

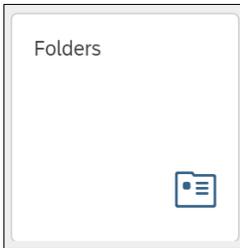
Prior to the implementation of ARC (Accounting and Report at Columbia), the University used a system called APCAR for accounts payable transactions. This job aid provides guidance on how to access and run reports for data from July 1999 through July 6, 2012 from the old APCAR system.

Accessing AP/CAR reports

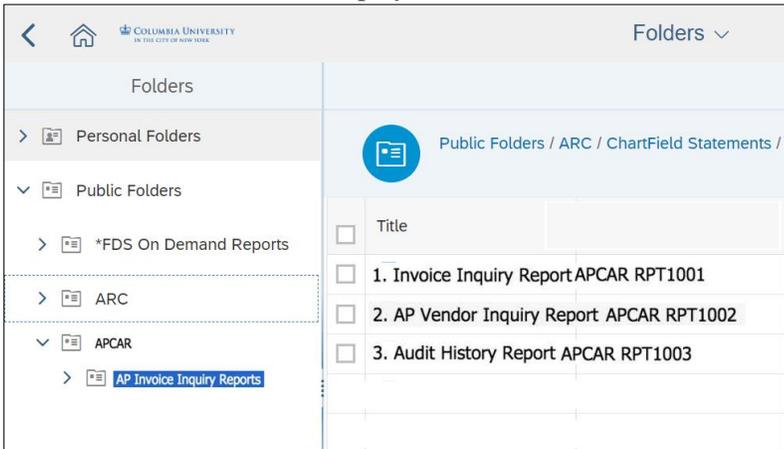
1. Navigate to <https://www.my.columbia.edu/content/welcome-arc-portal>.
2. Scroll down to **Resources** and click the **Legacy Reporting** tab.



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).

Search By Voucher(AVN#) – consists of AVN Processing Location & Voucher Number

AVN - Processing Location Code

First Part of AVN

AVN - Voucher Number

AVN - VoucherNumber

OR

Voucher Date Range (From/To)

VouchDate

Vendor #:

VendorNumber

Invoice #:

InvoiceNumber

Paid Invoice Date Range (From/To) :

InvoiceDate

Annotations:

- Enter value to Search. (points to AVN - Processing Location Code)
- Use scroll bar to scroll up/down Prompt selection options. (points to AVN - VoucherNumber)

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

SL Subcode:

SL_SubCode

Ledger Type:

Ledger

SIC Code:

SicCode

Processor UNI:

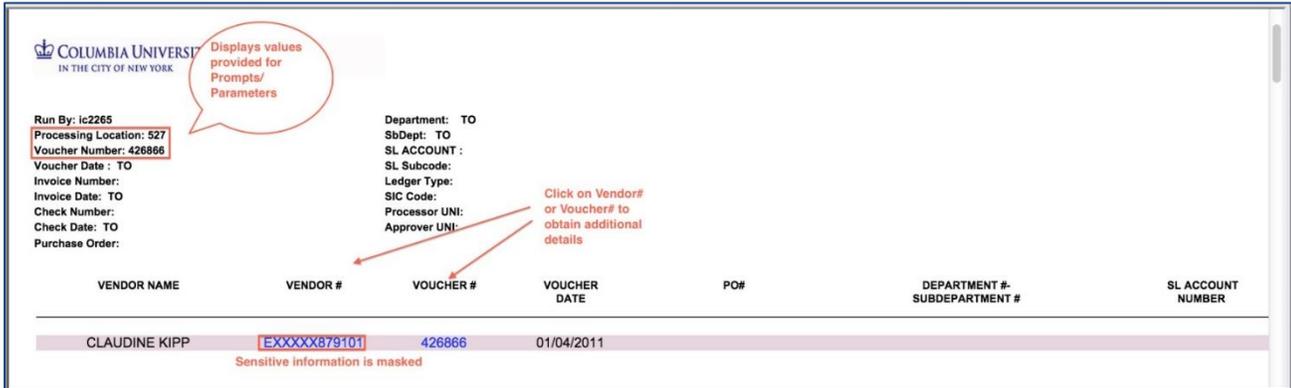
ProcessorUNI

Approver UNI:

ApproverUNI

Annotation: Once all desired Prompt values are provided, 'Enter' or 'OK' to Run report. (points to OK button)

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



Run By: ic2265
 Processing Location: 527
 Voucher Number: 426866
 Voucher Date : TO
 Invoice Number:
 Invoice Date: TO
 Check Number:
 Check Date: TO
 Purchase Order:

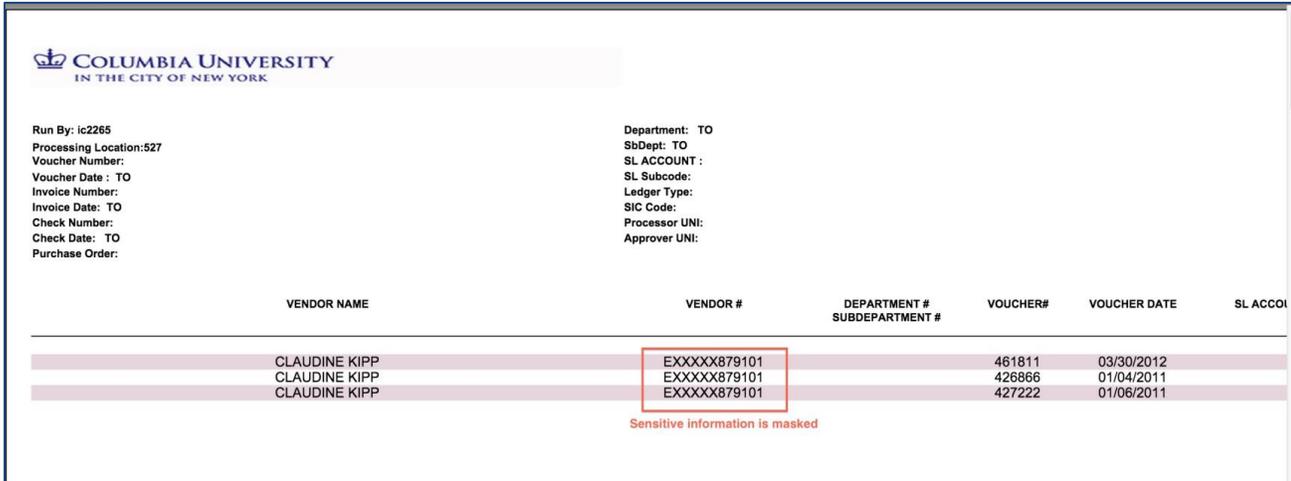
Department: TO
 SbDept: TO
 SL ACCOUNT :
 SL Subcode:
 Ledger Type:
 SIC Code:
 Processor UNI:
 Approver UNI:

Click on Vendor# or Voucher# to obtain additional details

VENDOR NAME	VENDOR #	VOUCHER #	VOUCHER DATE	PO#	DEPARTMENT # SUBDEPARTMENT #	SL ACCOUNT NUMBER
CLAUDINE KIPP	EXXXXX879101	426866	01/04/2011			

Sensitive information is masked

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



Run By: ic2265
 Processing Location: 527
 Voucher Number:
 Voucher Date : TO
 Invoice Number:
 Invoice Date: TO
 Check Number:
 Check Date: TO
 Purchase Order:

Department: TO
 SbDept: TO
 SL ACCOUNT :
 SL Subcode:
 Ledger Type:
 SIC Code:
 Processor UNI:
 Approver UNI:

VENDOR NAME	VENDOR #	DEPARTMENT # SUBDEPARTMENT #	VOUCHER#	VOUCHER DATE	SL ACCO
CLAUDINE KIPP	EXXXXX879101		461811	03/30/2012	
CLAUDINE KIPP	EXXXXX879101		426866	01/04/2011	
CLAUDINE KIPP	EXXXXX879101		427222	01/06/2011	

Sensitive information is masked

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

Run By: ic2265
Processing Location: 527
Voucher Number: 426866
Voucher Date : TO
Invoice Number:
Invoice Date: TO
Check Number:
Check Date: TO
Purchase Order:

Department: TO
SubDept: TO
SL ACCOUNT :
SL Subcode:
Ledger Type:
SIC Code:
Processor UNI:
Approver UNI:

VENDOR NAME	VENDOR #	DEPARTMENT # SUBDEPARTMENT #	VOUCHER#	VOUCHER DATE	SL ACCO
CLAUDINE KIPP	EXXXXX879101		426866	01/04/2011	

Sensitive information is masked

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

Export

File Format:

Crystal Reports (RPT)

Page:

- Crystal Reports (RPT)
- PDF
- Microsoft Excel (XLSX)
- Microsoft Excel (XLS)
- Microsoft Excel - Data Only (XLSX)
- Microsoft Excel - Data Only (XLS)
- Microsoft Word (RTF)
- Microsoft Word - Editable (RTF)
- Rich Text Format (RTF)
- Separated Values (CSV)
- XML

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>