Accounting & Reporting at Columbia (ARC) is Columbia University's web-based financial system, and includes modules for general accounting, procurement, and project costing (tracking financial information over a project life). When you log into ARC, you will only see specific tiles and menu items based on your access. Your Home screen may differ from the one pictured below. Each tile contains a subset of menus. The full set of menu options is available under the NavBar.

ARC Navigation Map

The **Buying and Paying** tile gives you quick access to be able to submit requisitions and manage purchase orders, if you have the Requisition Initiator role, or pay invoices by submitting and managing vouchers, if you have the Voucher Initiator role. You will also find functionality for reconciling P-Card transactions.

All ARC users can access the Travel and Expense Portal from the **Travel and Expense** tile. DAF (Departmental Authorization Function) administrators can manage Concur settings for their School/Departments from here.
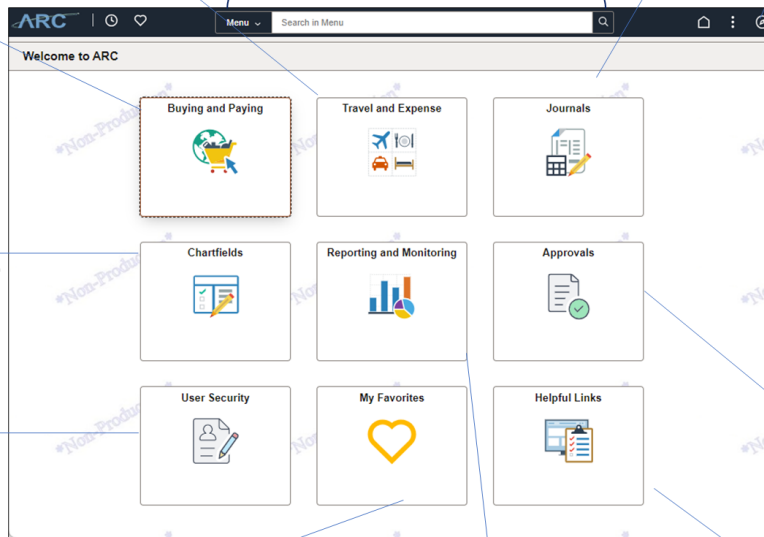
Use the **Search** field to find specific pages in ARC, which utilizes typeahead / autosuggest functionality.

If you have General Ledger roles such as Internal Transfer Initiator or General Journal Initiator, you will have access to the **Journals** tile.

Use the **NavBar** to access all the functionality you have access to in ARC. While the tiles provide quick access to the most commonly used pages in ARC, you can also use the NavBar. Once you have accessed your desired page, you can add it to My Favorites.

If you have the ChartField Requester role, you will have access to the **ChartFields** tile to request ChartField values or to inactivate ChartFields. You can also access the Project Information Notification (PIN) report from here.

If you are a DAF (Departmental Authorization Function) administrator, you can lookup the roles and history of ARC users in the **User Security** tile.

If you have an approval role in ARC, you can navigate to the **Approvals** tile to view your Worklist and items in your queue requiring your attention.

If you have frequently visited pages in ARC, you can add them to **My Favorites**. This is particularly helpful for pages not available within one of the tiles, but only available through the NavBar, where several clicks may be required to access the desired functionality. My Favorites is also accessible from the left side of the Title bar at the top of the window, which is accessible from any page in ARC.

If you have Reporting roles in ARC, you will have access to run Queries for various reports in the **Reporting and Monitoring** tile, depending on the type of access you have. You can either enter a Query using the Query Viewer or run preset Queries for types of ARC data. The most commonly used queries for each module are also included as menu items under their respective tiles.

The **Helpful Links** tile provides links to resources outside of ARC, such as Training and Guidance or to applications such as the Budget Tool.

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