

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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Using Explorer to Access Reports	;
Generating Inquiries)



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 (<u>Section 1</u> , after Step 5). Added reference information to the Overview of the Cardinal FIN Search Pages Job Aid.



NAV220_Generating FIN Reports and Inquiries

Generating an Ad Hoc Report

Step	Action						
1.	Log into Cardinal Financi	ials.					
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2.	Click the Main Menu link	κ.					
The Main	Menu displays.						
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Step	Action							
	The initial navigation path provided in Step 3 and following is used specifically to generate the Cardinal Trial Balance Report .							
1	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.

Favorites -	Main Menu 🗸						
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Menu	myCardinal Financi		0 0 -	myCardinal Messages			0 0 -
▶ My Favorites	Employee Self-Ser			Begin Date	Messa	ade	
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▶ Employee Self-S		•		myCardinal Financials			0 •
 Manager Self-Se Supplier Contract 		•		Financials Report Execution	Financials Report Retrieval	Financials Links	
Customers	Products	•		AP Reports	E FIN Report Manager	Cardinal Portal	
Products	Customer Contract	s 🕨		AR Reports	E FIN Process Monitor		
Customer Contra	Items	•		GL Reports PA Reports			
▶ Items	Suppliers	•		PR Reports			
▶ Suppliers	Procurement Contr	acts		E Financials Query-based Reports			
Procurement Co	Purchasing	Journals		•			
▶ Purchasing	eProcurement	GL Subsyste	m Reconciliation	•			
 Procurement Services Procure 		Ledgers		•			
 Sourcing 	Sourcing	Summary Le	dgers	•			
Project Costing	Project Costing	Close Ledge	rs	•			
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▶ Billing	-	es Den Items		•			
Accounts Receiv	Billing	Monitor Back	ground Process	•			
Accounts Payable	-	le	ncial Information				
Banking	Accounts Payable	General Rep					
Commitment Cor	Banking	General Rep	ons				
 General Ledger Allocations 	Commitment Control	ol					
Set Up Financial	General Ledger	•					
▶ Enterprise Comp	Allocations	•					
▶ Worklist	Set Up Financials/S	Supply Chain					
▶ Tree Manager	Enterprise Compon	ients •					
Reporting Tools	C Worklist						
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		General	Report	S			



Step	Action
The Gene	eral Reports Menu displays.
Favorites - Menu) My Favorin) my Cardina) Employee) Manager 5) Suppler C Customer) Products) Customer) Products) Customer) Procureme) Sourcing) Project Co) Travel and) Billing) Accounts F) Banking) Accounts F) Accounts F) Banking) Accounts F] Banking) Accounts F] Accounts F] Banking	myCardnal Financials myCardnal Financials myCardnal Financials Analysis of Appropriation General Exponse General Ledger Macadors Ford Supple Contracts General Ledger Macadors Macadors Contracts General Ledger Macadors Macado
5.	Click the Cardinal Trial Balance Report link.
The Card	inal Trial Balance Report Find an Existing Value page displays.
Favorite	s Main Menu S General Ledger General Reports Cardinal Trial Balance Report
Find	al Trial Balance Report
	arch Criteria er any information you have and click Search. Leave fields blank for a list of all values.
;	Recent Searches Choose from recent searches V 🖉 Raved Searches Choose from saved searches V
	Search by: Run Control ID begins with
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 .
1	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.
	A New Value page displays.
Card	inal Trial Balance Report
A	dd a New Value
	*Run Control IDAdd
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 (%)
8.	Click the Add button.



Ste	p	Action									
The T	rial	Balance Report page dis	plays.								
	Favorites • Main Menu • > General Ledger • > Cardinal Trial Balance Report										
	Trial Balance Report										
	Tria	l Balance Report									
	Run Control ID TRIAL_BALANCE_REPORT Report Manager Process Monitor Run										
	Re	port Request Parameters									
		Business Unit: (%for All BUs) 15100	Q	Incl	Adjustment Period	Periods					
	2	Fiscal Year:	0	1		~	Ŧ	-			
		hartField Selection	Ledger Selection		1	Account			5		
		By BU/FUND	Full Accrual					10			
		By BU/Fund/Project	Modified Accrual Cash Basis	l		🗌 Sumr	nary				
		By FundGroup By All Accounts	□ Actuals			🗆 Detai	I				
		By Fund	(All Ledgers selected together)	a wiii	be summed						
	I S	ave 🔚 Notify 🔗 Refresh							🛃 Add	Update/Display	
									Aud Z	OpuaterDisplay	
9.		Enter the desired parame	eters for the re	por	t using the	corres	pon	din	g fields.		
		Parameters are used to li parameter fields available									ie
G		•				•		•	•		a:fia
4		Refer to the FIN Reports Report being generated.									
		Reports Catalogs under			Ũ						
10.		Click the Save button.									
		Save Notify	2 Refrest	h							



Step	Action										
The page	e refreshes.										
Fa	vorites Main Menu General Leo	dger ▼ → General Reports ▼ → Cardinal Trial Balance Report									
Т	rial Balance Report										
	ial Balance Report										
	Run Control ID TRIAL_BALANCE_REPORT Report Manager Process Monitor Run										
I	Report Request Parameters										
	*Business Unit: (%for All BUs) 15100	Q Include Adjustment Periods									
	*Fiscal Year: 2	Adjustment Period									
	Accounting Period:										
	ChartField Selection	Ledger Selection Account Details									
	By BU/FUND Fund 01000	Full Accrual									
	By BU/Fund/Project	Modified Accrual Summary Cash Basis									
	By FundGroup	✓ Actuals									
	By All Accounts By Fund	(All Ledgers selected will be summed together)									
	Save 🖸 Notify 🖉 Refresh	📑 Add 🗾 Update/Display									
11.	Click the Run button.										
The Pro	cess Schedule Request pa	age displays in a pop-up window.									
F	Process Scheduler Request	×									
		Help									
-	User ID	Run Control ID TRIAL_BALANCE_REPORT									
	Server Name	Run Date 02/04/2025									
	Recurrence	Run Time 1:50:18PM Reset to Current Date/Time									
	Time Zone										
	Select Description	Process Name Process Type *Type *Format Distribution									
	 Cardinal Trial Balance Report 	VGLR001 SQR Report Web V PDF V Distribution									
D											
D											
	OK Cancel Refresh										
3											



Step	Action								
	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.								
1	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.

Favorites - Main Menu -	→ General Ledger > Ger	neral Reports 🗸 🕥 Cardinal Tria	al Balance Report		
Trial Balance Report					
Run Control ID TRIAL_BAI	LANCE_REPORT		ess Monitor Run		
Report Request Parameters		Process	s instance.22032569		
*Business Unit: (%for All BUs)	15100	Include Adjustment	t Periods		
*Fiscal Year:	2025	Adjustment Period			
Accounting Period:	1	1	▼ ●		
ChartField Selection	Ledger Sele	ction	Account Details		
By BU/FUND Fund By BU/Fund/Project By FundGroup By All Accounts By Fund By Fund	01000 Q Full Acc Modifier Cash Bi Actuals (All Ledger together)	d Accrual asis	☐ Summary ☑ Detail		
Save Notify 2 Refresh]		📑 Add 🖉 Update/Display		
displays right be		Monitor link (220	assigned to the report request and 32569 in this example).		
. Click the Proces					



Step	Action					
The Process List page displays.						
Fa	worites Main Menu Science Sc					
Pr	ocess List					
Vie	ew Process Request For					
	User ID Type V Last V 1 Days V Refresh					
	Server Name Q Instance From Instance To Clear Run Status V Distribution Status V Report Manager Reset					
	Save On Refresh Report Manager					
	Process List Personalize Find View All Image: The state s					
	22032569 SQR Report VGLR001 02/04/2025 1:50:18PM EST Success Posted Details *Actions					
	back to Cardinal Trial Balance Report					
	Save Notify					
15.	Locate the applicable Report within the Process List section using the Process Instance Number previously captured.					
	▼ Process List					
	Select Instance Seg Process Type Process Ilser					
	22032569 SQR Report VGLR001					
	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					
1	 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					







Step	р	Action							
The Vi	iew I	_og/Trace page disp	olays in a p	oop-up windo	w.				
ſ	Viev	v Log/Trace						×	
	Deer	- 4					1	Help	
	Rep	οπ							
	R	eport ID 97496288	Proc	ess Instance 220	32569	Message Log			
1		Name VGLR001	P	rocess Type SQ	R Report				
	Ru	Status Success							
	Cardii	nal Trial Balance Report					_		
	Dist	ribution Details							
	Di	stribution Node fintrn		Expiration Dat	e 03/06/2025		a		
	File	List							
	Name			File Size (bytes)	Datetime Cre	eated			
	SQR_	VGLR001_22032569.log		2,287	02/04/2025	1:52:59.823582PM	VI EST		
	vglr00	01_22032569.PDF		13,796	02/04/2025	1:52:59.823582PM	VI EST		
	vglr00	01_22032569.out		16,412	02/04/2025	1:52:59.823582PN	M EST		
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	User								
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18.		Click the .PDF link w	vithin the F	File List secti	on to view	the generate	d report i	n PDF forma	t.
		vglr001_22032569.PDF		13,796	02	2/04/2025 1:52:59	.823582PM	EST	



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Generating a Financials BI Publisher Report

1. Log into Cardinal Financials. The Cardinal Home page displays. Image: Cardinal Financials. Image: Cardinal FinanciAll financials.	Step	Action							
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Image: Section	The Card i	The Cardinal Home page displays.							
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Image: Series of the series		racts	AP Reports		E Cardinal Portal				
Image: Series can be in the series of the			GL Reports	E FIN Process Monitor					
Image: Set Service Prescription Image: Set Service Set Up Francises		nuacus	PR Reports						
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Worklist Set Up Financials/Supply Chain				•					
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		▶ Tree Manag	er 🗀 Enterprise Components						
▶ Reporting Tools Worklist				•					
PeopleTools Cardinal Interfac Tree Manager		· · · ·	Trop Managar	•					
Charge My Base		P Cardinal Inte							



Step	Action
3.	Click the Accounts Payable link.
	Accounts Payable
The Acco	unts Payable menu displays.
	 Accounts Receivable Accounts Payable Vouchers Banking Payments Commitment Control General Ledger Allocations Set Up Financials/Supply Chain
4.	Click the Reports list item.
	Reports
The Repo	orts menu displays.
	Accounts Receivable Accounts Payable Accounts Payable Banking Banking Commitment Control General Ledger Allocations Review Accounts Payable Allocations Set Up Financials/Supply Chain Enterprise Components Worklist Tree Manager
5.	Click the Vouchers list item.
	Vouchers



Step	Action				
The Vouchers Reports Menu displays.					
6.	t Agency to Agency Vouchers Unreimb/Reimb Petty Cash Vchrs Voucher Listing by Chartfield Vouchers Payments Batch Processes Review Accounts Payable Info Voucher Register Voucher Reports Voucher Reconciliation Its Click the Voucher Register link.				
	Voucher Register				
The Vouc	her Register Find an Existing Value page displays.				
Favor	ites Main Menu Accounts Payable Reports Vouchers Voucher Register				
Voucl	ner Register				
	hd an Existing Value Search Criteria hter any information you have and click Search. Leave fields blank for a list of all values.				
	Recent Searches Choose from recent searches V Saved Searches Choose from saved searches V				
	Run Control ID begins with V				
	Show fewer options Case Sensitive				
	Search Clear				
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 .				
j	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 Ad	The Add a New Value page displays.				
Fa	vorites Main Menu Accounts Payable Reports Vouchers Voucher Register				
Vo	icher Register				
	Add a New Value				

	Run Control ID
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 (%)
9.	Click the Add button.



ę	Step	Action					
The	The Voucher Register page displays.						
	Favorites	Main Menu Accounts Payable Reports Vouchers Voucher Register					
	Voucher Register						
		Run Control ID VOUCHER_REGISTER Report Manager Process Monitor Run Language English					
	Report I	Request Parameters					
		Business Unit 15100					
	Da	te Range Print Options					
		From Date Print Voucher Line					
		Through Date					
	R Save	E Notify Update/Display					
	10.	Enter the desired parameters for the Report using the corresponding fields.					
	a	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.					
		Save Notify					
	12.	Click the Run button.					
		Run					



Step	Action	
The Proce	ess Scheduler Request page displays in a pop-up window.	
ſ	Process Scheduler Request	×
_	User ID Run Control ID VOUCHER_REGISTER	Help
B	Server Name V Run Date 04/22/2025	
P	Recurrence Run Time 11:14:27AM Reset to Current Date/Time	
	Time ZoneQ	
	Process List Select Description Process Name Process Type *Type *Format	
	✓ Voucher Register APX1010 BI Publisher Web V PDF V Distribution	
	OK Cancel The Process Type field displays "BI Publisher" for these types of Reports.	.:
1		
	The Type field defaults to "Web". Update to "Email", "File", or "Printer" as desir is selected, use the Distribution link to identify the email address to send the F	
1	The Format field defaults based on the Report being generated. Update as ne formats are available for the Report being generated.	eded if other
	Refer to the FIN Reports Catalogs to identify the formats available for each spe Report. The FIN Reports Catalogs are located on the Cardinal Website in Rep Catalogs under Resources .	
13.	Click the OK button.	
	OK Cancel	



St	ер	Action						
The	The Voucher Register page redisplays.							
[Favorit	tes Main Menu Accounts Payable Reports Vouchers Voucher Register						
	Vou	cher Register						
		Run Control ID VOUCHER_REGISTER Report Manager Process Monitor Run						
		Language English V Process Instance:23460677						
	Repor	rt Request Parameters						
		Business Unit 15100						
		Date Range Print Options						
		From Date 02/01/2025 Drint Voucher Line						
		Through Date 02/28/2025 3 Print Distribution Line						
	🖪 Sa	ave E Notify Update/Display						
14	4.	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. Process Monitor						
The	Proce	ess List page displays.						
	Favo	rites Main Menu Accounts Payable Reports Vouchers Vouchers Process Monitor						
	Proc	sess List						
	View	v Process Requests						
		User ID Type Last 1 Days Refresh Server Name Instance Range Clear						
	F	Run Status V Distribution Status Save On Refresh Report Manager Reset						
	-	Process List Personalize Find View All 🔃 📑 First 🚯 1 of 1 🕟 Last						
	Selec	t Instance Seq. Run Control ID Process Type Process User Run Date/Time Run Status Distribution Status Actions						
		23460677 VOUCHER_REGISTER BI Publisher APX1010 04/22/2025 11:14:27AM Success Posted Details *Actions						
		ack to Voucher Register						



Step	Action
15.	Locate the applicable Report within the Process List section using the Process Instance Number previously captured.
	Process List Select Instance Seq. Run Control ID Process Type Process Name User 23460677 VOUCHER_REGISTER BI Publisher APX1010
1	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.
	Personalize Find View All 2 R First I of 1 Last Process Type Process Type Name User Run Date/Time Run Status Distribution Status Details Actions R BI Publisher APX1010 04/22/2025 11:14:27AM EDT Success Posted Details *Actions



Step	Action
The Repo	rt Manager page displays.
	Favorites • Main Menu • > Accounts Payable • > Reports • > Vouchers • > Voucher Register > Process Monitor > Report Manager List Explorer Administration Archives
	View Reports For Folder Instance to Refresh Name Created On It Last 1 Days Reports Personalize Find View All [2] [2] First (4) 1-2 of 2 (b) Last Report Report Description Folder Name Completion Date/Time Report ID Process Instance 1 APX1010 - APX1010 - APX1010 - PDF General 04/22/25 104610441 23460677
	Go back to Process Requests Save List Explorer Administration Archives
17.	Click the link in the Report column.
	APX1010 - APX1010.pdf APX1010 - APX1010.PDF General 04/22/25 11:20AM 104610441 23460677
The Repo	Favorites • Main Menu • > Accounts Payable • > Reports • > Vouchers • > Voucher Register > Process Monitor > Report Manager
	Report Report ID 104610441 Process Instance 23460677 Message Log Name XMLP Process Type XML Publisher Run Status Success APX1010 - APX1010.pdf
	Distribution Details Distribution Node fintm Expiration Date 05/22/2025 File List Name File Size (bytes) Datetime Created APX1010.pdf 1,415,423 04/22/2025 11:20:05:057211AM EDT Distribute To Distribution ID Type "Distribution ID
	User Return
18.	Click the .pdf link within the File List section to view the generated Report in the PDF format.
	File List Name APX1010.pdf





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 Card	inal Home page displays.
Favorites • Menu > My Favorites > myCardina I > Employee S > Suppler Cor > Customers > Products > Customers > Products > Customers > Products > Products > Products > Products > Products > Procureme > Supplers > Procuremen > Services Procuremen > Services Procurement > Procurement > Procurement > Supplers > Procurement > Supplers > Procurement > Supplers > Procurement > Supplers > Procurement > Supplers > Procurement > Builing	Initialis Initi
2.	Financials Report Retrieval
The Fina r	Action of the second se
A	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
	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:
1	 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 Ist 1 Days V
1	 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	f a completed View Reports For section:
F	avorites → Main Menu → myCardinal Financials → Financials Report Retrieval
L	ist Explorer Administration Archives
	View Reports For
	Folder APPROP BUD ACTU/ V Instance to Refresh
	Name BU15100 Created On Bi Last V 1 Years V
	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.
	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 B Last 1
	Reports Personalize Find View All 🔄 📰 First 🛞 1-50 of 68 🕢 Last
	Report Report Description Folder Name Completion Date/Time Date/Time Report ID Instance Process Instance
	BU15100- BUDVSACT BU15100-BUDVSACT FND/PRG- 01000 APPROP BUD ACTUAL 12:02AM 98066660 22091105
	BU15100- BUDVSACT BU15100-BUDVSACT APPROP BUD ACTUAL 04/23/25 12:02AM 106083341 23780169
	BU15100- BUDVSACT BU15100-BUDVSACT APPROP BUD ACTUAL 04/22/25 FND/PRG- 01000 1000 23772340
	BU15100- BUDVSACT FND/PRG- 01000 BU15100-BUDVSACT FND/PRG-01000 APPROP BUD ACTUAL 04/19/25 12:04AM 106003863 23763167
	BU15100- 5 BU15100-BUDVSACT FND/PRG-02011 BU15100-BUDVSACT FND/PRG-02011 04/22/25 12:03AM 106044290 23772340
	BU15100- 6 BU15100-BUDVSACT FND/PRG-02011 BU15100-BUDVSACT FND/PRG-02011 APPROP BUD ACTUAL 04/19/25 12:04AM 106003869 23763167
5.	Select the applicable report by clicking the corresponding link within the Report column.
	BU15100- BUDVSACT BU15100-BUDVSACT APPROP BUD ACTUAL 04/22/25 12:03AM 106044281 23772340
6.	A Save Warning message displays. Click the No button.
	3. Save Warning Do you want to save your changes? Click Yes to go back and save, or No to discard your changes. 21. Yes No



Step	Action
The Repo	ort 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
	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.
	९ ☆ ◘ !
	nalize Page
	RGL003A-01000.xISX
	20.8 KB • Done



Step Action The downloaded file displays. File Insert Page Layout Formulas Data Review View Home Automate Add-ins Help 039 \checkmark : $\times \checkmark f_x$ + 2 0 В С D Р 0 **Commonwealth of Virginia** 3 CARDINA COVA Standard Budget to Actual - Program, Fund 4 5 6 7 Report ID: RGL003A Run Date: April 22, 202
 RGE003A
 RGE003A

 7
 Layout ID:
 VGLR003A

 8
 Scope:
 FNDS_15100

 9
 Period Ending: 2025-06-30

 10
 Business Unit: //15100

 41
 Eucet
 Run Time: 12:03:59 AM Department of Accounts 11 Fund: 12 13 01000 General Fund (Over) Under 14 Program Description Appropriation Expenditures Appropriation % of Budget Remaining 15 16 ALL PROGRAMS 21 3,501,869.00 \$ 1,392,289.77 2,109,579.23 0.60 +++++ Fin Sys Develp&Mgmt 27 Accounting Services \$ 12,292,948.00 \$ 9,310,116.08 2,982,831.92 0.24 1,512,160.00 \$ \$17,306,977.00 1,359,791.82 \$12,062,197.67 152,368.18 \$5,244,779.33 0.10 30.30% 30 31 Admin&Support Sycs ALL_PROGRAMS 32 33 34 35

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.

1									
2	d B	С	D	E	F	G	н	1	J
3		Commonwe	ealth of Virginia						
4	CC	VA Standard Budget to A	ctual - Program, Fund						
5									
		RGL003A							
		VGLR003A							
		FNDS_15100							
		2025-06-30							
	Business Unit:	15100	Department of Accounts						
	Fund:	01000	General Fund						
12									
13									
14	Program	Description	Appropriation	2025-	1 2025-2	2025-3	2025-4	2025-5	2025
15									
16	1	ALL PROGRAMS							
17	7240		3,501,869.00	0.00	0.00	0.00	0.00	0.00	0.0
18	724001	Financial System Development	0.00	48,455.44	77,808.31	44,288.61	33,887.46	66,422.02	56,689.2
19				72,682.54		66,434.10			85,032.9
20	724004	Computer Services	0.00	0.00		0.00	0.00		0.0
21		Fin Sys Develp&Mgmt	\$ 3,501,869.00						
22				0.00		0.00			0.0
23				253,658.96		238,524.67			239,447.1
24				28,979.26		18,268.91		38,268.28	26,596.8
25				143,290.52		143,050.48			148,299.7
26			0.00	475,908.30		505,055.35			605,767.5
		Accounting Services							
27				0.00		0.00			0.0
27 28		General Management & Direction	0.00	119,787.93	206,064.82	146,710.05			181,696.4
27 28 29									
27 28)	Admin&Support Svcs							

The nVision Drilldown feature is useful to determine the transactions included in an amount on the Report. To drilldown within an nVision report, the **DrilltoPIA Add-In** for nVision must be configured within Excel and the user must be logged into Cardinal. If the **DrilltoPIA** 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.

2025-	2025-2	2025-1	Appropriation	Description	Program
				ALL_PROGRAMS	
0.00	0.00	0.00	3,501,869.00	Fin Sys Development & Mgmt	7240
44,288.61	77,808.31	48,455.44	0.00	Financial System Development	724001
66,434.10	113,109.12	72,682.54	0.00	Financial System Maintenance	724002
0.00	0.00	0.00	0.00	Computer Services	724004
110,722.71	\$ \$ 190,917.43	\$ 121,137.98	\$ 3,501,869.00	Fin Sys Develp&Mgmt	
0.00	0.00	0.00	12,292,948.00	Accounting Services	7370
238,524.67	393,927.75	253,658.96	0.00	General Accounting	737001
18,268.91	27,522.54	28,979.26	0.00	Disbursements Review	737002
143,050.48	238.527.05	143,290,52	0.00	Payroll Operations	737003

10.

i

Click the **Add-Ins** menu and the **nVisionDrill** menu opens at the top of the page.

	File	Home	Insert	Page Layout	Formulas	Data	Review	View	Automate	Add-ins	Help
	nV	isionDrill ~									
ľ			_								
	Menu	Commands	5								



NAV220_Generating FIN Reports and Inquiries

Step	Action
11.	Click the nVisionDrill dropdown button.
	File Home Inser
12.	The Drill option displays.
	Click the Drill option.
	nVisionDrill ~ D <u>r</u> ill

The Run Drilldown page displays.

Run Drilld	own					
Report Instan	ce:	23772340_	106044281			
Rov	v:	18			Column:	6
*Тур	e: [Web	~			
Available Dri	illdown	Layouts	Personalize Find	🛛 🔜 🔜 First 🤇	🜒 1-19 of 19 🕟 La	ist
Description				* Server Name	Run Drilldown	
Account by Bus	iness Un	it		PSNT1 ¥	Run Drilldown	
Account by Peri	iod			PSNT1 V	Run Drilldown	
Account by Pro	duct			PSNT1 ¥	Run Drilldown	
Business Unit b	y Period			PSNT1 ¥	Run Drilldown	
Business Unit b	y Accour	nt		PSNT1 ¥	Run Drilldown	
Business Unit b	y Produc	:t		PSNT1 🗸	Run Drilldown	
Product by Acco	ount			PSNT1 🗸	Run Drilldown	
Product by Busi	iness Un	it		PSNT1 🗸	Run Drilldown	
Product by Peri	od			PSNT1 V	Run Drilldown	
Drilldown by Ag	ency Use	e 1		PSNT1 V	Run Drilldown	
Drilldown by Ta	sk			PSNT1 🗸	Run Drilldown	
Drilldown by FIF	PS			PSNT1 🗸	Run Drilldown	
Drilldown by As	set			PSNT1 🗸	Run Drilldown	
Drilldown by Co	st Cente	r		PSNT1 🗸	Run Drilldown	
Drilldown by De	partmen	t		PSNT1 V	Run Drilldown	
Drilldown by Ag	ency Use	e 2		PSNT1 V	Run Drilldown	
Drilldown by Jo	urnal			PSNT1 V	Run Drilldown	
Drilldown by Vo	ucher			PSNT1 V	Run Drilldown	
Drilldown by En	eevolan			PSNT1 V	Run Drilldown	



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 V Run Drilldown
1	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 o	opens the Administration tab on the FIN Report Manager page.
	Favorites ▼ Main Menu ▼ > Drilldown
	List Explorer Administration Archives
	View Reports For
	User ID Type V Last V 1 Hours V Refresh
T I	Report List Personalize Find View All [2] [2] First (3) 1 of 1 (3) Last
	Report Pros Description Request Format Status Dotails
	Determination Description Date/Time Formation Status Details 106092558 23780771 DR_23772340_23780771_RGL003A-01000.xlsx 04/23/2025 Status Details (*,xls) Details (*,xls) Details Details
ĺ	Select All Delete Click the delete button to delete the selected report(s)
1	Save
İ	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.



Step	Action
The repor	t downloads.
	Q ☆ ♪ ∴ ② ÷ Recent download history ⊗ Sign Out DR_23772340_23780771_RGL003A-01000 .xlsx 16.9 KB + Done Full download history □ □
15.	Click the list item to open the downloaded file. DR_23772340_23780771_RGL003A-01000 _xlsx 16.9 KB + Done
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 Repo	rt opens in Excel.
7 L 8 P 9 B 10 11	B C D E F G H I J Image: Constrained by Circle and Ci
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".
	Department Description Budget 2025-1 2025-2 98300 Systems Analysis & Programming 0.00 16,369.41 29,783.51 98400 Chief Technology Officer & DBA 0.00 32,086.03 48,024.80 All Departments \$0.00 \$48,455.44 \$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.

				Personalize Conten	nt Layout ? Help
Menu	0 0 -	myCardinal Messages			0 0 -
My Favorites		Begin Date	Messa	ide	
myCardinal Financials		Bogin Bato		.90	
Employee Self-Service		myCardinal Financials			0 0 -
Manager Self-Service		Financials Report Execution	Financials Report Retrieval	Financials Links	
Supplier Contracts					
Customers		AP Reports	E FIN Report Manager	E Cardinal Portal	
Products		AR Reports GL Reports	E FIN Process Monitor		
Customer Contracts		PA Reports			
Items		PR Reports			
Suppliers		Financials Query-based Reports			
Procurement Contracts					
Purchasing					
eProcurement					
Services Procurement					
Sourcing					
Project Costing					
Travel and Expenses					
▶ Billing					

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



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

Vie	w Reports I	For							
Fold	ler	~	Instance	to		Refresh			
Nai	ne		Created On		🛐 Last	~	1	Days	\sim
Re	ports			Personalize Find				🕑 Last	
	Report	Report Desc	ription	Folder Name	Com Date/	pletion Repo Time ID	ort	Process Instance	
1	Report								

2.



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.
	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 Expl	orer tab displays.
	Favorites • Main Menu • > myCardinal Financials • > Financials Report Retrieval
	List Explorer Administration Archives First Previous Next Last Left Right
	E 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
	60100 Batch Rpts 19900 Batch Rpts 72500 Batch Rpts
	The Explorer tab displays a hierarchical view of the folders and reports by BU and Fiscal
1	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.
	➡ APPROP BUD ACTUAL



Step	Action
The selec	ted Folder expands.
	 APPROP BUD ACTUAL BU10000 BU10100 BU10200 BU10300 BU10000 BU10500 BU10700 BU10800 BU10900 BU11000 BU11000 BU11200 BU11200 BU11300 BU11400 BU11400 BU11400 BU11500
5.	Locate and click to expand the applicable Business Unit Folder.
The Busir	ness Unit folder expands.
6.	Locate and expand the applicable Fiscal Year (FY) Folder.



Step	Action					
The Folder expands.						
	Image: FY2025 Image: BU15100-BUDVSACT FND/PRG-01000 - 2025-05-03-00.04.55.617476] Image: BU15100-BUDVSACT FND/PRG-02011 - 2025-05-03-00.04.55.593764] Image: BU15100-BUDVSACT FND/PRG-02081 - 2025-05-03-00.04.55.593894] Image: BU15100-BUDVSACT FND/PRG-02111 - 2025-05-03-00.04.55.617619] Image: BU15100-BUDVSACT FND/PRG-02111 - 2025-05-03-00.04.55.617619] Image: BU15100-BUDVSACT FND/PRG-02700 - 2025-05-03-00.04.55.61763] Image: BU15100-BUDVSACT FND/PRG-02880 - 2025-05-03-00.04.55.61763] Image: BU15100-BUDVSACT FND/PRG-02880 - 2025-05-03-00.04.55.617924] Image: BU15100-BUDVSACT FND/PRG-02000 - 2025-05-03-00.04.55.617924] Image: BU15100-BUDVSACT FND/PRG-06011 - 2025-05-03-00.04.55.618042] Image: BU15100-BUDVSACT FND/PRG-06080 - 2025-05-03-00.04.55.618042] Image: BU15100-BUDVSACT FND/PRG-06090 - 2025-05-03-00.04.55.618191] Image: BU15100-BUDVSACT FND/PRG-06090 - 2025-05-03-00.04.55.618191] Image: BU15100-BUDVSACT FND/PRG-06090 - 2025-05-03-00.04.55.618191] Image: BU15100-BUDVSACT FND/PRG-06150 - 2025-05-03-00.04.55.594511] Image: BU15100-BUDVSACT FND/PRG-06150 - 2025-05-03-00.04.55.594511] Image: BU15100-BUDVSACT FND/PRG-06150 - 2025-05-03-00.04.55.594511] Image: BU15100-BUDVSACT FND/PRG-09151 - 2025-05-03-00.04.55.594568]					
7.	 □ [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 - 2025-05-03-00.04.56.617690] □ [BU15100-BUDVSACT FND/PRG-15000 - 2025-05-03-00.04.56.617690] Click the desired Report link. □ [BU15100-BUDVSACT FND/PRG-01000 - 2025-05-03-00.04.55.617476] 					
The Repc	Report Report ID 106432228 Process Instance 23852545 Name RPTBOOK Process Type nVision-ReportBook Run Status Success BU15100-BUDVSACT FND/PRG-01000 Distribution Details Distribution Details					
	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					
8.	Follow Steps 7 – 16 in the section of this Job Aid titled <u>Accessing nVision Reports and</u> <u>Drilldowns</u> 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 Card	inal Financials Home page	displays.						
Favorites -	Main Menu 🗸							
				Personalize Content Layout	? Help			
Menu My Favorite	C Over myCardinal Messages C O							
▶ myCardinal	Financials Begin Date message							
 Employee S Manager Se 		yCardinal Financials /// Financials Report Execution	Financials Report Retrieval	Financials Links	0 0 -			
 Supplier Coi Customers Products Customer Coi Items Suppliers Procurement 	ontracts	AP Reports AR Reports GL Reports P R Reports P R Reports P R Reports P R Reports F Financials Query-based Reports	Fin Report Manager Fin Process Monitor	E Cardinal Portal				
Purchasing Porcoureme Services Prr Sourcing Project Cost Travel and E Billing	nt scurement							
The Financial Report Manager page displays with the List tab displayed by default.								
	Favorites	myCardinal Financials - Fina	ancials Report Retrieval					
	List Explorer Administration	Archives						
	View Reports For							
	Folder	Instance to	Refresh					
	Name Cr	eated On	🛐 Last 🗸	1 Days 🗸				
	Personalize Find View All Image: Process of the proces of the process of							
	Save							
i	If a "More than 1000 rows we the Cancel button to contin		may take a long tim	ne" message dis	plays, click			



Step	Action
1	 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 Expl	orer tab displays.
İ	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.



NAV220_Generating FIN Reports and Inquiries



The available reports display.

		Favorites 🗸	Main Menu 🗸	>	myCardinal Financials 🗸	>	Financials Report Retrieval
		➡ 50500	Batch Rpts				
		🗁 AGY F	ROMPT PAY RPTS				
		₿ [VA	PR0525 - 2025-05-0	1-23.0	03.03.918326]		
		E [VA	PR0525 - 2025-04-0	1-23.0	08.28.312555]		
			PR0525 - 2025-03-0				
			PR0525 - 2025-02-0				
			PR0525 - 2025-01-0				
			PR0525 - 2024-12-0				
			PR0525 - 2024-11-0				
			PR0525 - 2024-10-0				
			PR0525 - 2024-09-0				
			PR0525 - 2024-08-0				
			PR0525 - 2024-07-0				
			PR0525 - 2024-06-0 PR0525 - 2024-05-0				
			PR0525 - 2024-05-0				
			PR0525 - 2024-04-0				
			PR0525 - 2024-02-0				
			PR0525 - 2024-01-0				
			PR0525 - 2023-12-0		-		
			PR0525 - 2023-11-0				
			PR0525 - 2023-10-0				
			PR0525 - 2023-09-0				
		₿ [VA	PR0525 - 2023-08-0	1-23.2	20.39.418757]		
		🖹 [VA	PR0525 - 2023-07-0	1-21.0	03.15.688759]		
5.	The applica	able folde	r is selected				
	Click the a	oplicable l	ink.				
	🗁 🗚 AGY P	ROMPT PA	Y RPTS				
			025 05 01 22	02.0	2 0192261		
	E [VA	FR0929 - 2	025-05-01-23.	US.U	3.810320]		



Report ID 106377566 Name VAPR0525 Run Status Success VAPR0525 Distribution Details Distribution Node File List Name SQR_VAPR0525_23843923.log VAPR0525_10000_23843923.PDF VAPR0525_10100_23843923.PDF VAPR0525_10200_23843923.PDF VAPR0525_10200_23843923.PDF	Process Instance 23 Process Type St Expiration Date 2,241 17,216 16,952	QR Report ate 01/25/2028 Datetime Created 05/01/2025 11:03:03.918326PM EDT
Run Status Success VAPR0525 Distribution Details Distribution Node finprd File List Name SQR_VAPR0525_23843923.log VAPR0525_10000_23843923.PDF VAPR0525_10100_23843923.PDF VAPR0525_10100_23843923.PDF VAPR0525_10200_23843923.PDF VAPR0525_10200_23843923.PDF	Expiration Da File Size (bytes) 2,241 17,216	ate 01/25/2028 Datetime Created 05/01/2025 11:03:03.918326PM EDT
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Name SQR_VAPR0525_23843923.log VAPR0525_10000_23843923.PDF VAPR0525_10100_23843923.PDF VAPR0525_10200_23843923.PDF	2,241 17,216	05/01/2025 11:03:03.918326PM EDT
SQR_VAPR0525_23843923.log VAPR0525_10000_23843923.PDF VAPR0525_10100_23843923.PDF VAPR0525_10200_23843923.PDF	2,241 17,216	05/01/2025 11:03:03.918326PM EDT
VAPR0525_10000_23843923.PDF VAPR0525_10100_23843923.PDF VAPR0525_10200_23843923.PDF	17,216	
VAPR0525_10100_23843923.PDF VAPR0525_10200_23843923.PDF		
VAPR0525_10200_23843923.PDF	16 952	05/01/2025 11:03:03.918326PM EDT
	10,002	05/01/2025 11:03:03.918326PM EDT
	16,802	05/01/2025 11:03:03.918326PM EDT
VAPR0525_10300_23843923.PDF	16,956	05/01/2025 11:03:03.918326PM EDT
VAPR0525_10400_23843923.PDF	16,799	05/01/2025 11:03:03.918326PM EDT
VAPR0525_10500_23843923.PDF VAPR0525_10700_23843923.PDF	16,848 16,955	05/01/2025 11:03:03.918326PM EDT 05/01/2025 11:03:03.918326PM EDT
		05/01/2025 11:03:03.918326PM EDT
		05/01/2025 11:03:03.918326PM EDT
VAPR0525_11000_23843923.PDF	16,852	05/01/2025 11:03:03.918326PM EDT
VAPR0525_11100_23843923.PDF	16,957	05/01/2025 11:03:03.918326PM EDT
VAPR0525_11200_23843923.PDF	16,956	05/01/2025 11:03:03.918326PM EDT
VAPR0525_11300_ 23843923.PDF	16,951	05/01/2025 11:03:03.918326PM EDT
VAPR0525_11400_23843923.PDF	16,976	05/01/2025 11:03:03.918326PM EDT
VAPR0525_11500_23843923.PDF	16,977	05/01/2025 11:03:03.918326PM EDT
	16,962	05/01/2025 11:03:03.918326PM EDT
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		05/01/2025 11:03:03.918326PM EDT
VAPR0525_11900_23843923.PDF	16,938	05/01/2025 11:03:03.918326PM EDT
t displays will vary depend	ding on the R	eport.
	-	05/01/2025 11:03:03.918326PM EDT
	VAPR0525_11100_23843923.PDF VAPR0525_11200_23843923.PDF VAPR0525_11300_23843923.PDF VAPR0525_11400_23843923.PDF VAPR0525_11500_23843923.PDF VAPR0525_11600_23843923.PDF VAPR0525_11600_23843923.PDF VAPR0525_11800_23843923.PDF VAPR0525_11900_23843923.PDF VAPR0525_11900_23843923.PDF	VAPR0525_10900_23843923.PDF 17,236 VAPR0525_11000_23843923.PDF 16,852 VAPR0525_11200_23843923.PDF 16,957 VAPR0525_11200_23843923.PDF 16,956 VAPR0525_11200_23843923.PDF 16,951 VAPR0525_11400_23843923.PDF 16,976 VAPR0525_11600_23843923.PDF 16,977 VAPR0525_11600_23843923.PDF 16,982 VAPR0525_11800_23843923.PDF 16,800 VAPR0525_11900_23843923.PDF 16,800 VAPR0525_11900_23843923.PDF 16,938 is scenario, the Report is a PDF file and the displays will vary depending on the Report is a PDF file and the displays will vary depending on the Report is a PDF file and the displays will vary depending on the Report is a PDF file and the displays will vary depending on the Report is a PDF file and the displays will vary depending on the Report is a PDF file and the displays will vary depending on the Report is a PDF file and the displays will vary depending on the Report is a PDF file and the displays will vary depending on the Report is a PDF file and the displays will vary depending on the Report is a PDF file and the displays will vary depending on the Report is a PDF file and the displays will vary depending on the Report is a PDF file and the displays will vary depending on the Report is a PDF file and the displays will vary depending on the Report is a PDF file and the displays will vary depending on the Report is a PDF file and the displays depending on the Report is a PDF file and the displays depending on the Report is a PDF fi



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 Card	inal Financials Home pa	ge displays.						
Favorites -	Main Menu 🕶							
				Personalize Content Layout ? Help				
Menu My Favorites	0 07	myCardinal Messages Begin Date	Message	0 0-				
▶ myCardinal F ▶ Employee Se		myCardinal Financials	message	0				
Manager Self	f-Service	Financials Report Execution	Financials Report Retrieval	Financials Links				
 Supplier Cont Customers 	tracts	AP Reports	FIN Report Manager	E Cardinal Portal				
 Products Customer Co 	sa trada	GL Reports	E FIN Process Monitor					
▶ Items	ntracts	PR Reports						
 Suppliers Procurement 	Contracts	E Financials Query-based Reports						
Purchasing								
 Procurement Services Procurement 								
Sourcing								
 Project Costin Travel and Ex 								
▶ Billing								
2.	Click the Main Menu link	۲.						
The Main	Menu displays.							
	Favo	rites - Main Menu -						
		myCardinal Financials	÷					
	Menu My F	avorites Employee Self-Service	0 0 -					
		ardinal Fina 🍋 Manager Self-Service	•					
		loyee Self-S 🗀 Supplier Contracts	•					
		ager Self-Se 🗀 Customers blier Contrac	•					
	▶ Cust	omers Products						
	Prod Gust	omer Contra Items						
	▶ Item		•					
	> Supp	oliers 🗀 Procurement Contracts	►					
		urement Co hasing	•					
		curement eProcurement ices Procure Services Procurement	F					
	Serv Sour							
		ect Costing Project Costing	•					
	▶ Trav ▶ Billin	el and Exper	•					
		g Billing	•					
		ounts Payabl 🦳 Accounts Receivable	•					
	▶ Bank							
		eral Ledger Commitment Control						
		ations	•					
		Jp Financial General Ledger rprise Comp 🗀 Allocations	+					
	▶ Work	dist 🛛 🗎 Set Up Financials/Supply Chair	n 🕨					
		Manager Enterprise Components	•					
		bleTools						
		linal Interfac	*					
	- Oher	ana bha tha d	ii					



Step	Action							
3.	Click the General Ledger link.							
	General Ledger							
The Gene	ral Ledger menu displays.							
	Commitment Control Journals General Ledger Journals Allocations GL Subsystem Reconciliation Set Up Financials/Supp Ledgers Enterprise Components Summary Ledgers Worklist Close Ledgers Tree Manager Average Daily Balance Reporting Tools Open Items PeopleTools Monitor Background Process Review Financial Information General Reports							
4.	Click the Review Financial Information list item. Review Financial Information							
The Revie	w Financial Information menu displays.							
	Incials/Supp Incials/Supp							
5.	Click the Journals list item.							



Step	Action							
The Jour	nals Find an Existing Value page displays.							
Favorites -	Main Menu → General Ledger → Review Financial Information → Journals							
Journals								
Find an ▼ Search	Existing Value							
	r information you have and click Search. Leave fields blank for a list of all values.							
ع ۳	Recent Searches Choose from recent searches V Raved Searches Choose from saved searches V							
	Inquiry Name begins with V							
	Search Clear							
1	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.							
	Add a New Value							
The Jour	nals Add a New Value page displays.							
Fa	vorites Main Menu General Ledger Review Financial Information Journals							
Jo	ırnals							
	Add a New Value							
	*Inquiry Name Add							
7.	Enter an Inquiry Name in the Inquiry Name field.							
	*Inquiry Name							
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 "Unit "Ledger "Year "From Period "To Period Suspense Status			
	JOURNALS 15100 Q Q Q Q Q Q Q Journal ID Date Status Source Currency Stat Document Type Q Date Code Adj User Document Sequence Sort By Max Rows Attachment Exist Journal Id V 100 V			
	Search			
	R Save Notify			
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 *Unit *Ledger *From Period *To Period Suspense Status JOURNALS 15100 ACTUALS 2025 7 8 4			
	Journal ID Date Status Source Currency Stat Document Type			
	User Document Sequence Sort By Max Rows Attachment Exist Journal Id 100			
	Search Delete Clear			
	Image: Save Image: Notify Image: Add Image: Display			
10.	Click the Search button.			
	Search Delete Clear			



<image/> 1. Click the applicable Journal ID link. Image: Compare the second s	Step	Action							
11. Click the applicable Journal ID link. Image: State of the state									
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11. Click the applicable Journal ID link. 			Favorites • Main Menu • > General Ledger • > Review Financial Information • > Journals						
11. Click the applicable Journal ID link. 									
11. Click the applicable Journal Inquiry Details page displays showing detailed Journal Inquiry Details thetail theta thetail thet			Inquiry "Unit "Ledger "Year "From Period "To Period Suspense Status						
11. Click the applicable Journal ID link. 			Journal ID Date Status Source Currency Stat Document Type						
1. Cick the applicable Journal ID link. 			User Document Sequence Sort By Max Rows Attachment Exist						
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11. Click the applicable Journal ID link. 			0002931458 02/06/2025 99700 Posted ONL No Susp TPR23426 02/06/2025 DOA (15100) WCA Drawdown Reque						
0002828108 0204/2025 15100 Posted ONL No Susp EMH68749 0204/2025 Parking fees for December 2024 The Journal Inquiry – Journal Inquiry Details page displays showing detailed Journal ines. Image: Control of			0002934828 02/14/2025 99700 Posted ONL No Susp 00836219100 02/14/2025 Delaware (DE) state taxes with						
Favorities Main Menrul Oliverent (Ledger < a)			nal Inquiry – Journal Inquiry Details page displays showing detailed Journal						
Journal Inquiry Journal Inquiry Cabger Crites Journal Do 000000100 Ledger Group ACTULUS Journal Status Posterio Diane 004/0205 Process No Request Journal Status Posterio Diane 004/0205 Process No Request Journal Status Posterio Diane 004/0205 Posterio Diane 004/04/0205 Posterio Diane 004/04/04/04/04/04/04/04/04/04/04/04/04/									
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Journal I/e addref Date Optiginal Date 020/4/2025 Serverus Serverus Source OR Date 020/4/2025 Process No Reguest Image: Construction of the construction of the			▶ Ledger Criteria						
Ledger Group ACTUALS Original Date 0204/2025 Process No Request Survey ONL Date Posted 0204/2025 Tabilines 12 Journal Status Posted Reversal None Inter/Die UH/887/4 Balance DR=CR Reversal None Inter/Die UH/887/4 Dos Seq Balance Drace Code Adjustment No Long Description Printing tees for December 2024 User DE UH/887/4 No Verw Attachenet (%) Posted Date Code Adjustment No Long Description Printing tees for December 2024 User DE UH/887/4 No Verw Attachenet (%) Prome Line Outered Code Adjustment No Outered Printing tees for December 2024 Find [Verw All [P]] First @ 101 1 List Currency USD Debit Amount 13,450.50 Net 0.00 Journal Line Interfield Printing 1224 15100 Q Q Q S1000 Find Find Verw All [P] First @ 112 0 12 List 1 parking 1224 15100 Q Q Q Q S1000 S1000 S			Journal Header						
Journal Status Poster Reversal Date Juer D EM+88740 JBanned DR=CR Reversal None InterUnit BU 15100 Doc Seq Bdaget Status Valid Date Code Adjustment N Long Description Parking frees for December 2024 Vew Attachment (0) Forman's From Line Occerrency Find Vew All First I of I of Last Operating frees for December 2024 Vew Attachment (0) Vew Attachment (0) Vew Attachment (0) Operating VS Deb the Amount 13,450.50 Net 0.00 Journal Line Vew Attachment (0) Vew All First I of I of Last Last Journal Line Versenalize Find Vew All First I of I of Last Last Journal Line Vew All First I of I of I or Last Last Journal Line Versenalize Find Vew All First I of I or I or I or I or I or I or I or									
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For more detailed information about the available financial inquiries, see the Financial			3 unassigned spaces 24.50 USD 5015450 01000 799001 93100						
Reports catalogs located on the Cardinal website in Reports Catalogs under Resources	i								