Generating Financials Reports and Inquiries Overview

The purpose of this Job Aid is to walk through the processes used to generate Financials Reports and Inquiries in Cardinal.

There are different types of reports that can be run which include:

- **Ad Hoc Reports**: Reports that are run in real time that are run from the Cardinal Financials Home page using hyperlinks from the **Main Menu** or in the **myCardinal Financials** section
- **BI Publisher Reports**: A type of Ad Hoc Report that is retrieved from the **Report Manager** instead of the **Process Monitor** page
- **nVision Reports and Drilldowns**: A reporting tool that generates reports each night in batch. nVision reports use Excel 2007 or higher. Without Excel 2007 or higher, the report contents do not display in a readable format. Users must also have the "DrilltoPIA Excel Add-In" to run Drilldowns. See the Job Aid titled **DrilltoPIA Add-In for nVision Drilldown** for the instructions to download this Add-In. This Job Aid and the downloaded file are located on the Cardinal Website in **Job Aids** under **Learning**.

Inquiries are specific pages that are available to review details about a specific item or transaction.

For the purpose of the instructions contained in this Job Aid, reports/inquiries will be addressed using a specific example. Generally, these instructions can be used to generate any of the Cardinal Financials Reports or Inquiries. However, the initial navigation path, the parameters available, and the formats available will differ based on the specific Report or Inquiry being generated.

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

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.

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Revision History

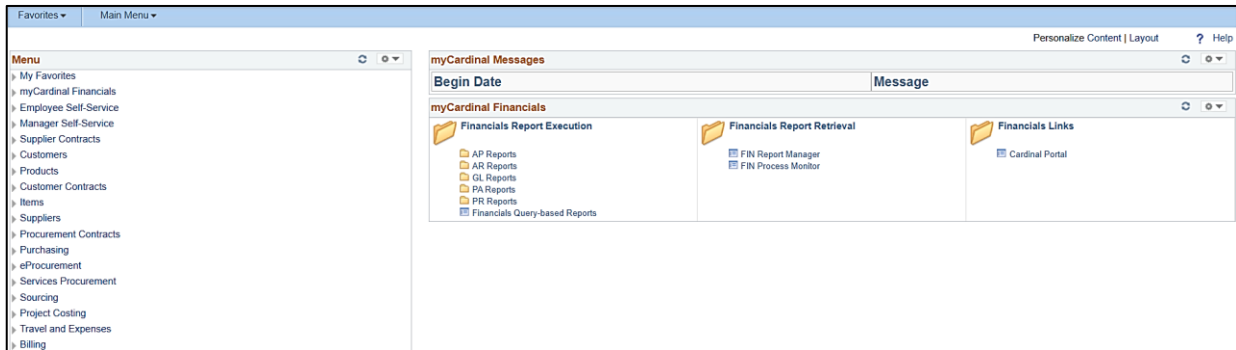| Revision Date	Summary of Changes
5/16/2025	Added the sections pertaining to generating Inquiries.
3/1/2025	Updated the screenshots of the Search pages (Section 1, after Step 5). Added reference information to the Overview of the Cardinal FIN Search Pages Job Aid.

Generating an Ad Hoc Report

Step	Action
1.	Log into Cardinal Financials.

The **Cardinal Home** page displays.

Step	Action
2.	Click the **Main Menu** link.
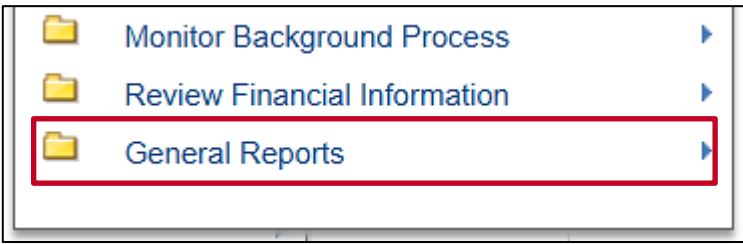
The **Main Menu** displays.

Step	Action
ℹ️	The initial navigation path provided in Step 3 and following is used specifically to generate the **Cardinal Trial Balance Report**. 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 in **Reports Catalogs** under **Resources**.
3.	Click the **General Ledger** link. 📁 General Ledger ▶

The **General Ledger** menu displays.
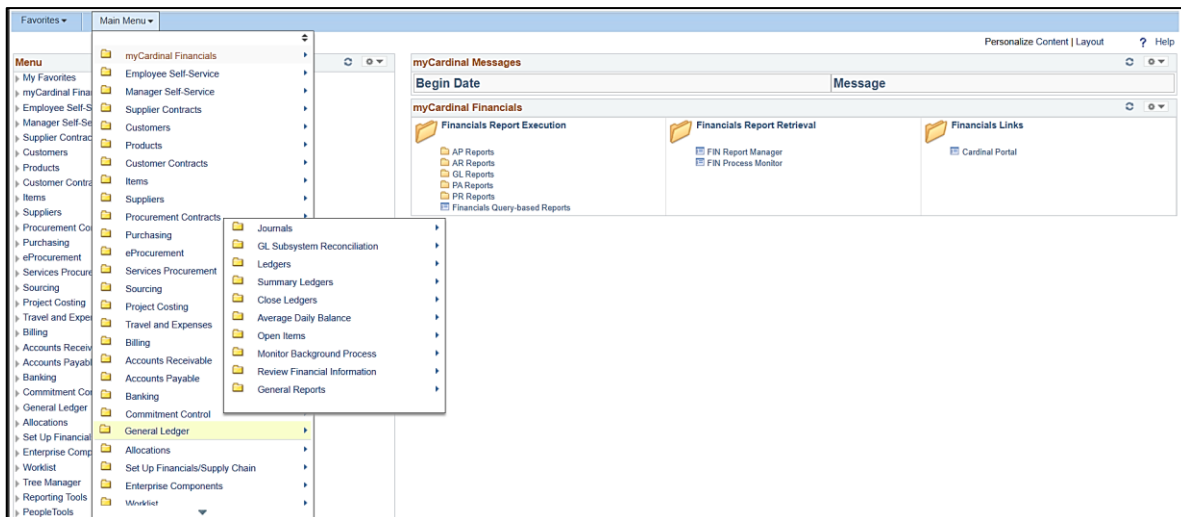
Step	Action
4.	Click the **General Reports** link. 📁 Monitor Background Process ▶ 📁 Review Financial Information ▶ 📁 General Reports ▶

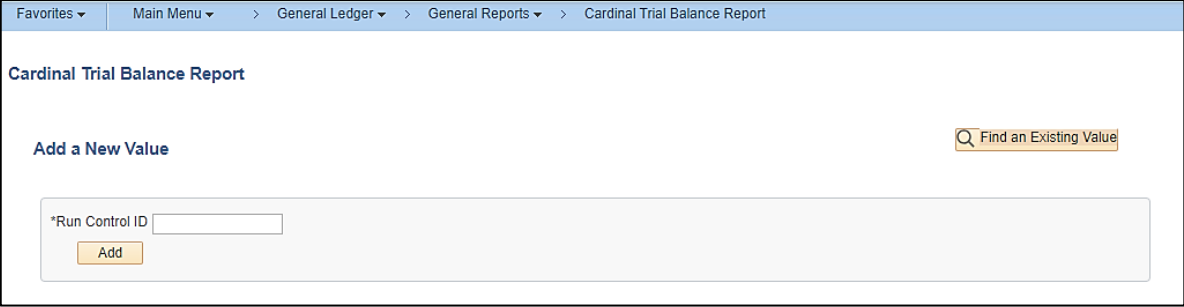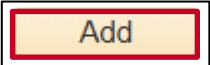| Step	Action
	The **General Reports Menu** displays.
5.	Click the **Cardinal Trial Balance Report** link.
	The **Cardinal Trial Balance Report Find an Existing Value** page displays.
ℹ	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.
ℹ	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.
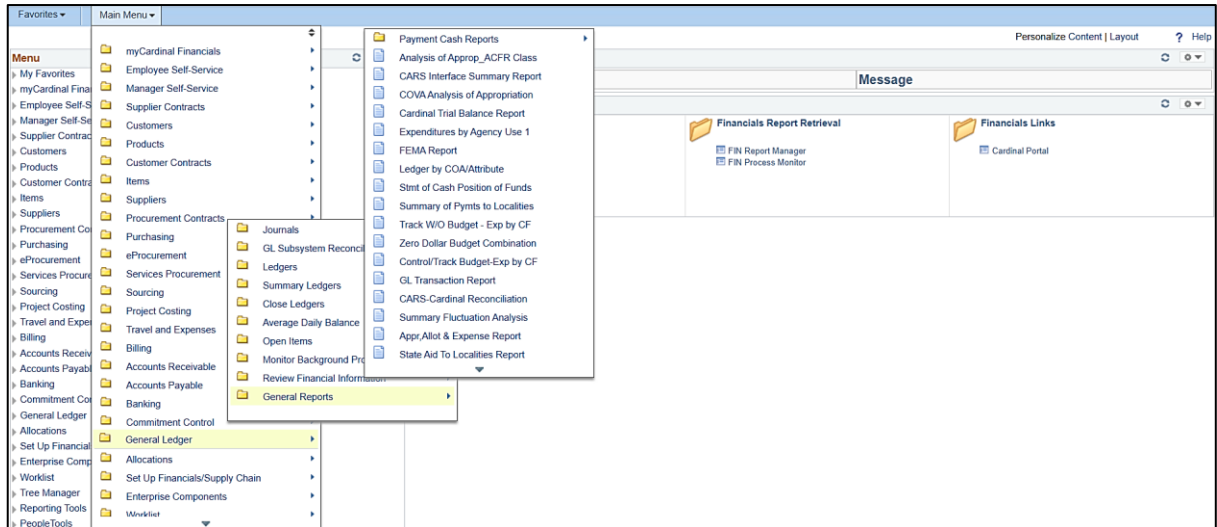
Step	Action
6.	Click the **Add a New Value** button. ⊕ Add a New Value
	The **Add a New Value** page displays. Favorites ▾ Main Menu ▾ > General Ledger ▾ > General Reports ▾ > Cardinal Trial Balance Report **Cardinal Trial Balance Report** **Add a New Value** 🔍 Find an Existing Value *Run Control ID [_____] 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

Step	Action
	The **Trial Balance Report** page displays.

Step	Action
9.	Enter the desired parameters for the report using the corresponding fields.
ℹ	Parameters are used to limit/define the specific data requirements for the Report. The parameter fields available will differ based on the FIN report being generated. Refer to the FIN Reports Catalogs for a listing of the parameters available for the specific Report being generated. The FIN Reports Catalogs are located on the Cardinal Website in **Reports Catalogs** under **Resources**.
10.	Click the **Save** button.

Step	Action
	The page refreshes.

11.	Click the **Run** button.
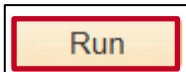
The **Process Schedule Request** page displays in a pop-up window.
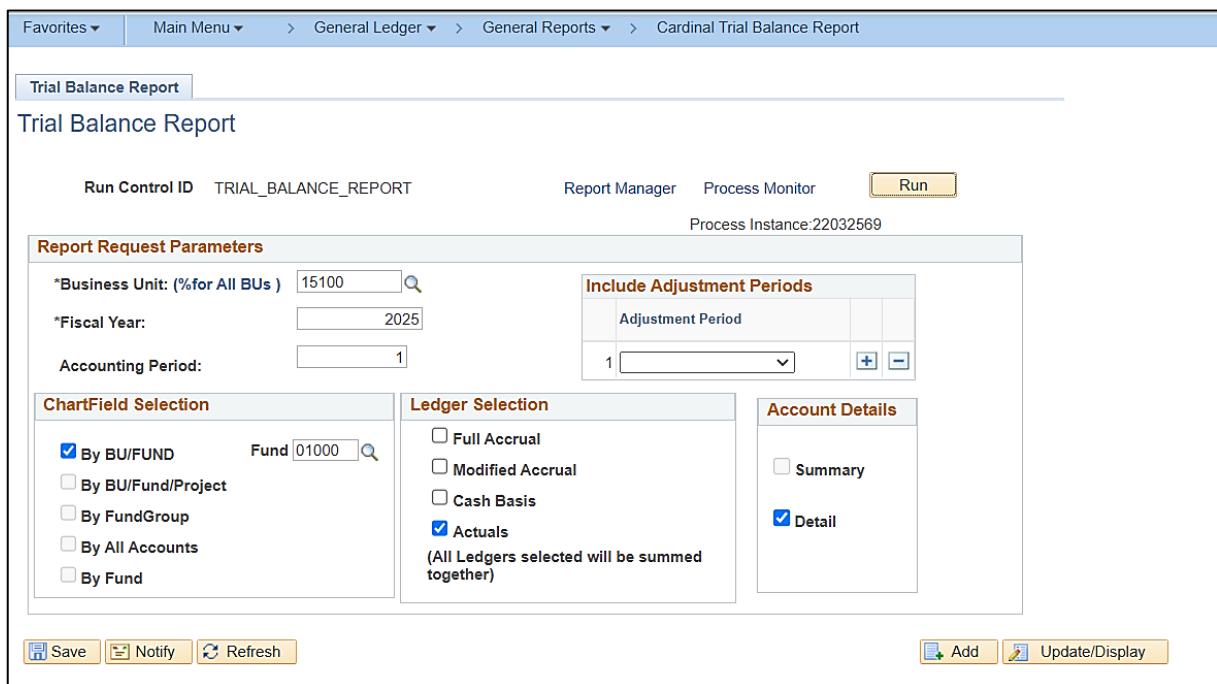
Step	Action
ℹ️	The **Type** field defaults to "Web". Update to "Email", "File", or "Printer" as desired. If "Email" is selected, use the **Distribution** link to identify the email address to send the Report to. The **Format** field defaults based on the Report being generated. Update as needed if other 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 in **Reports Catalogs** under **Resources**.
12.	Click the **OK** button. [OK] [Cancel] [Refresh]

The **Trial Balance Report** page redisplays.
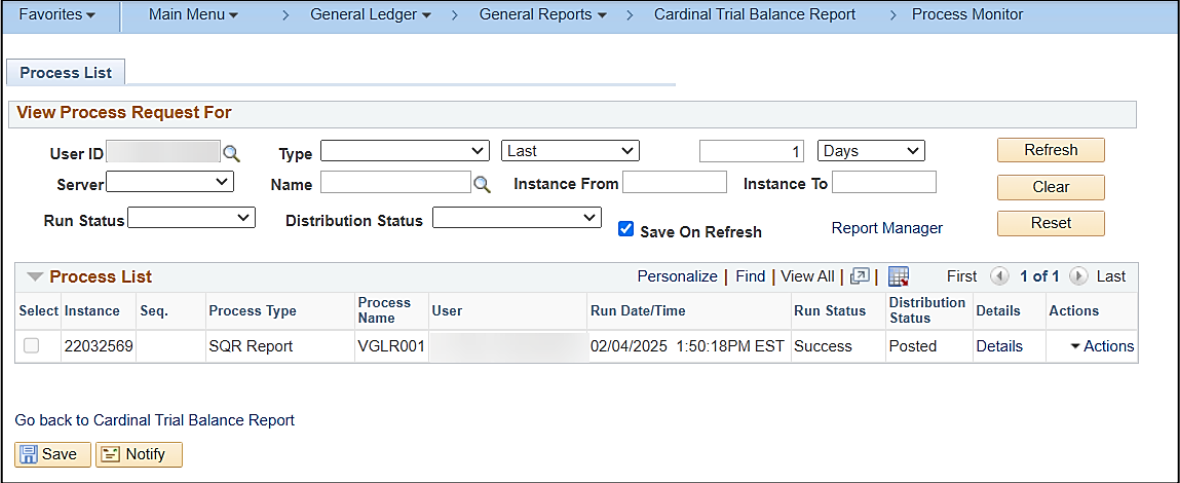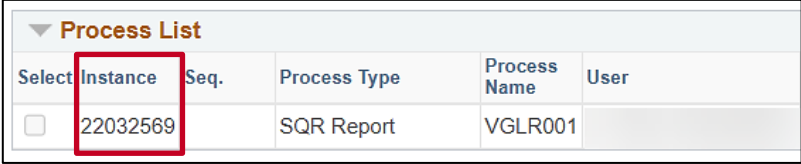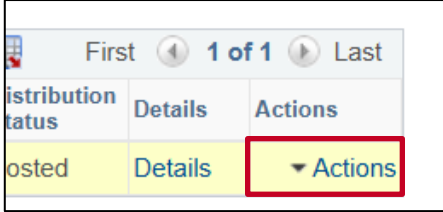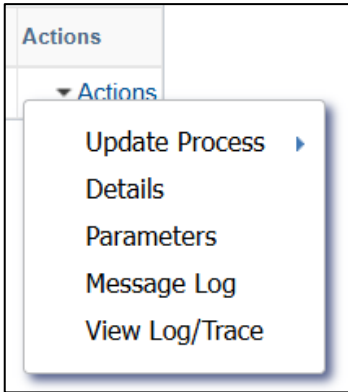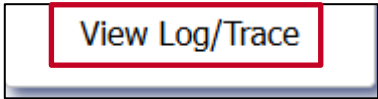

Step	Action
13.	Notice that a Process Instance Number has been assigned to the report request and displays right below the **Process Monitor** link (22032569 in this example). Make note of this **Process Instance Number**.
14.	Click the **Process Monitor** link. [Process Monitor]

Step	Action
	The **Process List** page displays.
15.	Locate the applicable Report within the **Process List** section using the Process Instance Number previously captured.
ℹ	The report can be viewed once the **Run Status** field updates to either "Success" or "Error" and the **Distribution Status** field updates to "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

Step	Action
16.	Click the corresponding **Actions** dropdown button. First ◀ **1 of 1** ▶ Last istribution tatus | Details | Actions osted | Details | ▼ Actions
The **Actions** menu displays. Actions ▼ Actions Update Process ▶ Details Parameters Message Log View Log/Trace	
17.	Click the **View Log/Trace** list item. View Log/Trace
ⓘ	If the report completed with a **Run Status** of "Error", the **Message Log** list item can be used to review why the error occurred. Message Log

Step	Action
	The **View Log/Trace** page displays in a pop-up window.

View Log/Trace

Help

Report

Report ID 97496288 Process Instance 22032569 Message Log
Name VGLR001 Process Type SQR Report
Run Status Success

Cardinal Trial Balance Report

Distribution Details

Distribution Node fintrn Expiration Date 03/06/2025

File List

Name	File Size (bytes)	Datetime Created
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

Step	Action
18.	Click the **.PDF** link within the **File List** section to view the generated report in PDF format.

vglr001_22032569.PDF	13,796	02/04/2025 1:52:59.823582PM EST

Generating a Financials BI Publisher Report

Step	Action
1.	Log into Cardinal Financials.

The **Cardinal Home** page displays.
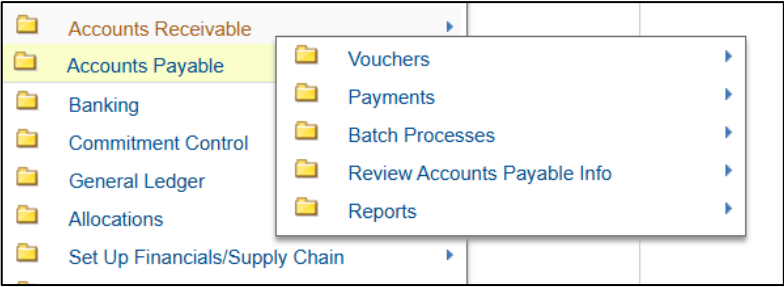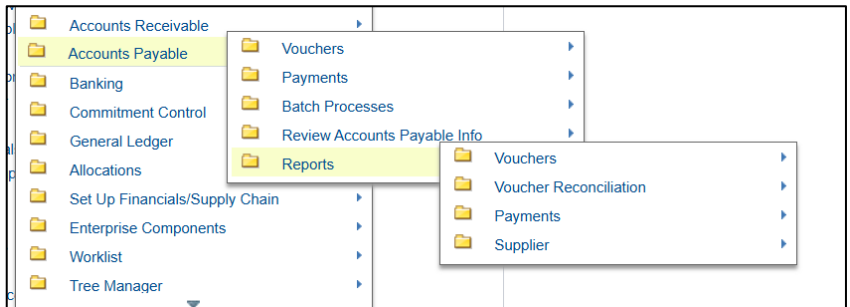
Step	Action
2.	Click the **Main Menu** link.

The **Main Menu** displays.
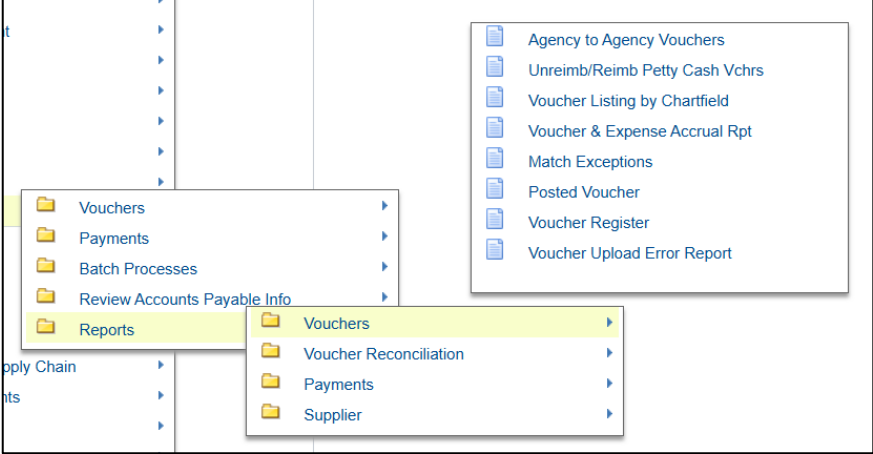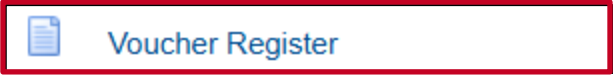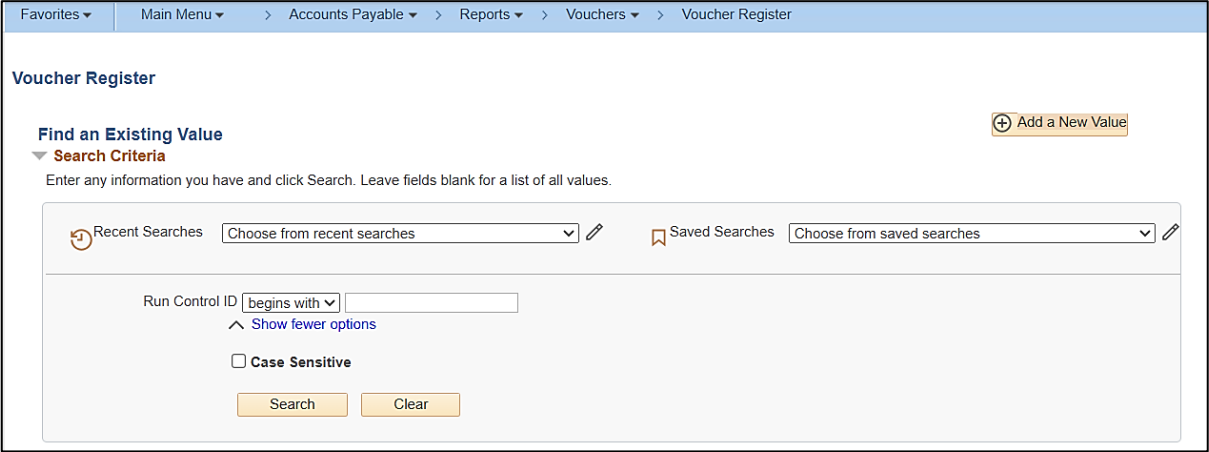
Step	Action
3.	Click the **Accounts Payable** link.
The **Accounts Payable** menu displays.
4.	Click the **Reports** list item.
The **Reports** menu displays.
5.	Click the **Vouchers** list item.
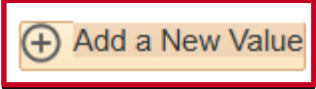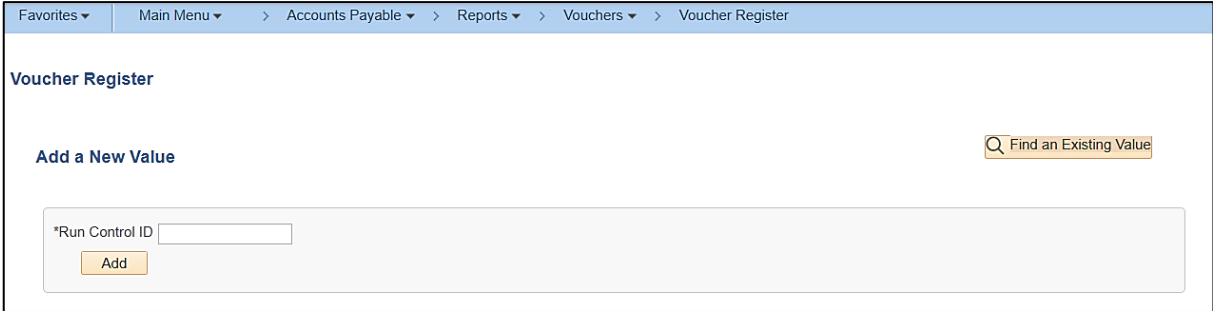
Step	Action
	The **Vouchers Reports Menu** displays.
6.	Click the **Voucher Register** link.
	The **Voucher Register Find an Existing Value** page displays.
ℹ	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.
ℹ	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 7 - 9 assume that this is the first time that this Report is being generated.
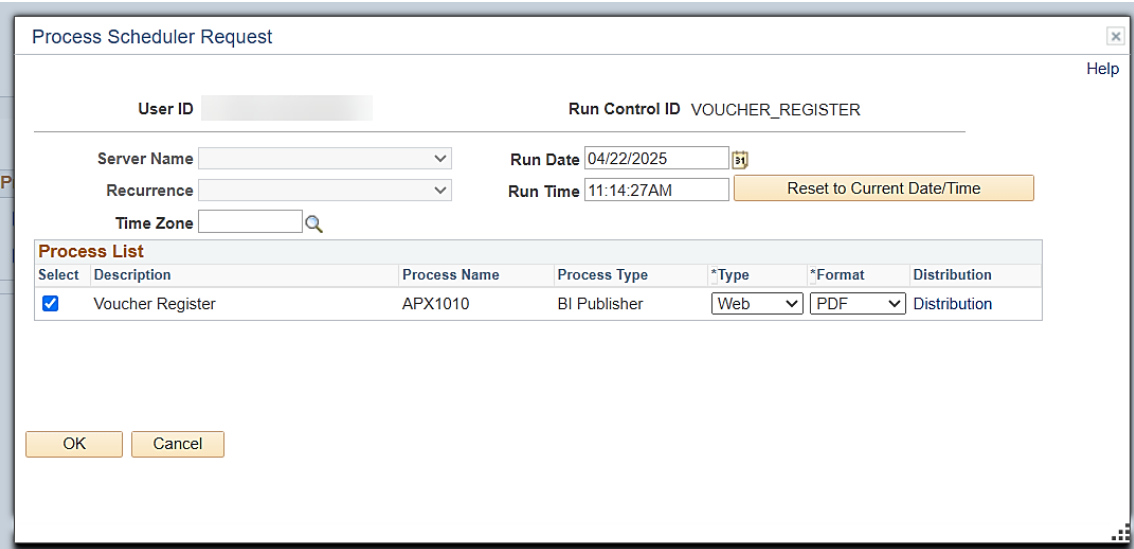
Step	Action
7.	Click the **Add a New Value** button. ⊕ Add a New Value

The **Add a New Value** page displays. Favorites ▾   Main Menu ▾   >   Accounts Payable ▾   >   Reports ▾   >   Vouchers ▾   >   Voucher Register **Voucher Register** **Add a New Value**   🔍 Find an Existing Value *Run Control ID [_____]   Add

Step	Action
8.	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 [_____]
9.	Click the **Add** button. Add

Step	Action
	The **Voucher Register** page displays.

Step	Action
10.	Enter the desired parameters for the Report using the corresponding fields.
ℹ	Parameters are used to limit/define the specific data requirements for the Report. The parameter fields available will differ based on the FIN Report being generated.
	Refer to the FIN Reports Catalogs for a listing of the parameters available for the specific Report being generated. The FIN Reports Catalogs are located on the Cardinal Website in **Reports Catalogs** under **Resources**.
11.	Click the **Save** button.
12.	Click the **Run** button.

Step	Action
	The **Process Scheduler Request** page displays in a pop-up window. **Process Scheduler Request** User ID [redacted] Run Control ID VOUCHER_REGISTER Server Name [ ] Run Date 04/22/2025 Recurrence [ ] Run Time 11:14:27AM Reset to Current Date/Time Time Zone [ ] **Process List** | Select	Description	Process Name	Process Type	*Type	*Format	Distribution
---	---	---	---	---	---	---
☑	Voucher Register	APX1010	BI Publisher	Web	PDF	Distribution	 OK Cancel
ℹ	The **Process Type** field displays "BI Publisher" for these types of Reports.
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 in **Reports Catalogs** under **Resources**.
13.	Click the **OK** button. OK Cancel

Step	Action

The **Voucher Register** page redisplays.

14.	Notice that a **Process Instance Number** has been assigned to the report request and displays just below the **Process Monitor** link (23460677 for this example).
	Click the **Process Monitor** link.
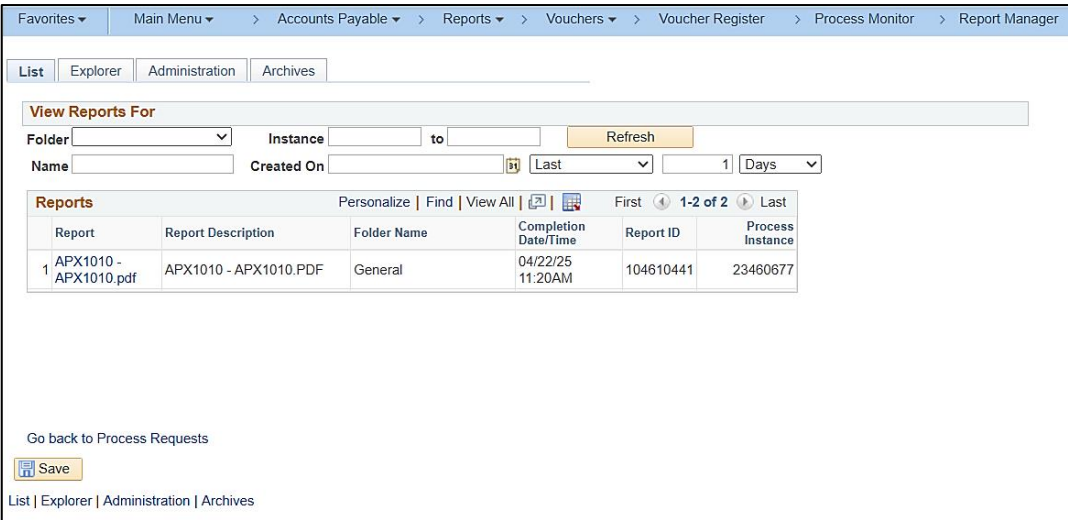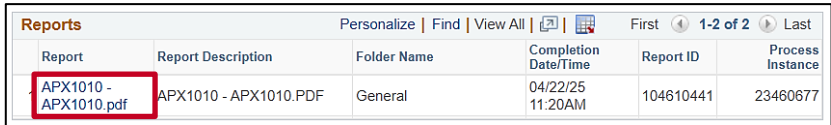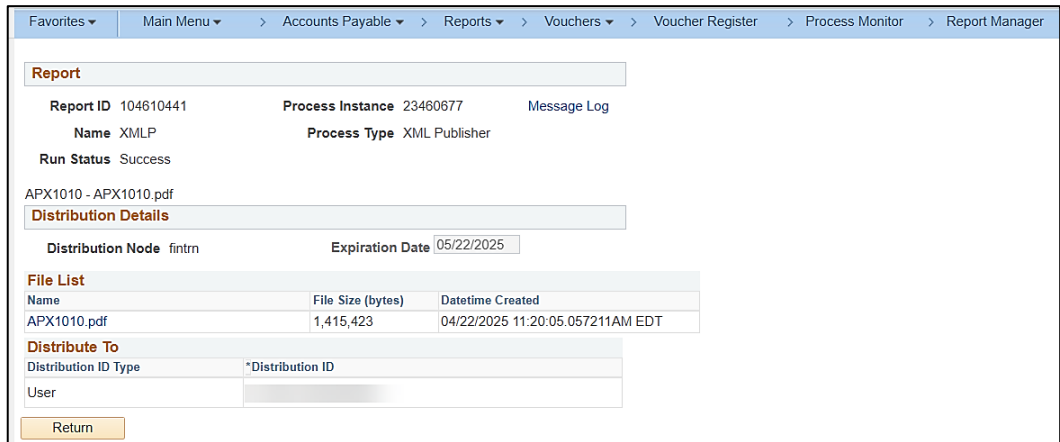
The **Process List** page displays.

Step	Action
15.	Locate the applicable Report within the **Process List** section using the Process Instance Number previously captured. **Process List**<table><tr><td>Select</td><td>Instance</td><td>Seq.</td><td>Run Control ID</td><td>Process Type</td><td>Process Name</td><td>User</td></tr><tr><td>☐</td><td>23460677</td><td></td><td>VOUCHER_REGISTER</td><td>BI Publisher</td><td>APX1010</td><td></td></tr></table>
(i)	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 Status
---	---
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
16.	Click the **Report Manager** link. n Status ☑ Save On Refresh Report Manager Reset Personalize | Find | View All | 🗗 | 🏢 First ◀ 1 of 1 ▶ Last<table><tr><td>Process Type</td><td>Process Name</td><td>User</td><td>Run Date/Time</td><td>Run Status</td><td>Distribution Status</td><td>Details</td><td>Actions</td></tr><tr><td>R BI Publisher</td><td>APX1010</td><td></td><td>04/22/2025 11:14:27AM EDT</td><td>Success</td><td>Posted</td><td>Details</td><td>▼ Actions</td></tr></table>

Step	Action

The **Report Manager** page displays.

17.	Click the link in the **Report** column.

The **Report** page displays.

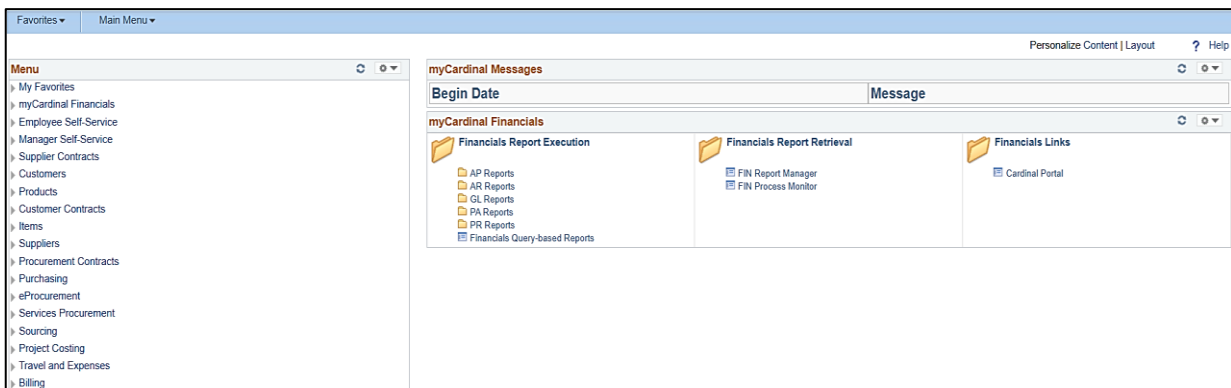| 18.	Click the **.pdf** link within the **File List** section to view the generated Report in the PDF format.

Accessing nVision Reports and Using Drilldowns

nVision reports require Excel 2007 or higher in order to for the reports to display in a readable format.

Users must have the DrilltoPIA Excel Add-In to run Drilldowns. See the Job Aid titled **DrilltoPIA Add-In for nVision Drilldown** for the instructions to download this Add-In. This Job Aid and the downloaded file are located on the Cardinal Website in **Job Aids** under **Learning**.
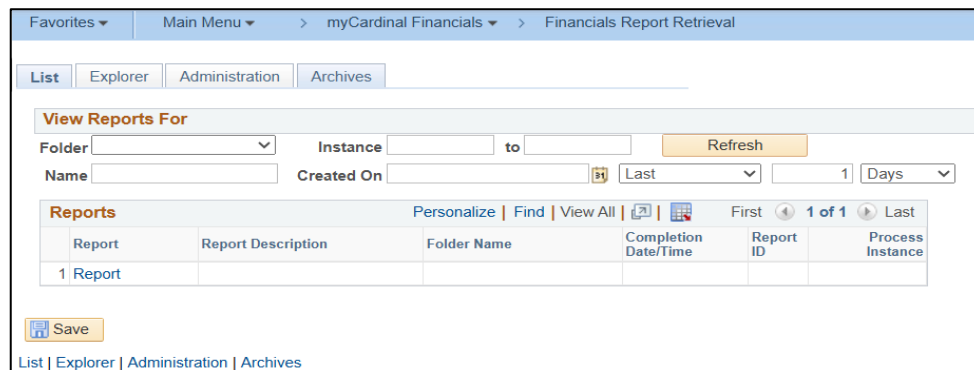
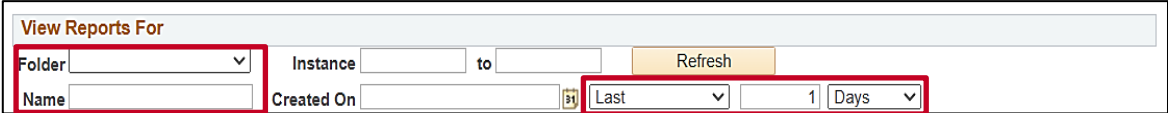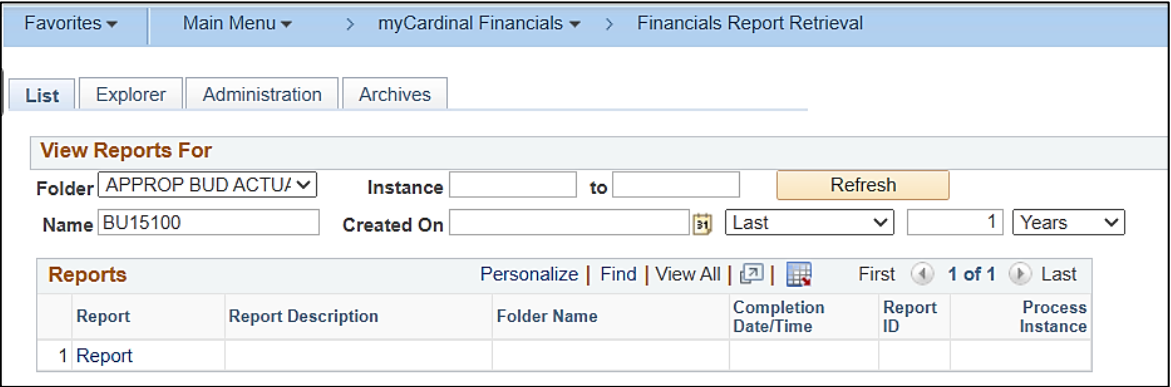| Step	Action
1.	Log into Cardinal Financials.
	The **Cardinal Home** page displays.
2.	Click the **Fin Report Manager** link in the **myCardinal Financials** section.
	The **Financial Report Manager** page displays with the **List** tab displayed by default.
ℹ️	If a "More than 1000 rows will be returned; this may take a long time" message displays, click the **Cancel** button to continue.

Step	Action
ℹ	The Financials Report Manager displays tabs to view all of the reports that are in the Cardinal system that the user is authorized to access. Tab descriptions: • **List**: allows entry of report parameters such as the Folder, Instance range, and Name for the nVision report desired • **Explorer**: displays hierarchical view of the folders and reports by BU and Fiscal Year • **Administration**: displays nVision and ad hoc reports. Click the **Details** link to access the ad hoc reports • **Archives**: Not used in Cardinal Financials
3.	Enter the applicable search criteria in the **View Reports For** section. **View Reports For** Folder [____▼] Instance [____] to [____] [Refresh] Name [____] Created On [____] 📅 [Last ▼] [1] [Days ▼]
ℹ	**Folder**: use this option to select the report to be retrieved (e.g., "APPROP BUD ACTUAL") **Name**: this is not a required field. It allows further narrowing of the search results **Last**: use the dropdown options for the reports run time span in minutes, hours, days, or years
	Sample of a completed **View Reports For** section: Favorites ▾ Main Menu ▾ > myCardinal Financials ▾ > Financials Report Retrieval [List] [Explorer] [Administration] [Archives] **View Reports For** Folder [APPROP BUD ACTUA ▼] Instance [____] to [____] [Refresh] Name [BU15100] Created On [____] 📅 [Last ▼] [1] [Years ▼] **Reports** Personalize | Find | View All | 🔳 | 🔳 First ◀ 1 of 1 ▶ Last 	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance	 |---|---|---|---|---|---| | 1 Report | | | | | |
4.	Click the **Refresh** button. [Refresh]

Step	Action
	The page refreshes and the search results display under the **Reports** section.
5.	Select the applicable report by clicking the corresponding link within the **Report** column.
6.	A **Save Warning** message displays. Click the **No** button.

Step	Action
	The **Report** page displays for the selected report. **Report** Report ID 106044281 Process Instance 23772340 Message Log Name RPTBOOK Process Type nVision-ReportBook Run Status Success BU15100-BUDVSACT FND/PRG-01000 **Distribution Details** Distribution Node finprd Expiration Date 09/06/2052 **File List** Name File Size (bytes) Datetime Created RGL003A-01000.xlsx 21,287 04/22/2025 12:03:59.673193AM EDT **Distribute To** Distribution ID Type *Distribution ID Role V_COVA_CARDINAL_REPORTER
7.	Click the **.xlsx** file under the **File List** section. **File List** Name RGL003A-01000.xlsx
ℹ️	Excel may display a warning message. Click the **Yes** button to continue. Sometimes the message is hidden behind another screen and gives the illusion that that the report is still downloading. If there is no pop-up message and the report has not yet opened, click the Excel icon on the toolbar at the bottom of the screen. The pop-up message should display. Click the **Yes** button to open the Report. A pop-up message may display asking what to do with the file. Click the **Open** button.
8.	The Report downloads. Click the file to access it. RGL003A-01000.xlsx 20.8 KB • Done

Step	Action
	The downloaded file displays.
ℹ	nVision reports are in the Excel format which allows the use of Excel tools to help further analyze data. Use the numbered boxes in the top left-hand corner or the plus **(+)** and minus **(-)** icons to enable the expansion and contraction of columns and rows to change the display options. The nVision term for this is nPlosion.

Step	Action
	Sample of a Report with all fields expanded.

| | The nVision Drilldown feature is useful to determine the transactions included in an amount on the Report. To drilldown within an nVision report, the **DrillitoPIA Add-In** for nVision must be configured within Excel and the user must be logged into Cardinal. If the **DrillitoPIA** is properly installed, the **Add-Ins** tab displays in the Excel menu ribbon located at the top of the screen.

Drilldown does not work on a cell with a formula (e.g., a total field) or on a cell in the "Appropriation" column or any "Budget" column. |

| 9. | Select the applicable cell to drilldown by clicking in the applicable cell. |

| 10. | Click the **Add-Ins** menu and the **nVisionDrill** menu opens at the top of the page. |
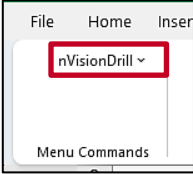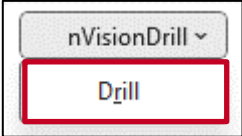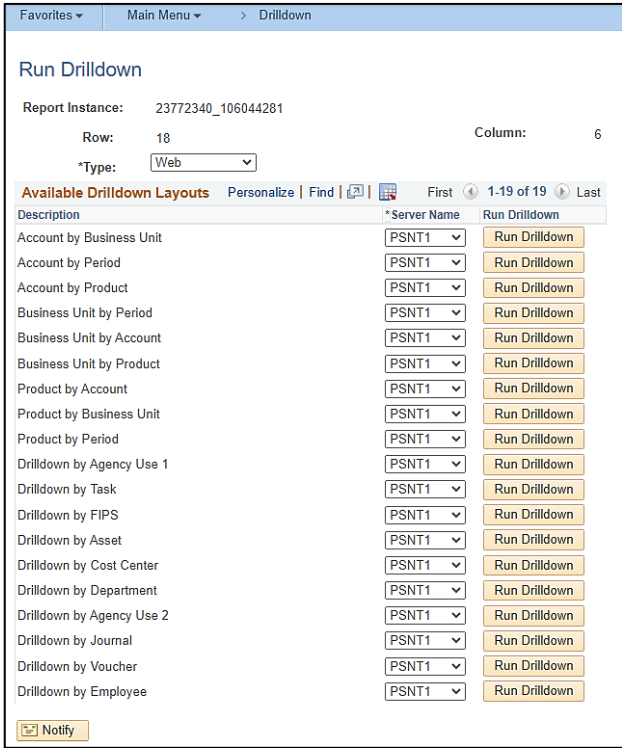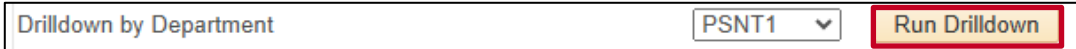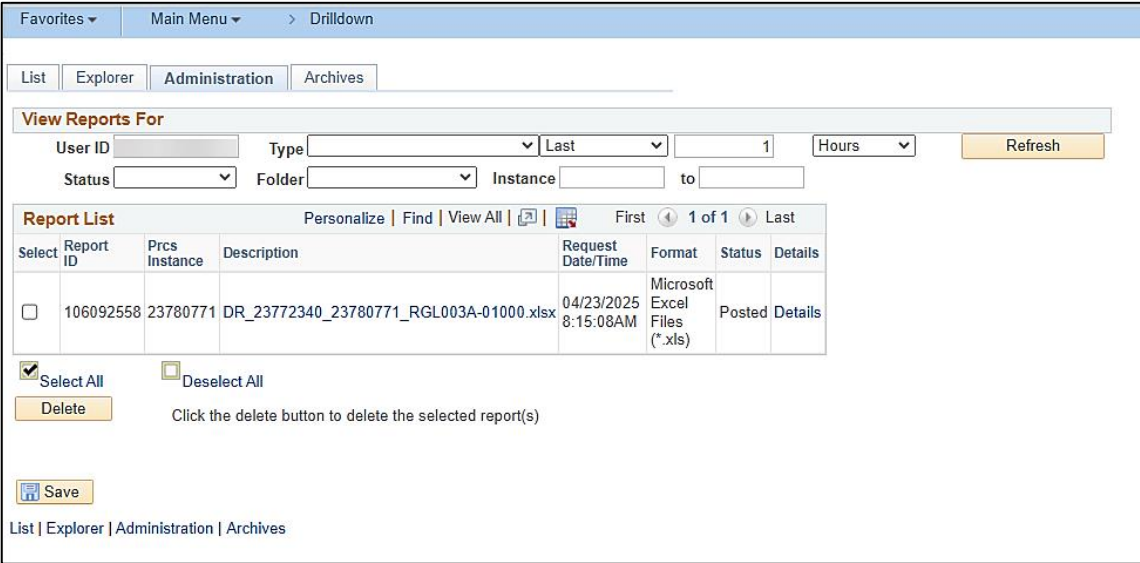
Step	Action
11.	Click the **nVisionDrill** dropdown button.
12.	The **Drill** option displays. Click the **Drill** option.

The **Run Drilldown** page displays.

	Drilldown is available by ChartFields such as Account, Department, and Task as well as by Journal and Voucher.
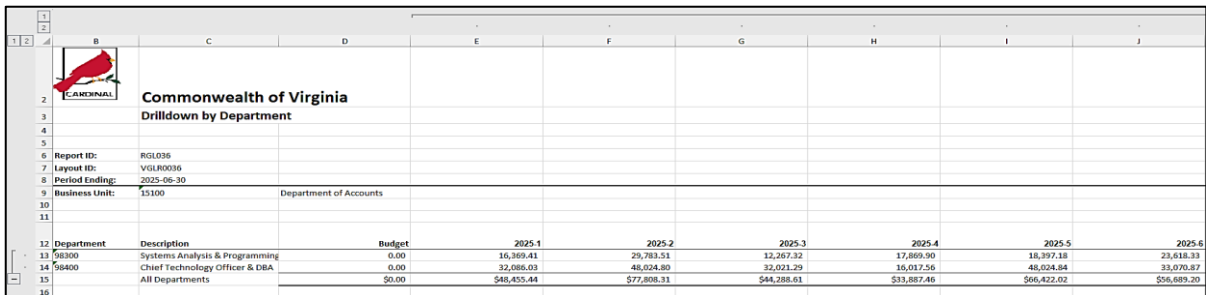
Step	Action
13.	Click the **Run Drilldown** button to the right of the applicable drilldown layout description to run the Report. Drilldown by Department PSNT1 ▾ **Run Drilldown**
ℹ	A disclaimer message may display regarding the number of rows potentially being returned. This Excel message screen may be hiding behind another screen. If the message is not visible, click the Excel icon on the toolbar at the bottom of the screen. Click the **OK** button on the message to continue. If performance issues with a drilldown are experienced, consider modifying the scope of the drilldown.

Cardinal opens the **Administration** tab on the **FIN Report Manager** page.

Favorites ▾   Main Menu ▾   >   Drilldown

List | Explorer | **Administration** | Archives

View Reports For

| User ID | | Type | | Last ▾ | 1 | Hours ▾ | Refresh |
| Status | ▾ | Folder | ▾ | Instance | to | | |

Report List   Personalize | Find | View All | ⊡ | 🖩   First ◀ 1 of 1 ▶ Last

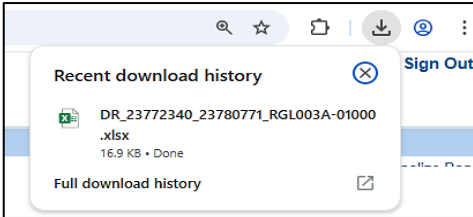| Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	106092558	23780771	DR_23772340_23780771_RGL003A-01000.xlsx	04/23/2025 8:15:08AM	Microsoft Excel Files (*.xls)	Posted	Details

☑ Select All   ☐ Deselect All

Delete   Click the delete button to delete the selected report(s)

💾 Save

List | Explorer | Administration | Archives

ℹ	Drilldown report file names begin with "DR" and end with ".xlsx". The Report name in the **Description** column is the link to the actual Excel Drilldown Report. If the desired Report is not visible, click the **Refresh** button until the Report displays at the top of the **Report List** section of the page.
14.	Click the **Description** link for the Report. Description DR_23772340_23780771_RGL003A-01000.xlsx

Step	Action
	The report downloads.
15.	Click the list item to open the downloaded file.
ℹ	A pop-up message may display stating that results exceed 1,000 lines or that the file is in a different format than the extension. If this message appears, click the **OK** or **Yes** button to continue.
	The Report opens in Excel.
16.	Additional drilldown Reports can be initiated from this Report as needed. In this example, the drilldown shows that the value was charged to two Departments (98300 and 98400) which total the **"$77,808.31"**.
ℹ	In some cases, the number in the Drilldown may not match the nVision. This is usually caused by a transaction that occurred on the current date. • nVisions are typically created nightly or generated when triggered by transaction activity • DrillDowns are real time (based on the current date they are run) If there is a discrepancy, typically the **Drilldown by Journal** can be run to identify the transaction that occurred on the current date that was not included in the totals on the nVision report.

Using Explorer to Access nVision Reports

Explorer is one of the tabs on the **FIN Report Manager** page. The **Explorer** tab allows access to nVision and other reports and displays an hierarchical view of the folders and reports by BU and Fiscal Year.

This section of the Job Aid will walk through the steps for using the **Explorer** to access nVision Reports.

Step	Action
1.	Log into Cardinal Financials.

The **Cardinal Home** page displays.

2.	Click the **Fin Report Manager** link in the **myCardinal Financials** section.

The **Financial Report Manager** page displays with the **List** tab displayed by default.
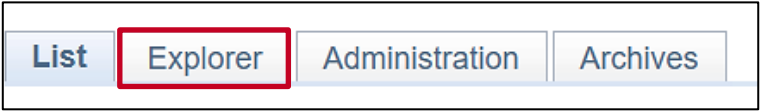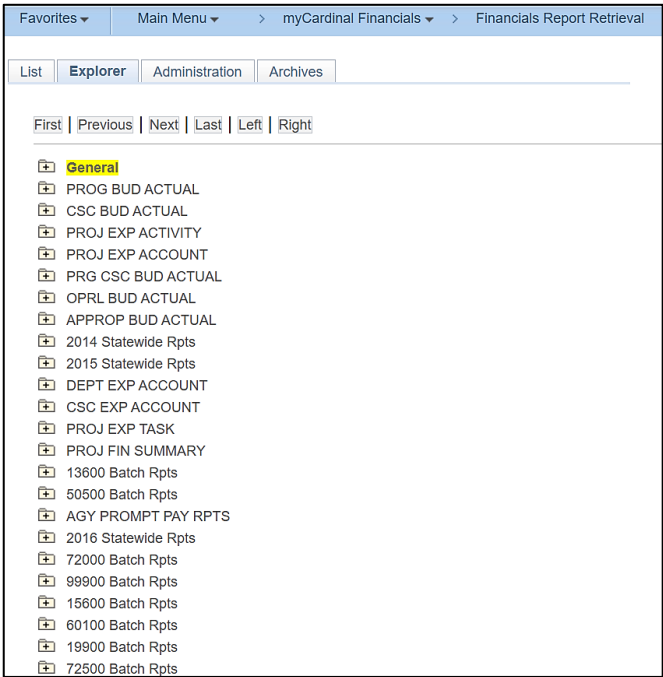
Step	Action
ℹ	If a "More than 1000 rows will be returned; this may take a long time" message displays, click the **Cancel** button to continue.
3.	Click the **Explorer** tab.
ℹ	The **Explorer** tab may take 2-3 minutes to display as it loads the reports which go back several years.
The **Explorer** tab displays.	
ℹ	The **Explorer** tab displays a hierarchical view of the folders and reports by BU and Fiscal Year. Use the buttons (**First**, **Previous**, **Next**, **Last**, **Left**, and **Right**) to navigate to the applicable Folder.
4.	Click the applicable Folder for the nVision Report to be accessed.

Step	Action
	The selected Folder expands.

The selected Folder expands.

📂 **APPROP BUD ACTUAL**
  ⊞ BU10000
  ⊞ BU10100
  ⊞ BU10200
  ⊞ BU10300
  ⊞ BU10400
  ⊞ BU10500
  ⊞ BU10700
  ⊞ BU10800
  ⊞ BU10900
  ⊞ BU11000
  ⊞ BU11100
  ⊞ BU11200
  ⊞ BU11300
  ⊞ BU11400
  ⊞ BU11500
  ⊞ BU11600
  ⊞ BU11700
  ⊞ BU11800

Step	Action
5.	Locate and click to expand the applicable Business Unit Folder. ⊞ BU15100

The Business Unit folder expands.

📂 **BU15100**
  ⊞ FY2012
  ⊞ FY2013
  ⊞ FY2014
  ⊞ FY2015
  ⊞ FY2016
  ⊞ FY2017
  ⊞ FY2018
  ⊞ FY2019
  ⊞ FY2020
  ⊞ FY2021
  ⊞ FY2022
  ⊞ FY2023
  ⊞ FY2024
  ⊞ FY2025

Step	Action
6.	Locate and expand the applicable Fiscal Year (FY) Folder. ⊞ FY2025

Step	Action

The Folder expands.

📁 **FY2025**
- 📄 [BU15100-BUDVSACT FND/PRG-01000 - 2025-05-03-00.04.55.617476]
- 📄 [BU15100-BUDVSACT FND/PRG-02011 - 2025-05-03-00.04.55.593764]
- 📄 [BU15100-BUDVSACT FND/PRG-02081 - 2025-05-03-00.04.55.593894]
- 📄 [BU15100-BUDVSACT FND/PRG-02111 - 2025-05-03-00.04.55.617619]
- 📄 [BU15100-BUDVSACT FND/PRG-02700 - 2025-05-03-00.04.55.594011]
- 📄 [BU15100-BUDVSACT FND/PRG-02870 - 2025-05-03-00.04.55.617763]
- 📄 [BU15100-BUDVSACT FND/PRG-02880 - 2025-05-03-00.04.55.594123]
- 📄 [BU15100-BUDVSACT FND/PRG-02900 - 2025-05-03-00.04.55.617924]
- 📄 [BU15100-BUDVSACT FND/PRG-06011 - 2025-05-03-00.04.55.594271]
- 📄 [BU15100-BUDVSACT FND/PRG-06080 - 2025-05-03-00.04.55.618042]
- 📄 [BU15100-BUDVSACT FND/PRG-06090 - 2025-05-03-00.04.55.618191]
- 📄 [BU15100-BUDVSACT FND/PRG-06150 - 2025-05-03-00.04.55.594511]
- 📄 [BU15100-BUDVSACT FND/PRG-09151 - 2025-05-03-00.04.56.593668]
- 📄 [BU15100-BUDVSACT FND/PRG-09362 - 2025-05-03-00.04.56.617482]
- 📄 [BU15100-BUDVSACT FND/PRG-10110 - 2025-05-03-00.04.56.593815]
- 📄 [BU15100-BUDVSACT FND/PRG-12110 - 2025-05-03-00.04.56.593961]
- 📄 [BU15100-BUDVSACT FND/PRG-15000 - 2025-05-03-00.04.56.617690]

Step	Action
7.	Click the desired Report link. 📄 [BU15100-BUDVSACT FND/PRG-01000 - 2025-05-03-00.04.55.617476]

The **Report** page displays.

Report

Report ID 106432228	**Process Instance** 23852545	Message Log	
Name RPTBOOK	**Process Type** nVision-ReportBook		
Run Status Success			

BU15100-BUDVSACT FND/PRG-01000

Distribution Details

Distribution Node finprd   **Expiration Date** 09/17/2052

File List

Name	File Size (bytes)	Datetime Created
RGL003A-01000.xlsx	21,478	05/03/2025 12:04:55.617476AM EDT

Distribute To

Distribution ID Type	*Distribution ID
Role	V_COVA_CARDINAL_REPORTER

Step	Action
8.	Follow Steps 7 – 16 in the section of this Job Aid titled Accessing nVision Reports and Drilldowns to access the Report and execute drilldowns.

Using Explorer to Access Reports

The Explorer is one of the tabs on the **FIN Report Manager** page. The **Explorer** tab allows access to nVision and other reports and displays a hierarchical view of the folders and reports by BU and Fiscal Year.

The specific steps to access reports will vary depending on the Report that is being accessed.

Step	Action
1.	Log into Cardinal Financials.

The **Cardinal Financials Home** page displays.

| 2. | Click the **Fin Report Manager** link in the **myCardinal Financials** section. |

The **Financial Report Manager** page displays with the **List** tab displayed by default.

| ℹ️ | If a "More than 1000 rows will be returned; this may take a long time" message displays, click the **Cancel** button to continue. |

Step	Action
ℹ	The Financials Report Manager displays tabs to view all of the reports that are in the Cardinal system that the user is authorized to access. Tab descriptions: • **List**: allows entry of report parameters such as the Folder, Instance range, and Name for the nVision report desired • **Explorer**: displays hierarchical view of the folders and reports by BU and Fiscal Year • **Administration**: displays nVision and ad hoc reports. Click the **Details** link to access the ad hoc reports • **Archives**: Not used in Cardinal Financials
3.	Click the **Explorer** tab. List | **Explorer** | Administration | Archives
ℹ	The **Explorer** tab may take 2-3 minutes to display as it loads the reports which go back several years.

The **Explorer** tab displays.

Favorites ▾	Main Menu ▾	>	myCardinal Financials ▾	>	Financials Report Retrieval

List | **Explorer** | Administration | Archives

First | Previous | Next | Last | Left | Right

- 📁 **General**
- 📁 PROG BUD ACTUAL
- 📁 CSC BUD ACTUAL
- 📁 PROJ EXP ACTIVITY
- 📁 PROJ EXP ACCOUNT
- 📁 PRG CSC BUD ACTUAL
- 📁 OPRL BUD ACTUAL
- 📁 APPROP BUD ACTUAL
- 📁 2014 Statewide Rpts
- 📁 2015 Statewide Rpts
- 📁 DEPT EXP ACCOUNT
- 📁 CSC EXP ACCOUNT
- 📁 PROJ EXP TASK
- 📁 PROJ FIN SUMMARY
- 📁 13600 Batch Rpts
- 📁 50500 Batch Rpts
- 📁 AGY PROMPT PAY RPTS
- 📁 2016 Statewide Rpts
- 📁 72000 Batch Rpts
- 📁 99900 Batch Rpts
- 📁 15600 Batch Rpts
- 📁 60100 Batch Rpts
- 📁 19900 Batch Rpts
- 📁 72500 Batch Rpts

ℹ	The **Explorer** tab displays a hierarchical view of the folders and reports by Business Unit (BU) and Fiscal Year (FY). Adhoc and nVision reports can be accessed by clicking and expanding the applicable Folders. Selected folders are highlighted in yellow.

Step	Action
4.	Click applicable Folder to expand as needed to locate the desired Report. ⊞ AGY PROMPT PAY RPTS

The available reports display.

Favorites ▾	Main Menu ▾	>	myCardinal Financials ▾	>	Financials Report Retrieval

⊞ 50500 Batch Rpts
📂 **AGY PROMPT PAY RPTS**
  📄 [VAPR0525 - 2025-05-01-23.03.03.918326]
  📄 [VAPR0525 - 2025-04-01-23.08.28.312555]
  📄 [VAPR0525 - 2025-03-04-00.55.07.108700]
  📄 [VAPR0525 - 2025-02-03-23.50.23.661342]
  📄 [VAPR0525 - 2025-01-03-02.20.11.231432]
  📄 [VAPR0525 - 2024-12-02-23.36.28.931744]
  📄 [VAPR0525 - 2024-11-01-23.48.26.436618]
  📄 [VAPR0525 - 2024-10-02-00.16.02.303671]
  📄 [VAPR0525 - 2024-09-04-00.44.40.467635]
  📄 [VAPR0525 - 2024-08-01-23.54.27.338011]
  📄 [VAPR0525 - 2024-07-02-01.24.38.141080]
  📄 [VAPR0525 - 2024-06-03-23.02.23.335869]
  📄 [VAPR0525 - 2024-05-02-00.02.44.777122]
  📄 [VAPR0525 - 2024-04-01-23.36.22.506603]
  📄 [VAPR0525 - 2024-03-01-23.47.05.514373]
  📄 [VAPR0525 - 2024-02-01-23.51.02.351197]
  📄 [VAPR0525 - 2024-01-03-00.08.55.971139]
  📄 [VAPR0525 - 2023-12-01-23.40.39.504929]
  📄 [VAPR0525 - 2023-11-01-23.43.35.338146]
  📄 [VAPR0525 - 2023-10-02-23.39.47.065207]
  📄 [VAPR0525 - 2023-09-01-22.48.11.511996]
  📄 [VAPR0525 - 2023-08-01-23.20.39.418757]
  📄 [VAPR0525 - 2023-07-01-21.03.15.688759]

Step	Action
5.	The applicable folder is selected. Click the applicable link. 📂 **AGY PROMPT PAY RPTS** 📄 [VAPR0525 - 2025-05-01-23.03.03.918326]

Step	Action
	The **Report** page displays with all the BU specific Reports for the selected Report. **Report** Report ID 106377566 Process Instance 23843923 Message Log Name VAPR0525 Process Type SQR Report Run Status Success VAPR0525 **Distribution Details** Distribution Node finprd Expiration Date 01/25/2028 **File List** <table><tr><th>Name</th><th>File Size (bytes)</th><th>Datetime Created</th></tr><tr><td>SQR_VAPR0525_23843923.log</td><td>2,241</td><td>05/01/2025 11:03:03.918326PM EDT</td></tr><tr><td>VAPR0525_10000_ 23843923.PDF</td><td>17,216</td><td>05/01/2025 11:03:03.918326PM EDT</td></tr><tr><td>VAPR0525_10100_ 23843923.PDF</td><td>16,952</td><td>05/01/2025 11:03:03.918326PM EDT</td></tr><tr><td>VAPR0525_10200_ 23843923.PDF</td><td>16,802</td><td>05/01/2025 11:03:03.918326PM EDT</td></tr><tr><td>VAPR0525_10300_ 23843923.PDF</td><td>16,956</td><td>05/01/2025 11:03:03.918326PM EDT</td></tr><tr><td>VAPR0525_10400_ 23843923.PDF</td><td>16,799</td><td>05/01/2025 11:03:03.918326PM EDT</td></tr><tr><td>VAPR0525_10500_ 23843923.PDF</td><td>16,848</td><td>05/01/2025 11:03:03.918326PM EDT</td></tr><tr><td>VAPR0525_10700_ 23843923.PDF</td><td>16,955</td><td>05/01/2025 11:03:03.918326PM EDT</td></tr><tr><td>VAPR0525_10800_ 23843923.PDF</td><td>16,814</td><td>05/01/2025 11:03:03.918326PM EDT</td></tr><tr><td>VAPR0525_10900_ 23843923.PDF</td><td>17,236</td><td>05/01/2025 11:03:03.918326PM EDT</td></tr><tr><td>VAPR0525_11000_ 23843923.PDF</td><td>16,852</td><td>05/01/2025 11:03:03.918326PM EDT</td></tr><tr><td>VAPR0525_11100_ 23843923.PDF</td><td>16,957</td><td>05/01/2025 11:03:03.918326PM EDT</td></tr><tr><td>VAPR0525_11200_ 23843923.PDF</td><td>16,956</td><td>05/01/2025 11:03:03.918326PM EDT</td></tr><tr><td>VAPR0525_11300_ 23843923.PDF</td><td>16,951</td><td>05/01/2025 11:03:03.918326PM EDT</td></tr><tr><td>VAPR0525_11400_ 23843923.PDF</td><td>16,976</td><td>05/01/2025 11:03:03.918326PM EDT</td></tr><tr><td>VAPR0525_11500_ 23843923.PDF</td><td>16,977</td><td>05/01/2025 11:03:03.918326PM EDT</td></tr><tr><td>VAPR0525_11600_ 23843923.PDF</td><td>16,962</td><td>05/01/2025 11:03:03.918326PM EDT</td></tr><tr><td>VAPR0525_11700_ 23843923.PDF</td><td>17,309</td><td>05/01/2025 11:03:03.918326PM EDT</td></tr><tr><td>VAPR0525_11800_ 23843923.PDF</td><td>16,800</td><td>05/01/2025 11:03:03.918326PM EDT</td></tr><tr><td>VAPR0525_11900_ 23843923.PDF</td><td>16,938</td><td>05/01/2025 11:03:03.918326PM EDT</td></tr></table>
ℹ️	For this scenario, the Report is a PDF file and is broken out by Business Unit. The way a Report displays will vary depending on the Report.
6.	Click the **.PDF** link to open the desired Report. <table><tr><td>VAPR0525_15100_ 23843923.PDF</td><td>17,220</td><td>05/01/2025 11:03:03.918326PM EDT</td></tr></table>
	The desired Report displays. ![CARDINAL Report ID: RAP525] Commonwealth of Virginia PROMPT PAY REPORT Run Date: 05/01/2025 Run Time: 10:59 00 Page No. 1 of 3 Business Unit: % All Department : 99999 DOA Fiscal Year : 2025 Period From : 10 04/01/2025 Period To : 10 04/30/2025 Report Option: Multiple

Generating Inquiries

There are a number of inquiries available to review details about specific items or transactions. See the Cardinal Financials Reports Catalogs for a listing of inquiries by functional area. For this scenario, **Journal Inquiry Details** page is used.
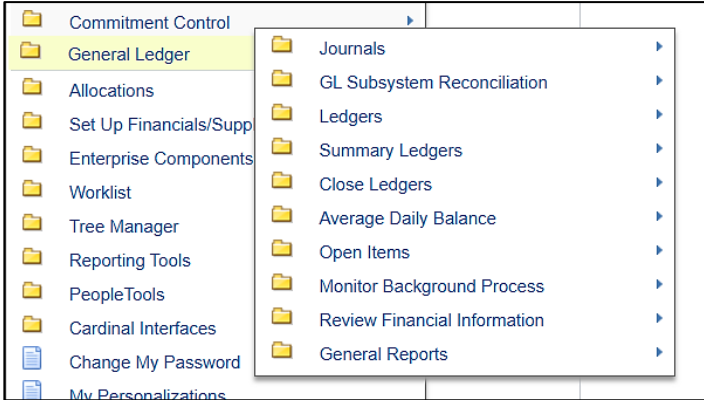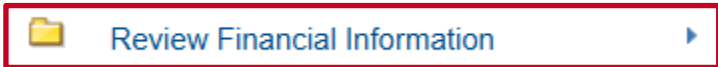
Step	Action
1.	Log into Cardinal Financials.

The **Cardinal Financials Home** page displays.
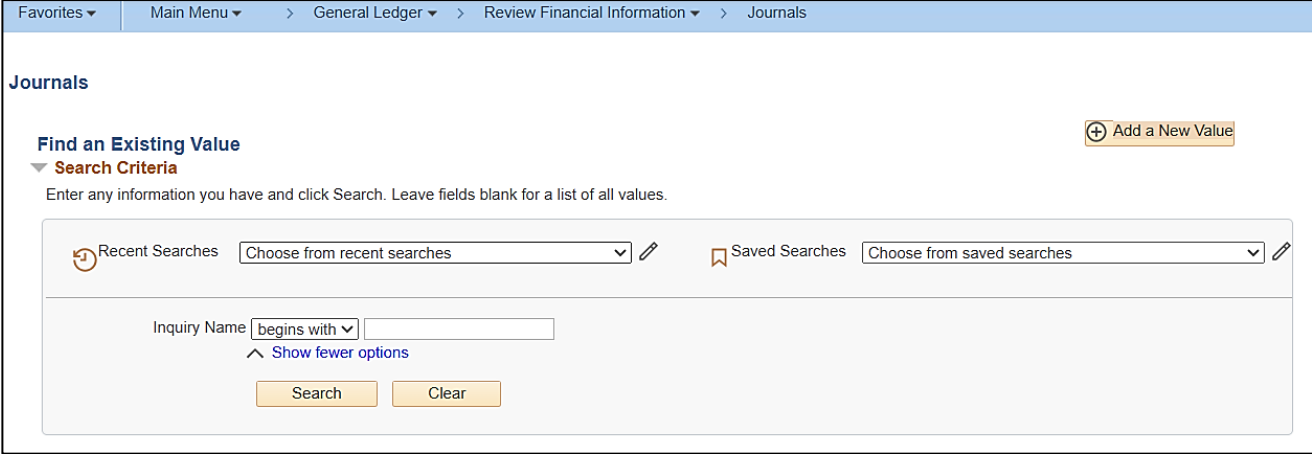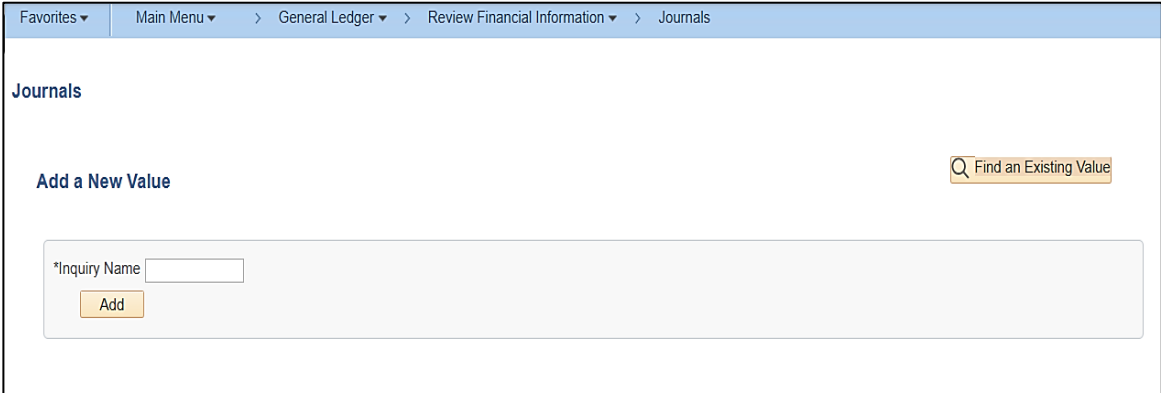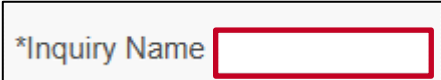
Step	Action
2.	Click the **Main Menu** link.

The **Main Menu** displays.

Step	Action
3.	Click the **General Ledger** link. 📁 General Ledger ▶
	The **General Ledger** menu displays.
4.	Click the **Review Financial Information** list item. 📁 Review Financial Information ▶
	The **Review Financial Information** menu displays.
5.	Click the **Journals** list item. 📄 Journals
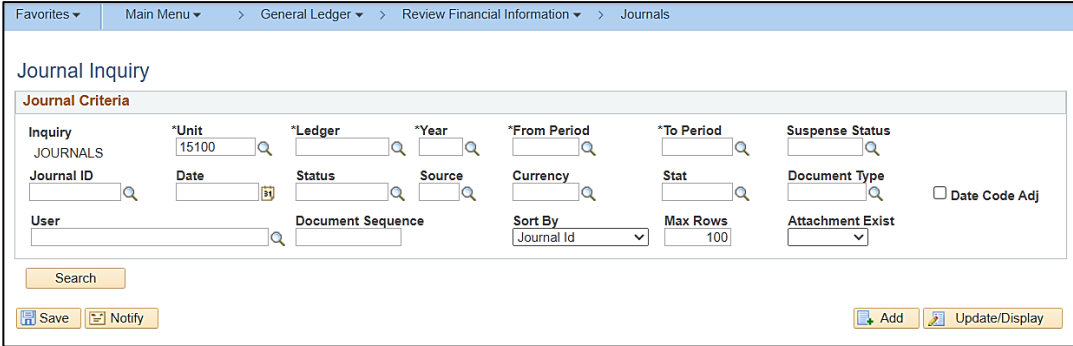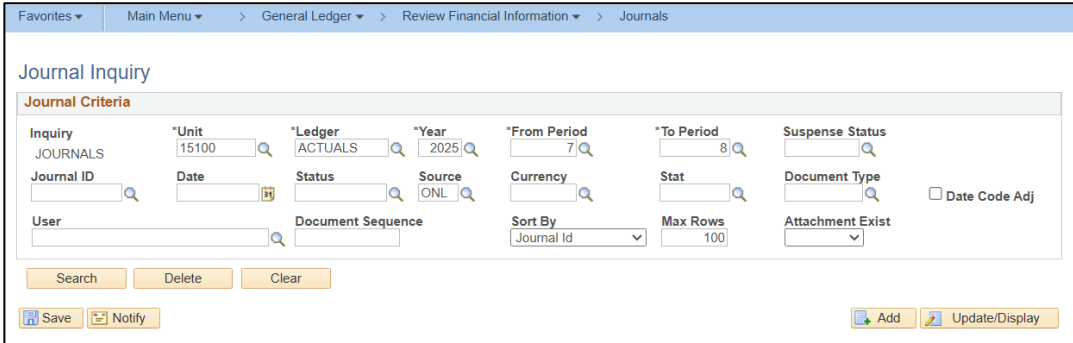
Step	Action
	The **Journals Find an Existing Value** page displays.
ℹ	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.
6.	Click the **Add a New Value** button.
	The **Journals Add a New Value** page displays.
7.	Enter an Inquiry Name in the **Inquiry Name** field.
ℹ	The **Inquiry Name** field holds a maximum of 10 characters.

Step	Action
8.	Click the **Add** button. Add
	The **Journal Inquiry** page displays. Favorites ▾ Main Menu ▾ > General Ledger ▾ > Review Financial Information ▾ > Journals **Journal Inquiry** **Journal Criteria** Inquiry: JOURNALS *Unit: 15100 *Ledger *Year *From Period *To Period Suspense Status Journal ID Date Status Source Currency Stat Document Type ☐ Date Code Adj User Document Sequence Sort By: Journal Id Max Rows: 100 Attachment Exist Search 🖫 Save 🗐 Notify 🕂 Add 🗓 Update/Display
9.	Enter the applicable search criteria in the applicable fields.
	Sample of **Journal Inquiry** page with search criteria entered: Favorites ▾ Main Menu ▾ > General Ledger ▾ > Review Financial Information ▾ > Journals **Journal Inquiry** **Journal Criteria** Inquiry: JOURNALS *Unit: 15100 *Ledger: ACTUALS *Year: 2025 *From Period: 7 *To Period: 8 Suspense Status Journal ID Date Status Source: ONL Currency Stat Document Type ☐ Date Code Adj User Document Sequence Sort By: Journal Id Max Rows: 100 Attachment Exist Search Delete Clear 🖫 Save 🗐 Notify 🕂 Add 🗓 Update/Display
10.	Click the **Search** button. Search Delete Clear

Step	Action
	The **Journal Inquiry** page refreshes and a list of Journals meeting the search criteria display in the **Journals** section at the bottom of the page.
11.	Click the applicable **Journal ID** link.
	The **Journal Inquiry – Journal Inquiry Details** page displays showing detailed Journal Lines.
ℹ	For more detailed information about the available financial inquiries, see the Financial Reports catalogs located on the Cardinal website in **Reports Catalogs** under **Resources**.