APCAR Invoice Inquiry Reports

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

How do I access the APCAR reports?
The APCAR reports are run from the Business Objects InfoView platform, which can be accessed as follows:

- From the ARC Portal tab of my.columbia.edu
  - Click on the “AP/CAR Reports” link under “Legacy Reporting” on the ARC Portal,
  - Click on the “Go to FDS” button on the ARC Portal
- From the Enterprise Reporting tab of my.columbia.edu
  - Click on the “My Business Objects InfoView Reports” link under “Reports”

Once in the Business Objects InfoView platform, the following landing page is displayed.

Click on “Document List” and the following folder tree structure is displayed.

Expand the “Public Folder” by clicking on the “+” next to it. Based on your level of access, various report folders are presented.
Expand the APCAR folder by clicking on the “+” next to it; the “AP Invoice Inquiry Reports” sub-folder will appear.

There are three reports within the AP Invoice Inquiry Reports sub-folder:

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

Double-click on any of the report titles to run the report.
The APCAR Invoice Inquiry parameter screen is presented. Here you can search by Voucher (AVN#) or Voucher Date Range and any additional information you may have (vendor number, invoice number).

Once all desired report parameter values are provided, click “OK” to run the report.
The APCAR Invoice Inquiry Summary report will be generated. To obtain additional details you can click on either the Vendor # or Voucher #.

For additional invoice details, click on the Vendor #. Sensitive information is NOT displayed in the header section.
Click on Voucher # for additional details.

Click on the icon shown to save or export report, for example, to Excel. Choose drop down for list of available file formats. Note: Excel Data-Only removes all report formatting and only keeps column headers and data.