



# NAV220: Introduction to Reporting

*Web Based Training*



# Welcome

Welcome to Cardinal Training!

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

In this course, we will show you a general overview and identify the skills and information necessary to use Cardinal's broad range of reporting capabilities.

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 Security Handbook for a list of available roles and descriptions.





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intro\_101\_cardinal\_overview

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**INTRO101: Cardinal Overview**

**CARDINAL™**

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*Web Based Training*

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Rev 3/1/2012



# 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

Assessment questions at the end of each lesson will check for your understanding.



# Lesson 1: Understanding Cardinal Reporting

In this lesson you will learn about the following topics:

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





# Key Concepts

Some 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. Some, like Excel, allow the user to sort reported data further. Others, like Crystal and Structured Query Report (SQR), are view only and do not allow any data manipulation.



# Reports and Queries

There are three ways to extract data from Cardinal:

- **Reports**
- **Queries**
- **Inquiries**

## Report Execution

Reports can be run:

- From the **Main Menu** on Cardinal's Home page
- From **FIN Report Manager** in the **myCardinal Financials** menu portlet

You can save frequently used reports and queries in **My Favorites** for easy access.



# Main Menu and myCardinal Portlets

Cardinal's home page provides quick access to:

- **Main Menu** – Provide access to reports specific to folders on the **Main Menu**
- **Favorites** – You can add frequently used reports and queries to your **My Favorites** section under **Favorites**
- **myCardinal Financials** Portlet – For access to **Financials Report Execution**, which includes queries, and **Financials Report Retrieval**

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



Click on image to enlarge



# Lesson 1: Summary

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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 Reports, Crystal Reports, nVision Reports, and Cardinal Query.
- You can access reports and queries through the **Main Menu**, **myCardinal Financials**, and save them in your **Favorites** folder for future reference.



# Lesson 2: Main Menu Reports

In this lesson, you will learn about the following topics:

- Running reports from the Main Menu in Cardinal
- Creating a Run Control ID to submit a report request
- Tracking the status of your report
- Opening the report when it has run
- Downloading the report and sharing it with others



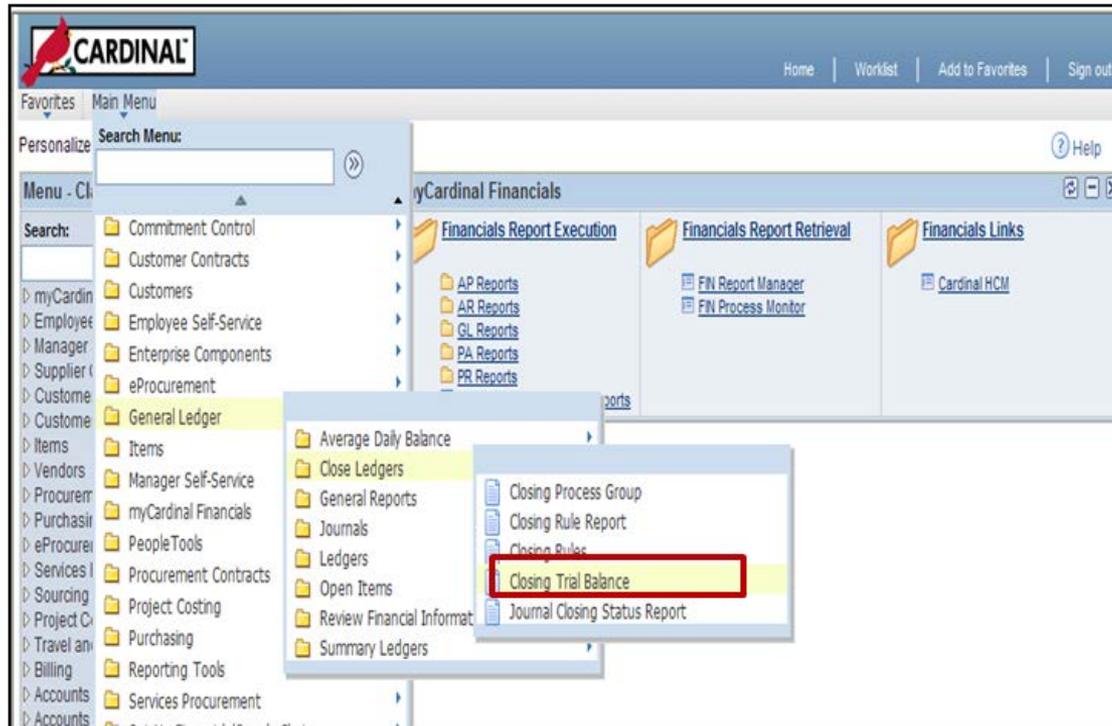


# Ad Hoc Reports

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

For example, to run the **Closing Trial Balance Report** from the **General Ledger** folder:

- Navigate to the report using the following path:  
**Main Menu > General Ledger > Close Ledgers > Closing Trial Balance**
- Click on **Closing Trial Balance** to go to the **Closing Trial Balance** report page





# Run Controls

To run a report, you first create a **Run Control ID** or search for an existing one.

A **Run Control ID** is the name you give your report. You can use up to 30 characters for your report's **Run Control ID**. You cannot have any blank spaces in the name. However, you can substitute an underscore for a space (e.g., Closing\_Trial\_Balance).

Once you create a report (i.e., assign a name to the Run Control ID), you cannot delete it.

Favorites | Main Menu > General Ledger > Close Ledgers > Closing Trial Balance

### Closing Trial Balance

Find an Existing Value | Add a New Value

Run Control ID:

Add

[Find an Existing Value](#) | [Add a New Value](#)

Favorites | Main Menu > General Ledger > Close Ledgers > Closing Trial Balance

### Closing Trial Balance

Find an Existing Value | Add a New Value

Run Control ID:

Add

[Find an Existing Value](#) | [Add a New Value](#)



# Run Control IDs

Giving your report a **Run Control ID** that is relevant and descriptive will help you remember it for future use. For example, you can use **Closing\_Trial\_Balance** for your **Run Control ID** when you want to run the Closing Trial Balance report.

Favorites | Main Menu > General Ledger > Close Ledgers > Closing Trial Balance

### Closing Trial Balance

Find an Existing Value | Add a New Value

Run Control ID:

Add

[Find an Existing Value](#) | [Add a New Value](#)

Favorites | Main Menu > General Ledger > Close Ledgers > Closing Trial Balance

### Closing Trial Balance

Find an Existing Value | Add a New Value

Run Control ID:

Add

[Find an Existing Value](#) | [Add a New Value](#)



# Re-Use Existing Run Controls

Once you create the **Run Control ID**, it is saved for future use along with the criteria you specified. Just enter the first few characters of the name and click **Search** to see it listed under **Search Results**.

Favorites | Main Menu > General Ledger > Close Ledgers > Closing Trial Balance

## Closing Trial Balance

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

**Find an Existing Value** | Add a New Value

Maximum number of rows to return (up to 300):

**Run Control ID:** begins with

Case Sensitive

**Search** | Clear | [Basic Search](#) | [Save Search Criteria](#)

### Search Results

View All | First | 1-2 of 2 | Last

Run Control ID	Language Code
<a href="#">ClosingRuleReport</a>	English
<a href="#">Closing_Trial_Bal</a>	English



# Run Control Parameters

Parameters, sometimes called criteria, vary by report. They filter the data returned in your report. Some parameters have magnifying glasses or drop down features to help you select.

After choosing your parameters, **Save** the **Run Control ID**. Cardinal saves both the **Run Control ID** and the parameters you specify for your future use.

In the example below, the parameters for the **Closing Trial Balance** report are: **Unit** (Business Unit), **Ledger**, and **Fiscal Year**. Once you enter this information, click the **Run** button.

Favorites | Main Menu > General Ledger > Close Ledgers > Closing Trial Balance

## Closing Trial Balance

Run Control ID: Closing\_Trial\_Bal [Report Manager](#) [Process Monitor](#) **Run**

Language: English

**Report Request Parameters**

Unit: 50100

Ledger: ACTUALS

Fiscal Year: 2012

**Save** [Notify](#) [Add](#)

Click on image to enlarge



# Process Scheduler Request

Click the **OK** button to create a **process request**. This generates a request to process the report using the parameters you identified on the **Process Scheduler Request** page.

Some information on the **Process Scheduler Request** page is automatically filled in by Cardinal.

Favorites Main Menu > General Ledger > Close Ledgers > Closing Trial Balance

### Process Scheduler Request

User ID: PPS\_STUART.HANDLAN Run Control ID: Closing\_Trial\_Bal

Server Name: [Dropdown] Run Date: 08/08/2012 [Calendar Icon]

Recurrence: [Dropdown] Run Time: 11:34:16AM [Reset to Current Date/Time]

Time Zone: [Dropdown]

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Closing Trial Balance Report	GLS1003	SQR Report	Web [Dropdown]	PDF [Dropdown]	Distribution

**OK** Cancel

Click on image to enlarge

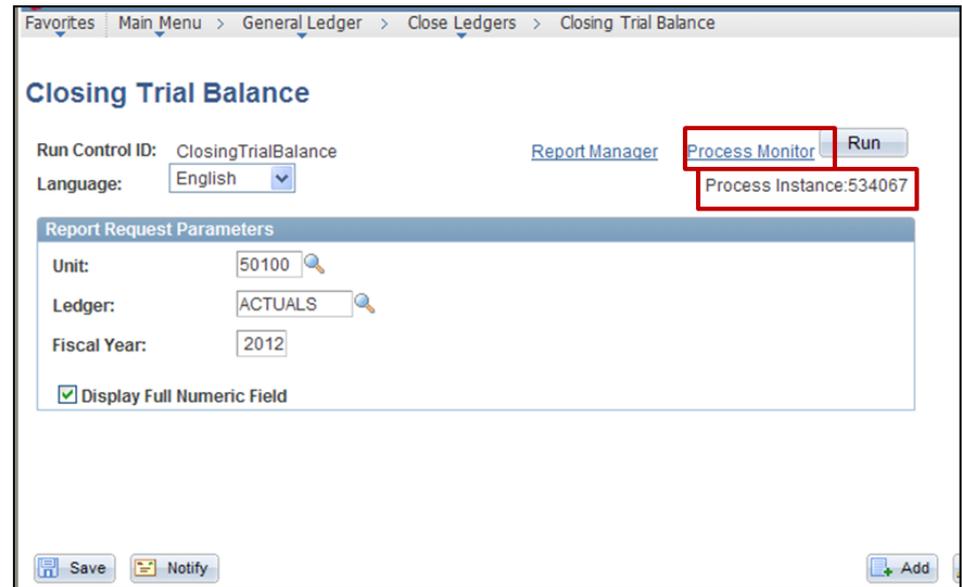


# Process Monitor and Instance Number

Once you create a process request, Cardinal takes you back to the page where you chose the parameters for your report. In this example, we return to the **Closing Trial Balance** page.

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

Click the **Process Monitor** link to access the Process Monitor.



Click on image to enlarge



# Report Execution Status

Use the **Process Monitor** page to check the status of your report:

- In the **Last** field, enter the days (or hours, etc.) to display only the reports run during that period, i.e., reports run during the last 10 days.
- Click the **Refresh** button to display reports run during the time span you specified.
- Locate your report in the **Process List** section.
- If you do not see your report, click the **Refresh** button to update the listing. As Cardinal processes report requests, the **Run Status** and **Distribution Status** update.
- The reports are in chronological order, with the most recently run reports listed first.

Process List

View Process Request For

User ID: PPS\_STUART. Type: [Dropdown] Last [Dropdown] 1 [Hours] [Refresh]

Server: [Dropdown] Name: [Search] Instance: [ ] to [ ]

Run Status: [Dropdown] Distribution Status: [Dropdown]  Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	534067		SQR Report	GLS1003	PPS_STUART.HANDLAN	06/20/2012 9:04:51AM EDT	Success	Posted	Details



# Run and Distribution Status Updates

The **Run Status** and **Distribution Status** change as Cardinal processes the report:

- A **Run Status** of **Queued** means your request has not yet started. A status of **Processing** means your request is in progress.
- The **Distribution Status** shows as **NA** while the report is queued or being processed. A **Distribution Status** of **Not Posted** means that the report is not yet posted to the Report Repository.
- Click the **Refresh** button until your **Run Status** shows **Success** and the **Distribution Status** shows **Posted**. This means your report output is ready to view.
- Once the report has posted in Cardinal, click the **Details** link to go to the **Process Detail** page.

The screenshot shows the 'Process Scheduler' interface. At the top, there is a breadcrumb trail: 'Favorites > Main Menu > PeopleTools > Process Scheduler > Process Monitor'. Below this is a 'Process List' tab. A section titled 'View Process Request For' contains search filters: 'User ID: PPS\_STUART', 'Type: Last', '1' (likely pages), 'Hours' (dropdown), 'Refresh' (button), 'Server', 'Name', 'Instance: to', 'Run Status', 'Distribution Status', and a checked 'Save On Refresh' option. Below the filters is a table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	534067		SQR Report	GLS1003	PPS_STUART.HANDLAN	06/20/2012 9:04:51AM EDT	Success	Posted	Details



# Process Detail

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

- Click the **View Log/Trace** link to see your report output.

The Update Process section of the page also allows you to:

- Place a request on hold so it does not process.
- Place a request in queue to process it.
- Cancel a request.
- Delete a request.
- Restart a request.

Some of these options may be grayed out, (i.e., not available).

Process Detail

Process

Instance: 534067 Type: SQR Report  
Name: GLS1003 Description: Closing Trial Balance Report  
Run Status: Success Distribution Status: Posted

Run

Run Control ID: ClosingTrialBalance  
Location: Server  
Server: PSUNX3  
Recurrence:

Update Process

Hold Request  
 Queue Request  
 Cancel Request  
 Delete Request  
 Restart Request

Date/Time

Request Created On: 06/20/2012 9:05:03AM EDT  
Run Anytime After: 06/20/2012 9:04:51AM EDT  
Began Process At: 06/20/2012 9:05:21AM EDT  
Ended Process At: 06/20/2012 9:05:33AM EDT

Actions

[Parameters](#) Transfer  
[Message Log](#)  
Batch Timings  
[View Log/Trace](#)

Click on image to enlarge



# View Log/Trace – File List

The **View Log/Trace** page identifies the report by **Report ID**, **Name**, and **Process Instance**. The **File List** section lists 3 files associated with your request:

- The first is a log file link which provides details about the processing.
- The second is the link that opens your report in another window.
- The third shows the run control parameters entered, and the start and end date and time of the process.

If you run this report frequently, you can right click on the link and Add to Favorites. Click on the **PDF** link to open your report.

Navigation: Favorites | Main Menu > General Ledger > Close Ledgers > Closing Trial Balance

### View Log/Trace

**Report**

Report ID: 1135289      Process Instance: 534067      [Message Log](#)  
Name: GLS1003      Process Type: SQR Report  
Run Status: Success

Closing Trial Balance Report

**Distribution Details**

Distribution Node: finsit      Expiration Date: 07/20/2012

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_GLS1003_534067.log</a>	1,855	06/20/2012 9:05:33.707982AM EDT
<a href="#">gls1003_534067.PDF</a>	1,892	06/20/2012 9:05:33.707982AM EDT
<a href="#">gls1003_534067.out</a>	107	06/20/2012 9:05:33.707982AM EDT

**Distribute To**

Distribution ID Type	*Distribution ID
User	PPS_STUART.HANDLAN

Click on image to enlarge



# View Report Output

PeopleSoft GL						
CLOSING TRIAL BALANCE						
Report ID:	GLS1003				Page No. 1	
Bus. Unit:	50100 -- VA Dept of Transportation				Run Date 06/20/2012	
Ledger:	ACTUALS -- Actuals				Run Time 9:46:11 AM	
Year:	2012					
<u>Account Type</u>	<u>Beginning Balance</u>		<u>Period Total</u>	<u>Adjustments</u>	<u>Closing Entry</u>	<u>2013 Period 0</u>
Assets	23,110,703,694.570		780,270,561.811	0.000	0.000	0.000
Liability	< 1,436,005,597.340 >	<	1,161,395,535.860 >	0.000	0.000	0.000
Equity	< 1,674,698,097.230 >		0.000	0.000	0.000	0.000
Revenue	0.000	<	3,876,357,288.220 >	0.000	0.000	0.000
Expense	0.000		4,246,993,812.939	0.000	0.000	0.000
Transfers	0.000		10,488,449.330	0.000	0.000	0.000
Total:	0.000		0.000	0.000	0.000	0.000
Currency: USD						



# Download and Share Report

To download a report from Cardinal, you can either:

- On the **View Log Trace** page, right click on the output file (which, in the example below, is the PDF file) under the **File List** section of the page and **Save Target As** to save to your desktop.
- Once you open the output file, go to **File > Save As**, and save the report to your desktop, etc.

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

View Log/Trace

Report

Report ID: 1135289 Process Instance: 534067 [Message Log](#)

Name: GLS1003 Process Type: SQR Report

Run Status: Success

Closing Trial Balance Report

Distribution Details

Distribution Node: finsit Expiration Date: 07/20/2012

File List

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_GLS1003_534067.log</a>	1,855	06/20/2012 9:05:33.707982AM EDT
<a href="#">qls1003_534067.PDF</a>	1,892	06/20/2012 9:05:33.707982AM EDT
<a href="#">qls1003_534067.out</a>	107	06/20/2012 9:05:33.707982AM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	PPS_STUART.HANDLAN

Click on image to enlarge

View Log/Trace

Report

Report ID: 1135289 Process Instance: 534067 [Message Log](#)

Name: GLS1003 Process Type: SQR Report

Run Status: Success

Closing Trial Balance Report

Distribution Details

Distribution Node: finsit Expiration Date: 07/20/2012

File List

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_GLS1003_534067.log</a>	1,855	06/20/2012 9:05:33.707982AM EDT
<a href="#">qls1003_534067.PDF</a>	1,892	06/20/2012 9:05:33.707982AM EDT
<a href="#">qls1003_534067.out</a>	107	06/20/2012 9:05:33.707982AM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	PPS_STUART.HANDLAN

Click on image to enlarge



# Simulation: Run a Report

You are now about to view a simulation on the process of running an online report. Click the Cardinal logo to start the simulation.





# Lesson 2: Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question, select your answer and click **Submit** to see if you chose the correct response.



Once you create a report (i.e., assign a name to a Run Control ID) it cannot be deleted.

True

False

Which page is used to enter and update information about how the report is run?

- Process Instance
- Process Monitor
- Report Manager
- Process Scheduler Request

Which page is used to provide the Run and Distribution status of your report?

- Process Instance
- Process Monitor
- Report Manager
- Process Scheduler Request



# Lesson 2: Summary

In this lesson, you learned:

- Before you can run a report, you must create a **Run Control ID** or find an existing **Run Control ID** to use.
- 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 reports to **My Favorites**.



# Lesson 3: nVision Reports

In this lesson you will learn about the following topics:

- Navigation in Report Manager
- nVision report retrieval
- nVision report data manipulation
- nVision drilldowns
- Download reports and save to your Cardinal Favorites page





# nVision Reports

From your **myCardinal Financials Home** page, you can access **FIN Report Manager** from the menu pagelet.

Click on **FIN Report Manager** to see a list of available reports. Regardless of the navigation used to run a report, you can access it through **FIN Report Manager**.

## **FIN Report Manager:**

- Lists reports that you have run
- Sorts reports under Tabs for easy identification and access
- Lists reports run overnight in nVision



# nVision Reports (continued)

Cardinal runs nVision reports during overnight batch processing.

All users can access nVision reports created by batch process. nVision reports include:

- **Prog Bud Actual (RGL003):** Budget to Actual – Program, Department  
This report compares budget to the expenses incurred per period by Program and Department.
- **CSC Budg Actual (RGL004):** Budget to Actual – Account, Department, Program, Cost Center  
This report breaks out the sum of Budget and Actual Expenditure amounts for a Cost Center by Account and compares Actuals to Budget per period and fiscal year to date.
- **PRG CSC BUD ACTUAL (RGL005):** Budget to Actual – Program by Cost Center  
This report summarizes budget and expenditures for all cost centers related to the Department and Program being reported, by accounting period and fiscal year to date. The report provides only cost center data. It does not report project data.

nVision reports display in Excel formats. Cardinal uses Excel version 2007 or higher. If you have an earlier version of Excel installed on your computer, you must open version 2007 or higher before retrieving an nVision report. Otherwise, the report contents will not display in readable format.



# nVision Tabs

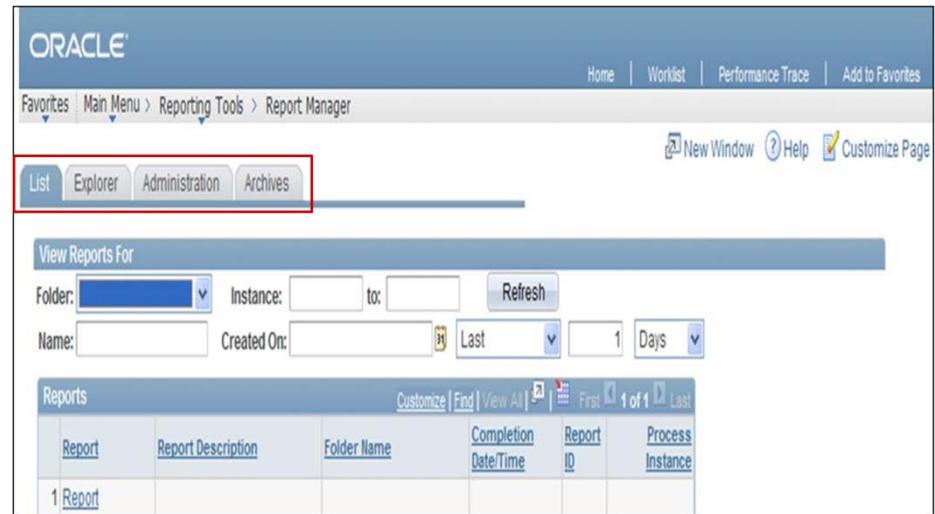
On the **List** tab, select the type of nVision Report you want to retrieve, and enter your report parameters. Cardinal returns the report instances that meet your criteria.

The **Explorer** tab displays a hierarchical view of folders and reports by fiscal year. Navigation tools allow you to scroll from **First to Previous to Next to Last to Left to Right** through the pages.

The **Administration** tab displays nVisions and ad hoc reports that you have run. You can click on **Details** to access the report. This is the only tab that:

- Allows you to delete unwanted reports.
- Displays new reports that have been scheduled or are in the process of being posted to the report repository.

The **Archives** tab is a historical record of user run ad hoc reports run more than 30 days ago and batch reports from more than 90 days ago.



**Click on image to enlarge**



# Retrieving nVisions

Click on **FIN Report Manager**, located under **Financials Report Retrieval** in the **myCardinal Financials** portlet on your Home page.

In **View Report For** section, define your specific search criteria:

- Select a specific report from the **Folder** drop down menu
- Options include **CSC BUD ACTUAL**, **PRG CSC BUD ACTUAL**, **General**, and **PROG BUD ACTUAL**
- Enter the **Name** (i.e., selection criteria)
- In the **Last** field, enter a specific Date or a range of days (hours and minutes and years) to list only reports that were created during that time span
- Click **Refresh** to update the reports listed
- When your **Reports** list populates, click on the **Report** you want to view

The screenshot shows the 'Report Manager' interface. At the top, there are navigation tabs: 'List', 'Explorer', 'Administration', and 'Archives'. Below these is the 'View Reports For' section, which is highlighted with a red box. It contains a 'Folder' dropdown menu set to 'CSC BUD ACTUAL', a 'Name' text box containing '10015', and a 'Created On' field with a 'Last' dropdown and a '9' value. A 'Refresh' button is also present. Below the search section is a table titled 'Reports' with columns: Report, Report Description, Folder Name, Completion Date/Time, Report ID, and Process Instance. The table contains five rows of report data.

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
10015 40180000 CSC	10015 40180000 CSC	CSC BUD ACTUAL	06/21/12 12:28AM	1279488	578579
10015 40150000 CSC	10015 40150000 CSC	CSC BUD ACTUAL	06/21/12 12:28AM	1279487	578579
10015 40110000 CSC	10015 40110000 CSC	CSC BUD ACTUAL	06/21/12 12:28AM	1279485	578579
10015 40100000 CSC	10015 40100000 CSC	CSC BUD ACTUAL	06/21/12 12:27AM	1279483	578579
10015 40090000 CSC	10015 40090000 CSC	CSC BUD ACTUAL	06/21/12 12:27AM	1279482	578579

Click on image to enlarge



# Retrieving nVisions (continued)

When you click on the **Report** name, the **Report** page displays with information about the report you selected.

Click on the output file (which, in the example below, is the xls file) in the **File List** section of the page to open the report.

The screenshot shows the CARDINAL web application interface. At the top, there is a breadcrumb trail: Favorites > Main Menu > myCardinal Financials > Financials Report Retrieval > FIN Report Manager. Below this, the 'Report' section displays the following information:

- Report ID: 1028297
- Process Instance: 463051
- Name: RPTBOOK
- Process Type: nVision-ReportBook
- Run Status: Success
- 10000 Program

The 'Distribution Details' section shows:

- Distribution Node: finprd
- Expiration Date: 09/17/2039

The 'File List' section is highlighted with a red box and contains the following table:

Name	File Size (bytes)	Datetime Created
<a href="#">RGL3_002.xls</a>	25,998	05/01/2012 8:29:05.907814PM EDT

Below the file list, the 'Distribute To' section shows:

Distribution ID Type	*Distribution ID
Role	V_CARDINAL_REPORTER

Click on image to enlarge



# Manipulate Data

nVision reports are in Excel format which allows users to manipulate the data. Click the + icon to expand and reveal additional rows or columns of information. See the next slide for the expanded view.

Program	Description	Budget	Expenditures	(Over) Under Lower Level Budget	% of Budget Remaining
All Programs		\$1,994,468,066.38	\$826,151,153.41	\$1,168,316,912.97	58.58%

Click on image to enlarge



# Manipulate Data (continued)

When you click the plus sign additional rows and columns display, as shown below. To collapse (or hide) the rows and columns, click the minus sign.

Budget to Actual - Program, Department								
4								
5								
6	Report ID:	RGL3_002				Run Date:	July 30, 2012	
7	Layout ID:	VGLR003	PROG BUD ACTUAL			Run Time:	9:50:33 PM	
8	Scope:	GL003_LV2						
9	Period Ending:	June 30, 2013						
10	Business Unit:	60100	VA Dept of Transportation					
11	Department:	918000	Staunton District Wide					
12								
13								
14	Program	Description	Lower Level Budget	2013-1	Expenditures	(Over) Under Lower Level Budget	% of Budget Remaining	
-	26	603015	Hwy Construction Program Mgmt	0.00	36,325.59	36,325.59	(36,325.59)	0.00
-	27		Hwy Sys Acq&Constrct	0.00	7,453,531.09	7,453,531.09	(7,453,531.09)	0.00
-	28	604001	Interstate Maintenance	0.00	645,446.82	645,446.82	(645,446.82)	0.00
-	29	604002	Primary Maintenance	0.00	3,398,427.54	3,398,427.54	(3,398,427.54)	0.00
-	30	604003	Secondary Maintenance	0.00	2,105,854.00	2,105,854.00	(2,105,854.00)	0.00
-	31	604004	Transportation Operations Svcs	0.00	238,855.90	238,855.90	(238,855.90)	0.00
-	32	60400402	PIMS Inven Adm & Operations	0.00	(21,257.79)	(21,257.79)	21,257.79	0.00
-	33	60400403	Equipment Adm & Operations	0.00	438,321.76	438,321.76	(438,321.76)	0.00
-	34	604005	Hwy Maint Oper/Pgrn Mgmt/Dirtn	0.00	334,801.73	334,801.73	(334,801.73)	0.00
-	35	60400501	Payroll Operations	0.00	3,124,540.41	3,124,540.41	(3,124,540.41)	0.00
-	36		Hwy Sys Maint&Opertn	0.00	10,264,990.37	10,264,990.37	(10,264,990.37)	0.00
-	37	607004	Fin Asst-Plan/Access Rd/Sp Prj	0.00	2,887.61	2,887.61	(2,887.61)	0.00
-	38		Fin Asst Grnd Trans	0.00	2,887.61	2,887.61	(2,887.61)	0.00
-	39	699001	General Management & Direction	0.00	164,074.05	164,074.05	(164,074.05)	0.00
-	40	699015	Facilities & Grounds Mgmt Svcs	0.00	83,067.38	83,067.38	(83,067.38)	0.00
-	41		Admin&Support Svcs	0.00	247,141.43	247,141.43	(247,141.43)	0.00
-	42	998000	Capital Outlay Projects	0.00	56,190.87	56,190.87	(56,190.87)	0.00
-	43		Capital Outlay Prjs	0.00	56,190.87	56,190.87	(56,190.87)	0.00
-	44		<b>All Programs</b>	<b>\$0.00</b>	<b>\$18,172,888.89</b>	<b>\$18,172,888.89</b>	<b>(\$18,172,888.89)</b>	<b>0.00%</b>
45								

Click on image to enlarge



# Drill Down

**Drill Down** is useful when you need to know what detailed transactions are included in a total on the report. To see those details, i.e., **drill down**, right click on the desired cell and select **Pick from Drop-down List**. In the example, right click on the cell with the value of **2,804,832.16**.

The screenshot shows an Excel spreadsheet titled "RGL3\_002.xls [Read-Only] - Microsoft Excel". The spreadsheet displays a budget report for the Commonwealth of Virginia. The report includes a header section with the following information:

- Report ID: RGL3\_002
- Layout ID: VGLR003
- Scope: GL003\_LV2
- Period Ending: May 31, 2012
- Business Unit: 50100 VA Dept of Transportation
- Organization: 10000 All Central Office Orgs

The main data table is a budget breakdown by program and year. The columns are: Program, Description, Budget, 2012-1, 2012-2, 2012-3, 2012-4, 2012-5, and 2012-6. The row for Program 603002 (Dedicated & Statewde Constrctn) is highlighted, and a context menu is open over the cell containing the value 2,804,832.16. The menu options include Cut, Copy, Paste, Paste Special..., Insert..., Delete..., Clear Contents, Filter, Sort, Insert Comment, Format Cells..., Pick From Drop-down List..., Name a Range..., and Hyperlink...

Program	Description	Budget	2012-1	2012-2	2012-3	2012-4	2012-5	2012-6
514008	Environmnt Monitr/Comp Hwy Prj	7,077,449.62	247,401.25	162,000.00	162,000.00	162,000.00	223,806.04	135,000.00
514009	Environmental Monitor Pgm Mgmt	2,042,352.00	243,959.53	168,000.00	168,000.00	168,000.00	132,071.92	141,000.00
602001	Gmd Transportatn Sys Planning	30,581,558.00	2,454,984.82	1,928,000.00	1,928,000.00	1,928,000.00	1,596,124.56	1,102,000.00
602002	Grd Transportatn Sys Research	10,445,220.15	658,919.65	510,000.00	510,000.00	510,000.00	191,462.62	78,000.00
602004	Grnd Transprt Pgm Mgmt/Directn	3,348,353.00	276,049.33	192,000.00	192,000.00	192,000.00	211,618.50	175,000.00
603002	Dedicated & Statewde Constrctn	1,005,012,488.61	147,272.77	420,767.56	901,822.18	245,208.10	2,804,832.16	28,000.00
603003	Interstate Construction	0.00	13,177.62	6,852.95	2,584.02	3,863.94	4,168.78	(3,787.00)
603004	Primary Construction	0.00	31,371.19	25,076.25	22,750.24	19,417.08	18,582.19	19,000.00



# Drill Down (continued)

Click the **Add-Ins** tab from the Excel ribbon. The **nVisionDrill** Menu Command opens.

The screenshot shows the Microsoft Excel interface with the 'Add-Ins' tab selected on the ribbon. The 'nVisionDrill' menu command is visible in the ribbon area. The spreadsheet content includes the following data:

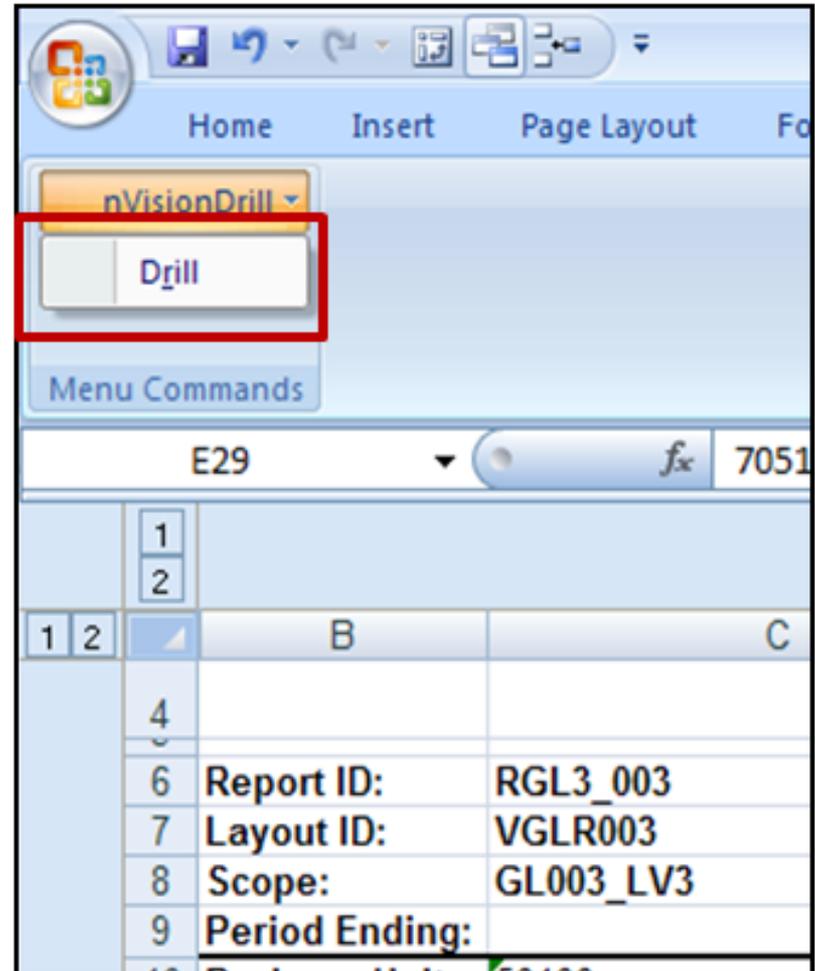
Program	Description	Budget	2012-1	2012-2	2012-3	2012-4	2012-5	2012-6
514008	Environmt Monitr/Comp Hwy Prj	7,077,449.62	247,401.25	162,737.48	(49,605.71)	321,979.96	223,806.04	135,
514009	Environmental Monitor Pgm Mgmt	2,042,352.00	243,959.53	168,587.60	164,198.78	145,649.49	132,071.92	141,
602001	Grnd Transportn Sys Planning	30,581,558.00	2,454,984.82	1,928,457.53	1,553,409.06	2,201,321.48	1,596,124.56	1,102,
602002	Grd Transportn Sys Research	10,445,220.15	658,919.65	510,736.21	(118,033.66)	571,630.33	191,124.56	78,
602004	Grnd Transport Pgm Mgmt/Directn	3,348,353.00	276,049.33	192,288.25	197,279.65	279,608.51	211,618.50	175,
603002	Dedicated & Statewde Constrctn	1,005,012,488.61	147,272.77	420,767.56	901,822.18	245,208.10	2,804,832.16	28,
603003	Interstate Construction	0.00	13,177.62	6,852.95	2,584.02	3,863.94	4,168.78	(3,787,
603004	Primary Construction	0.00	31,371.19	25,076.25	22,750.24	19,417.08	18,582.19	19,

Click on image to enlarge



# Drill Down (continued)

After you click **nVisionDrill**, click **Drill**.





# Drill Down (continued)

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

Click the **Run Drilldown** button for the drilldown report you want to see. You can drill down by Account, Department ID, etc.

Report Instance: 530998\_1134988  
Row: 18  
Column: 7  
\*Type: Web

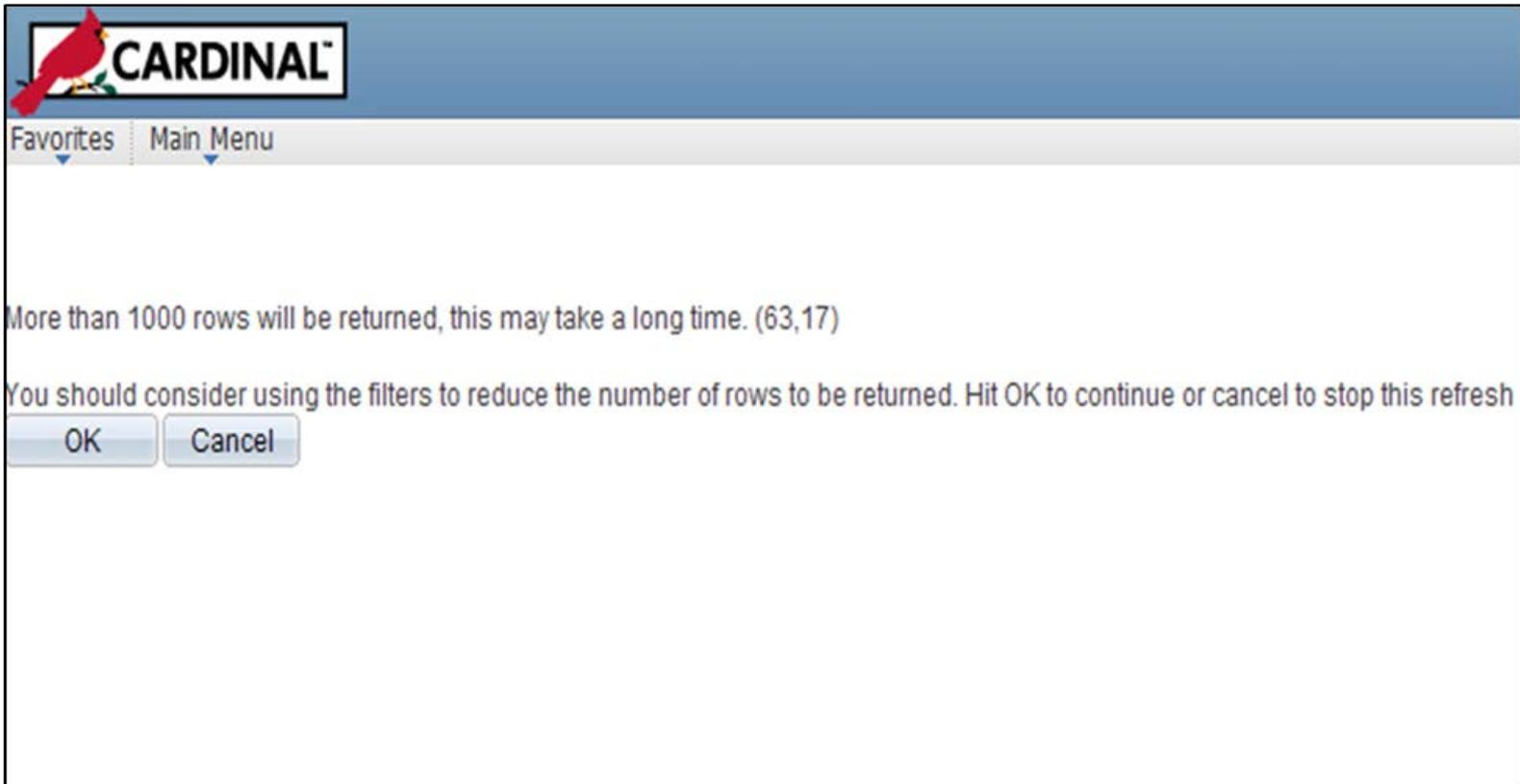
Description	*Server Name	Run Drilldown
Account by Business Unit	PSNT1	Run Drilldown
Account by Period	PSNT1	Run Drilldown
Account by Product	PSNT1	Run Drilldown
Business Unit by Period	PSNT1	Run Drilldown
Business Unit by Account	PSNT1	Run Drilldown
Business Unit by Product	PSNT1	Run Drilldown
Product by Account	PSNT1	Run Drilldown
Product by Business Unit	PSNT1	Run Drilldown
Product by Period	PSNT1	Run Drilldown
Drilldown by Agency Use 1	PSNT1	Run Drilldown
Drilldown by Task	PSNT1	Run Drilldown
Drilldown by FIPS	PSNT1	Run Drilldown
Drilldown by Asset	PSNT1	Run Drilldown
Drilldown by Cost Center	PSNT1	Run Drilldown

Click on image to enlarge



# Drill Down (continued)

The following disclaimer displays, regarding the number of rows potentially being returned. Click **OK** to continue. If you experience performance issues with a drilldown, consider modifying the scope of the drilldown.





# Drill Down (continued)

When you click **OK**, Cardinal opens the **Administration** tab on the **FIN Report Manager** page. Click **Refresh** until your report displays at the top of the **Report List** section of the page. A drilldown report **Description** - 4<sup>th</sup> column in the **Report List** - always begins with **DR**. To open your Drilldown, click on the **Description**.

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1031258	464091	<a href="#">DR_463051_464091_RGL3_002.xls</a>	05/02/2012 9:32:47AM	Microsoft Excel Files (*.xls)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1031065	463894	<a href="#">PO/CO Extract - eVA</a>	05/02/2012 9:00:02AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1031048	463871	Vendor Upload - eVA	05/02/2012 8:54:42AM	Text Files (*.txt)	Processing	
<input type="checkbox"/>	1030652	463452	<a href="#">PO upload from eVA</a>	05/02/2012 7:03:27AM	Text Files (*.txt)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1030647	463447	<a href="#">Requisition Issuance Intfc AMS</a>	05/02/2012 7:02:38AM	Text Files (*.txt)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1030614	463408	<a href="#">Journal Upload -- CIPPS</a>	05/02/2012 4:01:15AM	Text Files (*.txt)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1030607	463379	<a href="#">CARS Interface Summary Report</a>	05/02/2012 2:17:12AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>

Click on image to enlarge



# Drill Down (continued)

When you click on the report **Description**, the requested **Drilldown by Department** report opens in Excel. The components of the **\$2,804,832.16** value are shown in the **2012-5** column.

Department	Description	Budget	2012-1	2012-2	2012-3	2012-4	2012-5	2012-6
10014	Financial Planning	0.00	14,977.29	125,396.56	455,142.16	93,528.96	2,542,545.54	1,072.02
10015	Fiscal	0.00	(719.91)	(289,283.95)	150,698.77	(27,986.92)	(29,977.55)	0.00
10030	Right of Way - Central Office	0.00	211.66	925.09	96.20	0.00	5,626.44	1,003.29
10049	Maintenance Division	0.00	0.00	0.00	0.00	0.00	40,739.00	0.00
10053	Traffic Engineering & Safety	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10059	Local Assistance	0.00	448.41	234,583.66	280,314.90	44,051.89	206,682.94	69.79
10060	Program Management	0.00	39,503.93	112,505.22	15,605.50	39,557.74	40,070.45	26,158.22
10115	Right of Way - Hampton Roads	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10116	Right of Way - NOVA	0.00	7,409.50	0.00	0.00	0.00	0.00	0.00
10143	Research Council MATS	0.00	47,799.77	26,045.61	(35.35)	19,269.08	24,683.42	0.00
10147	Research Council ADMIN	0.00	37,642.12	210,595.37	0.00	76,787.35	(76,538.08)	0.00
10000	All Departments	\$0.00	\$147,272.77	\$420,767.56	\$901,822.18	\$245,208.10	\$2,804,832.16	\$28,303.32

Click on image to enlarge



# Lesson 3: Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question, select your answer and click **Submit** to see if you chose the correct response.



FIN Report Manager lists nVision reports in 4 tabs: List, Explorer, Administration, and Archives.

- True
- False

Drilldown reports are displayed on the Administration tab on the FIN Report Manager page.

True

False

You must have Excel 2007 or higher to use nVision.

- True
- False



# Lesson 3: Summary

In this lesson, you learned:

- Before you retrieve an nVision report, open Excel 2007 on your desktop.
- **FIN Report Manager** lists nVision reports in 4 tabs: **List**, **Explorer**, **Administration**, and **Archives**
  1. **List** and **Explorer** tabs provide access to reports.
  2. **Administration** tab provides access to reports and allows deletion of reports that you no longer want.
- Three types of nVision reports generated every night in batch include:
  1. **Budg/Actual Program**: This report compares budget to the expenses incurred per period by Program and Department.
  2. **Budg/Actual Account**: This report breaks out the sum of Budget and Actual Expenditure amounts for a Cost Center by Account and compares Actuals to Budget per period and fiscal year to date.
  3. **PRG CSC BUD ACTUAL**: This report summarizes budget and expenditures for all cost centers related to the Department and Program being reported, by accounting period and fiscal year to date. The report provides only cost center data. It does not report project data.
- Use the **List** tab to submit your nVision report retrieval request.
- nVision reports open in Excel. The default format displays all detail and summary rows and columns.
- Select any amount cell to drilldown, follow the steps to execute drilldown, and retrieve your drill down report.



# Lesson 4: Query Viewer

In this lesson you will learn about the following topics:

- Query Viewer navigation
- Query searches
- Running a query and displaying the results in a new browser window
- Adding a query to your favorites
- Downloading query results to multiple file formats





# 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 in the active browser window
- Run a query and display results in a new browser window
- Print a query

Links to Query Viewer in each application are provided in the myCardinal menu.

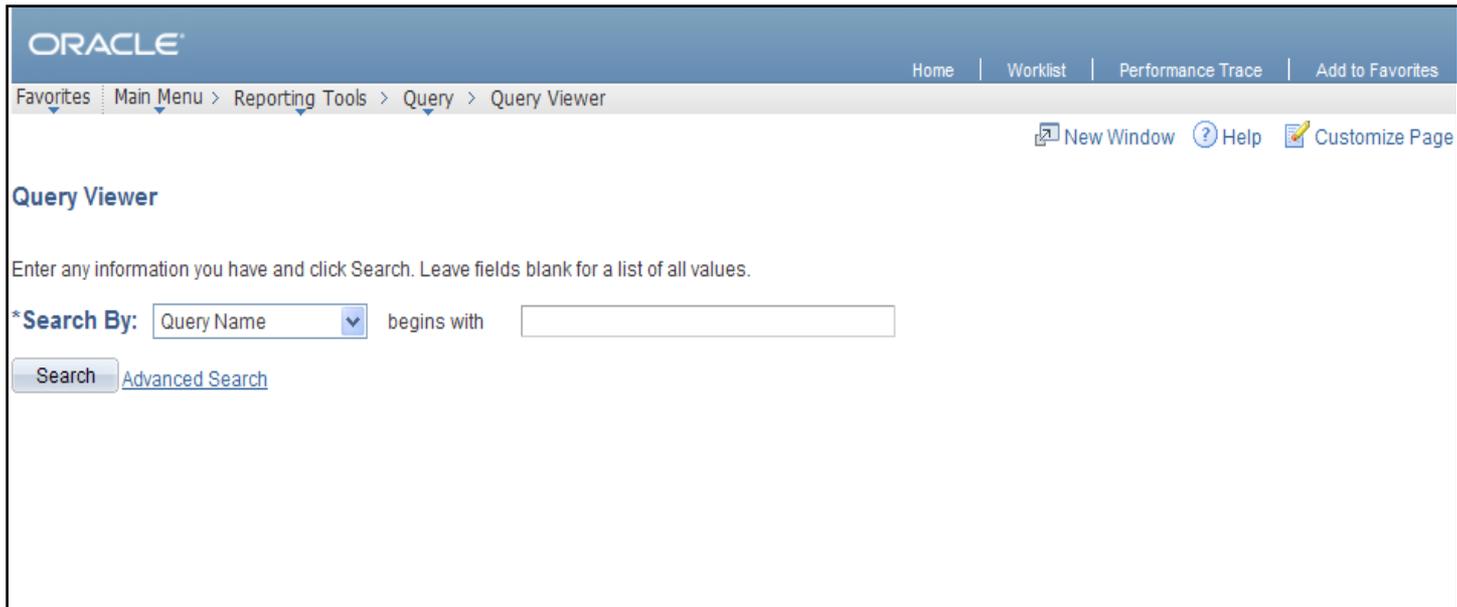


# Query Viewer Navigation

You can find the **Query Viewer** by navigating using the following page in the menu Pagelet:

**Main Menu > Reporting Tools > Query > Query Viewer**

Use the top part of the page to search for queries. Cardinal provides basic and advanced search features to help you search.



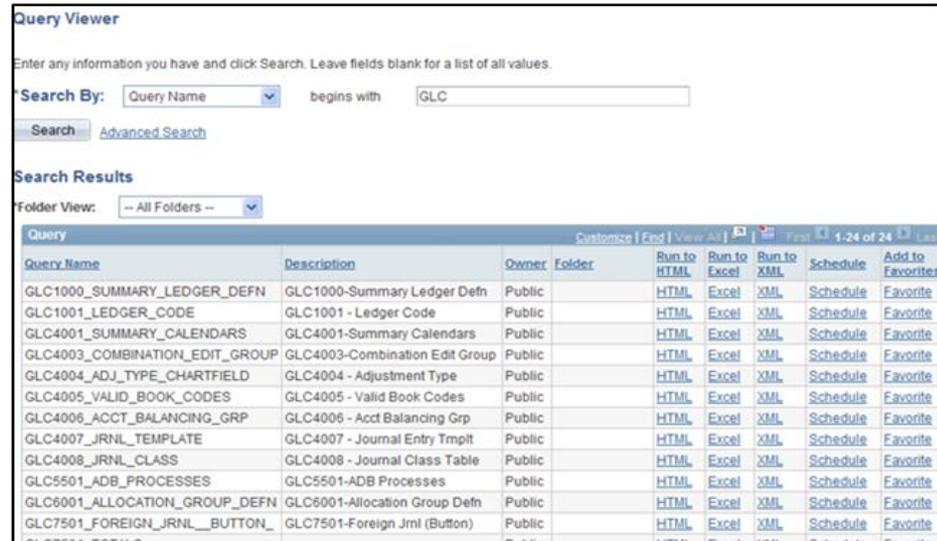
Click on image to enlarge



# Basic and Advanced Search

Using basic search, you can quickly find a query in **Query Viewer**. You can:

- Filter based on one search field
- Select different keys to search against using the **Search By** drop down list. Available search options are: **Access Group Name, Description, Folder Name, Owner, Query Name, Type, Uses Field Name, Uses Record Name**
- Use the **Basic Search** condition which is limited to **begins with**
- Use the **Advanced Search** which provides additional operators such as: **begins with, greater than, equal to, etc.**
- Sort your search results by clicking on the **Customize** link



Click on image to enlarge



# Query Output

Use the **Search Results** grid to run queries from the **Query Viewer** page to HTML. Clicking the **HTML** link opens your query in a new browser window.

Generally, your query results display right away in a grid format. However, some queries require that you enter parameters.

Query parameters limit the results and help you select only the data you want to see.

The screenshot shows the 'Query Viewer' interface. At the top, there is a search bar with 'Search By: Query Name' and 'begins with: GLC'. Below this is a 'Search Results' section with a 'Folder View' dropdown set to '-- All Folders --'. A table lists various queries with columns for 'Query Name', 'Description', 'Owner', 'Folder', and several output options: 'Run to HTML', 'Run to Excel', 'Run to XML', 'Schedule', and 'Add to Favorites'. The 'GLC7501\_TOTALS' query is highlighted, and a red box around its 'HTML' link has a red arrow pointing down to the 'Download results in:' section. This section offers options for 'Excel Spreadsheet', 'CSV Text File', and 'XML File (809 kb)'. Below this is a 'View All' link and a detailed data table.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
GLC1000_SUMMARY_LEDGER_DEFN	GLC1000-Summary Ledger Defn	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC1001_LEDGER_CODE	GLC1001 - Ledger Code	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC4001_SUMMARY_CALEDARS	GLC4001-Summary Calendars	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC4003_COMBINATION_EDIT_GROUP	GLC4003-Combination Edit Group	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC4004_ADJ_TYPE_CHARTFIELD	GLC4004 - Adjustment Type	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC4005_VALID_BOOK_CODES	GLC4005 - Valid Book Codes	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC4006_ACCT_BALANCING_GRP	GLC4006 - Acct Balancing Grp	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC4007_JRNL_TEMPLATE	GLC4007 - Journal Entry Tmpl	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC4008_JRNL_CLASS	GLC4008 - Journal Class Table	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC5501_ADB_PROCESSES	GLC5501-ADB Processes	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC6001_ALLOCATION_GROUP_DEFN	GLC6001-Allocation Group Defn	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC7501_FOREIGN_JRNL_BUTTON	GLC7501-Foreign Jnl (Button)	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC7501_TOTALS		Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>

**GLC7501\_TOTALS**

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(809 kb\)](#)

[View All](#)

	Unit	Unit	Journal ID	Date	Seq	Lines	Debits
1	50100	50100	PC00000002	06/30/2010	0	349195	3346388
2	50100	50100	PC00000004	06/30/2010	0	501049	4339814

Click on image to enlarge



# Running Queries to Excel

In **Query Viewer**, you can run a query to Excel from the search results grid. Click the **Excel** link in the **Run to Excel** column. A pop-up window appears and lets you choose to open or save your query results to Excel.

As with HTML, some Excel queries may require you to enter parameters before letting you open or save your results.

The screenshot shows the 'Query Viewer' interface. At the top, there is a search bar with 'Query Name' selected and 'begins with' set to 'GLC'. Below the search bar, there is a 'Search Results' section with a 'Folder View' dropdown set to '-- All Folders --'. The main area displays a table of query results. The table has columns for 'Query Name', 'Description', 'Owner', 'Folder', 'Run to HTML', 'Run to Excel', 'Run to XML', 'Schedule', and 'Add to Favorites'. The 'Run to Excel' column contains links for each query. A red box highlights the 'Excel' link for the 'GLC7501\_TOTALS' query, with a red arrow pointing to it.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
GLC1000_SUMMARY_LEDGER_DEFN	GLC1000-Summary Ledger Defn	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC1001_LEDGER_CODE	GLC1001 - Ledger Code	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC4001_SUMMARY_CALEDARS	GLC4001-Summary Calendars	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC4003_COMBINATION_EDIT_GROUP	GLC4003-Combination Edit Group	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC4004_ADJ_TYPE_CHARTFIELD	GLC4004 - Adjustment Type	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC4005_VALID_BOOK_CODES	GLC4005 - Valid Book Codes	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC4006_ACCT_BALANCING_GRP	GLC4006 - Acct Balancing Grp	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC4007_JRNL_TEMPLATE	GLC4007 - Journal Entry Tmplft	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC4008_JRNL_CLASS	GLC4008 - Journal Class Table	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC5501_ADB_PROCESSES	GLC5501-ADB Processes	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC6001_ALLOCATION_GROUP_DEFN	GLC6001-Allocation Group Defn	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC7501_FOREIGN_JRNL_BUTTON	GLC7501-Foreign Jrnl (Button)	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC7501_TOTALS		Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>

Below the table, there is a 'Workbook Views' section with 'Show/Hide' and 'Zoom' buttons. The main data area shows a grid with columns A through G. The 'GLC7501' row is highlighted in yellow. The 'Excel' link in the 'Run to Excel' column is highlighted with a red box and a red arrow.

Click on image to enlarge



# Running Queries to HTML

After entering required parameters, click the **View Results** button to see your query results displayed in a grid.

When you run a query to HTML, the results page includes links to download the results to an Excel Spreadsheet or CSV text file. When you click the link for either option, you can choose to **Open** or **Save** the file.

In order to use the Excel Pivot Table feature with your query results, the downloaded data first must be copied into a new Excel file. You must use a newly opened Excel file, not just a new worksheet in the same file. This is true:

1. When you run a query and choose Run to Excel, or
2. Run to HTML and then choose to download the results from HTML to either Excel or CSV.



**Click on image to enlarge**



# Adding Queries to My Favorites

You can add a query to your **My Favorite Queries** section of the **Query Viewer** page by clicking the **Add to Favorites** link. This lets you quickly access queries you often use without having to search for them each time.

GLC8051_BUD_CONTROL_PARAM	GLC8051 - Budget Control Param	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Fa</a>
GLC8100_BUDGET_ATTRIB	GLC8100 - Budget Attributes	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Fa</a>
GLC8110_ASSOCIATED_BUDGETS	GLC8110 - Associated Budgets	Public						
GLC8530_BUDGET_CHK_STATUS	Comm Cntrl Budg Check Status	Public						
GLC8570_KK_ACT_LOG	Commit Control Activity Log	Public						
GLC8571_KK_ACT_LOG_SUM	Commit Cntl Activity Log Sum	Public						
GLC8572_KK_SECURITY	GLC8572 - Commit Ctrl Security	Public						
GLCONSBAL2__CONSOLIDATED_B_S	GLCONSBAL2 - Consolidated B/S	Public						

**Add to Favorites**

Please Enter a Unique Description for this Favorite

\*Description

My Favorite Queries								
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to HTML	Schedule	Ren
GLC7501_TOTALS		Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	-
GLC8043_PROJECTEXPIRATION	GL Report for Project Exp	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	-



# Simulation: Run a Query

You are now about to view a simulation on the process of running Cardinal queries. Click the Cardinal logo below to start the simulation.





# Lesson 4: Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question, select your answer and click **Submit** to see if you chose the correct response.



In Query Viewer, you can do all of the following except:

- Search for a query
- Run a query to HTML or Excel
- Download a query to Excel or CSV
- Edit a query

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.

- Basic Search
- Advanced Search
- Field Search
- 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 browser window
- How to add a query to your Favorites
- How to download query results to multiple file formats



# 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 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 Evaluation

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

[Click here to access the survey](#)

Once you have completed and submitted the survey, close the survey window. To close the web based training course, click the Exit Course button.





# Appendix

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- Key Terms
- Diagrams and Screenshots



# Key Terms

**myCardinal Financials:** Provides links to **Financials Query-based Reports**.

**myCardinal Portlet:** Used to retrieve reports. This tool provides a quick view of the most recent reports that have been distributed to you.

**My Favorites:** Allows you to set up a “Favorites” list of reports and queries.

**Parameters:** Values used to specify limits on the data used in a report. The parameters vary depending on which report you are running.

**Process Instance:** Identifies each report processed. This value is assigned incrementally to each report that is run.

**Process Monitor:** Allow you to monitor the status of your report.

**Process Request:** Identifies a single run request such as an SQR or Crystal report.

**Process Scheduler:** Allows a user to schedule a report request to run at a selected time in the future or on a recurring basis.



## Key Terms (continued)

---

**Query:** An ad hoc request entered into Cardinal to extract and view data.

**Query Viewer:** Used to search for and view a query.

**Query-based Reports:** Executed through the delivered Cardinal Query Viewer in **myCardinal Financials** portlet.

**Report Manager:** Provides you with a personal “Inbox” of reports and process output. Process output consists of all the reports a user has run.

**Run Control ID:** A unique identifier that allows you to name your report and set up certain parameters that can be used when you run it again in the future.



# Main Menu and myCardinal Portlets

The screenshot displays the myCardinal web application interface. At the top left is the CARDINAL logo. To the right are navigation links for Home and Work. Below the logo are tabs for Favorites and Main Menu. A 'Personalize' section offers options for Content and Layout. The 'Menu - Classic' portlet includes a search box and a list of menu items: myCardinal Financials, Employee Self-Service, Manager Self-Service, Supplier Contracts, Customers, and Customer Contracts. The 'myCardinal Financials' portlet is divided into two sections: 'Financials Report Execution' and 'Financials Report Retrieval'. The execution section lists AP Reports, AR Reports, GL Reports, PA Reports, PR Reports, and Financials Query-based Reports. The retrieval section lists FIN Report Manager and FIN Process Monitor.

Click on image to return



# Run Control Parameters

Favorites | Main Menu > General Ledger > Close Ledgers > Closing Trial Balance

## Closing Trial Balance

Run Control ID: Closing\_Trial\_Bal      [Report Manager](#)    [Process Monitor](#)    **Run**

Language: English ▼

**Report Request Parameters**

Unit: 50100 🔍

Ledger: ACTUALS 🔍

Fiscal Year: 2012

**Save**    Notify    Add

Click on image to return



# Process Scheduler Request

Favorites | Main Menu > General Ledger > Close Ledgers > Closing Trial Balance

### Process Scheduler Request

User ID: PPS\_STUART.HANDLAN      Run Control ID: Closing\_Trial\_Bal

Server Name:       Run Date: 08/08/2012

Recurrence:       Run Time: 11:34:16AM     

Time Zone:

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Closing Trial Balance Report	GLS1003	SQR Report	Web <input type="text"/>	PDF <input type="text"/>	<a href="#">Distribution</a>

Click on image to return



# Process Monitor and Instance Number

Favorites Main Menu > General Ledger > Close Ledgers > Closing Trial Balance

## Closing Trial Balance

Run Control ID: ClosingTrialBalance      [Report Manager](#)      [Process Monitor](#)      Run

Language: English

Process Instance: 534067

### Report Request Parameters

Unit: 50100

Ledger: ACTUALS

Fiscal Year: 2012

Display Full Numeric Field

Save      Notify      Add

Click on image to return



# Process Detail

Favorites Main Menu > General Ledger > Close Ledgers > Closing Trial Balance

## Process Detail

Process			
Instance:	534067	Type:	SQR Report
Name:	GLS1003	Description:	Closing Trial Balance Report
Run Status:	Success	Distribution Status:	Posted

Run	Update Process
Run Control ID: ClosingTrialBalance	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSUNX3	<input type="radio"/> Cancel Request
Recurrence:	<input checked="" type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 06/20/2012 9:05:03AM EDT	<a href="#">Parameters</a> Transfer
Run Anytime After: 06/20/2012 9:04:51AM EDT	<a href="#">Message Log</a>
Began Process At: 06/20/2012 9:05:21AM EDT	Batch Timings
Ended Process At: 06/20/2012 9:05:33AM EDT	<a href="#">View Log/Trace</a>

Click on image to return



# View Log/Trace – File List

Favorites | Main Menu > General Ledger > Close Ledgers > Closing Trial Balance

## View Log/Trace

**Report**

Report ID: 1135289      Process Instance: 534067      [Message Log](#)  
Name: GLS1003      Process Type: SQR Report  
Run Status: Success

Closing Trial Balance Report

**Distribution Details**

Distribution Node: finsit      Expiration Date:

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_GLS1003_534067.log</a>	1,855	06/20/2012 9:05:33.707982AM EDT
<a href="#">gls1003_534067.PDF</a>	1,892	06/20/2012 9:05:33.707982AM EDT
<a href="#">gls1003_534067.out</a>	107	06/20/2012 9:05:33.707982AM EDT

**Distribute To**

Distribution ID Type	*Distribution ID
User	PPS_STUART.HANDLAN

Click on image to return



# Download and Share Report

Favorites | Main Menu > General Ledger > Close Ledgers > Closing Trial Balance

### View Log/Trace

**Report**

Report ID: 1135289      Process Instance: 534067      [Message Log](#)  
Name: GLS1003      Process Type: SQR Report  
Run Status: Success

Closing Trial Balance Report

**Distribution Details**

Distribution Node: finsit      Expiration Date:

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_GLS1003_534067.log</a>	1,855	06/20/2012 9:05:33.707982AM EDT
<a href="#">gls1003_534067.PDF</a>	1,892	06/20/2012 9:05:33.707982AM EDT
<a href="#">gls1003_534067.out</a>	107	06/20/2012 9:05:33.707982AM EDT

**Distribute To**

Distribution ID Type	*Distribution ID
User	PPS_STUART.HANDLAN

Click on image to return



# Download and Share Report (continued)

Navigation: Favorites | Main Menu > General Ledger > Close Ledgers > Closing Trial Balance

View Location: Report

Report ID: 534067 [Message Log](#)

Name: SQR Report

Run Status: [ ]

Closing Distribution: [ ]

Expiration Date: 07/20/2012

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_GL...</a>	1,855	06/20/2012 9:05:33.707982AM EDT
<a href="#">qls1003_534067.PDF</a>	1,892	06/20/2012 9:05:33.707982AM EDT
<a href="#">qls1003_534067.out</a>	107	06/20/2012 9:05:33.707982AM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	PPS_STUART.HANDLAN

**Context Menu (Red Box):**

- Open
- Open in New Tab
- Open in New Window
- Save Target As...
- Print Target

**Other Context Menu Items:** Cut, Copy, Copy Shortcut, Paste, Blog with Windows Live, E-mail with Windows Live, Translate with Live Search, All Accelerators, Add to Favorites..., Properties

**URL:** qls1003\_534067.out

Click on image to return



# nVision Tabs

ORACLE

Home | Worklist | Performance Trace | Add to Favorites

Favorites: Main Menu > Reporting Tools > Report Manager

New Window | Help | Customize Page

List | Explorer | Administration | Archives

View Reports For

Folder:  Instance:  to:  Refresh

Name:  Created On:  Last  1 Days

Reports

Customize | Find | View All | First 1 of 1 Last

<a href="#">Report</a>	<a href="#">Report Description</a>	<a href="#">Folder Name</a>	<a href="#">Completion Date/Time</a>	<a href="#">Report ID</a>	<a href="#">Process Instance</a>
1 <a href="#">Report</a>					

Click on image to return



# Retrieving nVisions

Favorites Main Menu > Reporting Tools > Report Manager

List Explorer Administration Archives

**View Reports For**

Folder: CSC BUD ACTUAL Instance: to: Refresh

Name: 10015 Created On: Last 9 Hours

**Reports** Customize | Find | View All | First 1-29 of 29 Last

	<u>Report</u>	<u>Report Description</u>	<u>Folder Name</u>	<u>Completion Date/Time</u>	<u>Report ID</u>	<u>Process Instance</u>
1	<a href="#">10015 40160000 CSC</a>	10015 40160000 CSC	CSC BUD ACTUAL	06/21/12 12:28AM	1279488	578579
2	<a href="#">10015 40150000 CSC</a>	10015 40150000 CSC	CSC BUD ACTUAL	06/21/12 12:28AM	1279487	578579
3	<a href="#">10015 40110000 CSC</a>	10015 40110000 CSC	CSC BUD ACTUAL	06/21/12 12:28AM	1279485	578579
4	<a href="#">10015 40100000 CSC</a>	10015 40100000 CSC	CSC BUD ACTUAL	06/21/12 12:27AM	1279483	578579
5	<a href="#">10015 40090000 CSC</a>	10015 40090000 CSC	CSC BUD ACTUAL	06/21/12 12:27AM	1279482	578579

Click on image to return



# Retrieving nVisions (continued)

**CARDINAL**

Favorites Main Menu > myCardinal Financials > Financials Report Retrieval > FIN Report Manager

**Report**

Report ID: 1028297      Process Instance: 463051      [Message Log](#)  
Name: RPTBOOK      Process Type: nVision-ReportBook  
Run Status: Success

10000 Program

**Distribution Details**

Distribution Node: finprd      Expiration Date: 09/17/2039

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">RGL3_002.xls</a>	25,998	05/01/2012 8:29:05.907814PM EDT

**Distribute To**

Distribution ID Type	*Distribution ID
Role	V_CARDINAL_REPORTER

Click on image to return



# Manipulate Data

Home Insert Page Layout Formulas Data Review View Add-Ins

nVisionDrill

Menu Commands

149 fx

1	2	3	B	C	D	F	G	H
2								
3				<b>Commonwealth of Virginia Budget to Actual - Program</b>				
4								
5								
6	Report ID:	RGL3_002					Run Date:	May 4, 2012
7	Layout ID:	VGLR003					Run Time:	9:17:32 PM
8	Scope:	GL003_LV2						
9	Period Ending:	May 31, 2012						
10	Business Unit:	50100	VA Dept of Transportation					
11	Department:	10000	All Central Office Orgs					
12								
13								
14	Program	Description	Budget	Expenditures	(Over) Under Lower Level Budget	% of Budget Remaining		
15								
44		All Programs	\$1,994,468,066.38	\$826,151,153.41	\$1,168,316,912.97	58.58%		
45								
46								
47								
48								

Sheet1

Click on image to return



# Manipulate Data (continued)

4	<b>Budget to Actual - Program, Department</b>							
5								
6	Report ID:	RGL3_002					Run Date: July 30, 2012	
7	Layout ID:	VGLR003	PROG BUD ACTUAL				Run Time: 9:50:33 PM	
8	Scope:	GL003_LV2						
9	Period Ending:	June 30, 2013						
10	Business Unit:	50100	VA Dept of Transportation					
11	Department:	918000	Staunton District Wide					
12								
13								
14	<b>Program</b>	<b>Description</b>	<b>Lower Level Budget</b>	<b>2013-1</b>	<b>Expenditures</b>	<b>(Over) Under Lower Level Budget</b>	<b>% of Budget Remaining</b>	
-	26	603015	Hwy Construction Program Mgmt	0.00	36,325.59	36,325.59	(36,325.59) 0.00	
-	27		Hwy Sys Acq&Construct	0.00	7,453,531.09	7,453,531.09	(7,453,531.09) 0.00	
-	28	604001	Interstate Maintenance	0.00	645,446.82	645,446.82	(645,446.82) 0.00	
-	29	604002	Primary Maintenance	0.00	3,398,427.54	3,398,427.54	(3,398,427.54) 0.00	
-	30	604003	Secondary Maintenance	0.00	2,105,854.00	2,105,854.00	(2,105,854.00) 0.00	
-	31	604004	Transportation Operations Svcs	0.00	238,855.90	238,855.90	(238,855.90) 0.00	
-	32	60400402	PIMS Inven Adm & Operations	0.00	(21,257.79)	(21,257.79)	21,257.79 0.00	
-	33	60400403	Equipment Adm & Operations	0.00	438,321.76	438,321.76	(438,321.76) 0.00	
-	34	604005	Hwy Maint Oper/Pgm Mgmt/Dirtn	0.00	334,801.73	334,801.73	(334,801.73) 0.00	
-	35	60400501	Payroll Operations	0.00	3,124,540.41	3,124,540.41	(3,124,540.41) 0.00	
-	36		Hwy Sys Maint&Opertn	0.00	10,264,990.37	10,264,990.37	(10,264,990.37) 0.00	
-	37	607004	Fin Asst-Plan/Access Rd/Sp Prj	0.00	2,887.61	2,887.61	(2,887.61) 0.00	
-	38		Fin Asst Grnd Trans	0.00	2,887.61	2,887.61	(2,887.61) 0.00	
-	39	699001	General Management & Direction	0.00	164,074.05	164,074.05	(164,074.05) 0.00	
-	40	699015	Facilities & Grounds Mgmt Svcs	0.00	83,067.38	83,067.38	(83,067.38) 0.00	
-	41		Admin&Support Svcs	0.00	247,141.43	247,141.43	(247,141.43) 0.00	
-	42	998000	Capital Outlay Projects	0.00	56,190.87	56,190.87	(56,190.87) 0.00	
-	43		Capital Outlay Prjs	0.00	56,190.87	56,190.87	(56,190.87) 0.00	
-	44		<b>All Programs</b>	<b>\$0.00</b>	<b>\$18,172,888.89</b>	<b>\$18,172,888.89</b>	<b>(\$18,172,888.89) 0.00%</b>	
45								

Click on image to return



# Drill Down (continued)

Microsoft Excel window: RGL3\_003.xls [Read-Only] - Microsoft Excel

Menu: Home, Insert, Page Layout, Formulas, Data, Review, View, **Add-Ins**

Menu Commands: nVisionDrill

Cell: I21, Value: 2804832.16

**Commonwealth of Virginia  
Budget to Actual - Program**

Report ID: RGL3\_002  
 Layout ID: VGLR003  
 Scope: GL003\_LV2  
 Period Ending: May 31, 2012

Business Unit: 50100 VA Dept of Transportation  
 Organization: 10000 All Central Office Orgs

Program	Description	Budget	2012-1	2012-2	2012-3	2012-4	2012-5	2012-6
514008	Environmnt Monitr/Comp Hwy Prj	7,077,449.62	247,401.25	162,737.48	(49,605.71)	321,979.96	223,806.04	135,
514009	Environmental Monitor Pgm Mgmt	2,042,352.00	243,959.53	168,587.60	164,198.78	145,649.49	132,071.92	141,
602001	Grnd Transportatn Sys Planning	30,581,558.00	2,454,984.82	1,928,457.53	1,553,409.06	2,201,321.48	1,596,124.56	1,102,
602002	Grid Transportatn Sys Research	10,445,220.15	658,919.65	510,736.21	(118,033.66)	571,630.33	191,462.62	78,
602004	Grnd Transprt Pgm Mgmt/Directn	3,348,353.00	276,049.33	192,288.25	197,279.65	279,608.51	211,618.50	175,
603002	Dedicated & Statewde Constrctn	1,005,012,488.61	147,272.77	420,767.56	901,822.18	245,208.10	<b>2,804,832.16</b>	28,
603003	Interstate Construction	0.00	13,177.62	6,852.95	2,584.02	3,863.94	4,168.78	(3,787,
603004	Primary Construction	0.00	31,371.19	25,076.25	22,750.24	19,417.08	18,582.19	19,

Click on image to return



# Drill Down (continued)

**Run Drilldown**

Report Instance: 530998\_1134988

Row: 18 Column: 7

\*Type: Web

**Available Drilldown Layouts**

Description	*Server Name	Run Drilldown
Account by Business Unit	PSNT1	Run Drilldown
Account by Period	PSNT1	Run Drilldown
Account by Product	PSNT1	Run Drilldown
Business Unit by Period	PSNT1	Run Drilldown
Business Unit by Account	PSNT1	Run Drilldown
Business Unit by Product	PSNT1	Run Drilldown
Product by Account	PSNT1	Run Drilldown
Product by Business Unit	PSNT1	Run Drilldown
Product by Period	PSNT1	Run Drilldown
Drilldown by Agency Use 1	PSNT1	Run Drilldown
Drilldown by Task	PSNT1	Run Drilldown
Drilldown by FIPS	PSNT1	Run Drilldown
Drilldown by Asset	PSNT1	Run Drilldown
Drilldown by Cost Center	PSNT1	Run Drilldown

Click on image to return



# Drill Down (continued)

**CARDINAL** Home | Worklist

Favorites | Main Menu > myCardinal Financials > Financials Report Retrieval > FIN Report Manager

List | Explorer | **Administration** | Archives

**View Reports For**

User ID: PPS\_STUART.H | Type: [v] Last [v] 1 Days [v] Refresh

Status: Posted [v] Folder: [v] Instance: [ ] to: [ ]

**Report List** Customize | Find | View All | 1 of 1 | First | Last

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1031258	464091	<a href="#">DR_463051_464091_RGL3_002.xls</a>	05/02/2012 9:32:47AM	Microsoft Excel Files (*.xls)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1031065	463894	<a href="#">PO/CO Extract - eVA</a>	05/02/2012 9:00:02AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1031048	463871	Vendor Upload - eVA	05/02/2012 8:54:42AM	Text Files (*.bt)	Processing	
<input type="checkbox"/>	1030652	463452	<a href="#">PO upload from eVA</a>	05/02/2012 7:03:27AM	Text Files (*.bt)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1030647	463447	<a href="#">Requisition Issuance Intfc AMS</a>	05/02/2012 7:02:38AM	Text Files (*.bt)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1030614	463408	<a href="#">Journal Upload -- CIPPS</a>	05/02/2012 4:01:15AM	Text Files (*.bt)	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1030607	463379	<a href="#">CARS Interface Summary Report</a>	05/02/2012 2:17:12AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>

Click on image to return



# Drill Down (continued)

DR\_472953\_485120\_RGL3\_002.xls [Read-Only] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Add-Ins

nVisionDrill

Menu Commands

E1 % ,Y2012001

1										
2										
3		<b>Commonwealth of Virginia Drilldown by Department</b>								
4										
5										
6	Report ID:	RGL036								
7	Layout ID:	VGLR0036								
8	Period Ending:	May 31, 2012								
9	Business Unit:	50100 VA Dept of Transportation								
10										
11										
12	<b>Department</b>	<b>Description</b>	<b>Budget</b>	<b>2012-1</b>	<b>2012-2</b>	<b>2012-3</b>	<b>2012-4</b>	<b>2012-5</b>	<b>2012-6</b>	
13	10014	Financial Planning	0.00	14,977.29	125,396.56	455,142.16	93,528.96	2,542,545.54	1,072.02	7,...
14	10015	Fiscal	0.00	(719.91)	(289,283.95)	150,698.77	(27,986.92)	(29,977.55)	0.00	(...
15	10030	Right of Way - Central Office	0.00	211.66	925.09	96.20	0.00	5,626.44	1,003.29	
16	10049	Maintenance Division	0.00	0.00	0.00	0.00	0.00	40,739.00	0.00	
17	10053	Traffic Engineering & Safety	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
18	10059	Local Assistance	0.00	448.41	234,583.66	280,314.90	44,051.89	206,682.94	69.79	
19	10060	Program Management	0.00	39,503.93	112,505.22	15,605.50	39,557.74	40,070.45	26,158.22	
20	10115	Right of Way - Hampton Roads	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
21	10116	Right of Way - NOVA	0.00	7,409.50	0.00	0.00	0.00	0.00	0.00	
22	10143	Research Council MATS	0.00	47,799.77	26,045.61	(35.35)	19,269.08	24,683.42	0.00	
23	10147	Research Council ADMIN	0.00	37,642.12	210,595.37	0.00	76,787.35	(25,538.08)	0.00	
24	10000	All Departments	\$0.00	\$147,272.77	\$420,767.56	\$901,822.18	\$245,208.10	\$2,804,832.16	\$28,303.32	\$7,...
25										
26										
27										

Sheet1

Ready

Click on image to return



# Query Viewer Navigation

ORACLE

Home | Worklist | Performance Trace | Add to Favorites

Favorites | Main Menu > Reporting Tools > Query > Query Viewer

New Window Help Customize Page

## Query Viewer

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

\*Search By:  begins with

[Advanced Search](#)

Click on image to return



# Basic and Advanced Search

## Query Viewer

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

\* Search By:  begins with

[Advanced Search](#)

## Search Results

\*Folder View:

Query								
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
GLC1000_SUMMARY_LEDGER_DEFN	GLC1000-Summary Ledger Defn	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC1001_LEDGER_CODE	GLC1001 - Ledger Code	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC4001_SUMMARY_CALENDARS	GLC4001-Summary Calendars	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC4003_COMBINATION_EDIT_GROUP	GLC4003-Combination Edit Group	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC4004_ADJ_TYPE_CHARTFIELD	GLC4004 - Adjustment Type	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC4005_VALID_BOOK_CODES	GLC4005 - Valid Book Codes	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC4006_ACCT_BALANCING_GRP	GLC4006 - Acct Balancing Grp	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC4007_JRNL_TEMPLATE	GLC4007 - Journal Entry Tmpl	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC4008_JRNL_CLASS	GLC4008 - Journal Class Table	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC5501_ADB_PROCESSES	GLC5501-ADB Processes	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC6001_ALLOCATION_GROUP_DEFN	GLC6001-Allocation Group Defn	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC7501_FOREIGN_JRNL_BUTTON	GLC7501-Foreign Jrnl (Button)	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>

Click on image to return



# Query Output

**Query Viewer**

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

\*Search By:  begins with

[Advanced Search](#)

**Search Results**

\*Folder View:

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
GLC1000_SUMMARY_LEDGER_DEFN	GLC1000-Summary Ledger Defn	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC1001_LEDGER_CODE	GLC1001 - Ledger Code	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC4001_SUMMARY_CALENDARS	GLC4001-Summary Calendars	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC4003_COMBINATION_EDIT_GROUP	GLC4003-Combination Edit Group	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC4004_ADJ_TYPE_CHARTFIELD	GLC4004 - Adjustment Type	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC4005_VALID_BOOK_CODES	GLC4005 - Valid Book Codes	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC4006_ACCT_BALANCING_GRP	GLC4006 - Acct Balancing Grp	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC4007_JRNL_TEMPLATE	GLC4007 - Journal Entry Tmplt	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC4008_JRNL_CLASS	GLC4008 - Journal Class Table	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC5501_ADB_PROCESSES	GLC5501-ADB Processes	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC6001_ALLOCATION_GROUP_DEFN	GLC6001-Allocation Group Defn	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC7501_FOREIGN_JRNL_BUTTON_	GLC7501-Foreign Jrnل (Button)	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC7501_TOTALS		Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>

**GLC7501\_TOTALS**

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (809 kb)

[View All](#)

	Unit	Unit	Journal ID	Date	Seq	Lines	Debits
1	50100	50100	PC00000002	06/30/2010	0	349195	3346388
2	50100	50100	PC00000004	06/30/2010	0	501049	4339814

Click on image to return



# Running Queries to Excel

**Query Viewer**

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

\* Search By:  begins with

**Search Results**

\*Folder View:

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
GLC1000_SUMMARY_LEDGER_DEFN	GLC1000-Summary Ledger Defn	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC1001_LEDGER_CODE	GLC1001 - Ledger Code	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC4001_SUMMARY_CALEDARS	GLC4001-Summary Calendars	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC4003_COMBINATION_EDIT_GROUP	GLC4003-Combination Edit Group	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC4004_ADJ_TYPE_CHARTFIELD	GLC4004 - Adjustment Type	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC4005_VALID_BOOK_CODES	GLC4005 - Valid Book Codes	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC4006_ACCT_BALANCING_GRP	GLC4006 - Acct Balancing Grp	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC4007_JRNL_TEMPLATE	GLC4007 - Journal Entry Tmpl	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC4008_JRNL_CLASS	GLC4008 - Journal Class Table	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC5501_ADB_PROCESSES	GLC5501-ADB Processes	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC6001_ALLOCATION_GROUP_DEFN	GLC6001-Allocation Group Defn	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC7501_FOREIGN_JRNL_BUTTON	GLC7501-Foreign Jnl (Button)	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
GLC7501_TOTALS		Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>

**Workbook Views** | Show/Hide | Zoom | Wind

G10 | 27059863.75

Unit	Unit	Journal ID	Date	Seq	Lines	Debits
50100	50100	PC00000002	06/30/2010	0	349195	3346388032
50100	50100	PC00000004	06/30/2010	0	501049	4339814769
50100	50100	CNVACT0630	06/30/2010	0	205	31844985670
50100	50100	CNV0000001	06/30/2010	0	264	1
50100	50100	PC00000001	06/30/2010	0	190560	3524756502
50100	50100	PC00000003	06/30/2010	0	376690	2762883322

Click on image to return



# Running Queries to HTML



Click on image to return