Running a Report

Reporting Overview

1. Log in to myColumbia using your UNI and Password.

2. Click on the ARC Portal tab. FDS reports can be accessed by clicking on the “Go to FDS” button. ARC Inquiry and Query reports can be accessed by clicking on the “Go to ARC” button.

3. Additionally, there are links to ARC and FDS reports as well to Legacy and other report types by navigating to the Reporting Quick Links section of the portal. Select the report you wish to run.

4. A new window will appear which will prompt you to enter values for certain required and optional fields (i.e. fiscal year, accounting period, business unit, department, etc).

Note: You will only be able to run reports for the Departments and/or ChartFields that you have been granted security access to.
5. Enter values for each field and click the ‘OK’ button at the bottom of the page.

6. The report will open on a web browser. ChartField Statements have the previous/next accounting period functionality similar to DARTS.
7. If the report has multiple pages you will see a plus sign next to page 1. To preview the next page click the next arrow. To preview the last page click the last page arrow.

8. To export the report to Excel, click the export button.
9. To print the report click the print button.

10. To re-run the same report for a different set of parameters click the Parameters button.
11. Edit the run time parameters by clicking the edit parameter value prompt next to the desired field.

12. Once you change your run time parameters click the Apply button.
13. A new report is generated. To hide the list of parameters on the left hand side, click the Parameters button.

14. If you want to run the same report with different set of run time parameters, you can also click the 'Refresh' button and it will take you back to the run time parameters page.
15. From this page you can enter a different set of prompt values to run the report.