Prior to the implementation of ARC (Accounting and Report at Columbia), the University used a system called APCAR for accounts payable transactions. This job aid provides guidance on how to access and run reports for data from July 1999 through July 6, 2012 from the old APCAR system.
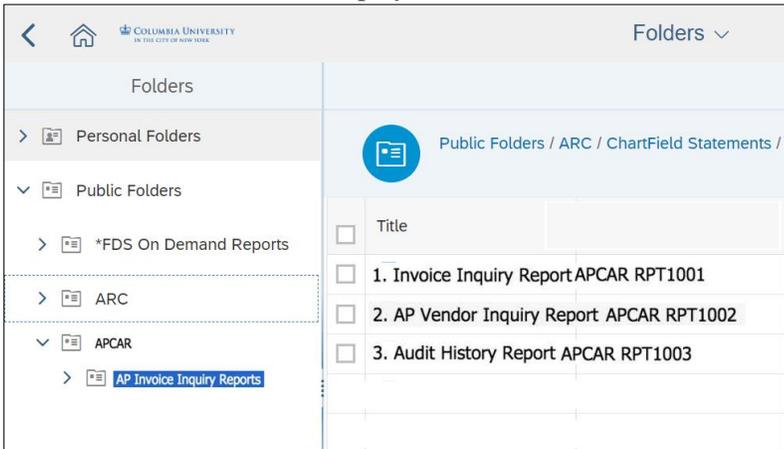
Accessing AP/CAR reports

1. Navigate to https://www.my.columbia.edu/content/welcome-arc-portal.
2. Scroll down to **Resources** and click the **Legacy Reporting** tab.

3. Click the **Folders** tile.
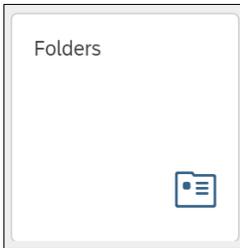
The Folder tree structure is displayed.

4. Expand the **APCAR** folder and select the **AP Invoice Inquiry Reports** sub-folder.
    The Following Reports are available:

    - **Invoice Inquiry Report**: use when you have a vendor number, or AVN number, or other such information.
    - **AP Vendor Inquiry Report**: use when you only know the vendor name and have no other information.
    - **Audit History Report**: use when you need to know historical information about the processing of a voucher, e.g., who processed the voucher and when.

5. Click on any of the reports to run.

Invoice Inquiry Report

In the APCAR Invoice Inquiry parameter screen, you can search by Voucher (AVN#) or Voucher Date Range and any additional information you may have (vendor number, invoice number).

After entering all desired report parameters, click **OK** to run the report.

The the APCAR Invoice Inquiry Summary report appears. To obtain additional details you can click either the **Vendor # ** or **Voucher #**.

For additional invoice details, click the **Vendor #**. Sensitive information is NOT displayed in the header section.

Click the **Voucher Number** for additional details.

Click the **Export** icon to export the report to the desired format.

Getting Help

Please contact the Finance Service Center

http://finance.columbia.edu/content/finance-service-center

You can log an incident or request a service via Service Now

https://columbia.service-now.com