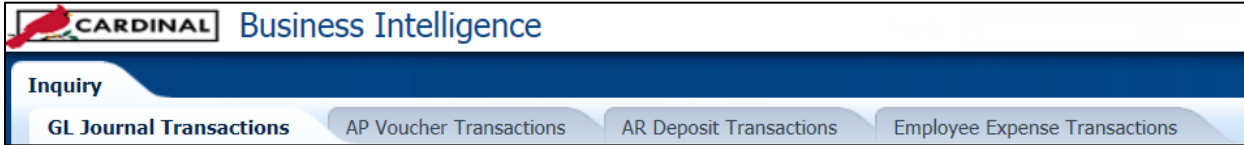




# Business Intelligence

## Inquiry Dashboard Job Aid

### DASHBOARD AND DASHBOARD PAGES:



### DASHBOARD: Inquiry

**DATA:** The data in the Inquiry dashboard is from the Cardinal Financial System General Ledger, Accounts Receivable, Accounts Payable and Employee Expense Modules. The data represents both posted and unposted transactions for GL Journal Transactions, AP Voucher Transactions, AR Deposit Transactions and Employee Expense Transactions.

### The Inquiry dashboard contains four dashboard pages and four reports:

1. **GL Journal Transactions** (dashboard page and report)
2. **AP Voucher Transactions** (dashboard page and report)
3. **AR Deposit Transactions** (dashboard page and report)
4. **Employee Expense Transactions** (dashboard page and report)

**DASHBOARD PAGE: GL Journal Transactions**

**REPORT/LINKS/VISUALIZATION: GL Journal Transactions**

**REPORT ID: BI-R.GL.0018**

**LAST REVISION: 04/10/2017**

In order to run this report, **Fiscal Year**, **Fiscal Period Number** and **Agency Code** are required. The other prompts are optional.

**NOTE:**  
In order to run this report, **Fiscal Year**, **Fiscal Period Number** and **Agency Code** are required. The other prompts are optional.

Agency Code	IU Business Unit	Ledger Group	Fiscal Year	Fiscal Period Number	Posted Status	Journal Source	Journal ID	Journal Date	Posted Date	Journal Line Source	Journal Line Number	Fund Code	Program Code	Account Code	De
15100	15100	ACTUALS	2016	1	POSTED	AP	AP00119612	7/2/2015	6/30/2015	GAP	1	06150	__NOT_APPLICABLE__	101010	9999
15100	15100	ACTUALS	2016	1	POSTED	AP	AP00119612	7/2/2015	6/30/2015	GAP	2	06150	__NOT_APPLICABLE__	205025	9999

**Fields included in the GL Journal Transactions report include:**

#	Description
1	Agency Code
2	IU Business Unit
3	Ledger Group
4	Fiscal Year
5	Fiscal Period Number
6	Posted Status
7	Journal Source

8	Journal ID
9	Journal Date
10	Posted Date
11	Journal Line Source
12	Journal Line Number
13	Fund Code
14	Program Code
15	Account Code
16	Department Code
17	Cost Center Code
18	Task Code
19	PC Business Unit Code
20	Project Code
21	Activity Code
22	FIPS Code
23	Asset Code
24	Agency Use1 Code
25	Agency Use2 Code
26	Future Use
27	Transaction Amount
28	Journal Line Reference
29	Journal Line Description
30	Long Description
31	Journal Create Date
32	Entered By

33	Transaction Ref. Number
34	Unpost Journal Date
35	Unpost Sequence

**DASHBOARD PAGE: AP Voucher Transactions**

**REPORT/LINKS/VISUALIZATION: AP Voucher Transactions**

**REPORT ID: BI-R.AP.0001**

**LAST REVISION: 04/10/2017**

In order to run this report, **AP Business Unit** and **Accounting Date** are required. The other prompts are optional.

**NOTE:**  
In order to run this report, **AP Business Unit** and **Accounting Date** are required. The other prompts are optional.

AP Business Unit	Voucher ID	Invoice ID	Invoice Date	Supplier ID	Supplier Name	Supplier Address Sequence Number	Supplier Location	VLIN	Accounting Date	Voucher Origin	Invoice Receipt Date	Go Ser Re
15100	00001021	1100026856	6/11/2015	0000039987	Accenture LLP	2	MAIN	VA10022563	7/8/2015	ONL	6/15/2015	6/15
15100	00001022	1100028138	6/16/2015	0000039987	Accenture LLP	2	MAIN	VA10022563	7/8/2015	ONL	6/16/2015	6/15
15100	00001023	1100029211	6/19/2015	0000039987	Accenture LLP	2	MAIN	VA10022563	7/8/2015	ONL	6/19/2015	6/15
15100	00001023	1100029211	6/19/2015	0000039987	Accenture LLP	2	MAIN	VA10022563	7/8/2015	ONL	6/19/2015	6/15

**Fields included in the AP Voucher Transactions report include:**

#	Column Description
1	AP Business Unit
2	Voucher ID
3	Invoice ID
4	Invoice Date
5	Supplier ID

6	Supplier Name
7	Supplier Address Sequence Number
8	Supplier Location
9	VLIN
10	Accounting Date
11	Voucher Origin
12	Invoice Receipt Date
13	Goods & Services Receipt Date
14	Responsible Organization
15	Customer Account Number
16	CARS Indicator
17	Gross Amount
18	Entered By
19	Approved Status
20	Close Status
21	Voucher Line Number
22	Unit Price
23	Quantity
24	Voucher Line Description
25	Description 254 Mixed - Item
26	Line Merchandise Amount
27	Distribution Line Number
28	Agency Code
29	Fund Code
30	Program Code
31	Account Code

32	Department Code
33	Cost Center Code
34	Task Code
35	PC Business Unit Code
36	Project Code
37	Activity Code
38	FIPS Code
39	Asset Code
40	Agency Use 1 Code
41	Agency Use 2 Code
42	Future Use
43	Distribution Merchandise Amount
44	Journal ID
45	Journal Date
46	Fiscal Year
47	Fiscal Period Number
48	Posted Date
49	Journal Line Number
50	Unpost Sequence

**DASHBOARD PAGE: AR Deposit Transactions**

**REPORT/LINKS/VISUALIZATION: AR Deposit Transactions**

**REPORT ID: BI-R.AR.0001**

**LAST REVISION: 04/10/2017**

In order to run this report, **Fiscal Year** and **Deposit Business Unit** are required. The other prompts are optional.

**NOTE:**  
In order to run this report, **Fiscal Year** and **Deposit Business Unit** are required. The other prompts are optional.

Deposit Business Unit	Deposit Ticket Number	Deposit Ticket Amount	Deposit Ticket Count	Approved Date	Bank Deposit Date	CARS Indicator	Approver's Oper ID	Deposit ID	Deposit Accounting Date	Deposit Amount	Deposit Count	Deposit Type	Bank Code	Entered By	Payment Sequence Number	Payment ID	Pay Ar
15100	03222016	\$18,564	1	3/24/2016	3/22/2016	Y	HSJ34926	507	3/22/2016	\$18,564	1	3	1200	VPH82737	1	1	
15100	03222016	\$18,564	1	3/24/2016	3/22/2016	Y	HSJ34926	507	3/22/2016	\$18,564	1	3	1200	VPH82737	1	1	
15100	08202015	\$8,220	1	8/21/2015	8/20/2015	Y	STP88792	411	8/20/2015	\$8,220	1	4	1200	VPH82737	1	1	
15100	08202015	\$8,220	1	8/21/2015	8/20/2015	Y	STP88792	411	8/20/2015	\$8,220	1	4	1200	VPH82737	1	1	

Fields included in the AR Deposit Transactions report include:

#	Column Description
1	Deposit Business Unit
2	Deposit Ticket Number
3	Deposit Ticket Amount
4	Deposit Ticket Count
5	Approved Date
6	Bank Deposit Date
7	CARS Indicator
8	Approver's Oper ID



9	Deposit ID
10	Deposit Accounting Date
11	Deposit Amount
12	Deposit Count
13	Deposit Type
14	Bank Code
15	Entered By
16	Payment Sequence Number
17	Payment ID
18	Payment Amount
19	Payment Method
20	Customer ID
21	Customer Name
22	Distribution Line Number
23	Fiscal Year
24	Fiscal Period Number
25	Agency Code
26	Fund Code
27	Program Code
28	Account Code
29	Department Code
30	Cost Center Code
31	Task Code
32	PC Business Unit Code
33	Project Code

34	Activity Code
35	FIPS Code
36	Asset Code
37	Agency Use1 Code
38	Agency Use2 Code
39	Future Use
40	Line Amount
41	Journal ID
42	Journal Date
43	Posted Date
44	Journal Line Number
45	Unpost Sequence
46	AR Journal Line Reference
47	Payment Status
48	Application Journal ID
49	Item Number

**DASHBOARD PAGE: Employee Expense Transactions**

**REPORT/LINKS/VISUALIZATION: Employee Expense Transactions**

**REPORT ID: BI-R.EE.0001**

**LAST REVISION: 04/10/2017**

In order to run this report, **Agency Code** and **Accounting Date** are required. The other prompts are optional.

**NOTE:**  
In order to run this report, **Agency Code** and **Accounting Date** are required. The other prompts are optional.

Agency Code	Employee ID	Employee Name	Expense Report Number	Sheet Name	Business Purpose	Creation Date	Submission Date	Approval Date	Accounting Date	Sheet Status	Entered By
15100	00046915400	VON MOLL,DAVID A	0000069640	ATTENDED 2015 NASACT CONFERENC	00001	9/9/2015	9/10/2015	9/11/2015	9/10/2015	PD	VPH82737
15100	00046915400	VON MOLL,DAVID A	0000069640	ATTENDED 2015 NASACT CONFERENC	00001	9/9/2015	9/10/2015	9/11/2015	9/10/2015	PD	VPH82737
15100	00046915400	VON MOLL,DAVID A	0000069640	ATTENDED	00001	9/9/2015	9/10/2015	9/11/2015	9/10/2015	PD	VPH82737

**Fields included in the Employee Expense Transactions report include:**

#	Column Description
1	Agency Code
2	Employee Name
3	Employee ID
4	Expense Report Number
5	Sheet Name
6	Business Purpose

7	Creation Date
8	Submission Date
9	Approval Date
10	Accounting Date
11	Sheet Status
12	Entered By
13	Comments
14	Last Update Date
15	Operator ID Last Update Date
16	Total Amount
17	Total Reimbursement Amount
18	Transaction Amount
19	Advance Amount
20	Cardinal Cash Advance ID
21	Amount Applied
22	Expense Report Line Number
23	Expense Type
24	Expense Date
25	Expense Location
26	Expense Description
27	Expense Line Distribution
28	Distribution Line Amount
29	Fund Code
30	Program Code
31	Account Code

32	Department Code
33	Cost Center Code
34	Task Code
35	PC Business Unit Code
36	Project Code
37	Activity Code
38	FIPS Code
39	Asset Code
40	Agency Use1 Code
41	Agency Use2 Code
42	Future Use
43	Fiscal Year
44	Fiscal Period Number
45	Distribution Account Type
46	Journal ID
47	Journal Date
48	Posted Date
49	Journal Line Number
50	Unpost Sequence