



SW NAV220

Cardinal Reporting

Instructor Led Training



Welcome to Cardinal Training

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

This course, and the supplemental resources listed below, are located on the Cardinal website (www.cardinalproject.virginia.gov) under Training.

Cardinal Reports Catalogs are located on the Cardinal website under Resources:

- Instructor led and web based training course materials
- Job aids on topics across all functional areas
- Glossary of frequently used terms

The Cardinal screenshots included in this training course show system pages and processes that some users may not have access to due to security roles and/or how specific responsibilities relate to the overall transaction or process being discussed.

For a list of available roles and descriptions, see the Statewide Cardinal Security Handbook on the Cardinal website in the Security section under Resources.



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
- Perform an inquiry on financial data
- Navigate to Query Viewer
- Search for a query



Course Objectives (continued)



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



Agenda

1

Understanding Cardinal Reporting

2

Ad Hoc Reports and Inquiries

3

nVision Reports

4

Query Viewer



Key Concepts

Key concepts in Cardinal Reporting include:

- All users can access reports and queries in Cardinal.
- Cardinal creates reports nightly during batch processing that can be retrieved on an ad hoc basis.
- Queries allow direct access to the database for simple data retrieval.
- Cardinal uses various report and query tools:
 - Excel provides the ability to sort and analyze reported data further.
 - BI Publisher Reports and Structured Query Reports (SQR) are view only and do not allow any data manipulation.
 - Inquiries allow for review of details about specific transaction(s).



Lesson 1: Introduction

1

Understanding Cardinal Reporting

This lesson covers the following topics:

- Cardinal reporting resources
- Running and retrieving ad hoc reports overview
- Retrieving nVision reports overview
- Running Cardinal queries overview



Reports, Queries, and Inquiries

There are three ways to retrieve 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 where there are details about a specific item or transaction

Access Reports (i.e., ad hoc and nVision reports) from:

- The **Home** page using the hyperlinks located in the myCardinal Financials box
- Any Cardinal page using the following navigation path:
Main Menu > myCardinal Financials > Financials Report Retrieval > FIN Report Manager
- Any Cardinal page using the following navigation path:
Main Menu > Reporting Tools > Report Manager

Run Queries from:


- The **Home** page using the hyperlinks located in the myCardinal Financials box
- Any Cardinal page using the following navigation path:
Main Menu > Reporting Tools > Query > Query Viewer

Perform Inquiries by:

- Accessing the page that contains the information needed about an item or transaction



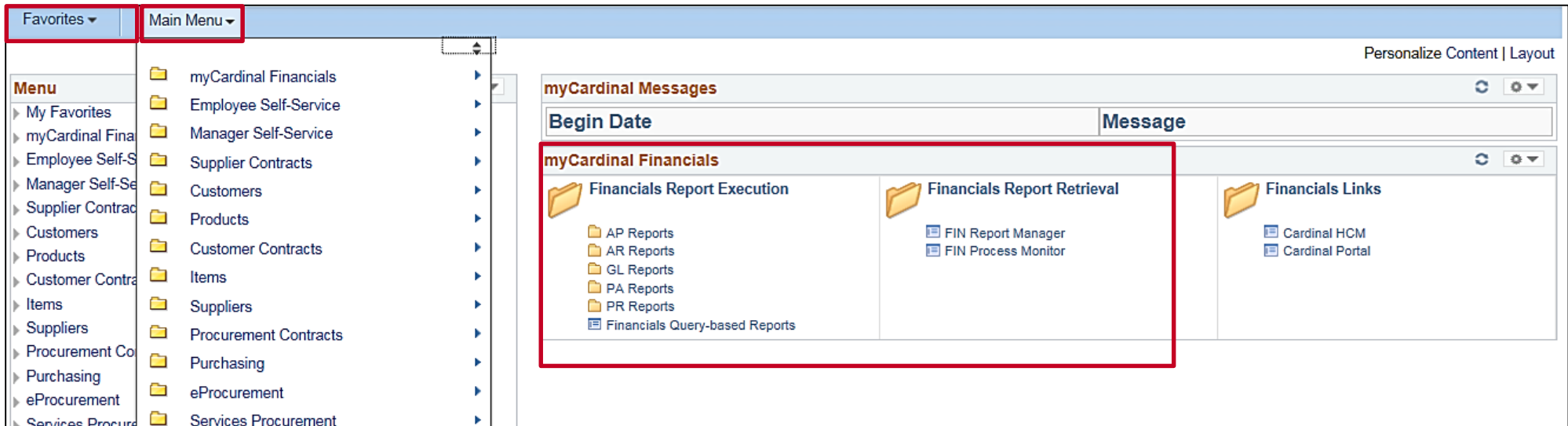
For more detailed information about running reports, queries and inquiries, go to **Reports Catalog** located on the Cardinal website under **Resources**.



Home Page and myCardinal Financials

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

- **Favorites** - to access ad hoc reports and Cardinal pages that were previously saved using the **Add to Favorites** hyperlink (available on every Cardinal page).
- **Main Menu** - to access all functional area and module reports. It is accessible from all pages in Cardinal.
- **myCardinal Financials**
 - **Financials Report Execution** - reports by functional area and queries.
 - **Financials Report Retrieval** - nVision reports and ad hoc reports. Use **FIN Process Monitor** to check the status for ad hoc reports run in Cardinal.



The screenshot displays the Cardinal Home page interface. At the top, there are two dropdown menus: 'Favorites' and 'Main Menu'. The 'Main Menu' is expanded, showing a list of functional areas such as 'myCardinal Financials', 'Employee Self-Service', 'Manager Self-Service', 'Supplier Contracts', 'Customers', 'Products', 'Customer Contracts', 'Items', 'Suppliers', 'Procurement Contracts', 'Purchasing', 'eProcurement', and 'Services Procurement'. Below the menu, the 'myCardinal Financials' section is highlighted with a red box. This section contains three main areas: 'Financials Report Execution' (with sub-items: AP Reports, AR Reports, GL Reports, PA Reports, PR Reports, and Financials Query-based Reports), 'Financials Report Retrieval' (with sub-items: FIN Report Manager and FIN Process Monitor), and 'Financials Links' (with sub-items: Cardinal HCM and Cardinal Portal). The 'myCardinal Messages' section is also visible at the top right, with a table for messages.



Lesson 1: Summary

1

Understanding Cardinal Reporting

In this lesson, you learned:

- There are three basic ways to retrieve data from Cardinal: reports, queries, and inquiries.
- All users can access Cardinal reports, queries, and inquiries.
- Cardinal uses various reporting tools to create reports and queries: SQR, BI Publisher Reports, nVision, and Cardinal Query.
- Commonly used ad hoc reports, queries, and nVision reports can be accessed from the Home page using the myCardinal Financials box.
- Users can access a comprehensive list of functional area and module specific ad hoc reports using the Main Menu.
- Users can refer to the Reports Catalog for a more detailed listing of the reports, queries, and online inquiries that are available.



Lesson 2: Introduction

2

Ad Hoc Reports and Inquiries

This lesson covers the following topics:

- Running ad hoc reports from the Main Menu
- Finding or creating a Run Control ID to submit a report request
- Opening a report
- Downloading a report
- Running reports from the myCardinal Financials box
- Performing an inquiry on financial data

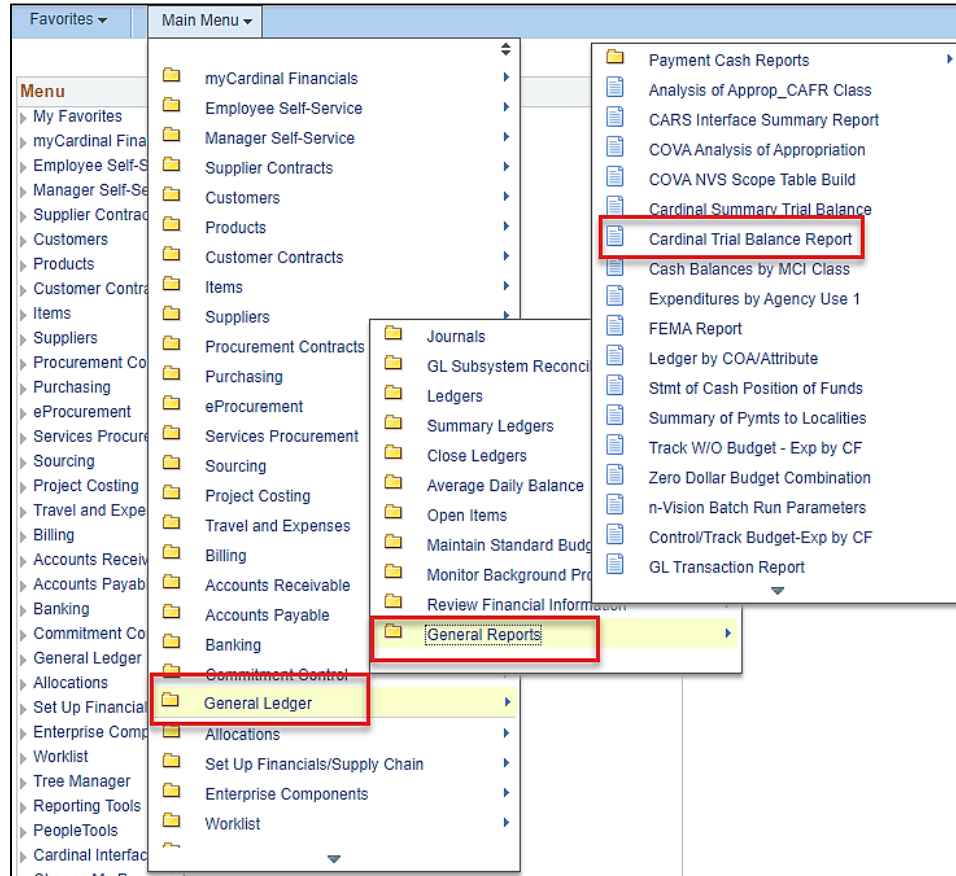


Ad Hoc Reports Overview

Ad hoc reports are run in real time. Access ad hoc reports from the **Home** page using the hyperlinks located in the myCardinal Financials box or 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





Run Control ID: Find an Existing Value

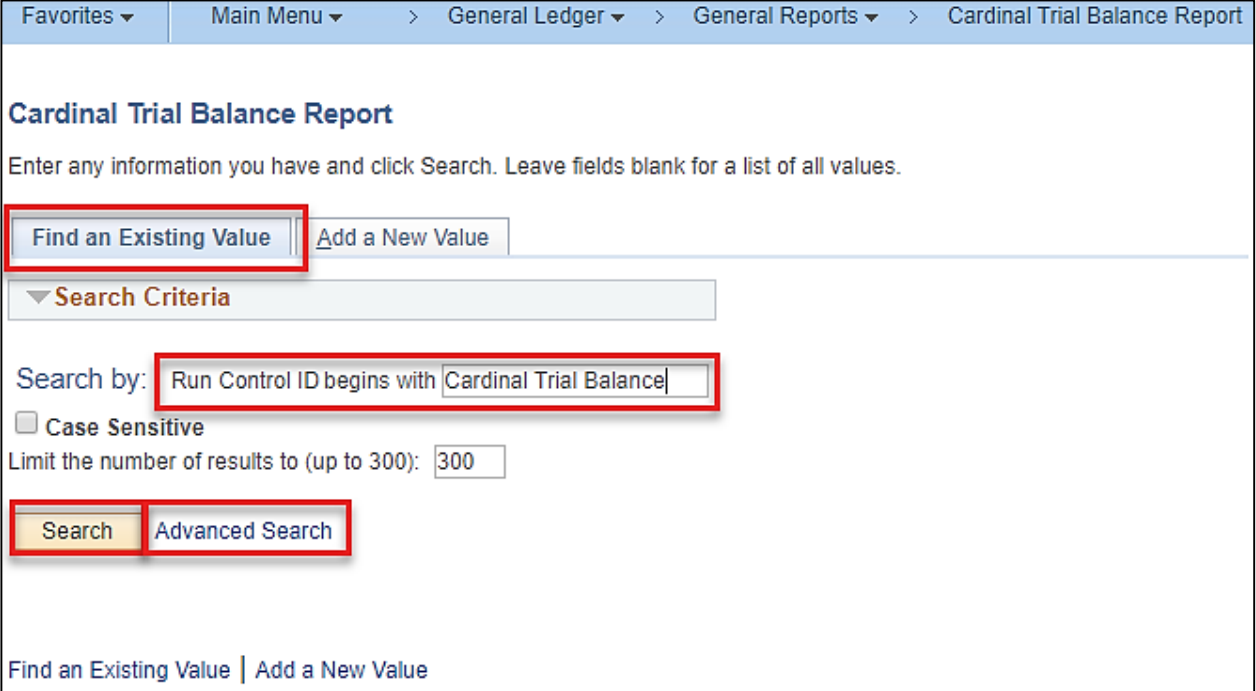
The **Cardinal Trial Balance Report, Find an Existing Value**, page displays.

A Run Control ID is the name given to a set of saved report parameters and is required to run an ad hoc report.

Always search for an existing Run Control ID before adding a new one.

To find an existing Run Control ID, using the **Find an Existing Value** tab, click the **Search** button. If there are existing Run Control IDs, a set of results displays at the bottom of the page.

Use the **Advanced Search** option to search for a Run Control ID containing key words (e.g., Trial) that may be unique to this report. If the name of the Run Control ID is known, search results can be limited by entering the name, or the first few characters, into the **Run Control ID begins with** field and clicking on the **Search** button. If only part of the Run Control ID is known, use the wildcard (i.e., %) to search.



Cardinal Trial Balance Report

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

Search Criteria

Search by: Run Control ID begins with Cardinal Trial Balance

Case Sensitive

Limit the number of results to (up to 300): 300

Search | Advanced Search

Find an Existing Value | Add a New Value



Run Control ID: Add a New Value

If a Run Control ID has not been created, click the **Add a New Value** tab.

Enter a name into the **Run Control ID** field. To create (i.e., name) a Run Control ID, consider the following:

- Up to 30 characters are allowed
- No blank spaces can be used
- The underscore character can be used (e.g., Cardinal_Trial_Balance)
- Do not use the wildcard symbol (%)
- The Run Control ID can be descriptive in order to help remember it for future use

Once the Run Control ID is created, it is saved for future use along with the parameters specified. It can **never** be deleted by the agency.

Once the new **Run Control ID** name is entered, click the **Add** button.

The screenshot shows a web application interface for the 'Cardinal Trial Balance Report'. The breadcrumb navigation at the top reads: 'Favorites > Main Menu > General Ledger > General Reports > Cardinal Trial Balance Report'. Below the title 'Cardinal Trial Balance Report', there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected and highlighted with a red box. Below the tabs is a text input field labeled 'Run Control ID' containing the text 'Cardinal Trial Balance', which is also highlighted with a red box. Below the input field is a yellow 'Add' button, also highlighted with a red box. At the bottom of the interface, there are two links: 'Find an Existing Value' and 'Add a New Value'.



Run Control ID: Report Request Parameters

Report Request Parameters (criteria), help limit the data returned in a report. Some parameter fields have lookup icons (i.e., magnifying glasses) or drop-down menus to help select from a list of available values. The available parameters vary by report.

As a general rule, **Ledger Selection** should always be **Actuals**.

- Enter the **Report Request Parameters**.
- Click the **Save** button to save the Run Control ID and selected parameters, for future use.
- Click the **Run** button to run the report.

The screenshot shows the 'Cardinal Trial Balance Report' interface. The breadcrumb trail is: Favorites > Main Menu > General Ledger > General Reports > Cardinal Trial Balance Report. The report title is 'Trail Balance Report'. The 'Run Control ID' is 'Cardinal Trial Balance'. There are buttons for 'Report Manager', 'Process Monitor', and 'Run'. The 'Report Request Parameters' section includes: '*Business Unit: (%for All BUs)' with value '15100', '*Fiscal Year' with value '2019', and 'Accounting Period' with value '4'. There is an 'Include Adjustment Periods' section with 'Adjustment Period' set to '1'. The 'ChartField Selection' section has 'By BU/FUND' selected with 'Fund' set to '01000'. The 'Ledger Selection' section has 'Actuals' selected. The 'Account Details' section has 'Summary' selected. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'. Red boxes highlight the 'Run' button, the 'Actuals' checkbox, and the 'Save' button.



Process Scheduler Request

The **Process Scheduler Request** pop-up appears. Make sure the check-box for the correct report is selected.

Most information on the **Process Scheduler Request** pop-up is automatically populated. On some reports, the report **Type** (Email, File, Printer, or Web) and **Format** (CSV, PDF, or XML) can be changed. Not all types or formats work for all reports. The report can also be emailed to yourself and/or others by changing the **Type** to Email and completing the distribution information. Click the **OK** button to run the report.

The screenshot shows a software interface with a 'Process Scheduler Request' dialog box open. The background window is titled 'Cardinal Trial Balance Report' and shows various report parameters. The dialog box contains the following information:

- User ID: PPS1_JANIS.HANNUKSELA
- Run Control ID: Cardinal_Trail_Balance
- Server Name: [Dropdown]
- Run Date: 11/21/2019
- Recurrence: [Dropdown]
- Run Time: 11:47:27AM
- Time Zone: [Dropdown]
- Process List table:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Cardinal Trial Balance Report	VGLR001	SQR Report	Web	PDF	Distribution

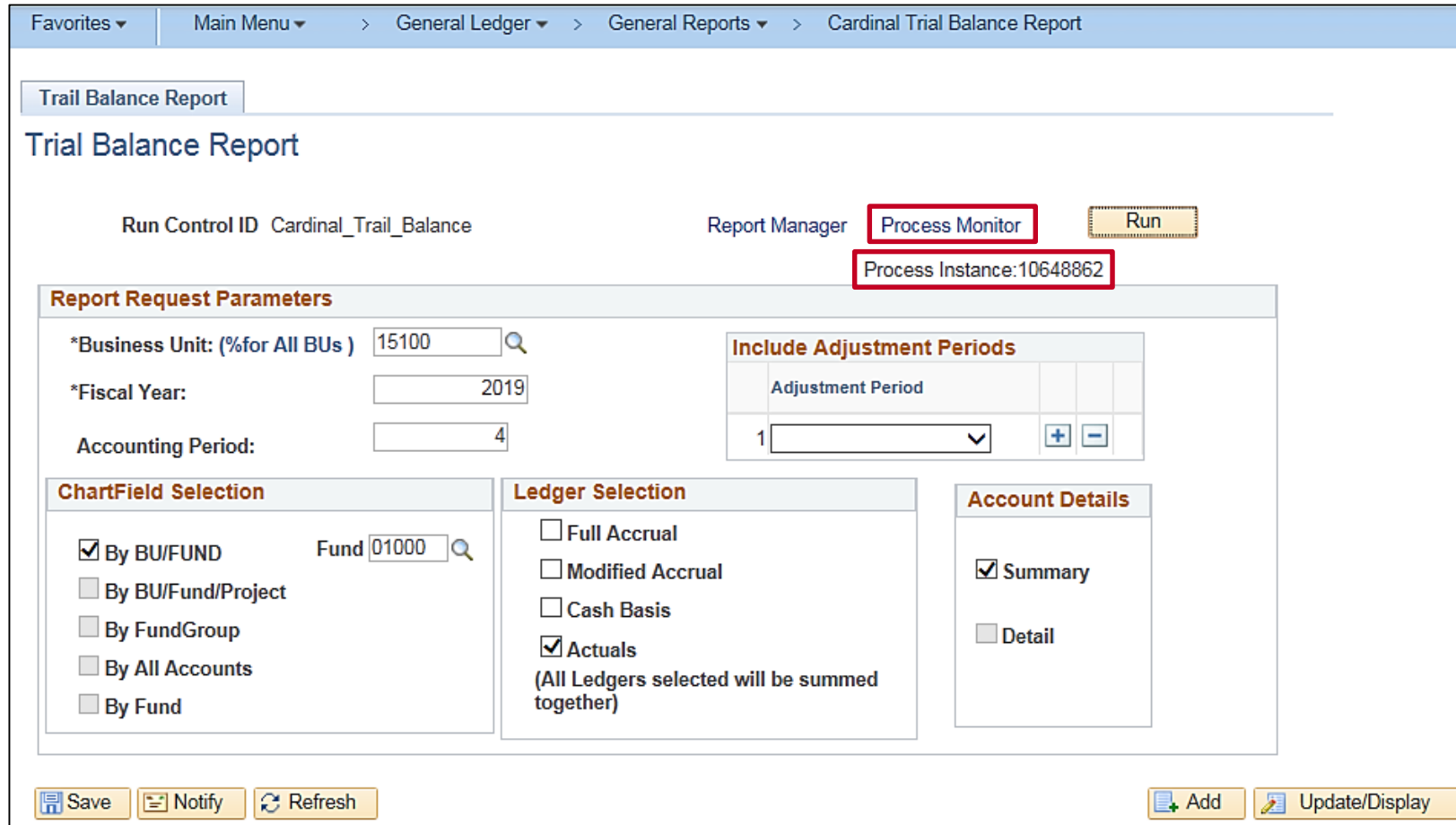
Buttons: OK, Cancel, Refresh



Process Monitor and Process Instance

Cardinal returns to the report page. A **Process Instance** number that is unique to the report request is generated. Use this number to help find the report request on the next page.

Click the **Process Monitor** hyperlink to access the **Process List** page to monitor the status of the report.



The screenshot shows the 'Cardinal Trial Balance Report' page. At the top, there is a breadcrumb trail: Favorites > Main Menu > General Ledger > General Reports > Cardinal Trial Balance Report. Below this, a 'Trail Balance Report' tab is active. The main heading is 'Trial Balance Report'. Underneath, it shows 'Run Control ID Cardinal_Trail_Balance' and 'Report Manager Process Monitor' (highlighted with a red box). A 'Run' button is visible. Below the 'Process Monitor' link, the 'Process Instance:10648862' is displayed (also highlighted with a red box). The 'Report Request Parameters' section includes: '*Business Unit: (%for All BUs)' with value '15100', '*Fiscal Year' with value '2019', and 'Accounting Period' with value '4'. There is an 'Include Adjustment Periods' table with one row for period '1'. The 'ChartField Selection' section has 'By BU/FUND' checked and 'Fund 01000'. The 'Ledger Selection' section has 'Actuals' checked. The 'Account Details' section has 'Summary' checked. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.



Process List: Overview

The **Process List** displays showing the status of the report.

To view all reports for a selected period of time, select either **Last** or **Date Range**

- If **Date Range** is selected, enter a range of dates.
- If **Last** is selected, select the format of either **All**, **Hours**, **Minutes**, **Days**, or **Years** and enter the time period. In this example, the request is to review reports that have been run in the **Last 60 Days**.

Various additional fields are available for selection when searching for reports.

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

Process List

View Process Request For

User ID PPS1_JANIS x 🔍 Type ▾ Last ▾ 1 Days ▾ Refresh

Server ▾ Name 🔍 Instance From Instance To Report Manager

Run Status ▾ Distribution Status ▾ Save On Refresh

Process List Personalize | Find | View All | 📄 | 📅 First ◀ 1 of 1 ▶ Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	10648862		SQR Report	VGLR001	PPS1_JANIS.HANNUKSELA	11/21/2019 11:47:27AM EST	Success	Posted	Details



Process List: Run and Distribution Status

Click the **Refresh** button to update the **Run Status** and **Distribution Status**. Possible Run Status and Distribution Status values are:

Run Status

- **Queued** - Request has not yet started.
- **Processing** - Request is in progress.
- **Success** - Report is complete.
- **Error** - Report was not able to run successfully.

Distribution Status

- **N/A** - Report has not yet posted.
- **Posting** - Report is being posted.
- **Posted** - Report is posted to the report repository and is available for viewing.

Navigation: Favorites > Main Menu > myCardinal Financials > Financials Report Retrieval > FIN Process Monitor

Process List

View Process Request For

User ID: Type: Last 100 Days **Refresh**

Server: Name: Instance From: 10648530 Instance To: 10648533 Report Manager

Run Status: Distribution Status: Save On Refresh

Process List Personalize | Find | View All | First 1-4 of 4 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	10648530		BI Publisher	CFX0001	PPS_LANINE.FISHER	08/26/2019 9:23:06AM EDT	Success	Posted	Details
<input type="checkbox"/>	10648531		Application Engine	FS_CFCONFIG	PPS_LANINE.FISHER	08/26/2019 9:30:55AM EDT	Success	Posted	Details
<input type="checkbox"/>	10648532		Application Engine	FS_CFCONFIG	PPS_LANINE.FISHER	08/26/2019 9:34:27AM EDT	Success	Posted	Details
<input type="checkbox"/>	10648533		BI Publisher	CFX0001	PPS_LANINE.FISHER	08/26/2019 9:38:00AM EDT	Success	Posted	Details



Process List: Retrieving Reports

When **Run Status = Success** and **Distribution Status = Posted**, the report is ready to retrieve. Under the **Process List** section, reports, by default, are listed in chronological order with the most recently run reports listed first. If needed, click the **Run Date/Time** header to reverse the order.

If the report's **Process Type** is **BI Publisher**, the log and trace files are accessed here from the **Process Monitor** page, but not the report. Click on the **Report Manager** link or navigate to the **FIN Report Manager** page to view BI Publisher reports.

Click the **Details** hyperlink for the selected report to go to the **Process Detail** page.

The screenshot shows a web application interface for 'Process List'. At the top, there is a breadcrumb trail: 'Favorites > Main Menu > myCardinal Financials > Financials Report Retrieval'. Below this is a 'Process List' section with a 'View Process Request For' filter area. This area contains several input fields: 'User ID' with a search icon, 'Type' with a dropdown menu, 'Last' with a dropdown menu, a numeric field '100', and a 'Days' dropdown menu. There is a 'Refresh' button. Below these are 'Server' with a dropdown, 'Name' with a search icon, 'Instance From' with the value '10648805', 'Instance To' with the value '10648807', and a 'Report Manager' button. At the bottom of the filter area are 'Run Status' and 'Distribution Status' dropdowns, and a checked 'Save On Refresh' checkbox. Below the filter area is a table titled 'Process List'. The table has columns: 'Select', 'Instance', 'Seq.', 'Process Type', 'Process Name', 'User', 'Run Date/Time', 'Run Status', 'Distribution Status', and 'Details'. There are three rows of data. The first row is for 'SQR Report' (Instance 10648807, User PPS1_KAREN.GHOLSON, Run Date/Time 11/01/2019 9:32:56AM EDT, Run Status Success, Distribution Status Posted). The second row is for 'Application Engine' (Instance 10648806, User PPS1_KAREN.GHOLSON, Run Date/Time 10/31/2019 4:23:52PM EDT, Run Status Success, Distribution Status Posted). The third row is for 'BI Publisher' (Instance 10648805, User PPS1_ANGELA.GRAY, Run Date/Time 10/31/2019 4:23:30PM EDT, Run Status Success, Distribution Status Posted). At the bottom of the interface are 'Save' and 'Notify' buttons.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	10648807		SQR Report	POPO005	PPS1_KAREN.GHOLSON	11/01/2019 9:32:56AM EDT	Success	Posted	Details
<input type="checkbox"/>	10648806		Application Engine	GL_JEDIT_0	PPS1_KAREN.GHOLSON	10/31/2019 4:23:52PM EDT	Success	Posted	Details
<input type="checkbox"/>	10648805		BI Publisher	FSX0007	PPS1_ANGELA.GRAY	10/31/2019 4:23:30PM EDT	Success	Posted	Details



Process Detail

The **Process Detail** page displays

- Select an **Update Process** option: Some options may be grayed out (i.e., not available) based on the status of the report.
- Click the **Message Log** hyperlink to get details about the processing. Check the **Message Log** if there are errors.
- Click the **View Log/Trace** hyperlink to access an SQR report.

The screenshot shows a web application interface with a 'Process Detail' dialog box open. The background shows a 'Process List' table with columns for 'Select', 'Instance', 'Seq.', and 'Process Type'. The dialog box contains the following information:

Process

Instance 10648807 Type SQR Report
Name POPO005 Description PO Dispatch/Print
Run Status Success Distribution Status Posted

Run

Run Control ID test
Location Server
Server PSUNX2
Recurrence

Update Process (highlighted with a red box)

Hold Request
 Queue Request
 Cancel Request
 Delete Request
 Re-send Content
 Restart Request

Date/Time

Request Created On 11/01/2019 9:33:08AM EDT Parameters Transfer
Run Anytime After 11/01/2019 9:32:56AM EDT **Message Log** (highlighted with a red box)
Began Process At 11/01/2019 9:33:44AM EDT Batch Timings
Ended Process At 11/01/2019 9:33:49AM EDT **View Log/Trace** (highlighted with a red box)

OK Cancel



View Log/Trace

The **View Log/Trace** pop-up lists the files created by the report request.

The **View Log/Trace** pop-up lists three files, including the report file, for most ad hoc reports. The **View Log/Trace** page, for reports other than BI reports, allows the ability to click on the ad hoc report published in PDF format. To open the file, click the **PDF** hyperlink.

If the report is a **BI Publisher** report, there are only two files listed. Click on the **Report Manager** link or navigate to the **FIN Report Manager** page and click on the Explorer tab to view BI Publisher reports.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	10648807		SQR Report	POPO005	PPS1_KAREN.GHOLSON	11/01/2019 9:32:56AM EDT	Success	Posted	Details
<input type="checkbox"/>	10648806		Application Engine	GL_JEDIT_0	PPS1_KAREN.GHOLSON	10/31/2019 4:23:52PM EDT	Success	Posted	Details
<input type="checkbox"/>	10648805		BI Publisher	FSX0007	PPS1_ANGELA.GRAY	10/31/2019 4:23:30PM EDT	Success	Posted	Details

Name	File Size (bytes)	Datetime Created
SQR_VGLR001_10648862.log	2,222	11/21/2019 11:55:31.601121AM EST
vglr001_10648862.PDF	12,054	11/21/2019 11:55:31.601121AM EST
vglr001_10648862.out	19,304	11/21/2019 11:55:31.601121AM EST

Name	File Size (bytes)	Datetime Created
AE_XRFWIN_5438046.log	2,348	01/04/2019 4:02:45.475286PM EST
AE_XRFWIN_5438046.trc	3,890	01/04/2019 4:02:45.475286PM EST



View Log/Trace (continued)

There are two ways to save a report to your computer from the **View Log/Trace** page, **File List** section:


1. Right click on the file name/ hyperlink. Click **Save target as...** to save the file to your computer. Follow the prompts.
2. Click on the file name/ hyperlink to open the report. Once opened, click on the internet drop-down menu bar: **File > Save As**. Follow the prompts to save the file to your computer.

The screenshot displays the 'View Log/Trace' interface. In the 'File List' section, a table lists files with columns for Name, Size, and Date/Time. The file 'vgr001_10648862.out' is selected, and a right-click context menu is open over it. The 'Save target as...' option is highlighted with a red box. The background shows the 'View Process Request For' form with fields for User ID (PPS1_JANIS.H), Server, Name, Run Status, and Distribution. Below the form is a 'Process List' table with columns for Select, Instance, Seq., Process Type, and Date/Time. The table contains one entry: Instance 10648862, Process Type SQR Report, and Date/Time 11/21/2019.

Select	Instance	Seq.	Process Type	Date/Time
<input type="checkbox"/>	10648862		SQR Report	11/21/2019



Sample Report Output

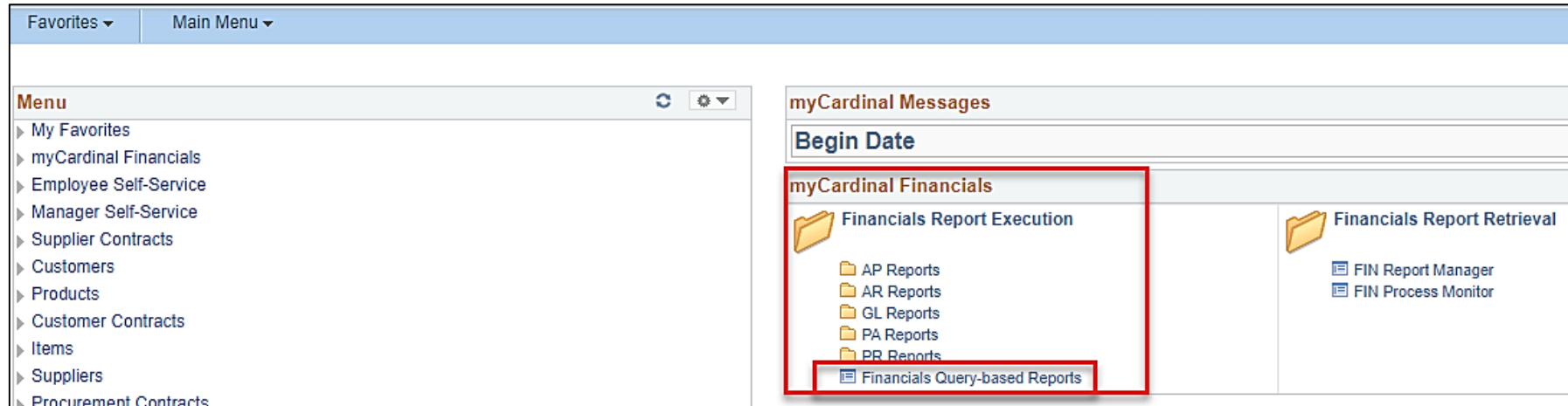
 Report ID: WGLR001		Commonwealth of Virginia CARDINAL TRIAL BALANCE REPORT		Run Date: 11/21/2019 Run Time: 11:55 00		
Page No. 1 of 1						
Business Unit	: 15100	Department of Accounts				
Fiscal Year	: 2019	Accounting Period	: 4			
Account Details	: Summary	Ledger Selection	: ACTUALS			
ChartField Selection	: By BU,Fund	Adj. Period	:			
<u>Business Unit</u>	<u>Fund Code</u>	<u>Account</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Net Activity</u>	<u>Ending Balance</u>
15100	01000					
		101010	Cash With The Treasurer Of VA	10,845,012.52	(1,001,554.36)	9,843,458.16
		131030	Petty Cash Advances	1,000.00	0.00	1,000.00
		154601	Petty Cash Operations	0.00	0.00	0.00
Asset Total :				<u>10,846,012.52</u>	<u>(1,001,554.36)</u>	<u>9,844,458.16</u>
		205025	Accts Payable-AP/EX Accruals	(7,290.00)	6,714.84	(575.16)
		255470	Susp Acct-Deposit Pand Distrib	0.00	0.00	0.00
		255630	Stop Pay Clearing-Payroll	0.00	0.00	0.00
Liability Total :				<u>(7,290.00)</u>	<u>6,714.84</u>	<u>(575.16)</u>
Revenue Total :						
		Revenue Accounts		<u>(15,418.31)</u>	<u>(4,334.46)</u>	<u>(19,752.77)</u>
Expense Total :						
		Expense Accounts		<u>3,296,411.79</u>	<u>999,173.98</u>	<u>4,295,585.77</u>
		609560	Cash Trnsfr In - Load GP Cash	(13,493,096.00)	0.00	(13,493,096.00)
		609960	Cash Transfer In - GP	(626,620.00)	0.00	(626,620.00)
Transfers Total :				<u>(14,119,716.00)</u>	<u>0.00</u>	<u>(14,119,716.00)</u>
Total for Fund :	01000	General Fund		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total for BU :	15100	Department of Accounts		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>



myCardinal Financials

The **myCardinal Financials** box located on the **Home** page can be used to access reports and queries.

- **Financials Report Execution:**
 - Functional area folders (e.g., **AP Reports**, **AR Reports**) provide access to the most commonly run reports for that functional area.
 - The **Financials Query-based Reports** hyperlink brings up the **Query Viewer**.
- **Financials Report Retrieval:**
 - **FIN Report Manager Displays**
 - Reports, including BI Publisher
 - nVision batch processed reports
 - **FIN Process Monitor Displays**
 - Process List
 - Report Status
 - Allows Access to Reports, Except BI Publisher





Ad Hoc Reports by Functional Area

Additional functional area reports are available using each module's navigation path from the **Main Menu**. For example, ad hoc Voucher reports are available using the following path:

Main Menu > Accounts Payable > Reports > Vouchers

The screenshot displays a software interface with a navigation menu. The path **Main Menu > Accounts Payable > Reports > Vouchers** is highlighted with red boxes. The **Accounts Payable** folder is selected, showing a sub-menu with **Reports** and **Vouchers**. The **Reports** folder is also selected, showing a sub-menu with **Archiving**, **Forecast**, **Payments**, **Supplier**, and **Voucher Reconciliation**. The **Vouchers** folder is selected, showing a list of reports:

- Agency to Agency Vouchers
- Match Exceptions
- Posted Voucher
- Unreimb/Reimb Petty Cash Vchrs
- Voucher & Expense Accrual Rpt
- Voucher Listing by Chartfield
- Voucher Register
- Voucher Upload Error Report

Other visible elements include the **Main Menu** dropdown, **Cardinal Messages**, and **Financials Report Retrieval** options.



Lesson 2: Hands-On Practice

Now you have an opportunity to practice the lessons learned today in a training environment.

Your instructor will provide direction on how to log in and complete the exercise.

If you have any questions, please ask your instructor.





Financial Inquiries: Journal Status – Option 1

A number of inquiries are available to review details about a specific item or transaction. For example, to review the status of existing journals, using the **Journal Header Status** and/or **Budget Checking Header Status**, navigate to the **Create/Update Journal Entries** page using the following path:

Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

On the **Find an Existing Value** tab, click the **Clear** button to clear the search fields.

The **Journal Header Status** and **Budget Checking Header Status** fields allow searching for journals based on their edit or budget check status. In this example, the search is **Journal Header Status = Journal Has Errors**.

After entering valid search criteria, click the **Search** button. **Search Results** are returned at the bottom of the page.

The screenshot shows the 'Create/Update Journal Entries' page with the 'Find an Existing Value' tab selected. The search criteria are as follows:

- Business Unit: 15100
- Journal ID: begins with
- Journal Date:
- Document Sequence Number: begins with
- Line Business Unit:
- Journal Header Status: Journal Has Errors
- Budget Checking Header Status:
- Source:
- User ID: begins with
- Attachment Exist:

The search results table is shown below:

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits
15100	0001289133	11/01/2019	0	(blank)	15100	Errors	Not Chk'd	ACTUALS	ONL	USD	2	100000000
15100	AR00020519	04/02/2013	0	(blank)	15100	Errors	Valid	ACTUALS	AR	USD	2	135.1



Financial Inquiries: Journal Status – Option 2

At any time during journal processing, another option to view the status of journals and the journal line details is to go to the **Review Journal Status** page by navigating using the following path:

Main Menu > General Ledger > Journals > Process Journals > Review Journal Status

Click the **Clear** button. Enter valid criteria in the **Search Criteria** fields.

In this example, the search is **Journal Header Status = Journal Has Errors**.

Click the **Search** button and a list of **Search Results** displays at the bottom of the page.

Click on the hyperlink for the desired journal.

Review Journal Status

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

[Find an Existing Value](#)

Search Criteria

Business Unit = 15100

Journal ID begins with

Journal Date =

UnPost Sequence =

Document Sequence Number begins with

Journal Header Status = Journal Has Errors

Limit the number of results to (up to 300): 300

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

Search Results

View All First 1-2 of 2 Last

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Journal Header Status	Budget Checking Header Status	Ledger Group
15100	0001289133	11/01/2019	0	(blank)	Errors	Not Chk'd	ACTUALS
15100	AR00020519	04/02/2013	0	(blank)	Errors	Valid	ACTUALS



Financial Inquiries: Journal Inquiry Details

View details for journal header and journal lines using the **Journal Inquiry – Journal Inquiry Details** page.

Navigate to this inquiry using the following path:

Main Menu > General Ledger > Review Financial Information > Journals

First Time using this search

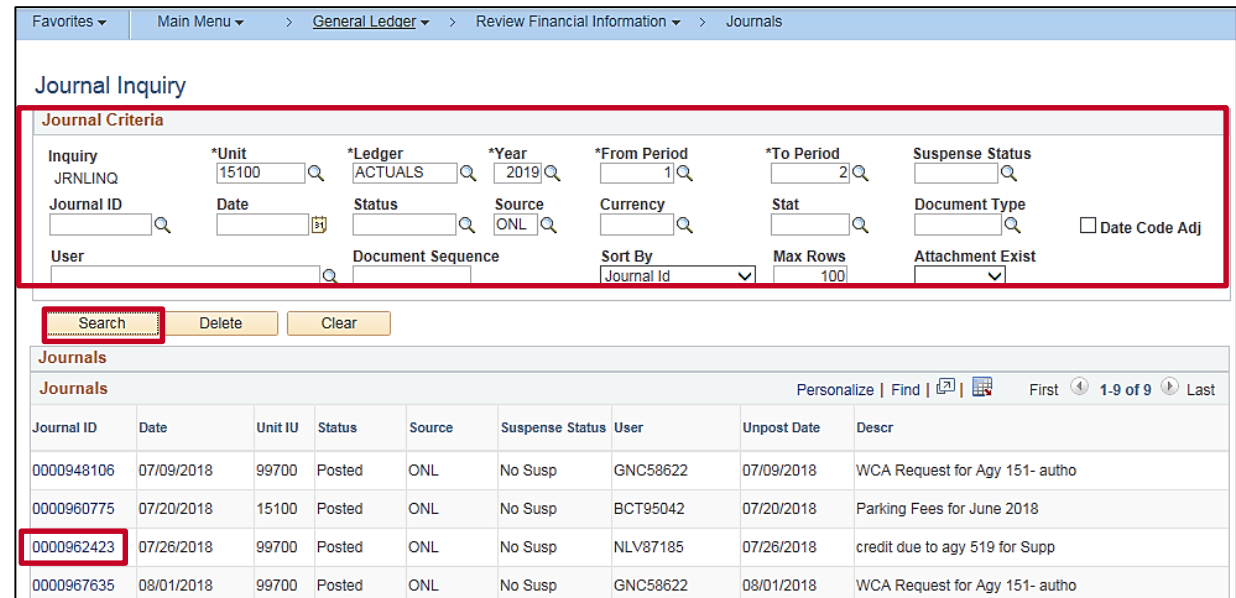
- **Add a New Value** tab
- Create an **Inquiry Name**
- **Otherwise**, use an **Existing Inquiry Name**
- Click the **Search** button

The Journal Inquiry page displays. Enter valid **Journal Criteria** and click the **Search** button. A list of journals meeting the criteria displays at the bottom of the page.

To navigate to the **Journal Inquiry Details** page, click on the desired **Journal ID** hyperlink.



The screenshot shows the top navigation bar with 'Journals' highlighted. Below it, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. An 'Inquiry Name' field contains 'JRNLINQ'. At the bottom, there is an 'Add' button.



The screenshot shows the 'Journal Inquiry' search criteria section with various fields like *Unit, *Ledger, *Year, *From Period, *To Period, Suspense Status, Journal ID, Date, Status, Source, Currency, Stat, Document Type, User, Document Sequence, Sort By, Max Rows, and Attachment Exist. Below the criteria are 'Search', 'Delete', and 'Clear' buttons. The results table below shows a list of journals with columns for Journal ID, Date, Unit IU, Status, Source, Suspense Status, User, Unpost Date, and Descr. The row with Journal ID 0000962423 is highlighted.

Journal ID	Date	Unit IU	Status	Source	Suspense Status	User	Unpost Date	Descr
0000948106	07/09/2018	99700	Posted	ONL	No Susp	GNC58622	07/09/2018	WCA Request for Agy 151- autho
0000960775	07/20/2018	15100	Posted	ONL	No Susp	BCT95042	07/20/2018	Parking Fees for June 2018
0000962423	07/26/2018	99700	Posted	ONL	No Susp	NLV87185	07/26/2018	credit due to agy 519 for Supp
0000967635	08/01/2018	99700	Posted	ONL	No Susp	GNC58622	08/01/2018	WCA Request for Agy 151- autho



Journal Inquiries: Journal Inquiry Details (continued)

The **Journal Inquiry - Journal Inquiry Details** page for the selected journal displays showing detailed journal lines.

Numerous other financial inquiries are available. For more detailed information about available financial inquiries, go to **Reports Catalog** located on the Cardinal website under **Resources**. Search in the various module catalogs for different inquiries.

Navigation: Favorites > Main Menu > General Ledger > Review Financial Information > Journals

Journal Inquiry
Journal Inquiry Details

▶ Ledger Criteria

Go To Journal Criteria

Journal Header

Journal ID	0000982423	Date	07/26/2018	Schedule	
Ledger Group	ACTUALS	Original Date	07/26/2018	Process	No Request
Source	ONL	Date Posted	07/26/2018	Total Lines	2
Journal Status	Posted	Reversal Date		User ID	NLV87185
Balanced	DR=CR	Reversal	None	InterUnit BU	99700
Doc Seq		Budget Status	Valid	Date Code Adjustment	N
Long Description	credit due to sgy 519 for Supp ins fee withheld in error - Robert Lewis 218813200				

View Attachment (0)

All Lines
 From/To From Line To Line [Query Journal Lines](#)

Totals by Currency Find | View All | First 1 of 1 | Last

Currency	USD	Debit Amount	9.00	Credit Amount	9.00	Net	0.00
----------	-----	--------------	------	---------------	------	-----	------

Journal Line Personalize | Find | View All | 1-2 of 2 | Last

Line #	Line Descr	SpeedType	Amount (in Transaction Currency)	Currency	Account	Fund	Program	Department	Cost Center	Ta
2	Refund-Exp/Misc Disburse Pr Yr		9.00	USD	4009084	01000	799001	99999		
8	Cash With The Treasurer Of VA		-9.00	USD	101010	01000		99999		

Save | Print | [virginia.gov/psp/fintrn/EMPLOYEE/ERP/s/WEBLIB_PT_NAV.ISCRIPT1.FieldFormula.IScript_PT_NAV_IN...](#) | Add | Update/Display



Lesson 1: Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question and make note of your answer.



1. You should always search for an existing Run Control ID before creating a new one because Run Control IDs cannot be deleted by you.

True or False



2. Before you can access a report, the Run State must update from Queued to Success and the Distribution Status must update from N/A to _____.



Lesson 2: Summary

2

Ad Hoc Reports and Inquiries

In this lesson, you learned:

- Before a report can be run, an existing Run Control ID must be retrieved or a new Run Control ID must be created.
- Once a Run Control ID is created, it cannot be deleted by an agency.
- The Process Scheduler Request page is used to enter and update information about how the report is run, including timing and output format.
- The status of a report is checked on the Process Monitor page.
- Frequently run ad hoc report pages can be saved to Favorites.
- Numerous inquiries are available in the Reports Catalogs for various modules.



Lesson 3: Introduction

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.

nVision Reports

- **Approp Bud Actual (VRGL003A):** Budget to Actual – Program, Fund
 - Provides appropriations and expenditures for a **Business Unit** by **Fund** and **Program** for all Programs within the **Fund** specified in the report scope.
- **Opri Bud Actual (VRGL004A):** Budget to Actual – Fund, Program, Account
 - Compares the agency operational budget to the expenditures incurred per period by **Fund**, **Program**, and **Account**.
 - 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
 - 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.
 - Provides the expenditure actuals for year-to-date (YTD) and project life-to-date (LTD).
 - The project to date over/under project budget also displays the variance between project budget and project LTD spending amount.
 - 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
 - Provides operational budget and actual expenditure amounts for a **Business Unit** by **Account** and **Cost Center** for the current period and YTD.
- **Dept Exp Account (VRGL0615):** Budget to Actual – Department by Account
 - Provides operational budget and actual expenditure amounts for a **Business Unit** by **Account** and **Department** for the current period and YTD.
- **Proj Exp Account (VPAR106B):** Project Expenditures by Account
 - 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 LTD and YTD time spans.
- **Proj Exp Task (VPAR106C):** Project Expenditures by Task
 - 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.



FIN Report Manager

nVision reports use Excel 2007 or higher. Without Excel 2007 or higher, the report contents do not display in a readable format.

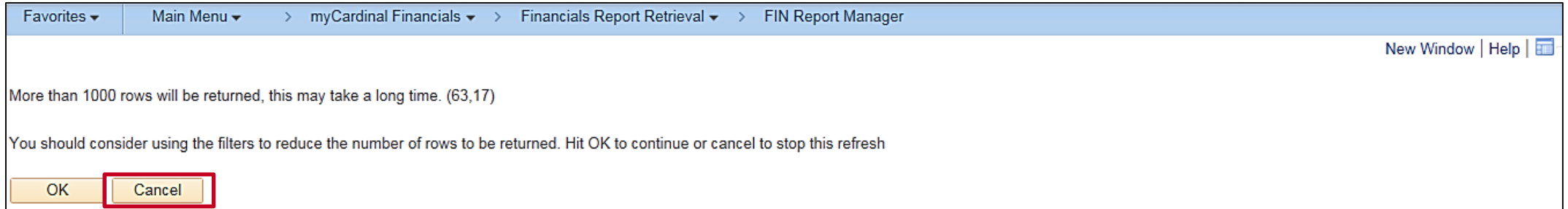
To select and open an nVision report, from the **Home** page, click the **FIN Report Manager** hyperlink in the **myCardinal Financials** box.

The screenshot displays the myCardinal Financials interface. At the top, there is a navigation bar with 'Favorites' and 'Main Menu' dropdown menus. On the left, a 'Menu' sidebar lists various categories such as 'My Favorites', 'myCardinal Financials', 'Employee Self-Service', 'Manager Self-Service', 'Supplier Contracts', 'Customers', 'Products', 'Customer Contracts', 'Items', 'Suppliers', and 'Procurement Contracts'. The main content area is divided into sections: 'myCardinal Messages' with a 'Begin Date' field, and 'myCardinal Financials'. Under 'myCardinal Financials', there are two columns. The left column, 'Financials Report Execution', contains links for 'AP Reports', 'AR Reports', 'GL Reports', 'PA Reports', 'PR Reports', and 'Financials Query-based Reports'. The right column, 'Financials Report Retrieval', contains links for 'FIN Report Manager' (highlighted with a red box) and 'FIN Process Monitor'.



FIN Report Manager (continued)

Clicking the **FIN Report Manager** hyperlink, sometimes generates the following message:



- Select **Cancel** in order to avoid a long delay.
- The **FIN Report Manager** page opens.
- Enter report search parameters to filter results and avoid the long delay.



FIN Report Manager: Tabs Overview

FIN Report Manager lists tabs to view all of the reports that are in the Cardinal system that the user is authorized to access:

- **List** - Allows entry of report parameters such as the **Folder**, **Instance** range, and **Name** for the nVision report desired.
- **Explorer** - Displays a hierarchical view of the folders and reports by **BU** and fiscal year. Navigation tools allow scrolling through the pages from **First** to **Previous** to **Next** to **Last** to **Left** to **Right**.
- **Administration** - Displays nVision and ad hoc reports. Click the **Details** hyperlink to access the ad hoc reports.
- **Archives** - 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.

The screenshot displays the FIN Report Manager interface. At the top, there is a breadcrumb trail: Favorites > Main Menu > myCardinal Financials > Financials Report Retrieval. Below this, a red box highlights four navigation tabs: List, Explorer, Administration, and Archives. The 'List' tab is currently selected. Below the tabs is a 'View Reports For' section with the following fields: Folder (dropdown), Instance (input), to (input), Name (input), Created On (calendar icon), Last (dropdown), 1 (input), and Days (dropdown). A 'Refresh' button is located to the right of the Instance and to fields. Below this is a 'Reports' section with a table header and navigation controls. The table header includes: Personalize | Find | View All | [grid icon] | [refresh icon]. The navigation controls include: First [left arrow] 1 of 1 [right arrow] Last. The table header has the following columns: Report, Report Description, Folder Name, Completion Date/Time, Report ID, and Process Instance.



FIN Report Manager: List Tab

On the **List** tab in the **View Reports For** section, enter search criteria by **Name**

Folder – select the report to be retrieved (e.g. **APPROP BUD ACTUAL**) Budget to Actual - Fund

Name – not a required field, allows further narrowing of search results

- **BUXXXXX** – required for agency number (BU must be capitalized)
- A specific fund can be designated as well
- Wildcard may be used (e.g. BU12100%01000%)

Use **Last** drop downs for most recent reports run time span; in minutes, hours, days, or years (e.g. **Last 3 Days**)

Click **Refresh** to show list of related reports

Use the hyperlink to view report. Verify **Completion Date/Time** to be sure the latest version is displayed

The screenshot shows the 'FIN Report Manager' interface. At the top, there are navigation tabs: 'List' (highlighted with a red box), 'Explorer', 'Administration', and 'Archives'. Below this is the 'View Reports For' section, which includes a 'Folder' dropdown menu set to 'APPROP BUD ACTU/' (highlighted with a red box), an 'Instance' field, a 'to' field, and a 'Refresh' button. The 'Name' field contains 'BI15100' (highlighted with a red box). The 'Created On' field is empty, and the 'Last' dropdown menu is set to '100 Days' (highlighted with a red box). Below the search criteria is a table of reports. The table has columns for 'Report', 'Report Description', 'Folder Name', 'Completion Date/Time' (highlighted with a red box), 'Report ID', and 'Process Instance'. The table contains three rows of data.

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 VPRI0549	PO/CO EXTRACT - EVA	General	11/22/19 2:01PM	49575107	11390603
2 VPRI0549	PO/CO EXTRACT - EVA	General	11/22/19 11:30AM	49574565	11389937
3 BI_FFEXT	CREATE FEDERAL HIGHWAY FILE	General	11/22/19 10:00AM	49574152	11389440

FIN Report Manager: List Tab (continued)

On the **List** tab in the **View Reports For** section, enter search criteria by **Date Range**

Folder – select the report to be retrieved (e.g. **APPROP BUD ACTUAL**) Budget to Actual - Fund

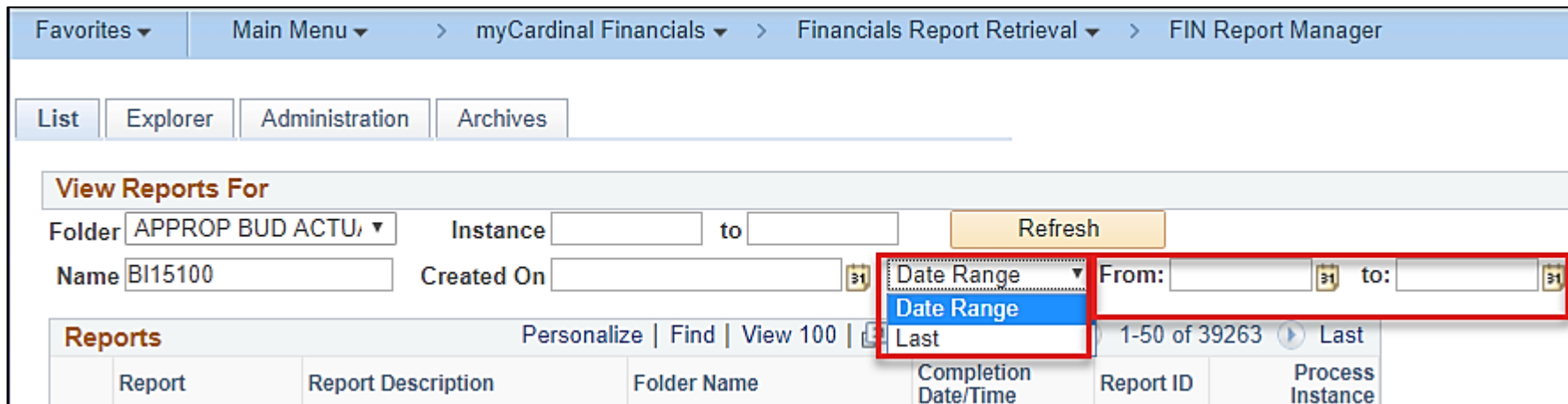
Date Range

- Click on the **Date Range/Last** field and select **Date Range**.
- **From** and **to** dates lists only reports that were created and executed in that date range
- Use the current date in the **to** field to retrieve the most recent reports

Click **Refresh** to show list of related reports

Use the hyperlink to view desired report

Verify **Completion Date/Time** to be sure the latest version is displayed

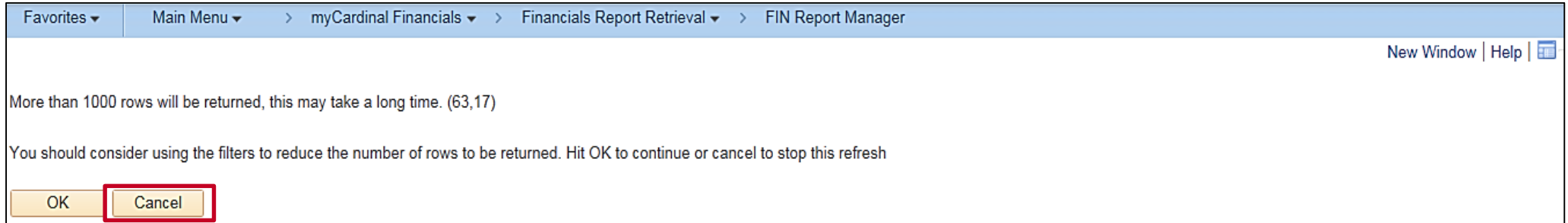


The screenshot shows the 'View Reports For' section of the FIN Report Manager. The breadcrumb trail is: Favorites > Main Menu > myCardinal Financials > Financials Report Retrieval > FIN Report Manager. The 'List' tab is selected. The search criteria are: Folder: APPROP BUD ACTU, Instance: [empty] to [empty], Name: BI15100, Created On: [empty]. A 'Refresh' button is present. The 'Date Range' dropdown menu is open, showing 'Date Range' and 'Last' options. The 'From:' and 'to:' fields are empty, with calendar icons. The 'Reports' section shows '1-50 of 39263' and a 'Last' button. The table headers are: Report, Report Description, Folder Name, Completion Date/Time, Report ID, Process Instance.



FIN Report Manager: List Tab (continued)

Clicking the **Report** hyperlink may generate this warning message:



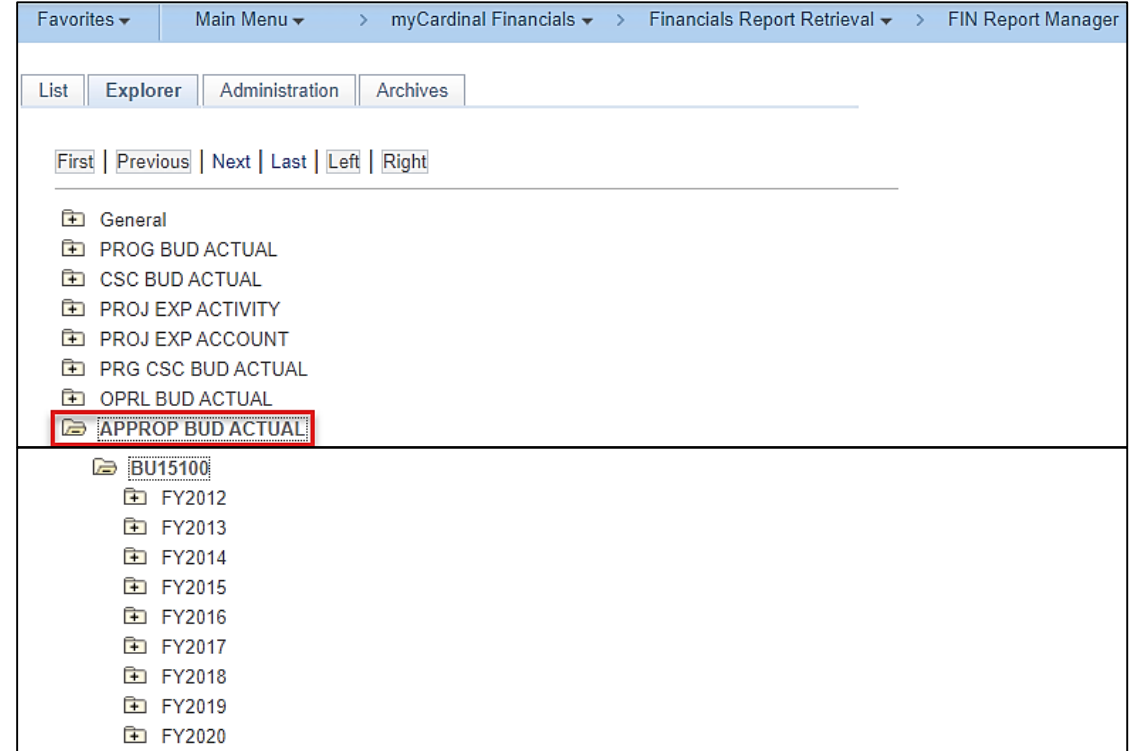
Click the **OK** button. The selected report opens in Excel.



FIN Report Manager: Explorer Tab

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

- Find the specific report folder with the desired report, (e.g., **APPROP BUD ACTUAL**).
- Click the plus (+) icon to expand/open the folder.
- In this example, for the previously selected report folder, **APPROP BUD ACTUAL**, there are Business Unit subfolders where the Business Units' related reports by Fiscal Year are stored.
- Find your agency's folder (e.g., BU15100) 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
- Click the report hyperlink to open the report page.





FIN Report Manager: Explorer Tab (continued)

The **Report** page displays information about the selected report. nVision reports always have the Excel extension (i.e., .xlsx) on the file name.

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

Navigation: Favorites ▾ Main Menu ▾ > myCardinal Financials ▾ > Financials Report Retrieval

Report

Report ID 47310796 Process Instance 10648862 [Message Log](#)
Name VGLR001 Process Type SQR Report
Run Status Success

Cardinal Trial Balance Report

Distribution Details

Distribution Node fintrn Expiration Date 12/21/2019

File List

Name	File Size (bytes)	Datetime Created
SQR_VGLR001_10648862.log	2,222	11/21/2019 11:55:31.601121AM EST
vglr001_10648862.PDF	12,054	11/21/2019 11:55:31.601121AM EST
vglr001_10648862.out	19,304	11/21/2019 11:55:31.601121AM EST

Distribute To

Distribution ID Type	*Distribution ID
User	PPS1_JANIS.HANNUKSELA

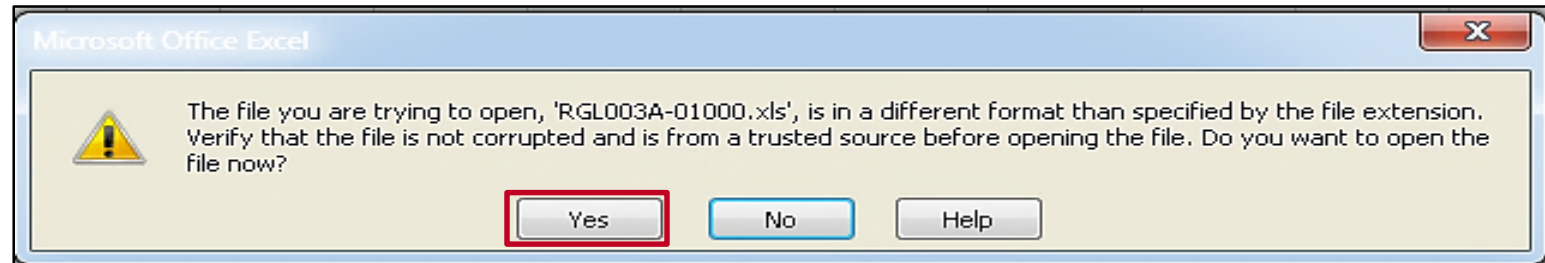
[Return](#)



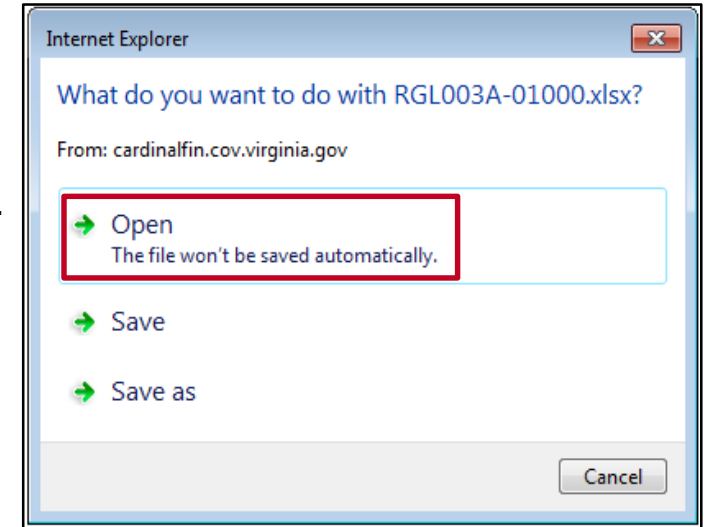
FIN Report Manager: Explorer Tab (continued)

Excel may display a warning message. Click the **Yes** button to continue. Sometimes the message is hidden behind another screen and gives the illusion that the report is still downloading.

If there is no pop-up message and the report has not yet opened, click the Excel icon on the toolbar at the bottom of the screen. The pop-up message should appear. Click the **Yes** button to open the report.



A pop-up message may appear asking what to do with the file. Click the Open option.






nVision Reports: Sample Output

The report displays. nVision reports are in Excel format which allows the use of Excel tools to help further analyze the data.

Use the numbered boxes in the top left hand corner, or the plus (+) and minus (-) buttons, to enable the expansion and contraction of columns and rows to change the display options. The nVision term for this is **nPlosion**.

1	2	B	C	D	E	F	G	H	I
3			Commonwealth of Virginia						
4		COVA Standard Budget to Actual - Program, Fund							
6	Report ID:	RGL003A							
7	Layout ID:	VGLR003A							
8	Scope:	FNDS_15100							
9	Period Ending:	June 30, 2019							
10	Business Unit:	15100	Department of Accounts						
11	Fund:	01000	General Fund						
14	Program	Description	Appropriation	2019-1	2019-2	2019-3	2019-4	2019-5	
16		ALL_PROGRAMS							
21		Fin Sys Develp&Mgmt	3,921,555.00	219,192.62	130,728.62	148,712.88	151,433.43	151,907.12	
27		Accounting Services	8,080,478.00	970,078.98	671,225.58	688,231.18	716,516.19	690,672.32	
30		Admin&Support Svcs	2,218,010.00	194,654.43	141,133.94	132,453.56	131,224.36	199,324.84	
31		ALL_PROGRAMS	\$14,220,043.00	\$1,383,926.03	\$943,088.14	\$969,397.62	\$999,173.98	\$1,041,904.28	



nVision Reports: Drilldown

The nVision Drilldown feature is useful to determine the transactions included in an amount on a report. In order to drill down within an nVision report, the DrillToPIA Add-In for nVision must be configured within Excel and the user must be logged into Cardinal. If the DrillToPIA is properly installed, the **Add-Ins** tab is in the Excel menu ribbon located at the top of the screen.

Drilldown does not work on a cell with a formula (e.g., a total field) nor on a cell in the Appropriation or any Budget column.

To use the Drilldown feature

- select a cell.
- Click the **Add-Ins** menu drop-down
- **nVisionDrill** menu opens
- Click the drop down arrow
- Click the **Drill** menu item to initiate the **Run Drilldown** page.

Program	Description	Appropriation	2019.1	2019.2	2019.3	2019.4	2019.5
ALL PROGRAMS							
Fin Sys Develp&Mgmt		3,921,555.00	219,192.62	130,728.62	148,712.88	151,433.43	151,907.12
Accounting Services		8,080,478.00	970,078.98	671,225.58	688,231.18	716,516.19	690,672.32
Admin&Support Svcs		2,218,010.00	194,654.43	141,133.94	132,453.56	131,224.36	199,324.84
ALL_PROGRAMS		\$14,220,043.00	\$1,383,926.03	\$943,088.14	\$969,397.62	\$999,173.98	\$1,041,904.28

nVision Reports: Drilldown (continued)

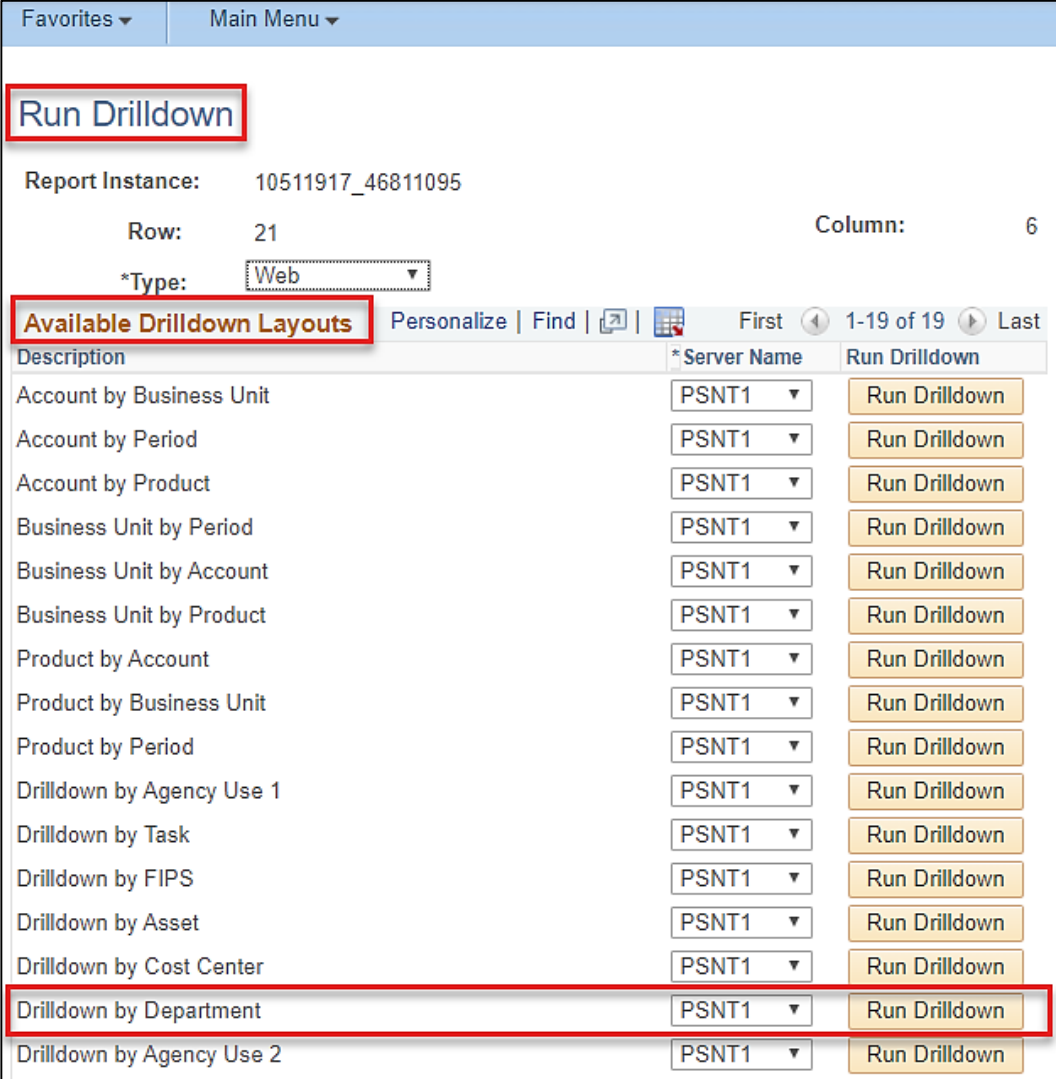
The **Run Drilldown** page displays the **Available Drilldown Layouts**.

Drilldown is available by ChartFields such as Account, Department, and Task, as well as by Journal and Voucher.

Drilldown by XXX options are custom drilldowns designed for Commonwealth users.

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

In this example, the drilldown is going to be run by Department.



Run Drilldown

Report Instance: 10511917_46811095

Row: 21 Column: 6

*Type: Web

Available Drilldown Layouts Personalize | Find | [Print] | [Refresh] First 1-19 of 19 Last

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
Drilldown by Department	PSNT1	Run Drilldown
Drilldown by Agency Use 2	PSNT1	Run Drilldown

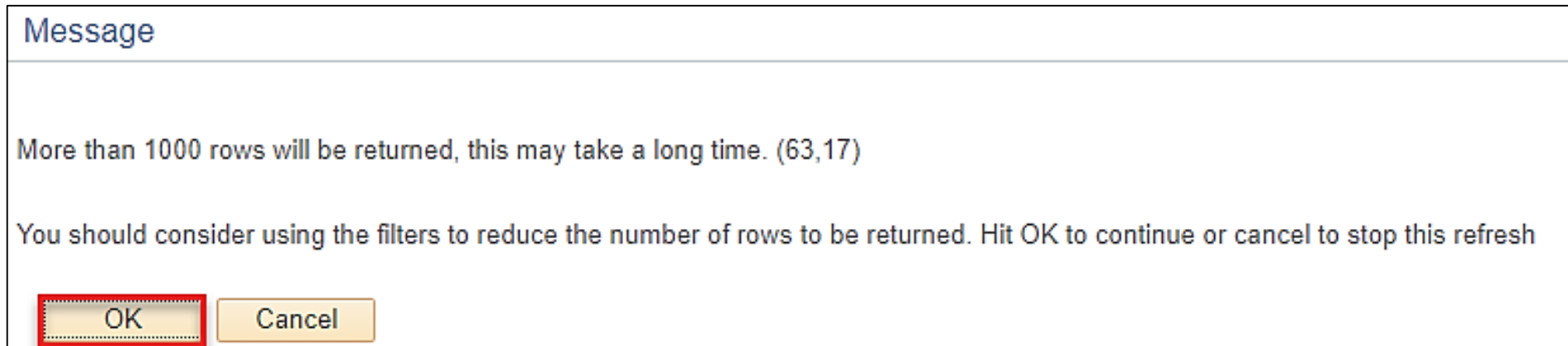


nVision Reports: Drilldown (continued)

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 the message screen is not visible, click the Excel icon on the toolbar at the bottom of the screen.

Click **OK** to continue. If performance issues with a drilldown are experienced, consider modifying the scope of the drilldown.

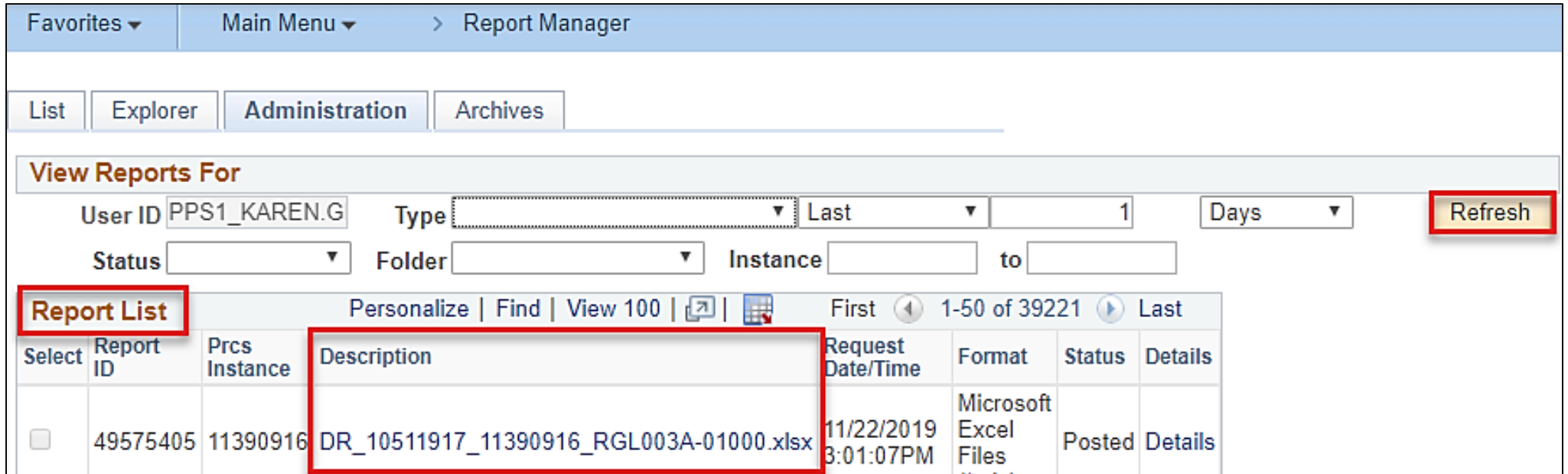


nVision Reports: Drilldown (continued)

After initiating an nVision Drilldown report request, Cardinal opens the Administration tab on the **FIN Report Manager** page. Drilldown report file names begin with **DR** and end with **.xlsx**. The report file name in the **Description** column is the hyperlink to the actual Excel Drilldown report.

If the desired report is not visible, click the **Refresh** button until the report displays at the top of the **Report List** section of the page.

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



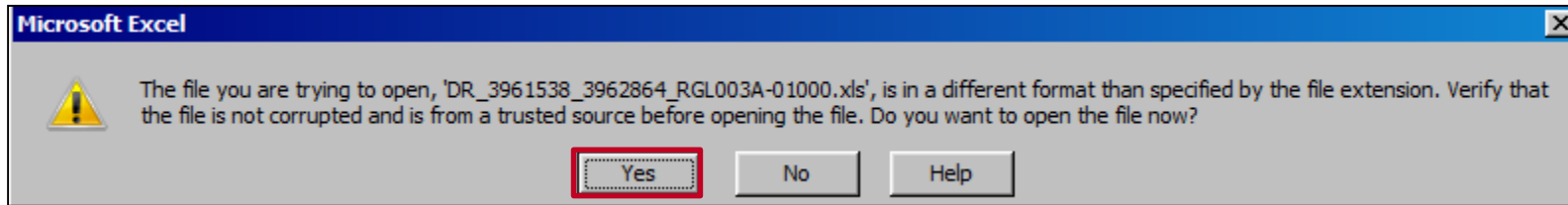
The screenshot shows the 'Administration' tab in the 'Report Manager' section. It includes a 'View Reports For' section with filters for User ID (PPS1_KAREN.G), Type, Last, 1, Days, Status, Folder, and Instance. A 'Refresh' button is highlighted in red. Below is a 'Report List' table with columns: Select, Report ID, Prcs Instance, Description, Request Date/Time, Format, Status, and Details. The 'Description' column for the first row is highlighted in red, showing the report file name: DR_10511917_11390916_RGL003A-01000.xlsx.

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	49575405	11390916	DR_10511917_11390916_RGL003A-01000.xlsx	11/22/2019 3:01:07PM	Microsoft Excel Files	Posted	Details

nVision Reports: Drilldown (continued)

A pop-up message may appear stating that results exceed 1,000 lines or that the file is in a different format than the extension.

When the pop-up message appears, click the **OK** or **Yes** button to continue.



The requested drilldown report opens in Excel. Additional drilldown reports can be initiated from this **Drilldown by Department** report. In the drilldown below, it shows that the value selected was only charged to one Department, **98400**.

Department	Description	Budget	2019-1	2019-2	2019-3	2019-4
98300	Systems Analysis & Programming	0.00	135,179.12	74,609.80	92,483.10	94,319.41
98400	Chief Technology Officer & DBA	0.00	84,013.50	56,118.82	56,229.78	57,114.02
	All Departments	\$0.00	\$219,192.62	\$130,728.62	\$148,712.88	\$151,433.43



Lesson 3: Hands-On Practice

Now you have an opportunity to practice the lessons learned today in a training environment.

Your instructor will provide direction on how to log in and complete the exercise.

If you have any questions, please ask your instructor.





Lesson 3: Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question and make note of your answer.



1. The administration tab on the FIN Report Manager page is opened by default when a Drill down report is initiated.

True or False



2. You must have Excel 2007 or higher to view nVision reports.

True or False



Lesson 3: Summary

3

nVision Reports

In this lesson, you learned:

- Before an nVision report can be retrieved, Excel 2007 or higher must be installed on the computer.
- nVision reports are generated nightly in batch.
- The FIN Report Manager page lists nVision reports in these tabs: List, Explorer, and Administration.
- The drilldown feature can be used on cells that contain expenditure amounts. The drilldown feature does not work on cells with formulas or cells in the Appropriation column.
- nVision reports, including drilldowns, open in Excel.



Lesson 4: Introduction

4

Query Viewer

This lesson covers the following topics:

- Overview of queries
- Navigating to Query Viewer
- Searching for and running a query
- Downloading query results to Excel
- Adding a query to Favorites



Query Overview

Queries allow access to the Cardinal database directly to retrieve information for more defined purposes. Queries can be helpful for things such as:

- Reviewing status (approval, posted)
- Checking for errors (edit journal, budget check)
- Other various information (payment history, journal generation, accounting distributions)

Each functional area within Cardinal Financials has a Reports Catalog which details the processes for running numerous queries, reports, and online inquiries.

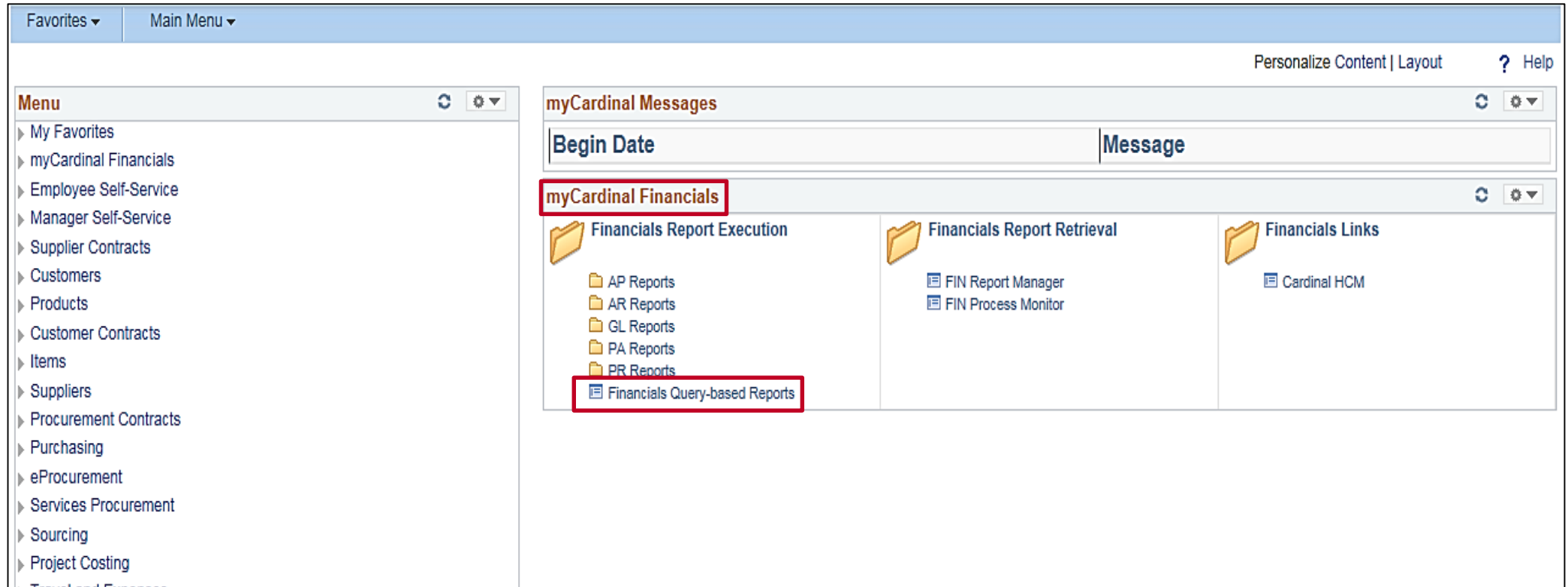
Queries are run by accessing the **Query Viewer** page. This page allows the search, run, and access of query results online (HTML) or download to Excel or CSV.



Query Viewer

Access the **Query Viewer** page from the **Home** page.

Click the **Financials Query-based Reports** hyperlink in the **myCardinal Financials** section.



The screenshot displays the Query Viewer interface. On the left is a 'Menu' sidebar with a tree view of navigation options. The main content area is divided into sections: 'myCardinal Messages' at the top, followed by a table with columns 'Begin Date' and 'Message'. Below this is the 'myCardinal Financials' section, which is highlighted with a red box. It contains three columns: 'Financials Report Execution' (with sub-items AP, AR, GL, PA, and PR Reports), 'Financials Report Retrieval' (with sub-items FIN Report Manager and FIN Process Monitor), and 'Financials Links' (with sub-item Cardinal HCM). The 'Financials Query-based Reports' link under the 'Financials Report Execution' column is highlighted with a red box.

Navigation: Favorites ▾ Main Menu ▾

Personalize Content | Layout ? Help

Menu

- ▶ My Favorites
- ▶ myCardinal Financials
- ▶ Employee Self-Service
- ▶ Manager Self-Service
- ▶ Supplier Contracts
- ▶ Customers
- ▶ Products
- ▶ Customer Contracts
- ▶ Items
- ▶ Suppliers
- ▶ Procurement Contracts
- ▶ Purchasing
- ▶ eProcurement
- ▶ Services Procurement
- ▶ Sourcing
- ▶ Project Costing

myCardinal Messages

Begin Date	Message
------------	---------

myCardinal Financials

Financials Report Execution	Financials Report Retrieval	Financials Links
<ul style="list-style-type: none">AP ReportsAR ReportsGL ReportsPA ReportsPR ReportsFinancials Query-based Reports	<ul style="list-style-type: none">FIN Report ManagerFIN Process Monitor	<ul style="list-style-type: none">Cardinal HCM



Query Viewer - Search

The **Query Viewer** page displays and basic **Search** is the default, using one search field at a time.

The **Search By** field defaults with the **Query Name** option. The only other option used is **Description**.

When using the **Description** on the Basic Search, it is best to use the wildcard (%) to narrow results since **begins with** is the only search option.

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

Search Advanced Search

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 %ERROR

Search Advanced Search

Search Results

*Folder View -- All Folders --

Query	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
AM_IT_PRE_LOAD_ERRORS	IT Assets Pre-load Errors	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
AR_DB_POSTING_ERRORS	Posting Errors by Type	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
BI_CRCARD_ERRORS	Credit Card Errors	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
BI_FINALIZATION_ERRORS	Finalization Errors	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
BI_INTFC_BI_ERROR	INTFC_BI Errors	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite



Query Viewer - Advanced Search

An advanced search offers multiple fields that can tailor the result of a search to the desired criteria.

To access these options, click the **Advanced Search** link on the **Query Viewer** page.

For more detailed information about search options, go to the course entitled **NAV201 Navigation in Cardinal** located on the Cardinal website in **Course Materials** under **Training**.

The screenshot shows the top navigation bar with 'Favorites', 'Main Menu', 'myCardinal Financials', 'Financials Report Execution', and 'Financials Query-based Reports'. Below the navigation, the page title is 'Query Viewer'. A text prompt reads: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' The search criteria are set to '*Search By' with a dropdown menu showing 'Query Name' and a text input field for 'begins with'. Below this, there are two buttons: 'Search' and 'Advanced Search'. The 'Advanced Search' button is highlighted with a red box, and a red arrow points downwards from it towards the second screenshot.

This screenshot shows the 'Advanced Search' interface. It features the same navigation bar and page title as the first screenshot. The text prompt is identical. Below the prompt, there are six search criteria, each with a dropdown menu set to 'begins with' and a text input field: 'Query Name', 'Description', 'Uses Record Name', 'Uses Field Name', 'Access Group Name', and 'Folder Name'. The 'Access Group Name' field has a magnifying glass icon to its right. Below these fields is an 'Owner =' field with a dropdown menu. At the bottom, there are three buttons: 'Search', 'Clear', and 'Basic Search'. A text note at the bottom reads: 'When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL_LN.'



Running a Query

Queries specifically designed for the Commonwealth begin with **V_** followed by the functional area abbreviation.

For example, to see a list of Accounts Payable queries:

- In the **Query Name, begins with** field enter **V_AP**.
- Click the **Search** button.
- The queries that match the criteria display under the **Search Results** section of the page.

For this example, **68** queries met the criteria.

Use the arrows to navigate from page to page or click the **View All** link to see a list of all queries that met the criteria.

Note: When entering search criteria, the results display all queries that begin with the criteria entered. In this example, some queries are not AP, but start with **V_AP** (e.g., **V_APPROP_LTD**).

The screenshot shows the 'Query Viewer' interface. At the top, there are navigation tabs: 'Favorites', 'Main Menu', 'myCardinal Financials', and 'Financials Report Execution'. Below this, the 'Query Viewer' section has a search form. The search criteria are: '*Search By' set to 'Query Name', 'begins with' set to 'V_AP', and the 'Search' button is highlighted. Below the search form, the 'Search Results' section is visible, showing a table of results. The table has columns for 'Query Name', 'Description', 'Owner', 'Folder', 'Run to HTML', 'Run to Excel', 'Run to XML', 'Schedule', 'Definitional References', and 'Add to Favorites'. The first few rows of the table are:

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
V_APPROP_LTD	LTD Appropriations	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
V_APR094	Supplier By Supplier Attribute	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
V_AP_1099G_INFO	1099-G Query	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
V_AP_1099_CANCEL_PYMNT_DTL	WH and DIST Amt for Canc Pymt	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
V_AP_1099_DATA_EXTRACT	Supplier 1099 Data Extract	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
V_AP_1099_DIST_AMT_BY_ACCOUNT	Distribution amount by Account	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
V_AP_1099_REPORTABLE_ACCTS	1099 Reportable Accounts	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
V_AP_1099_VNDR_ADDR_DTL	Withhold supplr address detail	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
V_AP_1099_WTHD_DISTRIB_AMT	Withhold and Distribution Amt	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
V_AP_ACCRUAL_ACCOUNT_BAL	Balance in Accrual Account	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
V_AP_AGENCY_CHECK_PYMNT	State Agency Check Payments	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
V_AP_AUDIT_EXPENDITURES	Decentralized Audit Expenditur	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite



Running a Query (continued)

Once the desired query is identified, choose a format. Options include:

- **HTML** – runs the query which loads to a new page online. This format allows you to preview data before exporting.
- **Excel** – runs the query and loads in an Excel spreadsheet. Does not save automatically.
- **XML** – this format is not used in Cardinal.

For this example, the **HTML** format is selected. Click the **HTML** hyperlink.

*Folder View		-- All Folders --		Personalize Find View All			First	1-30 of 70	Last
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
V_APPROP_LTD	LTD Appropriations	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
V_APR094	Supplier By Supplier Attribute	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
V_AP_1099G_INFO	1099-G Query	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
V_AP_1099_CANCEL_PYMNT_DTL	WH and DIST Amt for Canc Pymt	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
V_AP_1099_DATA_EXTRACT	Supplier 1099 Data Extract	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
V_AP_1099_DIST_AMT_BY_ACCOUNT	Distribution amount by Account	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite



Viewing Query Results

When HTML is selected, Cardinal opens a new browser window with the Query results.

Most queries require entry of additional criteria (parameters) in order to access the desired information.

- Enter parameters regarding the data desired. Note that parameters vary by query.
- Click the **View Results** button.
- The query results display under the **View All** section of the page.

Even though this query was run as HTML, there is the option to download the results into an **Excel Spreadsheet** or **CSV Text File**.

For this example, click the **Excel SpreadSheet** hyperlink.

V_AP_1099_VNDR_ADDR_DTL - Withhold supplr address detail

Supplier SetID STATE

AP Business Unit 12300

WH Declaration Date From 01/01/2018

WH Declaration Date To 10/24/2018

Download results in : (31 kb)

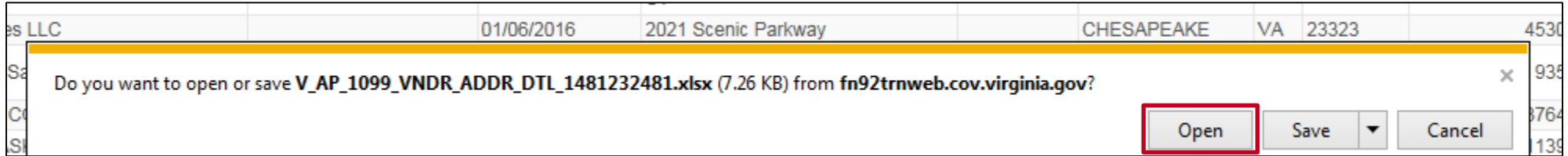
View All First 1-52 of 52 Last

Row	Supplier ID	Supplier Name 1	Supplier Name 2	Supplier Addr Eff Dt	Address Line1	Address Line2	City	State	Postal	Total Withhold Amount
1	0000003034	Accurid Pest Solutions LLC		05/18/2017	P.O. Box 9796		Chesapeake	VA	23321	75.00
2	0000005688	ECS Mid-Atlantic LLC		09/29/2012	2119 D NORTH HAMILTON ST		RICHMOND	VA	23230	2525.50
3	0000005887	The Carpentry & Painting Experts		04/16/2019	3006 Lincoln Ave		Henrico	VA	23228	882550.33
4	0000014423	K&K Contracting		09/29/2012	3002 SOUTHPORT AVE		CHESAPEAKE	VA	23324	922246.50
5	0000015978	James River Solutions		09/29/2012	10487 LakeRidge Parkway		Ashland	VA	23005	1088.65
6	0000019681	Madel Enterprises LLC		09/29/2012	110 Giant Dr. Suite D		Richmond	VA	23224-1000	186331.92
7	0000029103	Lacy Enterprises LLC		04/22/2014	1085 RIVER BEND DR		BUMPASS	VA	23024	1900.00
8	0000029903	LMW PC		09/29/2012	102 ALBEMARLE AVE SE		ROANOKE	VA	24013	5951.00



Exporting Results to Excel

A pop-up message displays asking to either **Open** the file, **Save** it or **Cancel** the request. For this example, click the **Open** button. The results display in an Excel file. The query data can be manipulated and the file can be saved using Excel tools.



V_AP_1099_VNDR_ADDR_DTL_713730526 - Excel

File Home Insert Page Layout Formulas Data Review View Add-ins Tell me what you want to do...

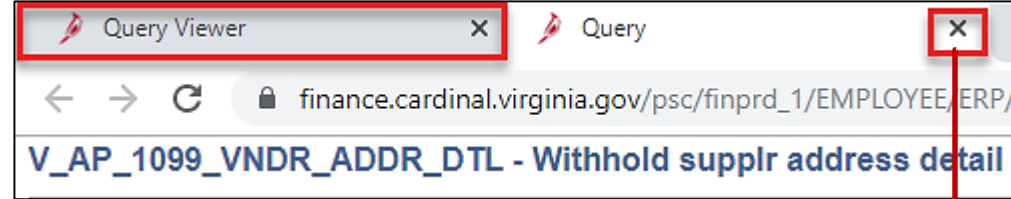
A1 : X ✓ f Withhold supplr address detail

	B	C	D	E	F	G	H	
1	S2							
2	Supplier Name 1	Supplier Name 2	Supplier Addr Eff Dt	Address Line1	Address Line2	City	State	Postal
3	Accurid Pest Solutions LLC		5/18/2017	P.O. Box 9796		Chesapeake	VA	23321
4	ECS Mid-Atlantic LLC		9/29/2012	2119 D NORTH HAMILTON ST		RICHMOND	VA	23230
5	The Carpentry & Painting Experts		4/16/2019	3006 Lincoln Ave		Henrico	VA	23228
6	K&K Contracting		9/29/2012	3002 SOUTHPORT AVE		CHESAPEAKE	VA	23324
7	James River Solutions		9/29/2012	10487 LakeRidge Parkway		Ashland	VA	23005
8	Madel Enterprises LLC		9/29/2012	110 Giant Dr. Suite D		Richmond	VA	23224-1000
9	Lacy Enterprises LLC		4/22/2014	1085 RIVER BEND DR		BUMPASS	VA	23024
10	LMW PC		9/29/2012	102 ALBEMARLE AVE SE		ROANOKE	VA	24013
11	Bug Busters Pest Control Services		1/8/2019	1400 W Third Street		Farmville	VA	23901
12	RMT Construction & Development Group LL		11/6/2018	P.O. Box 8963		Richmond	VA	23225
13	Austin Brockenbrough & Associates L L P		5/7/2013	1011 Boulder Springs Drive Suite 200		Richmond	VA	23225
14	Lipscomb Electric & Contracting LLC		9/5/2017	206 Timber Creek Farm Dr		Farmville	VA	23901
15	Gilmore Environmental Consulting LLC		4/11/2017	108 N Main St		BLACKSTONE	VA	23824
16	The Solution Foundry LLC		9/25/2013	2230 Towne Lake PKWY Bldg 900 ST		Woodstock	GA	30189
17	Burton Enterprises LLC		1/6/2016	2021 Scenic Parkway		CHESAPEAKE	VA	23323
18	Hampton Roads Sanitation District		12/21/2012	P.O. Box 1651		Norfolk	VA	23501-1651
19	A&N ELECTRIC COOPERATIVE		12/21/2012	PO BOX 290		TASLEY	VA	23441
20	TOWN OF PULASKI		1/1/1901	PO BOX 660		PULASKI	VA	24301
21	PRINCE WILLIAM CO SERVICE AUTHORITY		12/21/2012	P O BOX 2306,		WOODBIDGE	VA	22195
22	FAIRFAX COUNTY WATER AUTHORITY		12/21/2012	P O BOX 71076		CHARLOTTE	NC	28272-1076
23	NORTHERN VIRGINIA ELECTRIC COOP		1/29/2018	10323 LOMOND DR.		MANASSAS	VA	20108



Returning to Query Viewer Page

Once the Excel file is saved, click the **X** located on the browser tab that is labeled **Query** to close the results window.



The **Query Viewer** page displays.

Note: Before running another query, close all active browser tabs not in use.

Query Viewer

finance.cardinal.virginia.gov/psc/finprd/EMPLOYEE/ERP/c/QUERY_MANAGER.QUERY_VIEWER.GBL?psInId=V_QUERY_VIEWER&PORTALPARAM_PTCNA

Cardinal All Search Advanced Search

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

Search Advanced Search

My Favorite Queries				Personalize	Find	First	1-2 of 2	Last	
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Remove
V_AP_1099_VNDR_ADDR_DTL	Withhold supplr address detail	Public		HTML	Excel	XML	Schedule	Lookup References	-
V_GL065_FINAL	RGL065 Final Budget Query	Public		HTML	Excel	XML	Schedule	Lookup References	-

Clear Favorites List



Adding a Query to Favorites

On the **Query Viewer** page, if a particular query is used frequently, click the **Favorite** link under the **Add to Favorites** column for that specific query.

Cardinal creates a **My Favorite Queries** section on the **Query Viewer** page. The **My Favorite Queries** stores the query for easy access.

To remove a query from favorites, click the **Remove (-)** button next to the query no longer wanted as a favorite.

[Favorites](#) > [Main Menu](#) > [myCardinal Financials](#) > [Financials Report Execution](#)

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				Personalize		Find	View All	First 1-7 of 7 Last	
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
V_AP_1099G_INFO	1099-G Query	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
V_AP_1099_CANCEL_PYMNT_DTL	WH and DIST Amt for Canc Pymt	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
V_AP_1099_DATA_EXTRACT	Supplier 1099 Data Extract	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
V_AP_1099_DIST_AMT_BY_ACCOUNT	Distribution amount by Account	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
V_AP_1099_REPORTABLE_ACCTS	1099 Reportable Accounts	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
V_AP_1099_VNDR_ADDR_DTL	Withhold supplr address detail	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
V_AP_1099_WTHD_DISTRIB_AMT	Withhold and Distribution Amt	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

[My Favorite Queries](#) Personalize Find View All First 1 of 1 Last

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Remove
V_AP_1099_VNDR_ADDR_DTL	Withhold supplr address detail	Public		HTML	Excel	XML	Schedule	Lookup References	<input type="button" value="-"/>



Lesson 4: Hands-On Practice

Now you have an opportunity to practice the lessons learned today in a training environment.

Your instructor will provide direction on how to log in and complete the exercise.

If you have any questions, please ask your instructor.





Lesson 4: Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question and make note of your answer.



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

4

Query Viewer

In this lesson, you learned:

- Navigate to Query Viewer
- Search for a query
- Run a query and display the results in a new internet browser window
- Download query results
- Add a query to the My Favorite Queries section in Query Viewer



Course Summary

NAV220

Cardinal Reporting

In this course, you learned:

- Run reports on an ad hoc basis using different reporting options
- Retrieve existing batch generated reports
- Add ad hoc reports to the Favorites folder
- Perform an inquiry on financial data
- 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 the My Favorite Queries section in Query Viewer
- Download query results to multiple file formats



Course Evaluation

Congratulations! You successfully completed the **SW NAV220: Cardinal Reporting** course.

Your instructor will provide instructions on how to access the evaluation survey for this course.





Appendix

- Key Terms



Key Terms

Add To Favorites: Option that allows set-up of a list of favorite ad hoc report pages and Cardinal pages. 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: Tool that allows the user to run drilldowns in nVision. This tool is installed by an agency's IT staff. For installation instructions, see the job aid entitled **DrillToPIA Add-In for nVision Drilldown, located** on the Cardinal website in **Job Aids** under **Training**.

Favorites: Hyperlink in Query Viewer that allows set-up of a list of favorite queries for quick access. After searching for a query in Query Viewer, click the **Favorite** hyperlink located to the right of the selected query to save the query as a favorite.

FIN Process Monitor: Page used to monitor the status of a report, as well as a link to access the report.

FIN Report Manager: Page that provides a list of reports and process output. List includes reports a user has run (i.e., ad hoc and drilldown reports) plus nVision reports run in batch by Cardinal.

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

Parameters: Values (i.e., criteria) used to specify the data used in a report. Available parameters vary depending on the selected report.



Key Terms (continued)

Process Instance: Identifying number assigned to each report processed. Cardinal assigns this value incrementally.

Process Scheduler Request: Page that identifies the server and output type for the report, such as SQR or a BI Publisher Report, for a report request.

Report Repository: 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: Request for information from a database. Users enter parameters into Cardinal to retrieve and view data.

Query Viewer: Page used to search for and view a query.

Query-based Reports: Reporting tool that accesses the database directly. Users enter parameters to narrow the returned data results but cannot customize a query.

Run Control: Database record that provides parameter values for a particular process (e.g., running a report).

Run Control ID: Name given to a set of saved report parameters that, when paired with a User ID, uniquely identifies the process (report) being run.