------------|--------------------------------|--------|--------|-------------|--------------|------------|----------|------------------|
| CU_AP_APPRV_FACILITIES | Dept Approvers for Facilities | Public | | HTML | Excel | XML | Schedule | Favorite |
| CU_AP_BUDGET_CHECK_ERROR_VOUCH | Budget Check Error Vouchers | Public | | HTML | Excel | XML | Schedule | Favorite |
| CU_AP_CF_DESCR | AP Query with Chartfield Desc | Public | | HTML | Excel | XML | Schedule | Favorite |
| CU_AP_DEINED_VOUCHERS | Denied Vouchers | Public | | HTML | Excel | XML | Schedule | Favorite |
| CU_AP_ESCHEATED_PYMNTS | Escheated Payments | Public | | HTML | Excel | XML | Schedule | Favorite |
| CU_AP_INACTIVE_VNDR | Inactive Vendors | Public | | HTML | Excel | XML | Schedule | Favorite |
| CU_AP_INFOED_VENDOR_LIST | InfoEd Vendors and Sponsors | Public | | HTML | Excel | XML | Schedule | Favorite |
| CU_AP_MATCH_EXCEPTION_VOUCHERS | AP-Match Exception Vouchers | Public | | HTML | Excel | XML | Schedule | Favorite |
| CU_AP_PATIENT_REF_DETAIL | Patient Refunds Detail Recon | Public | | HTML | Excel | XML | Schedule | Favorite |
| CU_AP_PATIENT_REF_SUMMARY | Patient Refunds Summary Recon | Public | | HTML | Excel | XML | Schedule | Favorite |
| CU_AP_PCARD_VCHR_CLOSE_DELETE | Deleted and Closed PCard Vchrs | Public | | HTML | Excel | XML | Schedule | Favorite |
| CU_AP_PREF_VNDR | Preferred Vendors | Public | | HTML | Excel | XML | Schedule | Favorite |
| CU_AP_RECYCLED_VOUCHERS | AP-Recycled Vouchers | Public | | HTML | Excel | XML | Schedule | Favorite |
| CU_AP_TEST_1099_BALANCE | Validate GeneratePayments_05 | Public | | HTML | Excel | XML | Schedule | Favorite |
| CU_AP_TRAN_BY_DATE_CLEARED | Transactions by Date Chk Clear | Public | | HTML | Excel | XML | Schedule | Favorite |
| CU_AP_UNAPPR_VNDR | Unapproved Vendors | Public | | HTML | Excel | XML | Schedule | Favorite |
| CU_AP_UNPOSTED_VCHR_BUD_CHKD | Unposted Voucher Budg Checked | Public | | HTML | Excel | XML | Schedule | Favorite |
| CU_AP_VCHR_UNPAID_POST | Vouchers Posted But Unpaid | Public | | HTML | Excel | XML | Schedule | Favorite |
| CU_AP_WITHD_COMPARE | Withholding Compare Report | Public | | HTML | Excel | XML | Schedule | Favorite |
| CU_AP_WITHD_VNDR | Withholding Applicable Vendors | Public | | HTML | Excel | XML | Schedule | Favorite |

You have several option when selecting a query to run:

- Run to HTML
- Run to Excel
- Schedule
- Add to Favorites

Training Guide

Reporting for Inquiry Only Roles



Using the Advanced Search Screen

The Advanced Search screen gives you additional flexibility when searching for existing queries. You can specify one or more fields either to broaden or narrow down your search.

In the example below, we are searching for all queries that contain 'voucher' in the description field.

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

- Run the query to HTML
- Run the query to Excel
- Run the query to XML
- Schedule the query to be run within a specific date range
- Add the query to your list of Favorites

ARC
 Favorites | Main Menu | Reporting Tools > Query > Query Viewer

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

Query Name: begins with
 Description: contains VOUCHERS
 Uses Record Name: begins with
 Uses Field Name: begins with
 Access Group Name: begins with
 Folder Name: begins with
 Owner: =

When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL_LN.

Search Clear Basic Search

Search Results

*Folder View: -- All Folders --

| Query Name | Description | Owner | Folder | Run to HTML | Run to Excel | Run to XML | Schedule | Add to Favorites |
|--------------------------------|--------------------------------|--------|--------|-------------|--------------|------------|----------|------------------|
| AP_CRED_VCHR | List of Credit Vouchers | Public | | HTML | Excel | XML | Schedule | Favorite |
| BTF_BTB_VOUCHER | Book-to-Bank Vouchers | Public | | HTML | Excel | XML | Schedule | Favorite |
| BTF_KK_SOURCE_HDR_GL_PO_AP | POs, Vouchers, JVs & BJVs | Public | | HTML | Excel | XML | Schedule | Favorite |
| CU_AP_BUDGET_CHECK_ERROR_VOUCH | Budget Check Error Vouchers | Public | | HTML | Excel | XML | Schedule | Favorite |
| CU_AP_DEINED_VOUCHERS | Denied Vouchers | Public | | HTML | Excel | XML | Schedule | Favorite |
| CU_AP_DELETED_VCHR | List of Deleted Vouchers | Public | | HTML | Excel | XML | Schedule | Favorite |
| CU_AP_DENIED_VOUCHERS | Denied Vouchers | Public | | HTML | Excel | XML | Schedule | Favorite |
| CU_AP_MATCH_EXCEPTION_VOUCHERS | AP-Match Exception Vouchers | Public | | HTML | Excel | XML | Schedule | Favorite |
| CU_AP_RECYCLED_VOUCHERS | AP-Recycled Vouchers | Public | | HTML | Excel | XML | Schedule | Favorite |
| CU_AP_VCHR_PEND_APP_AMT | Vouchers Pending Appr by Amt | Public | | HTML | Excel | XML | Schedule | Favorite |
| CU_AP_VCHR_PEND_APP_DEPT | Vouchers Pending Appr by Dept | Public | | HTML | Excel | XML | Schedule | Favorite |
| CU_AP_VCHR_PEND_APP_ORIG | Vouchers Pending Appr by Orig | Public | | HTML | Excel | XML | Schedule | Favorite |
| CU_AP_VCHR_UNPAID_POST | Vouchers Posted But Unpaid | Public | | HTML | Excel | XML | Schedule | Favorite |
| CU_PC_UNPAID_SPONS_VCHR | PC - Unpaid Sponsored Vouchers | Public | | HTML | Excel | XML | Schedule | Favorite |
| POY1052_CONTRACT_VOUCHERS | POY1052-Contract Vouchers | Public | | HTML | Excel | XML | Schedule | Favorite |
| UPG_APY02 | Exception Vouchers | Public | | HTML | Excel | XML | Schedule | Favorite |
| UPG_GFAPX02 | Vouchers to be bcm-ed | Public | | HTML | Excel | XML | Schedule | Favorite |

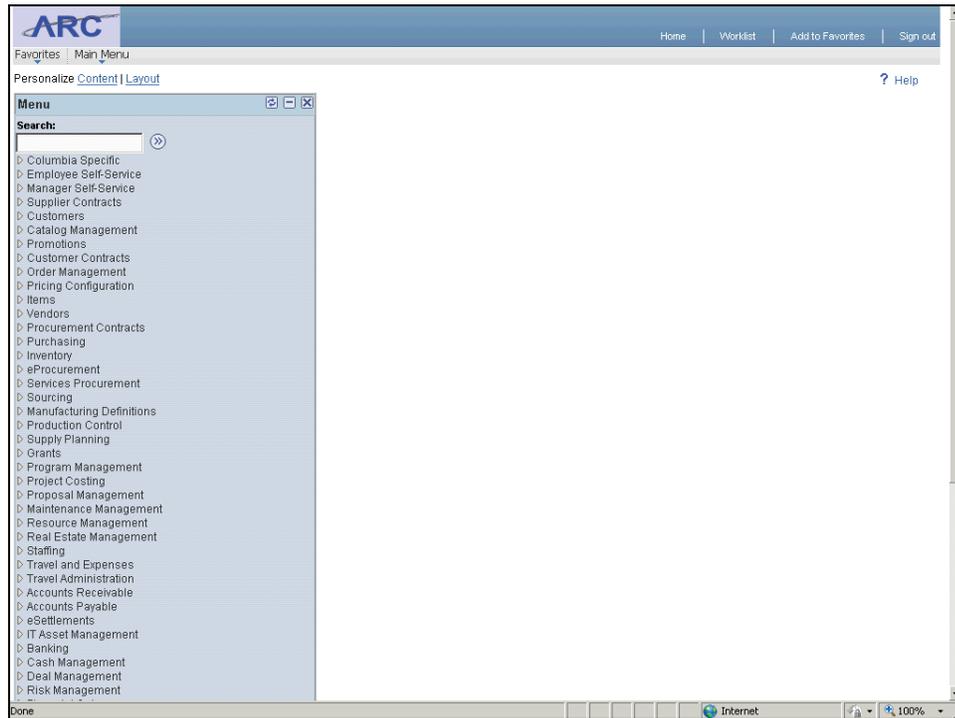
Running the Projects by Owning Department Query

In this topic you will learn how to navigate to Query Viewer in ARC, use the Basic Search screen to search for an existing query, run the query to Excel, and save the query to your Favorites.

Estimated time to complete this topic: 2 minutes

Procedure

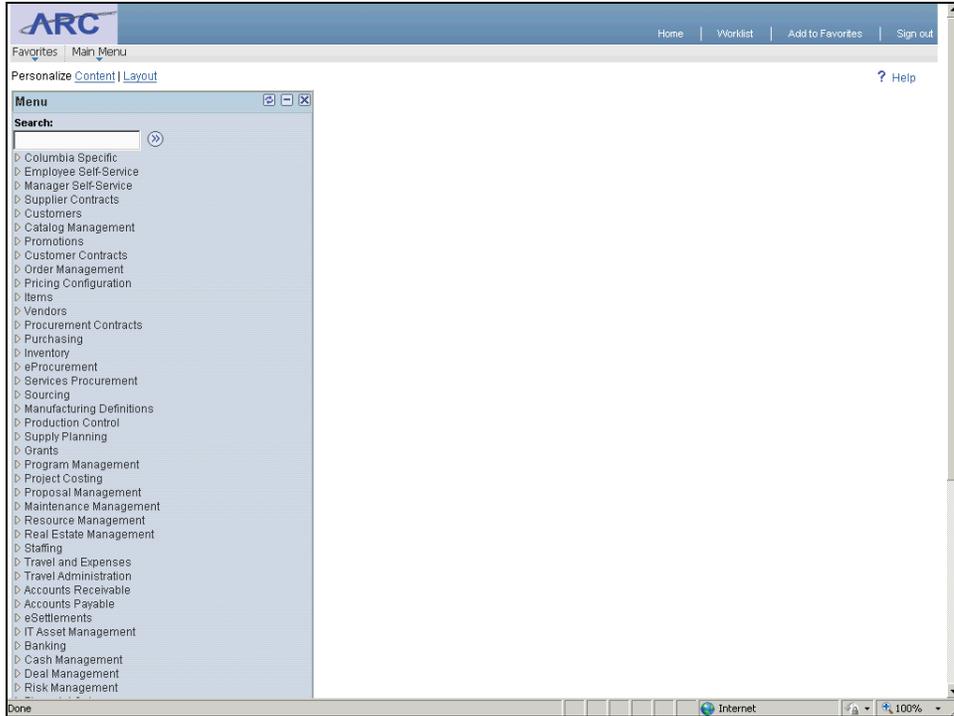
Welcome to the *Running the Projects by Owning Department Query* topic. In this scenario you will learn how to navigate to Query Viewer, search for existing queries, run a query to Excel, and save a query to your Favorites.



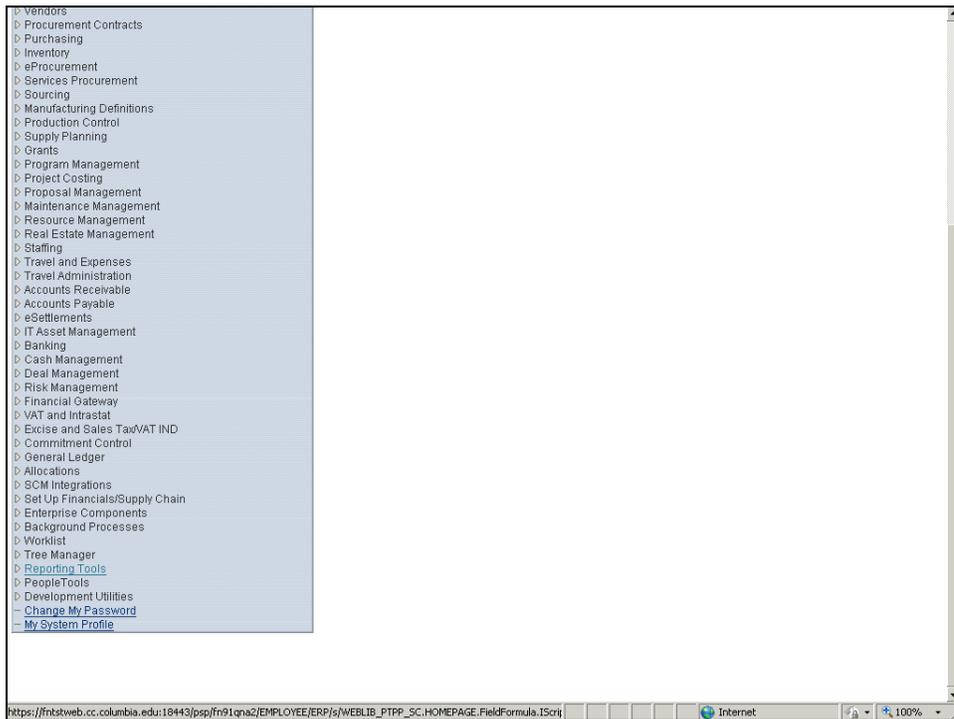
| Step | Action |
|------|---|
| 1. | The Query Viewer is located within the Reporting Tools folder in the Main Menu. |

Training Guide

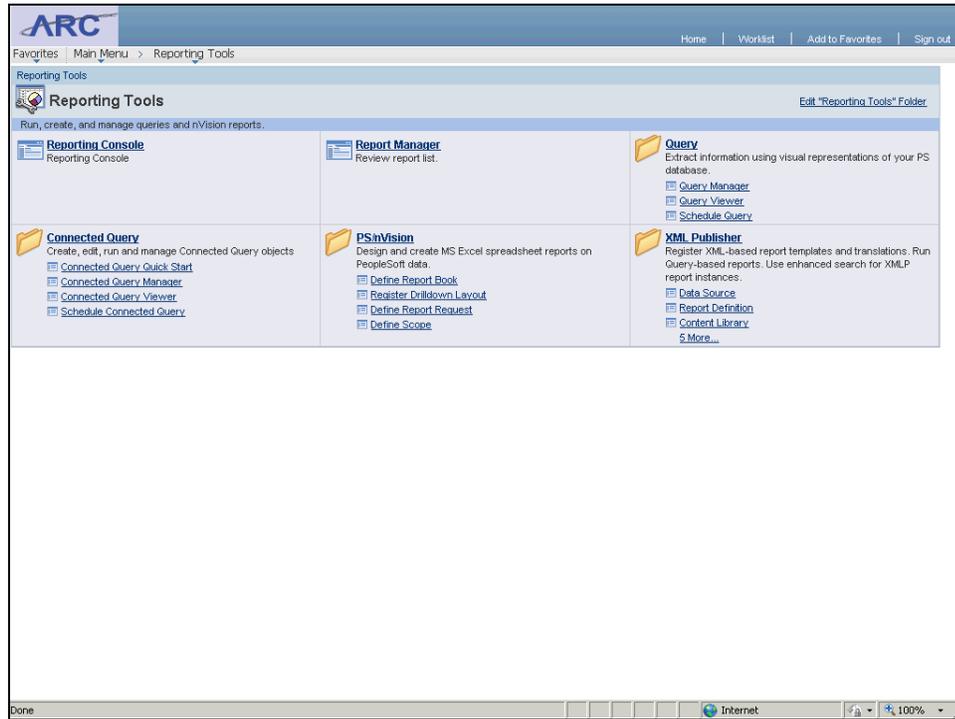
Reporting for Inquiry Only Roles



| Step | Action |
|------|-----------------------|
| 2. | Click the scroll bar. |



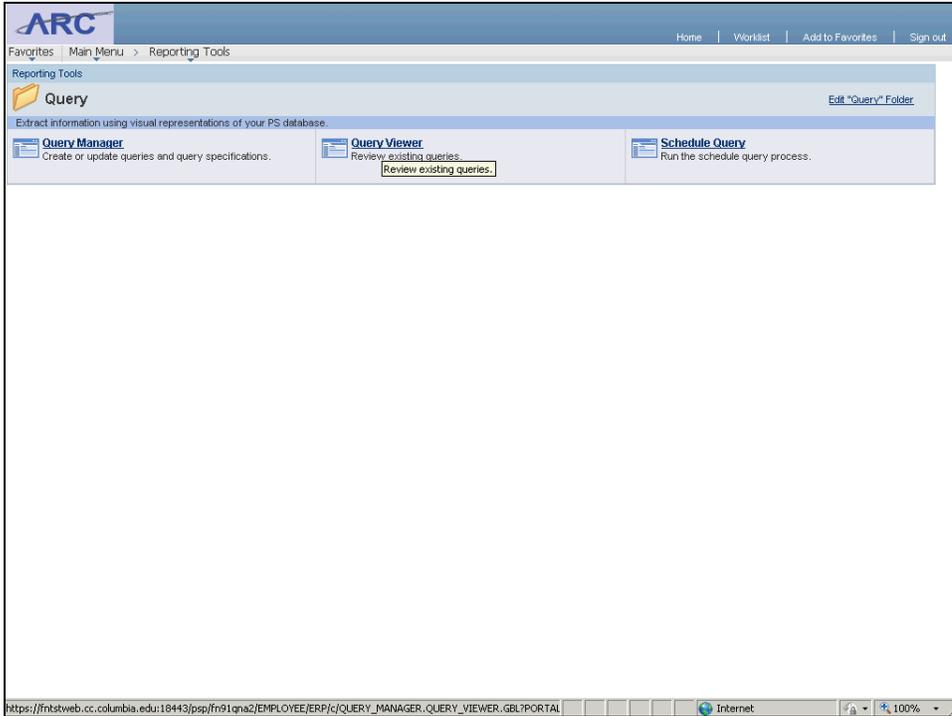
| Step | Action |
|------|---|
| 3. | Click the Reporting Tools link.  |



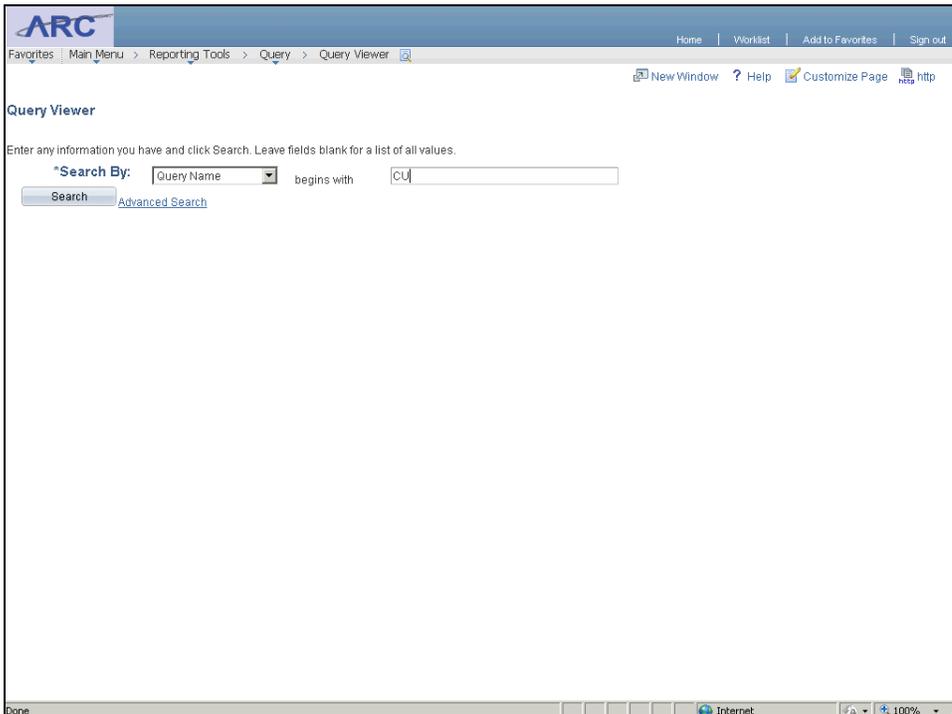
| Step | Action |
|------|---|
| 4. | Click the Query link.  |

Training Guide

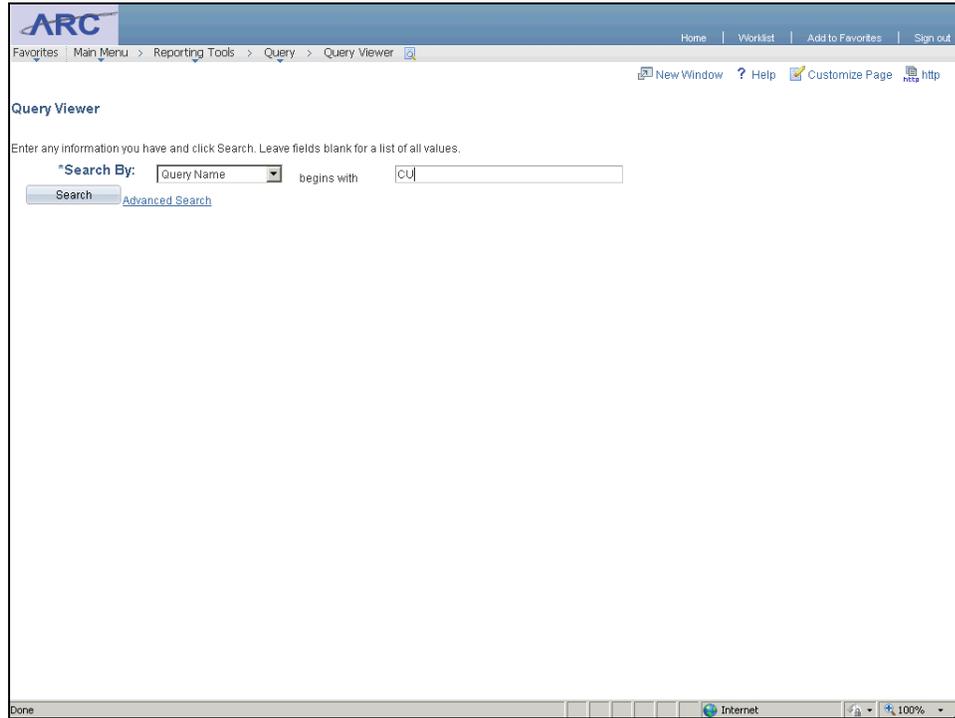
Reporting for Inquiry Only Roles



| Step | Action |
|------|---|
| 5. | Click the Query Viewer link. Query Viewer |



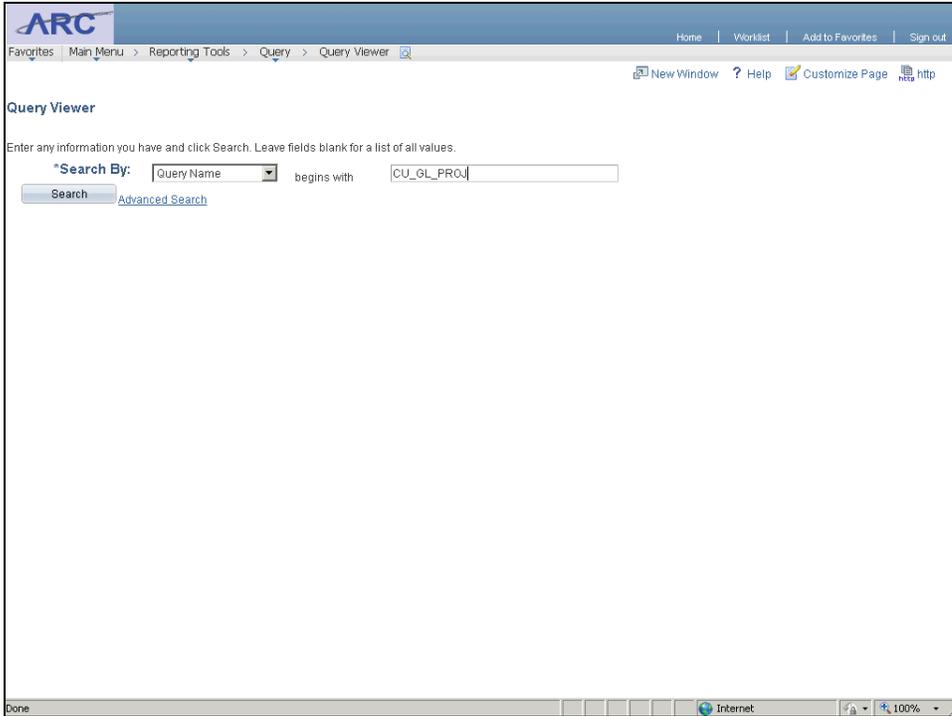
| Step | Action |
|------|--|
| 6. | This is the Query Viewer page in ARC. We will search for Query Name(s) that begin with 'CU_GL_PROJ'. |



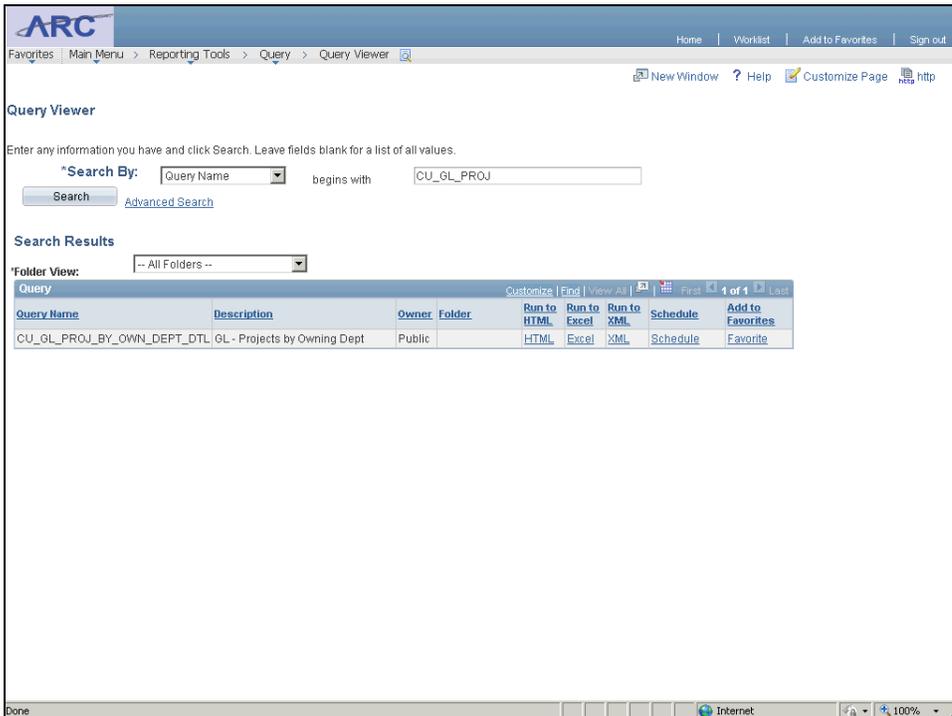
| Step | Action |
|------|---|
| 7. | Enter the desired information into the Search By field. Enter " CU_GL_PROJ ". |

Training Guide

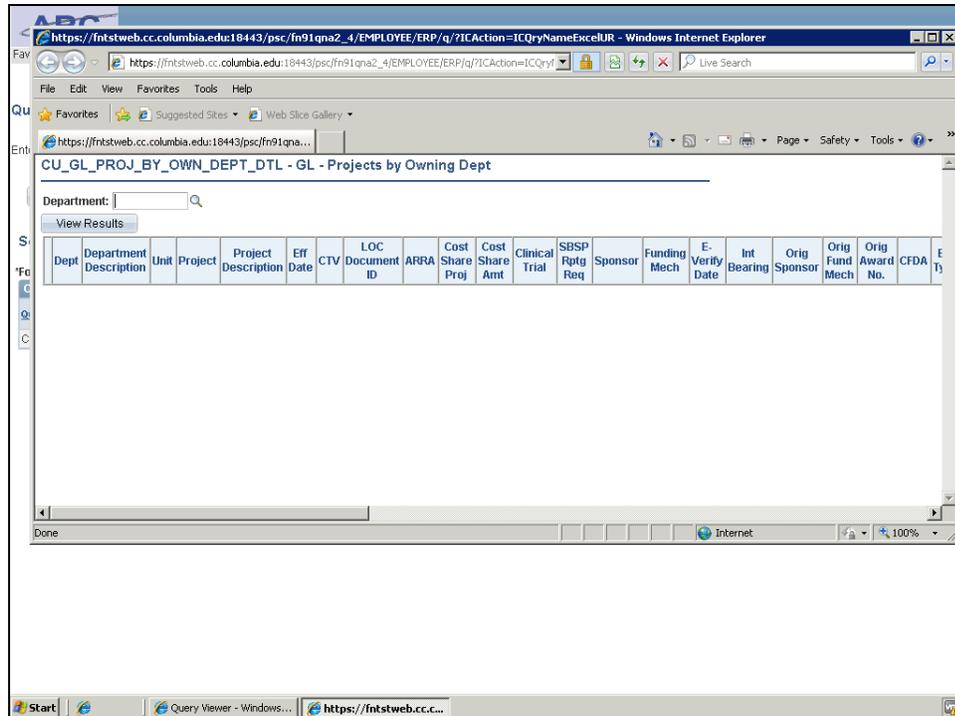
Reporting for Inquiry Only Roles



| Step | Action |
|------|--|
| 8. | Click the Search button.  |



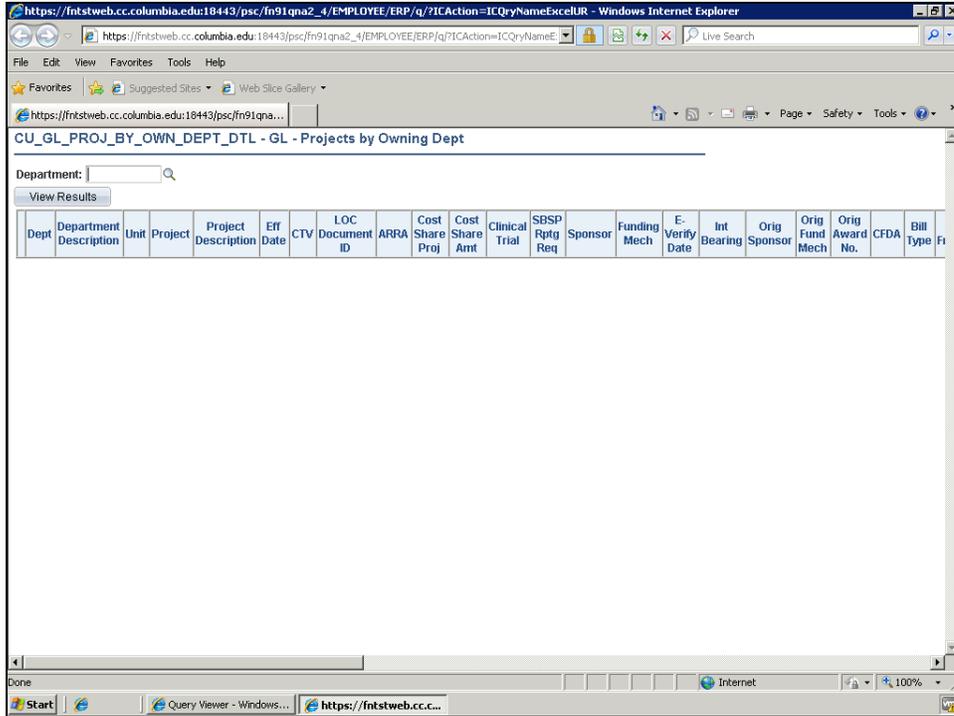
| Step | Action |
|------|--|
| 9. | <p>Only one search result matched the search criterion.</p> <p>Click the Excel link to run this query to Excel.</p>  |



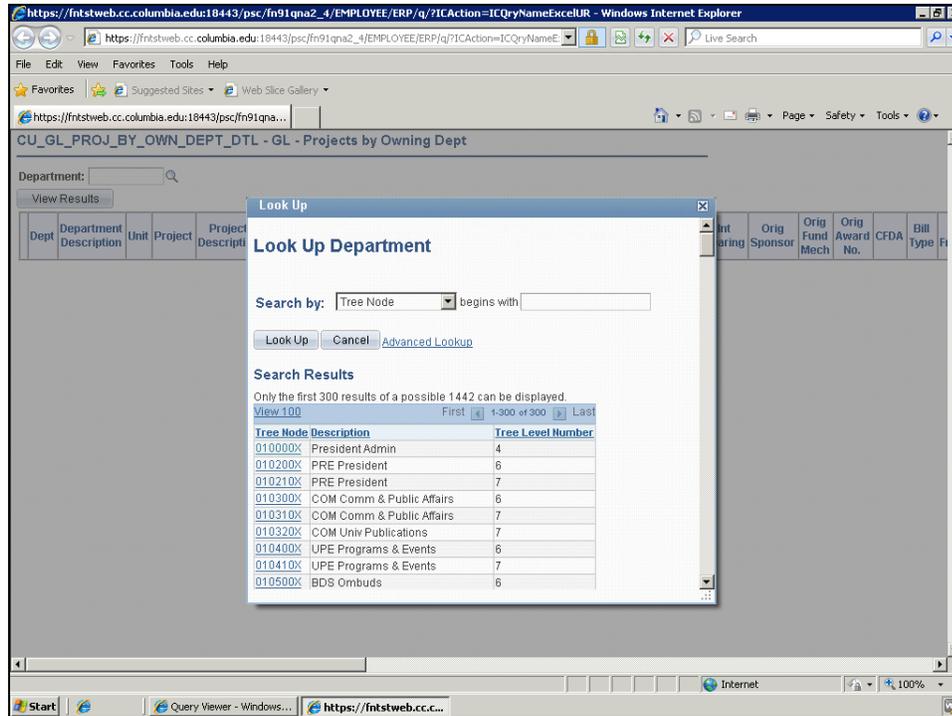
| Step | Action |
|------|---|
| 10. | <p>A separate run control window opened.</p> <p>Click the Maximize/Restore button.</p>  |

Training Guide

Reporting for Inquiry Only Roles



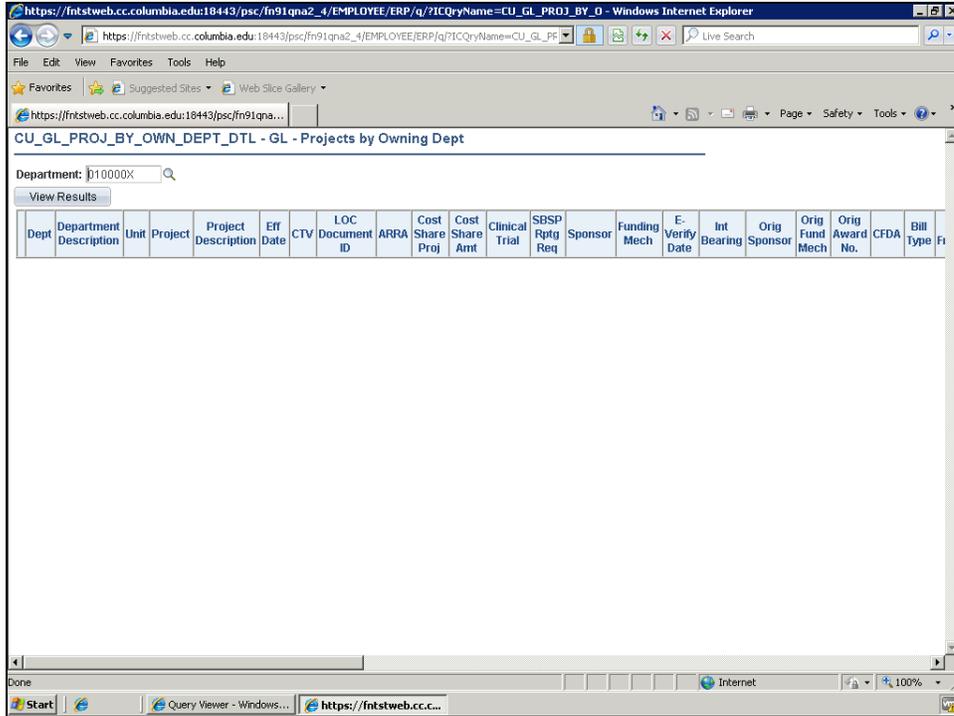
| Step | Action |
|------|--|
| 11. | <p>The only parameter that needs to be specified to run this query is Department.</p> <p>Click the Look up Department (Alt+5) button.</p>  |



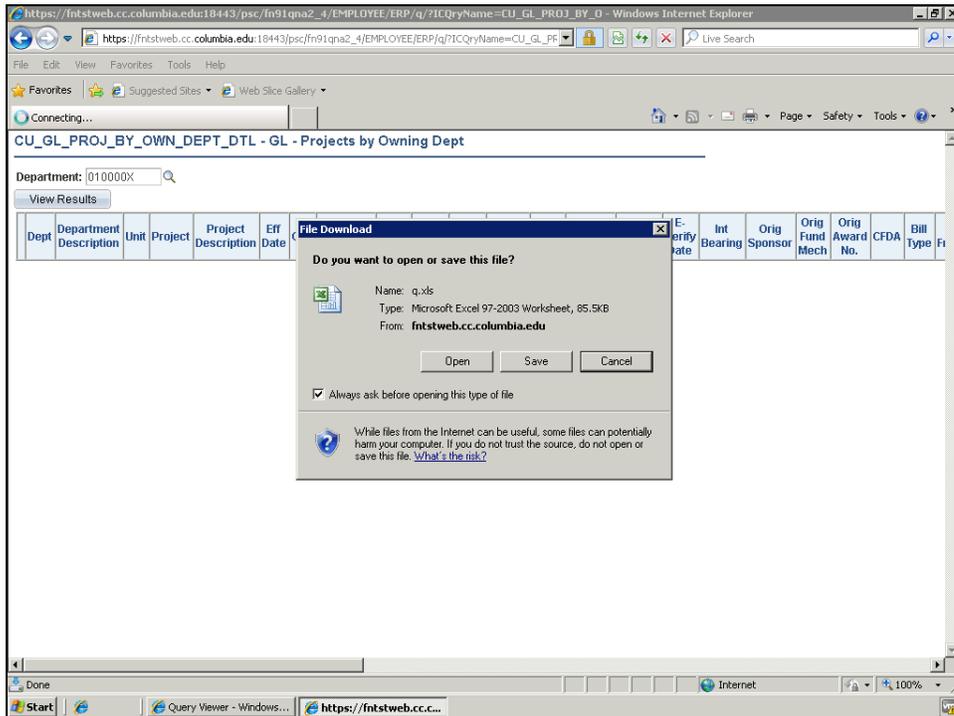
| Step | Action |
|------|---|
| 12. | <p>In this scenario we will run the query for Department Node '010000X'.</p> <p>Click the 010000X link.</p> <p>010000X</p> |

Training Guide

Reporting for Inquiry Only Roles



| Step | Action |
|------|---|
| 13. | Click the View Results button. <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 5px;">View Results</div> |



| Step | Action |
|------|--|
| 14. | Click the Open button.  |

The screenshot shows a web browser window with the URL https://fnstweb.cc.columbia.edu:18443/psc/fn91qna2_4/EMPLOYEE/ERP/q?TICQryName=CU_GL_PROJ_BY_D. The report title is "CU_GL_PROJ_BY_OWN_DEPT_DTL - GL - Projects by Owning Dept". An Excel spreadsheet is overlaid on the report, showing a table with columns: Dept, Department Description, Unit, Project, and Project Description. The table contains 15 rows of data.

| Dept | Department Description | Unit | Project | Project Description |
|---------|--------------------------------|-------|----------|----------------------|
| 0112302 | CGC Europe in NY | GENRL | EN004774 | CURRIER (STERLING)FD |
| 0112103 | CGC Global Initiatives Admin | SPONE | GG003768 | DE-P015A100054 |
| 0112203 | CGC Middle East in Amman | GENRL | GT001839 | JORDAN CENTER |
| 0112102 | CGC Operations HQ | GENRL | UR004292 | FINANCIAL AID GIFTS |
| 0102102 | PRE Office of the President | GENRL | GT004659 | PRESIDENTIAL FUND |
| 0112503 | CGC South Asia in Mumbai | GENRL | GT002419 | INDIA CENTER |
| 0112704 | CGC Latin America Rio in NY | GENRL | GT004922 | FRAGA GC RIO FUND |
| 0102102 | PRE Office of the President | GENRL | GT004928 | SHAW FAMILY GIFT |
| 0102102 | PRE Office of the President | SPONE | GG000004 | Public Service |
| 0112302 | CGC Europe in NY | GENRL | UR002080 | Reid Hall, Inc. HSBC |
| 0109105 | GOV EVP GCA Admin | GENRL | UR002085 | PRIOR YR CARRYFWD |
| 0109106 | GOV Columbia Community Service | GENRL | AG002000 | CCS SPECIAL GIFTS |
| 0112302 | CGC Europe in NY | GENRL | EN003572 | CURRIER (STERLING) F |

| Step | Action |
|------|--|
| 15. | Click the Maximize button.  |

Training Guide

Reporting for Inquiry Only Roles

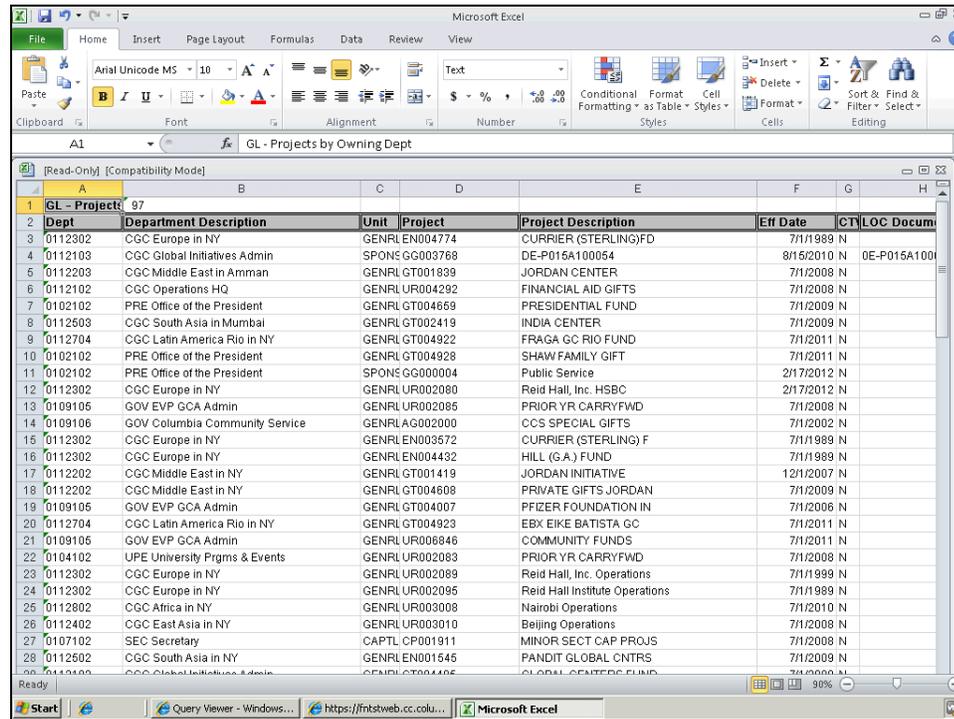


| 1 | GL - Projects | 97 | | | | |
|----|---------------|--------------------------------|---------------|---------|--------------------------------|-------------|
| 2 | Dept | Department Description | Unit | Project | Project Description | Eff Date |
| 3 | 0112302 | CGC Europe in NY | GENRLEN004774 | | CARRIER (STERLING)FD | 7/1/1989 N |
| 4 | 0112103 | CGC Global Initiatives Admin | SPONGG003768 | | DE-P015A100054 | 8/15/2010 N |
| 5 | 0112203 | CGC Middle East in Amman | GENRLGT001839 | | JORDAN CENTER | 7/1/2008 N |
| 6 | 0112102 | CGC Operations HQ | GENRLUR004292 | | FINANCIAL AID GIFTS | 7/1/2008 N |
| 7 | 0102102 | PRE Office of the President | GENRLGT004659 | | PRESIDENTIAL FUND | 7/1/2009 N |
| 8 | 0112603 | CGC South Asia in Mumbai | GENRLGT002419 | | INDIA CENTER | 7/1/2009 N |
| 9 | 0112704 | CGC Latin America Rio in NY | GENRLGT004922 | | FRAGA GC RIO FUND | 7/1/2011 N |
| 10 | 0102102 | PRE Office of the President | GENRLGT004928 | | SHAW FAMILY GIFT | 7/1/2011 N |
| 11 | 0102102 | PRE Office of the President | SPONGG000004 | | Public Service | 2/17/2012 N |
| 12 | 0112302 | CGC Europe in NY | GENRLUR002080 | | Reid Hall, Inc. HSBC | 2/17/2012 N |
| 13 | 0109105 | GOV EVP GCA Admin | GENRLUR002085 | | PRIOR YR CARRYFWD | 7/1/2008 N |
| 14 | 0109106 | GOV Columbia Community Service | GENRLAG002000 | | CCS SPECIAL GIFTS | 7/1/2002 N |
| 15 | 0112302 | CGC Europe in NY | GENRLEN003572 | | CARRIER (STERLING) F | 7/1/1989 N |
| 16 | 0112302 | CGC Europe in NY | GENRLEN004432 | | HILL (G.A.) FUND | 7/1/1989 N |
| 17 | 0112202 | CGC Middle East in NY | GENRLGT001419 | | JORDAN INITIATIVE | 12/1/2007 N |
| 18 | 0112202 | CGC Middle East in NY | GENRLGT004608 | | PRIVATE GIFTS JORDAN | 7/1/2009 N |
| 19 | 0109105 | GOV EVP GCA Admin | GENRLGT004007 | | PFIZER FOUNDATION IN | 7/1/2006 N |
| 20 | 0112704 | CGC Latin America Rio in NY | GENRLGT004923 | | EBX EIKE BATISTA GC | 7/1/2011 N |
| 21 | 0109105 | GOV EVP GCA Admin | GENRLUR006846 | | COMMUNITY FUNDS | 7/1/2011 N |
| 22 | 0104102 | UPE University Prgrms & Events | GENRLUR002083 | | PRIOR YR CARRYFWD | 7/1/2008 N |
| 23 | 0112302 | CGC Europe in NY | GENRLUR002089 | | Reid Hall, Inc. Operations | 7/1/1989 N |
| 24 | 0112302 | CGC Europe in NY | GENRLUR002095 | | Reid Hall Institute Operations | 7/1/1989 N |
| 25 | 0112802 | CGC Africa in NY | GENRLUR003008 | | Nairobi Operations | 7/1/2010 N |
| 26 | 0112402 | CGC East Asia in NY | GENRLUR002010 | | Beijing Operations | 7/1/2008 N |

| Step | Action |
|------|--|
| 16. | You have successfully exported the query results into Excel. |

| 1 | GL - Projects | 97 | | | | |
|----|---------------|--------------------------------|---------------|---------|--------------------------------|-------------|
| 2 | Dept | Department Description | Unit | Project | Project Description | Eff Date |
| 3 | 0112302 | CGC Europe in NY | GENRLEN004774 | | CARRIER (STERLING)FD | 7/1/1989 N |
| 4 | 0112103 | CGC Global Initiatives Admin | SPONGG003768 | | DE-P015A100054 | 8/15/2010 N |
| 5 | 0112203 | CGC Middle East in Amman | GENRLGT001839 | | JORDAN CENTER | 7/1/2008 N |
| 6 | 0112102 | CGC Operations HQ | GENRLUR004292 | | FINANCIAL AID GIFTS | 7/1/2008 N |
| 7 | 0102102 | PRE Office of the President | GENRLGT004659 | | PRESIDENTIAL FUND | 7/1/2009 N |
| 8 | 0112603 | CGC South Asia in Mumbai | GENRLGT002419 | | INDIA CENTER | 7/1/2009 N |
| 9 | 0112704 | CGC Latin America Rio in NY | GENRLGT004922 | | FRAGA GC RIO FUND | 7/1/2011 N |
| 10 | 0102102 | PRE Office of the President | GENRLGT004928 | | SHAW FAMILY GIFT | 7/1/2011 N |
| 11 | 0102102 | PRE Office of the President | SPONGG000004 | | Public Service | 2/17/2012 N |
| 12 | 0112302 | CGC Europe in NY | GENRLUR002080 | | Reid Hall, Inc. HSBC | 2/17/2012 N |
| 13 | 0109105 | GOV EVP GCA Admin | GENRLUR002085 | | PRIOR YR CARRYFWD | 7/1/2008 N |
| 14 | 0109106 | GOV Columbia Community Service | GENRLAG002000 | | CCS SPECIAL GIFTS | 7/1/2002 N |
| 15 | 0112302 | CGC Europe in NY | GENRLEN003572 | | CARRIER (STERLING) F | 7/1/1989 N |
| 16 | 0112302 | CGC Europe in NY | GENRLEN004432 | | HILL (G.A.) FUND | 7/1/1989 N |
| 17 | 0112202 | CGC Middle East in NY | GENRLGT001419 | | JORDAN INITIATIVE | 12/1/2007 N |
| 18 | 0112202 | CGC Middle East in NY | GENRLGT004608 | | PRIVATE GIFTS JORDAN | 7/1/2009 N |
| 19 | 0109105 | GOV EVP GCA Admin | GENRLGT004007 | | PFIZER FOUNDATION IN | 7/1/2006 N |
| 20 | 0112704 | CGC Latin America Rio in NY | GENRLGT004923 | | EBX EIKE BATISTA GC | 7/1/2011 N |
| 21 | 0109105 | GOV EVP GCA Admin | GENRLUR006846 | | COMMUNITY FUNDS | 7/1/2011 N |
| 22 | 0104102 | UPE University Prgrms & Events | GENRLUR002083 | | PRIOR YR CARRYFWD | 7/1/2008 N |
| 23 | 0112302 | CGC Europe in NY | GENRLUR002089 | | Reid Hall, Inc. Operations | 7/1/1989 N |
| 24 | 0112302 | CGC Europe in NY | GENRLUR002095 | | Reid Hall Institute Operations | 7/1/1989 N |
| 25 | 0112802 | CGC Africa in NY | GENRLUR003008 | | Nairobi Operations | 7/1/2010 N |
| 26 | 0112402 | CGC East Asia in NY | GENRLUR002010 | | Beijing Operations | 7/1/2008 N |

| Step | Action |
|------|--|
| 17. | To view additional columns on the spreadsheet click the Zoom Out button.  |



| Step | Action |
|------|---|
| 18. | Now we will return to the Query Viewer page in ARC and save this query to your Favorites. Click the Minimize button.  |

Training Guide

Reporting for Inquiry Only Roles



The screenshot shows the ARC Query Viewer interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below this is a breadcrumb trail: 'Favorites | Main Menu > Reporting Tools > Query > Query Viewer'. The main content area is titled 'Query Viewer' and contains a search section with a dropdown menu set to 'Query Name' and a text input field containing 'CU_GL_PROJ'. Below the search section is a 'Search Results' section with a 'Folder View' dropdown set to '-- All Folders --'. A table titled 'Query' displays the search results:

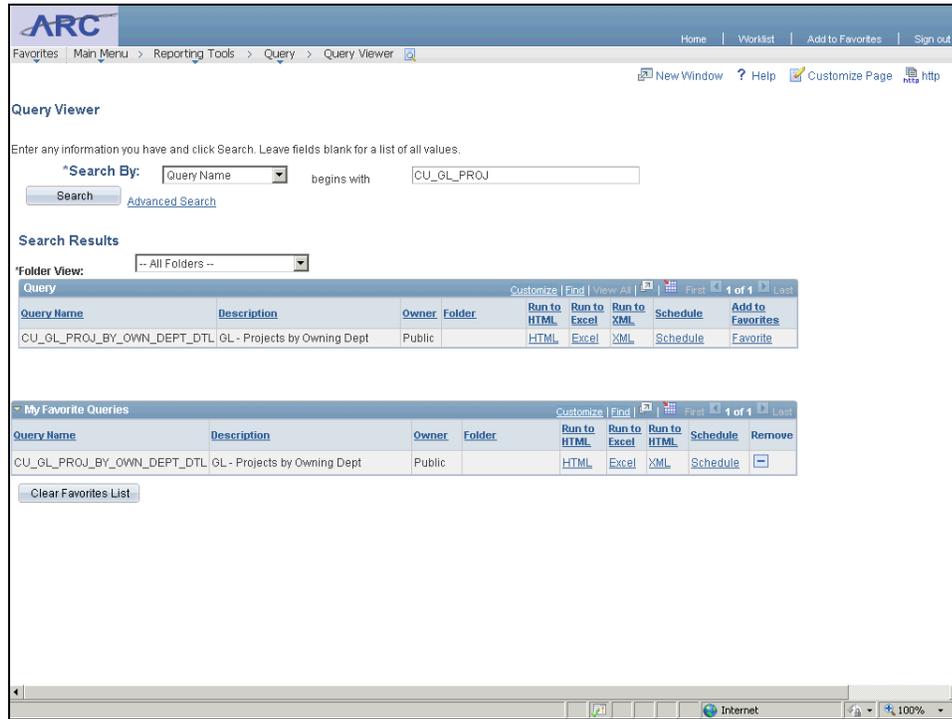
| Query Name | Description | Owner | Folder | Run to HTML | Run to Excel | Run to XML | Schedule | Add to Favorites |
|----------------------------|------------------------------|--------|--------|-------------|--------------|------------|----------|------------------|
| CU_GL_PROJ_BY_OWN_DEPT_DTL | GL - Projects by Owning Dept | Public | | HTML | Excel | XML | Schedule | Favorite |

| Step | Action |
|------|---|
| 19. | Click the Favorite link. Favorite |

This screenshot shows the same ARC Query Viewer interface as the previous one, but with the 'My Favorite Queries' section expanded. Below the search results table, there is a section titled 'My Favorite Queries' with a 'Clear Favorites List' button. A table titled 'My Favorite Queries' displays the favorite queries:

| Query Name | Description | Owner | Folder | Run to HTML | Run to Excel | Run to XML | Schedule | Remove |
|----------------------------|------------------------------|--------|--------|-------------|--------------|------------|----------|--------|
| CU_GL_PROJ_BY_OWN_DEPT_DTL | GL - Projects by Owning Dept | Public | | HTML | Excel | XML | Schedule | [-] |

| Step | Action |
|------|---|
| 20. | The query is now available under 'My Favorite Queries'. |



| Step | Action |
|------|--|
| 21. | You have successfully accessed and run the Projects by Owning Department Query. In the next topic you will learn how to use the Advanced Search screen to search for existing queries. End of Procedure. |

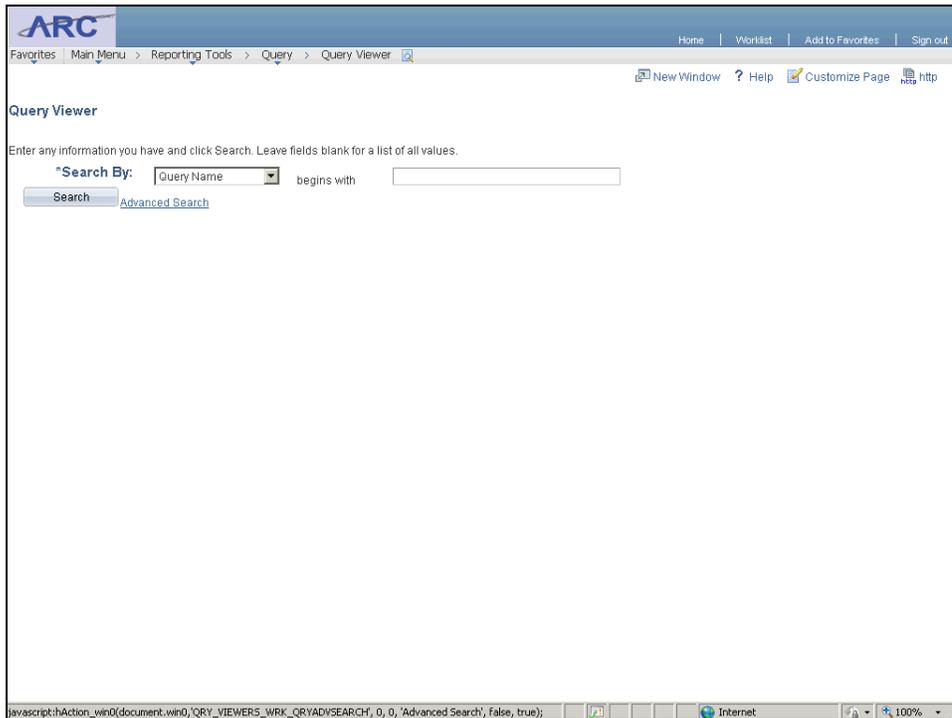
Running the Transaction by Date Cleared Query

In this topic you will learn how to use the Advanced Search screen to search for an existing query, run the query to HTML, and download the query results in an Excel Spreadsheet.

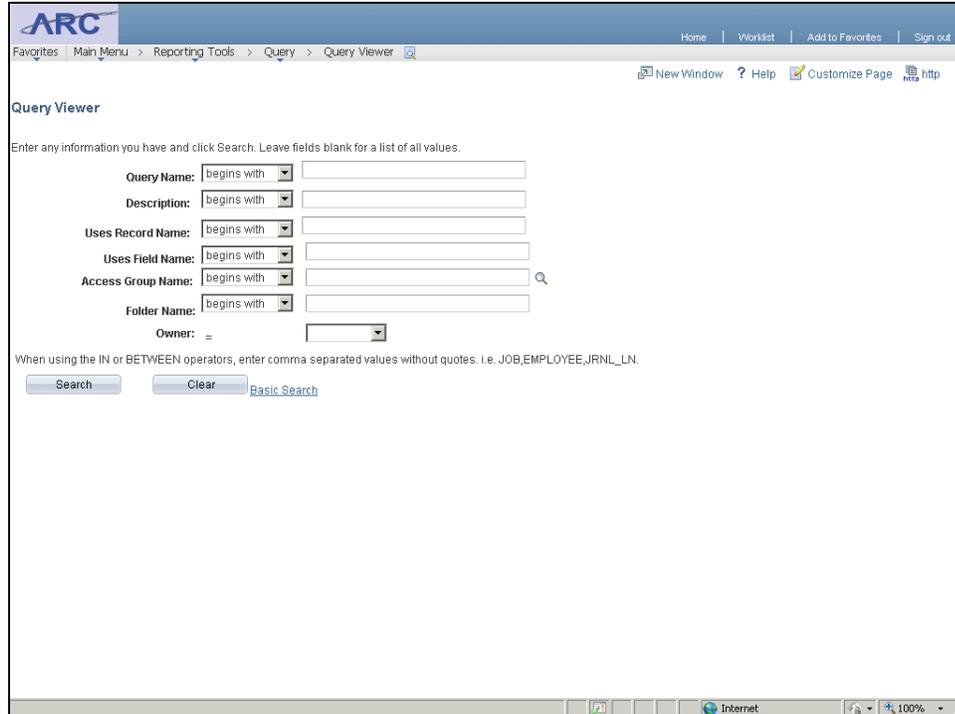
Estimated time to complete this topic: 2 minutes

Procedure

Welcome to the *Running the Transaction by Date Cleared Query* topic. In this scenario you will learn how to use the Advanced Search screen in Query Viewer to search for queries.



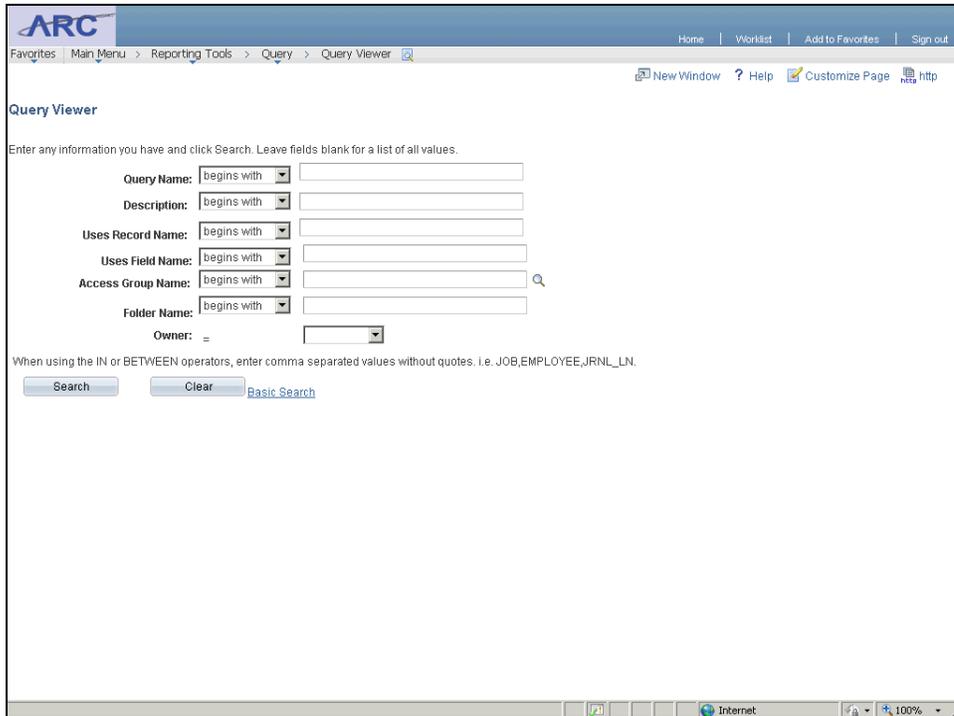
| Step | Action |
|------|---|
| 1. | Click the Advanced Search link.  |



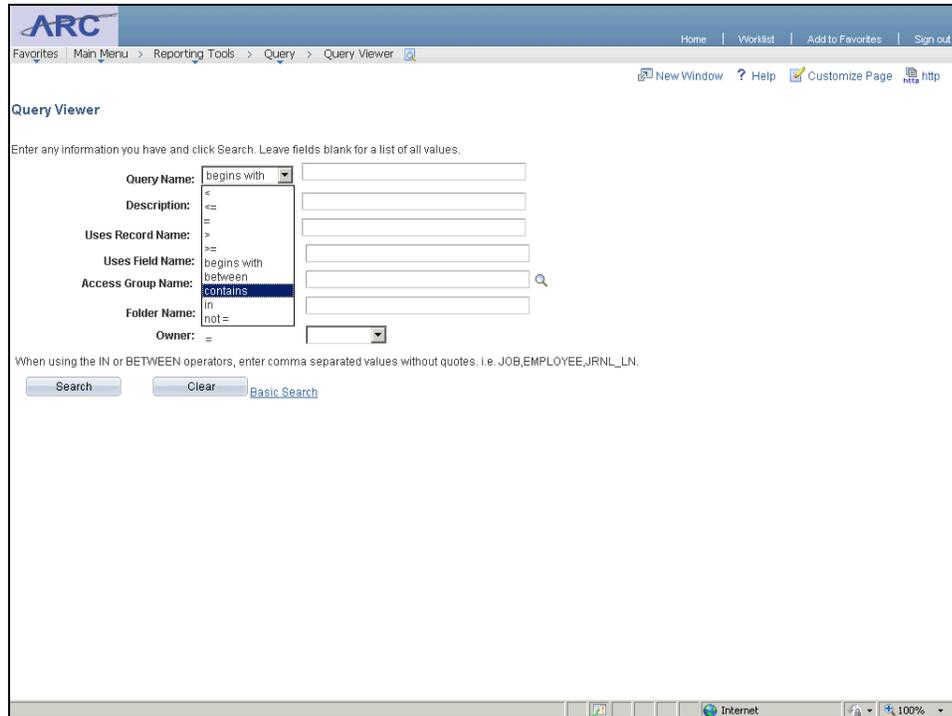
| Step | Action |
|------|--|
| 2. | <p>In this scenario we will use the Advanced Search screen to search for queries with the following criteria:</p> <ul style="list-style-type: none"> - Query Name contains 'AP' - Description contains 'transaction' |

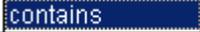
Training Guide

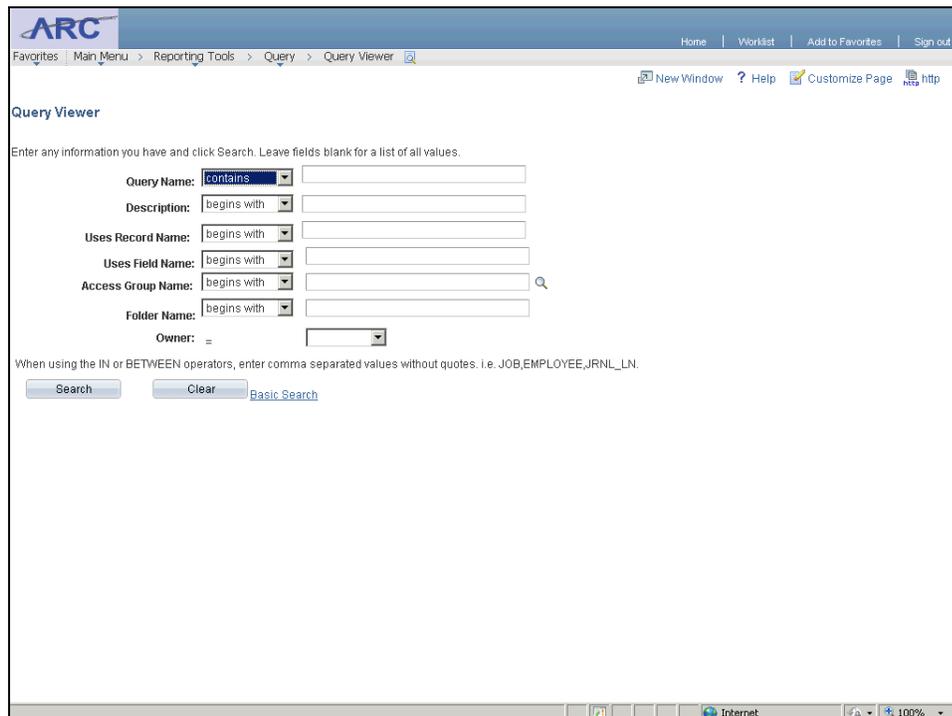
Reporting for Inquiry Only Roles



| Step | Action |
|------|---|
| 3. | Click the Query Name dropdown button.  |



| Step | Action |
|------|--|
| 4. | Click contains .  |

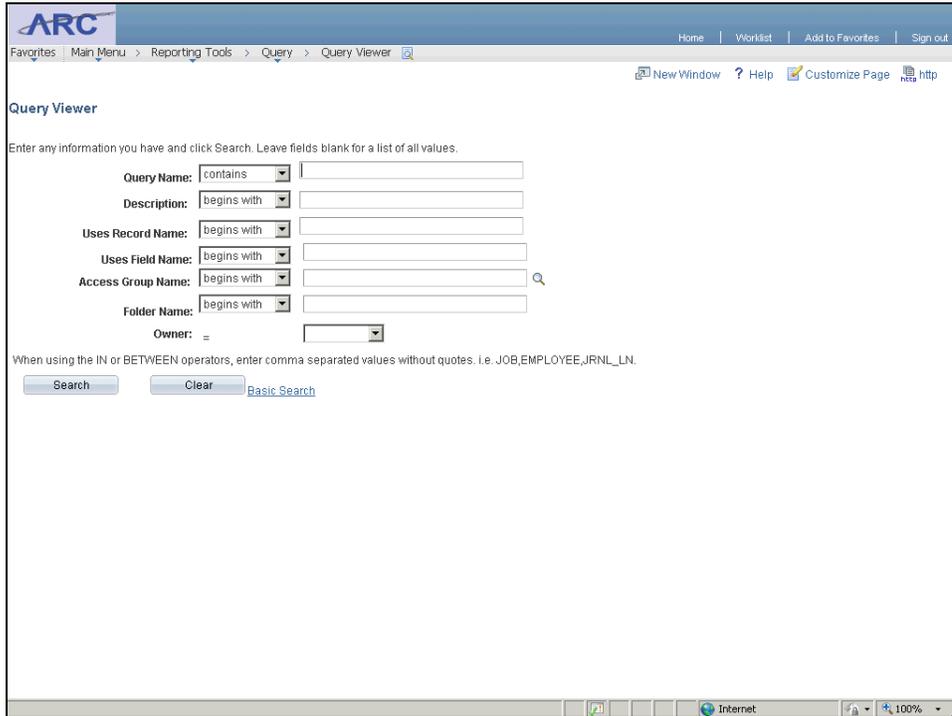


Training Guide

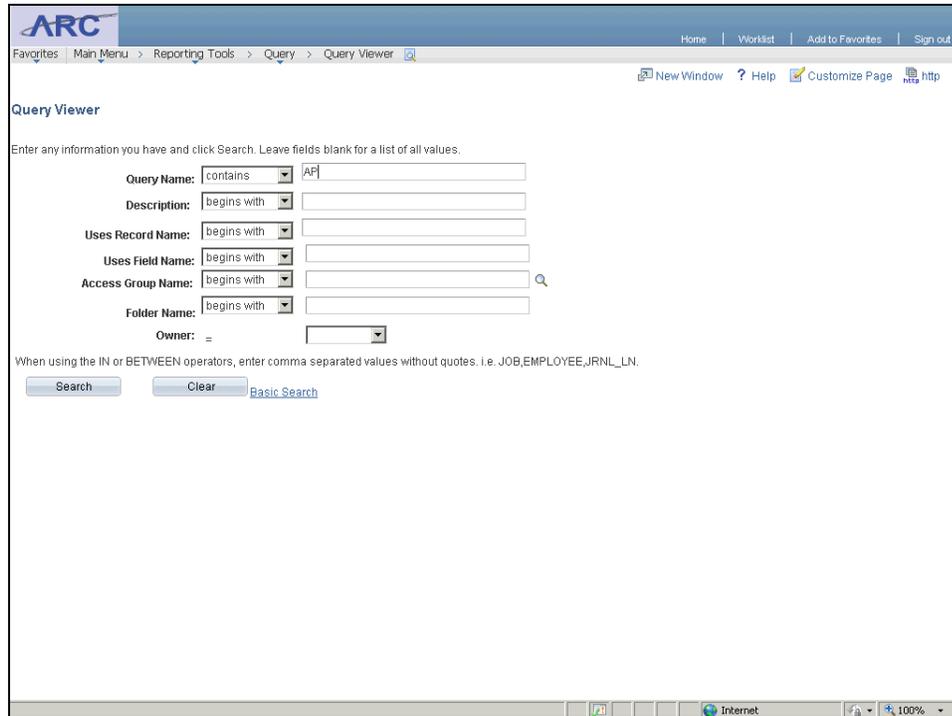
Reporting for Inquiry Only Roles



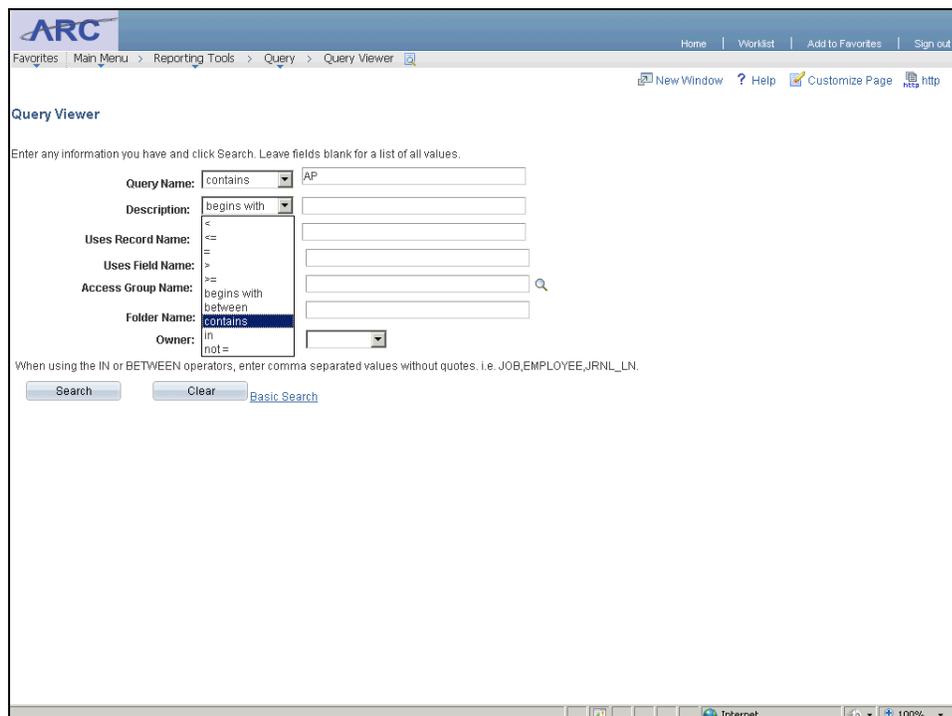
| Step | Action |
|------|---------------------------------------|
| 5. | Click in the Query Name field. |



| Step | Action |
|------|--|
| 6. | Enter the desired information into the Query Name field. Enter " AP ". |



| Step | Action |
|------|--|
| 7. | Click the Description dropdown button.  |

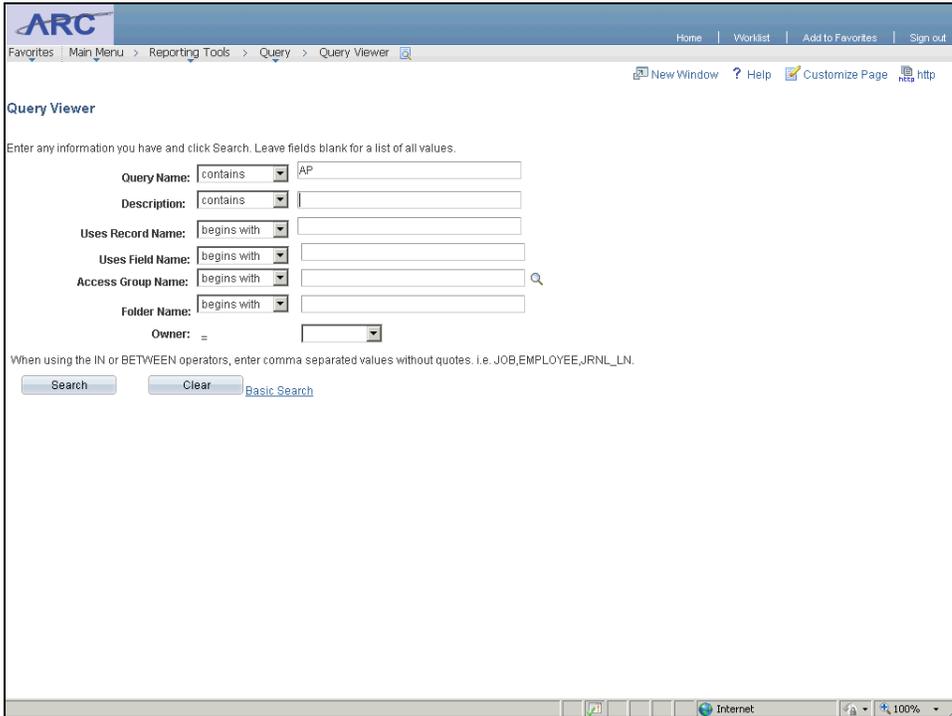


Training Guide

Reporting for Inquiry Only Roles



| Step | Action |
|------|--|
| 8. | Click contains .  |



| Step | Action |
|------|---|
| 9. | Click in the Description field.  |

ARC Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

Query Name: contains AP

Description: contains

Uses Record Name: begins with

Uses Field Name: begins with

Access Group Name: begins with

Folder Name: begins with

Owner: =

When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL_LN.

Search Clear Basic Search

| Step | Action |
|------|---|
| 10. | Enter the desired information into the Description field. Enter "transaction" . |

ARC Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

Query Name: contains AP

Description: contains transaction

Uses Record Name: begins with

Uses Field Name: begins with

Access Group Name: begins with

Folder Name: begins with

Owner: =

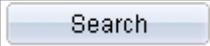
When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL_LN.

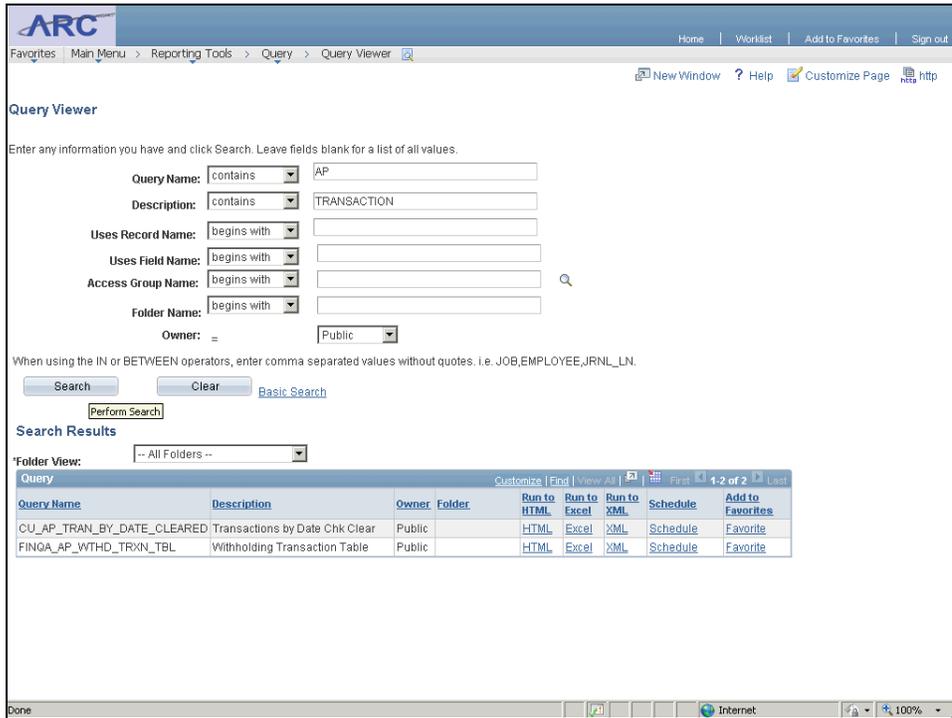
Search Clear Basic Search

Training Guide

Reporting for Inquiry Only Roles



| Step | Action |
|------|--|
| 11. | Click the Search button.  |



The screenshot shows the ARC Query Viewer interface. The search criteria are as follows:

- Query Name: contains AP
- Description: contains TRANSACTION
- Uses Record Name: begins with
- Uses Field Name: begins with
- Access Group Name: begins with
- Folder Name: begins with
- Owner: = Public

When using the IN or BETWEEN operators, enter comma separated values without quotes. I.e. JOB,EMPLOYEE,JRNLN_LN.

Buttons: Search, Clear, Basic Search, Perform Search

Search Results:

| Query Name | Description | Owner | Folder | Run to HTML | Run to Excel | Run to XML | Schedule | Add to Favorites |
|----------------------------|--------------------------------|--------|--------|-------------|--------------|------------|----------|------------------|
| CU_AP_TRAN_BY_DATE_CLEARED | Transactions by Date Chk Clear | Public | | HTML | Excel | XML | Schedule | Favorite |
| FINQA_AP_WITHD_TRXN_TBL | Withholding Transaction Table | Public | | HTML | Excel | XML | Schedule | Favorite |

| Step | Action |
|------|---|
| 12. | There are two entries that meet the search criteria. We will run the 'CU_AP_TRAN_BY_DATE_CLEARED' query to HTML. |

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

Query Name: contains AP

Description: contains TRANSACTION

Uses Record Name: begins with

Uses Field Name: begins with

Access Group Name: begins with

Folder Name: begins with

Owner: =

When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL_LN.

Search Clear Basic Search

Perform Search

Search Results

Folder View: -- All Folders --

| Query Name | Description | Owner | Folder | Run to HTML | Run to Excel | Run to XML | Schedule | Add to Favorites |
|----------------------------|--------------------------------|--------|--------|-------------|--------------|------------|----------|------------------|
| CU_AP_TRAN_BY_DATE_CLEARED | Transactions by Date Chk Clear | Public | | HTML | Excel | XML | Schedule | Favorite |
| FINGA_AP_WTHD_TRXN_TBL | Withholding Transaction Table | Public | | HTML | Excel | XML | Schedule | Favorite |

| Step | Action |
|------|---------------------------------|
| 13. | Click the HTML link. |

CU_AP_TRAN_BY_DATE_CLEARED- Transactions by Date Chk Clear

Download results in: Excel Spreadsheet CSV Text File XML File (99 kb)

View All

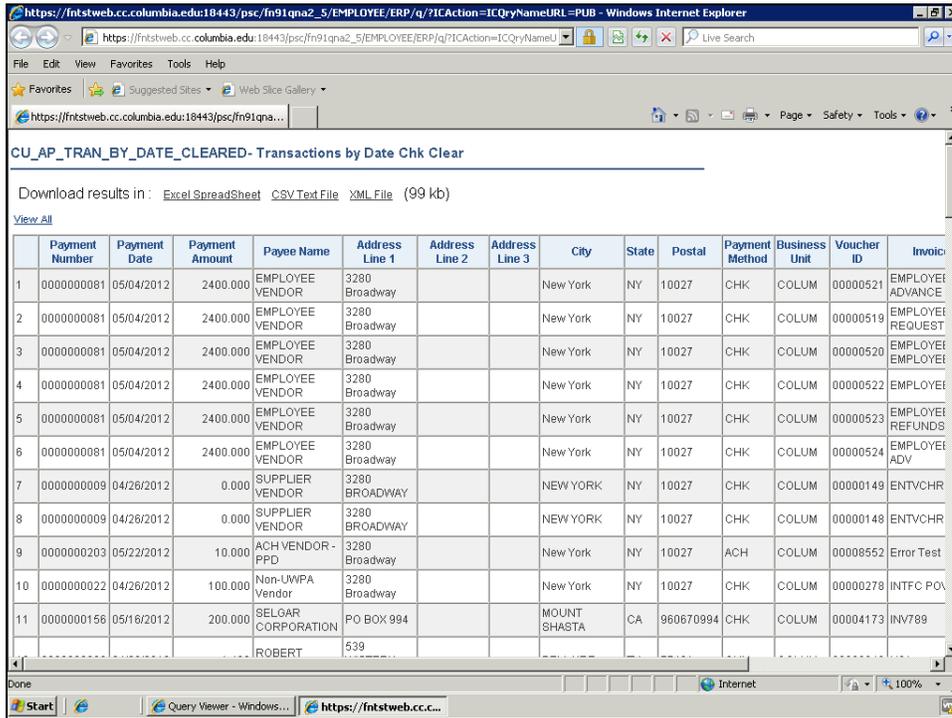
| | Payment Number | Payment Date | Payment Amount | Payee Name | Address Line 1 | Address Line 2 | Address Line 3 | City | State | Postal | Payment Method | Business Unit | Voucher ID | |
|---|----------------|--------------|----------------|-----------------|----------------|----------------|----------------|----------|-------|--------|----------------|---------------|------------|----------|
| 1 | 0000000081 | 05/04/2012 | 2400.000 | EMPLOYEE VENDOR | 3280 Broadway | | | New York | NY | 10027 | CHK | COLUM | 00000521 | EMPI ADV |
| 2 | 0000000081 | 05/04/2012 | 2400.000 | EMPLOYEE VENDOR | 3280 Broadway | | | New York | NY | 10027 | CHK | COLUM | 00000519 | EMPI REQ |
| 3 | 0000000081 | 05/04/2012 | 2400.000 | EMPLOYEE VENDOR | 3280 Broadway | | | New York | NY | 10027 | CHK | COLUM | 00000520 | EMPI |
| 4 | 0000000081 | 05/04/2012 | 2400.000 | EMPLOYEE VENDOR | 3280 Broadway | | | New York | NY | 10027 | CHK | COLUM | 00000522 | EMPI |
| 5 | 0000000081 | 05/04/2012 | 2400.000 | EMPLOYEE VENDOR | 3280 Broadway | | | New York | NY | 10027 | CHK | COLUM | 00000523 | EMPI REF |
| 6 | 0000000081 | 05/04/2012 | 2400.000 | EMPLOYEE VENDOR | 3280 Broadway | | | New York | NY | 10027 | CHK | COLUM | 00000524 | EMPI ADV |

Training Guide

Reporting for Inquiry Only Roles



| Step | Action |
|------|--|
| 14. | Click the Maximize/Restore button.  |



| Step | Action |
|------|---|
| 15. | Scroll to the right to view the rest of the fields in this query. Click the scrollbar. |

https://fnstweb.cc.columbia.edu:18443/psc/fn91qna2_5/EMPLOYEE/ERP/q/?ICAction=ICQryNameURL=PUB - Windows Internet Explorer

https://fnstweb.cc.columbia.edu:18443/psc/fn91qna2_5/EMPLOYEE/ERP/q/?ICAction=ICQryNameURL=PUB

File Edit View Favorites Tools Help

Favorite Suggested Sites Web Slice Gallery

https://fnstweb.cc.columbia.edu:18443/psc/fn91qna2_5/EMPLOYEE/ERP/q/?ICAction=ICQryNameURL=PUB

Page Safety Tools

D- Transactions by Date Chk Clear

Print CSV Text File XML File (99 kb)

First 1-100 of 132 Last

| | Payee Name | Address Line 1 | Address Line 2 | Address Line 3 | City | State | Postal | Payment Method | Business Unit | Voucher ID | Invoice Number | Reconciliation Status | Date Reconciled |
|---|--------------------|----------------|----------------|----------------|--------------|-------|-----------|----------------|---------------|------------|--------------------------|-----------------------|-----------------|
| 0 | EMPLOYEE VENDOR | 3280 Broadway | | | New York | NY | 10027 | CHK | COLUM | 00000521 | EMPLOYEE W CASH ADVANCE | REC | |
| 0 | EMPLOYEE VENDOR | 3280 Broadway | | | New York | NY | 10027 | CHK | COLUM | 00000519 | EMPLOYEE W CHECK REQUEST | REC | |
| 0 | EMPLOYEE VENDOR | 3280 Broadway | | | New York | NY | 10027 | CHK | COLUM | 00000520 | EMPLOYEE W EMPLOYEE REIM | REC | |
| 0 | EMPLOYEE VENDOR | 3280 Broadway | | | New York | NY | 10027 | CHK | COLUM | 00000522 | EMPLOYEE W INVOICE | REC | |
| 0 | EMPLOYEE VENDOR | 3280 Broadway | | | New York | NY | 10027 | CHK | COLUM | 00000523 | EMPLOYEE W REFUNDS | REC | |
| 0 | EMPLOYEE VENDOR | 3280 Broadway | | | New York | NY | 10027 | CHK | COLUM | 00000524 | EMPLOYEE W TRAVEL ADV | REC | |
| 0 | SUPPLIER VENDOR | 3280 BROADWAY | | | NEW YORK | NY | 10027 | CHK | COLUM | 00000149 | ENTVCHR08_2 | REC | |
| 0 | SUPPLIER VENDOR | 3280 BROADWAY | | | NEW YORK | NY | 10027 | CHK | COLUM | 00000148 | ENTVCHR8 | REC | |
| 0 | ACH VENDOR - PPD | 3280 Broadway | | | New York | NY | 10027 | ACH | COLUM | 00008552 | Error Test | REC | |
| 0 | Non-UWPA Vendor | 3280 Broadway | | | New York | NY | 10027 | CHK | COLUM | 00000278 | INTFC POVCHR 1 | REC | |
| 0 | SELGAR CORPORATION | PO BOX 994 | | | MOUNT SHASTA | CA | 960670994 | CHK | COLUM | 00004173 | INV789 | REC | |
| 0 | ROBERT | 539 | | | | | | | | | | | |

Done

Start Query Viewer - Windows... https://fnstweb.cc.c...

| Step | Action |
|------|---|
| 16. | <p>Note that this page displays 100 items at a time. The results for this query are not all visible in one page.</p> <p>Click the Next button to view the next set of items.</p>  |

Training Guide

Reporting for Inquiry Only Roles



https://fnstweb.cc.columbia.edu:18443/psc/fn91qna2_5/EMPLOYEE/ERP/q/?ICQryName=CU_AP_TRAN_BY_D - Windows Internet Explorer

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (99 kb)

[View All](#)

| | Payment Number | Payment Date | Payment Amount | Payee Name | Address Line 1 | Address Line 2 | Address Line 3 | City | State | Postal | Payment Method | Business Unit | Voucher ID | Invoice |
|-----|----------------|--------------|----------------|----------------------------------|-------------------------|----------------|----------------|--------------|-------|------------|----------------|---------------|------------|-----------------|
| 101 | 0000000005 | 04/26/2012 | 1100.000 | WITHHOLDING VENDOR - MULTI CLASS | 3280 Broadway | | | New York | NY | 10027 | CHK | COLUM | 00000028 | AP_EnterVou |
| 102 | 0000000059 | 05/02/2012 | 1284.460 | ACH VENDOR - CTX | 3280 Broadway | | | New York | NY | 10027 | ACH | COLUM | 00000456 | CTX Test Invo |
| 103 | 0000000060 | 05/02/2012 | 1284.460 | ACH VENDOR - CTX | 3280 Broadway | | | New York | NY | 10027 | ACH | COLUM | 00000456 | CTX Test Invo |
| 104 | 0000000059 | 05/02/2012 | 1284.460 | ACH VENDOR - CTX | 3280 Broadway | | | New York | NY | 10027 | ACH | COLUM | 00000457 | CTX Test Invo |
| 105 | 0000000060 | 05/02/2012 | 1284.460 | ACH VENDOR - CTX | 3280 Broadway | | | New York | NY | 10027 | ACH | COLUM | 00000457 | CTX Test Invo |
| 106 | 0000000059 | 05/02/2012 | 1284.460 | ACH VENDOR - CTX | 3280 Broadway | | | New York | NY | 10027 | ACH | COLUM | 00000458 | CTX Test Invo |
| 107 | 0000000060 | 05/02/2012 | 1284.460 | ACH VENDOR - CTX | 3280 Broadway | | | New York | NY | 10027 | ACH | COLUM | 00000458 | CTX Test Invo |
| 108 | 0000000018 | 04/26/2012 | 15.000 | SVETLANA KLEYNER | 310 E 46TH ST | #10L | | NEW YORK | NY | 10017-3002 | CHK | COLUM | 00000160 | 26-253823621652 |
| 109 | 0000000017 | 04/26/2012 | 10.000 | ROGER W HOOKER | 41 WASHINGTON SPRING RD | PH | | PALISADES | NY | 10964 | CHK | COLUM | 00000159 | 26-254059829941 |
| 110 | 0000000016 | 04/26/2012 | 75.000 | MINERVA DAITCH | 95 SO BROWDY | APT #1012 | | WHITE PLAINS | NY | 10601 | CHK | COLUM | 00000158 | 26-256886150401 |
| 111 | 00000000197 | 05/22/2012 | 5000.000 | CROSSCOMM | PO BOX 673 | | | DURHAM | NC | 27702 | ACH | COLUM | 00000751 | 4405 |

| Step | Action |
|------|---|
| 17. | <p>You have the option to download the query results in an Excel Spreadsheet, CSV Text File, and/or XML File.</p> <p>Click the Excel Spreadsheet link.</p> <p>Excel SpreadSheet</p> |



Training Guide Reporting for Inquiry Only Roles

The screenshot shows a web browser window with a table titled "CU_AP_TRAN_BY_DATE_CLEARED- Transactions by Date Chk Clear". A "File Download" dialog box is open, asking "Do you want to open or save this file?". The dialog shows the file name "q.xls" and its type "Microsoft Excel 97-2003 Worksheet, 44.5Kb". The "Open" button is highlighted.

| Payment Number | Payment Date | Payment Amount | Payee Name | Payment Method | Business Unit | Voucher ID | Invoice |
|----------------|--------------|----------------|---|----------------|---------------|------------|---------------------|
| 101 | 0000000005 | 1100.000 | WITHHOLD VENDOR - MULTI CLAS | CHK | COLUM | 00000028 | AP_EnterVou |
| 102 | 0000000059 | 1284.460 | ACH VEND - CTX | ACH | COLUM | 00000456 | CTX Test Invo |
| 103 | 0000000060 | 1284.460 | ACH VEND - CTX | ACH | COLUM | 00000456 | CTX Test Invo |
| 104 | 0000000059 | 1284.460 | ACH VEND - CTX | ACH | COLUM | 00000457 | CTX Test Invo |
| 105 | 0000000060 | 1284.460 | ACH VEND - CTX | ACH | COLUM | 00000457 | CTX Test Invo |
| 106 | 0000000059 | 1284.460 | ACH VEND - CTX | ACH | COLUM | 00000458 | CTX Test Invo |
| 107 | 0000000060 | 1284.460 | ACH VENDOR - CTX 3280 Broadway New York NY 10027 | ACH | COLUM | 00000458 | CTX Test Invo |
| 108 | 0000000018 | 15.000 | SVETLANA KLEYNER 310 E 46TH ST #10L NEW YORK NY 10017-3002 | CHK | COLUM | 00000160 | 26-25382362 1652 |
| 109 | 0000000017 | 10.000 | ROGER W HOOKER 41 WASHINGTON SPRING RD PH PALISADES NY 10964 | CHK | COLUM | 00000159 | 26-25405982 9941 |
| 110 | 0000000016 | 75.000 | MINERVA DAITCH 95 SO BROWDY APT #1012 WHITE PLAINS NY 10601 | CHK | COLUM | 00000158 | 26-25688615 0401 |
| 111 | 0000000197 | 5000.000 | CROSSCOMM PO BOX 673 DURHAM NC 27702 | ACH | COLUM | 00000751 | 4405 |

| Step | Action |
|------|-------------------------------|
| 18. | Click the Open button. |

Open

The screenshot shows Microsoft Excel with the downloaded data. The spreadsheet has columns for Payment Number, Payment Date, Payment Amount, and Payee Name. The data is organized into a table with 15 rows of transaction details.

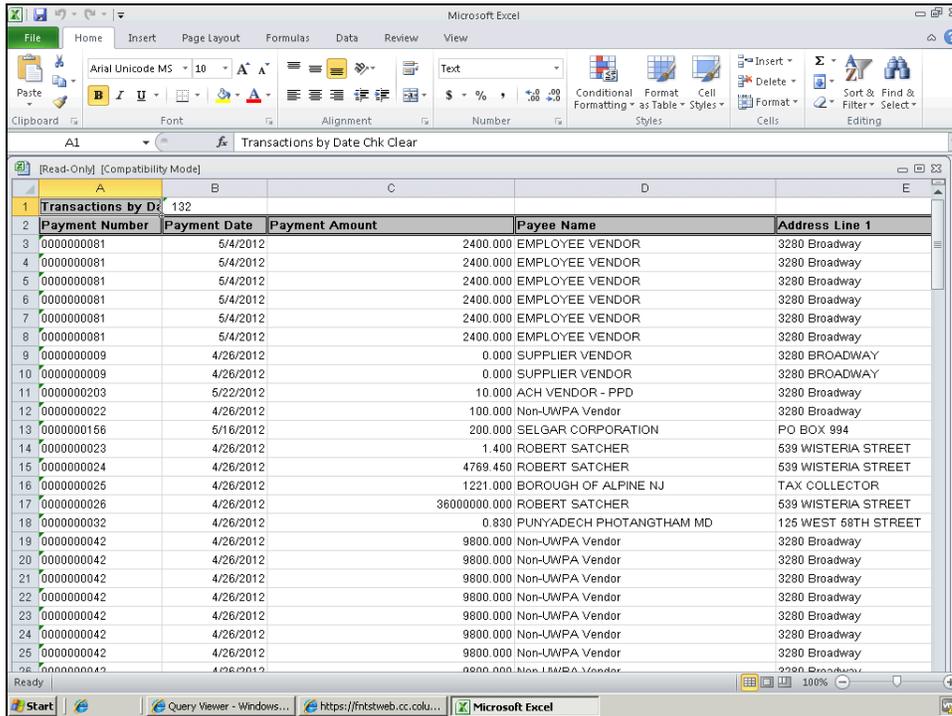
| Payment Number | Payment Date | Payment Amount | Payee Name |
|----------------|--------------|----------------|--------------------|
| 0000000081 | 5/4/2012 | 2400.000 | EMPLOYEE VENDOR |
| 0000000081 | 5/4/2012 | 2400.000 | EMPLOYEE VENDOR |
| 0000000081 | 5/4/2012 | 2400.000 | EMPLOYEE VENDOR |
| 0000000081 | 5/4/2012 | 2400.000 | EMPLOYEE VENDOR |
| 0000000081 | 5/4/2012 | 2400.000 | EMPLOYEE VENDOR |
| 0000000081 | 5/4/2012 | 2400.000 | EMPLOYEE VENDOR |
| 0000000081 | 5/4/2012 | 2400.000 | EMPLOYEE VENDOR |
| 0000000009 | 4/26/2012 | 0.000 | SUPPLIER VENDOR |
| 0000000009 | 4/26/2012 | 0.000 | SUPPLIER VENDOR |
| 0000000203 | 5/22/2012 | 10.000 | ACH VENDOR - PPD |
| 0000000022 | 4/26/2012 | 100.000 | Non-UWPA Vendor |
| 0000000156 | 5/16/2012 | 200.000 | SELGAR CORPORATION |
| 0000000023 | 4/26/2012 | 1.400 | ROBERT SATCHER |
| 0000000024 | 4/26/2012 | 4769.450 | ROBERT SATCHER |

Training Guide

Reporting for Inquiry Only Roles



| Step | Action |
|------|--|
| 19. | Click the Maximize button.  |



| Step | Action |
|------|--|
| 20. | You have successfully used the Advanced Search screen to search for and run the Transaction by Date Cleared Query. End of Procedure. |



Using Financial Reports

- Access and run various financial reports from the ARC Portal
- Change the parameters and re-run a report
- Preview all the pages within a report
- Export a report to Excel
- Save and print a report

Estimated Time to Complete Lesson: 15 minutes

Training Guide

Reporting for Inquiry Only Roles



Financial Reports Available

Within the ARC Portal there are several financial reports to choose from. In the following topics we will run three financial reports:

- Project Summary Statement
- Sponsored Project Financial Report
- COB Detail Operating Statement

Project Summary Statement is an example of a ChartField Statement, and it's the ChartField Statements that replace the DARTS reports.

Please note that not all of the reports we reference in this training material may be applicable to you in your role (i.e. the COB report is applicable to a smaller user population).

When running reports, please ensure you are using one of the following Web Browsers:

- Internet Explorer 8.0
- Mozilla Firefox
- Google Chrome

A comprehensive list of financial reports available in the ARC Portal are listed below:

Note that to the left of each report it states whether the report is coming from ARC or from FDS. This is important to note since reports from ARC contain real time data whereas reports from FDS contain up to one day old data.

| | | | |
|------------------------------------|--|--|--|
| <u>Trial Balance</u> | | <u>Consolidated Operating Reports (COB)</u> | |
| ARC | Trial Balance by Business Unit(s) | FDS | COB Detail Operating Statement |
| ARC | Trial Balance by Funds | FDS | COB Summary Operating Statement |
| FDS | Trial Balance by Department(s) | FDS | COB Operating Statement by Fund |
| FDS | Trial Balance by ChartField | FDS | COB Current Estimate Review with Extrapolation |
| FDS | Trial Balance by Account Detail | FDS | COB Expense Summary by Function |
| | | FDS | COB Budget Comparison |
| | | FDS | Budget Changes |
| <u>Chartfield Statement</u> | | FDS | Internal Transfers |
| FDS | Department Summary Statement | FDS | Change in Fund Balance |
| FDS | Project Summary Statement | | |
| FDS | Initiative Summary Statement | | |
| FDS | Segment Summary Statement | <u>Project Lifecycle Reports</u> | |
| FDS | Site Summary Statement | ARC | Project Information Notification (PIN) |
| FDS | Chartfield Detail Statement | FDS | Sponsored Project Financial Report |
| FDS | Chartfield Transaction Statement | FDS | Non-Sponsored Project Financial Report |
| | | FDS | F&A Recovery Report |
| | | FDS | Project Cost Overrun |
| <u>Financial Statements</u> | | | |
| ARC | Balance Sheet - Consolidated | <u>Payroll Reports</u> | |
| ARC | Statement of Activities - Consolidated | FDS | Payroll Summary Report |
| FDS | Balance Sheet - Departmental | FDS | Payroll Detail Report |
| FDS | Statement of Activities - Departmental | FDS | EE by Chartstring Report |
| | | FDS | Department Employee Report |
| <u>Endowment Reports</u> | | | |
| FDS | Endowment Market Value Report | <u>Other Reports</u> | |
| FDS | Endowment Spending Report | FDS | Fringe Benefit Report |
| | | FDS | Departmental Claim on Cash |
| | | FDS | Fund Balance/Overdraft |



ChartField Statements

ChartField Statements will replace most of the DARTS reports in the legacy system. These reports can be run at various levels of detail, from summary to transaction level.

The report provides information for Prior Year YTD, Prior Year Actual, Original Budget, Current Estimate, Current Year YTD, and Encumbrances, Fund Balance, and Claim on Cash.

From the report there are six links:

- Previous Accounting Period, same report for previous month;
- Next Accounting Period, same report for following month;
- ChartField Detail Statement, which is similar to the COB Detail Report with full ChartString combination and attributes. Also includes Encumbrance information;
- ChartField Transaction Statement; which is similar to the current DARTS Detail Statement;
- Payroll Summary Statement;
- Payroll Detail Statement;

From both ChartField Detailed Statement and ChartField Transaction Statement, there is drill down to transaction detail by Account, which provides AP or Journal information.

The following table describes four commonly used ChartField Statement reports:

| Report Name | Description | Who Should Use it | What it Replaces | Fields Included | Drilldown |
|-------------------------------------|---|--|---|--|--|
| Department Summary Statement | The report can be run on a Department or Department rollup (node) | This report is most likely used by Department/School Administrators to perform high-level analytical review. If the report is run by Department Node, it also has the drilldown capability to Department value by Account. | DARTS Rollup Report | Account, Account Description Current Balance, Prior Year-End Balance, Variance Amount and % | No; but there is drilldown to transaction detail by Account from both the ChartField Detailed Statement and ChartField Transaction Statement . |
| Project Summary Statement | The report can be run on a Project with or without Department Selection | This report can be used by any finance person as well as PIs (Principle Investigator) to monitor the spending on a particular Project. | Replaces the current DARTS Summary Statement | Account, Account Description Current Balance, Prior Year-End Balance, Variance Amount and % | No; but there is drilldown to transaction detail by Account from both the ChartField Detailed Statement and ChartField Transaction Statement . |
| Initiative Summary Statement | The report can be run on a Initiative or Initiative rollup (node) | This report can be used by any finance person as well as PIs to monitor the spending on a particular Initiative. It can also be used as a Management reporting tool to monitor a type of business activity. | Replaces the current DARTS Summary Statement | Account, Account Description Current Balance, Prior Year-End Balance, Variance Amount and % | No; but there is drilldown to transaction detail by Account from both the ChartField Detailed Statement and ChartField Transaction Statement . |
| Segment Summary Statement | The report can be run on a Segment or Segment rollup (node) | This report can be used by any finance person as well as PIs to monitor the spending on a particular Segment. It can also be used as a Management reporting tool to review a Segment's overall performance. | Replaces the current DARTS Summary Statement | Account, Account Description Current Balance, Prior Year-End Balance, Variance Amount and % | No; but there is drilldown to transaction detail by Account from both the ChartField Detailed Statement and ChartField Transaction Statement . |

Training Guide

Reporting for Inquiry Only Roles

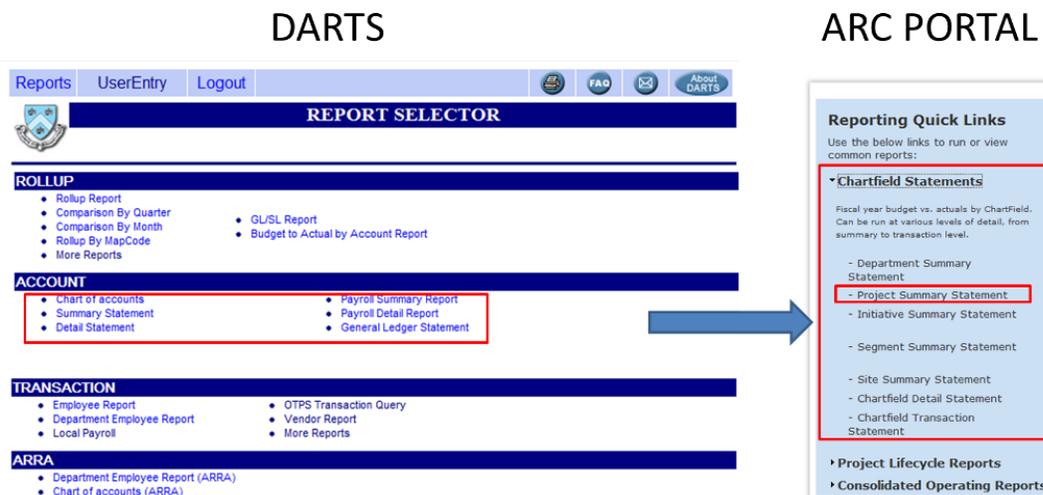


Running the Project Summary Statement Report

In this topic you will learn how to access and run the Project Summary Statement from the ARC Portal. In addition, you will learn how to perform the following report functions:

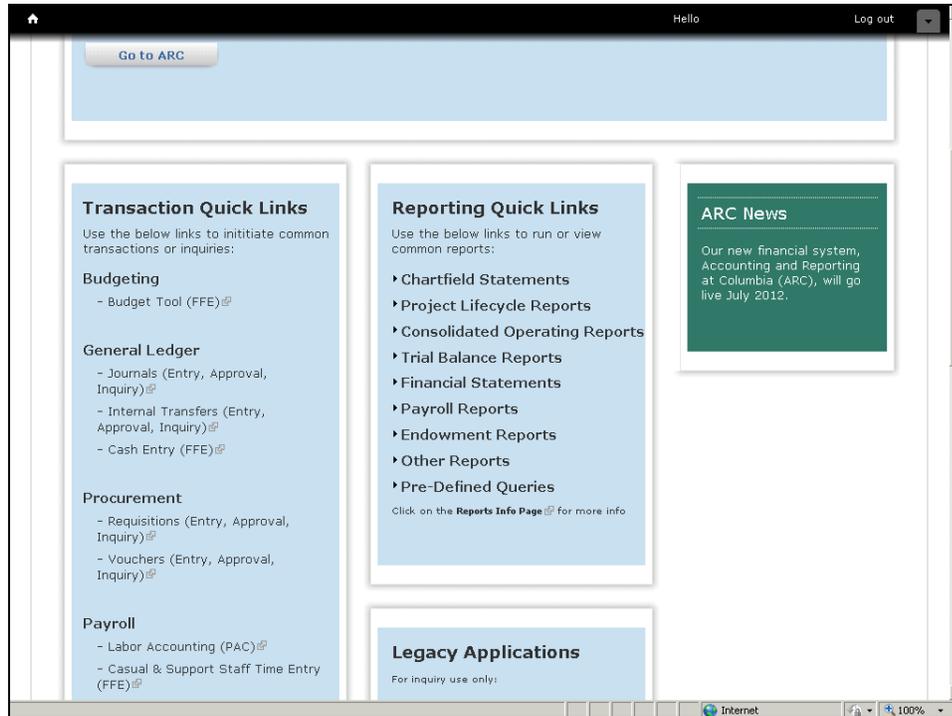
- Preview all the pages within the report
- Preview the report for the prior accounting period
- Preview the report for the next accounting period
- Re-run the report for different criteria
- Save, export, and print reports

Estimated Time to Complete Topic: 5 minutes

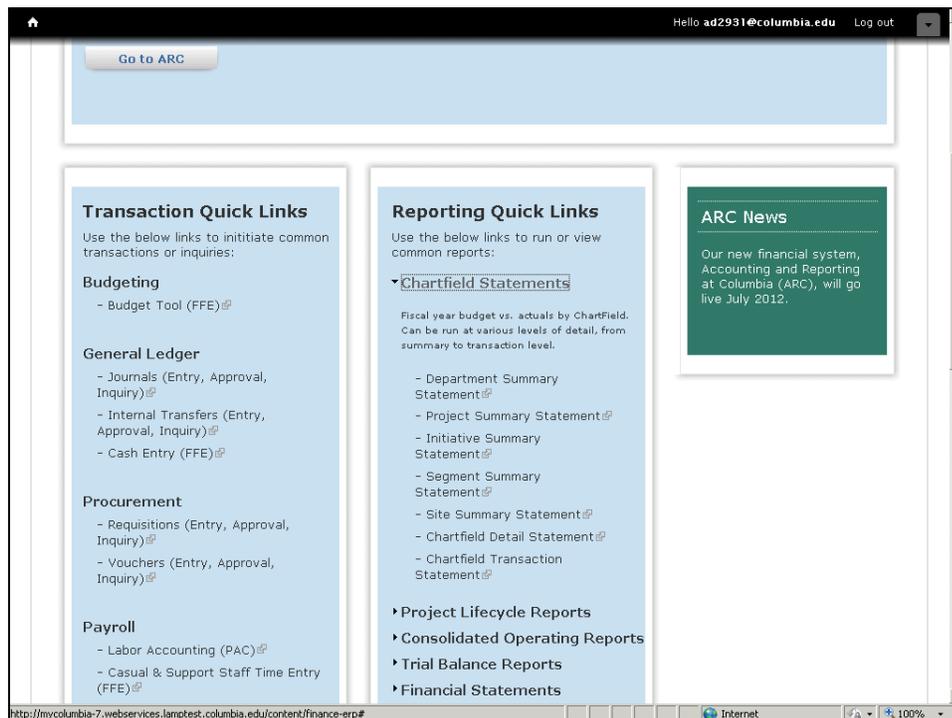


Procedure

Welcome to the *Running the Project Summary Statement Report* topic. In this scenario you will learn how to access and run the Project Summary Statement from the ARC Portal. You will also learn how to preview the report for a different set of parameters and how to export the report to Excel.



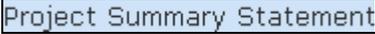
| Step | Action |
|------|--|
| 1. | Click the Chartfield Statements link. Chartfield Statements |

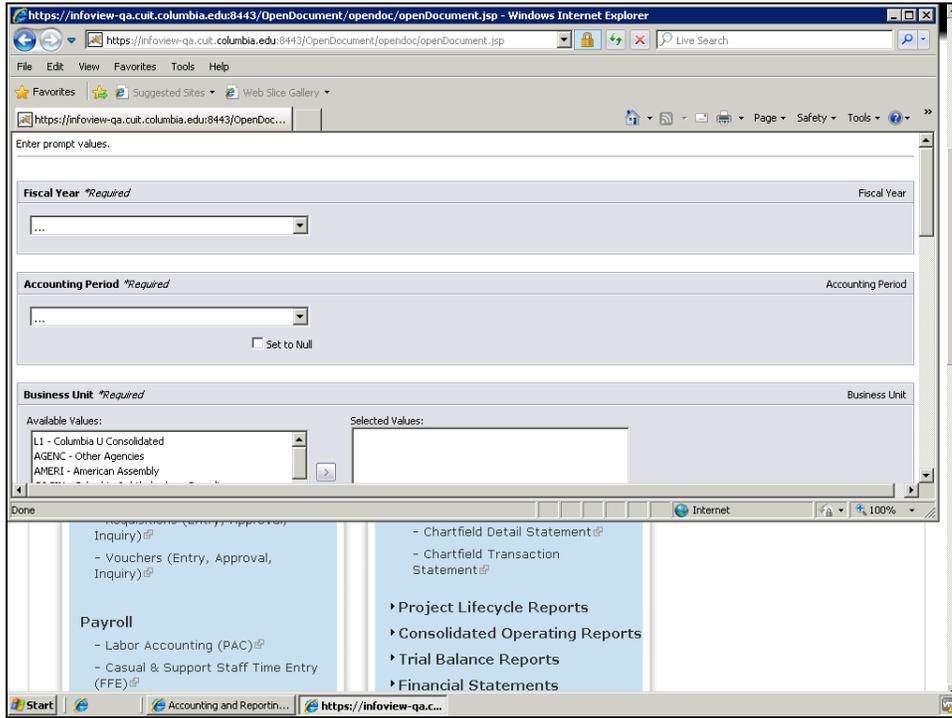


Training Guide

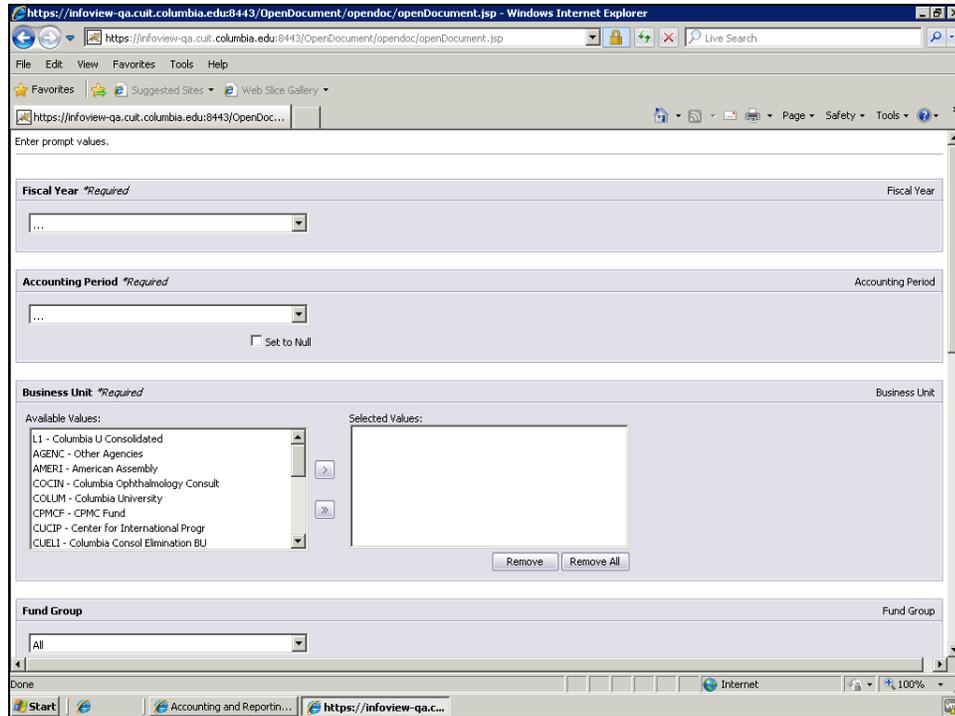
Reporting for Inquiry Only Roles



| Step | Action |
|------|---|
| 2. | Click the Project Summary Statement link.  |



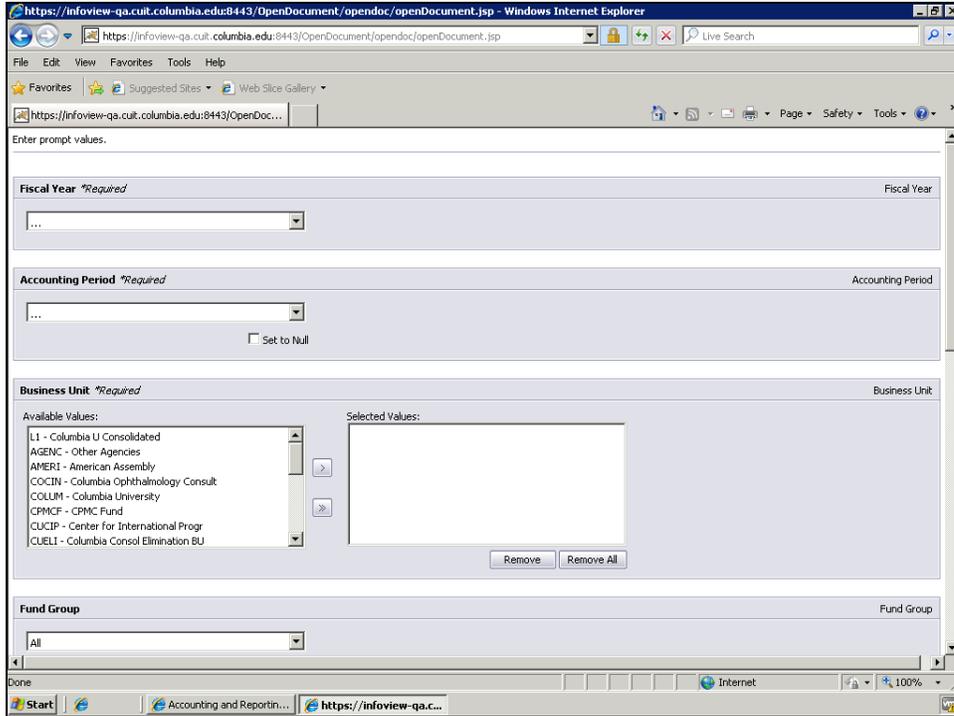
| Step | Action |
|------|--|
| 3. | Click the Maximize/Restore button.  |



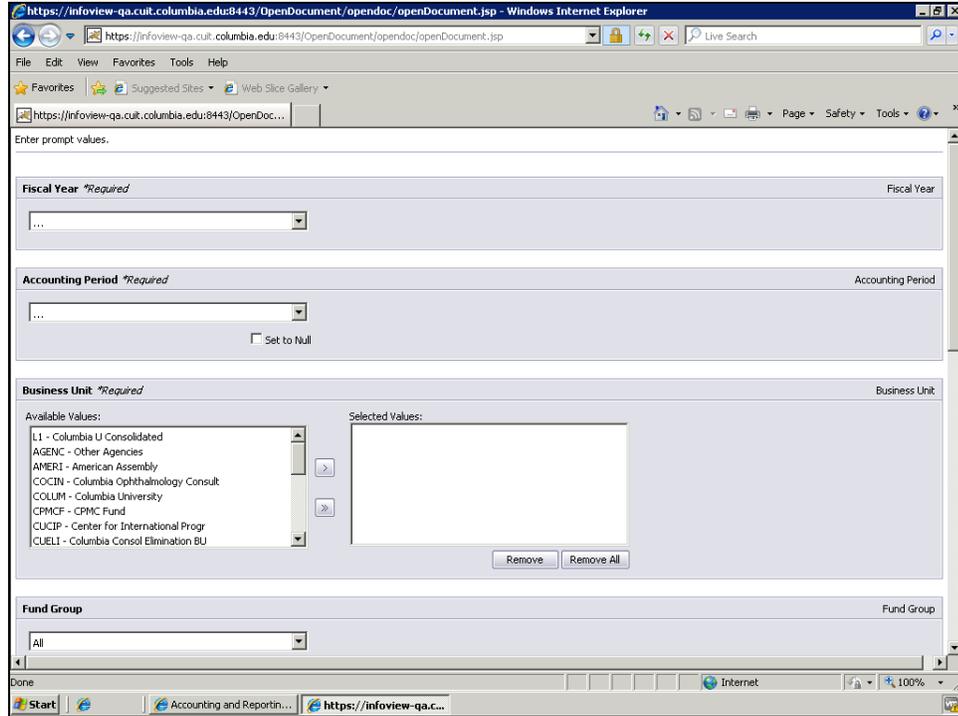
| Step | Action |
|------|--|
| 4. | <p>In this scenario we are going to run the Project Summary Statement report for December 2011 (The sixth month of FY 2012). The Project Summary Statement is replacing the current DARTS Summary Statement.</p> <p>This report is used to monitor the spending on a particular Project.</p> |

Training Guide

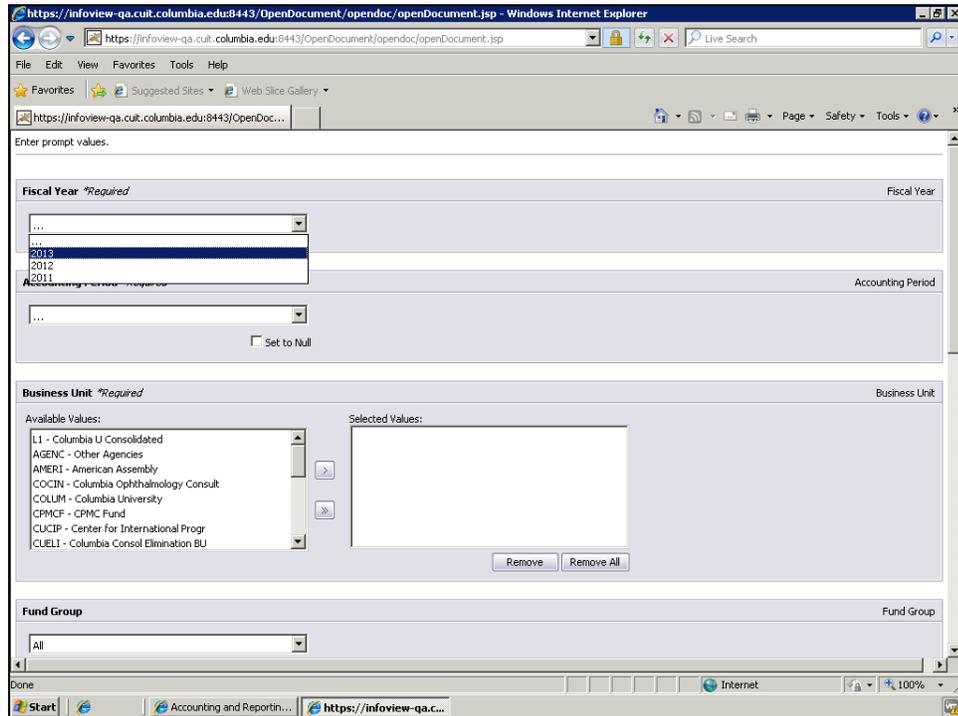
Reporting for Inquiry Only Roles



| Step | Action |
|------|---|
| 5. | Notice that fields with an asterisk are required whereas fields without an asterisk are optional. Fiscal Year, Accounting Period, and Business Unit are required to run the Project Summary Statement report. |



| Step | Action |
|------|--|
| 6. | Click the Fiscal Year list.  |

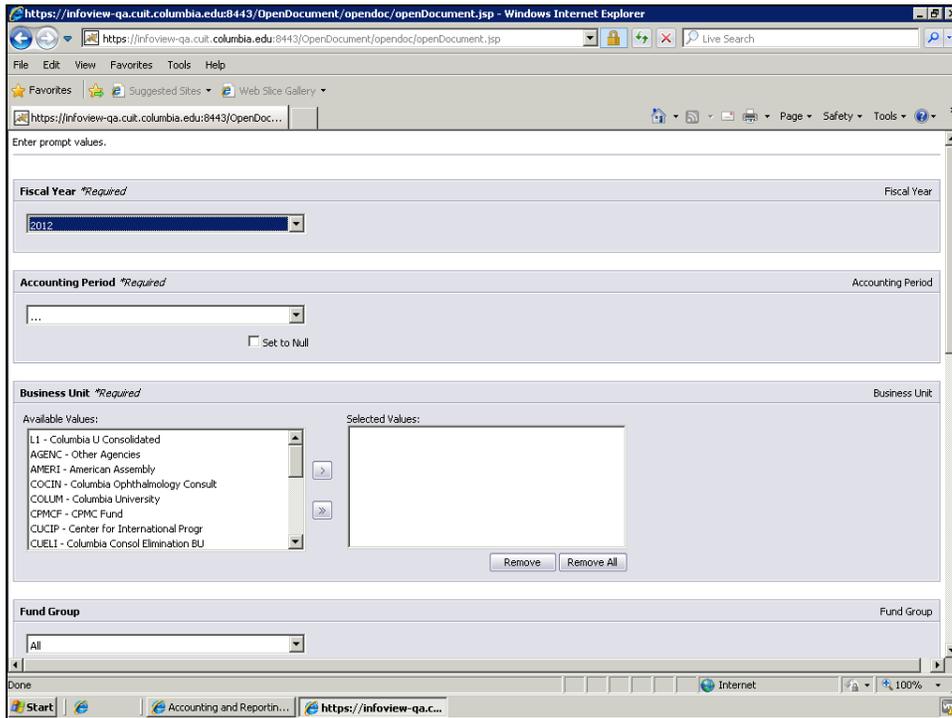


Training Guide

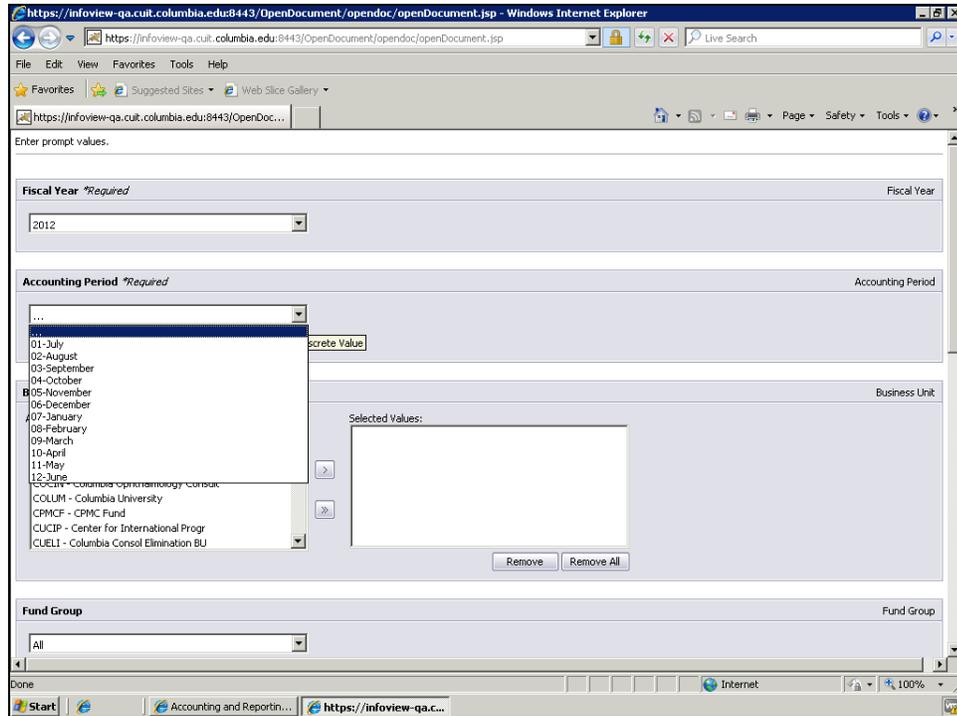
Reporting for Inquiry Only Roles



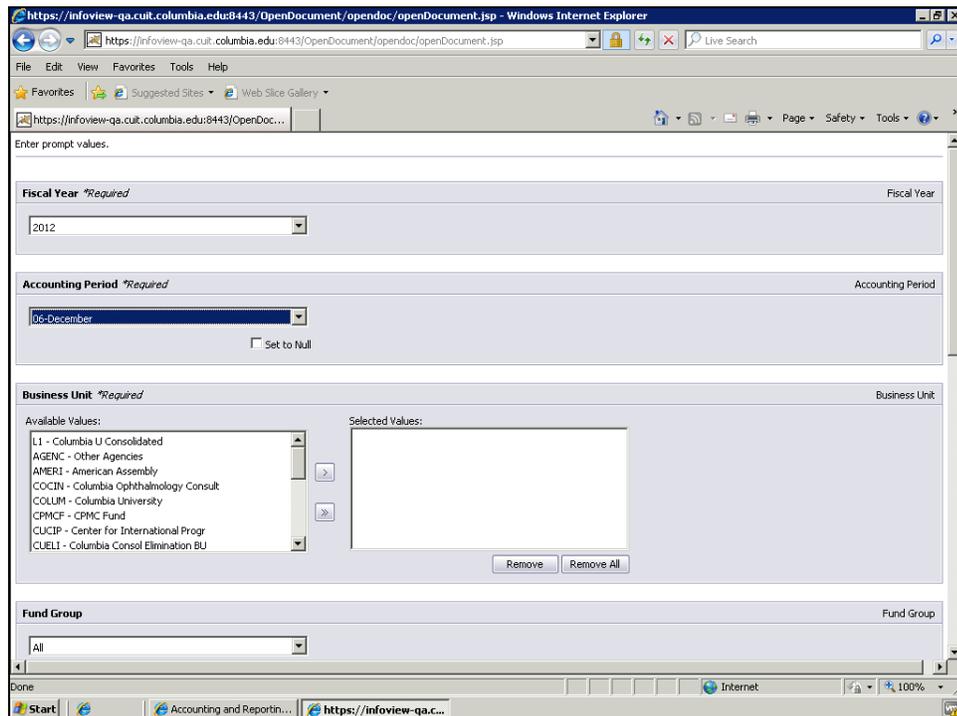
| Step | Action |
|------|---|
| 7. | Click the 2012 list item. <input type="text" value="2012"/> |



| Step | Action |
|------|--|
| 8. | Click the Accounting Period list. <input type="text" value="..."/> |



| Step | Action |
|------|--|
| 9. | Click the 06-December list item. <input data-bbox="440 1062 1036 1094" type="text" value="06-December"/> |

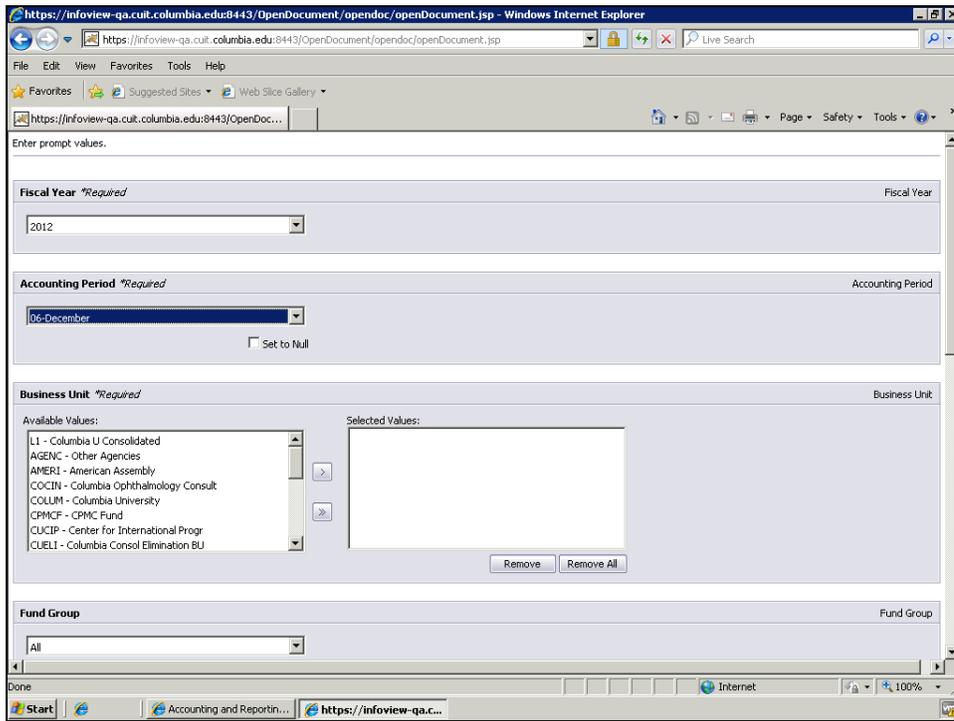


Training Guide

Reporting for Inquiry Only Roles

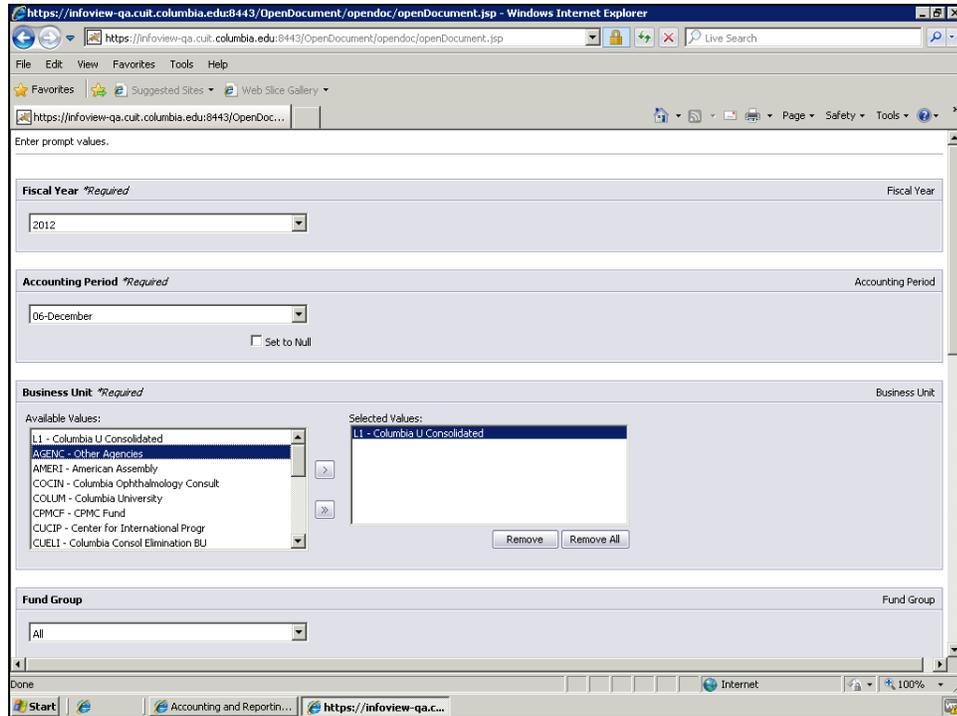


| Step | Action |
|------|---|
| 10. | In most cases you will want to select 'L1 - Columbia U Consolidated' Business Unit because it includes all projects in the Columbia consolidated financial statement and COB. |

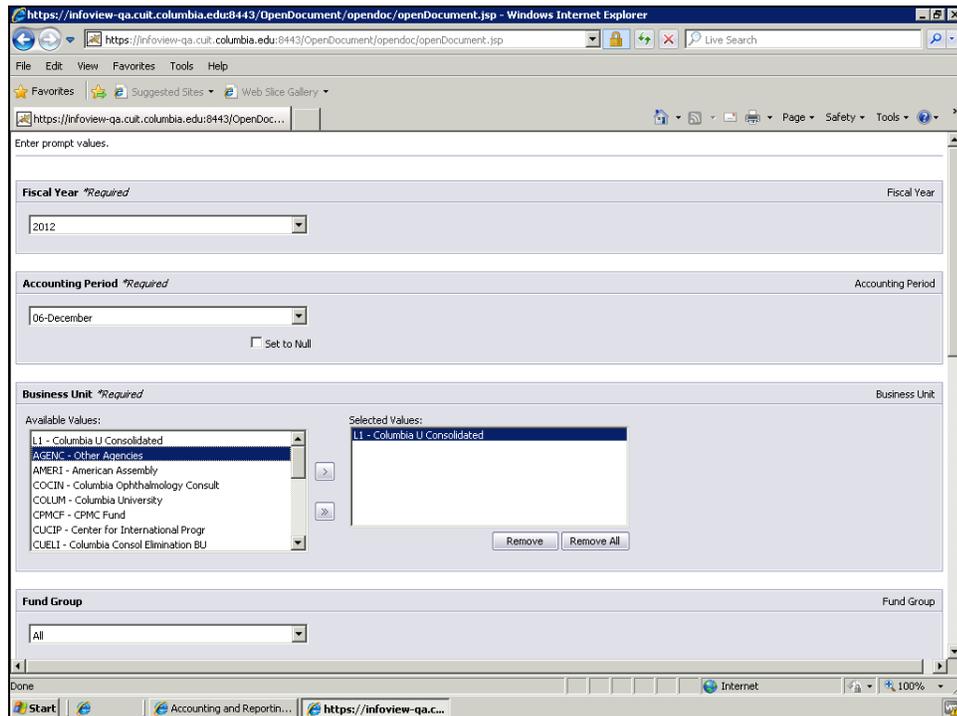


| Step | Action |
|------|---|
| 11. | Double-click the L1 - Columbia U Consolidated list item. |

L1 - Columbia U Consolidated



| Step | Action |
|------|---|
| 12. | Notice that selected value(s) will appear on the 'Selected Values' box. |

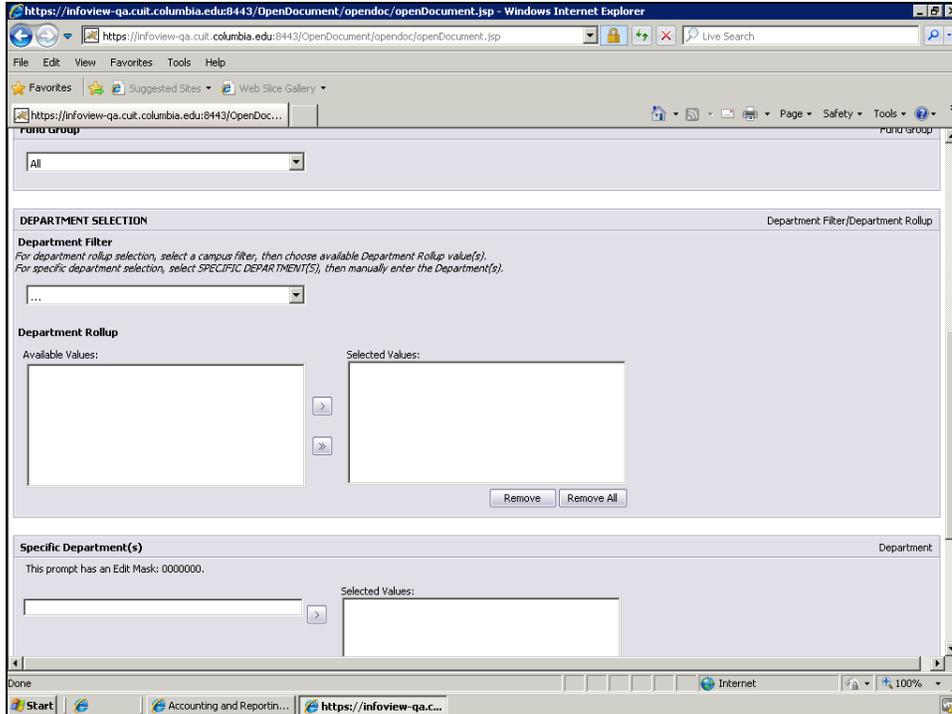


Training Guide

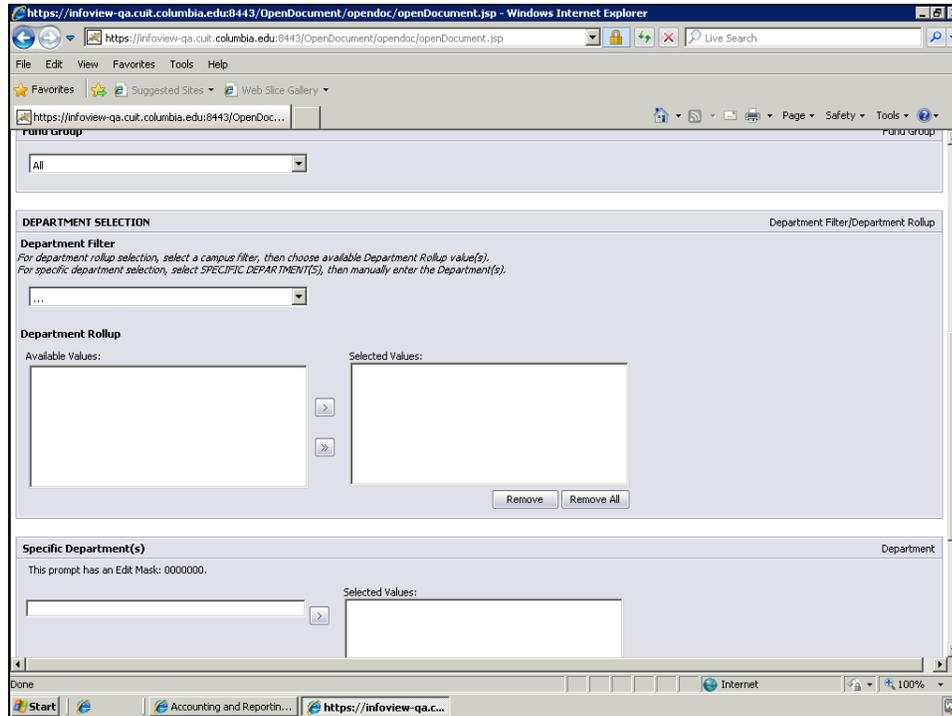
Reporting for Inquiry Only Roles



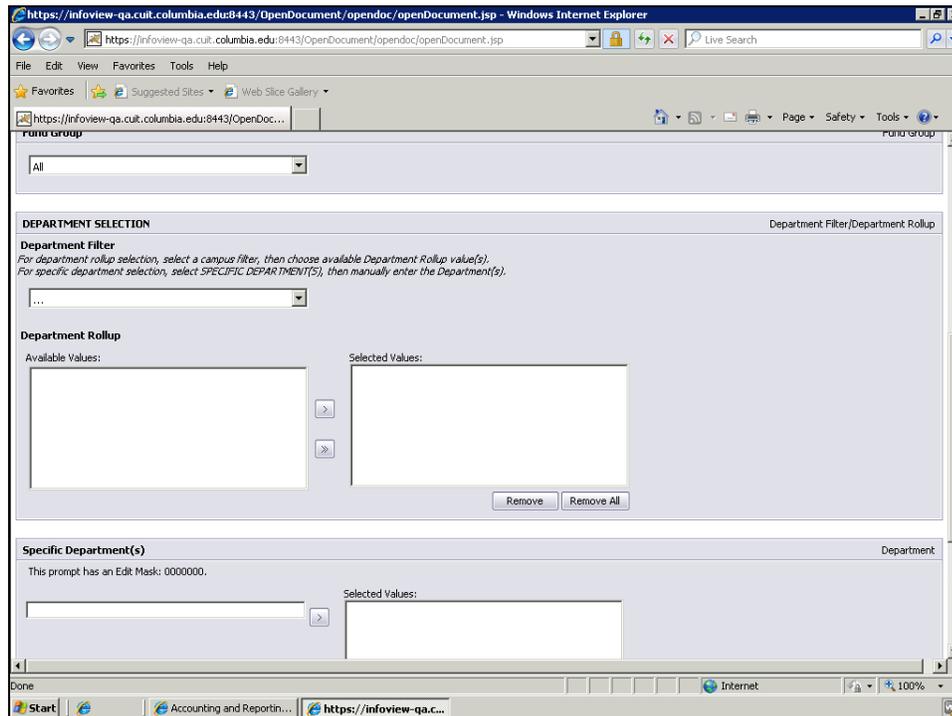
| Step | Action |
|------|---|
| 13. | Click the scroll bar to view the other run time parameters for this report. |



| Step | Action |
|------|---|
| 14. | The Fund Group gives you the capability to select all funds, operating funds, or non-operating funds. In this scenario we will leave it as 'All' Funds. |



| Step | Action |
|------|--|
| 15. | Notice the Department is not a required field. In this scenario we will specify the Department Filter to be 'L2 - CUMC'. |

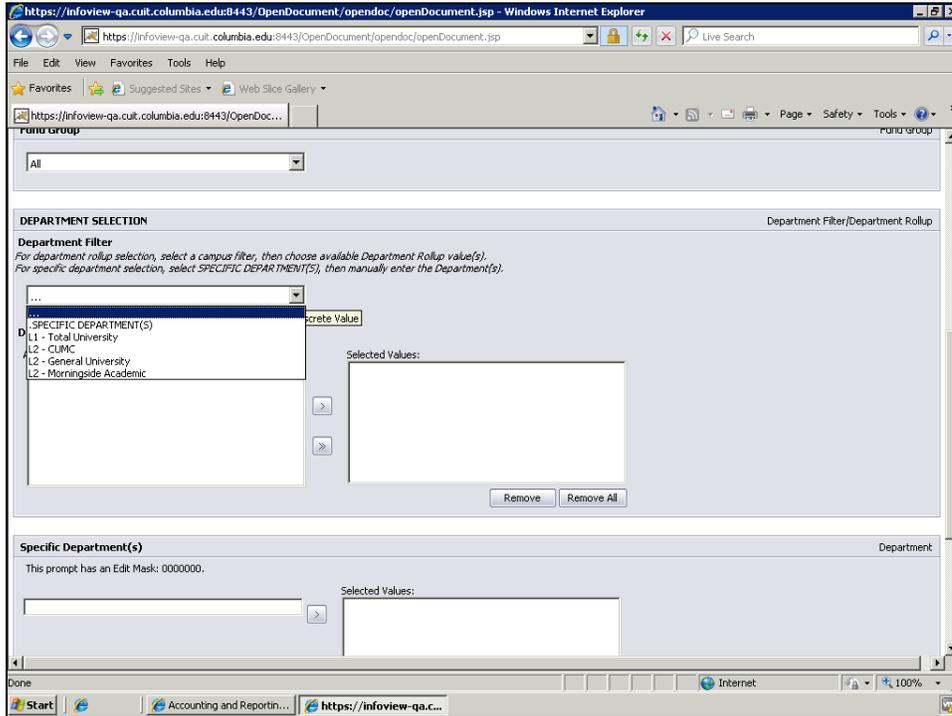


Training Guide

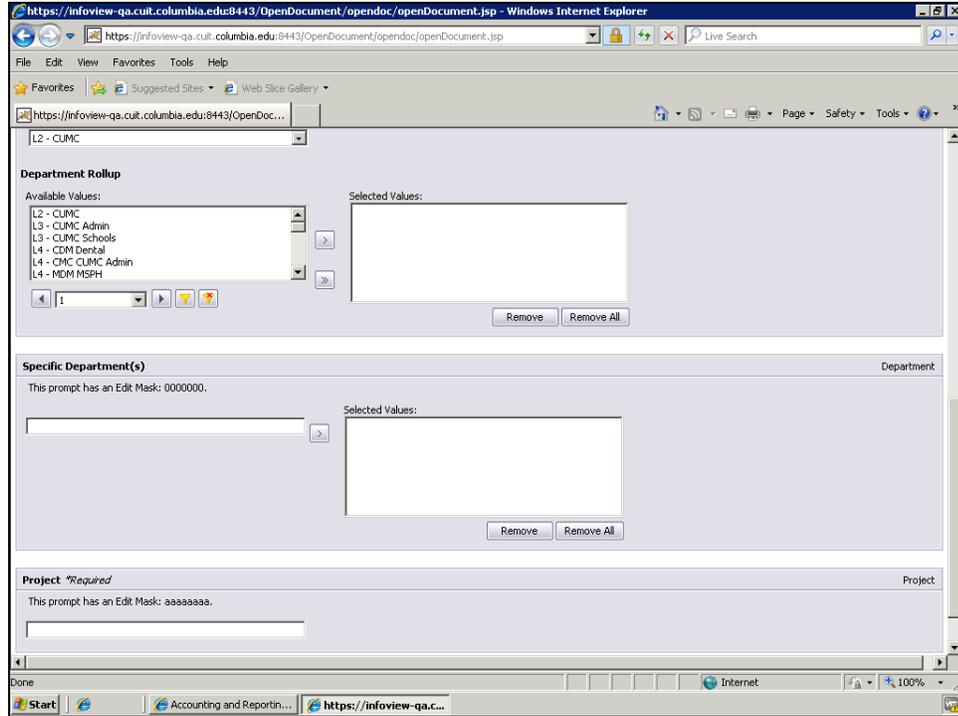
Reporting for Inquiry Only Roles



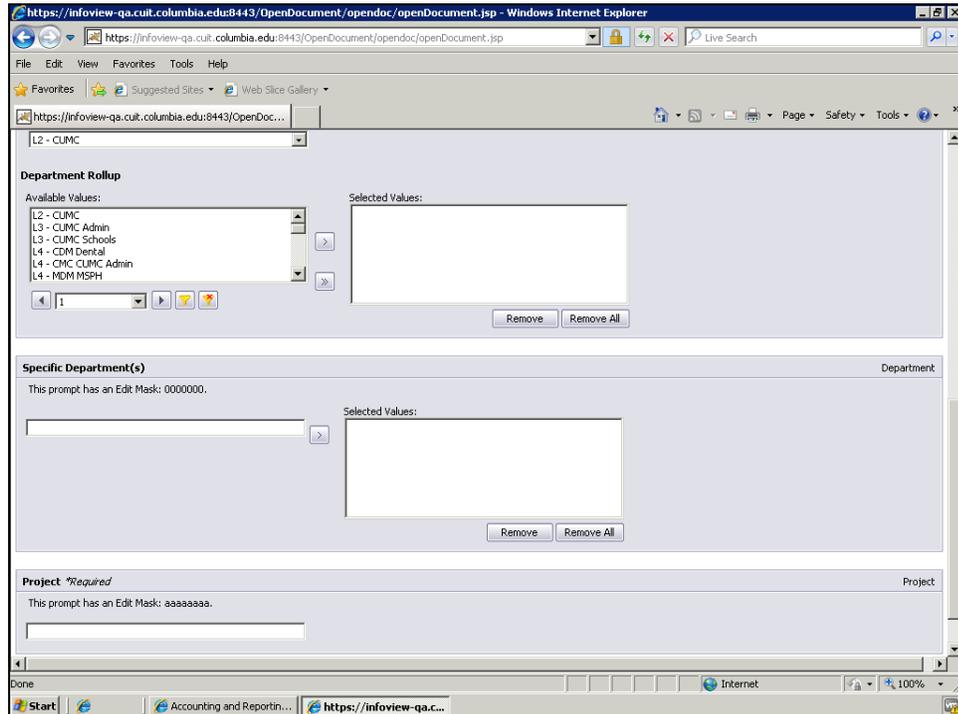
| Step | Action |
|------|--|
| 16. | Click the Department Filter list. <div style="border: 1px solid black; padding: 2px; width: 100px; margin-top: 5px;">...</div> |



| Step | Action |
|------|---|
| 17. | Click the L2 - CUMC list item. <div style="border: 1px solid black; padding: 2px; width: 100px; margin-top: 5px;">L2 - CUMC</div> |



| Step | Action |
|------|--|
| 18. | Now we will select 'L5 - P&S Administration' for the Department Rollup. The filter at the bottom can be used to search for this value. |

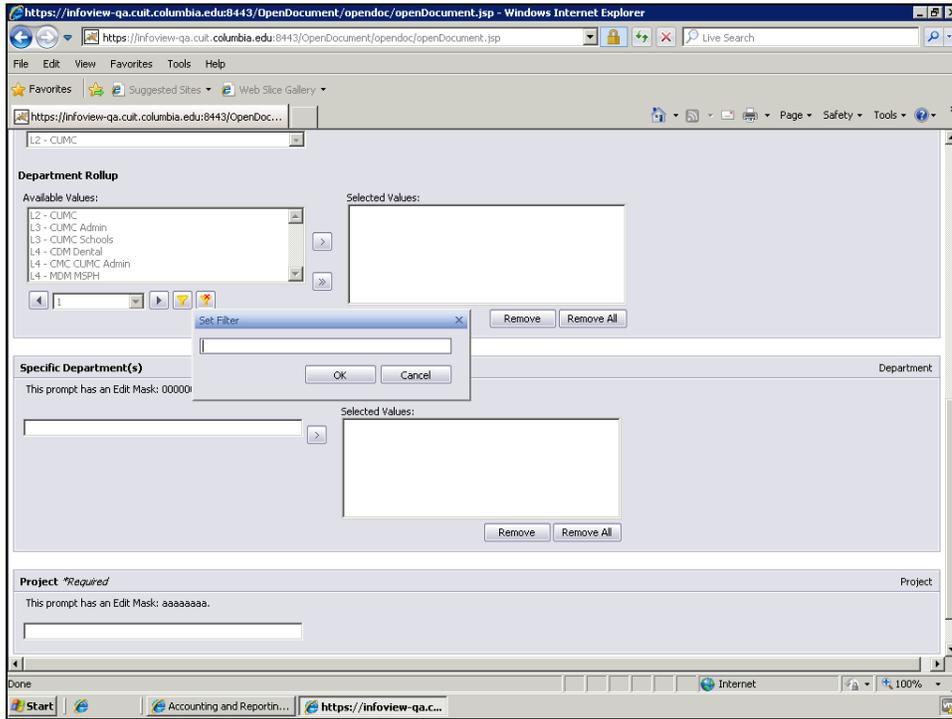


Training Guide

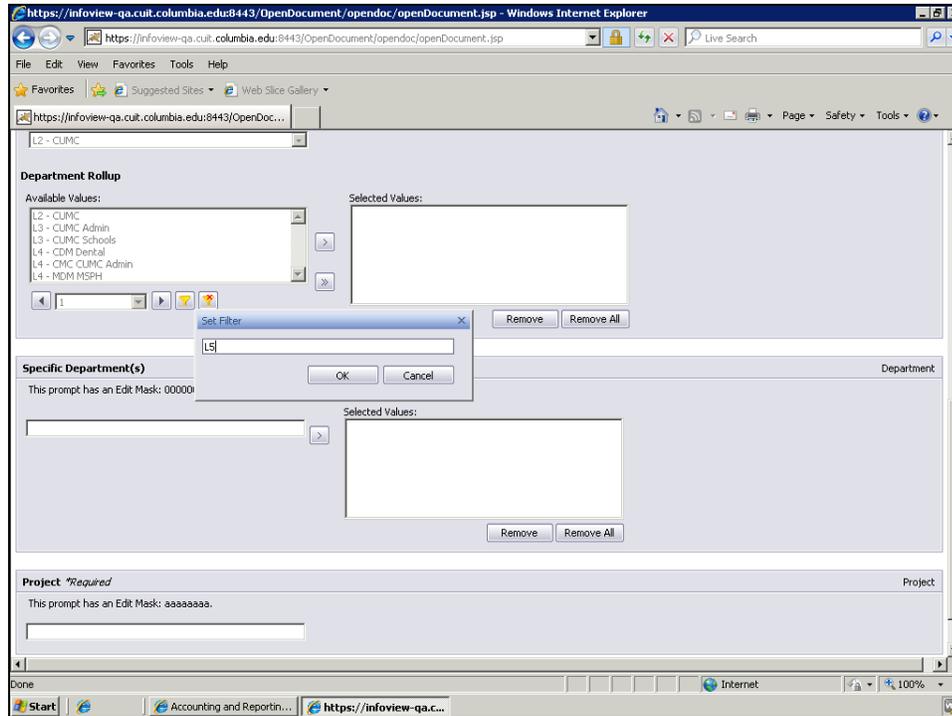
Reporting for Inquiry Only Roles

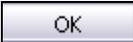


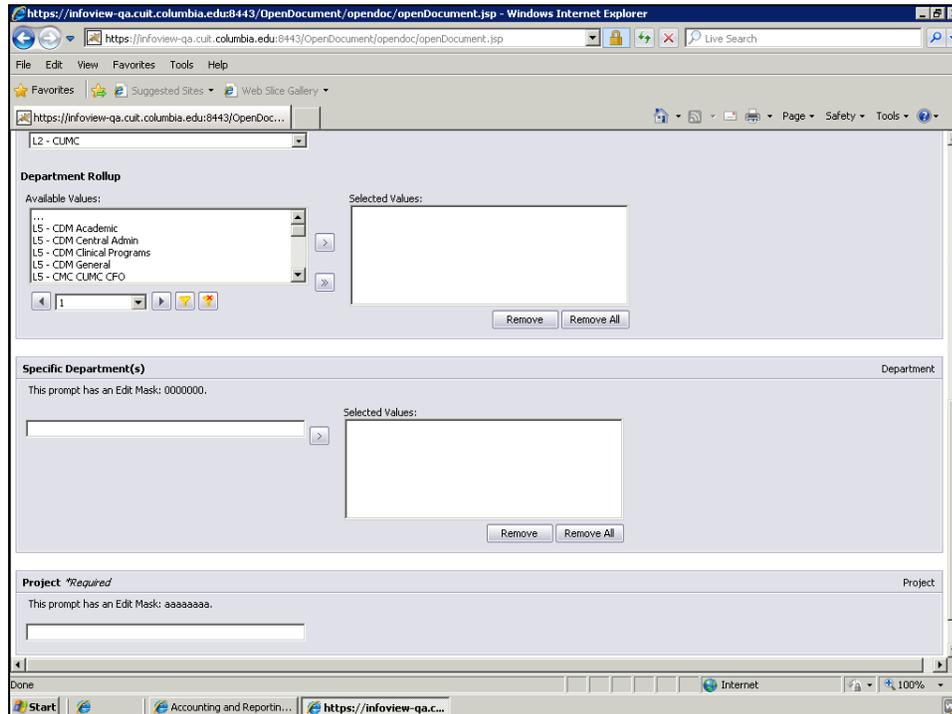
| Step | Action |
|------|--|
| 19. | Click the Filter button.  |



| Step | Action |
|------|---|
| 20. | Enter the desired information into the Set Filter field. Enter "L5" . |



| Step | Action |
|------|--|
| 21. | Click the OK button. <div style="text-align: center; margin-top: 10px;">  </div> |

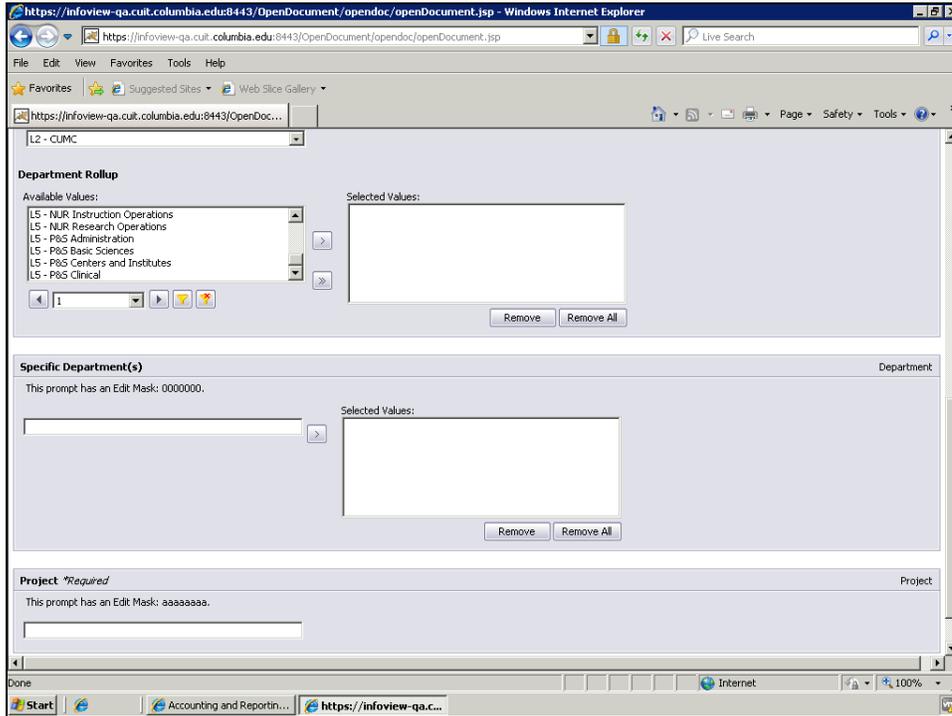


Training Guide

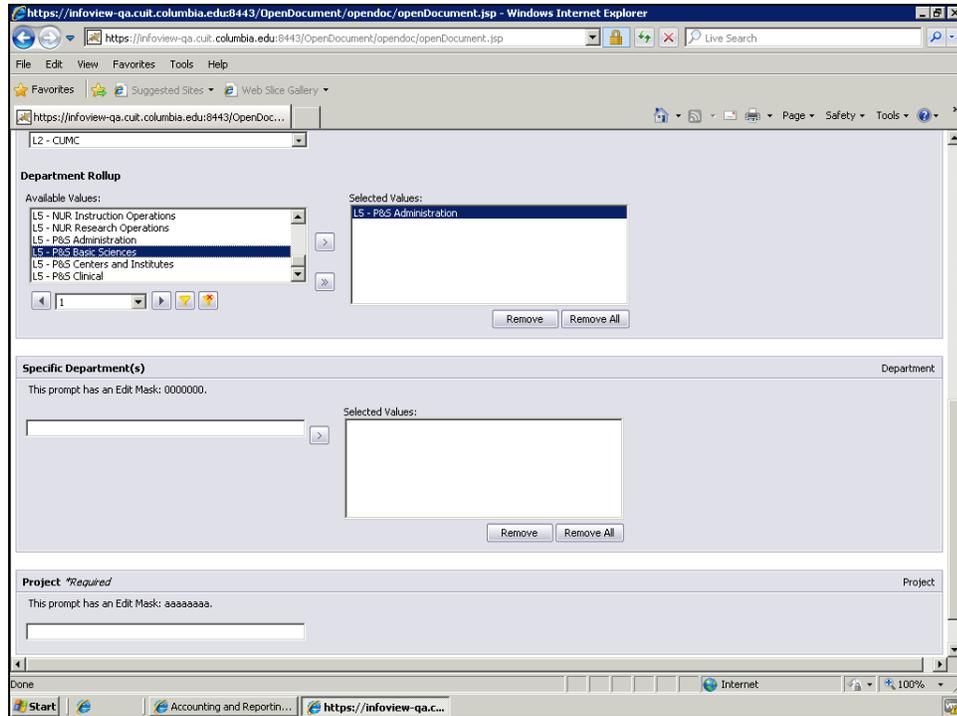
Reporting for Inquiry Only Roles



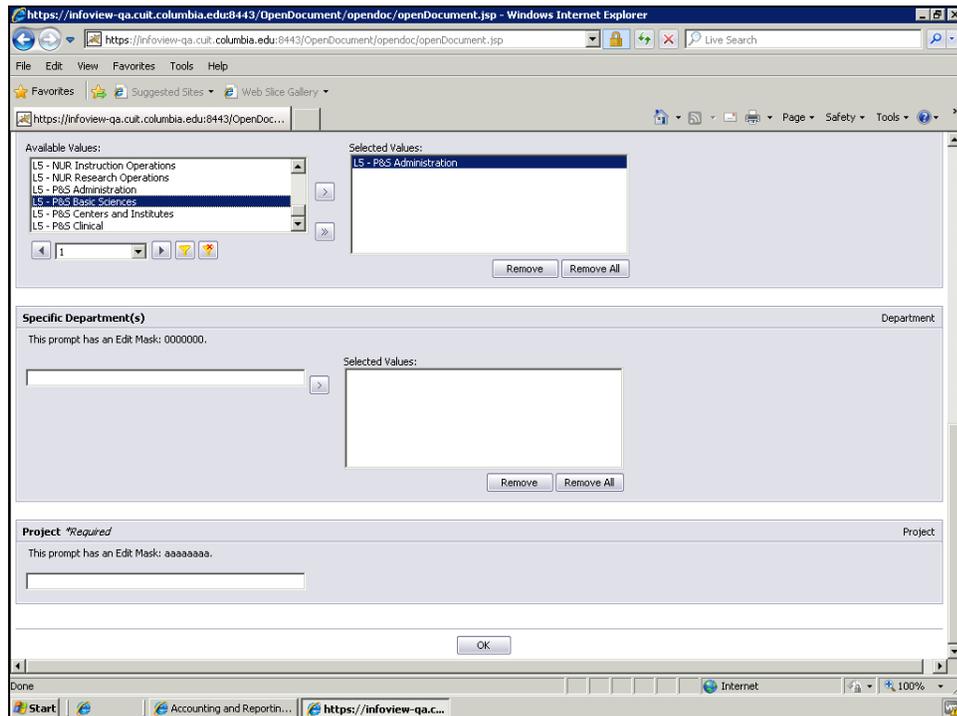
| Step | Action |
|------|---|
| 22. | Click the down arrow button to locate the desired value.  |



| Step | Action |
|------|---|
| 23. | Double-click the L5 - P&S Administration list item.  |



| Step | Action |
|------|---|
| 24. | Click the scroll bar to view the rest of the run time parameters. |

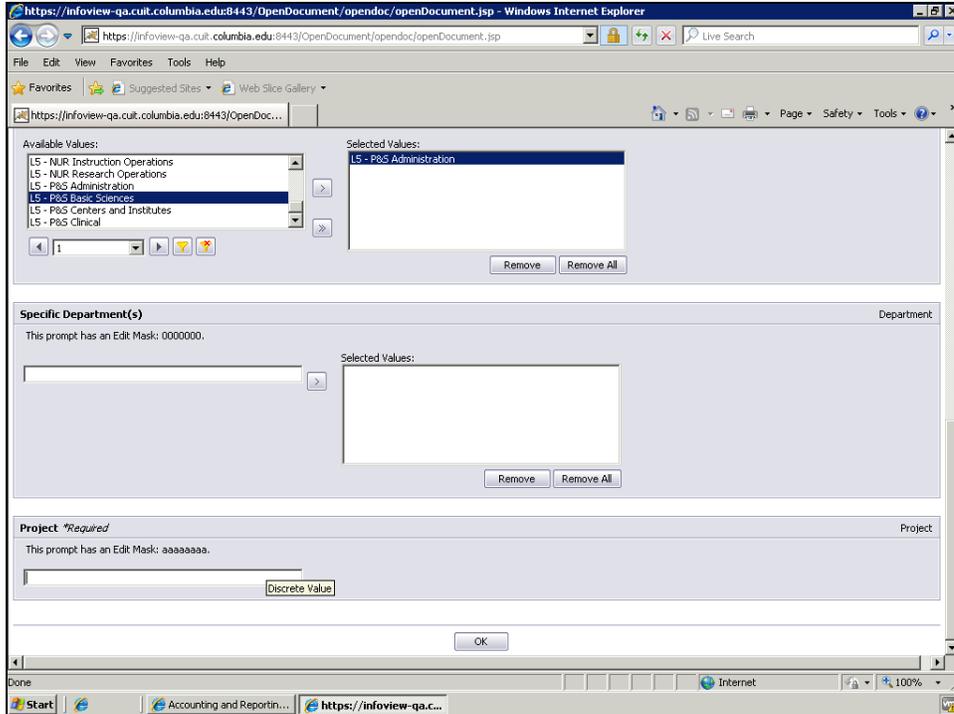


Training Guide

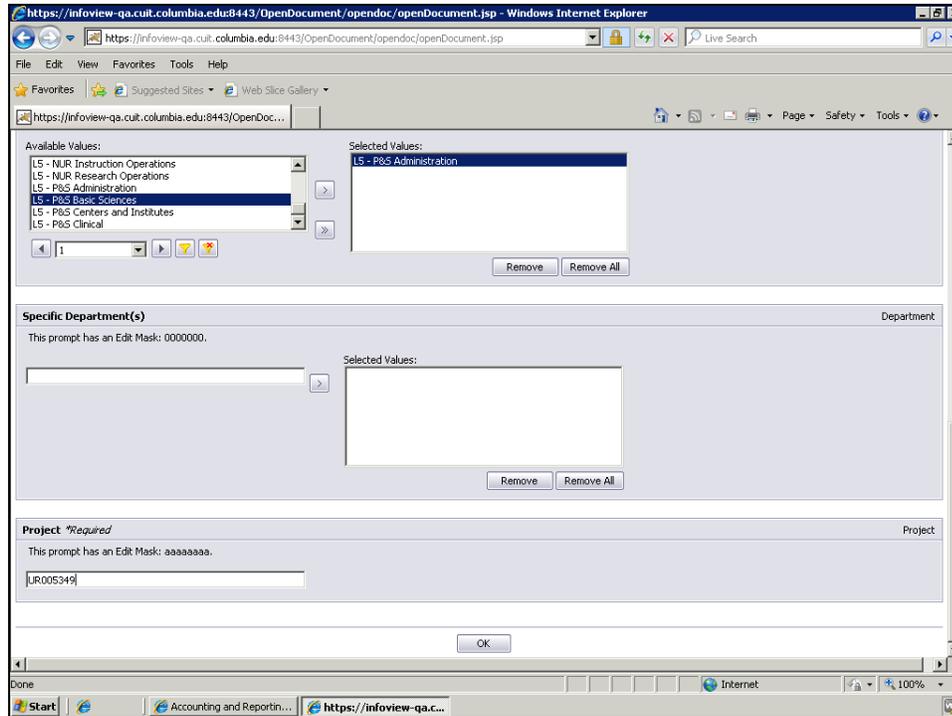
Reporting for Inquiry Only Roles



| Step | Action |
|------|---|
| 25. | <p>Notice that 'Project' is required to run this report.</p> <p>In this scenario we will run the Project Summary Statement for project 'UR005349'.</p> <p>Click the Project field.</p> <div style="border: 1px solid black; width: 100px; height: 15px; margin-top: 5px;"></div> |



| Step | Action |
|------|--|
| 26. | <p>Enter the desired information into the Project field. Enter "UR005349".</p> |



| Step | Action |
|------|-----------------------------|
| 27. | Click the OK button. |

| Fund | Description | Account | Account Description | Prior Year YTD | Prior Year Actual | Original Budget | Current Estimate | Month | Year |
|------|-------------|---------|------------------------------|----------------|-------------------|-----------------|------------------|----------|----------|
| 01 | Genl UR | 40000 | TUITION | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 40510 | APPLICATION FEES | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 41100 | GOVERNMENT REVENUE-F&A | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 42100 | PRIVATE O&C REVENUE-F&A | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | Total Revenue | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50010 | PROF (TENURED) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50020 | ASSOC PROF (TENURED) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50100 | PROF (NONTENURED) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50110 | ASSOC PROF (NONTENURED) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50120 | ASST PROF | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50130 | INSTRUCTOR (FT) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50445 | SPECIAL LECTURER | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50600 | PROF OF CLIN (TENURED) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50610 | ASSOC PROF OF CLIN (TENURED) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50700 | PROF OF CLIN (NONTENURED) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50702 | CLIN PROF (NONTENURED) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50710 | ASSOC PROF CLIN (NONTENURED) | 0 | 0 | 0 | 0 | 0 | 0 |

Training Guide

Reporting for Inquiry Only Roles



| Step | Action |
|------|--|
| 28. | <p>This report is similar to the Summary Statement in DARTS.</p> <p>It also has the previous/next accounting period functionality similar to DARTS.</p> <p>Please note that for training purposes you will either see 0's or mock data in this report.</p> |

The screenshot shows a web browser window displaying a Crystal Reports interface. The browser address bar shows the URL: <https://infview-qa.cuit.columbia.edu:8443/OpenDocument/pendoc/openDocument.jsp>. The report header includes the Columbia University logo and the text: "Columbia University Project Summary Statement UR005349 - P&S UNRESTRICTED BAL As of 12/31/11". Below the header, there are navigation links: "< Previous Accounting Period", "Chartfield Detail Statement", "Chartfield Transaction Statement", "Financial Data Store", and "Payroll Summary Report". The report ID is "GL_RPT1008" and the Run ID is "L1 - Columbia U Consolidated". The Department/Rollup Selection is "P&S Administration" and the Responsible Person is "N/A".

| Fund | Fund Description | Account | Account Description | Prior Year YTD | Prior Year Actual | Original Budget | Current Estimate | Actual to Date | |
|------|------------------|---------|-------------------------|----------------|-------------------|-----------------|------------------|----------------|----------|
| | | | | | | | | Month | Year |
| 01 | Genl UR | 40000 | TUITION | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 40510 | APPLICATION FEES | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 41100 | GOVERNMENT REVENUE-F&A | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 42100 | PRIVATE G&C REVENUE-F&A | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | Total Revenue | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50010 | PROF (TENURED) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50020 | ASSOC PROF (TENURED) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50100 | PROF (NONTENURED) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50110 | ASSOC PROF (NONTENURED) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50120 | ASST PROF | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50130 | INSTRUCTOR (FT) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50445 | SPECIAL LECTURER | 0 | 0 | 0 | 0 | 0 | 0 |

| Step | Action |
|------|---|
| 29. | <p>Before moving forward, take a moment to note the description at the top of the report: 'Financial Data Store'. This is indicating that the report is coming from the FDS which means the data will be up to a day old as described in earlier lessons.</p> |



Training Guide Reporting for Inquiry Only Roles

Financial Data Store
Columbia University
Project Summary Statement
UR005349 - P&S UNRESTRICTED BAL
As of 12/31/11

Report ID: GL_FPT1008
Run ID:
Business Unit(s): L1 - Columbia U Consolidated
Department/Rollup Selection: P&S Administration
Responsible Person: N/A

| Fund | Fund Description | Account | Account Description | Prior Year YTD | Prior Year Actual | Original Budget | Current Estimate | Actual to Date | |
|------|------------------|---------|-------------------------|----------------|-------------------|-----------------|------------------|----------------|------|
| | | | | | | | | Month | Year |
| 01 | Genl UR | 40000 | TUITION | 0 | 0 | 0 | 0 | 0 | |
| 01 | Genl UR | 40510 | APPLICATION FEES | 0 | 0 | 0 | 0 | 0 | |
| 01 | Genl UR | 41100 | GOVERNMENT REVENUE-F&A | 0 | 0 | 0 | 0 | 0 | |
| 01 | Genl UR | 42100 | PRIVATE Q&C REVENUE-F&A | 0 | 0 | 0 | 0 | 0 | |
| | | | Total Revenue | 0 | 0 | 0 | 0 | 0 | |
| 01 | Genl UR | 50010 | PROF (TENURED) | 0 | 0 | 0 | 0 | 0 | |
| 01 | Genl UR | 50020 | ASSOC PROF (TENURED) | 0 | 0 | 0 | 0 | 0 | |
| 01 | Genl UR | 50100 | PROF (NONTENURED) | 0 | 0 | 0 | 0 | 0 | |
| 01 | Genl UR | 50110 | ASSOC PROF (NONTENURED) | 0 | 0 | 0 | 0 | 0 | |
| 01 | Genl UR | 50120 | ASST PROF | 0 | 0 | 0 | 0 | 0 | |
| 01 | Genl UR | 50130 | INSTRUCTOR (FT) | 0 | 0 | 0 | 0 | 0 | |
| 01 | Genl UR | 50445 | SPECIAL LECTURER | 0 | 0 | 0 | 0 | 0 | |

| Step | Action |
|------|---|
| 30. | Click the Previous Accounting Period link to preview the Project Summary Statement for November 2011. Previous Accounting Period |

Training Guide

Reporting for Inquiry Only Roles



CRYSTAL REPORTS 2008

Columbia University
Project Summary Statement
UR005349 - P&S UNRESTRICTED BAL
As of 11/30/11

Report ID: GL_FPT1008
Run ID:
Business Unit(s): L1 - Columbia U Consolidated
Department/Rollup Selection: P&S Administration
Responsible Person: N/A

| Fund | Fund Description | Account | Account Description | Prior Year YTD | Prior Year Actual | Original Budget | Current Estimate | Actual to Date | |
|------|------------------|---------|-------------------------|----------------|-------------------|-----------------|------------------|----------------|----------|
| | | | | | | | | Month | Year |
| 01 | Geni UR | 40000 | TUITION | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Geni UR | 40510 | APPLICATION FEES | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Geni UR | 41100 | GOVERNMENT REVENUE-F&A | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Geni UR | 42100 | PRIVATE G&C REVENUE-F&A | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | Total Revenue | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Geni UR | 50010 | PROF (TENURED) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Geni UR | 50020 | ASSOC PROF (TENURED) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Geni UR | 50100 | PROF (NONTENURED) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Geni UR | 50110 | ASSOC PROF (NONTENURED) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Geni UR | 50120 | ASST PROF | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Geni UR | 50130 | INSTRUCTOR (FT) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Geni UR | 50445 | SPECIAL LECTURER | 0 | 0 | 0 | 0 | 0 | 0 |

| Step | Action |
|------|--|
| 31. | This is the Project Summary Statement for November 2011. |

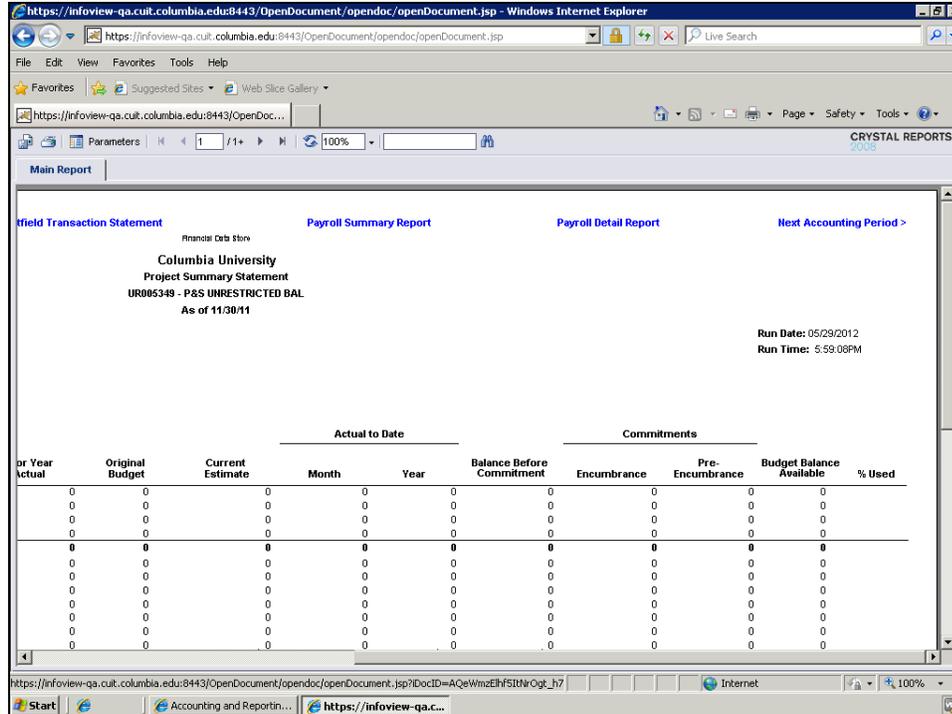
CRYSTAL REPORTS 2008

Columbia University
Project Summary Statement
UR005349 - P&S UNRESTRICTED BAL
As of 11/30/11

Report ID: GL_FPT1008
Run ID:
Business Unit(s): L1 - Columbia U Consolidated
Department/Rollup Selection: P&S Administration
Responsible Person: N/A

| Fund | Fund Description | Account | Account Description | Prior Year YTD | Prior Year Actual | Original Budget | Current Estimate | Actual to Date | |
|------|------------------|---------|-------------------------|----------------|-------------------|-----------------|------------------|----------------|----------|
| | | | | | | | | Month | Year |
| 01 | Geni UR | 40000 | TUITION | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Geni UR | 40510 | APPLICATION FEES | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Geni UR | 41100 | GOVERNMENT REVENUE-F&A | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Geni UR | 42100 | PRIVATE G&C REVENUE-F&A | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | Total Revenue | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Geni UR | 50010 | PROF (TENURED) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Geni UR | 50020 | ASSOC PROF (TENURED) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Geni UR | 50100 | PROF (NONTENURED) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Geni UR | 50110 | ASSOC PROF (NONTENURED) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Geni UR | 50120 | ASST PROF | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Geni UR | 50130 | INSTRUCTOR (FT) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Geni UR | 50445 | SPECIAL LECTURER | 0 | 0 | 0 | 0 | 0 | 0 |

| Step | Action |
|------|---|
| 32. | Click the scroll bar to view the other fields on this report. |



| Step | Action |
|------|--|
| 33. | Click the Next Accounting Period link to preview the Project Summary Statement for December 2012. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> Next Accounting Period > </div> |

Training Guide

Reporting for Inquiry Only Roles



The screenshot shows a web browser window displaying a financial report from Columbia University. The report is titled "Project Summary Statement" and includes a table with columns for Fund, Description, Account, and various financial metrics. The table data is as follows:

| Fund | Description | Account | Account Description | Prior Year YTD | Prior Year Actual | Original Budget | Current Estimate | Actual to Date |
|----------------------|-------------|---------|-----------------------------------|----------------|-------------------|-----------------|------------------|----------------|
| 01 | Genl UR | 40000 | TUITION | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 40510 | APPLICATION FEES | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 41100 | GOVERNMENT REVENUE-F&A | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 42100 | PRIVATE G&C REVENUE-F&A | 0 | 0 | 0 | 0 | 0 |
| Total Revenue | | | | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50010 | PROF (TENURED) | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50020 | ASSOC PROF (TENURED) | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50100 | PROF (NONTENURED) | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50110 | ASSOC PROF (NONTENURED) | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50120 | ASST PROF | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50130 | INSTRUCTOR (FT) | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50445 | SPECIAL LECTURER | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50600 | PROF OF CLIN (TENURED) | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50610 | ASSOC PROF OF CLIN (TENURED) | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50700 | PROF OF CLIN (NONTENUREDFT) | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50702 | CLIN PROF (NONTENURED) | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50710 | ASSOC PROF OF CLIN (NONTENURE FT) | 0 | 0 | 0 | 0 | 0 |

| Step | Action |
|------|---|
| 34. | <p>From the Project Summary Statement report you can also run the following reports:</p> <ul style="list-style-type: none"> -ChartField Detail Statement -ChartField Transaction Statement -Payroll Summary Report -Payroll Detail Report |

The screenshot shows a web browser window displaying the Crystal Reports interface. The main report area contains the following information:

Navigation Links: < Previous Accounting Period, Chartfield Detail Statement, Chartfield Transaction Statement, Payroll Summary Report

Report Header: Columbia University Project Summary Statement UR005349 - P&S UNRESTRICTED BAL As of 04/30/12

Report Details:

- Report ID: GL_RPT1008
- Run ID:
- Business Unit(s): L1 - Columbia U Consolidated
- Department/Rollup Selection: P&S Administration
- Responsible Person: N/A

Table:

| Fund | Fund Description | Account | Account Description | Prior Year YTD | Prior Year Actual | Original Budget | Current Estimate | Actual to Date | |
|------|------------------|---------|-----------------------------------|----------------|-------------------|-----------------|------------------|----------------|----------|
| | | | | | | | | Month | Year |
| 01 | Genl UR | 40000 | TUITION | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 40510 | APPLICATION FEES | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 41100 | GOVERNMENT REVENUE-F&A | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 42100 | PRIVATE G&C REVENUE-F&A | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | Total Revenue | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50010 | PROF (TENURED) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50020 | ASSOC PROF (TENURED) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50100 | PROF (NONTENURED) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50110 | ASSOC PROF (NONTENURED) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50120 | ASST PROF | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50130 | INSTRUCTOR (FT) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50445 | SPECIAL LECTURER | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50600 | PROF OF CLIN (TENURED) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50610 | ASSOC PROF OF CLIN (TENURED) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50700 | PROF OF CLIN (NONTENURED)FT | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50702 | CLIN PROF (NONTENURED) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50740 | ASSOC PROF OF CLIN (NONTENURE)ETD | 0 | 0 | 0 | 0 | 0 | 0 |

| Step | Action |
|------|---|
| 35. | Click the Chartfield Detail Statement link. Chartfield Detail Statement |

The screenshot shows a web browser window displaying the Crystal Reports interface. The main report area contains the following information:

Navigation Links: < Previous Accounting Period

Report Header: Columbia University

Report Details:

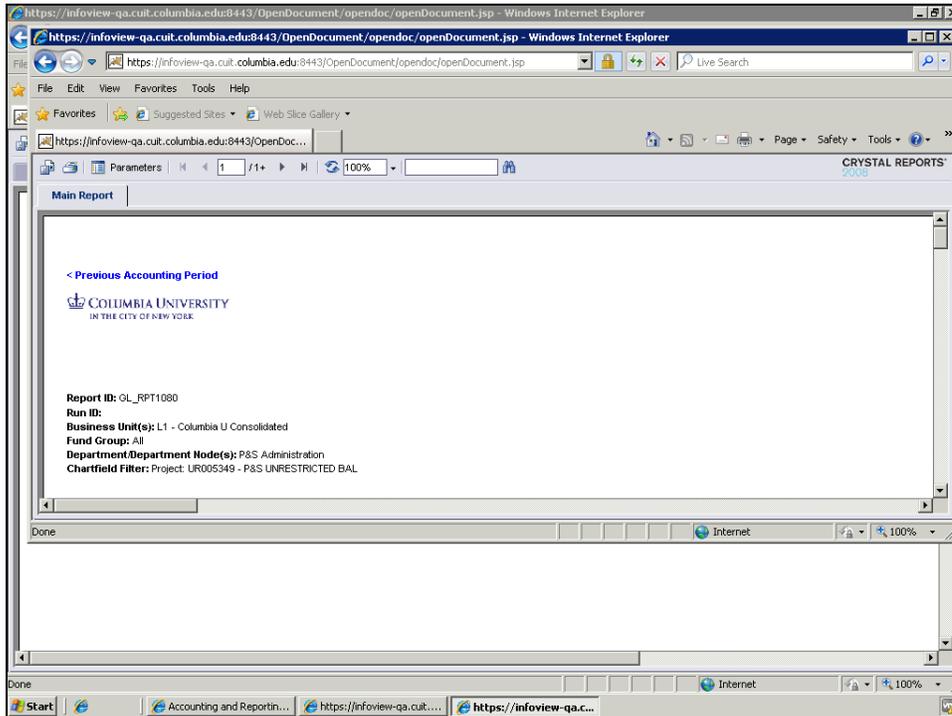
- Report ID: GL_RPT1080
- Run ID:
- Fund Group: All
- Business Unit(s): L1 - Columbia U Consolidated
- Department/Department Node(s): P&S Administration
- Chartfield Filter: Project: UR005349 - P&S UNRESTRICTED BAL

Training Guide

Reporting for Inquiry Only Roles



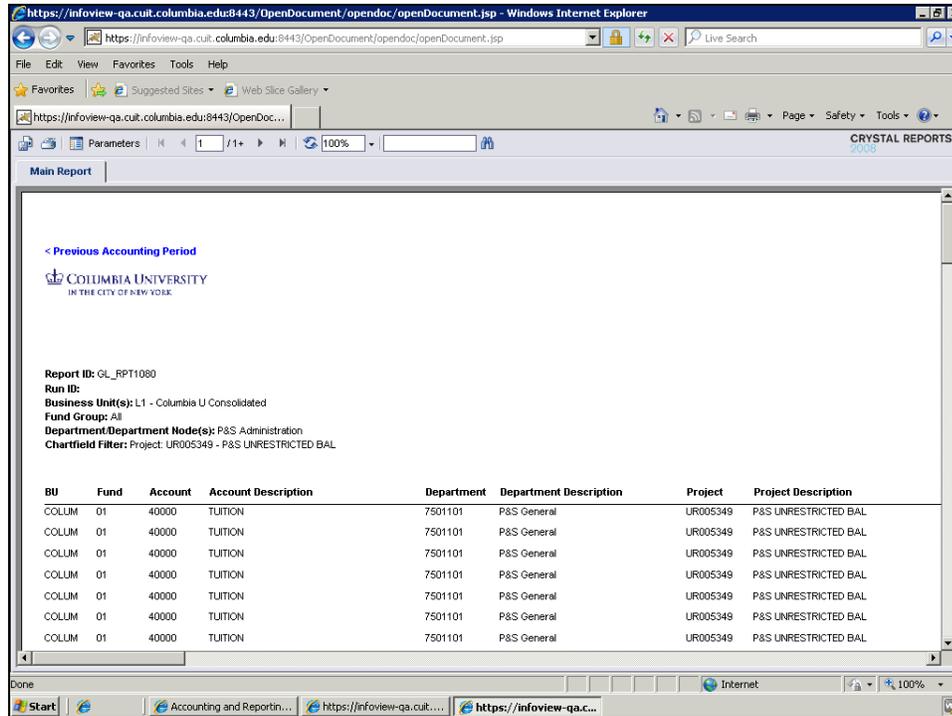
| Step | Action |
|------|---|
| 36. | Note that the ChartField Detail Statement opened in a new window. |



| Step | Action |
|------|--|
| 37. | Click the Maximize/Restore button.  |



Training Guide Reporting for Inquiry Only Roles



| Step | Action |
|------|--|
| 38. | The ChartField Detail Statement is similar to the COB Detail report, with full ChartString combinations and attributes. This report also includes encumbrance information. |

Training Guide

Reporting for Inquiry Only Roles



[< Previous Accounting Period](#)
COLUMBIA UNIVERSITY
 IN THE CITY OF NEW YORK

Report ID: GL_RPT1080
Run ID:
Business Unit(s): L1 - Columbia U Consolidated
Fund Group: All
Department/Department Node(s): P&S Administration
ChartField Filter: Project: UR005349 - P&S UNRESTRICTED BAL

| BU | Fund | Account | Account Description | Department | Department Description | Project | Project Description |
|-------|------|---------|---------------------|------------|------------------------|----------|----------------------|
| COLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL |
| COLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL |
| COLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL |
| COLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL |
| COLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL |
| COLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL |
| COLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL |

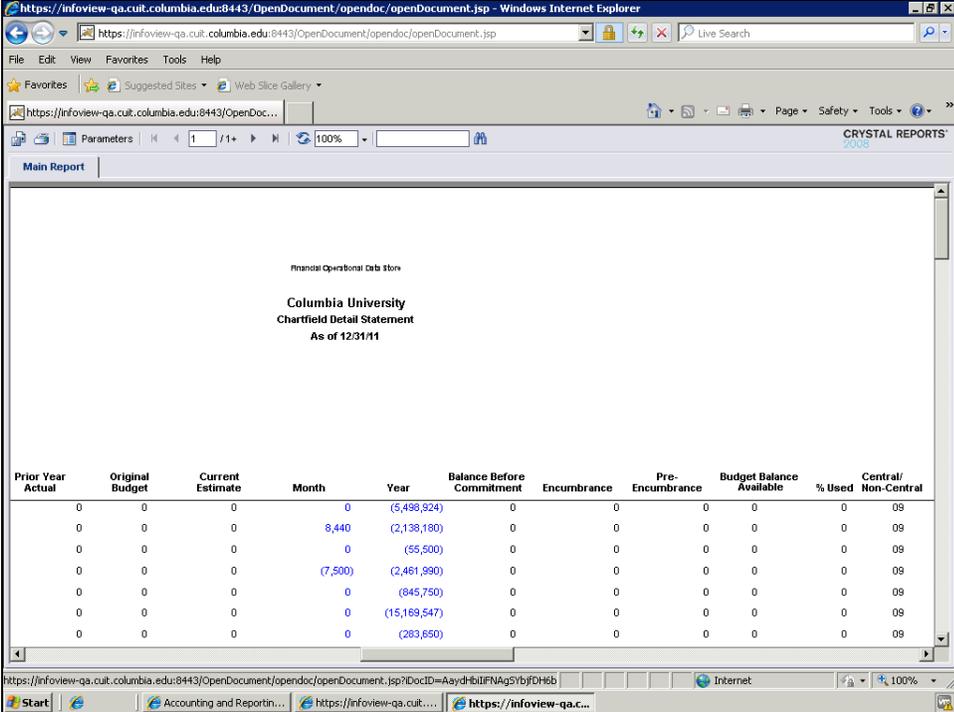
| Step | Action |
|------|---|
| 39. | The ChartField Detail Statement contains drill down to transaction detail by account. |

[< Previous Accounting Period](#)
COLUMBIA UNIVERSITY
 IN THE CITY OF NEW YORK

Report ID: GL_RPT1080
Run ID:
Business Unit(s): L1 - Columbia U Consolidated
Fund Group: All
Department/Department Node(s): P&S Administration
ChartField Filter: Project: UR005349 - P&S UNRESTRICTED BAL

| BU | Fund | Account | Account Description | Department | Department Description | Project | Project Description |
|-------|------|---------|---------------------|------------|------------------------|----------|----------------------|
| COLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL |
| COLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL |
| COLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL |
| COLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL |
| COLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL |
| COLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL |
| COLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL |

| Step | Action |
|------|--|
| 40. | <p>Click the scroll bar to view the values that can be drilled down to the transaction detail.</p> <p>These values are depicted as blue links.</p>  |



Financial Operational Data Store

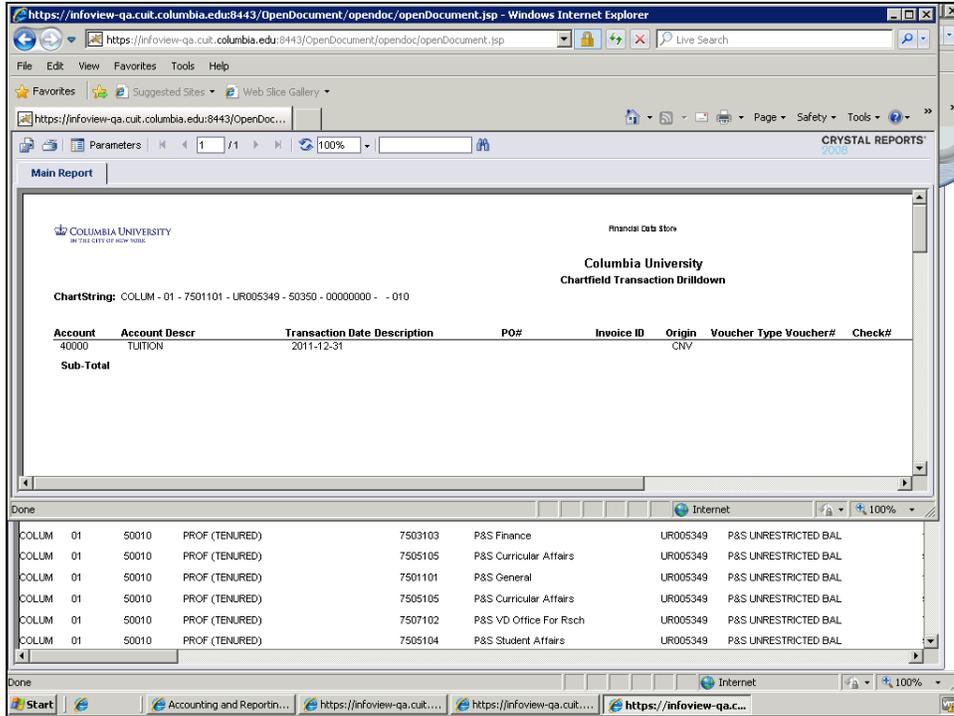
Columbia University
Chartfield Detail Statement
As of 12/31/11

| Prior Year Actual | Original Budget | Current Estimate | Month | Year | Balance Before Commitment | Encumbrance | Pre-Encumbrance | Budget Balance Available | % Used | Central/Non-Central |
|-------------------|-----------------|------------------|---------|--------------|---------------------------|-------------|-----------------|--------------------------|--------|---------------------|
| 0 | 0 | 0 | 0 | (5,498,924) | 0 | 0 | 0 | 0 | 0 | 09 |
| 0 | 0 | 0 | 8,440 | (2,138,180) | 0 | 0 | 0 | 0 | 0 | 09 |
| 0 | 0 | 0 | 0 | (55,500) | 0 | 0 | 0 | 0 | 0 | 09 |
| 0 | 0 | 0 | (7,500) | (2,461,990) | 0 | 0 | 0 | 0 | 0 | 09 |
| 0 | 0 | 0 | 0 | (845,750) | 0 | 0 | 0 | 0 | 0 | 09 |
| 0 | 0 | 0 | 0 | (15,168,547) | 0 | 0 | 0 | 0 | 0 | 09 |
| 0 | 0 | 0 | 0 | (283,650) | 0 | 0 | 0 | 0 | 0 | 09 |

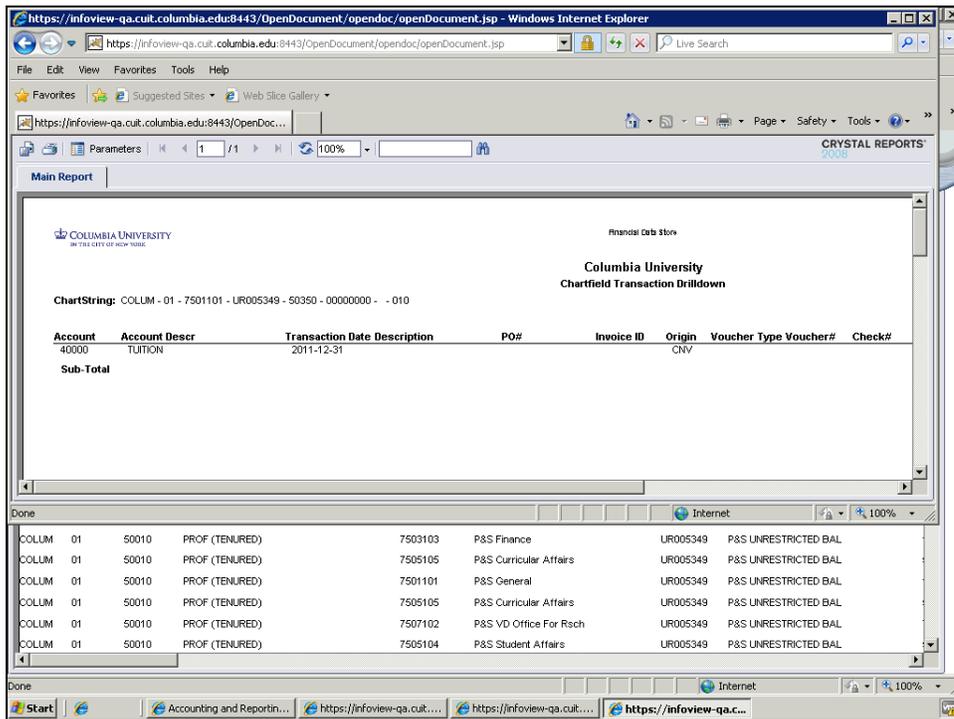
| Step | Action |
|------|---|
| 41. | <p>Click on the 8,440 hyperlink.</p>  |

Training Guide

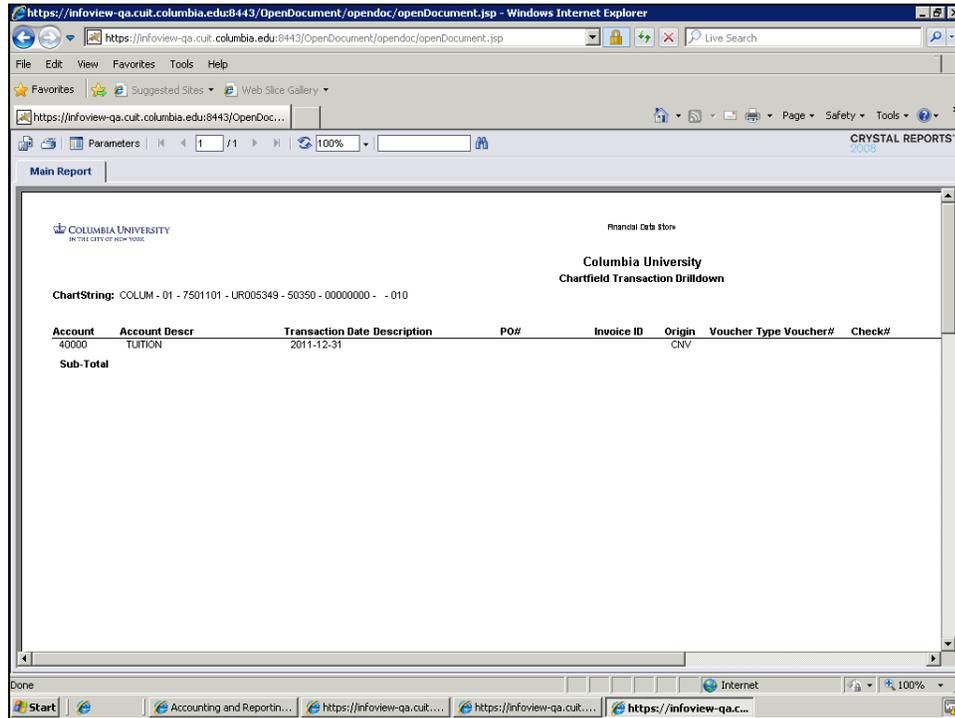
Reporting for Inquiry Only Roles



| Step | Action |
|------|--|
| 42. | Note that the ChartField Transaction Drilldown report opens in a new window. |



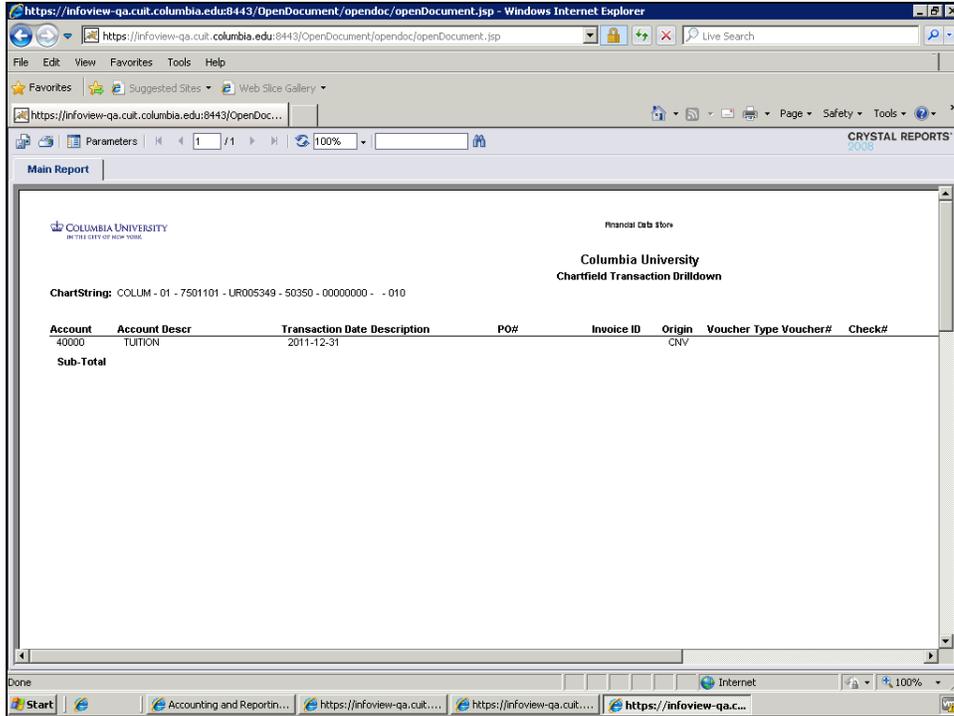
| Step | Action |
|------|--|
| 43. | Click the Maximize/Restore button.  |



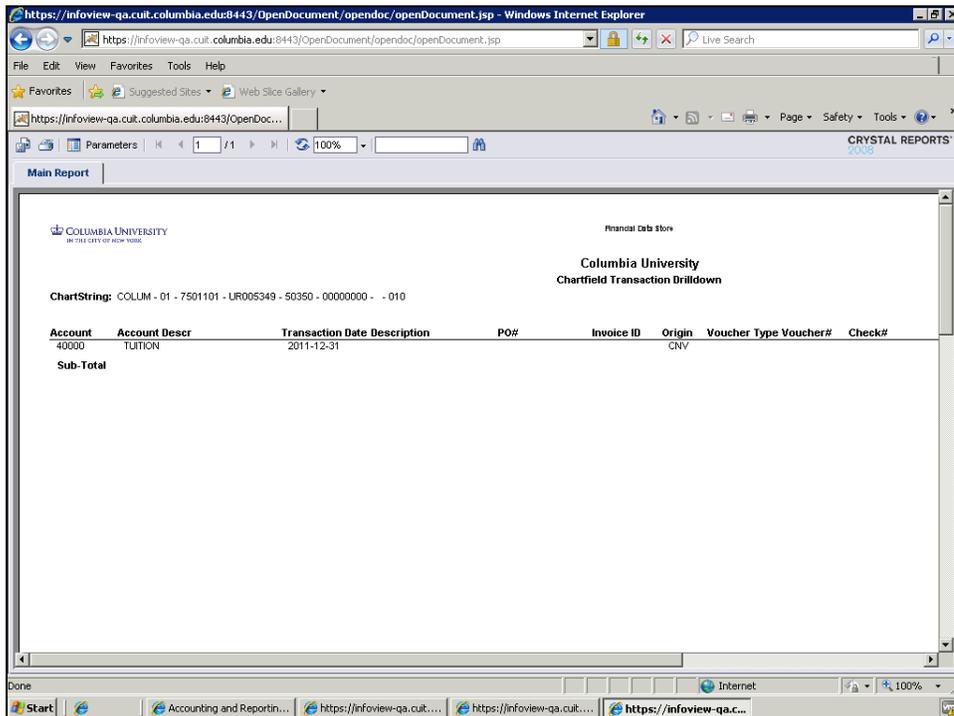
| Step | Action |
|------|---|
| 44. | The ChartField Transaction Drilldown report shows where the transaction is initiated and some details of the transaction. |

Training Guide

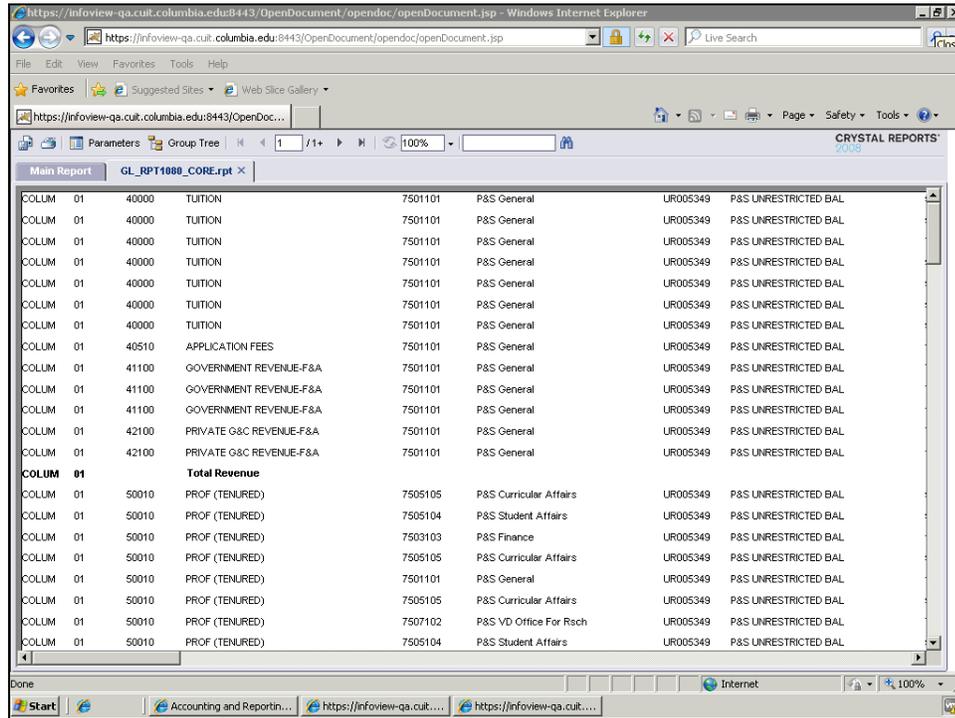
Reporting for Inquiry Only Roles



| Step | Action |
|------|--|
| 45. | We will now close the windows of the ChartField Transaction Drilldown and the ChartField Detail Statement reports. |



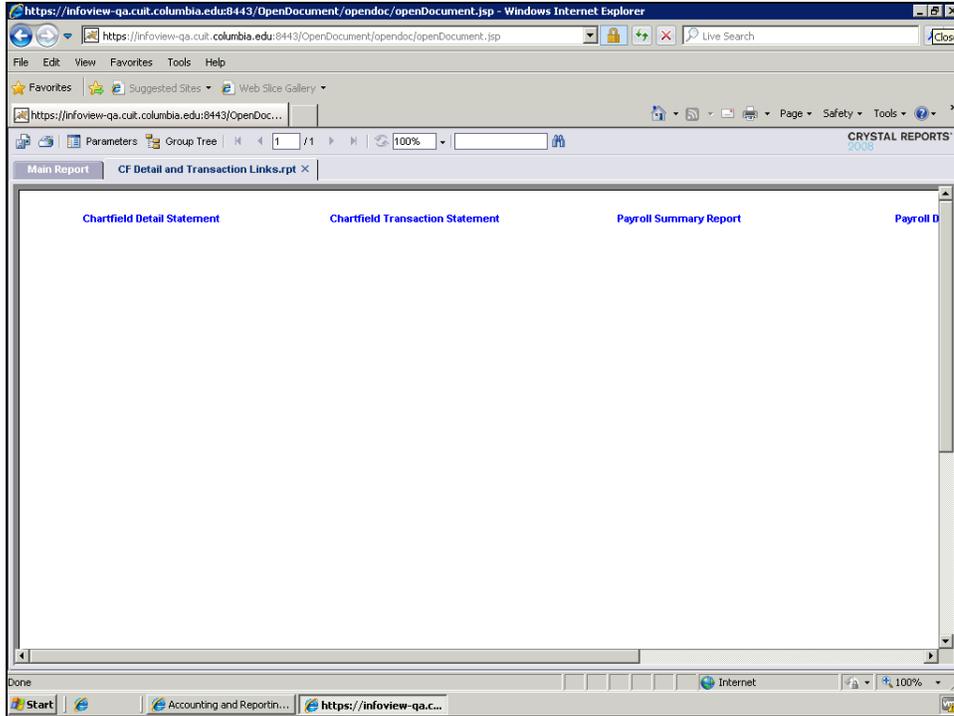
| Step | Action |
|------|------------------------------------|
| 46. | Click the Close button. |



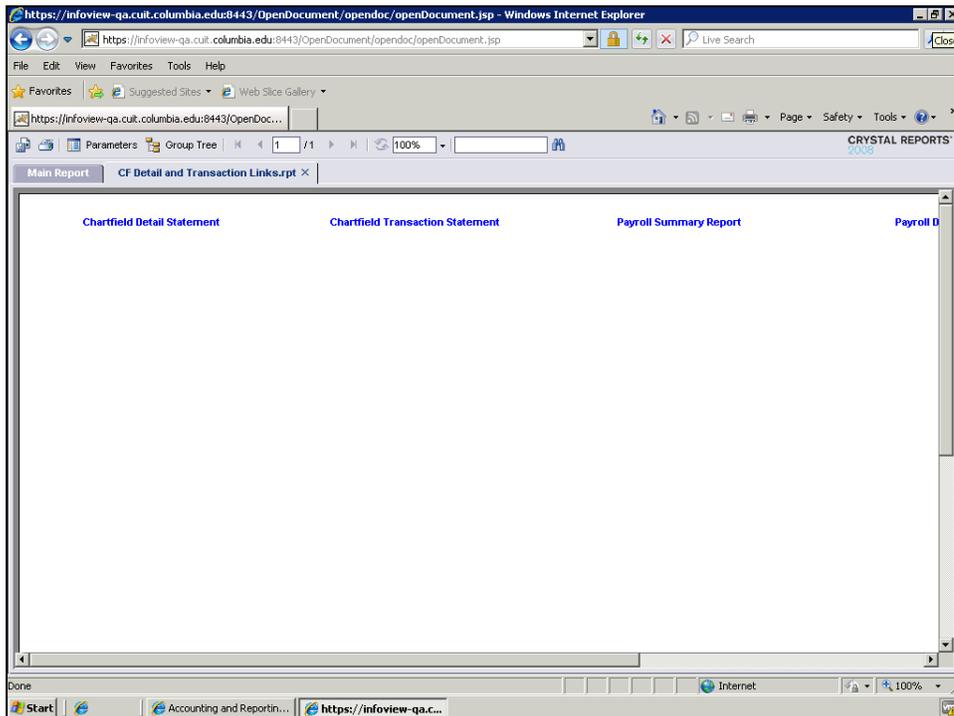
| Step | Action |
|------|------------------------------------|
| 47. | Click the Close button. |

Training Guide

Reporting for Inquiry Only Roles



| Step | Action |
|------|--|
| 48. | When you activate any link on the report, a secondary 'Core' report tab will appear. Your original report will always show on the 'Main Report' tab. |



| Step | Action |
|------|---|
| 49. | Click the Main Report link. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Main Report</div> |

The screenshot shows a web browser window displaying a financial report from Columbia University. The report is titled "Columbia University Project Summary Statement" and includes a table with columns for Fund, Description, Account, Account Description, Prior Year YTD, Prior Year Actual, Original Budget, Current Estimate, and Actual to Date (Month and Year). The report ID is QL_FPT1008 and the run ID is L1 - Columbia U Consolidated. The department/rollup selection is P&S Administration and the responsible person is N/A. The report is dated as of 12/31/11.

| Fund | Description | Account | Account Description | Prior Year YTD | Prior Year Actual | Original Budget | Current Estimate | Actual to Date | |
|----------------------|-------------|---------|--------------------------------|----------------|-------------------|-----------------|------------------|----------------|----------|
| | | | | | | | | Month | Year |
| 01 | Genl UR | 40000 | TUITION | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 40510 | APPLICATION FEES | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 41100 | GOVERNMENT REVENUE-F&A | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 42100 | PRIVATE G&C REVENUE-F&A | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Revenue | | | | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50010 | PROF (TENURED) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50020 | ASSOC PROF (TENURED) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50100 | PROF (NONTENURED) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50110 | ASSOC PROF (NONTENURED) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50120 | ASST PROF | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50130 | INSTRUCTOR (FT) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50445 | SPECIAL LECTURER | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50600 | PROF OF CLIN (TENURED) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50610 | ASSOC PROF OF CLIN (TENURED) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50700 | PROF OF CLIN (NONTENURED)FT | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50702 | CLIN PROF (NONTENURED) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50740 | ASSOC PROF CLIN (NONTENURE FT) | 0 | 0 | 0 | 0 | 0 | 0 |

| Step | Action |
|------|--|
| 50. | If you want to run the same report with different run time parameters, you can click the 'Refresh' button and it will take you back to the run time parameters page. |

Training Guide

Reporting for Inquiry Only Roles



https://infoview-qa.cuit.columbia.edu:8443/OpenDocument/pendoc/openDocument.jsp - Windows Internet Explorer

https://infoview-qa.cuit.columbia.edu:8443/OpenDocument/pendoc/openDocument.jsp

File Edit View Favorites Tools Help

Parameters | 1 | /1+ | 100%

CRYSTAL REPORTS

Main Report CF Detail and Transaction Links.rpt

< Previous Accounting Period Chartfield Detail Statement Chartfield Transaction Statement Payroll Summary Report

COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

Report ID: GL_RPT1008
Run ID:
Business Unit(s): L1 - Columbia U Consolidated
Department/Rollup Selection: P&S Administration
Responsible Person: N/A

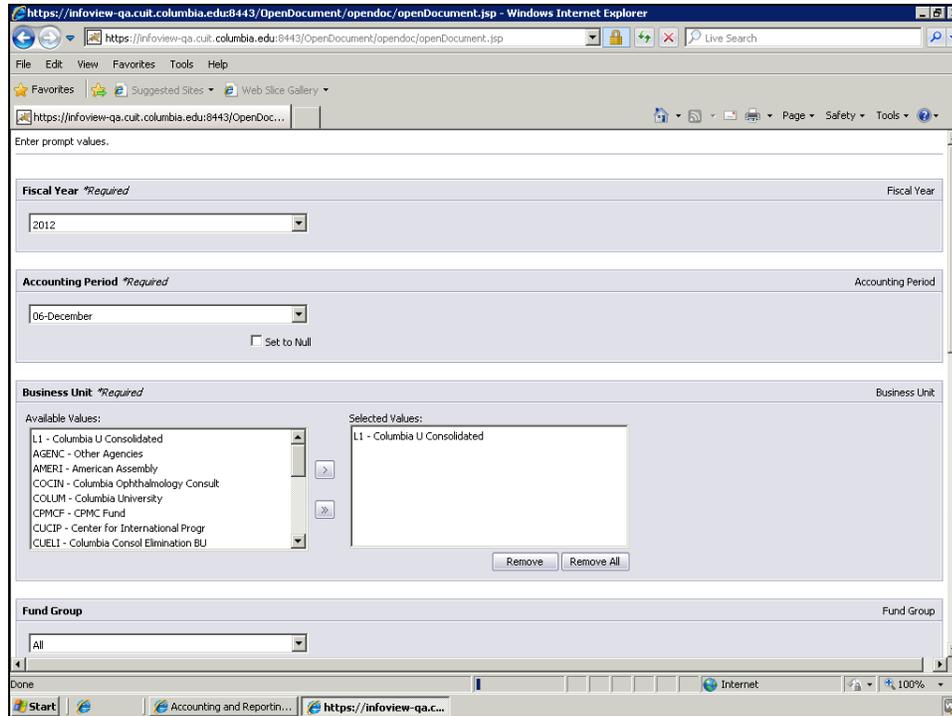
Financial Data Store
Columbia University
Project Summary Statement
UR085349 - P&S UNRESTRICTED BAL
As of 12/31/11

| Fund | Fund Description | Account | Account Description | Prior Year YTD | Prior Year Actual | Original Budget | Current Estimate | Actual to Date | |
|------|------------------|---------|-----------------------------------|----------------|-------------------|-----------------|------------------|----------------|------|
| | | | | | | | | Month | Year |
| 01 | Genl UR | 40000 | TUITION | 0 | 0 | 0 | 0 | 0 | |
| 01 | Genl UR | 40510 | APPLICATION FEES | 0 | 0 | 0 | 0 | 0 | |
| 01 | Genl UR | 41100 | GOVERNMENT REVENUE-F&A | 0 | 0 | 0 | 0 | 0 | |
| 01 | Genl UR | 42100 | PRIVATE G&C REVENUE-F&A | 0 | 0 | 0 | 0 | 0 | |
| | | | Total Revenue | 0 | 0 | 0 | 0 | 0 | |
| 01 | Genl UR | 50010 | PROF (TENURED) | 0 | 0 | 0 | 0 | 0 | |
| 01 | Genl UR | 50020 | ASSOC PROF (TENURED) | 0 | 0 | 0 | 0 | 0 | |
| 01 | Genl UR | 50100 | PROF (NONTENURED) | 0 | 0 | 0 | 0 | 0 | |
| 01 | Genl UR | 50110 | ASSOC PROF (NONTENURED) | 0 | 0 | 0 | 0 | 0 | |
| 01 | Genl UR | 50120 | ASST PROF | 0 | 0 | 0 | 0 | 0 | |
| 01 | Genl UR | 50130 | INSTRUCTOR (FT) | 0 | 0 | 0 | 0 | 0 | |
| 01 | Genl UR | 50445 | SPECIAL LECTURER | 0 | 0 | 0 | 0 | 0 | |
| 01 | Genl UR | 50600 | PROF OF CLIN (TENURED) | 0 | 0 | 0 | 0 | 0 | |
| 01 | Genl UR | 50610 | ASSOC PROF OF CLIN (TENURED) | 0 | 0 | 0 | 0 | 0 | |
| 01 | Genl UR | 50700 | PROF OF CLIN (NONTENURED)FT | 0 | 0 | 0 | 0 | 0 | |
| 01 | Genl UR | 50702 | CLIN PROF (NONTENURED) | 0 | 0 | 0 | 0 | 0 | |
| 01 | Genl UR | 50710 | ASSOC PROF OF CLIN (NONTENURE) FT | 0 | 0 | 0 | 0 | 0 | |

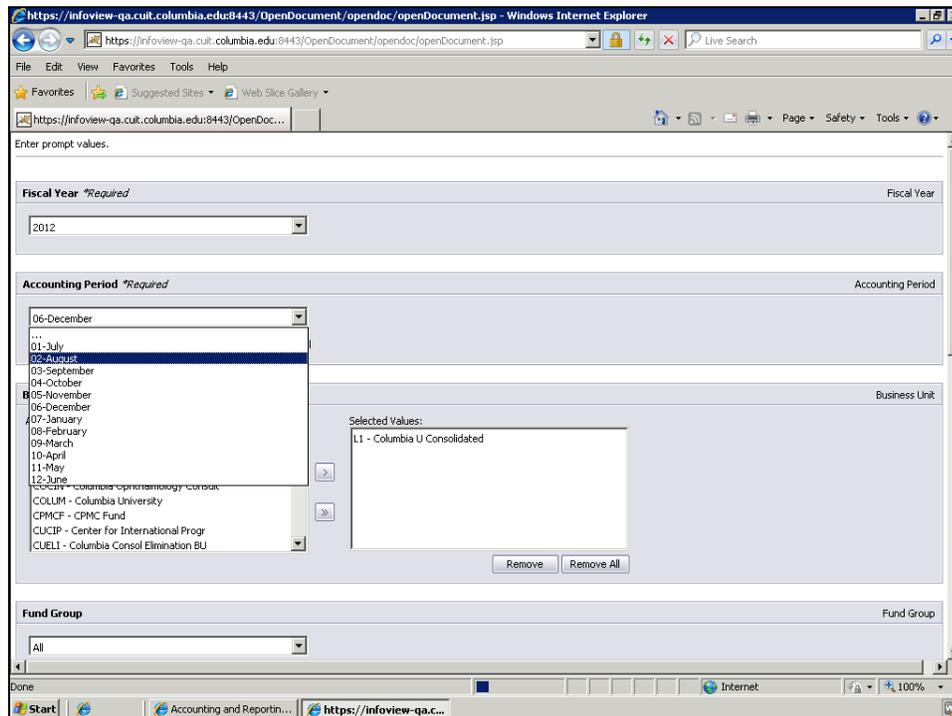
Done

Start Accounting and Reportin... https://infoview-qa.c...

| Step | Action |
|------|--|
| 51. | Click the Refresh Report button.  |



| Step | Action |
|------|--|
| 52. | Click the Accounting Period list.  |

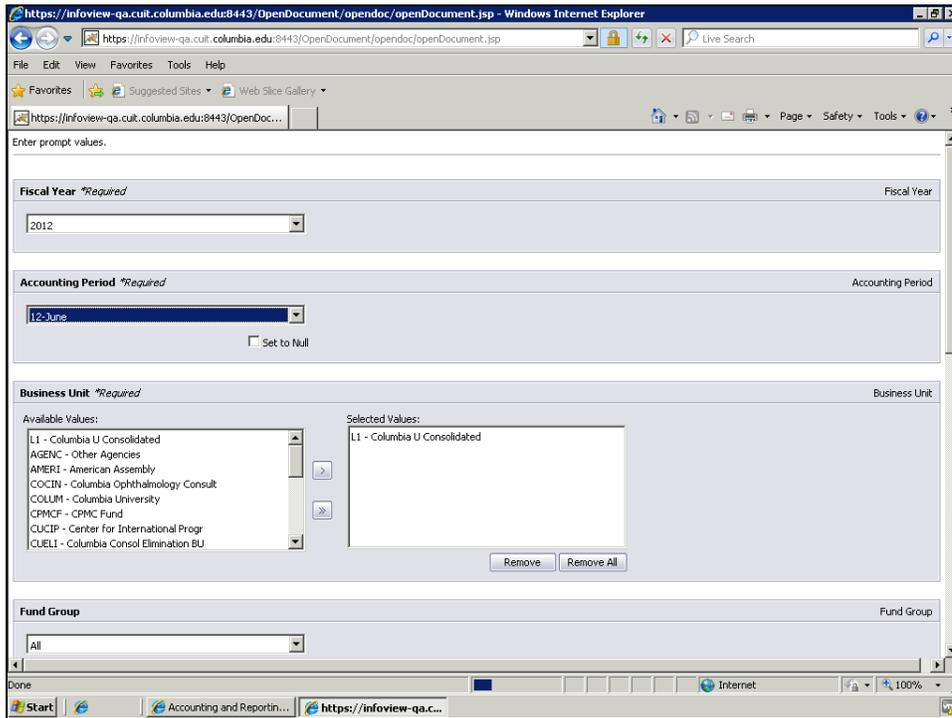


Training Guide

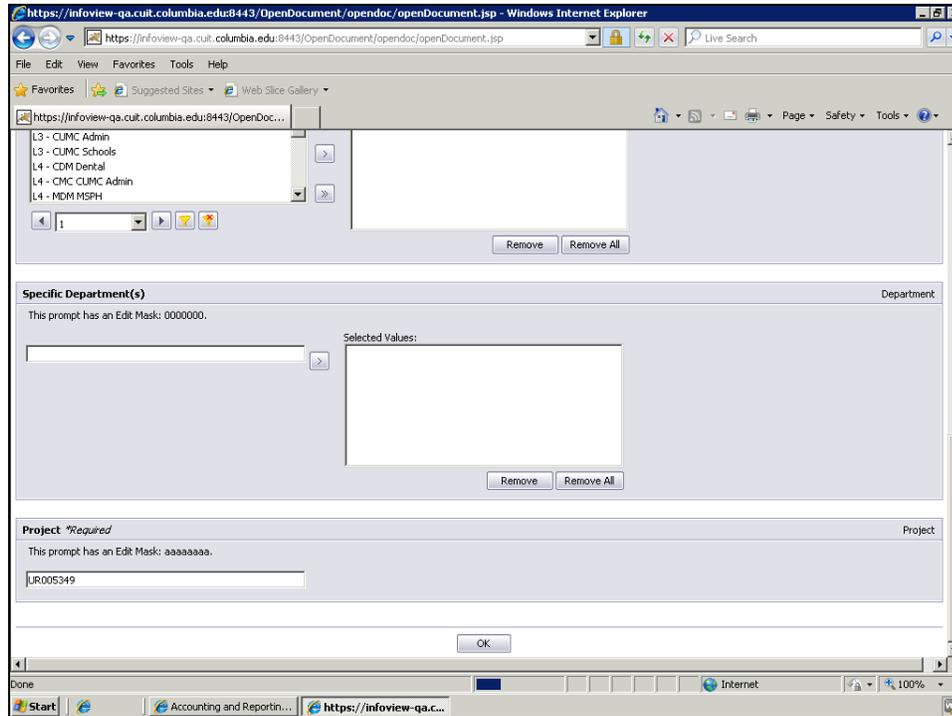
Reporting for Inquiry Only Roles



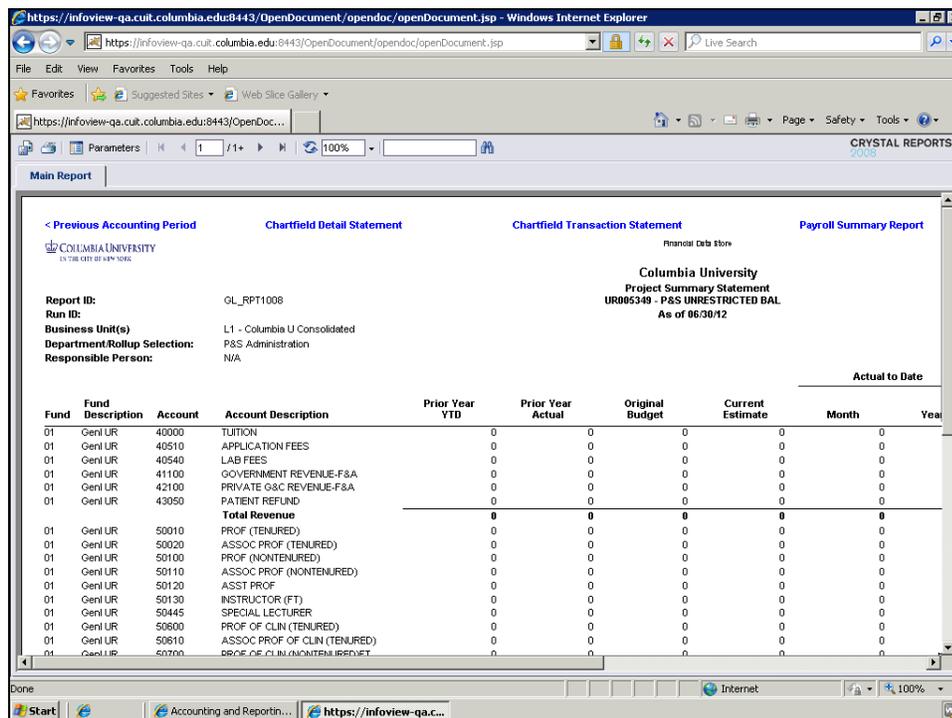
| Step | Action |
|------|--|
| 53. | Click the 12-June list item. <div style="border: 1px solid black; padding: 2px; width: fit-content;">12-June</div> |



| Step | Action |
|------|---|
| 54. | Click the scroll bar to view the rest of the run time parameters for this report. |



| Step | Action |
|------|--|
| 55. | Click the OK link.  |



Training Guide

Reporting for Inquiry Only Roles



| Step | Action |
|------|---|
| 56. | A new report for June 2012 was generated. |

Report ID: QL_RPT1008
 Run ID: ad2931
 Business Unit(s): L1 - Columbia U Consolidated
 Department/Rollup Selection: P&S Administration
 Responsible Person: N/A

| Fund | Description | Account | Account Description | Prior Year YTD | Prior Year Actual | Original Budget | Current Estimate | Actual to Date | |
|----------------------|-------------|---------|------------------------------|----------------|-------------------|-----------------|------------------|----------------|---------------|
| | | | | | | | | Month | Year |
| 01 | Genl UR | 40000 | TUITION | 0 | 0 | 0 | 0 | 0 | (52,3) |
| 01 | Genl UR | 40510 | APPLICATION FEES | 0 | 0 | 0 | 0 | 0 | (4,4) |
| 01 | Genl UR | 40540 | LAB FEES | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 41100 | GOVERNMENT REVENUE-F&A | 0 | 0 | 4100 | 0 | 0 | (1,6) |
| 01 | Genl UR | 42100 | PRIVATE G&C REVENUE-F&A | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 43050 | PATIENT REFUND | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Revenue | | | | 0 | 0 | 0 | 0 | 0 | (64,4) |
| 01 | Genl UR | 50010 | PROF (TENURED) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50020 | ASSOC PROF (TENURED) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50100 | PROF (NONTENURED) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50110 | ASSOC PROF (NONTENURED) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50120 | ASST PROF | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50130 | INSTRUCTOR (FT) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50445 | SPECIAL LECTURER | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50600 | PROF OF CLIN (TENURED) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50610 | ASSOC PROF OF CLIN (TENURED) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50700 | PROF OF CLIN (NONTENURED) | 0 | 0 | 0 | 0 | 0 | 0 |

| Step | Action |
|------|--|
| 57. | <p>You can also change your run time parameters by clicking on the 'Parameters' button.</p> <p>Click the Parameters button.</p> |



Training Guide Reporting for Inquiry Only Roles

| Step | Action |
|------|--|
| 58. | Click the Edit parameter value button.  |

Training Guide

Reporting for Inquiry Only Roles



| Step | Action |
|------|---|
| 59. | Click the Accounting Period list. <div style="border: 1px solid black; padding: 2px; width: fit-content;">12-June</div> |

The screenshot shows a web browser window displaying a financial reporting application. A dropdown menu for 'Accounting Period' is open, showing a list of months from 01-July to 12-June. The '10-April' option is highlighted. The background shows a report titled 'Columbia University Project Summary Statement' with various filters and a data table.

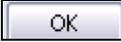
| Fund | Fund Description | Year | Prior Year Actual | Original Budget | Current Estimate |
|------|------------------|--------------|-------------------|-----------------|------------------|
| 01 | Geni LR | 01-July | 0 | 0 | 0 |
| 01 | Geni LR | 02-August | 0 | 0 | 0 |
| 01 | Geni LR | 03-September | 0 | 0 | 0 |
| 01 | Geni LR | 04-October | 0 | 0 | 0 |
| 01 | Geni LR | 05-November | 0 | 0 | 0 |
| 01 | Geni LR | 06-December | 0 | 0 | 0 |
| 01 | Geni LR | 07-January | 0 | 0 | 0 |
| 01 | Geni LR | 08-February | 0 | 0 | 0 |
| 01 | Geni LR | 09-March | 0 | 0 | 0 |
| 01 | Geni LR | 10-April | 0 | 0 | 0 |
| 01 | Geni LR | 11-May | 0 | 0 | 0 |
| 01 | Geni LR | 12-June | 0 | 0 | 0 |
| 01 | Geni LR | 50700 | 0 | 0 | 0 |
| 01 | Geni LR | 50110 | 0 | 0 | 0 |
| 01 | Geni LR | 50120 | 0 | 0 | 0 |
| 01 | Geni LR | 50130 | 0 | 0 | 0 |
| 01 | Geni LR | 50445 | 0 | 0 | 0 |
| 01 | Geni LR | 50600 | 0 | 0 | 0 |
| 01 | Geni LR | 50610 | 0 | 0 | 0 |
| 01 | Geni LR | 50700 | 0 | 0 | 0 |

| Step | Action |
|------|--|
| 60. | Click the 10-April list item. <div style="border: 1px solid black; padding: 2px; width: fit-content;">10-April</div> |



Training Guide Reporting for Inquiry Only Roles

The screenshot shows the Crystal Reports interface with a dialog box titled "Accounting Period *Required". The dialog box contains a dropdown menu with "10-April" selected. Below the dropdown is a checkbox labeled "Set to Null" which is unchecked. The "OK" and "Cancel" buttons are at the bottom of the dialog box.

| Step | Action |
|------|--|
| 61. | Click the OK button.  |

The screenshot shows the main report view in Crystal Reports. The report title is "Columbia University Project Summary Statement UR005349 - P&S UNRESTRICTED As of 06/30/12". The report table has the following columns: Fund, Fund Description, Account, Account Description, Prior Year YTD, Prior Year Actual, Original Budget, and Current Estimate. The report data is as follows:

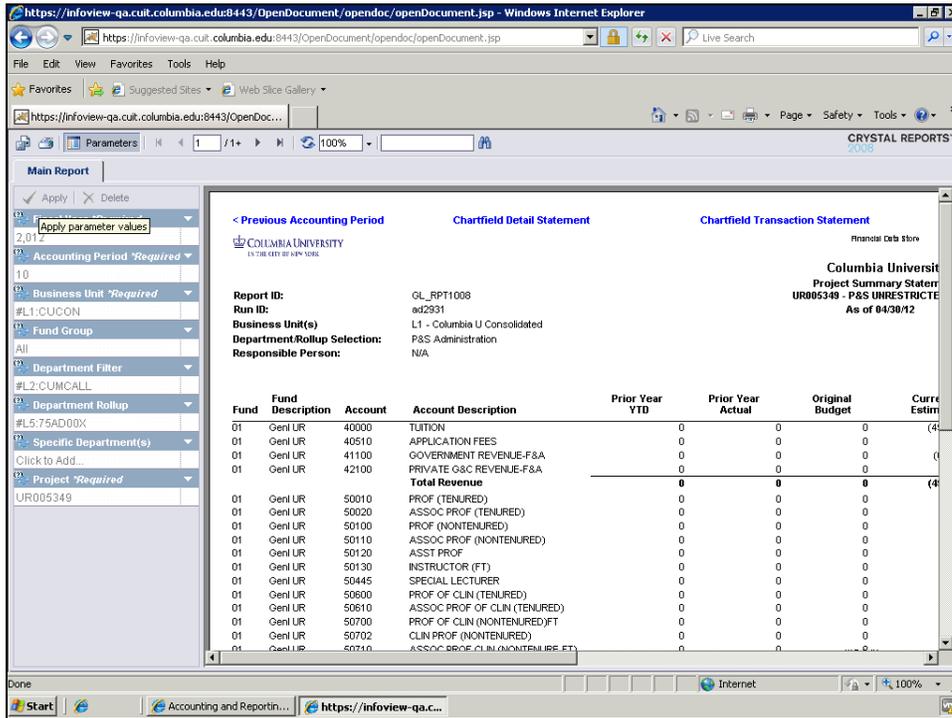
| Fund | Fund Description | Account | Account Description | Prior Year YTD | Prior Year Actual | Original Budget | Current Estimate |
|------|------------------|---------|------------------------------|----------------|-------------------|-----------------|------------------|
| 01 | Genl UR | 40000 | TUITION | 0 | 0 | 0 | |
| 01 | Genl UR | 40510 | APPLICATION FEES | 0 | 0 | 0 | |
| 01 | Genl UR | 40540 | LAB FEES | 0 | 0 | 0 | |
| 01 | Genl UR | 41100 | GOVERNMENT REVENUE-F&A | 0 | 0 | 0 | |
| 01 | Genl UR | 42100 | PRIVATE S&C REVENUE-F&A | 0 | 0 | 0 | |
| 01 | Genl UR | 43050 | PATIENT REFUND | 0 | 0 | 0 | |
| | | | Total Revenue | 0 | 0 | 0 | |
| 01 | Genl UR | 50010 | PROF (TENURED) | 0 | 0 | 0 | |
| 01 | Genl UR | 50020 | ASSOC PROF (TENURED) | 0 | 0 | 0 | |
| 01 | Genl UR | 50100 | PROF (NONTENURED) | 0 | 0 | 0 | |
| 01 | Genl UR | 50110 | ASSOC PROF (NONTENURED) | 0 | 0 | 0 | |
| 01 | Genl UR | 50120 | ASST PROF | 0 | 0 | 0 | |
| 01 | Genl UR | 50130 | INSTRUCTOR (FT) | 0 | 0 | 0 | |
| 01 | Genl UR | 50445 | SPECIAL LECTURER | 0 | 0 | 0 | |
| 01 | Genl UR | 50600 | PROF OF CLIN (TENURED) | 0 | 0 | 0 | |
| 01 | Genl UR | 50610 | ASSOC PROF OF CLIN (TENURED) | 0 | 0 | 0 | |
| 01 | Genl UR | 50700 | PROF OF CLIN (NONTENURED) | 0 | 0 | 0 | |

Training Guide

Reporting for Inquiry Only Roles



| Step | Action |
|------|---|
| 62. | Click the Apply button.  |



The screenshot shows a web browser window displaying a Crystal Reports application. The URL is <https://infview-qa.cuit.columbia.edu:8443/OpenDocument/pendoc/openDocument.jsp>. The interface includes a navigation pane on the left with various filters and a main report area. The main report area displays a 'Chartfield Transaction Statement' for Columbia University, showing a list of transactions with columns for Fund, Description, Account, and financial data.

| Fund | Description | Account | Account Description | Prior Year YTD | Prior Year Actual | Original Budget | Current Estimate |
|------|-------------|---------|---------------------------------|----------------|-------------------|-----------------|------------------|
| 01 | Geni UR | 40000 | TUITION | 0 | 0 | 0 | (4) |
| 01 | Geni UR | 40510 | APPLICATION FEES | 0 | 0 | 0 | |
| 01 | Geni UR | 41100 | GOVERNMENT REVENUE-F&A | 0 | 0 | 0 | (0) |
| 01 | Geni UR | 42100 | PRIVATE G&C REVENUE-F&A | 0 | 0 | 0 | |
| | | | Total Revenue | 0 | 0 | 0 | (4) |
| 01 | Geni UR | 50010 | PROF. (TENURED) | 0 | 0 | 0 | |
| 01 | Geni UR | 50020 | ASSOC PROF. (TENURED) | 0 | 0 | 0 | |
| 01 | Geni UR | 50100 | PROF. (NONTENURED) | 0 | 0 | 0 | |
| 01 | Geni UR | 50110 | ASSOC PROF. (NONTENURED) | 0 | 0 | 0 | |
| 01 | Geni UR | 50120 | ASST PROF. | 0 | 0 | 0 | |
| 01 | Geni UR | 50130 | INSTRUCTOR (FT) | 0 | 0 | 0 | |
| 01 | Geni UR | 50445 | SPECIAL LECTURER | 0 | 0 | 0 | |
| 01 | Geni UR | 50500 | PROF OF CLIN (TENURED) | 0 | 0 | 0 | |
| 01 | Geni UR | 50610 | ASSOC PROF OF CLIN (TENURED) | 0 | 0 | 0 | |
| 01 | Geni UR | 50700 | PROF OF CLIN (NONTENURED)FT | 0 | 0 | 0 | |
| 01 | Geni UR | 50702 | CLIN PROF. (NONTENURED) | 0 | 0 | 0 | |
| 01 | Geni UR | 50740 | ASSOC PROF. CLIN (NONTENURE FT) | 0 | 0 | 0 | |

| Step | Action |
|------|--|
| 63. | To hide the list of parameters on the left hand side, click the Parameters button.  |



Training Guide Reporting for Inquiry Only Roles

[Previous Accounting Period](#) [Chartfield Detail Statement](#) [Chartfield Transaction Statement](#) [Payroll Summary Report](#)

COLUMBIA UNIVERSITY
 IN THE CITY OF COLUMBIA

Report ID: QL_RPT1008
Run ID: ad2931
Business Unit(s): L1 - Columbia U Consolidated
Department/Rollup Selection: P&S Administration
Responsible Person: N/A

Columbia University
Project Summary Statement
UR085349 - P&S UNRESTRICTED BAL
As of 04/30/12

| Fund | Fund Description | Account | Account Description | Prior Year YTD | Prior Year Actual | Original Budget | Current Estimate | Actual to Date | |
|------|------------------|---------|-----------------------------------|----------------|-------------------|-----------------|------------------|----------------|-----------------|
| | | | | | | | | Month | Year |
| 01 | Genl UR | 40000 | TUITION | 0 | 0 | 0 | 0 | 0 | (52,000) |
| 01 | Genl UR | 40510 | APPLICATION FEES | 0 | 0 | 0 | 0 | 0 | (4,000) |
| 01 | Genl UR | 41100 | GOVERNMENT REVENUE-F&A | 0 | 0 | 0 | 0 | 0 | (1,600) |
| 01 | Genl UR | 42100 | PRIVATE O&C REVENUE-F&A | 0 | 0 | 0 | 0 | 0 | (4,000) |
| | | | Total Revenue | 0 | 0 | 0 | 0 | 0 | (64,000) |
| 01 | Genl UR | 50010 | PROF (TENURED) | 0 | 0 | 0 | 0 | 0 | 5,000 |
| 01 | Genl UR | 50020 | ASSOC PROF (TENURED) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50100 | PROF (NONTENURED) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50110 | ASSOC PROF (NONTENURED) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50120 | ASST PROF | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50130 | INSTRUCTOR (FT) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50445 | SPECIAL LECTURER | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50600 | PROF OF CLIN (TENURED) | 0 | 0 | 0 | 0 | 0 | 1,000 |
| 01 | Genl UR | 50610 | ASSOC PROF OF CLIN (TENURED) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50700 | PROF OF CLIN (NONTENURED)FT | 0 | 0 | 0 | 0 | 0 | 6,000 |
| 01 | Genl UR | 50702 | CLIN PROF (NONTENURED) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50740 | ASSOC PROF OF CLIN (NONTENURE) FT | 0 | 0 | 0 | 0 | 0 | 0 |

| Step | Action |
|------|--|
| 64. | Notice that this report is for April 2012. |

[Previous Accounting Period](#) [Chartfield Detail Statement](#) [Chartfield Transaction Statement](#) [Payroll Summary Report](#)

COLUMBIA UNIVERSITY
 IN THE CITY OF COLUMBIA

Report ID: QL_RPT1008
Run ID: ad2931
Business Unit(s): L1 - Columbia U Consolidated
Department/Rollup Selection: P&S Administration
Responsible Person: N/A

Columbia University
Project Summary Statement
UR085349 - P&S UNRESTRICTED BAL
As of 04/30/12

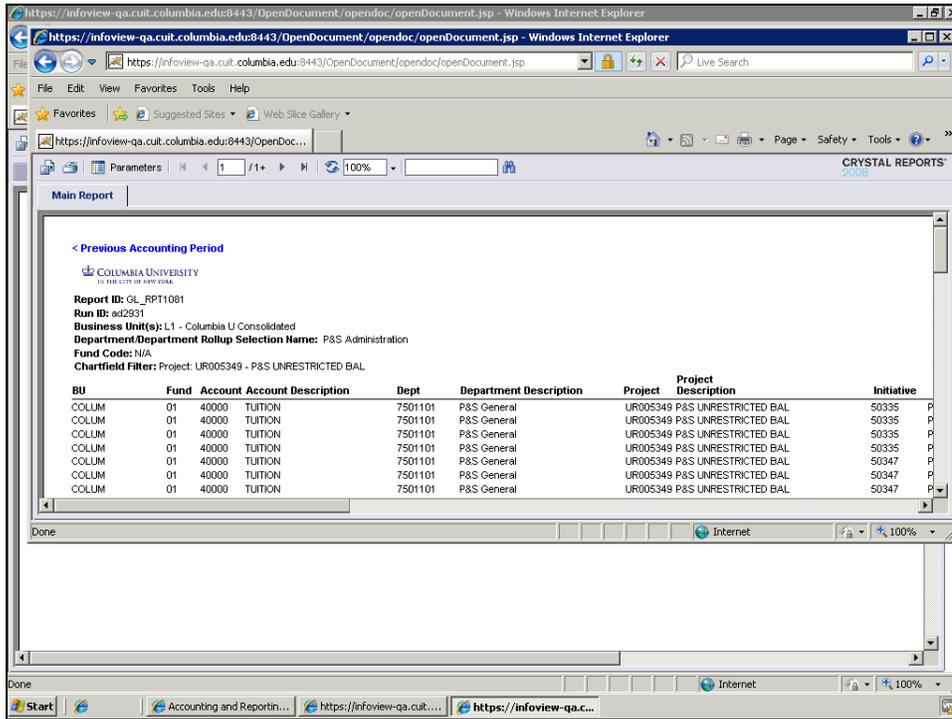
| Fund | Fund Description | Account | Account Description | Prior Year YTD | Prior Year Actual | Original Budget | Current Estimate | Actual to Date | |
|------|------------------|---------|-----------------------------------|----------------|-------------------|-----------------|------------------|----------------|-----------------|
| | | | | | | | | Month | Year |
| 01 | Genl UR | 40000 | TUITION | 0 | 0 | 0 | 0 | 0 | (52,000) |
| 01 | Genl UR | 40510 | APPLICATION FEES | 0 | 0 | 0 | 0 | 0 | (4,000) |
| 01 | Genl UR | 41100 | GOVERNMENT REVENUE-F&A | 0 | 0 | 0 | 0 | 0 | (1,600) |
| 01 | Genl UR | 42100 | PRIVATE O&C REVENUE-F&A | 0 | 0 | 0 | 0 | 0 | (4,000) |
| | | | Total Revenue | 0 | 0 | 0 | 0 | 0 | (64,000) |
| 01 | Genl UR | 50010 | PROF (TENURED) | 0 | 0 | 0 | 0 | 0 | 5,000 |
| 01 | Genl UR | 50020 | ASSOC PROF (TENURED) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50100 | PROF (NONTENURED) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50110 | ASSOC PROF (NONTENURED) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50120 | ASST PROF | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50130 | INSTRUCTOR (FT) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50445 | SPECIAL LECTURER | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50600 | PROF OF CLIN (TENURED) | 0 | 0 | 0 | 0 | 0 | 1,000 |
| 01 | Genl UR | 50610 | ASSOC PROF OF CLIN (TENURED) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50700 | PROF OF CLIN (NONTENURED)FT | 0 | 0 | 0 | 0 | 0 | 6,000 |
| 01 | Genl UR | 50702 | CLIN PROF (NONTENURED) | 0 | 0 | 0 | 0 | 0 | 0 |
| 01 | Genl UR | 50740 | ASSOC PROF OF CLIN (NONTENURE) FT | 0 | 0 | 0 | 0 | 0 | 0 |

Training Guide

Reporting for Inquiry Only Roles



| Step | Action |
|------|--|
| 65. | Click the Chartfield Transaction Statement link.  |



| Step | Action |
|------|--|
| 66. | Click the Maximize/Restore button.  |



Training Guide Reporting for Inquiry Only Roles

[Previous Accounting Period](#)
COLUMBIA UNIVERSITY
 BY THE CITY OF NEW YORK
Report ID: GL_RPT1081
Run ID: ad2931
Business Unit(s): L1 - Columbia U Consolidated
Department/Department Rollup Selection Name: P&S Administration
Fund Code: N/A
ChartField Filter: Project: UR005349 - P&S UNRESTRICTED BAL

| BU | Fund | Account | Account Description | Dept | Department Description | Project | Project Description | Initiative | Initiat |
|--------|------|---------|---------------------|---------|------------------------|----------|----------------------|------------|---------|
| COLLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL | 50335 | P&S DE |
| COLLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL | 50335 | P&S DE |
| COLLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL | 50335 | P&S DE |
| COLLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL | 50347 | P&S MD |
| COLLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL | 50347 | P&S MD |
| COLLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL | 50347 | P&S MD |
| COLLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL | 50347 | P&S MD |
| COLLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL | 50347 | P&S MD |
| COLLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL | 50347 | P&S MD |
| COLLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL | 50347 | P&S MD |
| COLLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL | 50347 | P&S MD |
| COLLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL | 50347 | P&S MD |
| COLLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL | 50347 | P&S MD |
| COLLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL | 50347 | P&S MD |
| COLLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL | 50347 | P&S MD |
| COLLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL | 50347 | P&S MD |
| COLLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL | 50349 | P&S N/A |
| COLLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL | 50349 | P&S N/A |
| COLLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL | 50349 | P&S N/A |
| COLLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL | 50349 | P&S N/A |
| COLLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL | 50349 | P&S N/A |
| COLLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL | 50349 | P&S N/A |

| Step | Action |
|------|--|
| 67. | The ChartField Transaction Statement is similar to the DARTS Detail Statement. |

[Previous Accounting Period](#)
COLUMBIA UNIVERSITY
 BY THE CITY OF NEW YORK
Report ID: GL_RPT1081
Run ID: ad2931
Business Unit(s): L1 - Columbia U Consolidated
Department/Department Rollup Selection Name: P&S Administration
Fund Code: N/A
ChartField Filter: Project: UR005349 - P&S UNRESTRICTED BAL

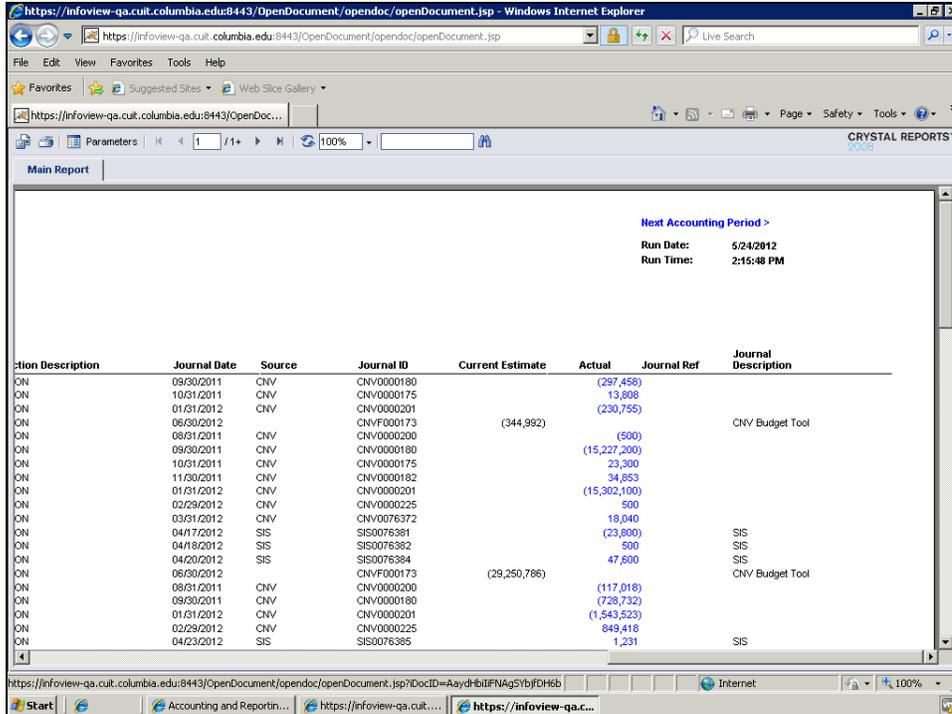
| BU | Fund | Account | Account Description | Dept | Department Description | Project | Project Description | Initiative | Initiat |
|--------|------|---------|---------------------|---------|------------------------|----------|----------------------|------------|---------|
| COLLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL | 50335 | P&S DE |
| COLLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL | 50335 | P&S DE |
| COLLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL | 50335 | P&S DE |
| COLLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL | 50347 | P&S MD |
| COLLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL | 50347 | P&S MD |
| COLLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL | 50347 | P&S MD |
| COLLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL | 50347 | P&S MD |
| COLLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL | 50347 | P&S MD |
| COLLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL | 50347 | P&S MD |
| COLLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL | 50347 | P&S MD |
| COLLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL | 50347 | P&S MD |
| COLLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL | 50347 | P&S MD |
| COLLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL | 50347 | P&S MD |
| COLLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL | 50347 | P&S MD |
| COLLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL | 50347 | P&S MD |
| COLLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL | 50349 | P&S N/A |
| COLLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL | 50349 | P&S N/A |
| COLLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL | 50349 | P&S N/A |
| COLLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL | 50349 | P&S N/A |
| COLLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL | 50349 | P&S N/A |

Training Guide

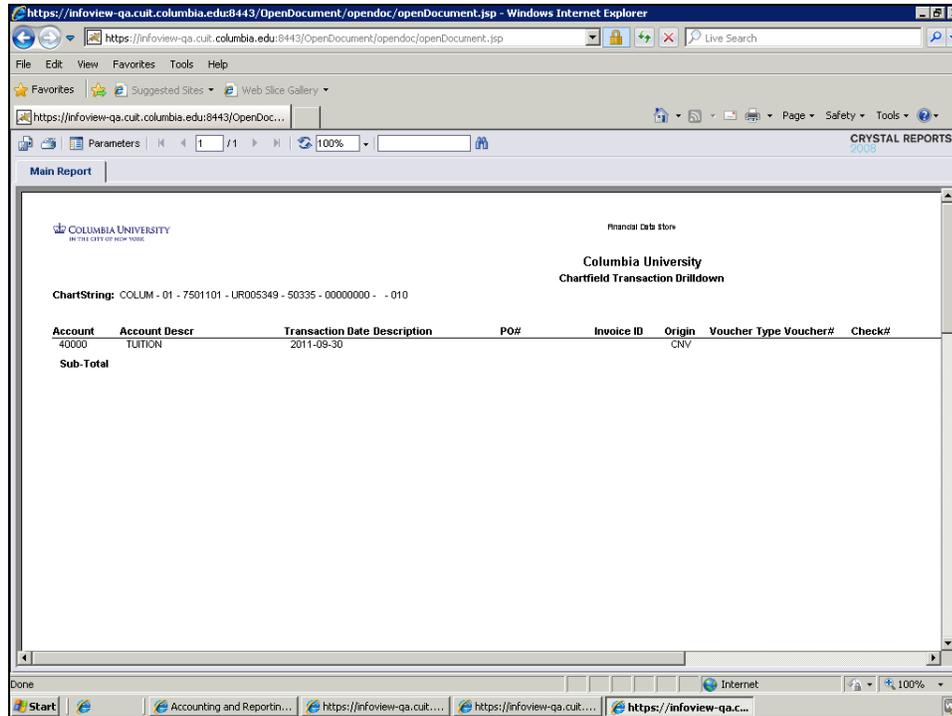
Reporting for Inquiry Only Roles



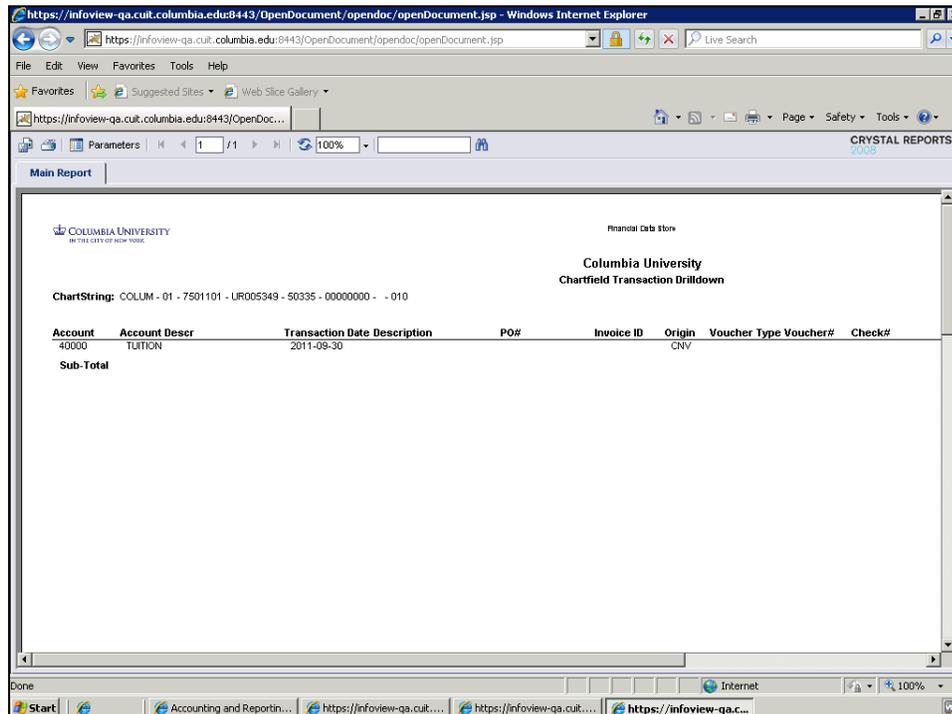
| Step | Action |
|------|--|
| 68. | Click the scroll bar to view the additional fields on this report. |



| Step | Action |
|------|--|
| 69. | <p>Similar to the ChartField Detail Statement, you can also drill down to the transaction detail in this report.</p> <p>Click on the (297,458) hyperlink.</p> <p>(297,458)</p> |



| Step | Action |
|------|---|
| 70. | The ChartField Transaction Drilldown report shows where the transaction is initiated and some details of the transaction. |

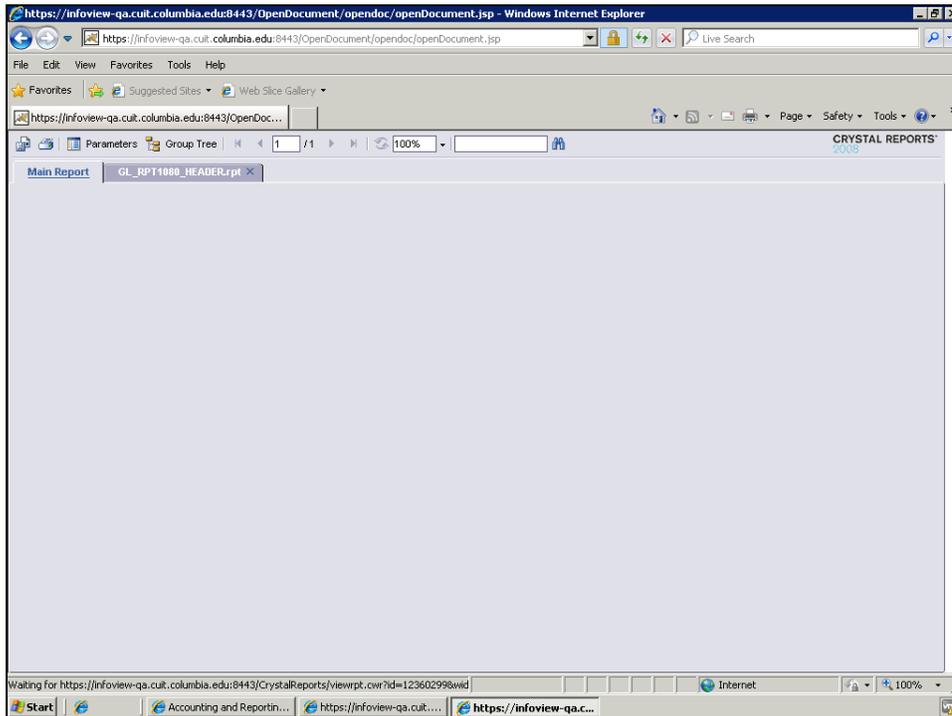


Training Guide

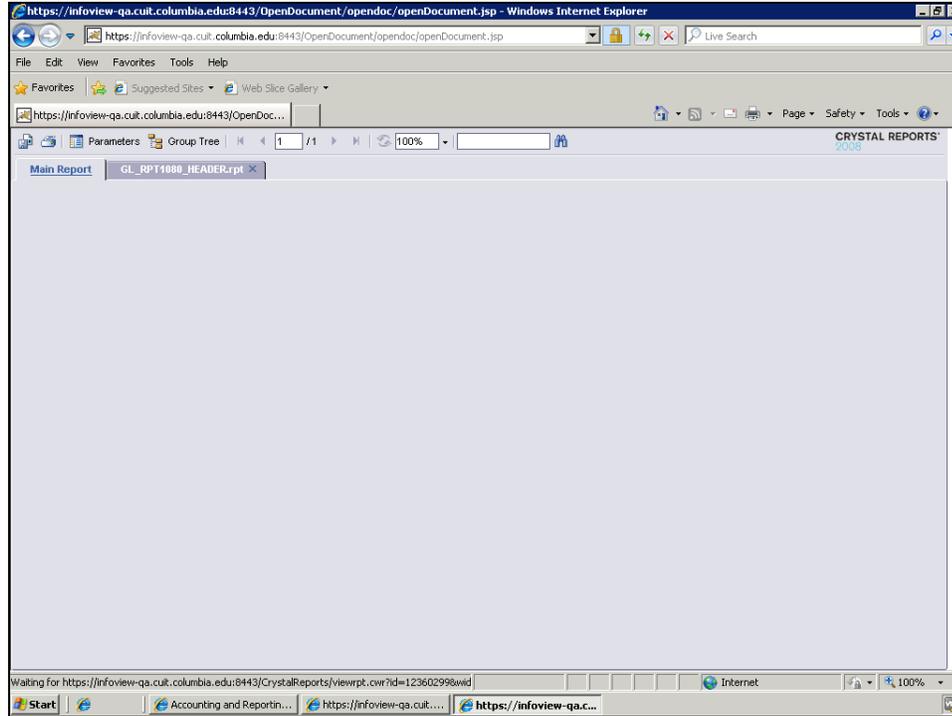
Reporting for Inquiry Only Roles



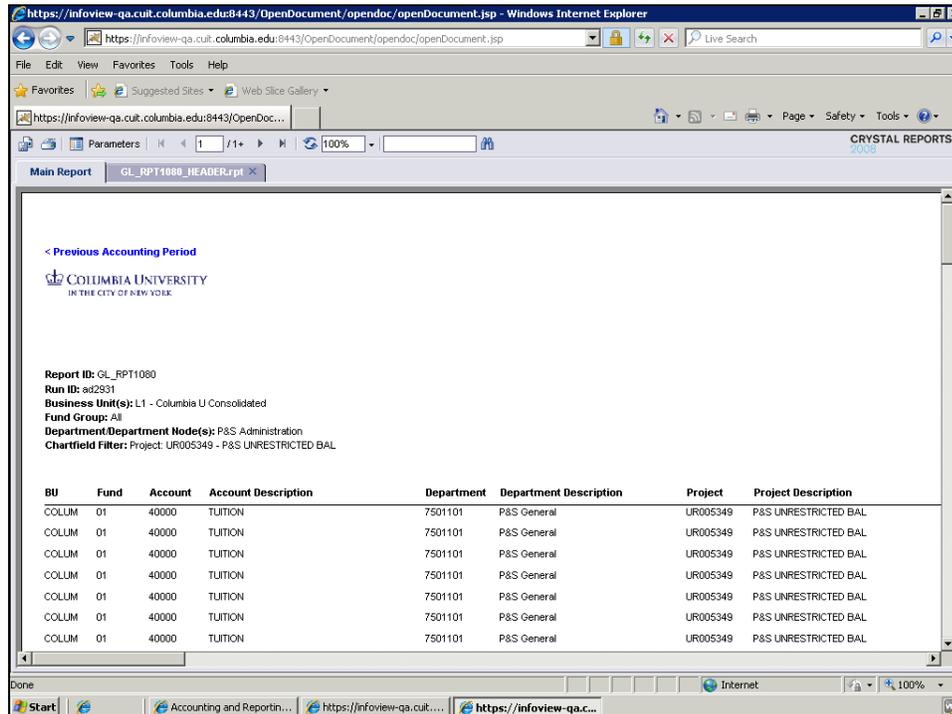
| Step | Action |
|------|---|
| 71. | Click the 'X' button to close this window.  |



| Step | Action |
|------|--|
| 72. | When you activate any link on the report, a secondary 'Core' report tab will appear. Your original report will always show on the 'Main Report' tab. |



| Step | Action |
|------|--|
| 73. | Click the Main Report link. Main Report |



Training Guide

Reporting for Inquiry Only Roles



| Step | Action |
|------|---|
| 74. | You may like to export this report to Excel for further analysis. |

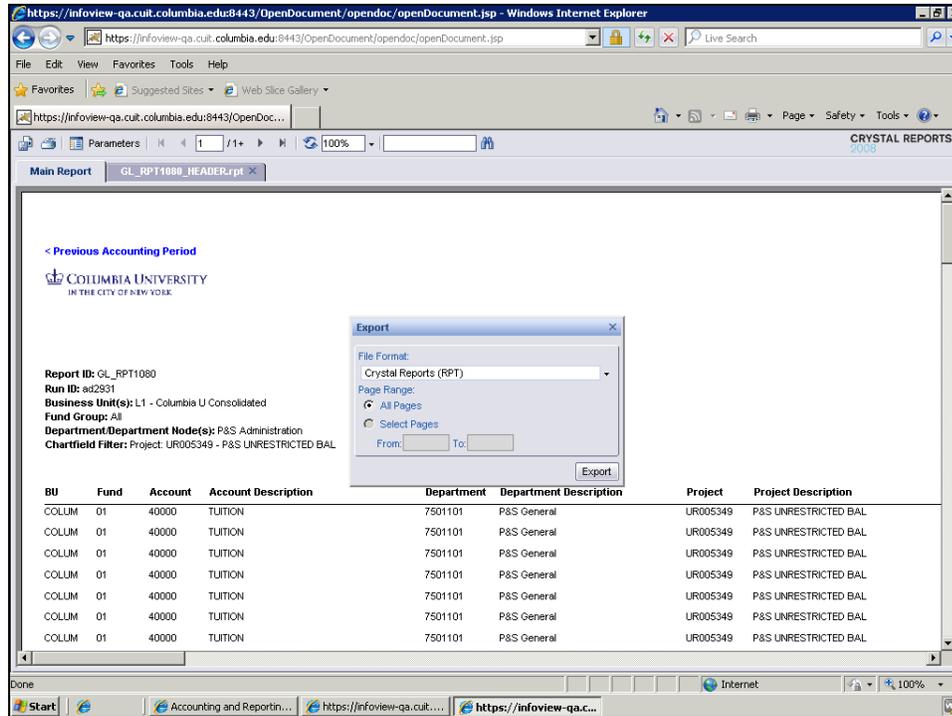
[< Previous Accounting Period](#)
COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

Report ID: GL_RPT1080
Run ID: ad2931
Business Unit(s): L1 - Columbia U Consolidated
Fund Group: All
Department/Department Model(s): P&S Administration
Chartfield Filter: Project: UR005349 - P&S UNRESTRICTED BAL

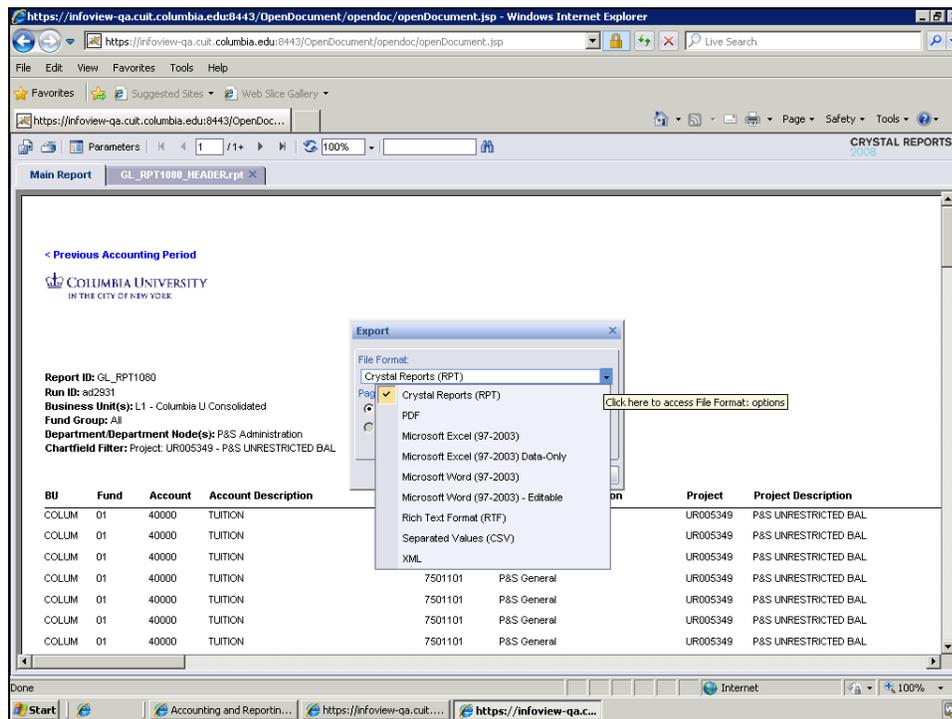
| BU | Fund | Account | Account Description | Department | Department Description | Project | Project Description |
|-------|------|---------|---------------------|------------|------------------------|----------|----------------------|
| COLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL |
| COLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL |
| COLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL |
| COLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL |
| COLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL |
| COLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL |
| COLUM | 01 | 40000 | TUITION | 7501101 | P&S General | UR005349 | P&S UNRESTRICTED BAL |

| Step | Action |
|------|---|
| 75. | Click the Export this report button. |





| Step | Action |
|------|---|
| 76. | Click the File Format button.  |

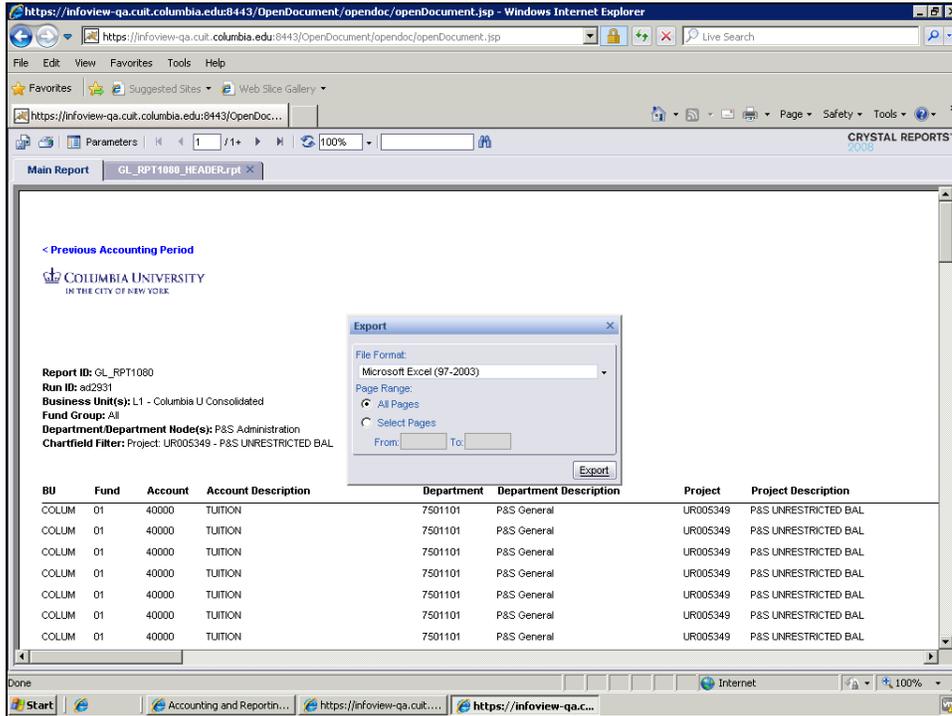


Training Guide

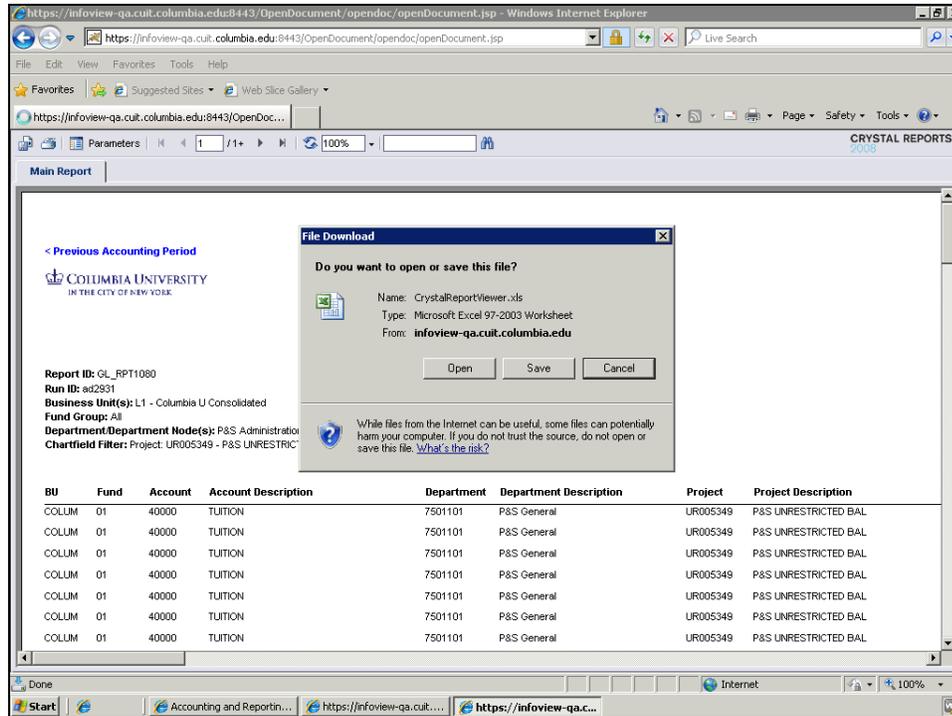
Reporting for Inquiry Only Roles



| Step | Action |
|------|---|
| 77. | Click the Microsoft Excel (97-2003) object.  |

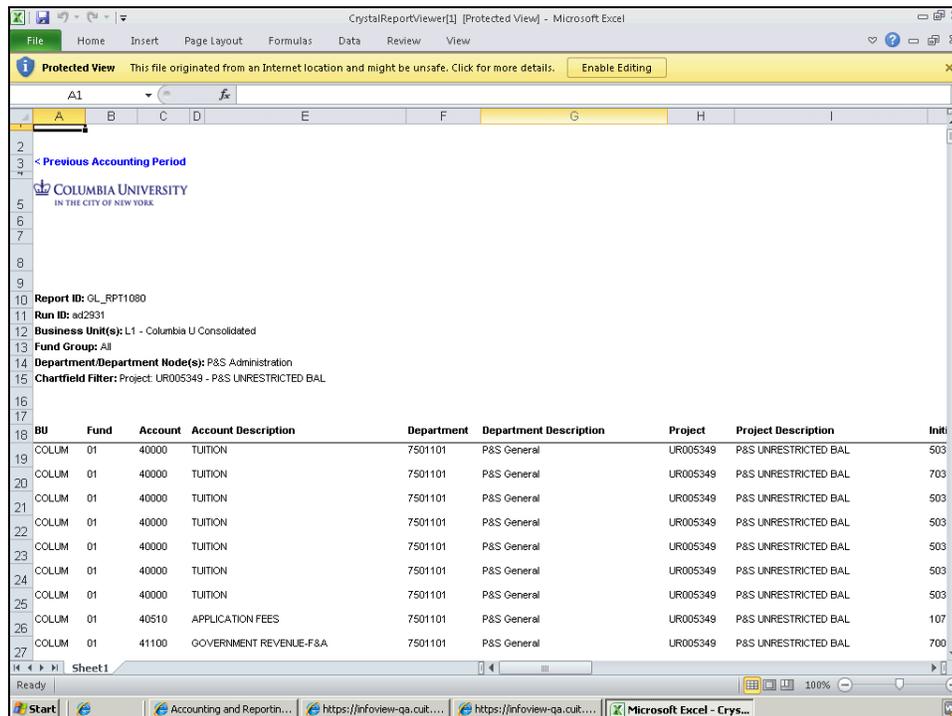


| Step | Action |
|------|--|
| 78. | Click the Export link.  |



| Step | Action |
|------|-------------------------------|
| 79. | Click the Open button. |

Open

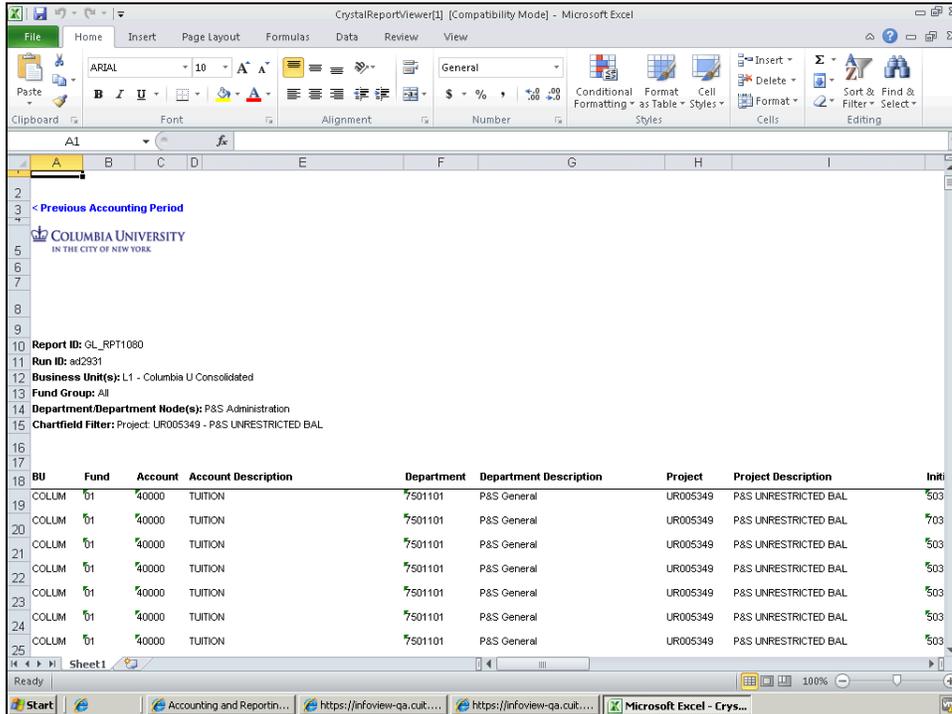


Training Guide

Reporting for Inquiry Only Roles



| Step | Action |
|------|--|
| 80. | Click the Enable Editing button.  |



| Step | Action |
|------|--|
| 81. | You have successfully accessed and run the Project Summary Statement Report from the ARC Portal. End of Procedure. |



Project Lifecycle Reports

Project Lifecycle reports are used to provide information on sponsored, capital, and other projects that have Project Life budgets and activity. These projects typically have time periods that are different from the fiscal year.

The following table describes three Project Lifecycle Reports: Sponsored Project Financial Report, Project Cost Overrun Report, and F&A Recovery Report.

| Report Name | Description | Who Should Use it | What it Replaces | Fields Included | Drilldown |
|---|---|---|---|--|---|
| Sponsored Project Financial Report | DARTS like report, which is Expense Budget to Expense Actual by Budget Account. From the report, there is a link to the Project Summary by Detail Account and then the ability to drill down to the individual transaction. | The report is used by a Department Administrator, Principal Investigator, or SPF Project Manager to monitor and report on sponsored projects. | DARTs Summary and Detail Statement | The report provides demographic information for the Project, Budget Account, Month and Project to Date Actuals, and Commitments. | Drilldown from budget account to detail account, and then to transaction level detail |
| Project Cost Overrun Report | Identifies any Projects that are in an Expense Budget to Expense Actual cost overrun. The report can be run by Project Owning Department or for a particular Project Manager (i.e. Principal Investigator). | The report is used by a School or Department Administrator or Principal Investigator to monitor cost overruns. | FFE SL Budget Balance Overdraft report | Expense Budget and Expense Actual, Month and Project to Date Activity | No |
| F&A Recovery Report | Is used to review total F&A recovery. The report can be run by Project Owning Department or for a particular Project Manager (i.e. Principal Investigator). | The report is used by a School or Department Administrator or Principal Investigator to monitor F&A recoveries. | COB Eaten Report (used only by CUMC) | F&A Budget to F&A Actual, Month, Fiscal, and Project to Date Activity | No |

Training Guide

Reporting for Inquiry Only Roles



Project versus ChartField Reports

Before running a Project Lifecycle report, review the following table which summarizes some of the key differences between Project and ChartField Reports.

| Project Reports | ChartField Reports |
|---|---------------------------------------|
| Project to Date information | Fiscal Year to Date Information |
| Sponsored Project Summary has Natural Account Rollups | Summary has Natural Account Details |
| Project Budget Information | Original Budget and Current Estimate |
| Includes Encumbrances for Project Period | Includes Encumbrances for Fiscal Year |
| Can drill down to further detail | Can drilldown to further detail |

Running the Sponsored Project Financial Report

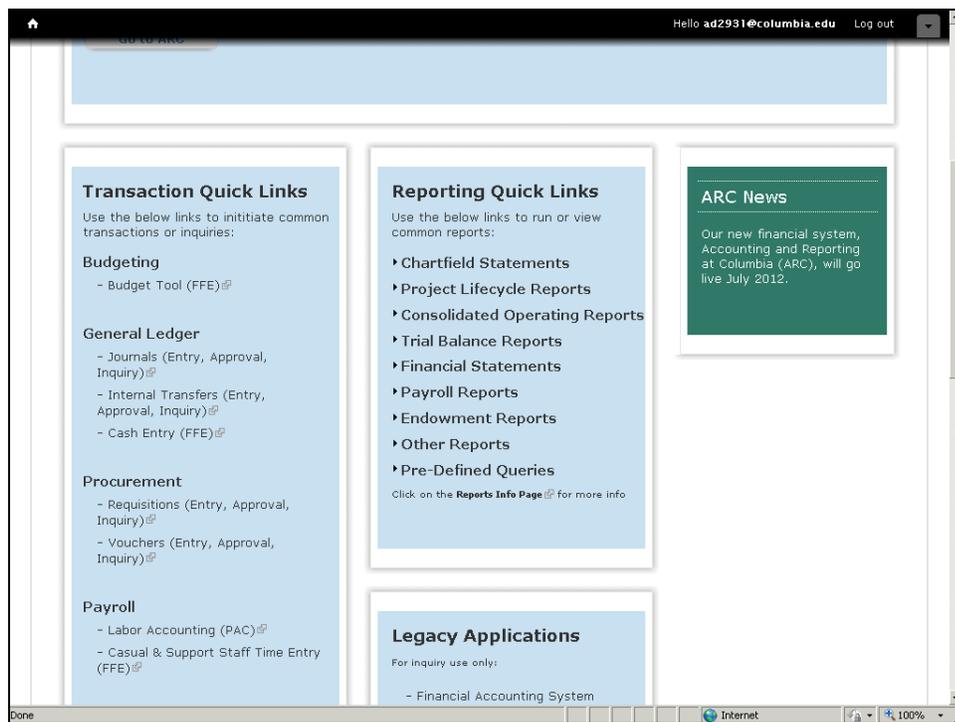
The Sponsored Project Financial Report is used by a Department Administrator, Principal Investigator, or SPF Project Manager to monitor and report on Sponsored Projects.

In this topic you will learn how to access and run the Sponsored Project Financial Report from the ARC Portal.

Estimated time to complete this topic: 5 minutes

Procedure

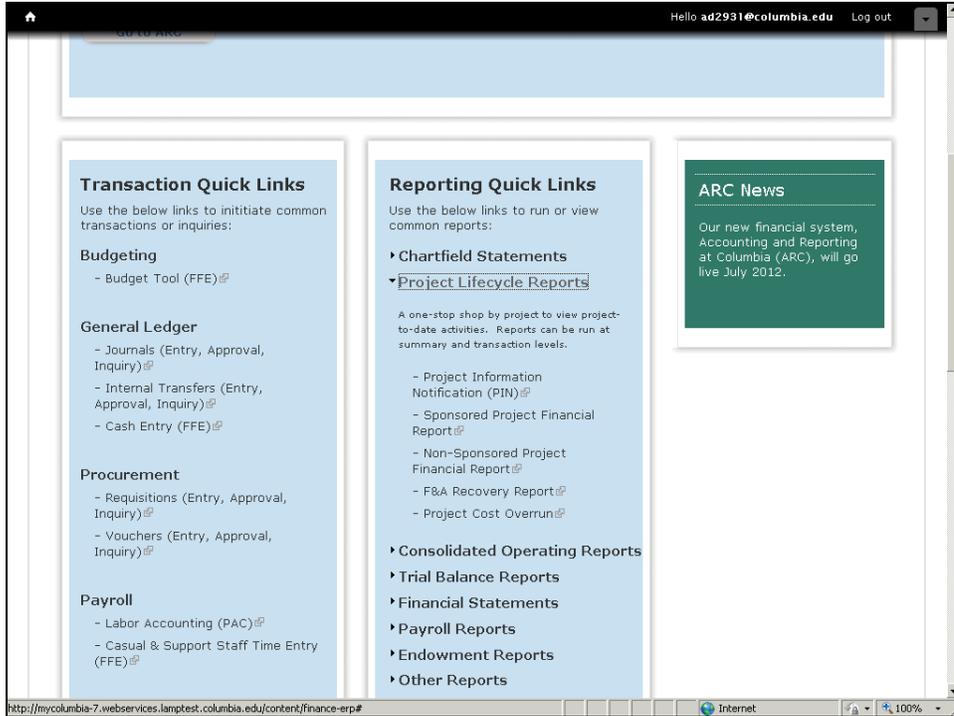
Welcome to the *Running the Sponsored Project Financial Report* topic. In this scenario you will learn how to access and run the Sponsored Project Financial Report from the ARC Portal. You will also learn how to preview the report for a different set of parameters, print the report, and export the report to Excel.



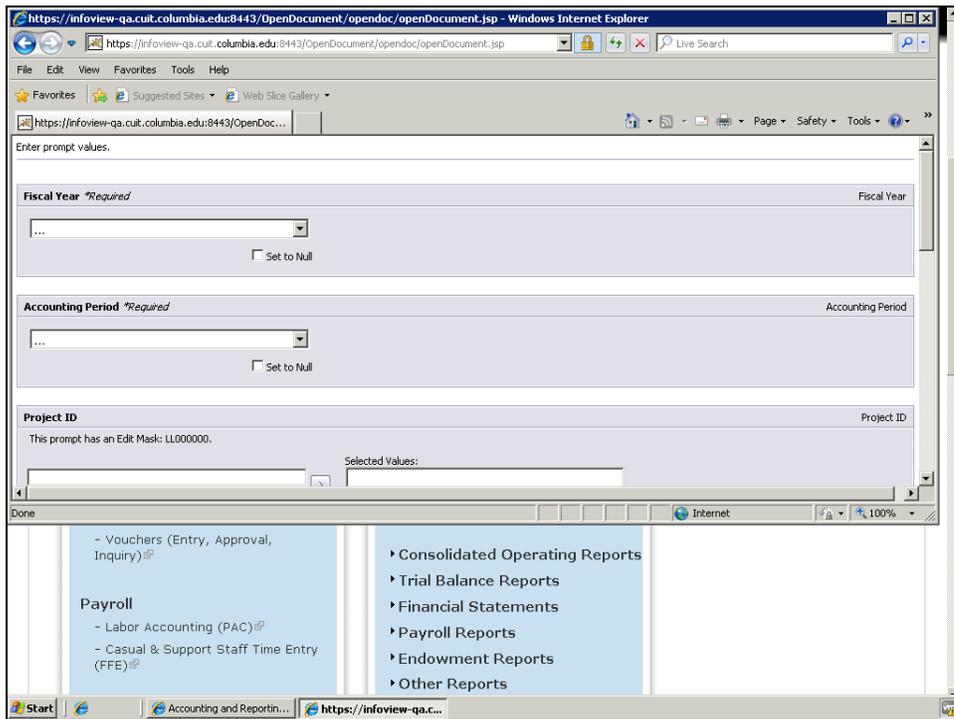
| Step | Action |
|------|--|
| 1. | Click the Project Lifecycle Reports link. Project Lifecycle Reports |

Training Guide

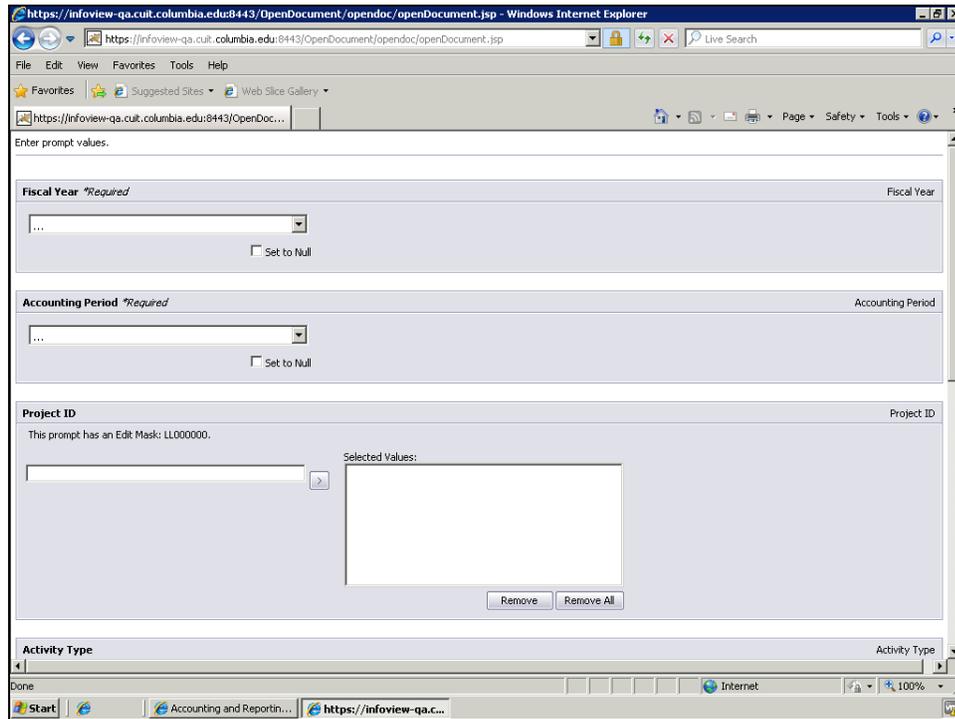
Reporting for Inquiry Only Roles



| Step | Action |
|------|---|
| 2. | Click the Sponsored Project Financial Report link. |



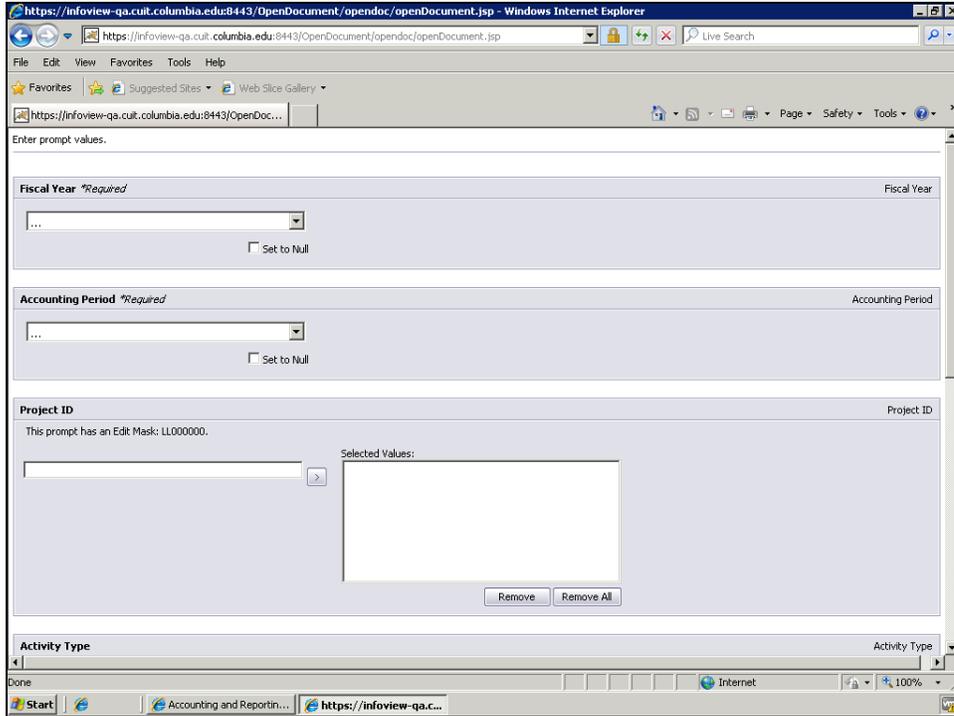
| Step | Action |
|------|--|
| 3. | Click the Maximize/Restore button.  |



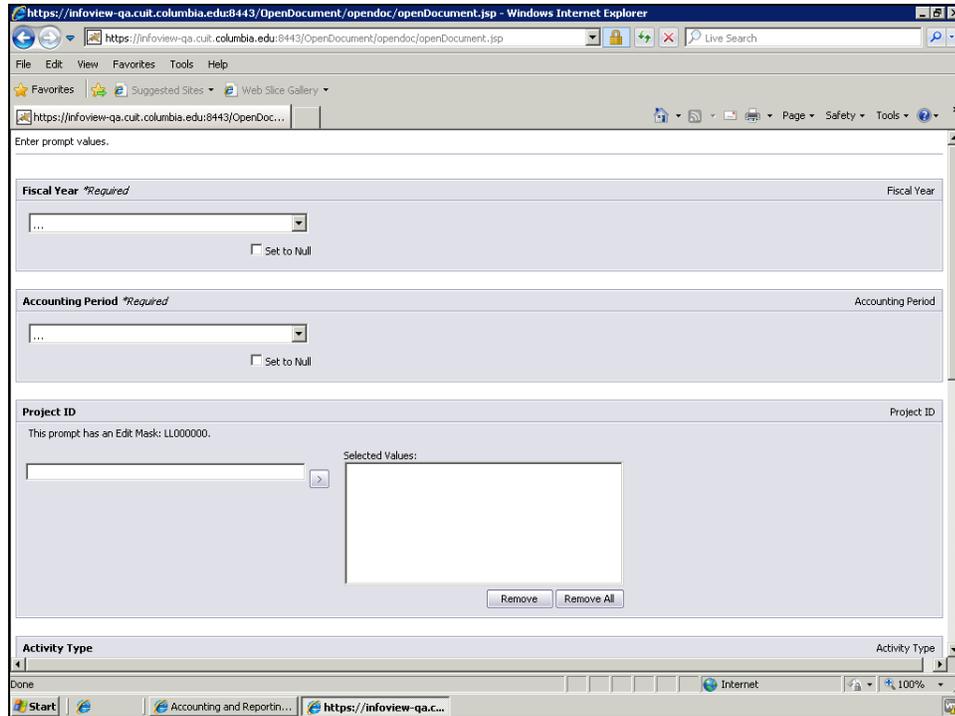
| Step | Action |
|------|---|
| 4. | <p>In this scenario we are going to run the Sponsored Project Financial report for June 2012 (The twelfth month of FY 2012).</p> <p>The Project Summary Statement is like a DARTS report.</p> <p>This report is used by a Department Administrator, Principal Investigator, or SPF Project Manager to monitor and report on Sponsored Projects.</p> |

Training Guide

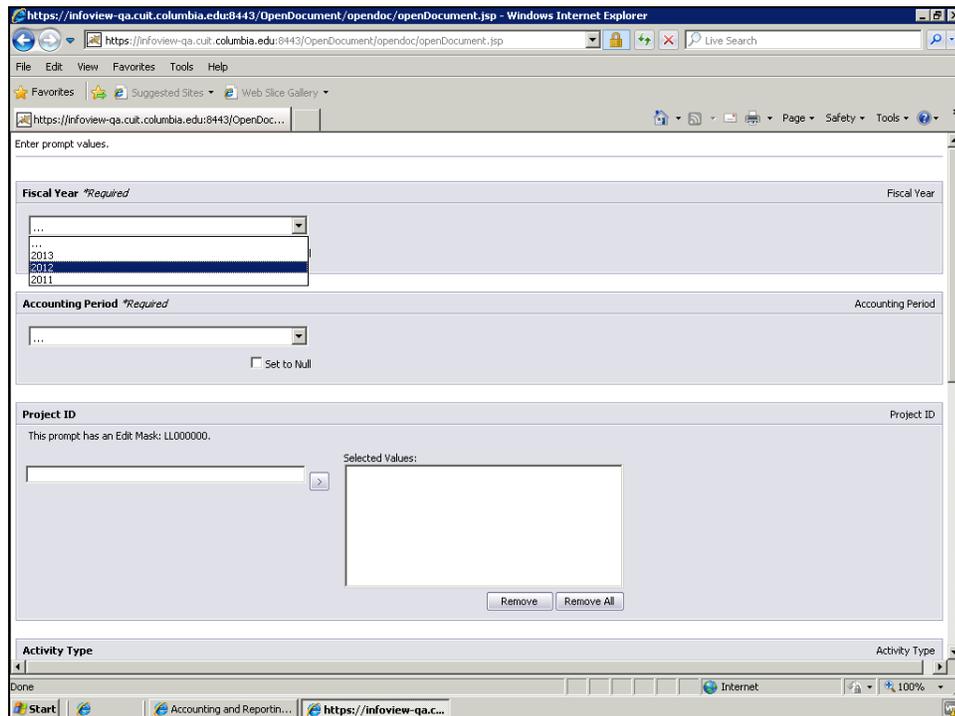
Reporting for Inquiry Only Roles



| Step | Action |
|------|---|
| 5. | Notice that fields with an asterisk are required whereas fields without an asterisk are optional. Fiscal Year and Accounting Period are required to run the Sponsored Project Financial report. |



| Step | Action |
|------|--|
| 6. | Click the Fiscal Year list.  |

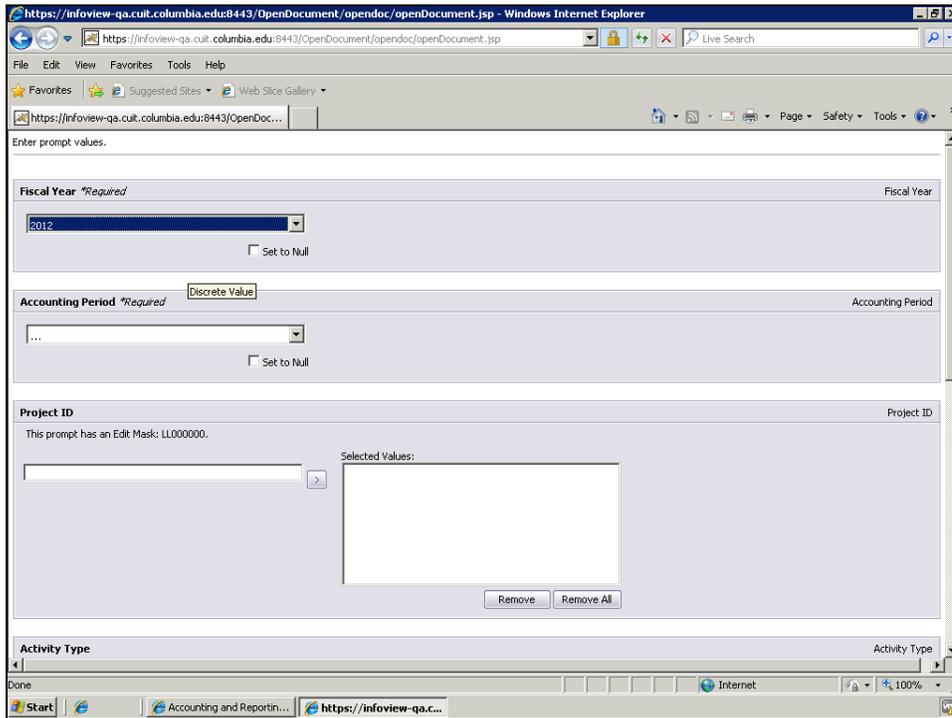


Training Guide

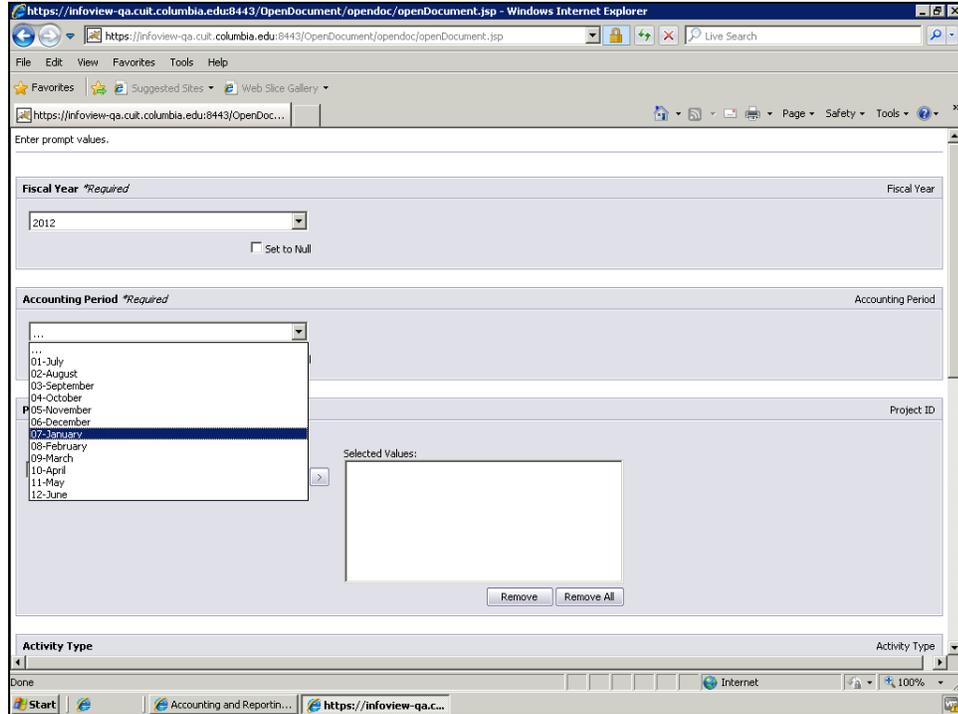
Reporting for Inquiry Only Roles



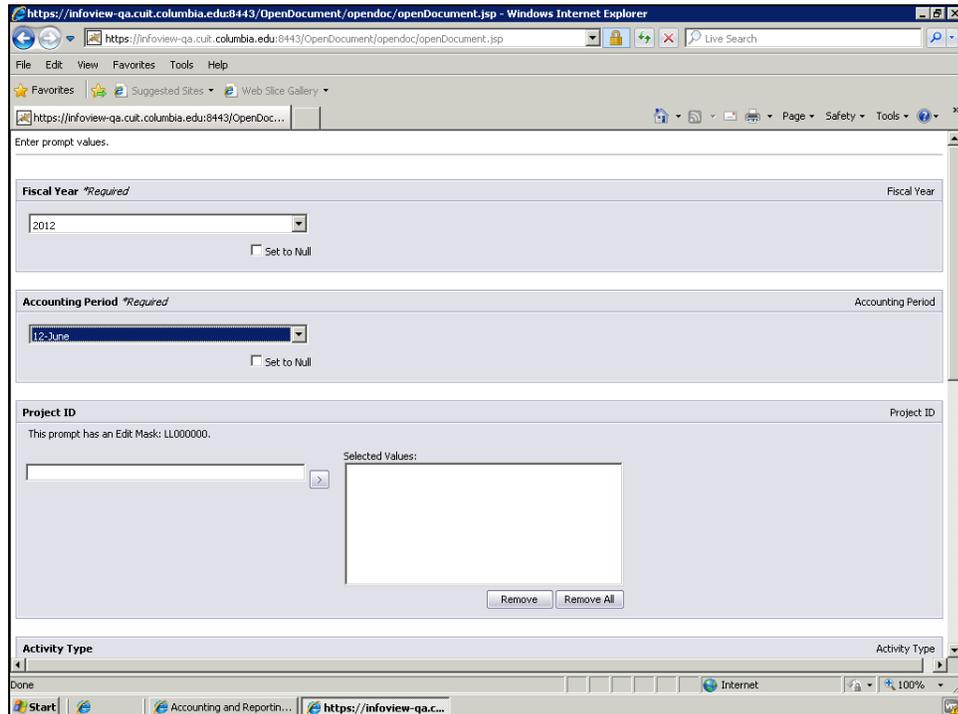
| Step | Action |
|------|---|
| 7. | Click the 2012 list item.  |



| Step | Action |
|------|---|
| 8. | Click the Accounting Period list.  |



| Step | Action |
|------|--|
| 9. | Click the 12-June list item. <input data-bbox="440 1062 1036 1094" type="text" value="12-June"/> |

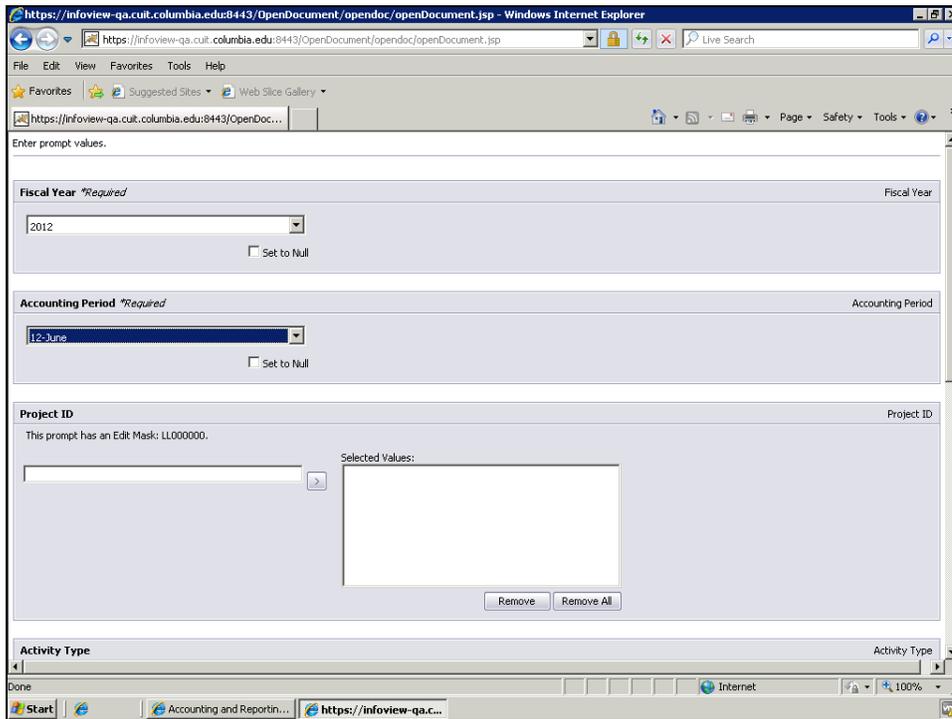


Training Guide

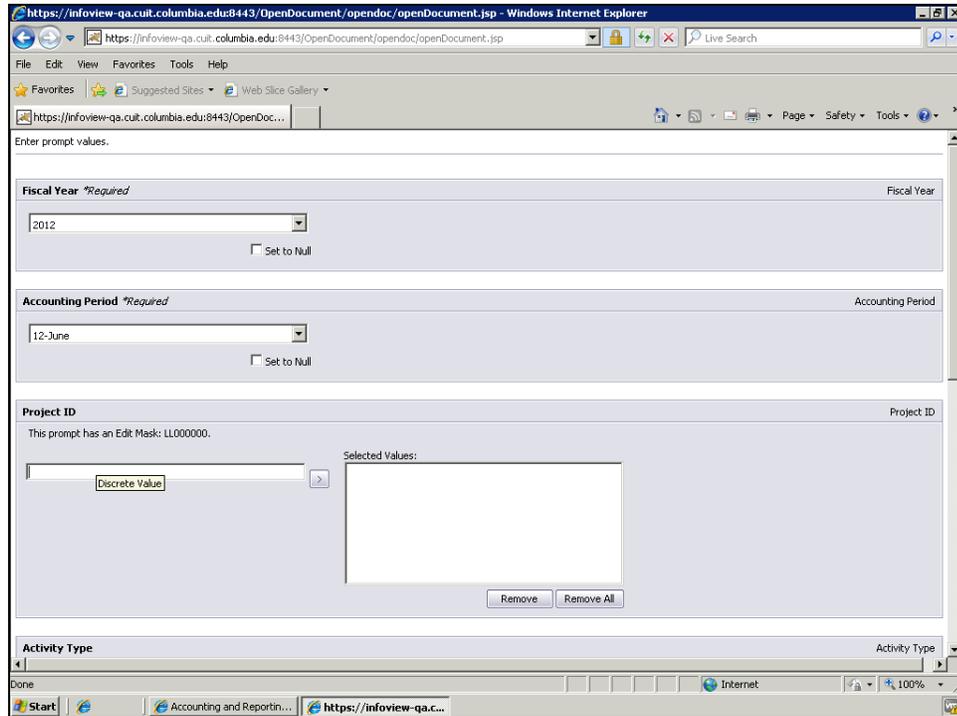
Reporting for Inquiry Only Roles



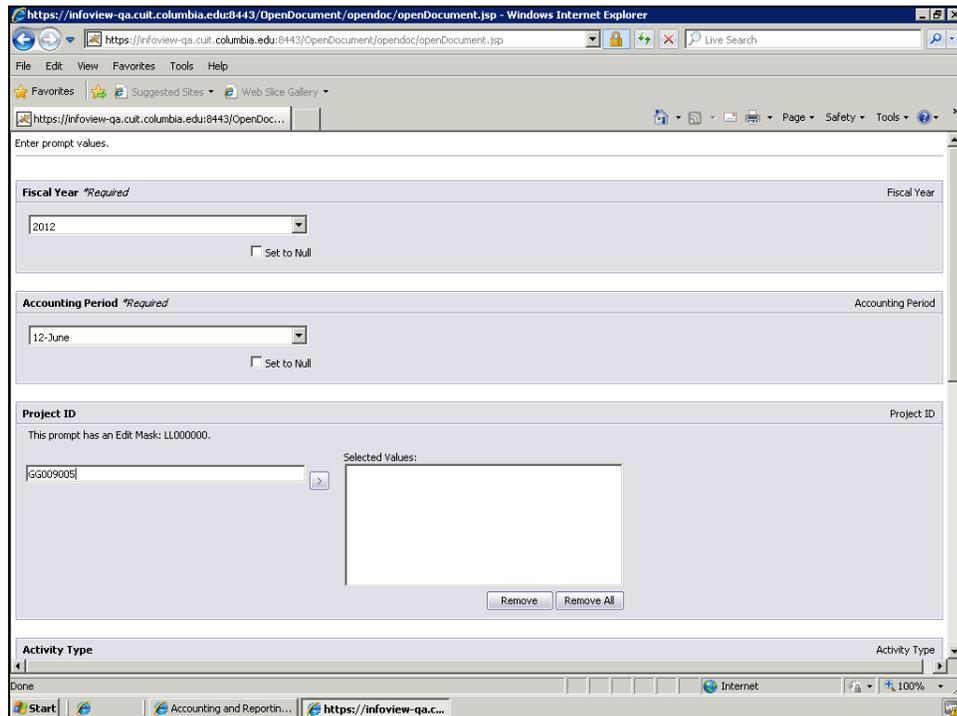
| Step | Action |
|------|---|
| 10. | The Project ID is not required. In this scenario we will specify this field. |



| Step | Action |
|------|---|
| 11. | Click in the Project ID field. <input type="text"/> |



| Step | Action |
|------|-------------------|
| 12. | Enter "GG009005". |

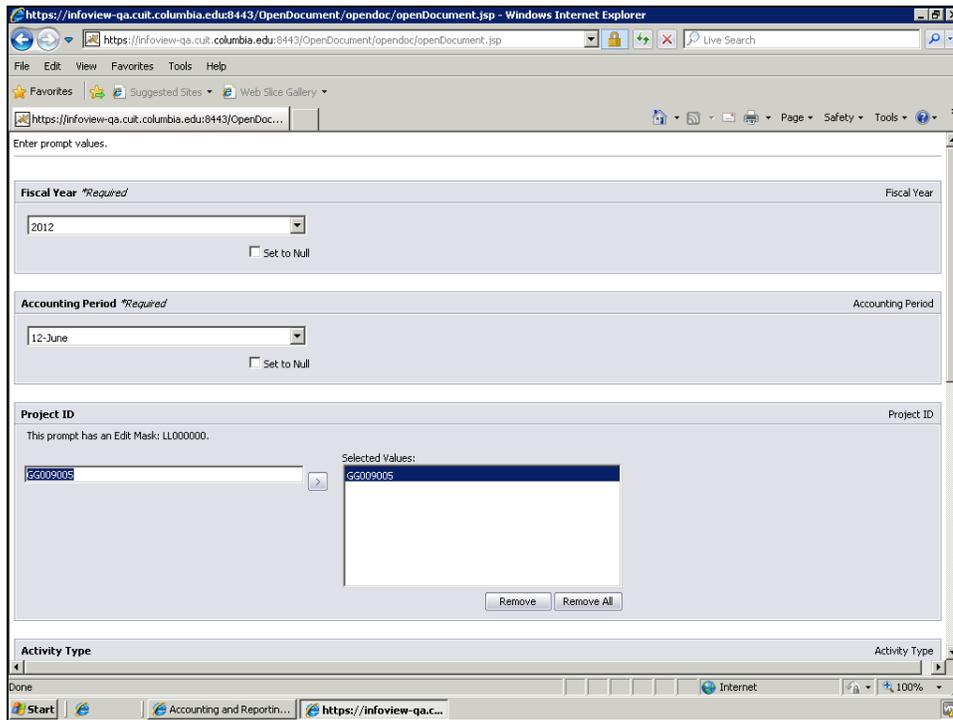


Training Guide

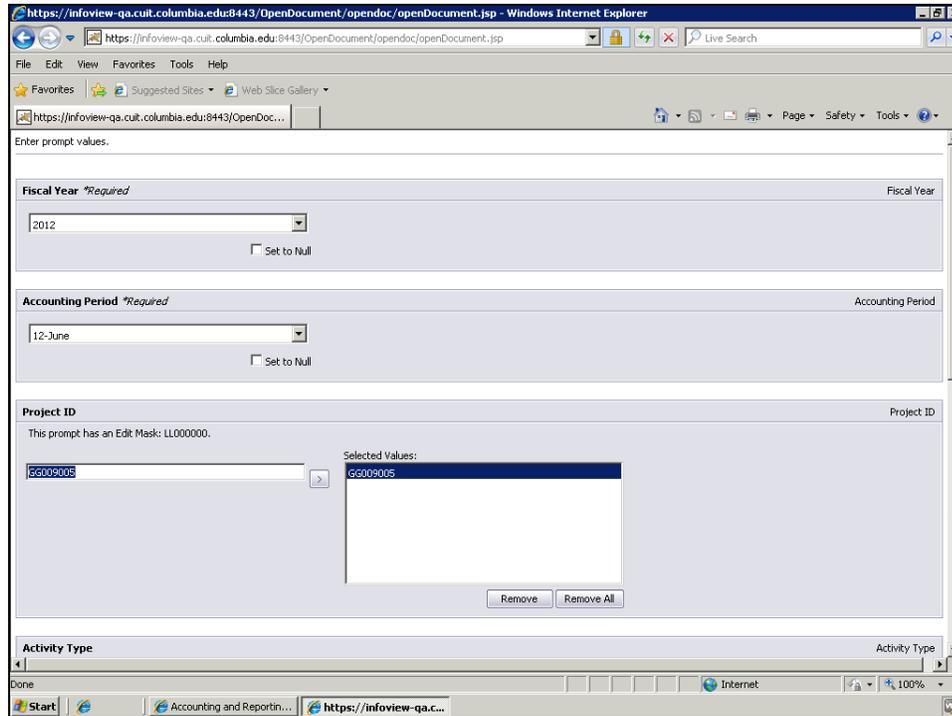
Reporting for Inquiry Only Roles



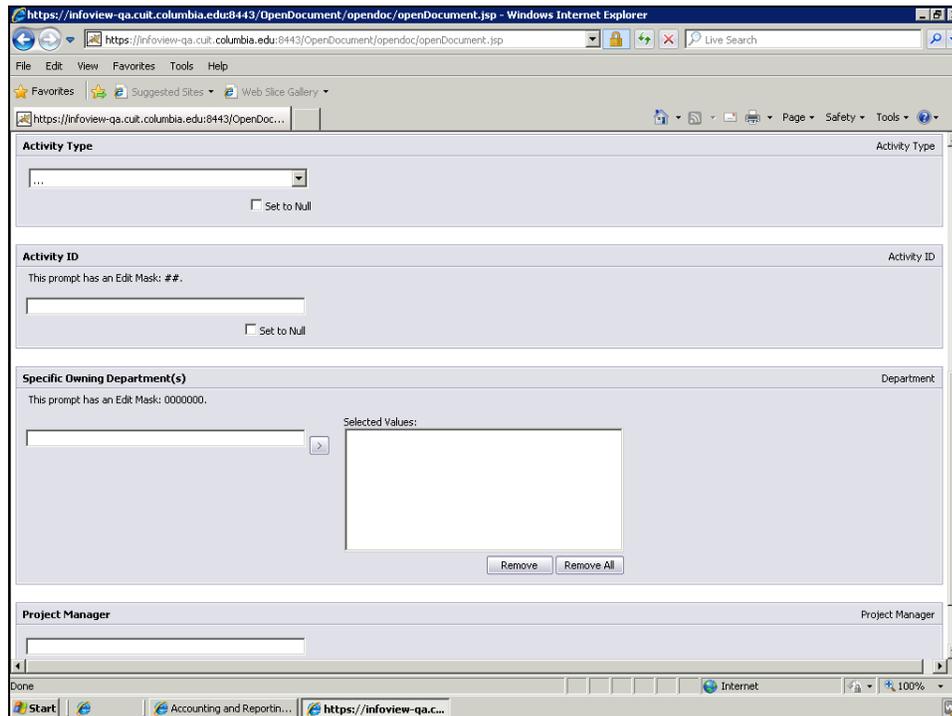
| Step | Action |
|------|--|
| 13. | Click the Add a discrete Value button.  |



| Step | Action |
|------|--|
| 14. | Notice that selected value will appear on the 'Selected Values' box. |



| Step | Action |
|------|---|
| 15. | Click the scroll bar to view the rest of the run time parameters for this report. |

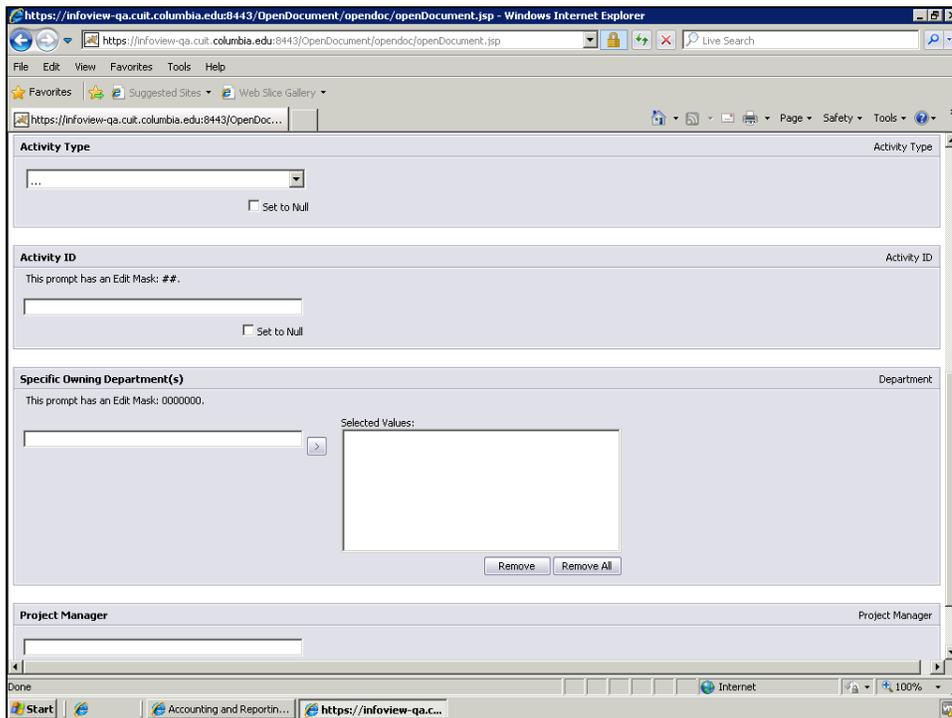


Training Guide

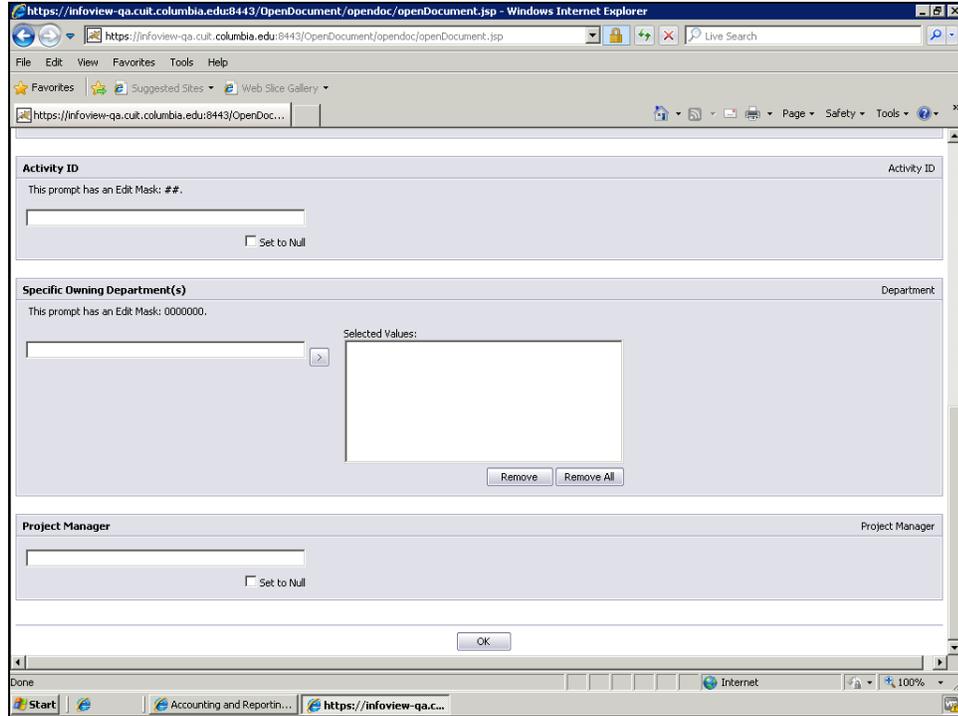
Reporting for Inquiry Only Roles



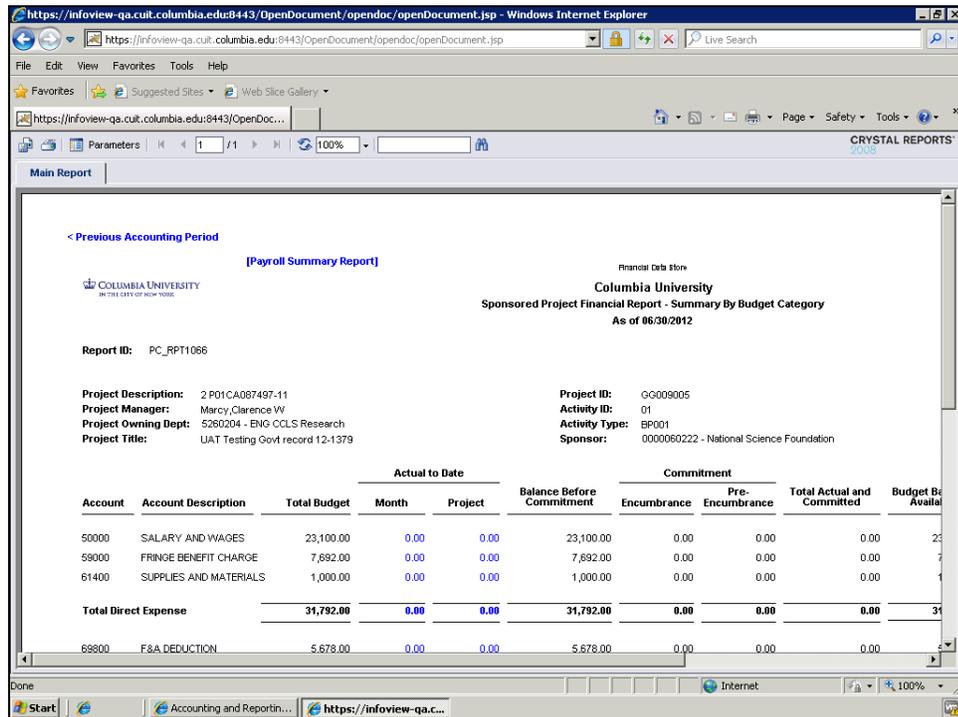
| Step | Action |
|------|---|
| 16. | <p>The Activity Type defines the budget period.</p> <p>The Activity ID represents a task that makes up a project. Project costs and budgets are stored in activities.</p> <p>The Owning Department is the department that is responsible for the project.</p> <p>Activity Type, Activity ID, and Owning Departments are not required fields. In this scenario we will not specify these fields.</p> |



| Step | Action |
|------|---|
| 17. | Click the scrollbar to view the bottom of the page. |



| Step | Action |
|------|--|
| 18. | Click the OK link.  |



Training Guide

Reporting for Inquiry Only Roles



| Step | Action |
|------|--|
| 19. | <p>This report is similar to the Summary and Detail Statement in DARTS.</p> <p>It also contains the previous/next accounting period functionality similar to DARTS.</p> <p>Please note that for training purposes you will either see 0's or mock data in this report.</p> |

| Account | Account Description | Total Budget | Actual to Date | | Balance Before Commitment | Commitment | | Total Actual and Committed | Budget Available |
|-----------------------------|------------------------|------------------|----------------|-------------|---------------------------|-------------|-----------------|----------------------------|------------------|
| | | | Month | Project | | Encumbrance | Pre-Encumbrance | | |
| 50000 | SALARY AND WAGES | 23,100.00 | 0.00 | 0.00 | 23,100.00 | 0.00 | 0.00 | 0.00 | 23,100.00 |
| 59000 | FRINGE BENEFIT CHARGE | 7,692.00 | 0.00 | 0.00 | 7,692.00 | 0.00 | 0.00 | 0.00 | 7,692.00 |
| 61400 | SUPPLIES AND MATERIALS | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 |
| Total Direct Expense | | 31,792.00 | 0.00 | 0.00 | 31,792.00 | 0.00 | 0.00 | 0.00 | 31,792.00 |
| 69800 | F&A DEDUCTION | 5,678.00 | 0.00 | 0.00 | 5,678.00 | 0.00 | 0.00 | 0.00 | 5,678.00 |

| Step | Action |
|------|--|
| 20. | This report is coming from the Financial Data Store. |

Columbia University
Sponsored Project Financial Report - Summary By Budget Category
As of 06/30/2012

Report ID: PC_RPT1066

Project Description: 2 P01CA087497-11
Project Manager: Marcy, Clarence W
Project Owning Dept: 5280204 - ENG CCLS Research
Project Title: UAT Testing Govt record 12-1379

Project ID: GG009005
Activity ID: 01
Activity Type: BP001
Sponsor: 0000060222 - National Science Foundation

| Account | Account Description | Total Budget | Actual to Date | | Balance Before Commitment | Commitment | | Total Actual and Committed | Budget Available |
|-----------------------------|------------------------|------------------|----------------|-------------|---------------------------|-------------|-----------------|----------------------------|------------------|
| | | | Month | Project | | Encumbrance | Pre-Encumbrance | | |
| 50000 | SALARY AND WAGES | 23,100.00 | 0.00 | 0.00 | 23,100.00 | 0.00 | 0.00 | 0.00 | 23,100.00 |
| 59000 | FRINGE BENEFIT CHARGE | 7,692.00 | 0.00 | 0.00 | 7,692.00 | 0.00 | 0.00 | 0.00 | 7,692.00 |
| 61400 | SUPPLIES AND MATERIALS | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 |
| Total Direct Expense | | 31,792.00 | 0.00 | 0.00 | 31,792.00 | 0.00 | 0.00 | 0.00 | 31,792.00 |
| 69800 | F&A DEDUCTION | 5,678.00 | 0.00 | 0.00 | 5,678.00 | 0.00 | 0.00 | 0.00 | 5,678.00 |

| Step | Action |
|------|---|
| 21. | <p>The Sponsored Project Financial Report has drill down functionality from budget account to detail account, and then to transaction level detail.</p> <p>The fields in blue depict that there is a drill down capability to the transaction detail.</p> |

Training Guide

Reporting for Inquiry Only Roles



https://infview-qa.cuit.columbia.edu:8443/OpenDocument/pendoc/openDocument.jsp - Windows Internet Explorer

https://infview-qa.cuit.columbia.edu:8443/OpenDocument/pendoc/openDocument.jsp

File Edit View Favorites Tools Help

Parameters | 1 / 1 | 100%

CRYSTAL REPORTS

Main Report

< Previous Accounting Period

[Payroll Summary Report]

COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

Financial Data View

Columbia University
Sponsored Project Financial Report - Summary By Budget Category
As of 06/30/2012

Report ID: PC_RPT1066

Project Description: 2 P01CA087497-11
Project Manager: Marcy, Clarence W
Project Owning Dept: 5200204 - ENG CCLS Research
Project Title: UAT Testing Govt record 12-1379

Project ID: GG009005
Activity ID: 01
Activity Type: BP001
Sponsor: 0000060222 - National Science Foundation

| Account | Account Description | Total Budget | Actual to Date | | Balance Before Commitment | Commitment | | Total Actual and Committed | Budget Available |
|-----------------------------|------------------------|------------------|----------------|-------------|---------------------------|-------------|-----------------|----------------------------|------------------|
| | | | Month | Project | | Encumbrance | Pre-Encumbrance | | |
| 50000 | SALARY AND WAGES | 23,100.00 | 0.00 | 0.00 | 23,100.00 | 0.00 | 0.00 | 0.00 | 23,100.00 |
| 59000 | FRINGE BENEFIT CHARGE | 7,692.00 | 0.00 | 0.00 | 7,692.00 | 0.00 | 0.00 | 0.00 | 7,692.00 |
| 61400 | SUPPLIES AND MATERIALS | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 |
| Total Direct Expense | | 31,792.00 | 0.00 | 0.00 | 31,792.00 | 0.00 | 0.00 | 0.00 | 31,792.00 |
| 69800 | F&A DEDUCTION | 5,678.00 | 0.00 | 0.00 | 5,678.00 | 0.00 | 0.00 | 0.00 | 5,678.00 |

Done

Start | Accounting and Reportin... | https://infview-qa.c...

| Step | Action |
|------|---|
| 22. | Click the 0.00 link. 0.00 |

https://infview-qa.cuit.columbia.edu:8443/OpenDocument/pendoc/openDocument.jsp - Windows Internet Explorer

https://infview-qa.cuit.columbia.edu:8443/OpenDocument/pendoc/openDocument.jsp

File Edit View Favorites Tools Help

Parameters | Group Tree | 1 / 1 | 100%

CRYSTAL REPORTS

Main Report

COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

Columbia University
Sponsored Project Financial Report - Summary By Budget Category
As of 06/30/2012

Report ID: PC_RPT1066

Project Description: Government Proxy
Project Manager: Government Proxy
Project Owning Dept: 250200X - GEU OMB
Project Title: Government Proxy

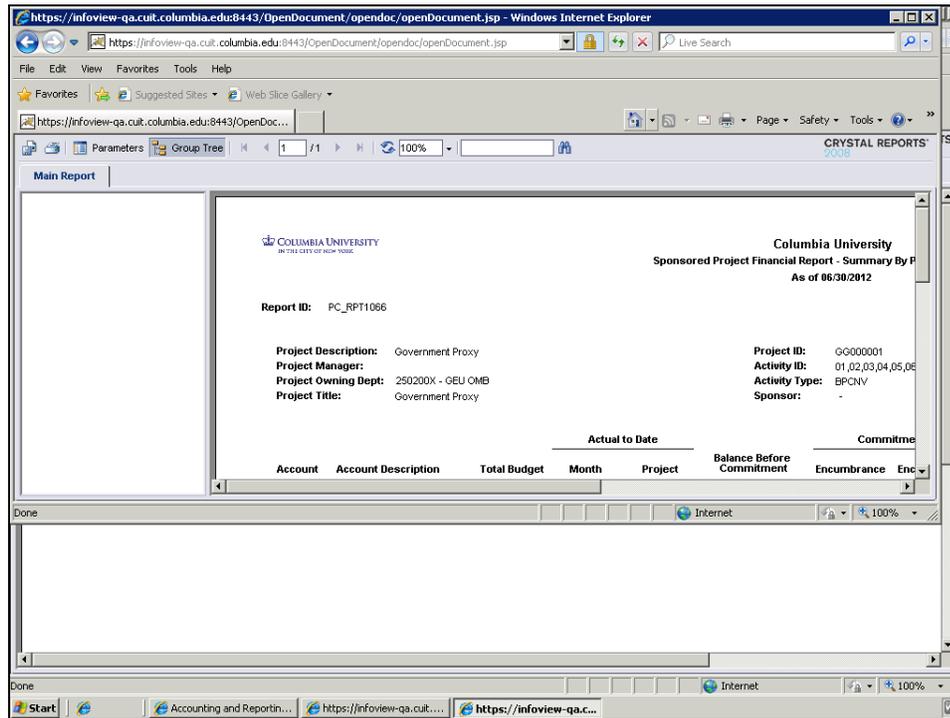
Project ID: GG000001
Activity ID: 01_02_03_04_05_06
Activity Type: BPCNV
Sponsor: -

| Account | Account Description | Total Budget | Actual to Date | | Balance Before Commitment | Commitment | |
|---------|---------------------|--------------|----------------|---------|---------------------------|-------------|-----------------|
| | | | Month | Project | | Encumbrance | Pre-Encumbrance |

Done

Start | Accounting and Reportin... | https://infview-qa.cuit... | https://infview-qa.c...

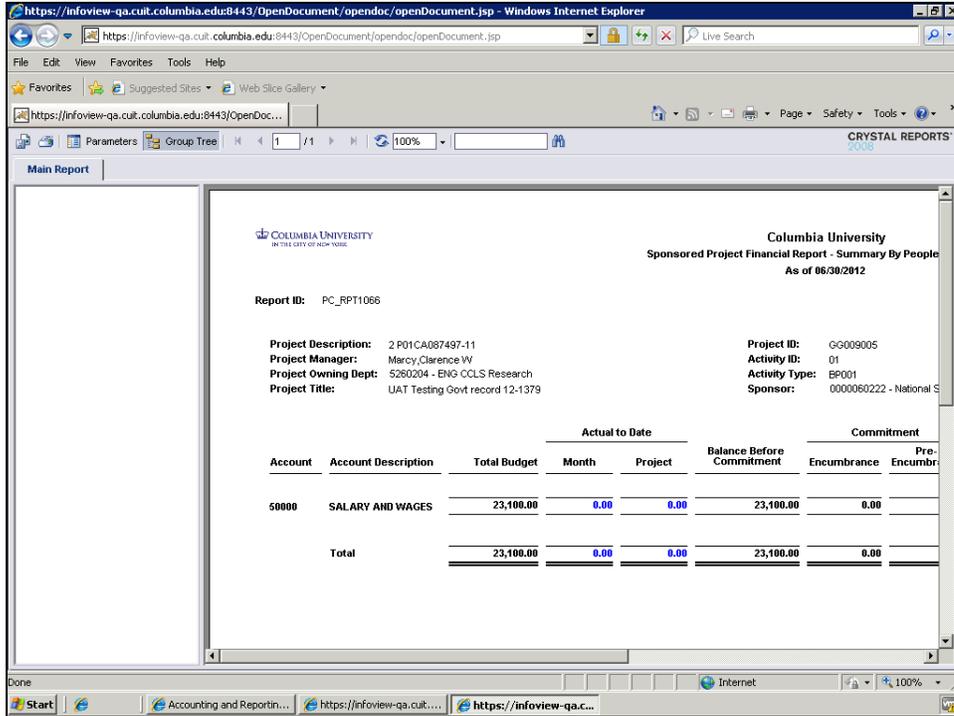
| Step | Action |
|------|--|
| 23. | Note that the 'Sponsored Project Financial Report - Summary by PeopleSoft Account' opened on a new window. |



| Step | Action |
|------|--|
| 24. | Click the Maximize/Restore button.  |

Training Guide

Reporting for Inquiry Only Roles



| Step | Action |
|------|--|
| 25. | <p>This is the Sponsored Project Financial Report - Summary by PeopleSoft Account.</p> <p>You can drill down to the transaction level detail by account from this report. Values that can be drilled down are depicted as blue hyperlinks.</p> |

Columbia University
Sponsored Project Financial Report - Summary By People
As of 06/30/2012

Report ID: PC_RPT1066

Project Description: 2 P01 CA087497-11
Project Manager: Marcy Clarence W
Project Owning Dept: S280204 - ENG CCLS Research
Project Title: UAT Testing Govt record 12-1379

Project ID: G6009005
Activity ID: 01
Activity Type: EP001
Sponsor: 0000060222 - National Science Foundation

| Account | Account Description | Total Budget | Actual to Date | | Balance Before Commitment | Commitment | |
|--------------|---------------------|------------------|----------------|-------------|---------------------------|-------------|-----------------|
| | | | Month | Project | | Encumbrance | Pre-Encumbrance |
| 50000 | SALARY AND WAGES | 23,100.00 | 0.00 | 0.00 | 23,100.00 | 0.00 | |
| Total | | 23,100.00 | 0.00 | 0.00 | 23,100.00 | 0.00 | |

| Step | Action |
|------|---------------------------------|
| 26. | Click the 0.00 link. |

Columbia University
Sponsored Project Financial Report - Detail
As of 06/30/2012

Report ID: PC_RPT1066

Project Description: 2 P01 CA087497-11
Project Manager: Marcy Clarence W
Project Owning Dept: S280204 - ENG CCLS Research
Project Title: UAT Testing Govt record 12-1379

Project ID: G6009005
Activity ID: 01
Activity Type: EP001
Sponsor: 0000060222 - National Science Foundation

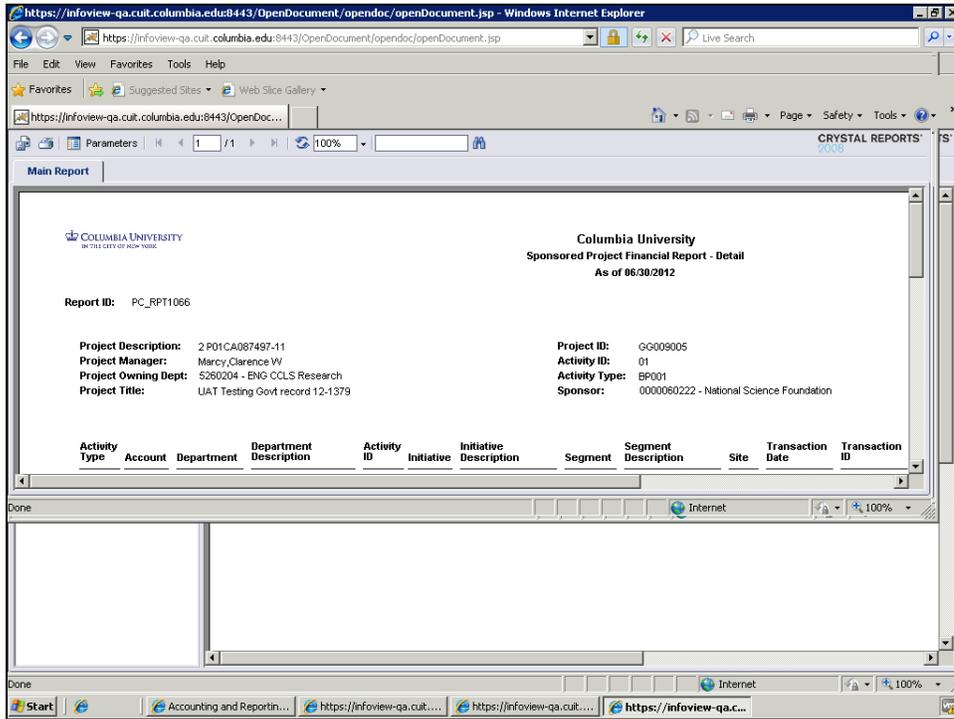
| Activity Type | Account | Department | Department Description | Activity ID | Initiative | Initiative Description | Segment | Segment Description | Site | Transaction Date | Transaction ID |
|---------------|---------|------------|------------------------|-------------|------------|------------------------|---------|---------------------|------|------------------|----------------|
|---------------|---------|------------|------------------------|-------------|------------|------------------------|---------|---------------------|------|------------------|----------------|

Training Guide

Reporting for Inquiry Only Roles



| Step | Action |
|------|---|
| 27. | Note that the Sponsored Project Financial Detail report opened on a new window. |

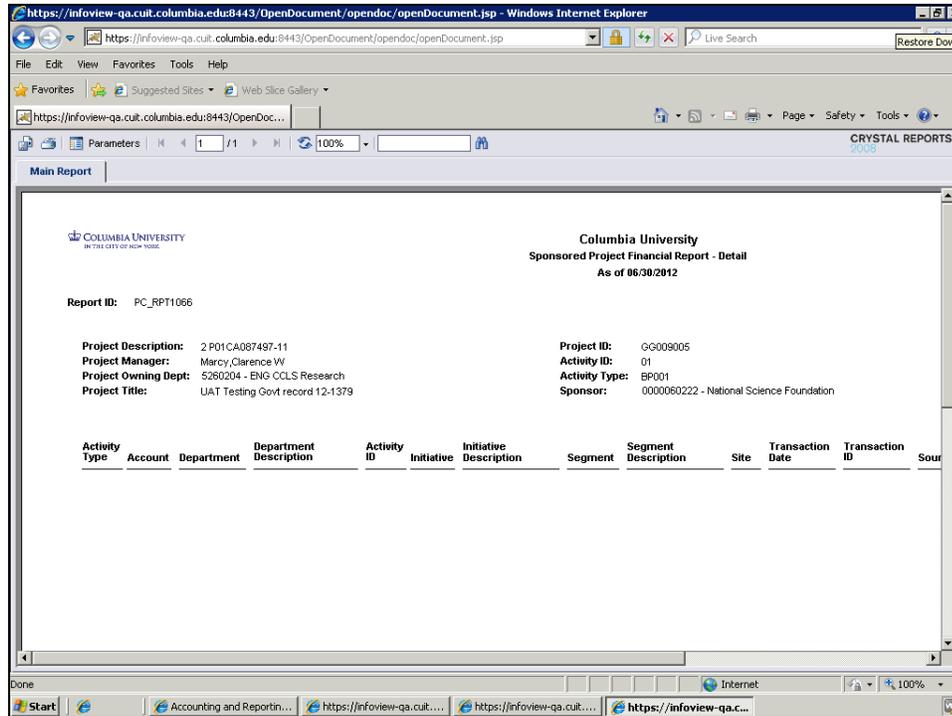


| Step | Action |
|------|---|
| 28. | Click the Maximize/Restore button. |

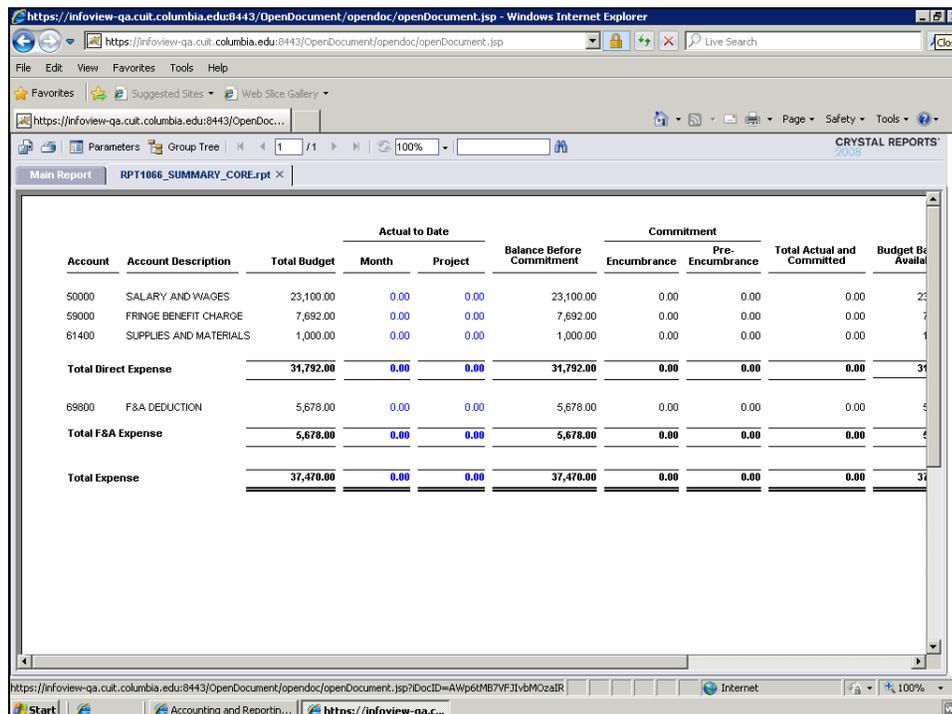




Training Guide Reporting for Inquiry Only Roles



| Step | Action |
|------|--|
| 29. | We will not close this report. Click the Close button.  |



Training Guide

Reporting for Inquiry Only Roles



| Step | Action |
|------|--|
| 30. | When you activate any link on the report, a secondary 'Core' report tab will appear. Your original report will always show on the 'Main Report' tab. |

| Account | Account Description | Total Budget | Actual to Date | | Balance Before Commitment | Commitment | | Total Actual and Committed | Budget Available |
|------------------------------|------------------------|------------------|----------------|-------------|---------------------------|-------------|-----------------|----------------------------|------------------|
| | | | Month | Project | | Encumbrance | Pre-Encumbrance | | |
| 50000 | SALARY AND WAGES | 23,100.00 | 0.00 | 0.00 | 23,100.00 | 0.00 | 0.00 | 0.00 | 23,100.00 |
| 59000 | FRINGE BENEFIT CHARGE | 7,692.00 | 0.00 | 0.00 | 7,692.00 | 0.00 | 0.00 | 0.00 | 7,692.00 |
| 61400 | SUPPLIES AND MATERIALS | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 |
| Total Direct Expense | | 31,792.00 | 0.00 | 0.00 | 31,792.00 | 0.00 | 0.00 | 0.00 | 31,792.00 |
| 69800 | F&A DEDUCTION | 5,678.00 | 0.00 | 0.00 | 5,678.00 | 0.00 | 0.00 | 0.00 | 5,678.00 |
| Total F&A Expense | | 5,678.00 | 0.00 | 0.00 | 5,678.00 | 0.00 | 0.00 | 0.00 | 5,678.00 |
| Total Expense | | 37,470.00 | 0.00 | 0.00 | 37,470.00 | 0.00 | 0.00 | 0.00 | 37,470.00 |

| Step | Action |
|------|---|
| 31. | Click the Main Report link.  |



Training Guide Reporting for Inquiry Only Roles

Financial Data Store
Columbia University
Sponsored Project Financial Report - Summary By Budget Category
As of 06/30/2012

Report ID: PC_RPT1066

Project Description: 2 P01CA087497-11
Project Manager: Marcy, Clarence W
Project Owning Dept: 5280204 - ENG CCLS Research
Project Title: UAT Testing Govt record 12-1379

Project ID: GG009005
Activity ID: 01
Activity Type: BP001
Sponsor: 000060222 - National Science Foundation

| Account | Account Description | Total Budget | Actual to Date | | Balance Before Commitment | Commitment | | Total Actual and Committed | Budget Available |
|-----------------------------|------------------------|------------------|----------------|-------------|---------------------------|-------------|-----------------|----------------------------|------------------|
| | | | Month | Project | | Encumbrance | Pre-Encumbrance | | |
| 50000 | SALARY AND WAGES | 23,100.00 | 0.00 | 0.00 | 23,100.00 | 0.00 | 0.00 | 0.00 | 23,100.00 |
| 59000 | FRINGE BENEFIT CHARGE | 7,692.00 | 0.00 | 0.00 | 7,692.00 | 0.00 | 0.00 | 0.00 | 7,692.00 |
| 61400 | SUPPLIES AND MATERIALS | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 |
| Total Direct Expense | | 31,792.00 | 0.00 | 0.00 | 31,792.00 | 0.00 | 0.00 | 0.00 | 31,792.00 |
| 69800 | F&A DEDUCTION | 5,678.00 | 0.00 | 0.00 | 5,678.00 | 0.00 | 0.00 | 0.00 | 5,678.00 |

| Step | Action |
|------|---|
| 32. | We will now preview the same report for the previous accounting period. |

[Previous Accounting Period](#)

[Payroll Summary Report]

Financial Data Store
Columbia University
Sponsored Project Financial Report - Summary By Budget Category
As of 06/30/2012

Report ID: PC_RPT1066

Project Description: 2 P01CA087497-11
Project Manager: Marcy, Clarence W
Project Owning Dept: 5280204 - ENG CCLS Research
Project Title: UAT Testing Govt record 12-1379

Project ID: GG009005
Activity ID: 01
Activity Type: BP001
Sponsor: 000060222 - National Science Foundation

| Account | Account Description | Total Budget | Actual to Date | | Balance Before Commitment | Commitment | | Total Actual and Committed | Budget Available |
|-----------------------------|------------------------|------------------|----------------|-------------|---------------------------|-------------|-----------------|----------------------------|------------------|
| | | | Month | Project | | Encumbrance | Pre-Encumbrance | | |
| 50000 | SALARY AND WAGES | 23,100.00 | 0.00 | 0.00 | 23,100.00 | 0.00 | 0.00 | 0.00 | 23,100.00 |
| 59000 | FRINGE BENEFIT CHARGE | 7,692.00 | 0.00 | 0.00 | 7,692.00 | 0.00 | 0.00 | 0.00 | 7,692.00 |
| 61400 | SUPPLIES AND MATERIALS | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 |
| Total Direct Expense | | 31,792.00 | 0.00 | 0.00 | 31,792.00 | 0.00 | 0.00 | 0.00 | 31,792.00 |
| 69800 | F&A DEDUCTION | 5,678.00 | 0.00 | 0.00 | 5,678.00 | 0.00 | 0.00 | 0.00 | 5,678.00 |

Training Guide

Reporting for Inquiry Only Roles



| Step | Action |
|------|--|
| 33. | Click the Previous Accounting Period link. < Previous Accounting Period |

Financial Data Store
Columbia University
 Sponsored Project Financial Report - Summary By Budget Category
 As of 05/31/2012

Report ID: PC_RPT1066

Project Description: 2 P01CA087497-11
 Project Manager: Marcy, Clarence W
 Project Owning Dept: 5260204 - ENG CCLS Research
 Project Title: UAT Testing Govt record 12-1379

Project ID: G0009005
 Activity ID: 01
 Activity Type: BP001
 Sponsor: 0000060222 - National Science Foundation

| Account | Account Description | Total Budget | Actual to Date | | Balance Before Commitment | Commitment | | Total Actual and Committed | Budget Available |
|-----------------------------|------------------------|------------------|----------------|-------------|---------------------------|-------------|-----------------|----------------------------|------------------|
| | | | Month | Project | | Encumbrance | Pre-Encumbrance | | |
| 50000 | SALARY AND WAGES | 23,100.00 | 0.00 | 0.00 | 23,100.00 | 0.00 | 0.00 | 0.00 | 23,100.00 |
| 59000 | FRINGE BENEFIT CHARGE | 7,692.00 | 0.00 | 0.00 | 7,692.00 | 0.00 | 0.00 | 0.00 | 7,692.00 |
| 61400 | SUPPLIES AND MATERIALS | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 |
| Total Direct Expense | | 31,792.00 | 0.00 | 0.00 | 31,792.00 | 0.00 | 0.00 | 0.00 | 31,792.00 |
| 69800 | F&A DEDUCTION | 5,678.00 | 0.00 | 0.00 | 5,678.00 | 0.00 | 0.00 | 0.00 | 5,678.00 |

| Step | Action |
|------|--|
| 34. | A new report for May 2012 was generated. |

Financial Data Store
Columbia University
 Sponsored Project Financial Report - Summary By Budget Category
 As of 05/31/2012

Report ID: PC_RPT1066

Project Description: 2 P01CA087497-11
 Project Manager: Marcy, Clarence W
 Project Owning Dept: 5280204 - ENG CCLS Research
 Project Title: UAT Testing Govt record 12-1379

Project ID: GG009005
 Activity ID: 01
 Activity Type: BP001
 Sponsor: 0000060222 - National Science Foundation

| Account | Account Description | Total Budget | Actual to Date | | Balance Before Commitment | Commitment | | Total Actual and Committed | Budget Available |
|-----------------------------|------------------------|------------------|----------------|-------------|---------------------------|-------------|-----------------|----------------------------|------------------|
| | | | Month | Project | | Encumbrance | Pre-Encumbrance | | |
| 50000 | SALARY AND WAGES | 23,100.00 | 0.00 | 0.00 | 23,100.00 | 0.00 | 0.00 | 0.00 | 23,100.00 |
| 59000 | FRINGE BENEFIT CHARGE | 7,692.00 | 0.00 | 0.00 | 7,692.00 | 0.00 | 0.00 | 0.00 | 7,692.00 |
| 61400 | SUPPLIES AND MATERIALS | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 |
| Total Direct Expense | | 31,792.00 | 0.00 | 0.00 | 31,792.00 | 0.00 | 0.00 | 0.00 | 31,792.00 |
| 69800 | F&A DEDUCTION | 5,678.00 | 0.00 | 0.00 | 5,678.00 | 0.00 | 0.00 | 0.00 | 5,678.00 |

| Step | Action |
|------|--|
| 35. | <p>You can also change your run time parameters by clicking on the 'Parameters' button.</p> <p>Click the Parameters button.</p>  |

Training Guide

Reporting for Inquiry Only Roles



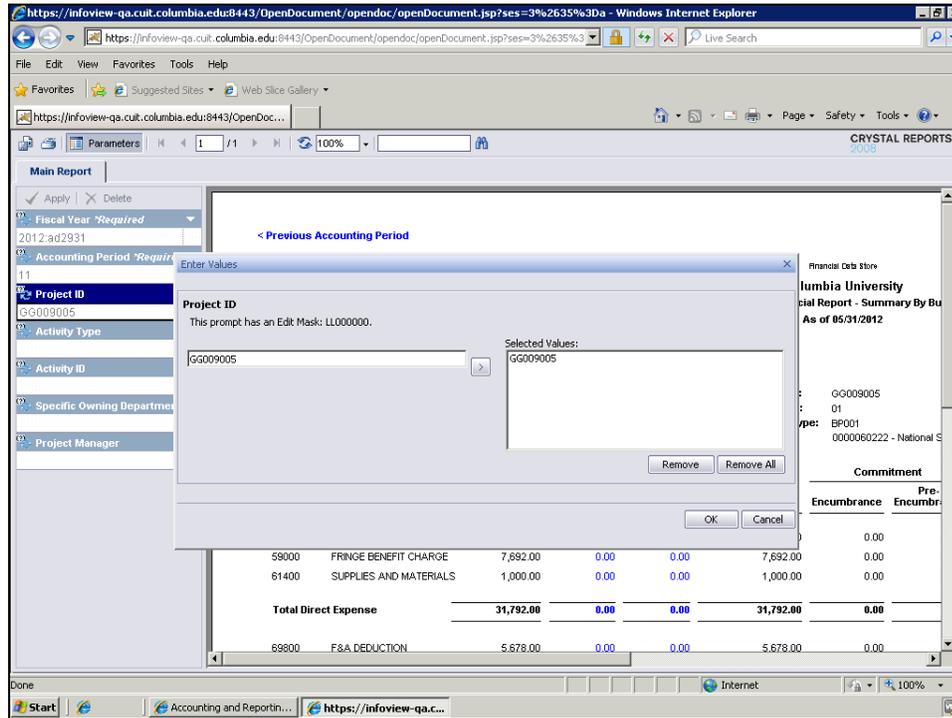
The screenshot shows a web browser window displaying a Crystal Reports interface. The report is titled "Columbia University Sponsored Project Financial Report - Summary By Budget As of 05/31/2012". The report ID is PC_RPT1066. The project description is "2 P01CA087497-11". The project manager is Marcy, Clarence W. The project owning department is 5280204 - ENG CCLS Research. The project title is "UAT Testing Govt record 12-1379".

| Account | Account Description | Total Budget | Actual to Date | | Balance Before Commitment | Commitment | |
|-----------------------------|------------------------|------------------|----------------|-------------|---------------------------|-------------|-------------|
| | | | Month | Project | | Encumbrance | Pre-Encumbr |
| 50000 | SALARY AND WAGES | 23,100.00 | 0.00 | 0.00 | 23,100.00 | 0.00 | |
| 59000 | FRINGE BENEFIT CHARGE | 7,692.00 | 0.00 | 0.00 | 7,692.00 | 0.00 | |
| 61400 | SUPPLIES AND MATERIALS | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 | |
| Total Direct Expense | | 31,792.00 | 0.00 | 0.00 | 31,792.00 | 0.00 | |
| 69800 | F&A DEDUCTION | 5,678.00 | 0.00 | 0.00 | 5,678.00 | 0.00 | |

| Step | Action |
|------|--|
| 36. | We are going to run the same report for a different Project ID: GG009008 |

This screenshot is identical to the one above, showing the same Crystal Reports interface and payroll summary report for Project ID GG009005. The report details and financial data are the same as in the previous image.

| Step | Action |
|------|---|
| 37. | Click the Edit parameter value button. <input type="checkbox"/> |



| Step | Action |
|------|--|
| 38. | First you will need to remove to previous Project ID from the list of Selected Values. |

Training Guide

Reporting for Inquiry Only Roles



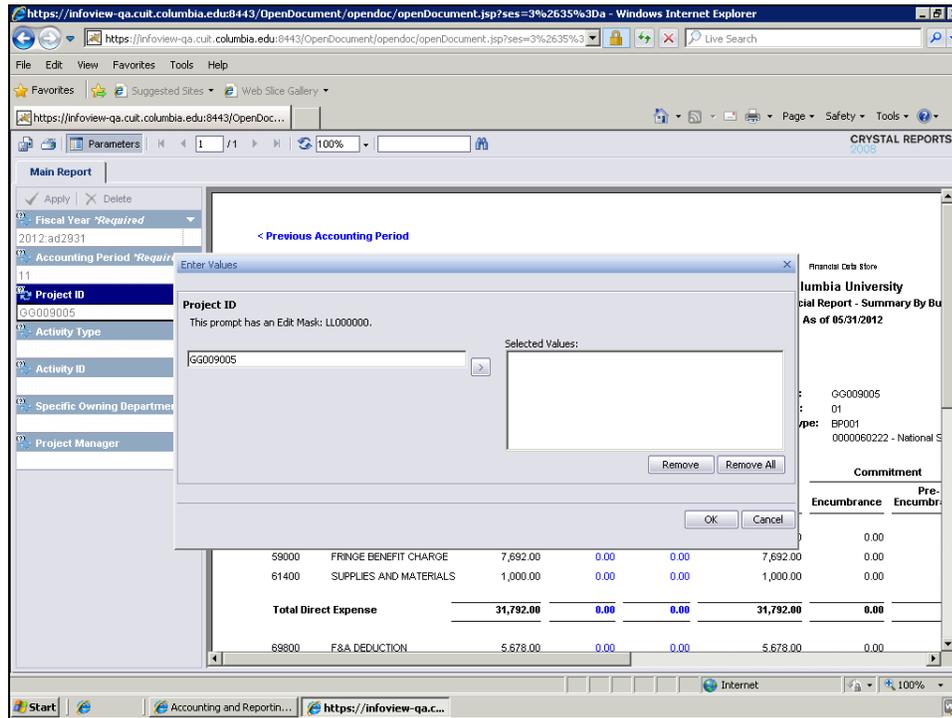
The screenshot shows a web browser window displaying a 'Main Report' interface. An 'Enter Values' dialog box is open, showing a list of Project IDs with 'GG009005' selected. The background report shows financial data for Columbia University as of 05/31/2012.

| Account ID | Description | Amount | Commitment | Encumbrance | Pre-Encumbrance |
|-----------------------------|------------------------|------------------|-------------|-------------|------------------|
| 59000 | FRINGE BENEFIT CHARGE | 7,692.00 | 0.00 | 0.00 | 7,692.00 |
| 61400 | SUPPLIES AND MATERIALS | 1,000.00 | 0.00 | 0.00 | 1,000.00 |
| Total Direct Expense | | 31,792.00 | 0.00 | 0.00 | 31,792.00 |
| 69800 | F&A DEDUCTION | 5,678.00 | 0.00 | 0.00 | 5,678.00 |

| Step | Action |
|------|--|
| 39. | Click the GG009005 list item. GG009005 |

The screenshot shows the same web browser window and 'Main Report' interface as above. The 'Enter Values' dialog box is still open, and the 'GG009005' list item is now highlighted in blue, indicating it has been selected.

| Step | Action |
|------|--|
| 40. | Click the Remove link. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Remove</div> |



| Step | Action |
|------|--|
| 41. | Now we will add the new Project ID to the list of Selected Values. |

Training Guide

Reporting for Inquiry Only Roles



The screenshot shows a web browser window displaying a Crystal Reports interface. A dialog box titled 'Enter Values' is open, prompting for a 'Project ID'. The 'Project ID' field contains 'GG009005'. Below the field is a 'Selected Values' list. The background report is titled 'Columbia University Financial Report - Summary By Budget As of 05/31/2012'. The report table shows the following data:

| Account | Description | Amount 1 | Amount 2 | Amount 3 | Amount 4 | Amount 5 |
|-----------------------------|------------------------|------------------|-------------|-------------|------------------|-------------|
| 59000 | FRINGE BENEFIT CHARGE | 7,692.00 | 0.00 | 0.00 | 7,692.00 | 0.00 |
| 61400 | SUPPLIES AND MATERIALS | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| Total Direct Expense | | 31,792.00 | 0.00 | 0.00 | 31,792.00 | 0.00 |
| 69800 | F&A DEDUCTION | 5,678.00 | 0.00 | 0.00 | 5,678.00 | 0.00 |

| Step | Action |
|------|--|
| 42. | Click in the Project ID field. <div style="border: 1px solid black; padding: 2px; display: inline-block;">GG009005</div> |

The screenshot shows the same Crystal Reports interface as above, but the 'Project ID' field now contains 'GG00900'. A 'Discrete Value' button is visible next to the field. The background report data remains the same as in the previous screenshot.

Training Guide

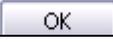
Reporting for Inquiry Only Roles



The screenshot shows a web browser window displaying a financial report. An 'Enter Values' dialog box is open, prompting for a Project ID. The dialog box contains the following text: 'Project ID This prompt has an Edit Mask: LL000000.' Below this, there is a text input field containing 'GG009008' and a 'Selected Values' list box also containing 'GG009008'. There are 'Remove' and 'Remove All' buttons, and 'OK' and 'Cancel' buttons at the bottom.

The background report is titled 'Columbia University Sponsored Project Financial Report - Summary By Budget As of 05/31/2012'. It includes a table with columns for Account, Account Description, Total Budget, and Commitment. The table data is as follows:

| Account | Account Description | Total Budget | Month | Project | Balance Before Commitment | Encumbrance | Pre-Encumbrance |
|-----------------------------|------------------------|------------------|-------------|-------------|---------------------------|-------------|-----------------|
| 50000 | SALARY AND WAGES | 23,100.00 | 0.00 | 0.00 | 23,100.00 | 0.00 | |
| 59000 | FRINGE BENEFIT CHARGE | 7,892.00 | 0.00 | 0.00 | 7,892.00 | 0.00 | |
| 61400 | SUPPLIES AND MATERIALS | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 | |
| Total Direct Expense | | 31,792.00 | 0.00 | 0.00 | 31,792.00 | 0.00 | |
| 69800 | F&A DEDUCTION | 5,678.00 | 0.00 | 0.00 | 5,678.00 | 0.00 | |

| Step | Action |
|------|--|
| 45. | Click the OK link.  |

The screenshot shows the same web browser window, but the 'Enter Values' dialog box is closed. The report is now titled '[Payroll Summary Report]'. It includes the following information:

Report ID: PC_RPT1066

Project Description: 2 P01CA087497-11

Project Manager: Marcy, Clarence W

Project Owning Dept: 5260204 - ENG CCLS Research

Project Title: UAT Testing Govt record 12-1379

Project ID: GG009005

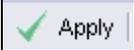
Activity ID: 01

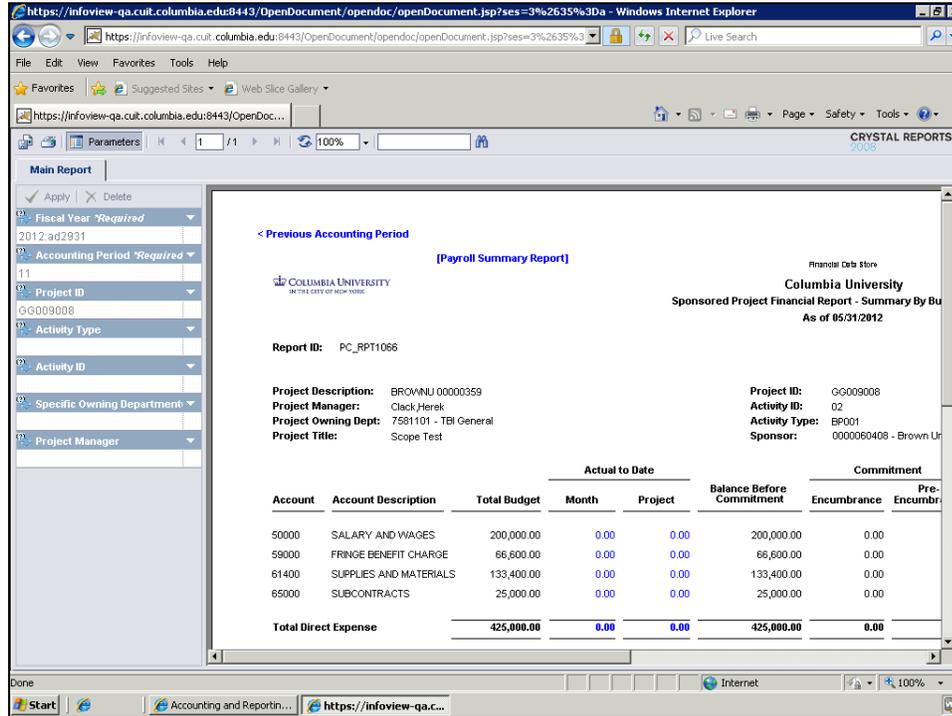
Activity Type: BP001

Sponsor: 0000060222 - National Science Foundation

The table below is identical to the one in the previous screenshot:

| Account | Account Description | Total Budget | Month | Project | Balance Before Commitment | Encumbrance | Pre-Encumbrance |
|-----------------------------|------------------------|------------------|-------------|-------------|---------------------------|-------------|-----------------|
| 50000 | SALARY AND WAGES | 23,100.00 | 0.00 | 0.00 | 23,100.00 | 0.00 | |
| 59000 | FRINGE BENEFIT CHARGE | 7,892.00 | 0.00 | 0.00 | 7,892.00 | 0.00 | |
| 61400 | SUPPLIES AND MATERIALS | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 | |
| Total Direct Expense | | 31,792.00 | 0.00 | 0.00 | 31,792.00 | 0.00 | |
| 69800 | F&A DEDUCTION | 5,678.00 | 0.00 | 0.00 | 5,678.00 | 0.00 | |

| Step | Action |
|------|---|
| 46. | Click the Apply button.  |



Payroll Summary Report

Financial Data Store
Columbia University
 Sponsored Project Financial Report - Summary By Bu
 As of 05/31/2012

Report ID: PC_RPT1068

Project Description: BROWN/NU 00000359
 Project Manager: Clack,Herek
 Project Owning Dept: 7581101 - TBI General
 Project Title: Scope Test

Project ID: GG009008
 Activity ID: 02
 Activity Type: EP001
 Sponsor: 0000060408 - Brown U

| Account | Account Description | Total Budget | Actual to Date | | Balance Before Commitment | Commitment | |
|-----------------------------|------------------------|-------------------|----------------|-------------|---------------------------|-------------|-----------------|
| | | | Month | Project | | Encumbrance | Pre-Encumbrance |
| 50000 | SALARY AND WAGES | 200,000.00 | 0.00 | 0.00 | 200,000.00 | 0.00 | |
| 59000 | FRINGE BENEFIT CHARGE | 66,600.00 | 0.00 | 0.00 | 66,600.00 | 0.00 | |
| 61400 | SUPPLIES AND MATERIALS | 133,400.00 | 0.00 | 0.00 | 133,400.00 | 0.00 | |
| 65000 | SUBCONTRACTS | 25,000.00 | 0.00 | 0.00 | 25,000.00 | 0.00 | |
| Total Direct Expense | | 425,000.00 | 0.00 | 0.00 | 425,000.00 | 0.00 | |

| Step | Action |
|------|---|
| 47. | A new report for Project ID GG009008 was generated. |

Training Guide

Reporting for Inquiry Only Roles



The screenshot shows a web browser window displaying a 'Payroll Summary Report' for Columbia University. The report is titled 'Sponsored Project Financial Report - Summary By Budget' and is dated 'As of 05/31/2012'. The report ID is PC_RPT1066. The project description is 'BROWNUNJ 00000359' and the project manager is 'Clark, Herek'. The project owning department is '7531101 - TEI General' and the project title is 'Scope Test'. The report includes a table with the following data:

| Account | Account Description | Total Budget | Actual to Date | | Balance Before Commitment | Commitment | |
|-----------------------------|------------------------|-------------------|----------------|-------------|---------------------------|-------------|-------------|
| | | | Month | Project | | Encumbrance | Pre-Encumbr |
| 50000 | SALARY AND WAGES | 200,000.00 | 0.00 | 0.00 | 200,000.00 | 0.00 | |
| 59000 | FRINGE BENEFIT CHARGE | 66,600.00 | 0.00 | 0.00 | 66,600.00 | 0.00 | |
| 61400 | SUPPLIES AND MATERIALS | 133,400.00 | 0.00 | 0.00 | 133,400.00 | 0.00 | |
| 65000 | SUBCONTRACTS | 25,000.00 | 0.00 | 0.00 | 25,000.00 | 0.00 | |
| Total Direct Expense | | 425,000.00 | 0.00 | 0.00 | 425,000.00 | 0.00 | |

| Step | Action |
|------|---|
| 48. | Another way to change the run parameters for this report is to click the 'Refresh' button. This will take you back to the run time parameters page. |

Payroll Summary Report

Columbia University
Sponsored Project Financial Report - Summary By Bu
As of 05/31/2012

Report ID: PC_RPT1066

Project Description: BROWNJ 00000359
Project Manager: Clerk, Herik
Project Owning Dept: 7531101 - TBI General
Project Title: Scope Test

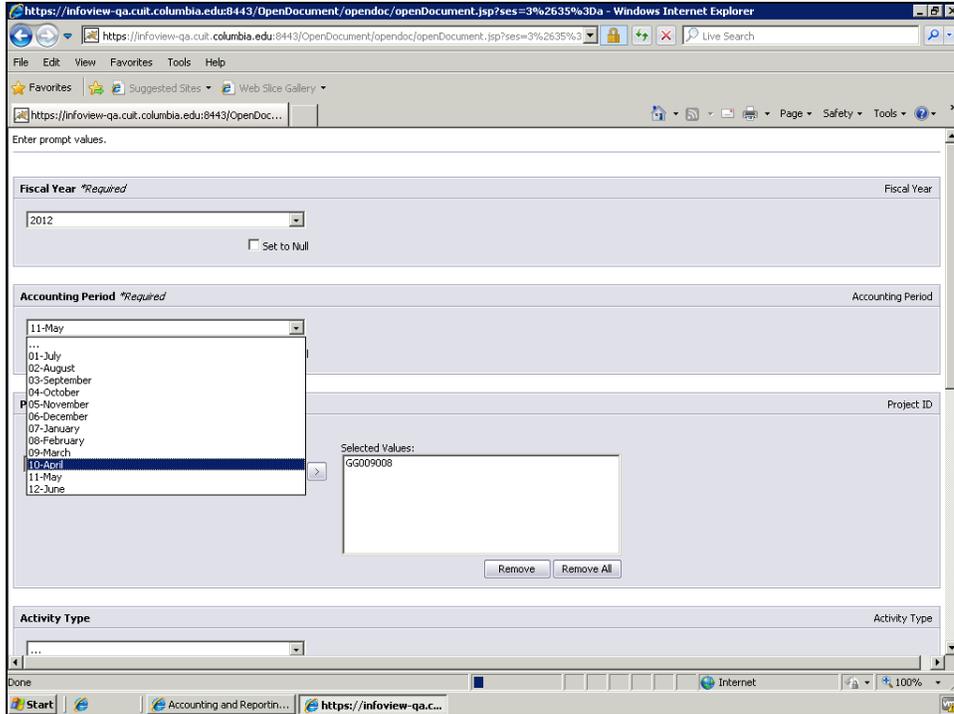
Project ID: G0009008
Activity ID: 02
Activity Type: EP001
Sponsor: 0000060408 - Brown U

| Account | Account Description | Total Budget | Actual to Date | | Balance Before Commitment | Commitment | |
|-----------------------------|------------------------|-------------------|----------------|-------------|---------------------------|-------------|-------------|
| | | | Month | Project | | Encumbrance | Pre-Encumbr |
| 50000 | SALARY AND WAGES | 200,000.00 | 0.00 | 0.00 | 200,000.00 | 0.00 | |
| 59000 | FRINGE BENEFIT CHARGE | 66,600.00 | 0.00 | 0.00 | 66,600.00 | 0.00 | |
| 61400 | SUPPLIES AND MATERIALS | 133,400.00 | 0.00 | 0.00 | 133,400.00 | 0.00 | |
| 65000 | SUBCONTRACTS | 25,000.00 | 0.00 | 0.00 | 25,000.00 | 0.00 | |
| Total Direct Expense | | 425,000.00 | 0.00 | 0.00 | 425,000.00 | 0.00 | |

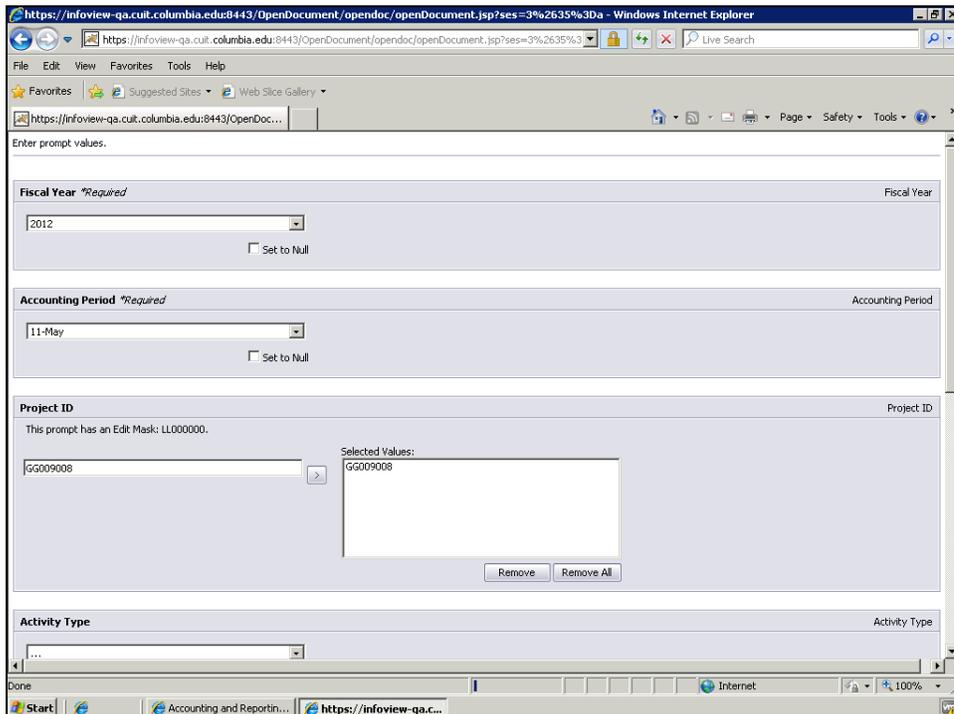
| Step | Action |
|------|--|
| 49. | Click the Refresh Report button.  |

Training Guide

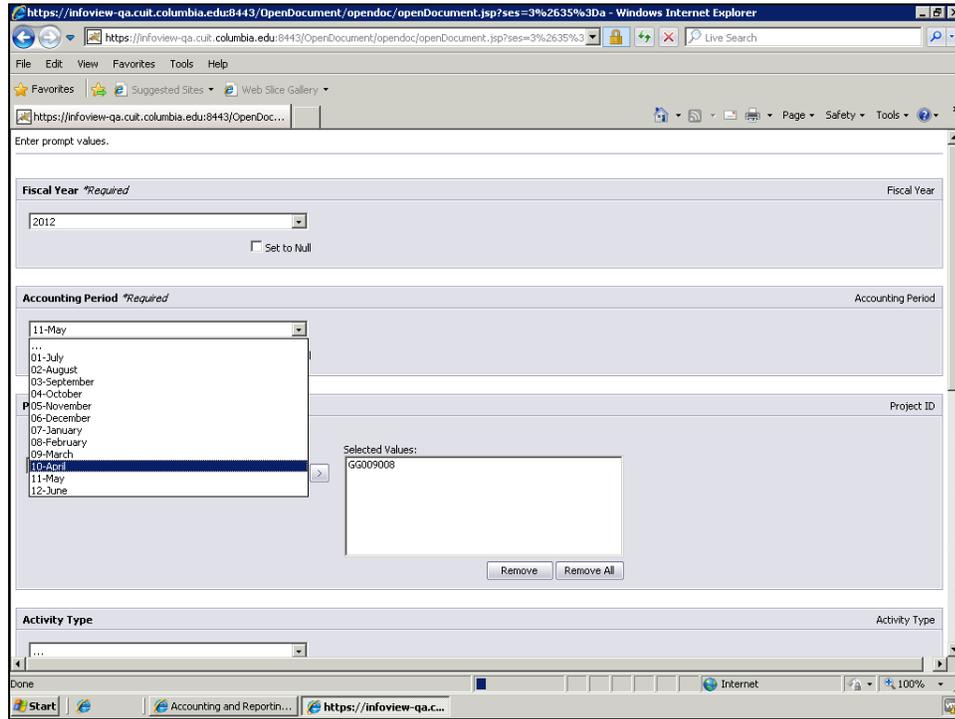
Reporting for Inquiry Only Roles



| Step | Action |
|------|---|
| 50. | In this scenario we will change the Accounting Period to 12-June and the Project ID back to GG009005. |



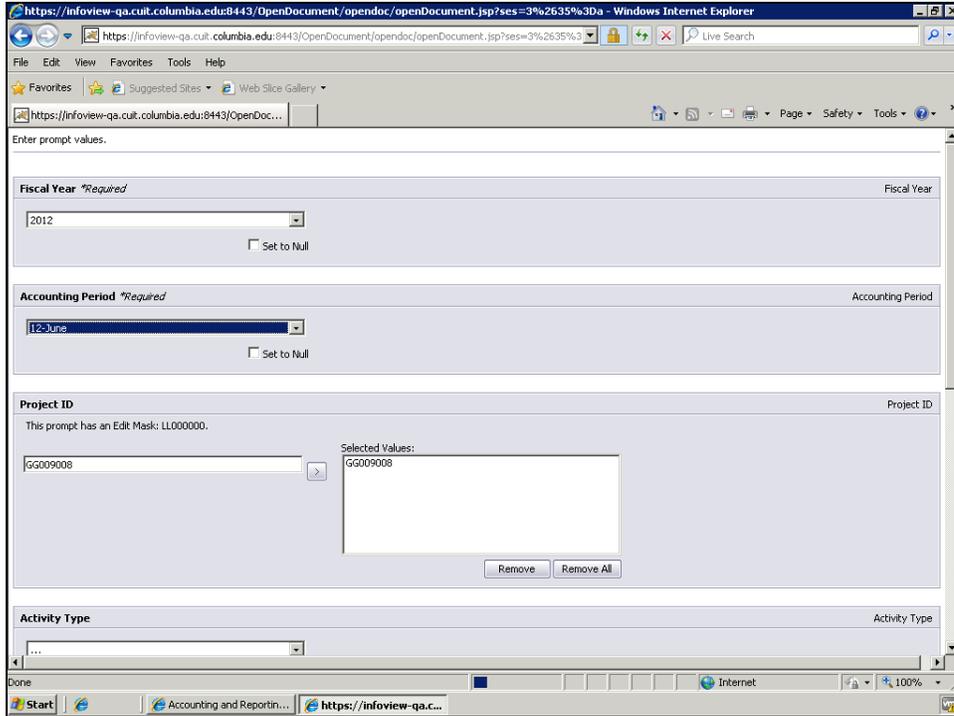
| Step | Action |
|------|---|
| 51. | Click the Accounting Period list. <div style="border: 1px solid black; padding: 2px; display: inline-block;">11-May</div> |



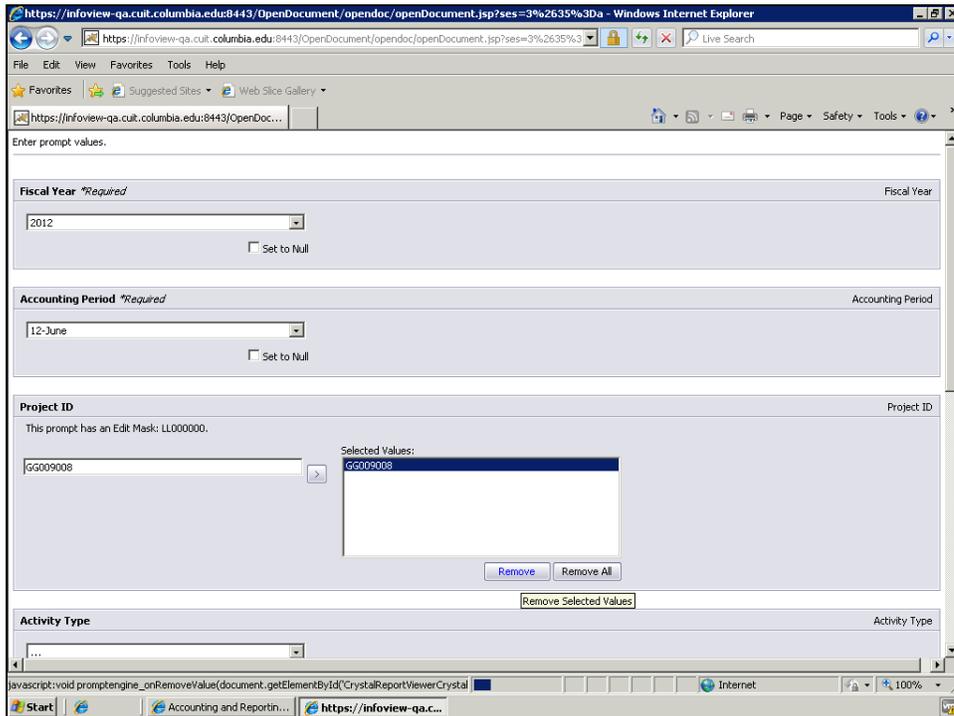
| Step | Action |
|------|---|
| 52. | Click the 12-June list item. <div style="border: 1px solid black; padding: 2px; display: inline-block;">12-June</div> |

Training Guide

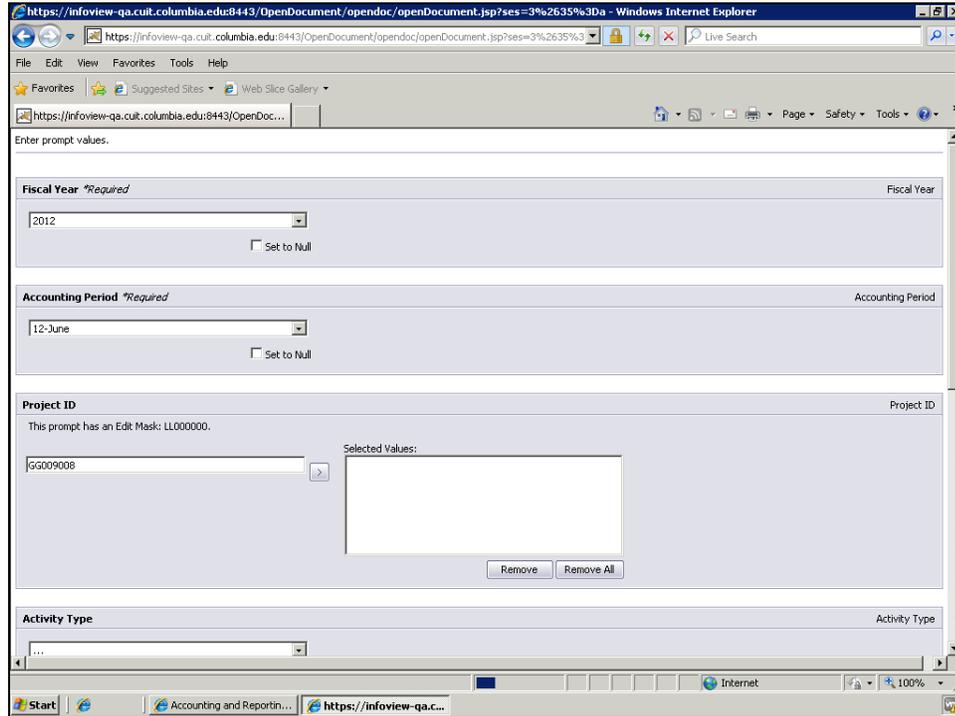
Reporting for Inquiry Only Roles



| Step | Action |
|------|---|
| 53. | Click the GG009008 list item. <input data-bbox="347 1062 932 1094" type="text" value="GG009008"/> |



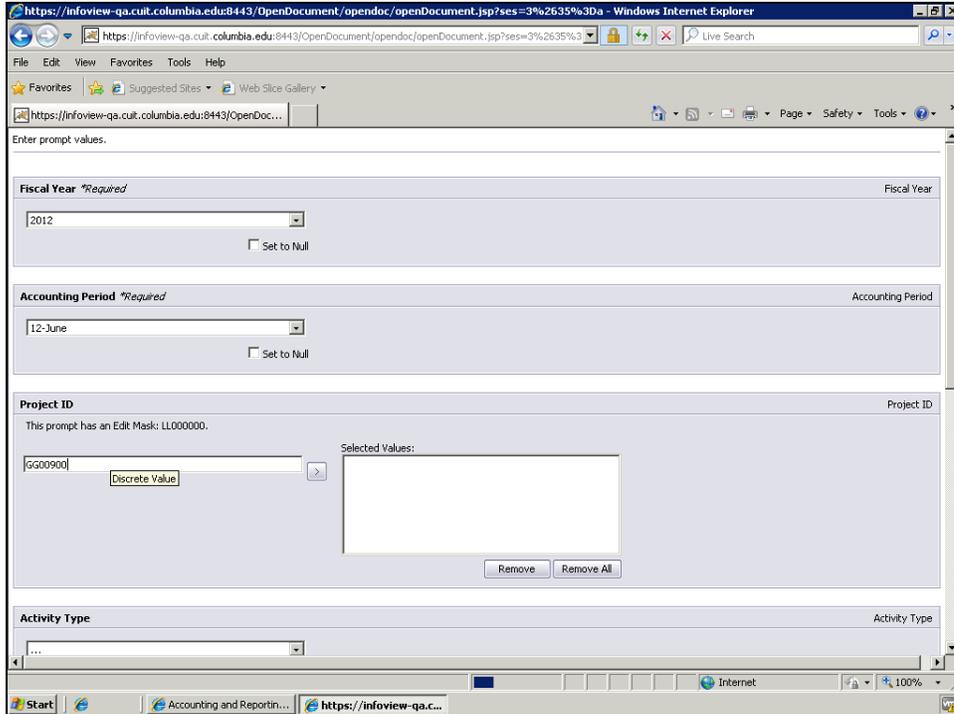
| Step | Action |
|------|--|
| 54. | Click the Remove link.  |



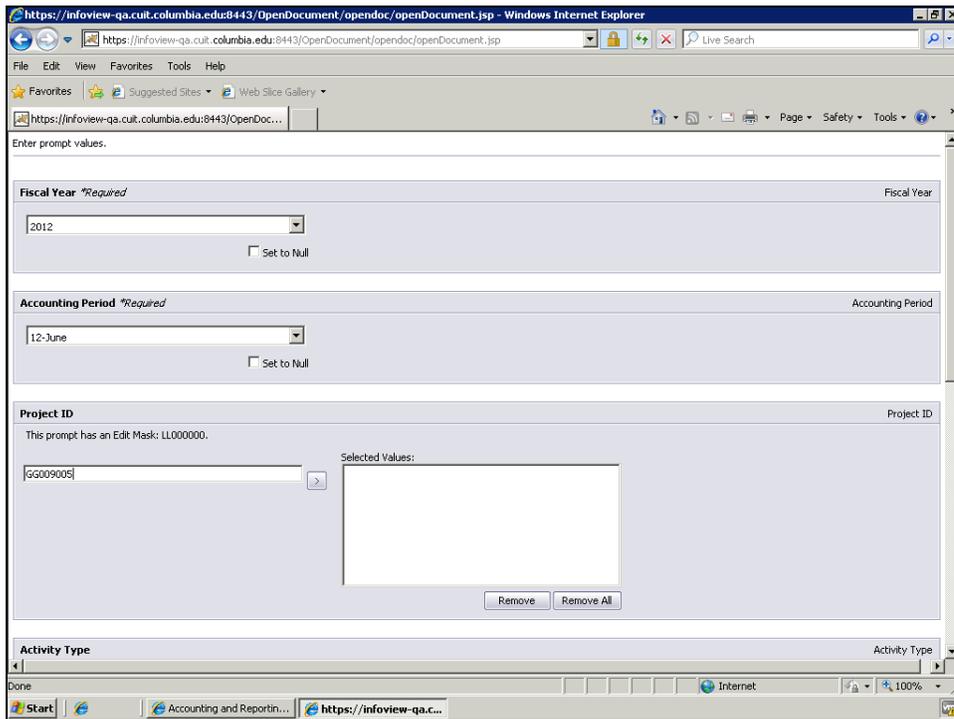
| Step | Action |
|------|--|
| 55. | Click the Project ID field.  |

Training Guide

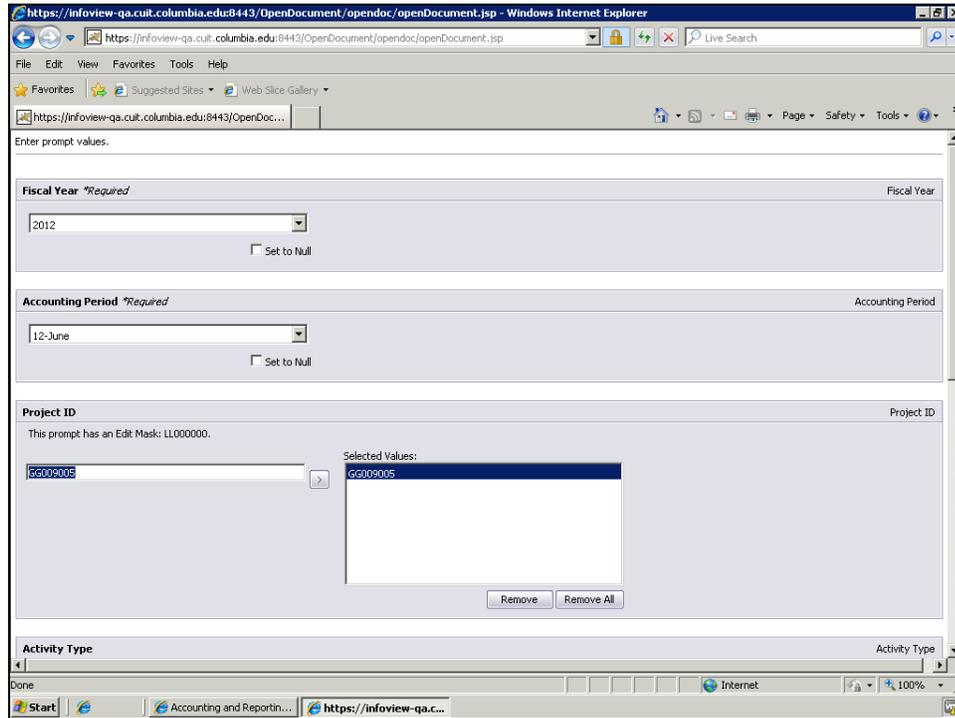
Reporting for Inquiry Only Roles



| Step | Action |
|------|--|
| 56. | Enter the desired information into the Selected Values: field. Enter " GG009005 ". |



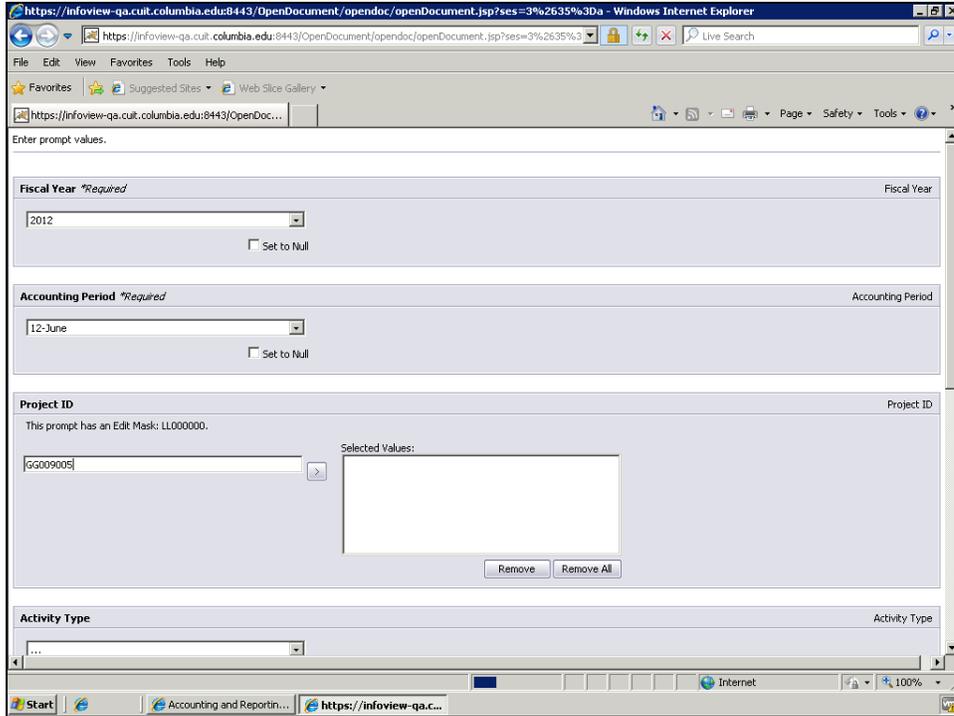
| Step | Action |
|------|--|
| 57. | Click the Add a discrete Value button.  |



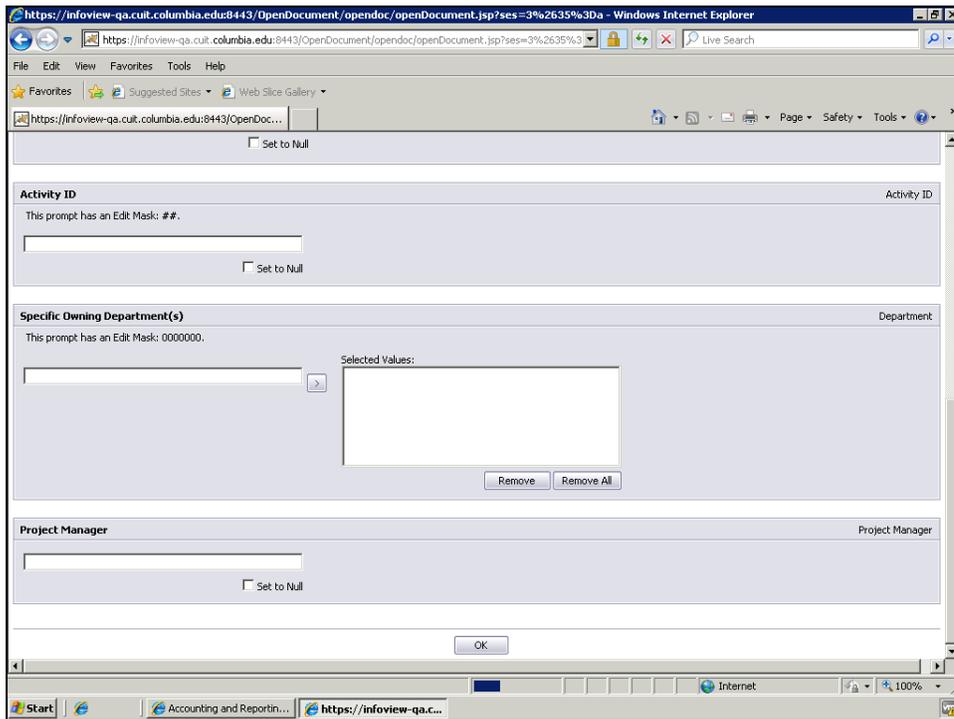
| Step | Action |
|------|--|
| 58. | Notice that selected value will appear on the 'Selected Values' box. |

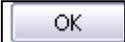
Training Guide

Reporting for Inquiry Only Roles



| Step | Action |
|------|--|
| 59. | Click the scroll bar to view the bottom of the page. |



| Step | Action |
|------|--|
| 60. | Click the OK link.  |

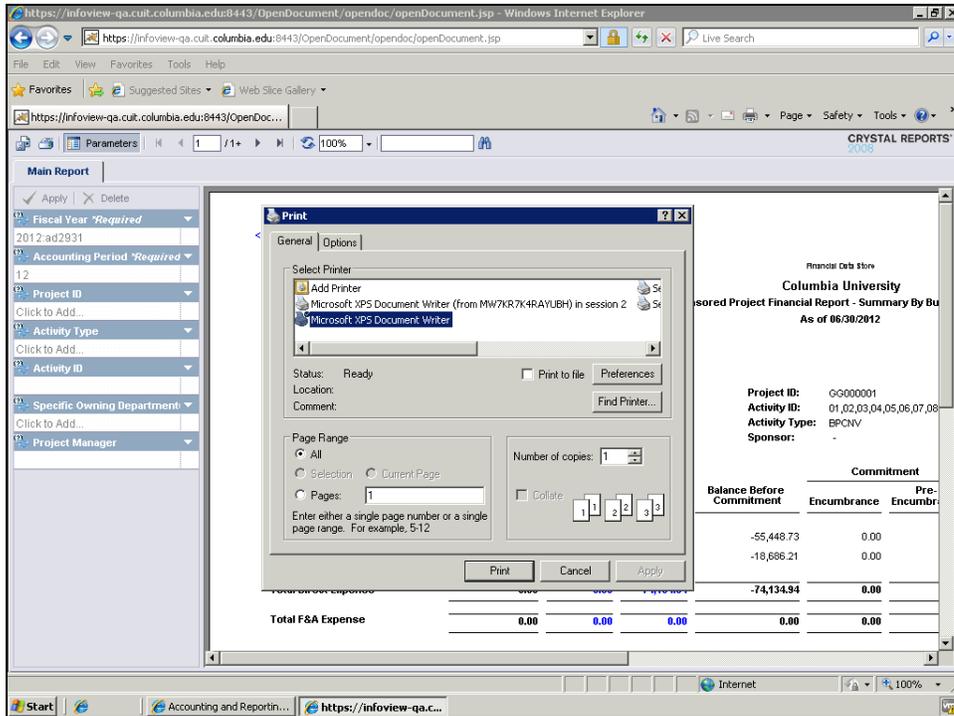
The screenshot shows a web browser window displaying a 'Payroll Summary Report' for Columbia University. The report is titled 'Sponsored Project Financial Report - Summary By Bu' and is dated 'As of 06/30/2012'. The report ID is PC_RPT1066. The project description is 'Government Proxy', and the project manager is 'Government Proxy'. The report includes a table with the following data:

| Account | Account Description | Total Budget | Actual to Date | | Balance Before Commitment | Commitment | |
|------------------------------|-----------------------|--------------|----------------|------------------|---------------------------|-------------|-----------------|
| | | | Month | Project | | Encumbrance | Pre-Encumbrance |
| 50000 | SALARY AND WAGES | 0.00 | 0.00 | 55,448.73 | -55,448.73 | 0.00 | |
| 59000 | FRINGE BENEFIT CHARGE | 0.00 | 0.00 | 18,686.21 | -18,686.21 | 0.00 | |
| Total Direct Expense | | 0.00 | 0.00 | 74,134.94 | -74,134.94 | 0.00 | |
| Total F&A Expense | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |

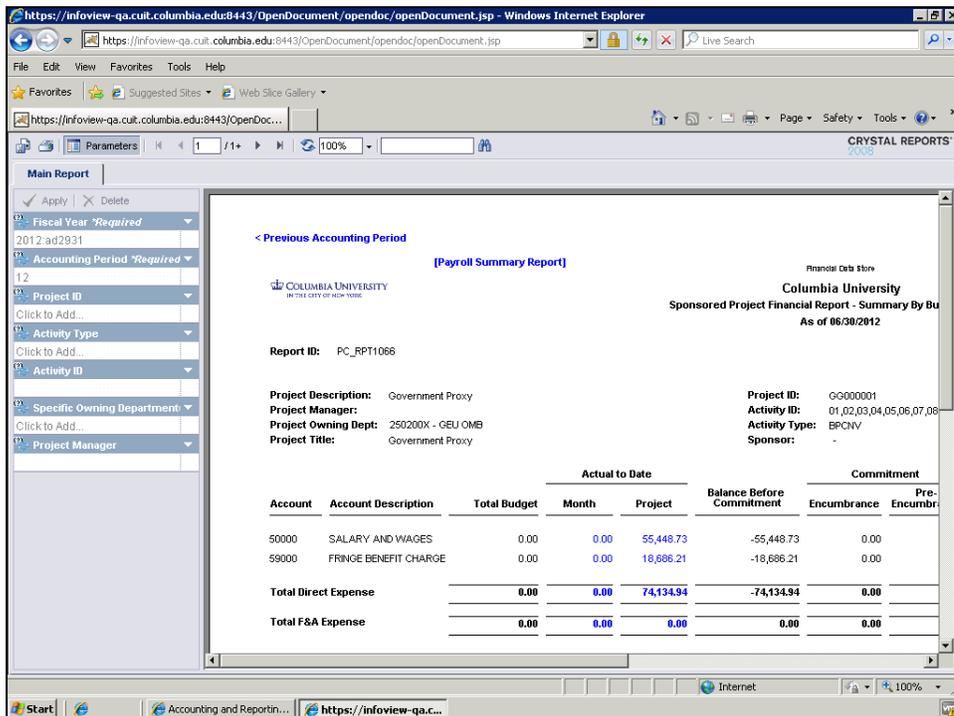
| Step | Action |
|------|---|
| 61. | To print this report, click the Print button.  |

Training Guide

Reporting for Inquiry Only Roles



| Step | Action |
|------|---|
| 62. | Click the Print button. <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 5px;">Print</div> |



| Step | Action |
|------|---|
| 63. | To export this report, click the Export button.  |

The screenshot shows a web browser window displaying a 'CRYSTAL REPORTS' interface. An 'Export' dialog box is open, showing options for 'File Format' (Crystal Reports (RPT)) and 'Page Range' (All Pages). The background report is a 'Payroll Summary Report' for Columbia University, showing financial data for 'Sponsored Project Financial Report - Summary By Bu' as of 06/30/2012. The report includes a table with columns for Account, Account Description, Total Budget, Month, Project, Balance Before Commitment, Encumbrance, and Pre-Encumbrance.

| Account | Account Description | Total Budget | Month | Project | Balance Before Commitment | Encumbrance | Pre-Encumbrance |
|------------------------------|-----------------------|--------------|-------------|------------------|---------------------------|-------------|-----------------|
| 50000 | SALARY AND WAGES | 0.00 | 0.00 | 55,448.73 | -55,448.73 | 0.00 | |
| 59000 | FRINGE BENEFIT CHARGE | 0.00 | 0.00 | 18,686.21 | -18,686.21 | 0.00 | |
| Total Direct Expense | | 0.00 | 0.00 | 74,134.94 | -74,134.94 | 0.00 | |
| Total F&A Expense | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |

| Step | Action |
|------|---|
| 64. | Click the drop down arrow.  |

Training Guide

Reporting for Inquiry Only Roles



The screenshot shows a web browser window displaying a Crystal Reports interface. An 'Export' dialog box is open, showing a list of file formats. 'Microsoft Excel (97-2003)' is selected. The background report is titled 'Sponsored Project Financial Report - Summary By Bu' and is dated 'As of 06/30/2012'. The report includes a table with columns for Account, Account Description, Total Budget, Month, Project, Balance Before Commitment, Encumbrance, and Pre-Encumbrance.

| Account | Account Description | Total Budget | Month | Project | Balance Before Commitment | Encumbrance | Pre-Encumbrance |
|------------------------------|---------------------|--------------|-------------|------------------|---------------------------|-------------|-----------------|
| 50000 | SALARY | 0.00 | 0.00 | 55,448.73 | -55,448.73 | 0.00 | |
| 59000 | FRINGE BENEFIT | 0.00 | 0.00 | 18,686.21 | -18,686.21 | 0.00 | |
| Total Direct Expense | | 0.00 | 0.00 | 74,134.94 | -74,134.94 | 0.00 | |
| Total F&A Expense | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |

| Step | Action |
|------|--|
| 65. | Click Microsoft Excel (97-2003) . <div style="border: 1px solid black; padding: 2px; display: inline-block;">Microsoft Excel (97-2003)</div> |

The screenshot shows the same Crystal Reports interface as above, but the 'Export' dialog box is now showing the 'Page Range' options. 'All Pages' is selected. The background report table is more detailed, including a 'Month' column.

| Account | Account Description | Total Budget | Month | Project | Balance Before Commitment | Encumbrance | Pre-Encumbrance |
|------------------------------|-----------------------|--------------|-------------|------------------|---------------------------|-------------|-----------------|
| 50000 | SALARY AND WAGES | 0.00 | 0.00 | 55,448.73 | -55,448.73 | 0.00 | |
| 59000 | FRINGE BENEFIT CHARGE | 0.00 | 0.00 | 18,686.21 | -18,686.21 | 0.00 | |
| Total Direct Expense | | 0.00 | 0.00 | 74,134.94 | -74,134.94 | 0.00 | |
| Total F&A Expense | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |

| Step | Action |
|------|--|
| 66. | Click the Export button.  |

The screenshot shows a web browser window displaying a financial report. The report title is "Sponsored Project Financial Report - Summary By Budget" for Columbia University, dated 06/30/2012. The report ID is PC_RPT1066. The project description is "Government Proxy". The report includes a table with the following data:

| Account | Account Description | Total Budget | Actual to Date | | Balance Before Commitment | Commitment | |
|------------------------------|-----------------------|--------------|----------------|------------------|---------------------------|-------------|-----------------|
| | | | Month | Project | | Encumbrance | Pre-Encumbrance |
| 50000 | SALARY AND WAGES | 0.00 | 0.00 | 55,448.73 | -55,448.73 | 0.00 | |
| 59000 | FRINGE BENEFIT CHARGE | 0.00 | 0.00 | 18,686.21 | -18,686.21 | 0.00 | |
| Total Direct Expense | | 0.00 | 0.00 | 74,134.94 | -74,134.94 | 0.00 | |
| Total F&A Expense | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |

| Step | Action |
|------|--|
| 67. | You have successfully accessed and run the Sponsored Project Financial Report from the ARC Portal. End of Procedure. |

Training Guide

Reporting for Inquiry Only Roles



COB Reports

Consolidated Operating Budget (COB) reports are used to compare budget, current estimate, and actuals. The reports pull information specific to Operating Funds only.

The following table describes the COB Detailed Statement and COB Summary Operating Statement reports.

| Report Name | Description | Who Should Use it | What it Replaces | Fields Included | Drilldown |
|--|--|---|--|--|-----------|
| The COB – Detailed Statement | The report provides a detailed listing of all account string combinations and their related balances. In addition, certain attributes and derived values will be provided as an output in the report. Generally, this report is not a formatted/printable report, but is used for downloading into excel or an access database for further analysis. | This report is used by Department/School administrators to review their overall operating results | Legacy system COB Detail file. | Prior Year YTD, Current Year YTD, Prior Year Full Year, Original Budget, Current Estimate, and Fund Balance. | No |
| The COB – Summary Operating Statement | This report provides a summarized Operating P&L showing revenue and functional expenses, along with expenses reported by natural classification. In addition, internal transfers are reported in both a summarized and more detailed view on this report. This report is a formatted/printable report, and is used as the basis for Columbia University's reporting to the Board of Trustees for a standard set of department rollups. | This report is used by Department/School administrators to review and analyze the detail of their operating results | Legacy system COB Budget Summary – Trustee Format tab. | Prior Year YTD, Current Year YTD, Prior Year Full Year, Original Budget, Current Estimate, and Attributes | No |



ChartField versus COB Reports

Both Consolidated Operating Budget (COB) and Trial Balance reports are the same as they were in the legacy system but they have been updated to reflect the new Chart of Accounts. Like ChartField Statement reports, COB Summary and Detail Reports roll up based on Departments. For additional comparison between ChartField and COB Reports refer to the table below:

| ChartField Reports | COB Summary/Detail |
|---|--|
| Replaces DARTS | COB Reports are the same (updated for ChartFields) |
| Roll-up based on Department(s) | Roll-up based on Department(s) |
| All funds available for selection | Operating funds only |
| All reports use natural expense classifications (e.g. Salary, Supplies) | Summary uses functional expense (e.g., Instruction, Research) |
| Includes encumbrances | No encumbrances |
| Only includes prior and current year | Includes prior, current, and future years, with dollar and percent variances |
| The detail report includes attribute information | The detail report includes attribute information |
| Can drill down to transactions (incl. payroll) | No drilldown to transaction level |

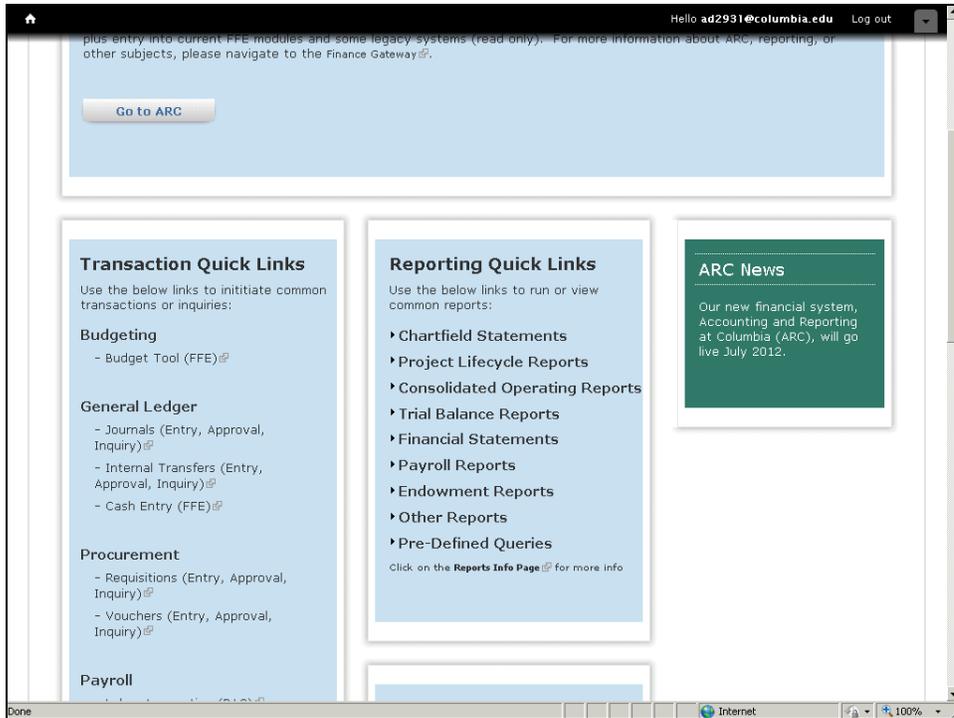
Running the COB Detailed Statement Report

In this topic you will run the COB Detailed Statement report from the ARC Portal.

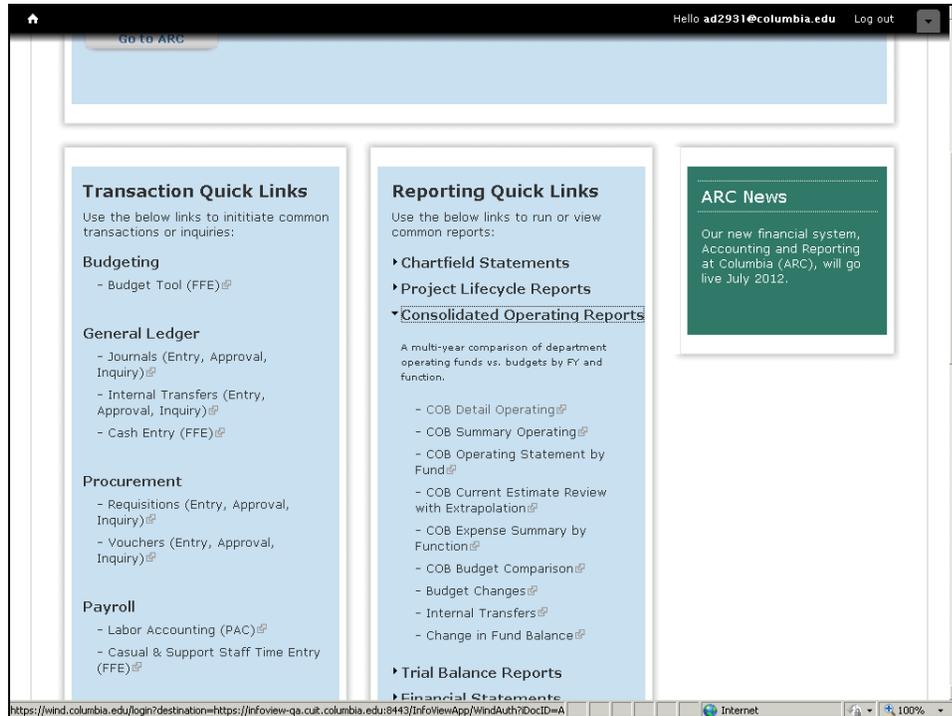
Estimated time to complete this topic: 3 minutes

Procedure

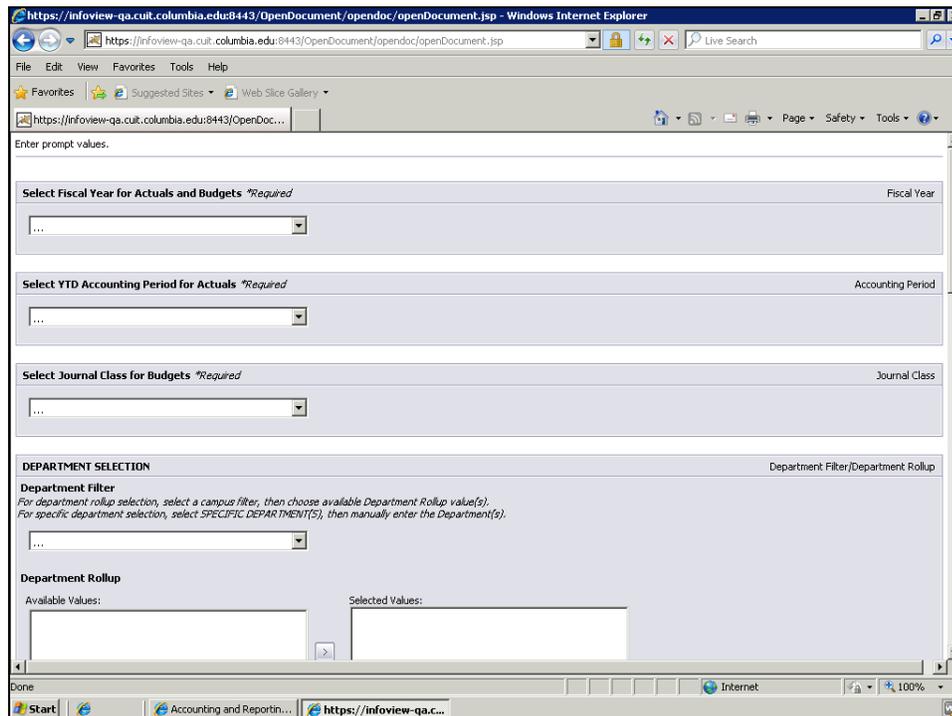
Welcome to the *Running the COB Detailed Statement Report* topic. In this scenario you will learn how to access and run the COB Detailed Statement report from the ARC Portal, preview pages within the report, and export the report to Excel for further analysis.



| Step | Action |
|------|--|
| 1. | Click the Consolidated Operating Reports link. Consolidated Operating Reports |



| Step | Action |
|------|--|
| 2. | Click the COB Detail Operating link. <div style="border: 1px solid black; padding: 2px; display: inline-block;">COB Detail Operating</div> |

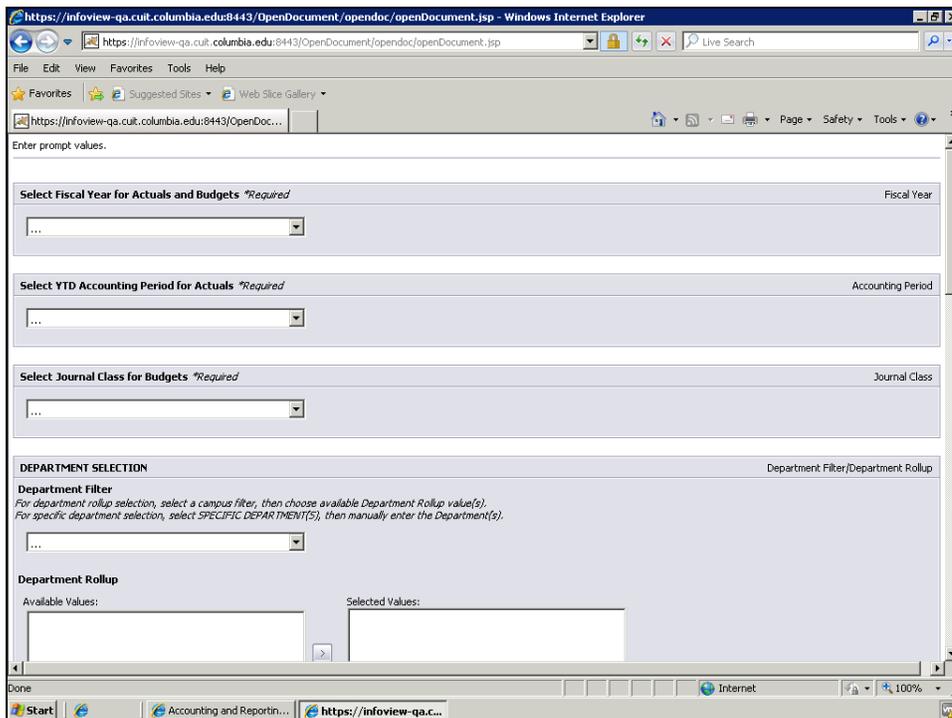


Training Guide

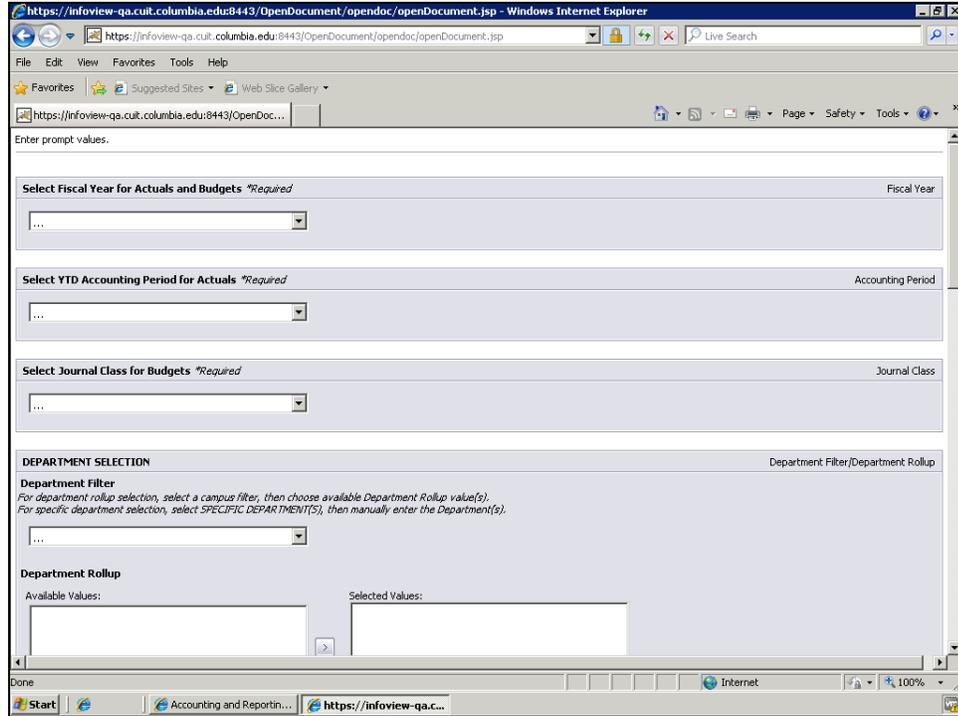
Reporting for Inquiry Only Roles



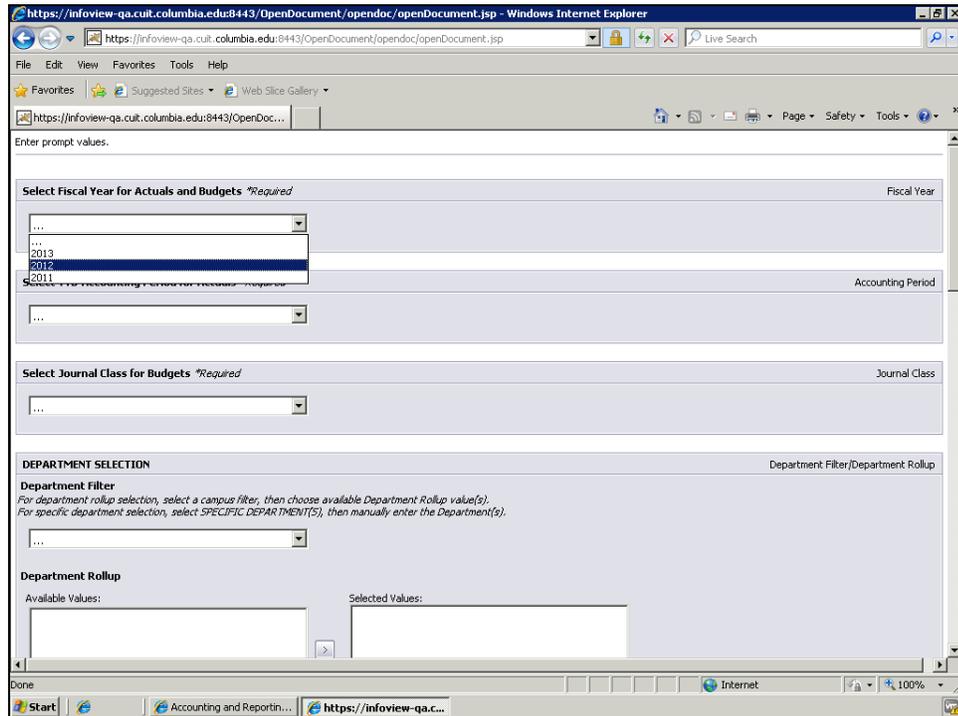
| Step | Action |
|------|---|
| 3. | <p>In this scenario we are going to run the COB Detailed Statement report for January 2012 (The seventh month of FY 2012). The COB Detailed Statement is replacing the legacy system COB Detail file.</p> <p>This report is used by Department/School Administrators to review their overall operating results.</p> |



| Step | Action |
|------|--|
| 4. | <p>Notice that fields with an asterisk are required whereas fields without an asterisk are optional. The following three fields are required to run this COB report:</p> <ul style="list-style-type: none"> - Fiscal Year for Actuals and Budgets - YTD Accounting Period for Actuals - Journal Class for Budgets |



| Step | Action |
|------|--|
| 5. | Click the Fiscal Year list. <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;"> ... </div> |

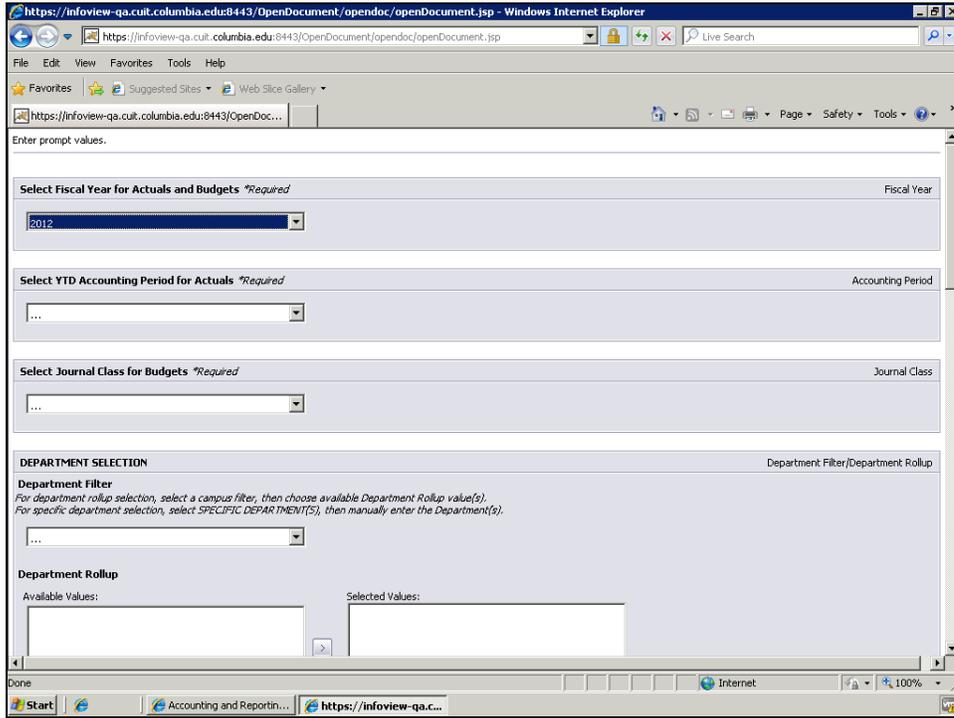


Training Guide

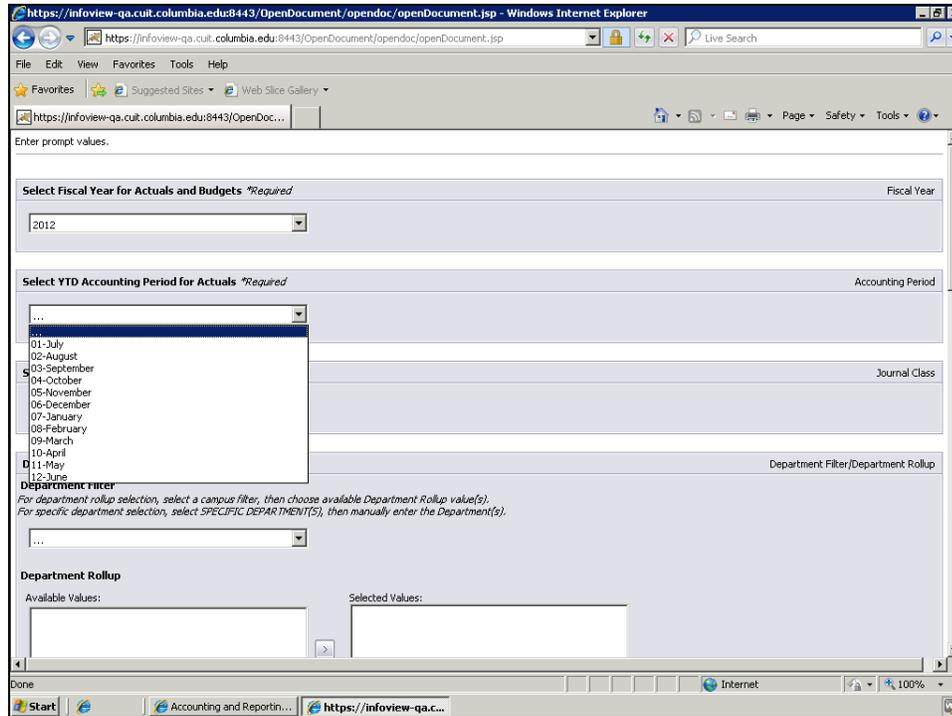
Reporting for Inquiry Only Roles



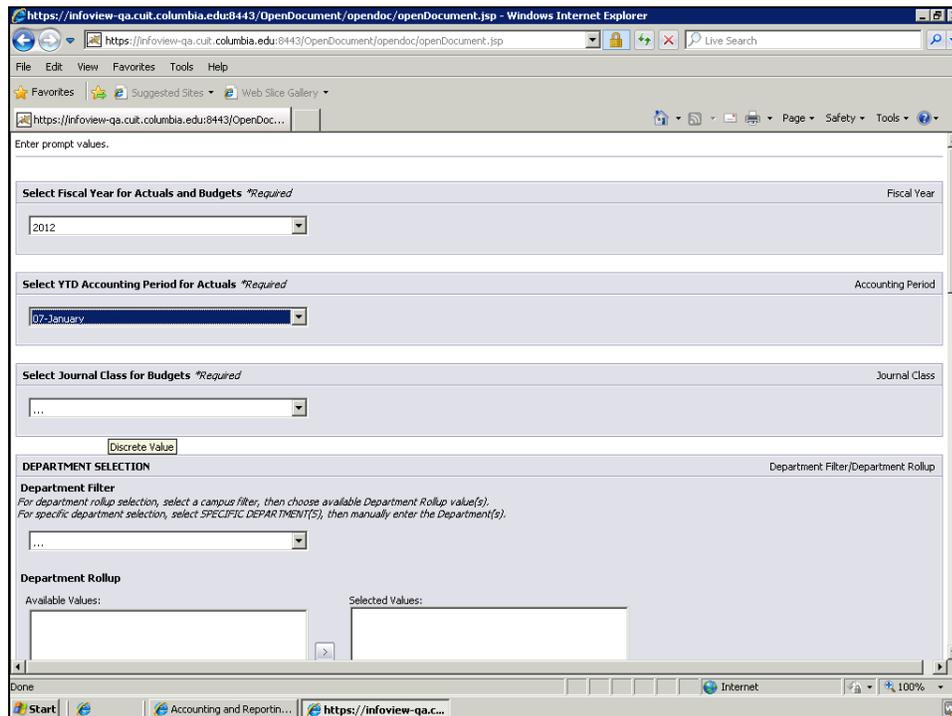
| Step | Action |
|------|---|
| 6. | Click the 2012 list item.  |



| Step | Action |
|------|---|
| 7. | Click the Accounting Period list.  |



| Step | Action |
|------|---|
| 8. | Click the 07-January list item. <input type="text" value="07-January"/> |

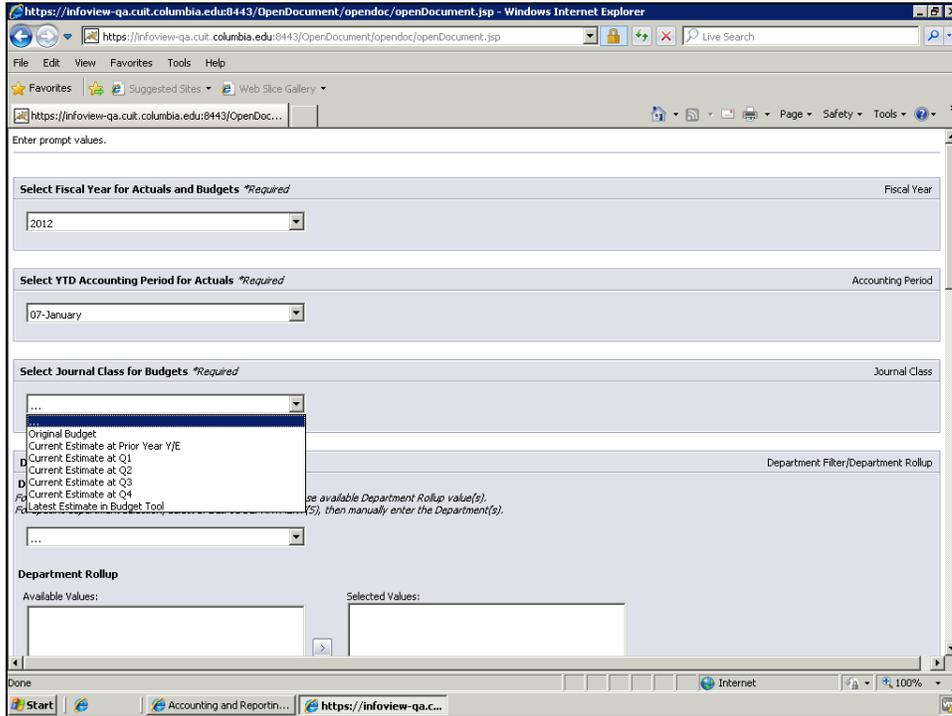


Training Guide

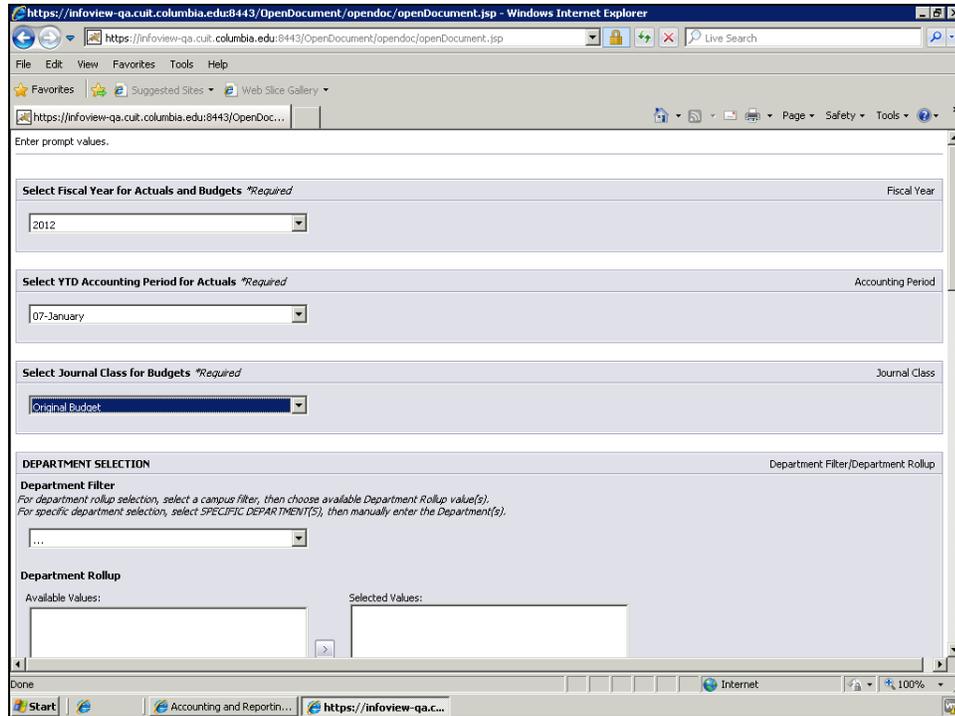
Reporting for Inquiry Only Roles



| Step | Action |
|------|--|
| 9. | Click the Journal Class list. <div style="border: 1px solid black; padding: 2px; width: 100px; margin-top: 5px;">...</div> |



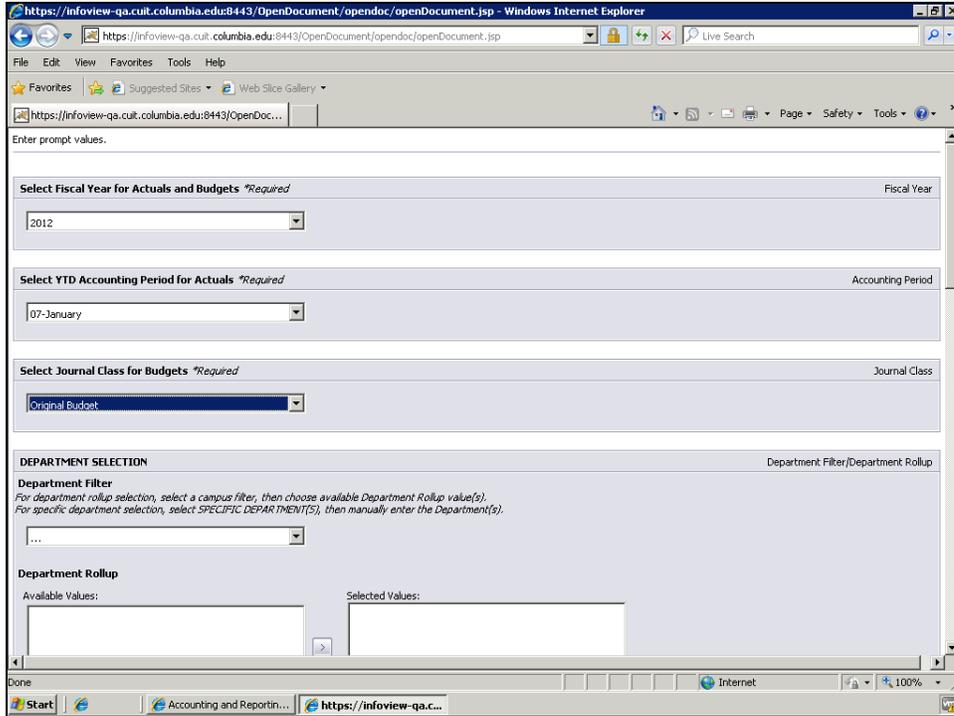
| Step | Action |
|------|---|
| 10. | Click the Original Budget list item. <div style="border: 1px solid black; padding: 2px; width: 100px; margin-top: 5px;">Original Budget</div> |



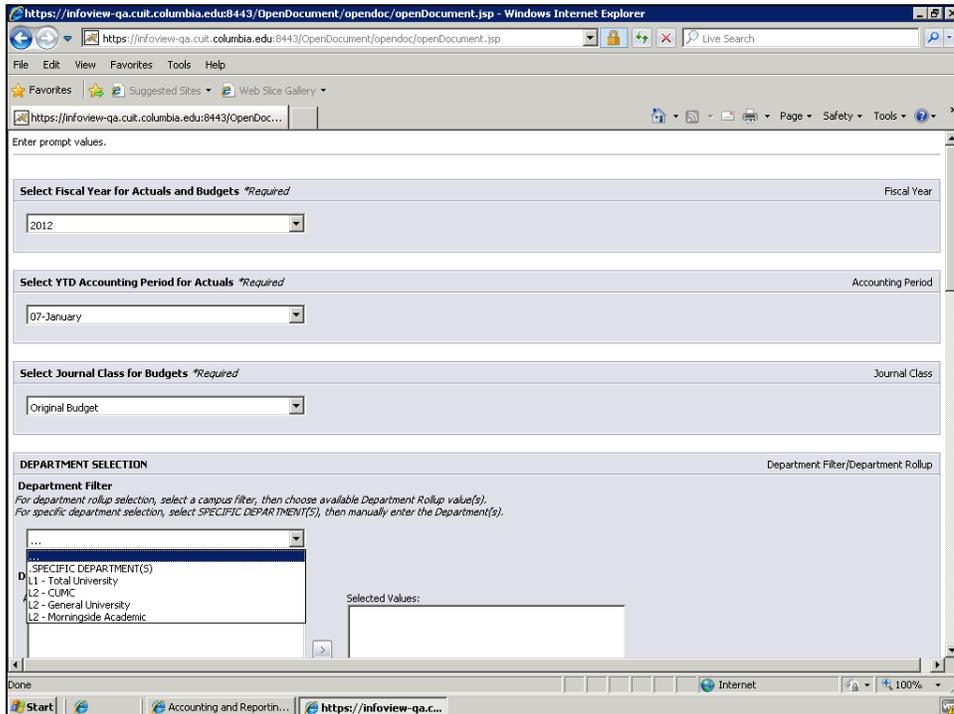
| Step | Action |
|------|---|
| 11. | <p>Department Selection is not required.</p> <p>In this scenario we will specify the Department Filter and the Department Rollup.</p> |

Training Guide

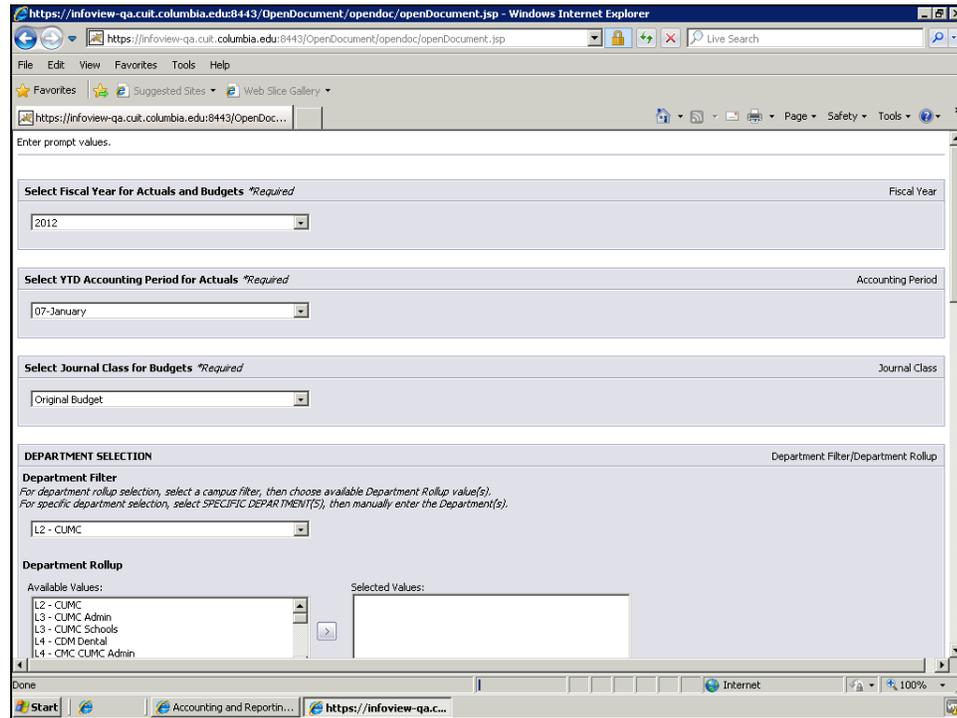
Reporting for Inquiry Only Roles



| Step | Action |
|------|---|
| 12. | Click the Department Filter list.  |



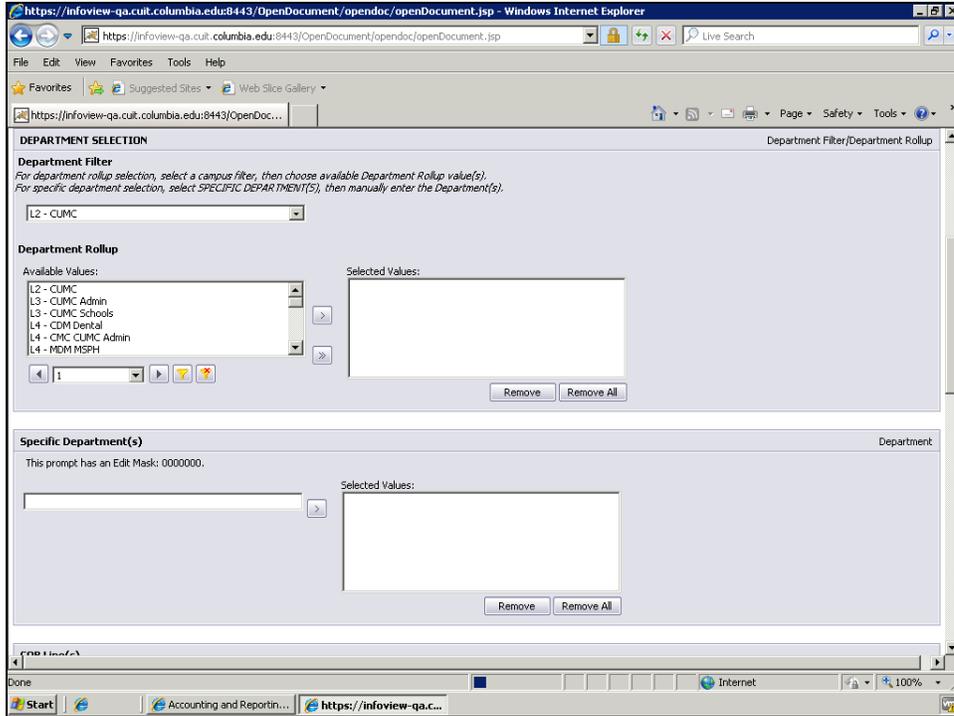
| Step | Action |
|------|--|
| 13. | Click the L2 - CUMC list item. <div style="border: 1px solid black; padding: 2px; width: fit-content;">L2 - CUMC</div> |



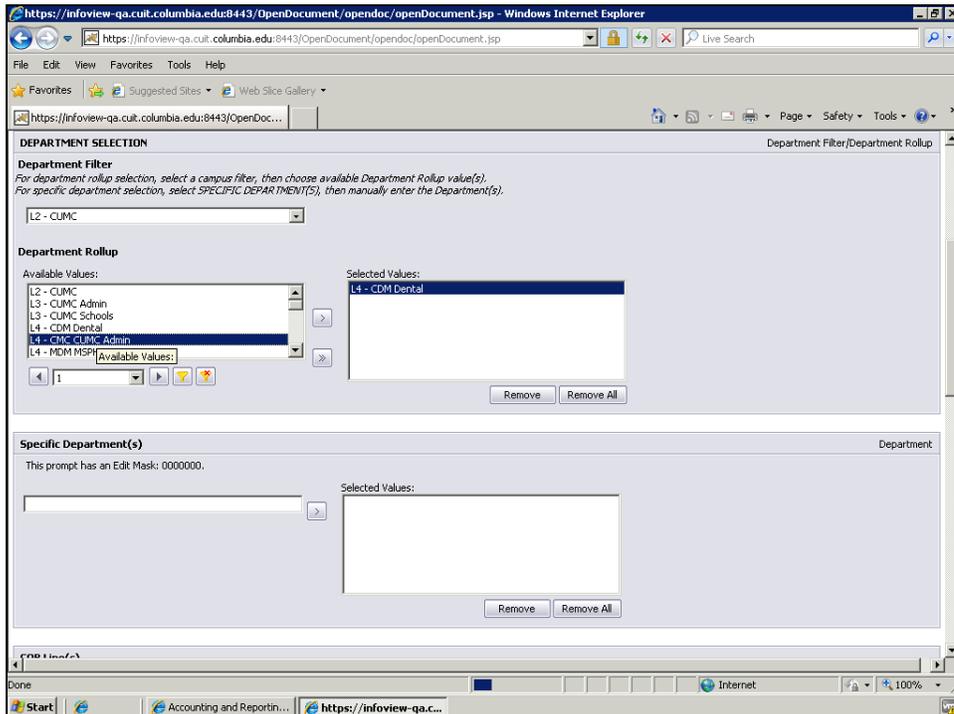
| Step | Action |
|------|---|
| 14. | Click the scroll bar to view the other run time parameters for this report. |

Training Guide

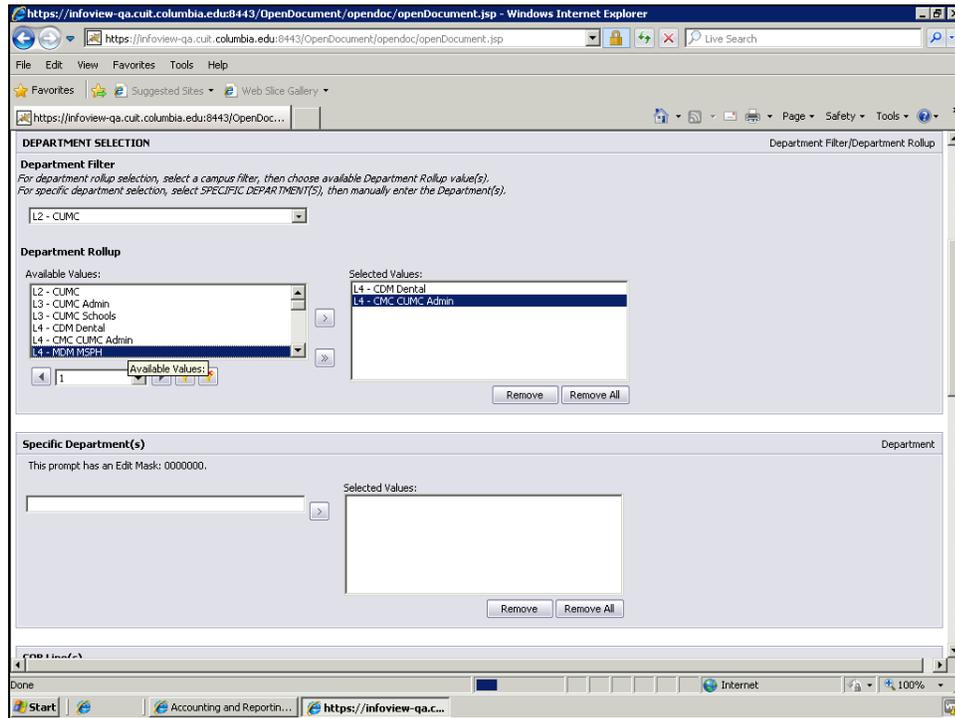
Reporting for Inquiry Only Roles



| Step | Action |
|------|--|
| 15. | Double-click the L4 - CDM Dental list item. <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;">L4 - CDM Dental</div> |



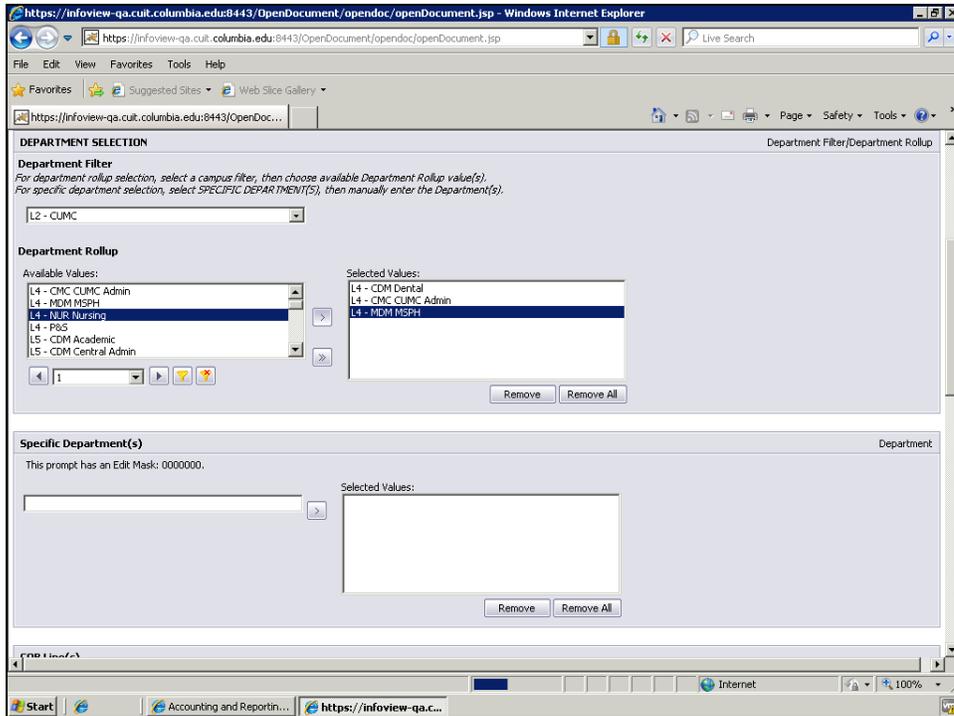
| Step | Action |
|------|---|
| 16. | Double-click the L4 - CMC CUMC Admin list item.  |



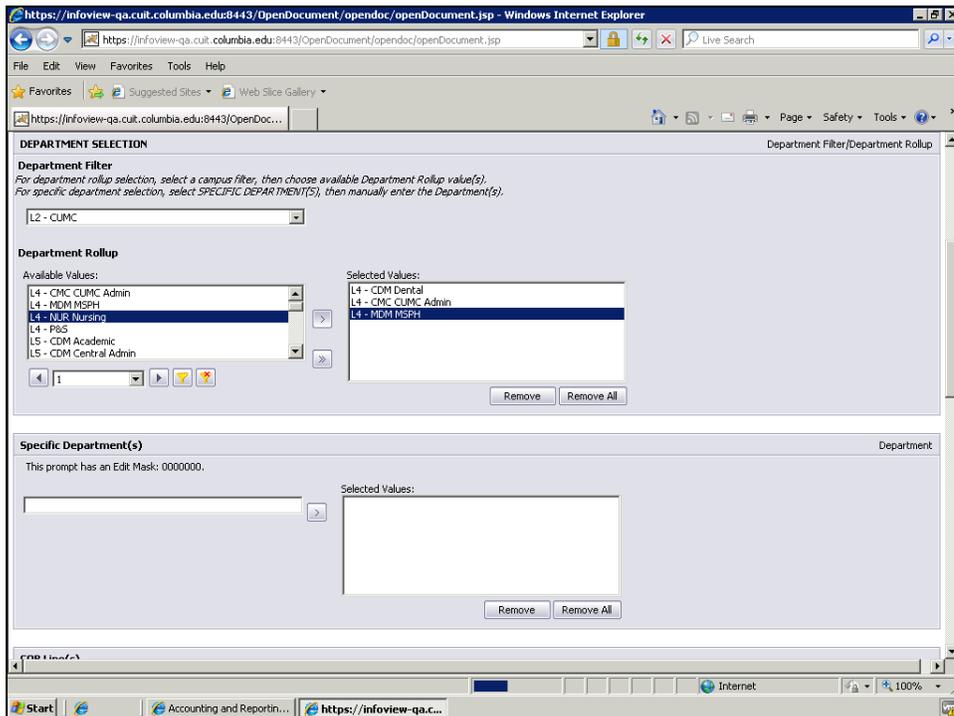
| Step | Action |
|------|--|
| 17. | Double-click the L4 - NUR Nursing list item.  |

Training Guide

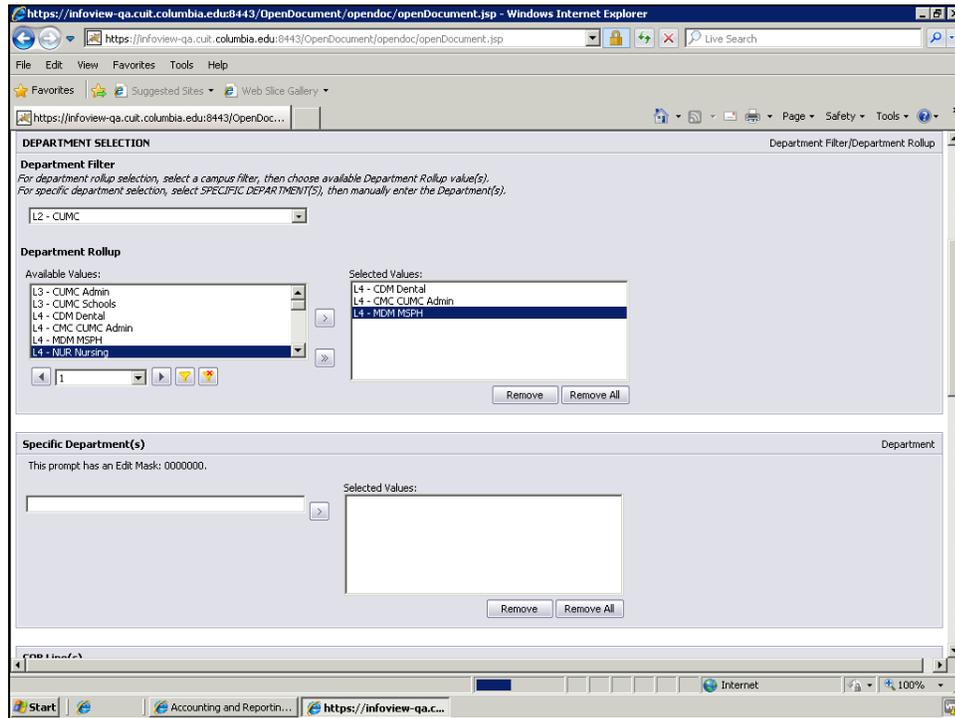
Reporting for Inquiry Only Roles



| Step | Action |
|------|---|
| 18. | Notice that the selected values will appear on the 'Selected Values' box. |



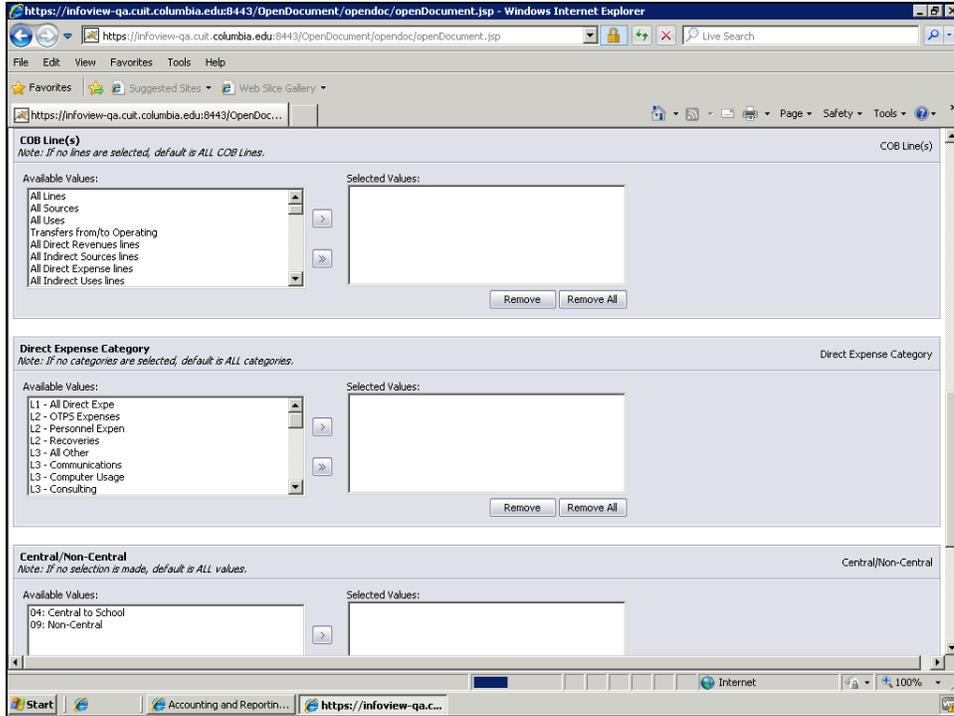
| Step | Action |
|------|--|
| 19. | The Specific Department(s) is not a required field. We will leave this field blank. |



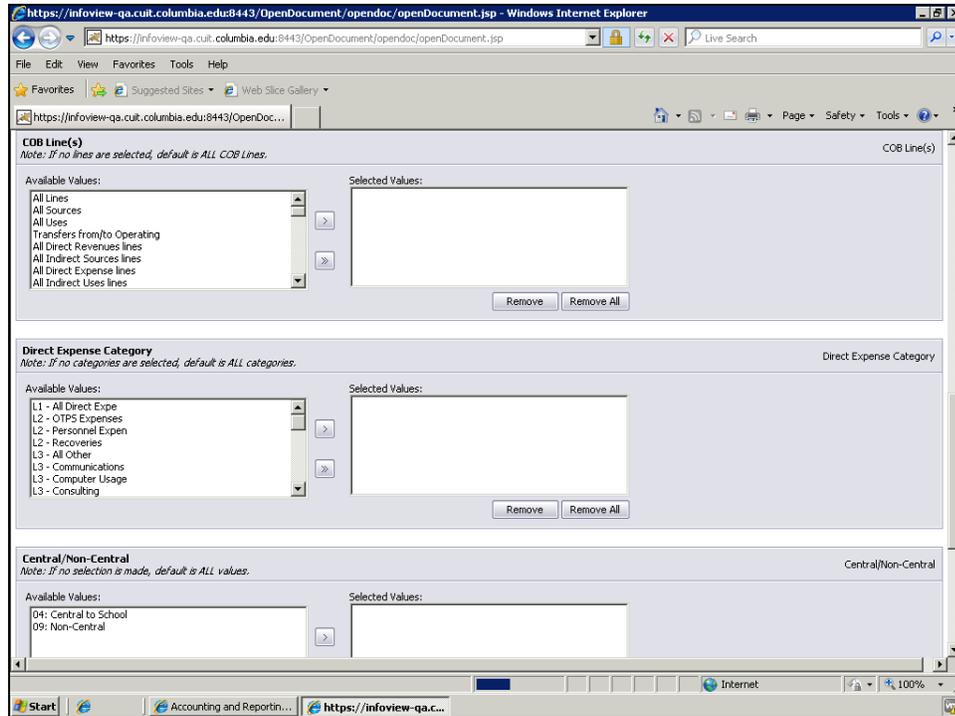
| Step | Action |
|------|---|
| 20. | Click the scroll bar to view the other run time parameters for this report. |

Training Guide

Reporting for Inquiry Only Roles



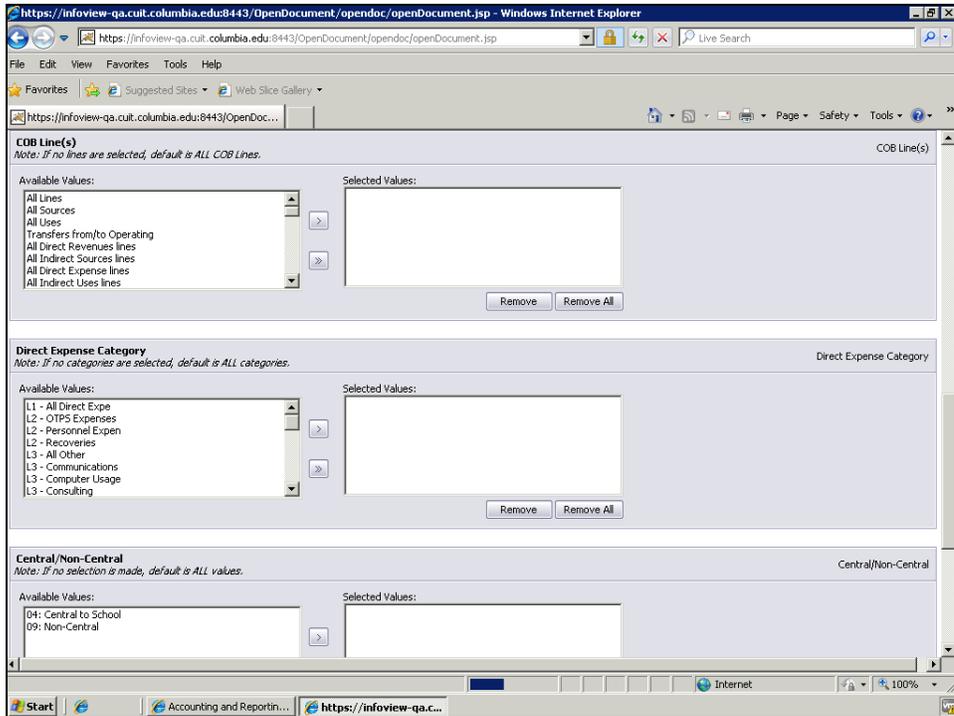
| Step | Action |
|------|---|
| 21. | <p>The COB Line(s) field allows you to specify which COB Lines you would like to run the report for.</p> <p>If no lines are selected, the default value is all lines.</p> |



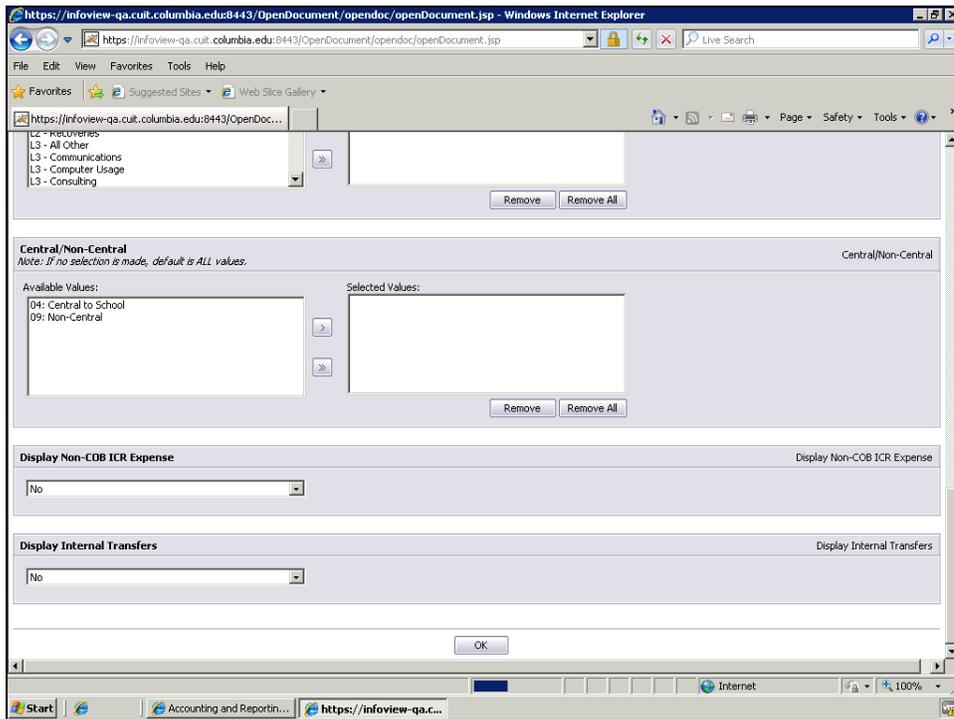
| Step | Action |
|------|--|
| 22. | <p>The Direct Expense Category allows you to specify which COB expense category you would like to run the report for.</p> <p>If no categories are selected, the default value is all categories.</p> |

Training Guide

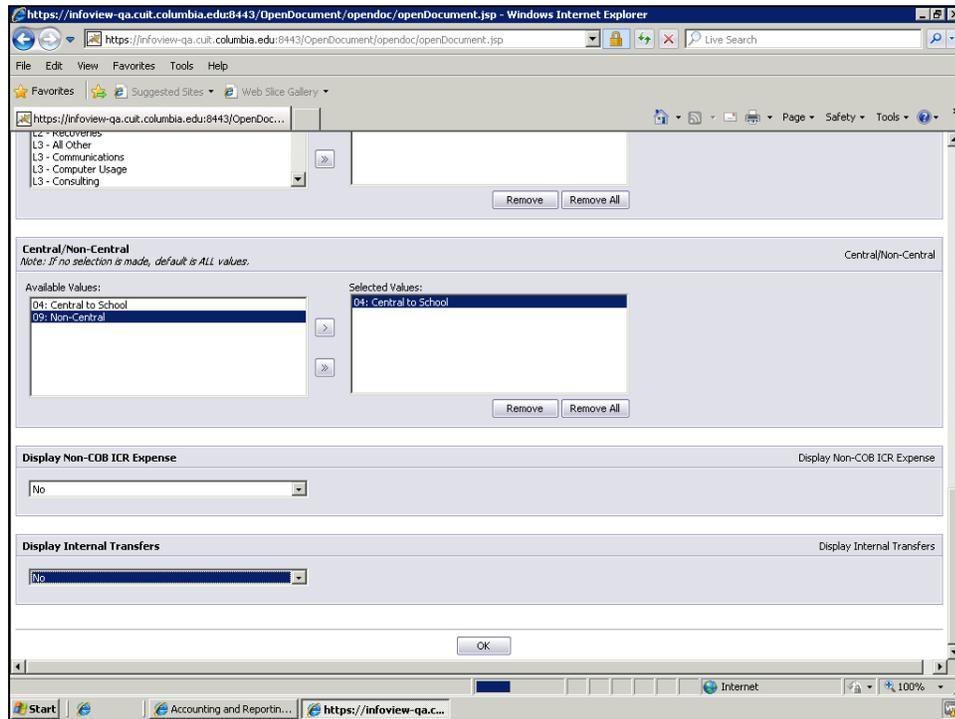
Reporting for Inquiry Only Roles



| Step | Action |
|------|---|
| 23. | Click the scroll bar to view the other run time parameters for this report. |



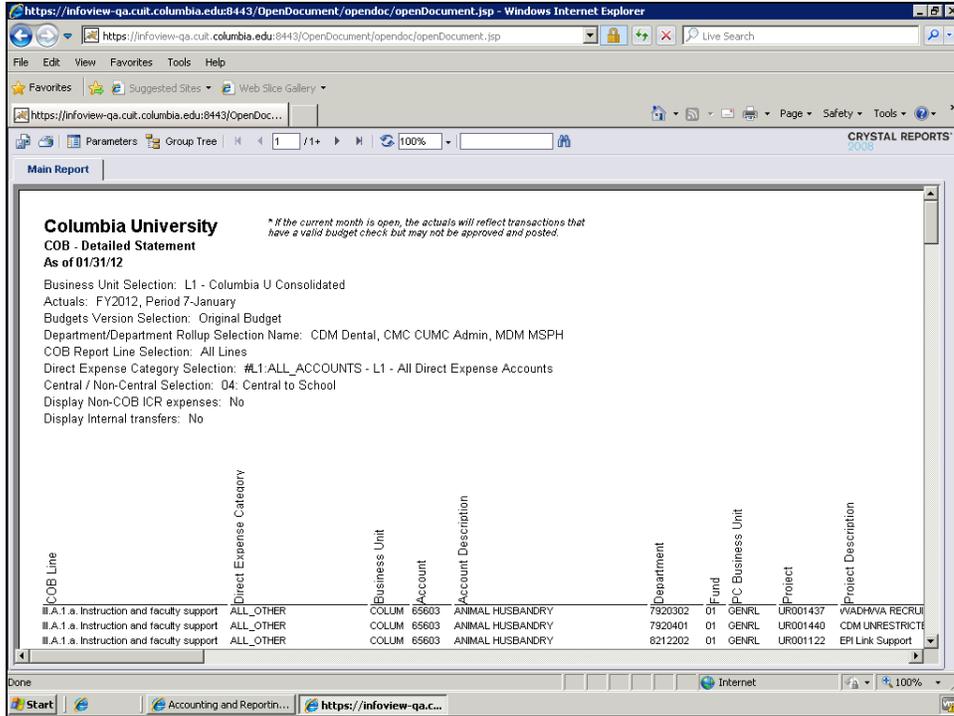
| Step | Action |
|------|--|
| 24. | <p>If no selection is made for the Central/Non-Central field, the default is all values.</p> <p>Double-click the 04: Central to School list item.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">04: Central to School</div> |



| Step | Action |
|------|---|
| 25. | <p>Click the OK link.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">OK</div> |

Training Guide

Reporting for Inquiry Only Roles



| Step | Action |
|------|---|
| 26. | The COB Detailed Statement provides a detailed listing of all account string combinations and their related balances. Generally, this report is not a formatted/printable report, but it is used for downloading into Excel or an access database for further analysis. |



Training Guide Reporting for Inquiry Only Roles

Columbia University
COB - Detailed Statement
 As of 01/31/12

** If the current month is open, the actuals will reflect transactions that have a valid budget check but may not be approved and posted.*

Business Unit Selection: L1 - Columbia U Consolidated
 Actuals: FY2012, Period 7-January
 Budgets Version Selection: Original Budget
 Department/Department Rollup Selection Name: CDM Dental, CMC CUMC Admin, MDM MSPH
 COB Report Line Selection: All Lines
 Direct Expense Category Selection: #L1-ALL_ACCOUNTS - L1 - All Direct Expense Accounts
 Central / Non-Central Selection: 04: Central to School
 Display Non-COB ICR expenses: No
 Display Internal transfers: No

| COB Line | Direct Expense Category | Business Unit | Account | Account Description | Department | Fund | PC Business Unit | Project | Project Description |
|---|-------------------------|---------------|---------|---------------------|------------|------|------------------|----------|---------------------|
| II.A.1.a. Instruction and faculty support | ALL_OTHER | COLLUM | 85603 | ANIMAL HUSBANDRY | 7920302 | 01 | GENRL | UR001437 | WAD/MVA RECRU |
| II.A.1.a. Instruction and faculty support | ALL_OTHER | COLLUM | 85603 | ANIMAL HUSBANDRY | 7920401 | 01 | GENRL | UR001440 | CDM UNRESTRICT |
| II.A.1.a. Instruction and faculty support | ALL_OTHER | COLLUM | 85603 | ANIMAL HUSBANDRY | 8212202 | 01 | GENRL | UR001122 | EPI Lnk Support |

| Step | Action |
|------|---|
| 27. | Notice that the plus sign next to the 1 indicates that this report contains additional pages. |

Columbia University
COB - Detailed Statement
 As of 01/31/12

** If the current month is open, the actuals will reflect transactions that have a valid budget check but may not be approved and posted.*

Business Unit Selection: L1 - Columbia U Consolidated
 Actuals: FY2012, Period 7-January
 Budgets Version Selection: Original Budget
 Department/Department Rollup Selection Name: CDM Dental, CMC CUMC Admin, MDM MSPH
 COB Report Line Selection: ALL
 Direct Expense Category Selection: ALL
 Central / Non-Central Selection: ALL
 Display Non-COB ICR expenses: No
 Display Internal transfers: No

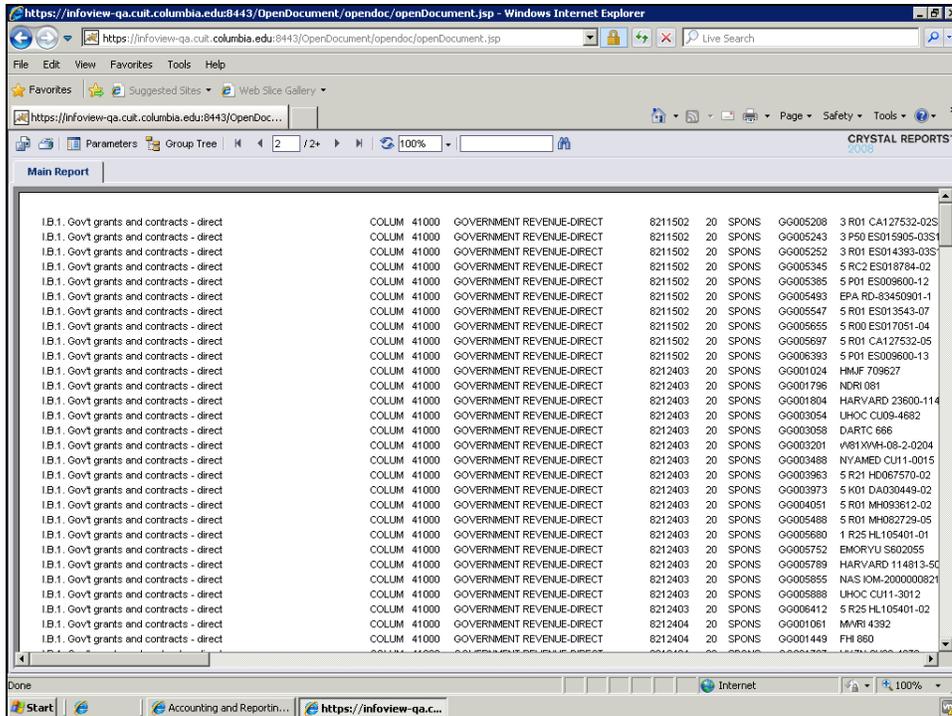
| COB Line | Direct Expense Category | Business Unit | Account | Account Description | Department | Fund | PC Business Unit | Project | Project Description |
|-----------------|-------------------------|---------------|---------|---------------------|------------|------|------------------|----------|---------------------|
| I.A.1.a. Tution | | COLLUM | 40000 | TUTION | 7003302 | 01 | GENRL | UR001000 | MSPH allocation |
| I.A.1.a. Tution | | COLLUM | 40000 | TUTION | 7003302 | 01 | GENRL | UR001000 | MSPH allocation |
| I.A.1.a. Tution | | COLLUM | 40000 | TUTION | 7003302 | 01 | GENRL | UR001000 | MSPH allocation |

Training Guide

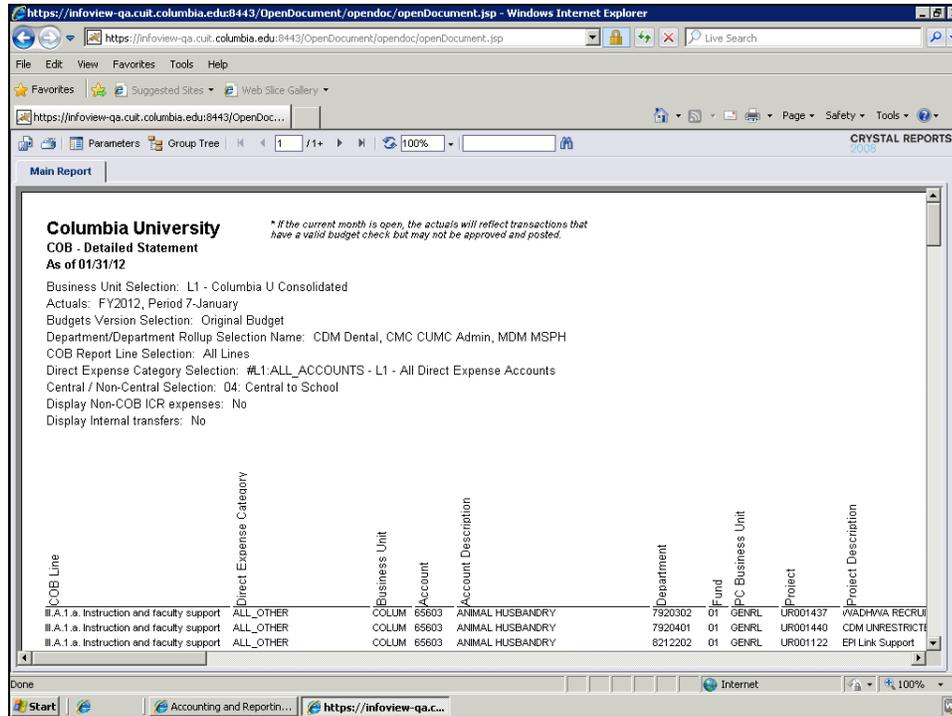
Reporting for Inquiry Only Roles



| Step | Action |
|------|---|
| 28. | <p>You have the option to view the report page by page.</p> <p>Click the Go to Next Page button to preview page 2.</p>  |



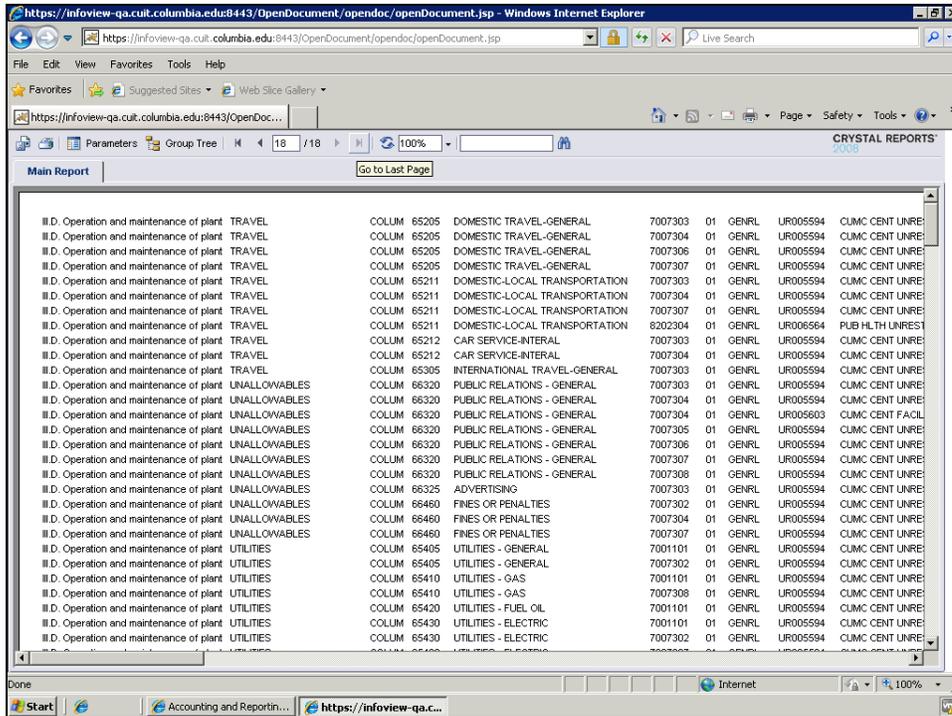
| Step | Action |
|------|--|
| 29. | <p>Click the Go to Previous Page button to go back to page 1.</p>  |



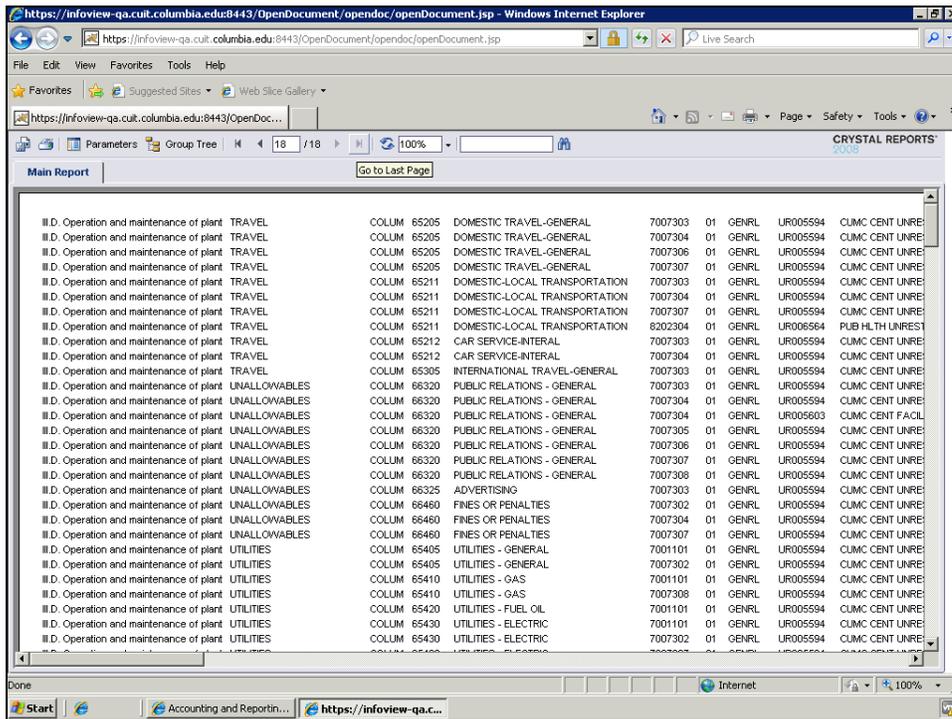
| Step | Action |
|------|--|
| 30. | To go to the last page of the report click the Go to Last Page button.  |

Training Guide

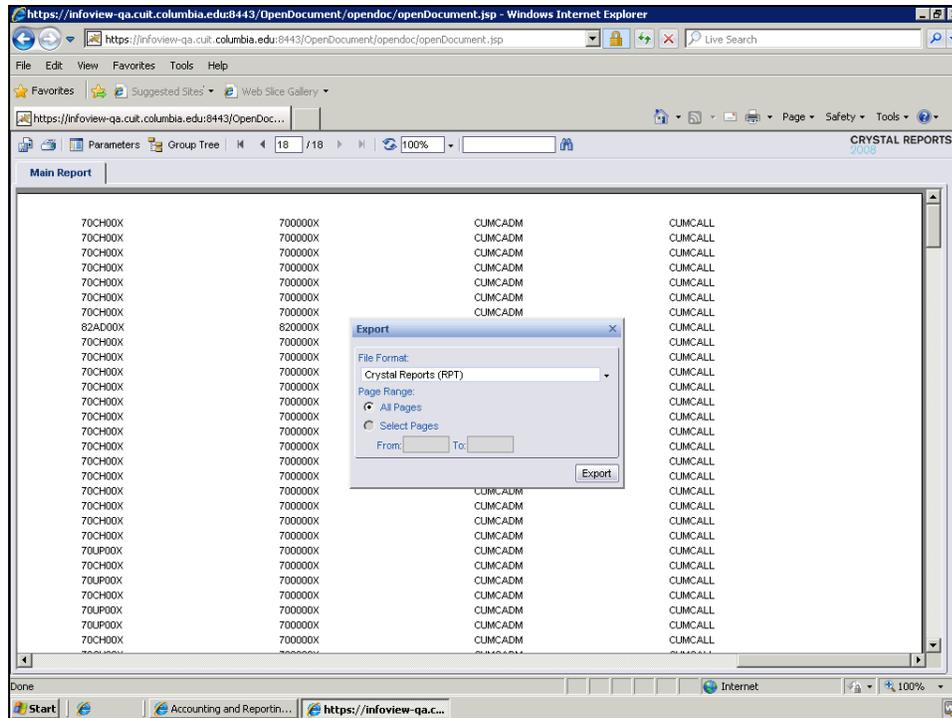
Reporting for Inquiry Only Roles



| Step | Action |
|------|--|
| 31. | Notice that this report contains 18 pages. |



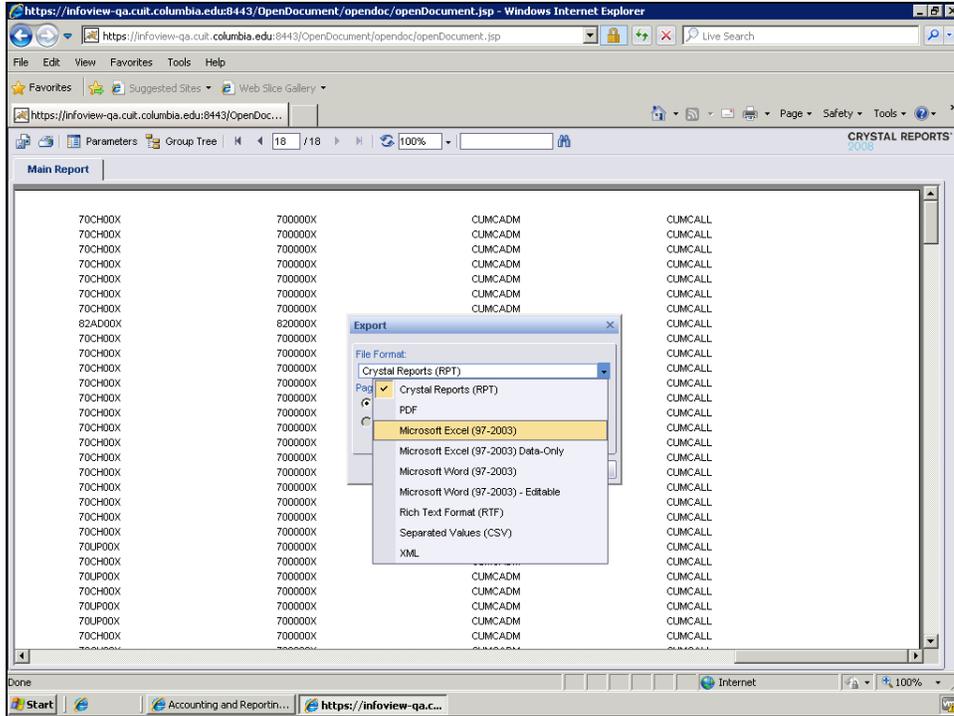
| Step | Action |
|------|--|
| 32. | <p>The COB Detailed Statement is not a formatted/printable report but it is used for downloading into Excel or an access database for further analysis.</p> <p>Click the Export this report button.</p>  |



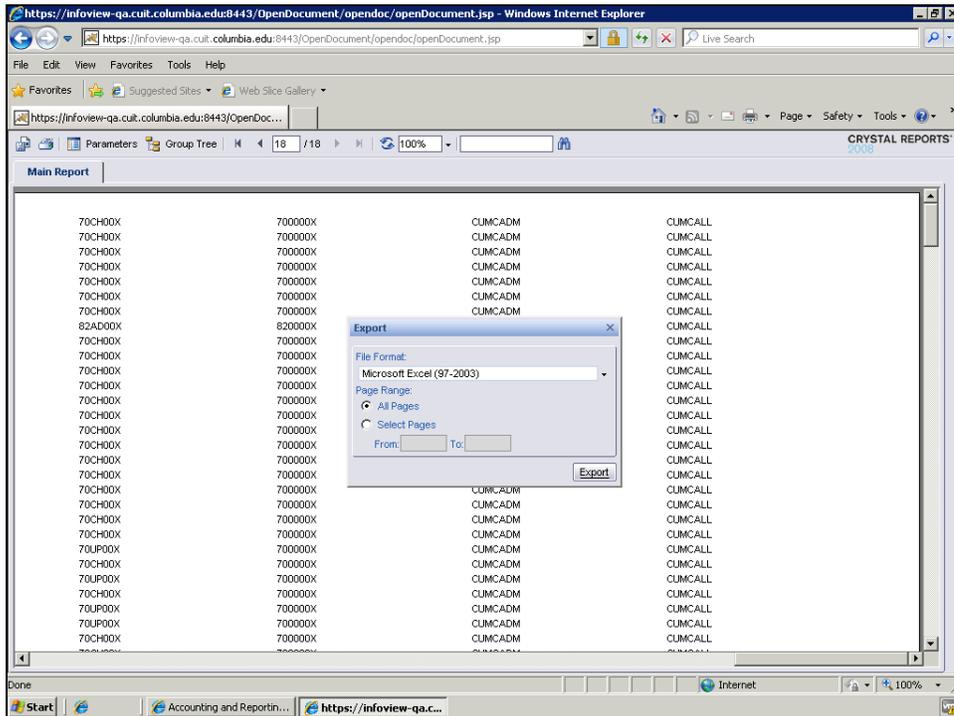
| Step | Action |
|------|---|
| 33. | <p>Click the File Format button.</p>  |

Training Guide

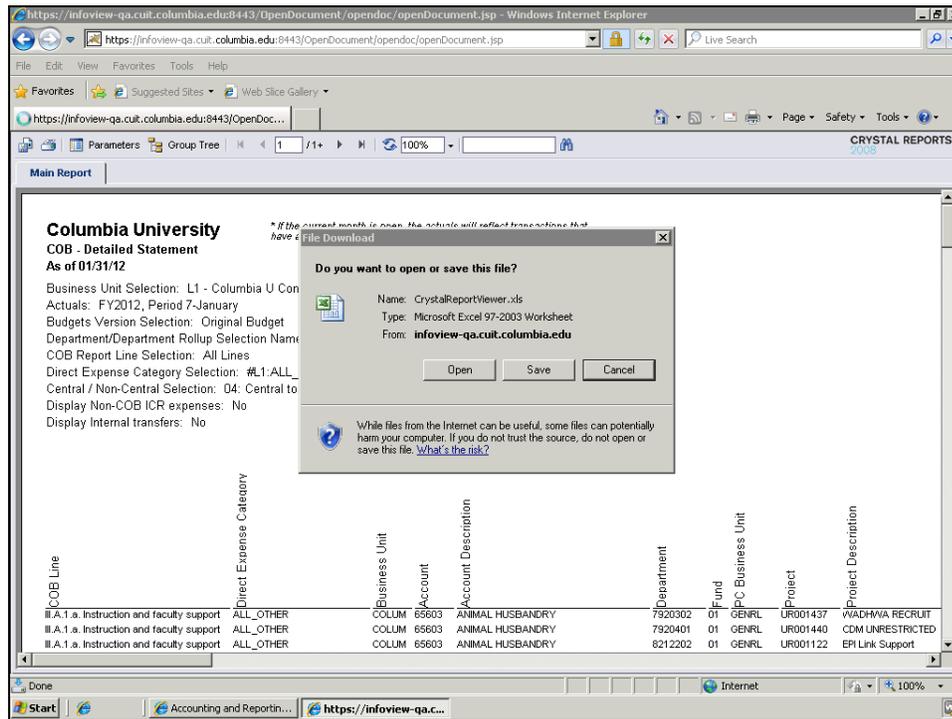
Reporting for Inquiry Only Roles



| Step | Action |
|------|--|
| 34. | Click the Microsoft Excel (97-2003) object. Microsoft Excel (97-2003) |



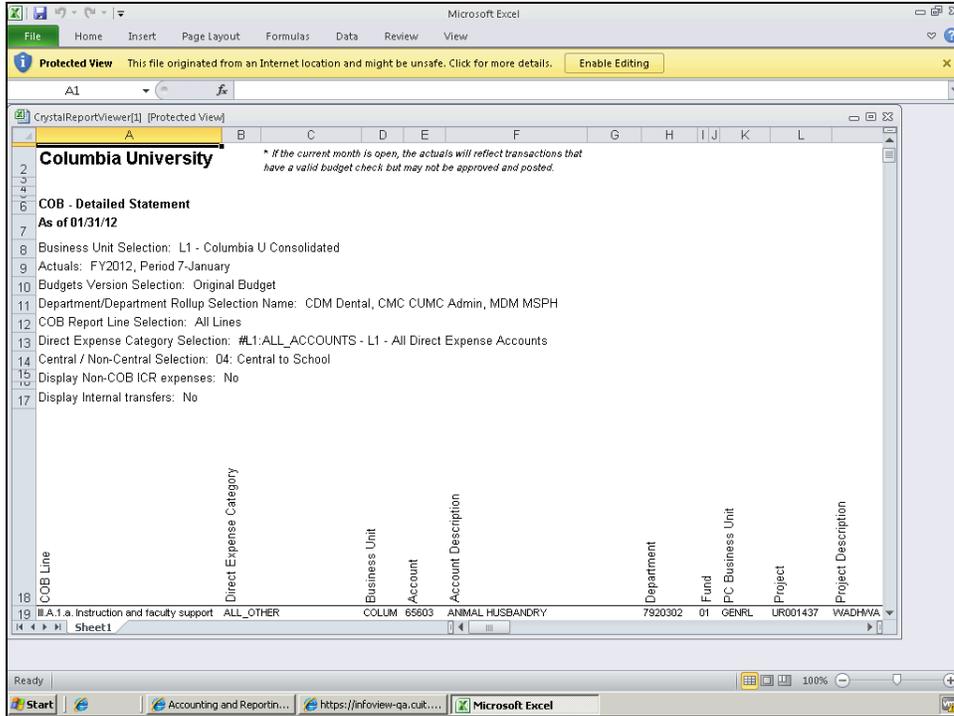
| Step | Action |
|------|--|
| 35. | Click the Export link.  |



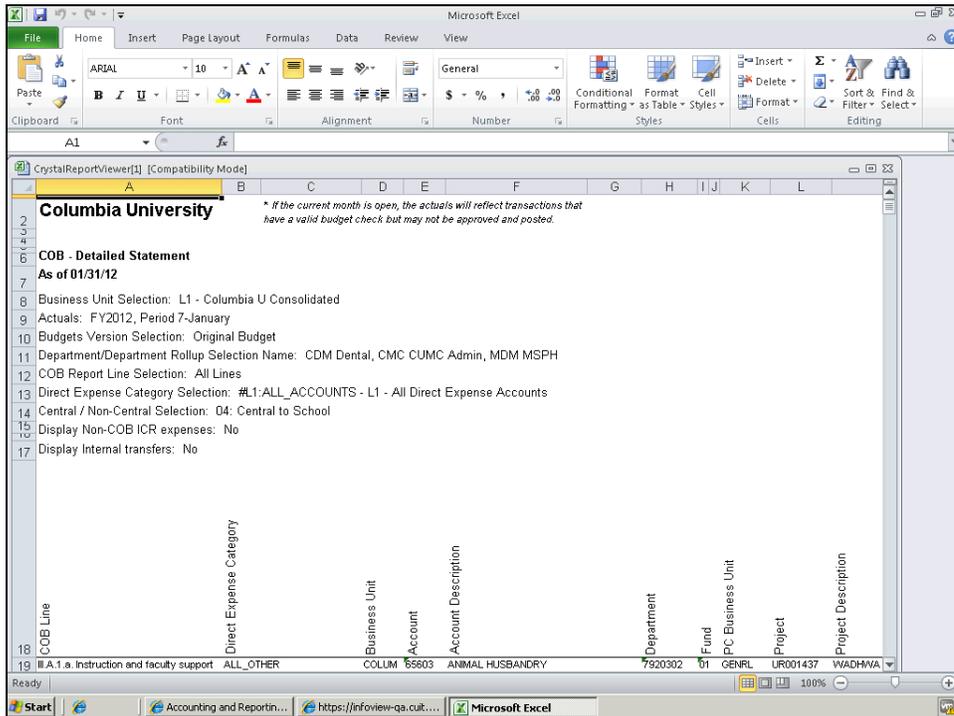
| Step | Action |
|------|--|
| 36. | Click the Open button.  |

Training Guide

Reporting for Inquiry Only Roles



| Step | Action |
|------|---|
| 37. | Click the Enable Editing button. |





Training Guide Reporting for Inquiry Only Roles

| Step | Action |
|------|--|
| 38. | You have successfully run the COB Detailed Statement from the ARC Portal and exported the report to Excel. End of Procedure. |

Training Guide

Reporting for Inquiry Only Roles



Reporting Resources

This is the *Reporting Resources* lesson of the *Reporting for Inquiry Only Roles* course. Upon completion of this lesson, you will be able to:

- Access the report, query, and inquiry inventories

Estimated Time to Complete Lesson: 3 minutes



Reporting Inventories

[Click here to access the inquiry inventory](#)

[Click here to access the query inventory](#)

[Click here to access the report inventory](#)

Please note that these inventories will continue to grow as more inquiries, queries, and reports are developed.

Training Guide

Reporting for Inquiry Only Roles



Training and Support

This is the *Training and Support* lesson of the *Reporting for Inquiry Only Roles* 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.



Training Acknowledgement

If you are taking this course to obtain security access to one of Columbia University's Financial Systems, please ensure you have completed the following:

1. **Security Application Request:** All security roles must be requested by the user through the Columbia University Financial Systems Security Application which can be found in the Service Catalog of ServiceNow (<https://columbiadev.service-now.com/navpage.do> (<https://columbiadev.service-now.com/navpage.do>)). *Note: All security roles must be approved by both the user's manager and Department Security Administrator (DSA) for the School/Admin Unit to which access is being requested.*
2. **Training Requirements:** Security access will only be granted once all training requirements have been fulfilled. After a user has reviewed all of the applicable training material for a particular role, users must complete the Knowledge Assessment associated with that training course with a score of 90% or higher. The Knowledge Assessments can be found in New CourseWorks, (https://newcourseworks.columbia.edu/portal/site/Finance_Training (https://newcourseworks.columbia.edu/portal/site/Finance_Training)). If you have any questions about the training required for any security role, click here (http://gateway-7.webservices.lamptest.columbia.edu/files/gateway/content/training/job_aids/Job_Aid_Role_to_Course_Directory.pdf) for the Role to Course Directory job aid.

If you are taking this course for information purposes only, i.e., you are not requesting a security role, no Knowledge Assessment is required.



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](#)

Operating Overdraft Policy (<http://policylibrary.columbia.edu/operating-overdraft-policy>)

Job Aid: Inquiry Inventory

[Job Aid: Query Inventory](#)

[Job Aid: Report Inventory](#)

Reporting for Inquiry Only Roles Training Guide



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 ChartFields | Columbia's Chart of Accounts is comprised of 11 ChartFields that are used to organize and record financial activity at the University. 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 Encumbrance | Functionality in ARC that enables users to manage expenditures actively against predefined, authorized budgets. An example is budget checking. 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. |
| 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. |
| Inquiries | Online search engine used to view data on a real-time basis within ARC, not intended for printing/formatting. |
| Inquiry Pages | ARC pages that provide inquiry access only. |
| 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. |
| 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 |



Training Guide Reporting for Inquiry Only Roles

fashion across the enterprise.

ARC and PeopleSoft are used interchangeably when referring to Columbia's new financial system.

| | |
|------------------------------|--|
| Project | Associates expenses with a specific funding source. |
| 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. |
| Queries | A request against the ARC, ARC Reporting, or UDS database to obtain a set of data that match a specified search criteria. |
| Ranges | Each ChartField has conventions for assigning names and ranges to group similar values together (similar to FAS ranges). |
| 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. |
| SPF | Sponsored Projects Finance (formerly Restricted Funds). |
| Trees | Trees are used to organize ChartField data into hierarchies which can be used for security, reporting and managing organizational structure. |
| User Productivity Kit | Oracle's User Productivity Kit (UPK). The web-based training tool used for ARC training. |