

Columbia University in the City of New York

Help Email

MYCOLUMBIA

ARC Portal | DWR Reports | Enterprise Reporting | FinSys | ERDEV | ERTEST | ERSTAGE | ER PoC

Accounting and Reporting at Columbia (ARC)

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Welcome to the ARC Portal. This tab is the single sign-on point of access for Accounting and Reporting at Columbia (ARC) as well as a variety of financial reports. You will also find links here for certain help functions, some common tools and forms, plus entry into current FFE modules and some legacy systems (read only). For more information about ARC, reporting, or other subjects, please navigate to the Finance Gateway.

1 The 'Go to ARC' link will take you directly to ARC's home page.

2 The links on the left hand side of the portal will take you directly to specific pages in ARC or PAC (under Payroll).

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 and the Journal Import Tool.

4 The ARC and 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). You will only be able to run reports for the Departments and/or ChartFields that you have been granted security access to.

5 Towards the bottom right of the portal, there are additional links to Legacy Applications and Legacy Reporting. Legacy applications are available for inquiry use only and Legacy Reporting only contains data prior to July, 2012.

Go to ARC

Transaction Quick Links
Use the below links to initiate common transactions or inquiries:

Budgeting

- Budget Tool (FFE)

General Ledger

- Journals (Entry, Approval, Inquiry)
- Internal Transfers (Entry, Approval, Inquiry)
- Cash Entry (FFE)

Procurement

- Requisitions (Entry, Approval, Inquiry)
- Vouchers (Entry, Approval, Inquiry)

Payroll

- Labor Accounting (PAC)
- Casual & Support Staff Time Entry (FFE)

Note: Various transaction inquiry reports can be run from within system modules. <https://fintest.cc.columbia.edu/finsys2/login>

Reporting Quick Links
Use the below links to run or view common reports:

- Chartfield Statements
- Project Lifecycle Reports
- Consolidated Operating Reports
- Trial Balance Reports
- Financial Statements
- Payroll Reports
- Endowment Reports
- Other Reports
- Pre-Defined Queries

Click on the [Reports Info Page](#) for more info.

ARC News

Our new financial system, Accounting and Reporting at Columbia (ARC), will go live July 2012.

Legacy Applications
For inquiry use only:

- Financial Accounting System (FAS)
- Financial Front End (FFE)
- Accounts Payable Controlled Analytical Review (AP/CAR)
- Computer Augmented Purchasing System (CAPS)

Legacy Reporting
Data prior to July, 2012 only:

- DARTS
- FAS Reports
- COB
- AP/CAR Reports
- Purchasing Reports

Training & Help Resources
Key links for training and resource materials:

- ARC Web-based Training
- Finance Training Info
- FDS Job Aids & Tools
- Getting System Access
- Finance Service Center
- Administrative Policy Library
- PI/Research Resources
- Finance Gateway

Tools & Forms
Common tools and forms; see the Finance Gateway for other options:

- COA Crosswalk Tool
- System Security Request Form
- Chart of Accounts Request Form
- Finance Service Request Form
- CUIT Service Request Form
- Security Role Access Info
- Finance Forms Library

Journal Import Tool for General Journal

Journal Import Tool for Internal Transfers

Webmaster | Columbia University Information Technology | 615 West 131st St., Floor 5, New York, NY 10027 | 212-854-1919 | askcui@columbia.edu

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>

Or, you can contact the Service Center by phone: (212) 854-2122