Reporting for Inquiry Only Roles

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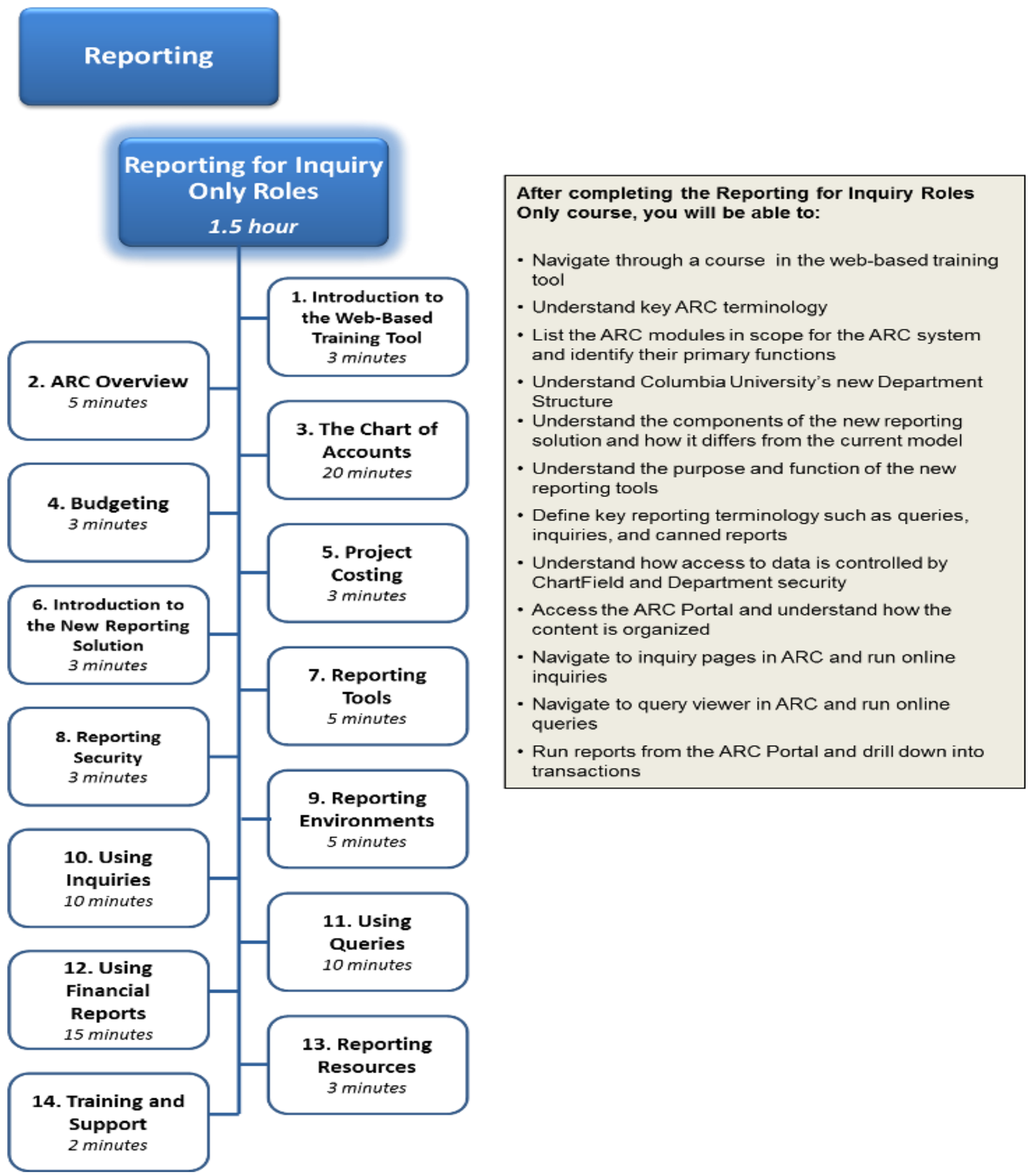
Reporting for Inquiry Only Roles

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:

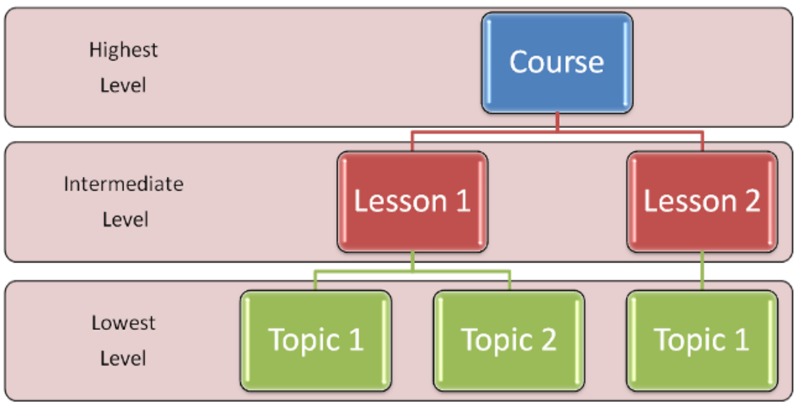
- Navigate through a course in the web-based training tool
- Learn the different functionalities of the web-based training tool and how to interact with the tool

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.

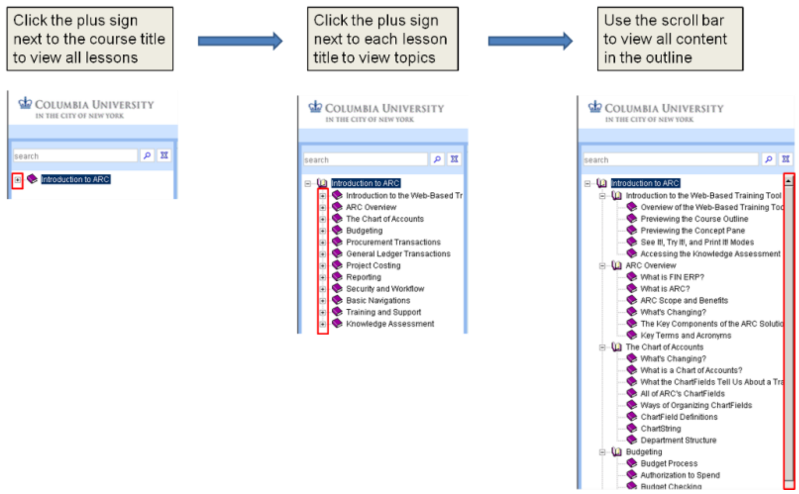


For a quick reference guide on how to use the web-based training tool, click here.

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.

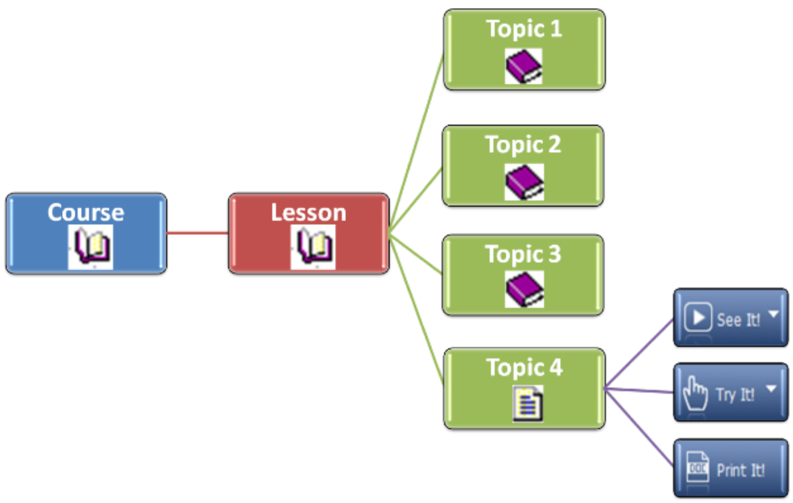
It is recommended that users take the web-based course in the order that it is shown on the outline - from top to bottom.

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

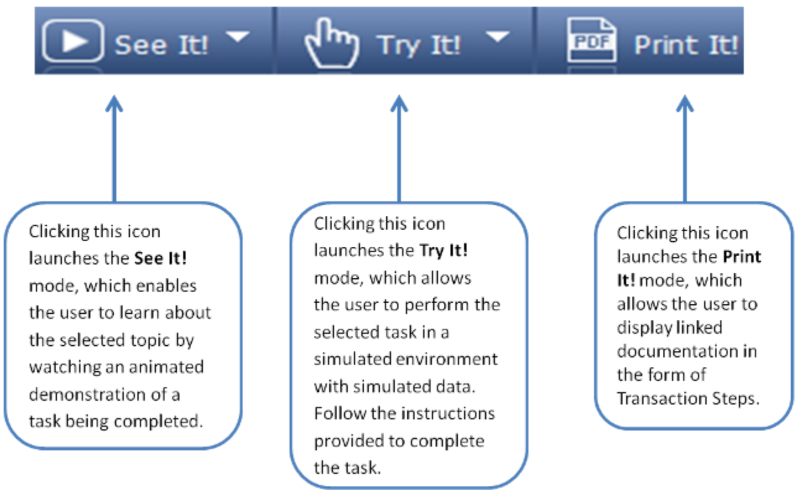
The concept pane is the area that appears on the right section of the course window. This panel contains information in the form of text, graphics, and/or hyperlinks to documents or web pages.

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.

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

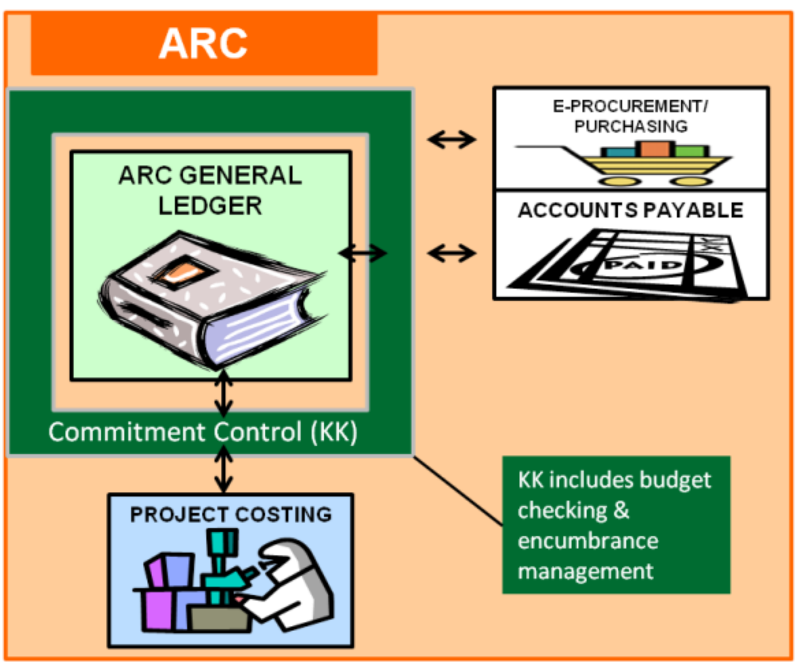
How ARC Supports Financial Activities

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.

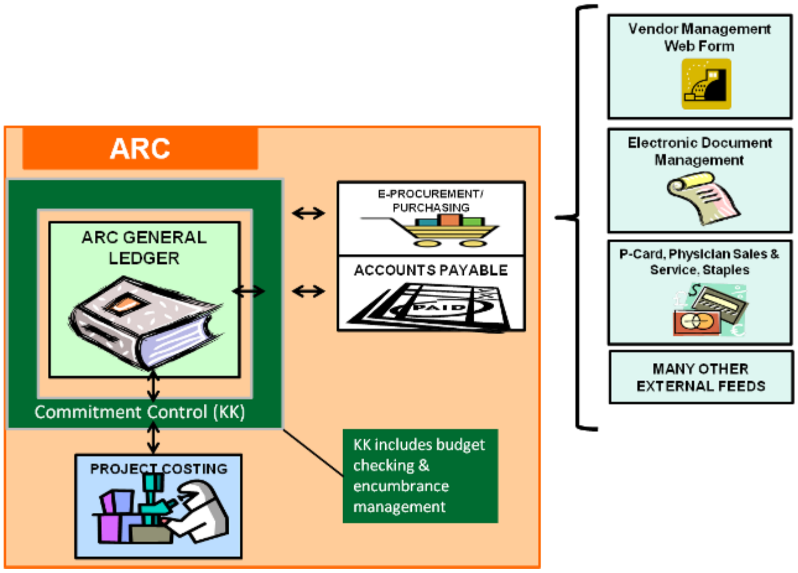
ARC performs numerous critical functions, including:

- 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

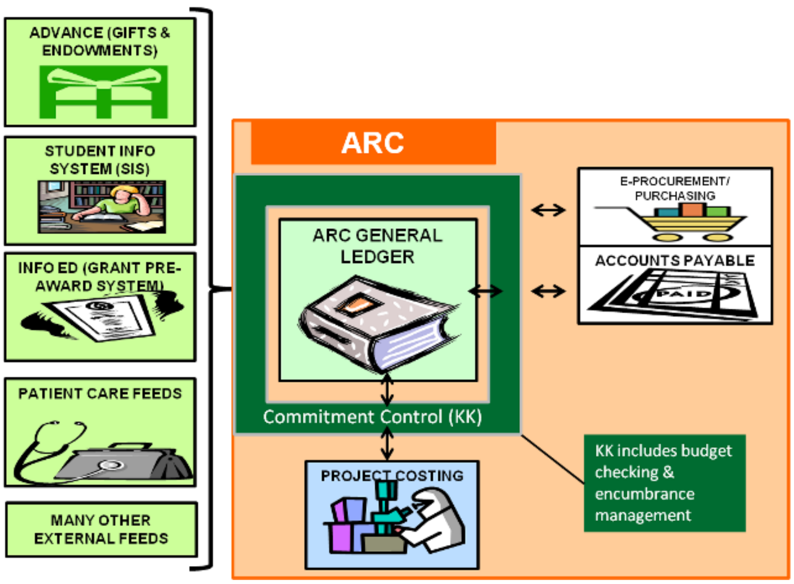
1. This diagram shows the major components within ARC, an integrated system where procurement and project costing feed into the general ledger.



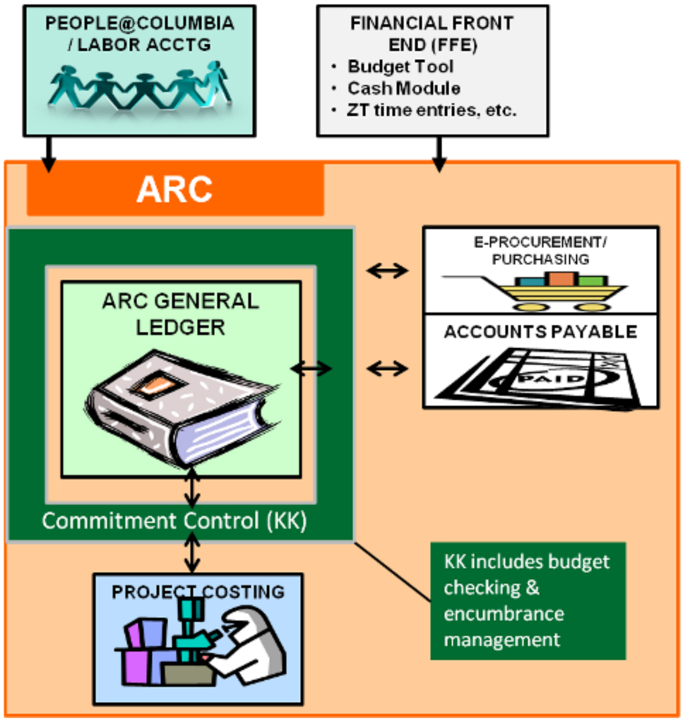
2. This image shows a number of current systems that support our Procurement modules in ARC.



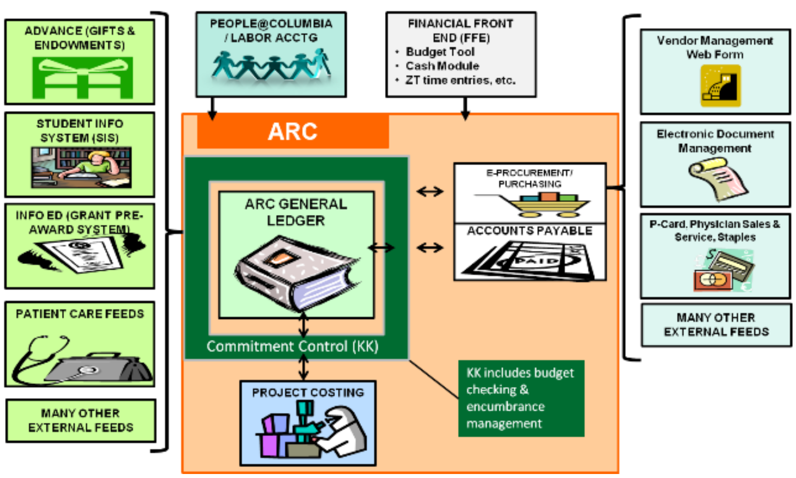
3. This image shows a number of our systems that feed directly into ARC's general ledger.



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.



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:

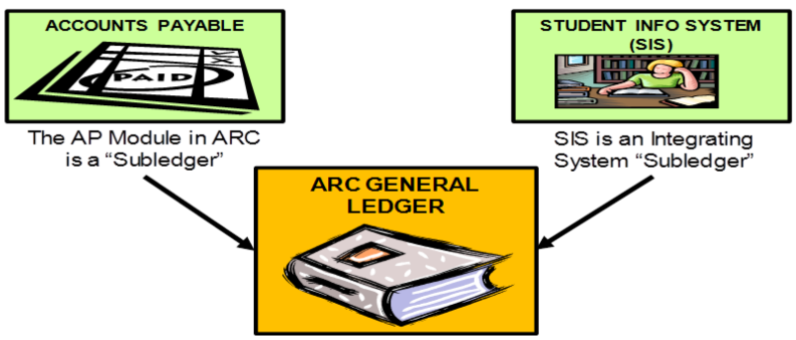
- The General Ledger and Subledgers
- Funding Sources and Fund Balances
- The Chart of Accounts and ChartFields
- Ways of Organizing ChartFields

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.

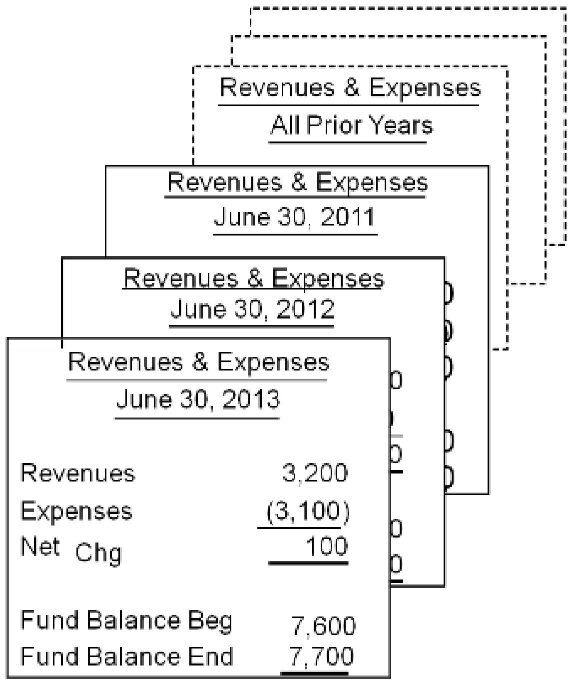
To make this as transparent as possible, the University segregates and keeps track of the different types of funding sources according to the level of restrictions. These major categories of funding sources are called "Funds" in ARC. Here are examples of different kinds of Funds:

- 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:



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.

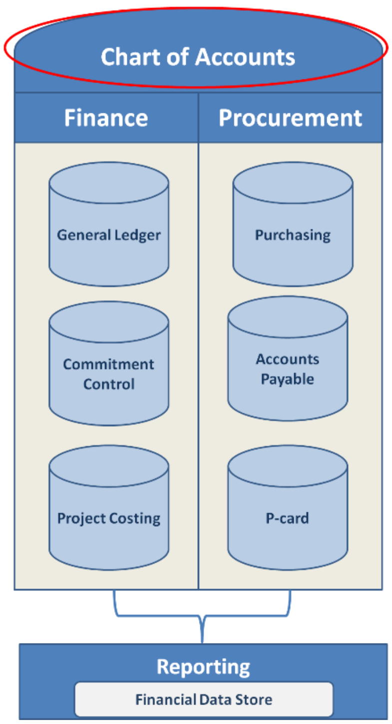
Please note the University's Operating Overdraft Policy (http://policylibrary.columbia.edu/operating-overdraft-policy) and remember that to support the financial integrity of the University and assure that we are operating in a fiscally responsible manner, it is the policy of the University that no academic, 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?

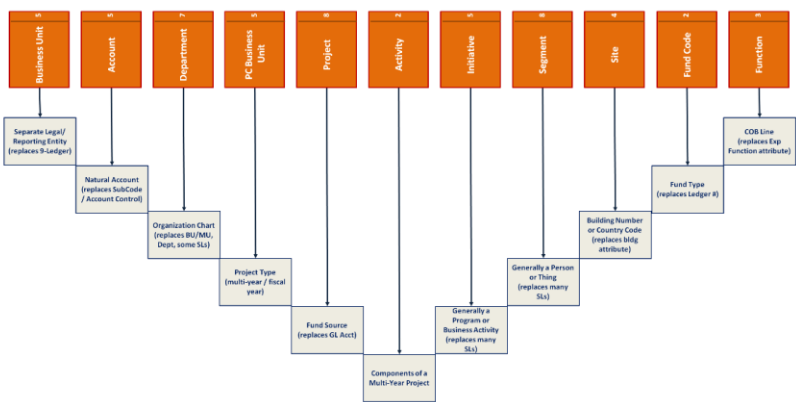
We have described how Fund and Project can help identify and categorize financial activity. There are other identifiers of financial activity in the system, and we will describe them here. Essentially, every transaction in ARC needs to have proper identifying information accompany it so we can reflect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

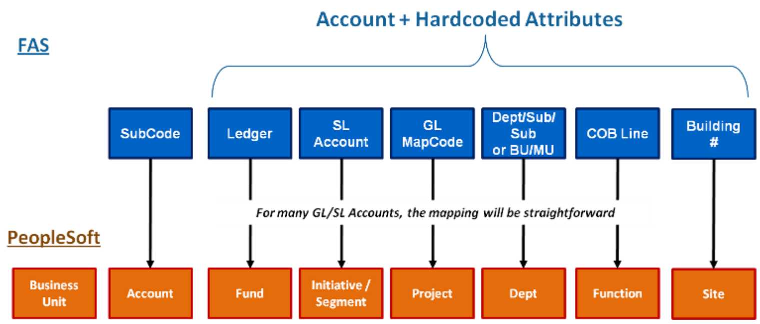
Each ChartField tells us something about a transaction:

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.



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	• Business Unit will default on all transactions and can be changed as needed • Each entity can be maintained in its own Business Unit
Benefits	• 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	• Eliminates the difference between Account Control & Subcode numbering structures • Consistent usage facilitates enterprise-level reporting • Provides an opportunity to organize and rationalize Account classifications

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	The hierarchical breakdown to track financial activity within the organizational structure • 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	550000X – School of Law 7003302 – CMC Controller's Office 120110X - FAC Capital Project Management
Previously Tracked in FAS	The department/sub-department/sub-sub-department structure or Business Unit/Management Unit attributes of an FAS Account
Key Impacts	• 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	• 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	• Required whenever a Project ID is keyed • Exists in transaction tables but does not post to the GL ledger table
Benefits	• Can restrict certain projects from collecting costs in the Project Costing Module

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: • 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 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	• When a transaction with a Project is keyed, a PC Business Unit and Activity are required
Benefits	• 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 Activitiy: 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	• 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

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	• 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	• 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	• Not required on all transactions • Keyed when expense or revenue must be tracked to a specific building or location
Benefits	• 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

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	• 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 • 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	• 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 Ledger • Specific fund values and level of detail determined based on reporting requirements
Benefits	• Allows entity-wide reporting on broad funding source • Allows GAAP (Generally Accepted Accounting Principles) Fund Accounting and reporting • Enables balanced entries by Fund

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	• 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:

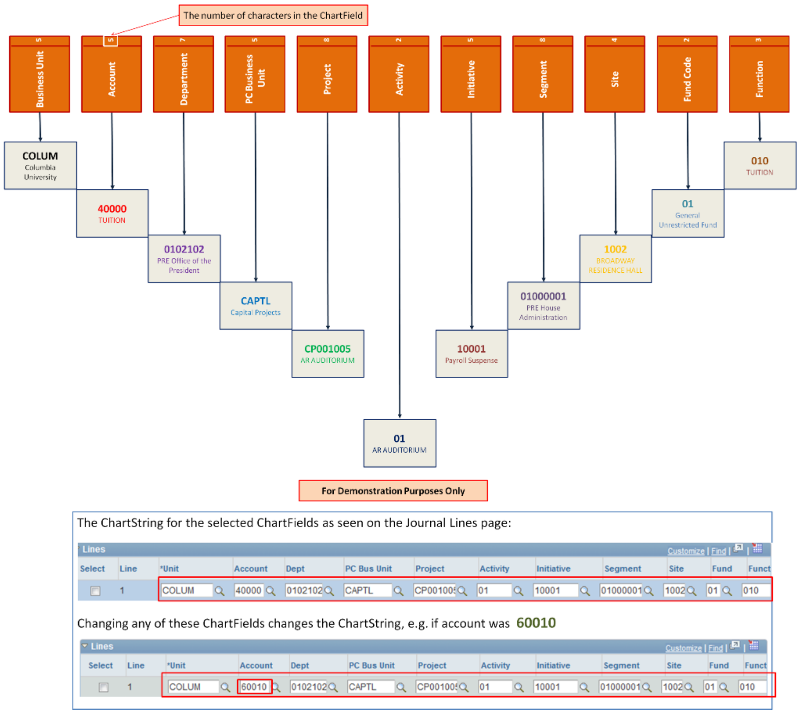
ChartField	Characters (length)	Definition	Replaces	Required on transaction
Business Unit	5 (e.g. **COLUM** - Columbia University)	Legal entity for which financial statements are produced.	9-Ledger	Required on all transactions
Account	5 (e.g. **40000** - TUITION)	Used to capture the natural classification 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.

<u>How ChartFields become a ChartString</u>



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	01000X - GENERAL UNRESTRICTED	CONFERENCES	ERP	NEW YORK	INSTRUCTION
62002-PRINT&REPRODUCING	21-01-115	UNRESTRICTED	01000X - GENERAL UNRESTRICTED	CONFERENCES	ERP	NEW YORK	INSTRUCTION
62003-PAPER SUPPLIES	21-01-115	GIFTS	04XXXX - SMITH GIFT	CONFERENCES	ERP	NEW YORK	INSTRUCTION
3617-REPRODUCING	10-14-110	UNRESTRICTED	01000X - 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

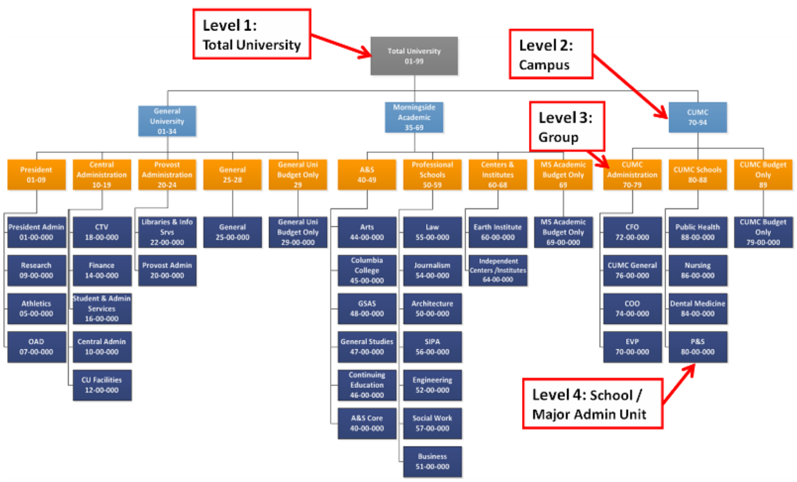
Department Trees

Department Trees

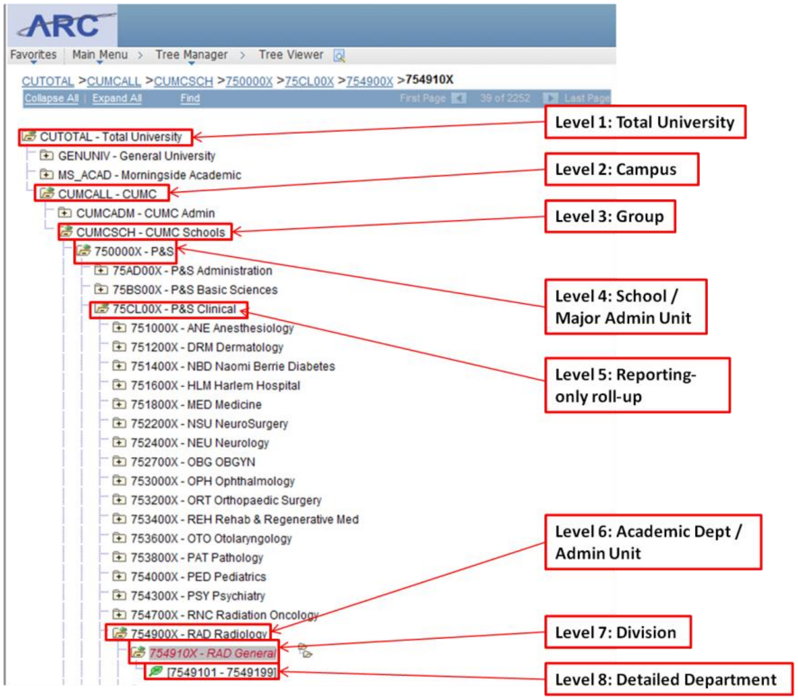
Trees are very powerful and we will show an example here by showing the University's Department Tree. There are at least 2,000 detailed department values that could be selected under the Department ChartField. In order to make sense of this, we have built the Department Tree for the University that consists 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):

Department Tree 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):


ARC
Favorites Main Menu > Tree Manager > Tree Viewer
CUTOTAL >CUMCALL >CUMCSCH >750000X >75CL00X >754900X >754910X
Collapse All | Expand All Find
CUTOTAL - Total University
GENUNIV - General University
MS_ACAD - Morningside Academic
CUMCALL - CUMC
CUMCADM - CUMC Admin
CUMCSCH - CUMC Schools
750000X - P&S
75AD00X - P&S Administration
75BS00X - P&S Basic Sciences
75CL00X - P&S Clinical
751000X - ANE Anesthesiology
751200X - DRM Dermatology
751400X - NBD Naomi Berrie Diabetes
751600X - HLM Harlem Hospital
751800X - MED Medicine
752200X - NSU NeuroSurgery
752400X - NEU Neurology
752700X - OBG OBGYN
753000X - OPH Ophthalmology
753200X - ORT Orthopaedic Surgery
753400X - REH Rehab & Regenerative Med
753600X - OTO Otolaryngology
753800X - PAT Pathology
754000X - PED Pediatrics
754300X - PSY Psychiatry
754700X - RNC Radiation Oncology
754900X - RAD Radiology
754910X - RAD General
[7549101 - 7549199]
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

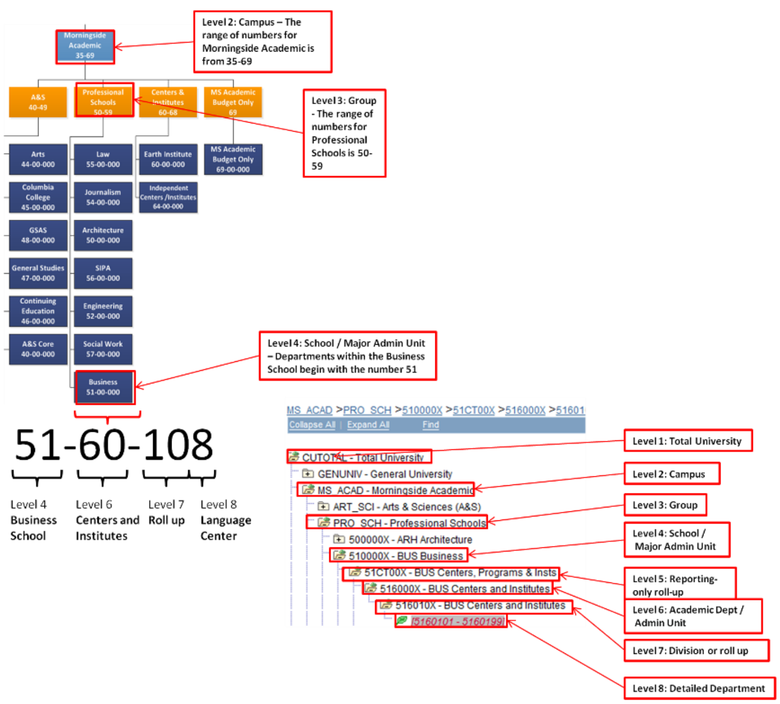
Morningside Department Example

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*

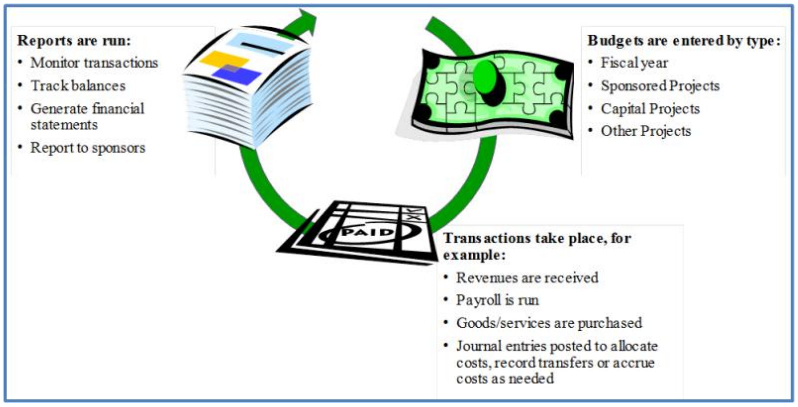
This example is further illustrated by the image below:



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:

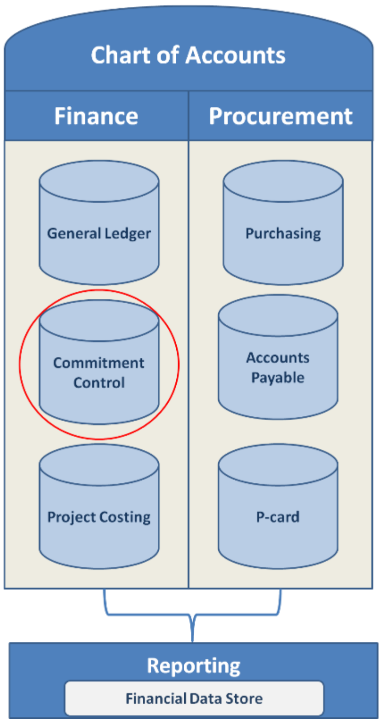
- Budgeting
- Transacting
- Reporting

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

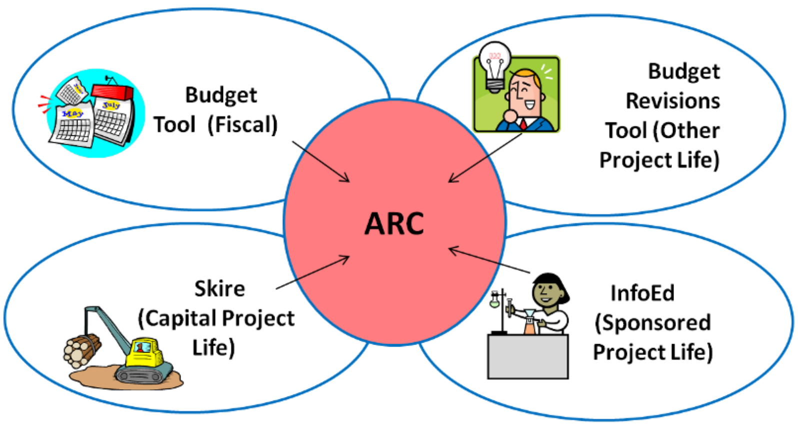
Estimated Time to Complete Lesson: 3 minutes



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



Authorization to Spend

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

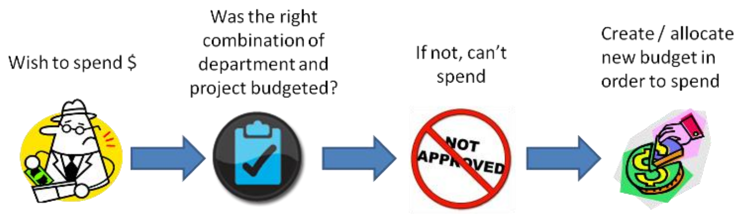
This budget data will be important because ARC will check against it before transactions are sent on to approvers in the system. Specifically, ARC will use Commitment Control to validate that certain ChartFields were budgeted before allowing a transaction to proceed. Primarily, the system will look to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

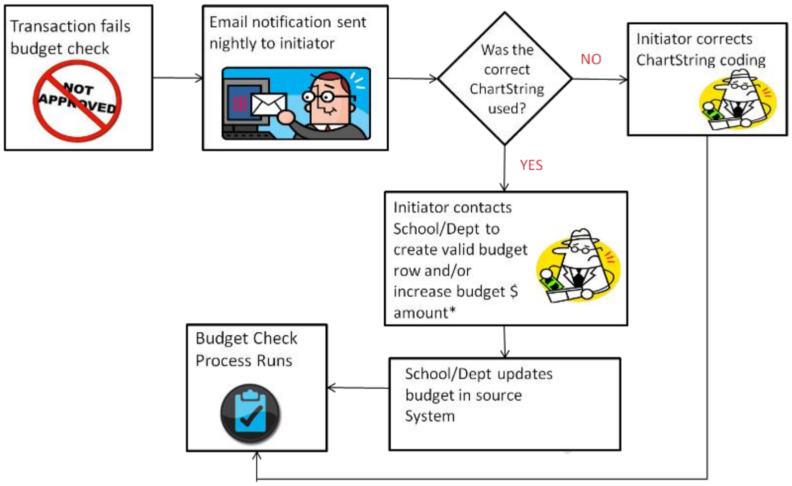
Budget checking is the process of verifying whether a budget exists for a specific combination of ChartFields.

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.



* Note: $ amount increases are only required for Capital Project life budgets

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:

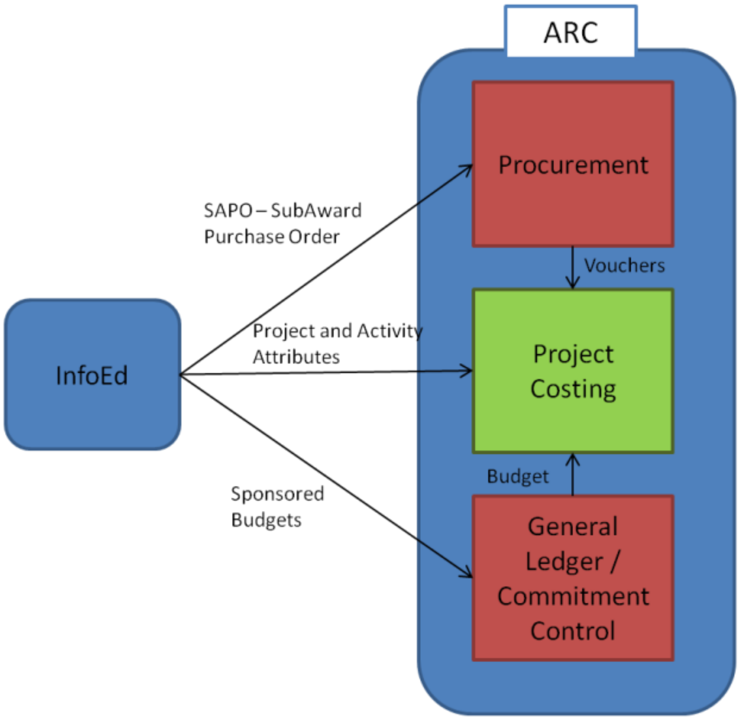
- Describe how Project Costing fits in the ARC solution
- Define Project Costing terminology such as project and activity
- Give examples of how project and activity are used in sponsored projects

Estimated Time to Complete Lesson: 3 minutes

What is Project Costing?

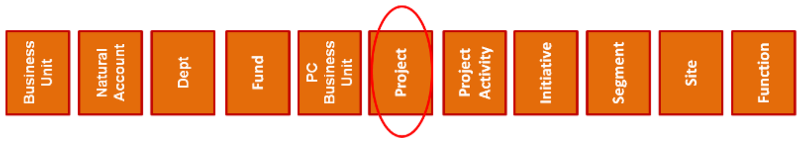
Project Costing is a module of PeopleSoft Financials used to track and aggregate project-related costs. Project Costing also provides a place to store additional attributes applicable to a single project. It can be thought of as a repository of project information for budgeting, sponsored billing, and reporting purposes.

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



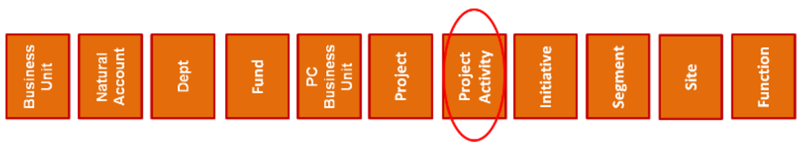
What are Projects and Activities?

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.

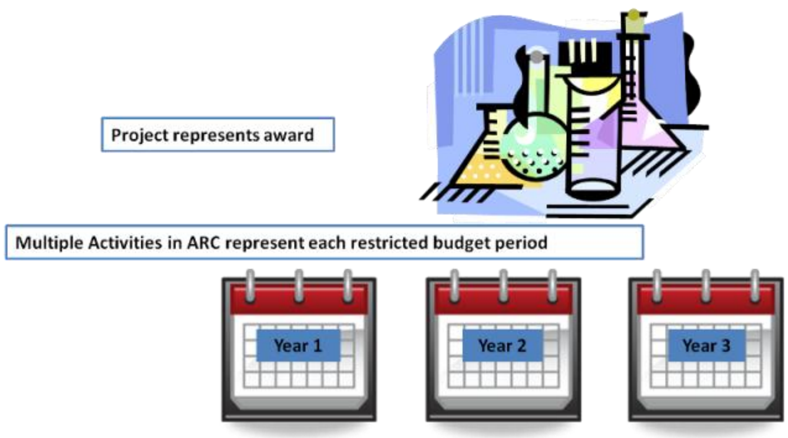
The Controller’s Office will create a default Activity, unless otherwise specified, for all Projects during the setup process.



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

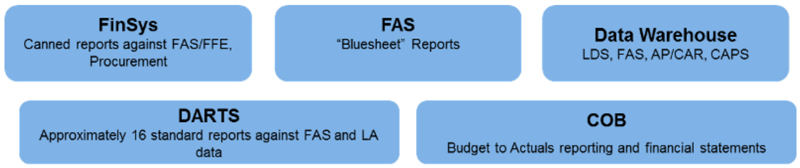
What is Reporting?

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.

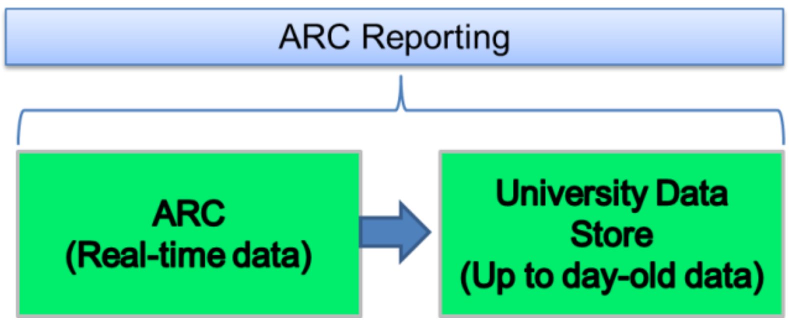
The new reporting solution refers to all information that can be accessed to assist you with your financial responsibilities (budgeting, transacting, monitoring and analyzing).

What's Changing?

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

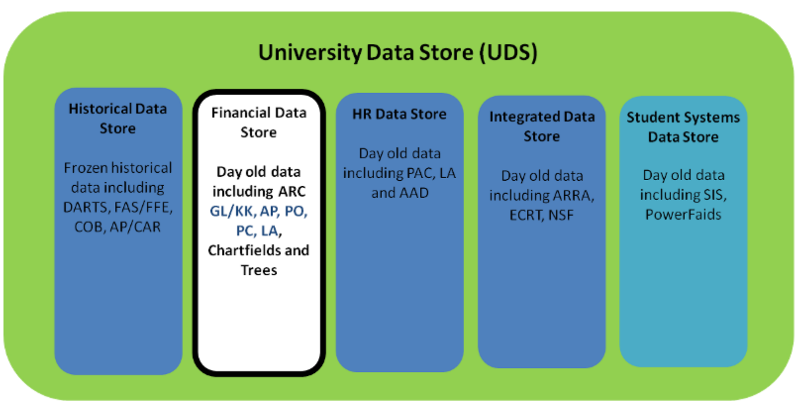


The new reporting solution streamlines the reporting environments into two repositories: ARC and the University Data Store (UDS).



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

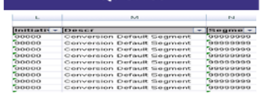
The new reporting solution will streamline the reporting environments and reporting tools available:

	Current State	Future State
Inquiries Search for transaction data	Transaction Modules (FFE, AP/CAR, PAC)	Transaction Modules (ARC, PAC)
Queries Ready-made data set	Extracts from Data Warehouse	ARC Query Viewer FDS Data Extracts
Reports Pre-formatted reports	DARTS, COB, FFE, Data Warehouse	ARC Report Manager FDS Reports PAC Reports
Ad Hoc Queries 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:

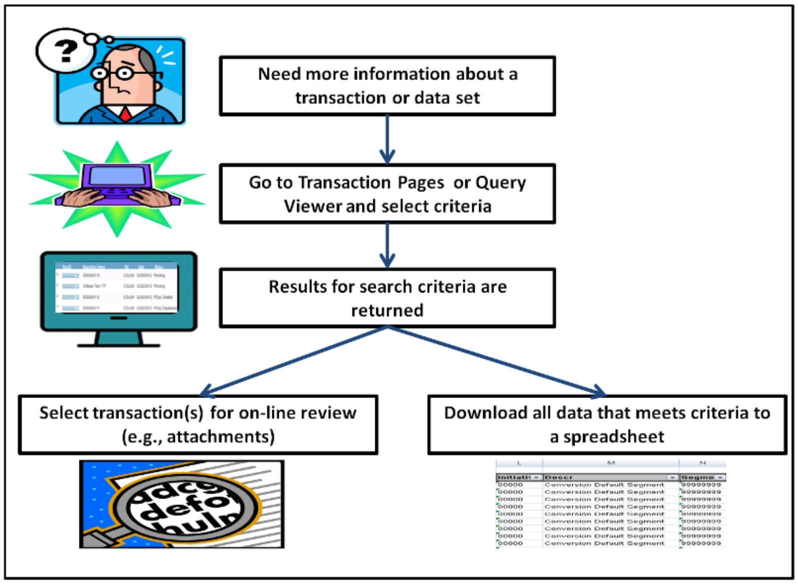
- More queries to choose from
- Inquiries are easier to download
- Fewer places to go to access reports
- Ad hoc query tools provide additional flexibility (for authorized users only)

Inquiry 	Enhancements in Future State ★ Fewer places to go ★ Easier to download
Queries 	★ More to choose from ★ Easier to create
Reports 	★ Fewer places to go ★ Same data source
Ad Hoc Queries  (authorized users only)	★ 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.

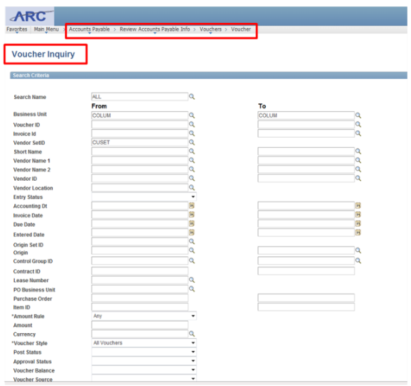


Inquiry Pages in ARC

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.

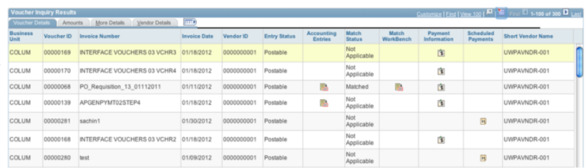
Below are a few examples:

Voucher Inquiry Page – Enter search criteria

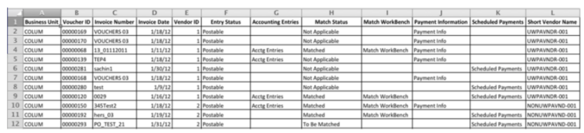


Voucher Inquiry Results

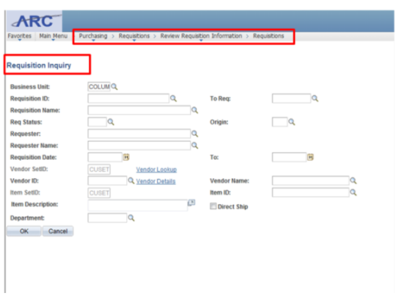
ARC Online



Export to Excel



Requisition Inquiry Page – Enter search criteria

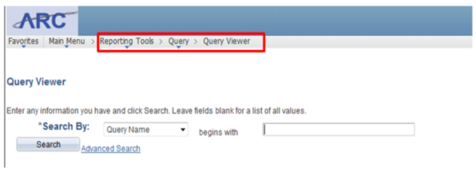


Requisition Inquiry Results

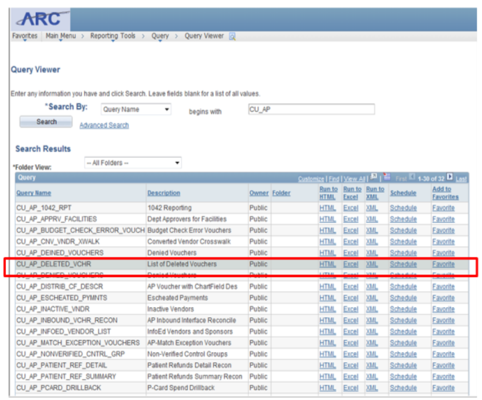
Query Viewer Page in ARC

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

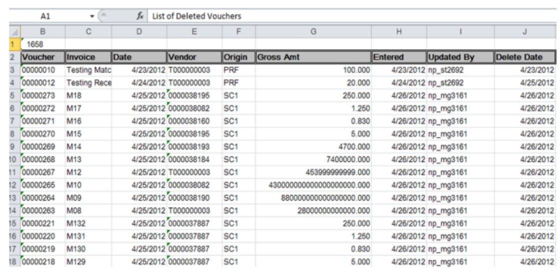
Query Viewer Page



Query Viewer – Enter query search criteria



Run to Excel



A1 List of Deleted Vouchers

	B	C	D	E	F	G	H	I	J
1	1658								
2	Voucher	Invoice	Date	Vendor	Origin	Gross Amt	Entered	Updated By	Delete Date
3	00000010	Testing Matc	4/23/2012	T000000003	PRF	100.000	4/23/2012	np_st2692	4/23/2012
4	00000012	Testing Rece	4/24/2012	T000000003	PRF	20.000	4/24/2012	np_st2692	4/25/2012
5	00000273	M18	4/25/2012	0000038195	SC1	250.000	4/26/2012	np_mg3161	4/26/2012
6	00000272	M17	4/25/2012	0000038082	SC1	1.250	4/26/2012	np_mg3161	4/26/2012
7	00000271	M16	4/25/2012	0000038160	SC1	0.830	4/26/2012	np_mg3161	4/26/2012
8	00000270	M15	4/25/2012	0000038195	SC1	5.000	4/26/2012	np_mg3161	4/26/2012
9	00000269	M14	4/25/2012	0000038193	SC1	4700.000	4/26/2012	np_mg3161	4/26/2012
10	00000268	M13	4/25/2012	0000038184	SC1	7400000.000	4/26/2012	np_mg3161	4/26/2012
11	00000267	M12	4/25/2012	T000000003	SC1	453999999999.000	4/26/2012	np_mg3161	4/26/2012
12	00000265	M10	4/25/2012	0000038082	SC1	430000000000000000000.000	4/26/2012	np_mg3161	4/26/2012
13	00000264	M09	4/25/2012	0000038190	SC1	880000000000000000.000	4/26/2012	np_mg3161	4/26/2012
14	00000263	M08	4/25/2012	T000000003	SC1	28000000000000.000	4/26/2012	np_mg3161	4/26/2012
15	00000221	M132	4/25/2012	0000037887	SC1	250.000	4/26/2012	np_mg3161	4/26/2012
16	00000220	M131	4/25/2012	0000037887	SC1	1.250	4/26/2012	np_mg3161	4/26/2012
17	00000219	M130	4/25/2012	0000037887	SC1	0.830	4/26/2012	np_mg3161	4/26/2012
18	00000218	M129	4/25/2012	0000037887	SC1	5.000	4/26/2012	np_mg3161	4/26/2012

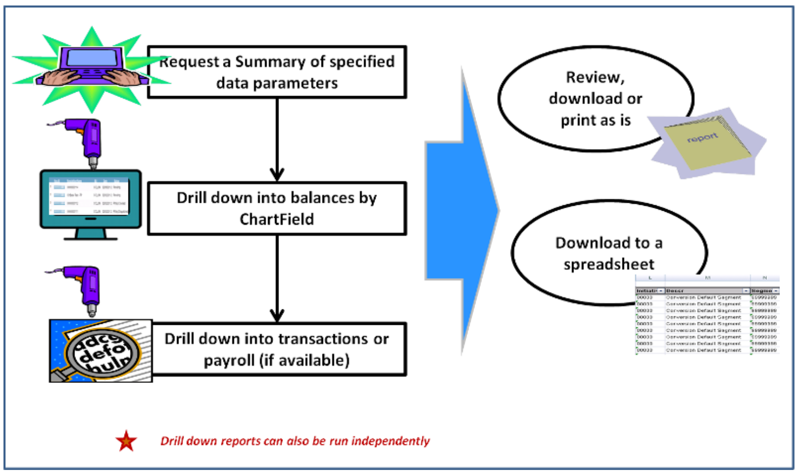
Reports

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



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

< Previous Accounting Period | Chartfield Detail Statement | Chartfield Transaction Statement | Payroll Summary Report | Payroll Detail Report | Next Accounting Period >

Columbia University in the City of New York

Financial Data Store

Columbia University

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

Report ID:
Run ID:
Business Unit(s)
Department/Rollup Selection:
Responsible Person:

Fund	Fund Description	Account	Account Description	Prior Year YTD	Prior Year Actual	Original Budget	Current Estimate	Actual to Date: Month	Actual to Date: Year	Balance Before Commitment	Commitments: Encumbrance	Commitments: Pre-Encumbrance	Budget Balance Available	% Used
01	Genl UR	40000	TUITION	0	0	(49,187,046)	(49,187,046)	940	(26,453,541)	(22,733,505)	0	0	(22,733,505)	53%
01	Genl UR	40510	APPLICATION FEES	0	0	(415,737)	(415,737)	1,137	(431,787)	16,050	0	0	16,050	103%
01	Genl UR	41100	GOVERNMENT REVENUE-F&A	0	0	(6,280,753)	(6,280,753)	(1,424,107)	(1,529,301)	(4,751,452)	0	0	(4,751,452)	24%
01	Genl UR	42100	PRIVATE G&C REVENUE-F&A	0	0	6,112,109	6,112,109	168	(103,654)	6,215,763	0	0	6,215,763	(1%)
			Total Revenue	**0**	**0**	**(49,771,427)**	**(49,771,427)**	**(1,421,862)**	**(28,518,283)**	**(21,253,144)**	**0**	**0**	**(21,253,144)**	**57%**
01	Genl UR	50010	PROF (TENURED)	0	0	445,760	445,760	168,466	367,780	77,980	0	0	77,980	82%
01	Genl UR	50020	ASSOC PROF (TENURED)	0	0	281,346	281,346	(4,589)	30,238	251,108	0	0	251,108	10%
01	Genl UR	50100	PROF (NONTENURED)	0	0	340,000	340,000	0	0	340,000	0	0	340,000	0%
01	Genl UR	50110	ASSOC PROF (NONTENURED)	0	0	124,444	124,444	10,167	61,002	63,442	0	0	63,442	49%
01	Genl UR	50120	ASST PROF	0	0	83,229	83,229	6,626	39,758	43,471	0	0	43,471	47%
01	Genl UR	50130	INSTRUCTOR (FT)	0	0	37,500	37,500	0	0	37,500	0	0	37,500	0%
01	Genl UR	50445	SPECIAL LECTURER	0	0	7,650	7,650	638	3,825	3,825	0	0	3,825	50%
01	Genl UR	50600	PROF OF CLIN (TENURED)	0	0	153,000	153,000	16,933	101,599	51,401	0	0	51,401	66%
01	Genl UR	50610	ASSOC PROF OF CLIN (TENURED)	0	0	95,814	95,814	7,741	60,021	35,793	0	0	35,793	62%
01	Genl UR	50700	PROF OF CLIN (NONTENURED)FT	0	0	401,318	401,318	64,881	398,348	2,970	0	0	2,970	99%
01	Genl UR	50702	CLIN PROF (NONTENURED)	0	0	30,000	30,000	0	0	30,000	0	0	30,000	0%
01	Genl UR	50710	ASSOC PROF CLIN (NONTENURE-FT)	0	0	249,950	249,950	45,406	126,116	123,834	0	0	123,834	50%
01	Genl UR	50720	ASST PROF OF CLIN (FT)	0	0	273,161	273,161	87,831	255,864	17,297	0	0	17,297	93%
01	Genl UR	50722	ASST CLIN PROF (FT)	0	0	198,464	198,464	38,390	198,590	(126)	0	0	(126)	100%
01	Genl UR	50760	PROF OF CLIN (TEN OF TITLE)	0	0	35,600	35,600	2,686	16,119	19,481	0	0	19,481	45%
01	Genl UR	51000	CLINICAL ADD COMP-A1	0	0	237,043	237,043	11,166	66,276	170,767	0	0	170,767	27%
01	Genl UR	51010	CLINICAL ADD COMP-A2	0	0	285,130	285,130	21,273	127,636	157,494	0	0	157,494	44%
01	Genl UR	53300	OFFICER OF ADMINISTRATION	0	0	6,760,526	6,760,526	494,516	3,024,520	3,736,006	0	0	3,736,006	44%
01	Genl UR	53600	HOURLY PERSONNEL	0	0	95,010	95,010	4,814	14,859	80,151	0	0	80,151	15%
01	Genl UR	53800	OVERTIME	0	0	2,300	2,300	643	5,408	(3,108)	0	0	(3,108)	235%

From the ChartField Detail Statement you can drill down into transactions

Financial Operational Data Store

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 Typ
010	TUITION	0	0	(9,873,262)	(9,873,262)	0	(5,498,924)	(4,374,338)	0	0	(4,374,338)	55%	09	7501101	UNR
010	TUITION	0	0	(3,422,345)	(3,422,345)	8,440	(2,138,180)	(1,284,165)	0	0	(1,284,165)	62%	09	7501101	UNR
010	TUITION	0	0	(129,780)	(129,780)	0	(55,500)	(74,280)	0	0	(74,280)	42%	09	7501101	UNR
010	TUITION	0	0	(4,811,800)	(4,811,800)	(7,500)	(2,461,990)	(2,349,810)	0	0	(2,349,810)	51%	09	7501101	UNR
010	TUITION	0	0	(1,354,081)	(1,354,081)	0	(845,750)	(508,331)	0	0	(508,331)	62%	09	7501101	UNR
010	TUITION	0	0	(29,250,786)	(29,250,786)	0	(15,169,547)	(14,081,239)	0	0	(14,081,239)	51%	09	7501101	UNR
010	TUITION	0	0	(344,992)	(344,992)	0	(283,650)	(61,342)	0	0	(61,342)	82%	09	7501101	UNR
020	FEES	0	0	(415,737)	(415,737)	1,137	(431,787)	16,050	0	0	16,050	103%	09	7501101	UNR
050	GOV'T GRANTS & CONT - INDIRECT	0	0	0	0	(174,357)	(190,396)	190,396	0	0	190,396	N/A	09	7501101	UNR
050	GOV'T GRANTS & CONT - INDIRECT	0	0	(4,103,696)	(4,103,696)	(1,249,750)	(1,338,905)	(2,764,791)	0	0	(2,764,791)	32%	09	7501101	UNR
050	GOV'T GRANTS & CONT - INDIRECT	0	0	(2,177,057)	(2,177,057)	0	0	(2,177,057)	0	0	(2,177,057)	0%	09	7501101	UNR
080	PRIVATE GRANTS & CONT - INDIR	0	0	3,935,052	3,935,052	168	(103,654)	4,038,706	0	0	4,038,706	- 2%	09	7501101	UNR
080	PRIVATE GRANTS & CONT - INDIR	0	0	2,177,057	2,177,057	0	0	2,177,057	0	0	2,177,057	0%	09	7501101	UNR
		0	**0**	**(49,771,427)**	**(49,771,427)**	**(1,421,862)**	**(28,518,283)**	**(21,253,144)**	**0**	**0**	**(21,253,144)**				
225	OTHER - INSTRUCTION & EDUC ADM	0	0	124,250	124,250	0	0	124,250	0	0	124,250	0%	09	7501101	UNR
205	STUDENT SERVICES	0	0	0	0	2,571	15,423	(15,423)	0	0	(15,423)	N/A	09	7501101	UNR
215	GENERAL & FINANCIAL ADMIN	0	0	260,310	260,310	17,690	106,142	154,168	0	0	154,168	40%	09	7501101	UNR
200	INSTRUCTION & FACULTY SUPPORT	0	0	0	0	27,888	96,055	(96,055)	0	0	(96,055)	N/A	09	7501101	UNR
215	GENERAL & FINANCIAL ADMIN	0	0	0	0	65,763	74,360	(74,360)	0	0	(74,360)	N/A	09	7501101	UNR
200	INSTRUCTION & FACULTY SUPPORT	0	0	0	0	54,554	73,300	(73,300)	0	0	(73,300)	N/A	09	7501101	UNR

ChartField Transaction Drilldown for the selected transaction

Columbia University in the City of New York

Financial Data Store

Columbia University
Chartfield Transaction Drilldown

ChartString: COLUM - 01 - 7501101 - UR005349 - 50350 - 00000000 - - 010

Account	Account Descr	Transaction Date	Description	PO#	Invoice ID	Origin	Voucher Type	Voucher#	Check#	Check Date	Amount	Journal ID
40000	TUITION	2011-12-31				CNV					8,440	CNV0000181
Sub-Total											**$8,440**	

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

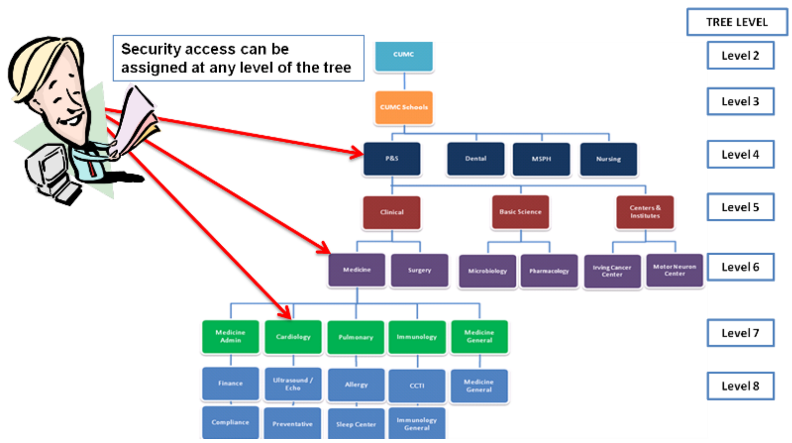
Department Security

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



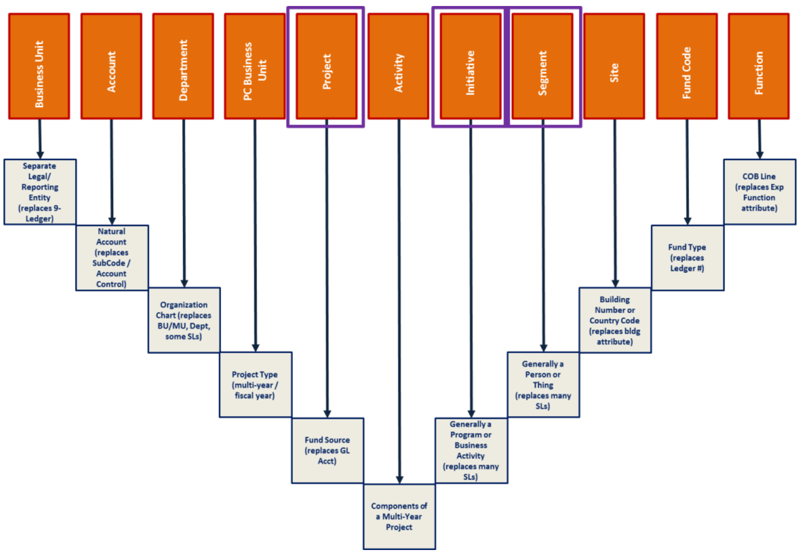
ChartField Security

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

ARC

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

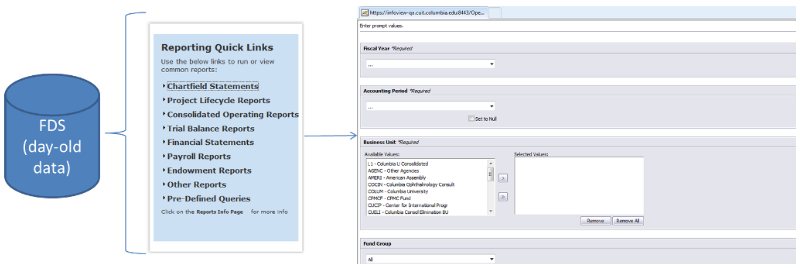
In ARC, you will run inquiries and queries as well as some financial reports (e.g. Voucher Register, Vendor Balance, Trial Balance by Business Unit, PIN etc).

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

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).

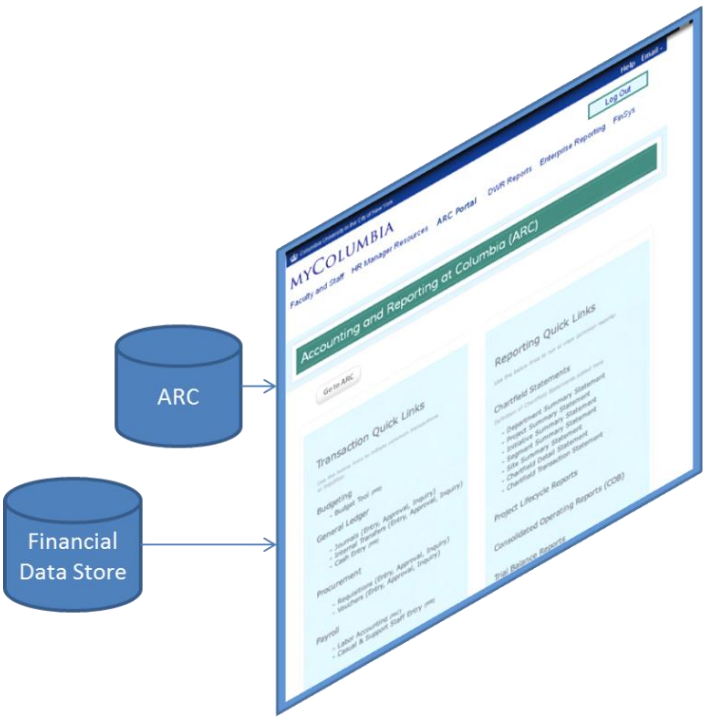


To make access to both the ARC and FDS environments seamless, we have created the **ARC Portal** which is the jumping off page to financial reporting in both ARC and FDS.

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



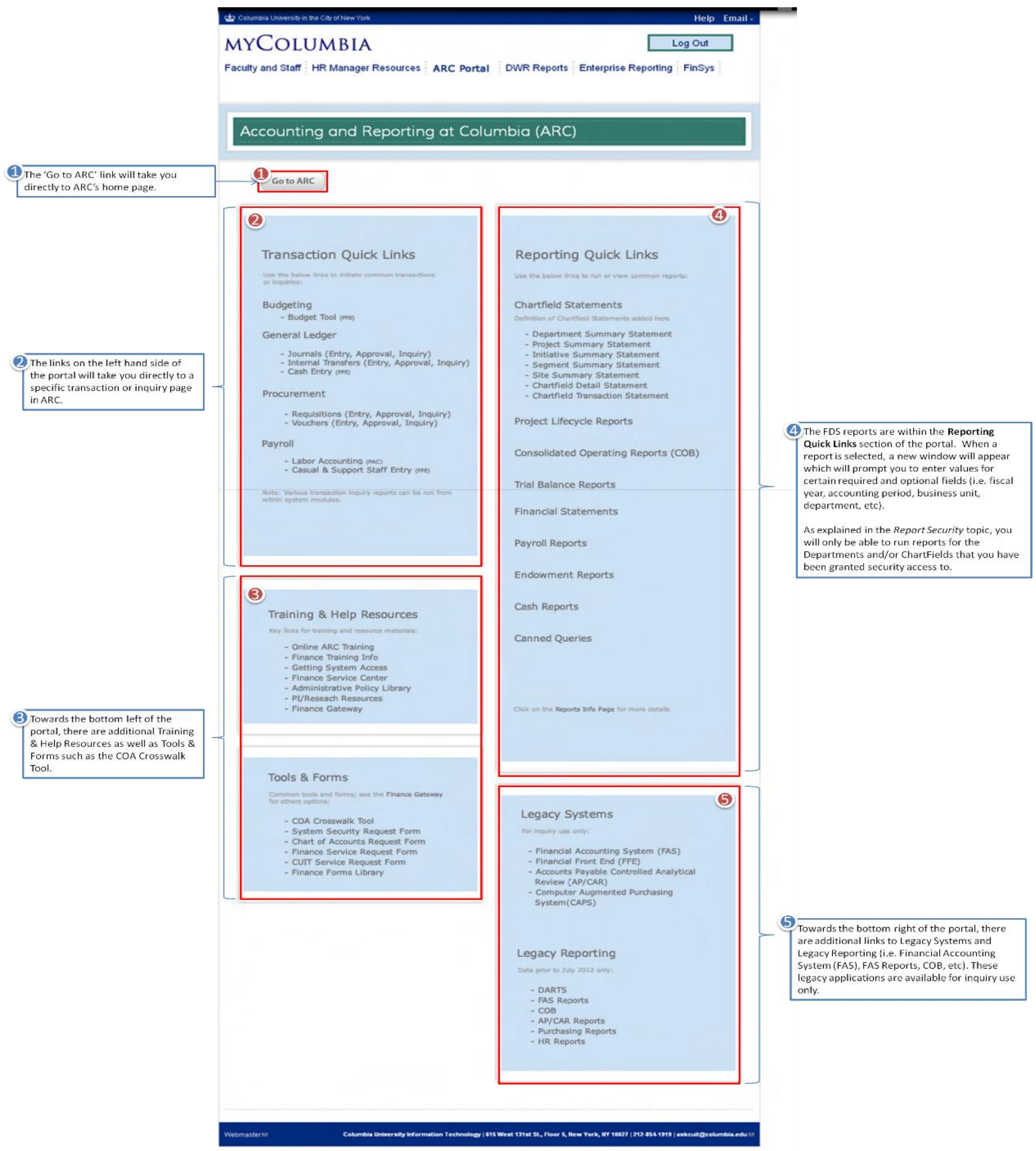
Portal Organization

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.

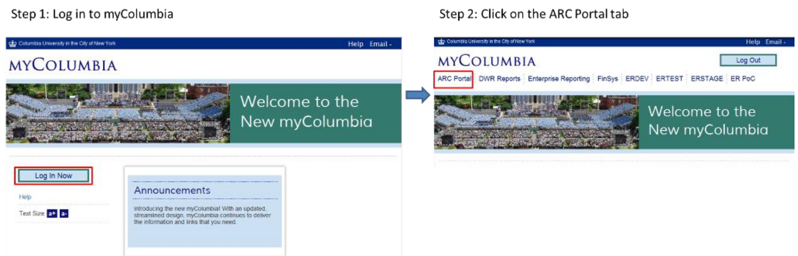
The 'Transaction Quick Links' takes you to specific transaction or inquiry pages in ARC and the 'Reporting Quick Links' provides links to commonly used financial reports.

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



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.

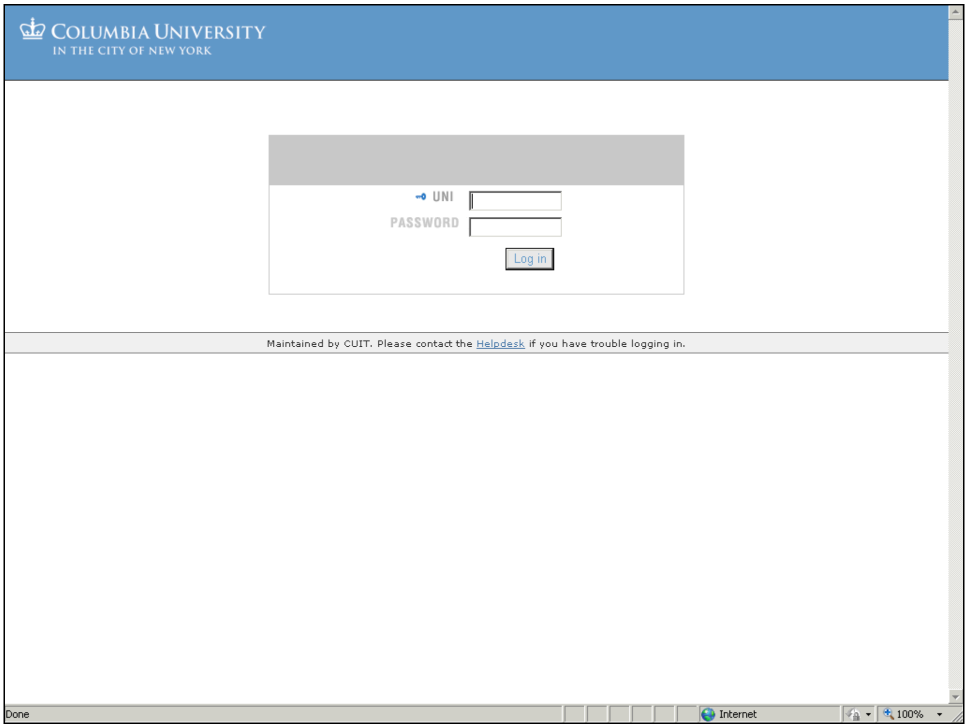


Estimated Time to Complete This Topic: 2 minutes

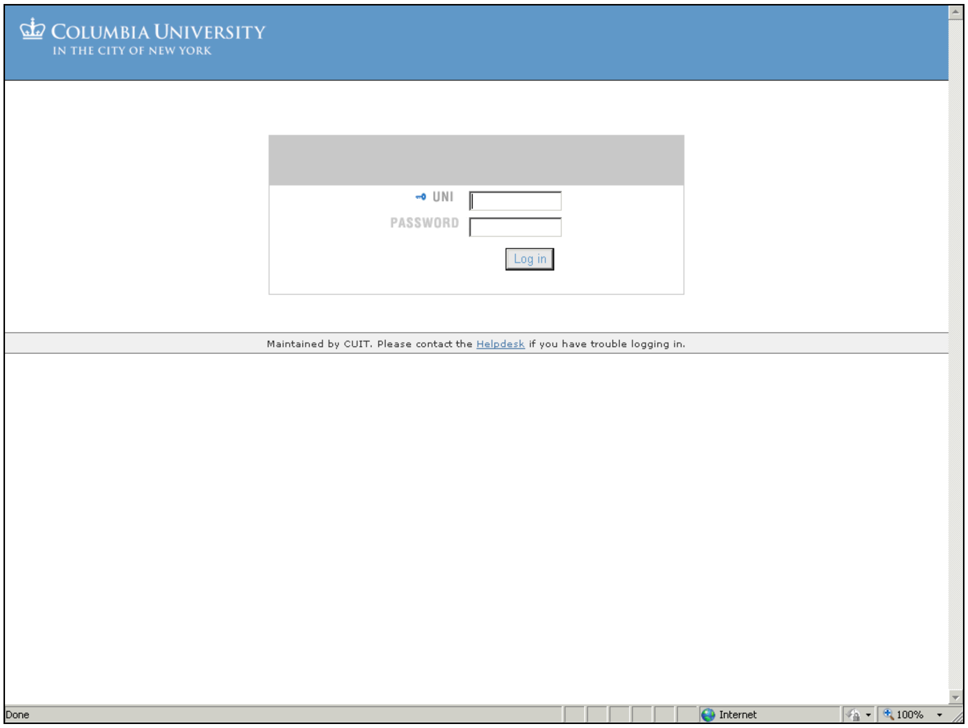
Procedure

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.

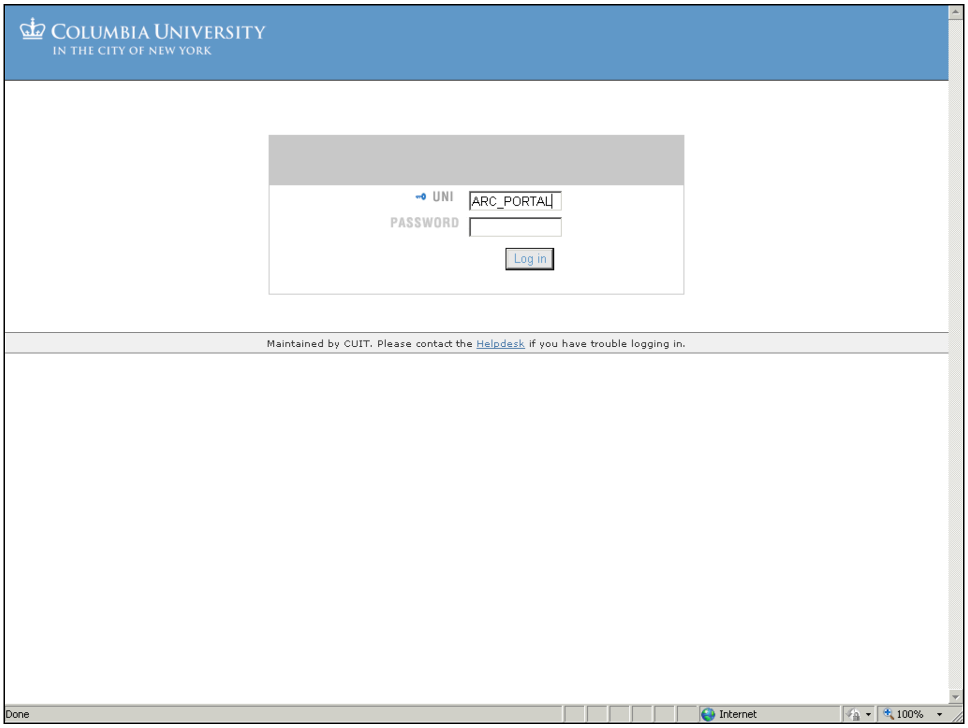
Step	Action
1.	The ARC Portal is housed within myColumbia. To begin, click on the **Log In Now** link in the myColumbia home page. 



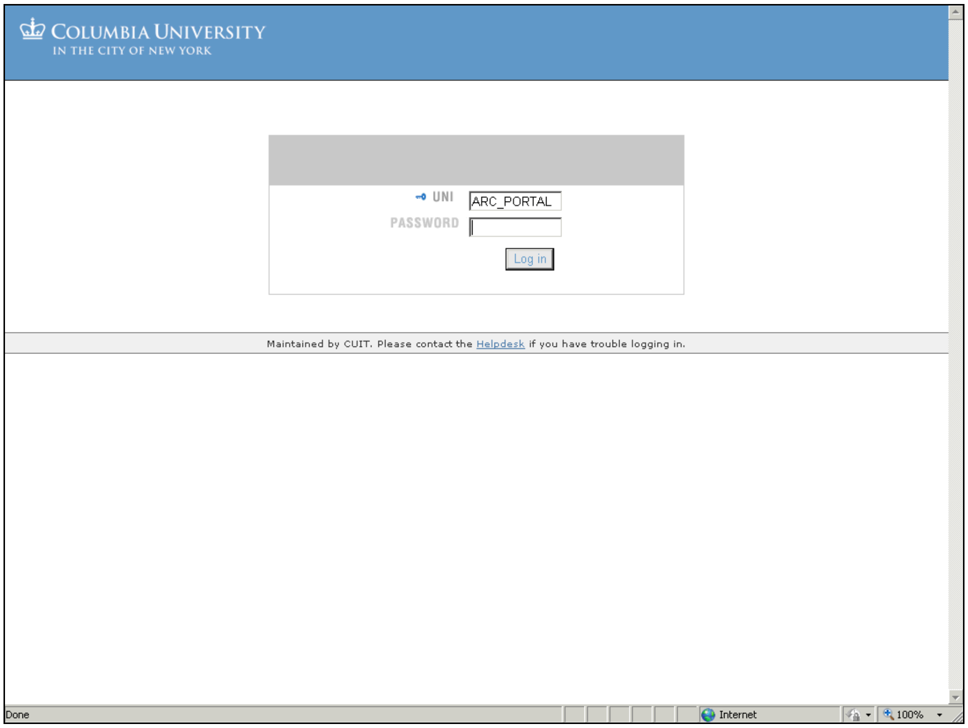
Step	Action
2.	In this scenario, you will log in by entering a generic UNI and Password. Once you have been granted access to the ARC Portal you will log in by entering your UNI and Password.



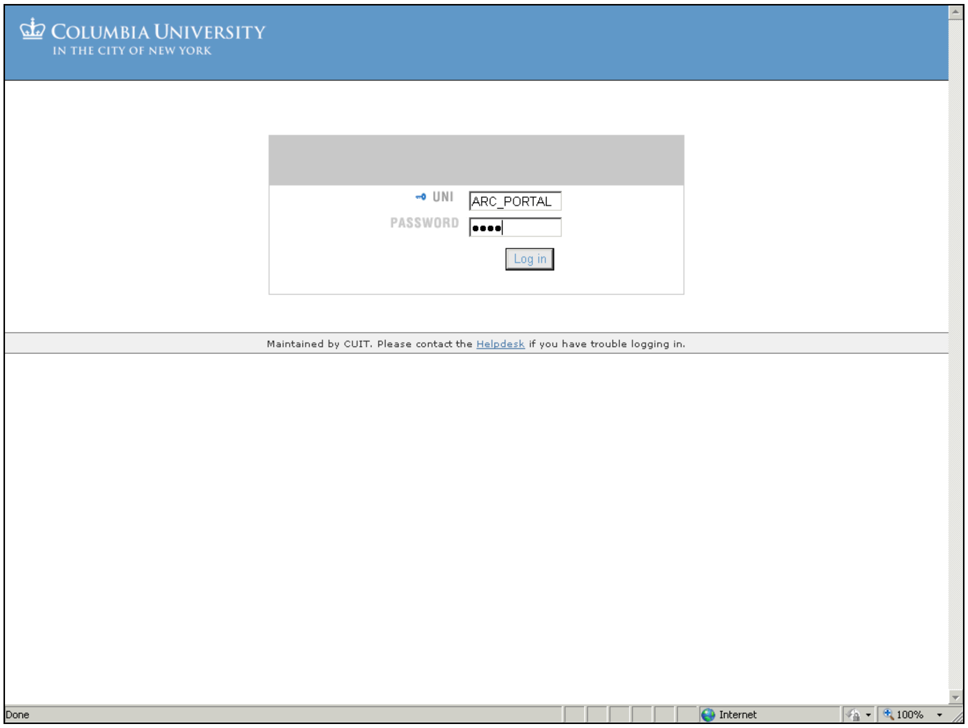
Step	Action
3.	Enter the desired information into the **Log in** field. Enter "**ARC_PORTAL**".



Step	Action
4.	Click in the **Password** field.

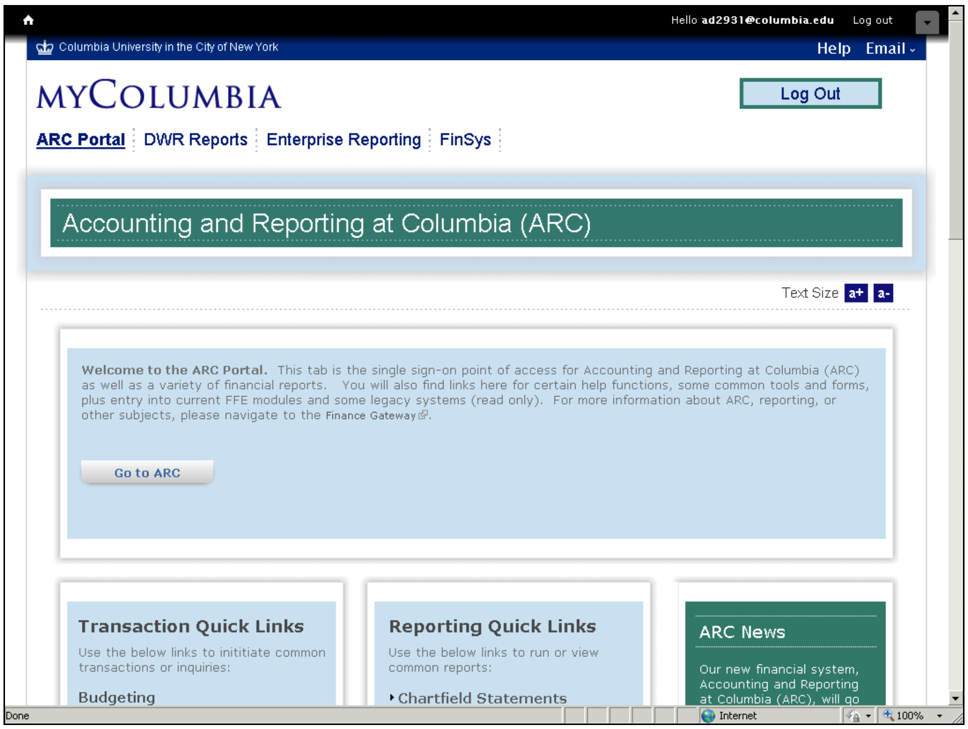


Step	Action
5.	Enter the desired information into the **Password** field. Enter "**training**".



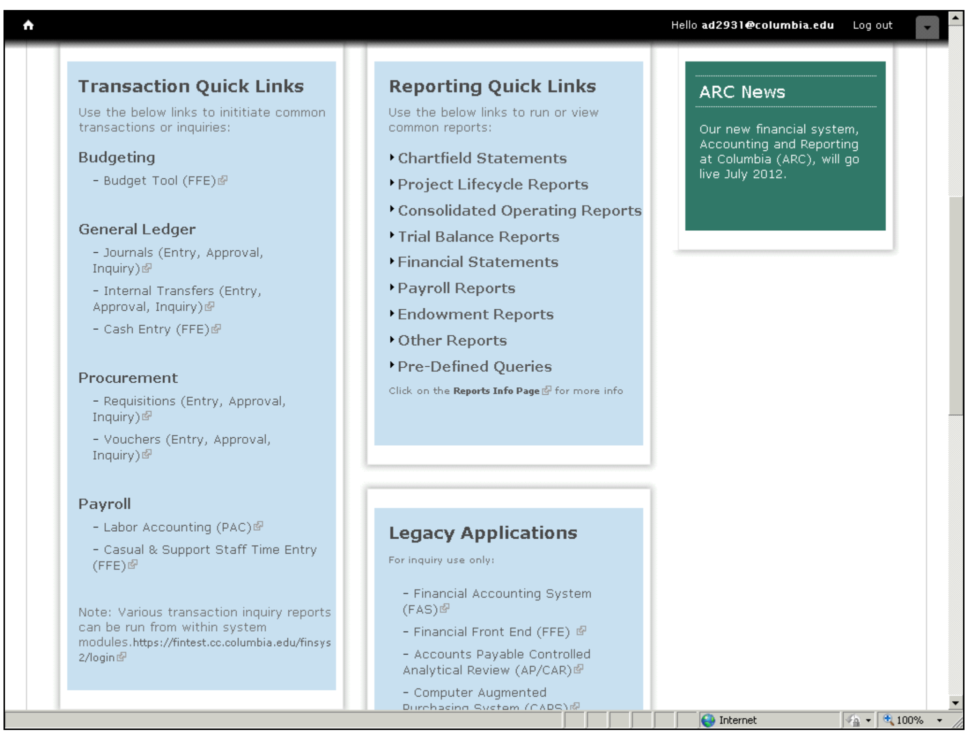
Step	Action
6.	Click the **Log in** button. Log in

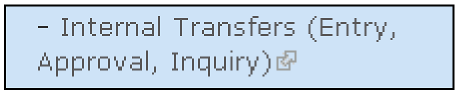
Step	Action
7.	Once you have successfully logged in to myColumbia, you will see the ARC Portal tab at the top left hand corner. Click the **ARC Portal** link. ARC Portal

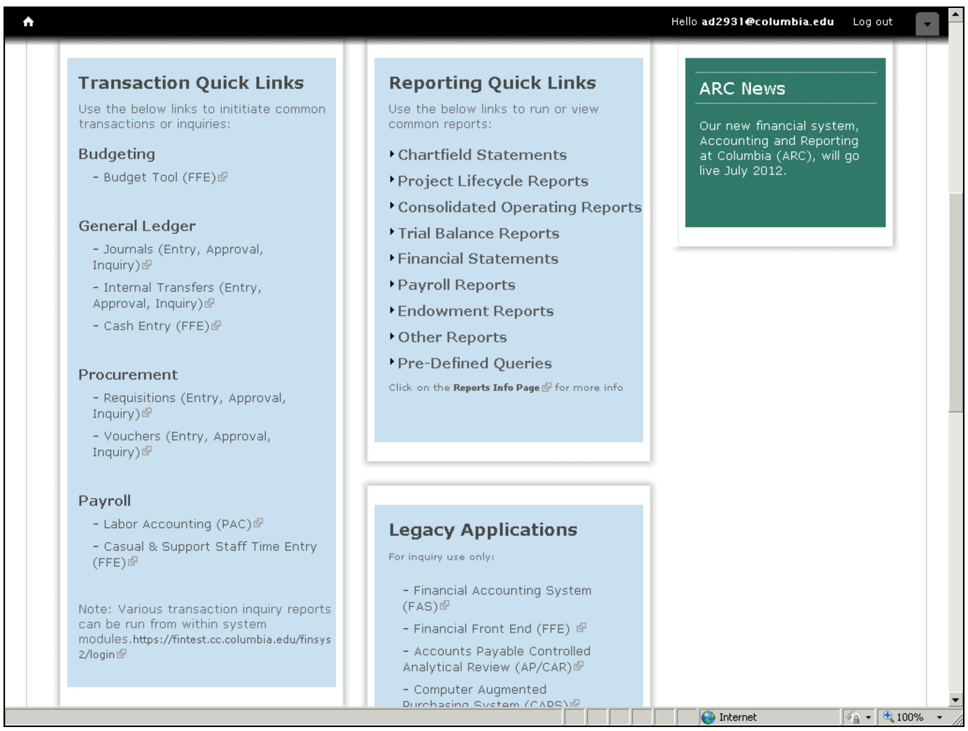


Step	Action
8.	When you log in to the ARC Portal you will see the 'Go to ARC' link. When you click on this link, you will be taken directly to ARC's home page.

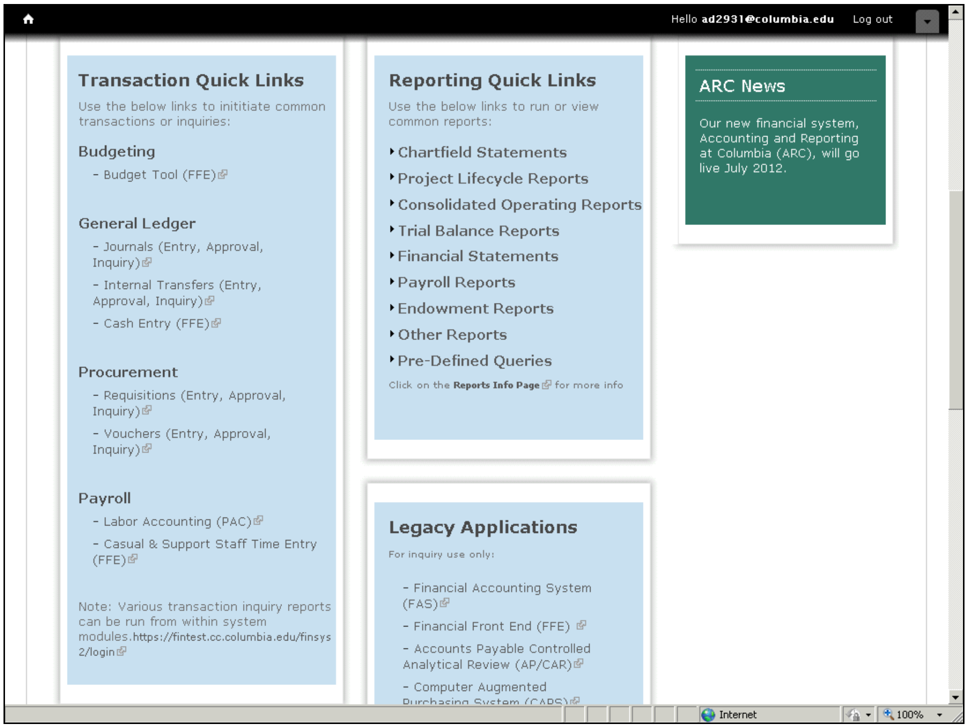
Step	Action
9.	To view the rest of the content on the Portal scroll down to the desired location.



Step	Action
10.	The links on the left hand side of the Portal will take you to a specific transaction or inquiry page in ARC. For example, when selected, the Internal Transfers link under General Ledger will take you to the Internal Transfers transactional page in ARC. 



Step	Action
11.	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. In the topics to follow, you will explore the links within the ARC Portal at length.



Step	Action
12.	You have successfully accessed the ARC Portal from myColumbia. You can now select the next topic, *Accessing ARC from the Portal* where you will learn how to access ARC directly from the Portal. **End of Procedure.**

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

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	• 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	• 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:

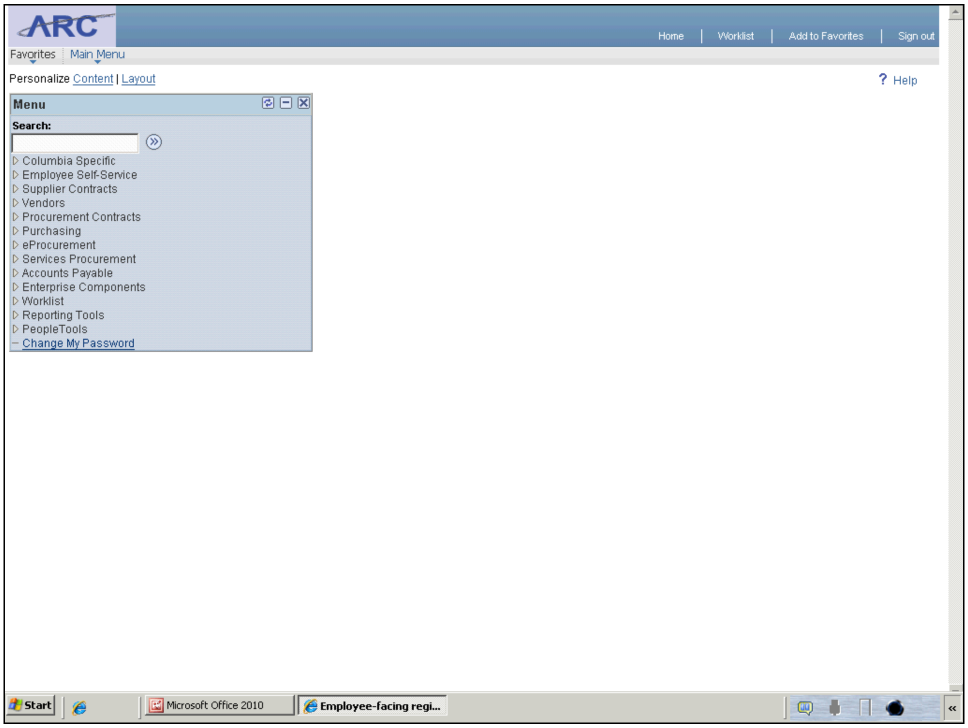
Inquiry Screen	Use when you need to…
Voucher Inquiry	View voucher information based on a variety of search criteria
Match Workbench	View the match status of vouchers that have gone through details for the Matching process
PO Voucher Inquiry	View details of vouchers processed against a PO
Accounting Entries	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.

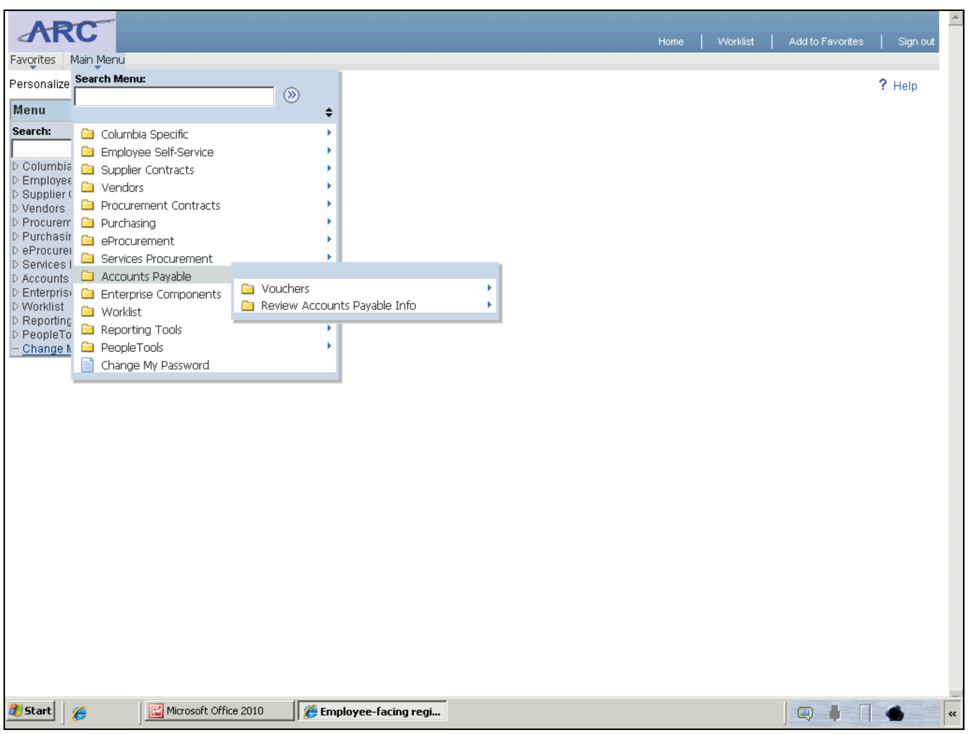
Estimated time needed to complete this topic: 10 minutes

Procedure

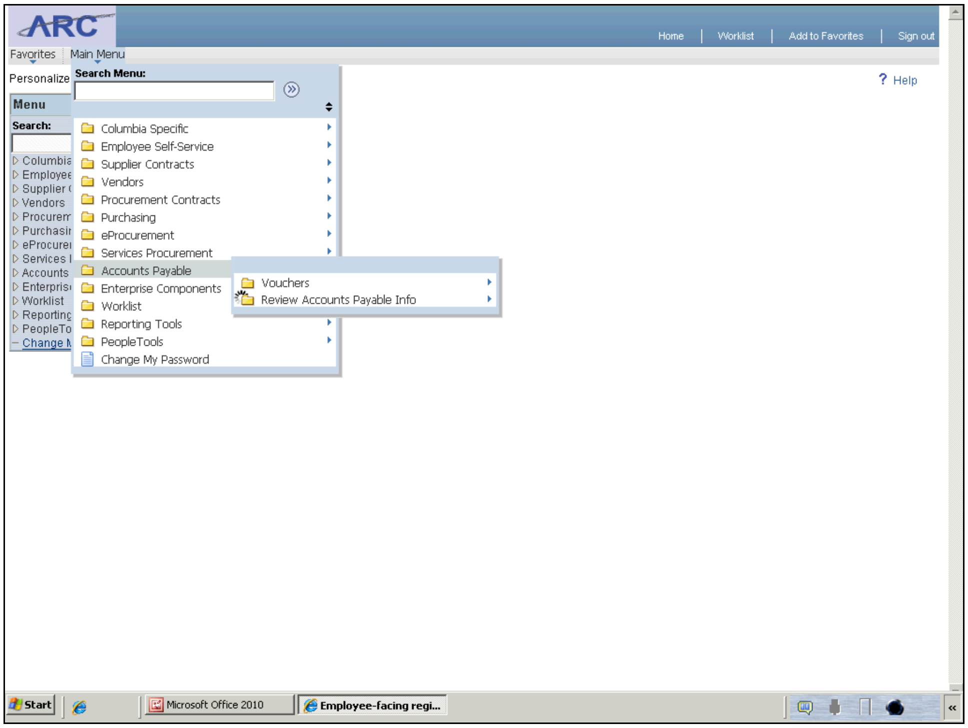
Welcome to the *Voucher Inquiries* topic. In this scenario you will access and navigate through the voucher inquiry pages in ARC.



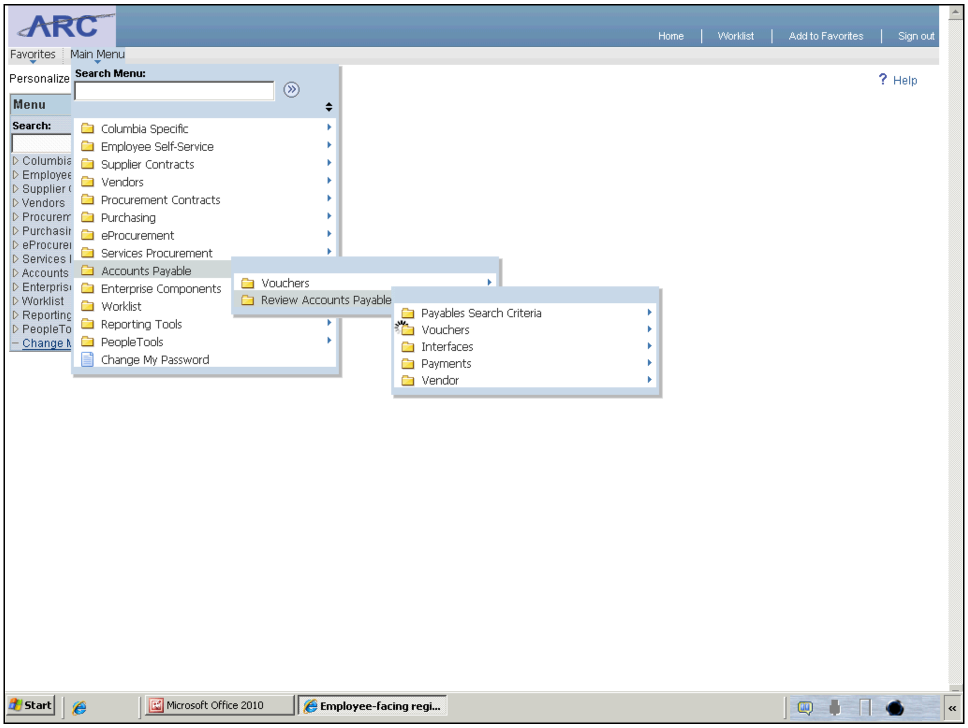
Step	Action
1.	Click the **Main Menu** button. Main Menu

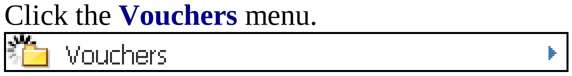


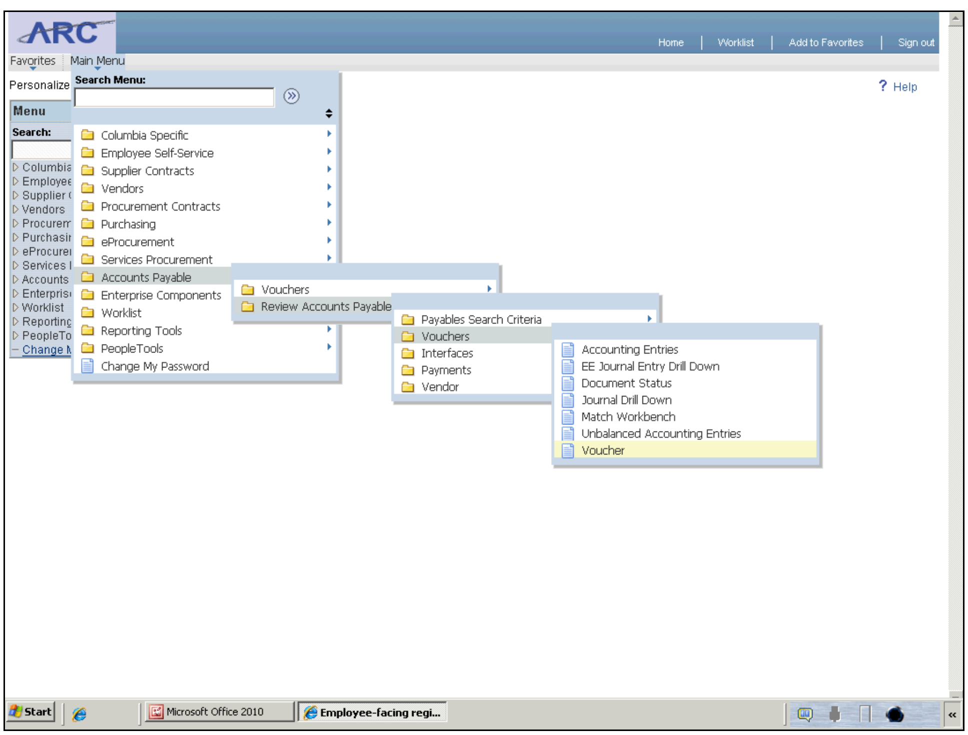
Step	Action
2.	Click the **Accounts Payable** menu. Accounts Payable

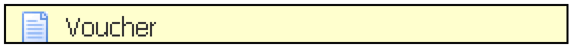


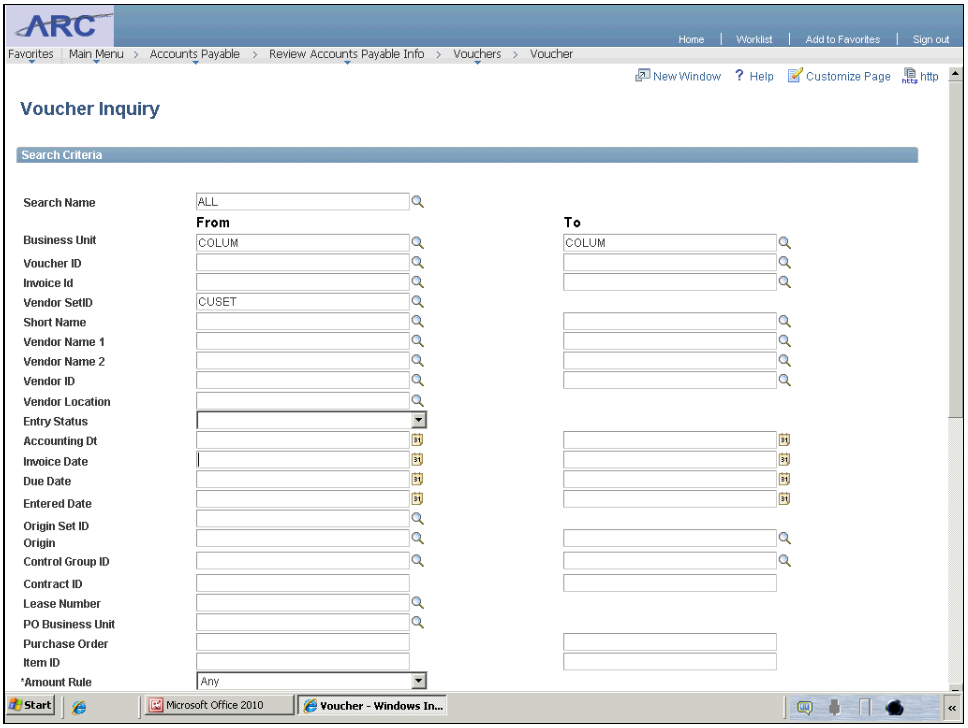
Step	Action
3.	Click the **Review Accounts Payable Info** menu. This menu houses all of the options for Voucher Inquiries. Review Accounts Payable Info



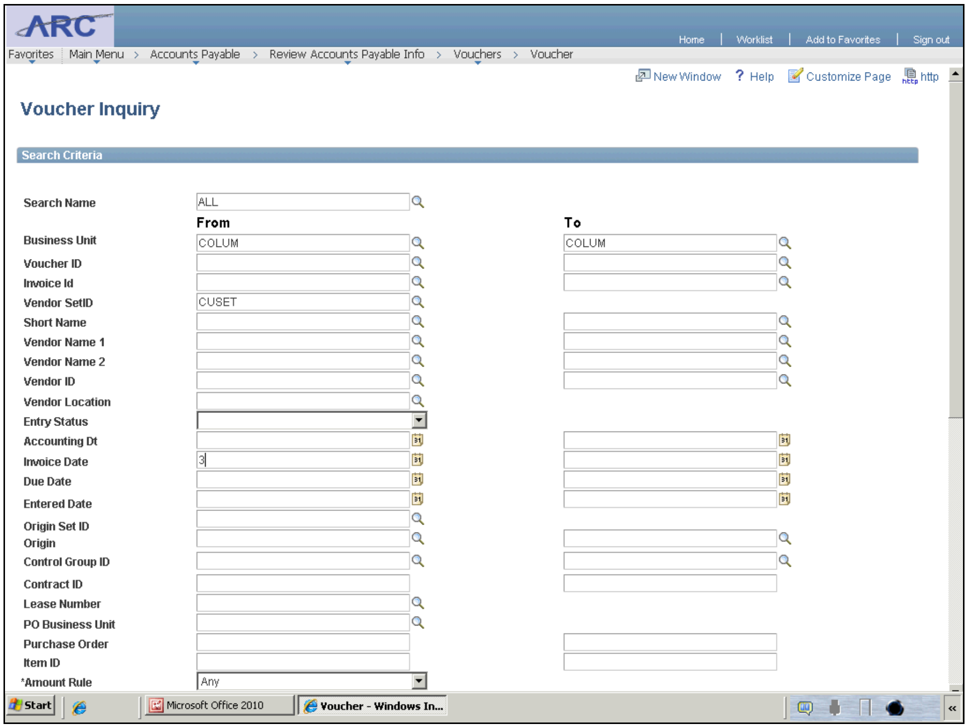
Step	Action
4.	Click the **Vouchers** menu. 



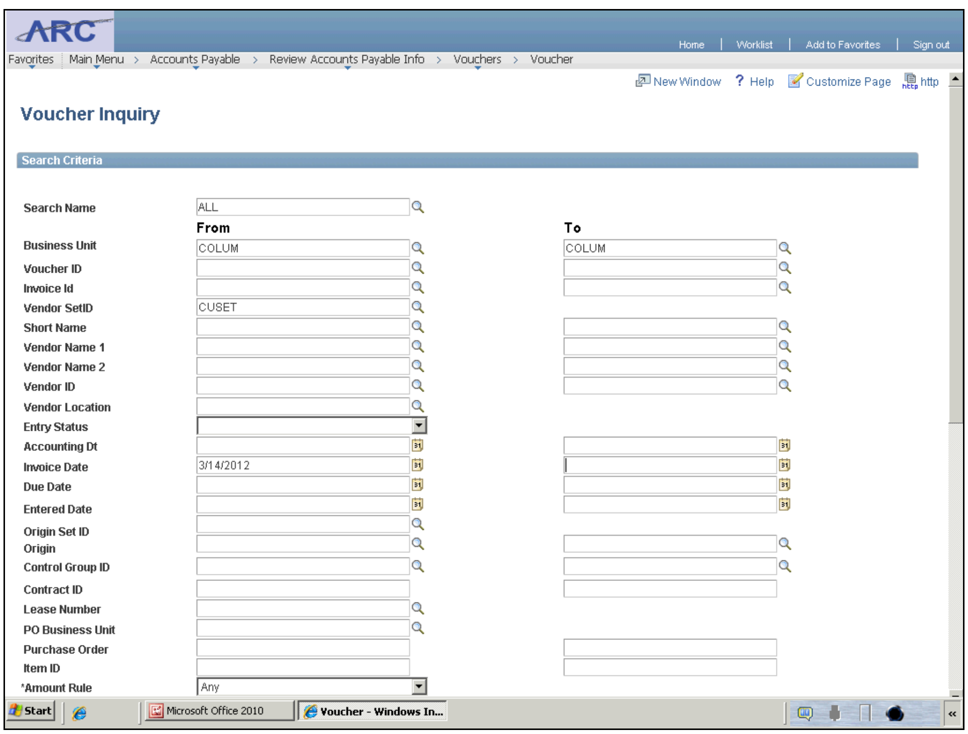
Step	Action
5.	Click the **Voucher** menu to view the Voucher Inquiry. 



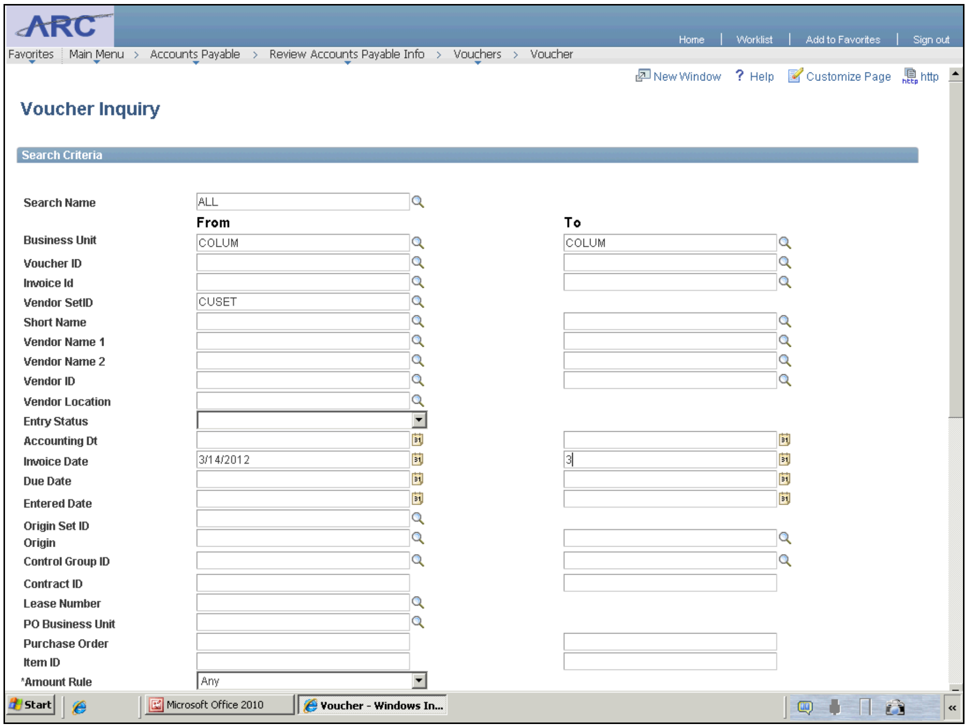
Step	Action
6.	Enter search criteria to limit the inquiry to the vouchers you would like to see. In this example, we will filter by Invoice Date. Click in the **Invoice Date From** field.



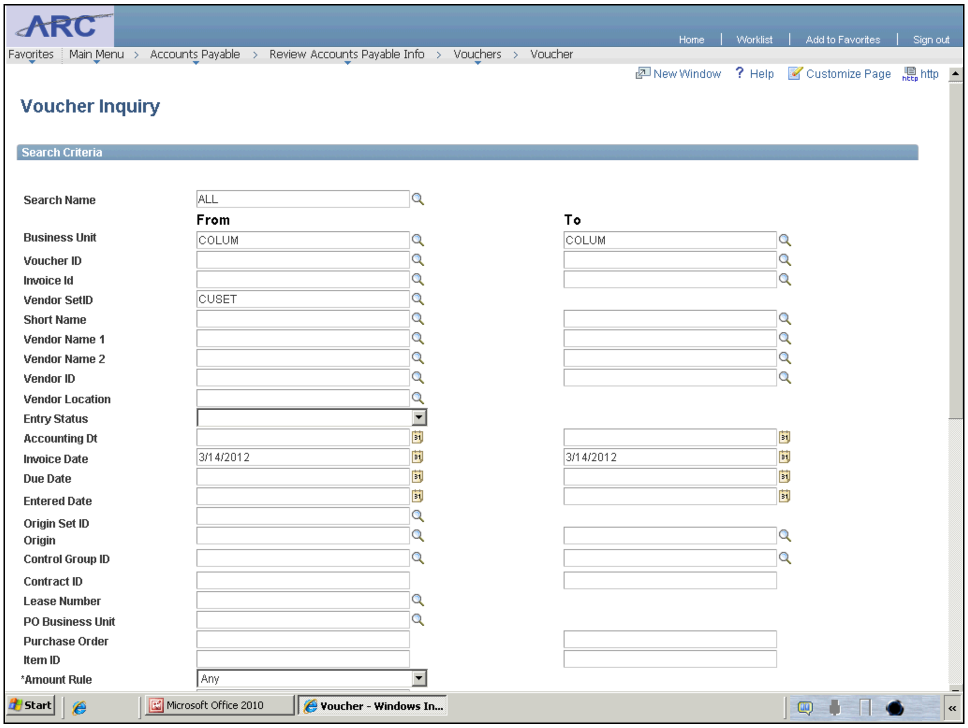
Step	Action
7.	Enter the desired information into the **Invoice Date** field. Enter "**3/14/2012**".



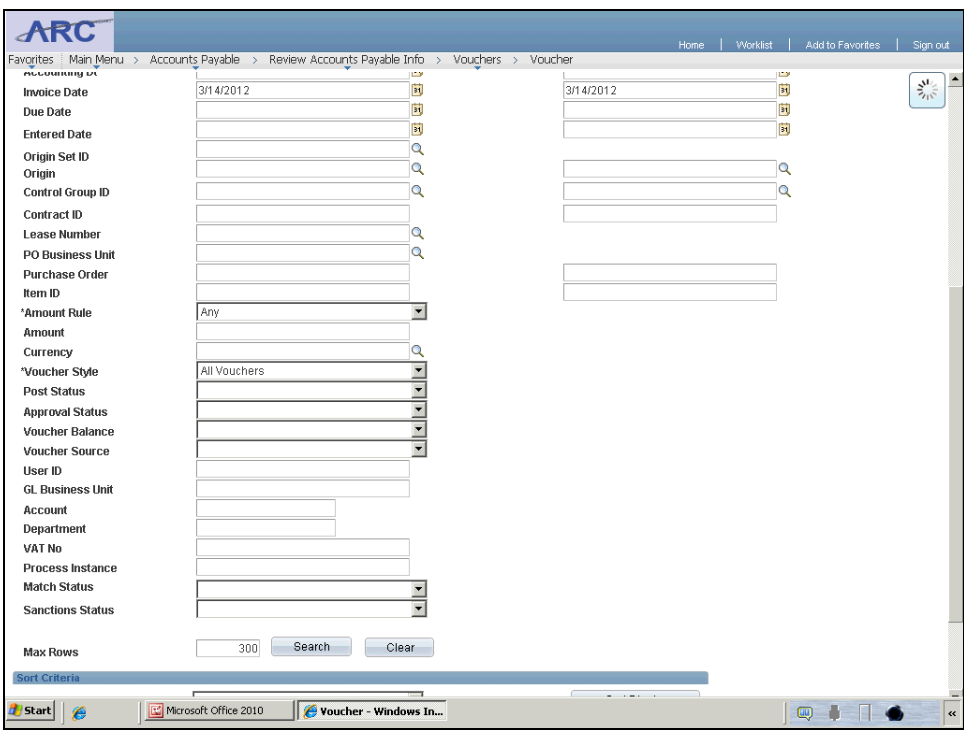
Step	Action
8.	Click in the **Invoice Date To** field.



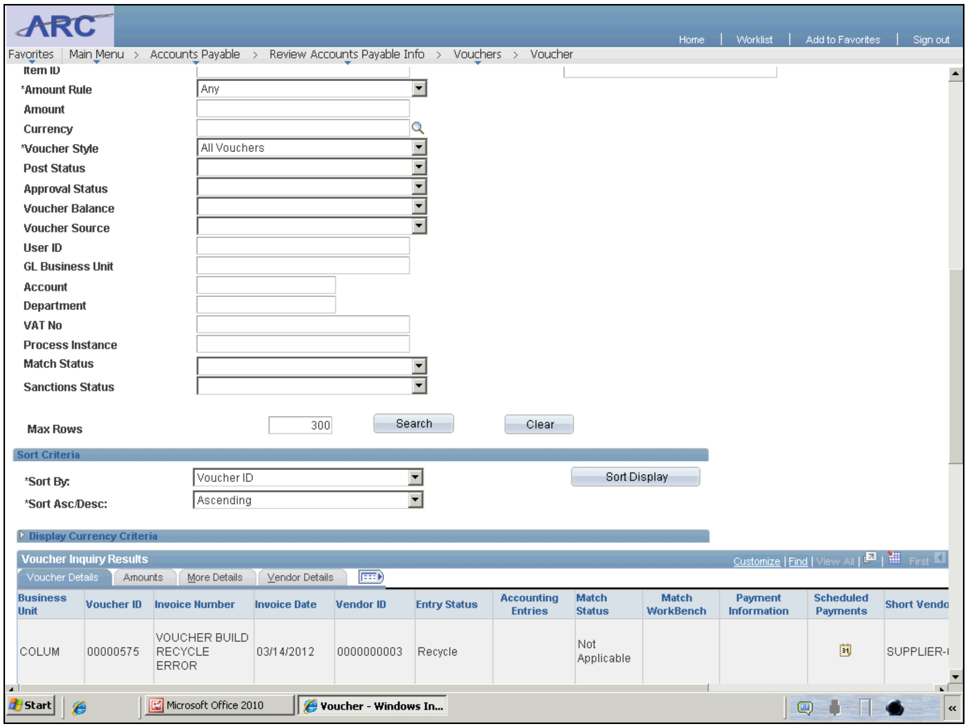
Step	Action
9.	Enter the desired information into the **Invoice Date To** field. Enter "**3/14/2012**".



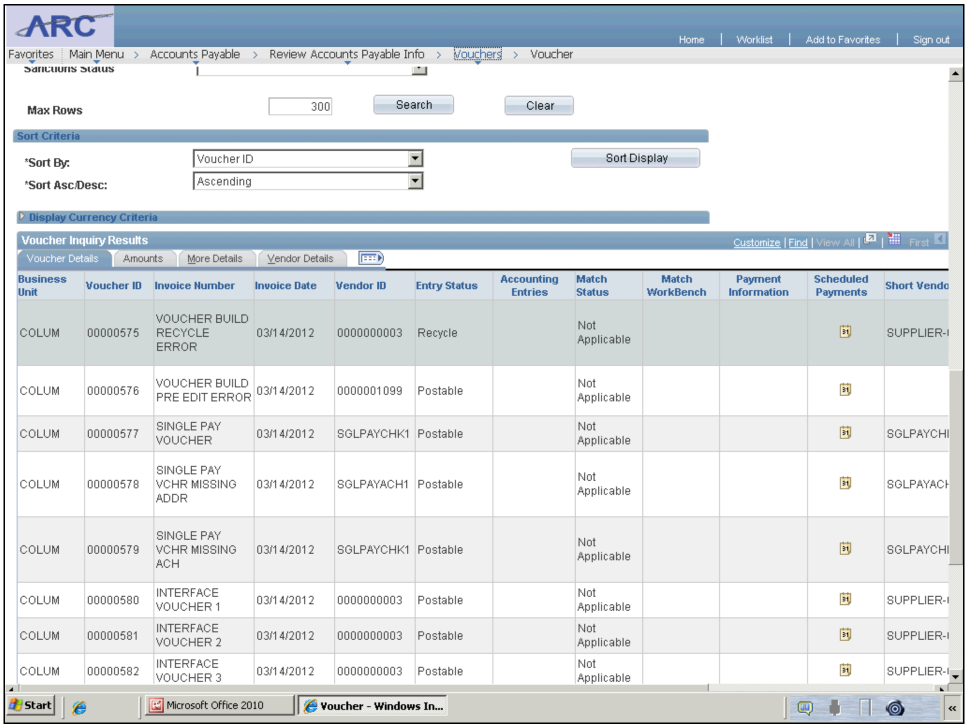
Step	Action
10.	Scroll down the page to find the search button.



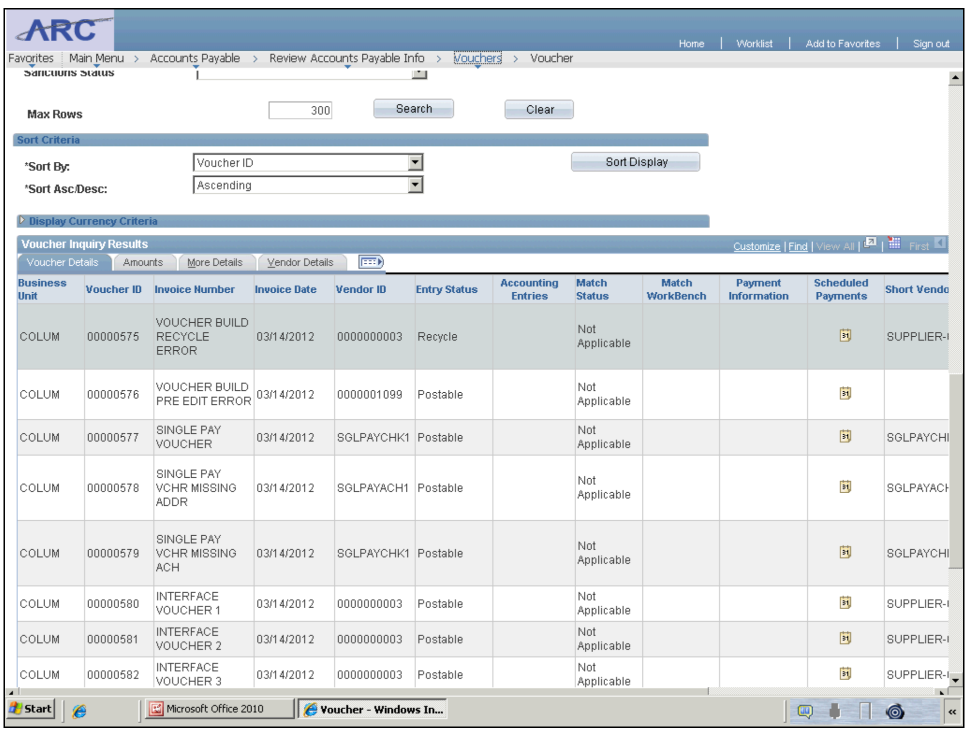
Step	Action
11.	Click the **Search** button. 



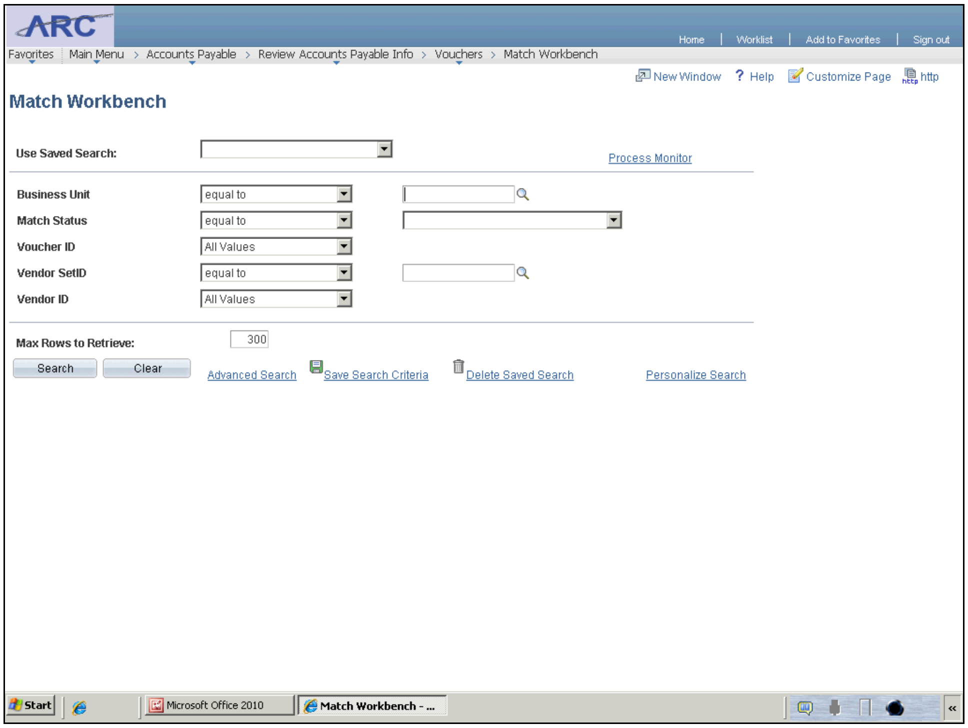
Step	Action
12.	Scroll down to see the search results.



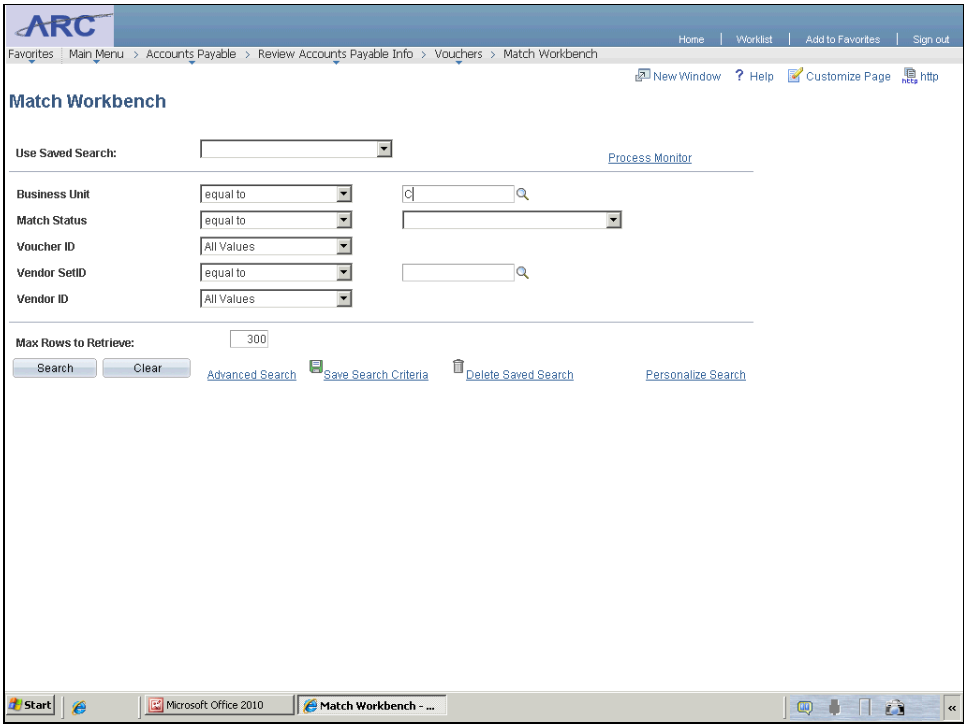
Step	Action
13.	See all search results below.



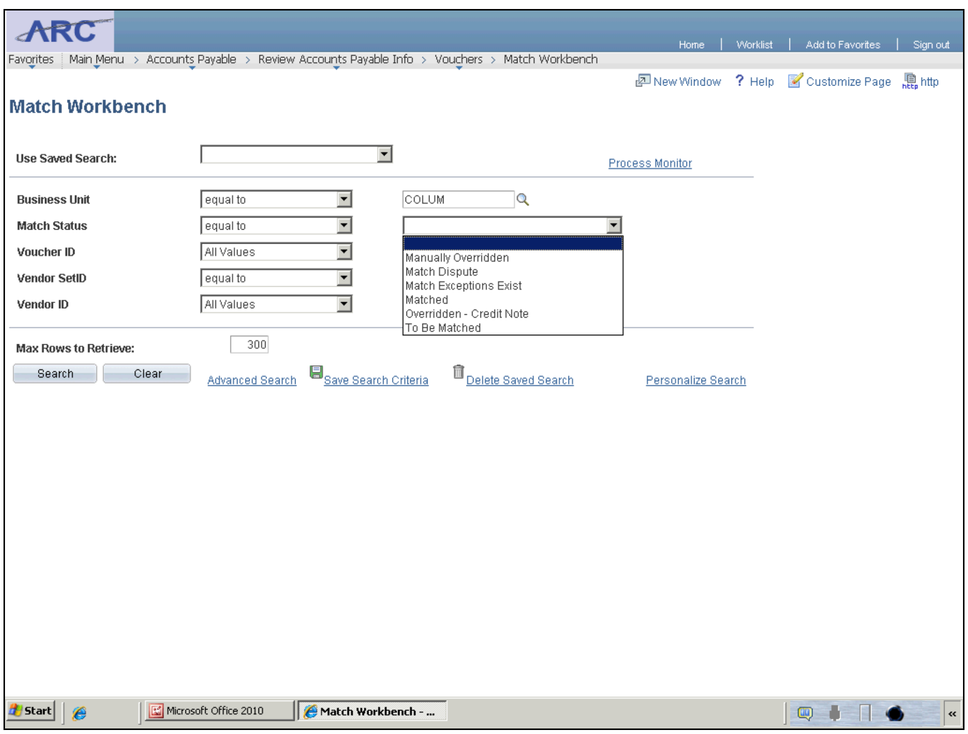
Step	Action
14.	To access the Match Workbench inquiry, click the **Vouchers** button and select **Match Workbench**. 



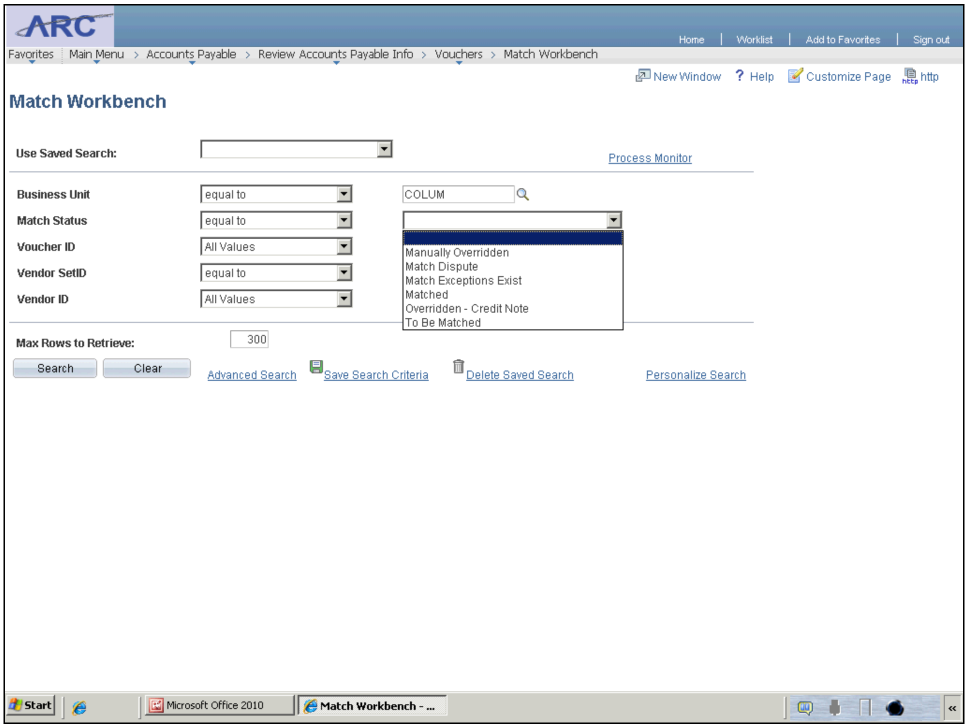
Step	Action
15.	Click in the **Business Unit** field to limit the results of your search.

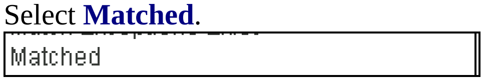


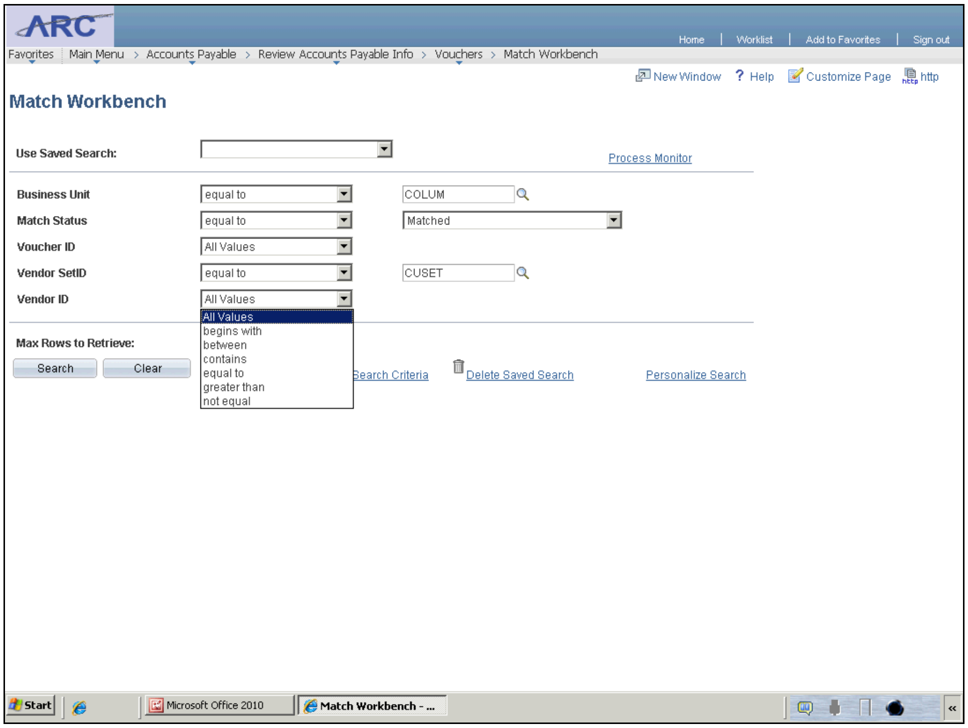
Step	Action
16.	Enter the desired information into the **Business Unit** field. Enter "**COLUM**".



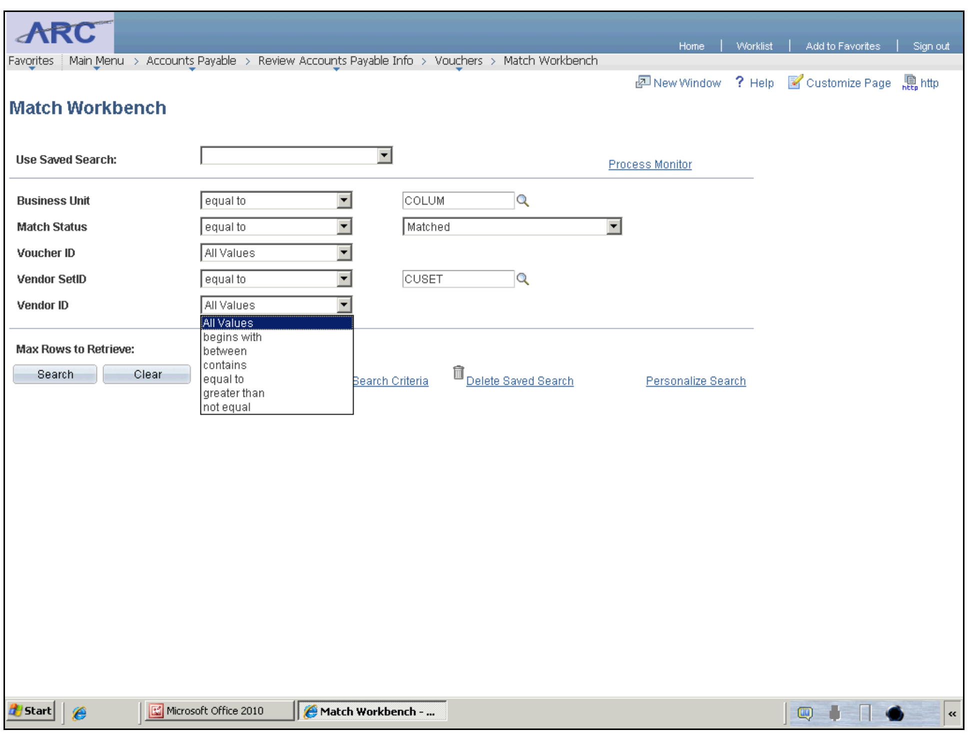
Step	Action
17.	Click the **Match Status** list. 



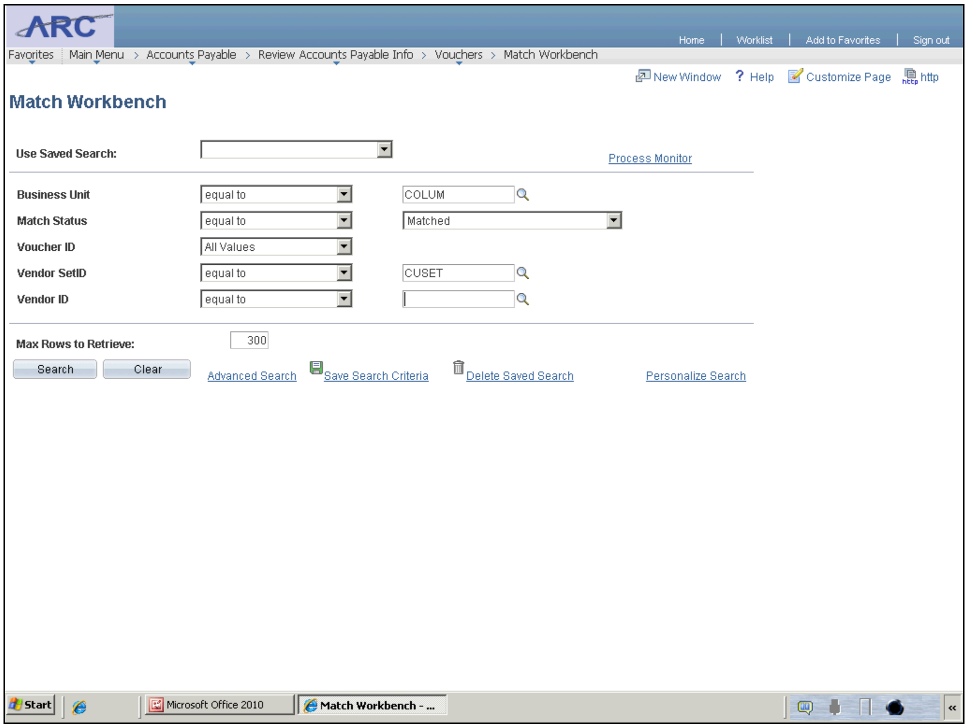
Step	Action
18.	Select **Matched**. 

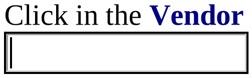


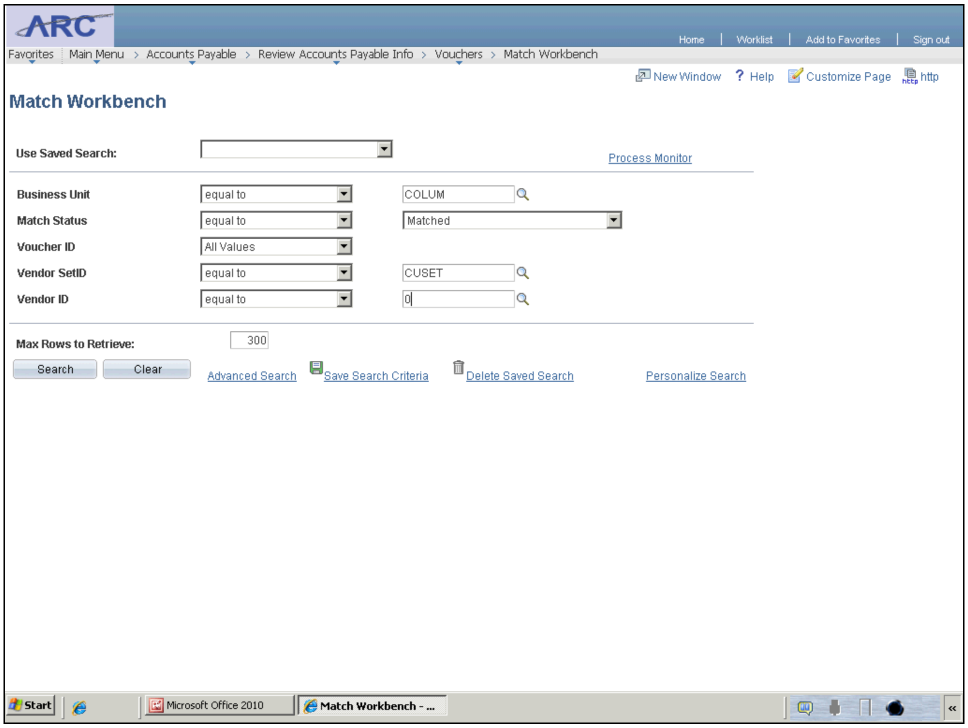
Step	Action
19.	Click the **Vendor ID** list. 



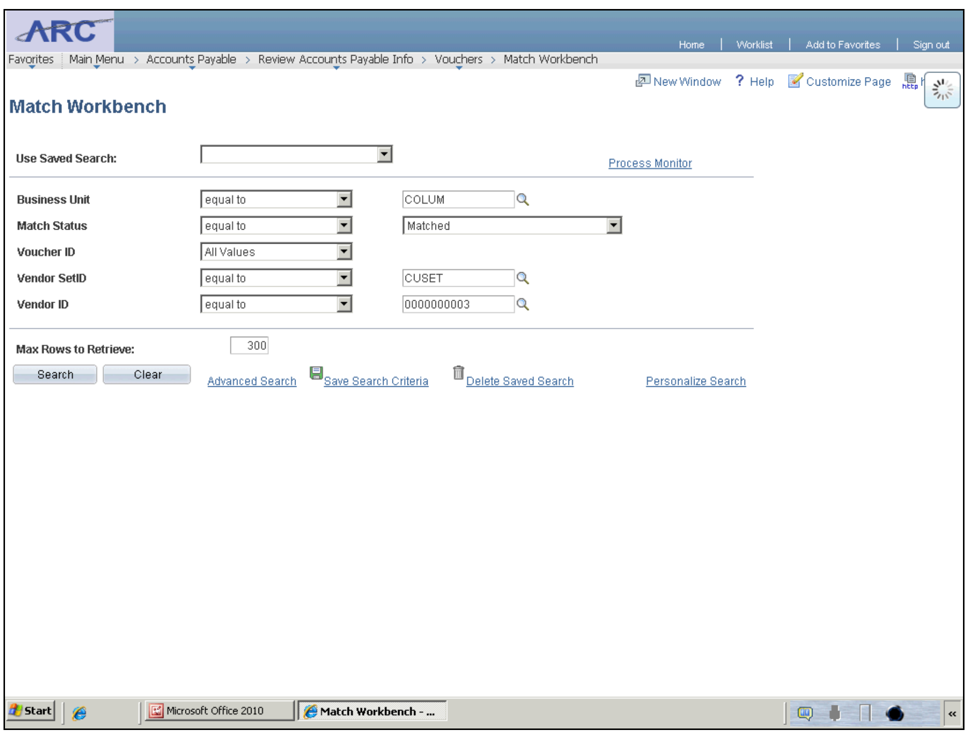
Step	Action
20.	Select **Equal To**. 



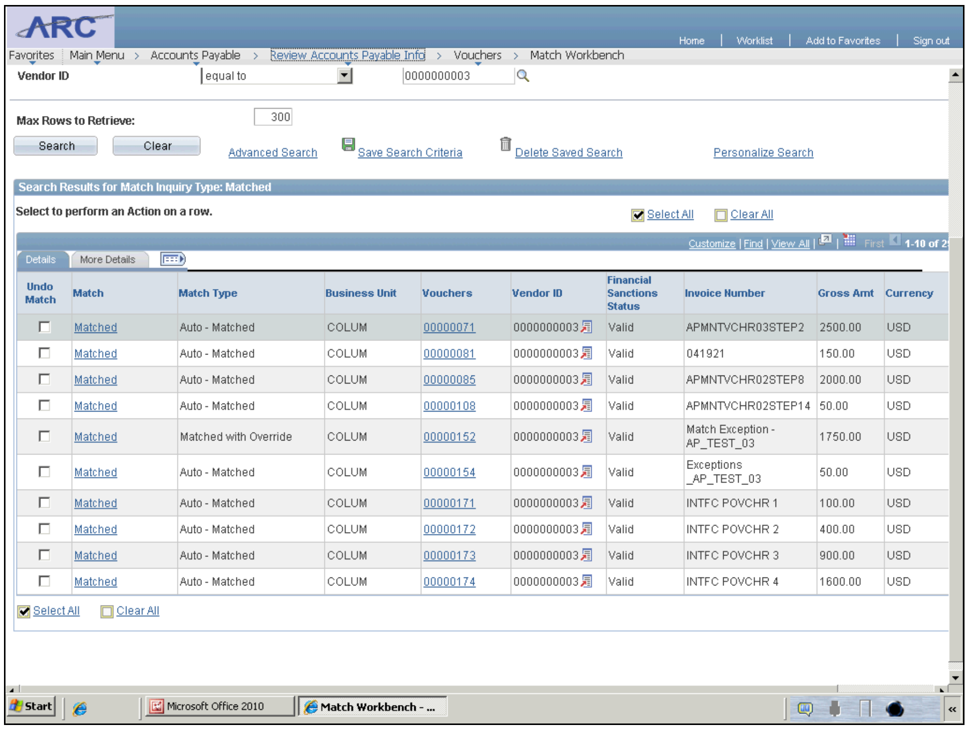
Step	Action
21.	Click in the **Vendor ID** field. 



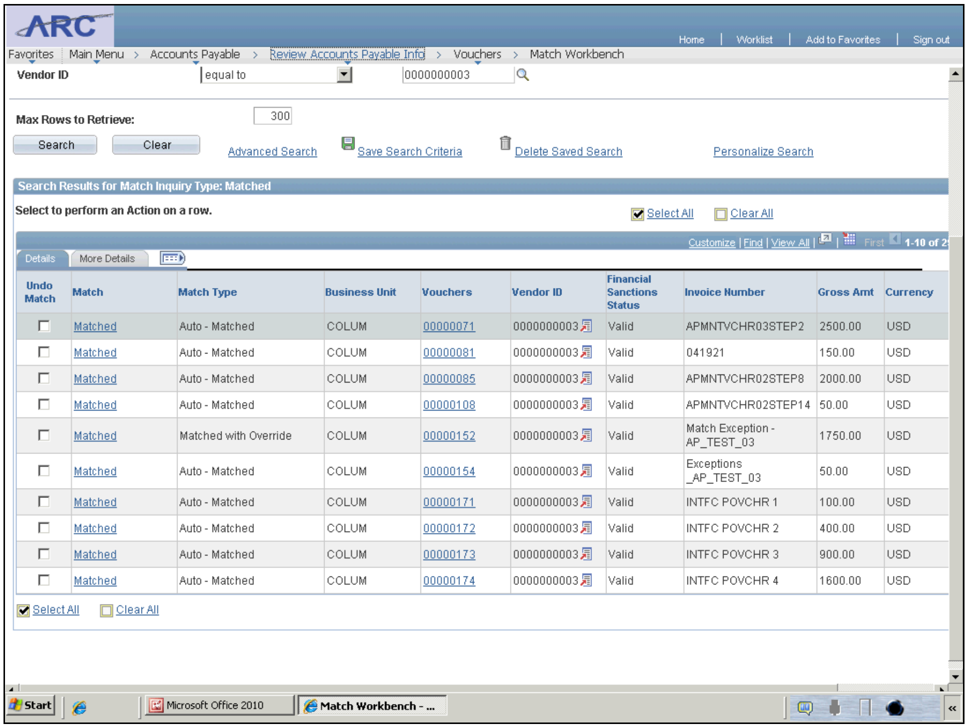
Step	Action
22.	Enter the desired information into the **Vendor ID** field. Enter "**0000000003**".



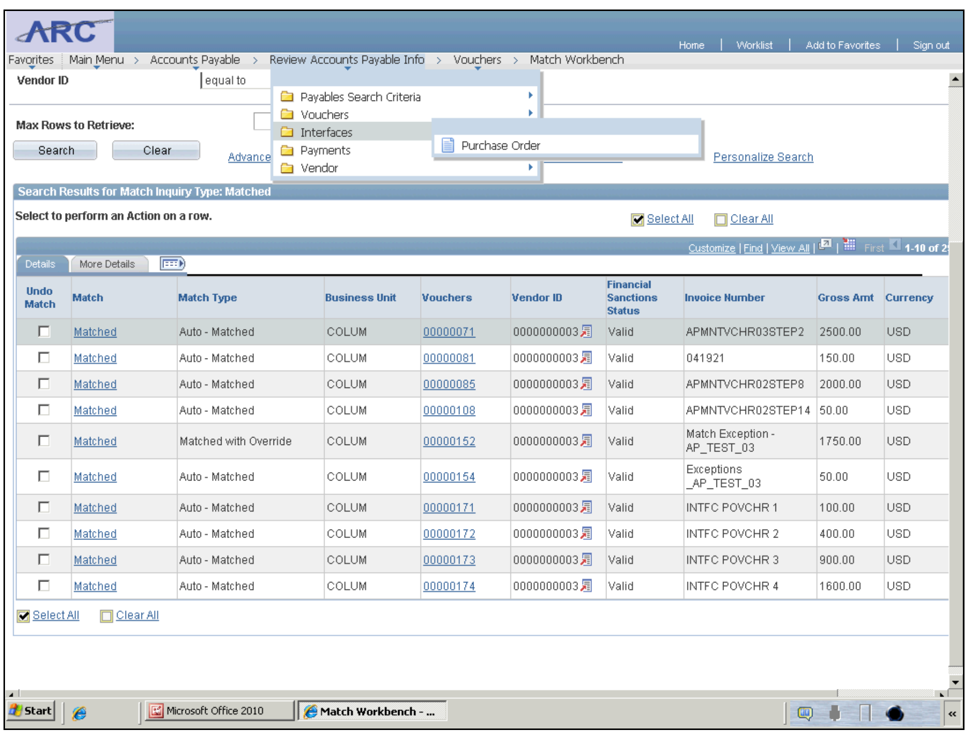
Step	Action
23.	Click the **Search** button. 



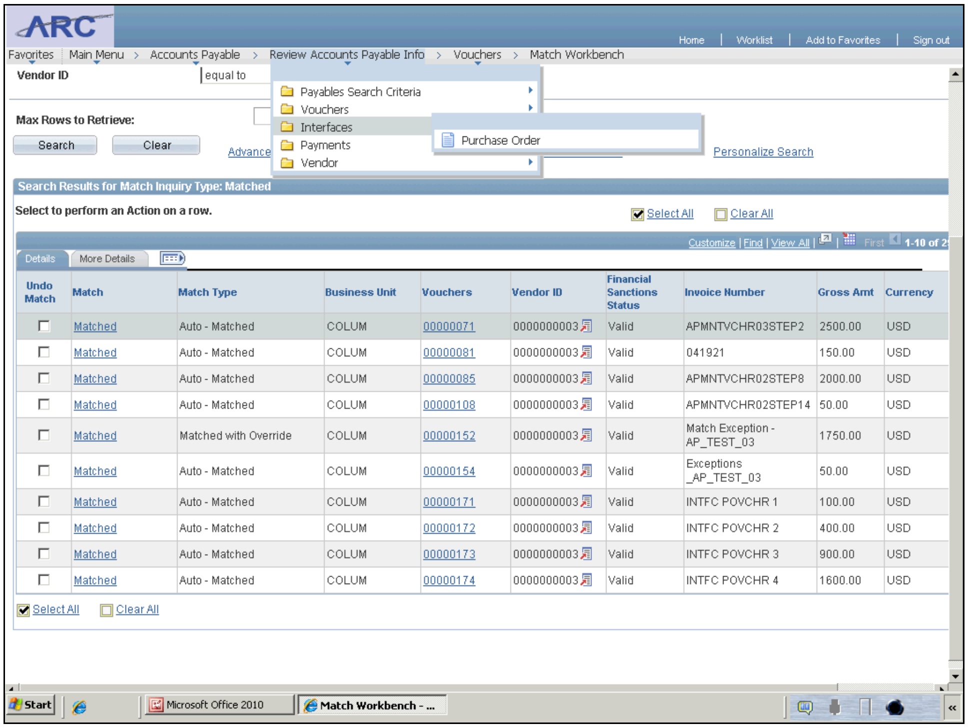
Step	Action
24.	See search results below.

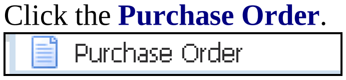


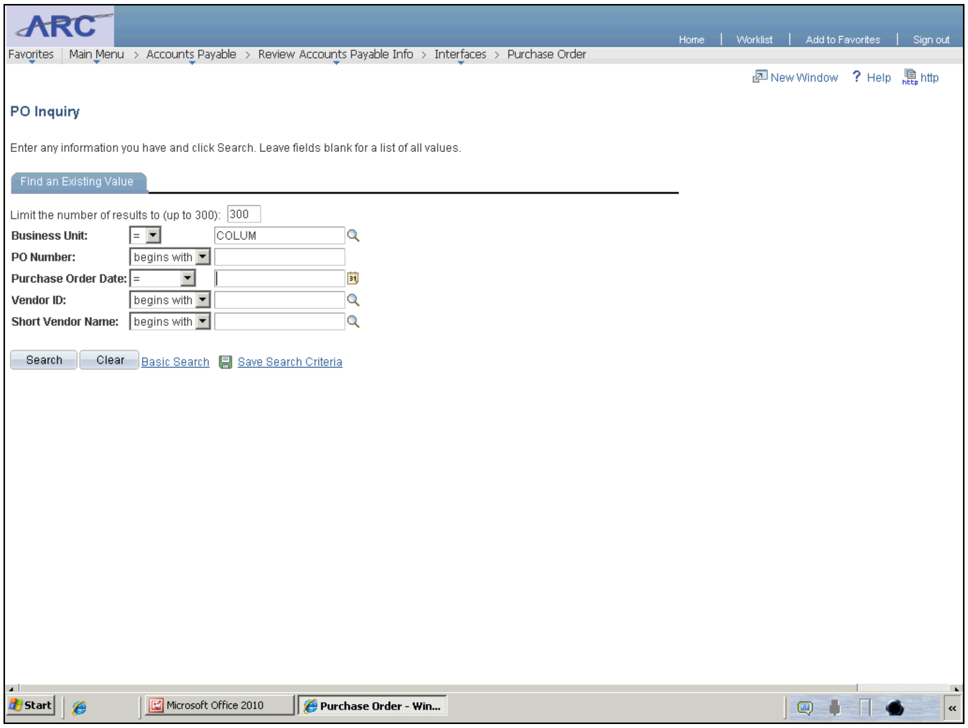
Step	Action
25.	Click the **Review Accounts Payable Info** button to access the PO Voucher Inquiry. Review Accounts Payable Info



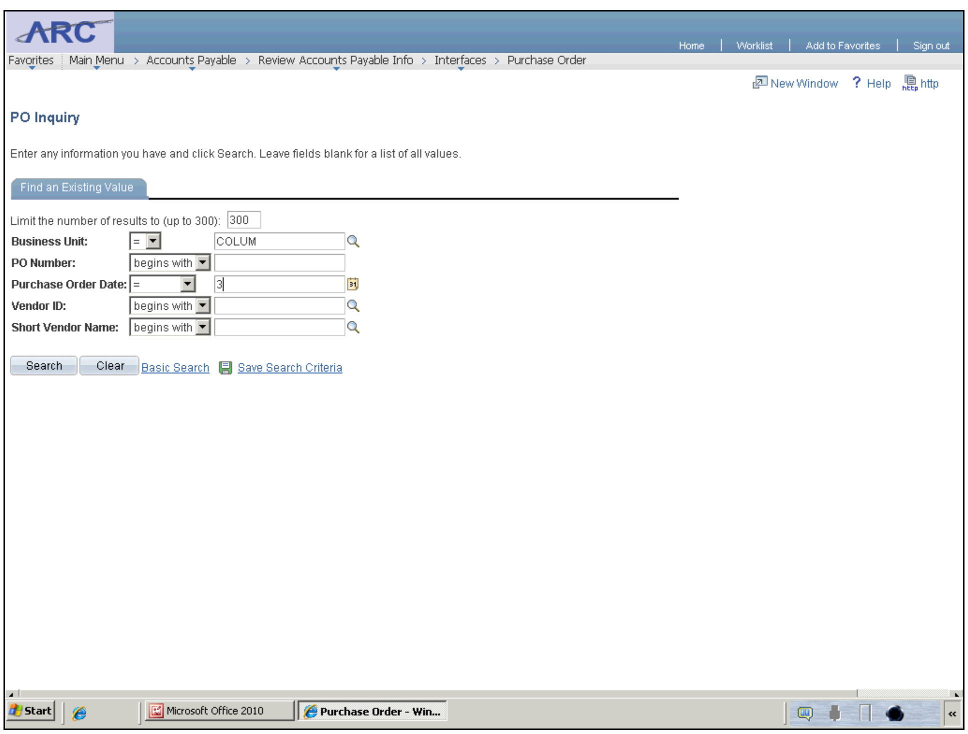
Step	Action
26.	Click the **Interfaces** menu. 



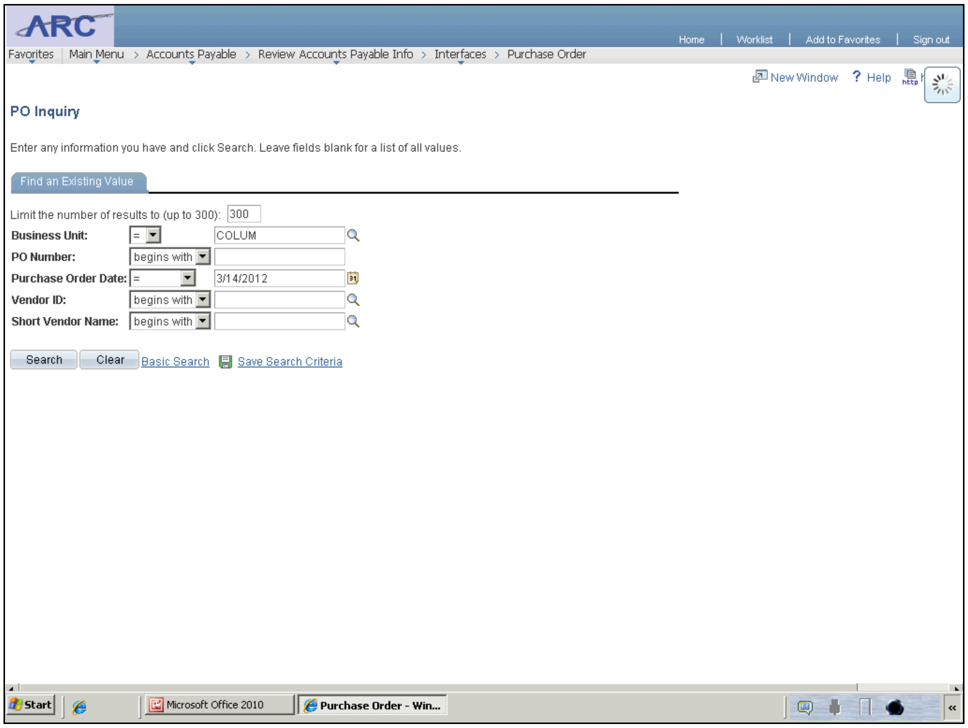
Step	Action
27.	Click the **Purchase Order**. 



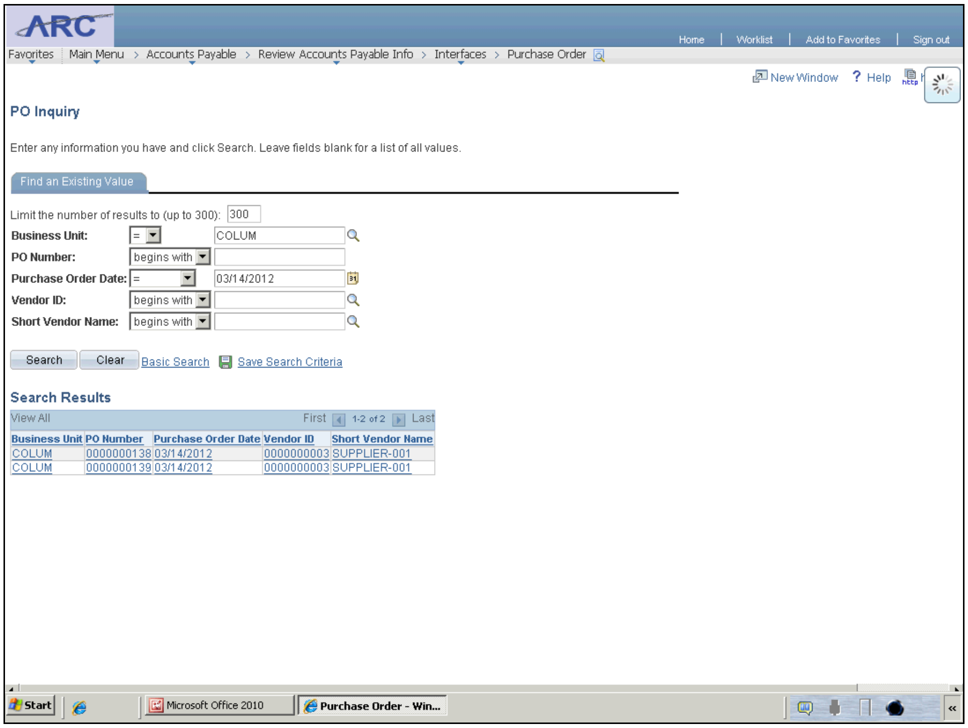
Step	Action
28.	Click in the **Purchase Order Date** field. 



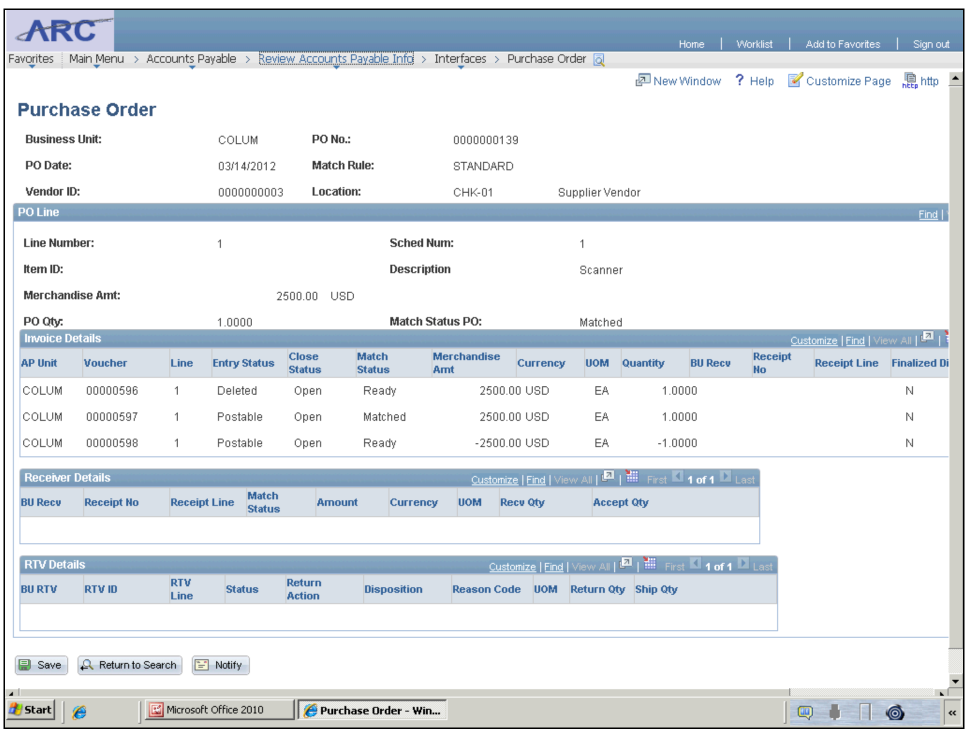
Step	Action
29.	Enter the desired information into the **Purchase Order Date** field. Enter "**3/14/2012**".



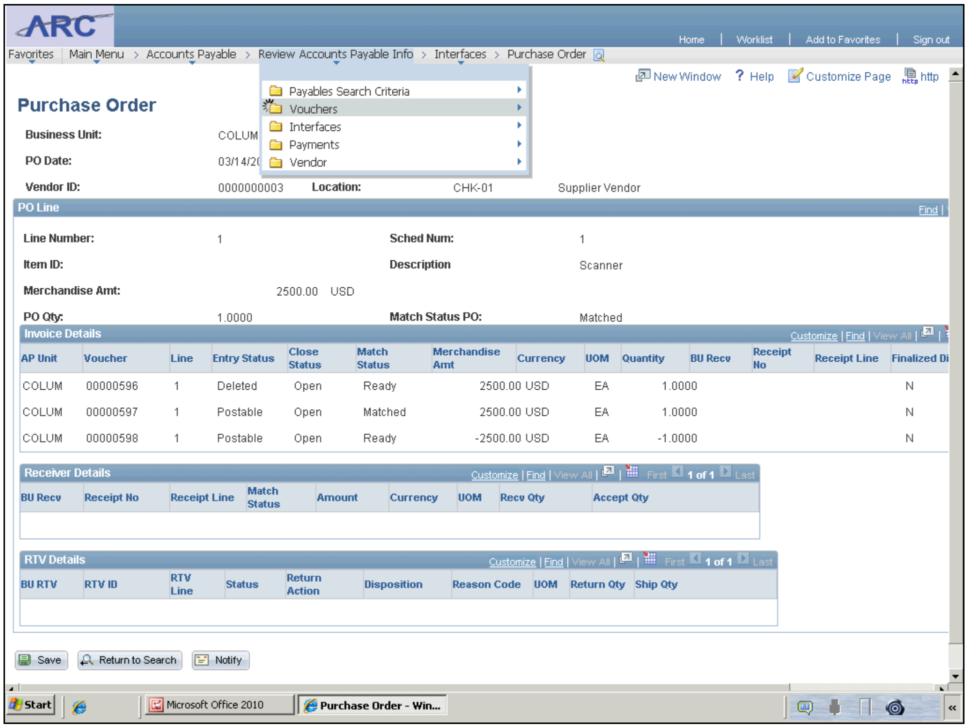
Step	Action
30.	Click the **Search** button. Search



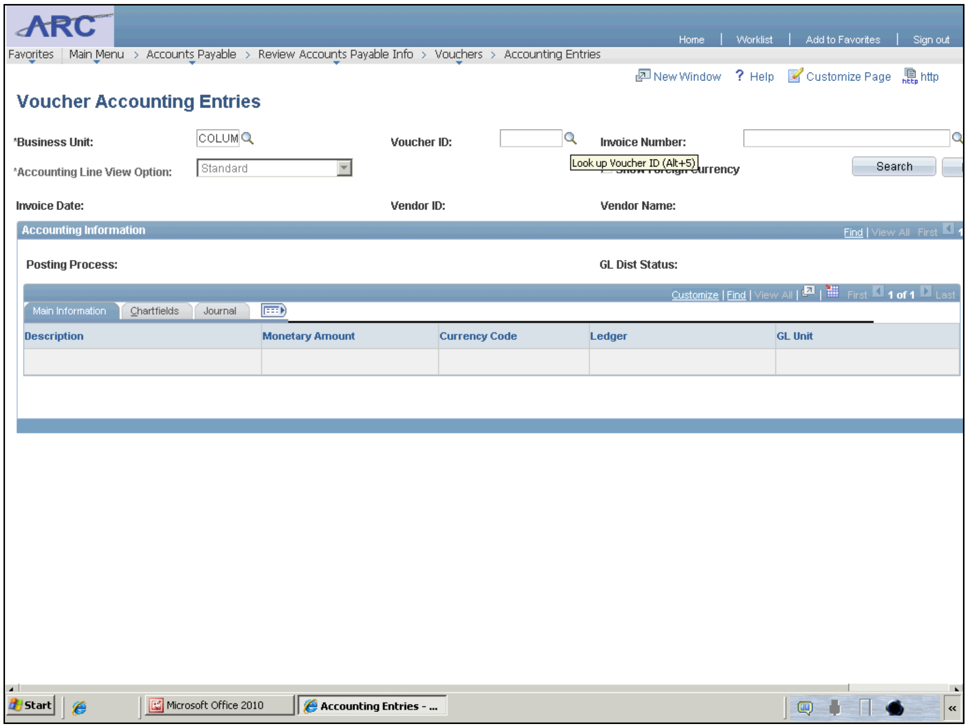
Step	Action
31.	Click the **0000000139** link. 0000000139

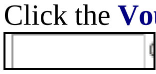


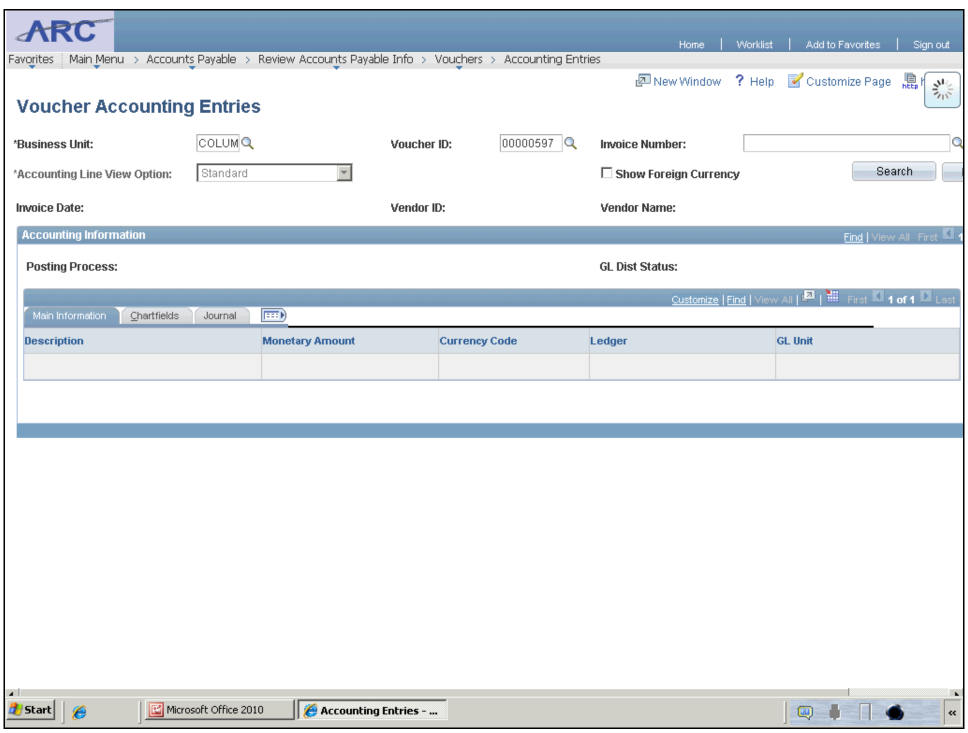
Step	Action
32.	See Inquiry results. To access the Accounting Entries inquiry, click the **Review Accounts Payable Info** button. 



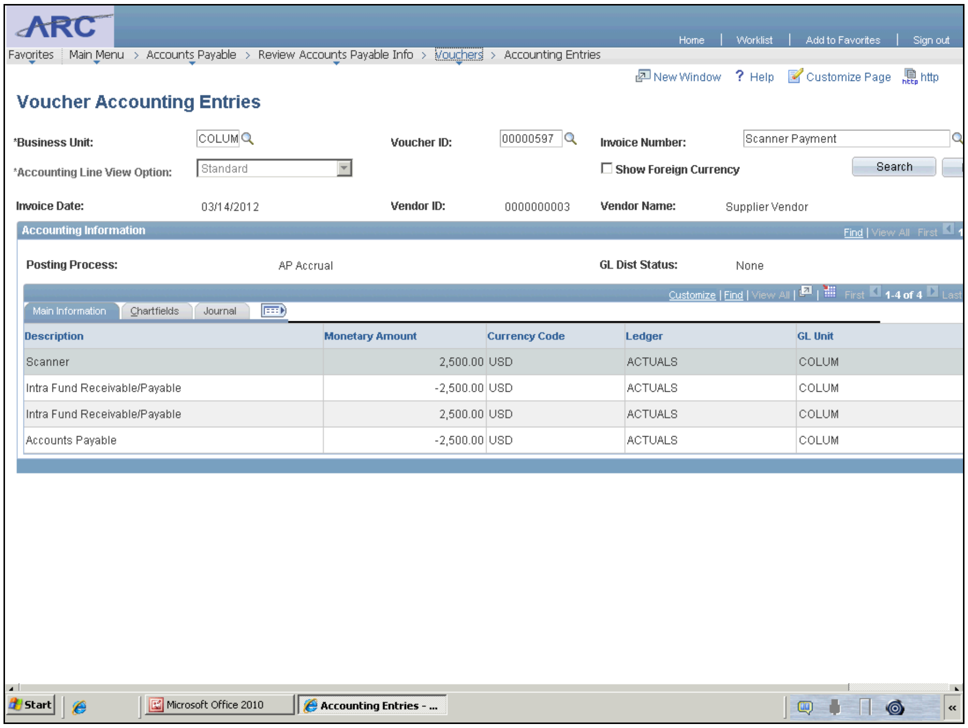
Step	Action
33.	Click the **Vouchers** menu and select **Accounting Entries**. 



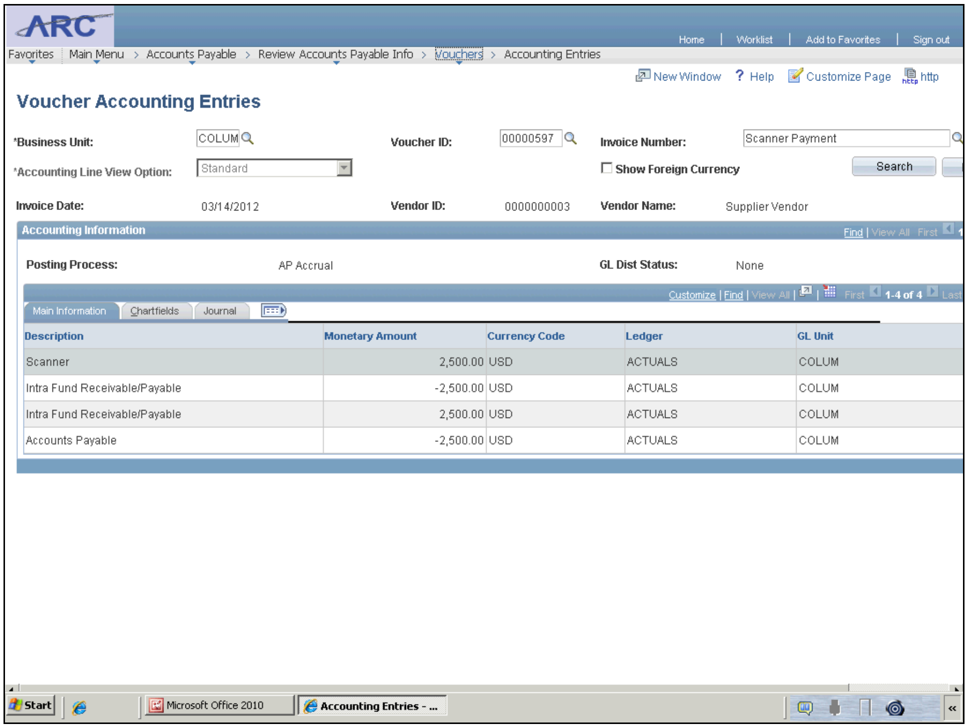
Step	Action
34.	Click the **Voucher ID Field,** and enter Voucher ID **00000597**. 



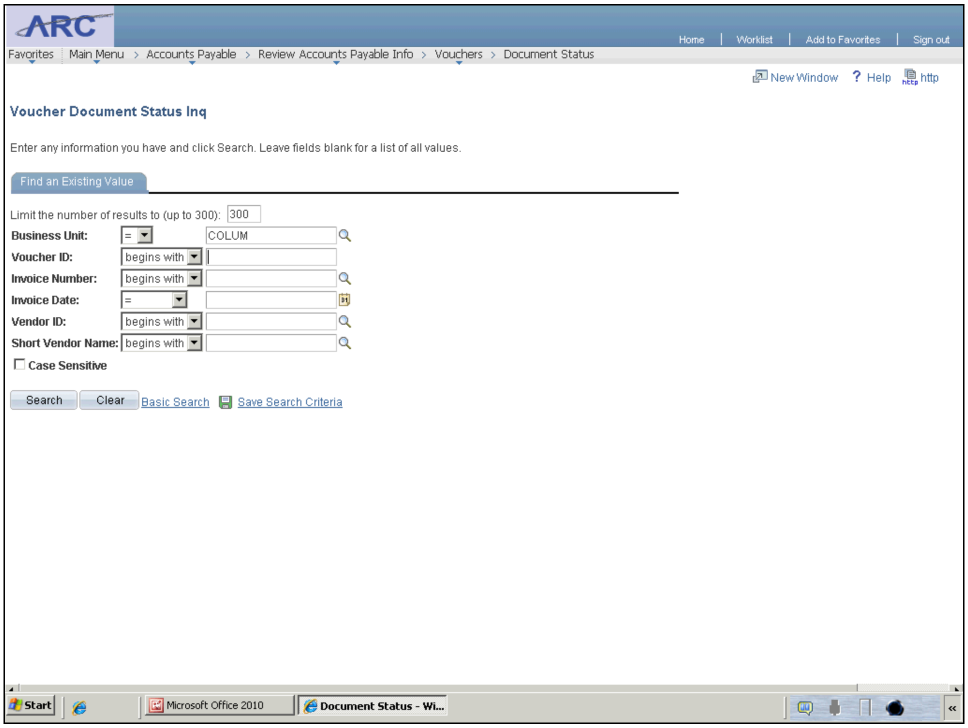
Step	Action
35.	Click the **Search** button. 

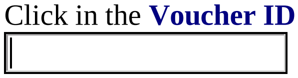


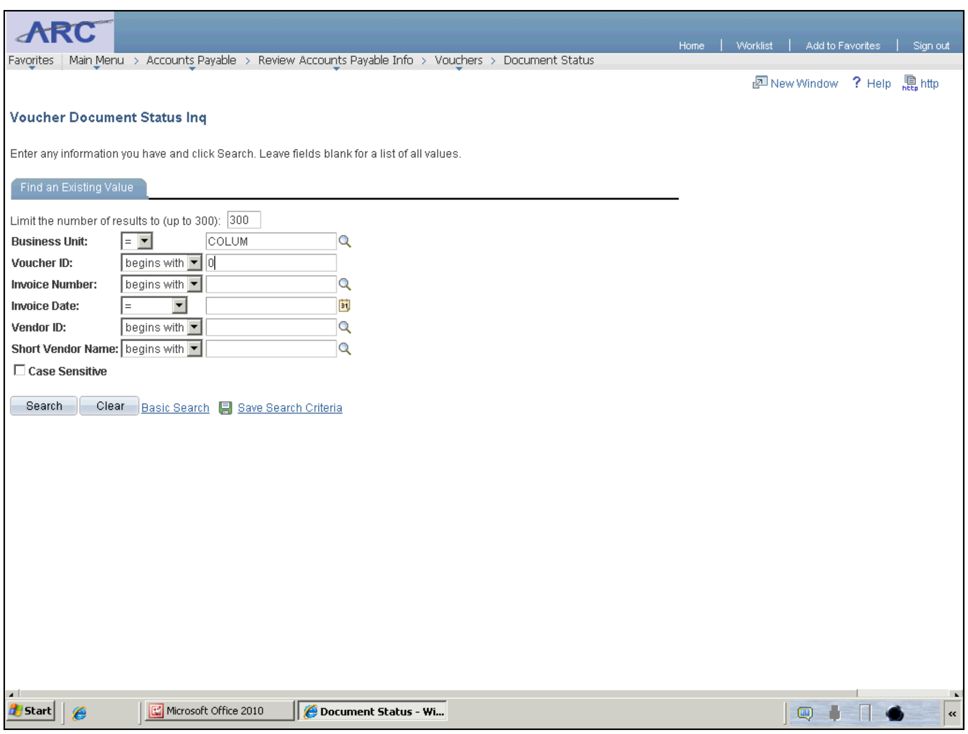
Step	Action
36.	See the Accounting Information for that voucher.



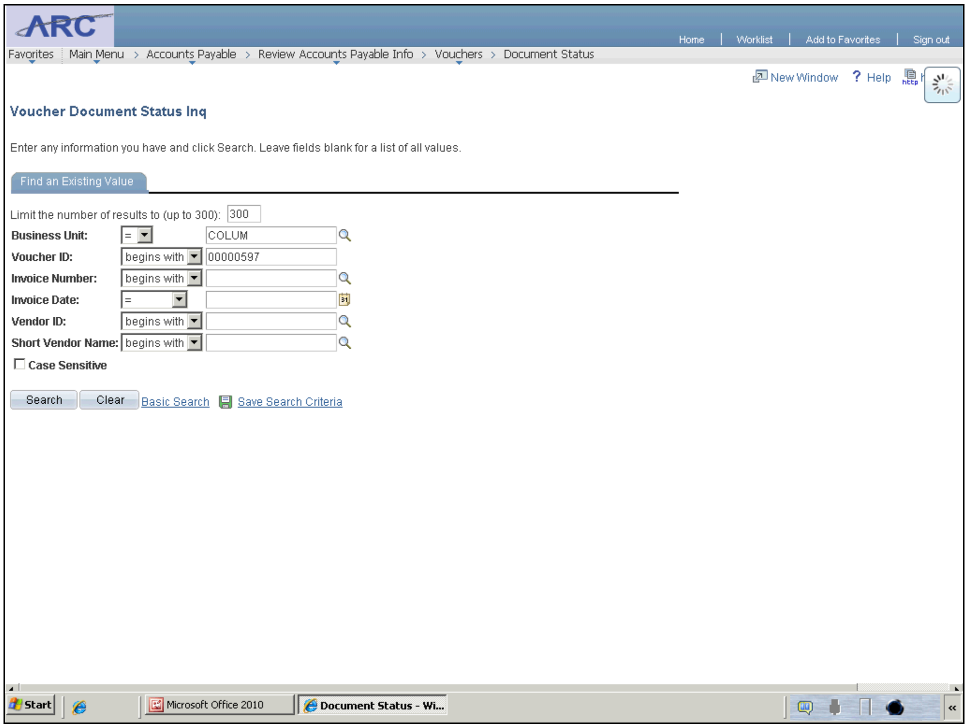
Step	Action
37.	Click the **Vouchers** button and Select **Document Status** for the Document Status Inquiry. 



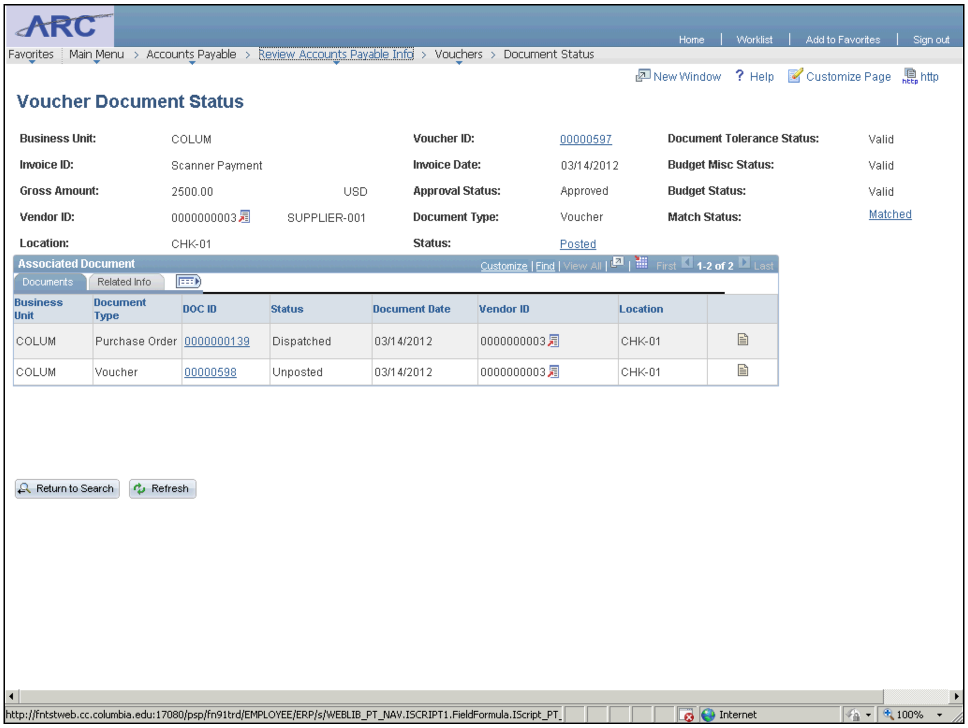
Step	Action
38.	Click in the **Voucher ID** field. 



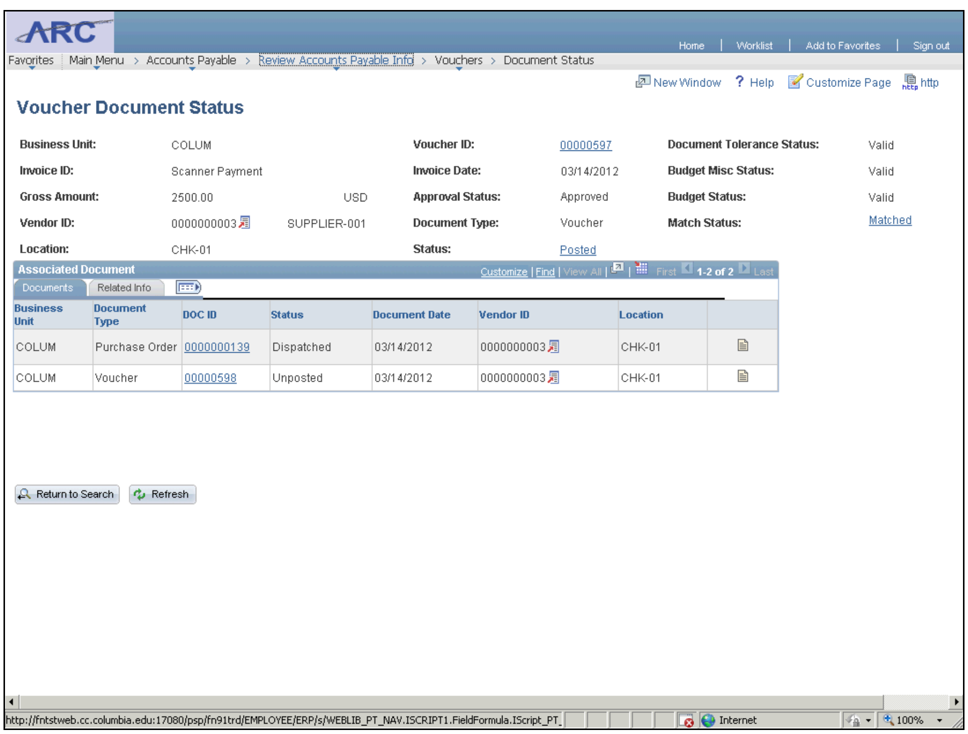
Step	Action
39.	Enter the desired information into the **Voucher ID** field. Enter "**00000597**".



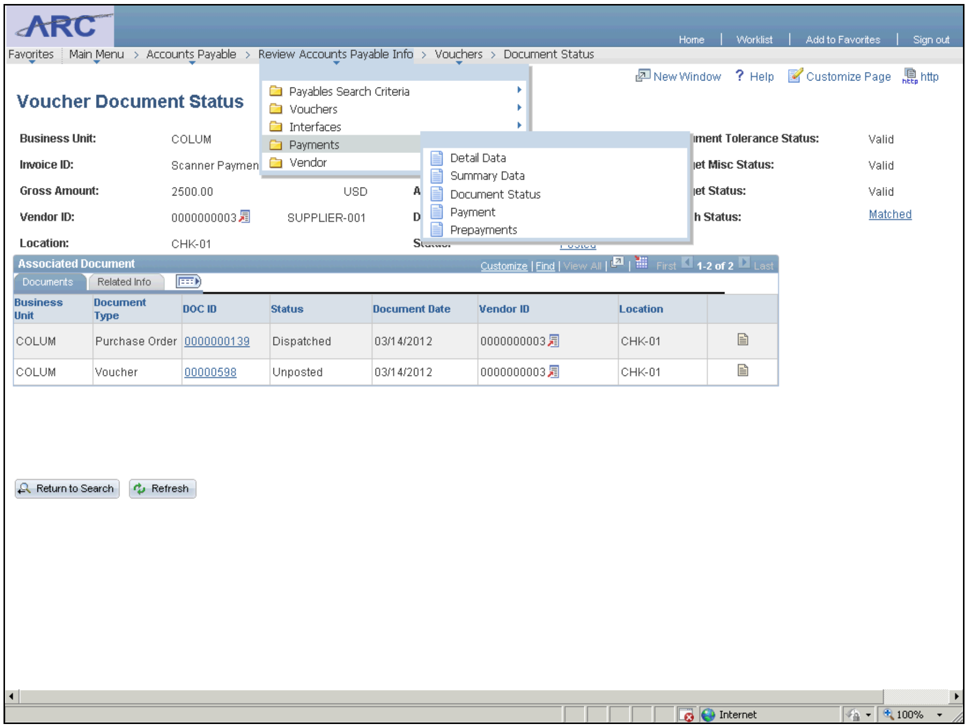
Step	Action
40.	Click the **Search** button. 



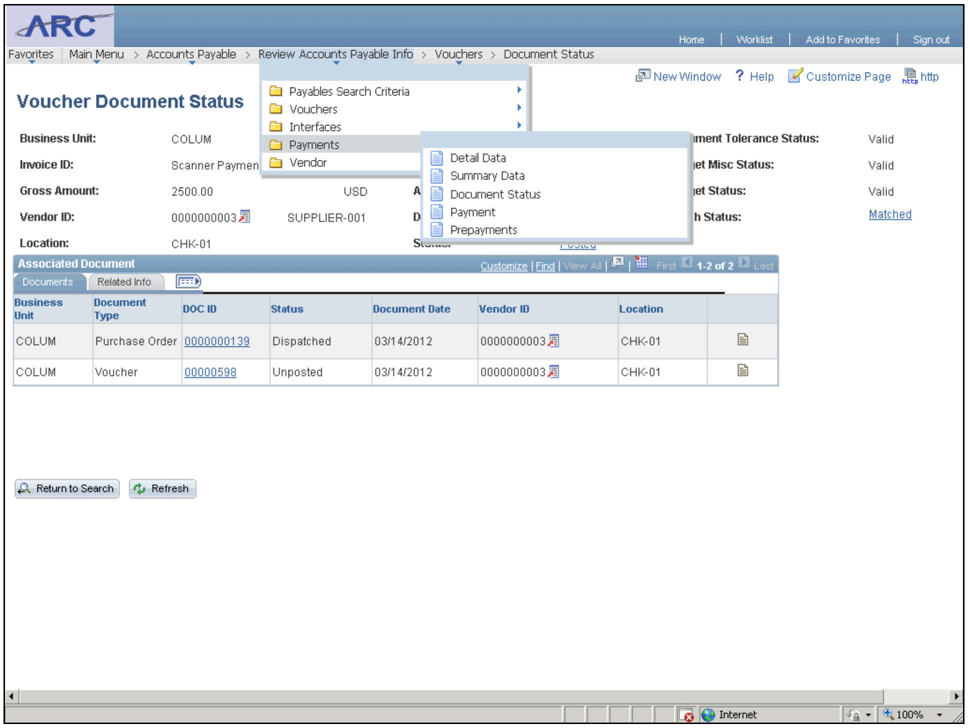
Step	Action
41.	See the associated documents for that voucher.



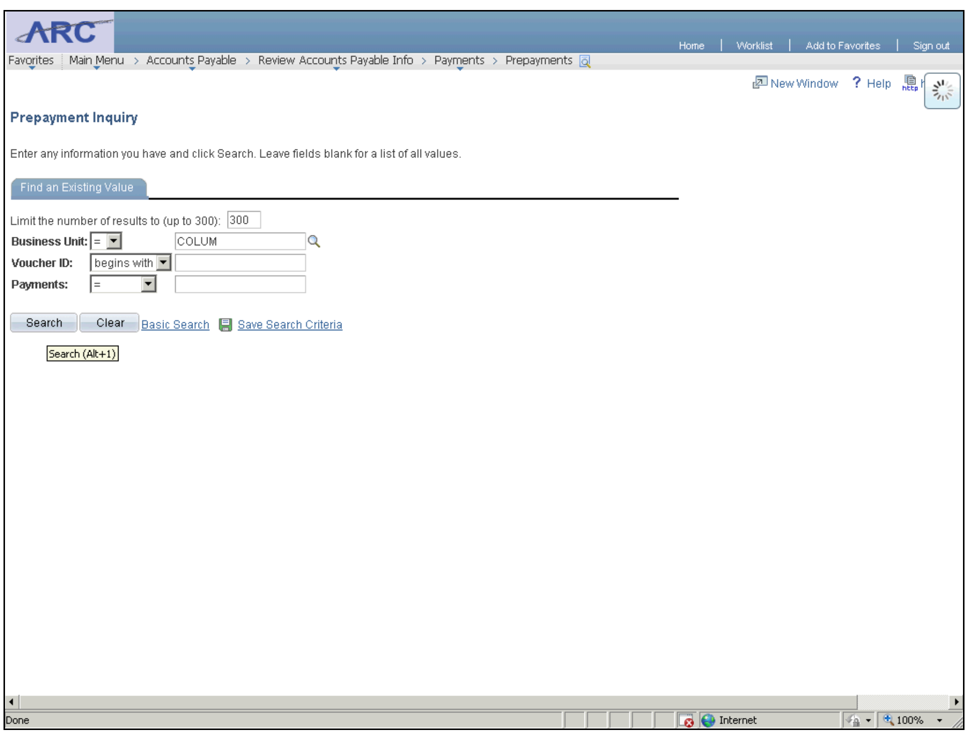
Step	Action
42.	To access the Prepayments Inquiry, click the **Review Accounts Payable Info** button. 



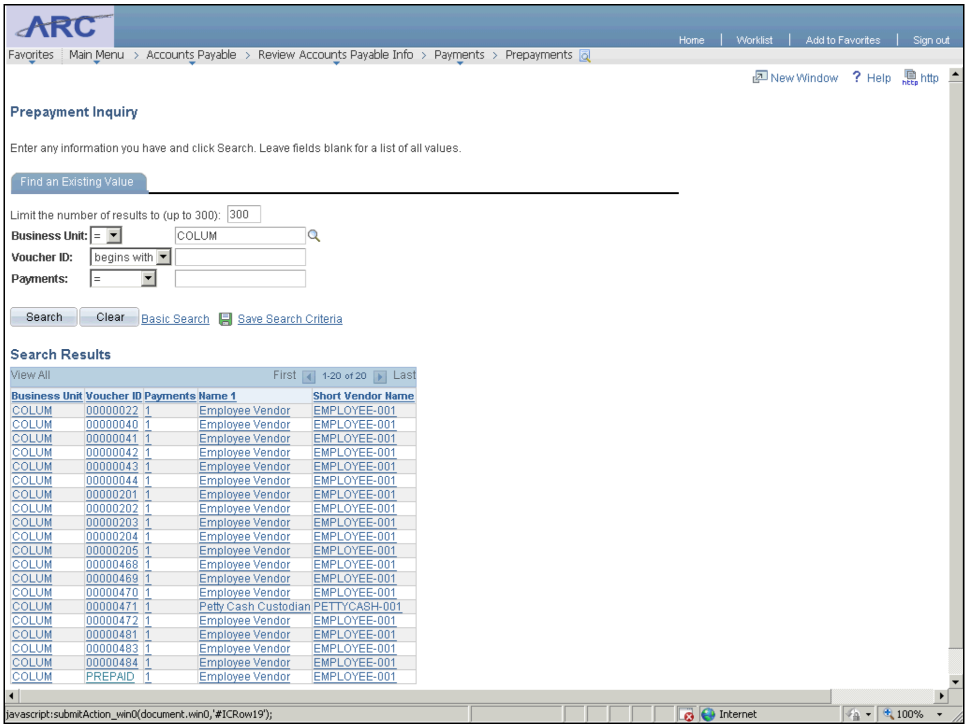
Step	Action
43.	Click the **Payments** menu. 



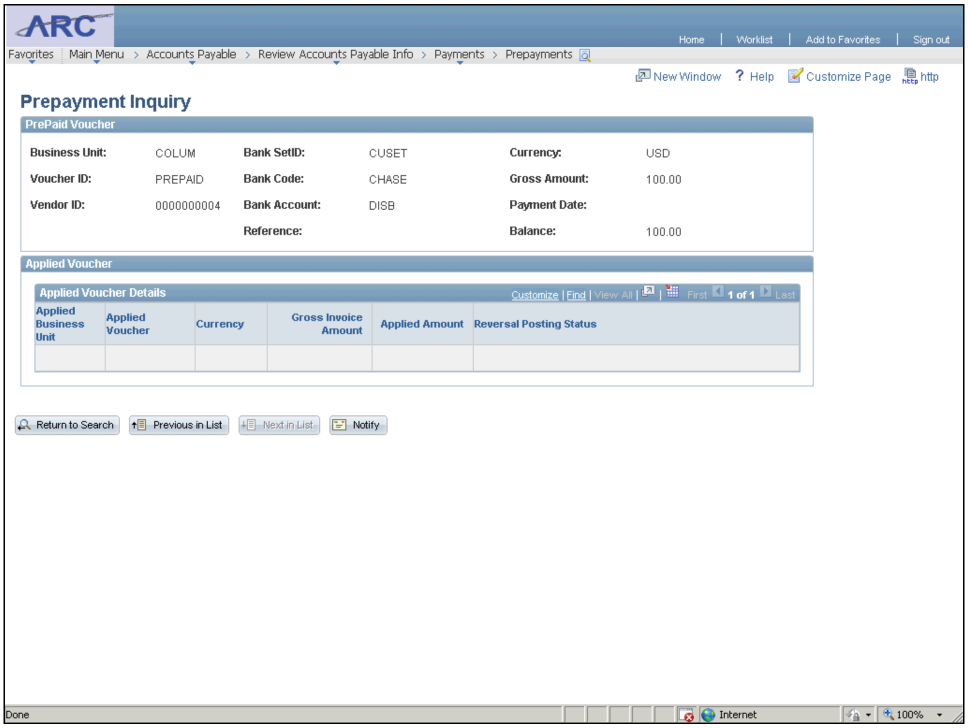
Step	Action
44.	Click the **Prepayments** menu. Prepayments



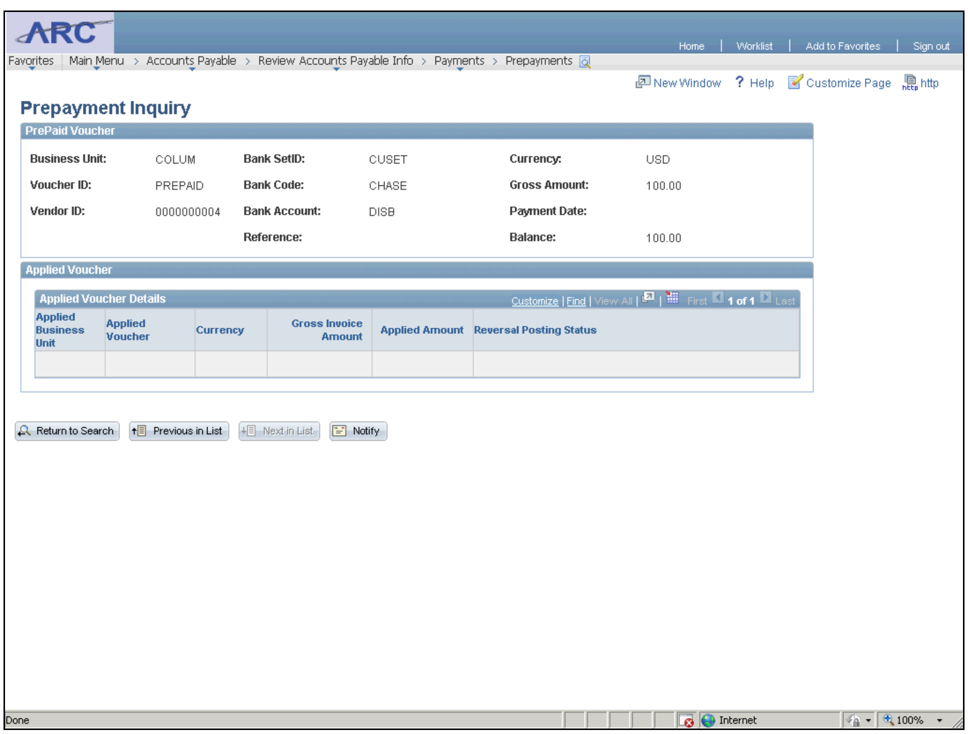
Step	Action
45.	Click the **Search** button. Search



Step	Action
46.	Select the **PREPAID** reference. PREPAID



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



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:

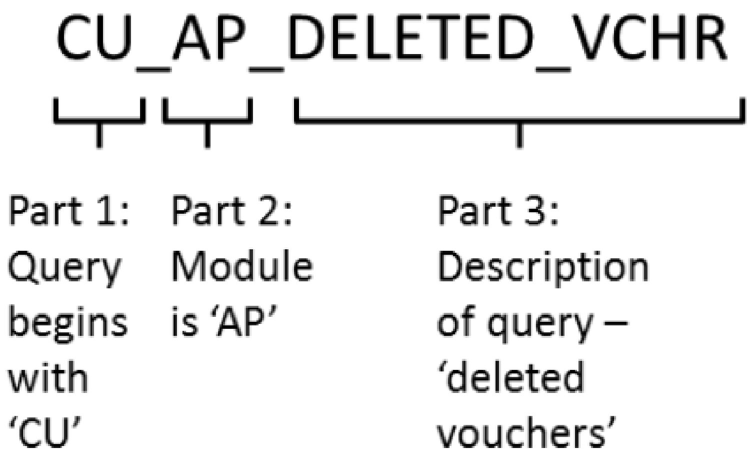
- Search for a query
- Preview a query in the active browser window
- Run a query and display results in a new browser window
- Print a query
- Schedule a query

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:



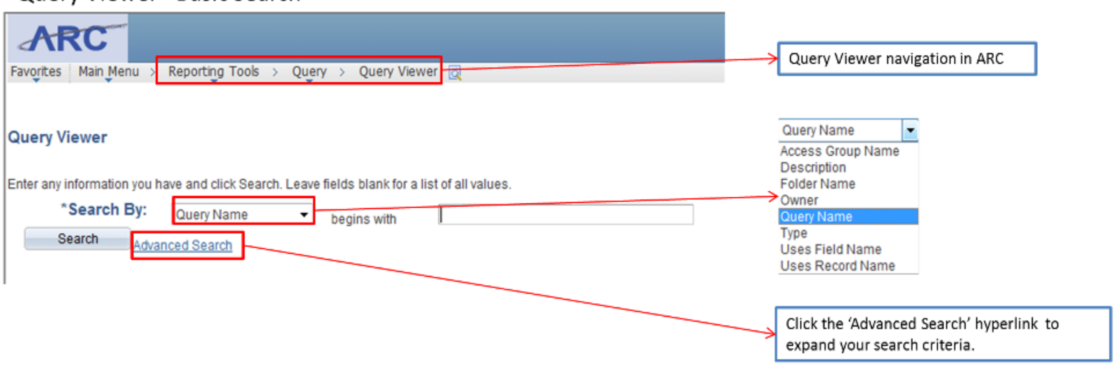
Searching for Existing Queries

You can either use the 'Basic Search' or the 'Advanced Search' when searching for existing queries.

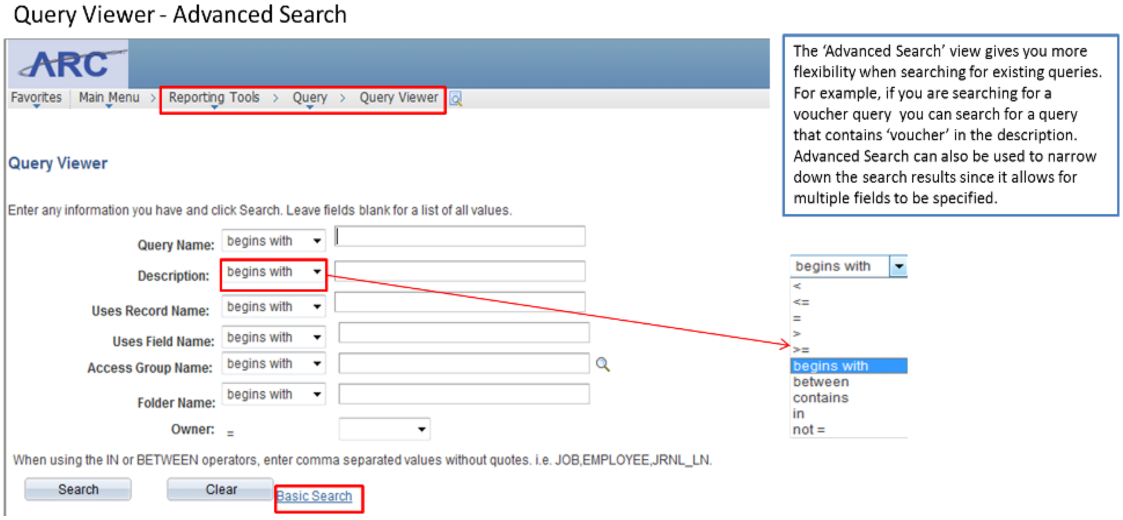
The Basic Search is useful when you know what the query name or the description of the query begins with.

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



Using the Basic Search Screen

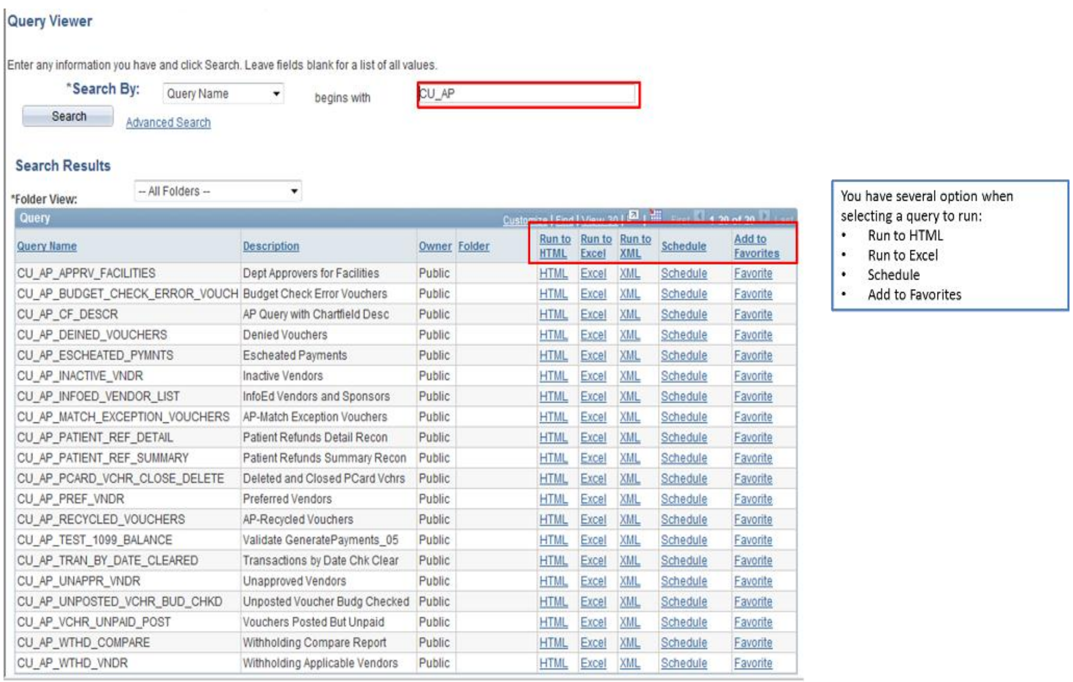
When using the basic search screen, keep in mind that all query names begin with 'CU'. You can begin to narrow down the search by specifying which module owns the query (e.g. KK, GL, AP, PO, PC).

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 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_WTHD_COMPARE	Withholding Compare Report	Public		HTML	Excel	XML	Schedule	Favorite
CU_AP_WTHD_VNDR	Withholding Applicable Vendors	Public		HTML	Excel	XML	Schedule	Favorite

.

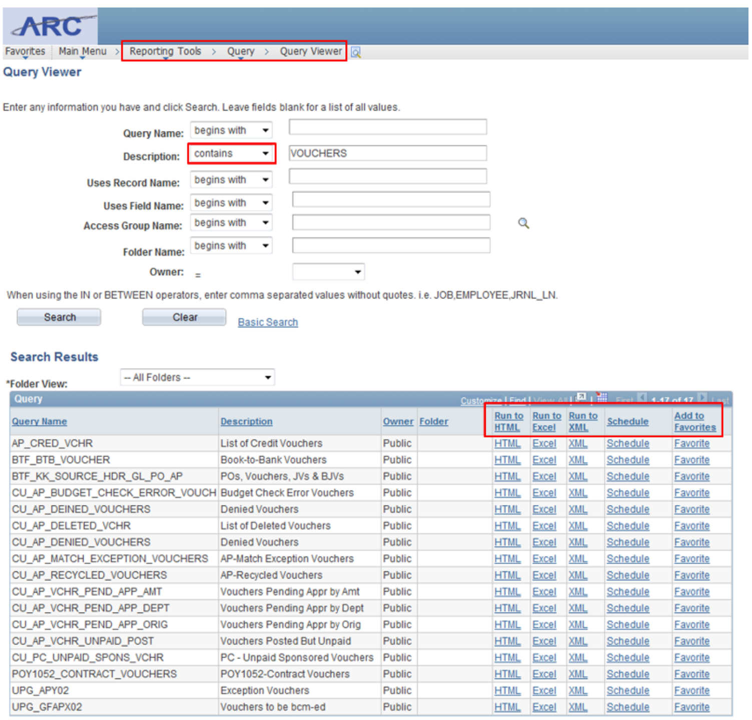
Using the Advanced Search Screen

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



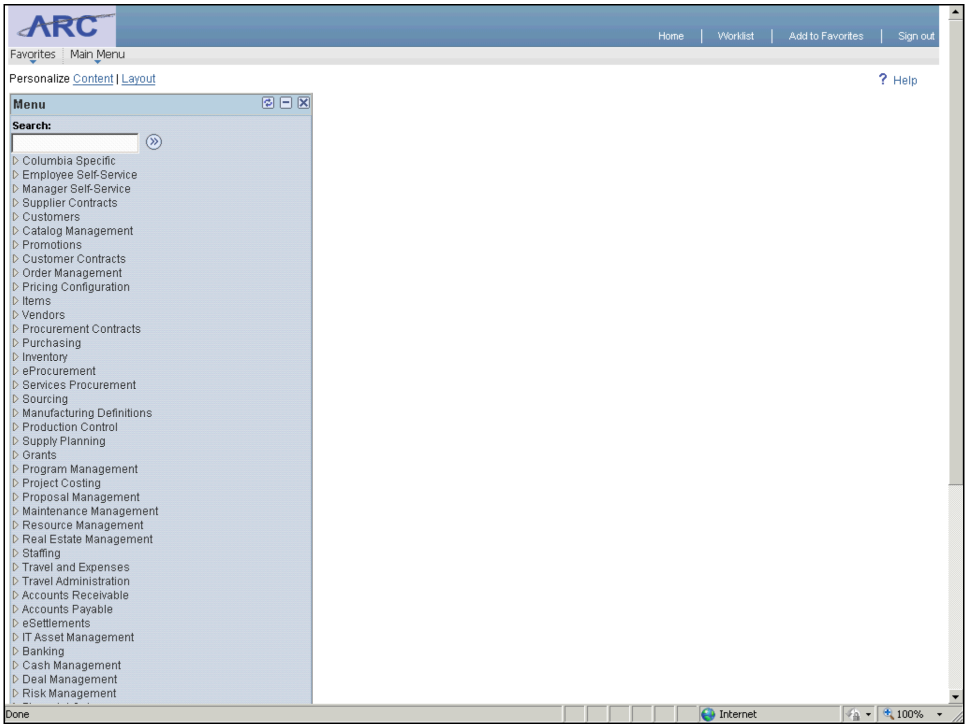
Running the Projects by Owning Department Query

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.

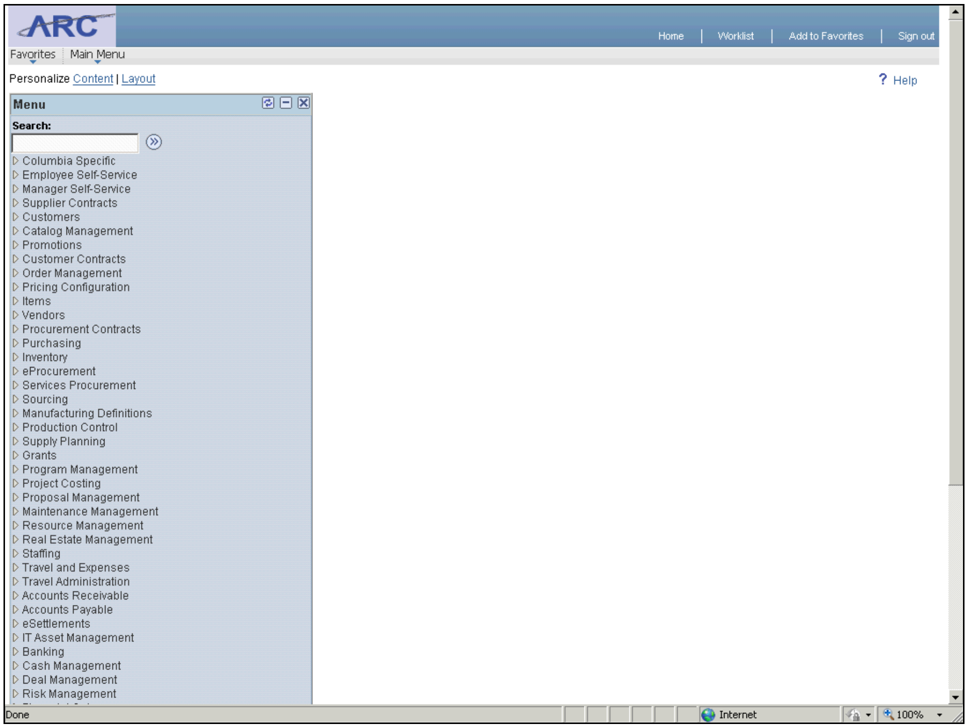
Estimated time to complete this topic: 2 minutes

Procedure

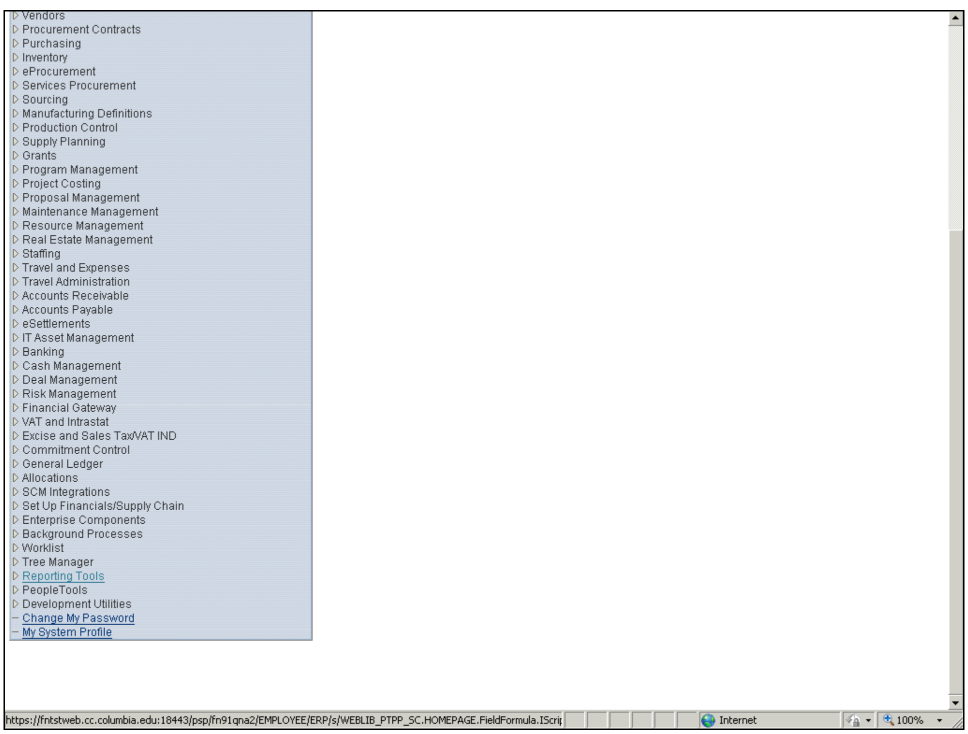
Welcome to the *Running the Projects by Owning Department Query* topic. In this scenario you will learn how to navigate to Query Viewer, search for existing queries, run a query to Excel, and save a query to your Favorites.



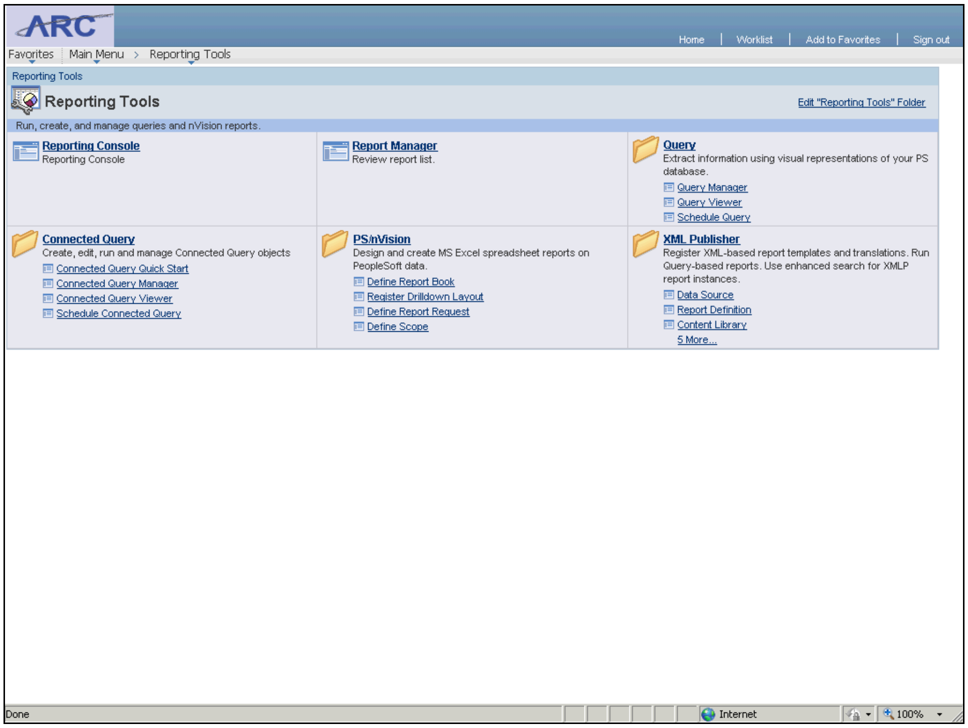
Step	Action
1.	The Query Viewer is located within the Reporting Tools folder in the Main Menu.



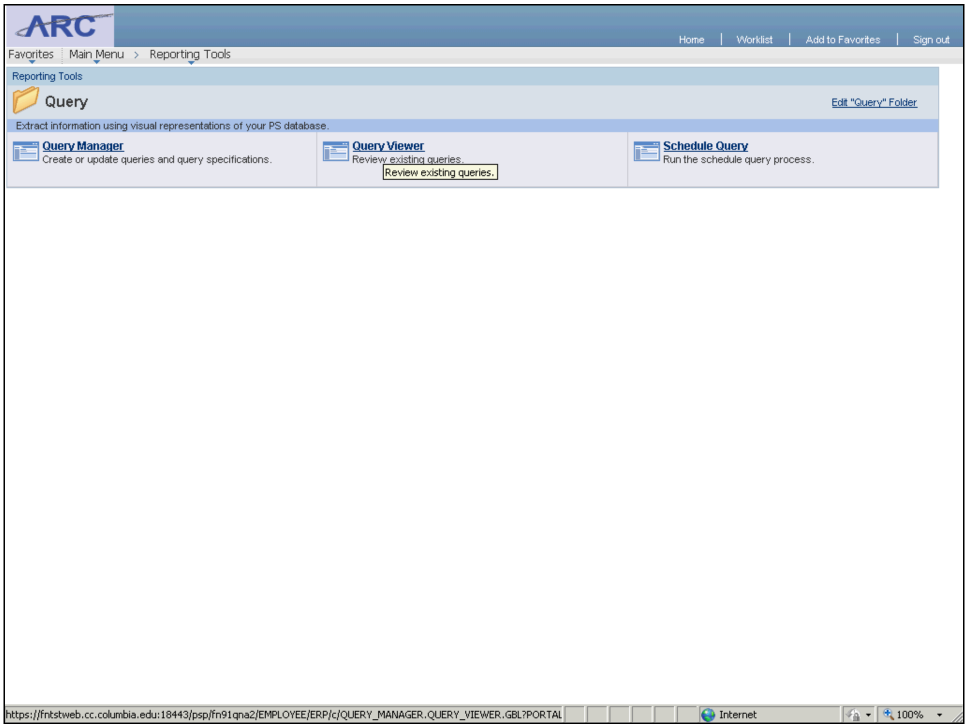
Step	Action
2.	Click the scroll bar.



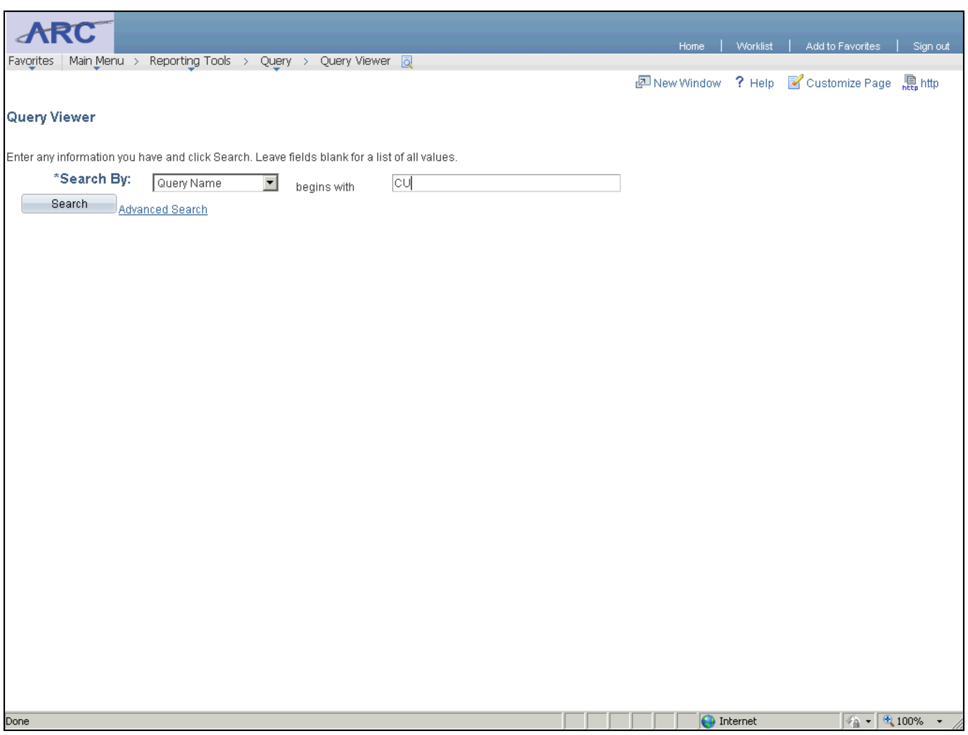
Step	Action
3.	Click the **Reporting Tools** link. ▷ Reporting Tools



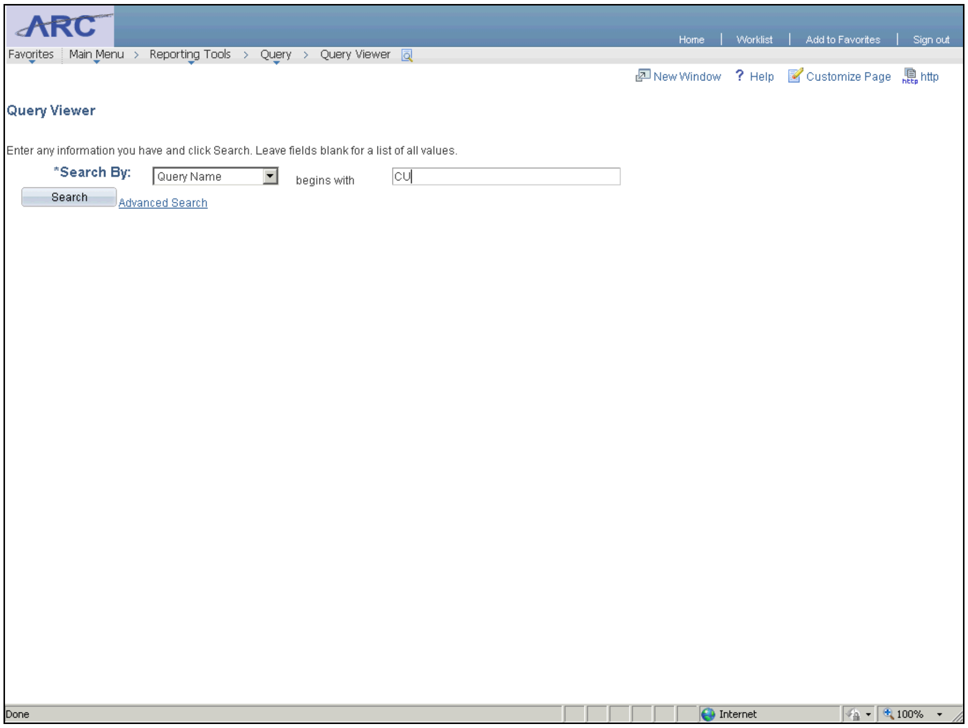
Step	Action
4.	Click the **Query** link. Query



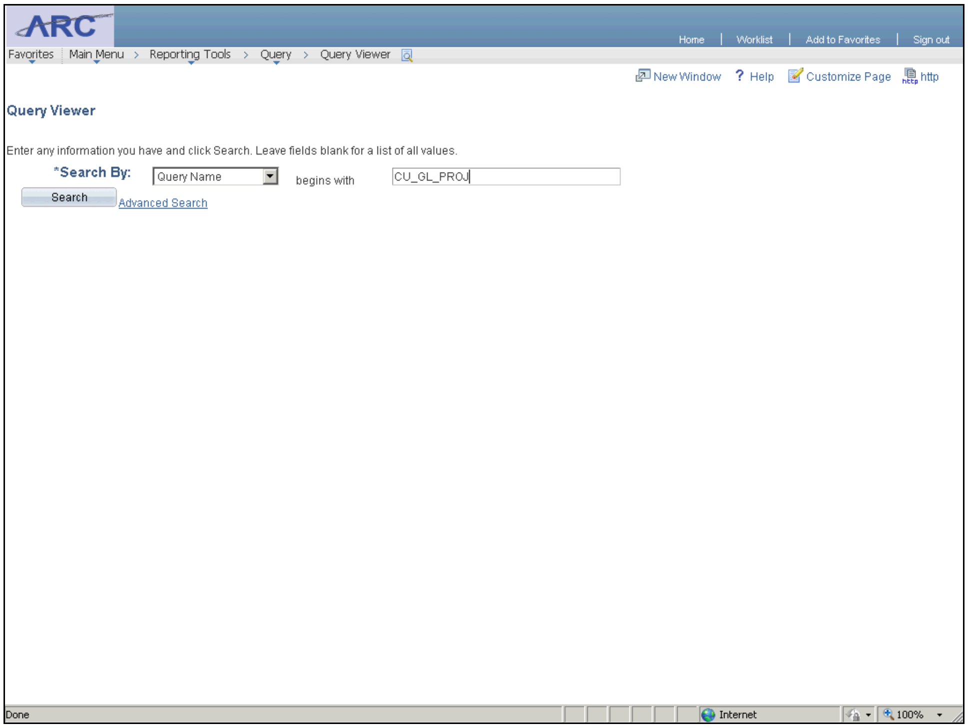
Step	Action
5.	Click the **Query Viewer** link. Query Viewer



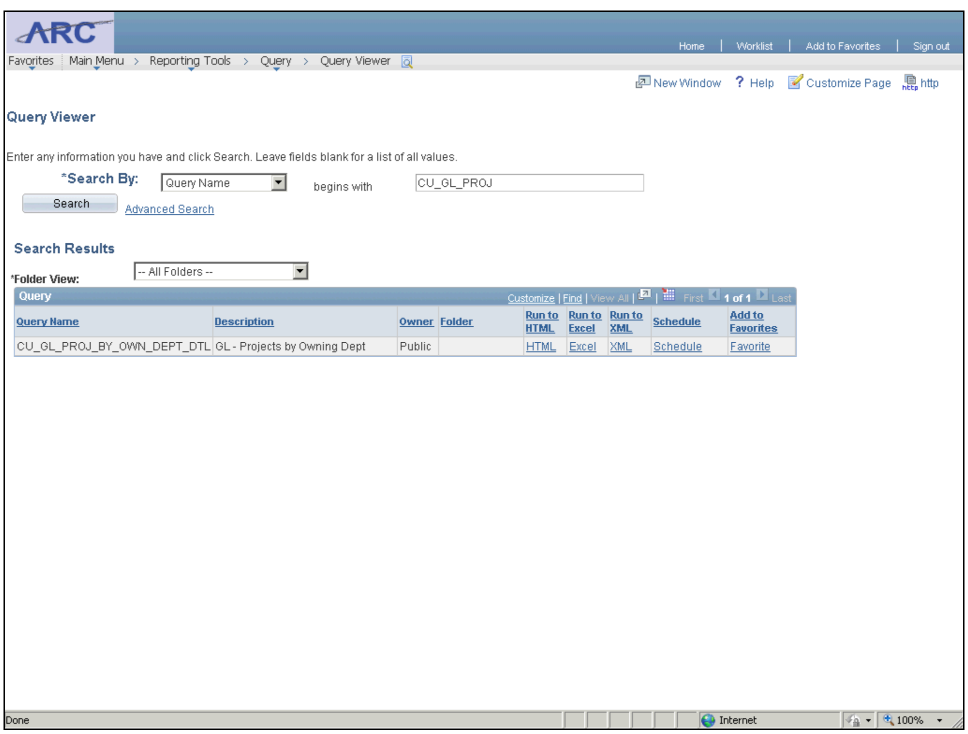
Step	Action
6.	This is the Query Viewer page in ARC. We will search for Query Name(s) that begin with 'CU_GL_PROJ'.



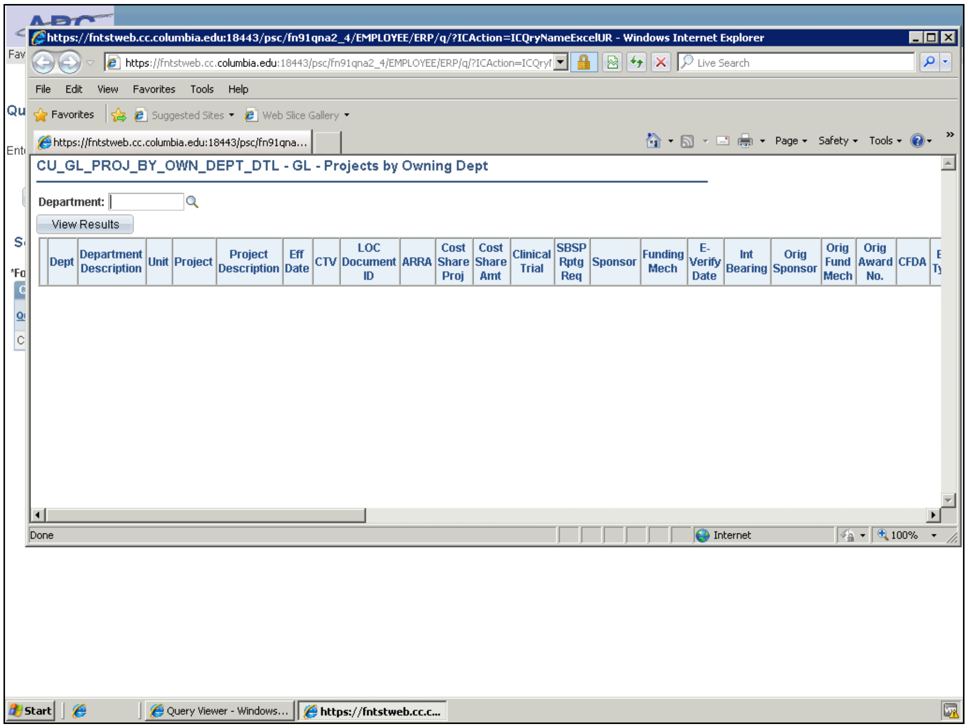
Step	Action
7.	Enter the desired information into the **Search By** field. Enter "**CU_GL_PROJ**".



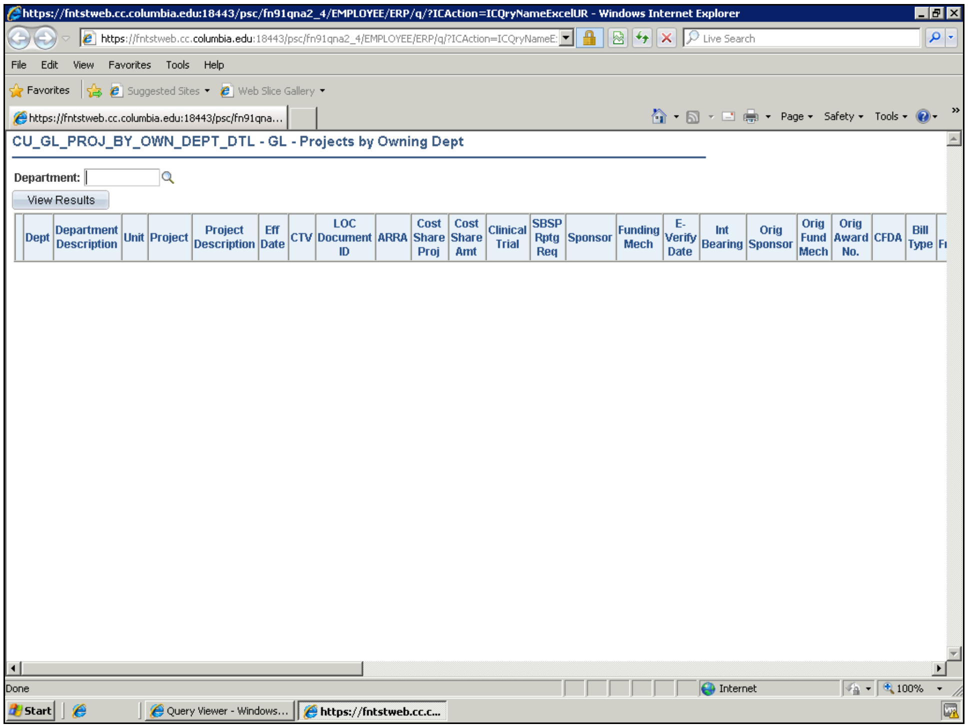
Step	Action
8.	Click the **Search** button. 



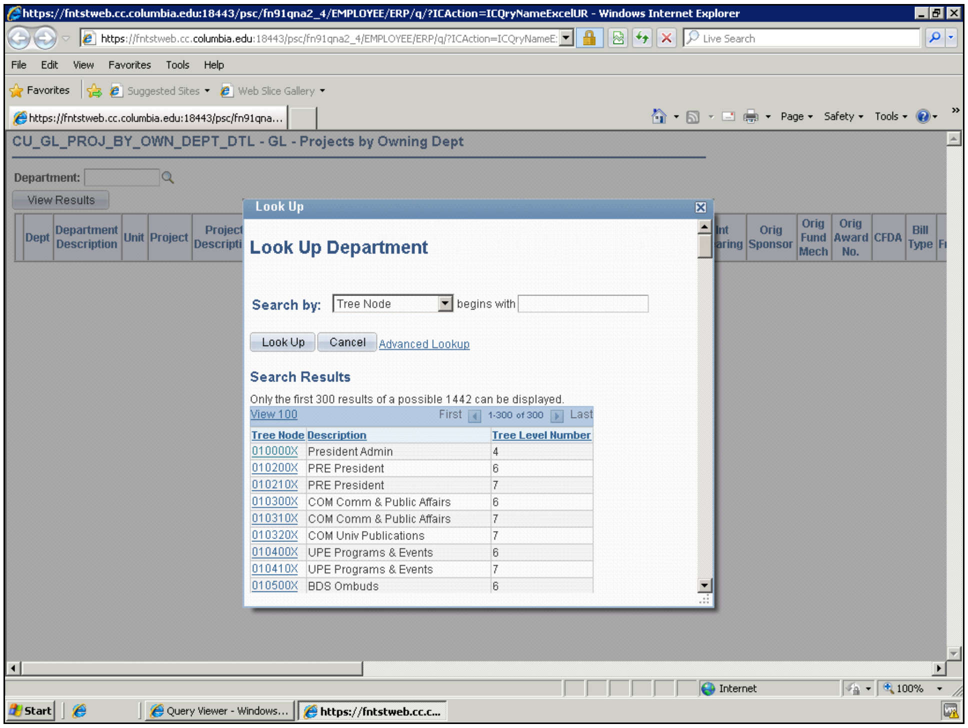
Step	Action
9.	Only one search result matched the search criterion. Click the **Excel** link to run this query to Excel. Excel



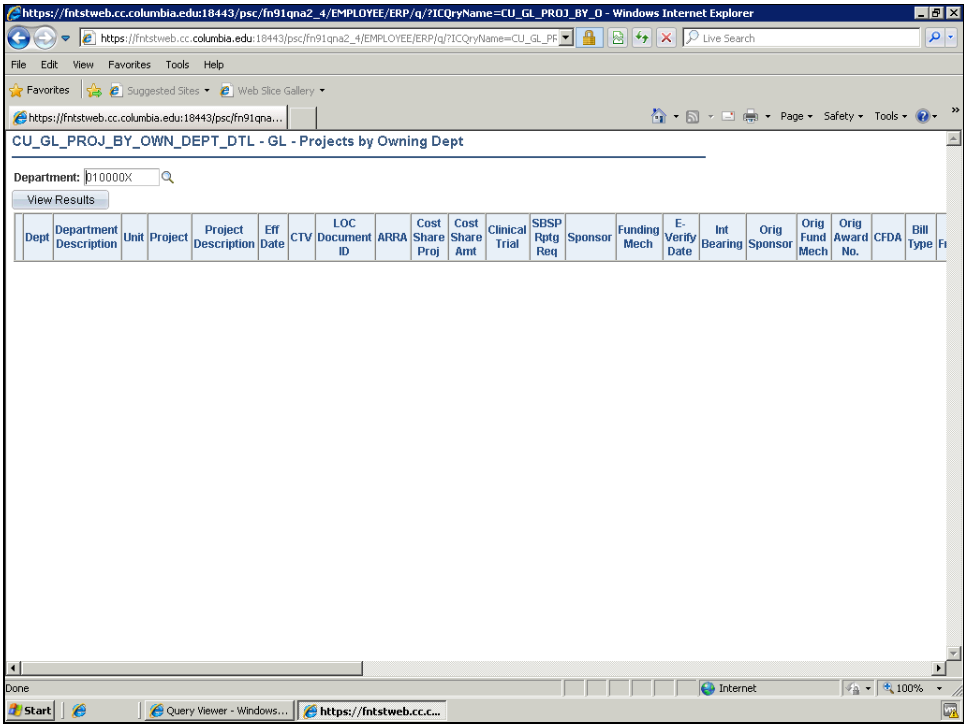
Step	Action
10.	A separate run control window opened. Click the **Maximize/Restore** button. 



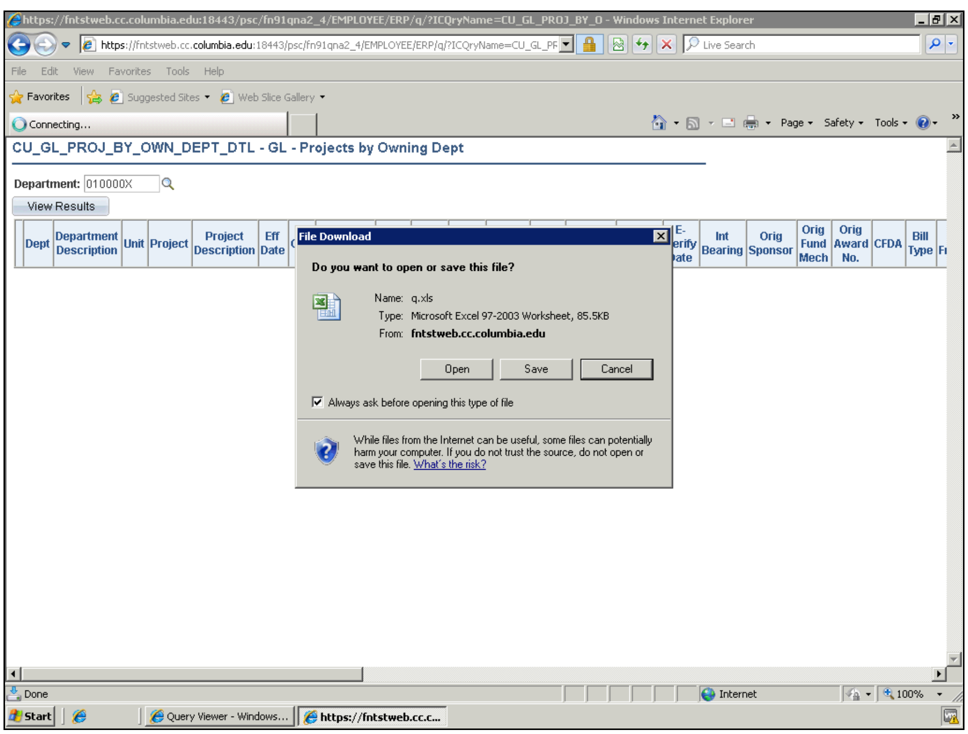
Step	Action
11.	The only parameter that needs to be specified to run this query is Department. Click the **Look up Department (Alt+5)** button. 



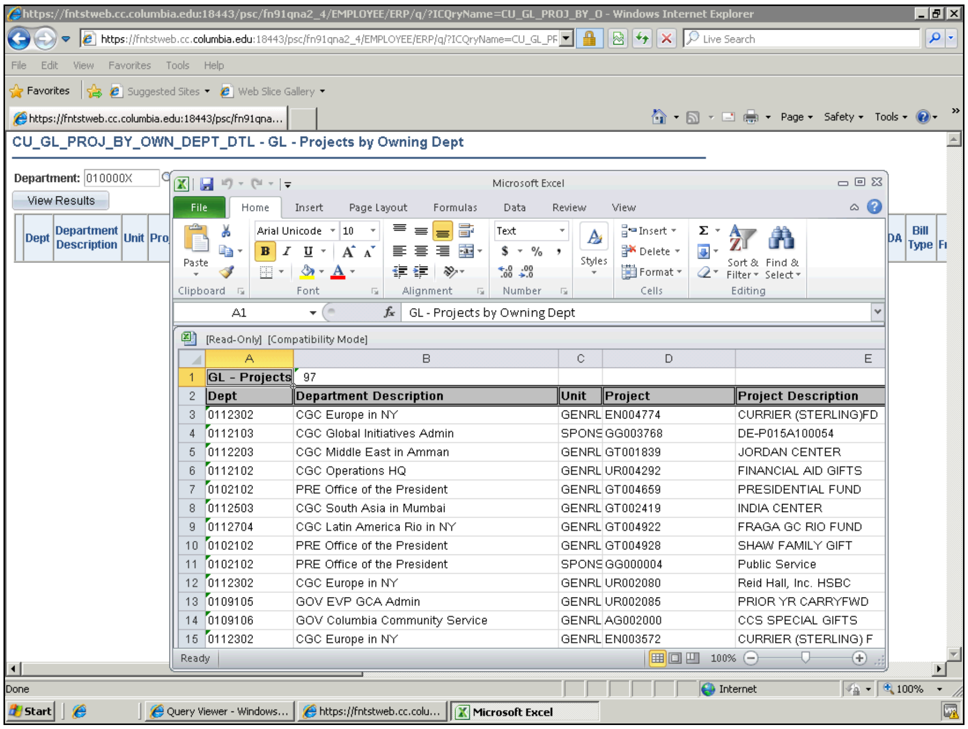
Step	Action
12.	In this scenario we will run the query for Department Node '010000X'. Click the **010000X** link. 010000X



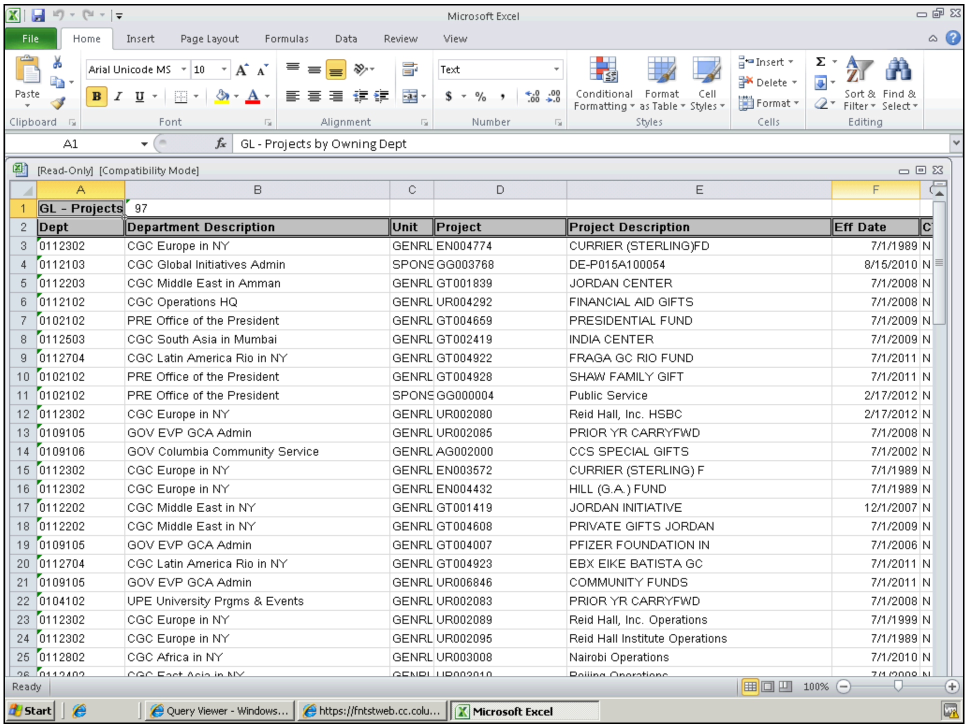
Step	Action
13.	Click the **View Results** button. 



Step	Action
14.	Click the **Open** button. 

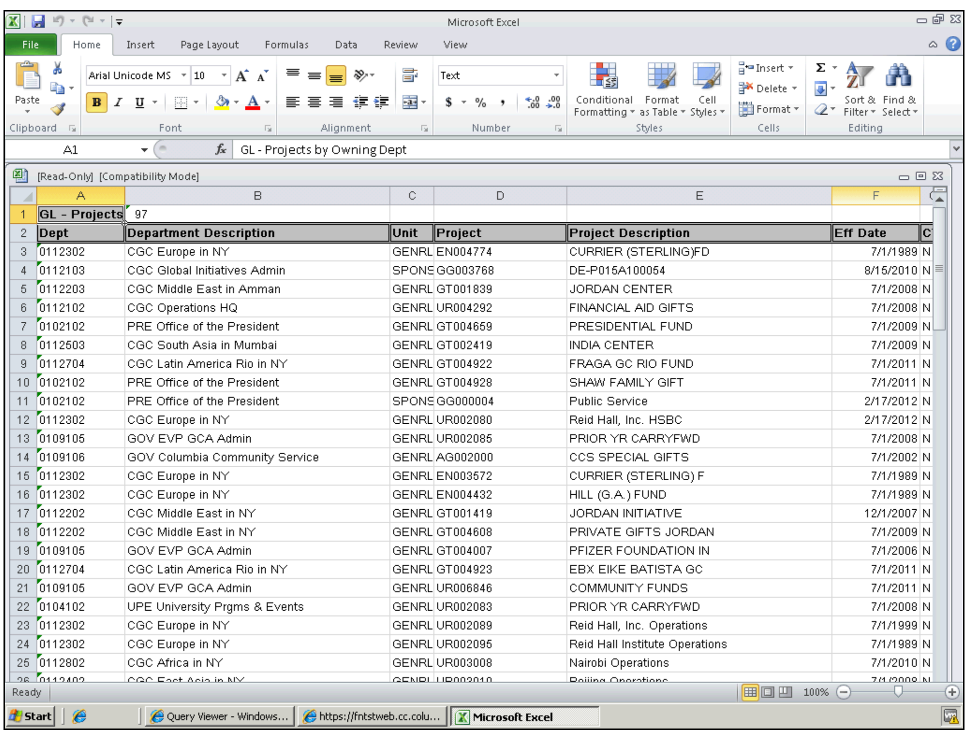


Step	Action
15.	Click the **Maximize** button. 

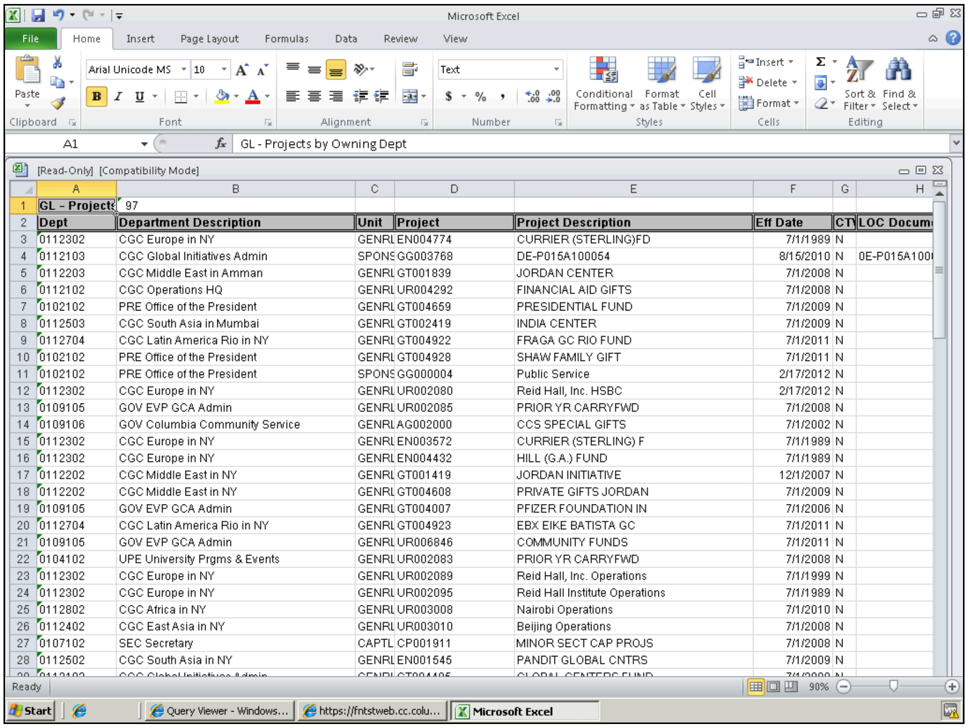


Dept	Department Description	Unit	Project	Project Description	Eff Date	C
0112302	CGC Europe in NY	GENRL	EN004774	CURRIER (STERLING)FD	7/1/1989	N
0112103	CGC Global Initiatives Admin	SPONS	GG003768	DE-P015A100054	8/15/2010	N
0112203	CGC Middle East in Amman	GENRL	GT001839	JORDAN CENTER	7/1/2008	N
0112102	CGC Operations HQ	GENRL	UR004292	FINANCIAL AID GIFTS	7/1/2008	N
0102102	PRE Office of the President	GENRL	GT004659	PRESIDENTIAL FUND	7/1/2009	N
0112503	CGC South Asia in Mumbai	GENRL	GT002419	INDIA CENTER	7/1/2009	N
0112704	CGC Latin America Rio in NY	GENRL	GT004922	FRAGA GC RIO FUND	7/1/2011	N
0102102	PRE Office of the President	GENRL	GT004928	SHAW FAMILY GIFT	7/1/2011	N
0102102	PRE Office of the President	SPONS	GG000004	Public Service	2/17/2012	N
0112302	CGC Europe in NY	GENRL	UR002080	Reid Hall, Inc. HSBC	2/17/2012	N
0109105	GOV EVP GCA Admin	GENRL	UR002085	PRIOR YR CARRYFWD	7/1/2008	N
0109106	GOV Columbia Community Service	GENRL	AG002000	CCS SPECIAL GIFTS	7/1/2002	N
0112302	CGC Europe in NY	GENRL	EN003572	CURRIER (STERLING) F	7/1/1989	N
0112302	CGC Europe in NY	GENRL	EN004432	HILL (G.A.) FUND	7/1/1989	N
0112202	CGC Middle East in NY	GENRL	GT001419	JORDAN INITIATIVE	12/1/2007	N
0112202	CGC Middle East in NY	GENRL	GT004608	PRIVATE GIFTS JORDAN	7/1/2009	N
0109105	GOV EVP GCA Admin	GENRL	GT004007	PFIZER FOUNDATION IN	7/1/2006	N
0112704	CGC Latin America Rio in NY	GENRL	GT004923	EBX EIKE BATISTA GC	7/1/2011	N
0109105	GOV EVP GCA Admin	GENRL	UR006846	COMMUNITY FUNDS	7/1/2011	N
0104102	UPE University Prgms & Events	GENRL	UR002083	PRIOR YR CARRYFWD	7/1/2008	N
0112302	CGC Europe in NY	GENRL	UR002089	Reid Hall, Inc. Operations	7/1/1999	N
0112302	CGC Europe in NY	GENRL	UR002095	Reid Hall Institute Operations	7/1/1989	N
0112802	CGC Africa in NY	GENRL	UR003008	Nairobi Operations	7/1/2010	N

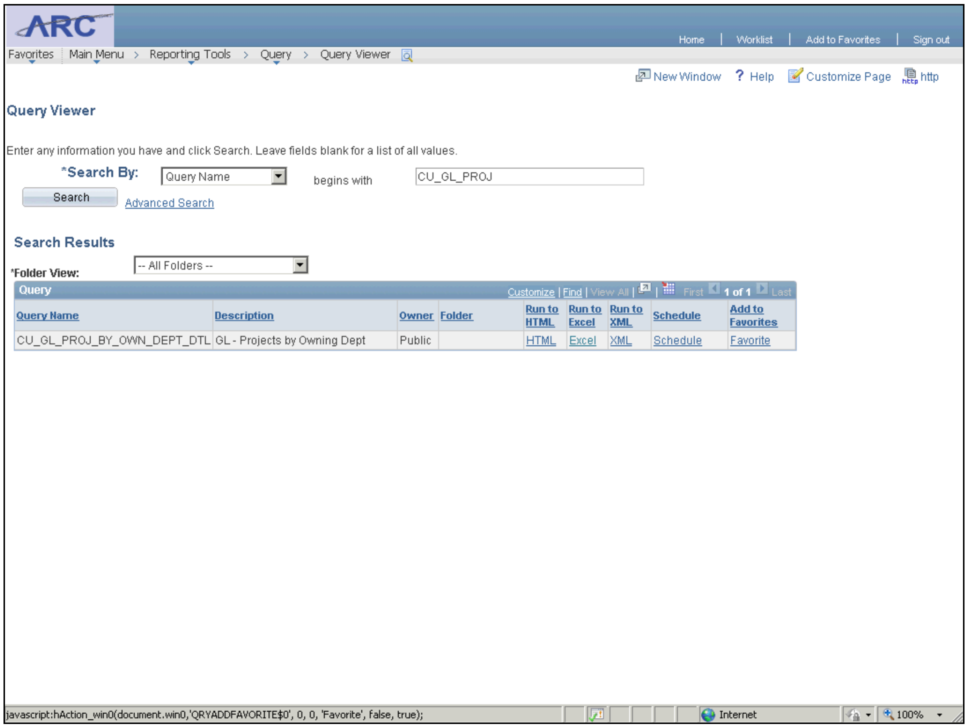
Step	Action
16.	You have successfully exported the query results into Excel.



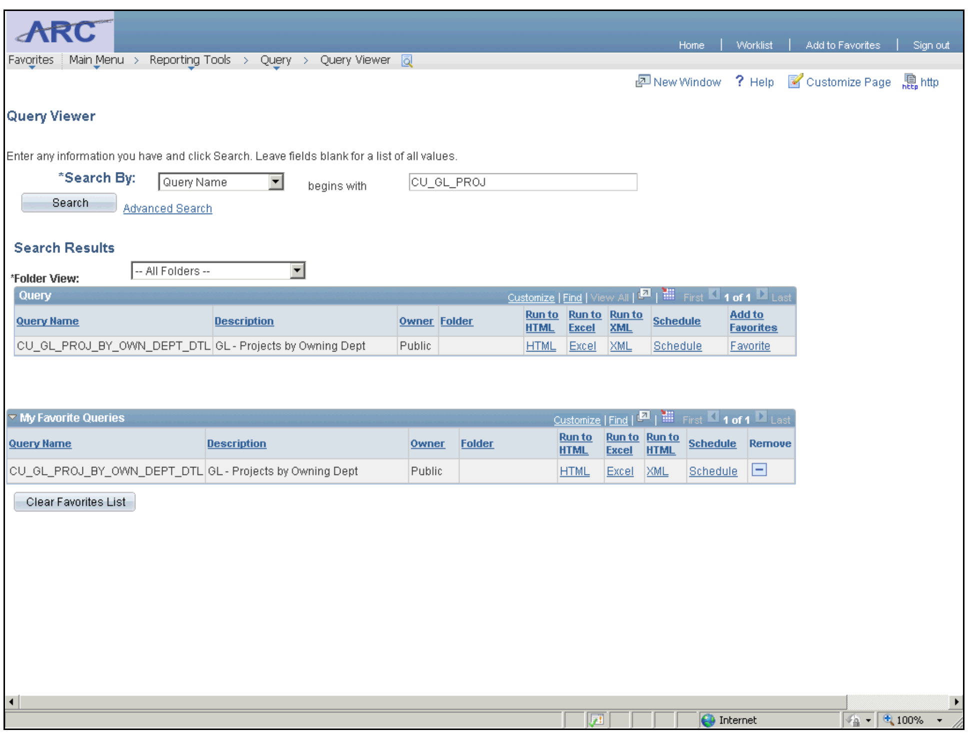
Step	Action
17.	To view additional columns on the spreadsheet click the **Zoom Out** button. 



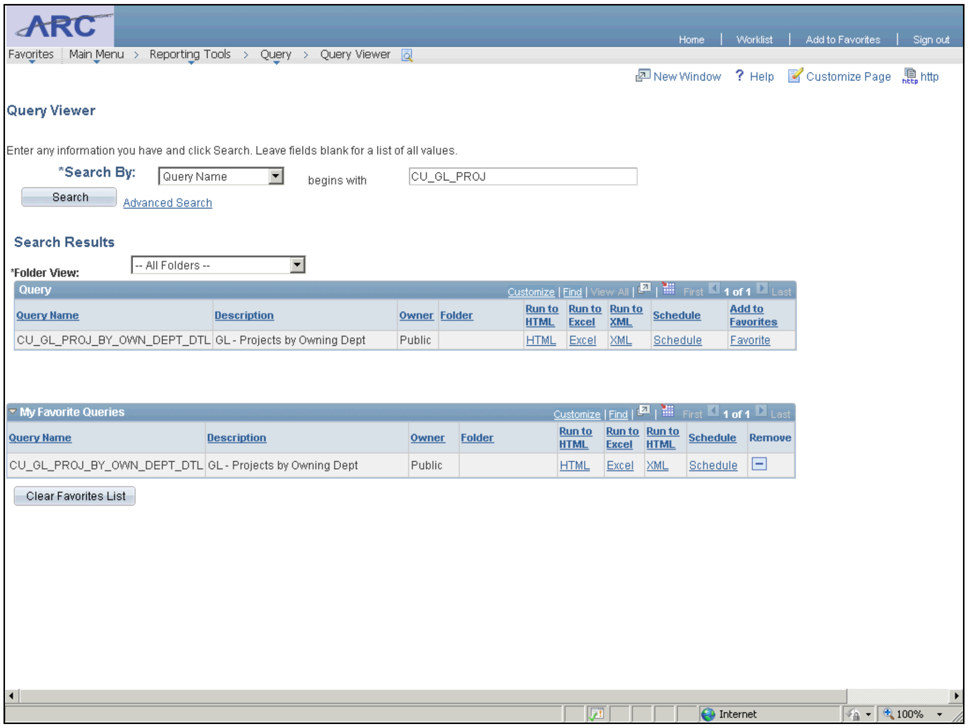
Step	Action
18.	Now we will return to the Query Viewer page in ARC and save this query to your Favorites. Click the **Minimize** button. 



Step	Action
19.	Click the **Favorite** link. Favorite



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.**

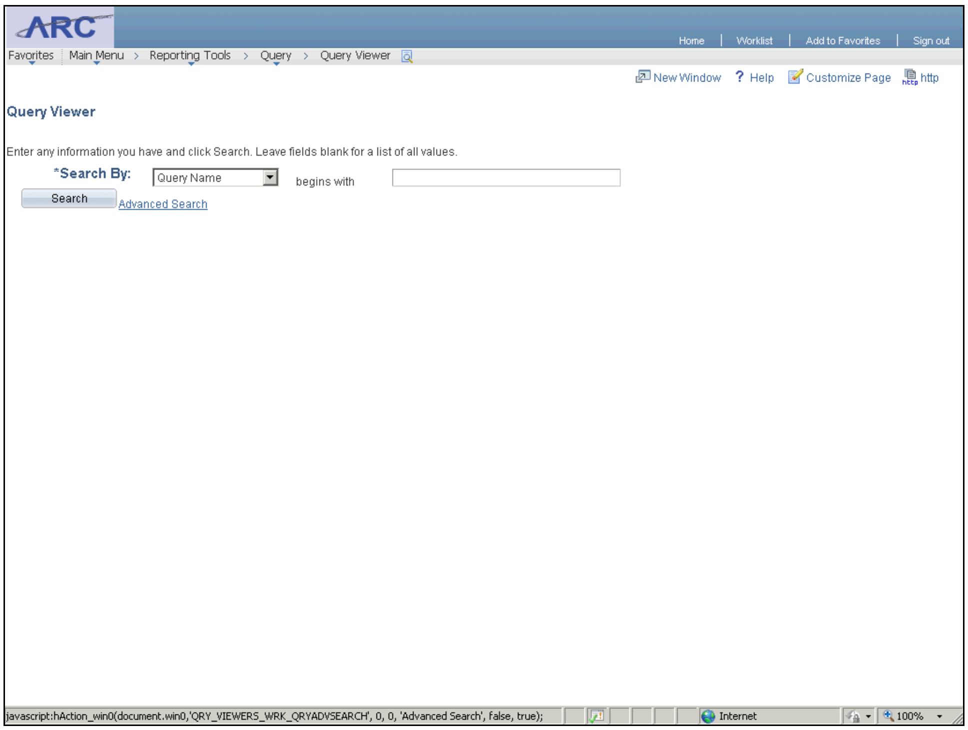
Running the Transaction by Date Cleared Query

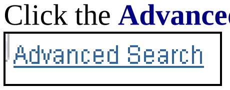
In this topic you will learn how to use the Advanced Search screen to search for an existing query, run the query to HTML, and download the query results in an Excel Spreadsheet.

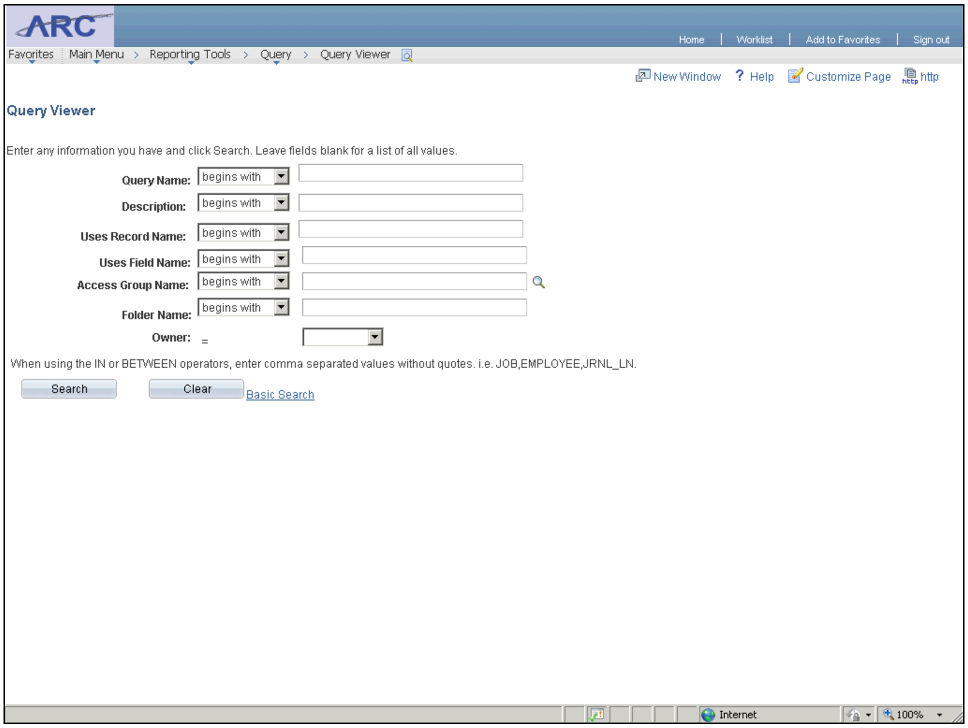
Estimated time to complete this topic: 2 minutes

Procedure

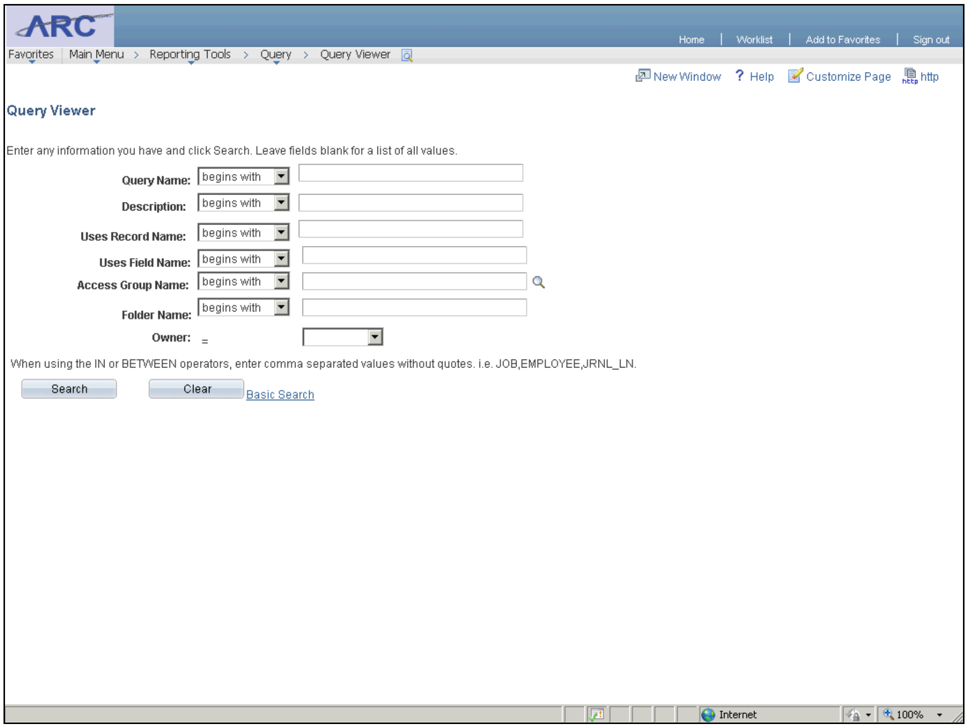
Welcome to the *Running the Transaction by Date Cleared Query* topic. In this scenario you will learn how to use the Advanced Search screen in Query Viewer to search for queries.



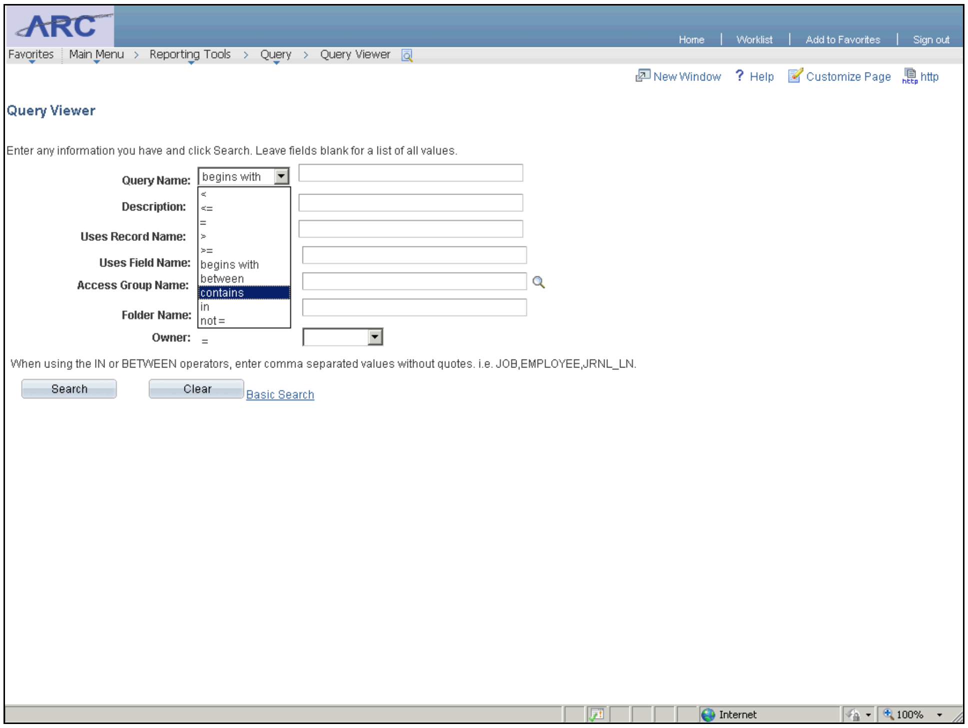
Step	Action
1.	Click the **Advanced Search** link. 



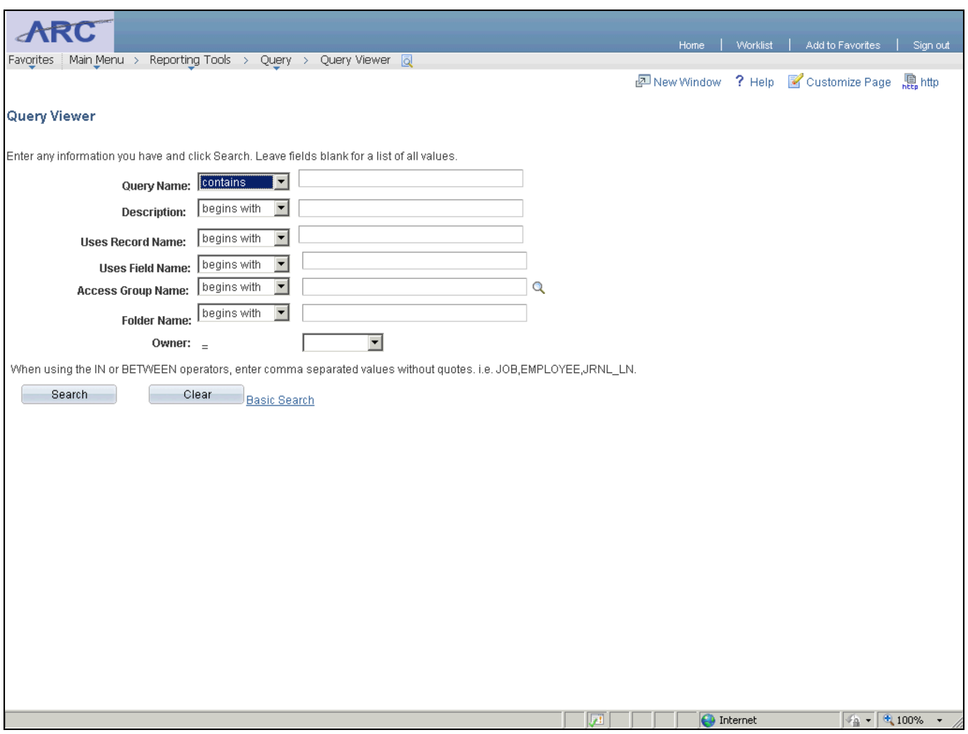
Step	Action
2.	In this scenario we will use the Advanced Search screen to search for queries with the following criteria: - Query Name contains 'AP' - Description contains 'transaction'



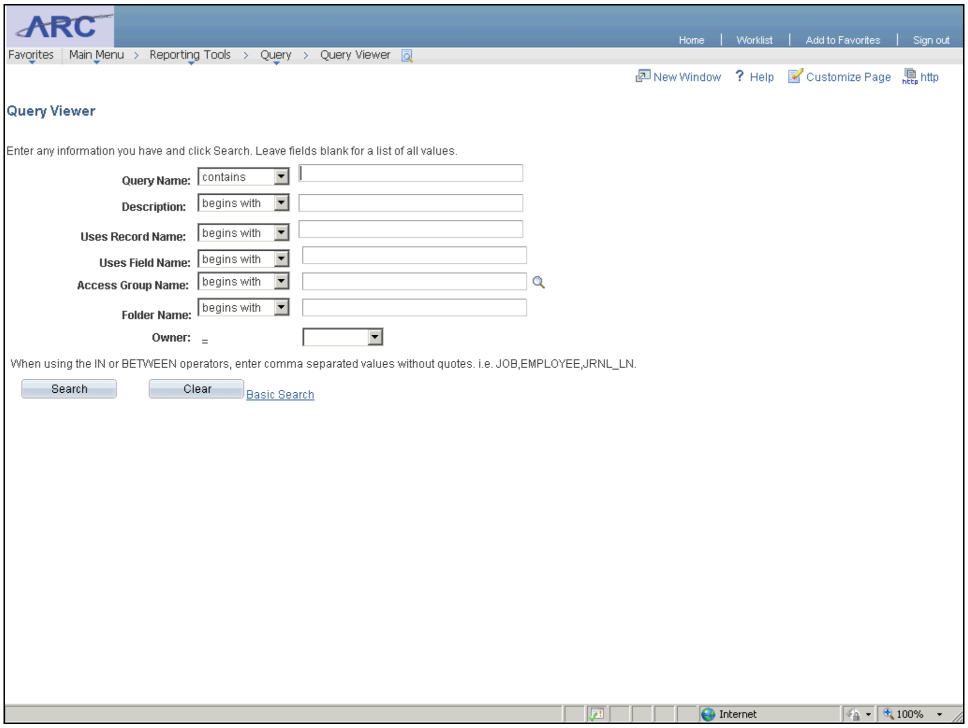
Step	Action
3.	Click the **Query Name** dropdown button. 



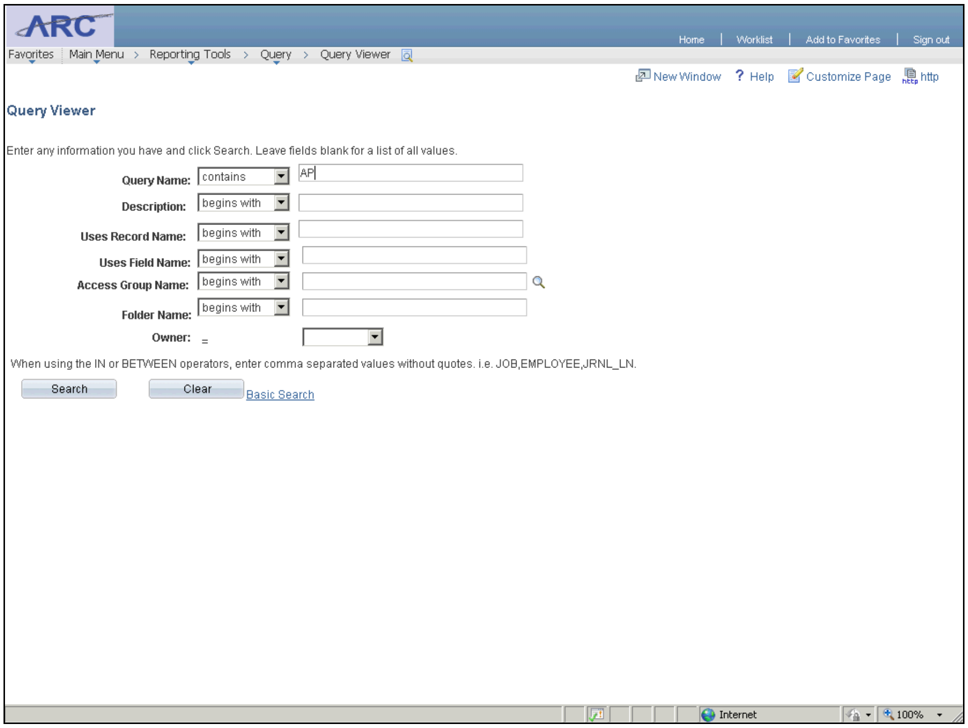
Step	Action
4.	Click **contains**. 



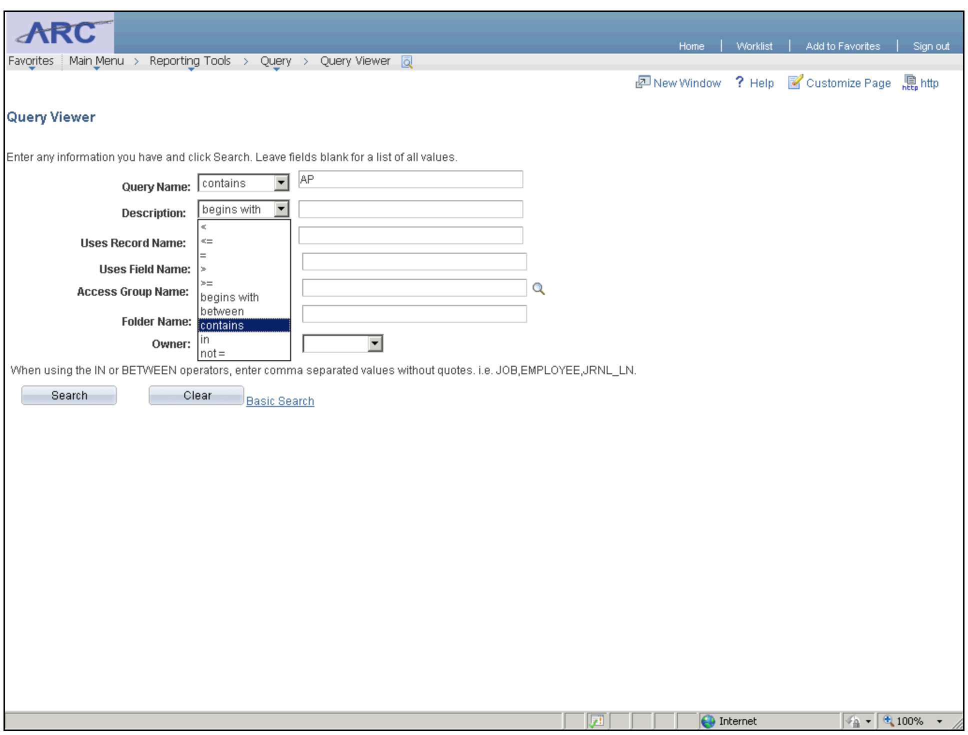
Step	Action
5.	Click in the **Query Name** field. 



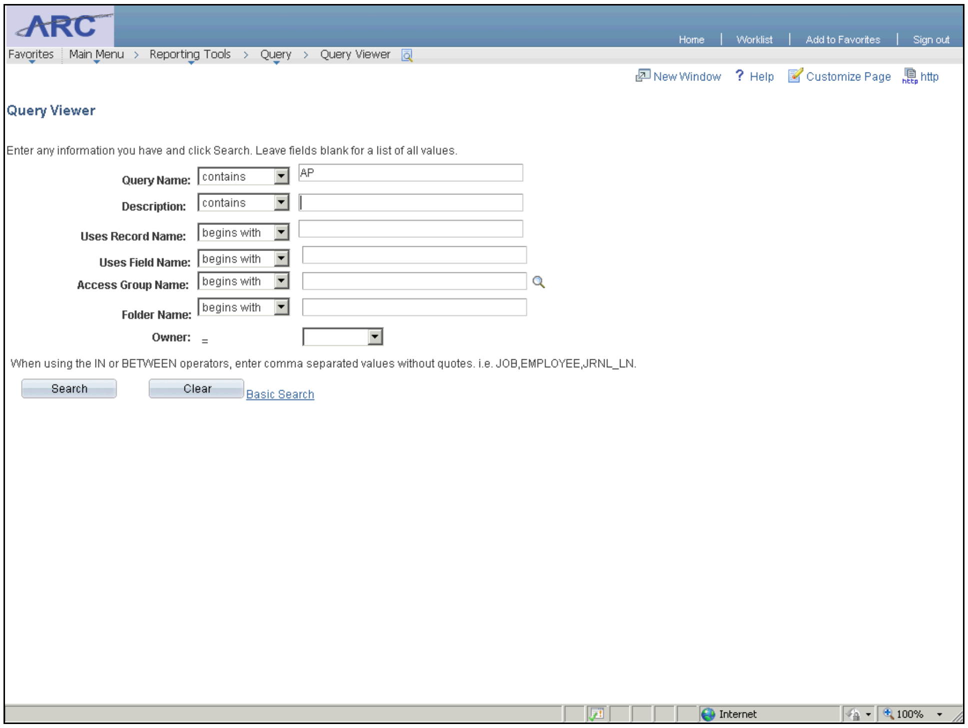
Step	Action
6.	Enter the desired information into the **Query Name** field. Enter "**AP**".



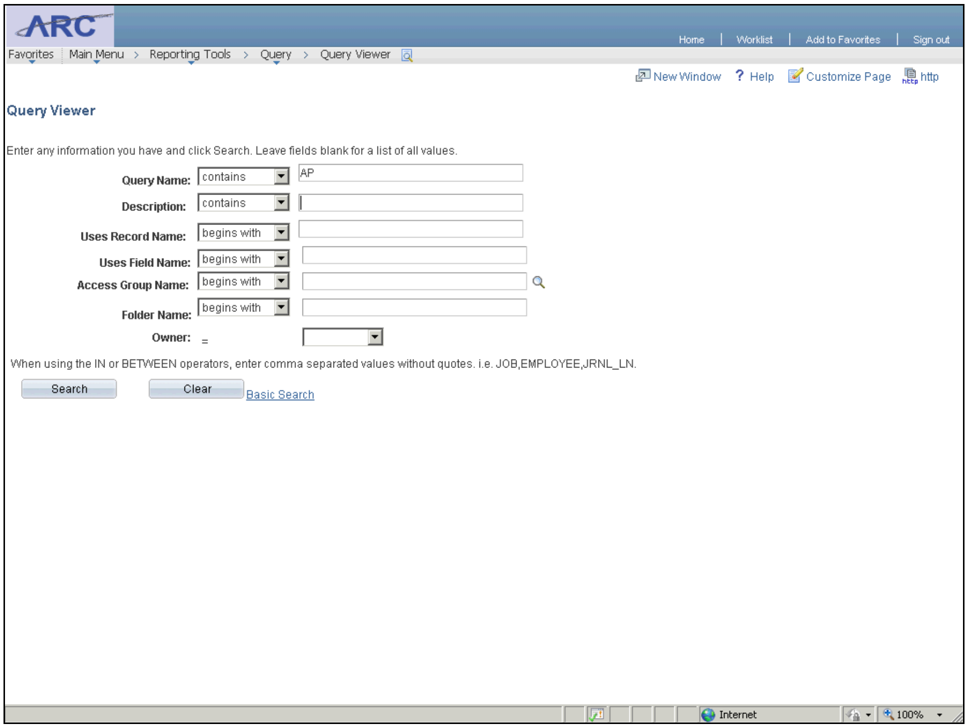
Step	Action
7.	Click the **Description** dropdown button. 



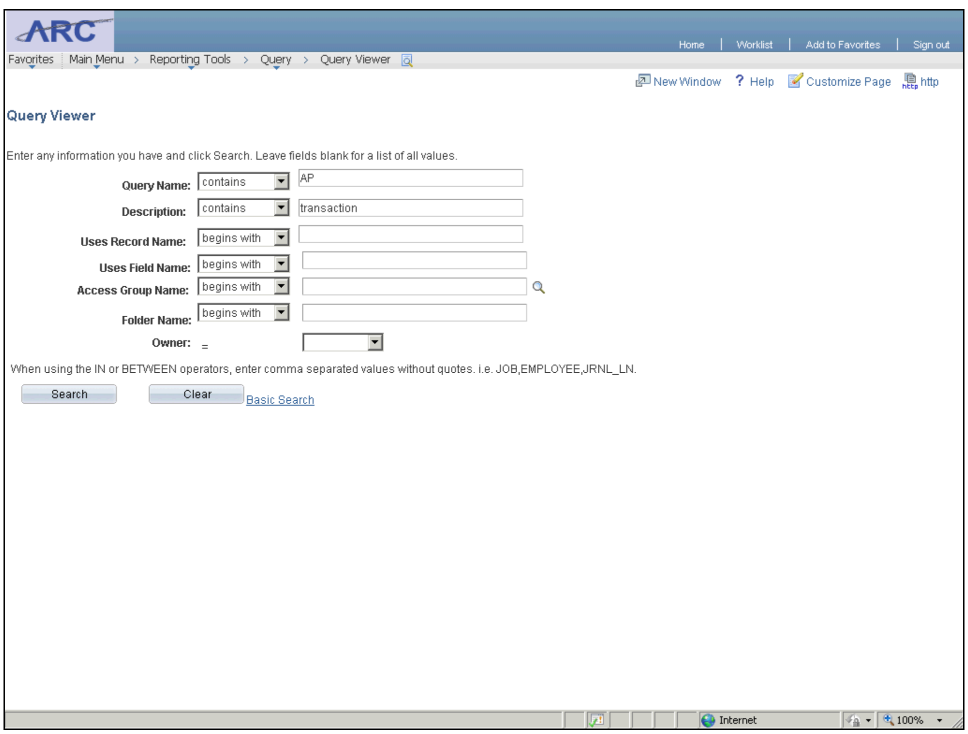
Step	Action
8.	Click **contains**. 



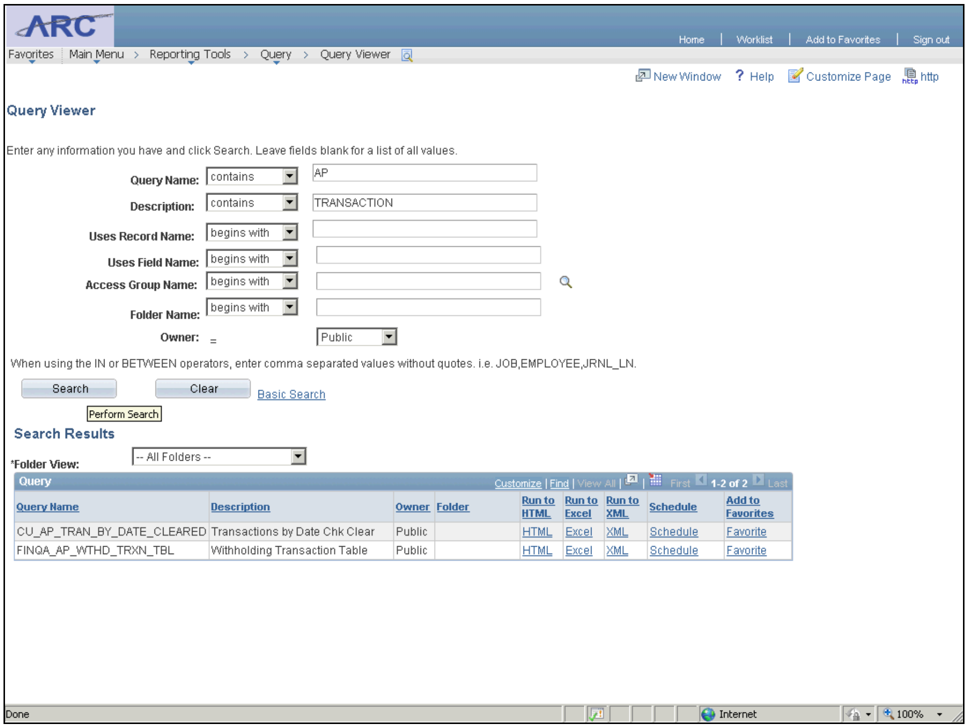
Step	Action
9.	Click in the **Description** field. 



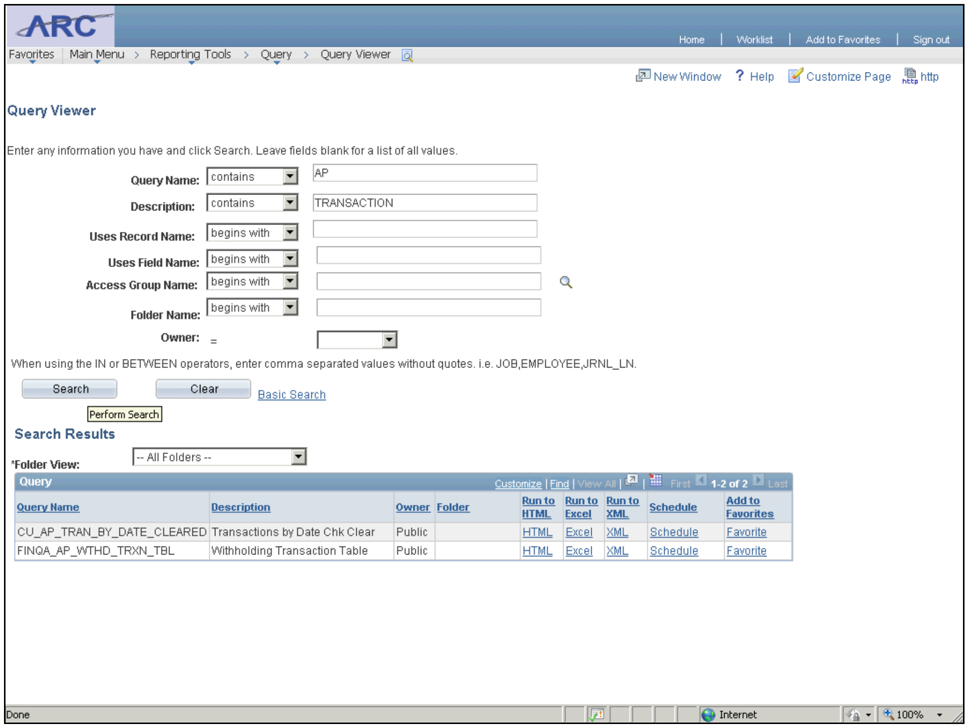
Step	Action
10.	Enter the desired information into the **Description** field. Enter "**transaction**".



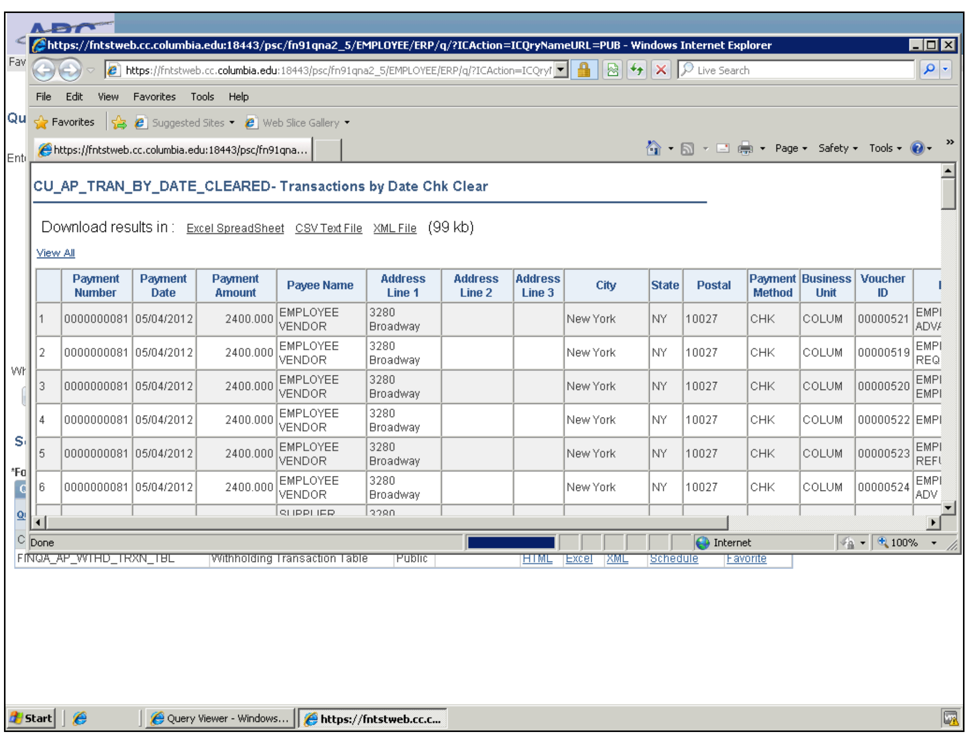
Step	Action
11.	Click the **Search** button. 



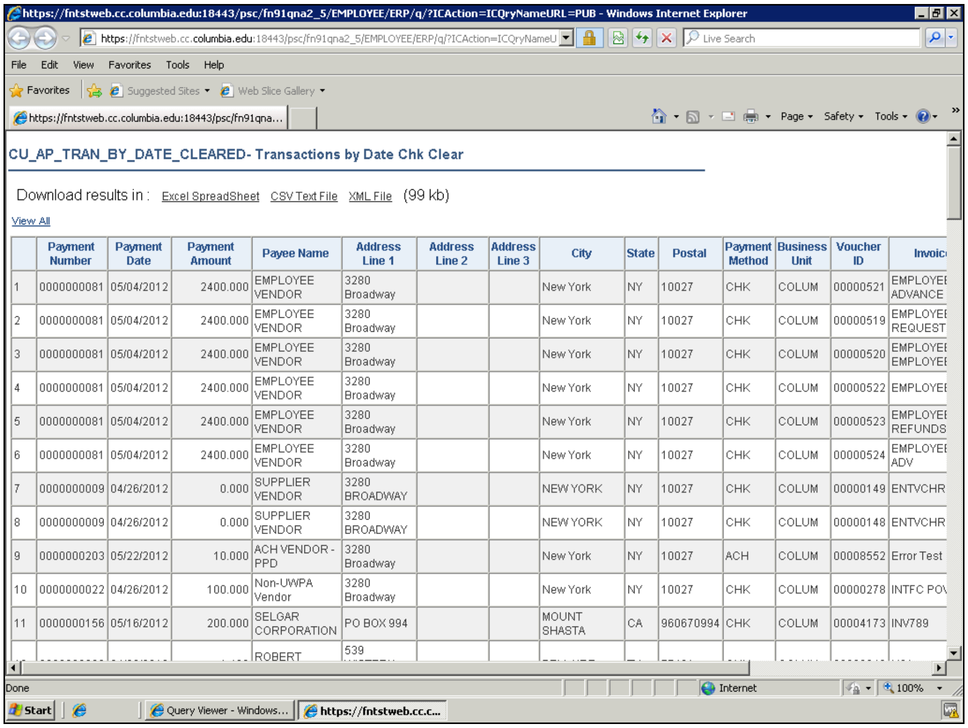
Step	Action
12.	There are two entries that meet the search criteria. We will run the 'CU_AP_TRAN_BY_DATE_CLEARED' query to HTML.



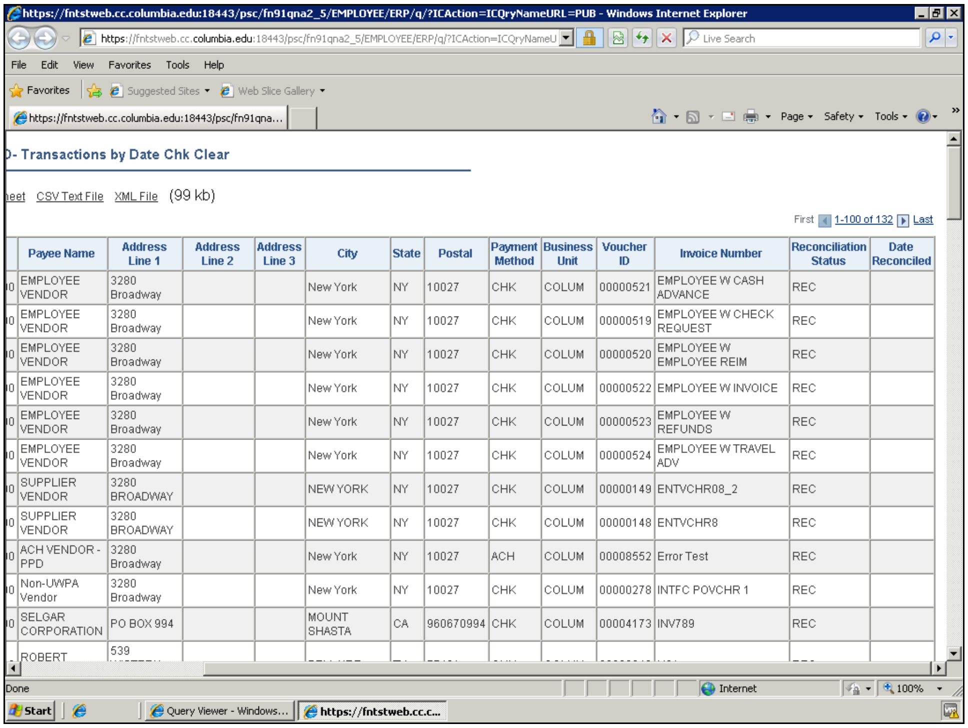
Step	Action
13.	Click the **HTML** link. HTML



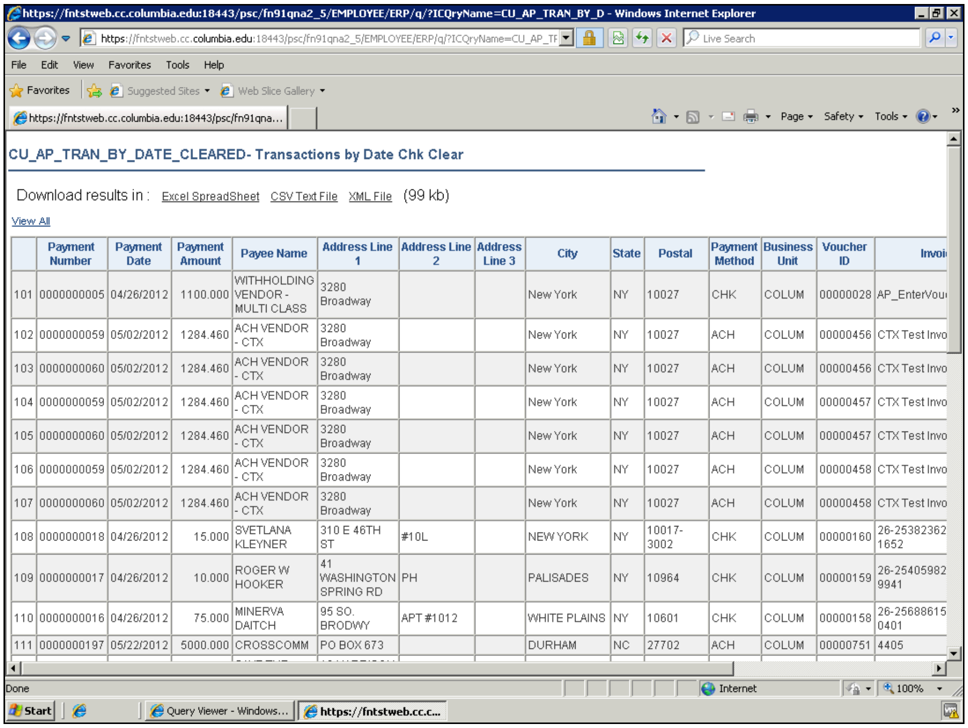
Step	Action
14.	Click the **Maximize/Restore** button. 



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

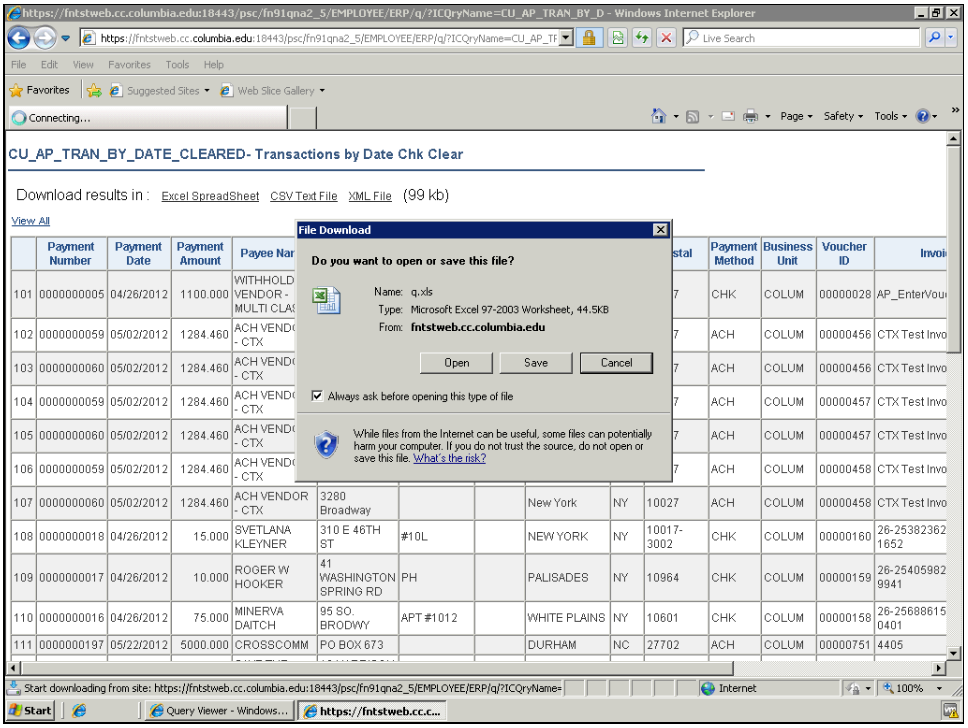


Step	Action
16.	Note that this page displays 100 items at a time. The results for this query are not all visible in one page. Click the **Next** button to view the next set of items.

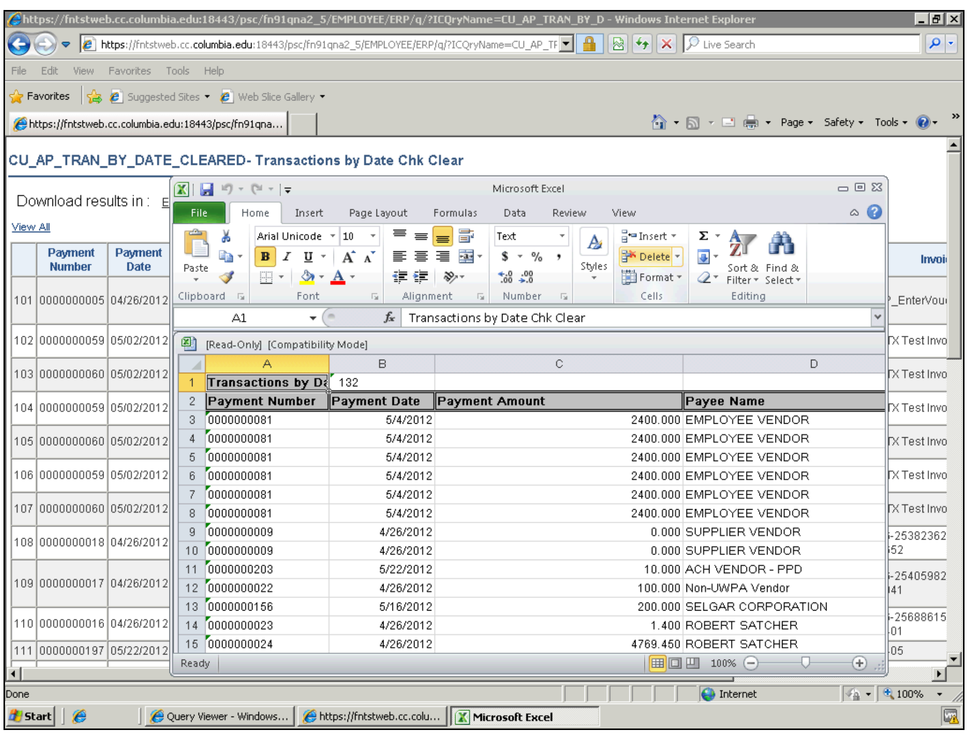


	Payment Number	Payment Date	Payment Amount	Payee Name	Address Line 1	Address Line 2	Address Line 3	City	State	Postal	Payment Method	Business Unit	Voucher ID	Invoi
101	0000000005	04/26/2012	1100.000	WITHHOLDING VENDOR - MULTI CLASS	3280 Broadway			New York	NY	10027	CHK	COLUM	00000028	AP_EnterVou
102	0000000059	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	26-25382362 1652
109	0000000017	04/26/2012	10.000	ROGER W HOOKER	41 WASHINGTON SPRING RD	PH		PALISADES	NY	10964	CHK	COLUM	00000159	26-25405982 9941
110	0000000016	04/26/2012	75.000	MINERVA DAITCH	95 SO. BRODWY	APT #1012		WHITE PLAINS	NY	10601	CHK	COLUM	00000158	26-25688615 0401
111	0000000197	05/22/2012	5000.000	CROSSCOMM	PO BOX 673			DURHAM	NC	27702	ACH	COLUM	00000751	4405

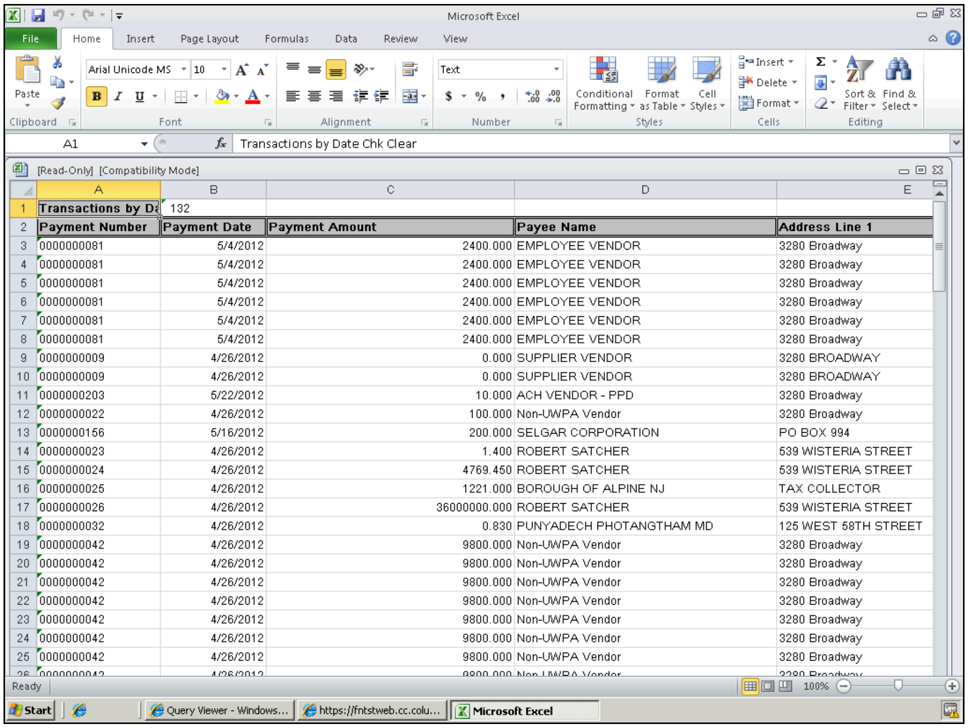
Step	Action
17.	You have the option to download the query results in an Excel Spreadsheet, CSV Text File, and/or XML File. Click the **Excel Spreadsheet** link. Excel SpreadSheet



Step	Action
18.	Click the **Open** button. Open



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

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.

Trial Balance		***Consolidated Operating Reports (COB)***	
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
Chartfield Statement		FDS	Budget Changes
FDS	Department Summary Statement	FDS	Internal Transfers
FDS	Project Summary Statement	FDS	Change in Fund Balance
FDS	Initiative Summary Statement		
FDS	Segment Summary Statement	***Project Lifecycle Reports***	
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
Financial Statements		FDS	Project Cost Overrun
ARC	Balance Sheet - Consolidated		
ARC	Statement of Activities - Consolidat	***Payroll Reports***	
FDS	Balance Sheet - Departmental	FDS	Payroll Summary Report
FDS	Statement of Activities - Departmer	FDS	Payroll Detail Report
		FDS	EE by Chartstring Report
Endowment Reports		FDS	Department Employee Report
FDS	Endowment Market Value Report		
FDS	Endowment Spending Report	***Other Reports***	
		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:

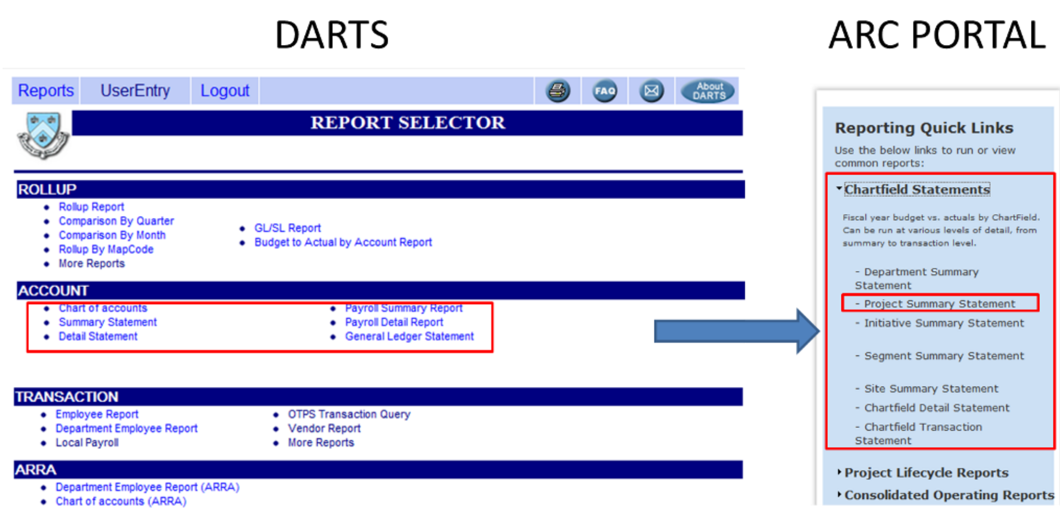
Report Name	Description	Who Should Use it	What it Replaces	Fields Included	Drilldown
Department Summary Statement	The report can be run on a Department or Department rollup (node)	This report is most likely used by Department/School Administrators to perform high-level analytical review. If the report 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.***

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:

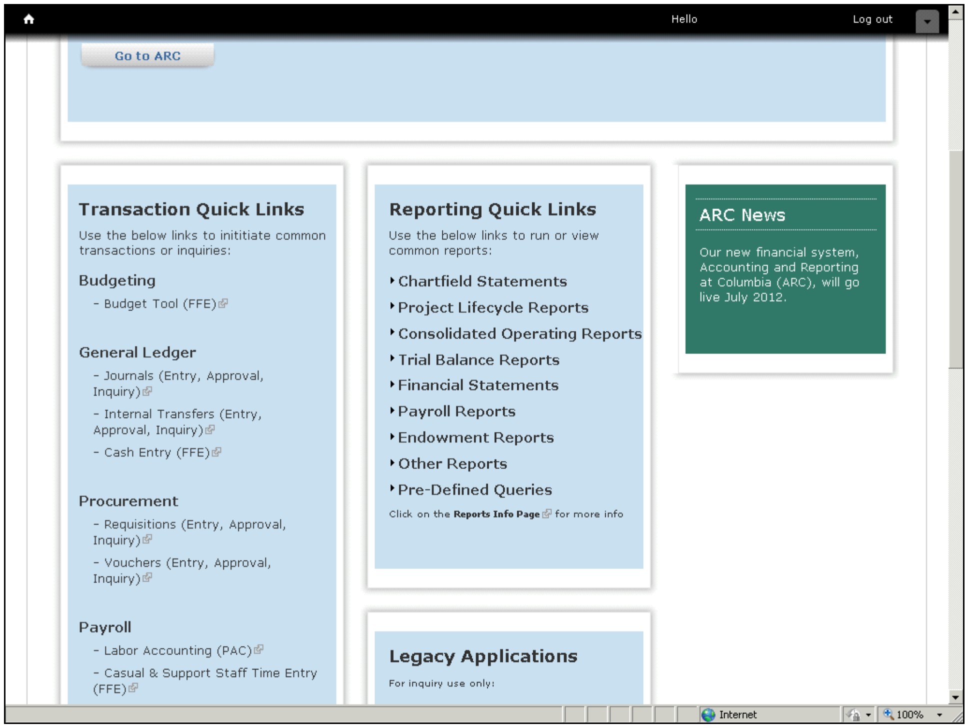
- Preview all the pages within the report
- Preview the report for the prior accounting period
- Preview the report for the next accounting period
- Re-run the report for different criteria
- Save, export, and print reports

Estimated Time to Complete Topic: 5 minutes

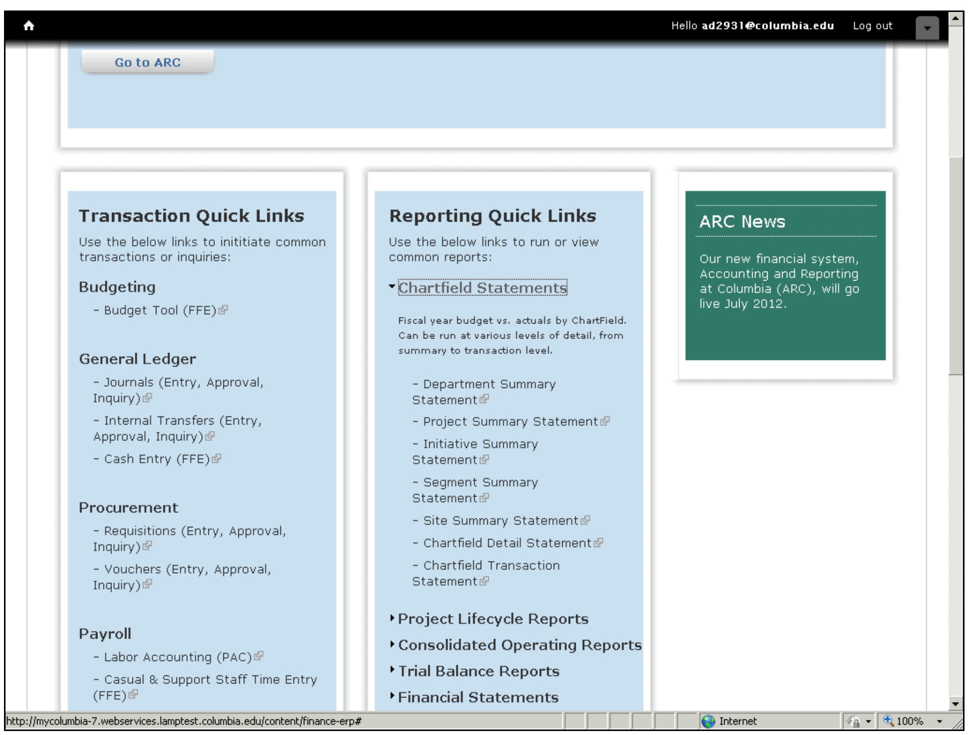


Procedure

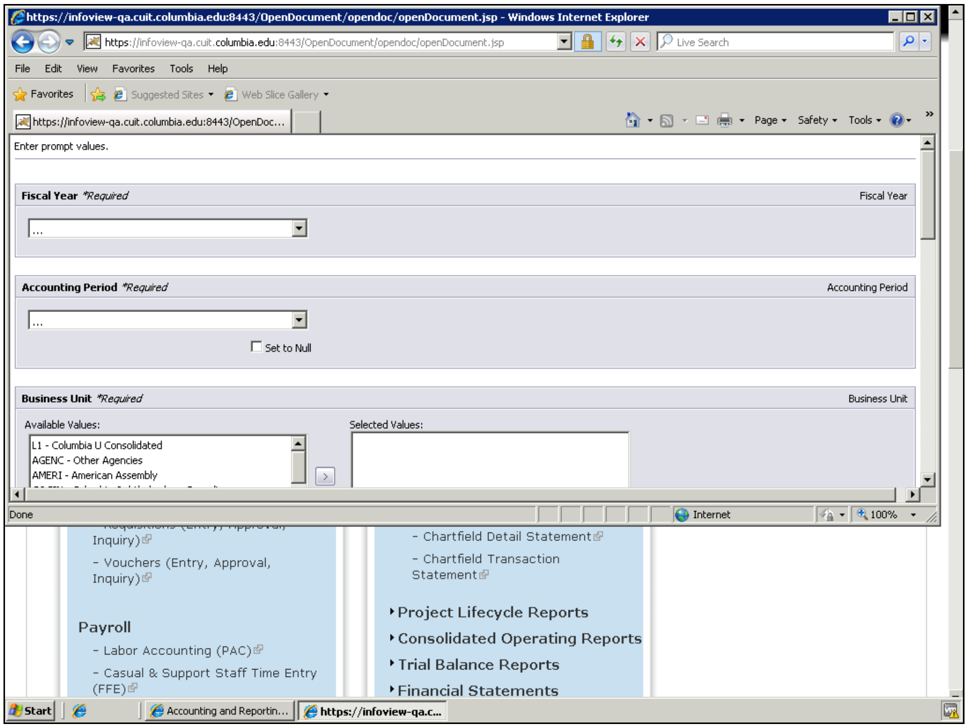
Welcome to the *Running the Project Summary Statement Report* topic. In this scenario you will learn how to access and run the Project Summary Statement from the ARC Portal. You will also learn how to preview the report for a different set of parameters and how to export the report to Excel.



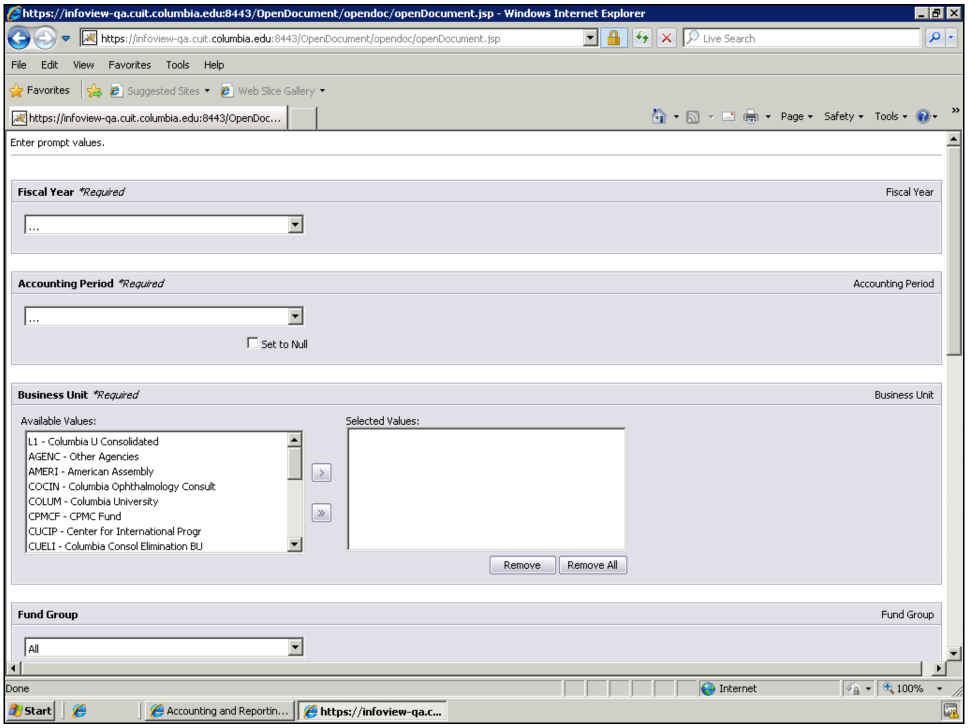
Step	Action
1.	Click the **Chartfield Statements** link. Chartfield Statements



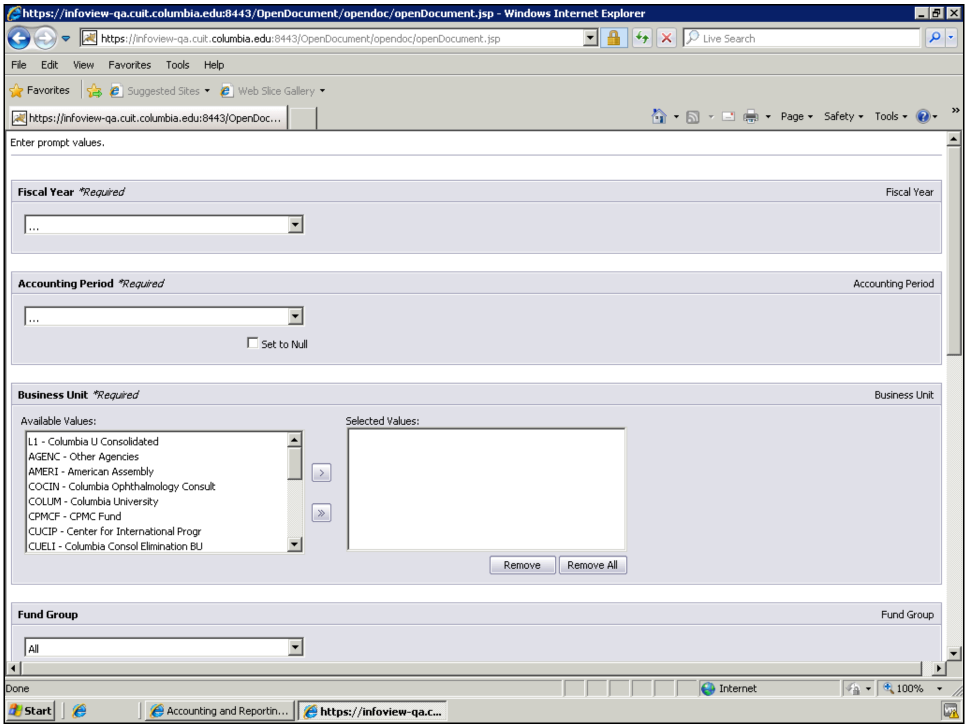
Step	Action
2.	Click the **Project Summary Statement** link. Project Summary Statement



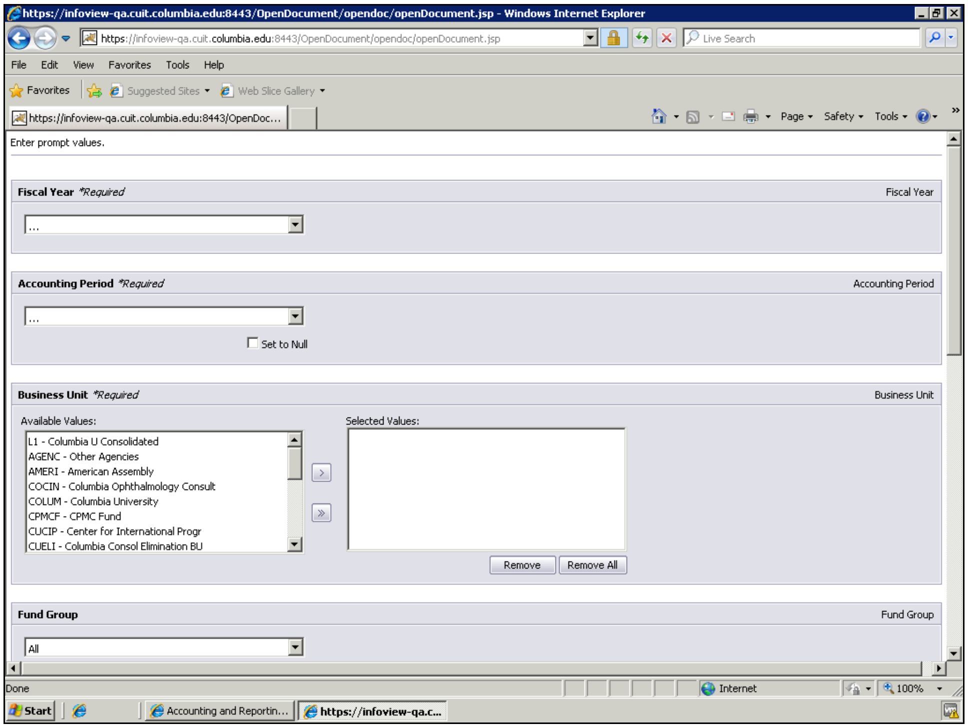
Step	Action
3.	Click the **Maximize/Restore** button. 



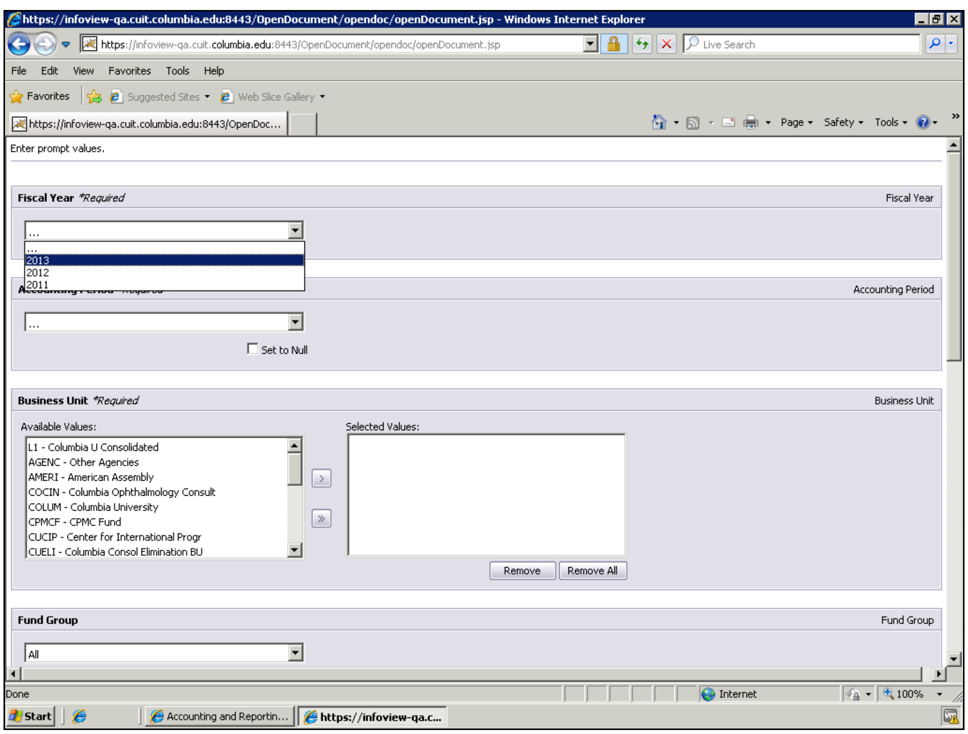
Step	Action
4.	In this scenario we are going to run the Project Summary Statement report for December 2011 (The sixth month of FY 2012). The Project Summary Statement is replacing the current DARTS Summary Statement. This report is used to monitor the spending on a particular Project.



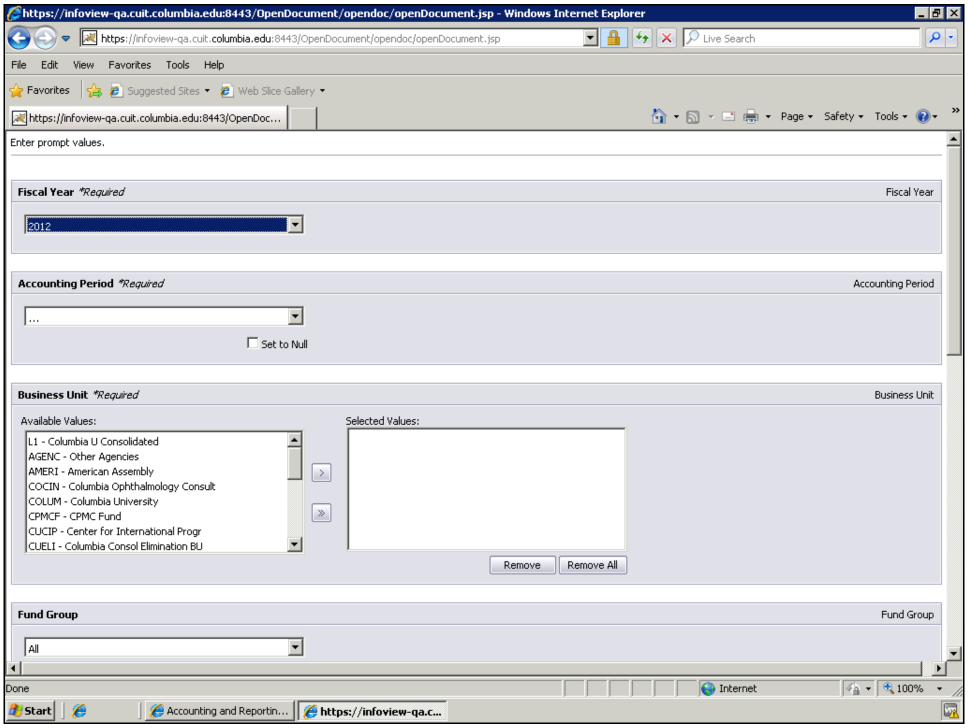
Step	Action
5.	Notice that fields with an asterisk are required whereas fields without an asterisk are optional. Fiscal Year, Accounting Period, and Business Unit are required to run the Project Summary Statement report.



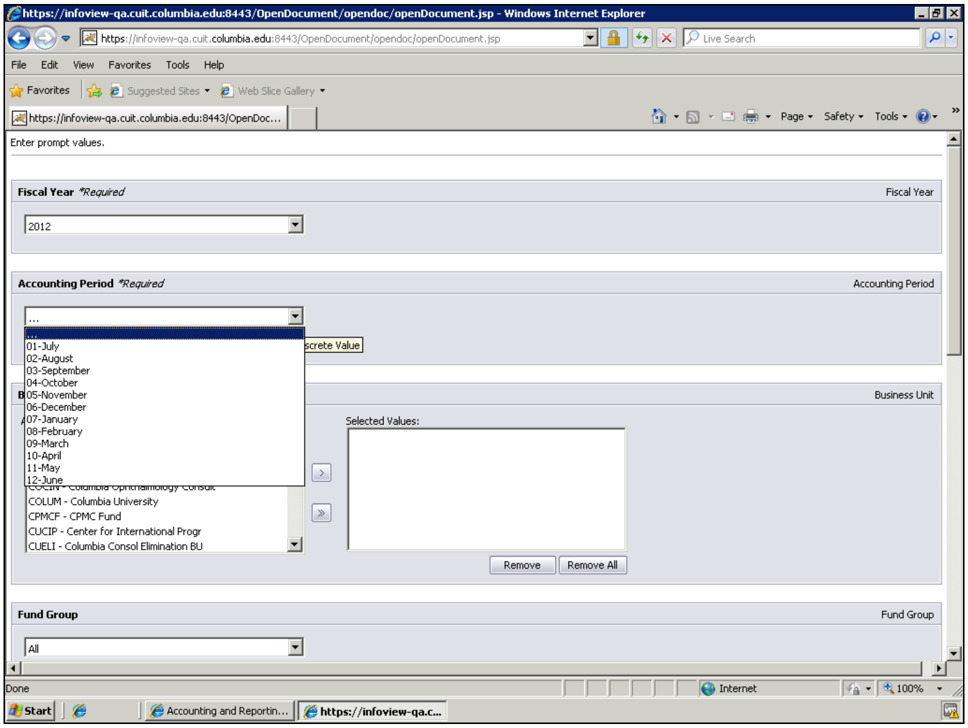
Step	Action
6.	Click the **Fiscal Year** list. 



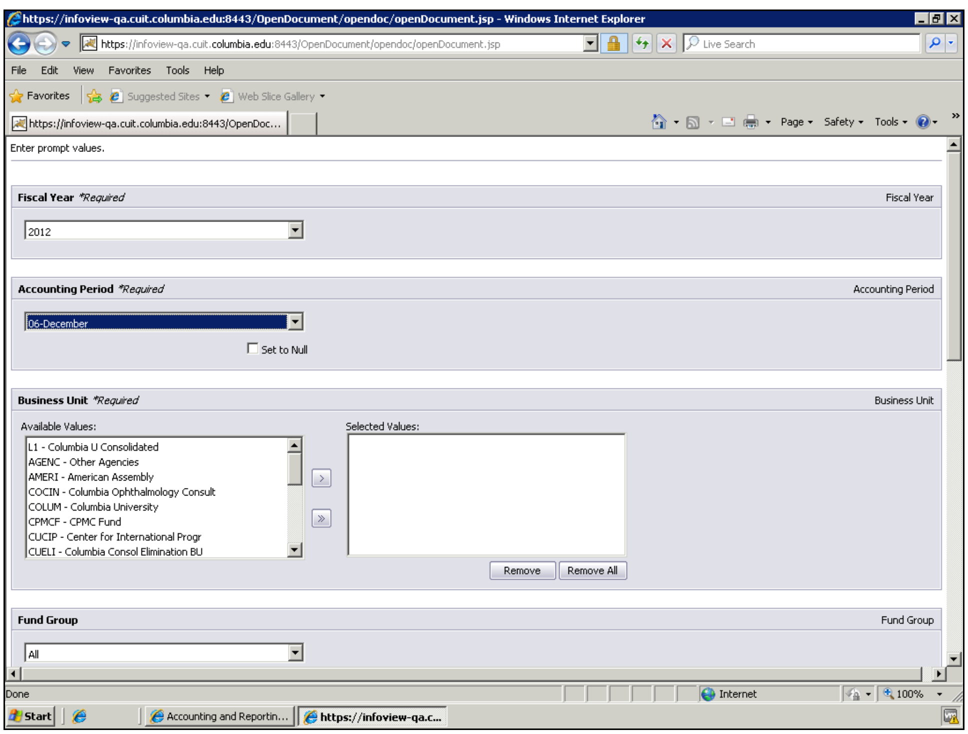
Step	Action
7.	Click the **2012** list item. 2012



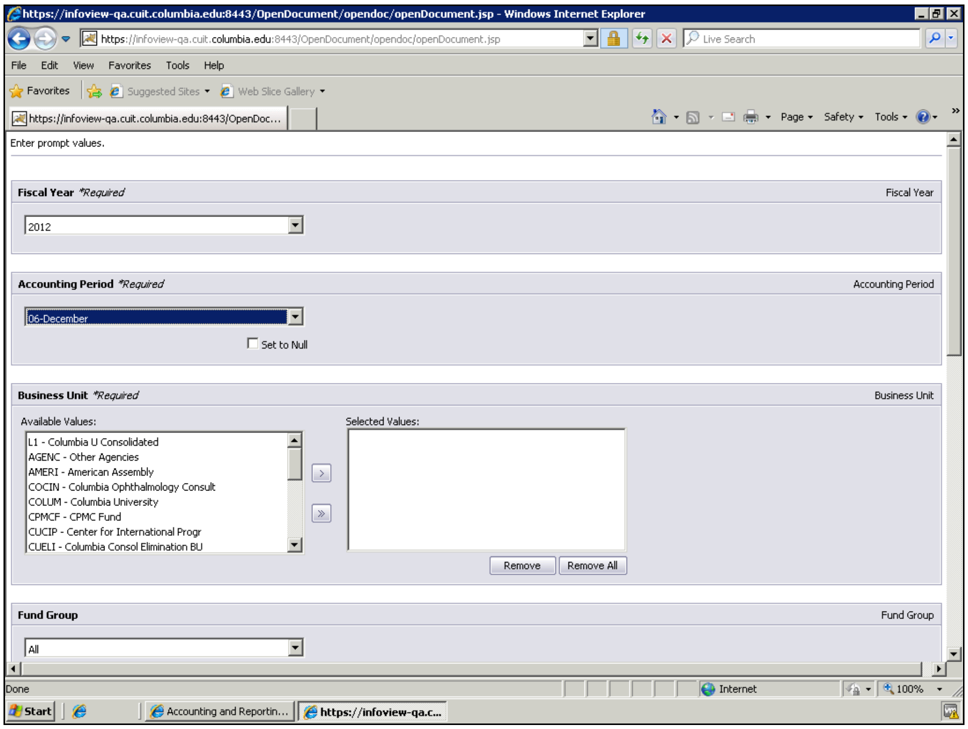
Step	Action
8.	Click the **Accounting Period** list. ...



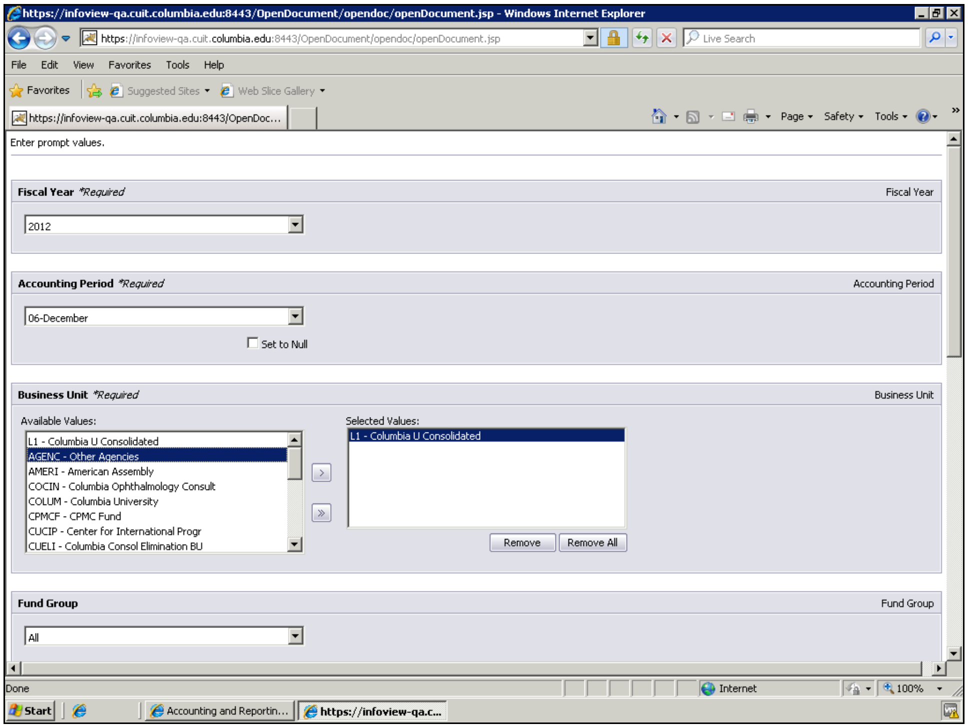
Step	Action
9.	Click the **06-December** list item. 06-December



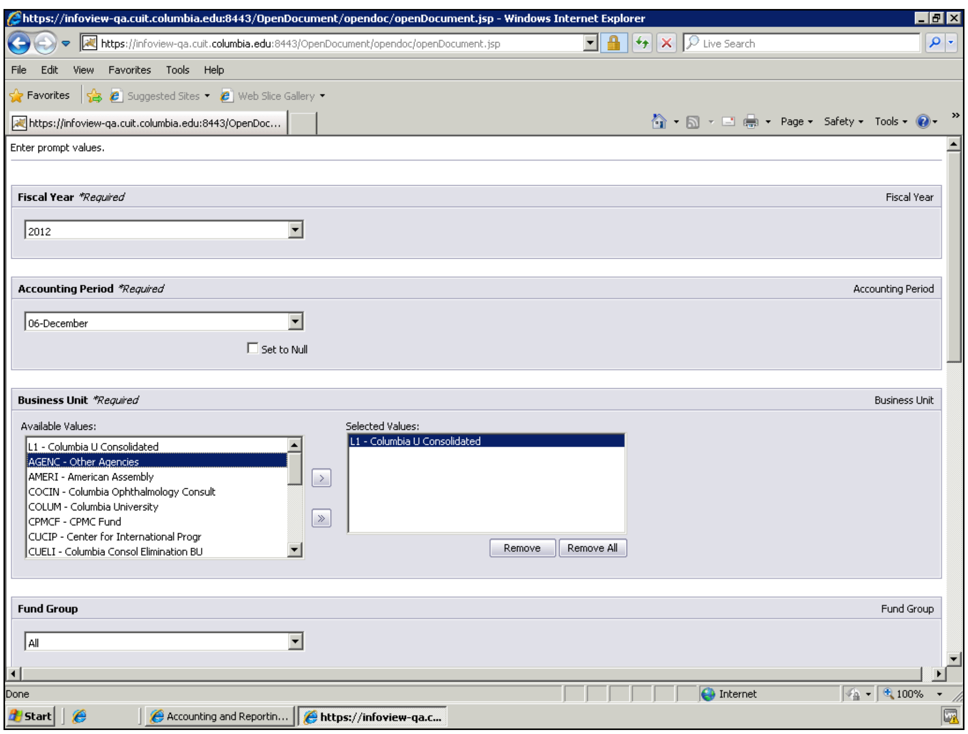
Step	Action
10.	In most cases you will want to select 'L1 - Columbia U Consolidated' Business Unit because it includes all projects in the Columbia consolidated financial statement and COB.



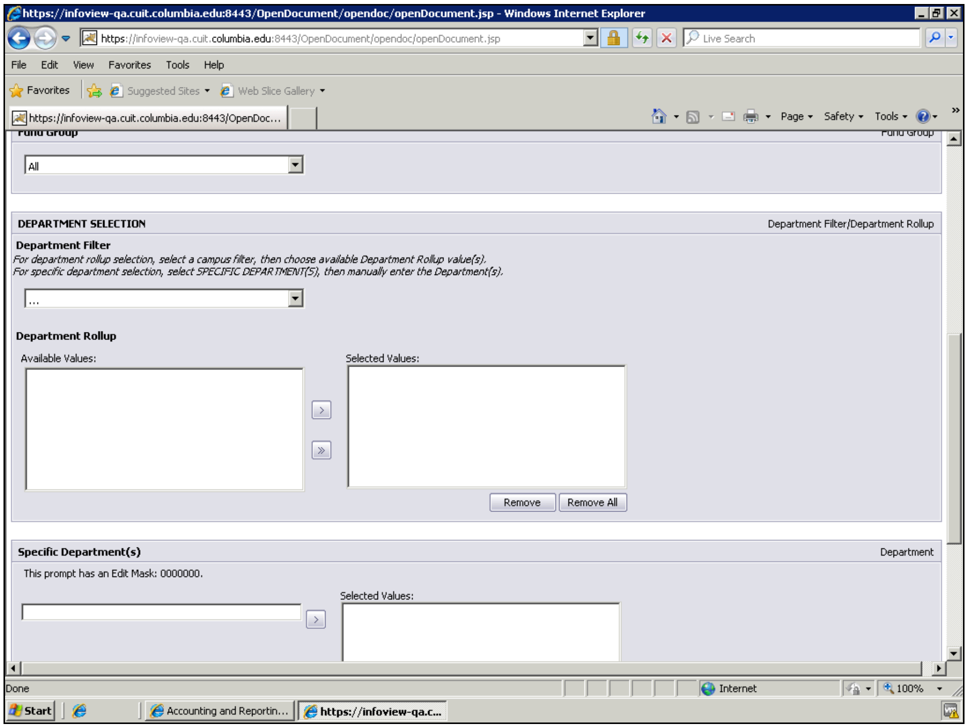
Step	Action
11.	Double-click the **L1 - Columbia U Consolidated** list item. L1 - Columbia U Consolidated



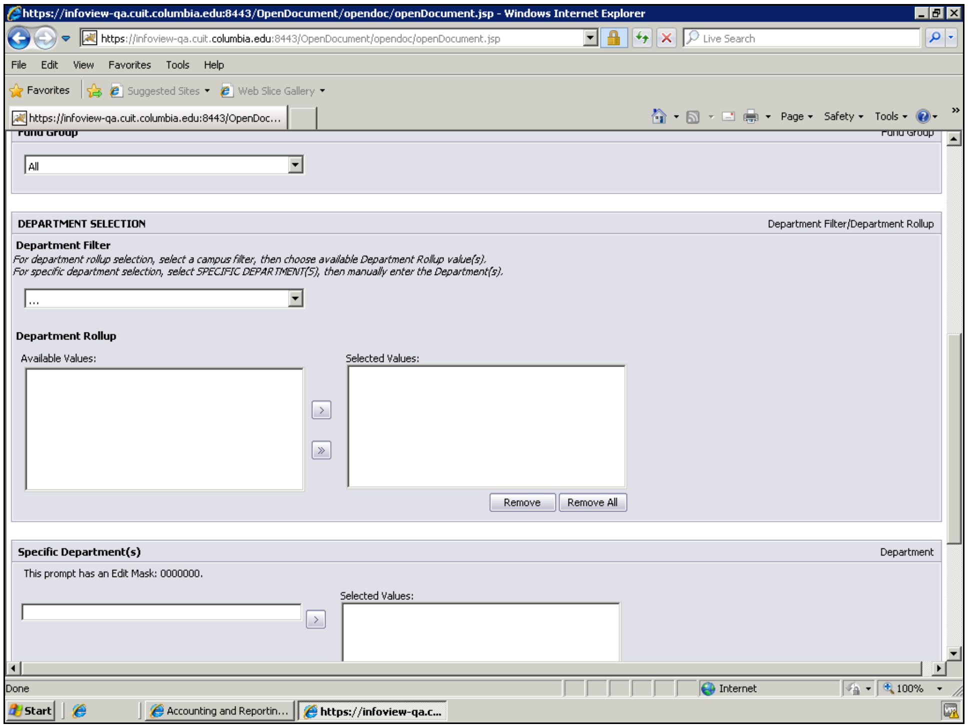
Step	Action
12.	Notice that selected value(s) will appear on the 'Selected Values' box.



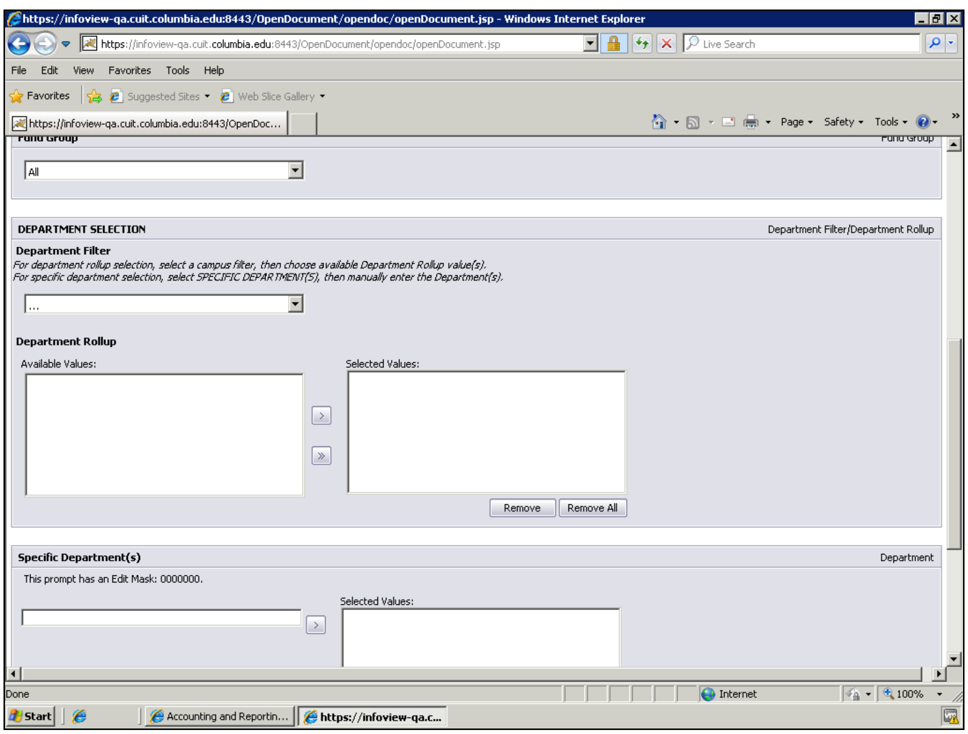
Step	Action
13.	Click the scroll bar to view the other run time parameters for this report.



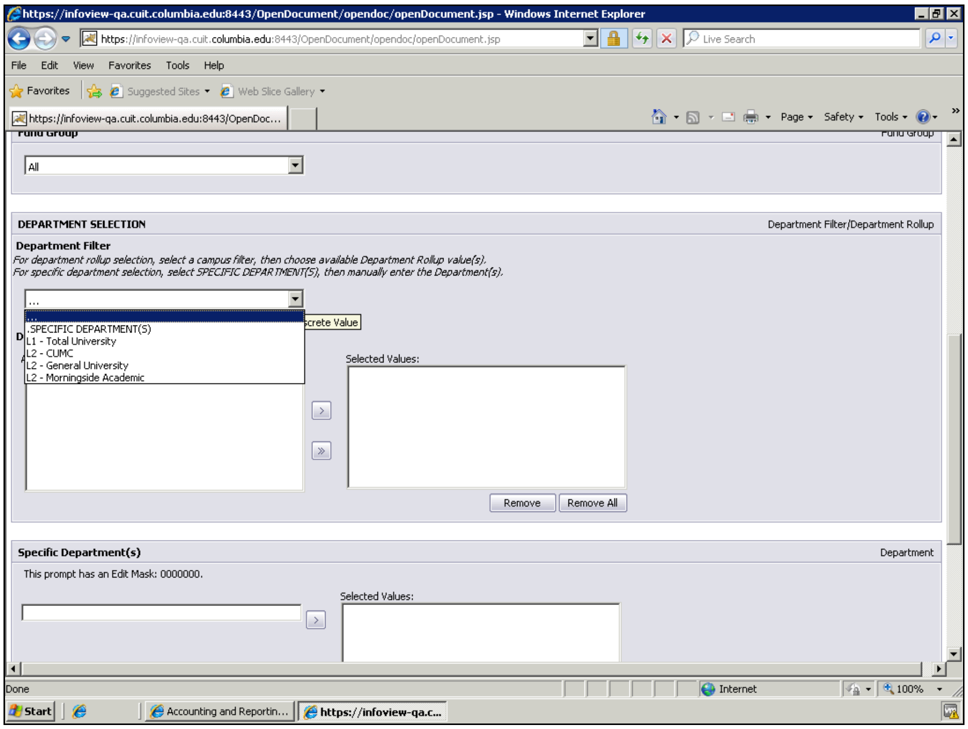
Step	Action
14.	The Fund Group gives you the capability to select all funds, operating funds, or non-operating funds. In this scenario we will leave it as 'All' Funds.



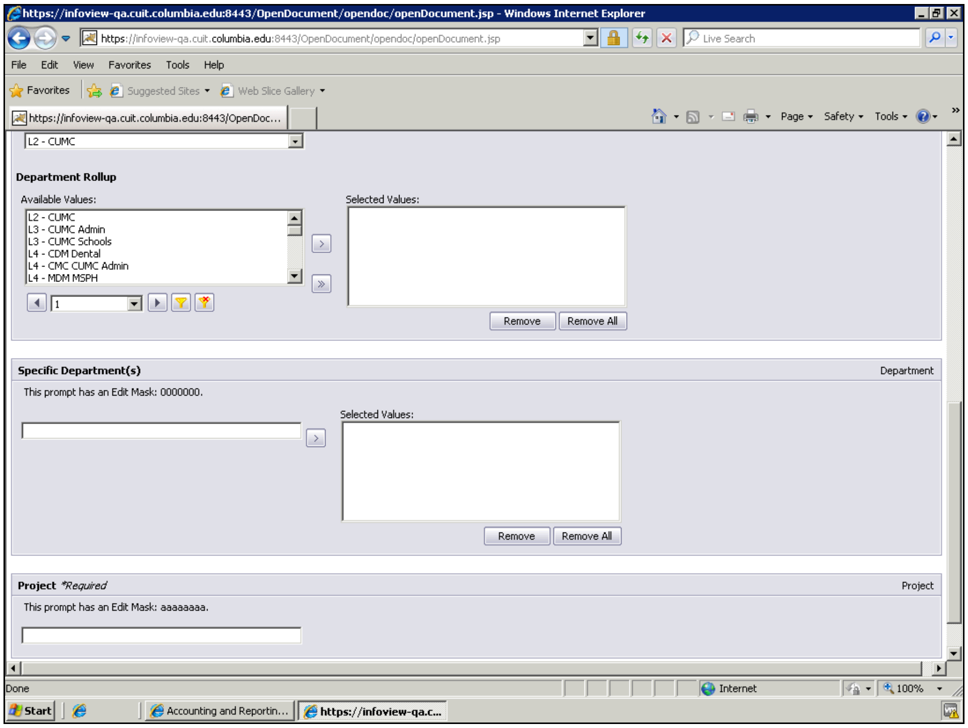
Step	Action
15.	Notice the Department is not a required field. In this scenario we will specify the Department Filter to be 'L2 - CUMC'.



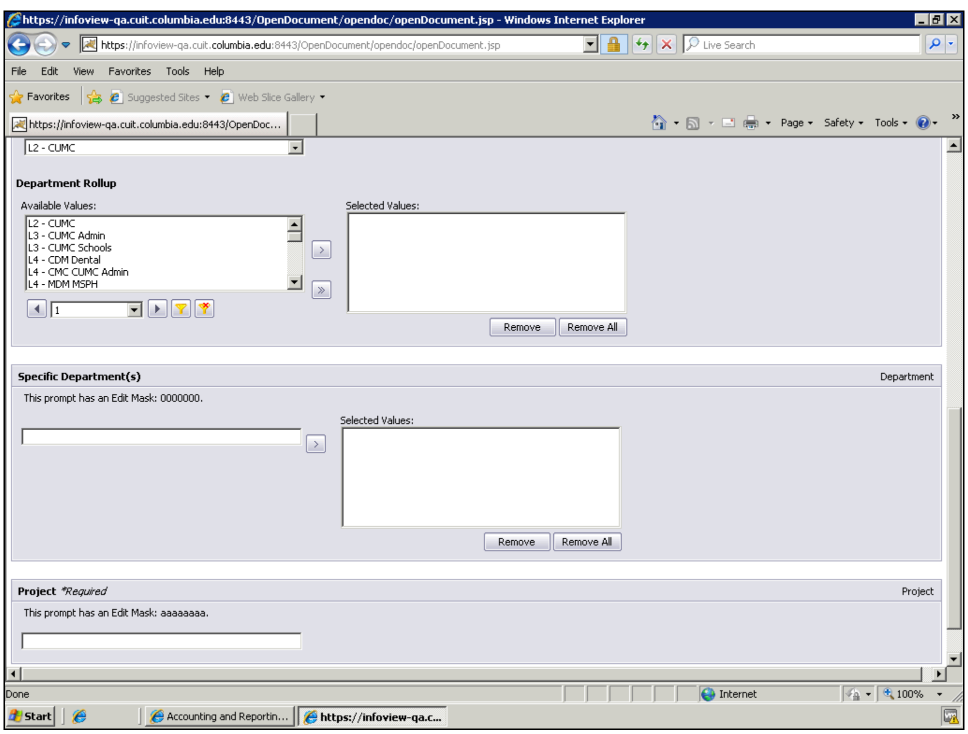
Step	Action
16.	Click the **Department Filter** list. ...



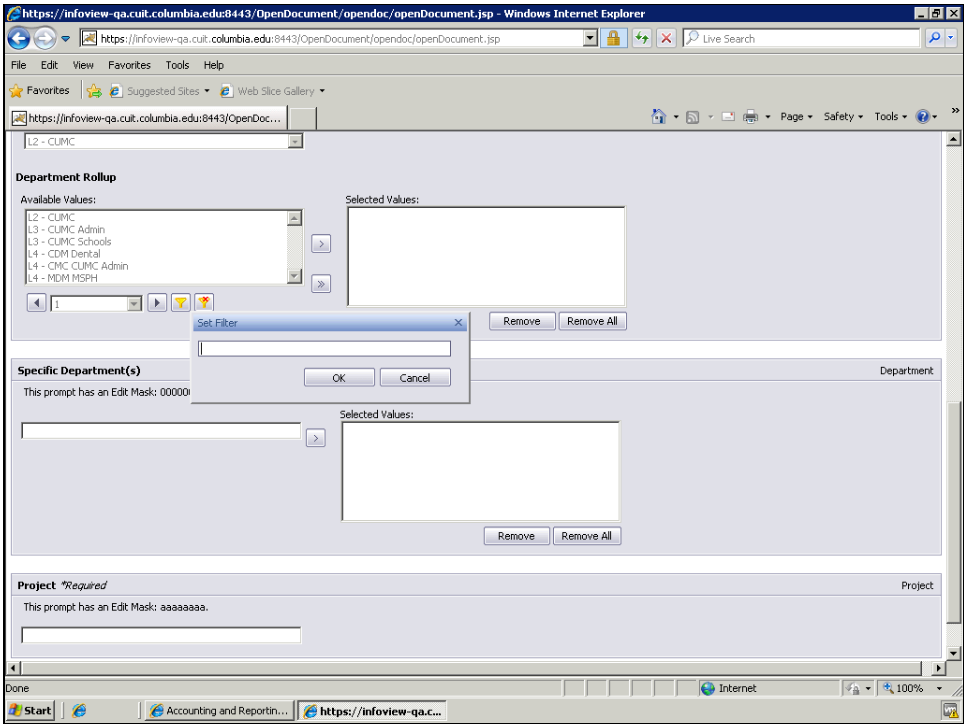
Step	Action
17.	Click the **L2 - CUMC** list item. L2 - CUMC



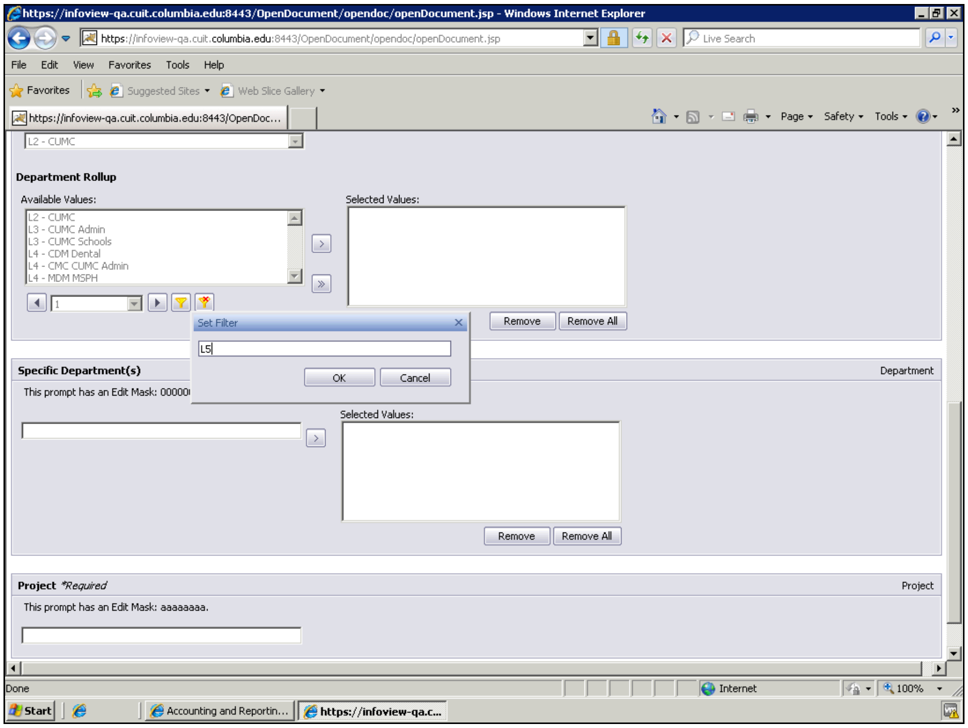
Step	Action
18.	Now we will select 'L5 - P&S Administration' for the Department Rollup. The filter at the bottom can be used to search for this value.

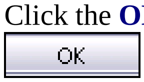


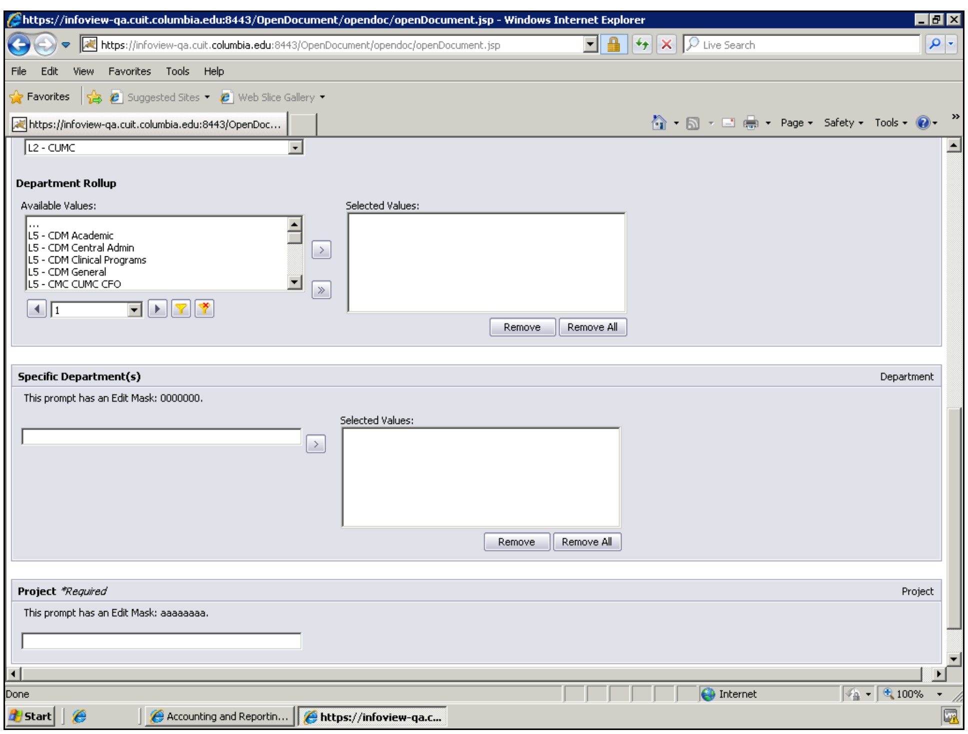
Step	Action
19.	Click the **Filter** button. 



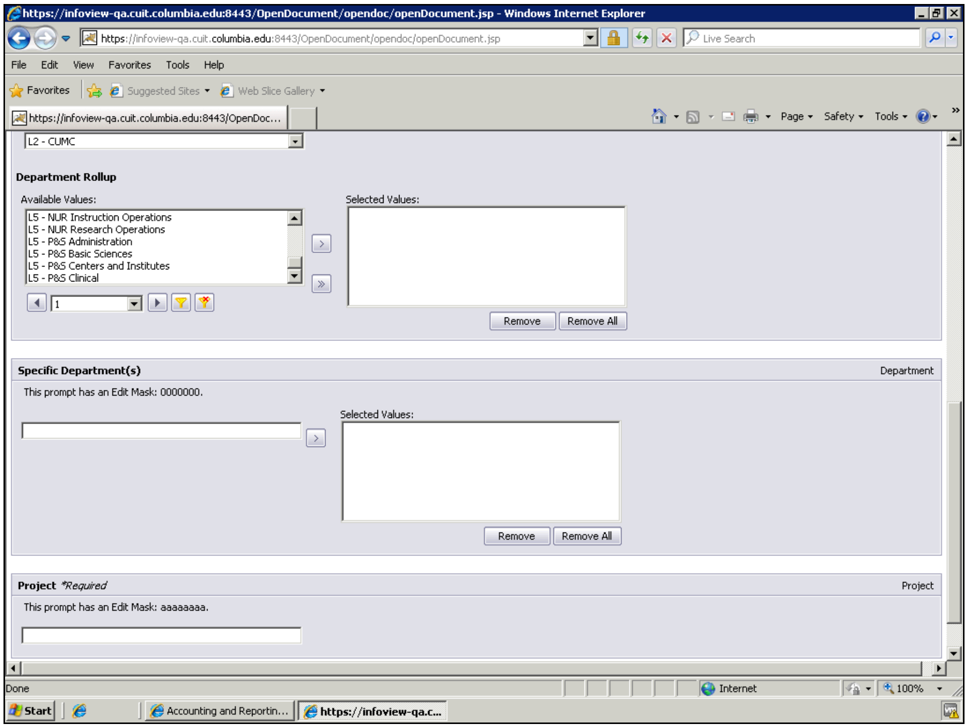
Step	Action
20.	Enter the desired information into the **Set Filter** field. Enter "**L5**".



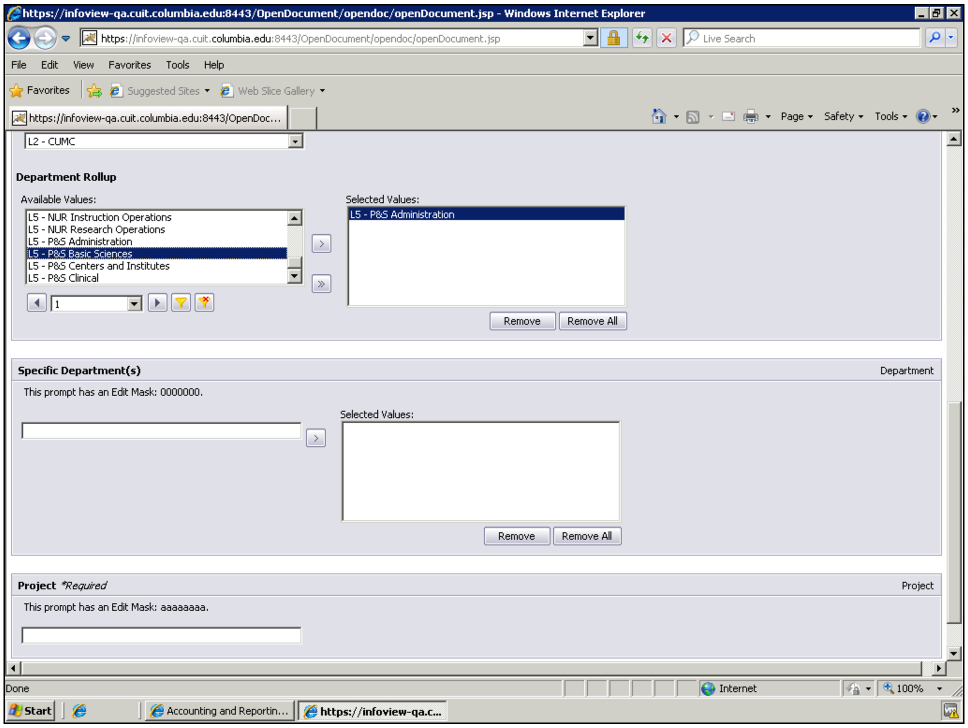
Step	Action
21.	Click the **OK** button. 



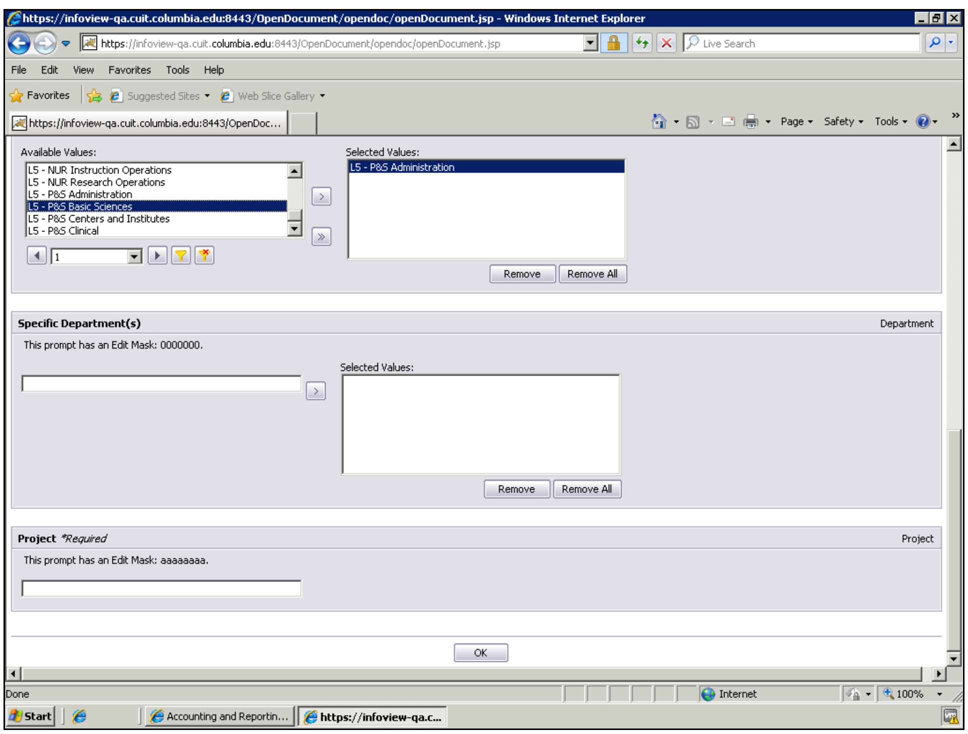
Step	Action
22.	Click the down arrow button to locate the desired value.



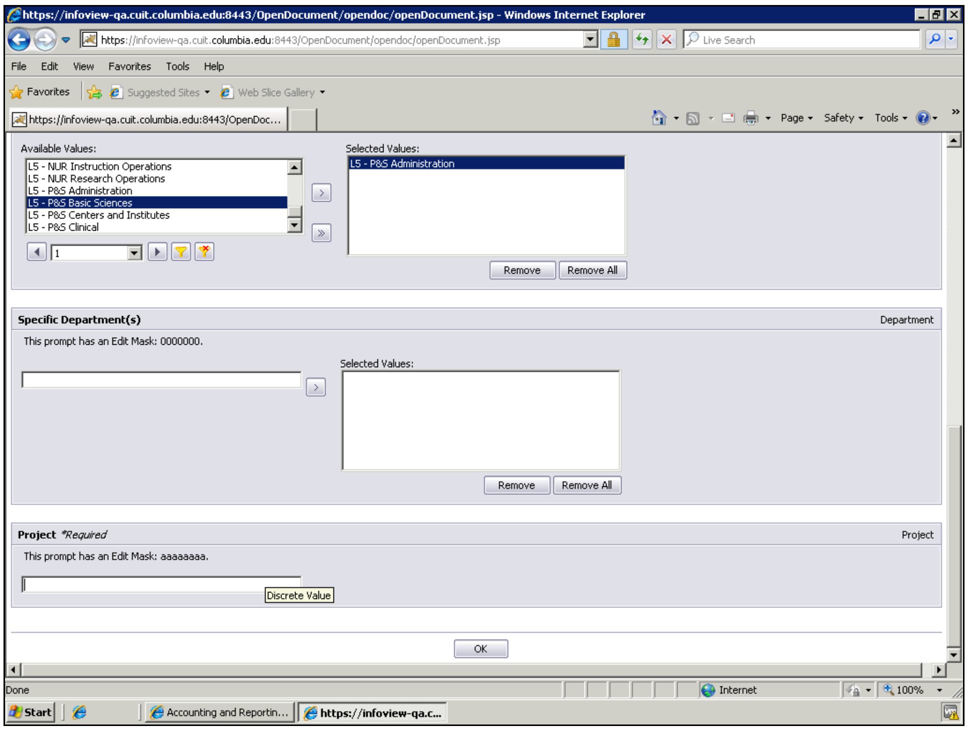
Step	Action
23.	Double-click the **L5 - P&S Administration** list item. L5 - P&S Administration



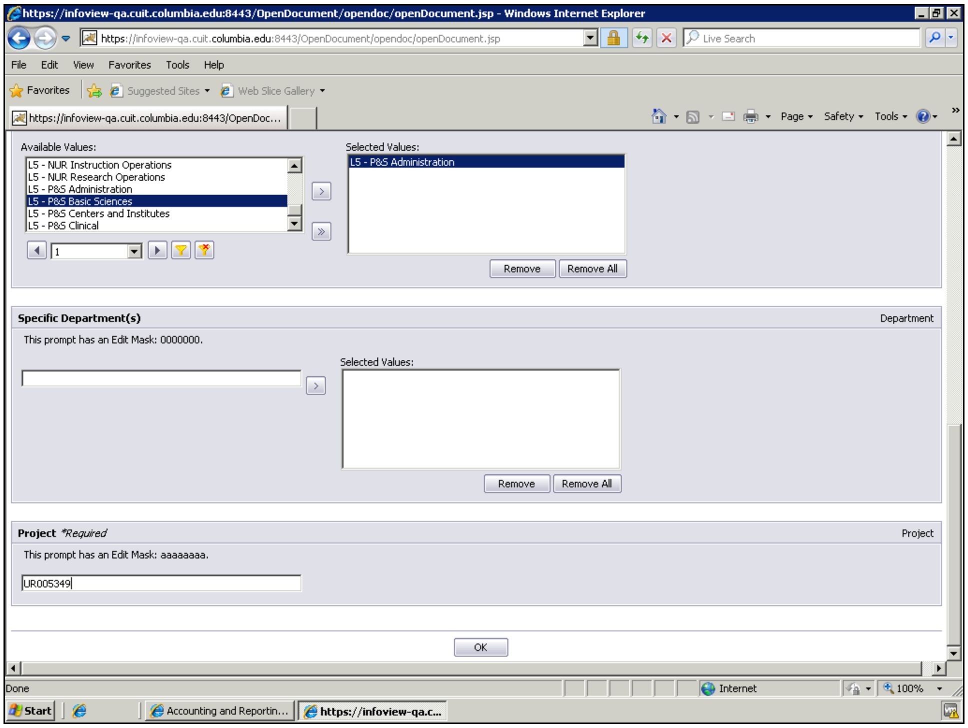
Step	Action
24.	Click the scroll bar to view the rest of the run time parameters.



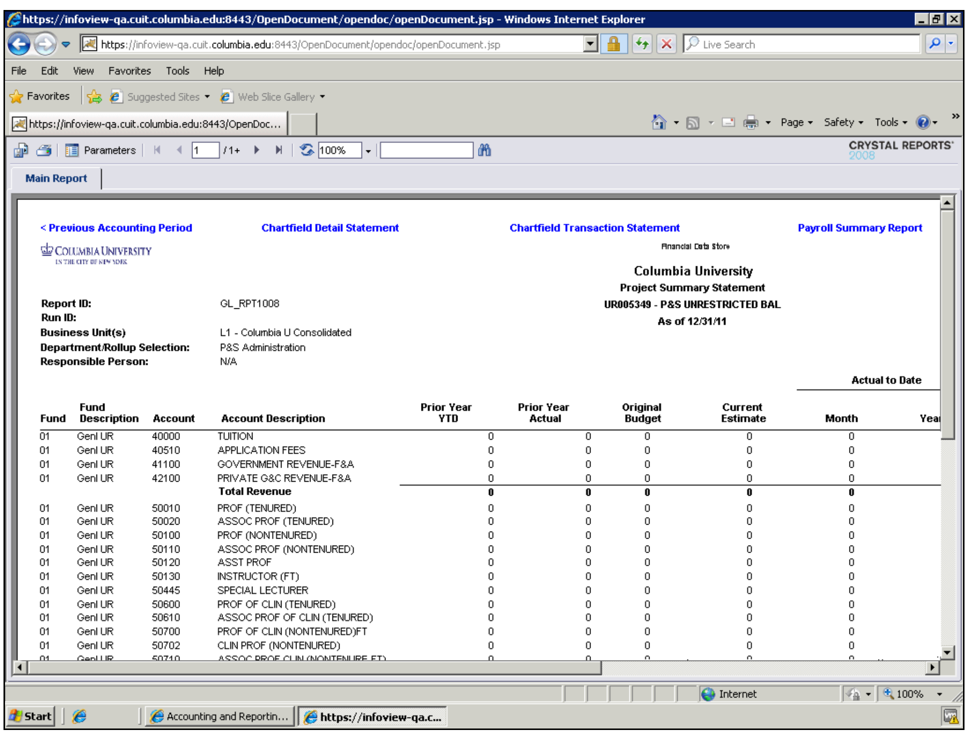
Step	Action
25.	Notice that 'Project' is required to run this report. In this scenario we will run the Project Summary Statement for project 'UR005349'. Click the **Project** field.



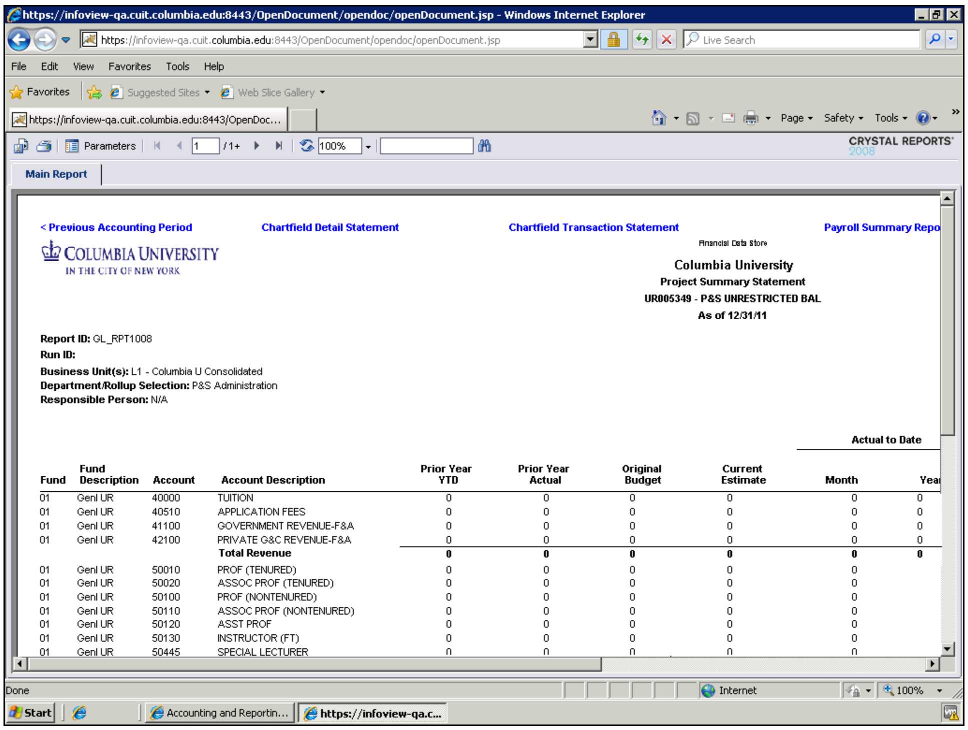
Step	Action
26.	Enter the desired information into the **Project** field. Enter "**UR005349**".



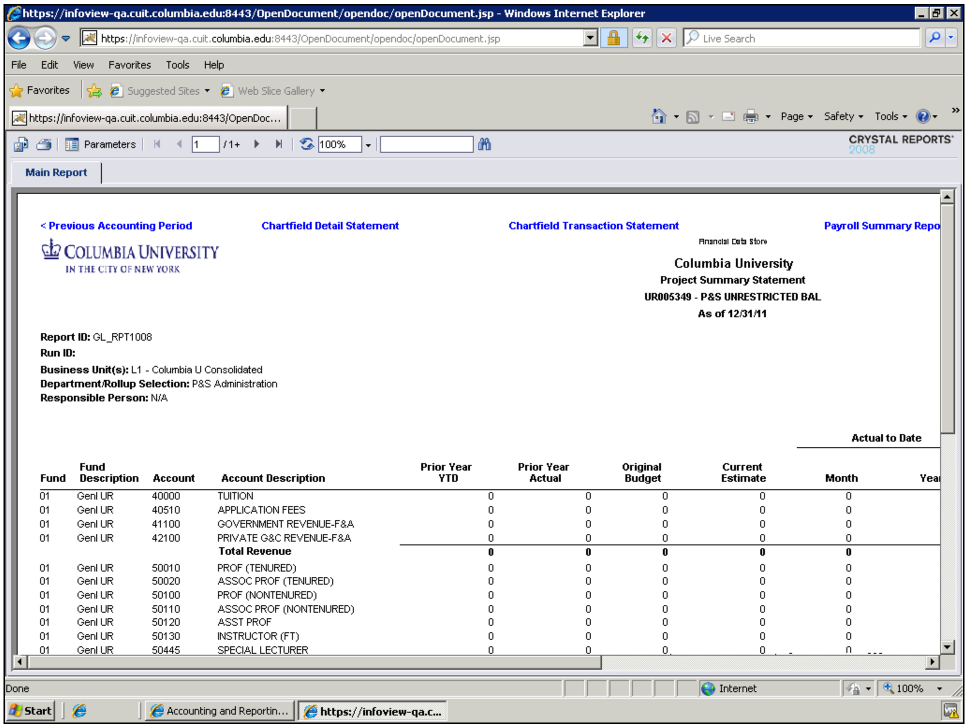
Step	Action
27.	Click the **OK** button. OK



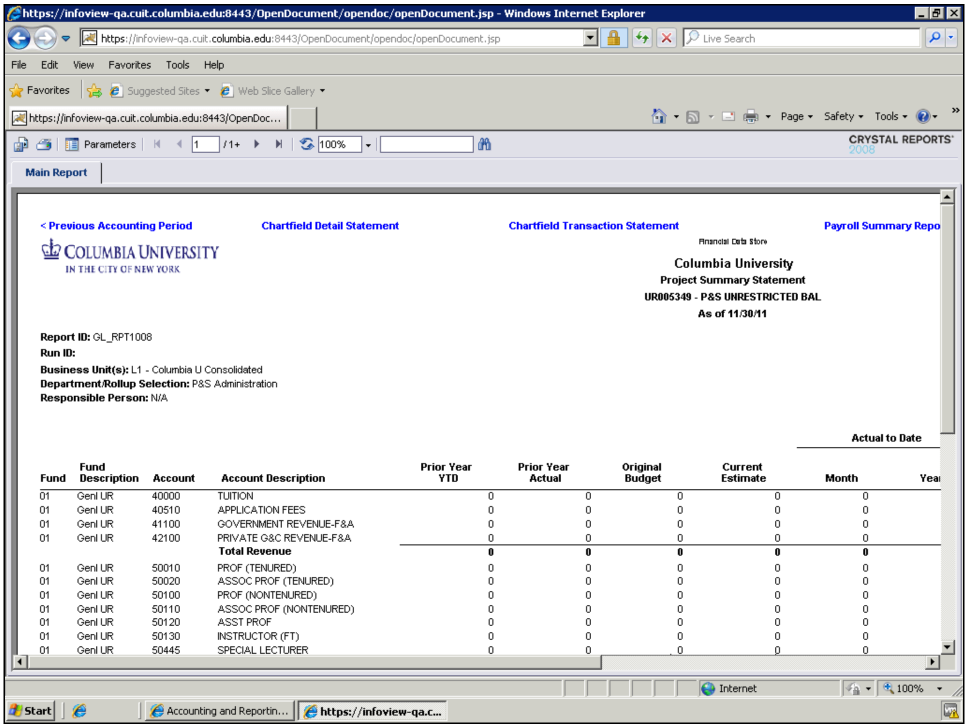
Step	Action
28.	This report is similar to the Summary Statement in DARTS. It also has the previous/next accounting period functionality similar to DARTS. Please note that for training purposes you will either see 0's or mock data in this report.



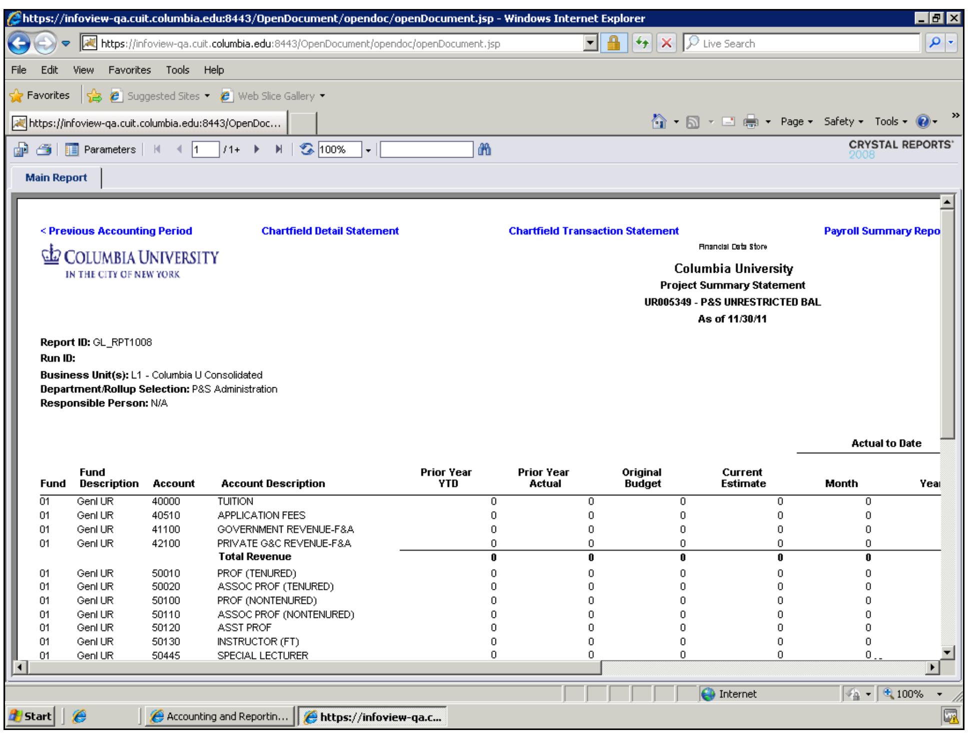
Step	Action
29.	Before moving forward, take a moment to note the description at the top of the report: 'Financial Data Store'. This is indicating that the report is coming from the FDS which means the data will be up to a day old as described in earlier lessons.



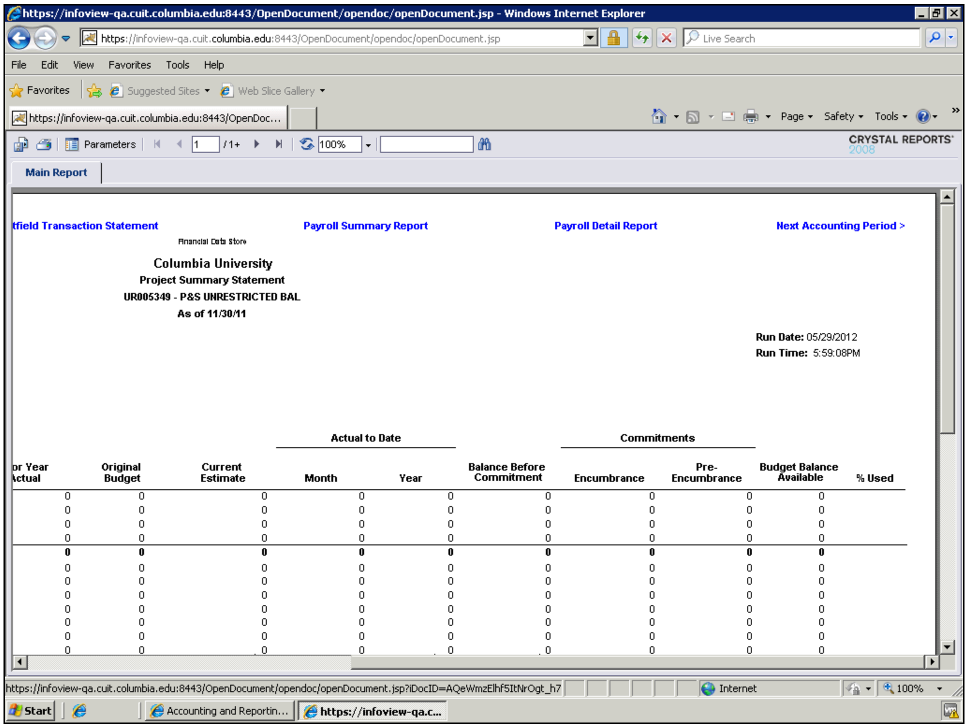
Step	Action
30.	Click the **Previous Accounting Period** link to preview the Project Summary Statement for November 2011. **< Previous Accounting Period**



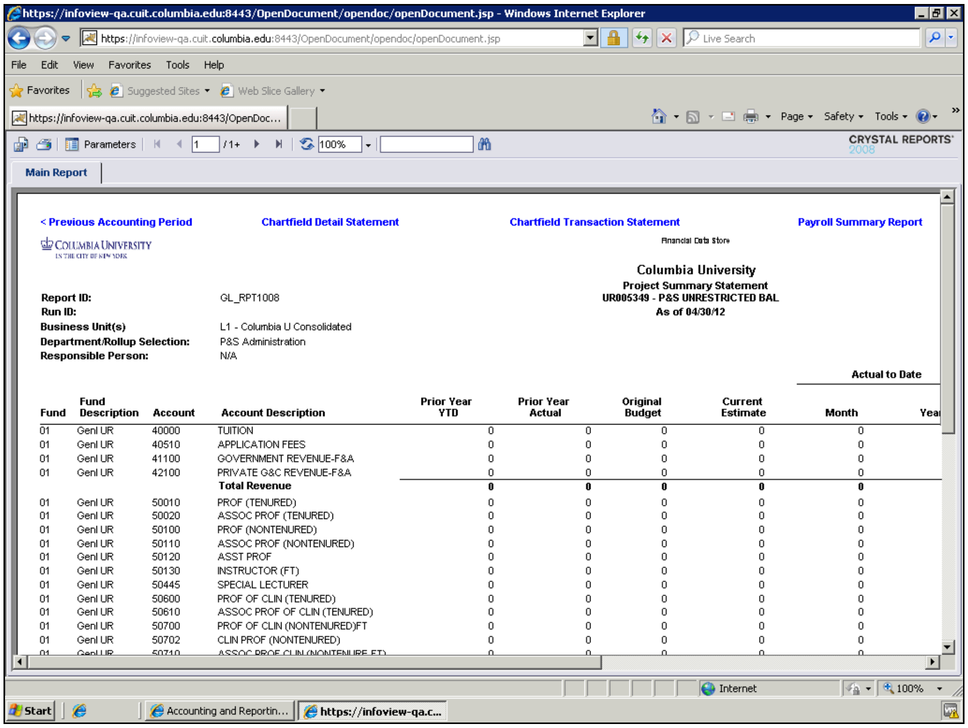
Step	Action
31.	This is the Project Summary Statement for November 2011.



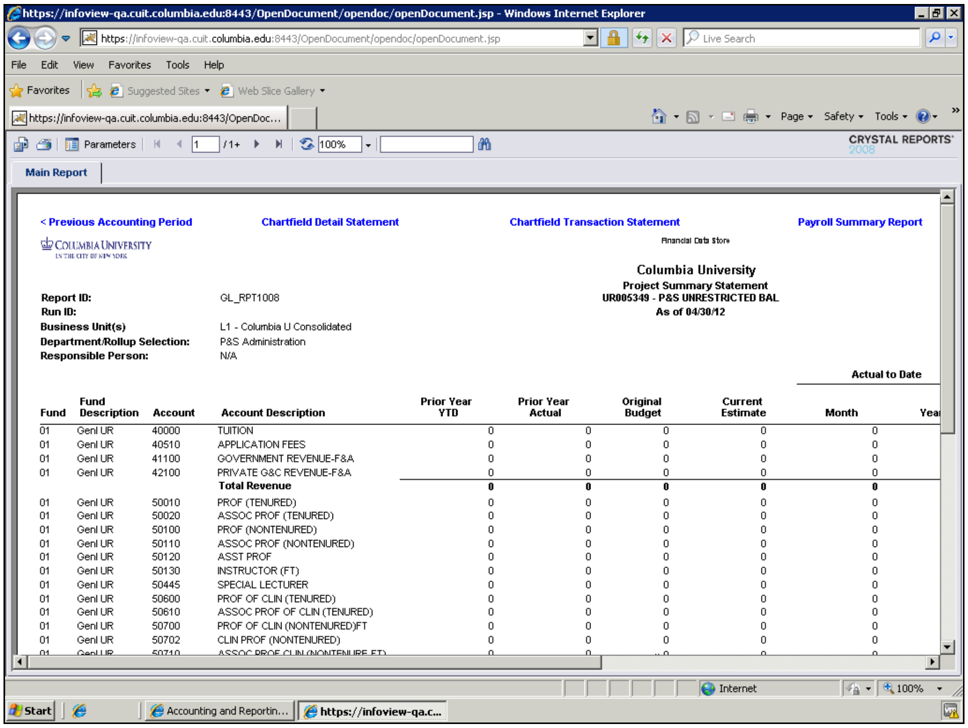
Step	Action
32.	Click the scroll bar to view the other fields on this report.



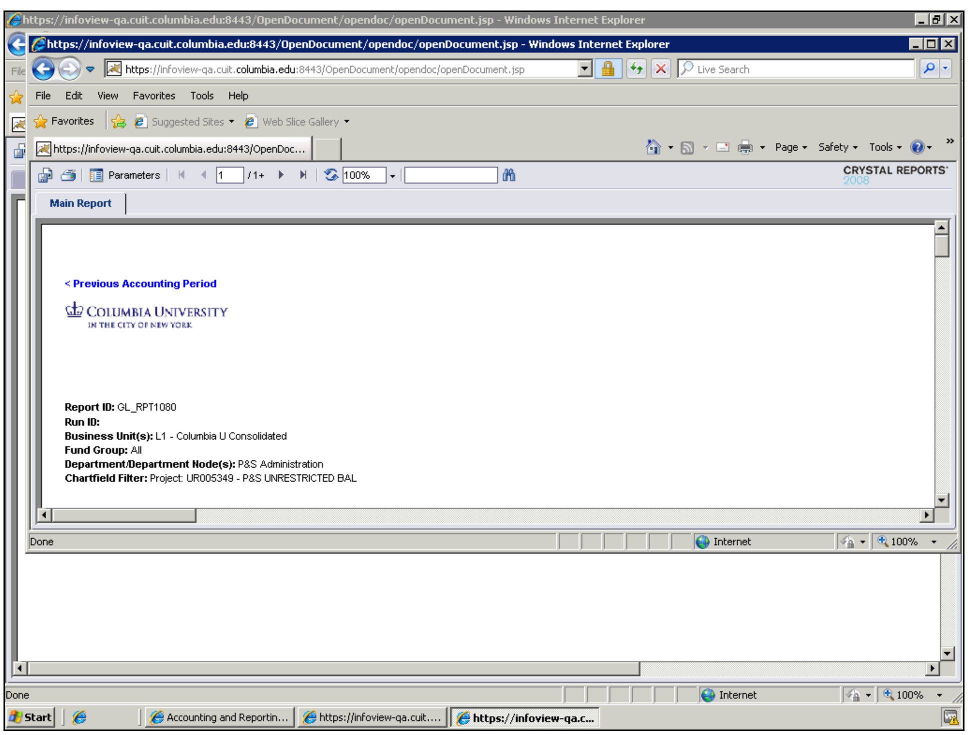
Step	Action
33.	Click the **Next Accounting Period** link to preview the Project Summary Statement for December 2012. **Next Accounting Period >**



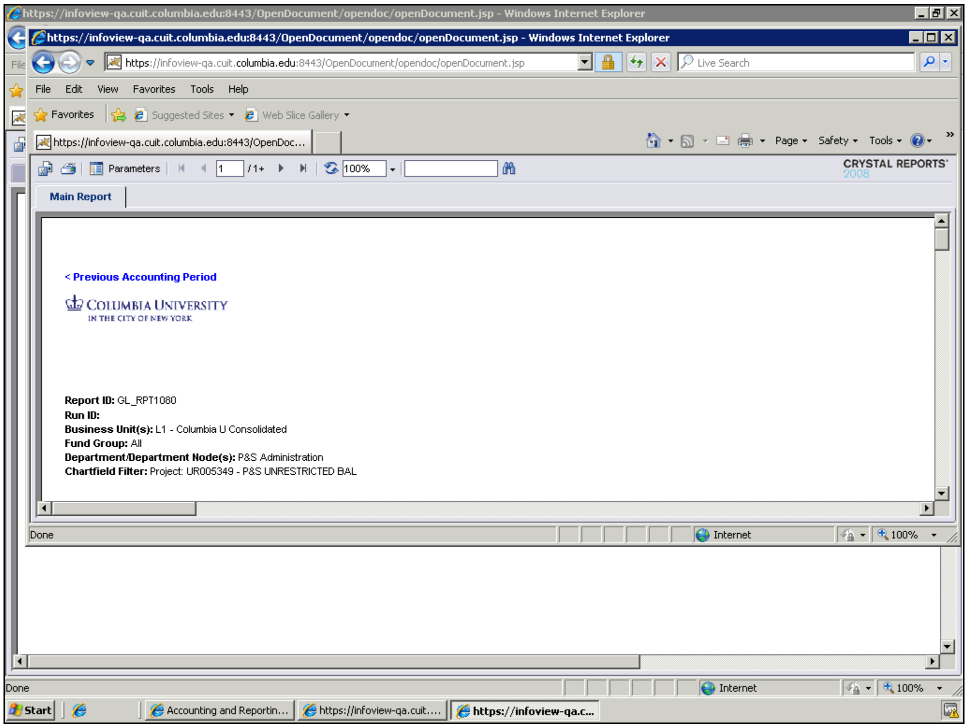
Step	Action
34.	From the Project Summary Statement report you can also run the following reports: -ChartField Detail Statement -ChartField Transaction Statement -Payroll Summary Report -Payroll Detail Report



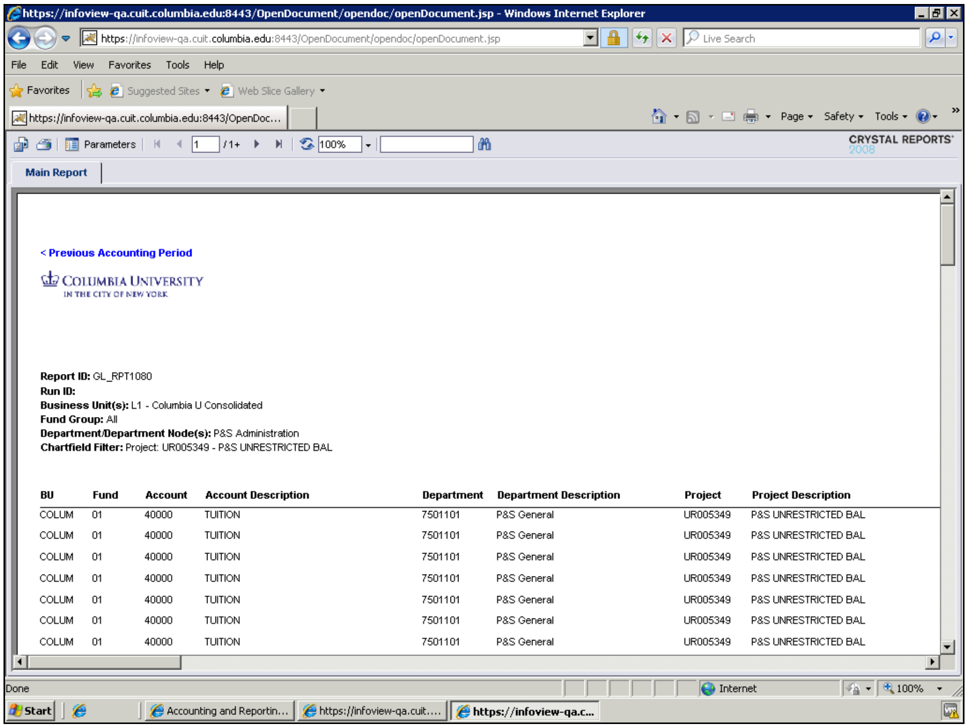
Step	Action
35.	Click the **Chartfield Detail Statement** link. **Chartfield Detail Statement**



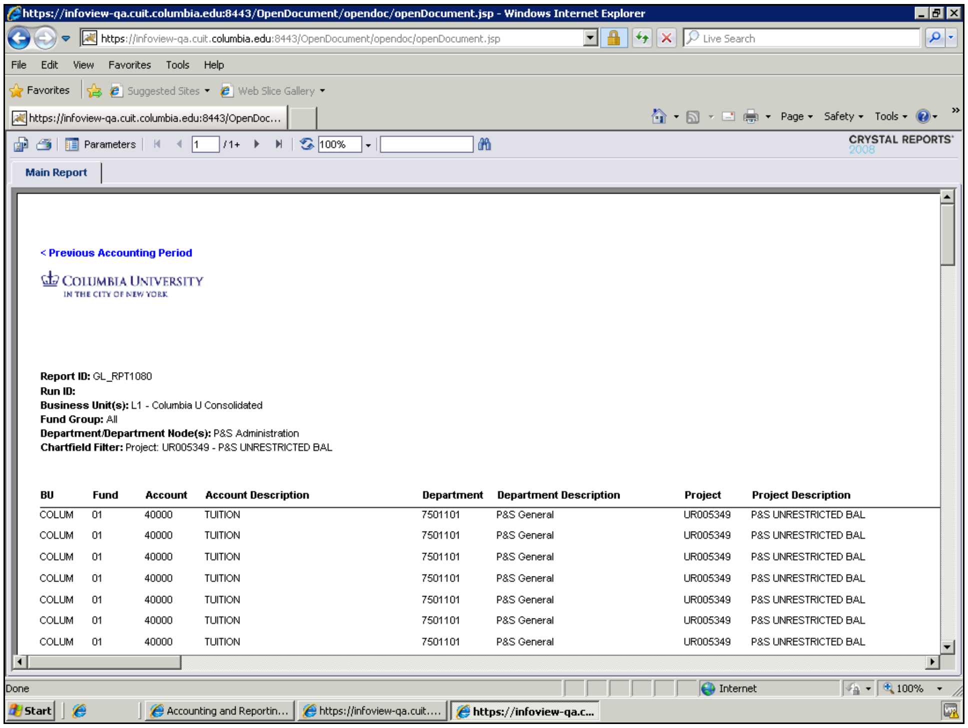
Step	Action
36.	Note that the ChartField Detail Statement opened in a new window.



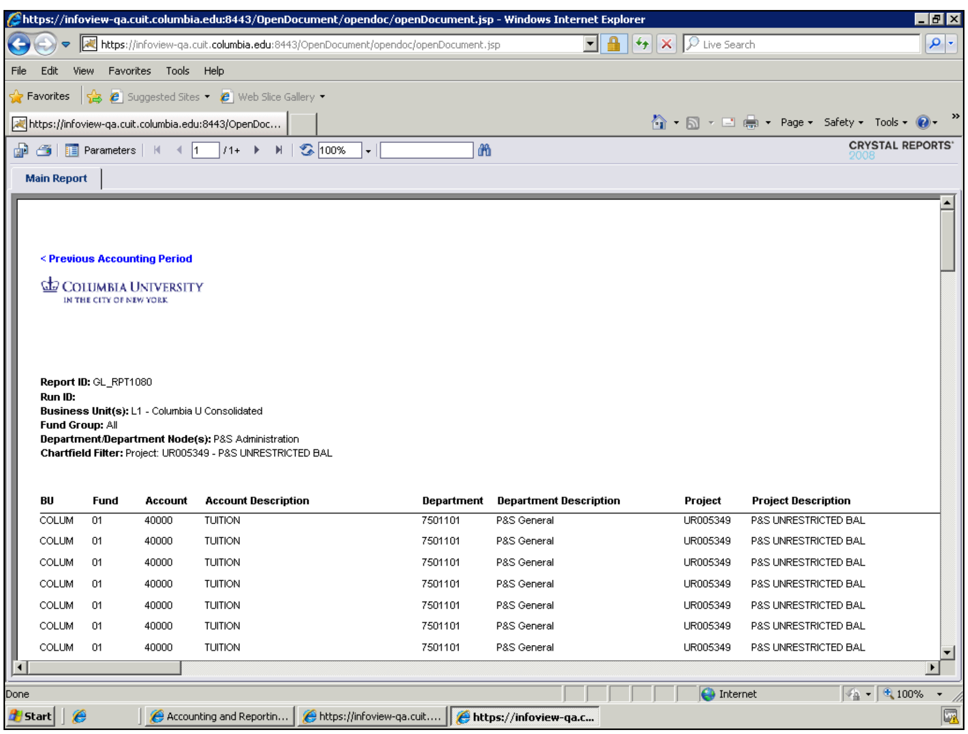
Step	Action
37.	Click the **Maximize/Restore** button. 



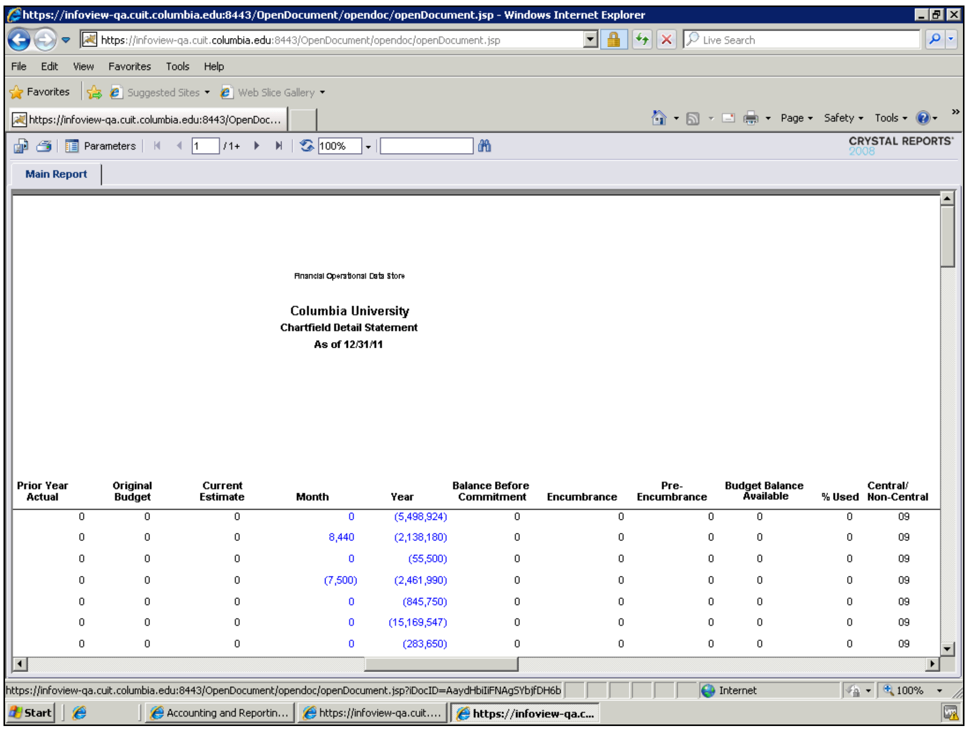
Step	Action
38.	The ChartField Detail Statement is similar to the COB Detail report, with full ChartString combinations and attributes. This report also includes encumbrance information.



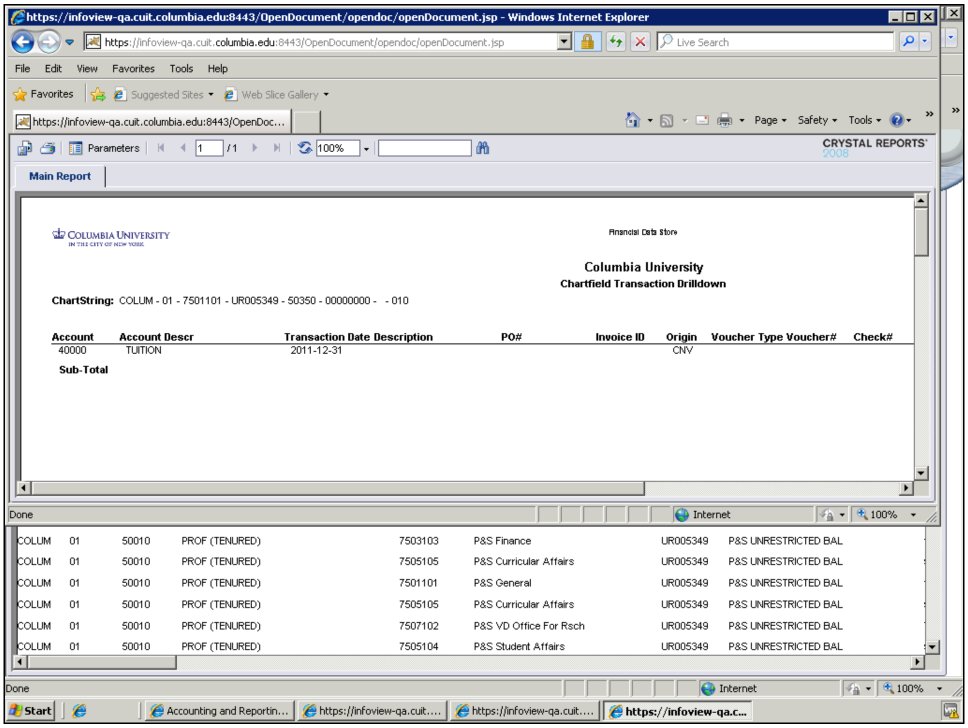
Step	Action
39.	The ChartField Detail Statement contains drill down to transaction detail by account.



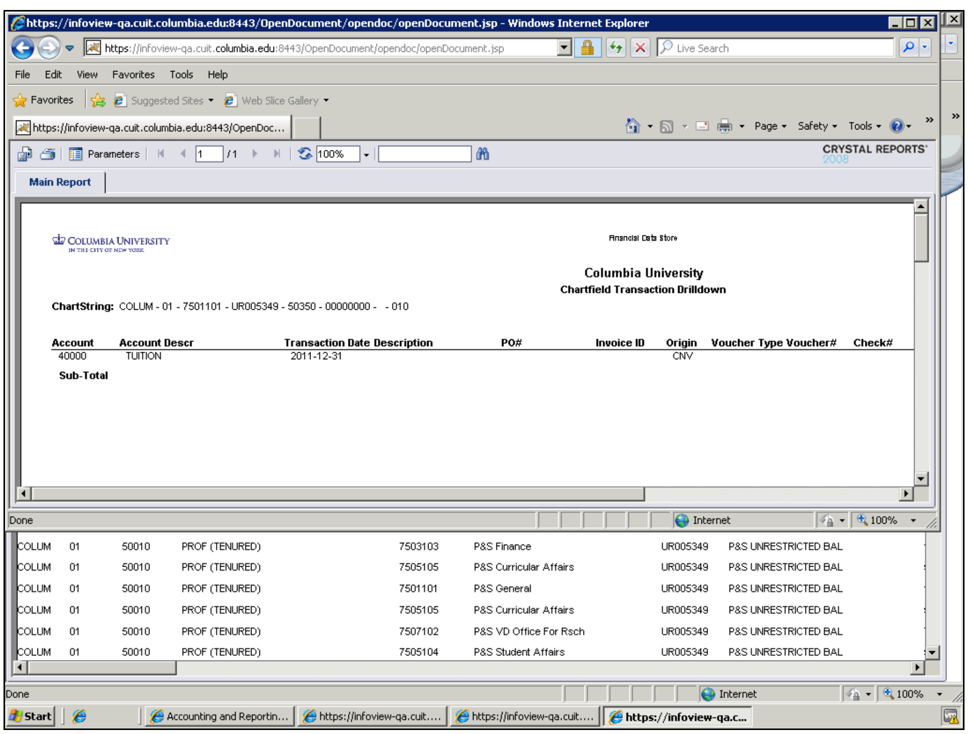
Step	Action
40.	Click the scroll bar to view the values that can be drilled down to the transaction detail. These values are depicted as blue links. 



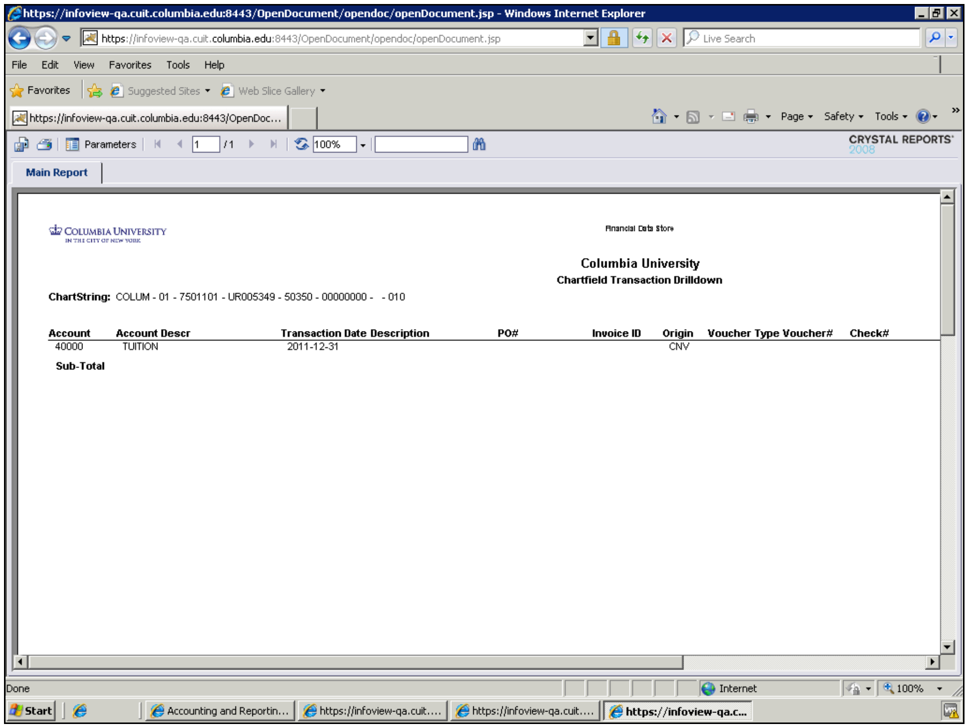
Step	Action
41.	Click on the **8,440** hyperlink. 8,440



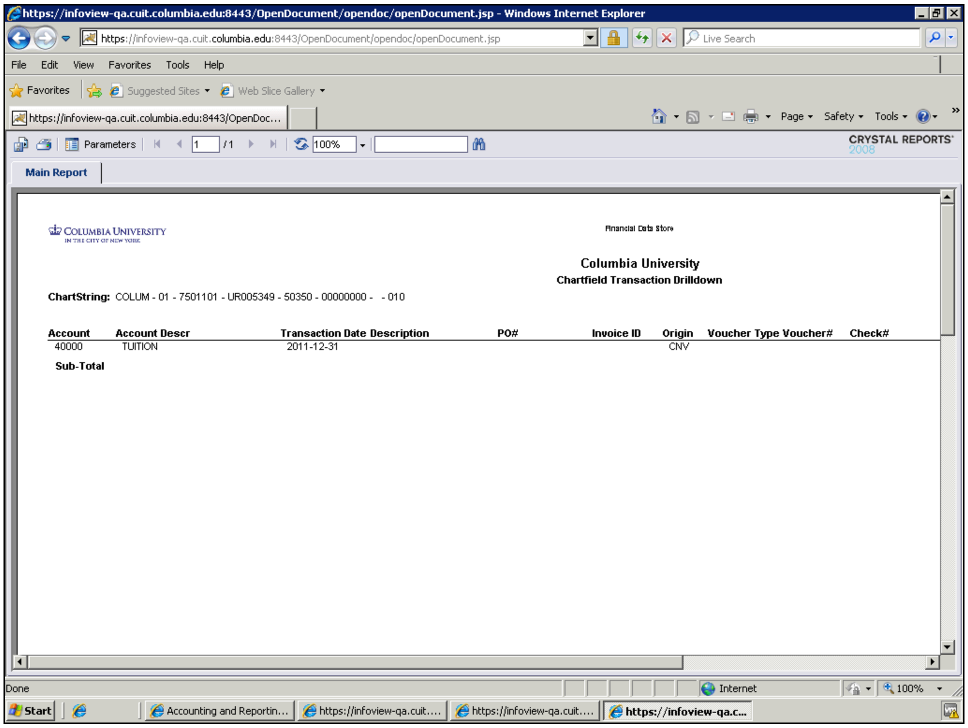
Step	Action
42.	Note that the ChartField Transaction Drilldown report opens in a new window.



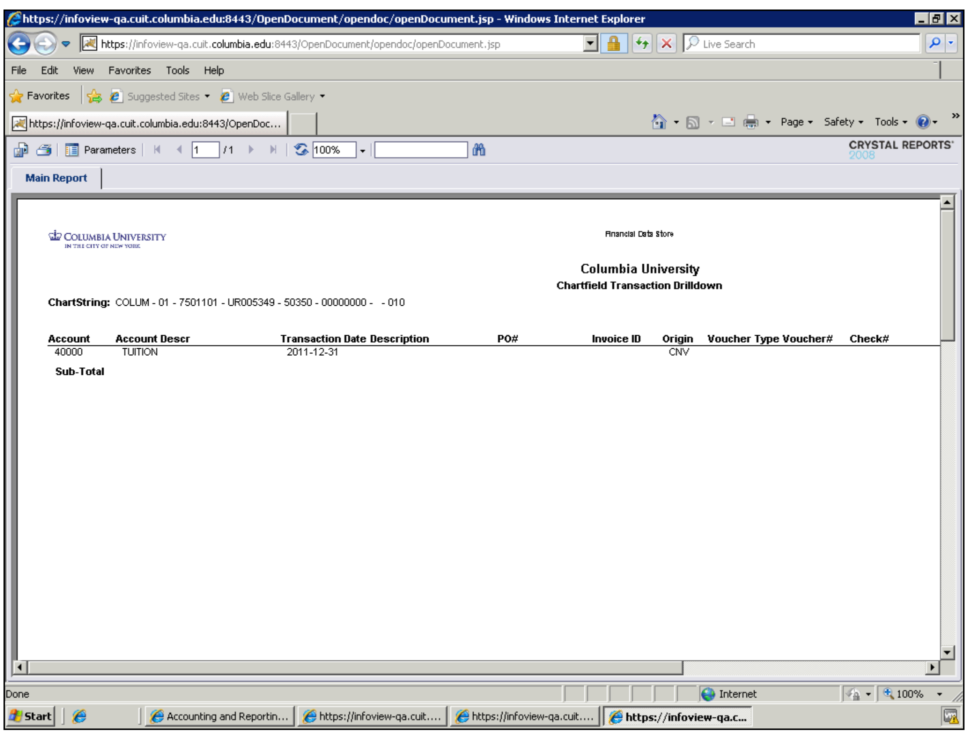
Step	Action
43.	Click the **Maximize/Restore** button. 



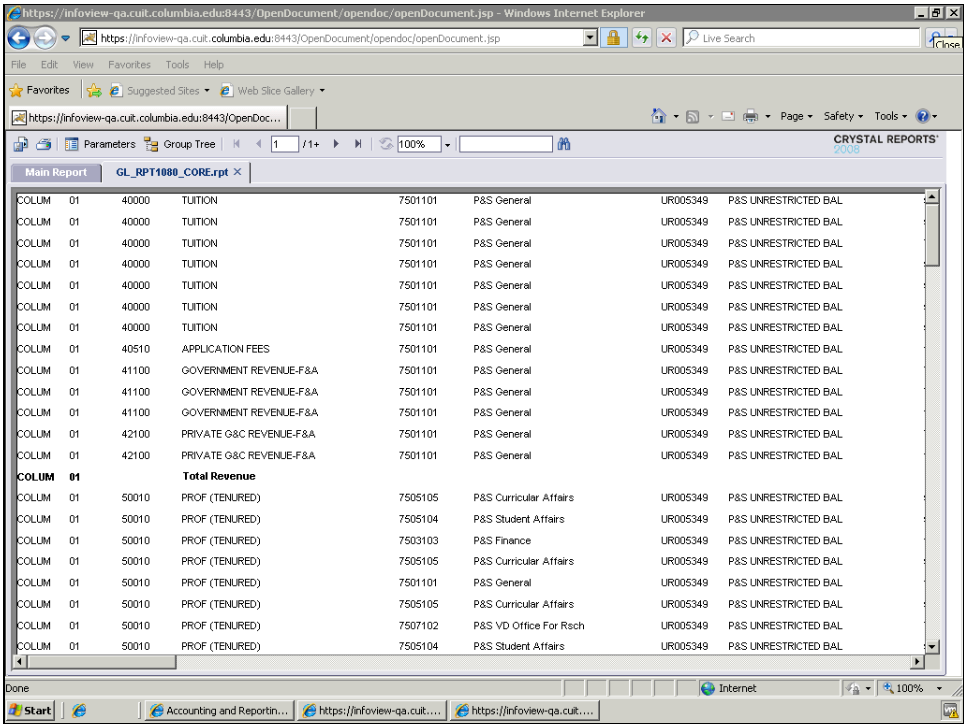
Step	Action
44.	The ChartField Transaction Drilldown report shows where the transaction is initiated and some details of the transaction.



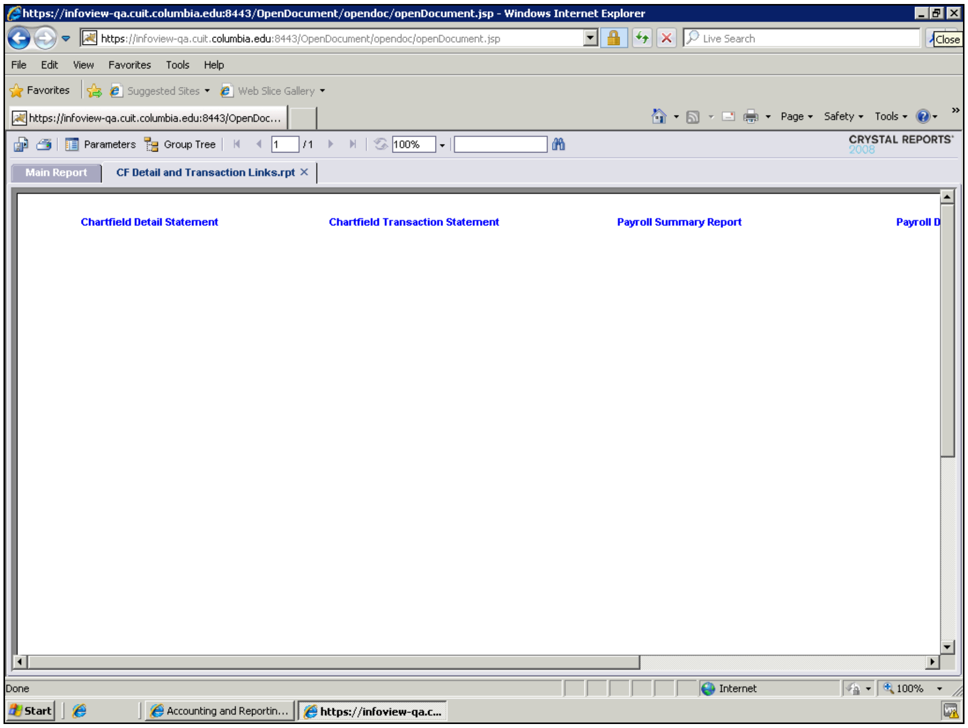
Step	Action
45.	We will now close the windows of the ChartField Transaction Drilldown and the ChartField Detail Statement reports.



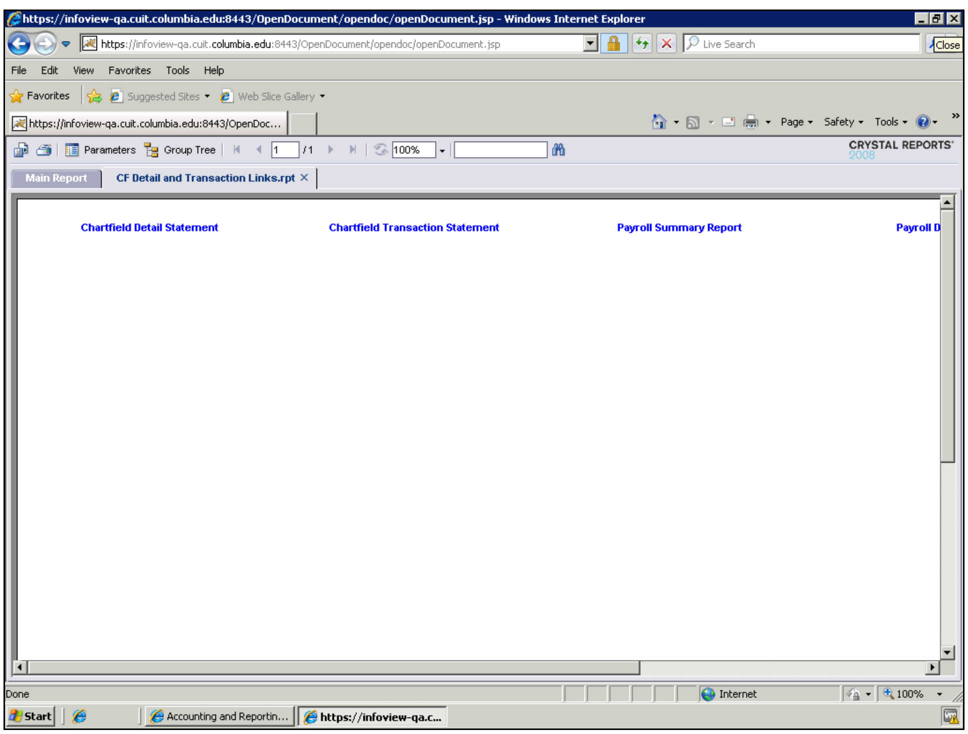
Step	Action
46.	Click the **Close** button.



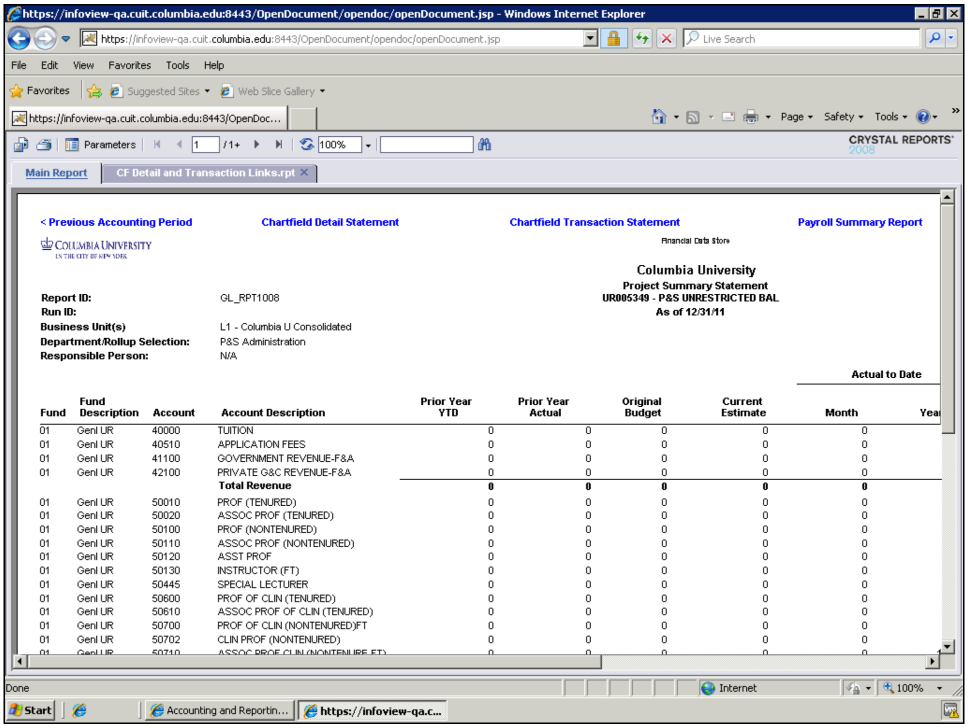
Step	Action
47.	Click the **Close** button.



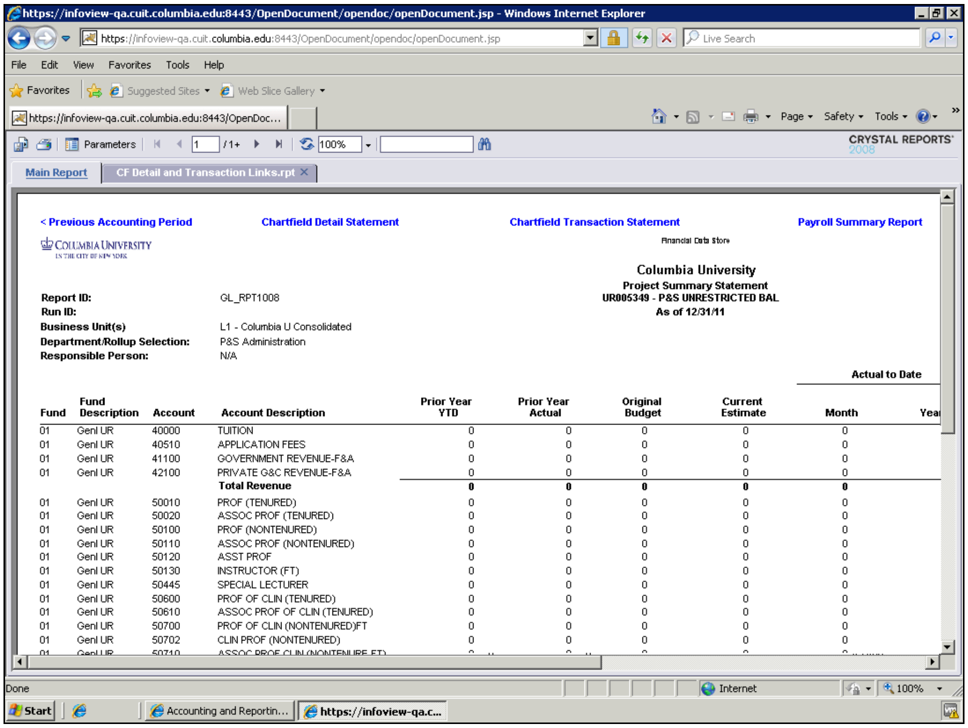
Step	Action
48.	When you activate any link on the report, a secondary 'Core' report tab will appear. Your original report will always show on the 'Main Report' tab.

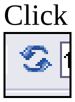


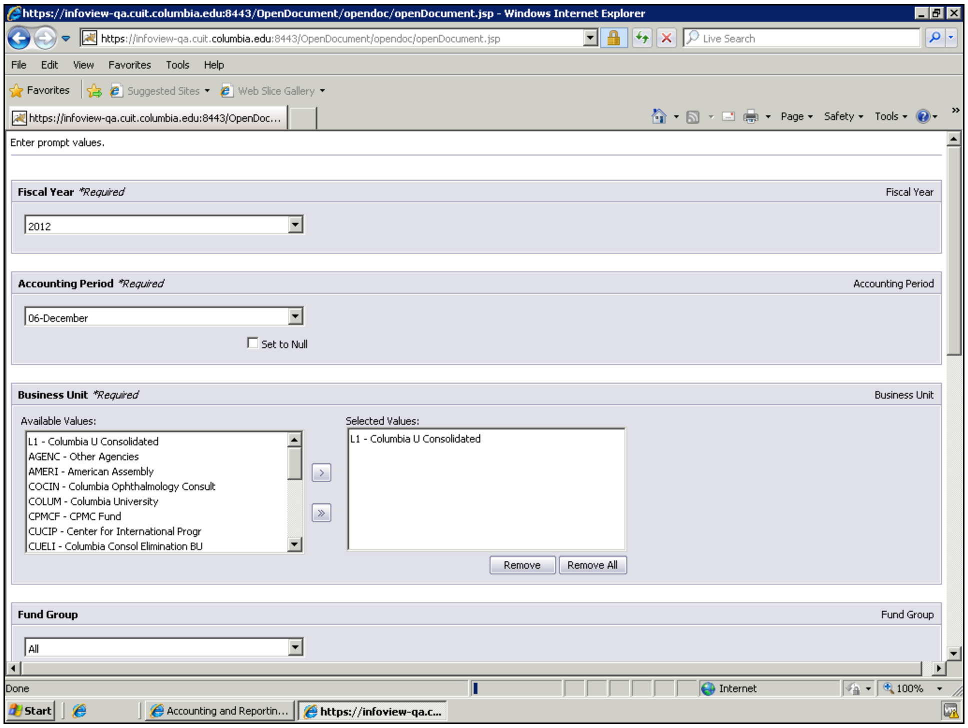
Step	Action
49.	Click the **Main Report** link. 

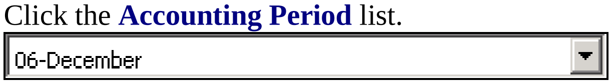


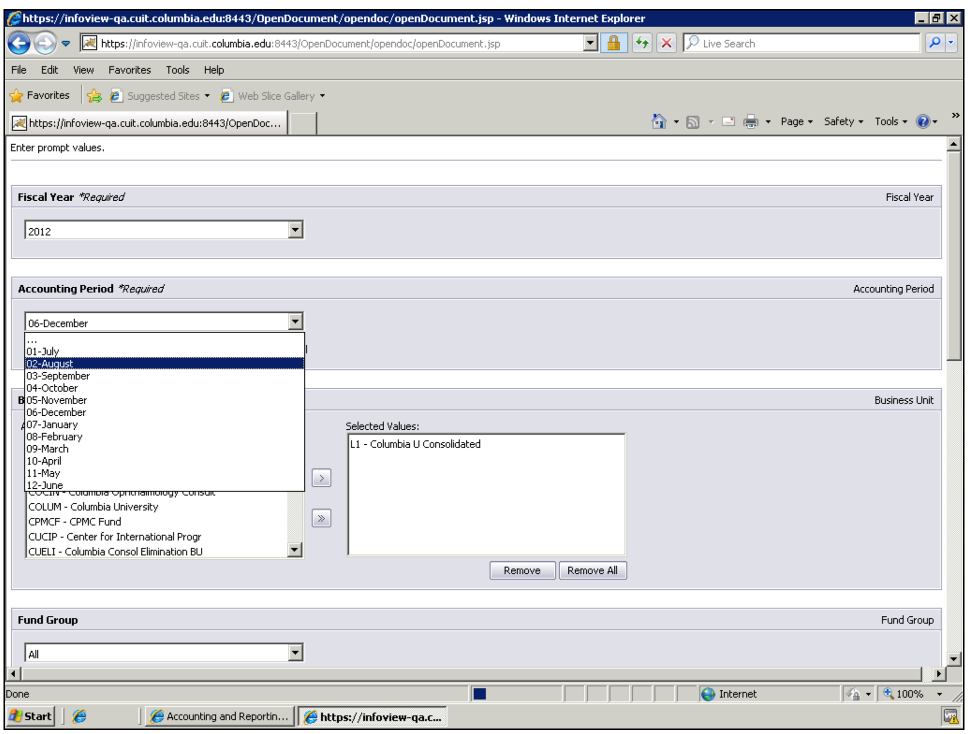
Step	Action
50.	If you want to run the same report with different run time parameters, you can click the 'Refresh' button and it will take you back to the run time parameters page.



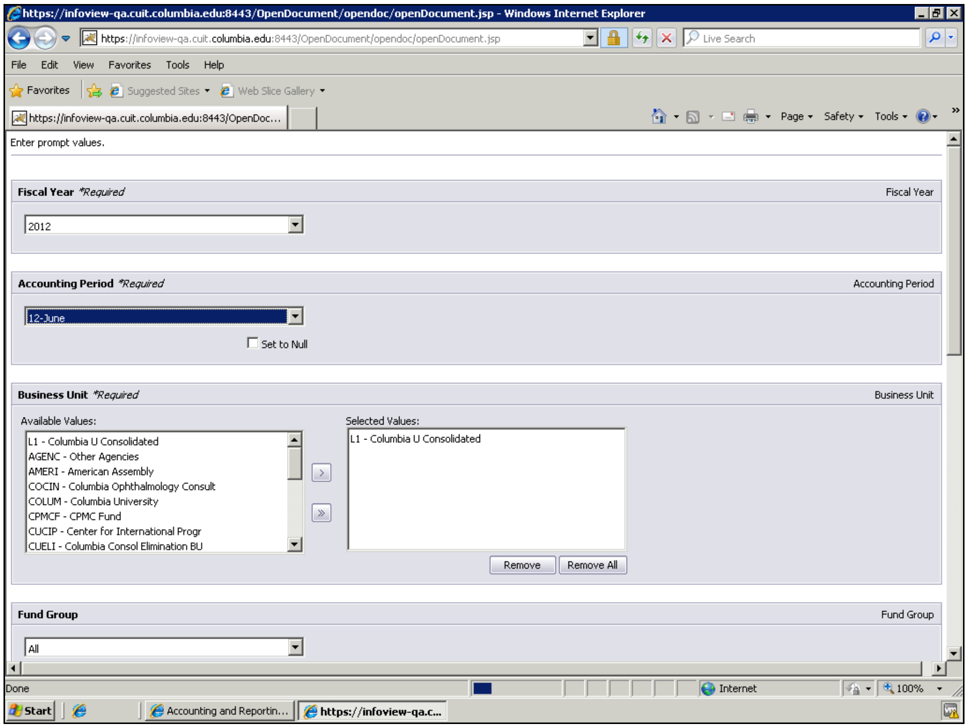
Step	Action
51.	Click the **Refresh Report** button. 



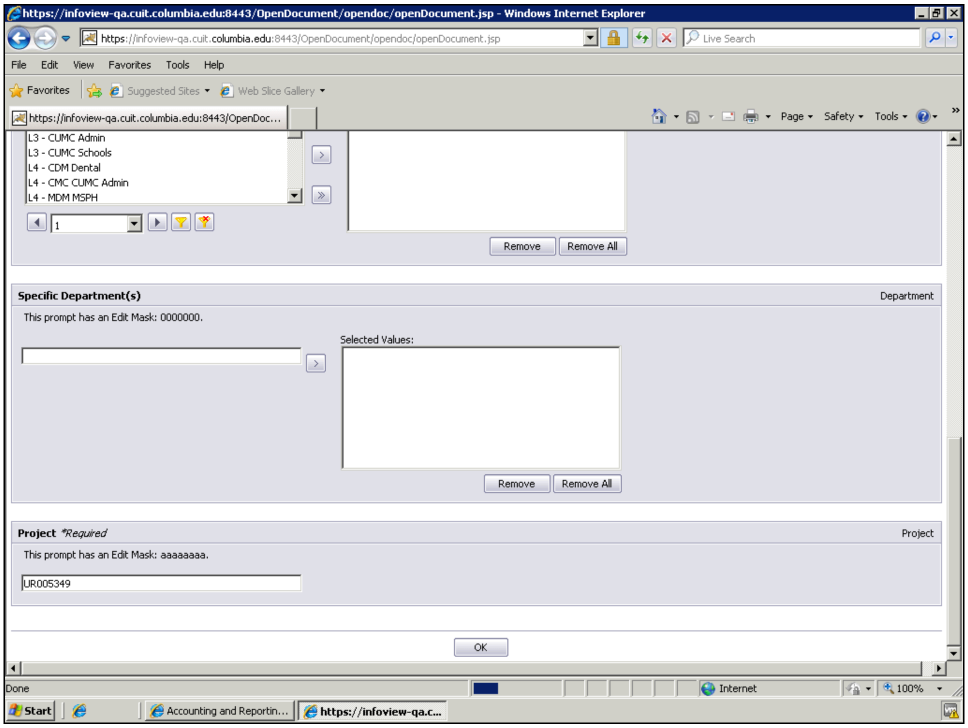
Step	Action
52.	Click the **Accounting Period** list. 

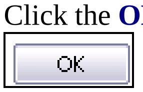


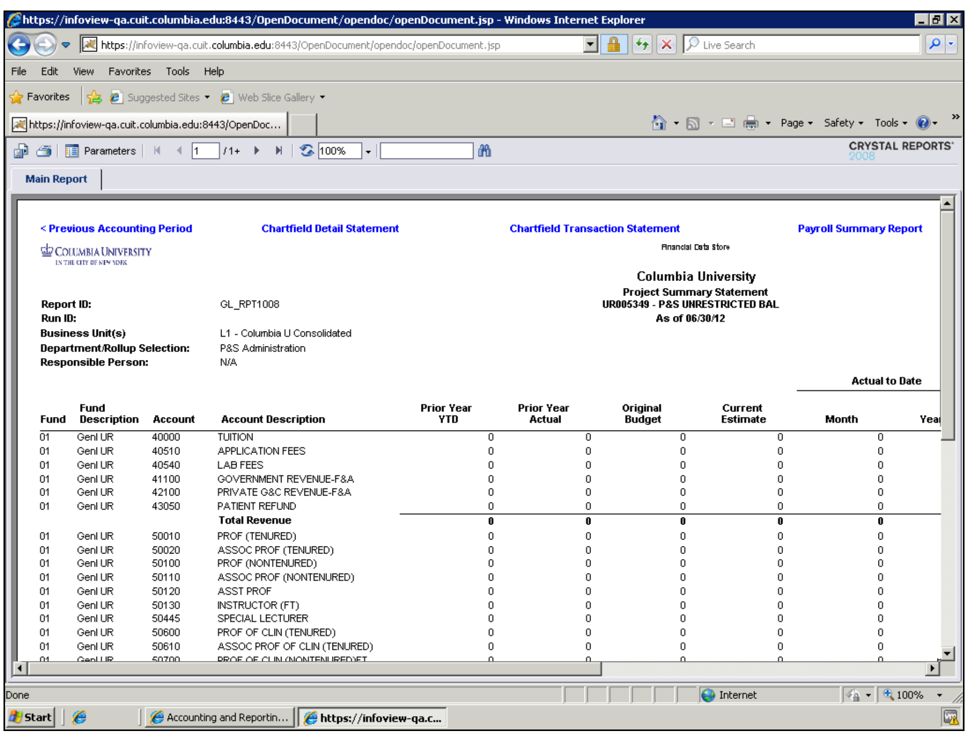
Step	Action
53.	Click the **12-June** list item. 12-June



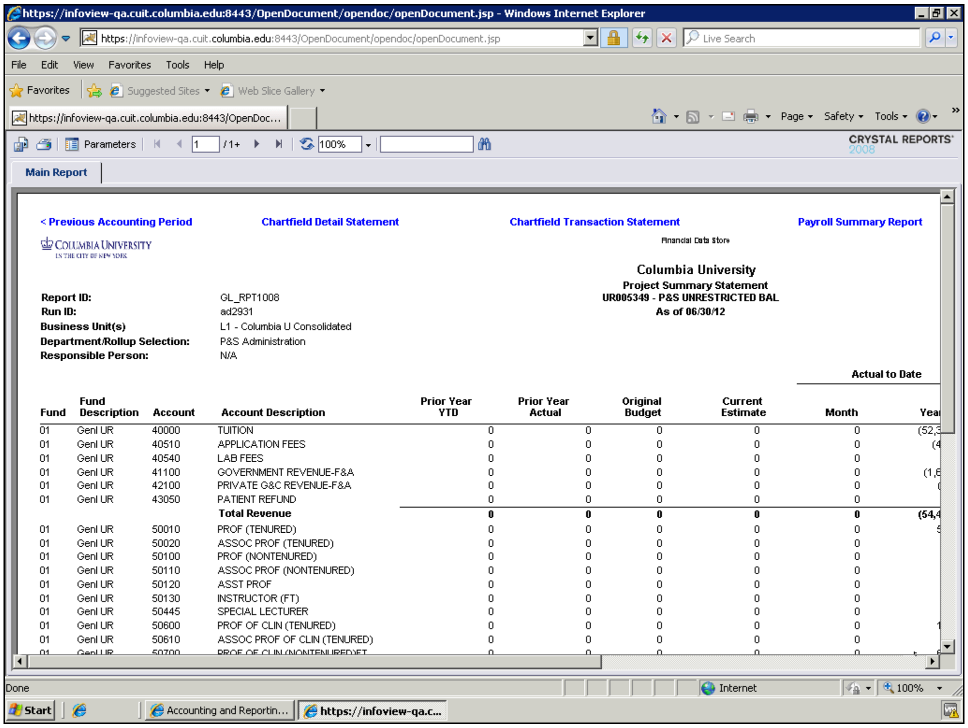
Step	Action
54.	Click the scroll bar to view the rest of the run time parameters for this report.

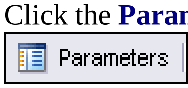


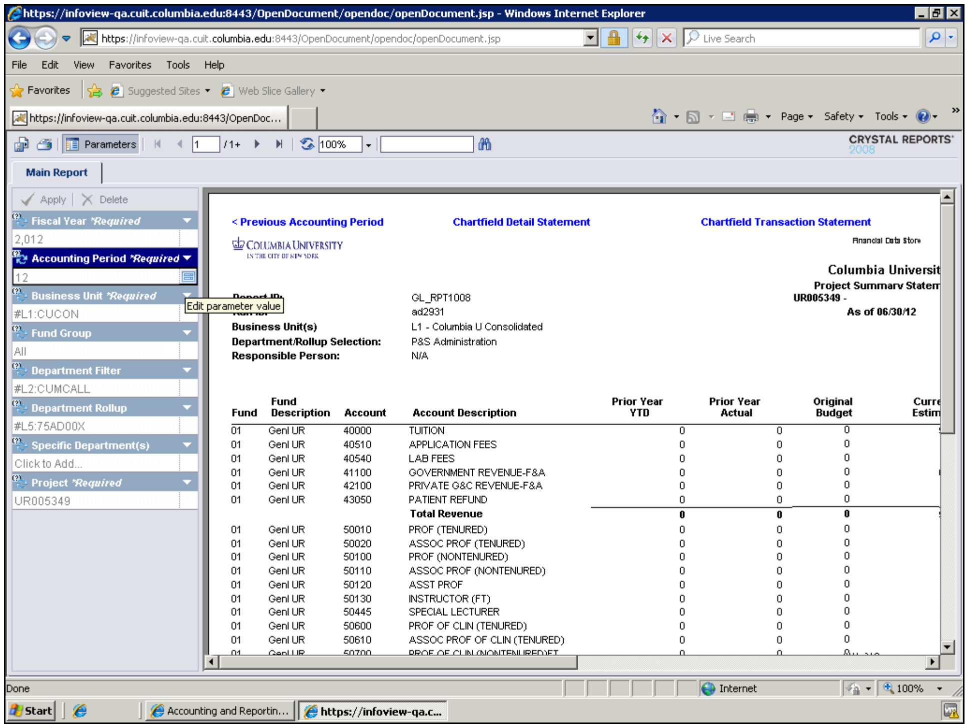
Step	Action
55.	Click the **OK** link. 



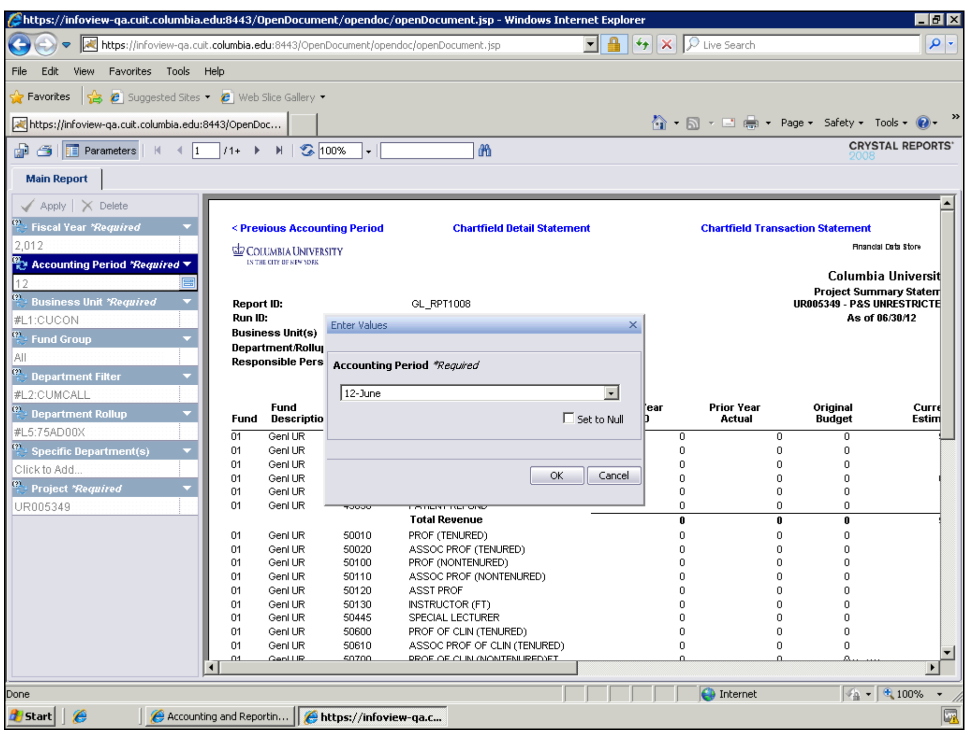
Step	Action
56.	A new report for June 2012 was generated.



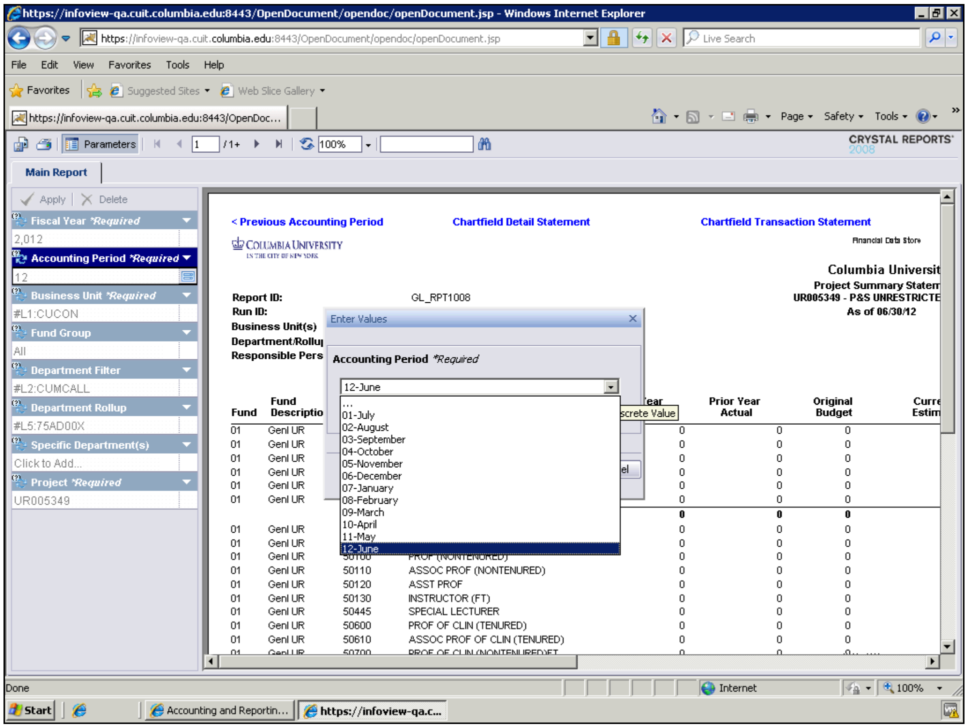
Step	Action
57.	You can also change your run time parameters by clicking on the 'Parameters' button. Click the **Parameters** button. 



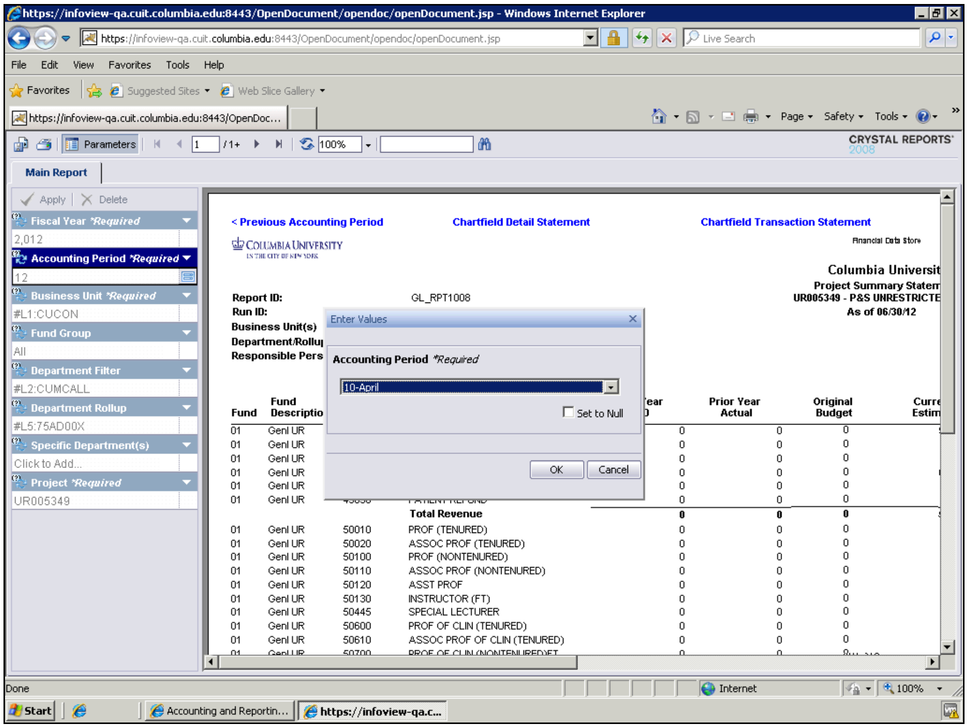
Step	Action
58.	Click the **Edit parameter value** button. 



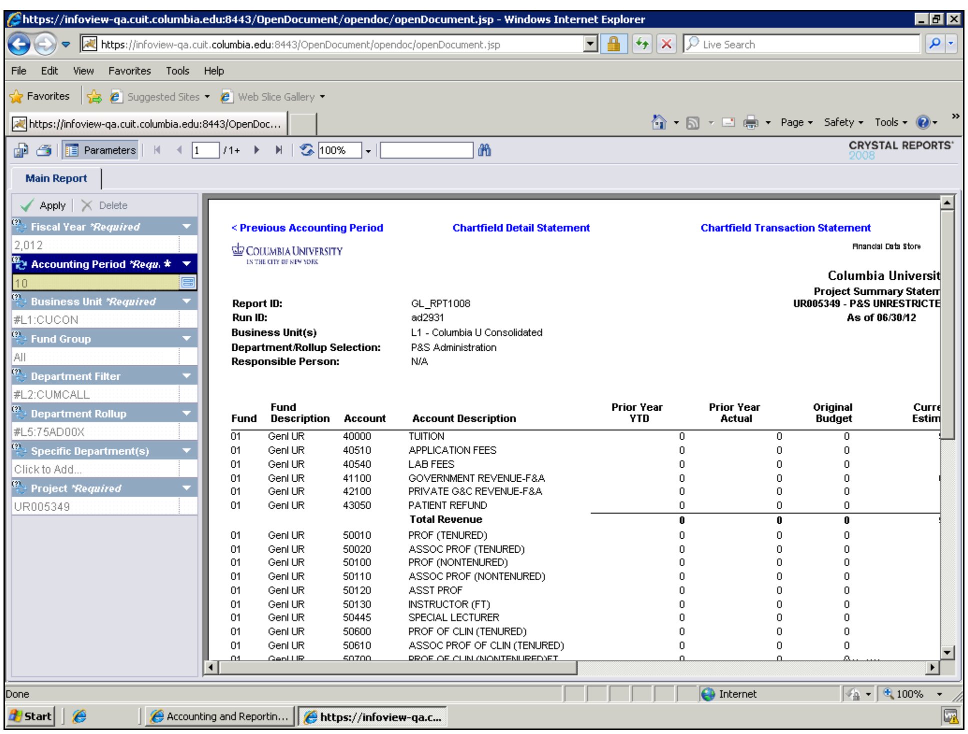
Step	Action
59.	Click the **Accounting Period** list. 12-June



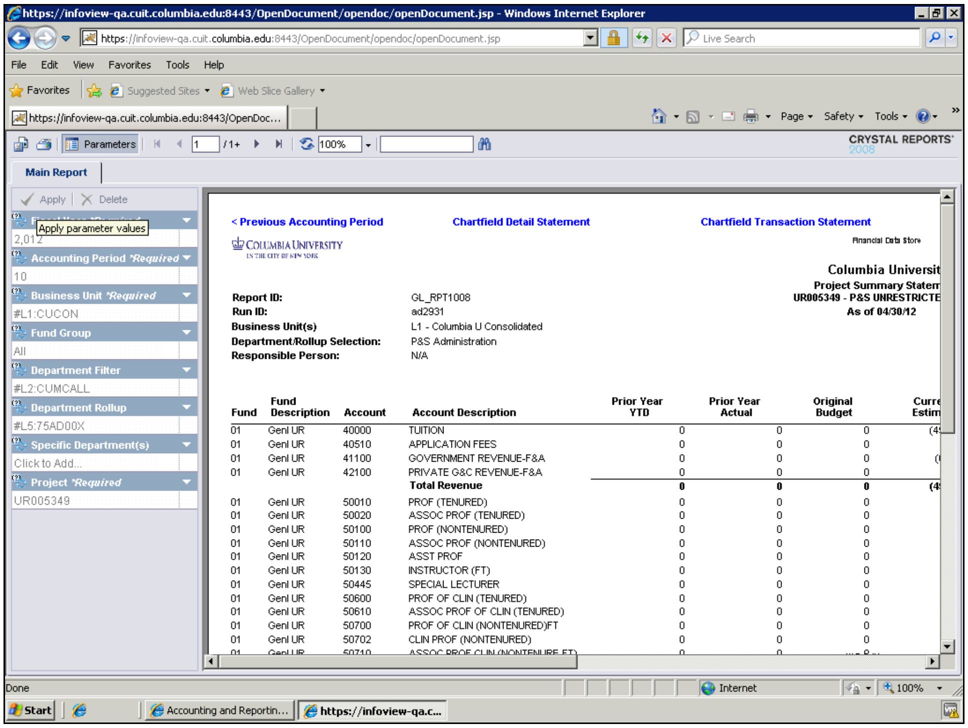
Step	Action
60.	Click the **10-April** list item. 10-April

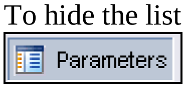


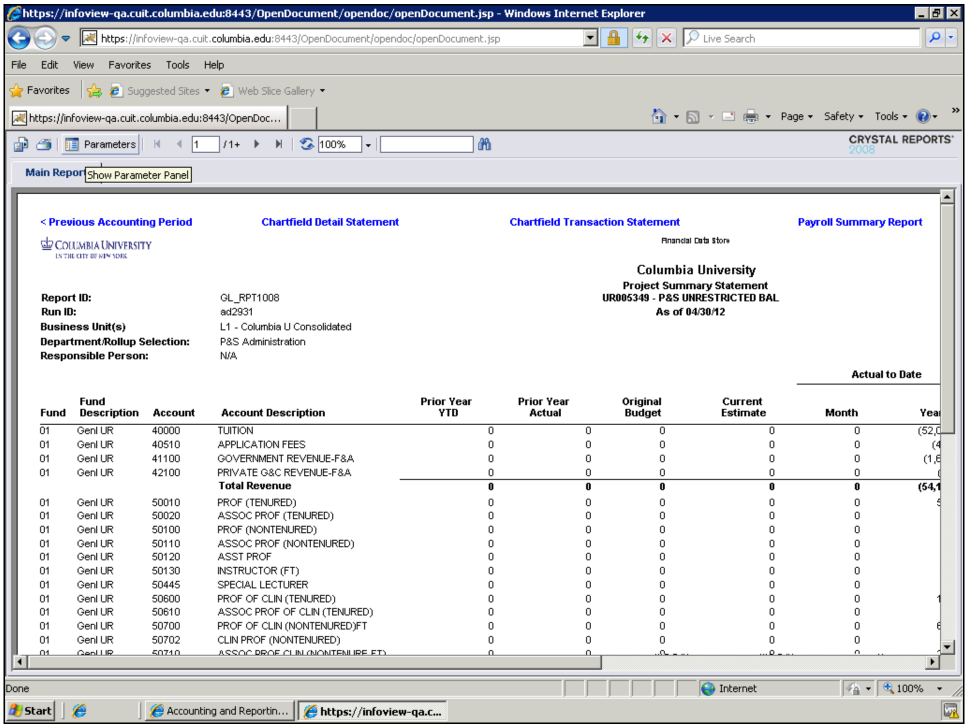
Step	Action
61.	Click the **OK** button. OK



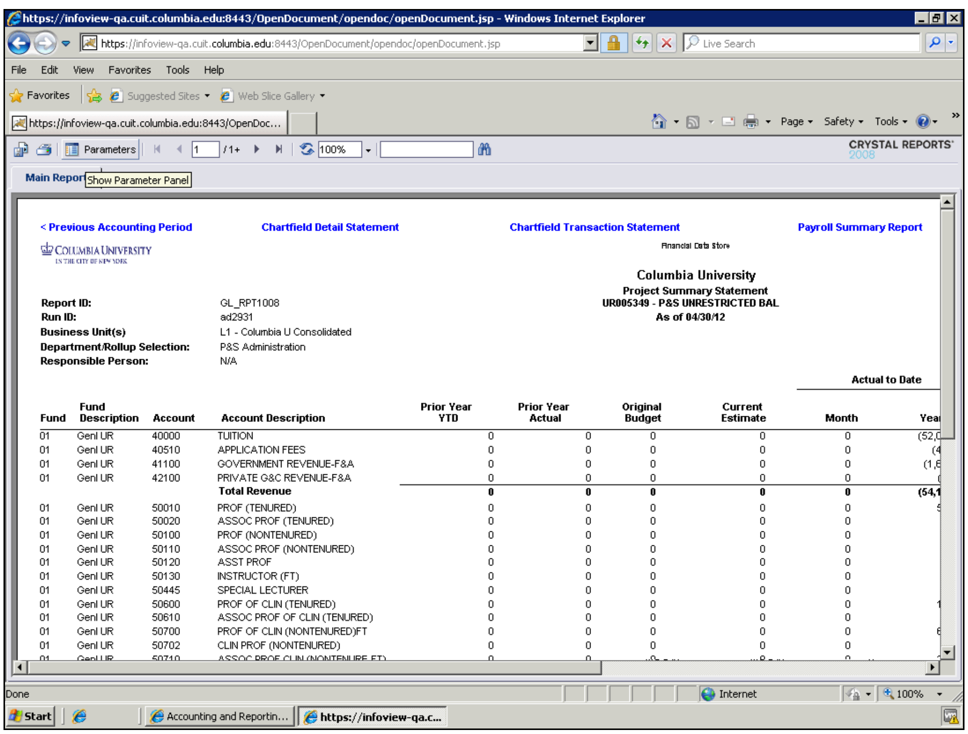
Step	Action
62.	Click the **Apply** button. 



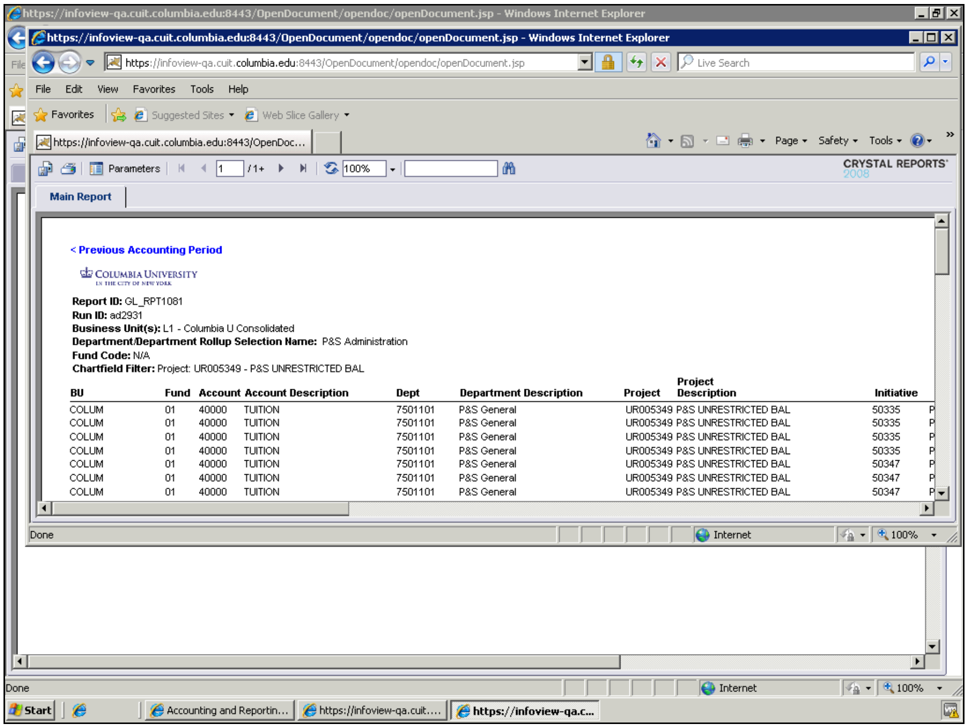
Step	Action
63.	To hide the list of parameters on the left hand side, click the **Parameters** button. 



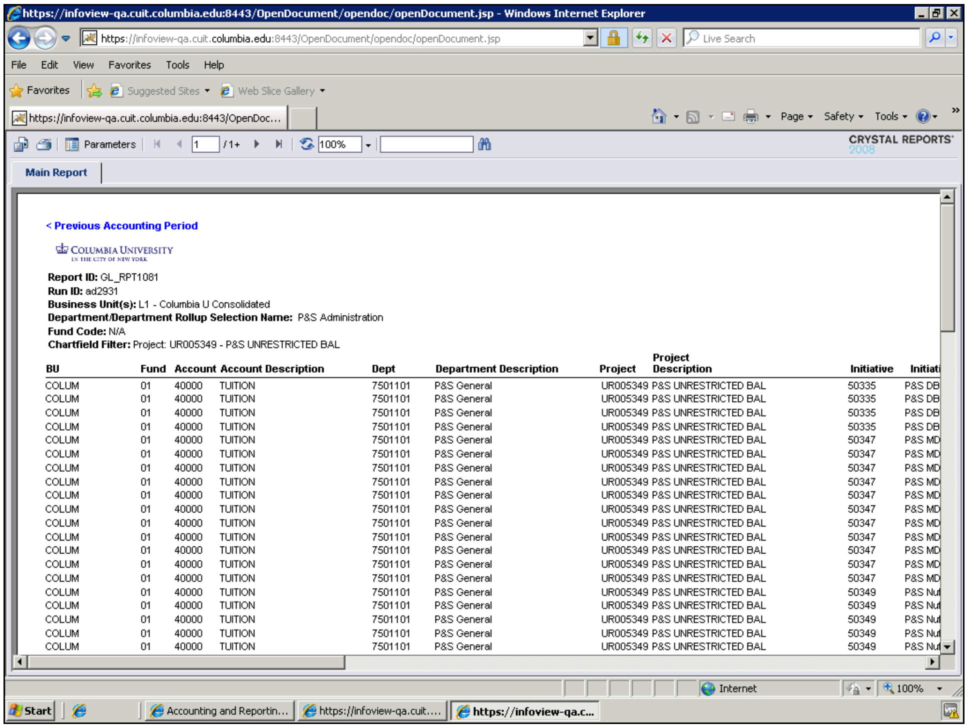
Step	Action
64.	Notice that this report is for April 2012.



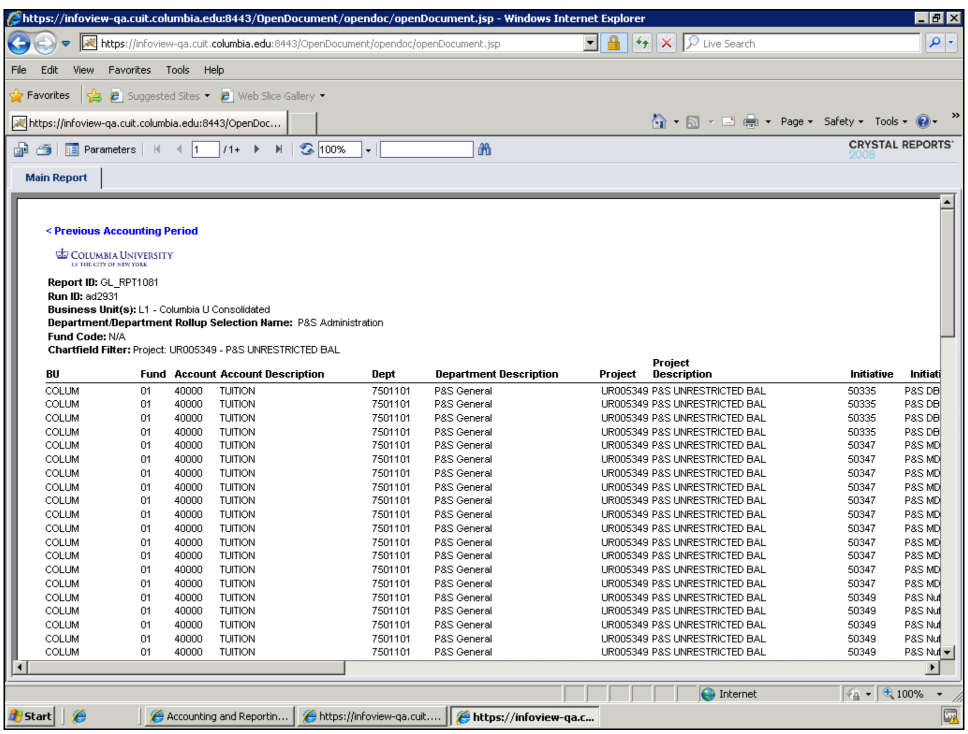
Step	Action
65.	Click the **Chartfield Transaction Statement** link. Chartfield Transaction Statement



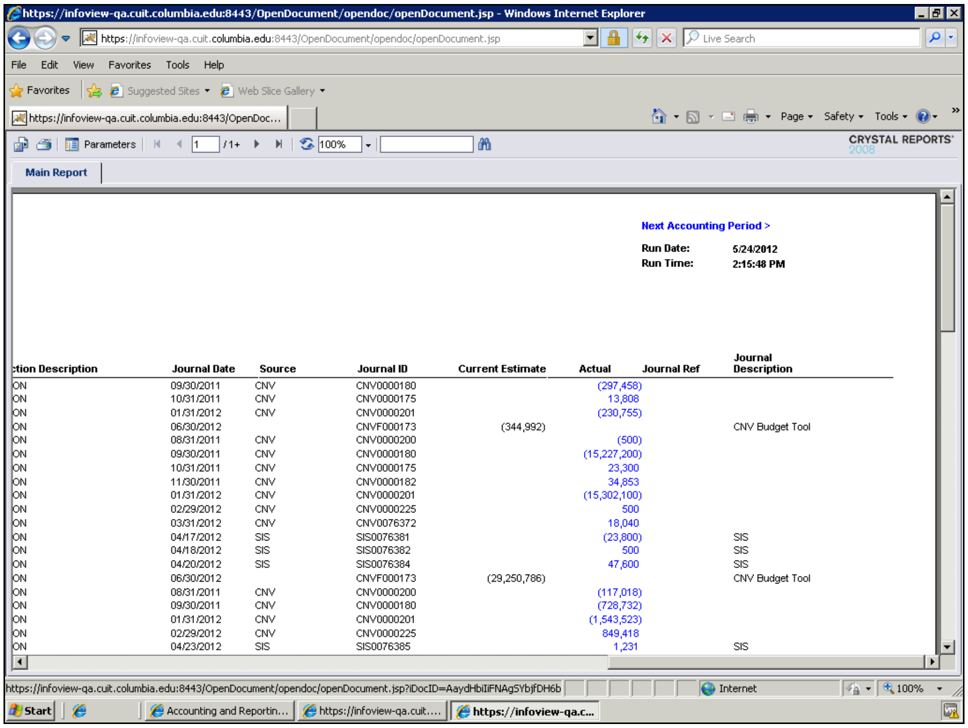
Step	Action
66.	Click the **Maximize/Restore** button.



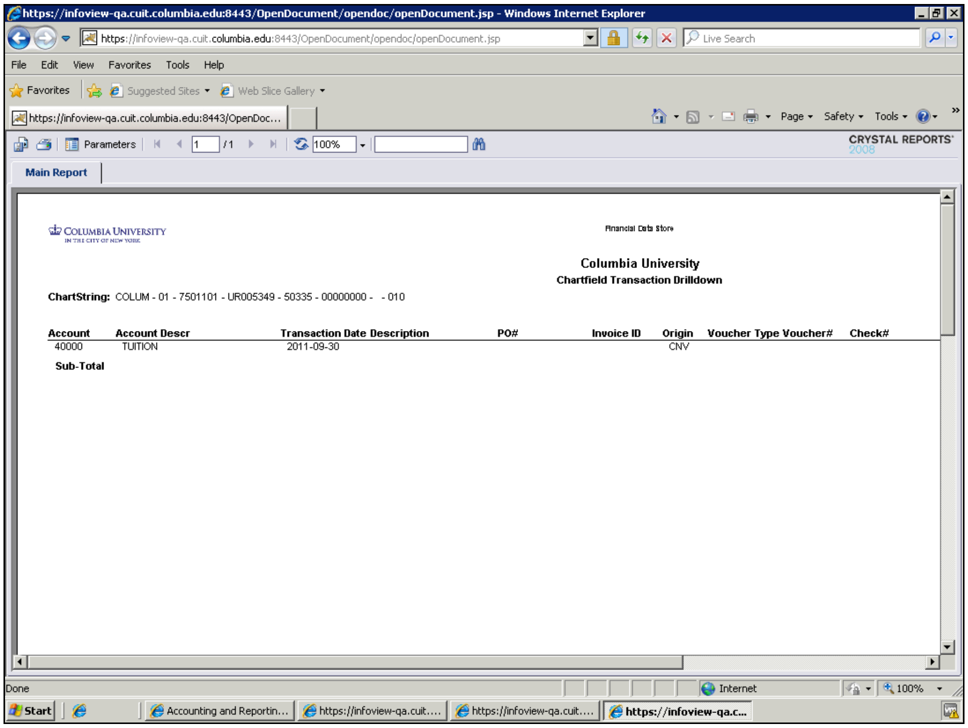
Step	Action
67.	The ChartField Transaction Statement is similar to the DARTS Detail Statement.



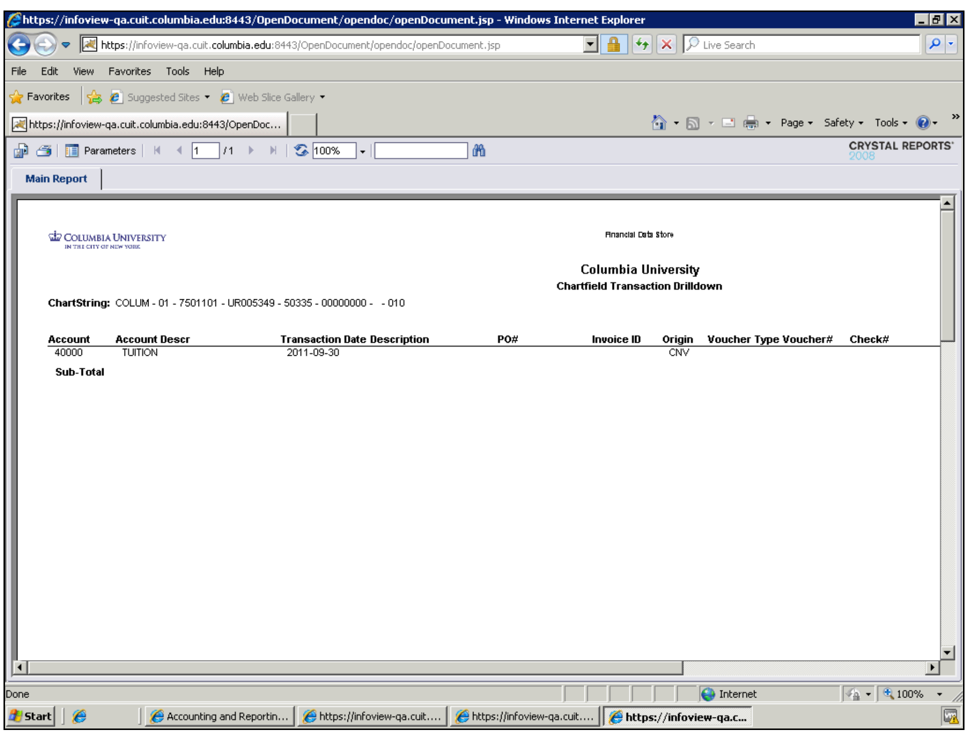
Step	Action
68.	Click the scroll bar to view the additional fields on this report.



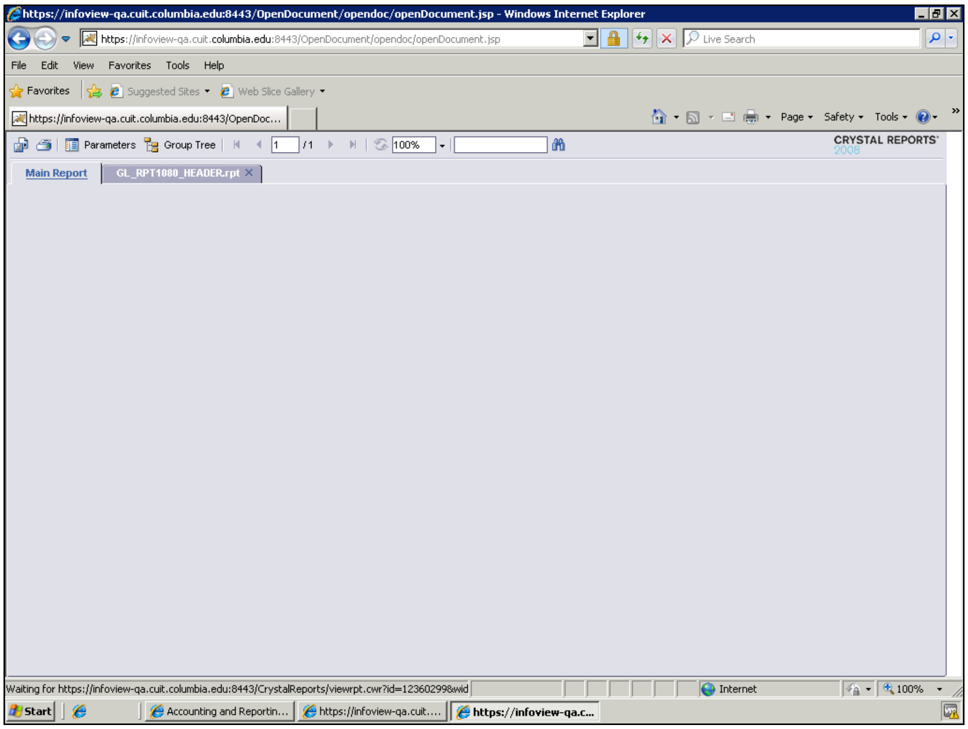
Step	Action
69.	Similar to the ChartField Detail Statement, you can also drill down to the transaction detail in this report. Click on the **(297,458)** hyperlink. (297,458)



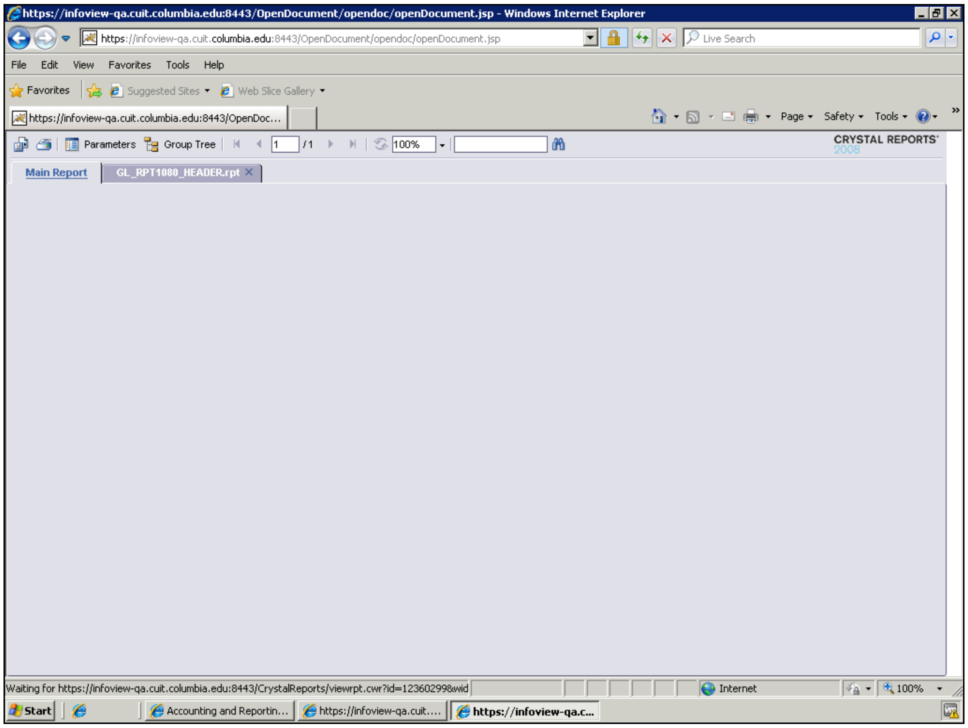
Step	Action
70.	The ChartField Transaction Drilldown report shows where the transaction is initiated and some details of the transaction.



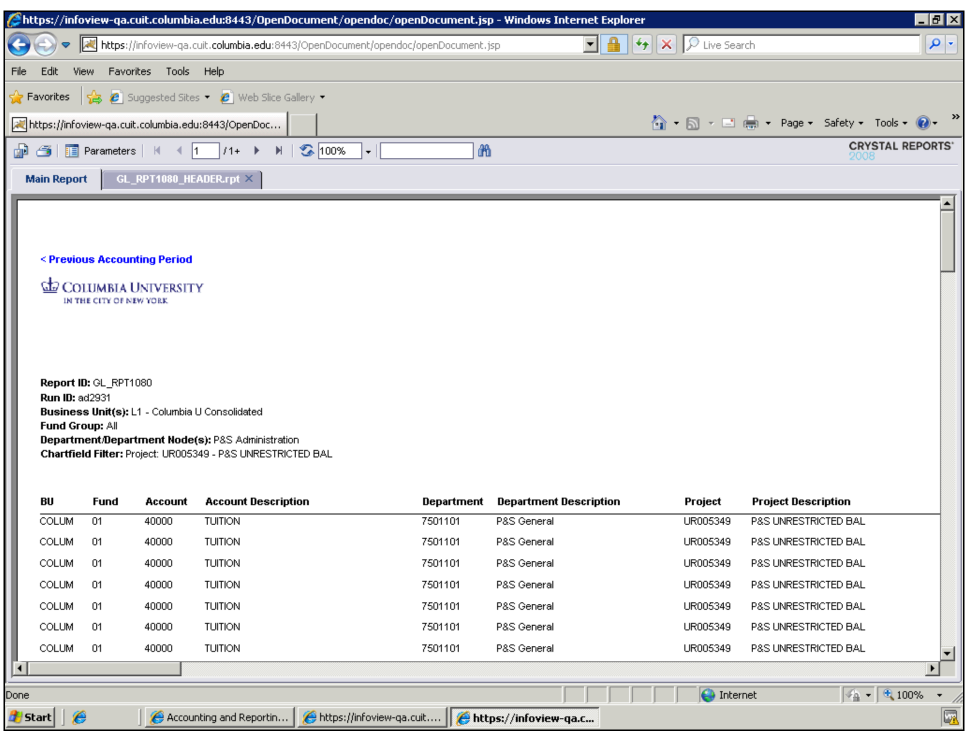
Step	Action
71.	Click the **'X'** button to close this window. 



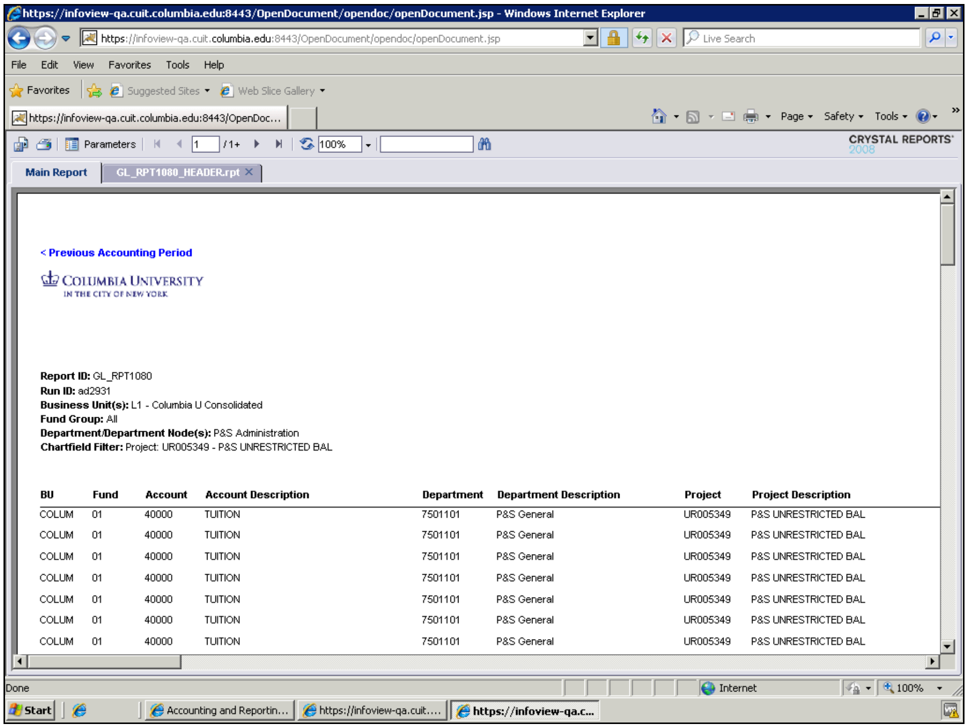
Step	Action
72.	When you activate any link on the report, a secondary 'Core' report tab will appear. Your original report will always show on the 'Main Report' tab.



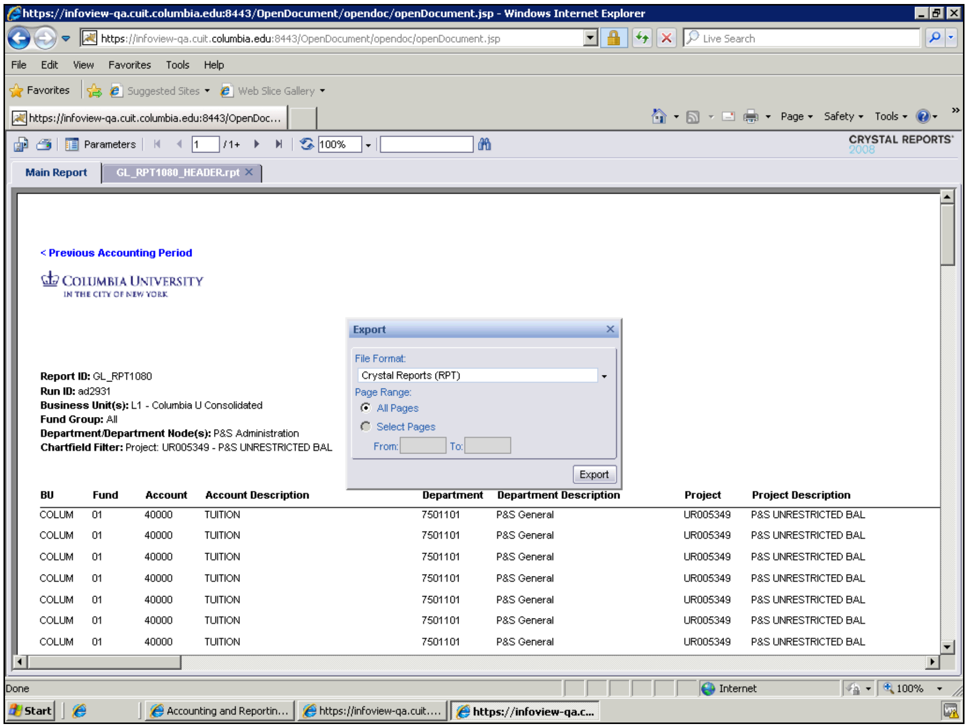
Step	Action
73.	Click the **Main Report** link. Main Report



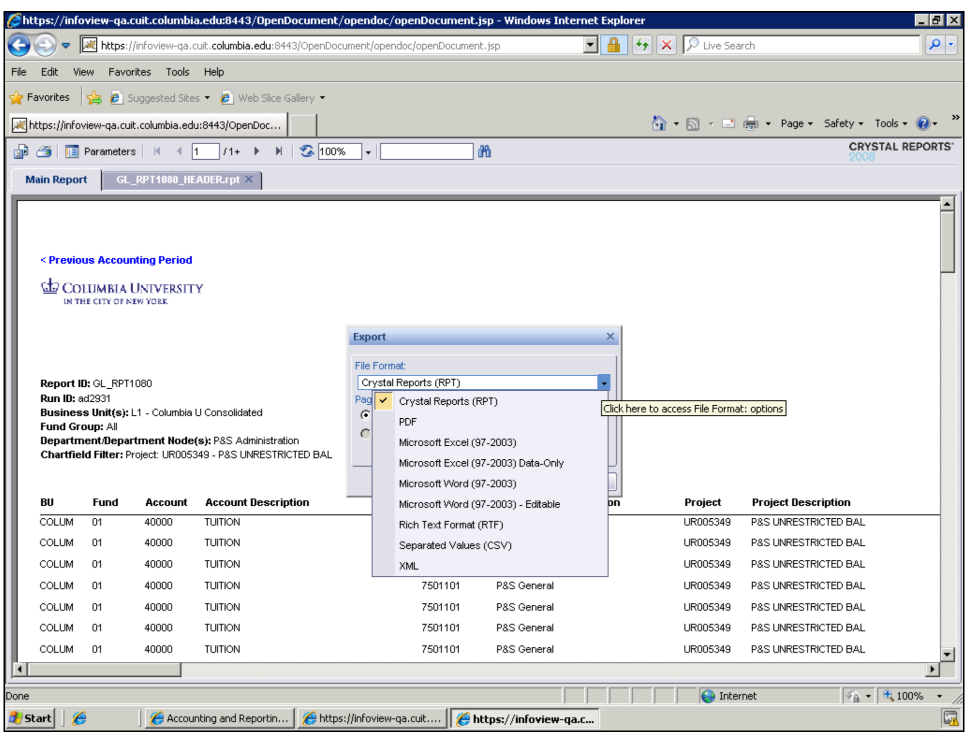
Step	Action
74.	You may like to export this report to Excel for further analysis.



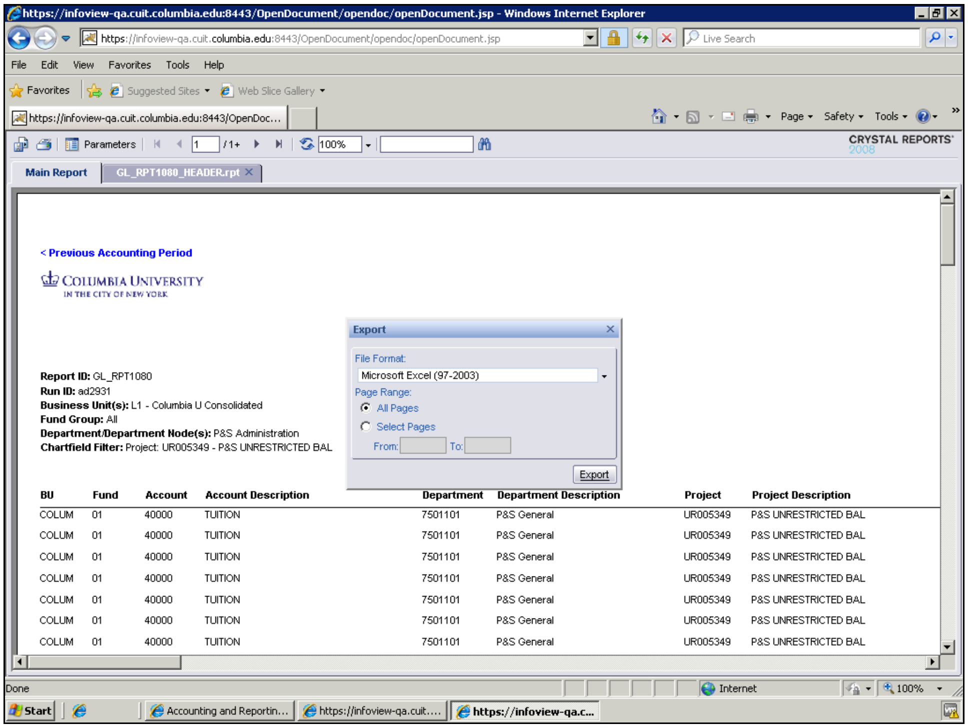
Step	Action
75.	Click the **Export this report** button. 



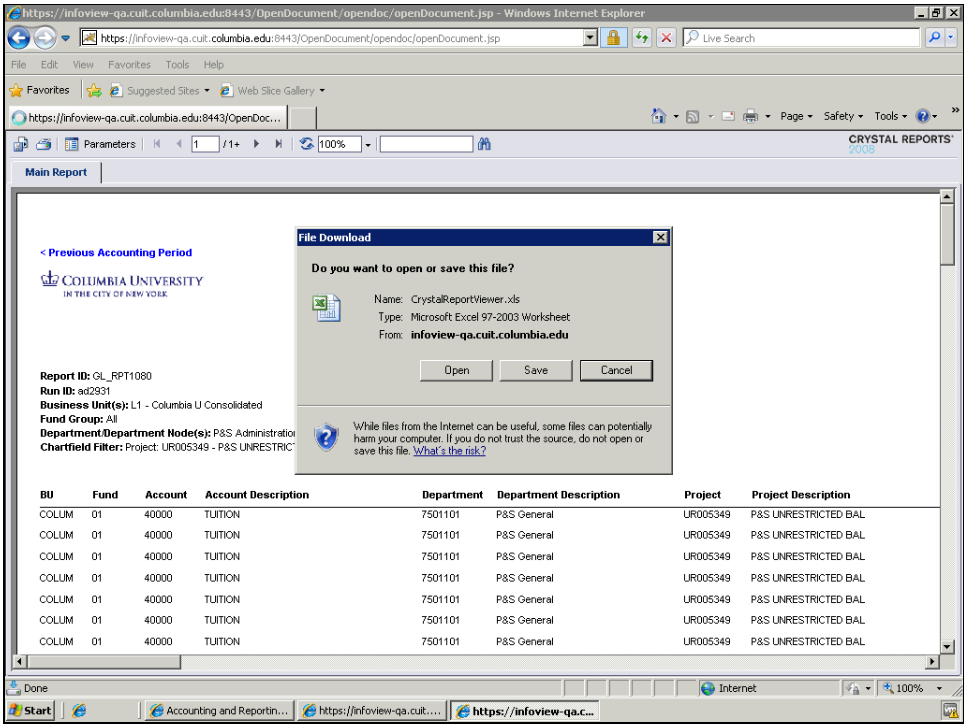
Step	Action
76.	Click the **File Format** button.



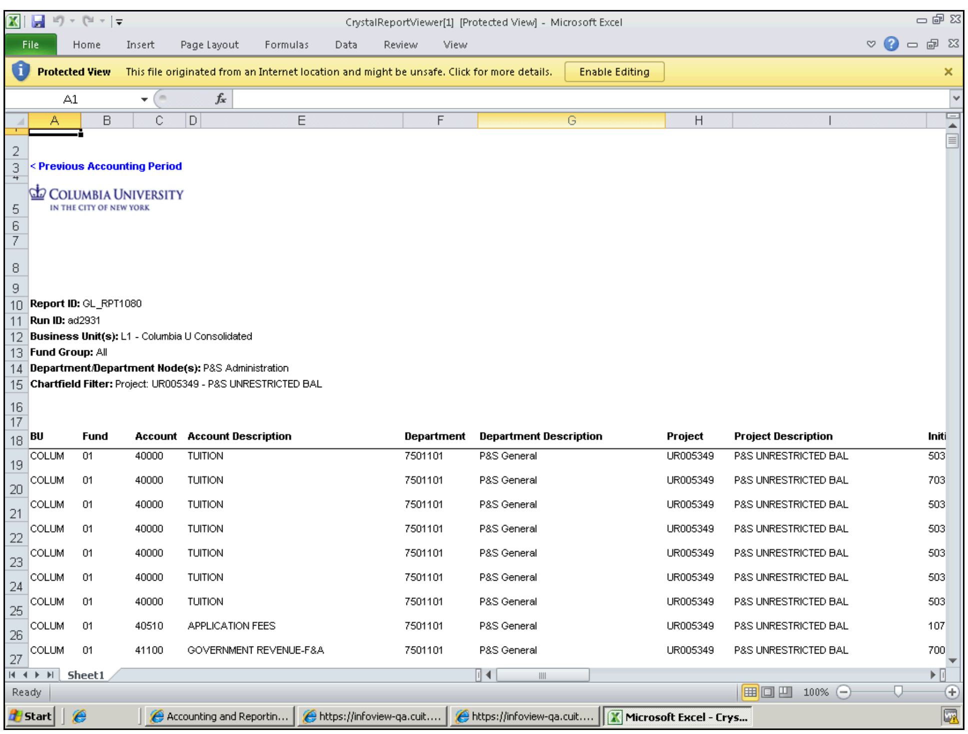
Step	Action
77.	Click the **Microsoft Excel (97-2003)** object. Microsoft Excel (97-2003)



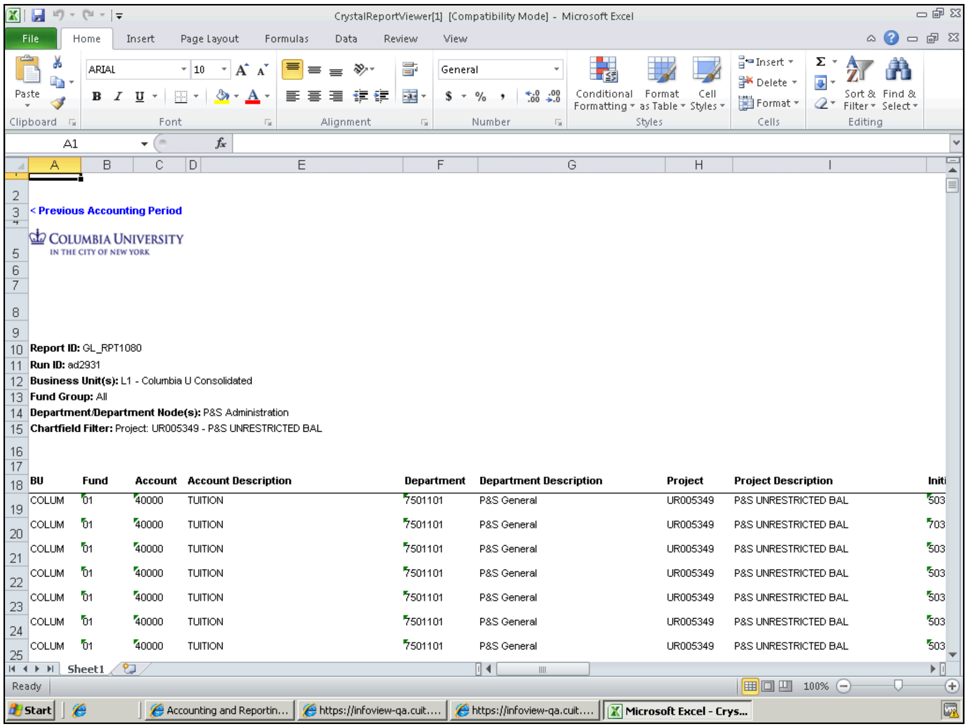
Step	Action
78.	Click the **Export** link. Export



Step	Action
79.	Click the **Open** button.



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

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

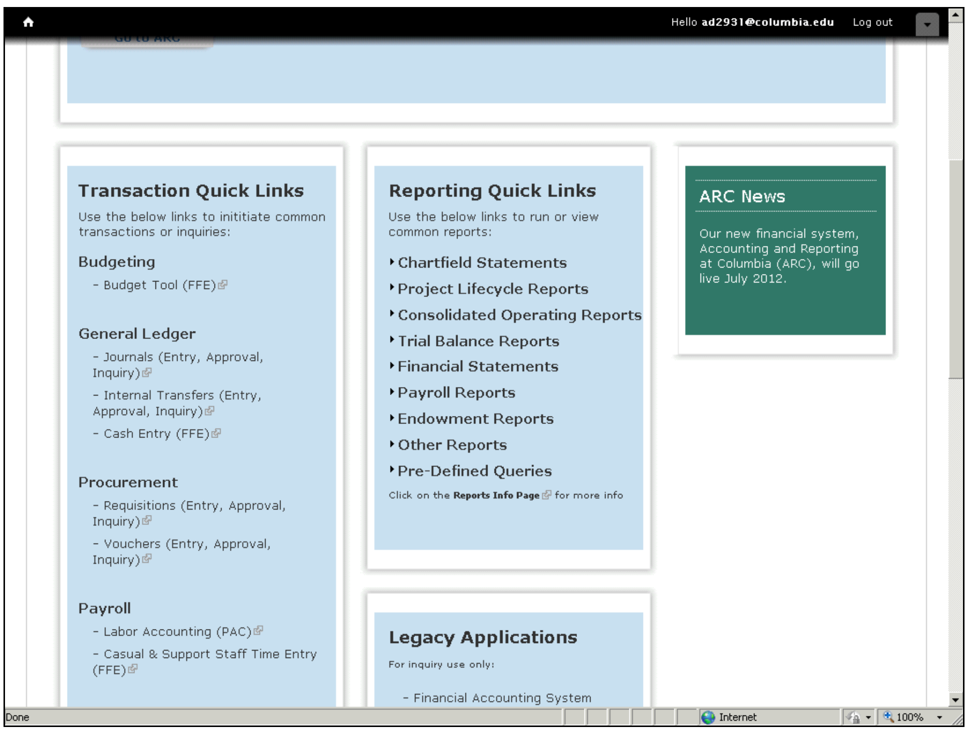
The Sponsored Project Financial Report is used by a Department Administrator, Principal Investigator, or SPF Project Manager to monitor and report on Sponsored Projects.

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

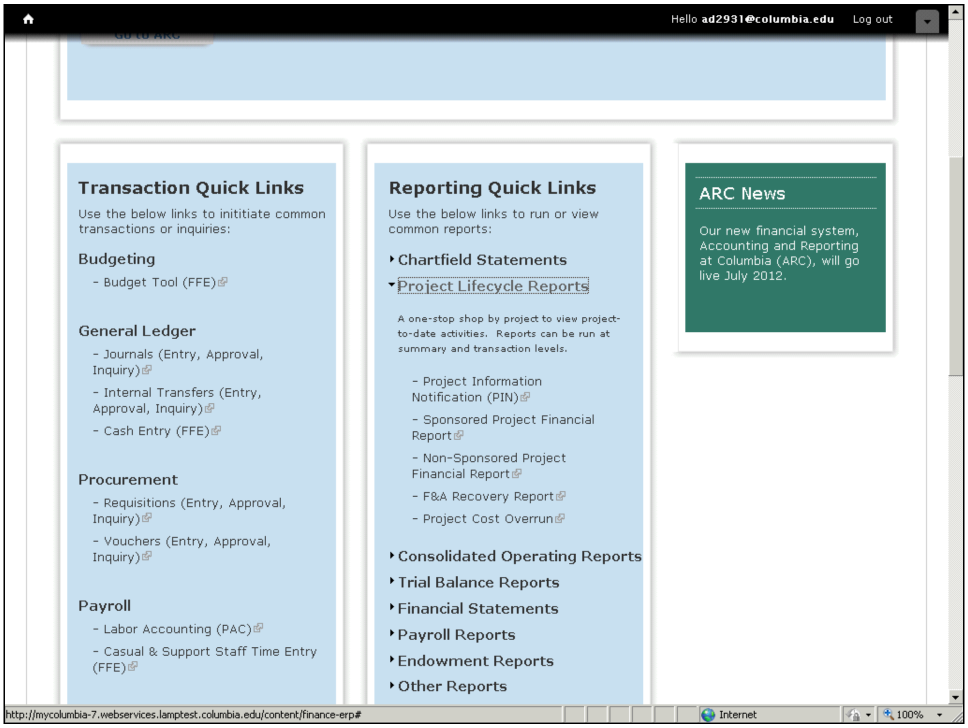
Estimated time to complete this topic: 5 minutes

Procedure

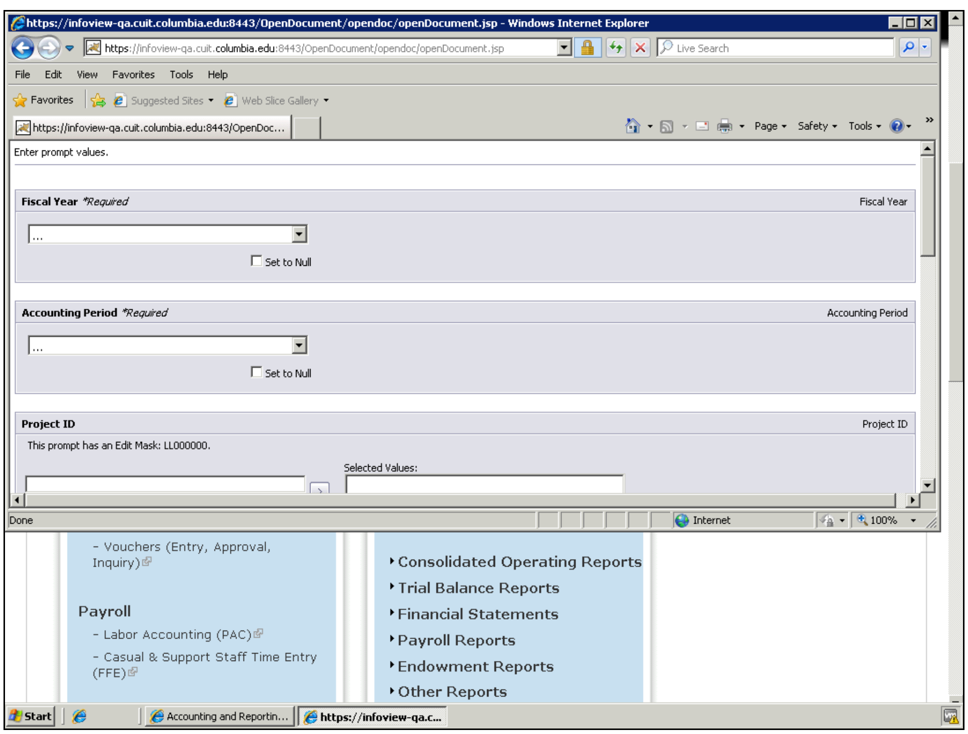
Welcome to the *Running the Sponsored Project Financial Report* topic. In this scenario you will learn how to access and run the Sponsored Project Financial Report from the ARC Portal. You will also learn how to preview the report for a different set of parameters, print the report, and export the report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



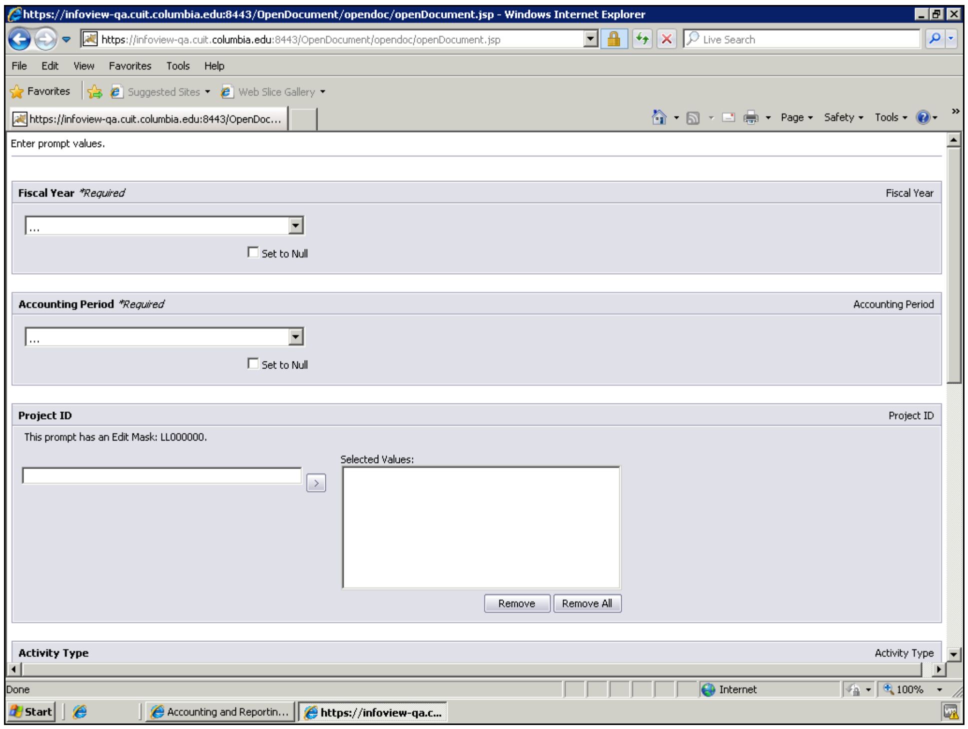
Step	Action
1.	Click the **Project Lifecycle Reports** link. Project Lifecycle Reports



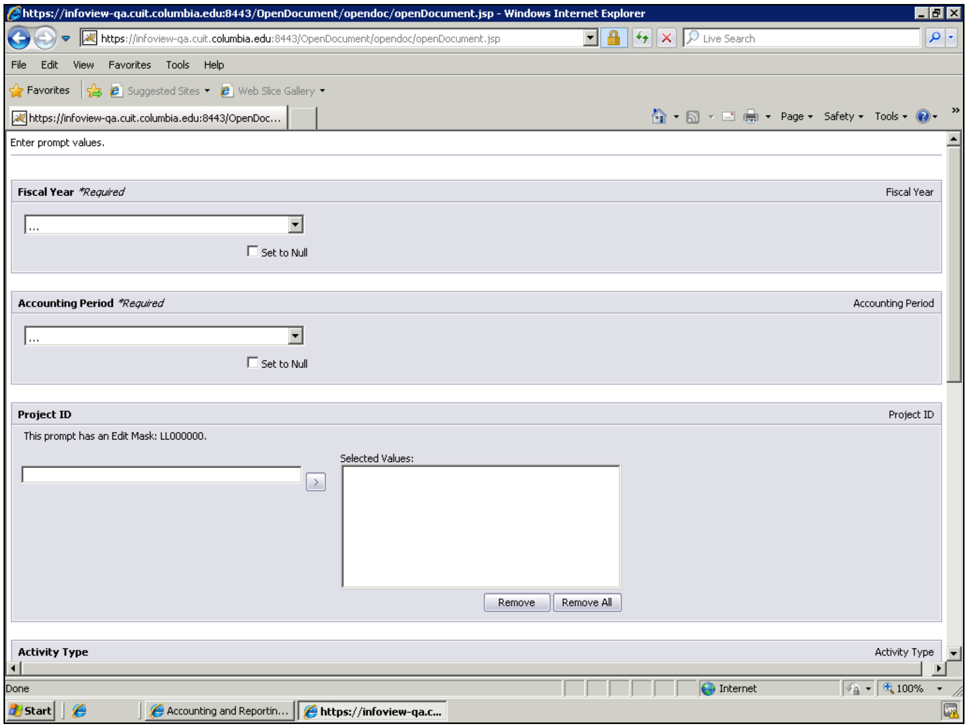
Step	Action
2.	Click the **Sponsored Project Financial Report** link.



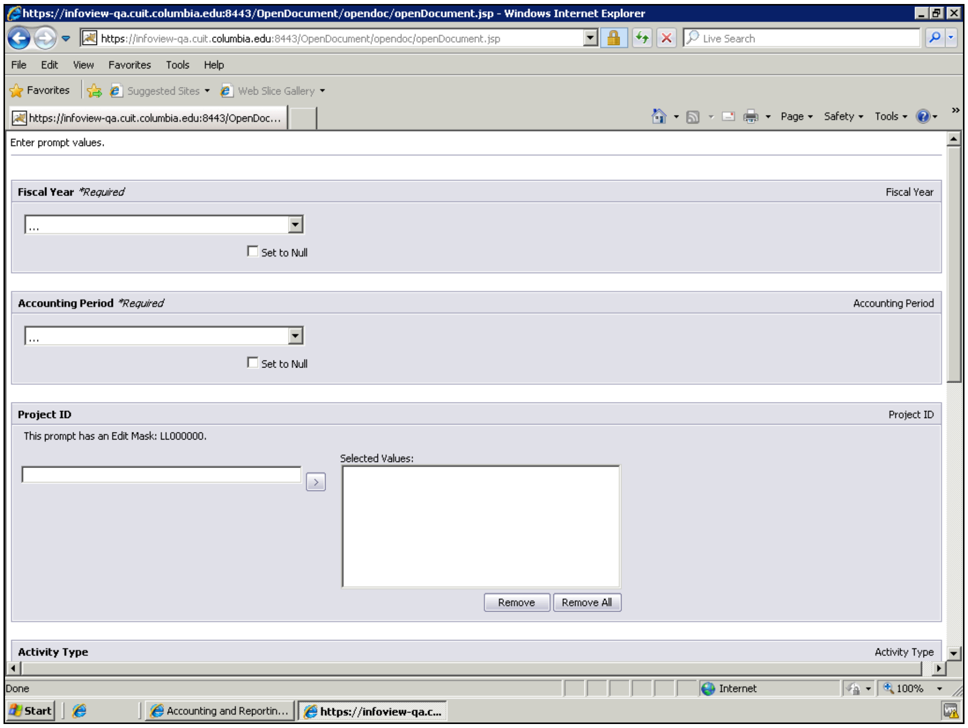
Step	Action
3.	Click the **Maximize/Restore** button. 



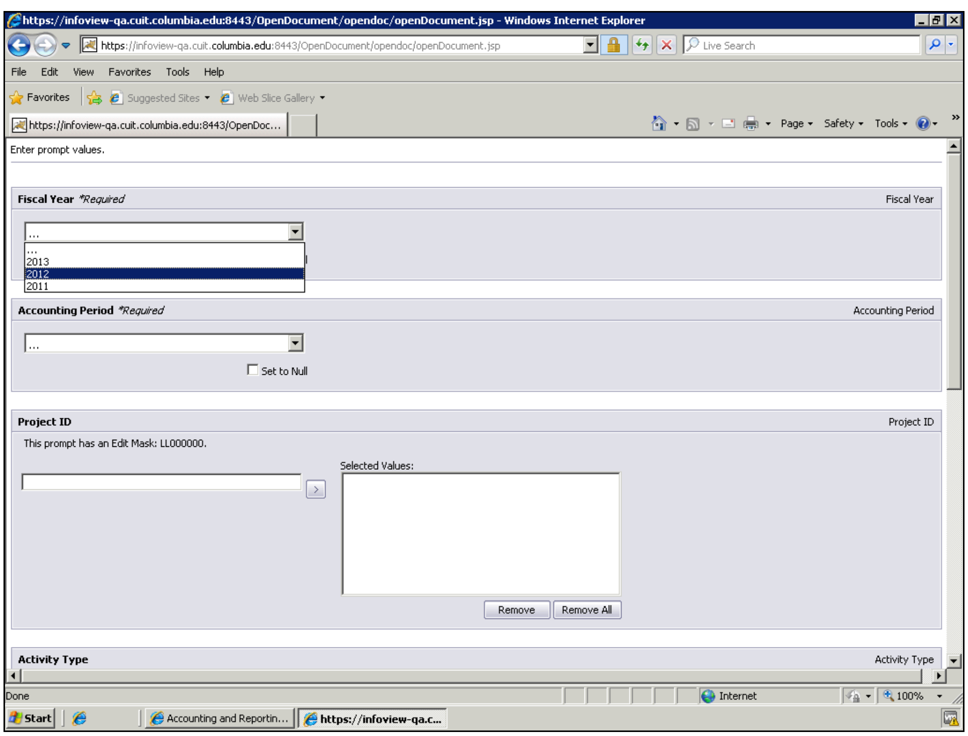
Step	Action
4.	In this scenario we are going to run the Sponsored Project Financial report for June 2012 (The twelfth month of FY 2012). The Project Summary Statement is like a DARTS report. This report is used by a Department Administrator, Principal Investigator, or SPF Project Manager to monitor and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



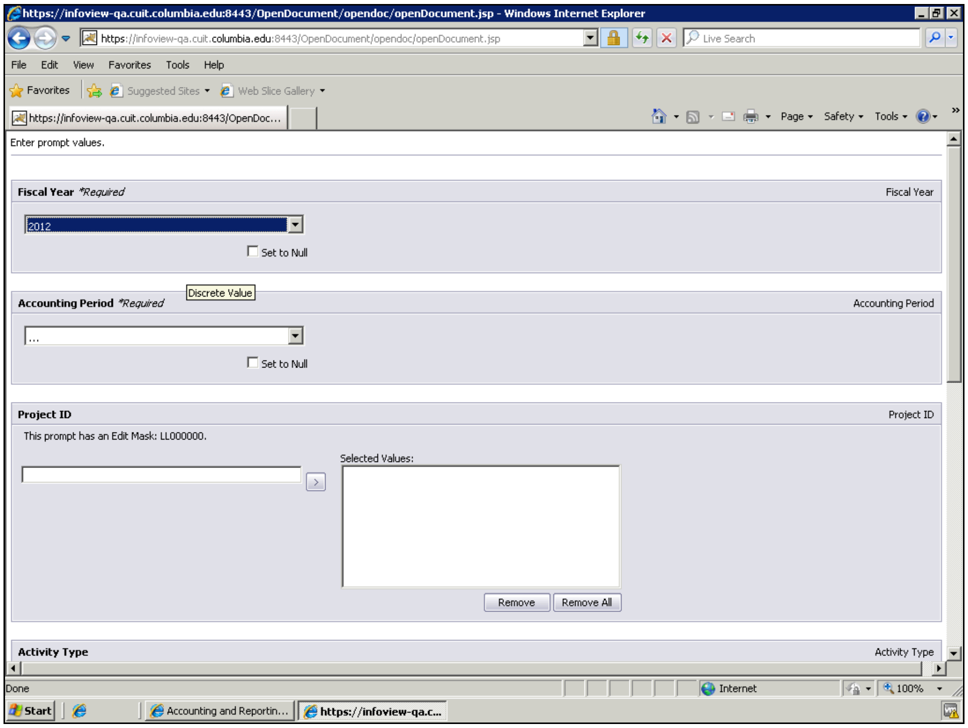
Step	Action
5.	Notice that fields with an asterisk are required whereas fields without an asterisk are optional. Fiscal Year and Accounting Period are required to run the Sponsored Project Financial report.



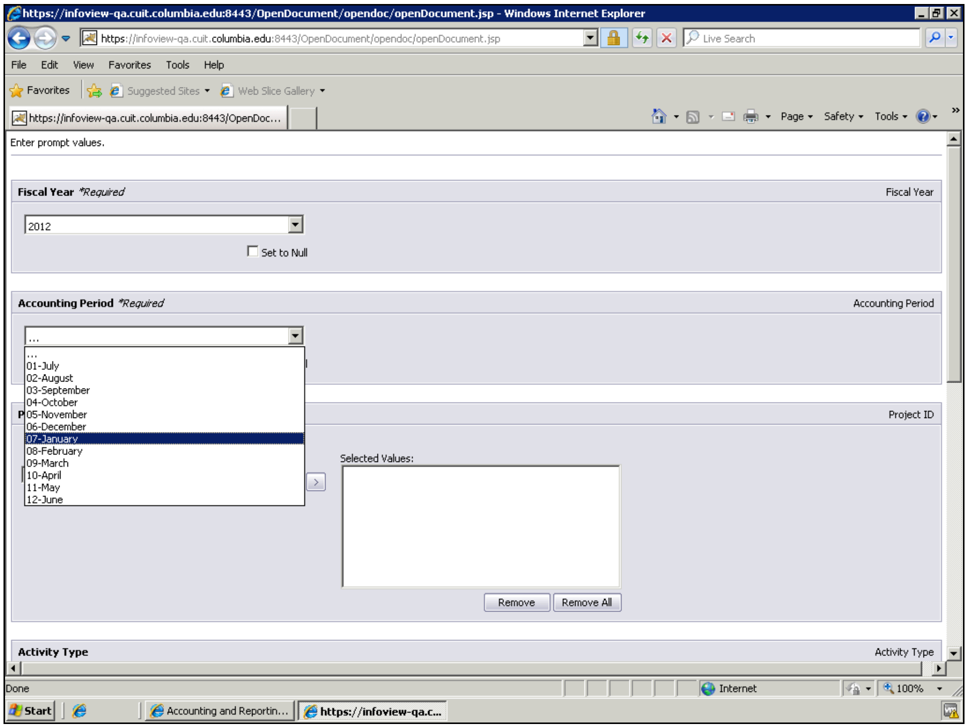
Step	Action
6.	Click the **Fiscal Year** list. 



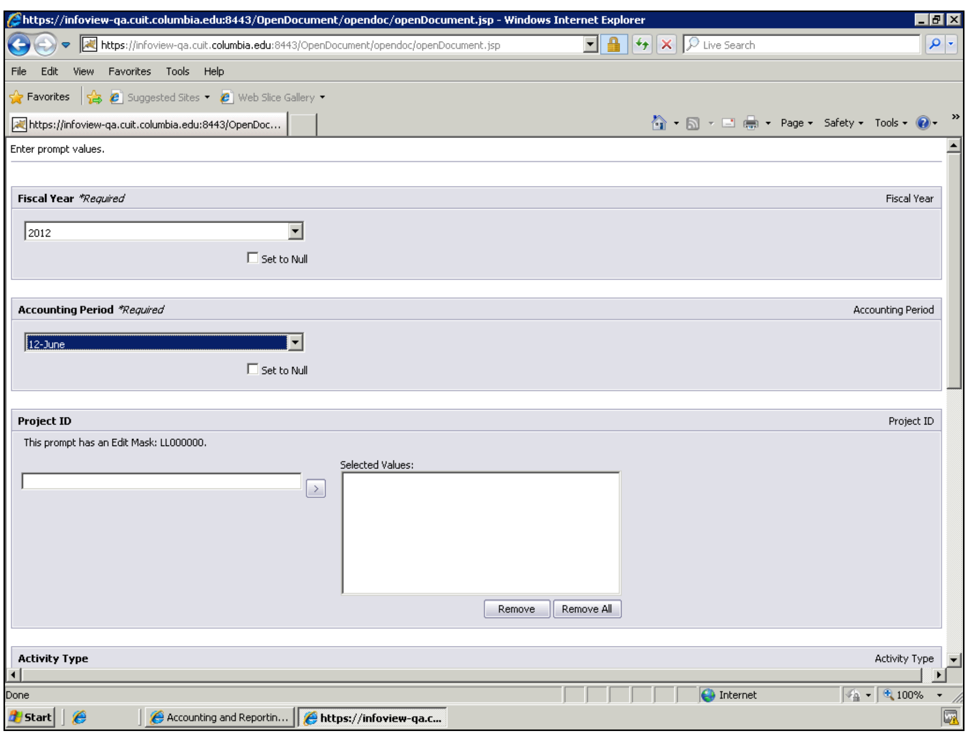
Step	Action
7.	Click the **2012** list item. 2012



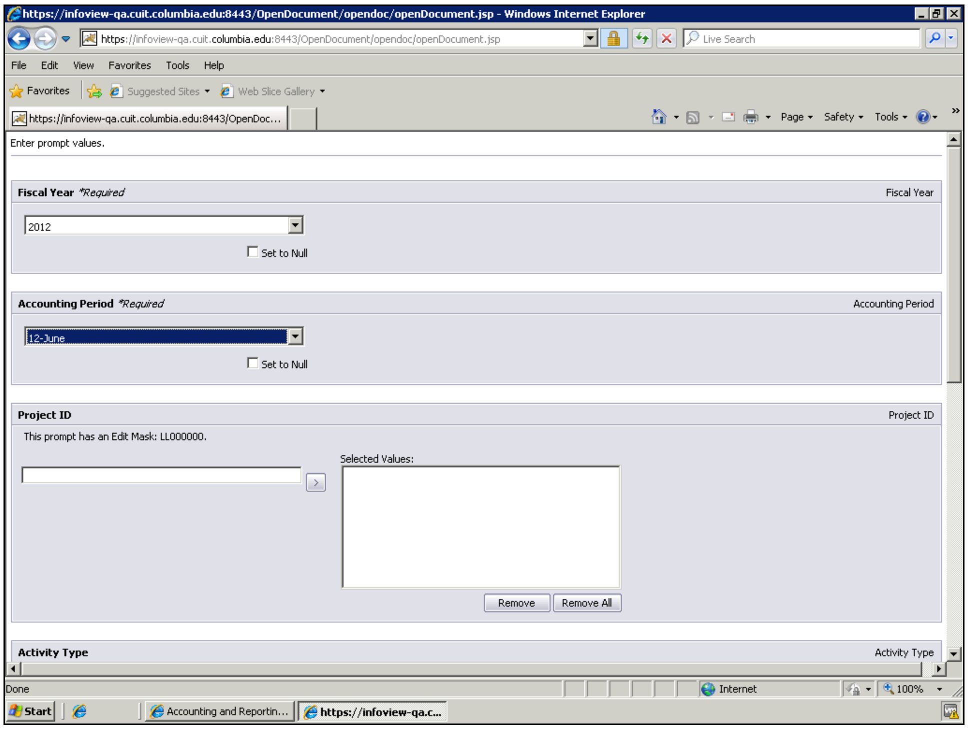
Step	Action
8.	Click the **Accounting Period** list. ...



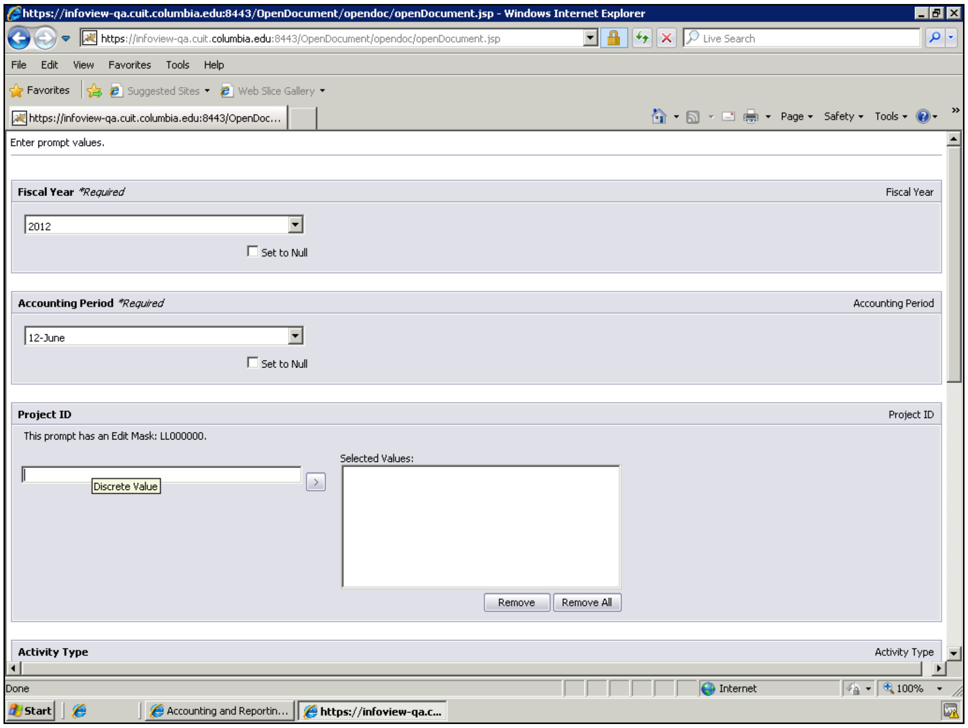
Step	Action
9.	Click the **12-June** list item. 12-June



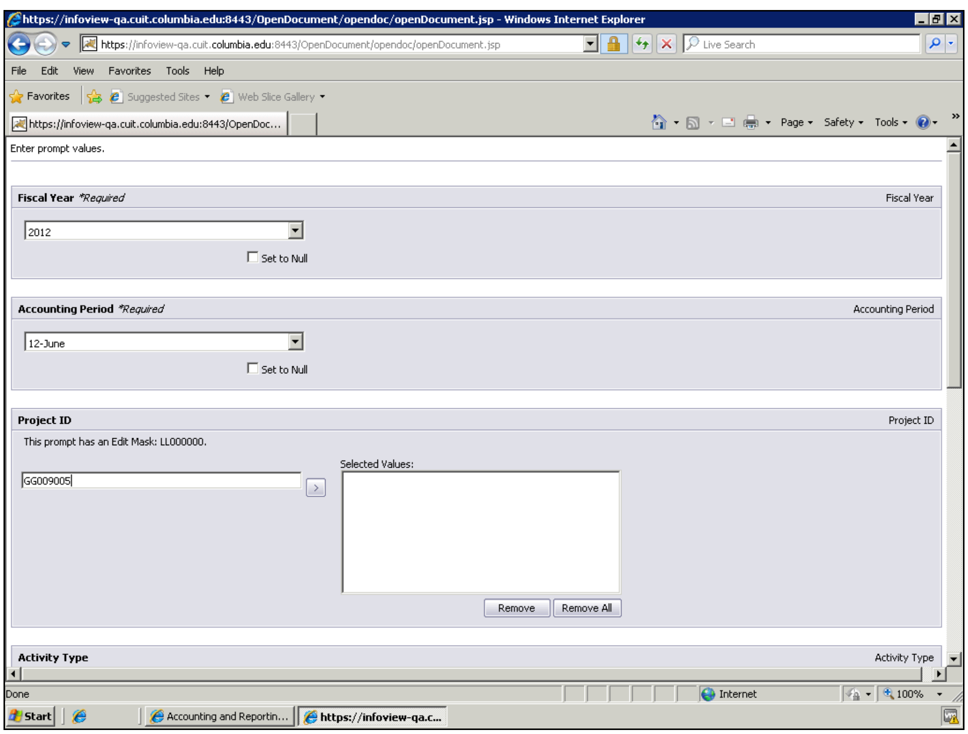
Step	Action
10.	The Project ID is not required. In this scenario we will specify this field.



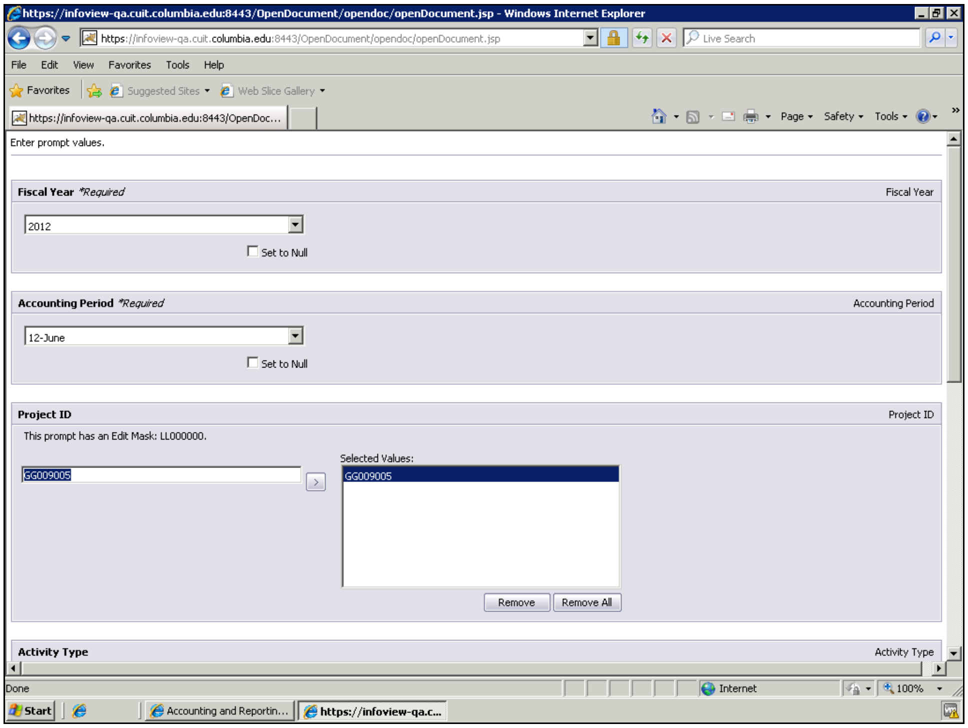
Step	Action
11.	Click in the **Project ID** field. 



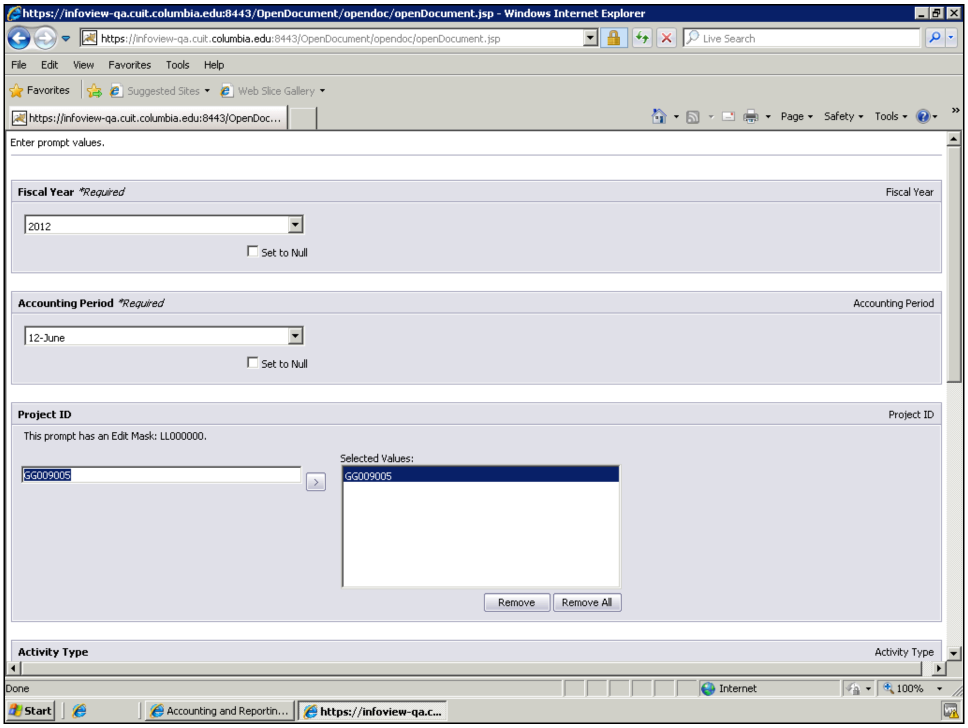
Step	Action
12.	Enter "**GG009005**".



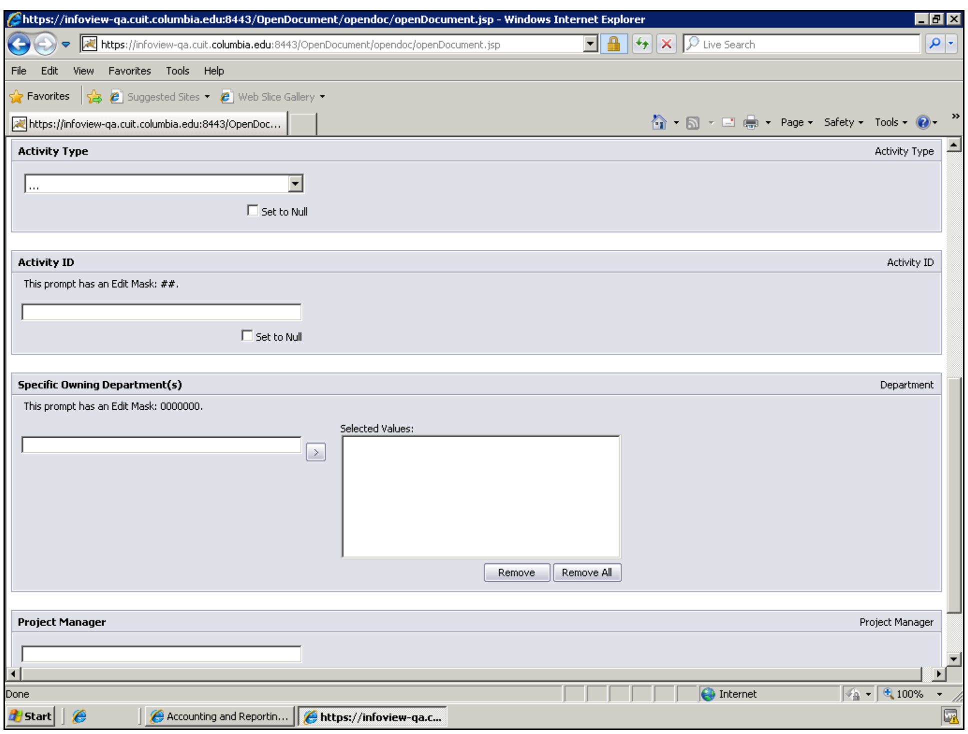
Step	Action
13.	Click the **Add a discrete Value** button. 



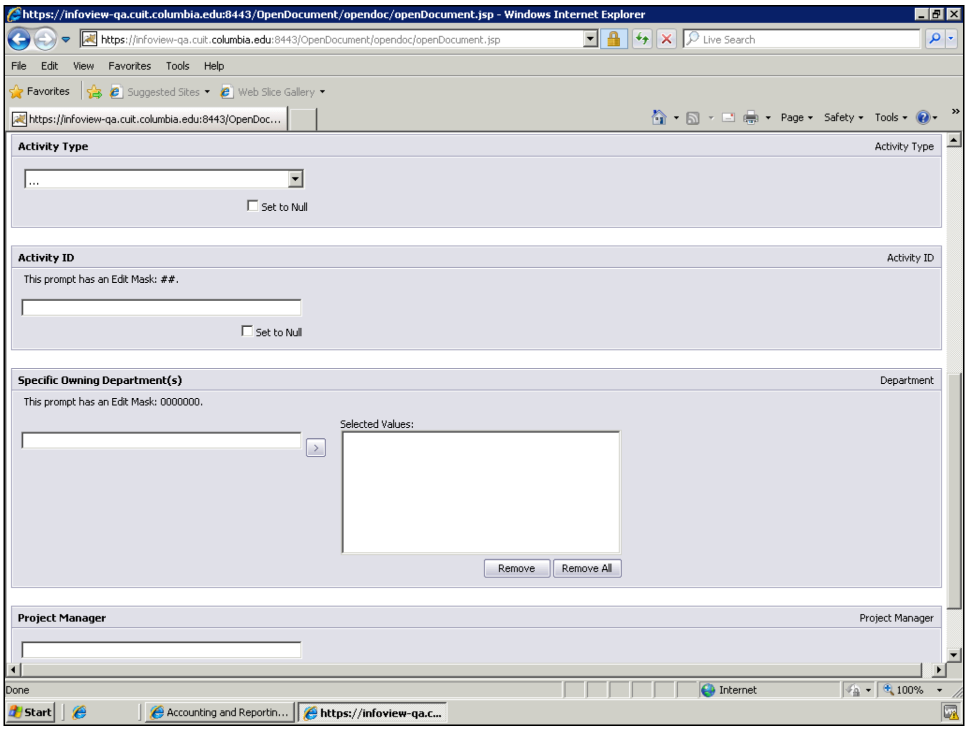
Step	Action
14.	Notice that selected value will appear on the 'Selected Values' box.



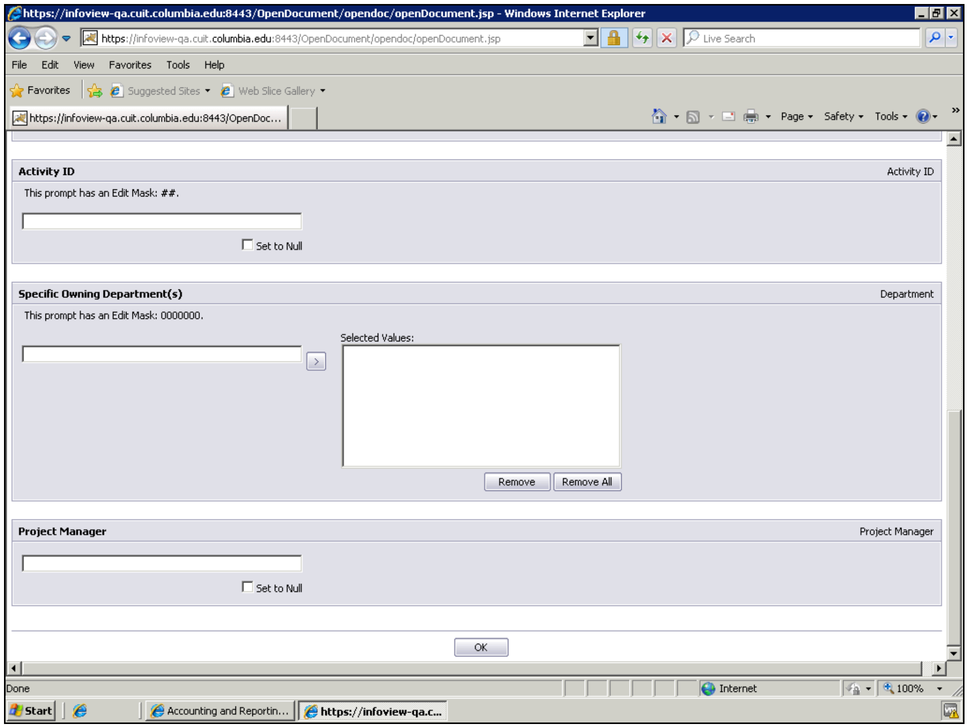
Step	Action
15.	Click the scroll bar to view the rest of the run time parameters for this report.



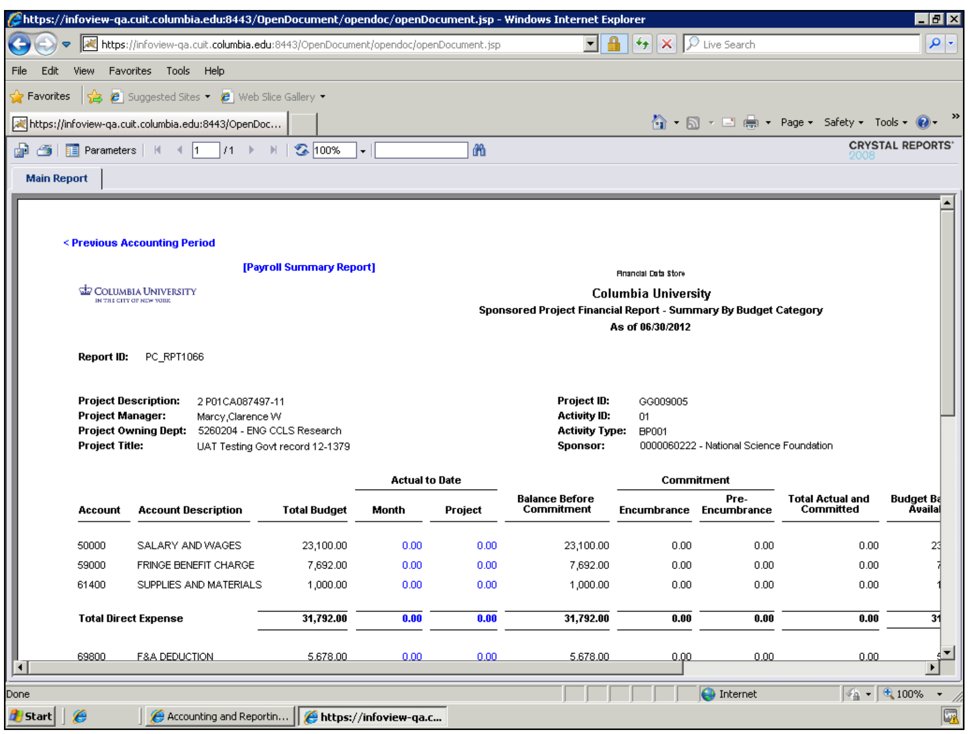
Step	Action
16.	The Activity Type defines the budget period. The Activity ID represents a task that makes up a project. Project costs and budgets are stored in activities. The Owning Department is the department that is responsible for the project. Activity Type, Activity ID, and Owning Departments are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



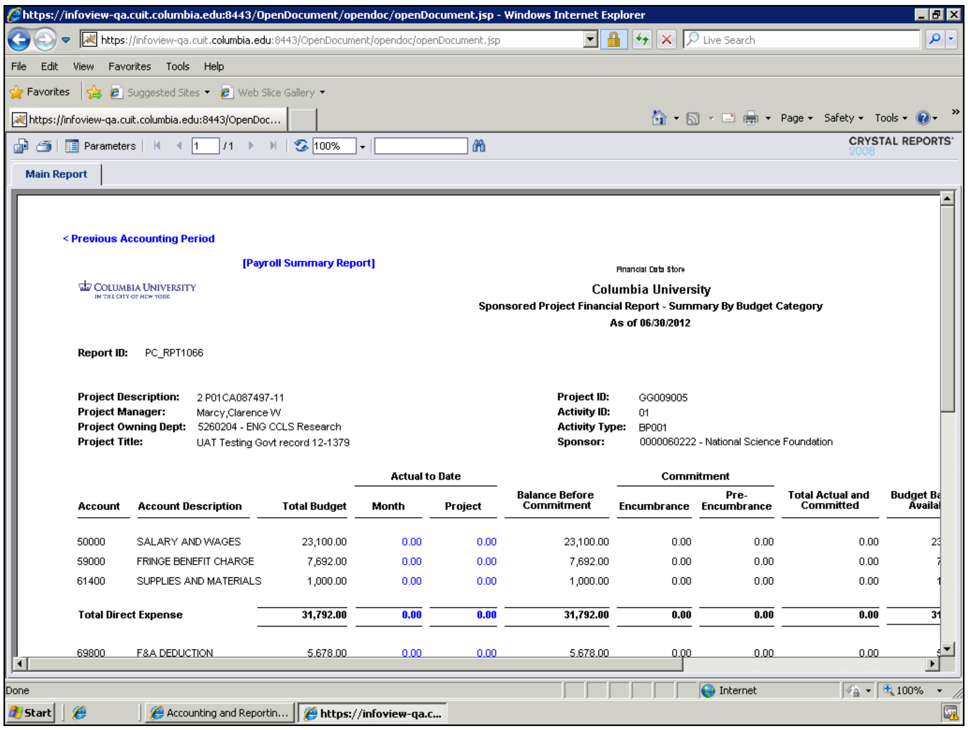
Step	Action
17.	Click the scrollbar to view the bottom of the page.



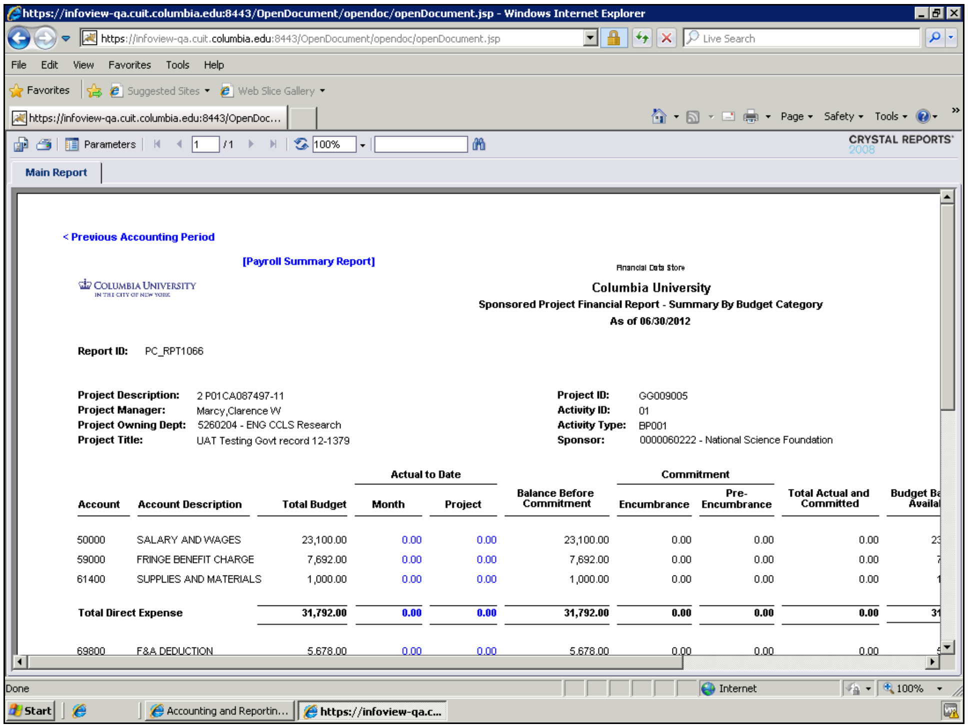
Step	Action
18.	Click the **OK** link. OK



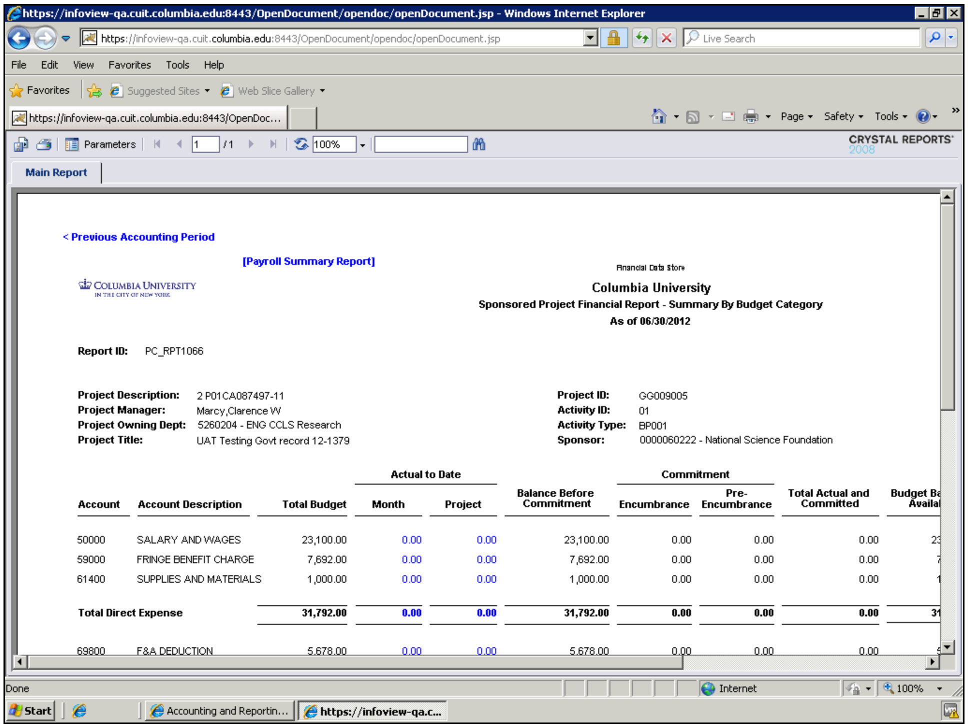
Step	Action
19.	This report is similar to the Summary and Detail Statement in DARTS. It also contains the previous/next accounting period functionality similar to DARTS. Please note that for training purposes you will either see 0's or mock data in this report.



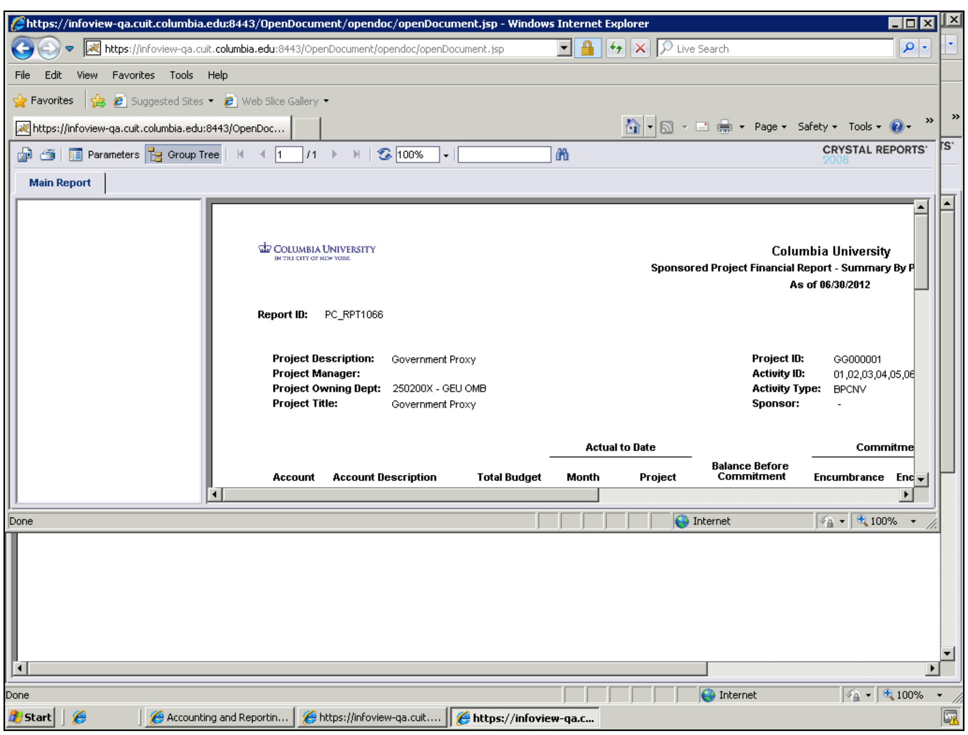
Step	Action
20.	This report is coming from the Financial Data Store.



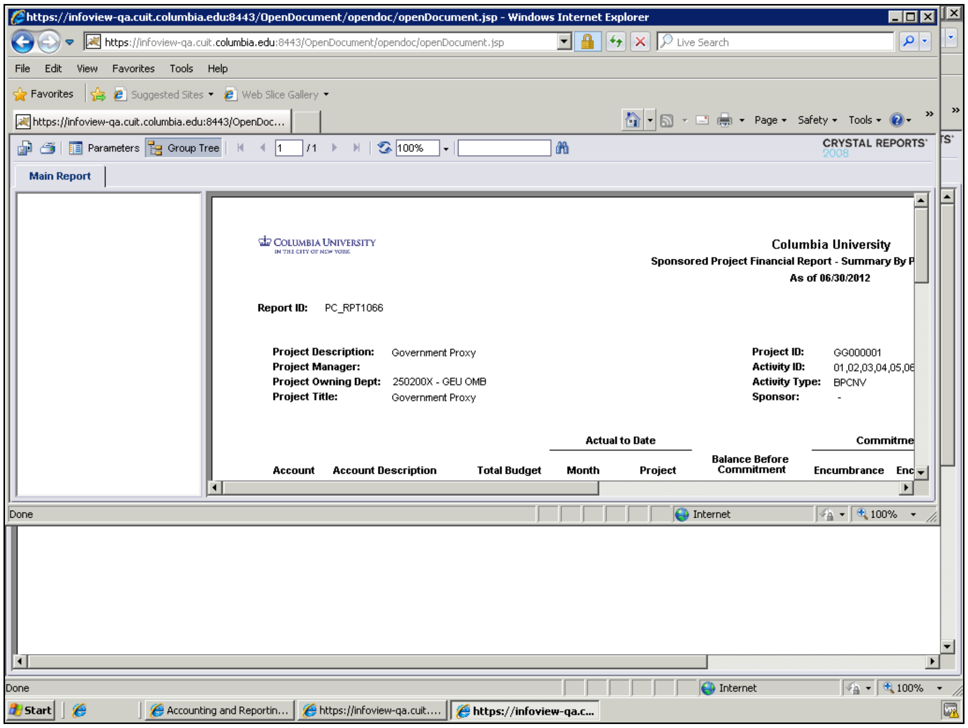
Step	Action
21.	The Sponsored Project Financial Report has drill down functionality from budget account to detail account, and then to transaction level detail. The fields in blue depict that there is a drill down capability to the transaction detail.



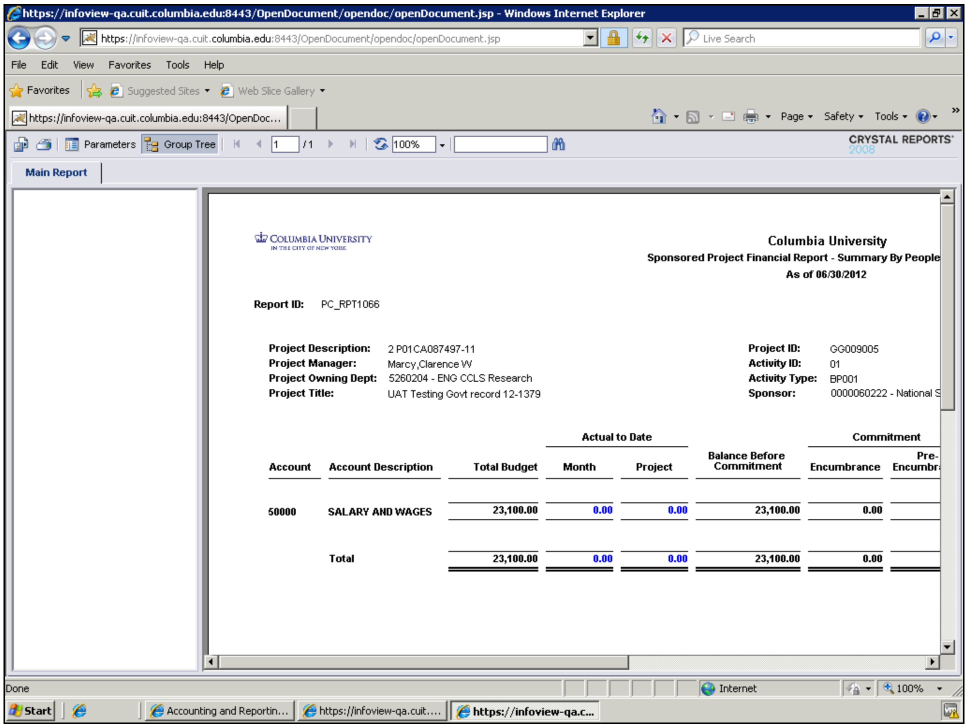
Step	Action
22.	Click the **0.00** link. 0.00



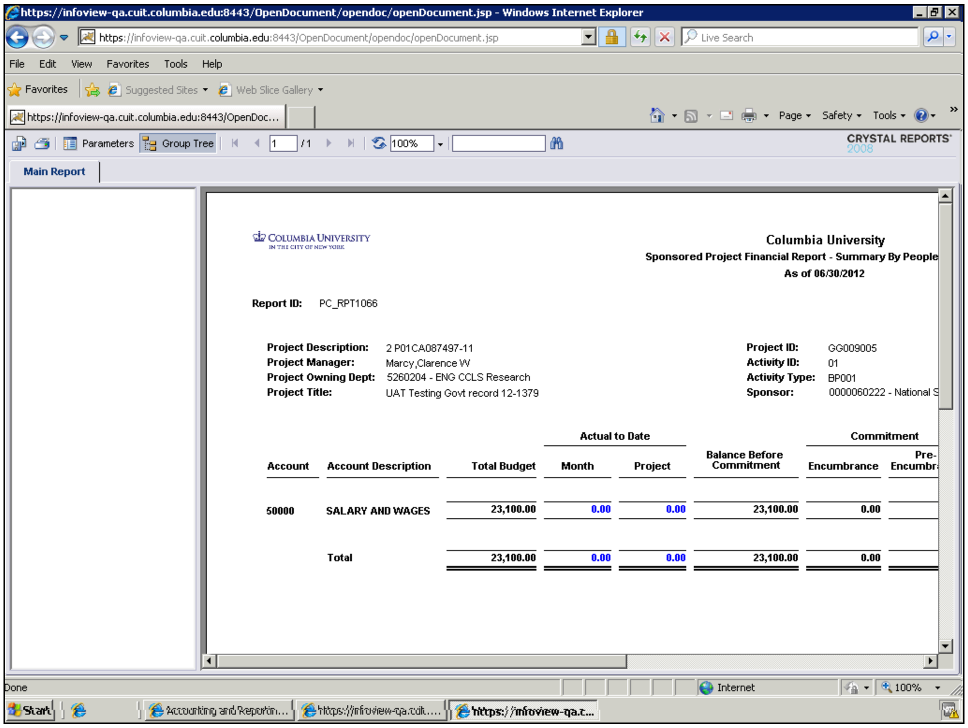
Step	Action
23.	Note that the 'Sponsored Project Financial Report - Summary by PeopleSoft Account' opened on a new window.



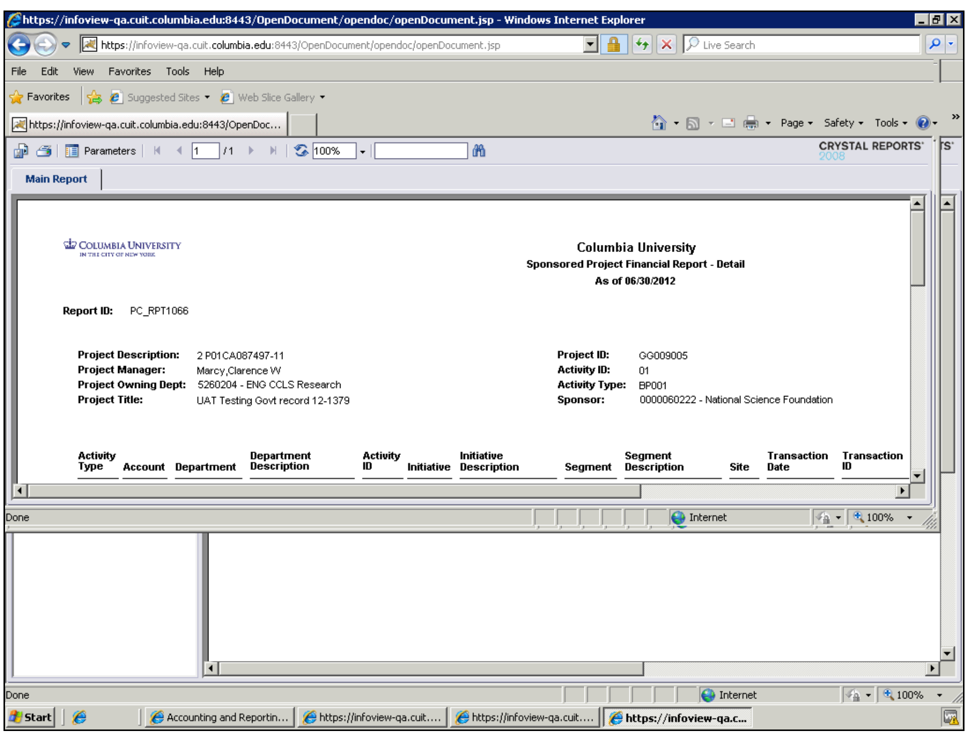
Step	Action
24.	Click the **Maximize/Restore** button. 



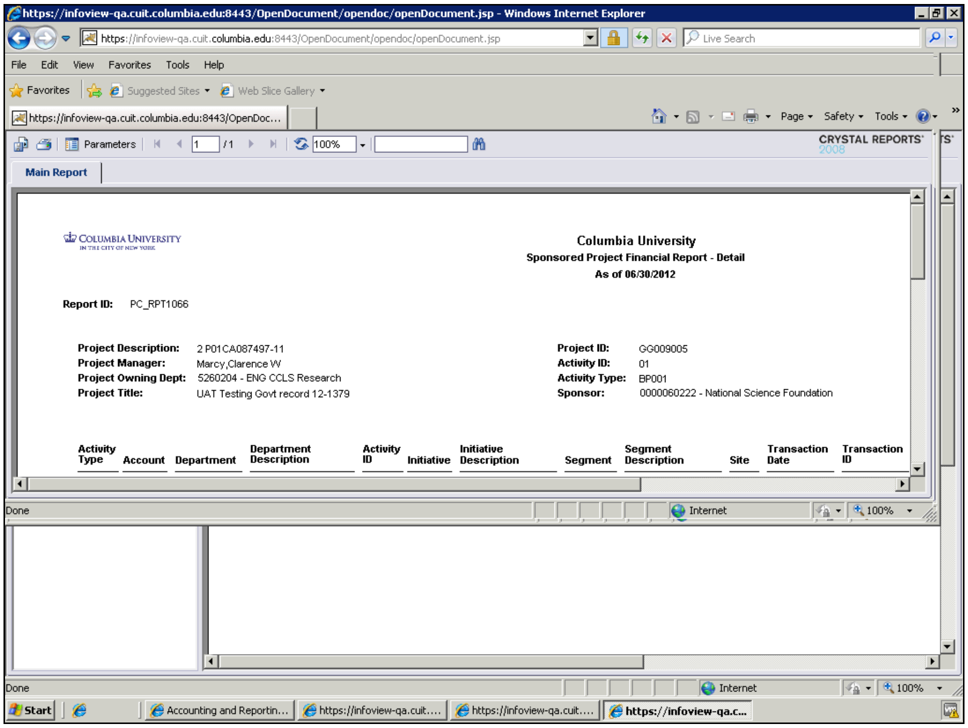
Step	Action
25.	This is the Sponsored Project Financial Report - Summary by PeopleSoft Account. You can drill down to the transaction level detail by account from this report. Values that can be drilled down are depicted as blue hyperlinks.



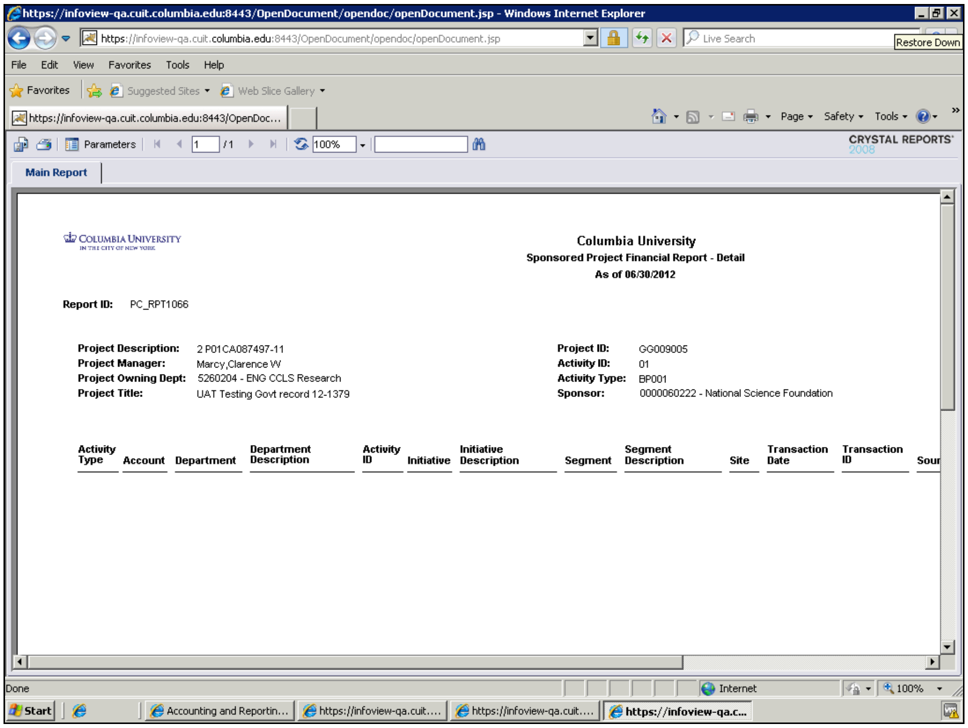
Step	Action
26.	Click the **0.00** link. **0.00**



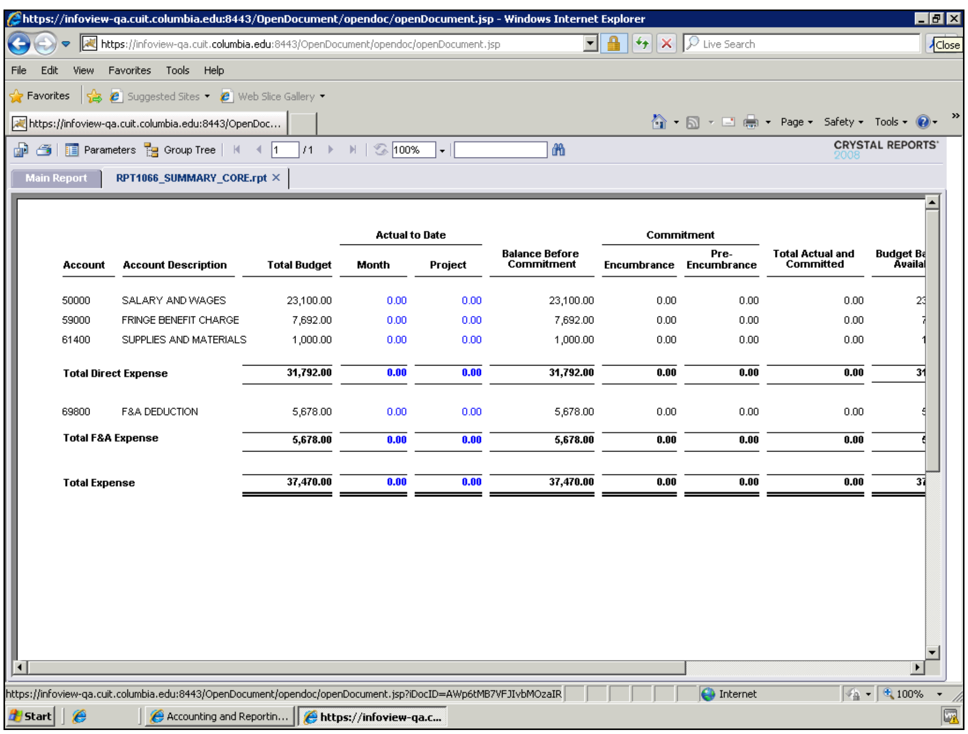
Step	Action
27.	Note that the Sponsored Project Financial Detail report opened on a new window.



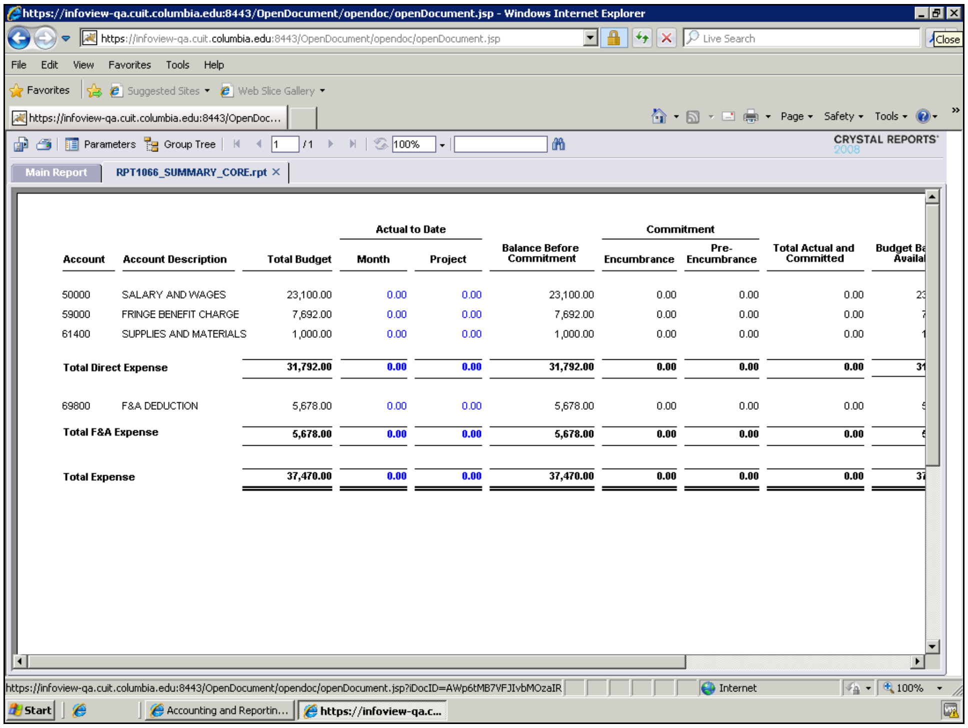
Step	Action
28.	Click the **Maximize/Restore** button. 



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

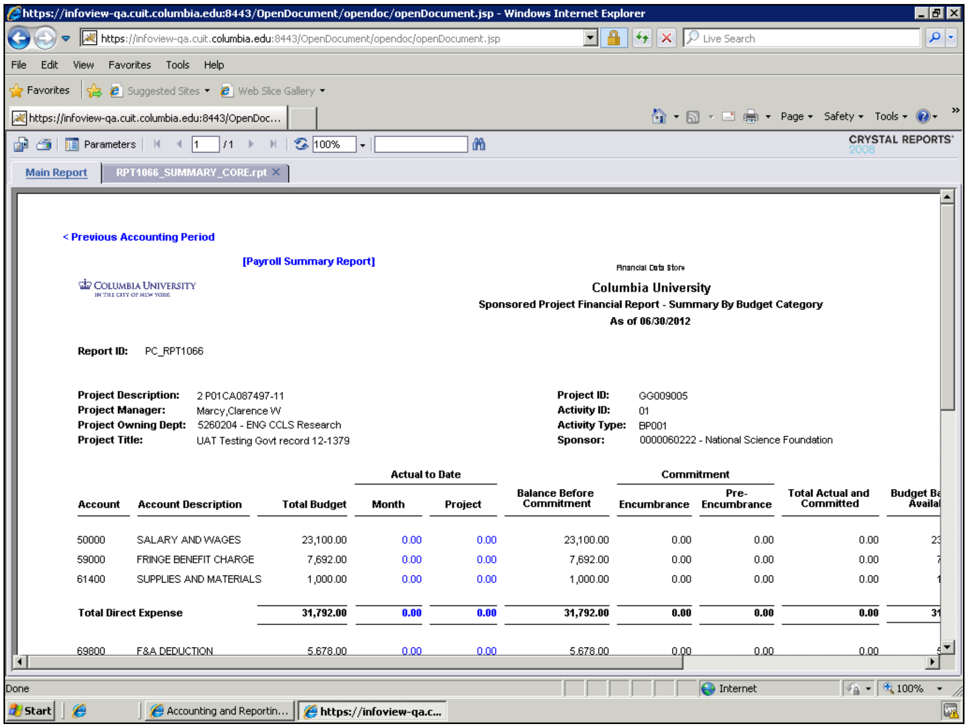


Step	Action
30.	When you activate any link on the report, a secondary 'Core' report tab will appear. Your original report will always show on the 'Main Report' tab.

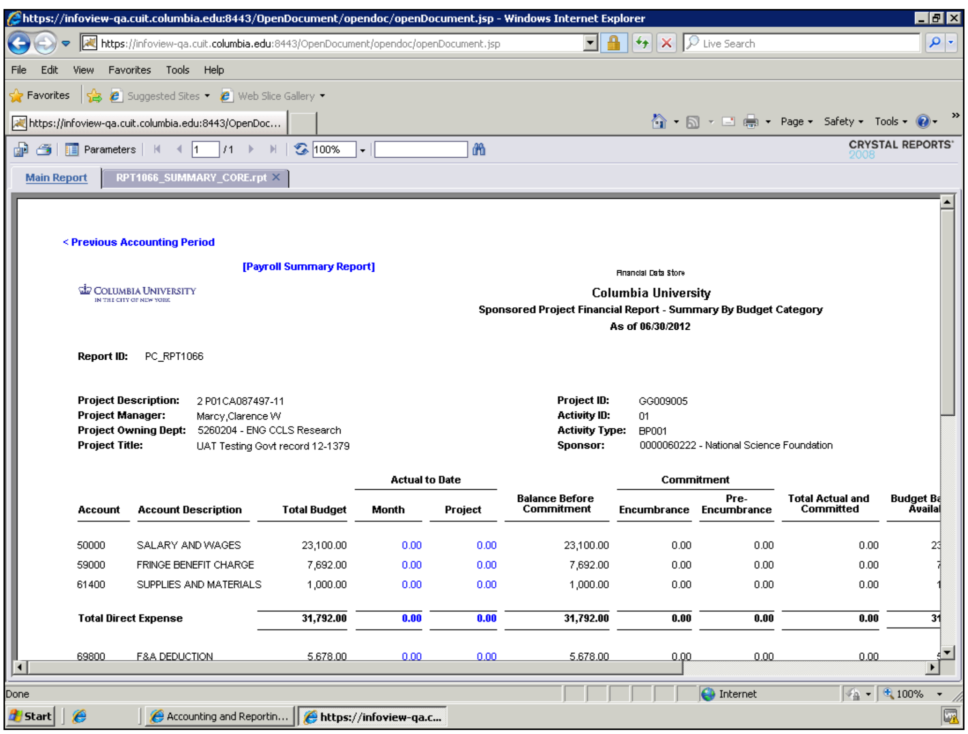


Account	Account Description	Total Budget	Actual to Date: Month	Actual to Date: Project	Balance Before Commitment	Commitment: Encumbrance	Commitment: Pre-Encumbrance	Total Actual and Committed	Budget Ba Availa
50000	SALARY AND WAGES	23,100.00	0.00	0.00	23,100.00	0.00	0.00	0.00	23
59000	FRINGE BENEFIT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

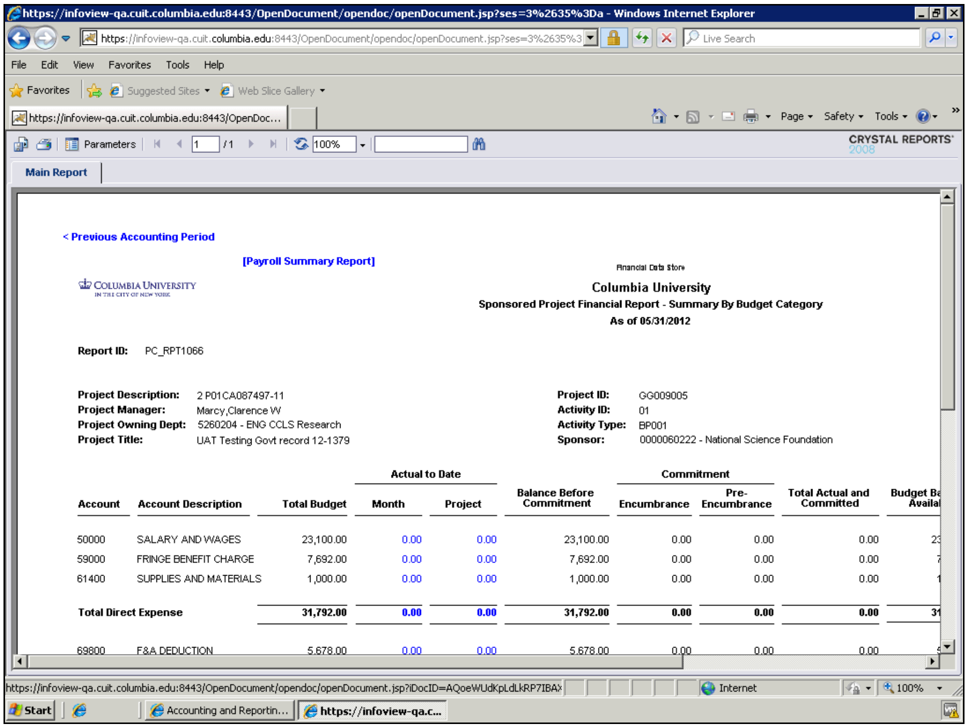
Step	Action
31.	Click the **Main Report** link. Main Report



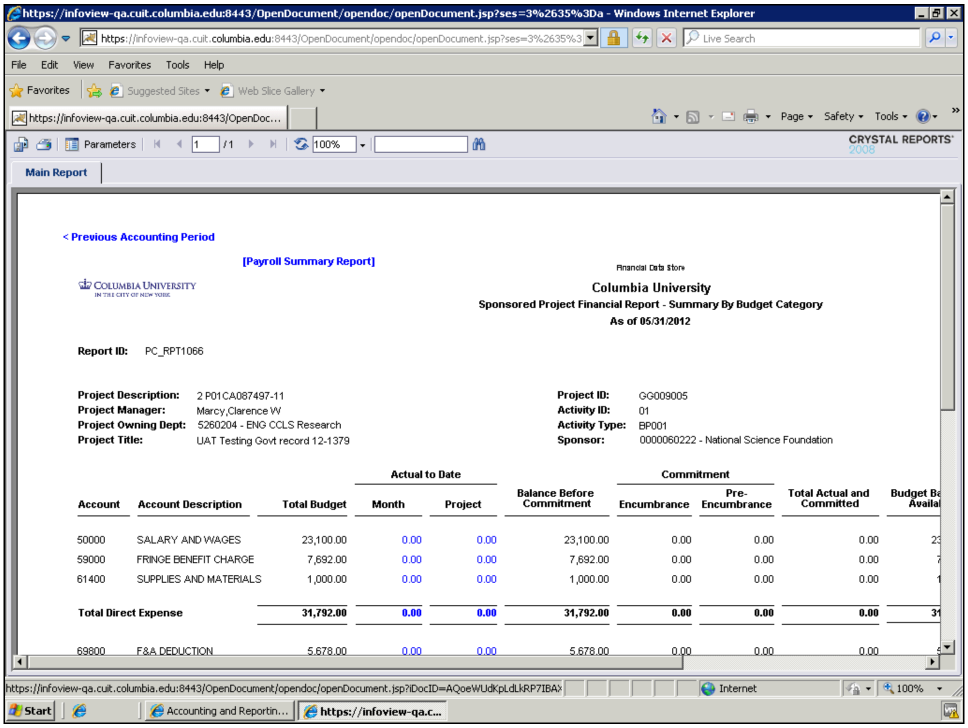
Step	Action
32.	We will now preview the same report for the previous accounting period.



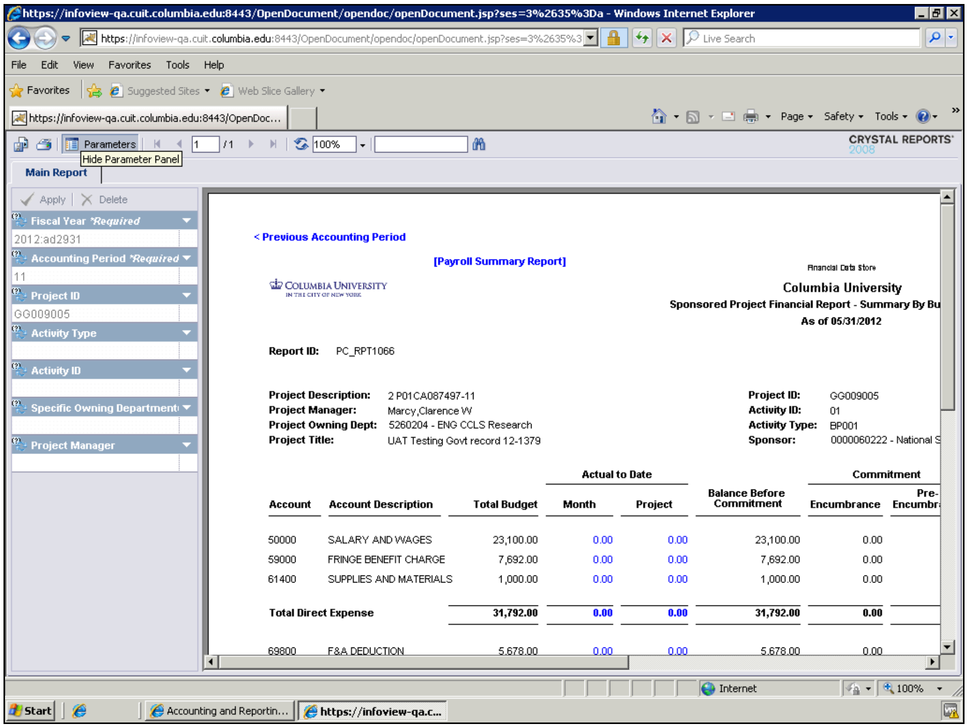
Step	Action
33.	Click the **Previous Accounting Period** link. < Previous Accounting Period



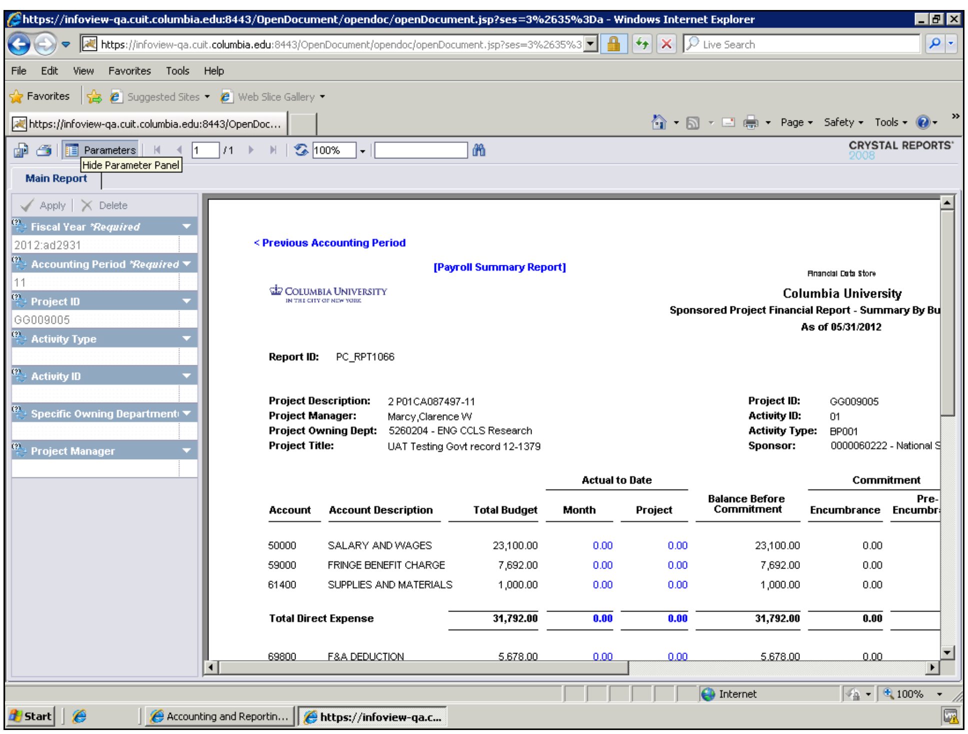
Step	Action
34.	A new report for May 2012 was generated.



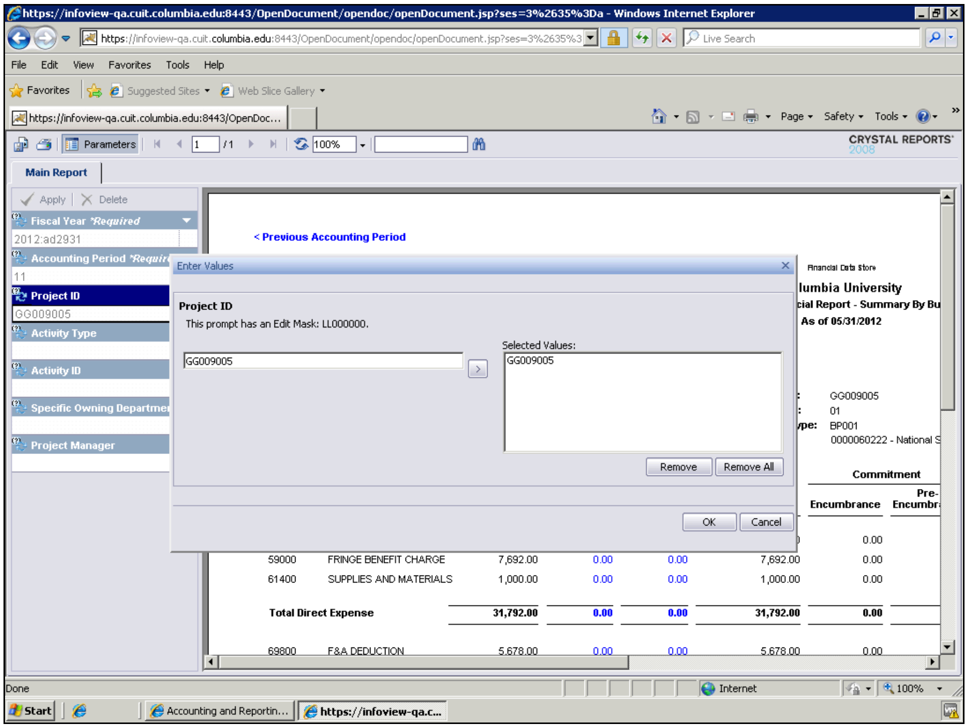
Step	Action
35.	You can also change your run time parameters by clicking on the 'Parameters' button. Click the **Parameters** button. 



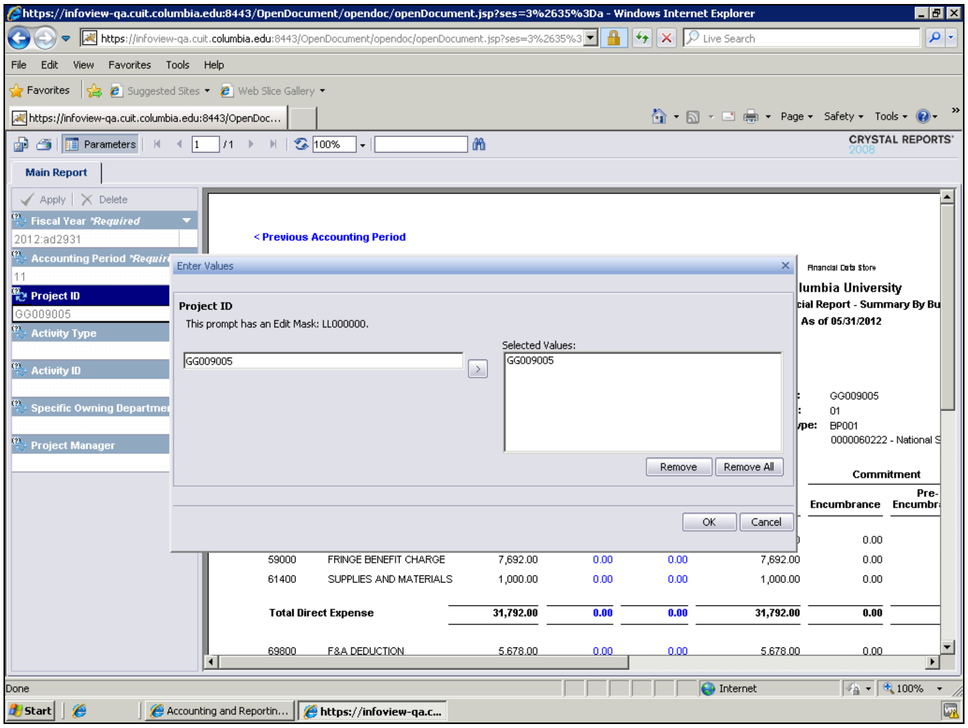
Step	Action
36.	We are going to run the same report for a different Project ID: GG009008



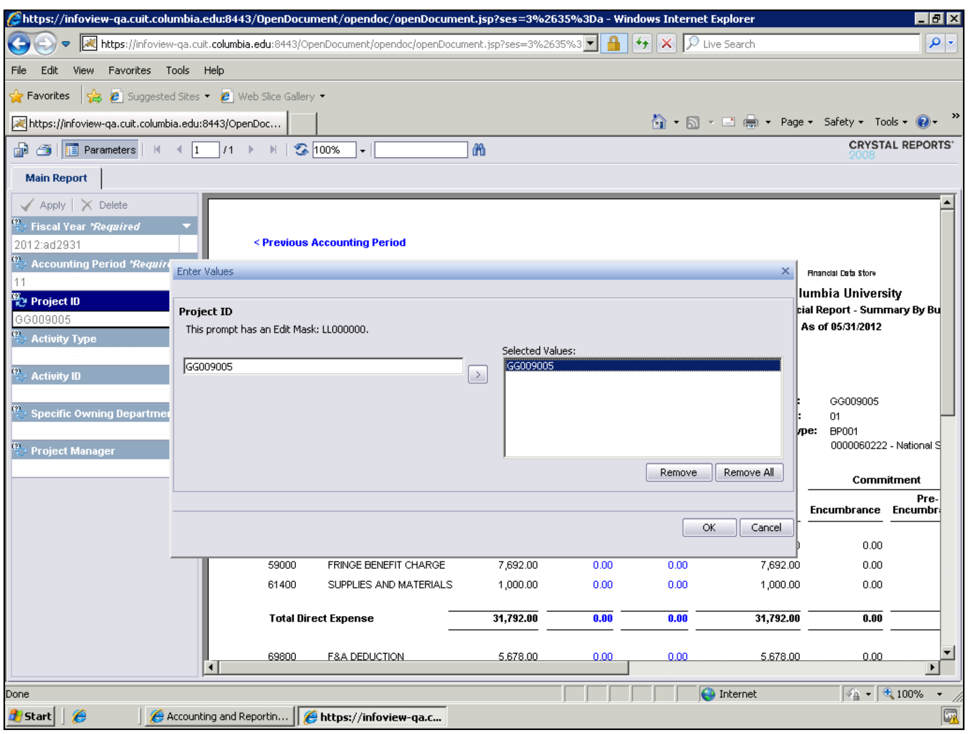
Step	Action
37.	Click the **Edit parameter value** button.

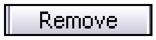


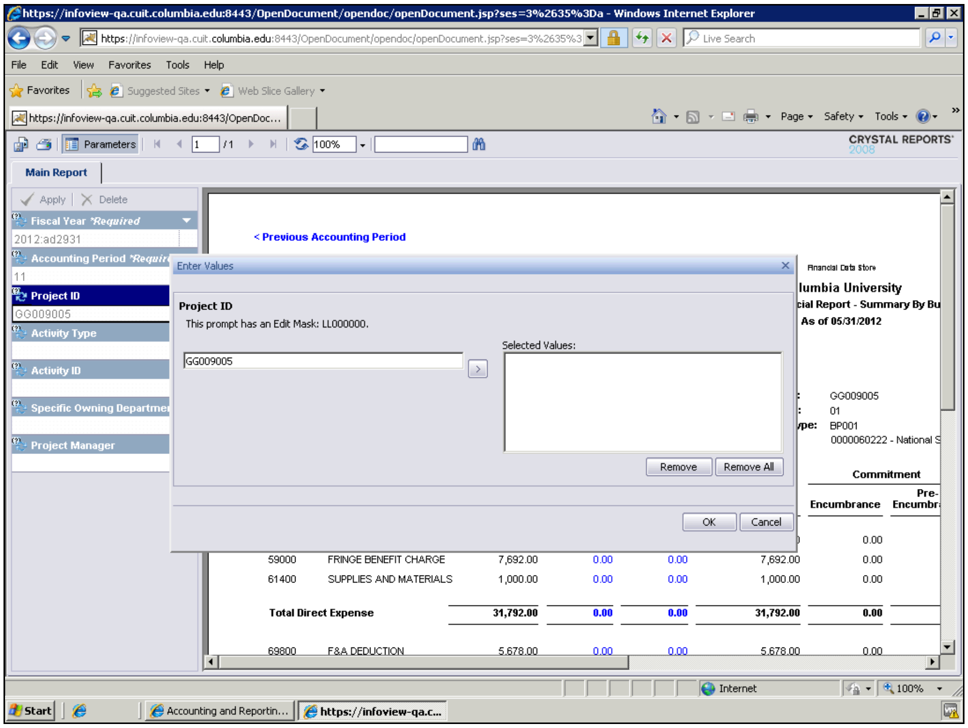
Step	Action
38.	First you will need to remove to previous Project ID from the list of Selected Values.



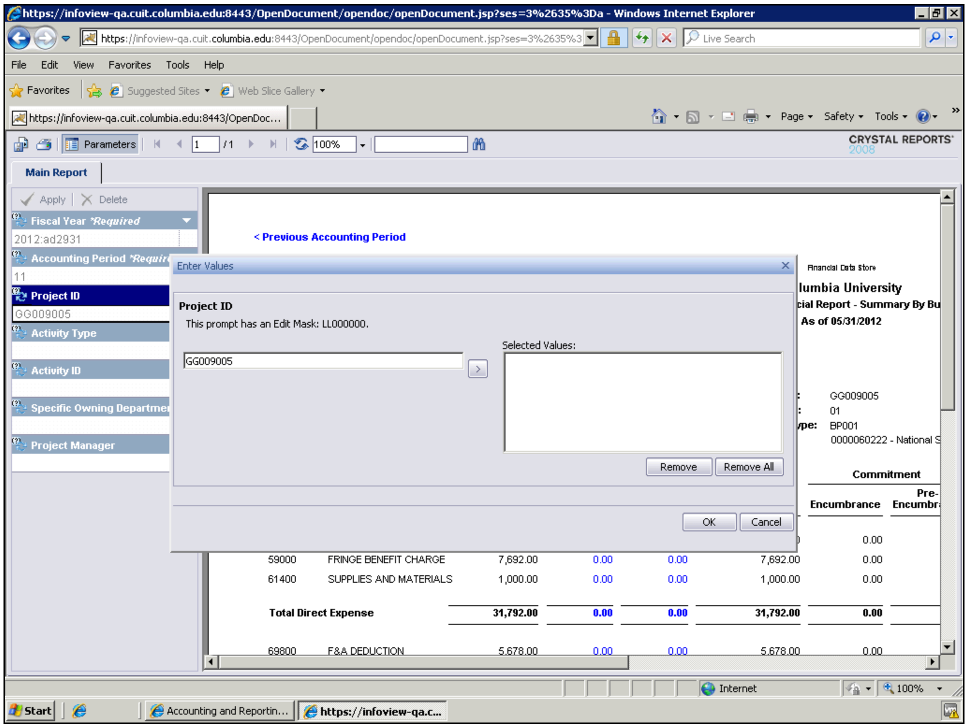
Step	Action
39.	Click the **GG009005** list item. GG009005



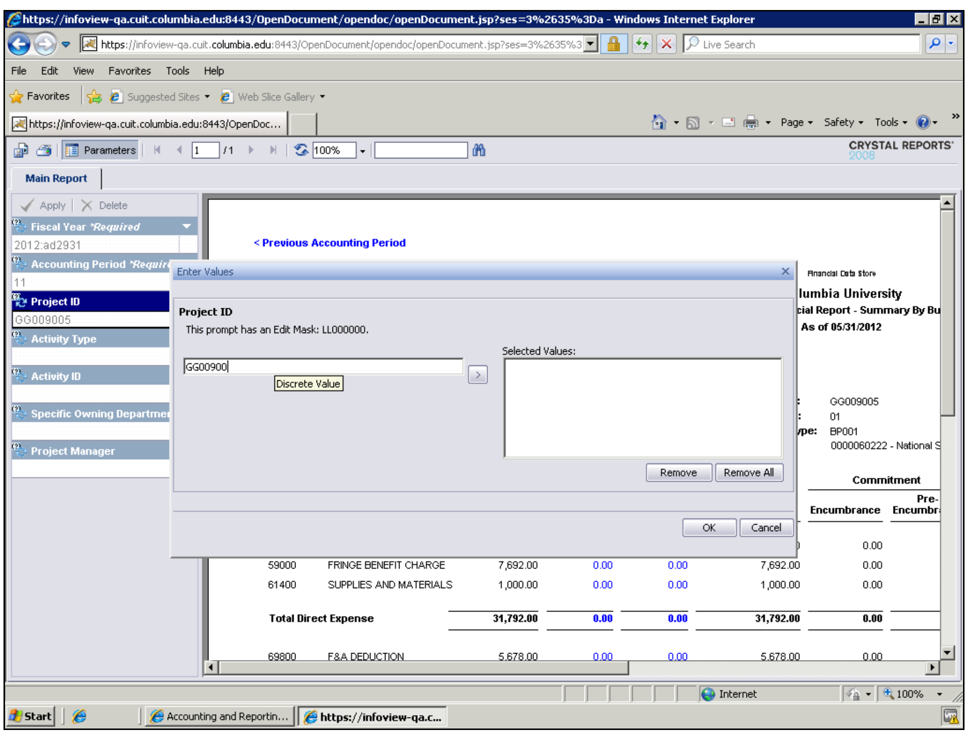
Step	Action
40.	Click the **Remove** link. 



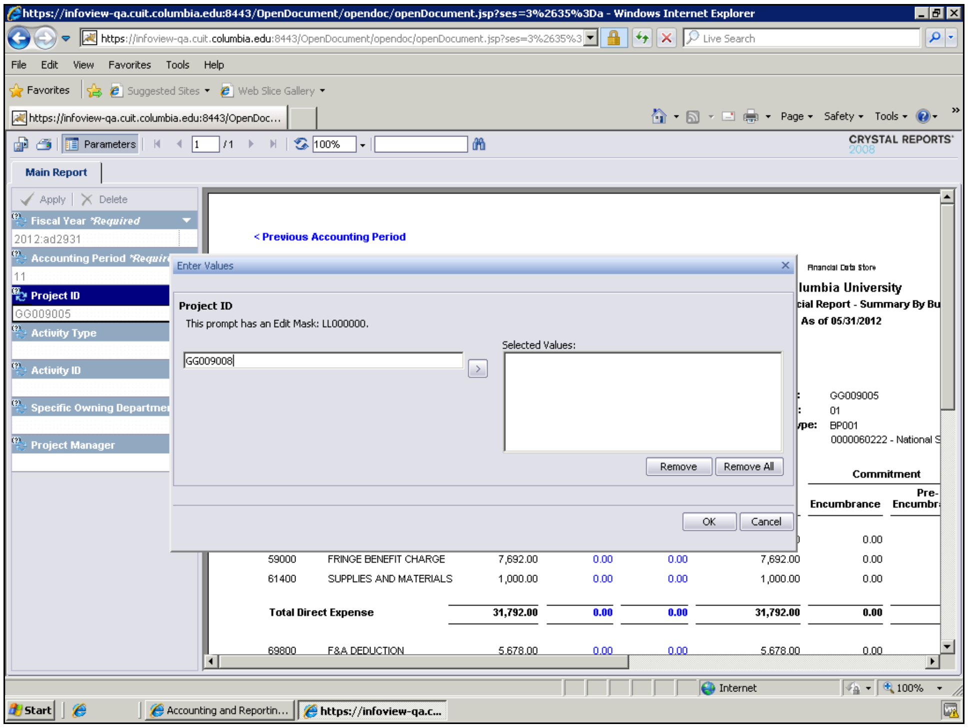
Step	Action
41.	Now we will add the new Project ID to the list of Selected Values.



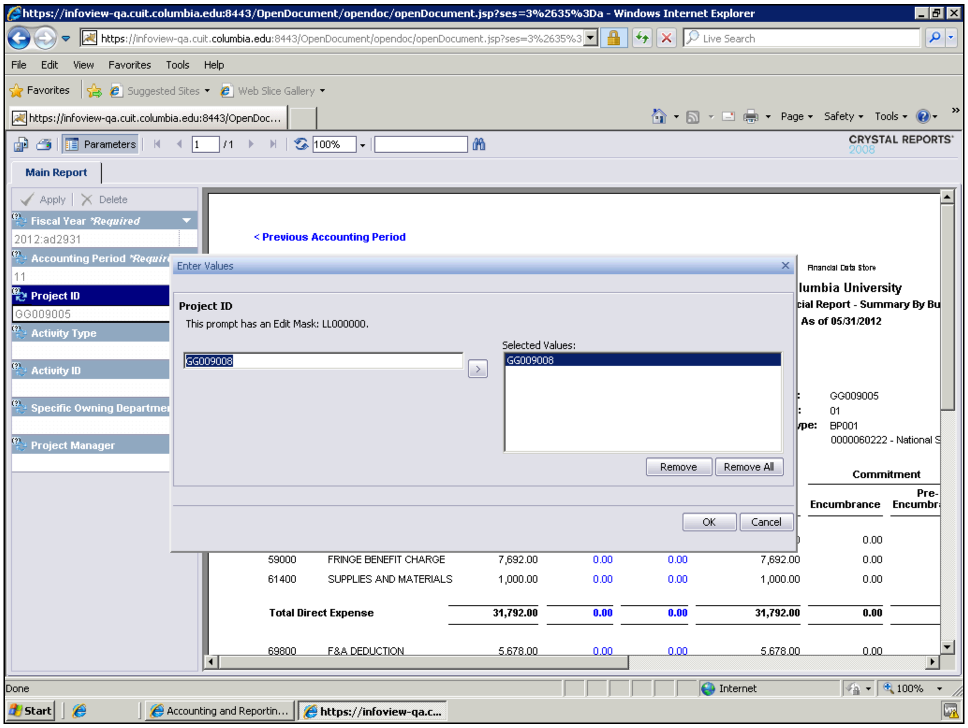
Step	Action
42.	Click in the **Project ID** field. GG009005



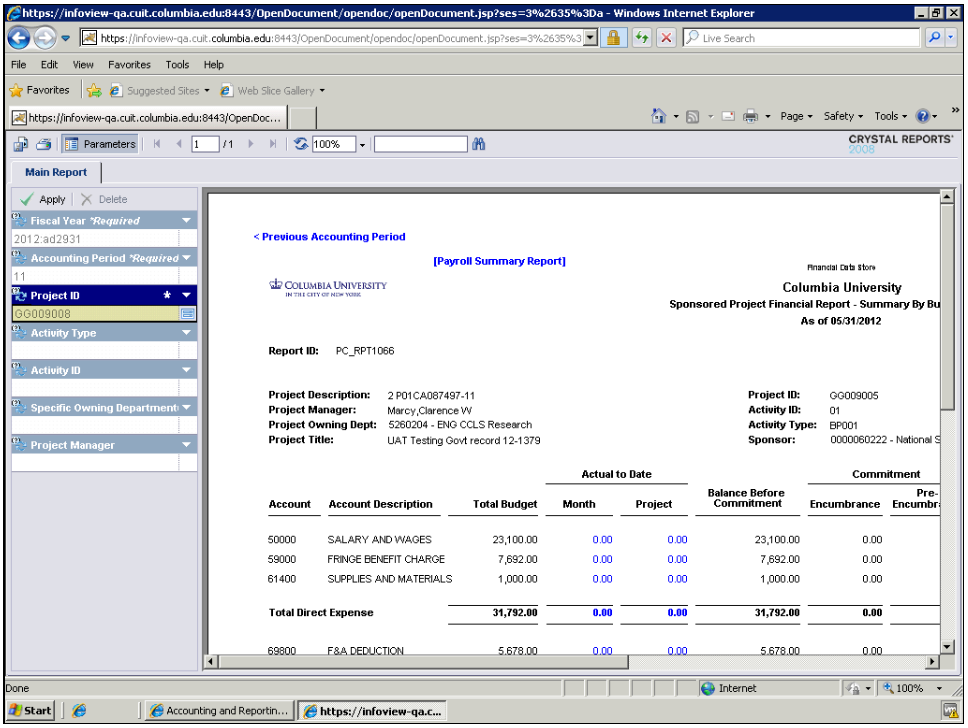
Step	Action
43.	Enter the desired information into the **Selected Values:** field. Enter "**GG009008**".



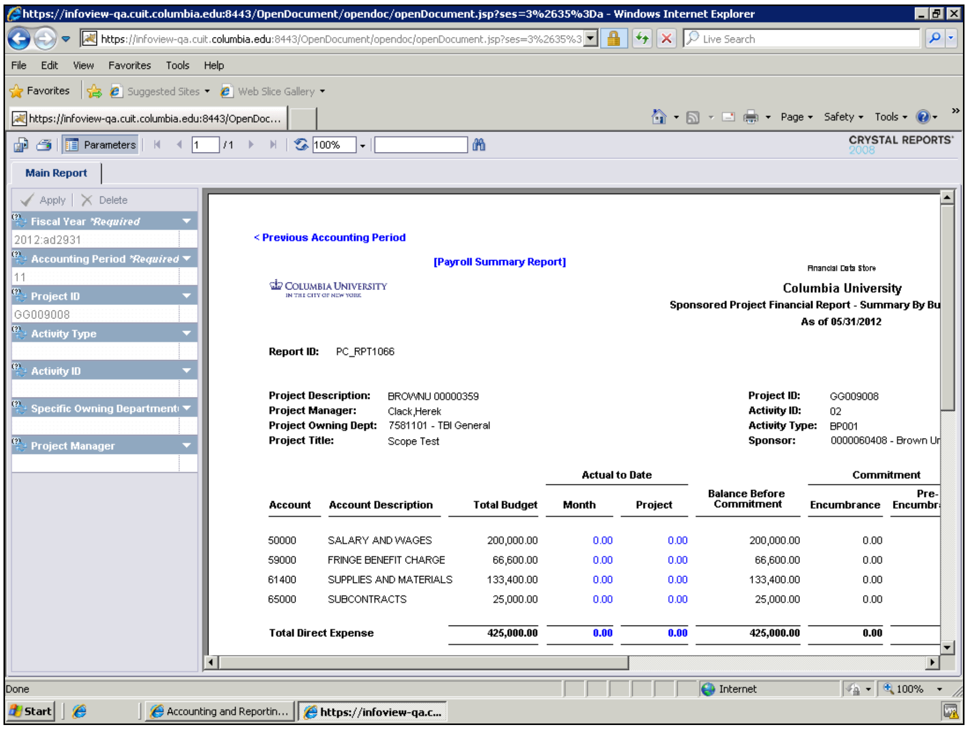
Step	Action
44.	To add the value to the list of Selected Values click the **Add a discrete Value** button denoted by a '>'. 



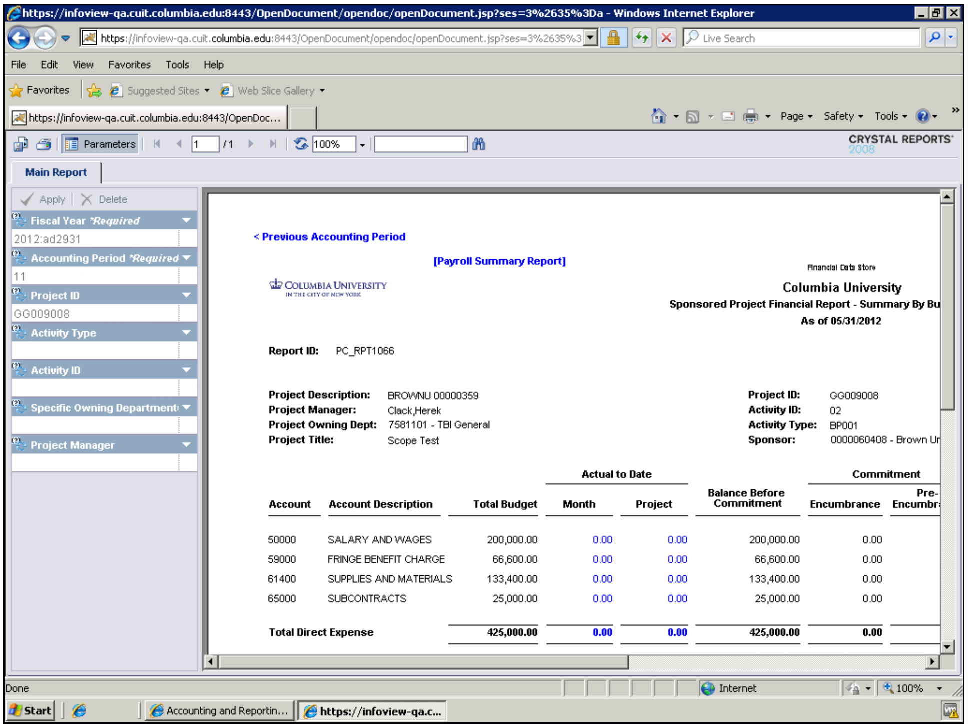
Step	Action
45.	Click the **OK** link. 



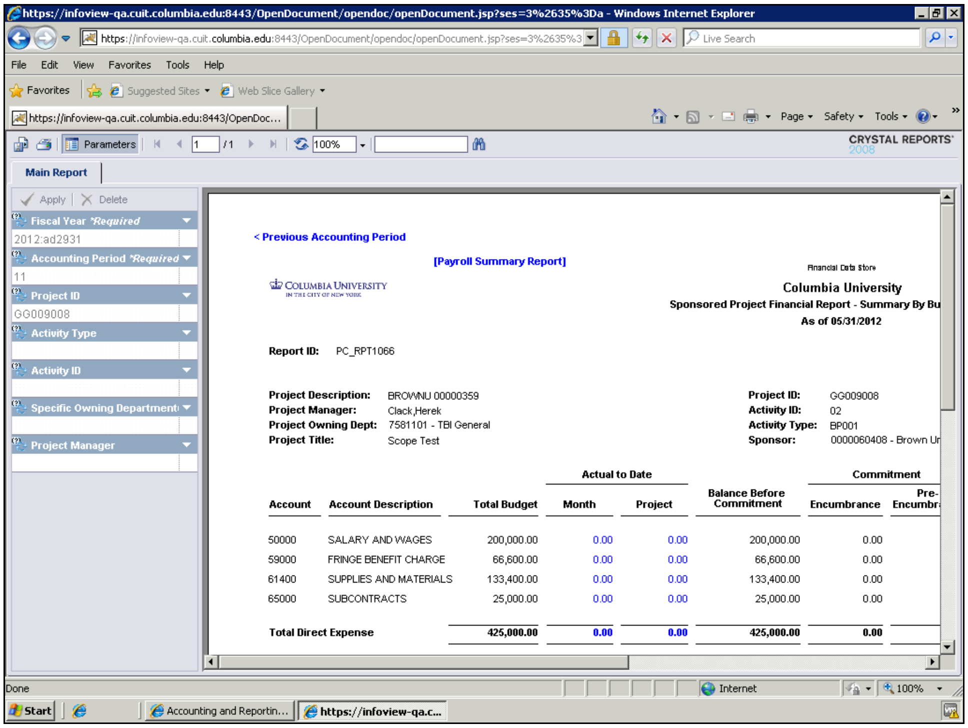
Step	Action
46.	Click the **Apply** button. 



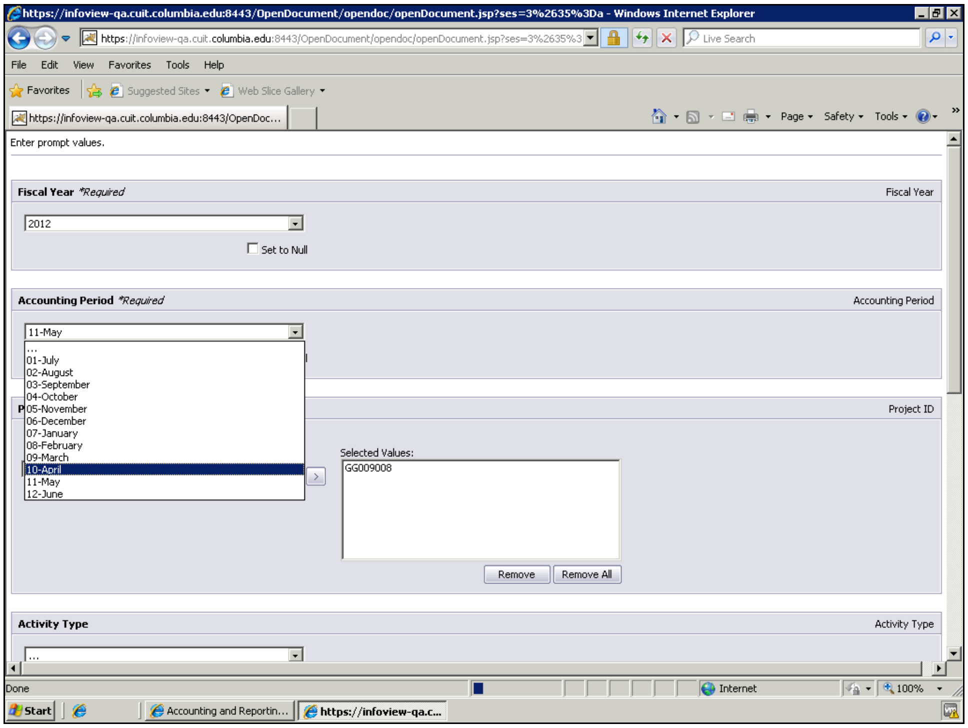
Step	Action
47.	A new report for Project ID GG009008 was generated.



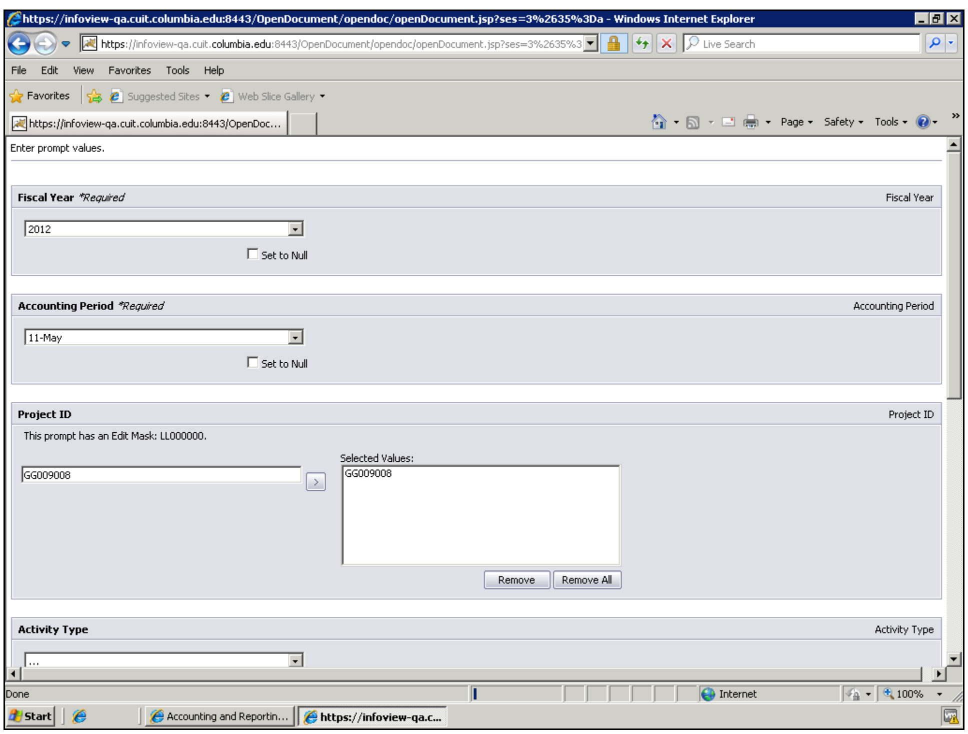
Step	Action
48.	Another way to change the run parameters for this report is to click the 'Refresh' button. This will take you back to the run time parameters page.



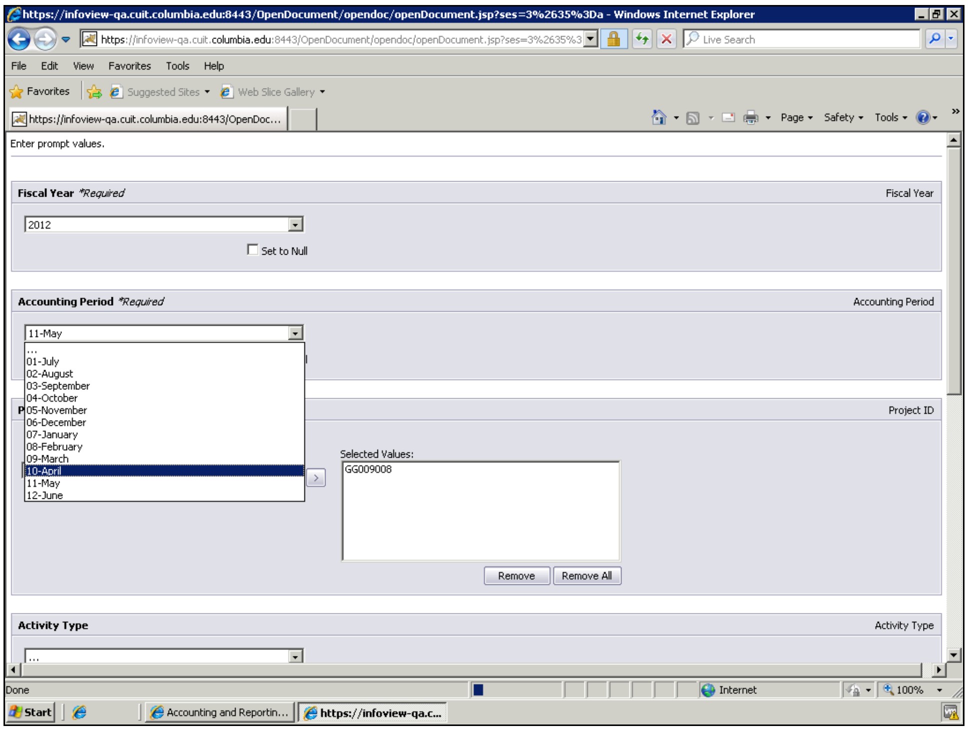
Step	Action
49.	Click the **Refresh Report** button. 



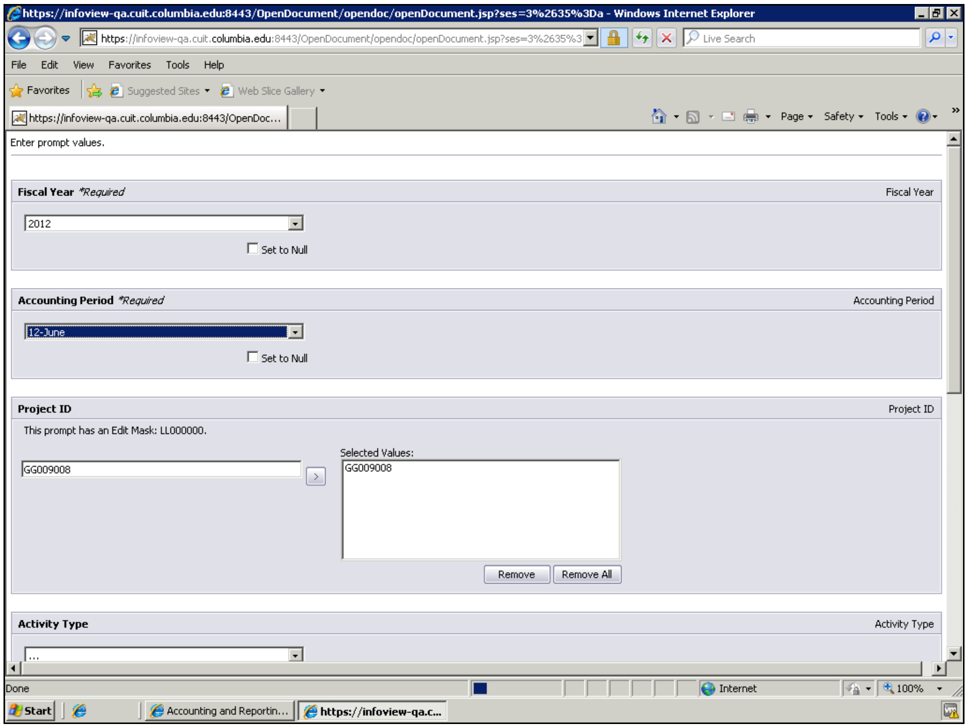
Step	Action
50.	In this scenario we will change the Accounting Period to 12-June and the Project ID back to GG009005.



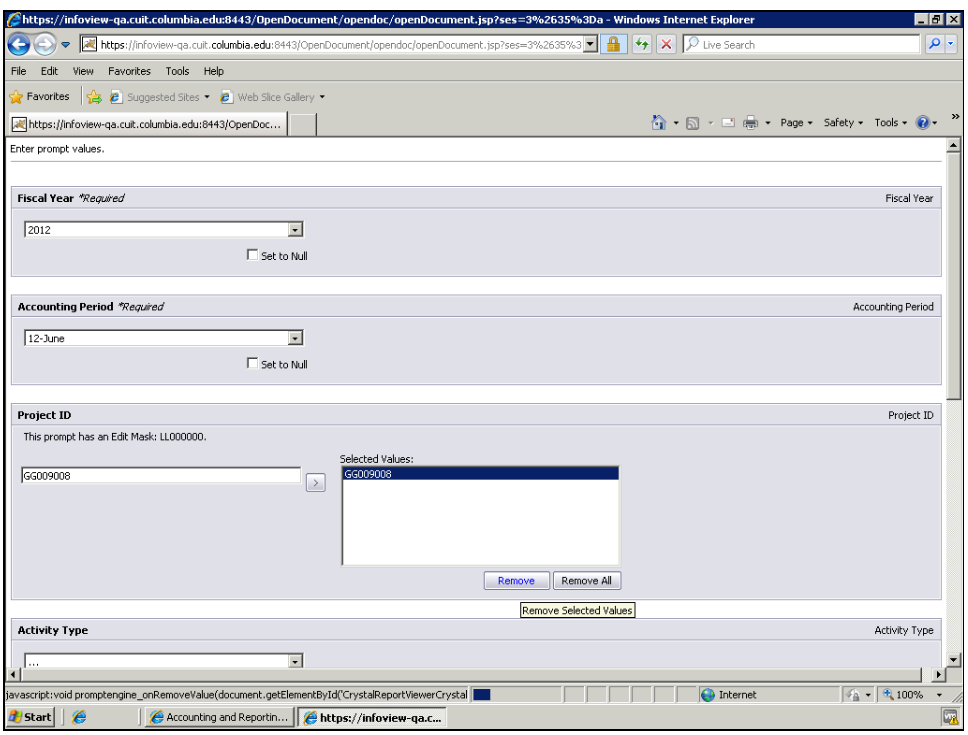
Step	Action
51.	Click the **Accounting Period** list. 11-May



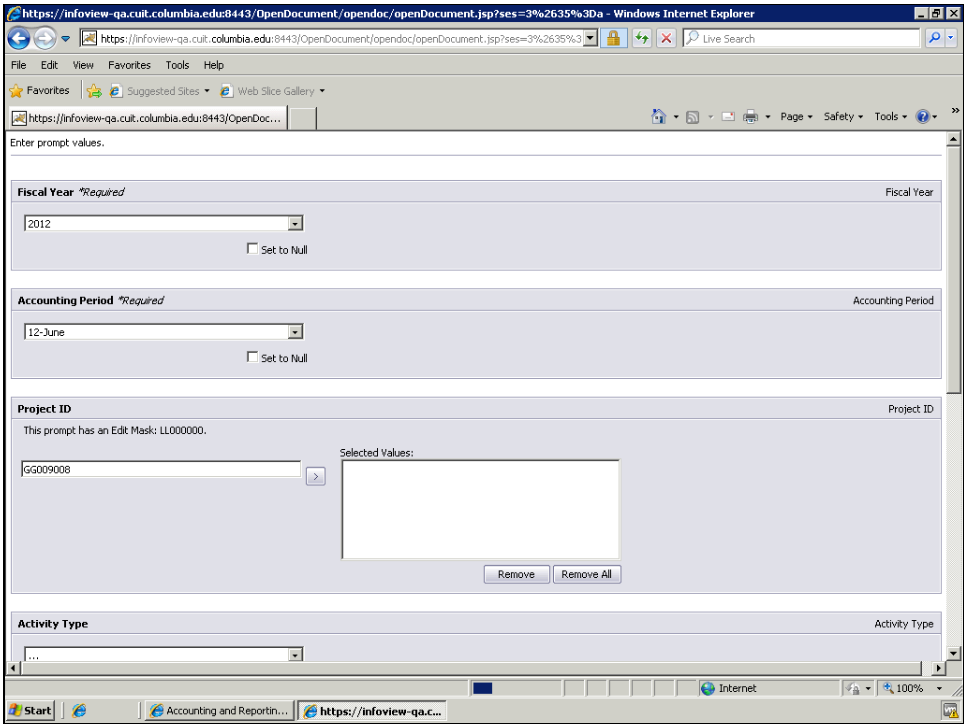
Step	Action
52.	Click the **12-June** list item. 12-June



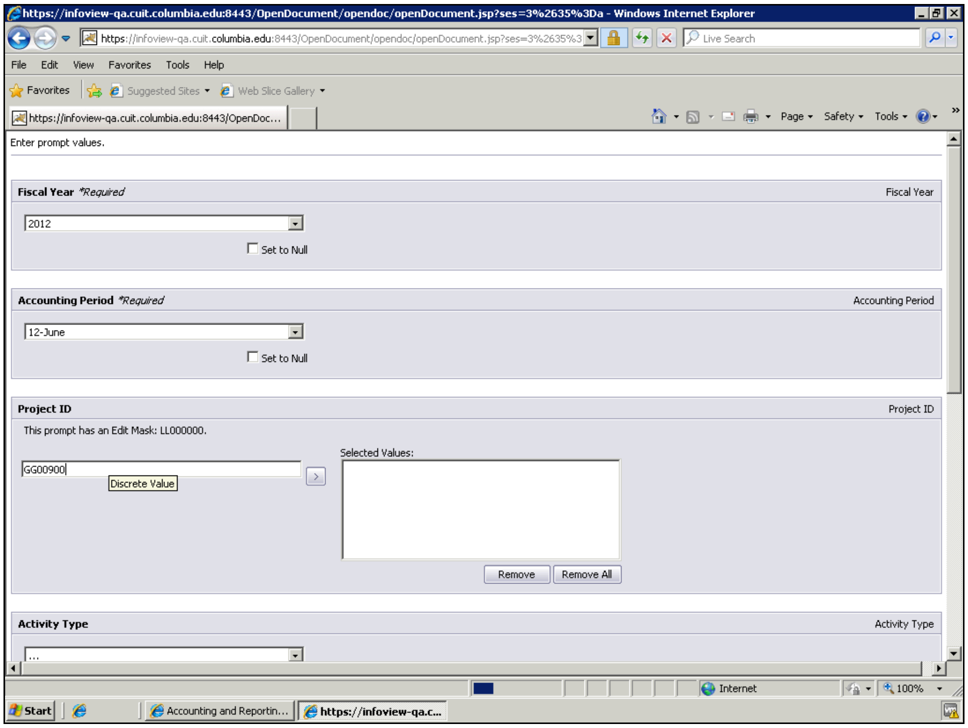
Step	Action
53.	Click the **GG009008** list item. GG009008



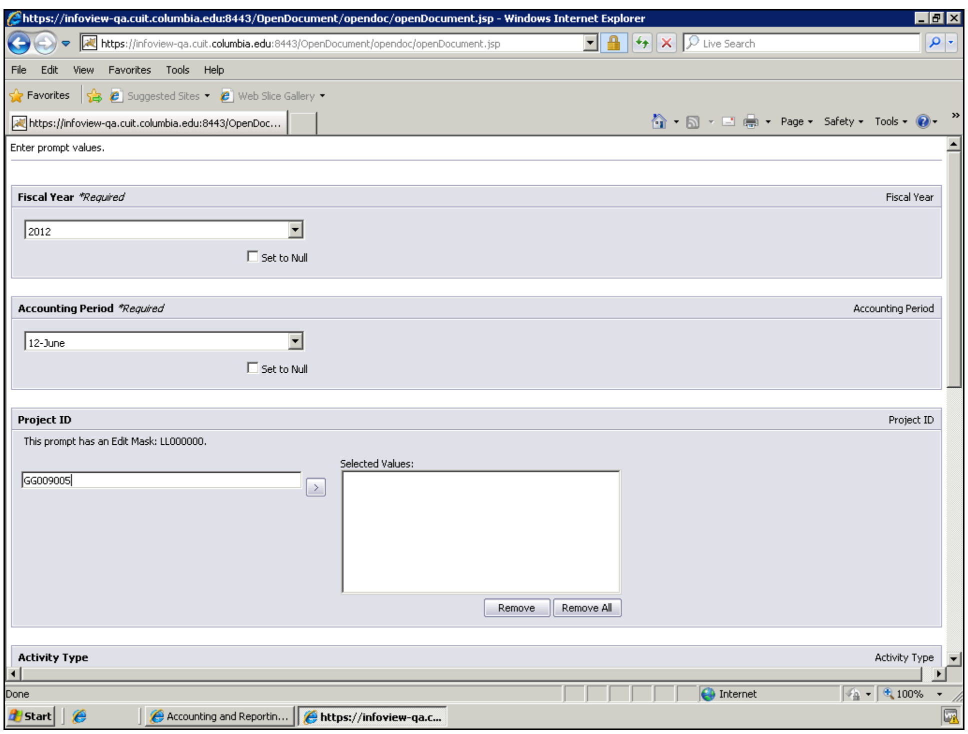
Step	Action
54.	Click the **Remove** link. Remove



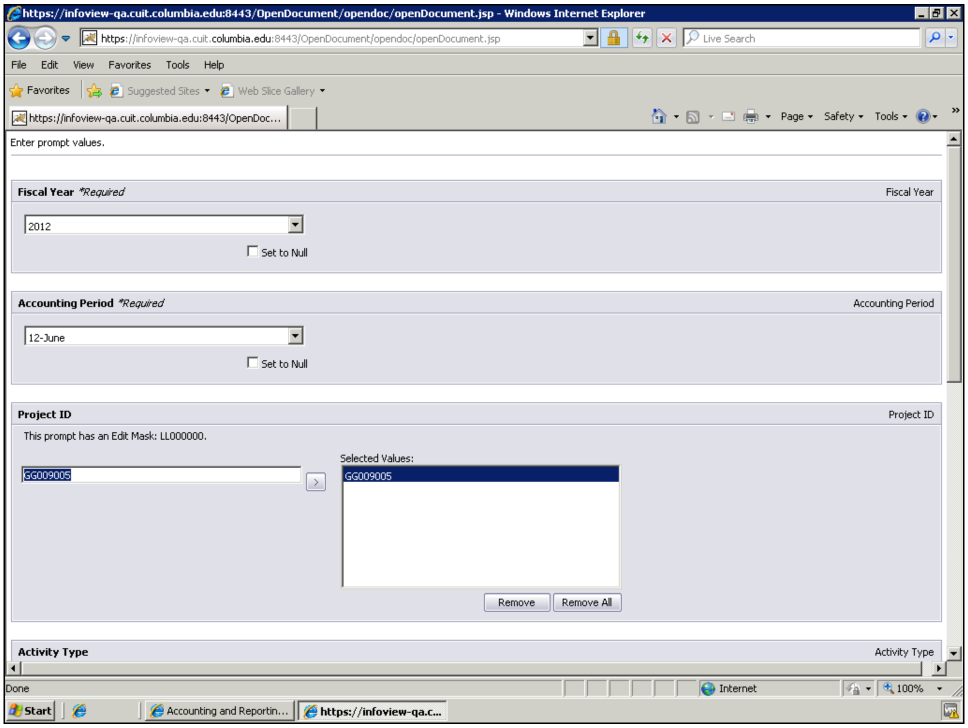
Step	Action
55.	Click the **Project ID** field. GG009008



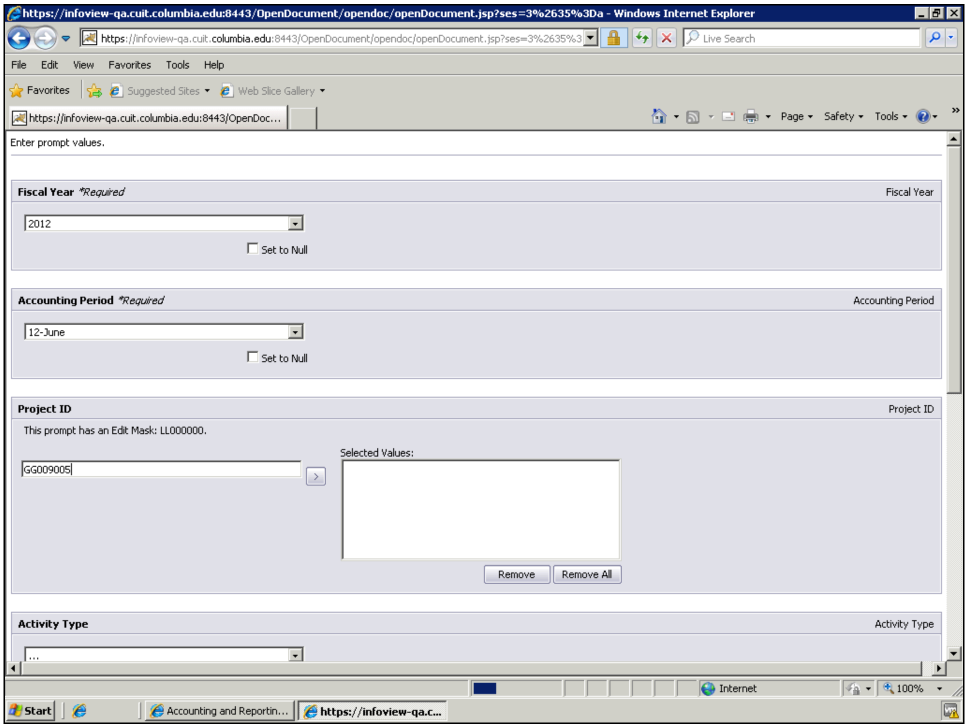
Step	Action
56.	Enter the desired information into the **Selected Values:** field. Enter "**GG009005**".



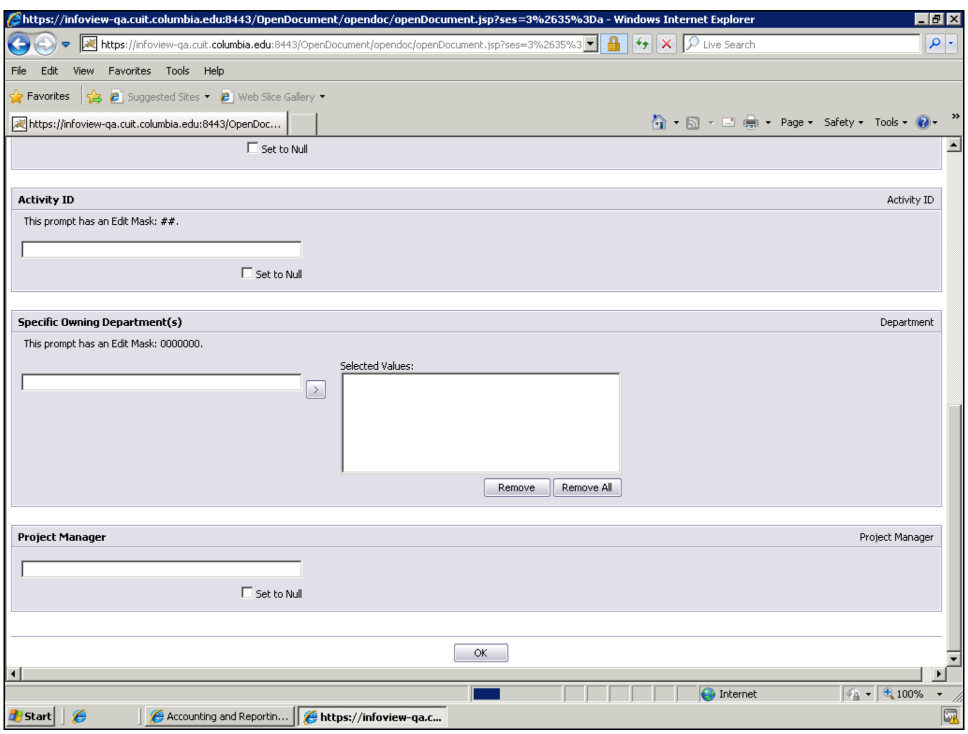
Step	Action
57.	Click the **Add a discrete Value** button. 



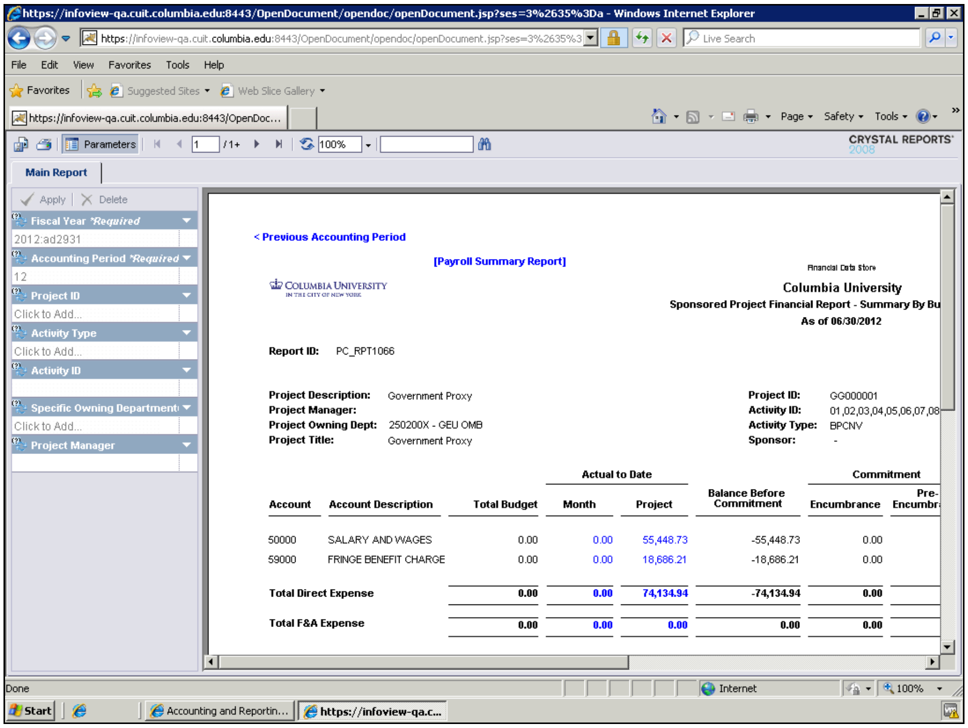
Step	Action
58.	Notice that selected value will appear on the 'Selected Values' box.



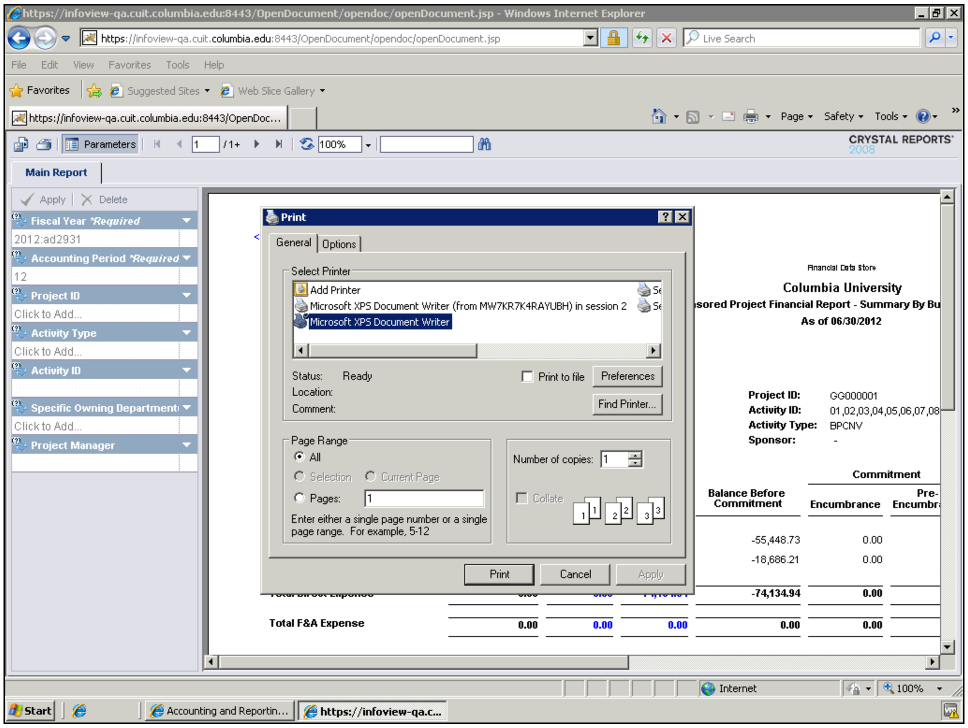
Step	Action
59.	Click the scroll bar to view the bottom of the page.



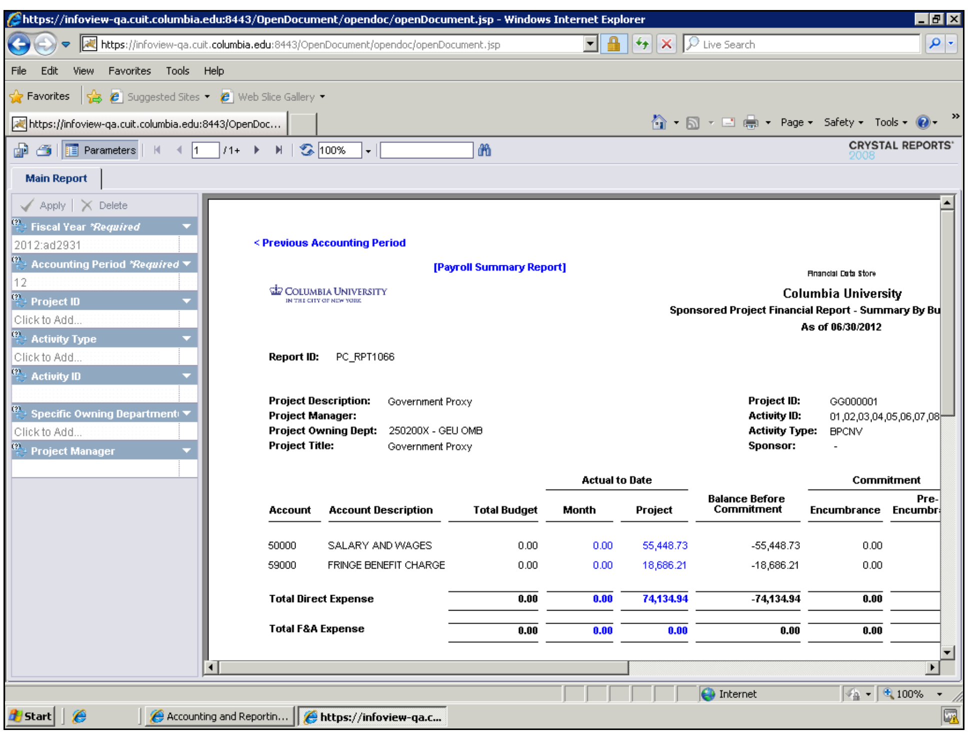
Step	Action
60.	Click the **OK** link. 



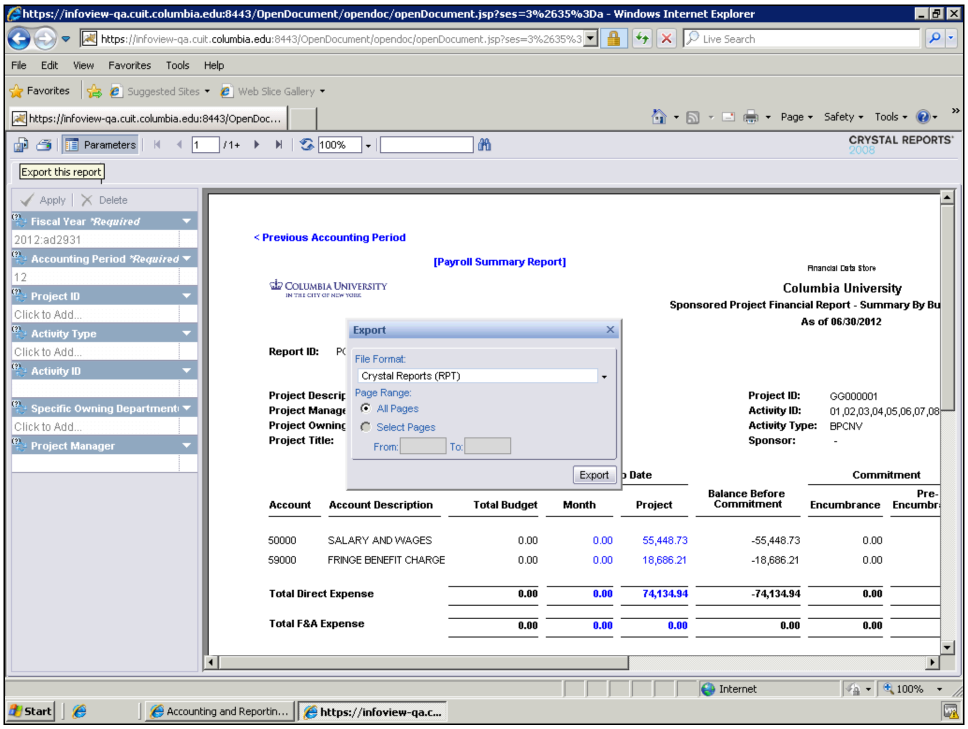
Step	Action
61.	To print this report, click the **Print** button. 



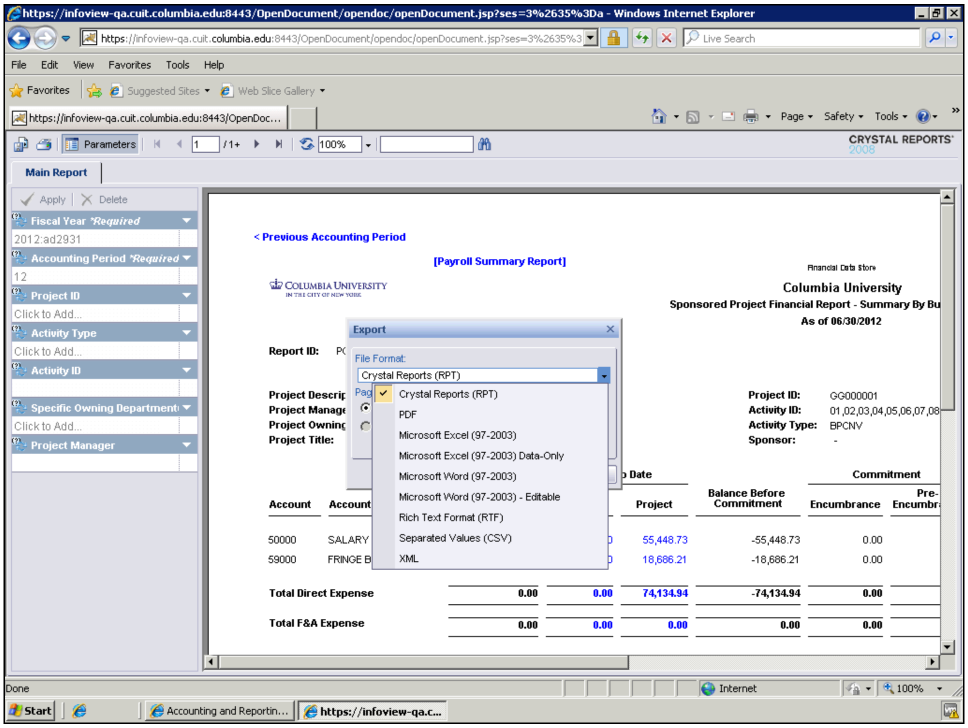
Step	Action
62.	Click the **Print** button. Print



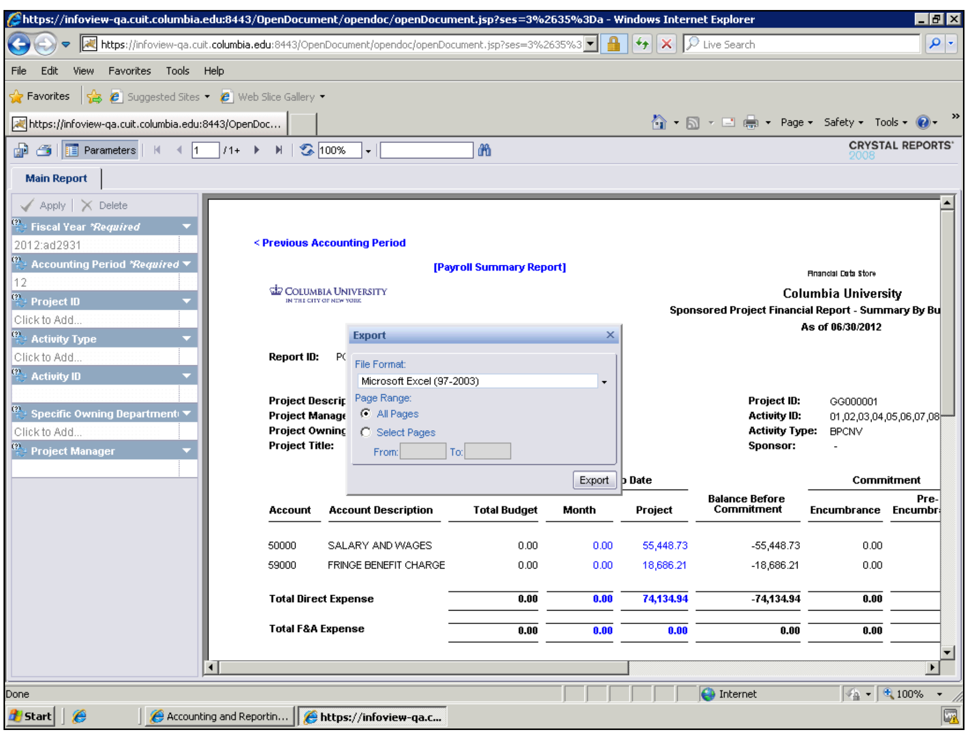
Step	Action
63.	To export this report, click the **Export** button.



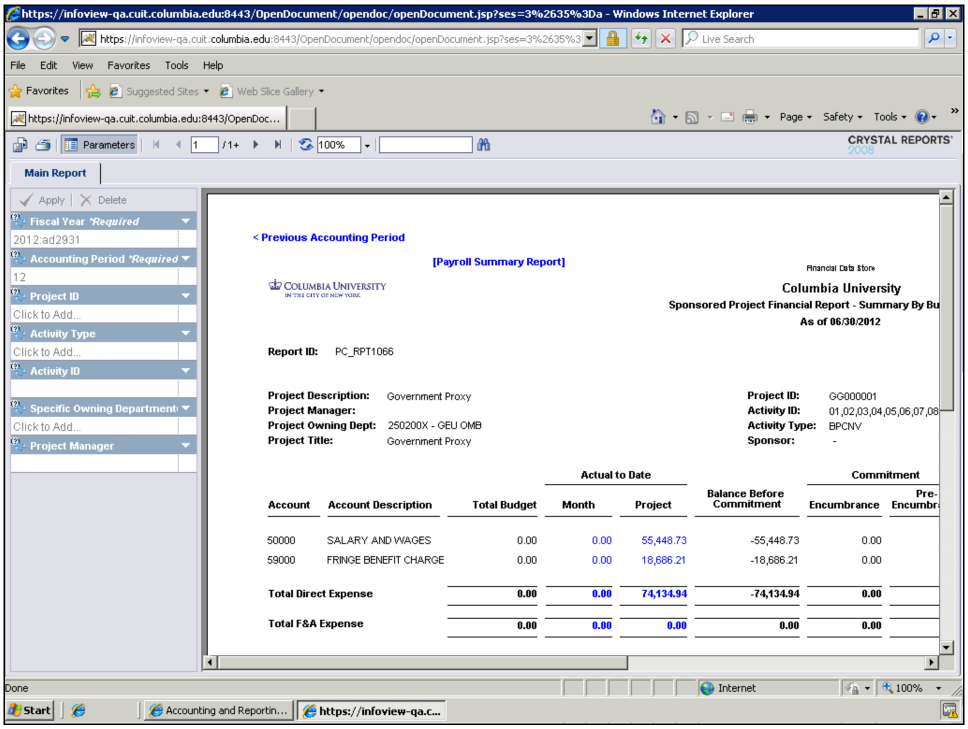
Step	Action
64.	Click the drop down arrow.



Step	Action
65.	Click **Microsoft Excel (97-2003)**. Microsoft Excel (97-2003)



Step	Action
66.	Click the **Export** button. 



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

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

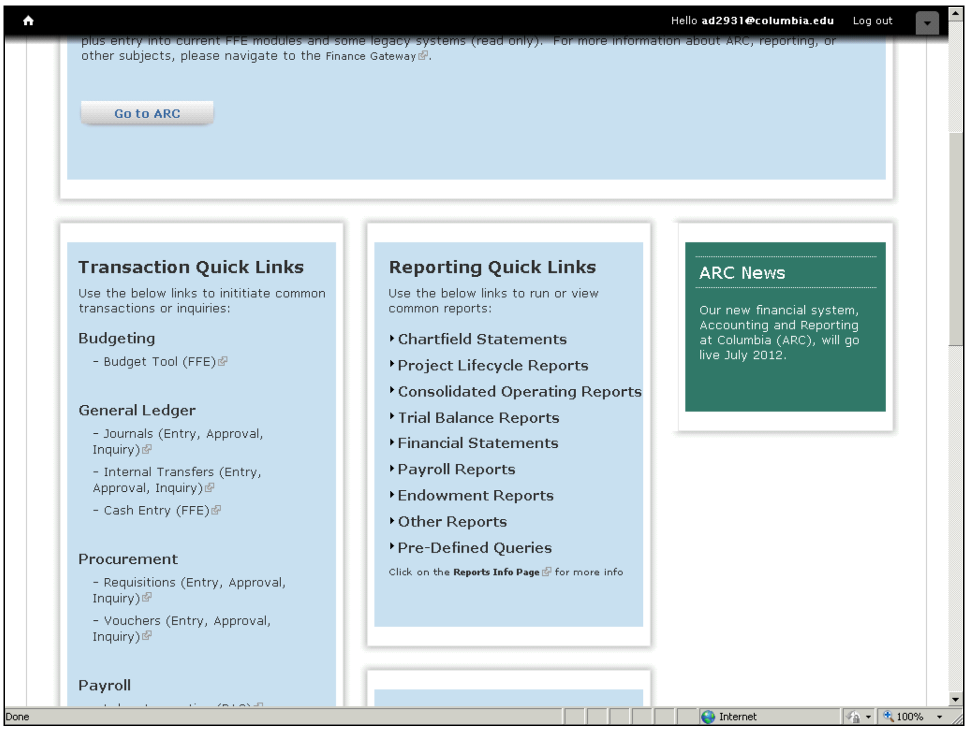
Running the COB Detailed Statement Report

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

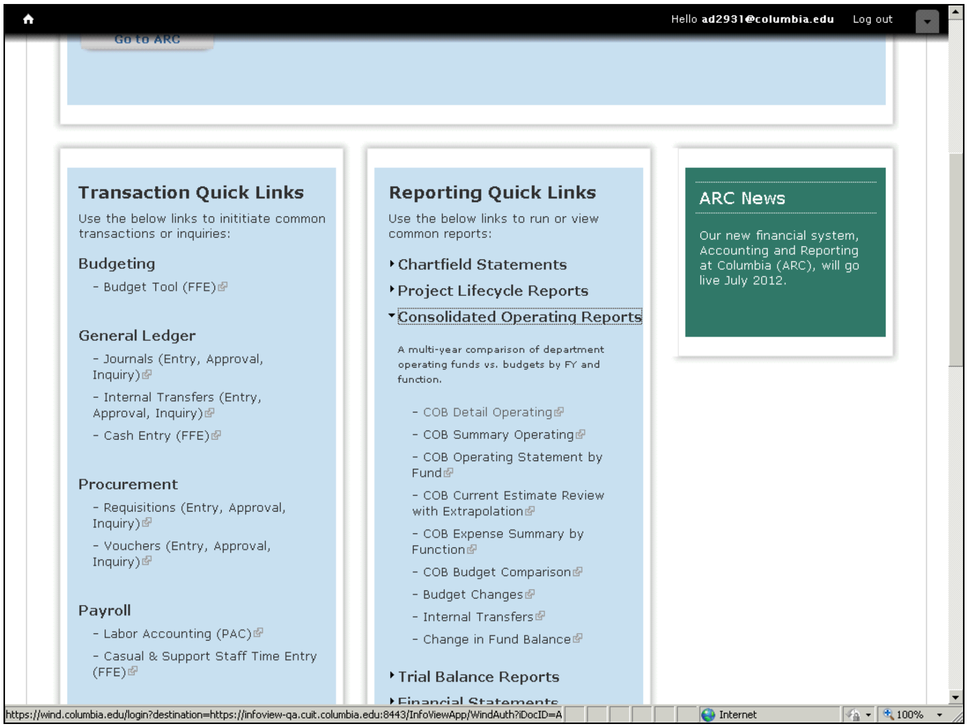
Estimated time to complete this topic: 3 minutes

Procedure

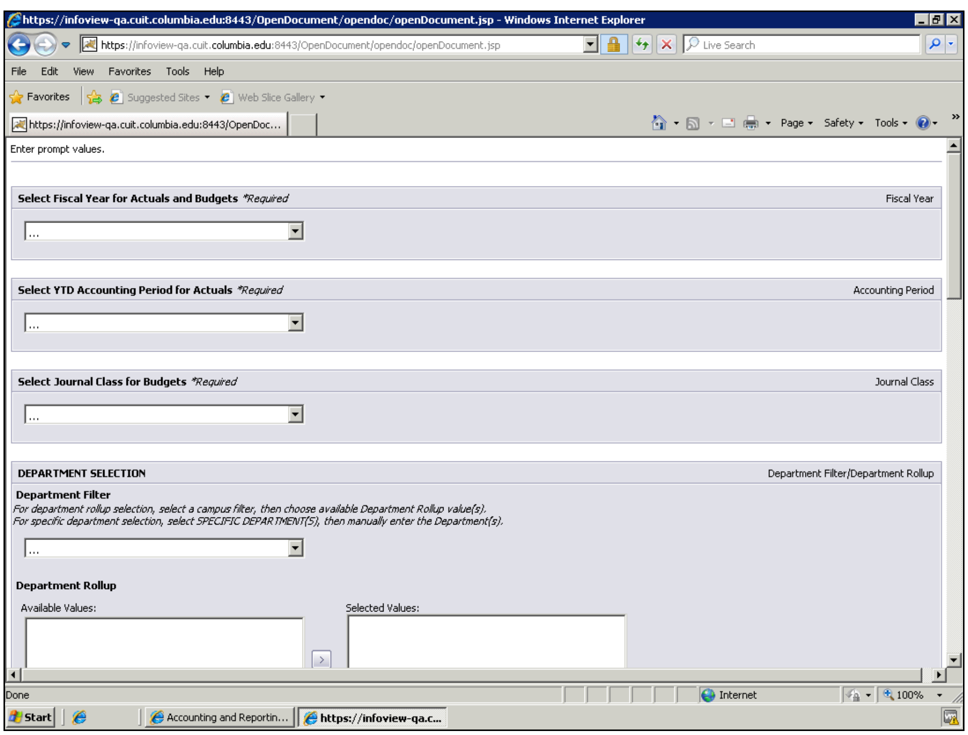
Welcome to the *Running the COB Detailed Statement Report* topic. In this scenario you will learn how to access and run the COB Detailed Statement report from the ARC Portal, preview pages within the report, and export the report to Excel for further analysis.



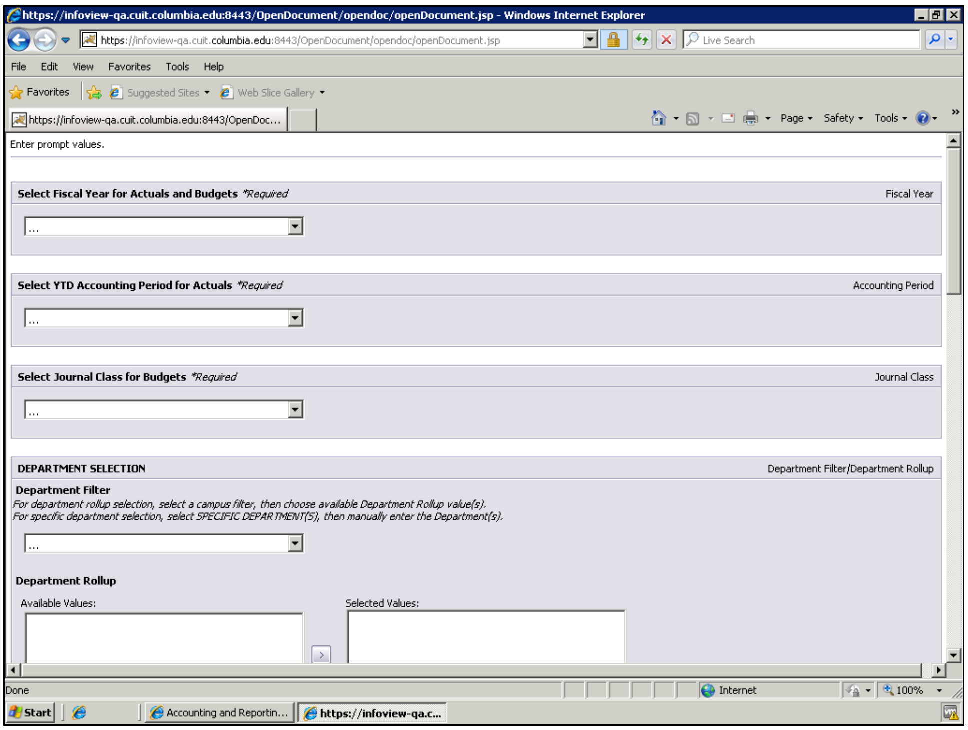
Step	Action
1.	Click the **Consolidated Operating Reports** link. Consolidated Operating Reports



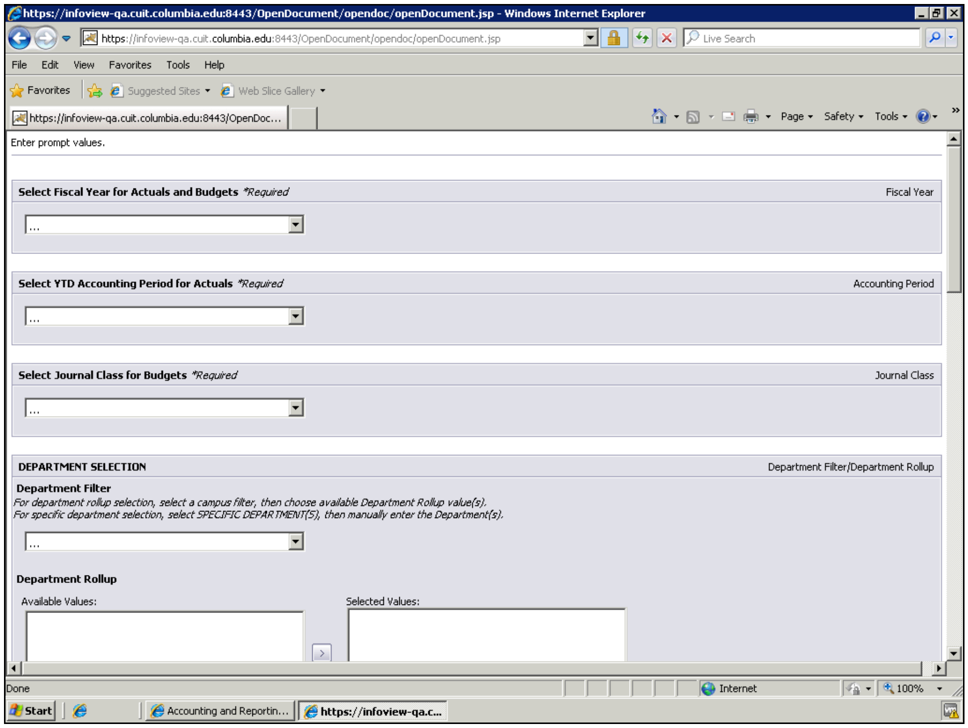
Step	Action
2.	Click the **COB Detail Operating** link. COB Detail Operating



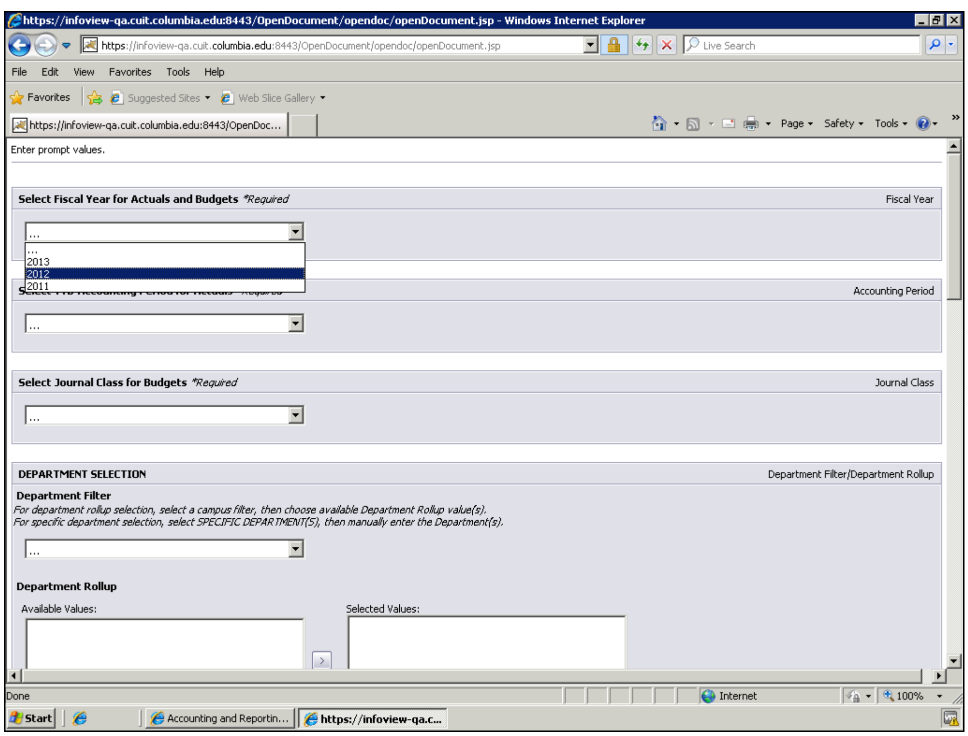
Step	Action
3.	In this scenario we are going to run the COB Detailed Statement report for January 2012 (The seventh month of FY 2012). The COB Detailed Statement is replacing the legacy system COB Detail file. This report is used by Department/School Administrators to review their overall operating results.



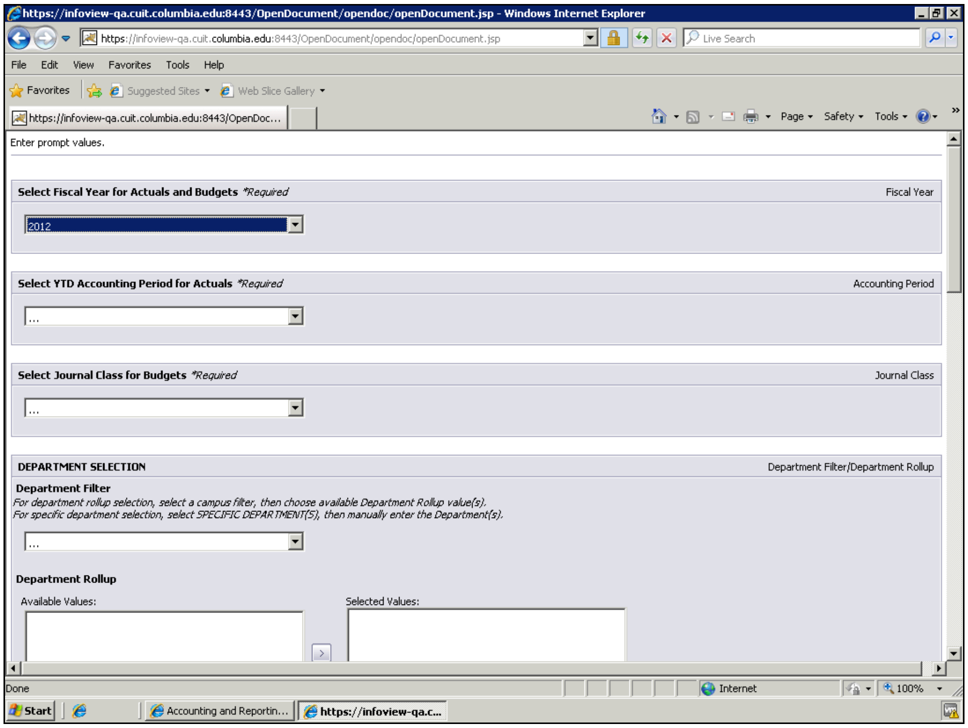
Step	Action
4.	Notice that fields with an asterisk are required whereas fields without an asterisk are optional. The following three fields are required to run this COB report: - Fiscal Year for Actuals and Budgets - YTD Accounting Period for Actuals - Journal Class for Budgets



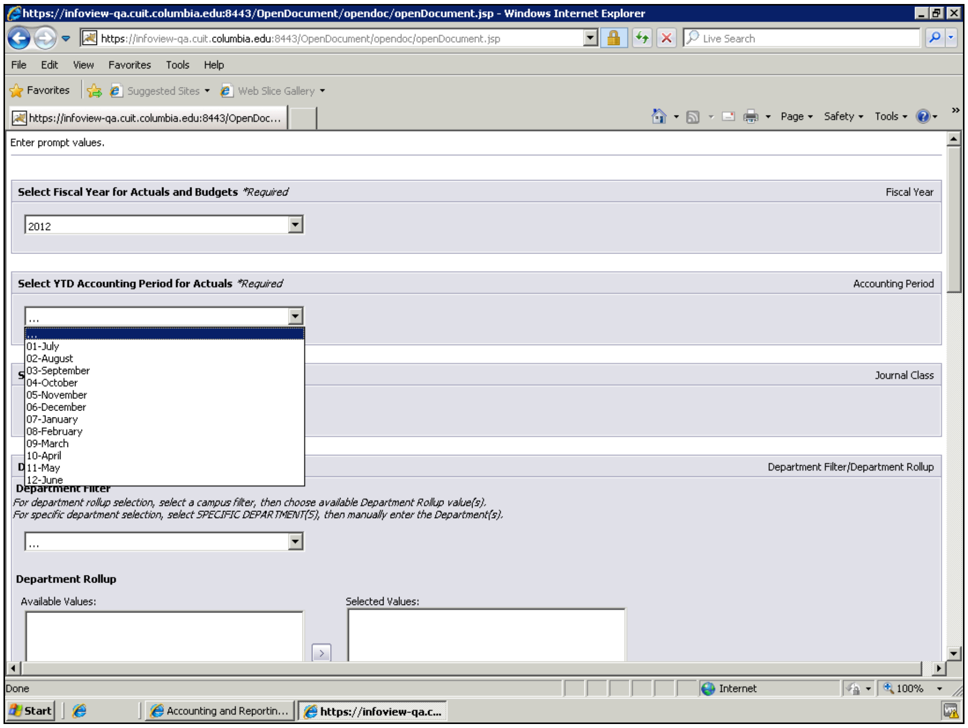
Step	Action
5.	Click the **Fiscal Year** list. ...



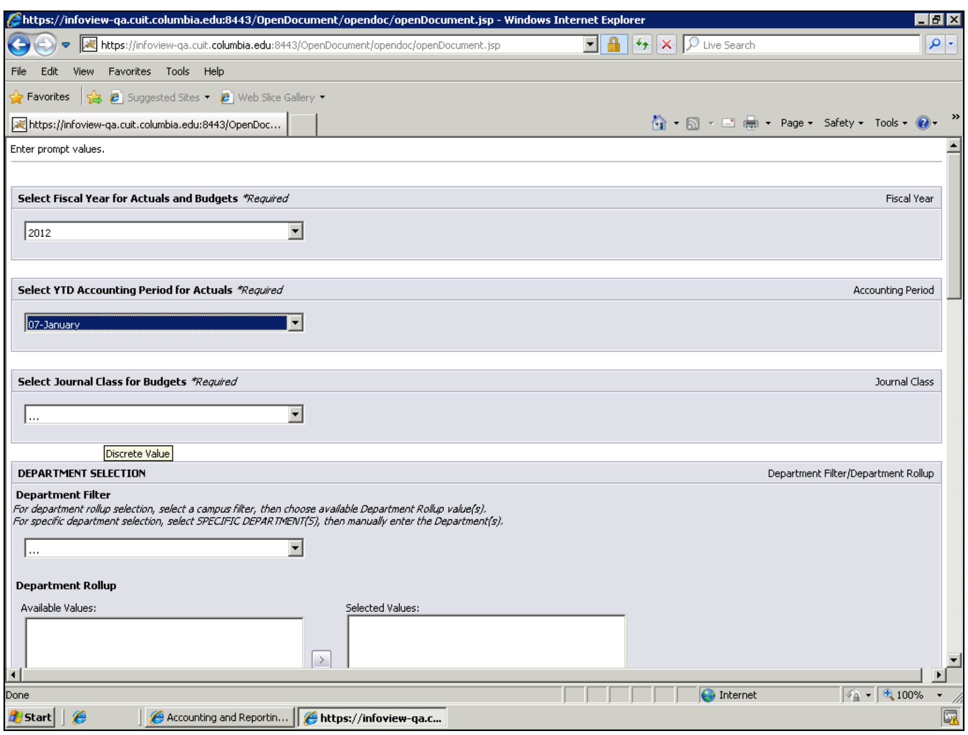
Step	Action
6.	Click the **2012** list item. 2012



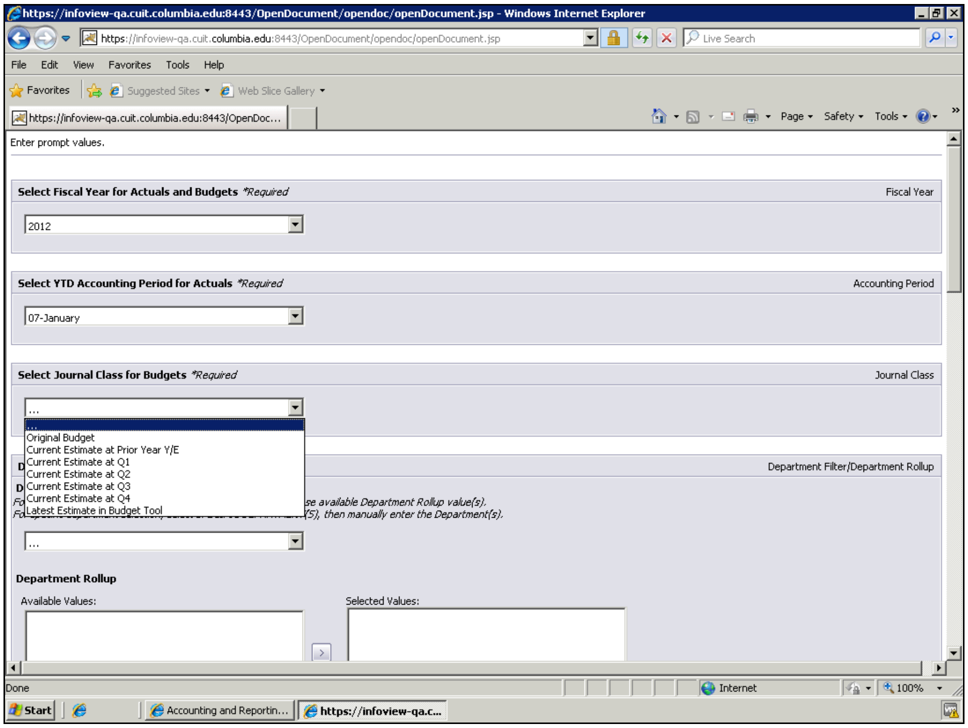
Step	Action
7.	Click the **Accounting Period** list. ...



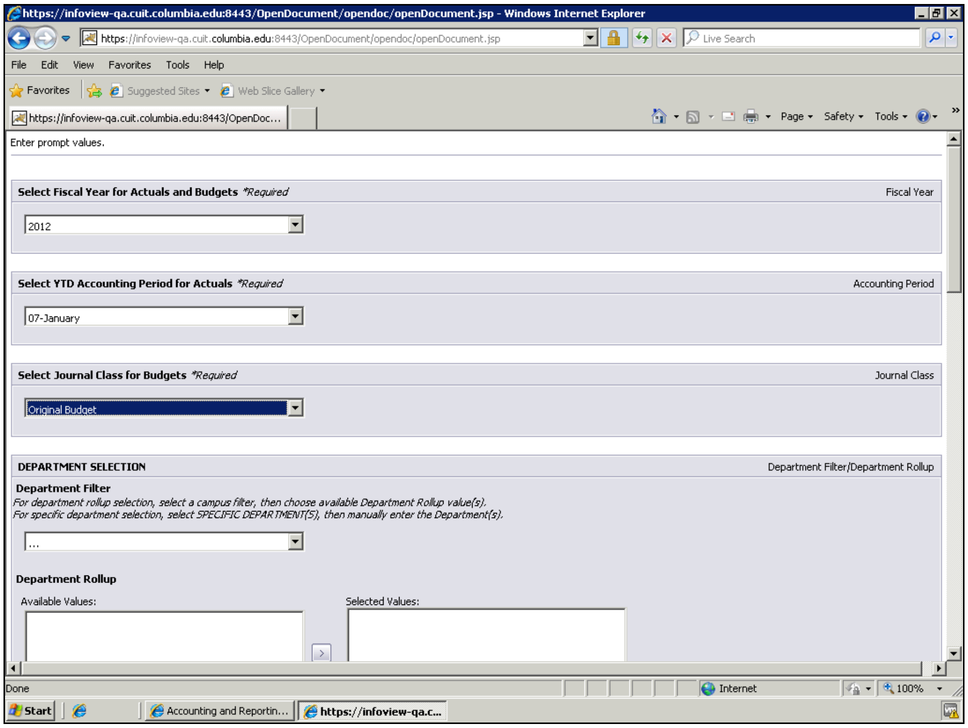
Step	Action
8.	Click the **07-January** list item. 07-January



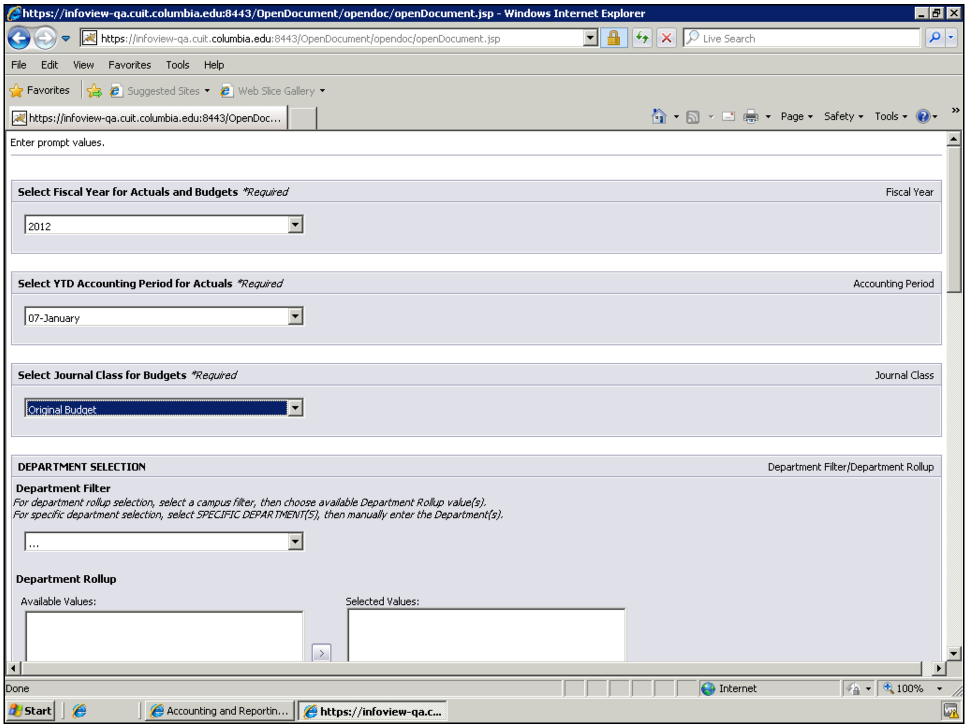
Step	Action
9.	Click the **Journal Class** list. ...



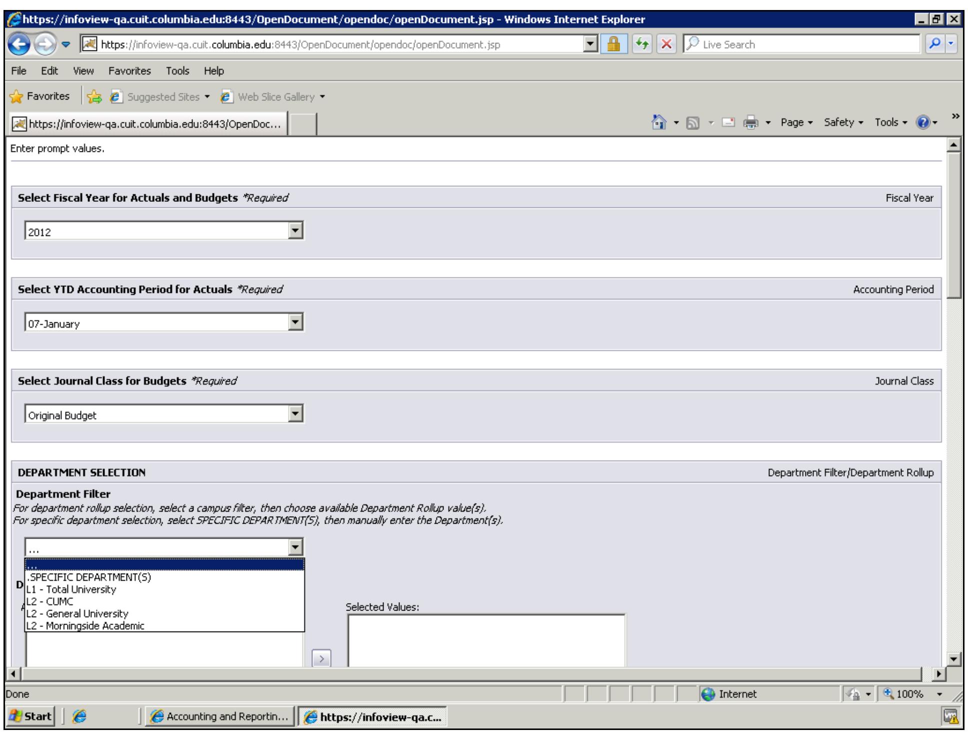
Step	Action
10.	Click the **Original Budget** list item. Original Budget



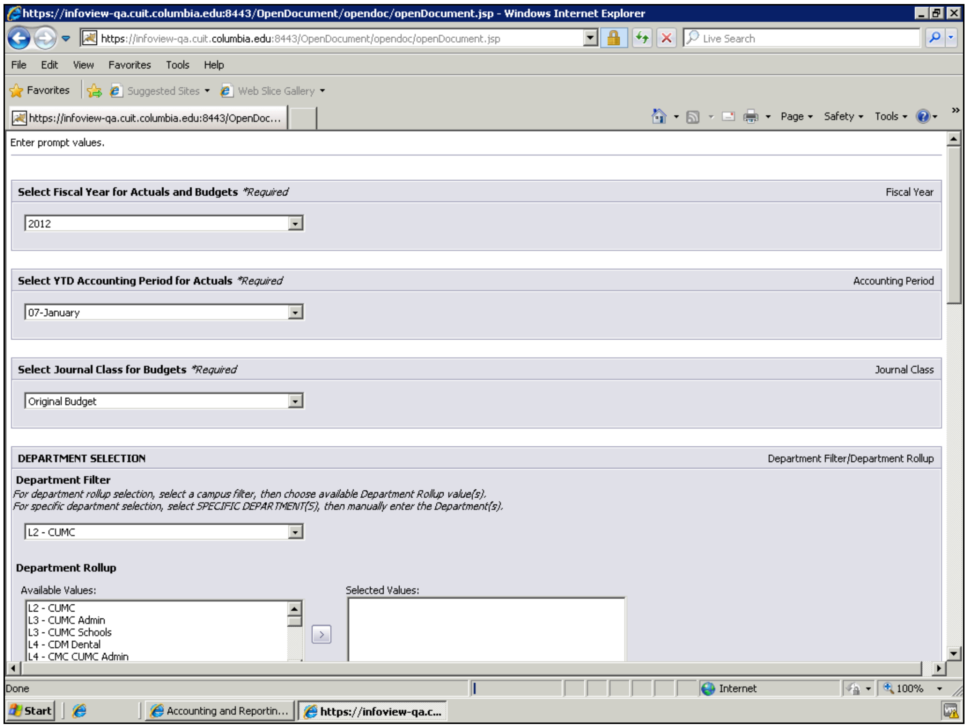
Step	Action
11.	Department Selection is not required. In this scenario we will specify the Department Filter and the Department Rollup.



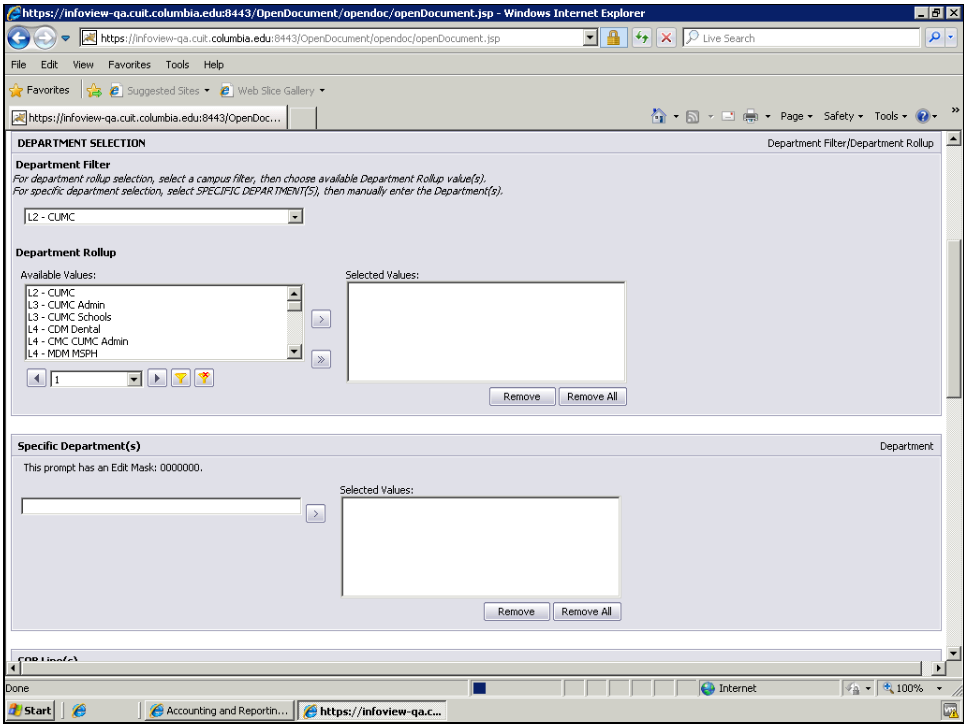
Step	Action
12.	Click the **Department Filter** list. 



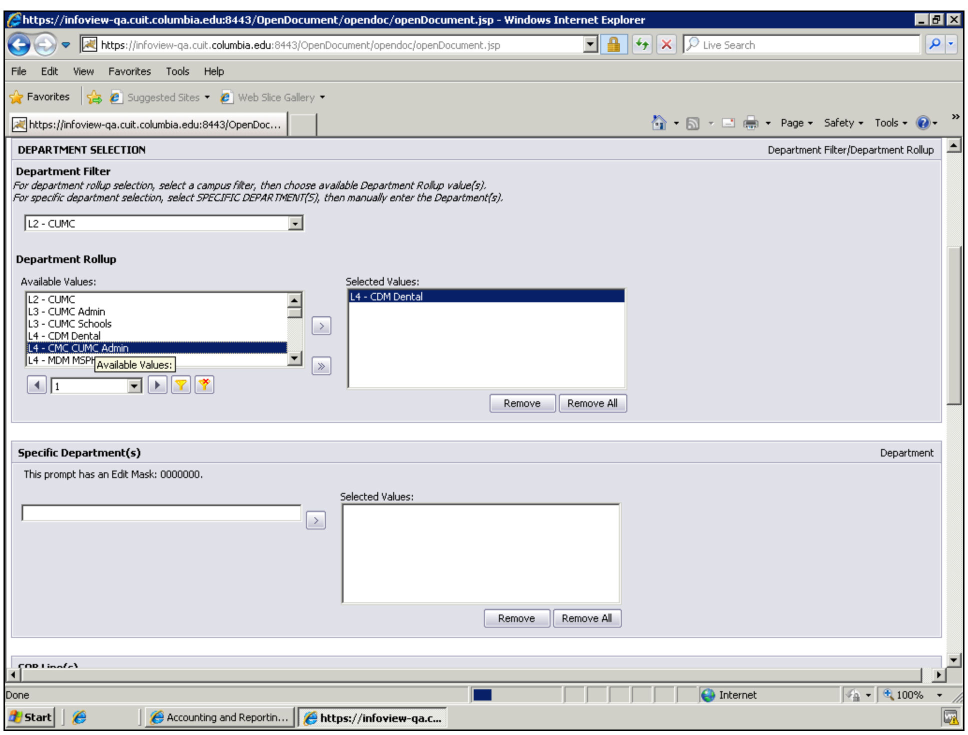
Step	Action
13.	Click the **L2 - CUMC** list item. L2 - CUMC



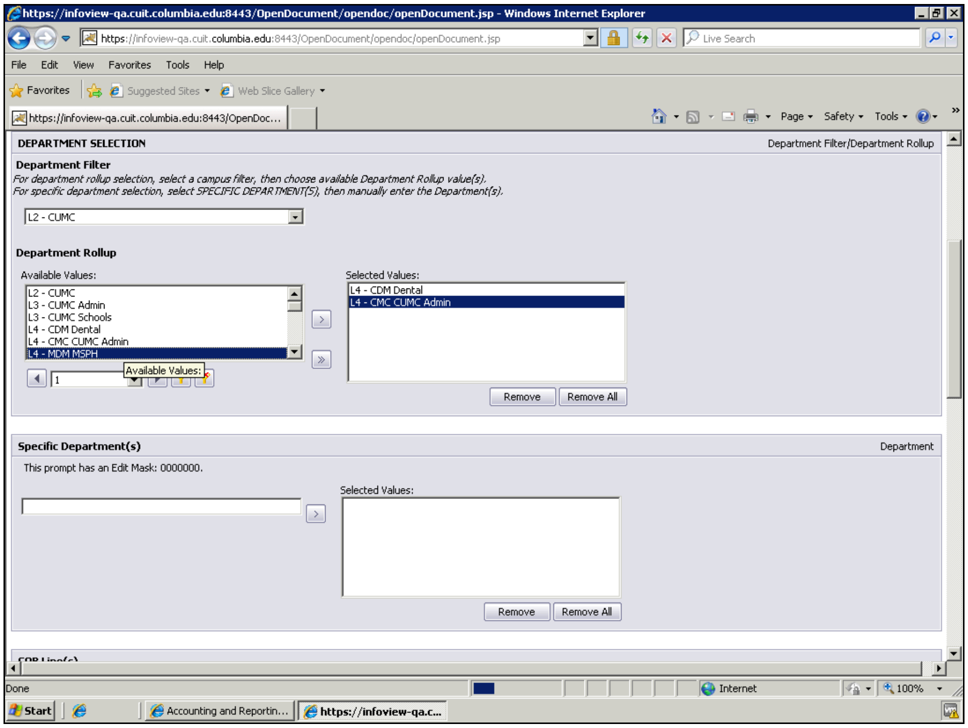
Step	Action
14.	Click the scroll bar to view the other run time parameters for this report.



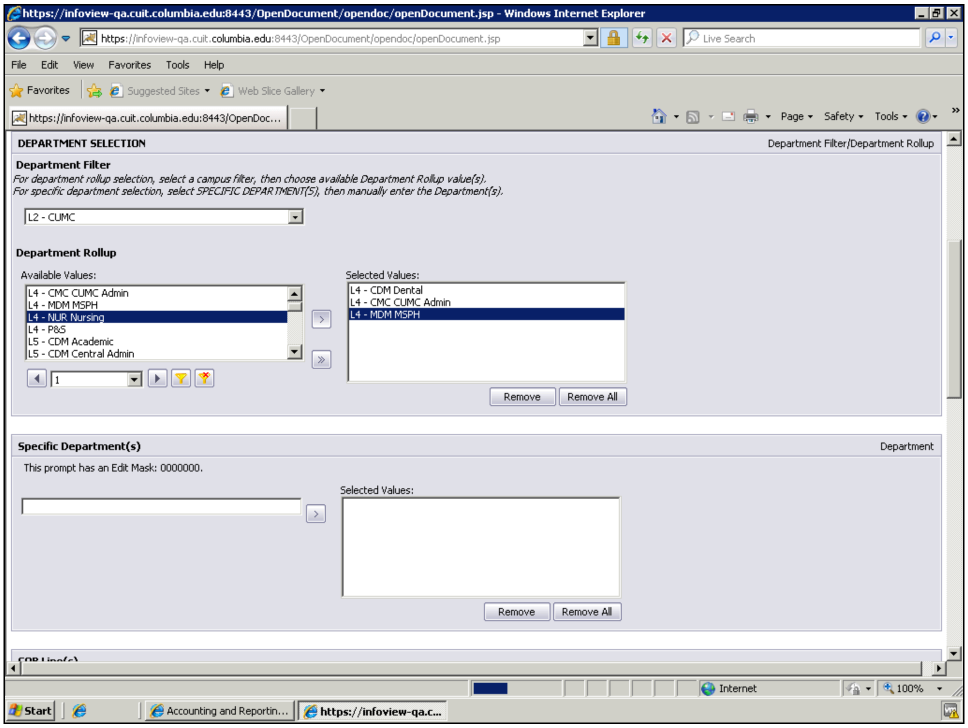
Step	Action
15.	Double-click the **L4 - CDM Dental** list item. L4 - CDM Dental



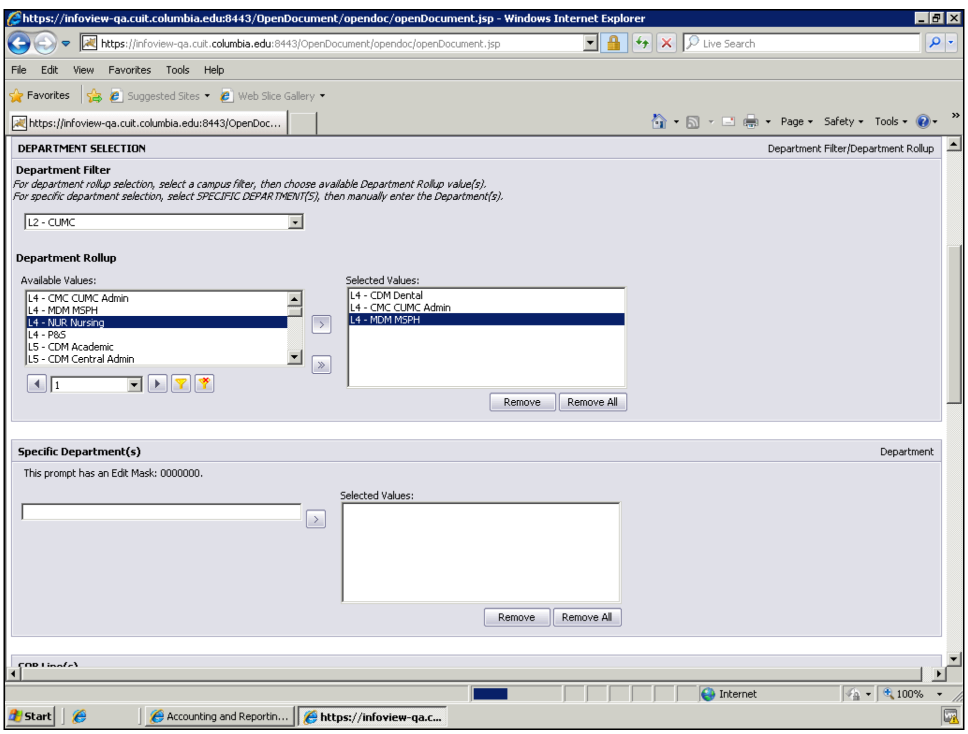
Step	Action
16.	Double-click the **L4 - CMC CUMC Admin** list item. L4 - CMC CUMC Admin



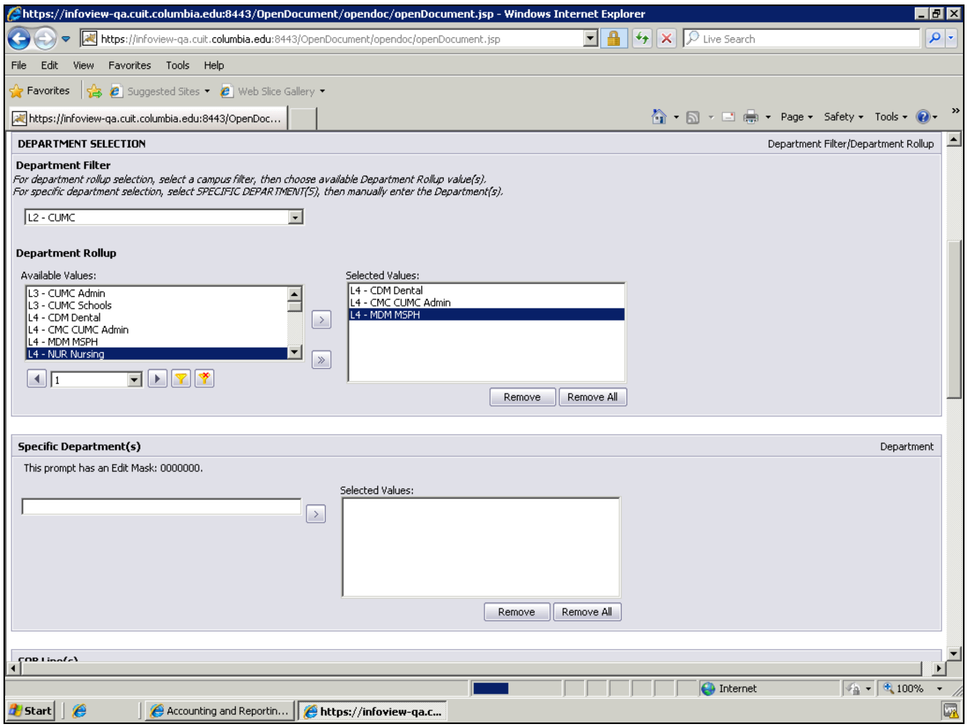
Step	Action
17.	Double-click the **L4 - NUR Nursing** list item. L4 - MDM MSPH



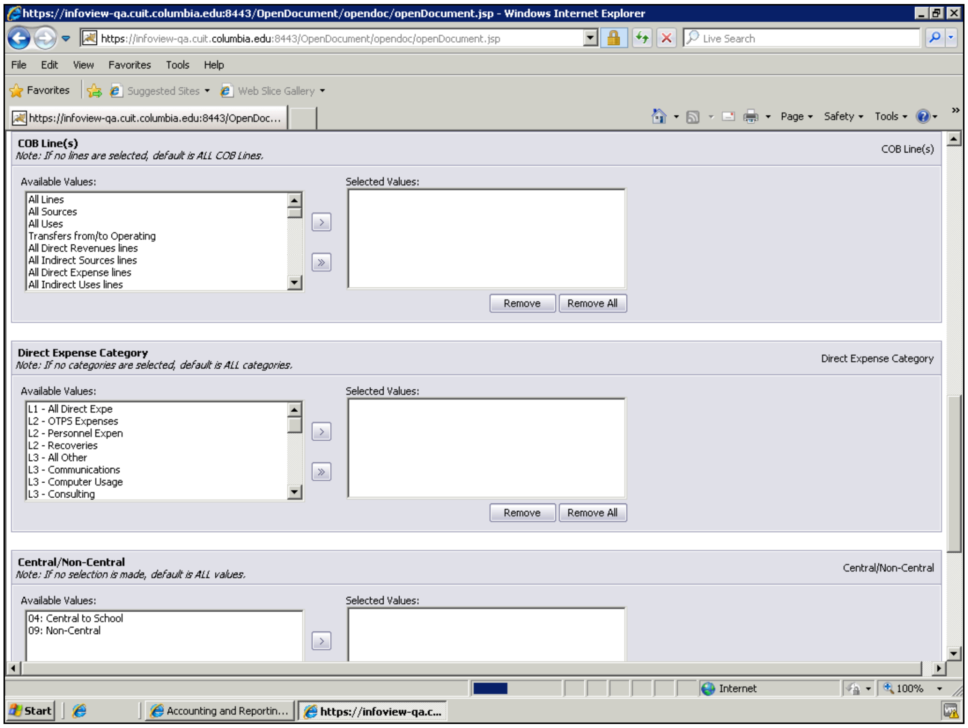
Step	Action
18.	Notice that the selected values will appear on the 'Selected Values' box.



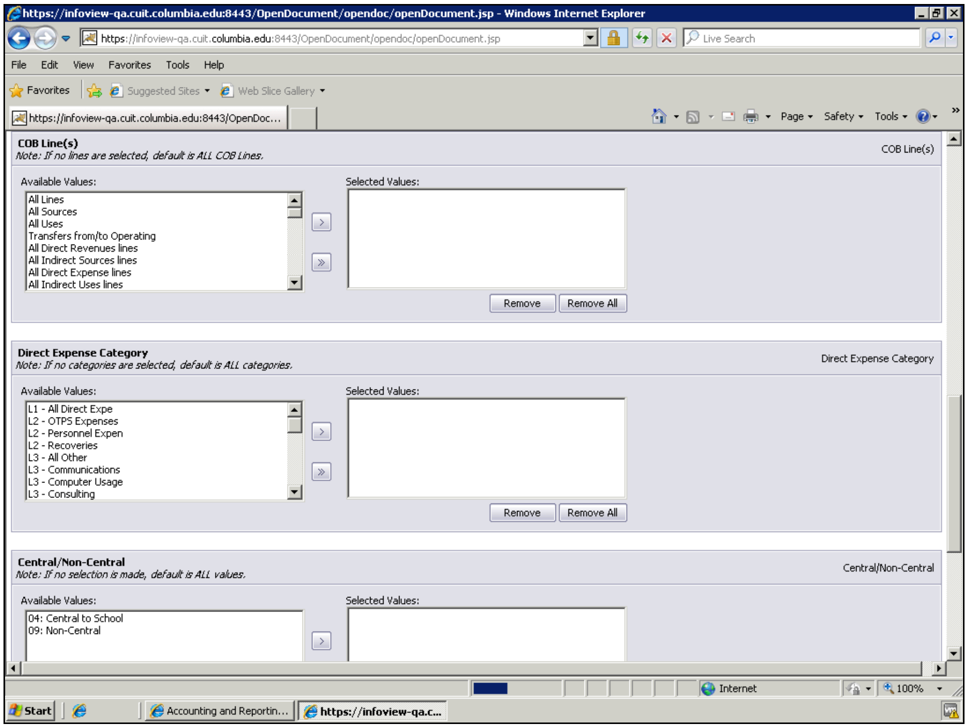
Step	Action
19.	The Specific Department(s) is not a required field. We will leave this field blank.



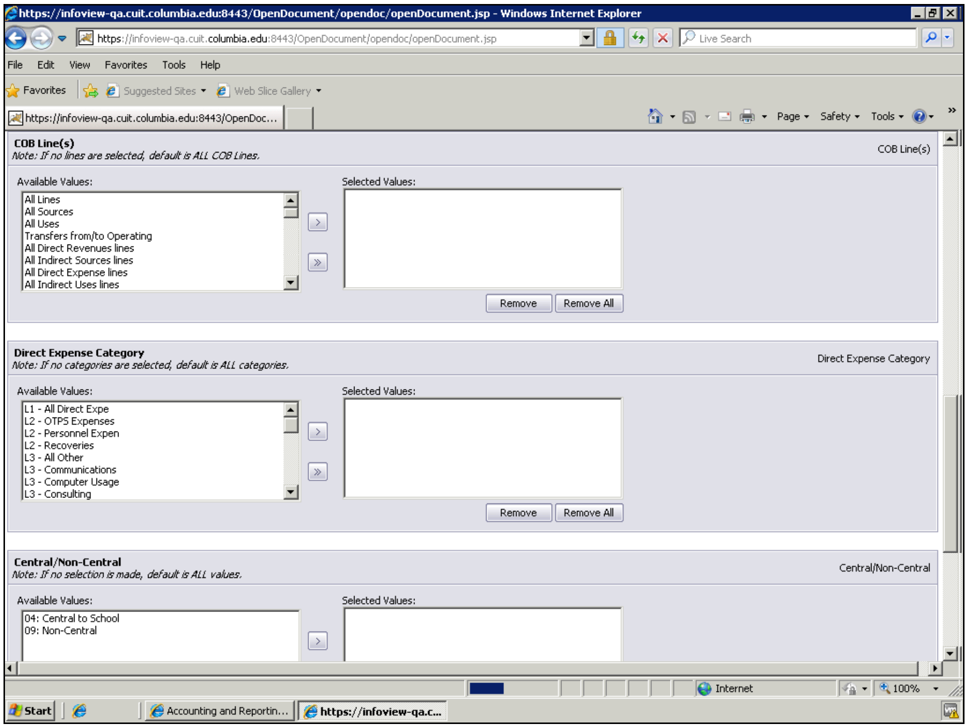
Step	Action
20.	Click the scroll bar to view the other run time parameters for this report.



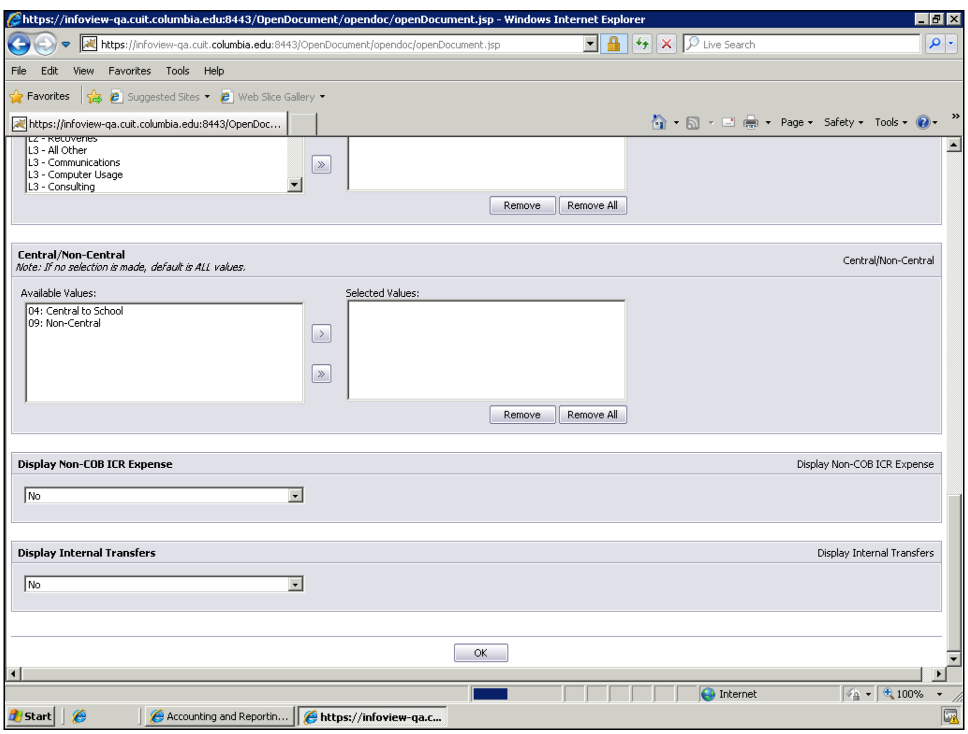
Step	Action
21.	The COB Line(s) field allows you to specify which COB Lines you would like to run the report for. If no lines are selected, the default value is all lines.



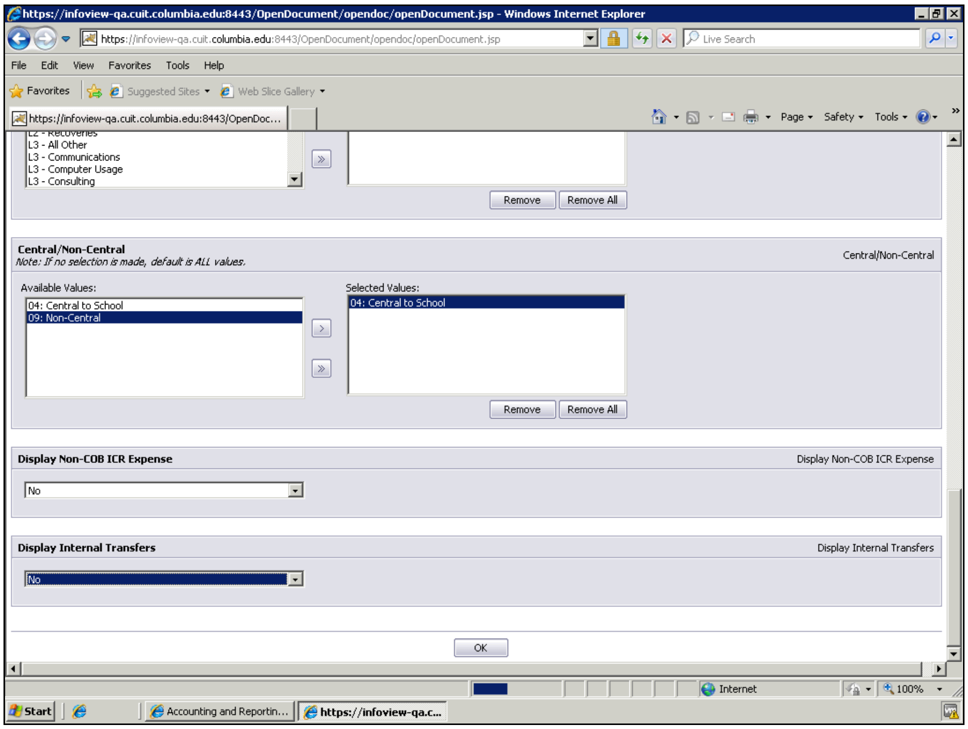
Step	Action
22.	The Direct Expense Category allows you to specify which COB expense category you would like to run the report for. If no categories are selected, the default value is all categories.



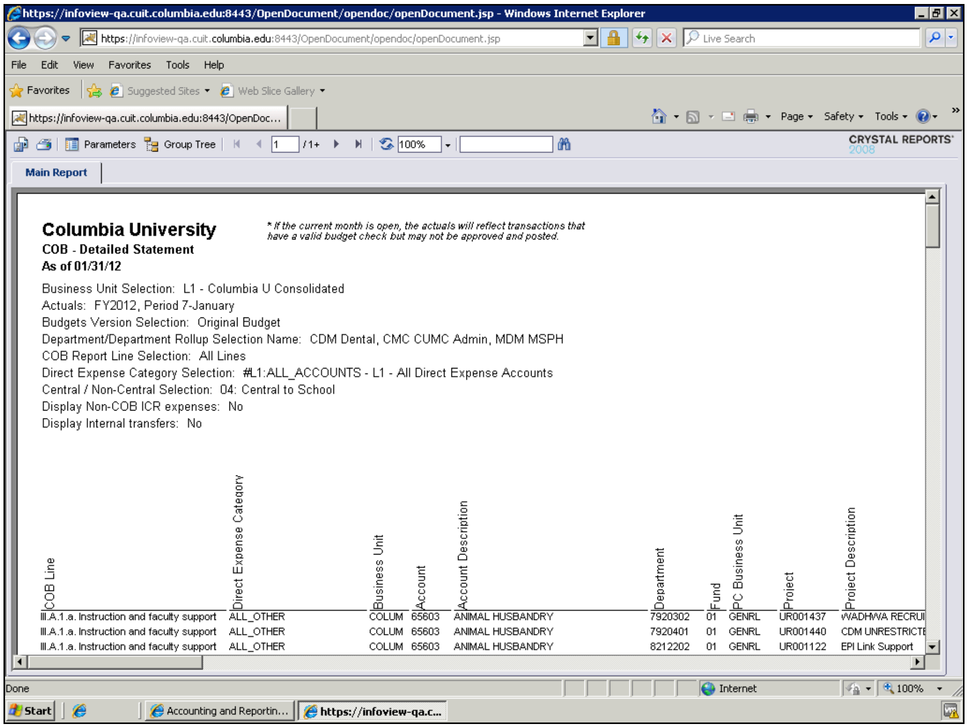
Step	Action
23.	Click the scroll bar to view the other run time parameters for this report.



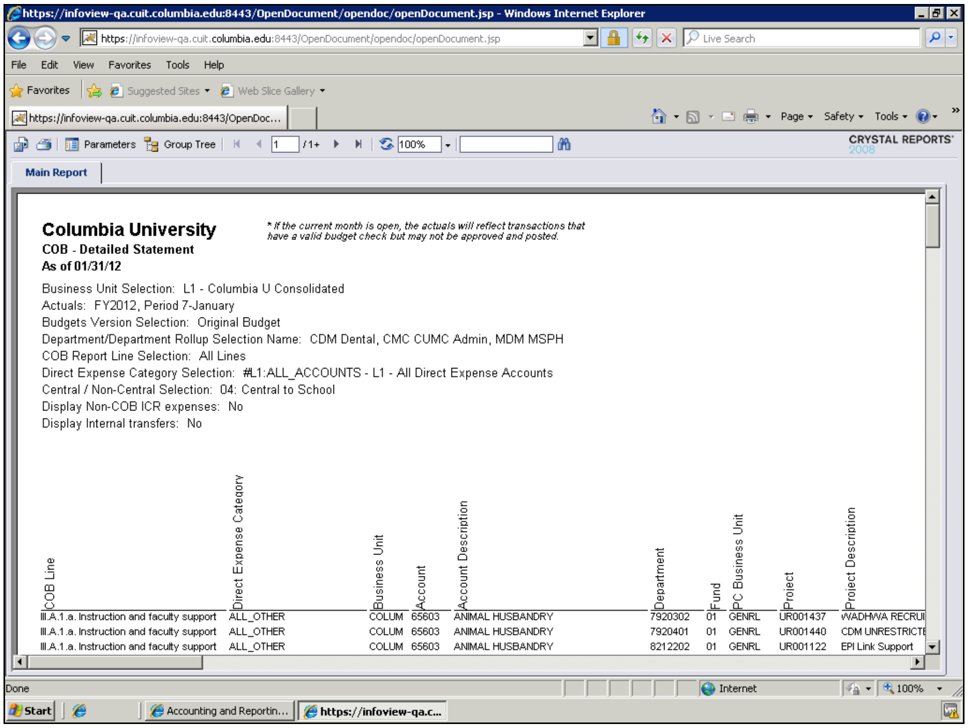
Step	Action
24.	If no selection is made for the Central/Non-Central field, the default is all values. Double-click the **04: Central to School** list item. 04: Central to School



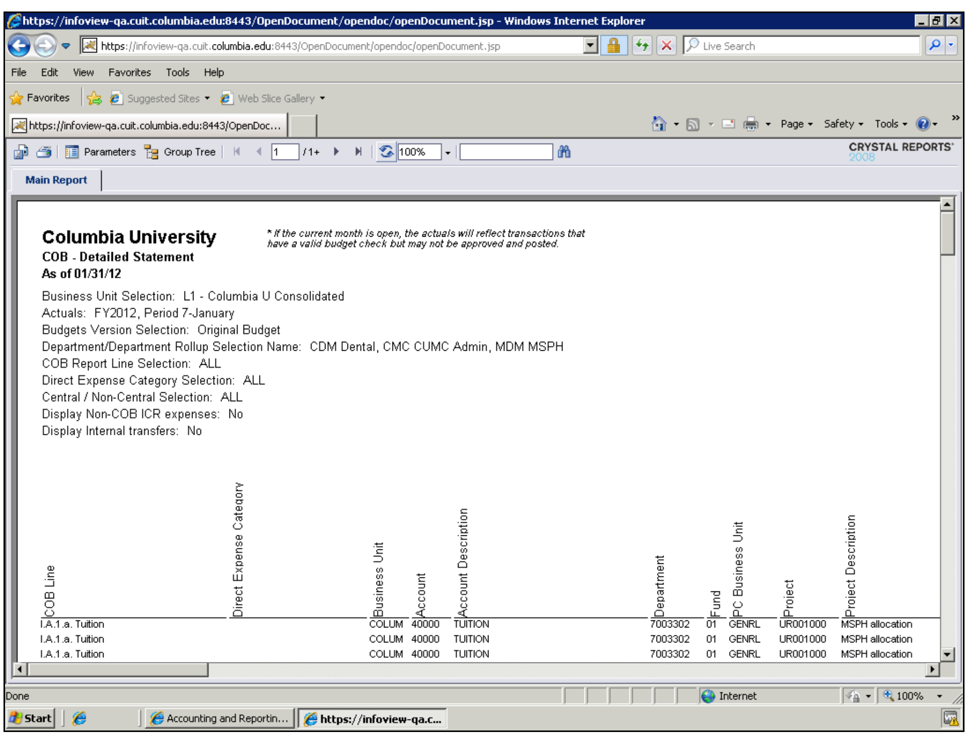
Step	Action
25.	Click the **OK** link. OK

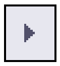


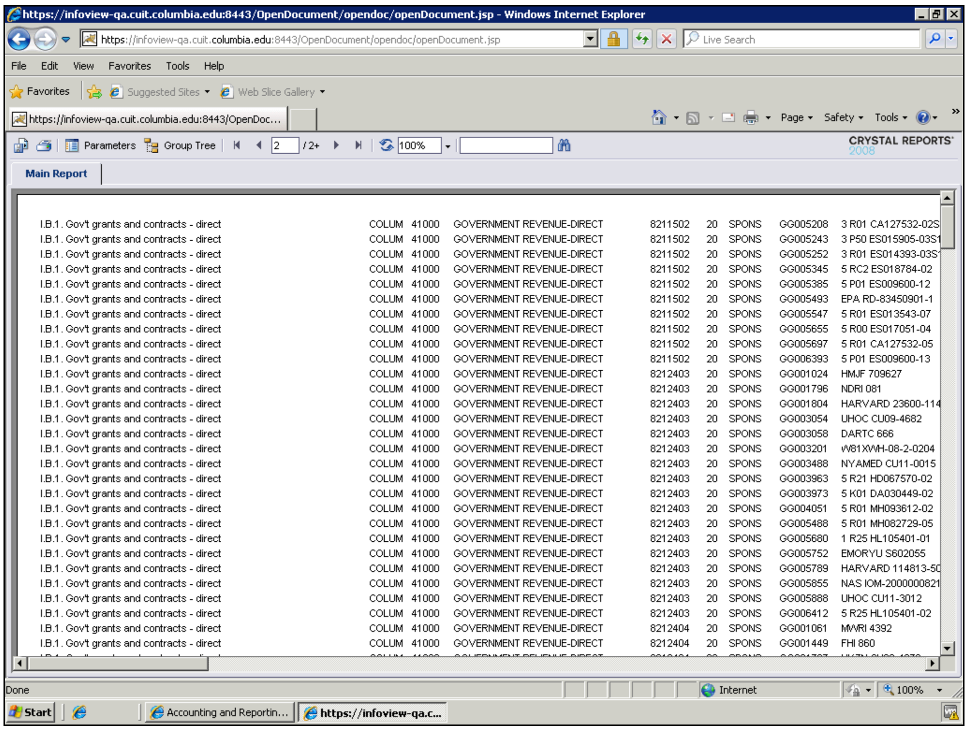
Step	Action
26.	The COB Detailed Statement provides a detailed listing of all account string combinations and their related balances. Generally, this report is not a formatted/printable report, but it is used for downloading into Excel or an access database for further analysis.



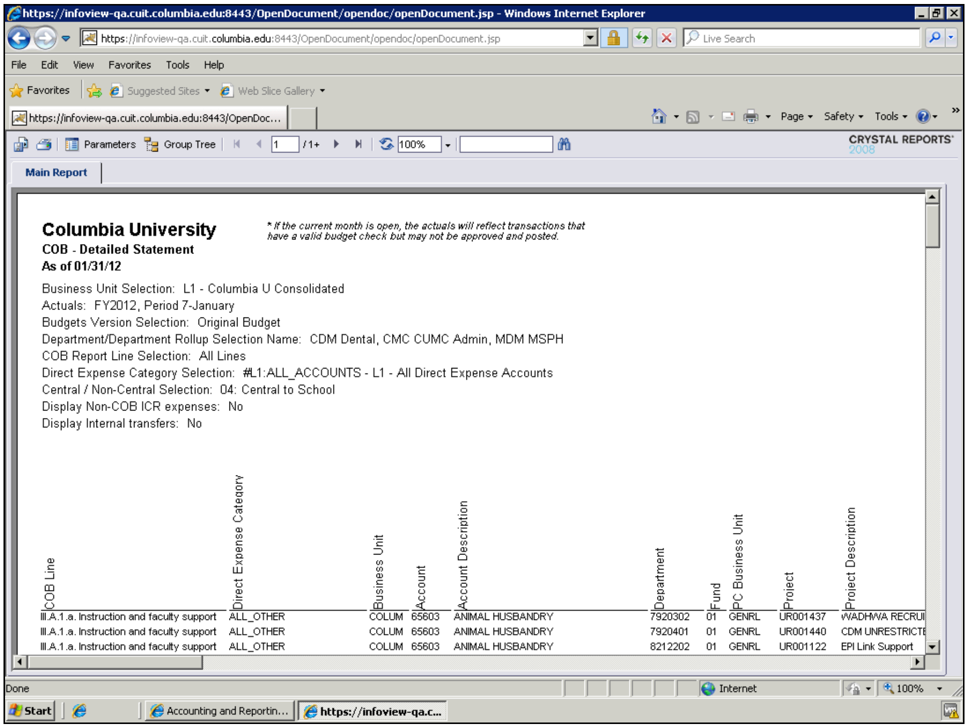
Step	Action
27.	Notice that the plus sign next to the 1 indicates that this report contains additional pages.



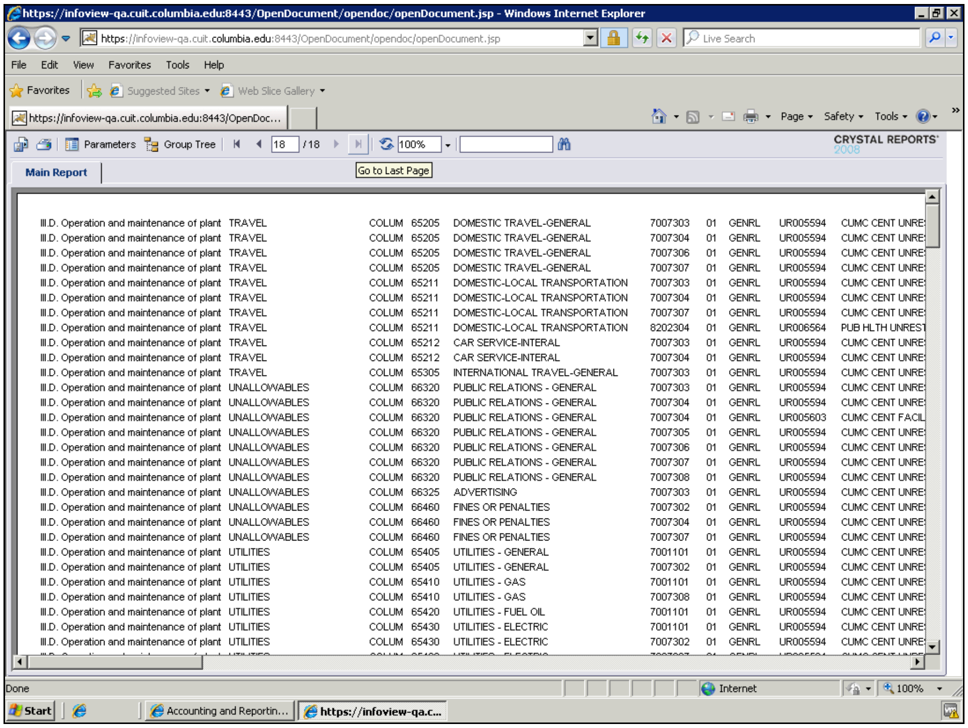
Step	Action
28.	You have the option to view the report page by page. Click the **Go to Next Page** button to preview page 2. 



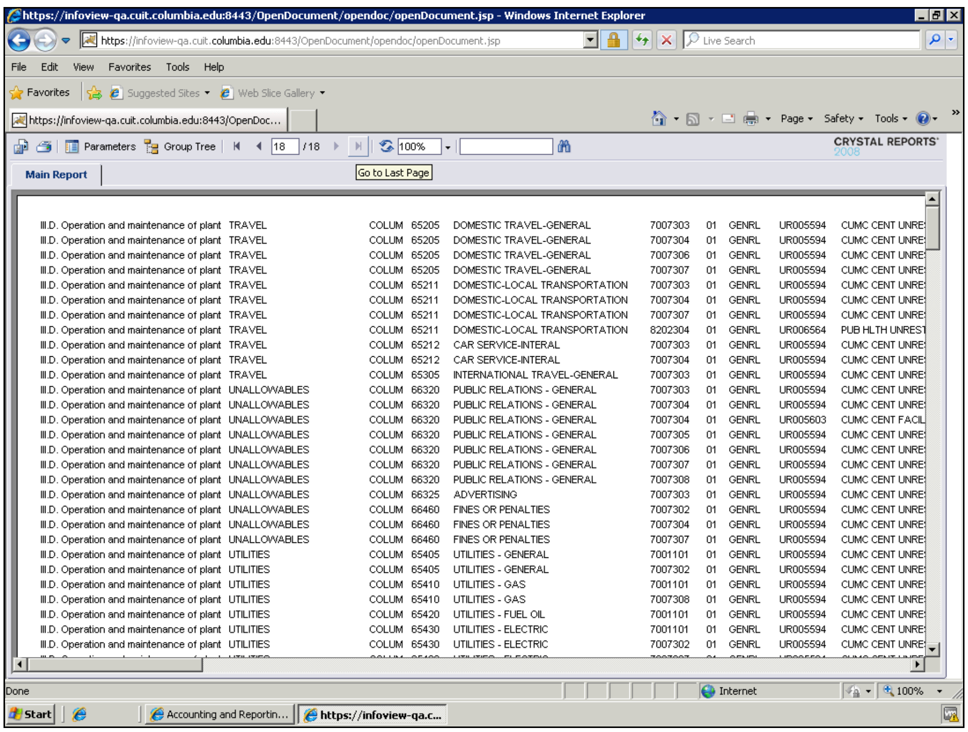
Step	Action
29.	Click the **Go to Previous Page** button to go back to page 1. 

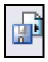


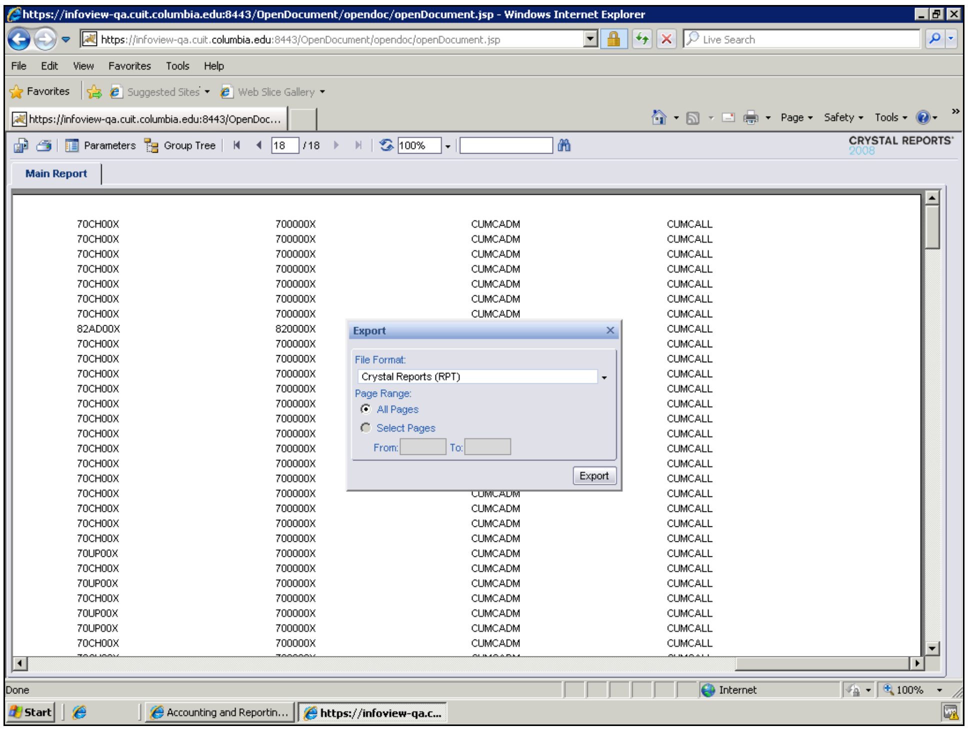
Step	Action
30.	To go to the last page of the report click the **Go to Last Page** button. 

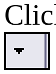


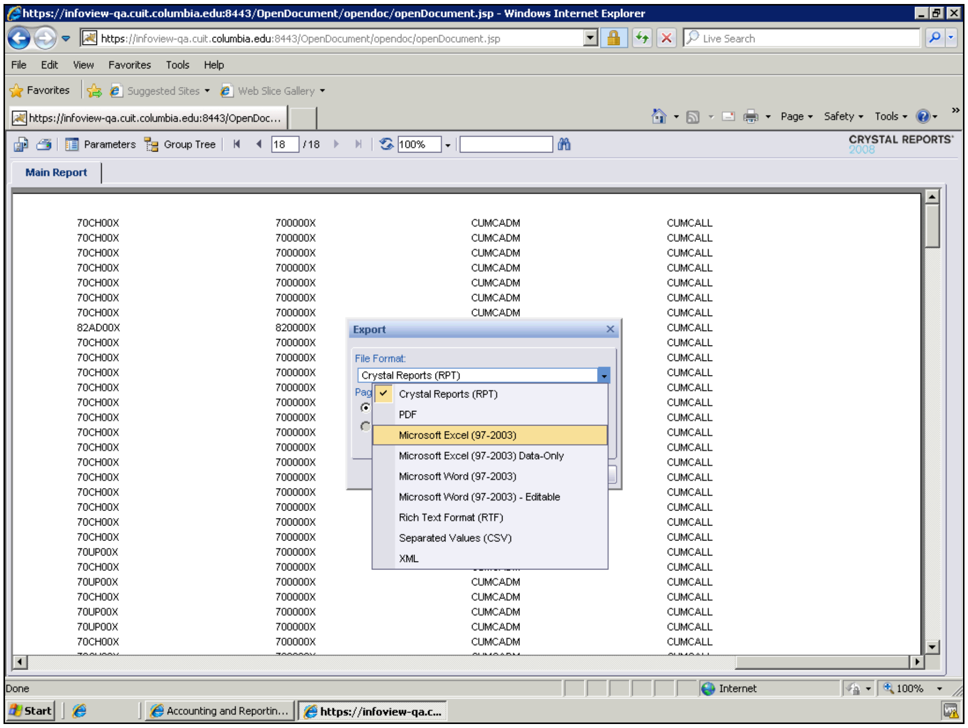
Step	Action
31.	Notice that this report contains 18 pages.



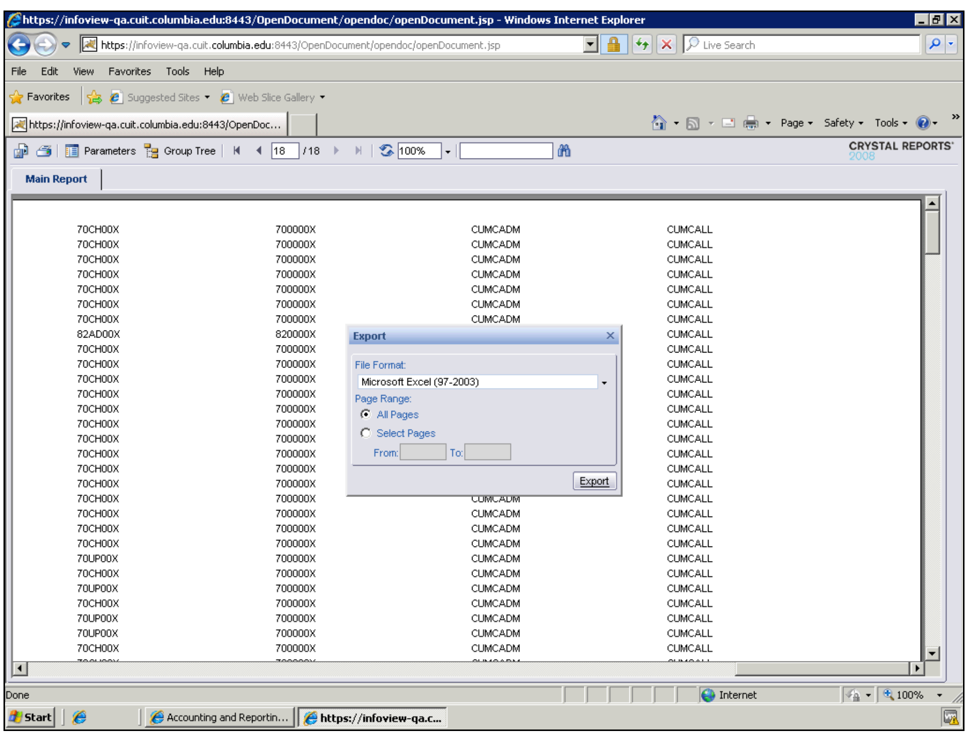
Step	Action
32.	The COB Detailed Statement is not a formatted/printable report but it is used for downloading into Excel or an access database for further analysis. Click the **Export this report** button. 



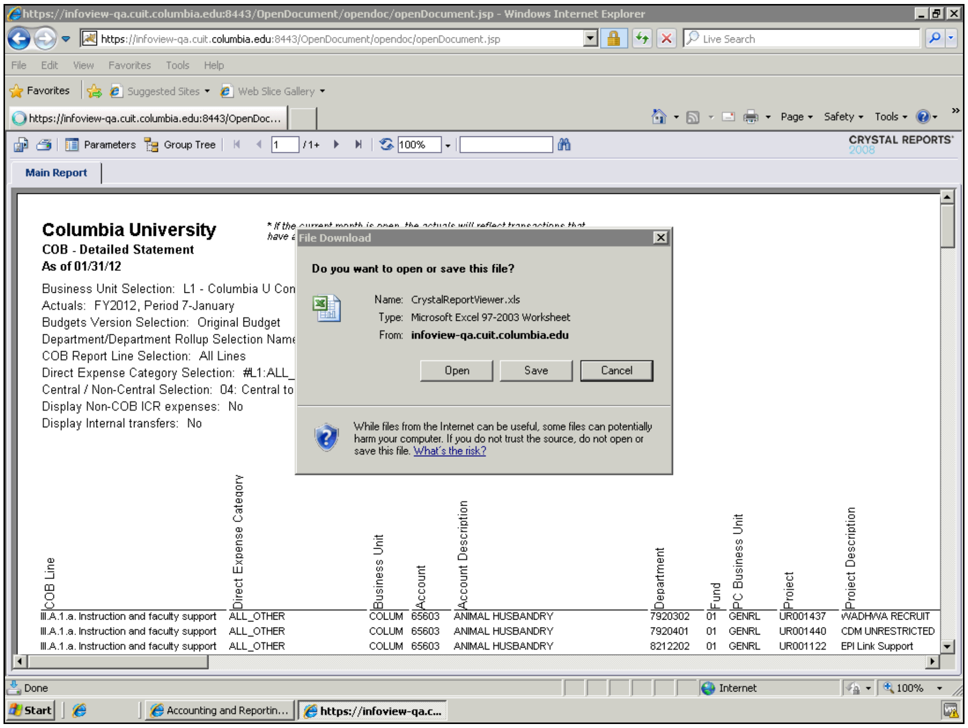
Step	Action
33.	Click the **File Format** button. 

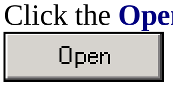


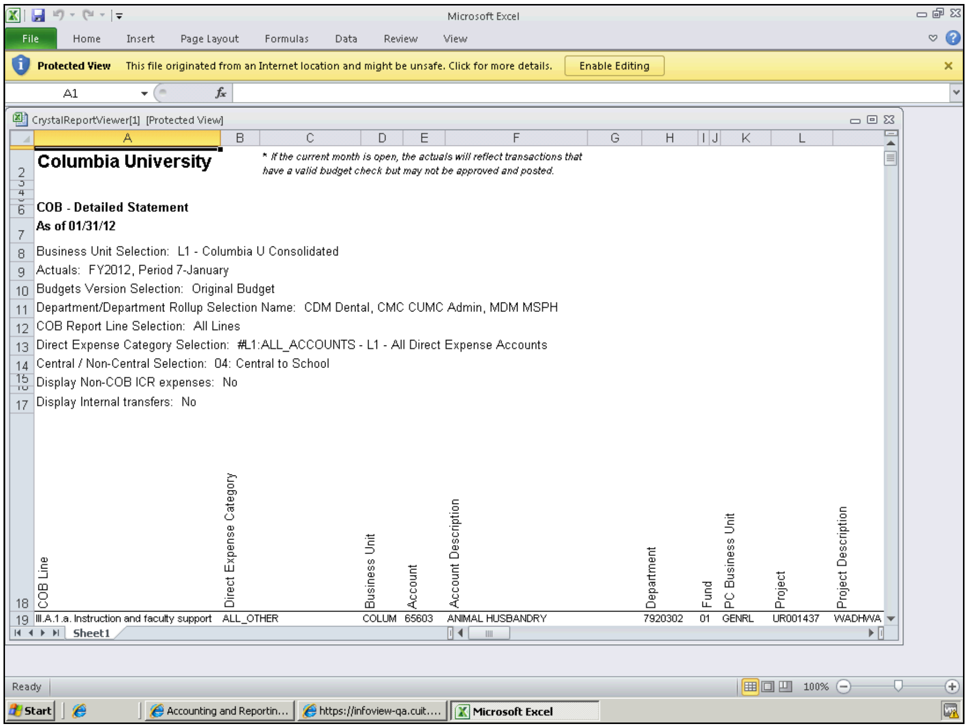
Step	Action
34.	Click the **Microsoft Excel (97-2003)** object. Microsoft Excel (97-2003)



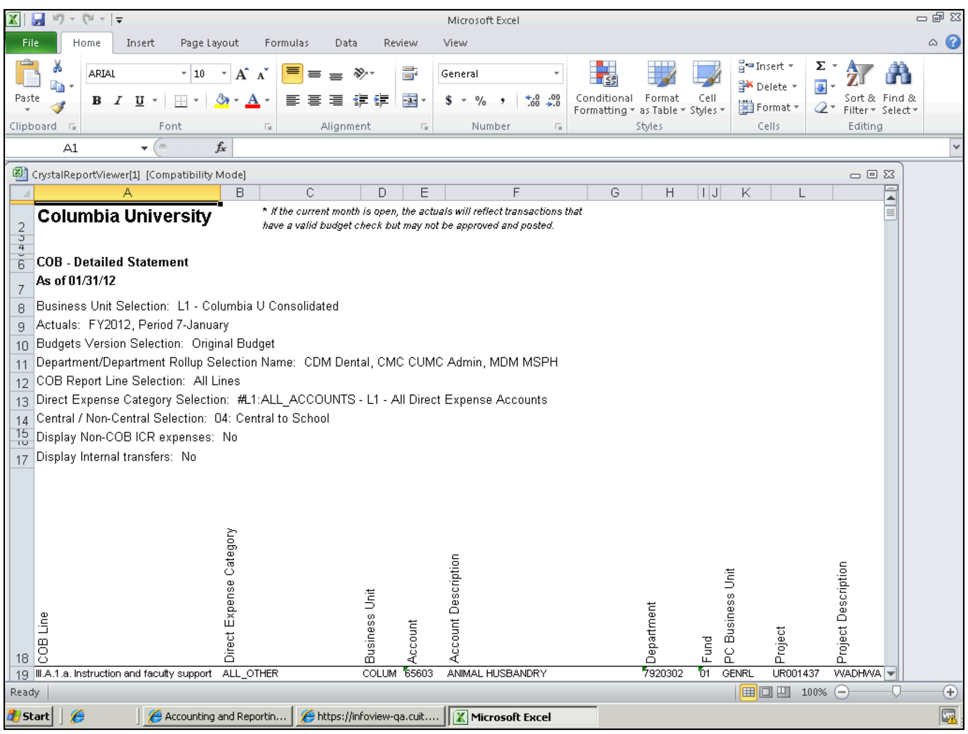
Step	Action
35.	Click the **Export** link. 



Step	Action
36.	Click the **Open** button. 



Step	Action
37.	Click the **Enable Editing** button. Enable Editing



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

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.

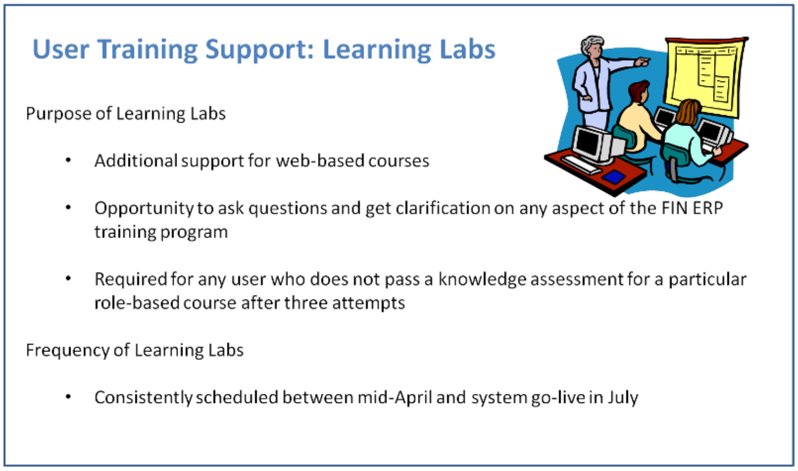
Training and Support

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



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	Columbia's Chart of Accounts is comprised of 11 ChartFields that are used to organize and record financial activity at the University.
ChartFields	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	Functionality in ARC that enables users to manage expenditures actively against predefined, authorized budgets. An example is budget checking.
Encumbrance	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

	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.