

NAV220_Generating a Financials Report

Generating a Financials Report Overview

The purpose of this Job Aid is to walk through the process used to generate a Financials Report.

For the purpose of the instructions contained in this Job Aid, the steps used to generate the Cardinal Trial Balance Report are provided. Generally, these instructions can be used to generate any of the Cardinal Financials Reports. However, the initial navigation path, the parameters available, and the report formats available will differ based on the specific report being generated.

Utilize these instructions along with the report specific data provided in the FIN Reports Catalogs to generate the applicable report. The FIN Reports Catalogs can be located on the Cardinal Website under **Resources**.

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Revision History

Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages (<u>Section 1</u> , after Step 5). Added reference information to the Overview of the Cardinal FIN Search Pages Job Aid.



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Generating a Financials Report

Step	Action								
1.	Log into Cardinal Financials.								
The Card	inal Financials Home pa	age displ	lays.						
Favorites •	Main Menu 🗸				Personalize Content I Lavout	2 Help			
Menu	0.	myCardinal Me	essages		i disensite content l'adjent	0 0 -			
My Favorites		Begin Date		Message	e				
myCardinal F Employee Se	inancials If-Service	myCardinal Fi	nancials			0 0 -			
▶ Manager Sel	f-Service	Financial:	s Report Execution	Financials Report Retrieval	Financials Links				
Supplier Con Costomers Products Customers Co Items Products Procurement Procurement Procurement Procurement Services Pro Sourcing Project Cests Travel and Ei Billing	tracts intracts .Contracts nt curement ng xpenses	AR Rapp AR Rapp AR Rapp P AR Rapp P A Rapp Financia	orts orts for the for the is Ouery-based Reports	E FIN Report Manager	Cardinal Portal				
2. The Main	Click the Main Menu lin Main Menu - Menu displays.	ık.							
	Favor	rites 🕶 Mair	n Menu 🔻						
			I	\$					
	Menu		myCardinal Financials	0 0 -					
	▶ My F	avorites	Employee Self-Service	•					
	▶ myCa	ardinal Fina	Manager Self-Service	•					
	▶ Empl	loyee Self-S	Supplier Contracts	•					
	Supp	olier Contrac	Customers	•					
	▶ Custo	omers	Products						
	► Produ	ucts	Customer Contracts						
	▶ Custo ▶ Items		Suppliers	•					
	Supp	oliers	Procurement Contracts	•					
	▶ Proct	urement Co	Purchasing	•					
	► Purci	curement	eProcurement	•					
	▶ Servi	ices Procure	Services Procurement	•					
	▶ Sour	cing 🗎	Sourcing	•					
	Proje	ect Costing	Project Costing	•					
	> Billing	g	Travel and Expenses	•					
	► Acco	unts Receiv	Billing	•					
	► Acco	unts Payabl	Accounts Receivable	•					
	▶ Bank	mitment Cor	Accounts Payable						
	▶ Gene	eral Ledger	Banking						
	▶ Alloca	ations	General Ledger						
	▶ Set U	Jp Financial							
	Enter	dist	Set Un Financiale/Supply Cha	sin 🕨					
) Tree	Manager 📴	Enterprise Components	•					
	▶ Repo	orting Tools	Worklist	•					
				ľ					



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Step	Action
3.	Click the General Ledger link.
	General Ledger
i	The initial navigation path provided in Step 3 and following is used specifically to generate the Cardinal Trial Balance Report .
	Remember to refer to the FIN Reports Catalogs and use the initial navigation path provided for the report being generated. The FIN Reports Catalogs are located on the Cardinal Website under Resources .
The Cone	

The General Ledger menu displays.

	Constant Figure 1	•				Personalize Content Layout	? Help
Menu	myCardinal Financials		0 0 -	myCardinal Messages			0 0 -
My Favorites	Employee Self-Service			Begin Date	Messa	ige	
myCardinal Final	Manager Self-Service			muCardinal Einanaiala			0.07
Employee Self-S Managar Salf Sa	 Supplier Contracts 	•		mycarumal Financiais			0.04
 Supplier Contract 	Customers	•		Pinancials Report Execution	Financials Report Retrieval	Financials Links	
Customers	Products	•		AP Reports	FIN Report Manager	E Cardinal Portal	
Products	Customer Contracts	•		AR Reports	E FIN Process Monitor		
Customer Contra	Items	•		GL Reports PA Reports			
▶ Items	Suppliers	•		PR Reports			
Suppliers	Procurement Contracts			E Financials Query-based Reports			
Procurement Co	Purchasing	Journals		•			
▶ Purchasing	eProcurement	GL Subsyster	m Reconciliation	•			
Procurement	Services Procurement	Ledgers		•			
 Sourcing 	Sourcing	Summary Le	dgers	•			
Project Costing	Dreizet Castion	Close Ledger	5	*			
Travel and Expension	Froject Costing Transland English	Average Dail	y Balance	•			
▶ Billing	Iravel and Expenses	Open Items		•			
Accounts Receiv	Billing	Monitor Back	around Process	•			
Accounts Payable	Accounts Receivable	Review Finar	cial Information	•			
▶ Banking	Accounts Payable	General Rep	orts				
Commitment Cor Conserval Leadness	Banking	General Kep	urus				
 Allocations 	Commitment Control						
Set Up Financial	General Ledger	•					
Enterprise Comp	Allocations	•					
▶ Worklist	Set Up Financials/Supp	ply Chain					
Tree Manager	Enterprise Component	s 🕨					
Reporting Tools	C Worklist						
▶ PeopleTools							
			-				
C	lick the Ge	eral l	Report	s link.			
			-				
	🗀 м	onitor F) a alcare	aund Drasaaa			
		onitor E	заскуп	bund Process			
	-						
	🔲 Ré	eview F	inanci	al Information	►		
			marron				
		onoral	Donort				
	<u> </u>	enerali	Report	5	1		



Step	Action
The Gene	ral Reports Menu displays.
Favorites - Menu Mr Gaventes - Mr Startes - Manager S Manager S Manager S Manager S Suppler C Customers Products Customers Products Customers Products	Man Menu myCardnal Francials Employee Self Service Employee Self Service COMA Naryis if Approprist Commerce Contracts <
5.	Click the Cardinal Trial Balance Report link.
The Cardina Favoriter Cardina Find Sec. Ente	inal Trial Balance Report Find an Existing Value page displays. × Main Menu → General Ledger → General Reports → Cardinal Trial Balance Report N Trial Balance Report an Existing Value arch Criteria r any information you have and click Search. Leave fields blank for a list of all values. Precent Searches Choose from recent searches Choose from recent searches Search by: Run Control ID begins with Search by: Run Control ID begins with Show more options
A	Search Clear For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled
•	Website in Job Aids under Learning .
ĺ	If this is not the first time generating this report, always search for and use an existing Run Control ID before creating a new one. Users cannot delete Run Control IDs once they are created and saved. The instructions provided in Steps 6 - 8 assume that this is the first time that this report is being generated.



Step	Action
6.	Click the Add a New Value button.
	⊕ Add a New Value
The Add	a New Value page displays.
Fav	Main Menu • > General Ledger • > General Reports • > Cardinal Trial Balance Report
Car	inal Trial Balance Report
Å	dd a New Value
	*Run Control ID Add
7.	Enter a Run Control ID in the Run Control ID field based on the following guidelines:
	 The Run Control ID must be unique and should be descriptive enough to help locate for future use
	Up to 30 characters are allowed
	 No blank spaces can be used. However, an underscore "_" can be used in lieu of spaces
	 Do not use wildcard symbols (%)
	"Run Control ID
8.	Click the Add button.
	Add



Ste	р	Action										
The Tr	rial	Balance Report page dis	plays.									
	Favor	rites	edger ▾ → General Rep	orts 🔻	> Cardinal Tria	l Balance Re	port					
	Trial	Balance Report								2		
	Tria	I Balance Report										
		Run Control ID TRIAL_BALANCE_REPC	RT <u>E</u>	Report	Manager Proce	ss Monitor		Ru	in			
	Re	port Request Parameters										
	*	Business Unit: (%for All BUs) 15100	Q	Incl	lude Adjustment	Periods						
	*	Fiscal Year:	0		Adjustment Period							
	CI	Accounting Period:	Ledger Selection	1	<u> </u>							
			Full Accrual			Account	t Detai	IS				
		By BU/Fund/Project	Modified Accrua	al		Sumr	mary					
		By FundGroup	Actuals			🗆 Detai	I					
		By Fund	(All Ledgers selecte together)	ed will	be summed							
	🔚 S	ave Notify C Refresh							Add	🧾 Update	/Display	
9.		Enter the desired parame	eters for the re	por	t using the	corres	pon	din	ng fields	5.		
i		Parameters are used to l parameter fields availabl	imit/define the e will differ bas	spe sed	ecific data on the FIN	require I report	emer t bei	nts ng	for the genera	report. ited.	. The	
		Refer to the FIN Reports	Catalogs for a	a list	ting of the	parame	eters	s a	vailable	e for th	e specil	fic
		report being generated. under Resources .	The FIN Repo	orts	Catalogs a	are loca	ated	on	the Ca	rdinal	Website	Э
10.		Click the Save button.										
		Save Notify	2 Refres	h								



Step	Action					
Sample p	age with completed parame	eters.				
	rites ▼ Main Menu ▼ > General Led I Balance Report I Balance Report Run Control ID TRIAL_BALANCE_REPOR Port Request Parameters Port Request Parameters Parameters Piscal Year: 20 Accounting Period: 1 hartField Selection By BU/FUND Fund 01000 Q By BU/FUND Fund 01000 Q By FundGroup By All Accounts By Fund	ger → Seneral Report T R Cartain R Carta	rts → Cardinal Tr eport Manager Proc Include Adjustment Adjustment Peric	rial Balance Report	Run	
11.	Save ENotify & Refresh Click the Run button.				Add 2 Update	/Display
The Proc	ess Schedule Request pa	ge displays in	a pop-up w	indow.		
Pro	ocess Scheduler Request		Run Control ID TR	RIAL_BALANCE_REPOI	रा	K Help
	Server Name Recurrence Time Zone Cocess List Cardinal Trial Balance Report OK Cancel Refresh	Y Run D Run Ti Process Name VGLR001	nte 02/04/2025 ne 1:50:18PM Process Type SQR Report	Type *Format Web V PDF	rent Date/Time Distribution ✓ Distribution	
						.:



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Step	Action
i	The Type field defaults to "Web". Update to "Email", "File", or "Printer" as desired. If "Email" is selected, use the Distribution link to identify the email address to send the report to.
	The Format field defaults based on the report being generated. Update as needed if other formats are available for the report being generated.
	Refer to the FIN Reports Catalogs to identify the formats available for each specific FIN Report. The FIN Reports Catalogs are located on the Cardinal Website under Resources .
12.	Click the OK button.
	OK Cancel Refresh

The Trial Balance Report page redisplays.

Favorites Main M Trial Balance Report Trial Balance Rep Run Control ID	ort TRIAL_BALANCE_REP	edger → General Repo	orts > Cardinal Tri teport Manager Proce Proces	al Balance Re ess Monitor s Instance:220	port Rui 032569	1		
Report Request Para	meters							
*Business Unit: (%fo	r All BUs) 15100	Q	Include Adjustmen	t Periods				
*Fiscal Year:		2025	Adjustment Period	1				
Accounting Period:		1	1	~	+ -			
ChartField Selection		Ledger Selection		Account	t Details			
 ☑ By BU/FUND □ By BU/Fund/Proj □ By FundGroup □ By All Accounts □ By Fund 	Fund 01000 Q	 Full Accrual Modified Accrual Cash Basis Actuals (All Ledgers selecte together) 	l d will be summed	Summary				
Notice tha	Image: Save Image: Notify 2 Refresh Image: Notify 2 Refresh							
(2203256		ihie).						
3. Make not	Make note of this Process Instance Number.							
4. Click the Process	Process Mon	itor link.						



Step	Action
The Proc	ess List page displays.
Fa	orites Main Menu General Ledger General Reports Cardinal Trial Balance Report Process Monitor
Pr	icess List
Vie	w Process Request For
	User ID Q Type Last V 1 Days V Refresh
	Server Name Q Instance From Instance To Clear
	Run Status Vistribution Status Save On Refresh Report Manager Reset
	Process List Personalize Find View All 🔄 🧱 First 🕢 1 of 1 🕟 Last
Sel	Visit Instance Seq. Process Type Viser Run Date/Time Run Status Details Actions 22032569 SQR Report VGLR001 02/04/2025 1:50:18PM EST Success Posted Details *Actions
Go	pack to Cardinal Trial Balance Report
	Save Notify
15.	Locate the applicable report within the Process List section using the Process Instance
	▼ Process List
	Select Instance Seq. Process Type Process Name User
	22032569 SQR Report VGLR001
G	The report can be viewed once the Run Status field updates to either "Success" or "Error"
	and the Distribution Status field updates to "Posted".
	Run Status Distribution
	Success Posted
	Periodically click the Refresh button until these two status fields update.
	The Clear button can be used to clear any defined view parameters
	The Reset button can be used to reset back to the last saved view parameters
	Refresh
	Clear
	Reset







Ste	p Action			
The View Log/Trace page displays in a pop-up window.				
ſ	View Log/Trace			×
	Report			Help
	Report ID 97496288 Process Instance 22032569 Name VGLR001 Process Type SQR Report Run Status Success		032569 Message Log QR Report	
	Cardinal Trial Balance Report Distribution Details			
	Distribution Node fintrn	Expiration Da	te 03/06/2025	
	File List			
I	Name	File Size (bytes)	Datetime Created	
I	SQR_VGLR001_22032569.log	2,287	02/04/2025 1:52:59.823582PM EST	
	vglr001_22032569.PDF	13,796	02/04/2025 1:52:59.823582PM EST	
	vglr001_22032569.out	16,412	02/04/2025 1:52:59.823582PM EST	
	Distribute To			
	Distribution ID Type	*Distribution ID		
	User			
	Return			
18.	Click the .PDF link v	vithin the File List sect	tion to view the generated repor	t in PDF format.
	vglr001_22032569.PDF	13,796	02/04/2025 1:52:59.823582P	MEST