Depending on your access, you can run reports for data prior to and up to fiscal year end 2012. The reports provide only final June 30 summary data for fiscal years 1991-2001, and monthly transactional data for 2002-2012. Most of the reports are linked to one another so that when you run a report, you can navigate to previous months of the same report, drilldown to transactions, or view a different report with the same parameters. Payroll reports are also available based on your role and access.

Accessing DARTS Reports

1. Log into the ARC Portal and click the Go to FDS button. The BI Launch Pad screen appears.
2. Click the Documents tab from the top of the screen.
3. Click the DARTS folder.
   The right side of the window displays the reports. You can only run the reports for which you have access (Payroll reports are more restricted and require Payroll Account Detail “PAD” access.)

Running Reports from the Documents Folder

1. Double click the title from the list of available reports you want to run. Common dialog windows appear depending on the report selected.

   - Account Detail Statement
   - Account Summary Statement
   - Chart of Accounts
   - Department Employee Report
   - Employee Report
   - General Ledger Statement
   - Payroll Detail Report
   - Payroll Summary Report
   - Rollup Report

   The Account Detail Statement, Account Summary Statement, General Ledger Statement, Payroll Detail Report, and Payroll Summary Report use the following dialog window to Enter Values:

2. Enter the FAS Account number in the Account field. It must be an exact match.
3. Enter Year and Month from the respective fields.
Chart of Accounts, Department Employee, and Rollup reports use the following dialog window to Enter Values:

2. Minimally, select a Department (FAS) from the Department From and Department To fields. If you want just one Department, select the same Department in both fields.

3. Optionally, you can also enter Sub-Departments and Sub-Sub Departments.

4. The Department Employee report contains a parameter regarding employee relationship to selected departments.

The Employee Report uses the following dialog window:

2. Enter the UNI for the desired employee.
3. Enter Year and Month from the respective fields.
4. Select the Report Type (By Account, By Earnings Code).

Click OK in the respective dialog window to run the report.
Changing Report Parameters
After the report window opens, you can select different parameter values to run for the same report.

1. Click the **Prompt Panel** icon on the left of the report window. The fields to enter report parameter values appear.

2. Enter the desired parameters.
3. Click **Apply**.

---

Finding Data in a Report
You can search for labels and values within the displayed report.

1. Click the **Find** button. The Find panel appears.

2. Type a Find attribute and press **Enter**.
Account Detail Statement

This report can be run for Sub Ledger accounts (the first number of the account is a 1 or higher).

- Hover over an Offset Account Number to see additional detail.

- Click Previous Month or Next Month to navigate to the previous or next chronological report to the one you are viewing.

- Click the Summary Statement, Payroll Summary, Payroll Detail or General Ledger Statement links to open the respective reports in a separate browser window/tab for the selected Account and Year/Month you are viewing.
Account Summary Statement

This report can be run for Sub Ledger accounts (the first number of the account is a 1 or higher).

- Click a Subcode to open the Transaction by Subcode Report. See the section on how to work with the Transaction by Subcode Report.
- Click Previous Month or Next Month to navigate to the previous or next chronological report to the one you are viewing.
- Click the Detail Statement, Payroll Summary, Payroll Detail or General Ledger Statement links to open the respective reports in a separate browser window/tab for the selected Account and Year/Month you are viewing.
This report can be run for General Ledger accounts (the first number of the account is a zero).

- Click an account from the **Acct Ctrl** column to open the GL Statement drilldown report.

- Click **Previous Month** or **Next Month** to navigate to the previous or next chronological report to the one you are viewing.

- Click the **SL Accounts Numbers** link to open view a list of the Sub Ledger Accounts.
### Chart of Accounts

**COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK**

#### Chart of Accounts

<table>
<thead>
<tr>
<th>Account</th>
<th>A/RDA</th>
<th>Description</th>
<th>Range Position</th>
<th>Dept</th>
<th>COA/DS</th>
<th>Exp</th>
<th>YE</th>
<th>SDate</th>
<th>EDate</th>
<th>MspCod</th>
<th>F</th>
<th>DeptC</th>
<th>SCL</th>
<th>Dist</th>
<th>Cont</th>
<th>FG</th>
<th>Rev</th>
<th>PrtSame</th>
<th>PPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>M Pryor W Carr Fund</td>
<td>090.06-04.00</td>
<td>090.06-04.00</td>
<td>F</td>
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<td>01/01/2000</td>
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<td>0</td>
<td>12000</td>
<td>50</td>
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<td>01/01/1990</td>
<td>O10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M City Collocation</td>
<td>090.06-00.00</td>
<td>090.06-00.00</td>
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<td>01/01/2011</td>
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<td>0</td>
<td>12007</td>
<td>50</td>
<td>00000A</td>
<td>00000A</td>
<td>14</td>
<td>01/01/1990</td>
<td>O10</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M Smith Family Fund</td>
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<td>F</td>
<td>07/31/2011</td>
<td>01/01/2012</td>
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<td>50</td>
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<td>O10</td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>M Price, Desor, Joon</td>
<td>090.06-06.173</td>
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<td>07/31/2007</td>
<td>01/01/2008</td>
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<td>21</td>
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<tr>
<td>M Miller Fund</td>
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<td>01/01/2011</td>
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<td>O10</td>
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<tr>
<td>M Franklin Ad Gifts</td>
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<td>01/01/2010</td>
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<tr>
<td>M President's Fund</td>
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<td>01/01/2000</td>
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<td>50</td>
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<td>25</td>
<td>01/01/1990</td>
<td>O10</td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>M Deloitt &amp; Touche</td>
<td>090.06-06.17285</td>
<td>17285</td>
<td>F</td>
<td>07/31/2009</td>
<td>01/01/2010</td>
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<td>50</td>
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<td>O10</td>
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<td></td>
</tr>
<tr>
<td>M Haas Fund</td>
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<td>17000</td>
<td>F</td>
<td>07/31/2010</td>
<td>01/01/2011</td>
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<td>50000</td>
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<td>00000A</td>
<td>35</td>
<td>01/01/1990</td>
<td>O10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- The Column Headings are clickable to sort the data in alphanumeric order by the selected column.
- Click the **Account** number to view either the General Ledger Statement Report (if the account number begins with a 0) or the Account Summary Statement Report (if the first number is 1 or higher).

### Rollup Report

- Click a **Subcode** in the **MTD** column to view the Month to Date (MTD) Transaction report.

- Click a **Subcode** in the **YTD** column to view the Year to Date (YTD) Transaction report.

**Note:** When June_Final is selected for the Month in Report Parameters, “thru 08/07” is displayed in the report title.
**Transaction by Code Report**

The Transaction by Code Report is not listed among the other reports in the DARTS folder. You can launch this report from other reports.

1. Click a **Subcode** from the Subcode column in other reports, such as the Account Summary Statement, to open the Transaction by Subcode Report.

The Transaction by Subcode Report appears for the selected Subcode for the related Account and Date.

![Image](image1.png)

2. Click the **Refresh Report** icon from the Report Viewer to change the Account and Date and view multiple Subcodes on a report.

The Enter Values window appears.

![Image](image2.png)
3. Update values as desired. You can add multiple Subcodes by typing the value in the **Enter Subcode** field and clicking the **Arrow** button to add it to **Selected Values**.

4. Click **OK**. The new report with the added values appears.

<table>
<thead>
<tr>
<th>Job</th>
<th>Description</th>
<th>Rate</th>
<th>Time</th>
<th>Hours</th>
<th>Total Cost</th>
<th>Job Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1004</td>
<td>ADOL FRINGE DIST</td>
<td>01/06</td>
<td>90</td>
<td>2.983</td>
<td>$18.00</td>
<td>PRRL01 0106</td>
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<td>1004</td>
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<td>2.983</td>
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<td>1004</td>
<td>ADOL FRINGE DIST</td>
<td>01/20</td>
<td>90</td>
<td>2.983</td>
<td>$18.00</td>
<td>PRRL01 0120</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Job</th>
<th>Description</th>
<th>Rate</th>
<th>Time</th>
<th>Hours</th>
<th>Total Cost</th>
<th>Job Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1009</td>
<td>FRINGE DISTRIBUTION</td>
<td>12/31</td>
<td>90</td>
<td>2.983</td>
<td>$513.75</td>
<td>PRRL501 1231</td>
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<tr>
<td>1009</td>
<td>FRINGE DISTRIBUTION</td>
<td>12/30</td>
<td>90</td>
<td>2.983</td>
<td>$513.75</td>
<td>PRRL501 1230</td>
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<tr>
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<td>FRINGE DISTRIBUTION</td>
<td>12/30</td>
<td>90</td>
<td>2.983</td>
<td>$513.75</td>
<td>PRRL501 1230</td>
</tr>
</tbody>
</table>

Total: $1,032,608.75
Payroll Reports

Depending on your role and permissions, you may have access to run the Payroll reports listed in the DARTS folder, Department Employee Report, Employee Report, Payroll Detail Report and Payroll Summary Report.

Within some reports, you can click to access other reports for more details.

Payroll Summary Report

- You can hover over the Employee Name to view information about the employee.
- Click the UNI to view the Employee by Account Report.
- Click Previous Month or Next Month to navigate to the previous or next chronological report to the one you are viewing.
- Click the Summary Statement, Detail Statement, or Payroll Detail links to open the respective reports in a separate browser window/tab for the selected Account and Year/Month you are viewing.
Payroll Detail

- You can hover over the **Employee Name** to view information about the employee.
- Click the **UNI** to view the Employee by Account Report.
- Click **Previous Month** or **Next Month** to navigate to the previous or next chronological report to the one you are viewing.
- Click the **Summary Statement**, **Detail Statement**, or **Payroll Summary** links to open the respective reports in a separate browser window/tab for the selected Account and Year/Month you are viewing.
Employee Report

When you run the Employee Report, you are prompted to select the report By Account or By Earnings Code.

- **Employee by Account**

- **Employee by Earning Code**

- Click **Previous Month** or **Next Month** to navigate to the previous or next chronological report to the one you are viewing.
Department Employee Report

When you run the Department Employee Report, you are prompted to select the Employees relationship to the desired departments from the bottom of the Enter Values dialog.

After entering the desired parameters, the report appears.

- You can hover over the Employee Name to view information about the employee.

Getting Help

Please contact the Finance Service Center

http://finance.columbia.edu/content/finance-service-center

You can log an incident or request a service via Service Now

https://columbia.service-now.com

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