SW NAV220: Cardinal Reporting

Instructor Led Training

Rev 08/19/2016

Welcome

This training provides employees with the information necessary to use Cardinal. It is not intended to replace existing Commonwealth and/or agency policies.

In this course, we will show you each of the reporting tools available in Cardinal, most of which are applicable to all of the functional areas and their modules.

These training materials include diagrams, charts, screenshots, etc., that clarify various Cardinal tasks and processes. The screenshots are taken from Cardinal and show pages that not all users can access. They are included here so you can see how your specific responsibilities relate to the overall transaction or process being discussed. See your agency's security Handbook, located on the Cardinal website, for a list of available roles and descriptions.

Course Objectives

After completing this course, you will be able to:

- Run reports on an ad hoc basis using different reporting options.
- Retrieve existing batch generated reports.
- Add reports to your Favorites folder.
- Navigate to Query Viewer.
- Search for a query.
- Run a query and display the results in a new browser window.
- Add a query to your Favorites folder.
- Download query results to multiple file formats.

Course Agenda

Today, we will cover the following topics:

- Lesson 1: Understanding Cardinal Reporting
- Lesson 2: Ad Hoc Reports
- Lesson 3: nVision Reports
- Lesson 4: Query Viewer

Lesson 1: Understanding Cardinal Reporting

This lesson covers the following topics:

- Cardinal Reporting Resources
- Running and Retrieving Reports
- Retrieving nVision Reports
- Running Cardinal Queries

Key Concepts

Key concepts in Cardinal Reporting include:

- All users can access reports and queries in Cardinal.
- You can run reports on an ad hoc basis or retrieve nVision reports that Cardinal creates nightly during batch processing.
- Queries allow you direct access to the database for simple data pulls.
- Cardinal uses various report and query tools:
  - Excel provides you the ability to sort and analyze reported data further.
  - Crystal Reports and Structured Query Reports (SQR) are view only and do not allow any data manipulation.

Reports and Queries

There are three ways to extract data from Cardinal:

- **Reports** – can provide high volumes of data and summarize data across one or more functional areas
- **Queries** – access the database directly and are best used for defined information requests
- **Inquiries** – access information on a Cardinal page or component, where you can view details about a specific item or transaction

Report and Query Execution

Reports, i.e., ad hoc and nVision reports, can be run from:

- Your **Home** page using the hyperlinks located in the **myCardinal Financials** portlet
- From any Cardinal page: **Main Menu > myCardinal Financials** > **Financials Report Retrieval > FIN Report Manager**
- From any Cardinal page: **Main Menu > Reporting Tools > Report Manager**

Queries can be run from:

- Your **Home** page using the hyperlinks located in the **myCardinal Financials** portlet
- From any Cardinal page: **Main Menu > Reporting Tools > Query > Query Viewer**

Main Menu and myCardinal Portlet

Cardinal's **Home** page provides quick access to:

- **Favorites** – You can access and manage ad hoc reports and Cardinal pages that you previously saved using the **Add to Favorites** hyperlink which is located on every Cardinal page in the Navigation Header.
- **Main Menu** – The drop-down **Main Menu** provides access to all the functional area and module reports, and is accessible from all pages in Cardinal.
- **myCardinal Financials** portlet – Provides access to:
  - **Financials Report Execution**, which includes module specific, most frequently run ad hoc reports, and queries.
  - **Financials Report Retrieval** is used for accessing nVision reports via the **FIN Report Manager**, or all user run reports using **FIN Process Monitor** where you can also check your report's status.

Your Cardinal security determines which pages you can access in Cardinal.

Lesson 1: Summary

In this lesson, you learned that:

- There are three basic ways to extract data from Cardinal: reports, queries, and inquiries.
- All users can access Cardinal reports and queries.
- Cardinal uses various reporting tools to create reports and queries: SQR, Crystal Reports, nVision, and Cardinal Query.
- You can access commonly used ad hoc reports, Query Viewer and nVision reports from the **Home** page using the **myCardinal Financials** portlet.
- You can access <u>all</u> functional area and module specific ad hoc reports using the **Main Menu**. For a comprehensive list of reports for your specific module or functional area, navigate to each module's folder using the **Main Menu**.

Lesson 2: Ad Hoc Reports

This lesson covers the following topics:

- Running ad hoc reports from the **Main Menu**
- Creating a **Run Control ID** to submit a report request
- Tracking the **Status** of your report
- Opening the report
- Downloading the report and sharing it with others
- Running reports from the **myCardinal Financials** portlet

Ad Hoc Reports

Ad hoc reports are run in real time. You can access ad hoc reports from your **Home** page using the hyperlinks located in the **myCardinal Financials** portlet.

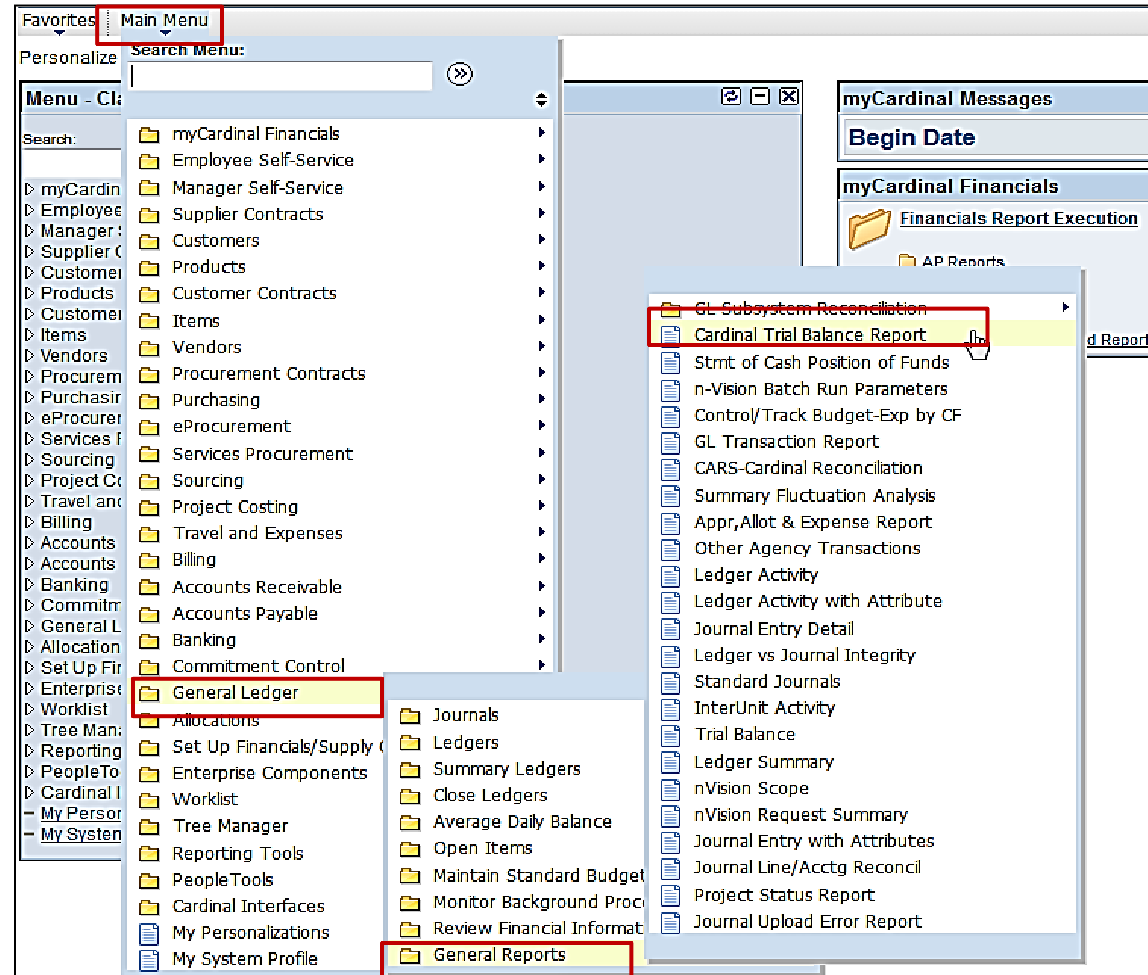
You can also access all ad hoc reports from the **Main Menu**.

For example, to run the **Cardinal Trial Balance Report,** which is located in the **General Ledger** folder:

- Navigate using the following path:

  Main Menu > General Ledger > General Reports > Cardinal Trial Balance Report

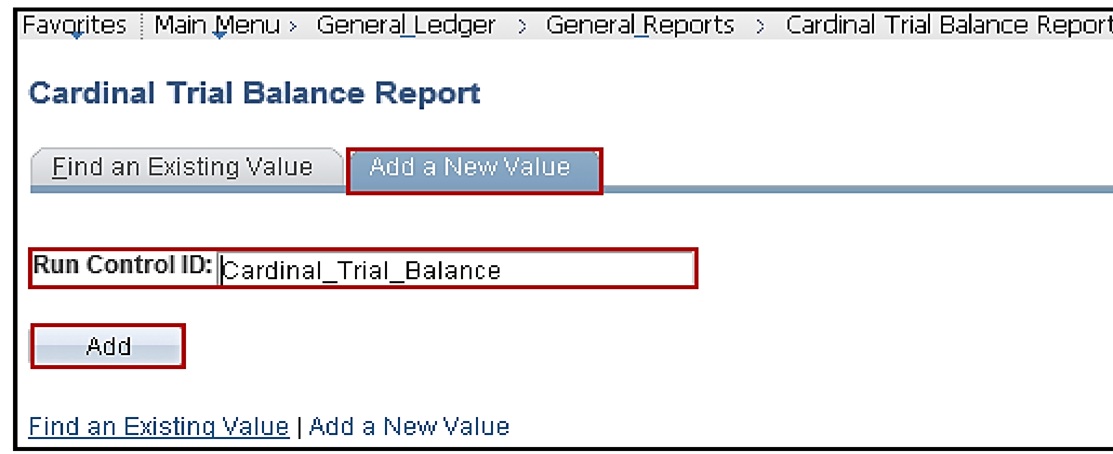
There are two trial balance reports. The one titled **Cardinal Trail Balance Report** is a customized Cardinal report.



Run Control ID

To run an ad hoc report you must have a **Run Control ID**. A **Run Control ID** is the name you give your saved report parameters.

First search for an existing **Run Control ID** using the **Find an Existing Value** tab. If a **Run Control ID** has not been created, you can create one using the **Add a New Value** tab.



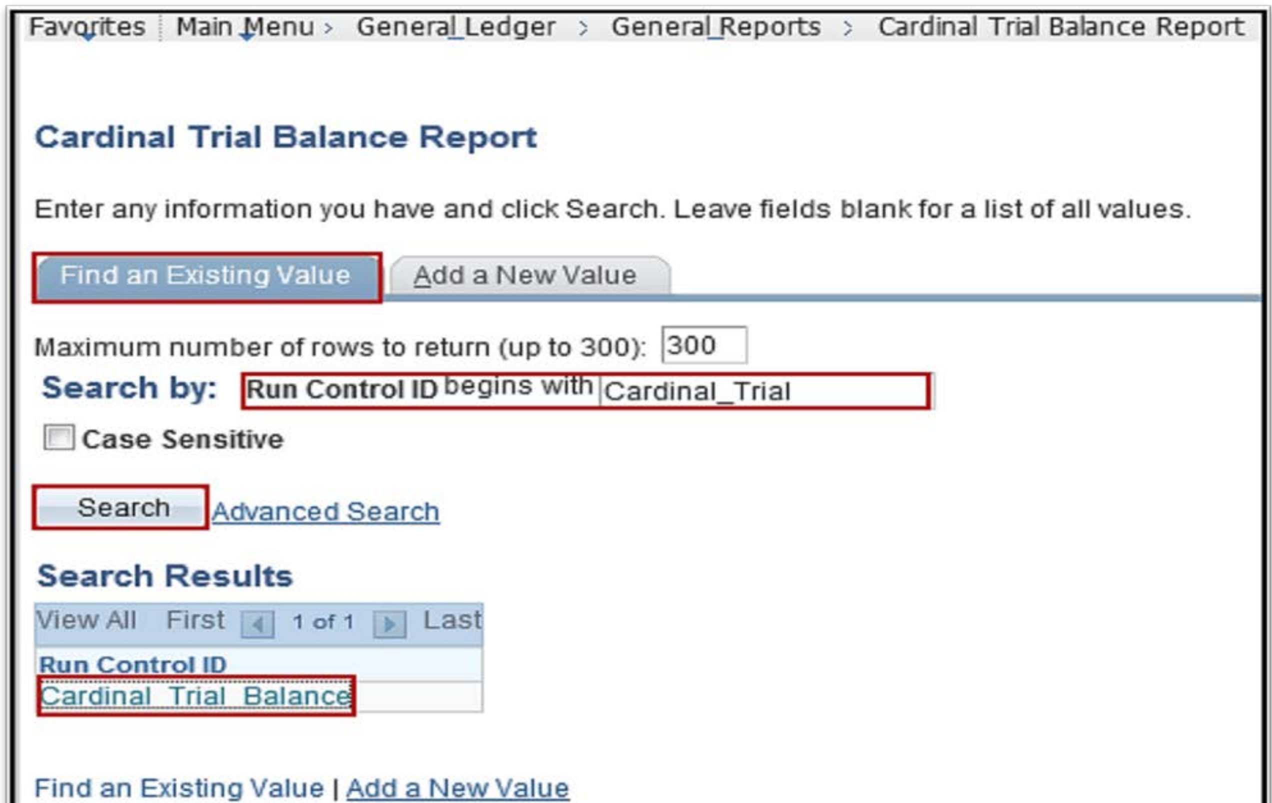
In creating and naming a **Run Control ID** consider the following:

- Up to 30 characters are allowed
- No blank spaces
- Do not use the wildcard symbol (%)
- Underscore can be used, e.g., **Cardinal_Trial_Balance**
- Once you create a **Run Control ID** you cannot delete it.
- Give your report a **Run Control ID** that is relevant and descriptive in order to help you remember it for future use.

Once you have named your new **Run Control ID**, click **Add**.

Re-Use Existing Run Controls

Once you create the **Run Control ID**, it is saved for future use along with the parameters you specified. To find an existing **Run Control ID** select the **Find an Existing Value** tab and click search. All **Run Control IDs** will be returned. Or, if you know the name of the **Run Control ID** you may limit your search results by entering the name, or the first few characters, and click **Search**. If you know only part of the **Run Control ID** you can use the wildcard, e.g. **%**, in your search.

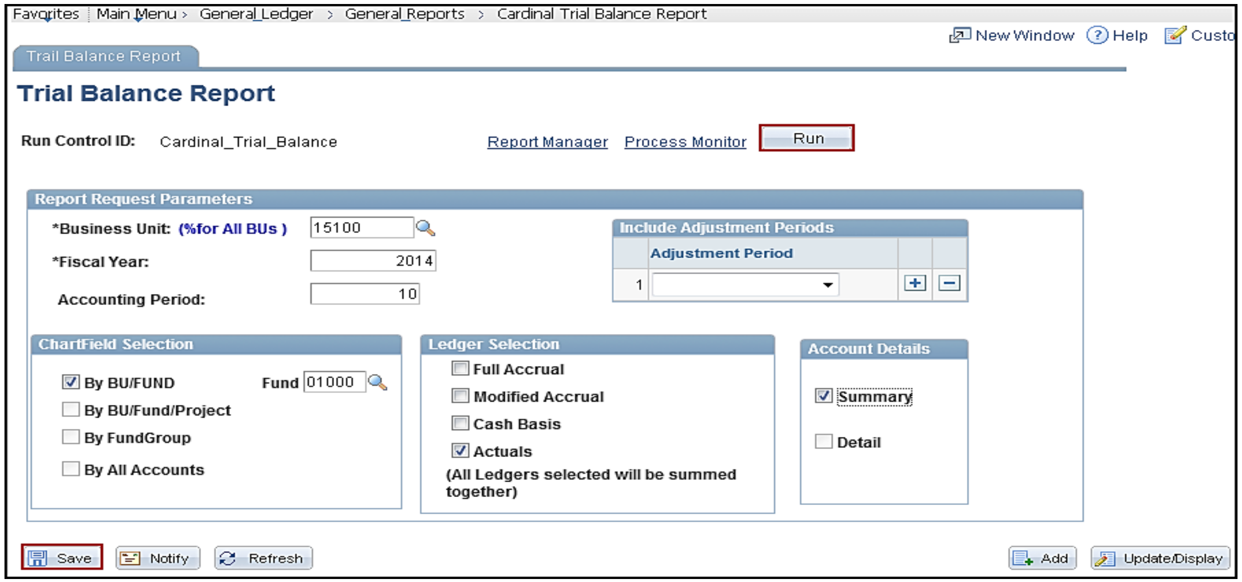


Report Request Parameters

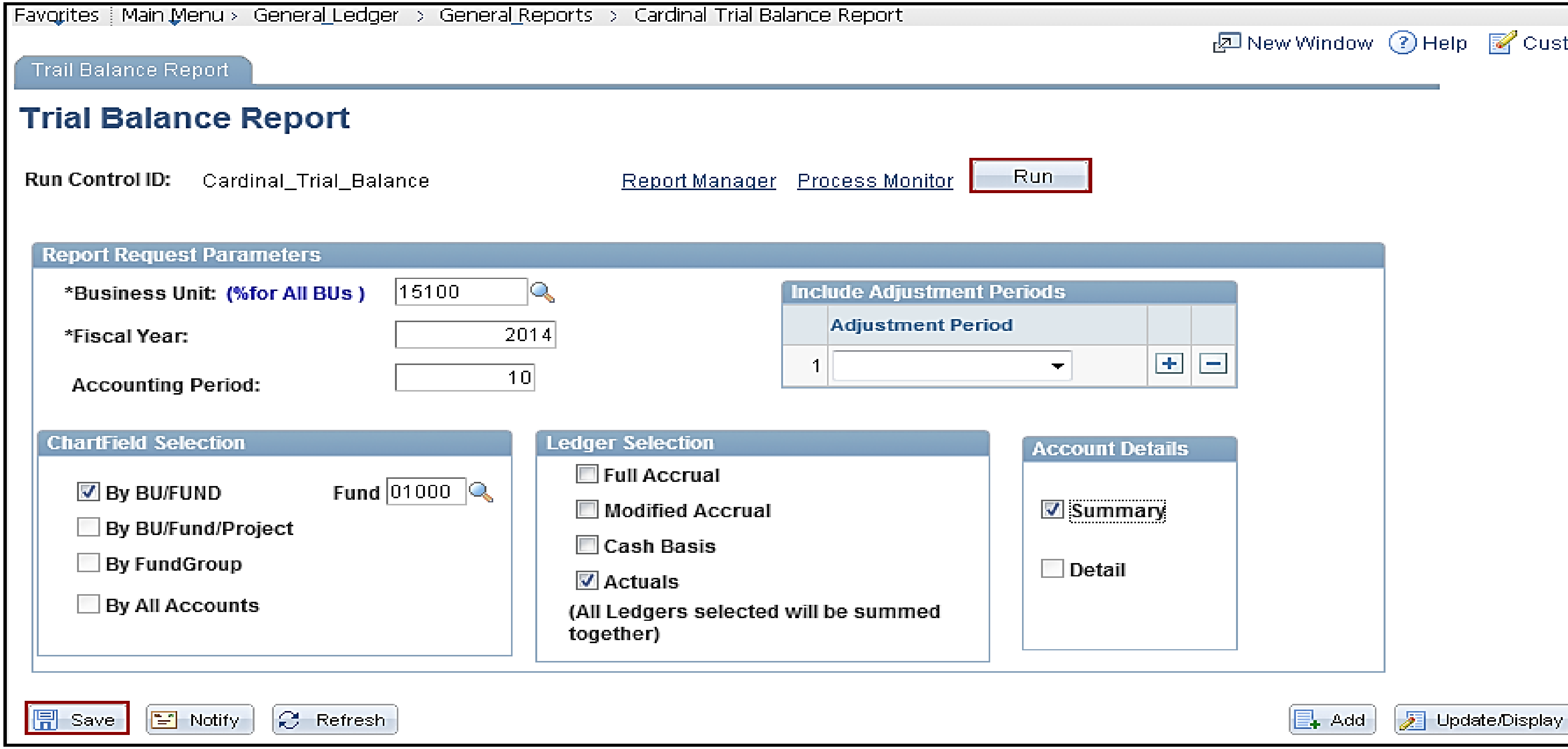
Report Request Parameters, also referred to as criteria, are used to filter the data returned in your report. Some parameter fields have magnifying glasses, i.e., look up icons, or drop-down menus to help you select from a list of available values.

Parameters available vary by report. In the example below, the parameters for the **Cardinal Trial Balance** report include: **Business Unit (BU)**, **Fiscal Year**, **Accounting Period**, **ChartField Selection**, **Ledger Selection** and **Account Details.** As a general rule, **Ledger Selection** should always be **Actuals**.

After choosing your parameters, click **Save** to save the **Run Control ID** along with the selected parameters for future use. If you wish to run the report, as well as save, click the **Run** button. The **Process Scheduler Request** page will be displayed.



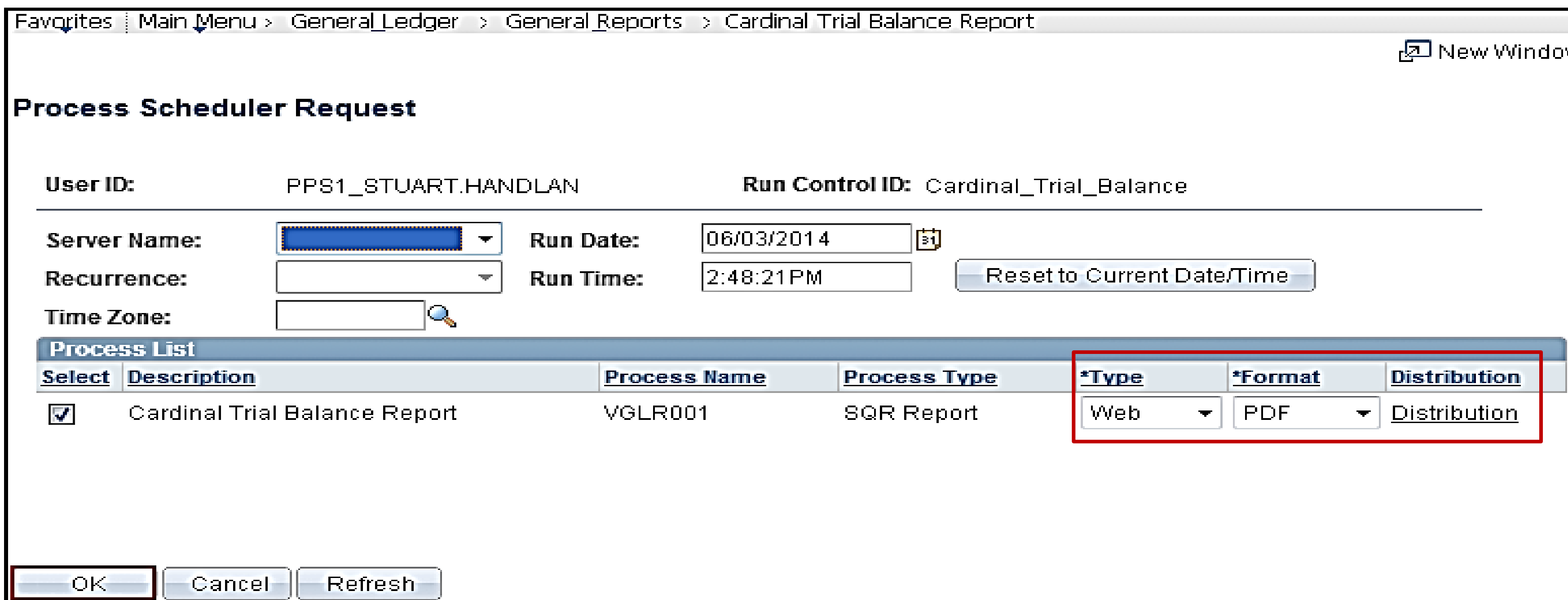
Report Request Parameters (continued)



Process Scheduler Request

The **Process Scheduler Request** page generates a request to process the report using the parameters you identified in your **Run Control ID**.

Most information on the **Process Scheduler Request** page is automatically filled in by Cardinal. On some reports you can change the report **Type** and **Format**. Not all types or formats work for all reports. You can also choose to email the report to yourself and/or others by changing the **Type** to **Email** and completing the **Distribution** information. Click the **OK** button to create the process request, i.e., kick off the report.

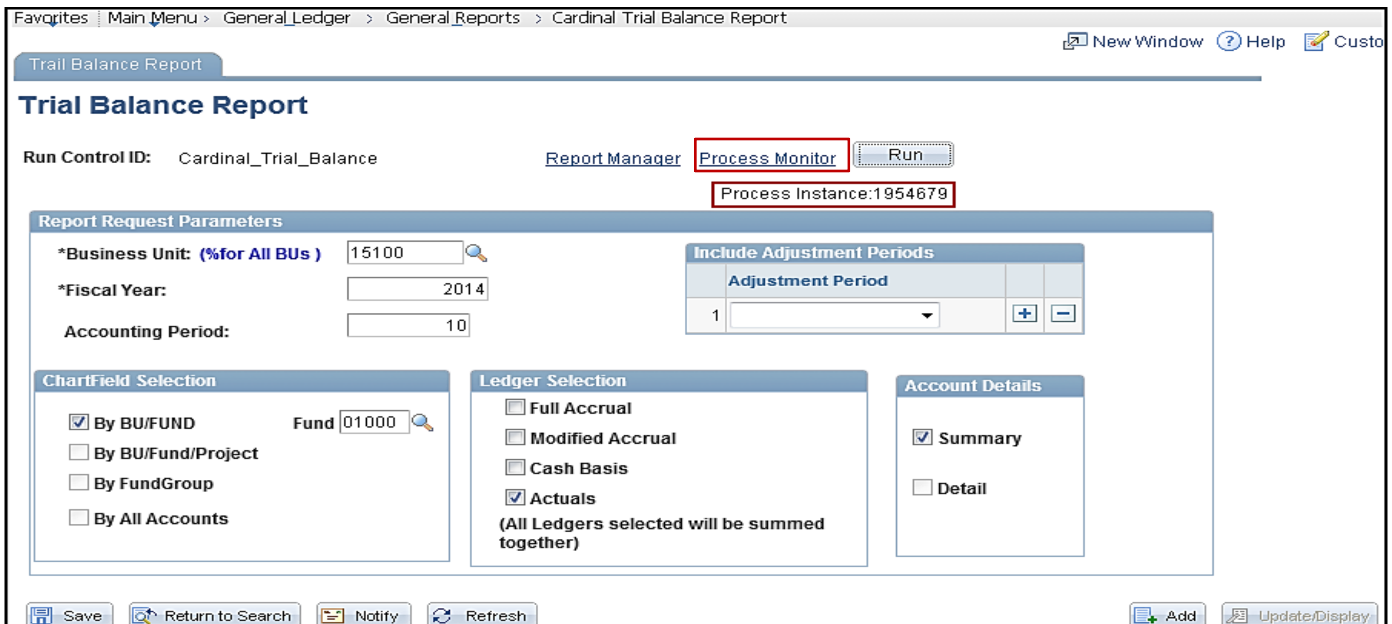


Process Monitor and Instance Number

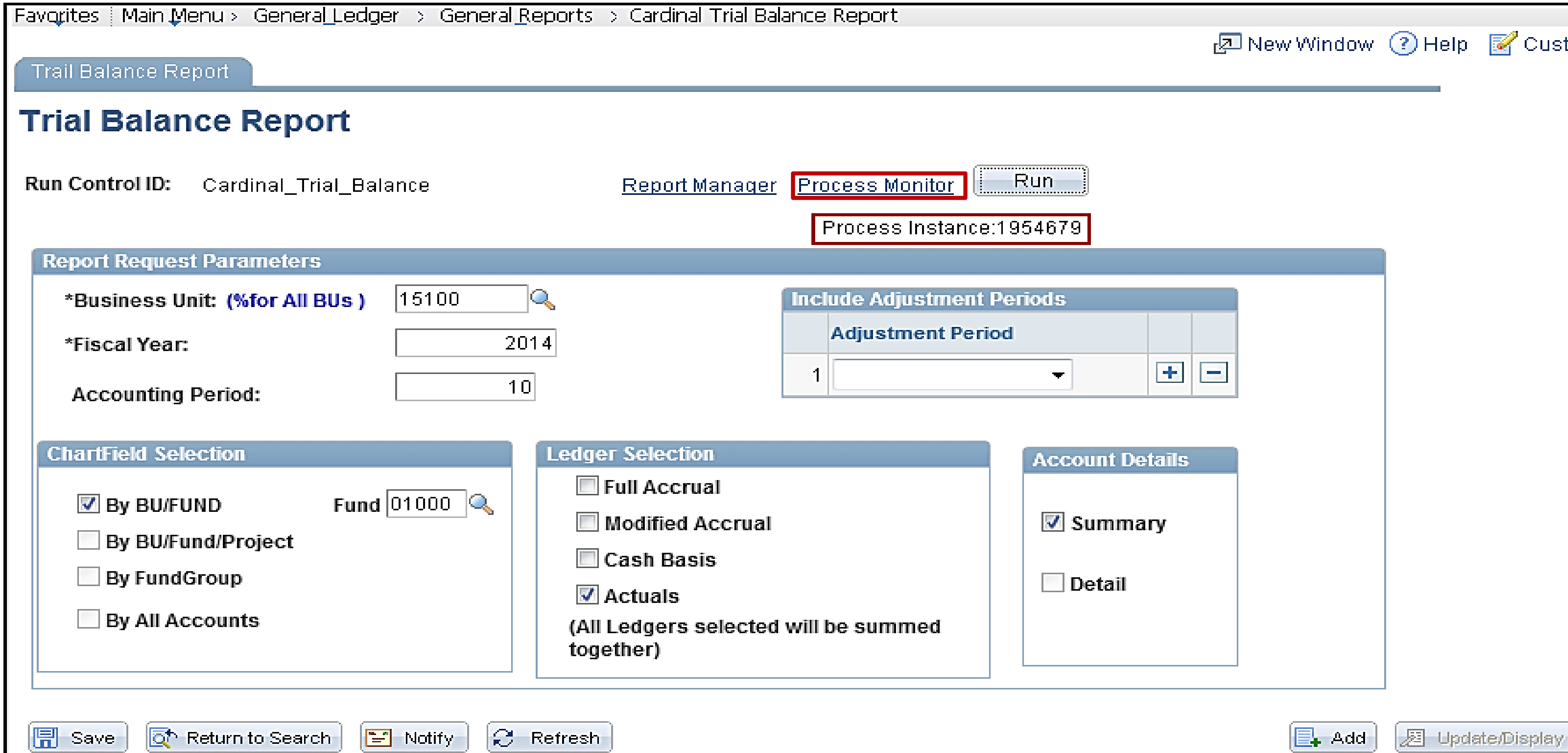
After you have kicked off your report, Cardinal takes you back to the report page where you set up your **Run Control ID** and defined your parameters.

Under the **Run** button you see a **Process Instance** number that is unique to the report request you just kicked off. Use this number to help you find your report request on the next page.

Click the **Process Monitor** hyperlink to access the **Process Monitor** page where you can see the status of your report request and access your report once the request is complete.



Process Monitor and Instance Number (continued)



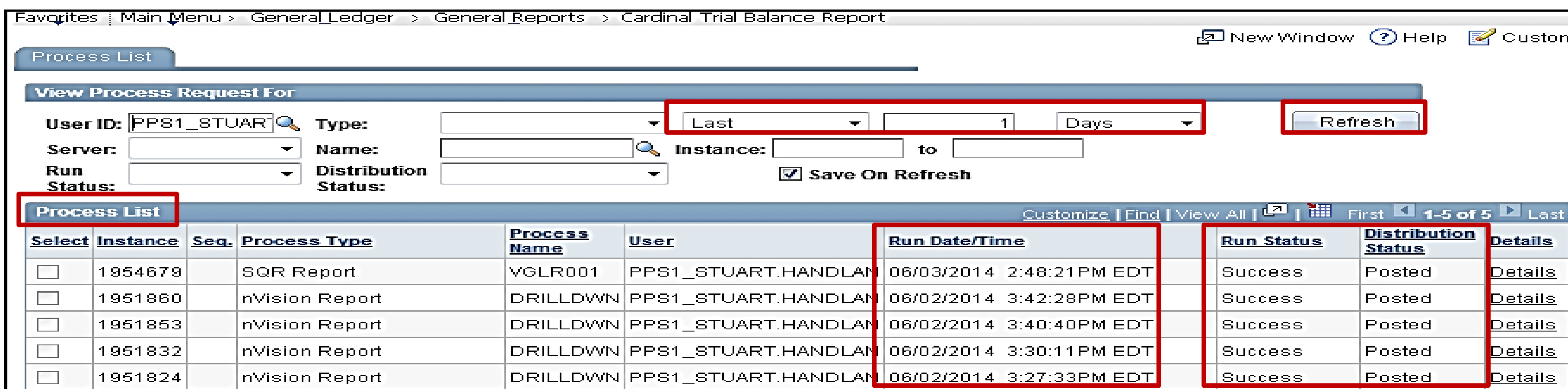
Report Execution Status

The **Process Monitor** displays a **Process List** as seen below. Here you can check the status of your report.

To find your report:

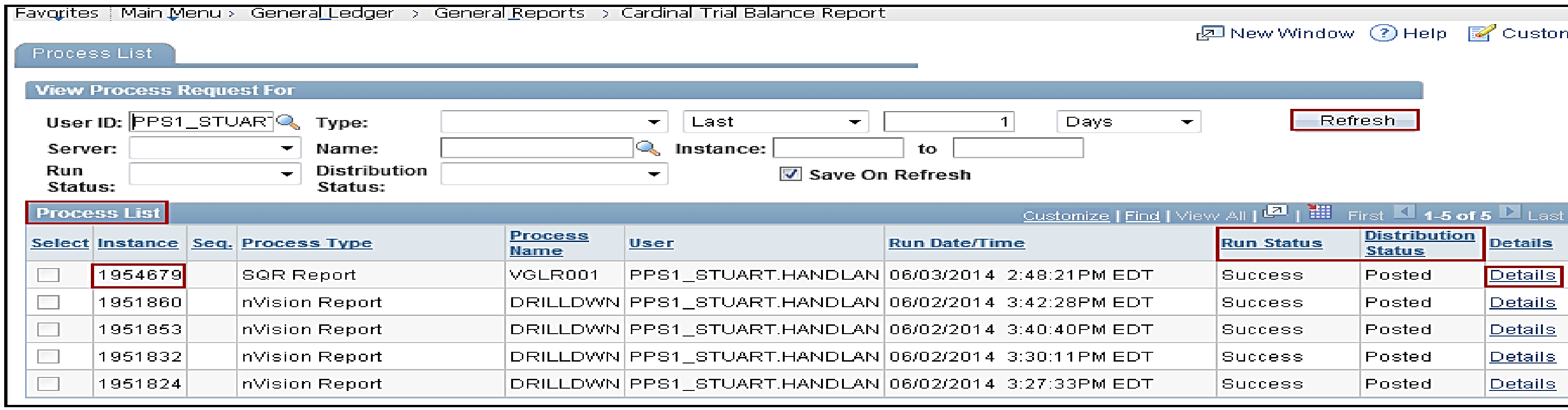
- Under the **View Process Request For** section use the two fields to the right of the **Last** field, enter the days (or hours, etc.) to display only the reports run during that period, e.g., reports run during the last 10 days. The **Last** field can also be modified by selecting the drop-down arrow.
- Under the **Process List** section the **Run Date/Time** column defaults to list the reports in chronological order with the most recently run reports listed first.

As Cardinal processes report requests, the **Run Status** and **Distribution Status** update. To update the **Process List** page contents, including status, click the **Refresh** button.



Run and Distribution Status Updates

Click the **Refresh** button until the **Run Status** is **Success** and the **Distribution Status** is **Posted**. At that point the report is ready to retrieve. Click the **Details** hyperlink to go to the **Process Detail** page to retrieve the report.


Favorites | Main Menu > General Ledger > General Reports > Cardinal Trial Balance Report

New Window | Help | Customi

Process List

View Process Request For

User ID: PPS1_STUAR | Type: | Last | 1 | Days | Refresh

Server: | Name: | Instance: | to

Run Status: | Distribution Status: | Save On Refresh

Process List — Customize | Find | View All | First 1-5 of 5 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
	1954679		SQR Report	VGLR001	PPS1_STUART.HANDLAN	06/03/2014 2:48:21PM EDT	Success	Posted	Details
	1951860		nVision Report	DRILLDWN	PPS1_STUART.HANDLAN	06/02/2014 3:42:28PM EDT	Success	Posted	Details
	1951853		nVision Report	DRILLDWN	PPS1_STUART.HANDLAN	06/02/2014 3:40:40PM EDT	Success	Posted	Details
	1951832		nVision Report	DRILLDWN	PPS1_STUART.HANDLAN	06/02/2014 3:30:11PM EDT	Success	Posted	Details
	1951824		nVision Report	DRILLDWN	PPS1_STUART.HANDLAN	06/02/2014 3:27:33PM EDT	Success	Posted	Details

Run Status:

- **Queued** - Request has not yet started.
- **Processing -** Request is in progress.
- **Success** - Report is complete.

Distribution Status:

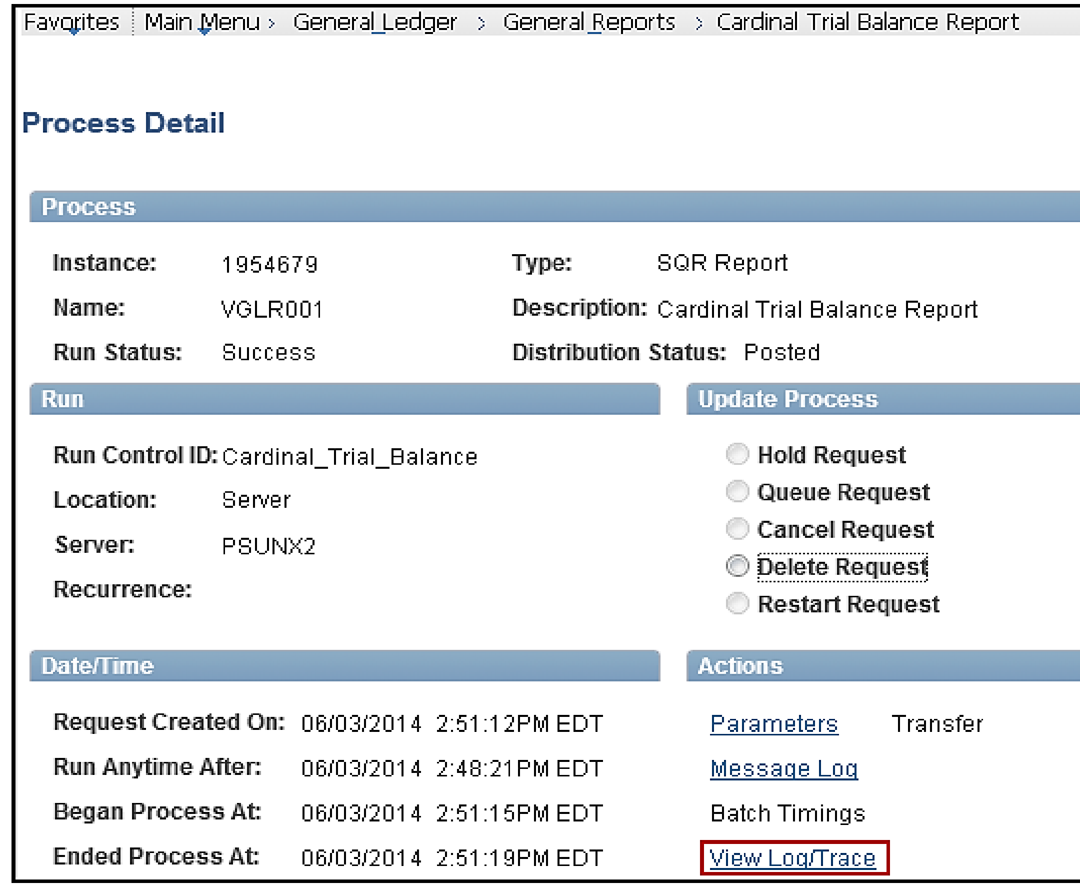
- **N/A** – Report request is queued, waiting to be executed.
- **Not Posted** - Report execution has completed, report not yet posted.
- **Posting** - Report is being posted.
- **Posted** - Report is posted to the report repository and is available for viewing.

Process Detail

From the **Process Detail** page you can:

- Select an **Update Process** option: Some options listed may be grayed out, i.e., not available, based on the status of your report.
- Click the **View Log/Trace** hyperlink to access your report.

Click on the **View Log/Trace** hyperlink.

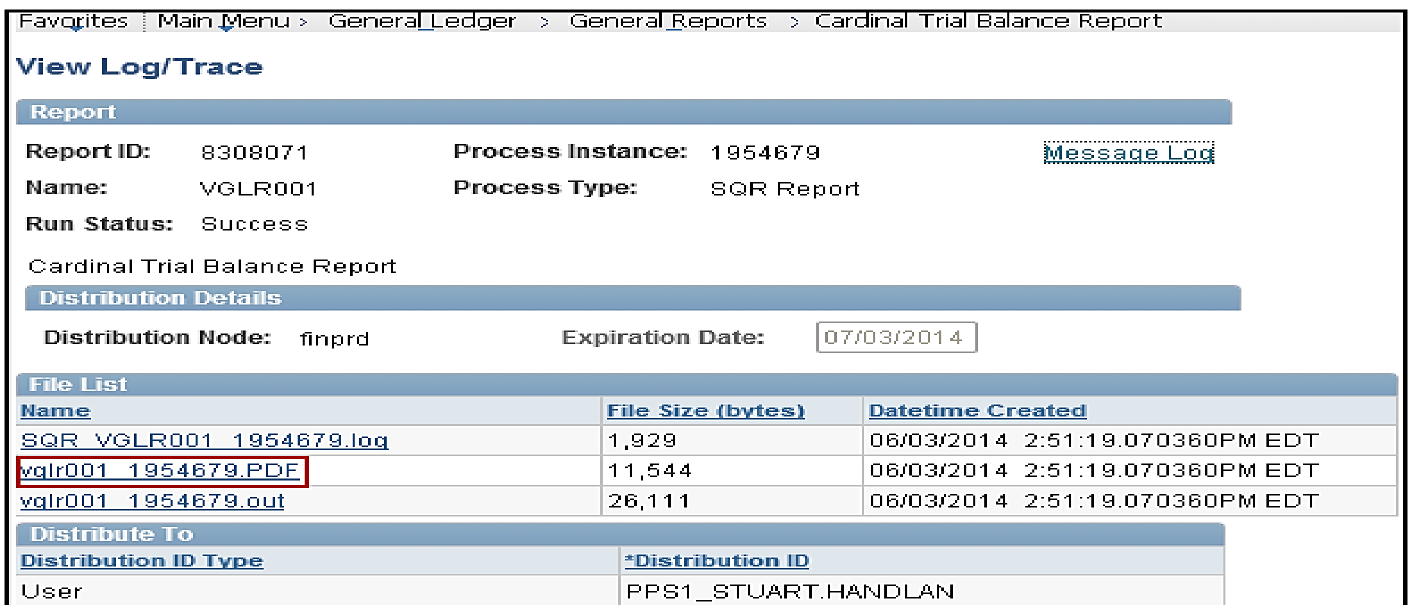


View Log / Trace – File List

The **View Log/Trace** page identifies your report by **Report ID**, **Name**, and **Process Instance**. The **File List** section lists the files associated with your report request:

- The **.log** file provides details about the processing.
- The **.PDF** file is your report. When you click on the hyperlink the report will open in a new internet browser window.
- The **.out** file shows the run control parameters entered, the start and end date, and the duration of the process.

Click on the **PDF** hyperlink to open your report in a new internet browser window.

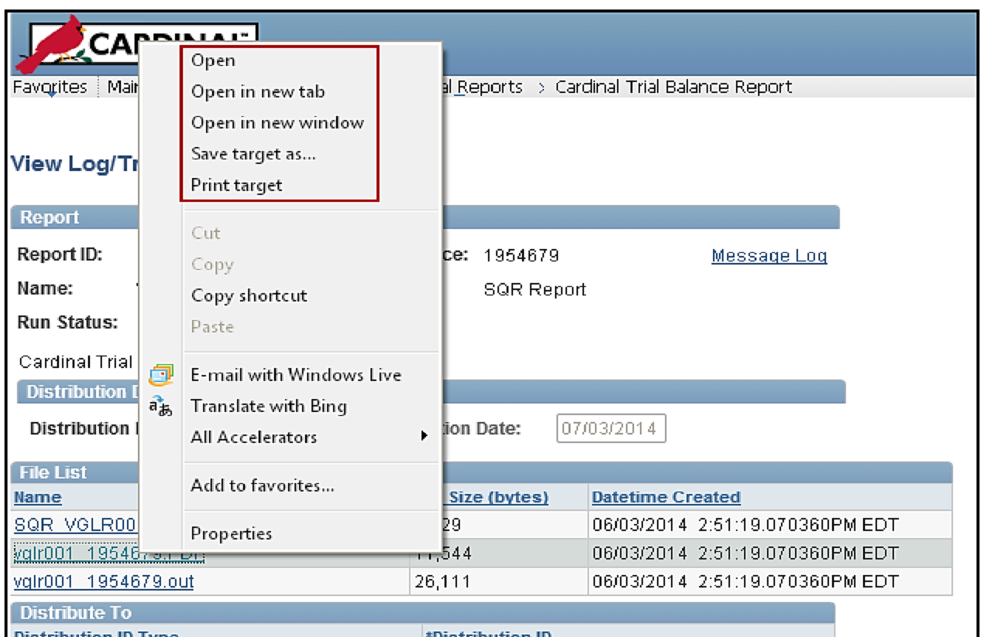


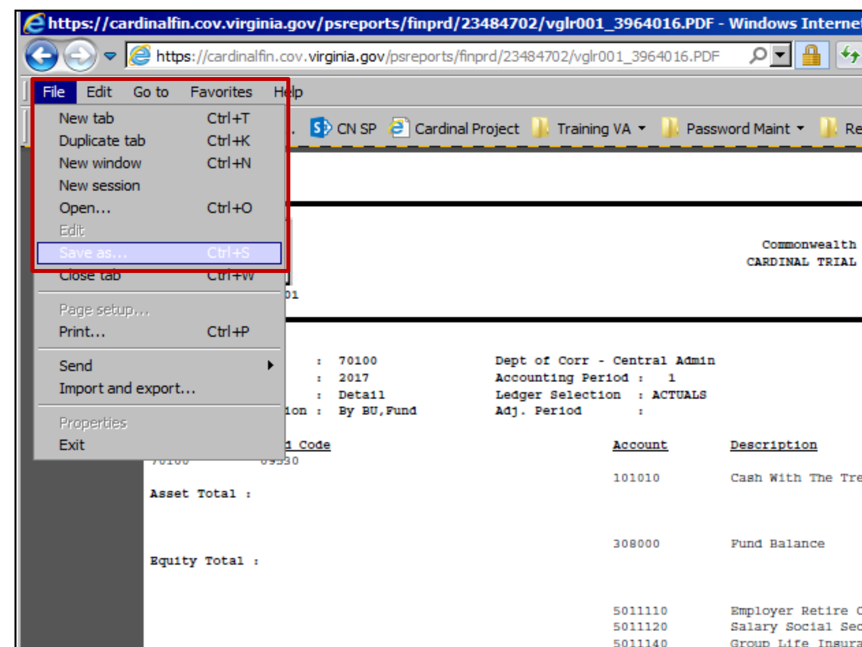
Download and Share Report

There are two ways to save your report to your computer:

- From the **View/Log Trace** page under the **File List** section of the page, right click on the file name / hyperlink. Click **Save target as…** to save to your computer. Follow the prompts.
- Click on the report name / hyperlink to open the report. Using the internet drop-down menu bar choose **File > Save As** and save the report file to your computer. Follow the prompts.

Once you have downloaded the report you can forward it to others.





View Report Output

Commonwealth of Virginia
CARDINAL TRIAL BALANCE REPORT

Report ID: VGLR001

Run Date: 06/03/2014
Run Time: 02:51 00

Page No. 1 of 1

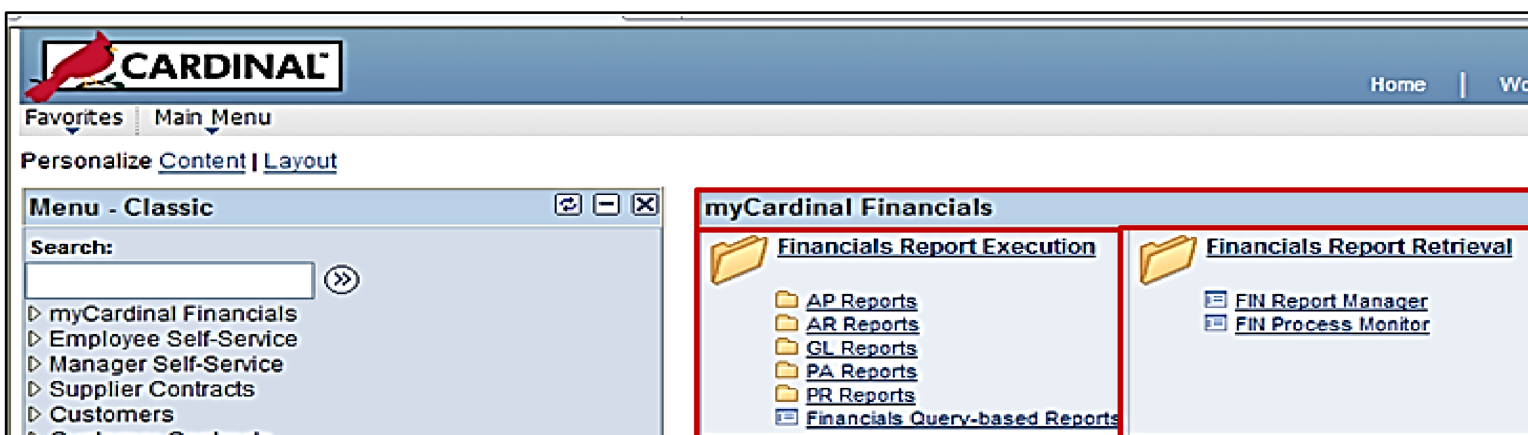
Business Unit	: 15100	Department of Accounts	
Fiscal Year	: 2014	Accounting Period :	10
Account Details	: Summary	Ledger Selection	: ACTUALS
ChartField Selection	: By BU, Fund	Adj. Period	:

Business Unit	Fund Code	Account	Description	Beginning Balance	Net Activity	Ending Balance
15100	01000					
		101010	Cash With The Treasurer Of VA	4,922,614.40	(969,048.83)	3,953,565.57
		131030	Petty Cash Advances	1,000.00	0.00	1,000.00
		154601	Petty Cash Operations	0.00	0.00	0.00
Asset Total :				4,923,614.40	(969,048.83)	3,954,565.57
		205025	Accts Payable-AP/EX Accruals	(739.91)	(4,653.14)	(5,393.05)
		255470	Susp Acct-Deposit Pend Distrib	0.00	0.00	0.00
Liability Total :				(739.91)	(4,653.14)	(5,393.05)
Revenue Total :		Revenue Accounts		(100.80)	0.00	(100.80)
Expense Total :		Expense Accounts		6,373,443.31	973,701.97	7,347,145.28
		609560	Cash Trnsfr In - Load GF Cash	(10,847,698.00)	0.00	(10,847,698.00)
		609960	Cash Transfer In - GF	(448,519.00)	0.00	(448,519.00)
Transfers Total :				(11,296,217.00)	0.00	(11,296,217.00)
Total for Fund :	01000	General Fund		0.00	0.00	0.00
Total for BU :	15100	Department of Accounts		0.00	0.00	0.00

myCardinal Financials Portlet

You can also use the **myCardinal Financials** portlet located on your **Home** page to access reports and queries.

- **Financials Report Execution**:
  - Functional area folders, e.g., **AP Reports**, **AR reports**, contain lists of the most commonly run reports for that functional area. Clicking on a functional area folder hyperlink will open a page with a list of the most commonly run reports for that functional area.
  - The **Financials Query-based Reports** hyperlink brings you to the Query Viewer, discussed in Lesson 4.
- **Financials Report Retrieval:**
  - The **FIN Report Manager** displays reports you ran and nVision reports run by Cardinal, discussed in Lesson 3.
  - The **FIN Process Monitor** displays the status, and access to, reports that you have run.

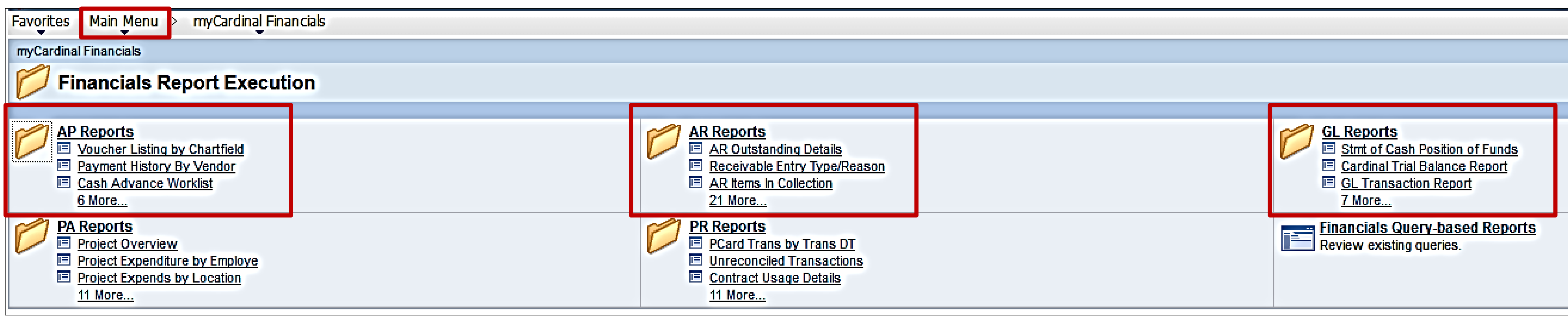


myCardinal Financials Portlet (continued)

To run a report from the **myCardinal Financials** portlet click on the **Financials Report Execution** hyperlink. You can also access the **Financials Report Execution** page from any Cardinal page using the **Main Menu** drop-down:

Main Menu > myCardinal Financials > Financials Report Execution.

The **Financials Report Execution** page provides hyperlinks to reports grouped by functional area, e.g., **AP Reports**, **AR Reports**. Click on a functional area hyperlink, or choose **x More…** to view the frequently run reports for that functional area. Click on a specific report hyperlink to run the report.



Not all reports are accessible through this page. All functional area reports are available using each module's navigation path from the **Main Menu**. For example, Accounts Payable ad hoc reports are available using the following path:

Main Menu > Accounts Payable > Reports

Hands On Practice – Run an Ad Hoc Report

This practice will reinforce the concepts learned in the lesson. Your instructor will provide direction regarding the activity. Please ask your instructor if you have any questions.

For additional hands on practice, run the Ad Hoc Report simulation on the Cardinal website:

Go to www.cardinalproject.virignia.gov, click on the **Statewide Toolbox > Training Materials**, scroll down to **Navigation, Reporting, and Approvals**. Under **Simulations,** click on **Introduction to Reporting in Cardinal** and select **Run an Ad Hoc Report**.

Lesson 2: Checkpoint

Now is your opportunity to check your understanding of the course material.

Answer the review questions below:

1. You should always search for an existing **Run Control ID** before creating a new one because **Run Control IDs** cannot be deleted. (TRUE or FALSE)
2. Before you can access the report, the **Run Status** must update from **Queued** to **Success** and the **Distribution Status** must update from **N/A** to ________.

Lesson 2: Summary

In this lesson, you learned:

- Before you can run a report, you must find an existing **Run Control ID** or create a **Run Control ID**.
- Once you create a **Run Control ID** you cannot delete it.
- You can use the **Process Scheduler Request** page to enter and update information about how the report is run, including timing and output format.
- You can check the status of your report on the **Process Monitor** page.
- You can save frequently run ad hoc report pages to **Favorites**.

Lesson 3: nVision Reports

This lesson covers the following topics:

- Using **FIN Report Manager**
- nVision report retrieval
- nVision drilldowns

nVision Reports

nVision is a reporting tool that generates reports each night in batch. All users can access nVision reports. You can access these reports any time after the batch completes.

nVision Reports:

- **Approp Bud Actual (VRGL003A)**: Budget to Actual – Program, Fund

  This nVision report provides appropriations and expenditures for a **Business Unit** by **Fund** and **Program** for all Programs within the **Fund** specified in the report scope.

- **Oprl Bud Actual (VRGL004A)**: Budget to Actual – Fund, Program, Account

  This report compares the agency operational budget to the expenses incurred per period by **Fund**, **Program**, and **Account**.

  This nVision report provides operational budget and actual expenditures for a specified **Business Unit** and related **Fund** and **Program**, summarized by **Account** for accounting period and fiscal year to date (FYD).

- **Proj Fin Summary (VPAR0567)**: Project Financial Summary Report

  This nVision report is run for all projects related to a specified **Business Unit** by summary project and provides the project budget for both the summary project and the operating projects. It also provides the expenditure actuals for year to date (YTD) and project life to date (LTD). In addition, the project to date over / under project budget also displays the variance between project budget and project LTD spending amount. The percent of project budget remaining is displayed at the end, which tells the remaining budget for that Project.

nVision Reports (continued)

nVision reports (continued):

- **CSC Exp Account (VRGL0614)**: Budget to Actual – Cost Center by Account

  This nVision report provides operational budget and actual expenditure amounts for a **Business Unit** by **Account** and **Cost Center** for the current period and year to date.

- **Dept Exp Account (VRGL0615)**: Budget to Actual – Department by Account

  This nVision report provides operational budget and actual expenditure amounts for a **Business Unit** by **Account** and **Department** for the current period and year to date.

- **Proj Exp Account (VPAR106B)**: Project Expenditures by Account

  This report breaks out total posted amounts by **Account** under a **Project** and **Business Unit (BU)** from the **Project Budget Ledger**, **Journal Header**, and **Journal Lines** tables for project life to date and year to date time spans.

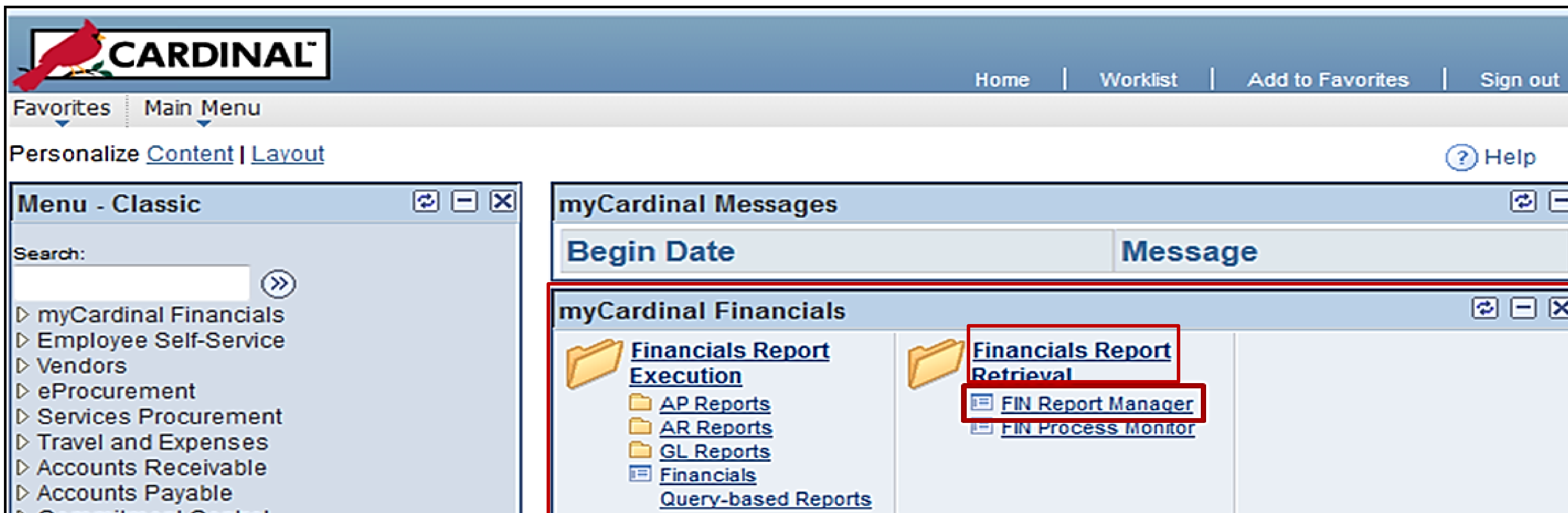
- **Proj Exp Task (VPAR106C)**: Project Expenditures by Task

  This nVision report breaks out the total posted amounts by all **Tasks** under a **Project** and **Business Unit** from the Project Budget Ledger, Journal Header and Journal Line tables for project LTD and YTD.

nVision Reports (continued)

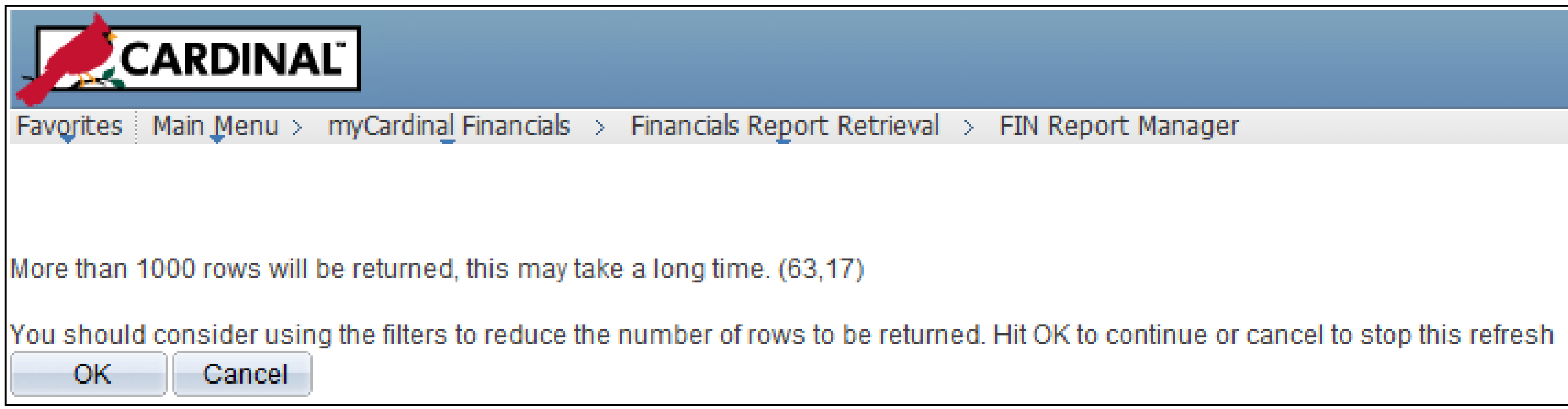
nVision reports use Excel version 2007 or higher. If you have an earlier version of Excel installed on your computer, you must install version 2007 or higher in order to open an nVision report. Without Excel 2007 or higher the report contents will not display in a readable format.

To select and open an nVision report, from your **Home** page, click on the **FIN Report Manager** hyperlink in the **myCardinal Financials** portlet.



nVision Reports (continued)

When you click on **FIN Report Manager**, you may get the following **Message**:

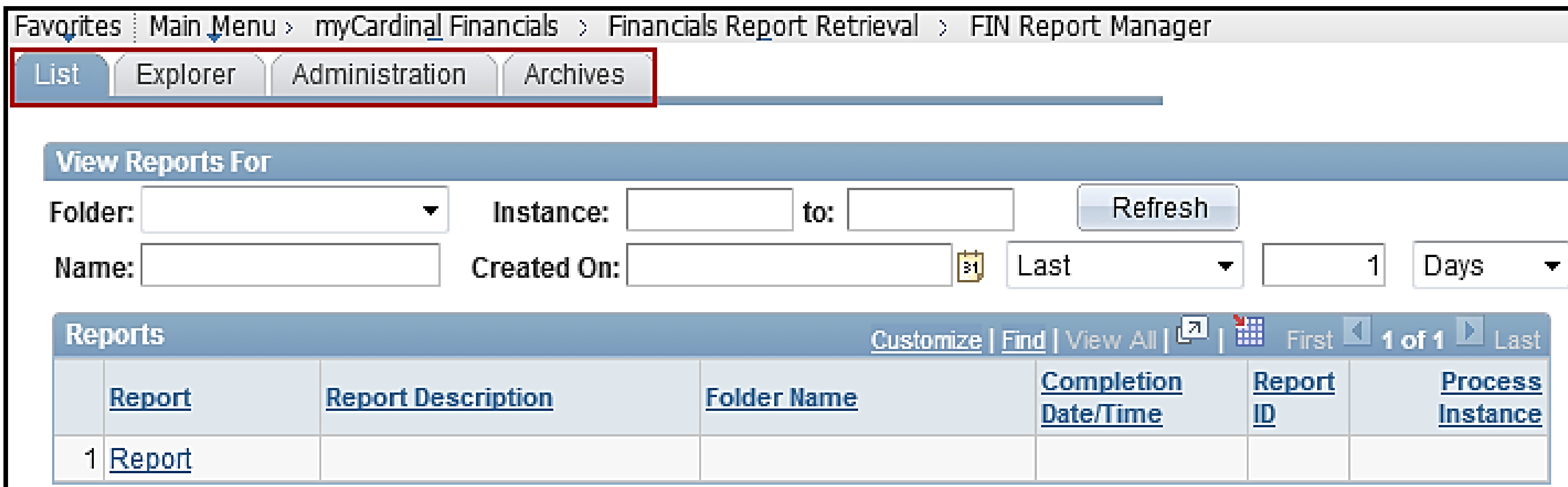


Select **Cancel** in order to avoid a long delay. Once you have canceled the **FIN Report Manager** page will open and you can enter report search parameters to filter your results and avoid the long delay.

nVision Reports (continued)

The **FIN Report Manager** contains four tabs which:

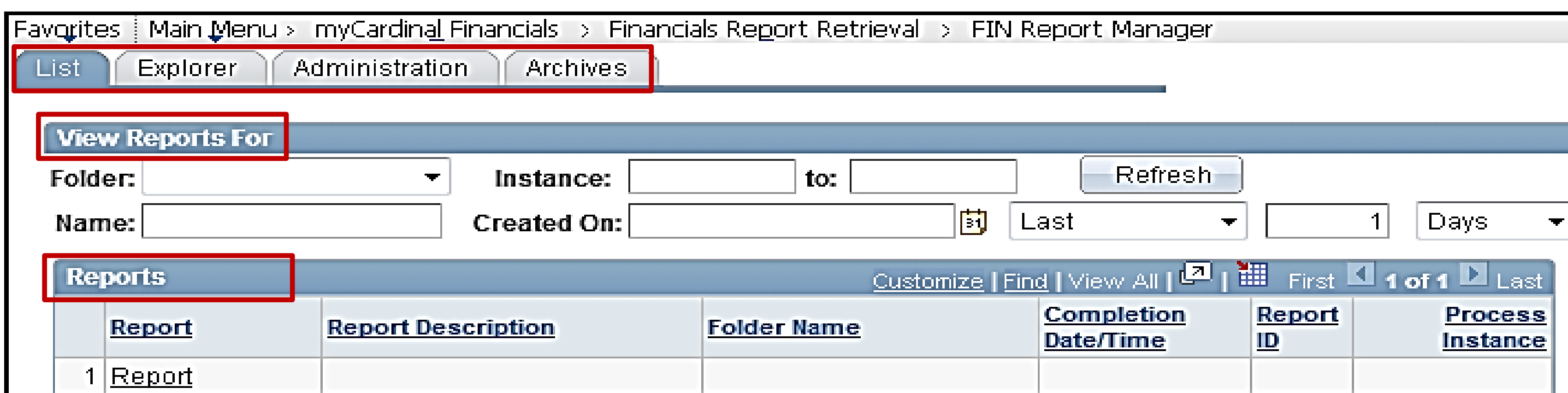
- List reports you have run
- Sort reports under tabs for easy identification and access
- List reports run in batch overnight using nVision



nVision Tabs

FIN Report Manager tabs:

- **List**: The **List** tab allows you to enter your report parameters such as the **Folder**, **Instance** range, and **Name** for the nVision report you want to retrieve.
- **Explorer**: The **Explorer** tab displays a hierarchical view of the folders and reports by **BU** and fiscal year. Navigation tools allow you to scroll through the pages from **First** to **Previous** to **Next** to **Last** to **Left** to **Right**.
- **Administration**: The **Administration** tab displays nVision and ad hoc reports that you have run. You can click on the **Details** hyperlink to access the ad hoc reports. This is the only tab that displays new reports, e.g. Drilldown reports, that have been scheduled or are in the process of being posted to the report repository.
- **Archives**: The **Archives** tab lists historical records of user run ad hoc reports which were run more than 30 days ago and batch reports run more than 90 days ago.



Retrieving nVision Reports – List Tab

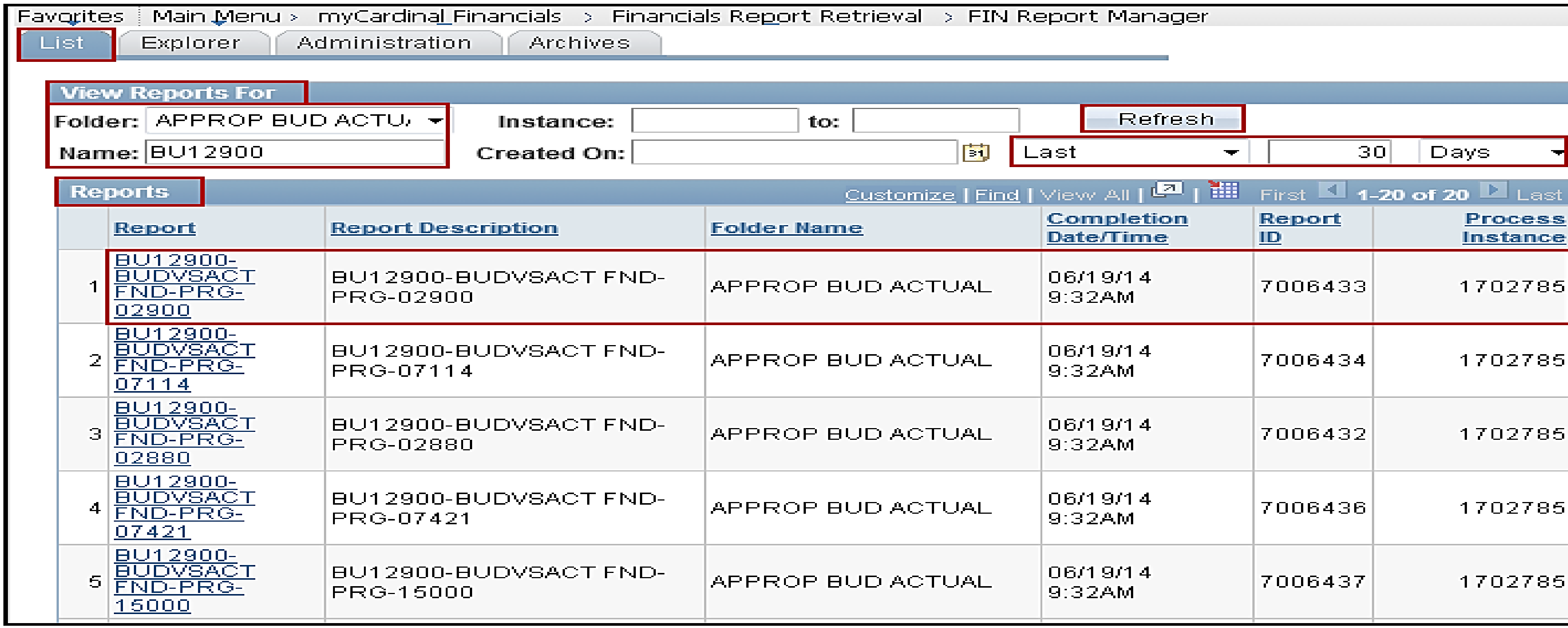
Filtering Reports Viewed:

On the **List** tab, in the **View Reports For** section, you enter your search criteria:

- Select the specific **Folder** drop-down menu that will contain the report you wish to retrieve, e.g., **APPROP BUD ACTUAL**.
- Enter a value in the **Name** field. If you are retrieving the Budget to Actual – Fund, Program report for your agency, you can enter your agency's **Business Unit** number prefixed with BU**,** e.g., BU12900, or your **Business Unit** number and a specific **Fund** in this field. The wildcard (%) may also be used, e.g., BU12900%01000%.
    - The **Name** field is case-sensitive, e.g., the **Business Unit** abbreviation of BU must be capitalized.
    - Although not a required field, specifying a value in the **Name** field narrows the search results.
- Use the **Last** or **Date Range** field to identify the time span that you want to view. Using **Last** specifies a time span for the most recent reports run. Using **From** and **to** dates lists only reports that were created during that date range.
- Once you have entered your search criteria, click **Refresh** to update the **Reports** section.
- Click on the hyperlink for the **Report** you want to view. Be sure to verify that you are selecting the latest version of the report based on the value in the **Completion Date/Time** column.

Retrieving nVision Reports – List Tab (continued)

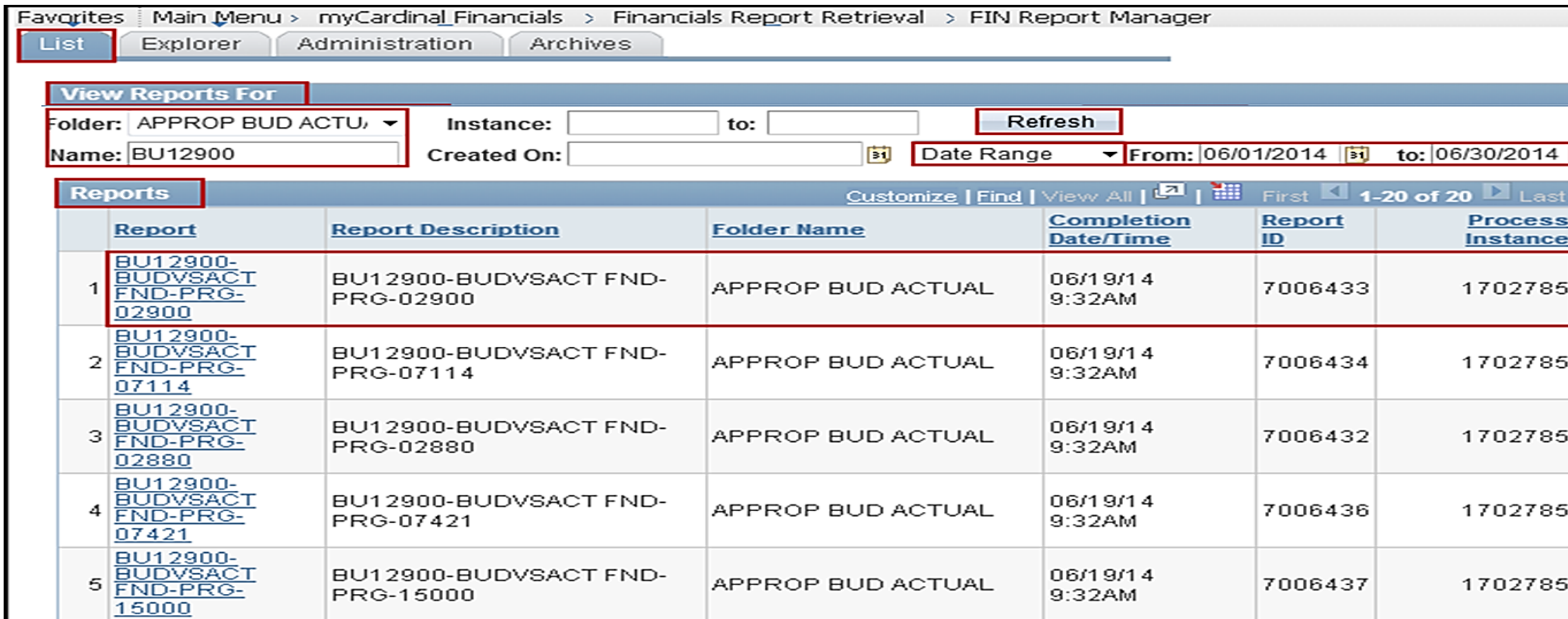
The two drop-down boxes next to the **Last** field allow the time to be specified in minutes, hours, days, or years. The report retrieval criteria in this example uses the **Last 30 Days**.



	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1	BU12900-BUDVSACT FND-PRG-02900	BU12900-BUDVSACT FND-PRG-02900	APPROP BUD ACTUAL	06/19/14 9:32AM	7006433	1702785
2	BU12900-BUDVSACT FND-PRG-07114	BU12900-BUDVSACT FND-PRG-07114	APPROP BUD ACTUAL	06/19/14 9:32AM	7006434	1702785
3	BU12900-BUDVSACT FND-PRG-02880	BU12900-BUDVSACT FND-PRG-02880	APPROP BUD ACTUAL	06/19/14 9:32AM	7006432	1702785
4	BU12900-BUDVSACT FND-PRG-07421	BU12900-BUDVSACT FND-PRG-07421	APPROP BUD ACTUAL	06/19/14 9:32AM	7006436	1702785
5	BU12900-BUDVSACT FND-PRG-15000	BU12900-BUDVSACT FND-PRG-15000	APPROP BUD ACTUAL	06/19/14 9:32AM	7006437	1702785

Retrieving nVision Reports – List Tab (continued)

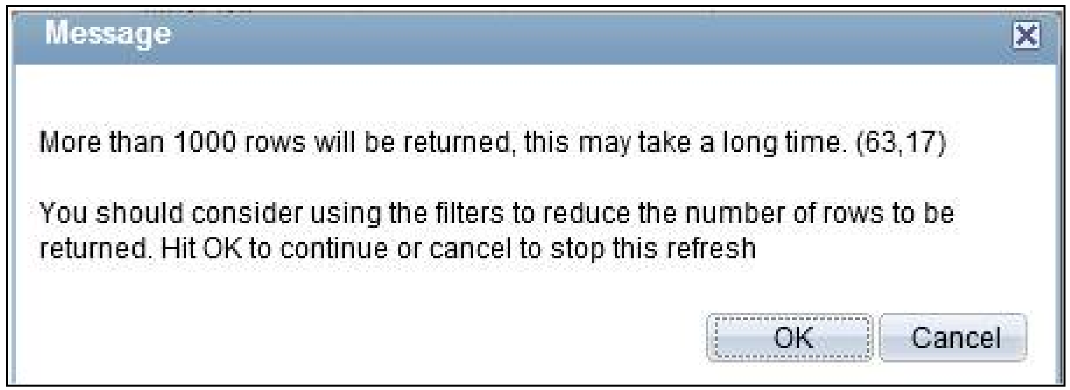
The report retrieval criteria in this example uses **Date Range.** The dates that are selected for the **Date Range** relate to the report execution date. To obtain the most recent reports, the **to** date specified should be the current date. Click on the **Report** hyperlink for the report you wish to view.



	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1	BU12900-BUDVSACT FND-PRG-02900	BU12900-BUDVSACT FND-PRG-02900	APPROP BUD ACTUAL	06/19/14 9:32AM	7006433	1702785
2	BU12900-BUDVSACT FND-PRG-07114	BU12900-BUDVSACT FND-PRG-07114	APPROP BUD ACTUAL	06/19/14 9:32AM	7006434	1702785
3	BU12900-BUDVSACT FND-PRG-02880	BU12900-BUDVSACT FND-PRG-02880	APPROP BUD ACTUAL	06/19/14 9:32AM	7006432	1702785
4	BU12900-BUDVSACT FND-PRG-07421	BU12900-BUDVSACT FND-PRG-07421	APPROP BUD ACTUAL	06/19/14 9:32AM	7006436	1702785
5	BU12900-BUDVSACT FND-PRG-15000	BU12900-BUDVSACT FND-PRG-15000	APPROP BUD ACTUAL	06/19/14 9:32AM	7006437	1702785

Retrieving nVision Reports – List Tab (continued)

After you click on the **Report** hyperlink, you may get this warning message:



Click **OK**. The selected report will open in Excel.

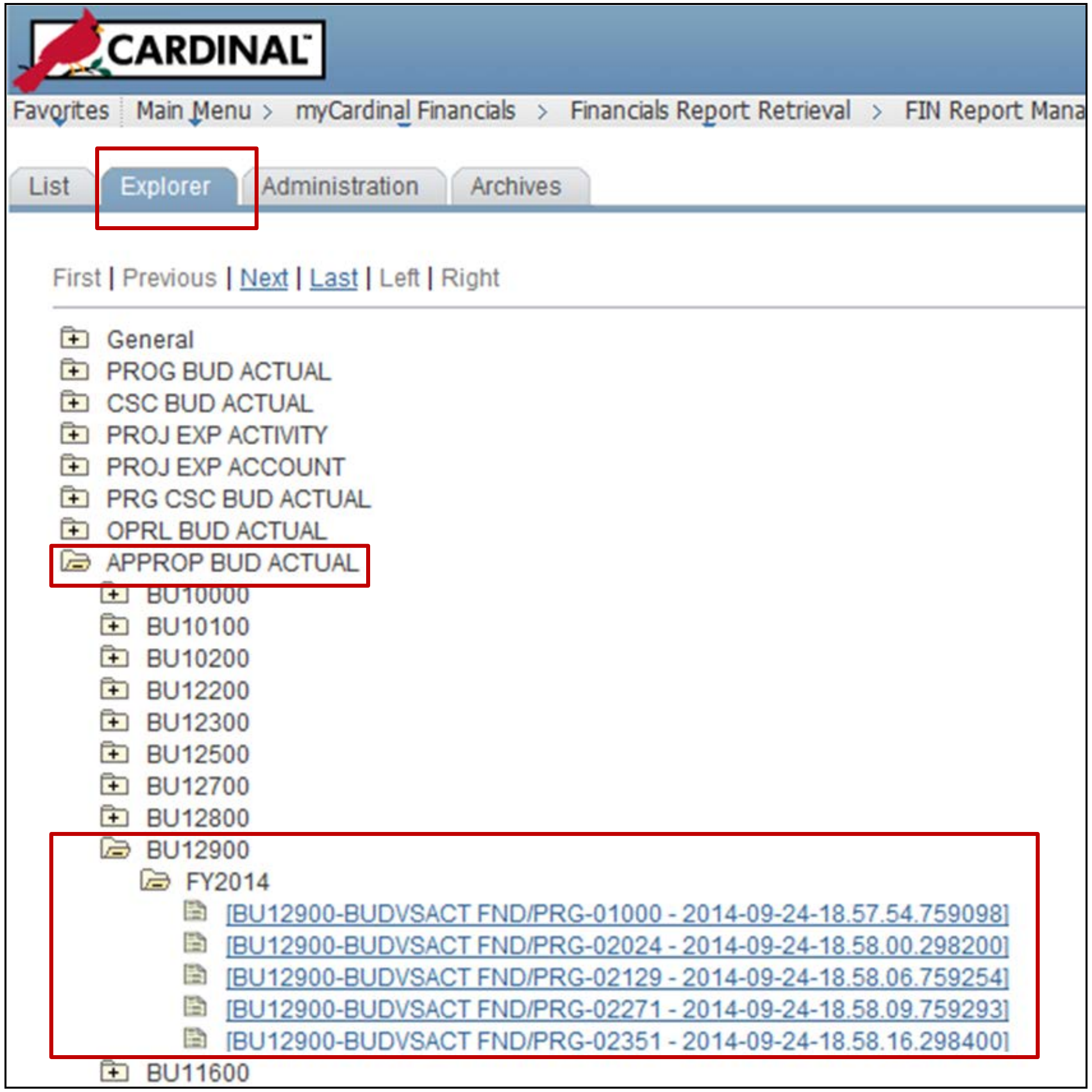
Retrieving nVision Reports – Explorer Tab

The **Explorer** tab displays a hierarchical view of the folders, reports by **Business Unit,** and then fiscal year (FY).

- Find the specific report folder with the report you wish to view, e.g., **APPROP BUD ACTUAL**.
- Click the plus (**+**) icon to expand / open the folder.

In this example, Business Units, for the report folder previously selected, have subfolders in which their related reports are stored.

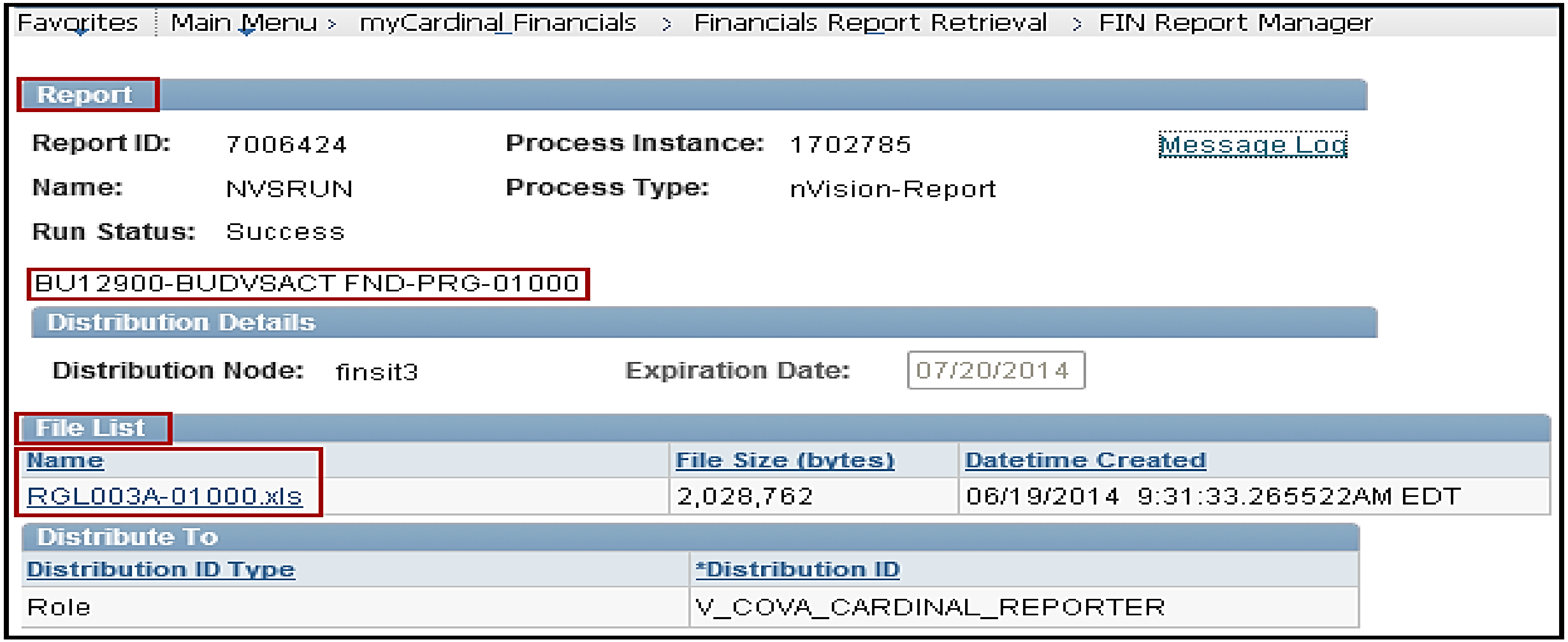
- Find your agency's folder, e.g., BU12900 and click the plus (**+**) icon to expand / open the folder.
- Find the FY you wish to view and click the plus (**+**) icon to expand / open the folder.
- Search for the report you wish to open and click on the report hyperlink to open the **Report** page.



Retrieving nVision Reports– Explorer Tab (continued)

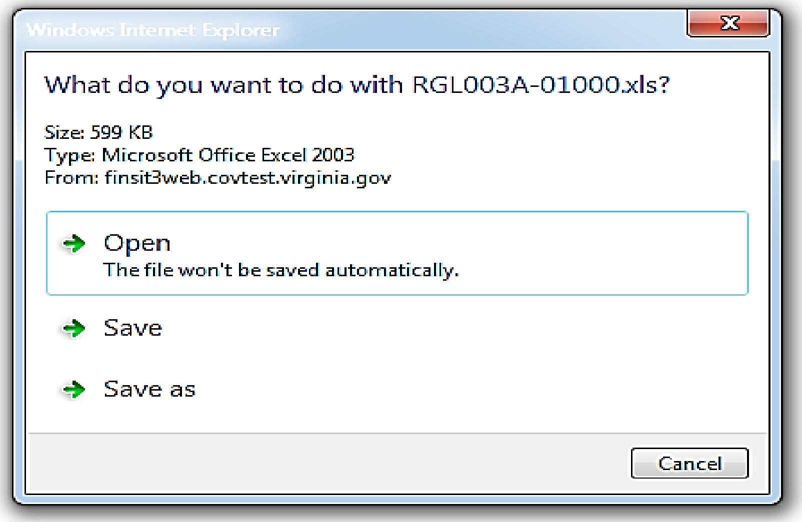
The **Report** page displays with information about the report you selected. nVision reports always have the .xls extension on the file name which indicates it is an Excel file.

In the **File List** section, click on the report **Name** hyperlink to open the report in Excel.

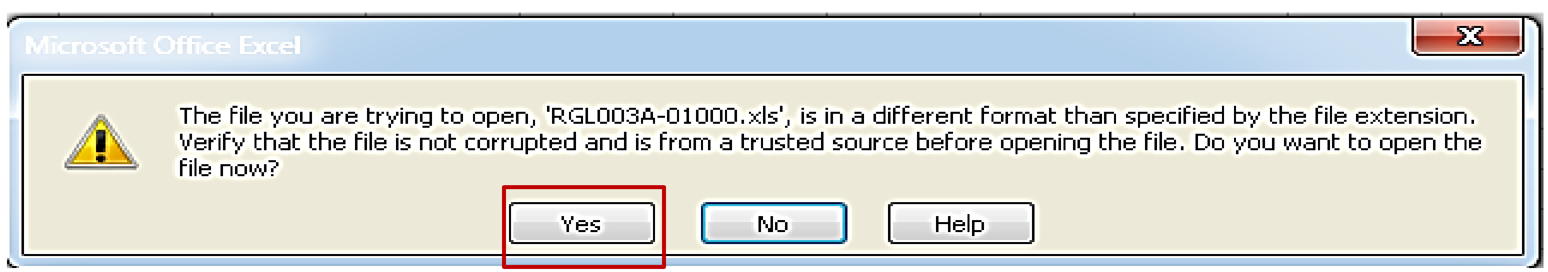


Retrieving nVision Reports– Explorer Tab (continued)

A pop-up message will be displayed. To open the report click on **Open**. If you wish to save the file before opening it, click **Save** or **Save as**.



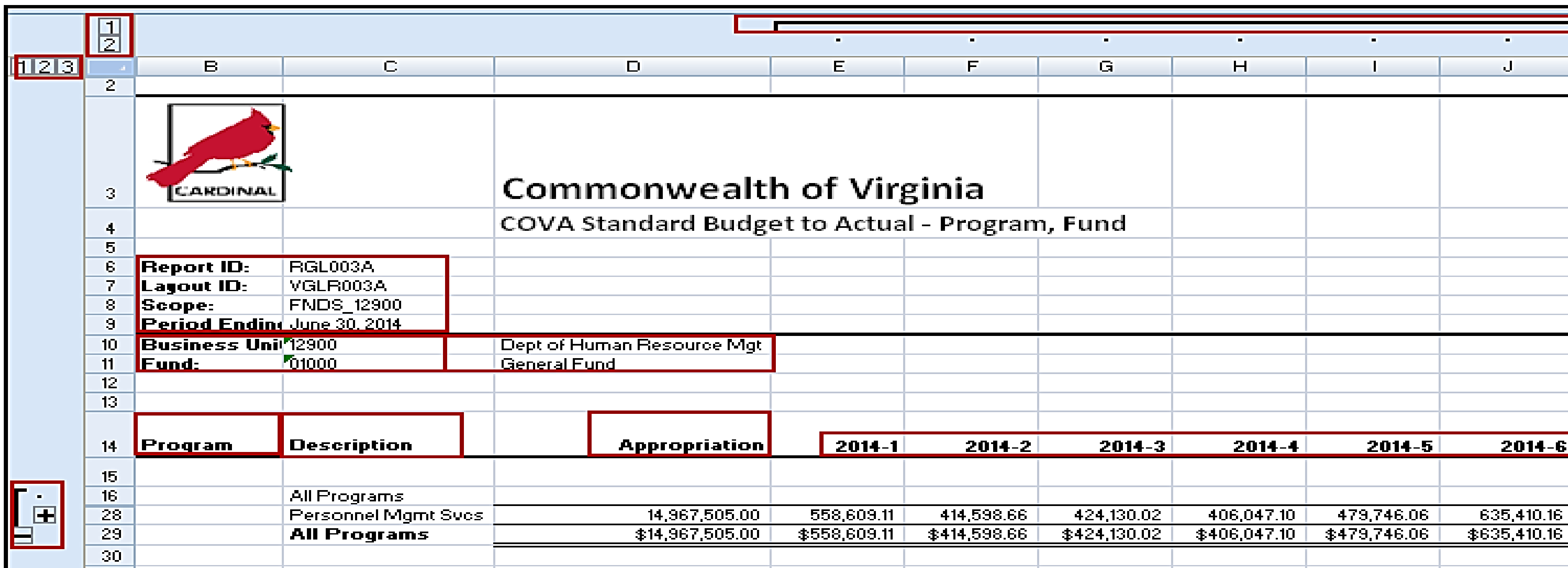
- Excel displays a warning message. Click **Yes** to continue. This pop-up message occurs each time you try to open an Excel report in Cardinal. Sometimes the message is hidden behind another screen and gives the illusion that the report is still downloading. If you do not see the pop-up message, click the **Alt**+**Tab** keys until you see it, or click on the Excel icon on the toolbar at the bottom of your screen. Click **Yes** to open the report.



Retrieving nVision Reports (continued)

nVision reports are in an Excel format which allows users to use all the powerful features of Excel to help further analyze the data.

Click the **+** icon, or the **123** boxes, to expand / unhide additional rows or columns of data. Click the **–** icon, or the **123** boxes, to collapse / hide the additional rows and columns of data.



Commonwealth of Virginia

COVA Standard Budget to Actual - Program, Fund

Report ID:	RGL003A							
Layout ID:	VGLR003A							
Scope:	FNDS_12900							
Period Endin	June 30, 2014							
Business Uni	12900	Dept of Human Resource Mgt						
Fund:	01000	General Fund						
Program	**Description**	**Appropriation**	**2014-1**	**2014-2**	**2014-3**	**2014-4**	**2014-5**	**2014-6**
	All Programs							
	Personnel Mgmt Svcs	14,967,505.00	558,609.11	414,598.66	424,130.02	406,047.10	479,746.06	635,410.16
	All Programs	$14,967,505.00	$558,609.11	$414,598.66	$424,130.02	$406,047.10	$479,746.06	$635,410.16

See the next slide for an expanded view of all rows and columns.

Retrieving nVision Reports (continued)

When you click the **+** icon, or the **123** boxes, additional rows and columns of data display. The nVision term for this is nPlosion.

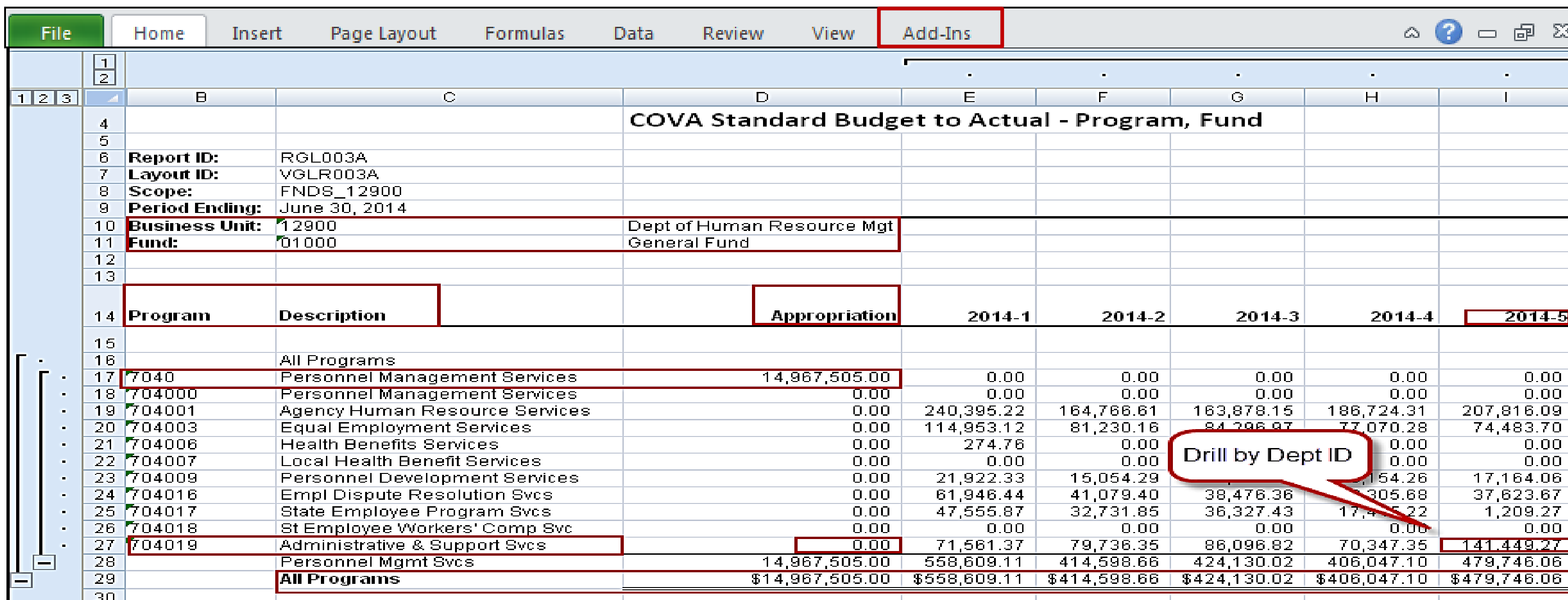
	B	C	D	E	F	G	H	I
2								
3			Commonwealth of Virginia					
4			COVA Standard Budget to Actual - Program, Fund					
5								
6	**Report ID:**	RGL003A					**Run Date:**	May 27, 2014
7	**Layout ID:**	VGLR003A					**Run Time:**	2:46:32 PM
8	**Scope:**	FNDS_12900						
9	**Period Ending:**	June 30, 2014						
10	**Business Unit:**	12900	Dept of Human Resource Mgt					
11	**Fund:**	01000	General Fund					
12								
13								
14	**Program**	**Description**	**Appropriation**	**2014-9**	**2014-10**	**Expenditures**	**(Over) Under Appropriation**	**% of Budget Remaining**
15								
16		All Programs						
17	7040	Personnel Management Services	14,967,505.00	0.00	0.00	0.00	14,967,505.00	1.00
18	704003	Equal Employment Services	0.00	640.00	333.00	973.00	(973.00)	0.00
19	704007	Local Health Benefit Services	0.00	500.00	50.00	550.00	(550.00)	0.00
20		Personnel Mgmt Svcs	14,967,505.00	1,140.00	383.00	1,523.00	14,965,982.00	1.00
21		**All Programs**	$14,967,505.00	$1,140.00	$383.00	$1,523.00	$14,965,982.00	99.99%

Drilldown

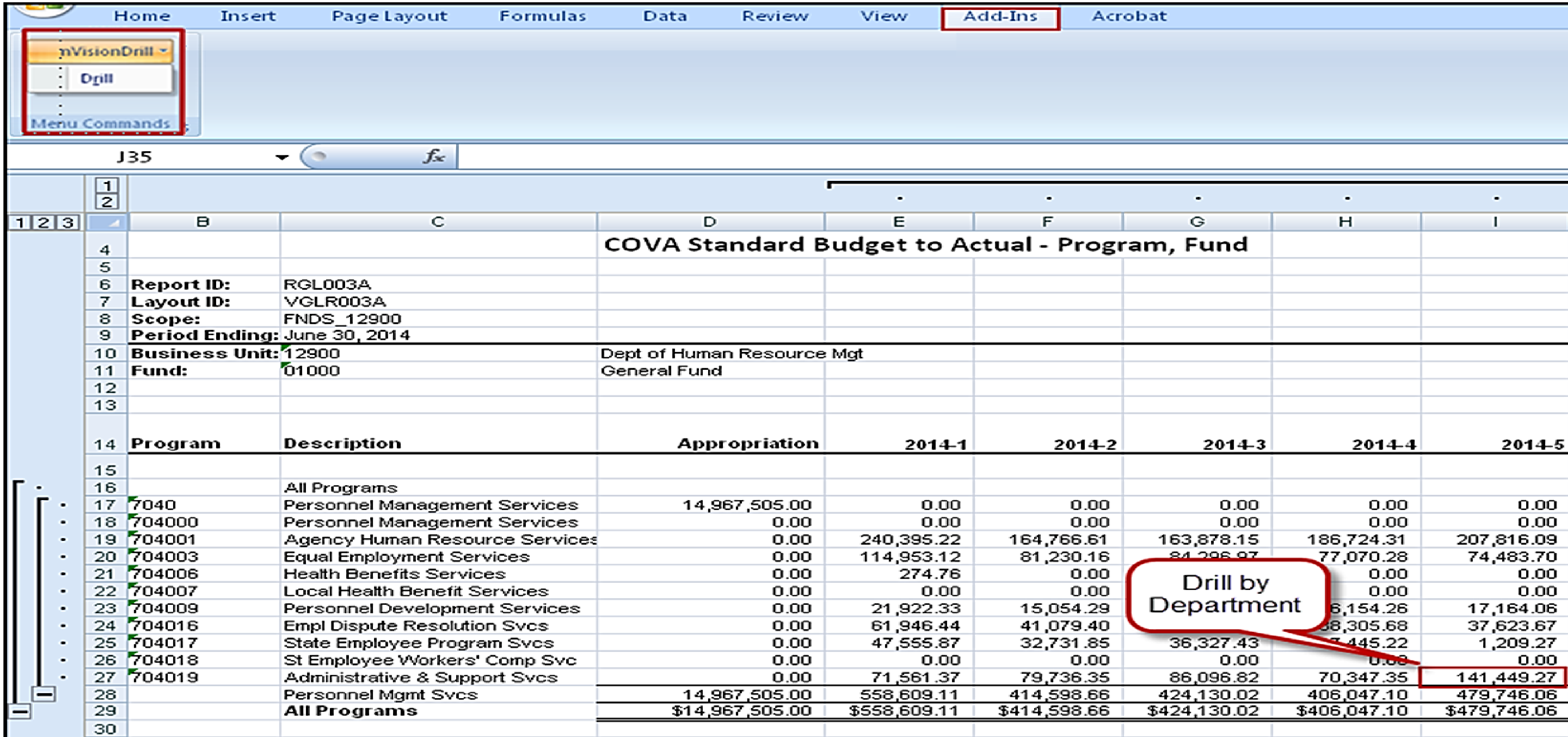
The nVision Drilldown feature is useful when you need to know what detailed transactions are included in an amount on your report. In order to drill down within an nVision report, you must have the DrillToPIA Add-In for nVision configured within Excel and you must be logged into Cardinal. The **Add-Ins** tab is in the Excel menu ribbon which is located at the top of your screen.

Drilldown does <u>not</u> work on a cell with a formula, e.g., a total field, nor on a cell in the **Appropriations** column.

To use the Drilldown feature, select a cell. Click on the **Add-Ins** menu drop-down. The **nVisionDrill** menu opens. Click **Drill**. Cardinal will open and display the **Run Drill Down** page.



Drilldown (continued)



COVA Standard Budget to Actual - Program, Fund

Report ID:	RGL003A							
Layout ID:	VGLR003A							
Scope:	FNDS_12900							
Period Ending:	June 30, 2014							
Business Unit:	12900	Dept of Human Resource Mgt						
Fund:	01000	General Fund						
Program	**Description**	**Appropriation**	**2014-1**	**2014-2**	**2014-3**	**2014-4**	**2014-5**	
	All Programs							
7040	Personnel Management Services	14,967,505.00	0.00	0.00	0.00	0.00	0.00	
704000	Personnel Management Services	0.00	0.00	0.00	0.00	0.00	0.00	
704001	Agency Human Resource Services	0.00	240,395.22	164,766.61	163,878.15	186,724.31	207,816.09	
704003	Equal Employment Services	0.00	114,953.12	81,230.16	[illegible]	77,070.28	74,483.70	
704006	Health Benefits Services	0.00	274.76	0.00	[illegible]	0.00	0.00	
704007	Local Health Benefit Services	0.00	0.00	0.00	[illegible]	0.00	0.00	
704009	Personnel Development Services	0.00	21,922.33	15,054.29	[illegible]	[illegible]	17,164.06	
704016	Empl Dispute Resolution Svcs	0.00	61,946.44	41,079.40	[illegible]	[illegible]	37,623.67	
704017	State Employee Program Svcs	0.00	47,555.87	32,731.85	36,327.43	[illegible]	1,209.27	
704018	St Employee Workers' Comp Svc	0.00	0.00	0.00	0.00	[illegible]	0.00	
704019	Administrative & Support Svcs	0.00	71,561.37	79,736.35	86,096.82	70,347.35	141,449.27	
	Personnel Mgmt Svcs	14,967,505.00	558,609.11	414,598.66	424,130.02	406,047.10	479,746.06	
	All Programs	$14,967,505.00	$558,609.11	$414,598.66	$424,130.02	$406,047.10	$479,746.06	

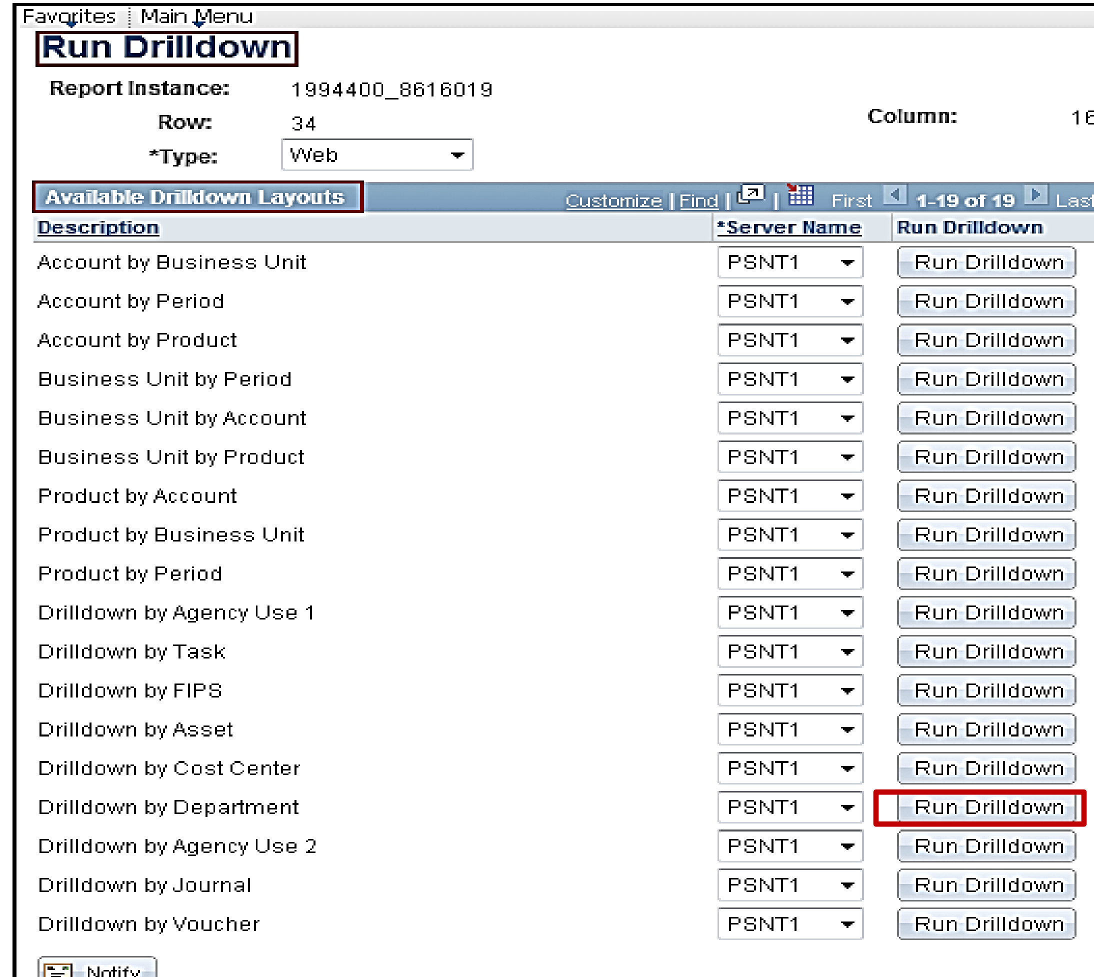
Drilldown (continued)

The **Run Drilldown** page displays the **Available Drilldown Layouts**.

You can **Drilldown** by **ChartFields** such as **Account**, **Department**, and **Task**, as well as by **Journal** and **Voucher**.

Available Drilldown Layouts where the name begins with "**Drilldown by XXX**" are customized Cardinal layouts and are the ones used most often.

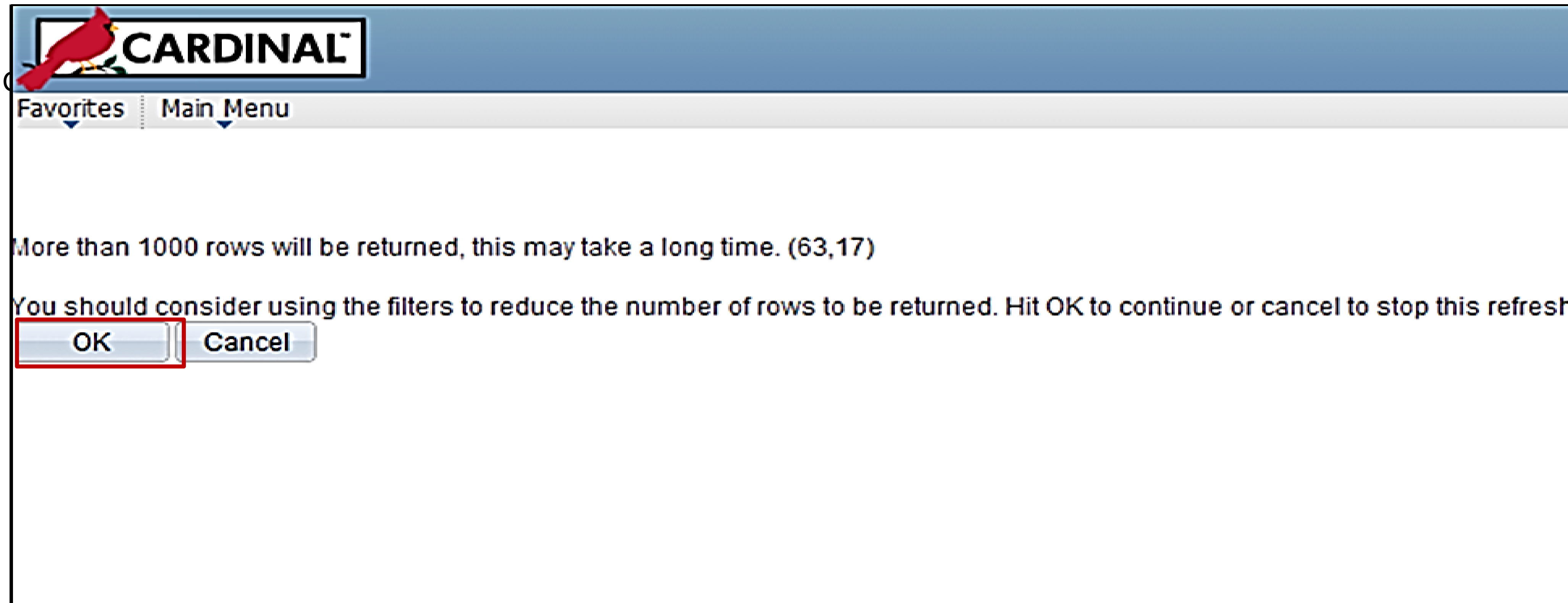
Click on the **Run Drilldown** button to the right of the drilldown layout description to kick off the report.



Drilldown (continued)

A maximum of 65,532 rows can be returned by the drilldown for the selected cell.

The following disclaimer message may display regarding the number of rows potentially being returned. This Excel message screen may be hiding beneath another screen. If you do not see it, click the **Alt**+**Tab** keys until you see it, or click on the Excel icon on the toolbar at the bottom of your screen. Click **OK** to continue.

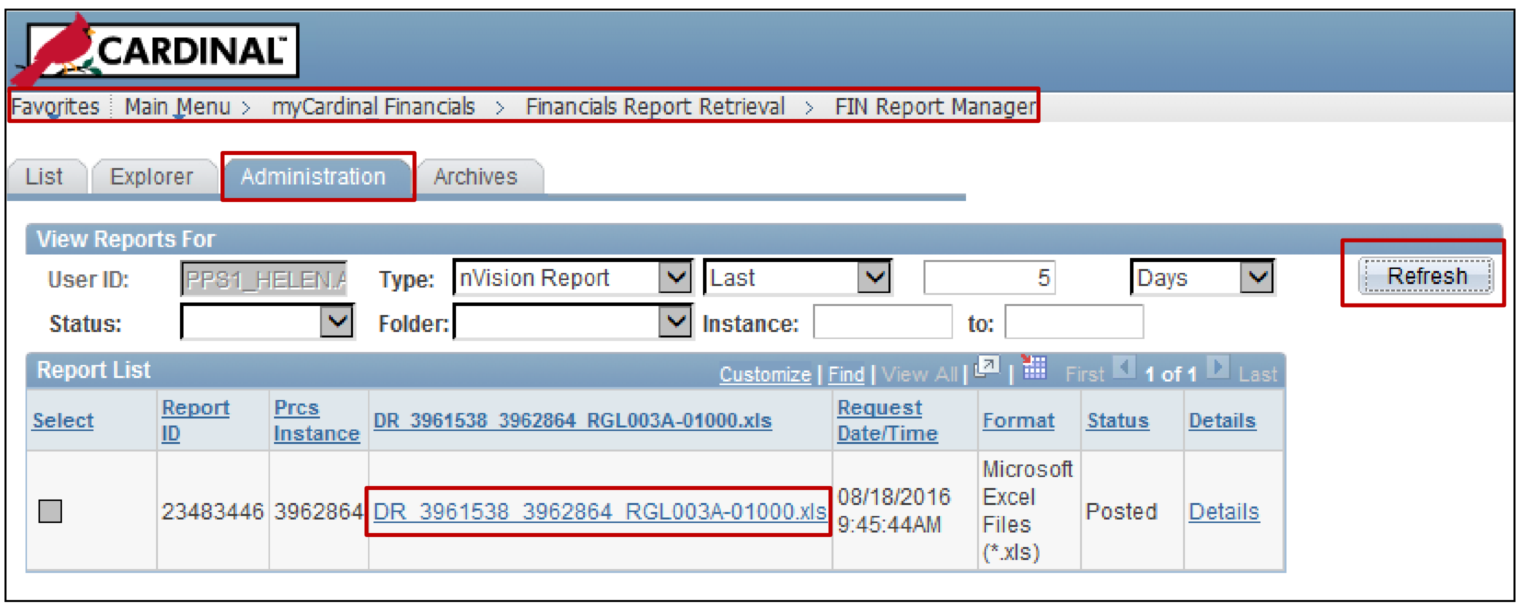


Drilldown (continued)

After kicking off an nVision Drilldown report, Cardinal opens the **Administration** tab on the **FIN Report Manager** page. Drilldown reports will have a **Description**, i.e., file name, that is prefixed with **DR** and is appended with **.xls**. The **Description** field is the hyperlink to the actual Excel Drilldown report.

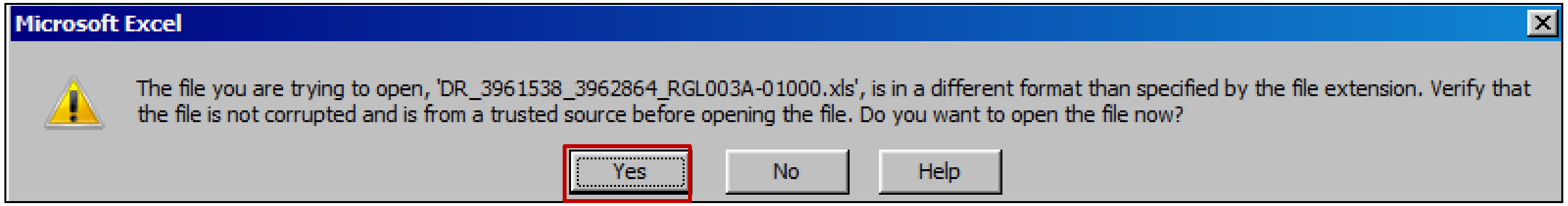
If you do not see your report, click **Refresh** until your report displays at the top of the **Report List** section of the page.

To open your drilldown, click on the report hyperlink in the **Description** column.

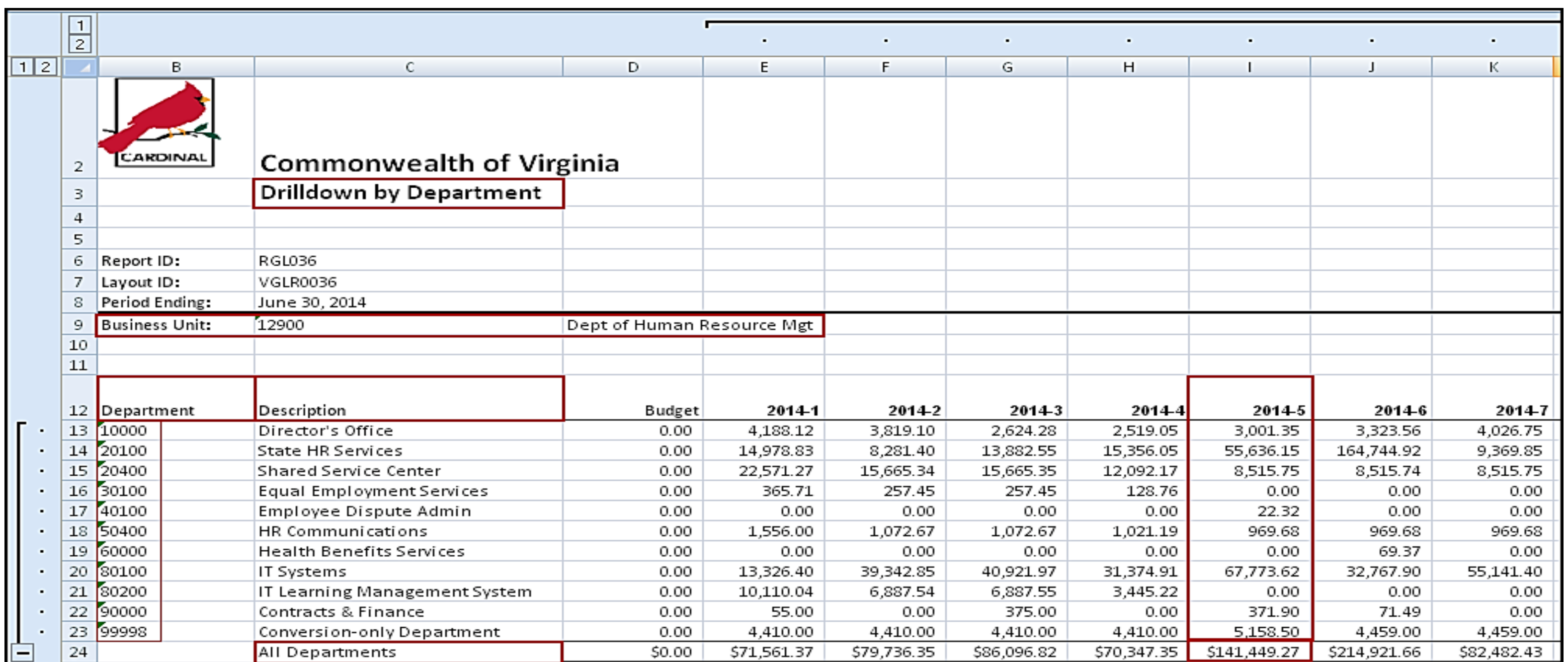


Drilldown (continued)

Just like when opening the original nVision Excel report, a pop-up message may appear stating results may exceed 1,000 lines. Remember the pop-up message may be hidden and you may have to click the **Alt+Tab** keys until you see it, or click on the Excel icon on the toolbar at the bottom of your screen. Once the message appears, click **OK** to continue.



The requested **Drilldown** report will open in Excel. You can initiate more Drilldown reports from the Drilldown report if desired.



Commonwealth of Virginia

Drilldown by Department

Report ID:	RGL036	
Layout ID:	VGLR0036	
Period Ending:	June 30, 2014	
Business Unit:	12900	Dept of Human Resource Mgt

Department	Description	Budget	2014-1	2014-2	2014-3	2014-4	2014-5	2014-6	2014-7
10000	Director's Office	0.00	4,188.12	3,819.10	2,624.28	2,519.05	3,001.35	3,323.56	4,026.75
20100	State HR Services	0.00	14,978.83	8,281.40	13,882.55	15,356.05	55,636.15	164,744.92	9,369.85
20400	Shared Service Center	0.00	22,571.27	15,665.34	15,665.35	12,092.17	8,515.75	8,515.74	8,515.75
30100	Equal Employment Services	0.00	365.71	257.45	257.45	128.76	0.00	0.00	0.00
40100	Employee Dispute Admin	0.00	0.00	0.00	0.00	0.00	22.32	0.00	0.00
50400	HR Communications	0.00	1,556.00	1,072.67	1,072.67	1,021.19	969.68	969.68	969.68
60000	Health Benefits Services	0.00	0.00	0.00	0.00	0.00	0.00	69.37	0.00
80100	IT Systems	0.00	13,326.40	39,342.85	40,921.97	31,374.91	67,773.62	32,767.90	55,141.40
80200	IT Learning Management System	0.00	10,110.04	6,887.54	6,887.55	3,445.22	0.00	0.00	0.00
90000	Contracts & Finance	0.00	55.00	0.00	375.00	0.00	371.90	71.49	0.00
99998	Conversion-only Department	0.00	4,410.00	4,410.00	4,410.00	4,410.00	5,158.50	4,459.00	4,459.00
	All Departments	$0.00	$71,561.37	$79,736.35	$86,096.82	$70,347.35	$141,449.27	$214,921.66	$82,482.43

Drilldown (continued)

Commonwealth of Virginia

Drilldown by Department

Report ID:	RGL036
Layout ID:	VGLR0036
Period Ending:	June 30, 2014
Business Unit:	12900 Dept of Human Resource Mgt

Department	Description	Budget	2014-1	2014-2	2014-3	2014-4	2014-5	2014-6	2014-7
10000	Director's Office	0.00	4,188.12	3,819.10	2,624.28	2,519.05	3,001.35	3,323.56	4,026.75
20100	State HR Services	0.00	14,978.83	8,281.40	13,882.55	15,356.05	55,636.15	164,744.92	9,369.85
20400	Shared Service Center	0.00	22,571.27	15,665.34	15,665.35	12,092.17	8,515.75	8,515.74	8,515.75
30100	Equal Employment Services	0.00	365.71	257.45	257.45	128.76	0.00	0.00	0.00
40100	Employee Dispute Admin	0.00	0.00	0.00	0.00	0.00	22.32	0.00	0.00
50400	HR Communications	0.00	1,556.00	1,072.67	1,072.67	1,021.19	969.68	969.68	969.68
60000	Health Benefits Services	0.00	0.00	0.00	0.00	0.00	0.00	69.37	0.00
80100	IT Systems	0.00	13,326.40	39,342.85	40,921.97	31,374.91	67,773.62	32,767.90	55,141.40
80200	IT Learning Management System	0.00	10,110.04	6,887.54	6,887.55	3,445.22	0.00	0.00	0.00
90000	Contracts & Finance	0.00	55.00	0.00	375.00	0.00	371.90	71.49	0.00
99998	Conversion-only Department	0.00	4,410.00	4,410.00	4,410.00	4,410.00	5,158.50	4,459.00	4,459.00
	All Departments	$0.00	$71,561.37	$79,736.35	$86,096.82	$70,347.35	$141,449.27	$214,921.66	$82,482.43

Hands On Practice – Retrieving nVision Reports

This practice will reinforce the concepts learned in the lesson. Your instructor will provide direction regarding the activity. Please ask your instructor if you have any questions.

Lesson 3: Checkpoint

Now is your opportunity to check your understanding of the course material.

Answer the review questions below:

1. Drilldown reports are displayed on the **Administration** tab on the **FIN Report Manager** page. (TRUE or FALSE)
2. You must have Excel 2007 or higher to view nVision reports. (TRUE or FALSE)

Lesson 3: Summary

In this lesson, you learned:

- Before you retrieve an nVision report you must have Excel 2007 installed on your computer.
- nVision reports are generated nightly in batch.
- The **FIN Report Manager** page lists nVision reports in these tabs: **List**, **Explorer**, and **Administration**.
- Use the **List** or **Explorer** tabs to retrieve your nVision reports.
- You can drill down on cells that contain expenditure amounts. The Drilldown feature does not work on a cell with a formula or a cell in the **Appropriations** column.
- nVision reports, including drilldowns, open in Excel.

Lesson 4: Query Viewer

This lesson covers the following topics:

- Query Viewer navigation
- Query searches
- Running a query and displaying the results in a new internet browser window
- Adding a query to your **Favorites**
- Downloading query results to different file formats, e.g., Excel, CSV

Query Viewer

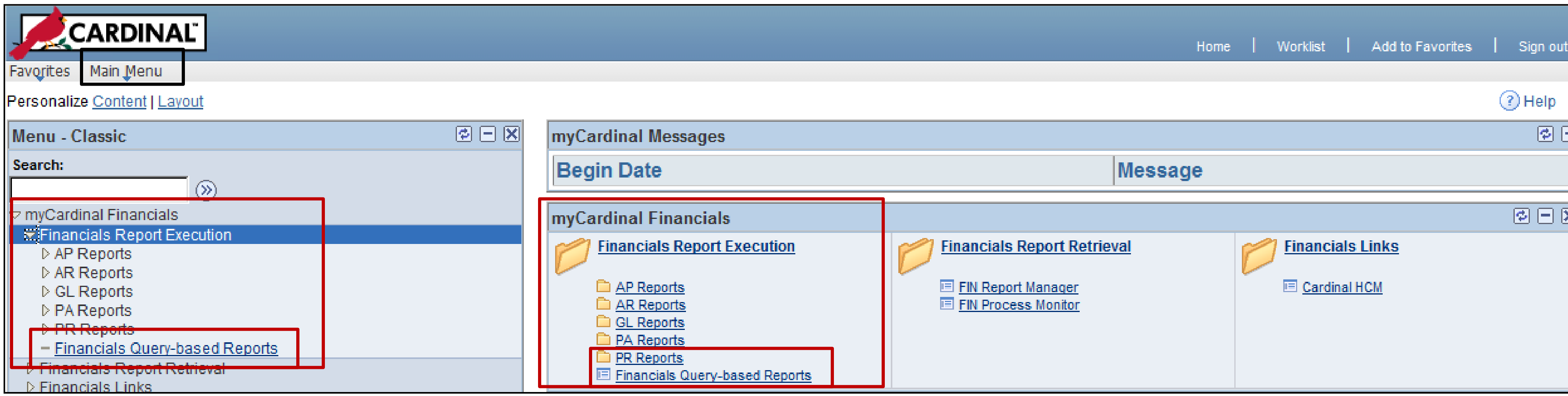
Query Viewer allows you to search for and view a query in Cardinal.

Using Query Viewer you can:

- Search for a query
- Preview a query
- Run a query and display results in a new internet browser window
- Download the query results to Excel or CSV
- Print a query

Query Viewer Navigation

You can access the Query Viewer from the **myCardinal Financials** portlet on the **Home** page. Click on the **Financials Query-based Reports** hyperlink in the **myCardinal Financials** portlet to open the Query Viewer.

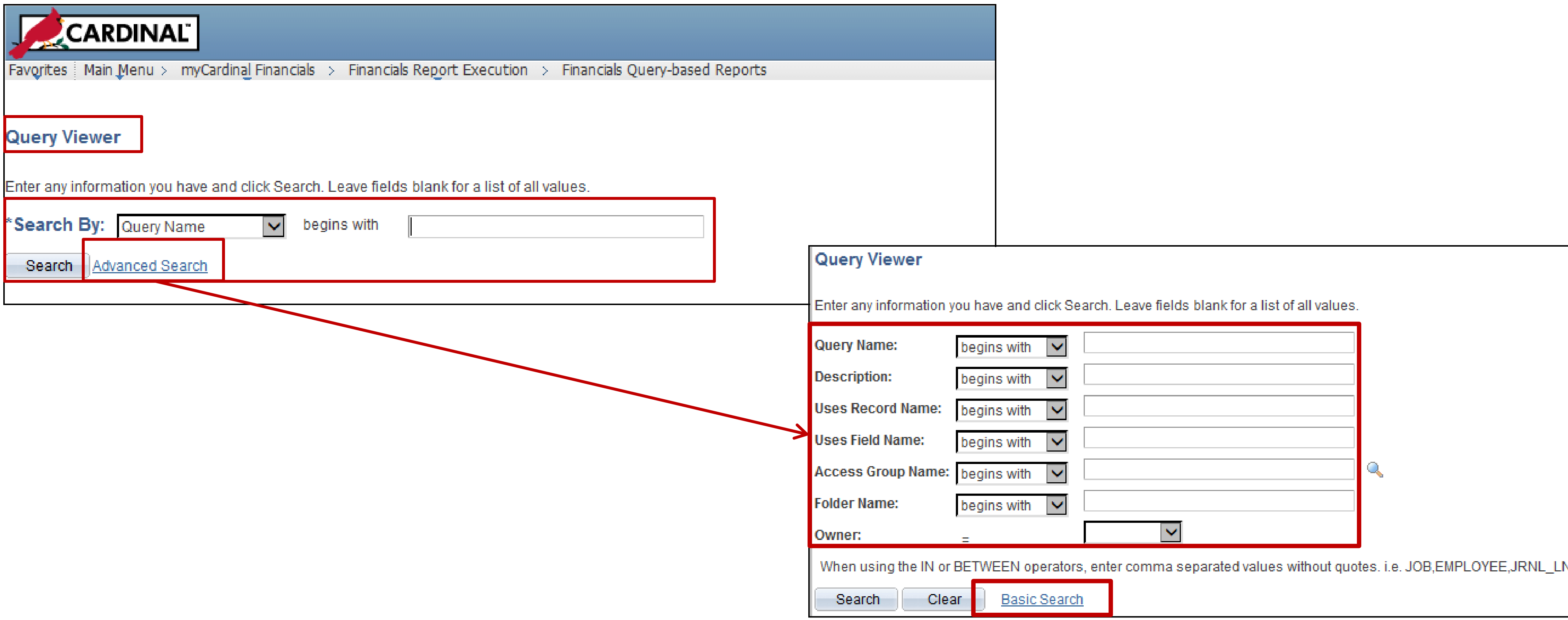


You can also access the Query Viewer from any Cardinal page by navigating to either of these paths:

- **Main Menu > Reporting Tools > Query > Query Viewer**
- **Main Menu > myCardinal Financials > Financial Report Execution > Financials Query-based Reports**

Query Viewer Navigation

On the **Query Viewer** page, you have the option to do a **Basic Search** or **Advanced Search** to find the query you need. The **Basic Search** defaults when the page is first displayed. You can click on the **Advanced Search** hyperlink to see more robust search options.



Basic and Advanced Search

Query Viewer:

Using the **Basic Search**, you can:

- Select a field to search against using the **Search By** drop-down list. Available search fields include **Description**, **Folder Name**, **Owner**, and **Query Name.**
- Use the **Basic Search** condition which is limited to "**begins with**".

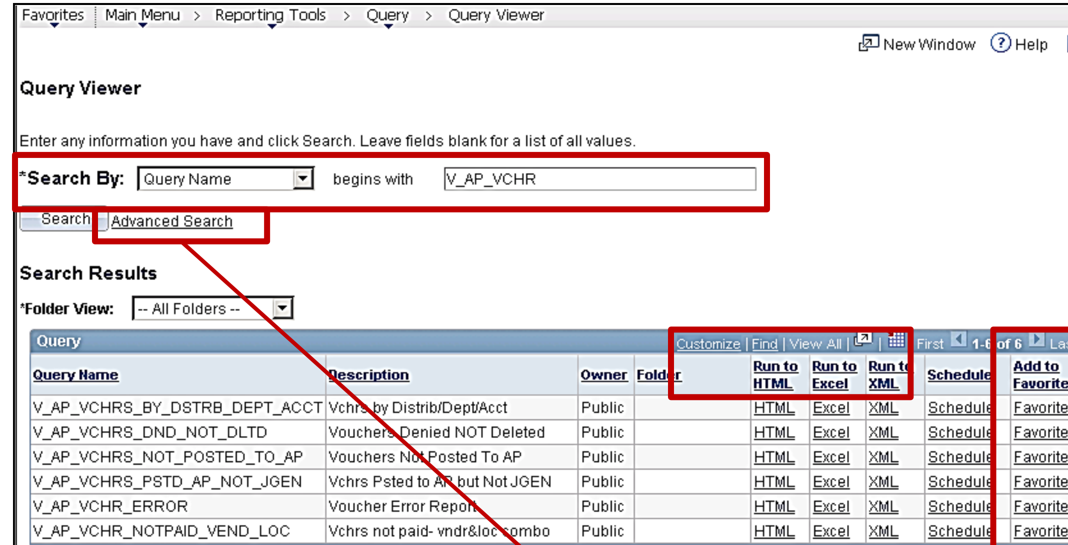
Using **Advanced Search,** you can**:**

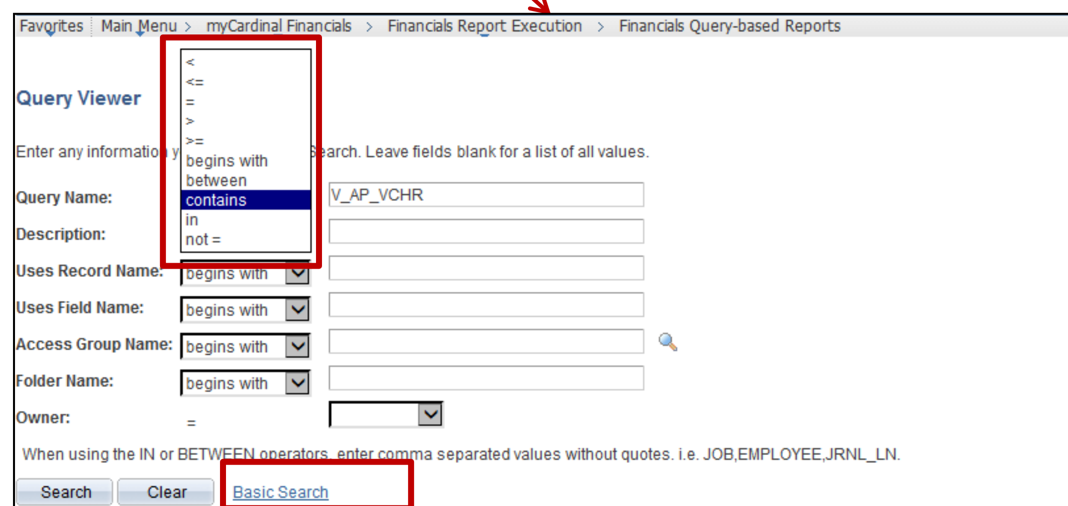
- Select search operators such as **contains**, **>**, **<**, **=**, and **not =**.

You may use the wildcard (%) with both the **Basic Search** and **Advanced Search** options.

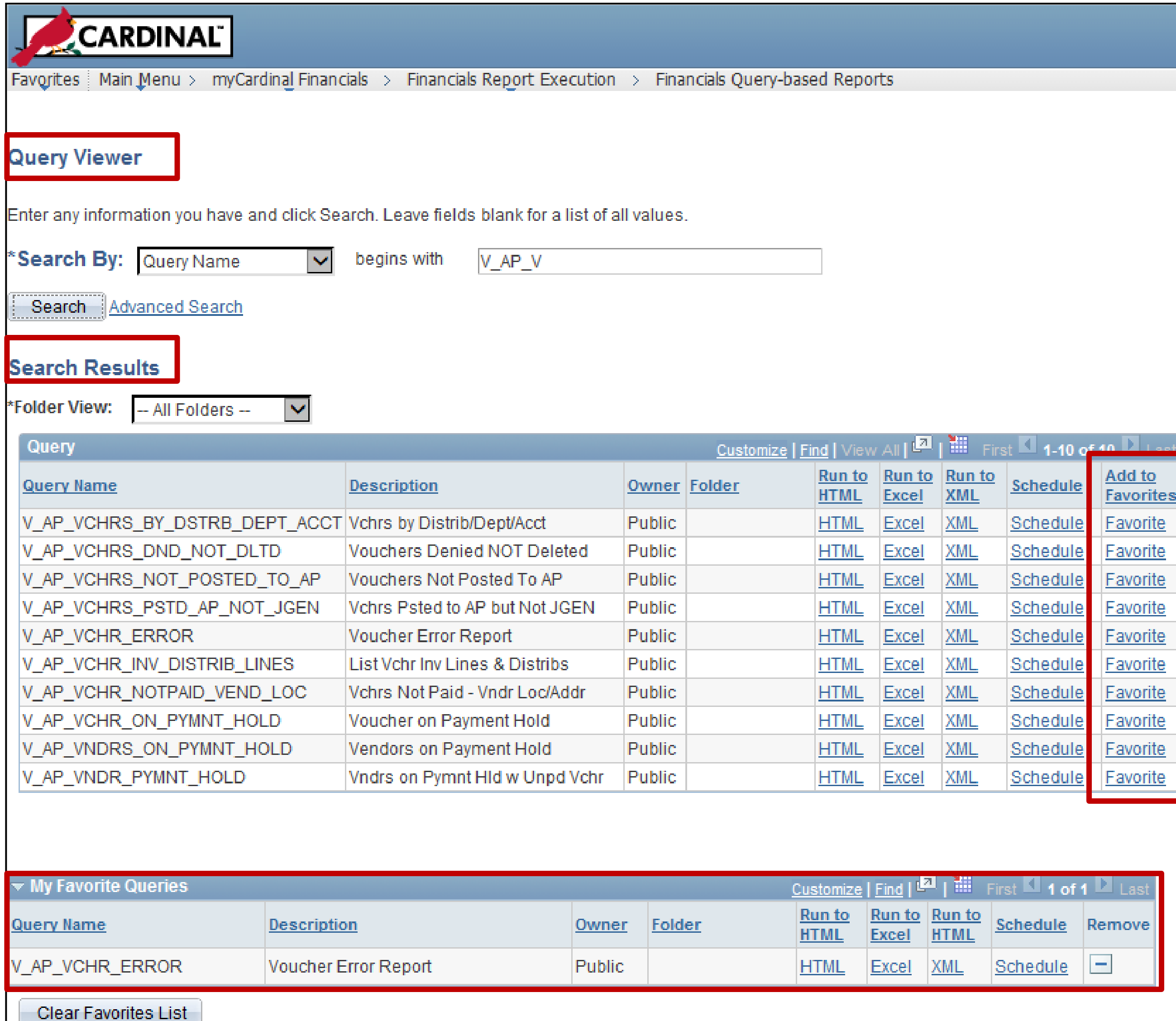
Click the **Favorite** hyperlink to the right of a query result to add the query to your **My Favorite Queries** section of the **Query Viewer** page.

Personalize your column and sort order by clicking on the **Customize** link.





Basic and Advanced Search (continued)



CARDINAL

Favorites | Main Menu > myCardinal Financials > Financials Report Execution > Financials Query-based Reports

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name begins with V_AP_V

Search | Advanced Search

Search Results

*Folder View: -- All Folders --

Query — Customize | Find | View All | First 1-10 of 10 Last

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
V_AP_VCHRS_BY_DSTRB_DEPT_ACCT	Vchrs by Distrib/Dept/Acct	Public		HTML	Excel	XML	Schedule	Favorite
V_AP_VCHRS_DND_NOT_DLTD	Vouchers Denied NOT Deleted	Public		HTML	Excel	XML	Schedule	Favorite
V_AP_VCHRS_NOT_POSTED_TO_AP	Vouchers Not Posted To AP	Public		HTML	Excel	XML	Schedule	Favorite
V_AP_VCHRS_PSTD_AP_NOT_JGEN	Vchrs Psted to AP but Not JGEN	Public		HTML	Excel	XML	Schedule	Favorite
V_AP_VCHR_ERROR	Voucher Error Report	Public		HTML	Excel	XML	Schedule	Favorite
V_AP_VCHR_INV_DISTRIB_LINES	List Vchr Inv Lines & Distribs	Public		HTML	Excel	XML	Schedule	Favorite
V_AP_VCHR_NOTPAID_VEND_LOC	Vchrs Not Paid - Vndr Loc/Addr	Public		HTML	Excel	XML	Schedule	Favorite
V_AP_VCHR_ON_PYMNT_HOLD	Voucher on Payment Hold	Public		HTML	Excel	XML	Schedule	Favorite
V_AP_VNDRS_ON_PYMNT_HOLD	Vendors on Payment Hold	Public		HTML	Excel	XML	Schedule	Favorite
V_AP_VNDR_PYMNT_HOLD	Vndrs on Pymnt Hld w Unpd Vchr	Public		HTML	Excel	XML	Schedule	Favorite

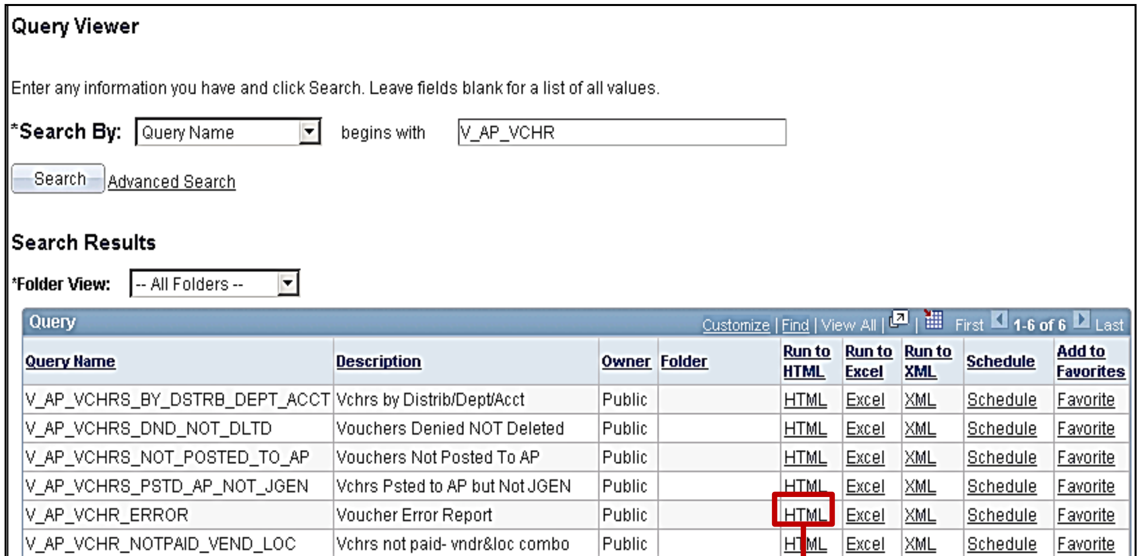
My Favorite Queries — Customize | Find | First 1 of 1 Last

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to HTML	Schedule	Remove
V_AP_VCHR_ERROR	Voucher Error Report	Public		HTML	Excel	XML	Schedule	

Clear Favorites List

Query Output

On the **Query Viewer** page, find the query you wish to run. Click the **HTML** or **Excel** hyperlink to open the query in a new internet browser window. Some query results display immediately, but most require that you enter parameters. Query parameters filter the data so you view only the data you want.


Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

***Search By:** Query Name begins with V_AP_VCHR

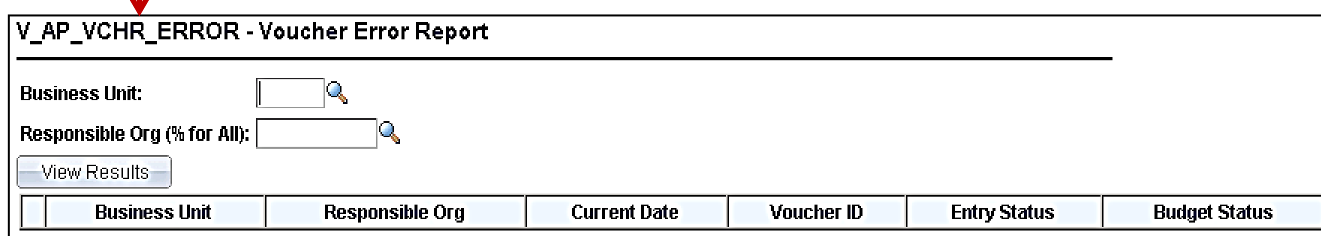
Search Advanced Search

Search Results

***Folder View:** -- All Folders --

Query — Customize | Find | View All | First 1-6 of 6 Last

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
V_AP_VCHRS_BY_DSTRB_DEPT_ACCT	Vchrs by Distrib/Dept/Acct	Public		HTML	Excel	XML	Schedule	Favorite
V_AP_VCHRS_DND_NOT_DLTD	Vouchers Denied NOT Deleted	Public		HTML	Excel	XML	Schedule	Favorite
V_AP_VCHRS_NOT_POSTED_TO_AP	Vouchers Not Posted To AP	Public		HTML	Excel	XML	Schedule	Favorite
V_AP_VCHRS_PSTD_AP_NOT_JGEN	Vchrs Psted to AP but Not JGEN	Public		HTML	Excel	XML	Schedule	Favorite
V_AP_VCHR_ERROR	Voucher Error Report	Public		HTML	Excel	XML	Schedule	Favorite
V_AP_VCHR_NOTPAID_VEND_LOC	Vchrs not paid- vndr&loc combo	Public		HTML	Excel	XML	Schedule	Favorite


V_AP_VCHR_ERROR - Voucher Error Report

Business Unit:

Responsible Org (% for All):

View Results

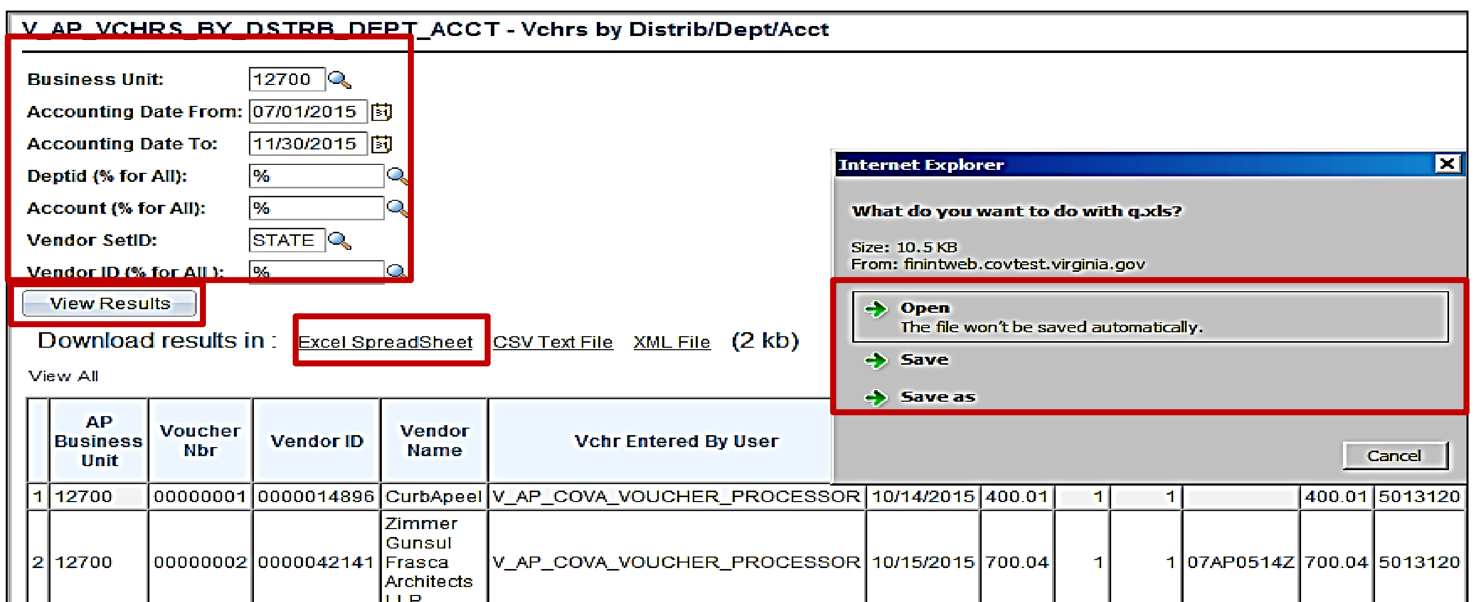
	Business Unit	Responsible Org	Current Date	Voucher ID	Entry Status	Budget Status

Query Output (continued)

Enter the required parameters and click the **View Results** button. If you selected to run the report to **Excel** on the previous screen, after you enter the required parameters and click **View Results**, you will get a pop-up message asking what you want to do with the file, **Open**, **Save** or **Save as**. If you selected to run the report to **HTML**, your results will appear on the same screen below the parameters.

When you run a query to **HTML**, the results page includes hyperlinks to download the results to an **Excel Spreadsheet** or **CSV Text File**. When you click the hyperlink for either option you will get a pop-up message asking you what you want to do with the file, **Open**, **Save** or **Save as**.

In order to use Excel features, such as pivot tables and filtering, the report data must be opened in Excel.



Hands On Practice – Run a Query

This practice will reinforce the concepts learned in the lesson. Your instructor will provide direction regarding the activity. Please ask your instructor if you have any questions.

For additional hands on practice, run the Query simulation on the Cardinal website:

Go to www.cardinalproject.virignia.gov, click on the **Statewide Toolbox > Training Materials**, scroll down to **Navigation, Reporting, and Approvals**. Under **Simulations** click on **Introduction to Reporting in Cardinal** and select **Run a Query**.

Lesson 4: Checkpoint

Now is your opportunity to check your understanding of the course material.

Answer the review questions below:

1. In Query Viewer, you can:
   a) Search for a query
   b) Run a query to HTML or Excel
   c) Download a query to Excel or CSV
   d) All of the above

2. Which of the following is a simple search used to find a query in Query Viewer. This type of search uses only one search field.
   a) Basic Search
   b) Advanced Search
   c) Field Search
   d) Enhanced Search

Lesson 4: Summary

In this lesson, you learned:

- How to navigate to Query Viewer
- How to search for a query
- How to run a query and display the results in a new internet browser window
- How to add a query to your **My Favorites Queries** section in Query Viewer
- How to download query results

Course Summary

In this course, you learned how to:

- Run reports on an ad hoc basis using different reporting options
- Retrieve existing batch generated reports
- Add ad hoc report pages to your **Favorites** folder
- Navigate to Query Viewer
- Search for a query
- Run a query and display the results in a new internet browser window
- Add a query to your **My Favorites Queries** section in Query Viewer
- Download query results to multiple file formats

Course Evaluation

Congratulations! You successfully completed the **SW NAV220: Introduction to Reporting in Cardinal** course. Please use the evaluation link to assess this course.

Appendix

- Key Terms

Key Terms

Add To Favorites: The **Add To Favorites** hyperlink is on the menu bar at the top right of every page in Cardinal. It allows you to set up your own list of favorite ad hoc report pages and Cardinal pages. You can then access them from any page in Cardinal using the drop-down menu titled **Favorites**, which is located in the menu bar at the top left of every page in Cardinal.

DrillToPIA Add-in: DrillToPIA Add-In is the tool that allows you to run drilldowns in nVision. This tool is installed by your agency's IT staff. For installation instructions, see the **DrillToPIA Add-In for nVision Drilldown** job aid located on the Cardinal Project website.

Favorites: The **Favorites** hyperlink in Query Viewer allows you to set up your own list of favorite queries for quick access. After searching for a query in Query Viewer, click on the **Favorite** hyperlink located to the right of the selected query you wish to save as a favorite.

FIN Process Monitor: The **FIN Process Monitor** allows you to monitor the status of your report, as well as a link to access your report.

FIN Report Manager: The **FIN Report Manager** provides you with a list of reports and process output. Reports include reports a user has run, i.e., ad hoc and drill down reports, plus nVision reports run by Cardinal.

myCardinal Financials portlet**:** The **myCardinal Financials** portlet tool is used to retrieve reports. This portlet provides a quick link from the **Home** page to many reports. The portlet provides hyperlinks to **Financial Report Execution** for frequently used AP, AR, GL reports, **Financials Query-based Reports**, **FIN Report Manager**, and the **FIN Process Monitor.**

Parameters: **Parameters** are values, i.e., criteria, used to specify the data used in a report. The parameters available vary depending on the selected report.

Key Terms (continued)

Process Instance: The **Process Instance** is a number which identifies each report processed. Cardinal assigns this value incrementally to each report that is run.

Process Scheduler Request: The **Process Scheduler Request** page identifies the server and output type for the report, such as SQR or a Crystal Report, for a report request. The **Process Scheduler Request** page also allows a user to schedule a report request to run at a selected time in the future, or on a recurring basis.

Report Repository: The **Report Repository** is a location where reports that have been run are saved, including nVision and other reports run in batch, ad hoc reports and nVision Drilldown reports run by a user. The user does not have direct access to the repository. Instead, the user can view a filtered list of reports through the **FIN Report Manager** page, based on **User ID** and security access.

Query: A **Query** is a request for information from a database. Users generally enter parameters into Cardinal to extract and view data.

Query Viewer: The **Query Viewer** is a Cardinal page used to search for and view a query.

Query-based Reports: **Query-based Reports** are queries provided by Cardinal, run using Query Viewer. Users enter parameters to narrow the returned data results but cannot customize a query.

Run Control: A **Run Control** is a database record that provides parameter values for a particular process, e.g., report.

Run Control ID: A **Run Control ID** is an identifier that, when paired with your User ID, uniquely identifies the process (report) you are running.