



Cardinal FIN Reporting Job Aid

NAV220 Running and Scheduling FIN Queries

Running and Schedule FIN Queries Overview

The purpose of this Job Aid is to walk through the processes used to run Cardinal Financials queries.

Generally, the instructions included in this Job Aid can be used to run and/or schedule any of the Cardinal FIN Queries. However, the navigation path and the parameters available will differ based on the specific query being run. Utilize these instructions along with the query-specific data provided in the FIN Reports Catalogs to run the applicable query.

The FIN Reports Catalogs are 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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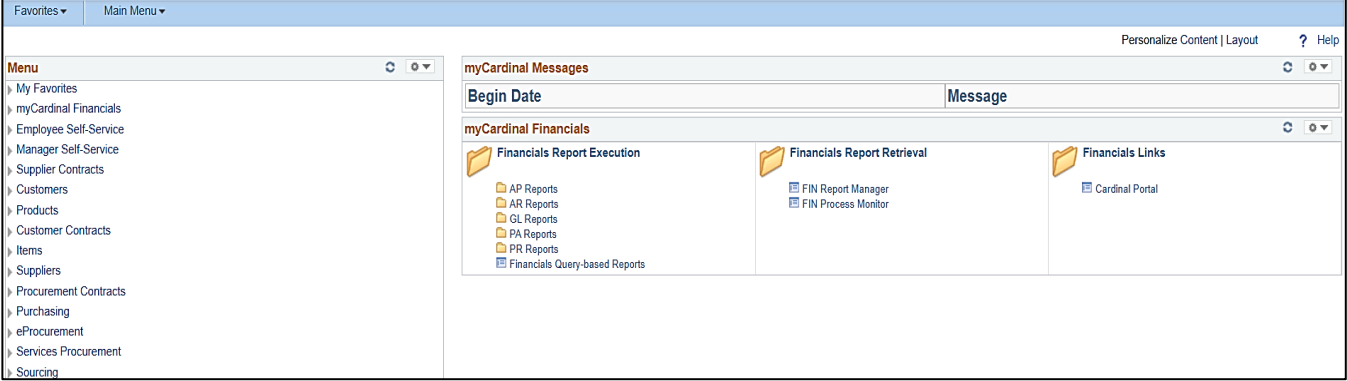

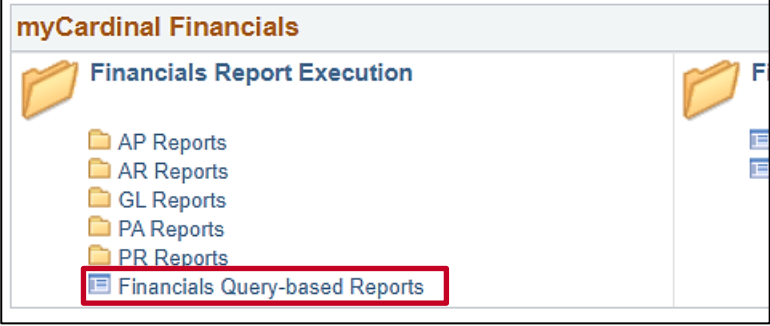
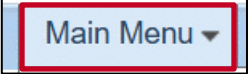
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Revision History

Revision Date	Summary of Changes
2/9/2026	Added a new section for Scheduling a FIN Query using the Schedule Query Page .
5/16/2025	Baseline.

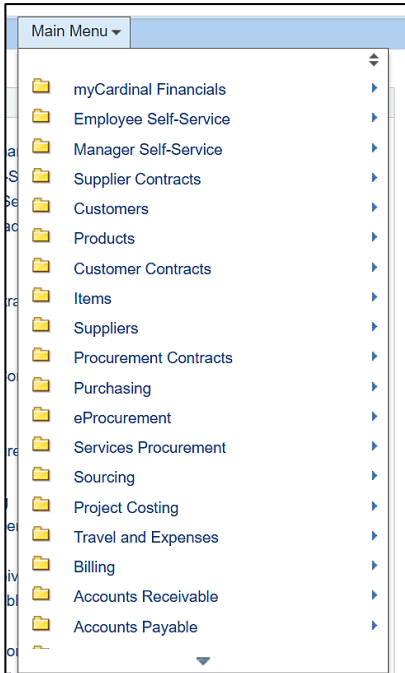

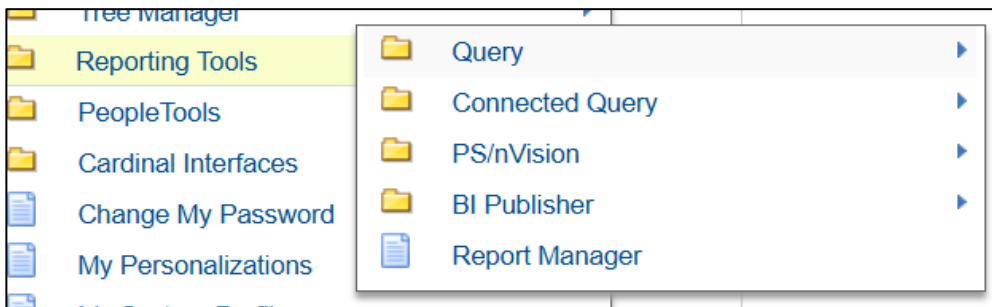
Running a Financials Query and Adding it to Favorites

Step	Action
1.	Log into Cardinal Financials .
<p>The Cardinal Homepage page displays.</p> 	
	<p>The Query Viewer can be accessed two ways:</p> <ul style="list-style-type: none"> • Navigation - Main Menu > Reporting Tools > Query > Query Viewer • Home page - Click the Financials Query-based Reports link in the Financials Report Execution section of the page  <p>This Job Aid demonstrates using the navigation path.</p>
	<p>2. Click the Main Menu.</p> 



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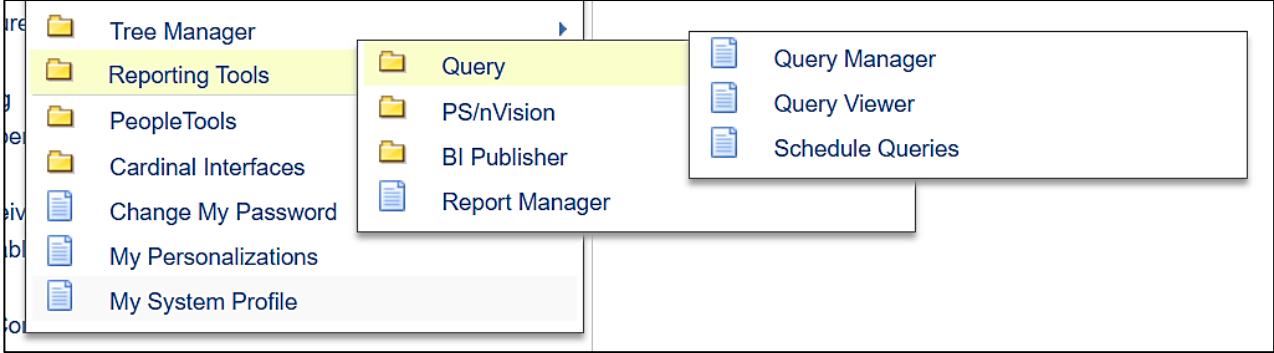

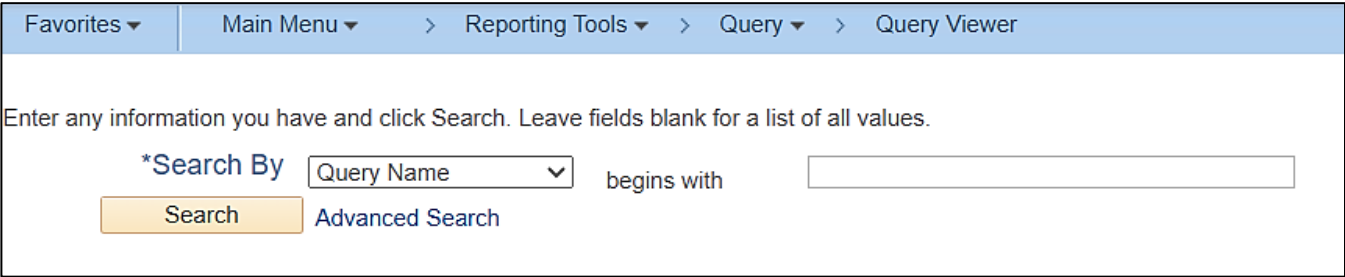
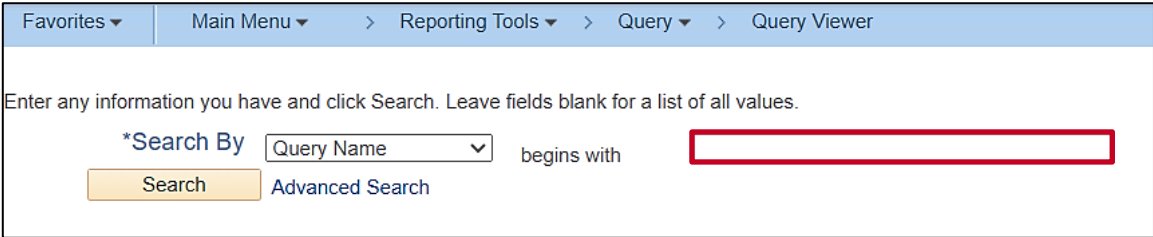

NAV220 Running and Scheduling FIN Queries

Step	Action
	<p>The Main Menu displays.</p> 
3.	<p>Scroll down as needed and click the Reporting Tools list item.</p> 
	<p>The Reporting Tools menu displays.</p> 
4.	<p>Click the Query list item.</p> 



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Step	Action
	<p>The Query menu displays.</p> 
5.	<p>Click the Query Viewer list item.</p> 
	<p>The Query Viewer page displays.</p> 
6.	<p>Enter the applicable query name in the Search By field.</p> 
	<p>Alternately, enter a partial query name or leave the Search By field blank and perform a search or an advanced search for the applicable query.</p>



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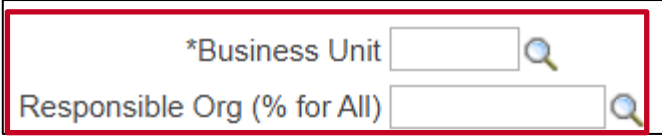

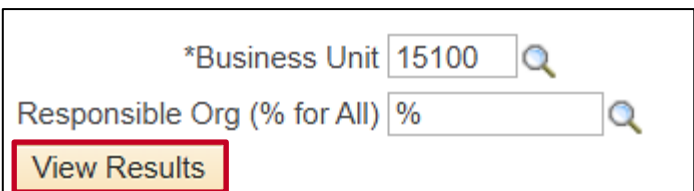
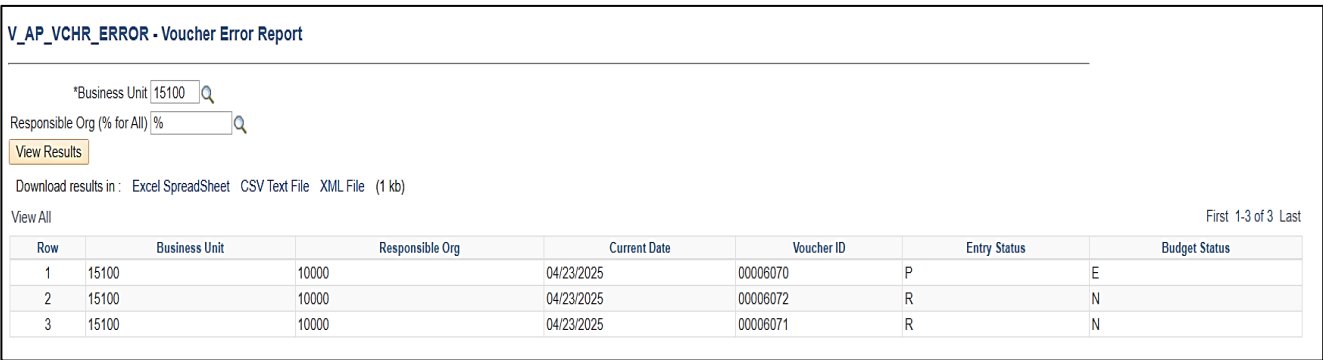


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Step	Action																																																																			
7.	<p>Click the Search button.</p> <div><p>Favorites ▾ Main Menu ▾ > Reporting Tools ▾ > Query ▾ > Query Viewer</p><p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p><p>*Search By Query Name ▾ begins with V_AP_VCHR_ERROR</p><p>Search Advanced Search</p></div> <p>The Query Viewer page refreshes and the search result(s) display.</p> <div><p>Favorites ▾ Main Menu ▾ > Reporting Tools ▾ > Query ▾ > Query Viewer</p><p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p><p>*Search By Query Name ▾ begins with V_AP_VCHR_ERROR</p><p>Search Advanced Search</p><p>Search Results</p><p>*Folder View -- All Folders -- ▾</p><table border="1"><thead><tr><th colspan="4">Query</th><th>Personalize</th><th>Find</th><th>View All</th><th>First</th><th>1 of 1</th><th>Last</th></tr><tr><th>Query Name</th><th>Description</th><th>Owner</th><th>Folder</th><th>Run to HTML</th><th>Run to Excel</th><th>Run to XML</th><th>Schedule</th><th>Definitional References</th><th>Add to Favorites</th></tr></thead><tbody><tr><td>V_AP_VCHR_ERROR</td><td>Voucher Error Report</td><td>Public</td><td></td><td>HTML</td><td>Excel</td><td>XML</td><td>Schedule</td><td>Lookup References</td><td>Favorite</td></tr></tbody></table></div> <p>8.</p> <p>Click the applicable query view link (HTML or Excel).</p> <div><table border="1"><thead><tr><th colspan="4">Query</th><th>Personalize</th><th>Find</th><th>View All</th><th>First</th><th>1 of 1</th><th>Last</th></tr><tr><th>Query Name</th><th>Description</th><th>Owner</th><th>Folder</th><th>Run to HTML</th><th>Run to Excel</th><th>Run to XML</th><th>Schedule</th><th>Definitional References</th><th>Add to Favorites</th></tr></thead><tbody><tr><td>V_AP_VCHR_ERROR</td><td>Voucher Error Report</td><td>Public</td><td></td><td>HTML</td><td>Excel</td><td>XML</td><td>Schedule</td><td>Lookup References</td><td>Favorite</td></tr></tbody></table></div> <p>XML format is not used in Cardinal for Financial Queries.</p> <p>The Schedule link can be used to schedule a Query. For more details about scheduling Queries, see the Scheduling a FIN Query using the Schedule Queries Page section of this Job Aid.</p> <p>The applicable Query page displays in a new browser window.</p> <div><p>V_AP_VCHR_ERROR - Voucher Error Report</p><p>*Business Unit <input type="text"/> Q</p><p>Responsible Org (% for All) <input type="text"/> Q</p><p>View Results</p><table border="1"><thead><tr><th>Row</th><th>Business Unit</th><th>Responsible Org</th><th>Current Date</th><th>Voucher ID</th><th>Entry Status</th><th>Budget Status</th></tr></thead><tbody></tbody></table></div>	Query				Personalize	Find	View All	First	1 of 1	Last	Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites	V_AP_VCHR_ERROR	Voucher Error Report	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite	Query				Personalize	Find	View All	First	1 of 1	Last	Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites	V_AP_VCHR_ERROR	Voucher Error Report	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite	Row	Business Unit	Responsible Org	Current Date	Voucher ID	Entry Status	Budget Status
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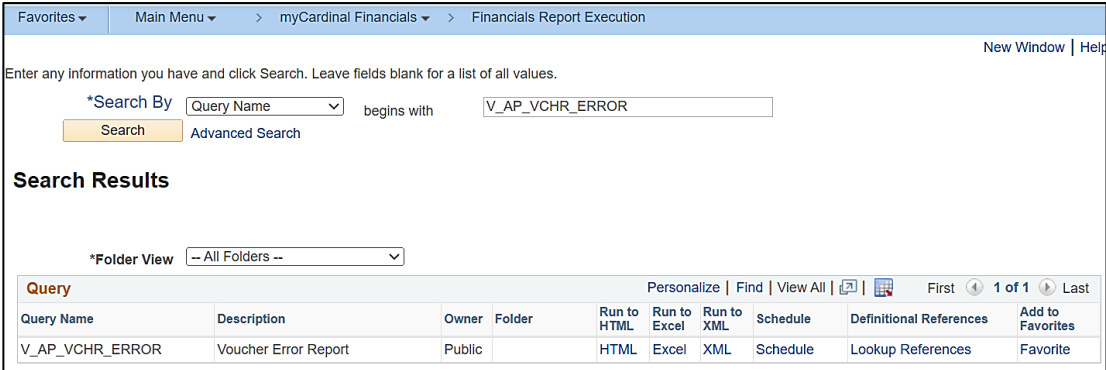
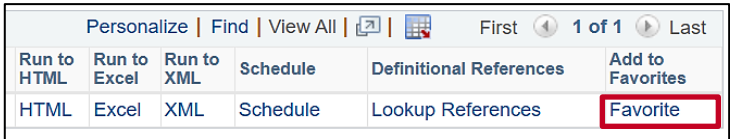
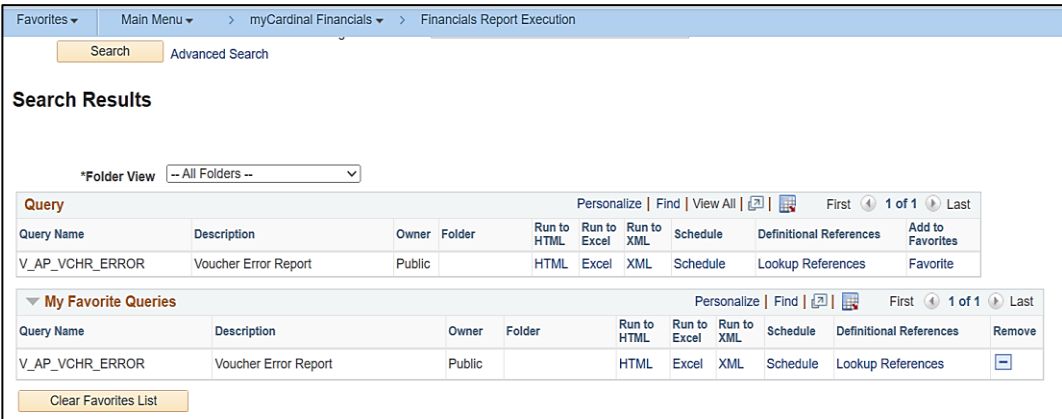


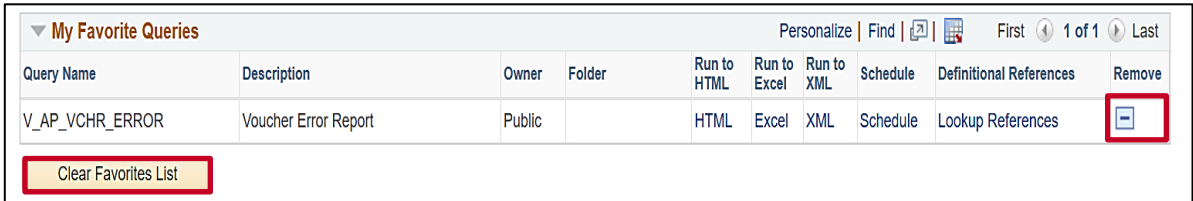
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Step	Action
9.	<p>Enter or select the desired parameters for the query within the corresponding fields.</p> 
	<p>Parameters are used to limit/define the specific data requirements for the query. The parameter fields available will differ based on the FIN Query being run.</p> <p>Refer to the FIN Reports Catalogs for a listing of parameters available for the specific query being run. The FIN Reports Catalogs are located on the Cardinal Website in Reports Catalogs under Resources.</p>
10.	<p>Click the View Results button.</p> 
<p>Once complete, the query can be opened and viewed in the previously selected format.</p> <p>The sample query below is using the HTML option.</p> 	
	<p>If this is a query that is run frequently, add to it to your Favorites for easy access. Follow the steps below to add the query to your Favorites.</p>
11.	<p>Click the Query Viewer tab to return to the Query Viewer.</p> 



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Step	Action
	<p>The Query Viewer page returns.</p>  <p>The screenshot shows the 'Query Viewer' page with a search bar containing 'V_AP_VCHR_ERROR'. Below the search bar, the 'Search Results' section displays a table with one query: 'V_AP_VCHR_ERROR' (Voucher Error Report). The table has columns for Query Name, Description, Owner, Folder, Run to HTML, Run to Excel, Run to XML, Schedule, Definitional References, and Add to Favorites. The 'Add to Favorites' column contains a 'Favorite' link.</p>
12.	<p>Click the Favorite link under the Add to Favorites column for the query.</p>  <p>The screenshot shows a close-up of the 'Add to Favorites' column in the 'Query Viewer' page. The 'Favorite' link is highlighted with a red box.</p>
	<p>The My Favorite Queries section appears and the selected query displays.</p>  <p>The screenshot shows the 'My Favorite Queries' section in the 'Query Viewer' page. It displays a table with one query: 'V_AP_VCHR_ERROR' (Voucher Error Report). The table has columns for Query Name, Description, Owner, Folder, Run to HTML, Run to Excel, Run to XML, Schedule, Definitional References, and Remove. The 'Remove' column contains a minus icon (-).</p>
	<p>Once a query is added to Favorites, the My Favorite Queries section displays when the user navigates to the Query Viewer page.</p>
	<p>To remove a query, click the Remove (-) icon next to the query name or click the Clear Favorite List button to clear all favorites.</p>  <p>The screenshot shows the 'My Favorite Queries' section with the 'Remove' icon (a minus sign) highlighted with a red box. Below the table, there is a 'Clear Favorites List' button.</p>

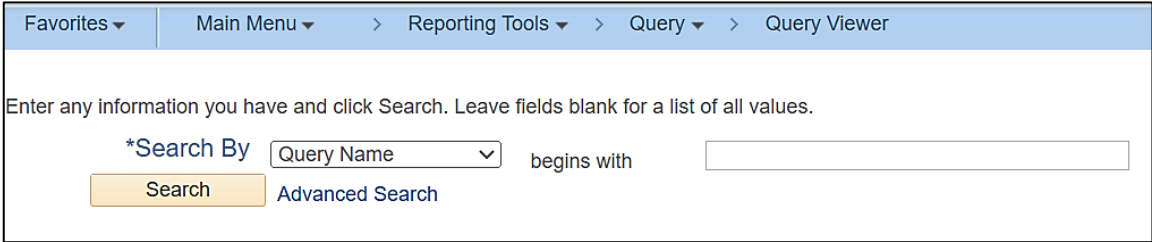

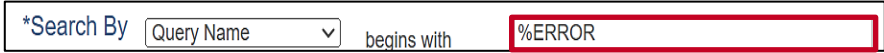

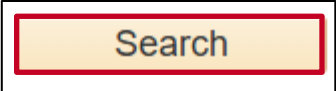


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Performing a Basic Search on the Query Viewer Page

This section starts at the **Query Viewer** page. See the [Running a Financials Query and Adding it to Favorites](#) section of this Job Aid for instructions on how to navigate to this page.

Step	Action
	<p>The Query Viewer page displays.</p> 
	<p>The basic search is the default when the page displays.</p>
1.	<p>For this scenario a search will be completed to identify queries that display errors. Enter “%ERROR” in the begins with field.</p> 
	<p>When using the Description “begins with” on the Basic Search, it is best to use the wildcard (%) to narrow results since begins with is the only search option.</p>
2.	<p>Click the Search button.</p> 



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Step

Action

All queries that contain “Error” in the name display in the **Search Results** section.

Favorites ▾

Main Menu ▾

>

Reporting Tools ▾

>

Query ▾

>

Query Viewer

*Search By

Query Name ▾

begins with

%ERROR

Search

Advanced Search

Search Results

*Folder View ▾ -- All Folders -- ▾

Query

Personalize | Find | View All |

First 1-15 of 15 Last

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
AM_IT_PRE_LOAD_ERRORS	IT Assets Pre-load Errors	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
AR_DB_POSTING_ERRORS	Posting Errors by Type	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
BI_CRCARD_ERRORS	Credit Card Errors	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
BI_FINALIZATION_ERRORS	Finalization Errors	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
BI_INTFC_BI_ERROR	INTFC_BI Errors	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
BI_WORKSHEET_ERRORS	Billing worksheet errors	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
CM_ACCTG_LN_ERROR	CM ACCTG LINE ERROR	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
INV_BCT_ERRORS	INV_BCT_ERRORS	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
IN_SDWC_BI_INTFC_ERRORS	Billing Interface Errors	Public	SUP_DMD_WC	HTML	Excel	XML	Schedule	Lookup References	Favorite
IN_SDWC_IN_BCT_ERRORS	Inventory Transaction Errors	Public	SUP_DMD_WC	HTML	Excel	XML	Schedule	Lookup References	Favorite
IN_SDWC_OM EDI_ERRORS	EDI Order Errors	Public	SUP_DMD_WC	HTML	Excel	XML	Schedule	Lookup References	Favorite
MG_BCT_ERRORS	Manufacturing BCT Errors	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
V_AP_VCHR_ERROR	Voucher Error Report	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
V_PA_BILL_INTFC_ERROR_COA	Billing Interface Errors	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
V_VEND_EVA_ERRORS	Count eVA Errors by Error Code	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

3.

When the desired query displays, select and run the query using the steps in the [Running a Financials Query using the Query Viewer](#) section of this Job Aid.

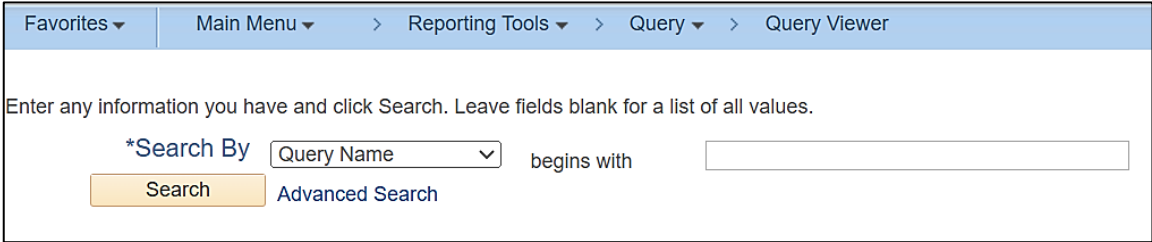
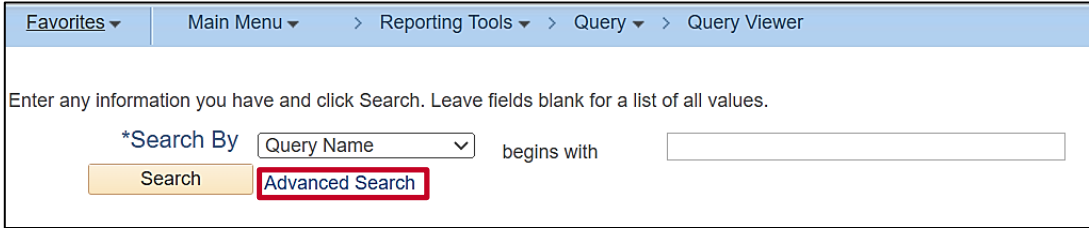
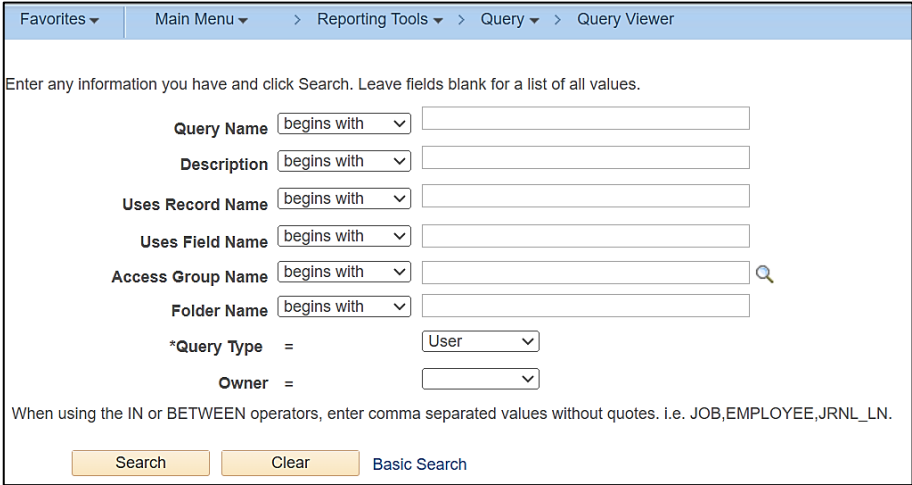



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Completing an Advanced Search

This section starts at the **Query Viewer** page. See the [Running a Financials Query and Adding it to Favorites](#) section of this Job Aid for instructions on how to navigate to this page.

Step	Action
	<p>The Query Viewer page displays.</p> 
1.	<p>Click the Advanced Search link.</p> 
	<p>The Advanced Search page displays.</p> 
	<p>This page provides additional search fields that can be used to locate a query.</p>



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Step	Action																																																																																																	
2.	<p>Enter the applicable search criteria.</p> <p>For demonstration purposes, search criteria is entered to locate Accounts Payable (AP) queries that contain Journal information in this example.</p> <div><p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p><div><div>Query Namebegins withV_AP</div><div>Descriptionbegins with</div><div>Uses Record Namebegins with</div><div>Uses Field NamecontainsJOURNAL</div><div>Access Group Namebegins withQUERY_TREE_AP</div><div>Folder Namebegins with</div><div>*Query Type =User</div><div>Owner =</div></div><p>When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL_LN.</p></div>																																																																																																	
3.	<p>Click the Search button.</p> <div><div>Search</div><div>Clear</div><div>Basic Search</div></div>																																																																																																	
<p>The search results display in the Search Results section at the bottom of the page.</p> <div><div><div><div>FavoritesMain MenuReporting ToolsQueryQuery Viewer</div><div>Access Group Namebegins withQUERY_TREE_AP</div><div>Folder Namebegins with</div><div>*Query Type =User</div><div>Owner =</div><div>When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL_LN.</div><div><div>Search</div><div>Clear</div><div>Basic Search</div></div><div><div>Search Results</div><div>*Folder View-- All Folders --</div><table><tr><th>Query</th><th>Personalize</th><th>Find</th><th>View All</th><th>First</th><th>1-8 of 8</th><th>Last</th></tr><tr><th>Query Name</th><th>Description</th><th>Owner</th><th>Folder</th><th>Run to HTML</th><th>Run to Excel</th><th>Run to XML</th><th>Schedule</th><th>Definitional References</th><th>Add to Favorites</th></tr><tr><td>V_AP_ACCRUAL_ACCOUNT_BAL</td><td>Balance in Accrual Account</td><td>Public</td><td></td><td>HTML</td><td>Excel</td><td>XML</td><td>Schedule</td><td>Lookup References</td><td>Favorite</td></tr><tr><td>V_AP_POSTED_CANCEL_PYMNTS</td><td>AP Posted Cancelled Payment</td><td>Public</td><td></td><td>HTML</td><td>Excel</td><td>XML</td><td>Schedule</td><td>Lookup References</td><td>Favorite</td></tr><tr><td>V_AP_POSTED_PMTS_BY_BU_PAY_MTH</td><td>AP Manual, Wire & Treasury BU</td><td>Public</td><td></td><td>HTML</td><td>Excel</td><td>XML</td><td>Schedule</td><td>Lookup References</td><td>Favorite</td></tr><tr><td>V_AP_POSTED_PYMNTS</td><td>Posted Payments Query with VV</td><td>Public</td><td></td><td>HTML</td><td>Excel</td><td>XML</td><td>Schedule</td><td>Lookup References</td><td>Favorite</td></tr><tr><td>V_AP_POSTED_VCHR</td><td>Posted Voucher Extract Query</td><td>Public</td><td></td><td>HTML</td><td>Excel</td><td>XML</td><td>Schedule</td><td>Lookup References</td><td>Favorite</td></tr><tr><td>V_AP_SEFA_LOCALAID</td><td>SEFA Local Aid</td><td>Public</td><td></td><td>HTML</td><td>Excel</td><td>XML</td><td>Schedule</td><td>Lookup References</td><td>Favorite</td></tr><tr><td>V_AP_VCHRS_HCM_PAYROLL</td><td>Payroll Vouchers</td><td>Public</td><td></td><td>HTML</td><td>Excel</td><td>XML</td><td>Schedule</td><td>Lookup References</td><td>Favorite</td></tr><tr><td>V_AP_VCHRS_PSTD_AP_NOT_JGEN</td><td>Vchrs Pstd to AP but Not JGEN</td><td>Public</td><td></td><td>HTML</td><td>Excel</td><td>XML</td><td>Schedule</td><td>Lookup References</td><td>Favorite</td></tr></table></div></div></div></div>		Query	Personalize	Find	View All	First	1-8 of 8	Last	Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites	V_AP_ACCRUAL_ACCOUNT_BAL	Balance in Accrual Account	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite	V_AP_POSTED_CANCEL_PYMNTS	AP Posted Cancelled Payment	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite	V_AP_POSTED_PMTS_BY_BU_PAY_MTH	AP Manual, Wire & Treasury BU	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite	V_AP_POSTED_PYMNTS	Posted Payments Query with VV	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite	V_AP_POSTED_VCHR	Posted Voucher Extract Query	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite	V_AP_SEFA_LOCALAID	SEFA Local Aid	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite	V_AP_VCHRS_HCM_PAYROLL	Payroll Vouchers	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite	V_AP_VCHRS_PSTD_AP_NOT_JGEN	Vchrs Pstd to AP but Not JGEN	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
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V_AP_POSTED_PYMNTS	Posted Payments Query with VV	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite																																																																																									
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4.	<p>If the desired query displays, select and run the query using the steps in the Running a Financials Query using the Query Viewer section of this Job Aid.</p> <p>If the desired query does not display, click the Clear button and repeat Steps 1 - 4 in this section and adjust the search criteria utilized.</p>																																																																																																	



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Scheduling a FIN Query Using the Schedule Queries Page

Utilize the steps contained in this section of the Job Aid when users have attempted to run the query using the Query Viewer and it timed out prior to running to completion due to the volume of data being requested.

For the purpose of the instructions contained in this section, the steps used to run the Posted Voucher query are provided. Generally, these instructions can be used to run any Cardinal FIN Query. However, the parameters available will differ based on the specific query being run.

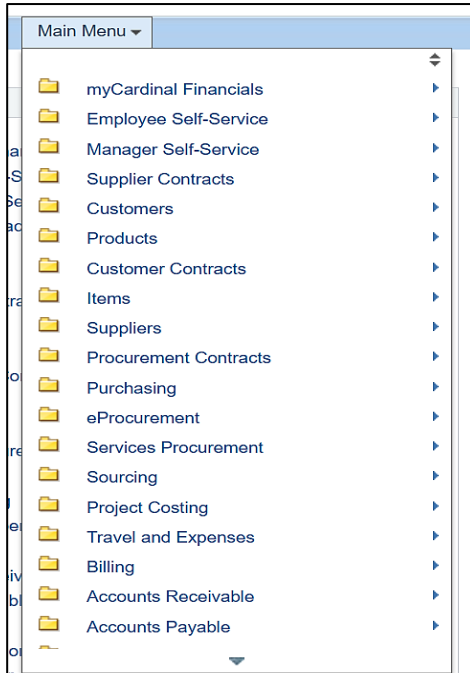

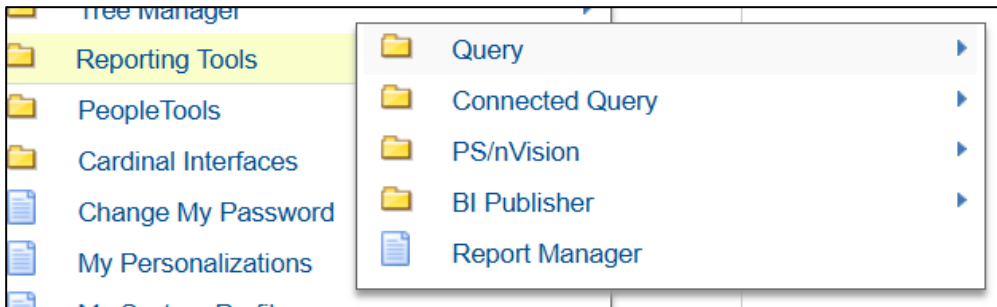

Utilize these instructions along with the query specific data provided in the FIN Reports Catalogs to run the applicable query. The FIN Reports Catalogs can be located on the Cardinal Website under **Resources**.

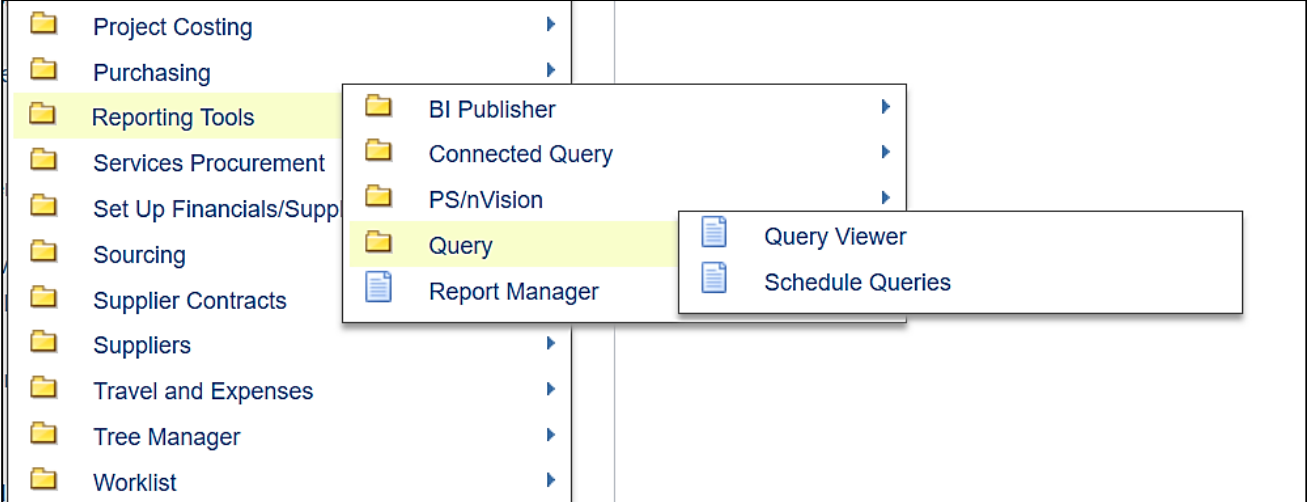
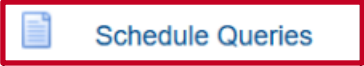

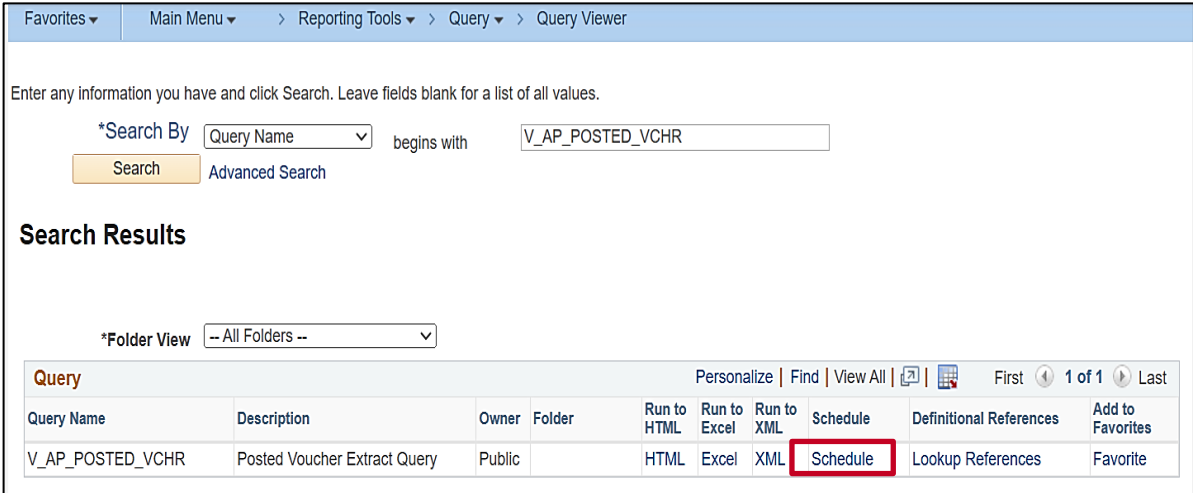
Step	Action
1.	<p>Log into Cardinal Financials.</p> <p>The Cardinal Homepage page displays.</p>
2.	<p>Click the Main Menu.</p>



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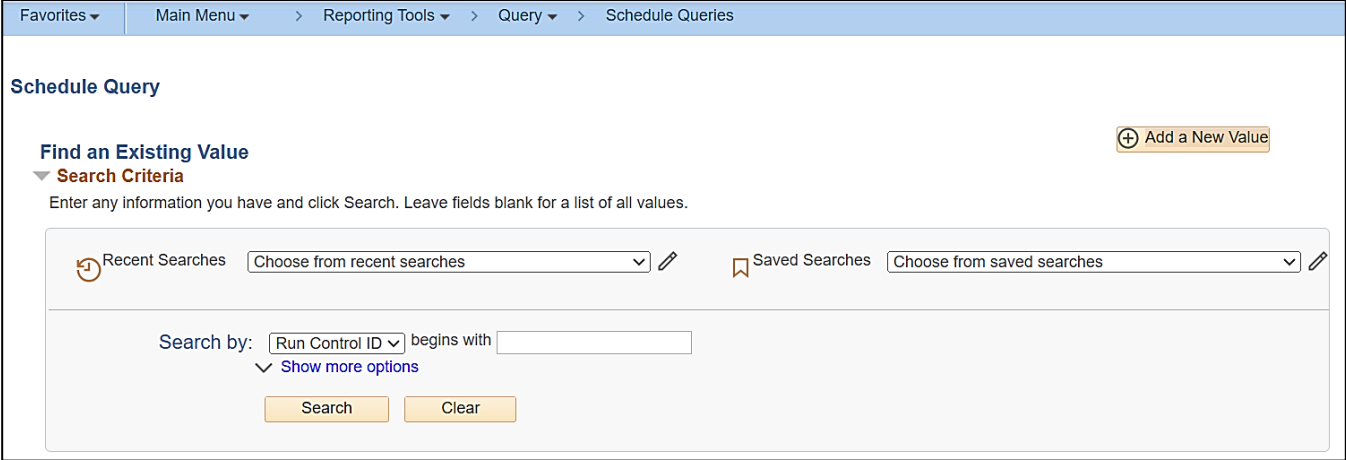


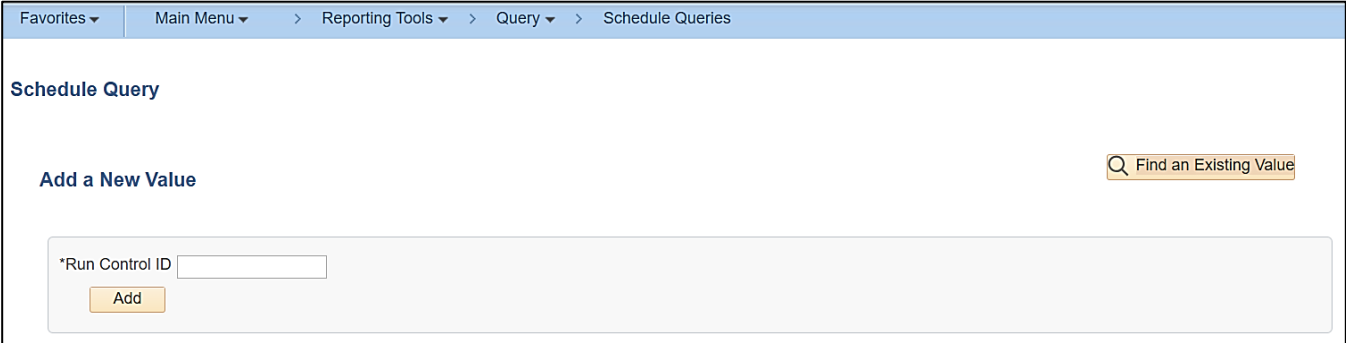
Step	Action
	<p>The Main Menu displays.</p> 
3.	<p>Scroll down as needed and click the Reporting Tools list item.</p> 
	<p>The Reporting Tools menu displays.</p> 
4.	<p>Click the Query list item.</p> 

Step	Action
	<p>The Query menu displays.</p> 
5.	<p>Click the Schedule Queries list item.</p> 
	<p>Users can also access the Schedule Queries page by clicking the Schedule link on the Query Viewer page next to the desired Query. For more information on accessing the Query Viewer page see the section of this Job Aid titled Running a Financials Query and Adding it to Favorites.</p> 



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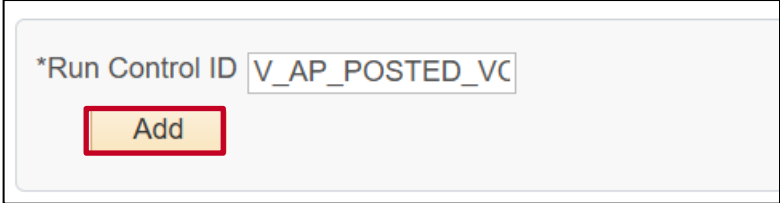
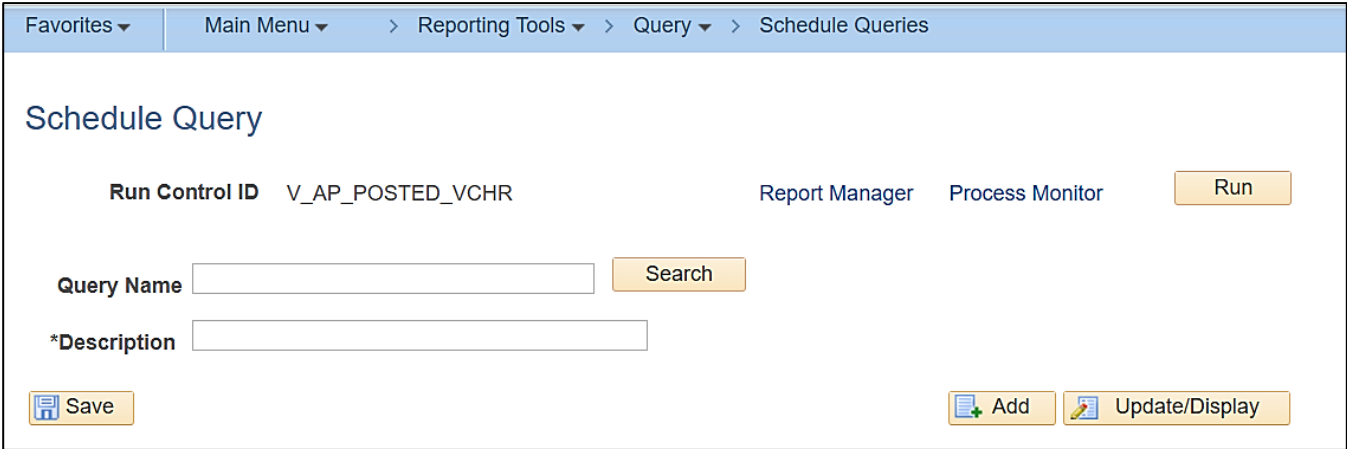


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Step	Action
	<p>The Schedule Query Find an Existing Value page displays.</p> 
	<p> For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search Pages. This Job Aid is located on the Cardinal Website in Job Aids under Learning.</p>
6.	<p>Click the Add a New Value button.</p> 
	<p>The Schedule Query Add a New Value page displays.</p> 
7.	<p>Enter a Run Control ID in the Run Control ID field based on the following guidelines:</p> <ul style="list-style-type: none">• 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 (%)



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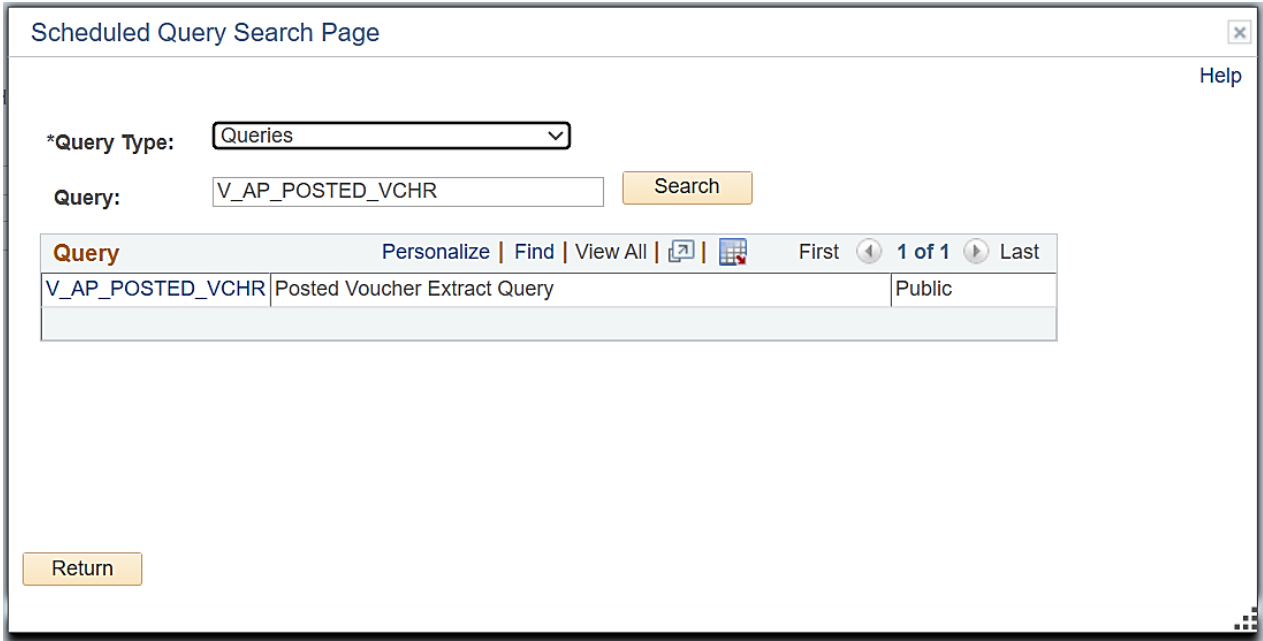
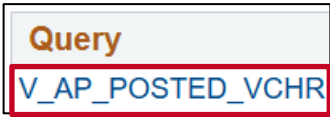
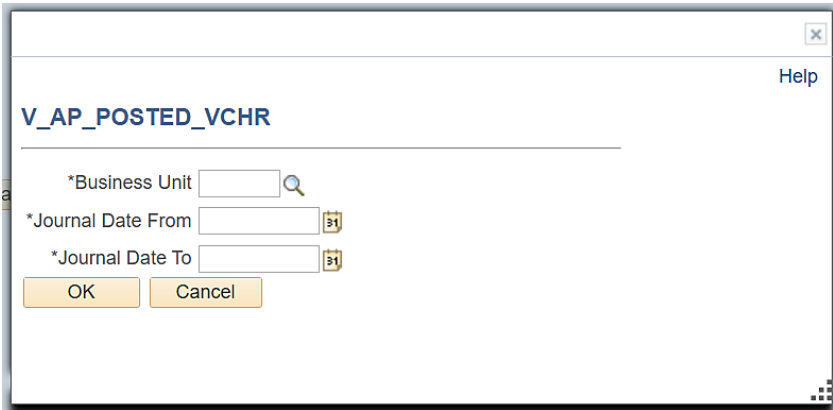
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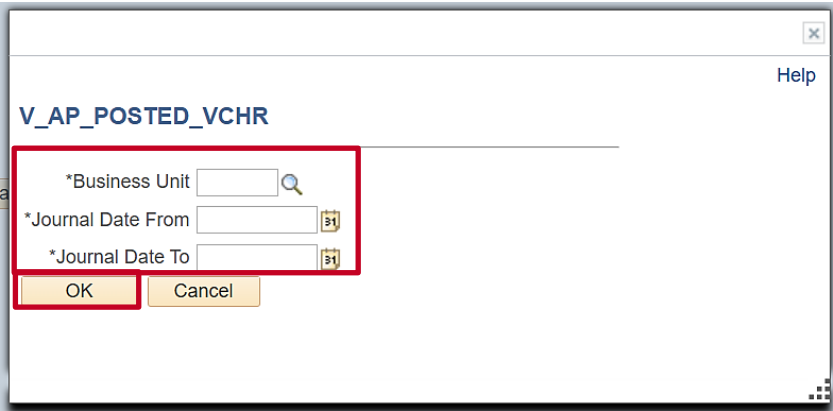
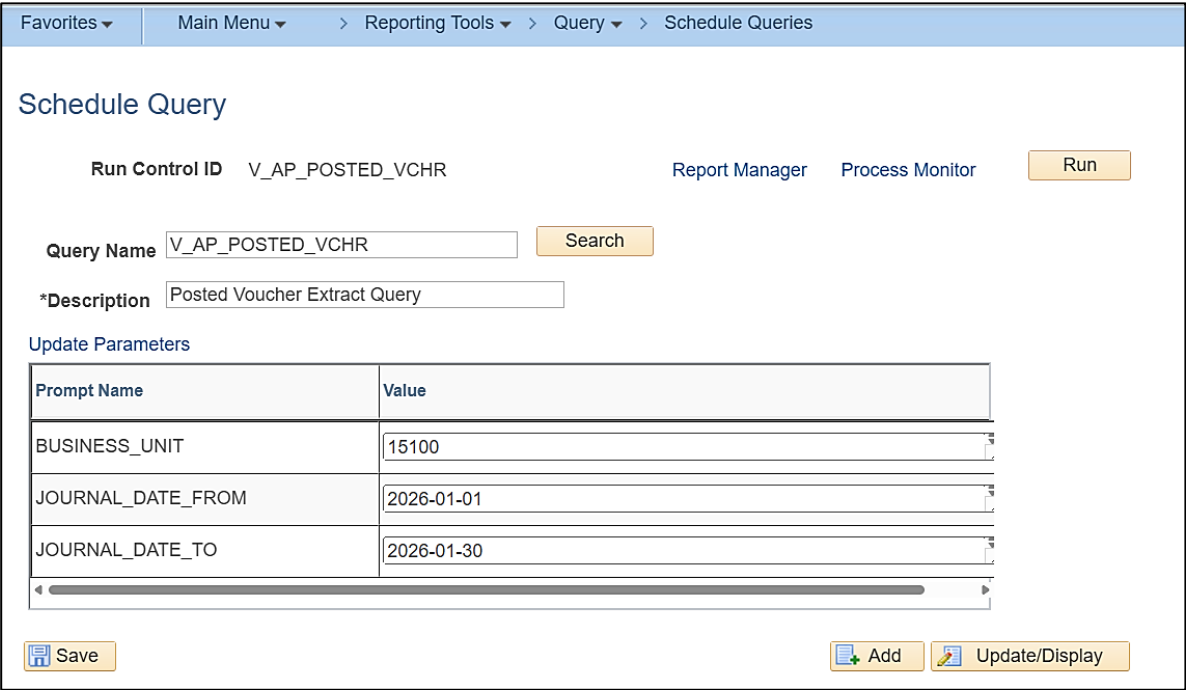


Step	Action
8.	<p>Click the Add Button.</p>  <p>The screenshot shows a text input field labeled '*Run Control ID' containing the text 'V_AP_POSTED_VC'. Below the field is a yellow button with the text 'Add' in black, which is highlighted with a red rectangular border.</p>
<p>The Schedule Query page displays.</p>  <p>The screenshot shows the 'Schedule Query' page. At the top is a navigation bar with 'Favorites', 'Main Menu', 'Reporting Tools', 'Query', and 'Schedule Queries'. Below the bar, the page title 'Schedule Query' is displayed. Underneath, there is a section with 'Run Control ID' set to 'V_AP_POSTED_VCHR', and links for 'Report Manager', 'Process Monitor', and a yellow 'Run' button. Below this is a 'Query Name' field with a yellow 'Search' button to its right. Underneath the 'Query Name' field is a '*Description' field. At the bottom left is a yellow 'Save' button with a floppy disk icon. At the bottom right are two yellow buttons: 'Add' with a plus icon and 'Update/Display' with a refresh icon.</p>	
9.	<p>Enter the applicable query name in the Query Name field.</p>  <p>The screenshot shows the 'Query Name' label followed by a text input field. The input field is highlighted with a red rectangular border.</p>
10.	<p>Click the Search button.</p>  <p>The screenshot shows a yellow button with the text 'Search' in black, which is highlighted with a red rectangular border.</p>



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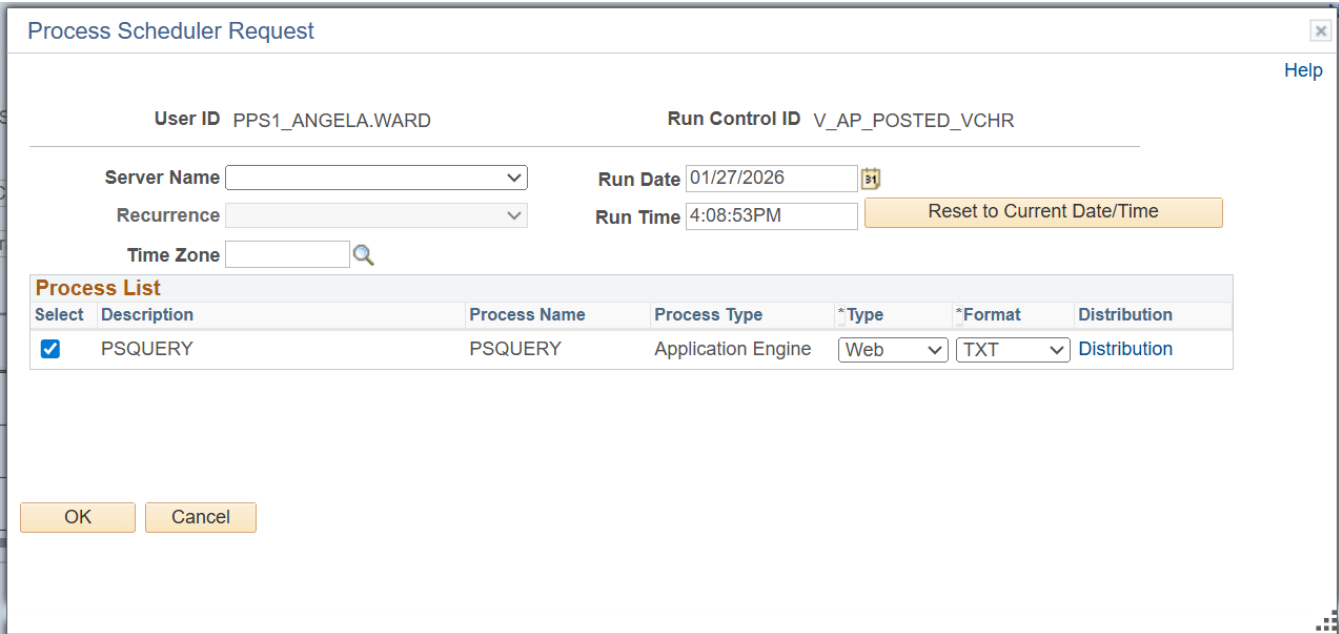

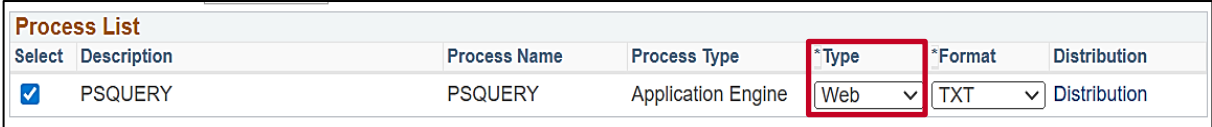
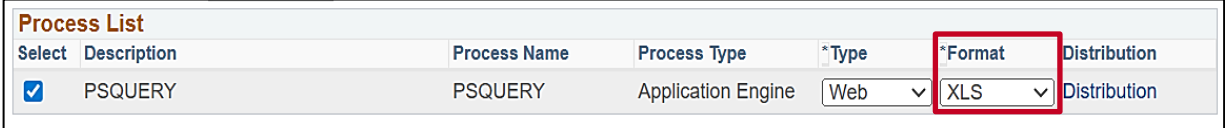

Step	Action
	<p>The Scheduled Query Search Page displays in a pop-up window.</p> 
11.	<p>Click the Query Name link in the Query field.</p> 
	<p>The Parameters page displays in a pop-up window.</p> 

Step	Action
12.	<p>Enter the applicable parameters in the corresponding fields then click the OK button.</p> 
<p>The Schedule Query page redisplay with the values displayed in the Update Parameters section of the page.</p> 	
13.	<p>Click the Save button.</p> 
14.	<p>Click the Run button.</p> 



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Step	Action
	<p>The Process Scheduler Request page displays in a pop-up window.</p> 
	<p>The Run Date and Run Time fields default to the current day and time.</p> <p>Note: The Recurrence field is disabled and queries cannot be scheduled to run on a designated recurring basis in Cardinal.</p>
15.	<p>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.</p> 
16.	<p>The Format field defaults based on the query being run. Update as needed if other formats are available for the query.</p> <p>Note: For this scenario, the Format was updated to “Excel”.</p> 
	<p>Refer to the FIN Reports Catalogs for the list of output formats available for each specific query. The FIN Reports Catalogs can be located on the Cardinal Website under Resources.</p>



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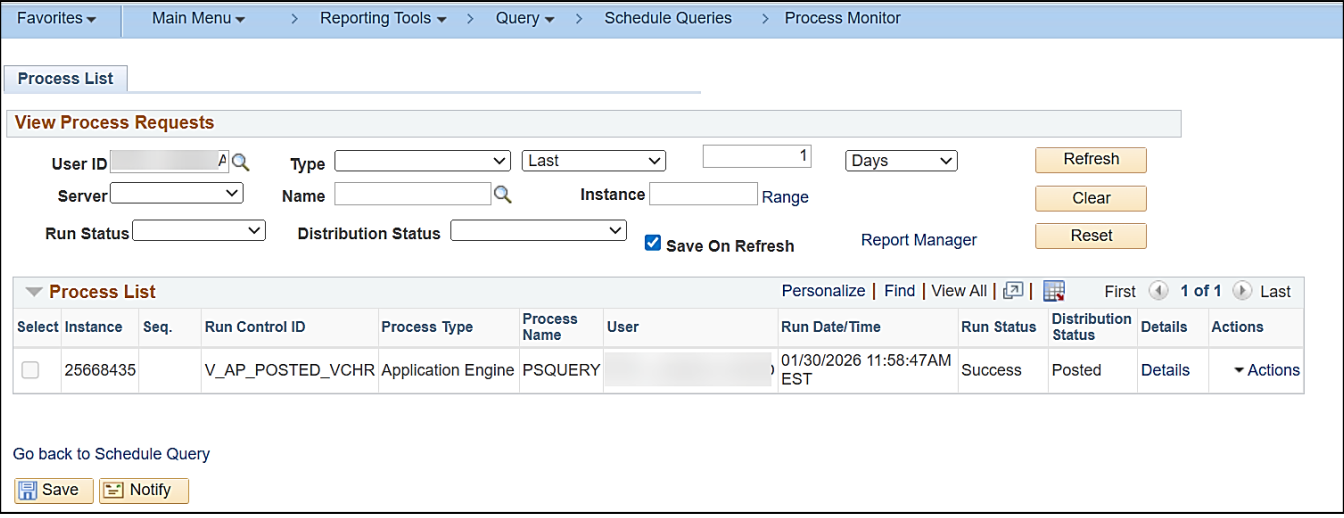
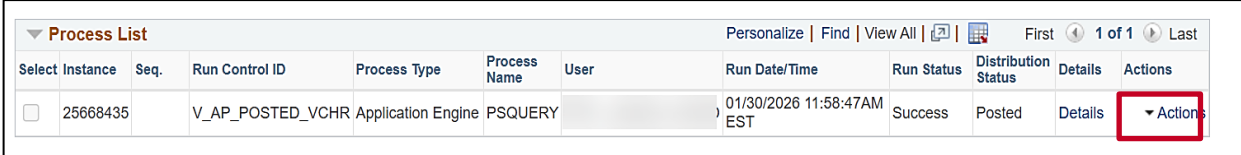
NAV220 Running and Scheduling FIN Queries

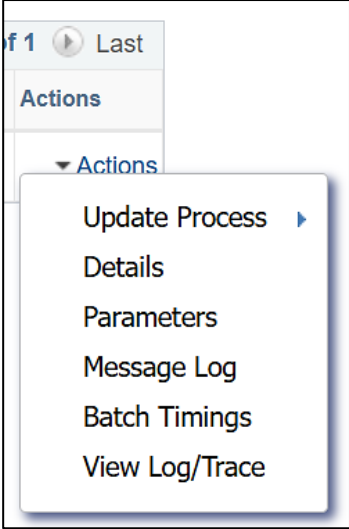
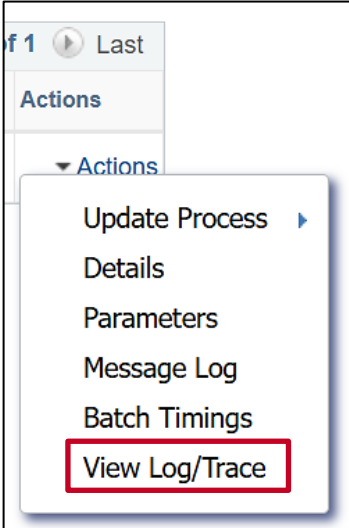
Step	Action								
17.	<p>Click the OK button.</p> <div><input type="button" value="OK"/> <input type="button" value="Cancel"/></div>								
<p>The Schedule Query page redisplay with the assigned Process Instance Number.</p> <div><div><div>Favorites ▾Main Menu ▾>Reporting Tools ▾>Query ▾>Schedule Queries</div><div><div>Schedule Query</div><div><div>Run Control IDV_AP_POSTED_VCHR</div><div>Report ManagerProcess MonitorRun</div><div>Process Instance:25647040</div></div><div><div>Query NameV_AP_POSTED_VCHRSearch</div><div>*DescriptionPosted Voucher Extract Query</div><div>Update Parameters</div><table><thead><tr><th>Prompt Name</th><th>Value</th></tr></thead><tbody><tr><td>BUSINESS_UNIT</td><td>15100</td></tr><tr><td>JOURNAL_DATE_FROM</td><td>2026-01-01</td></tr><tr><td>JOURNAL_DATE_TO</td><td>2026-01-30</td></tr></tbody></table><div><input type="button" value="Save"/><input type="button" value="Add"/><input type="button" value="Update/Display"/></div></div></div></div></div>		Prompt Name	Value	BUSINESS_UNIT	15100	JOURNAL_DATE_FROM	2026-01-01	JOURNAL_DATE_TO	2026-01-30
Prompt Name	Value								
BUSINESS_UNIT	15100								
JOURNAL_DATE_FROM	2026-01-01								
JOURNAL_DATE_TO	2026-01-30								
18.	<p>Make note of the Process Instance Number for use later in this process.</p>								
19.	<p>Click the Process Monitor link.</p> <div><div>Report ManagerProcess MonitorRun</div><div>Process Instance:25647040</div></div>								



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Step	Action
	<p>The Process Monitor page displays.</p> 
20.	<p>Locate the applicable query within the Process List section using the Process Instance Number previously captured.</p> <p>The query can be viewed once the Run Status field updates to either “Success” or “Error” and the Distribution Status field updates to “Posted”.</p> <p>Periodically click the Refresh button until these two status fields update.</p>
21.	<p>Click the corresponding Actions dropdown button.</p> 

Step	Action
	<p>The Actions menu displays.</p> 
22.	<p>If the query completed with a Run Status of “Success”, click the View Log/Trace list item.</p> <p>If the query completed with a Run Status of “Error”, use the Message Log list item to review why the error occurred.</p>  <p>Click the View/Log Trace list item.</p>



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

24. Click the **.xlsx** link (or the applicable file extension based on the format selected when the query was run) within the **File List** section to view the generated report.

The file displays or downloads to the user's computer.

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