



### Running an HCM Query Overview

The purpose of this Job Aid is to walk through the processes used to run HCM Queries.

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# Cardinal HCM Reporting Job Aid

## NAV225\_Running an HCM Query

### Revision History

Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages ( <a href="#">Section 2</a> , after Step 6). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.

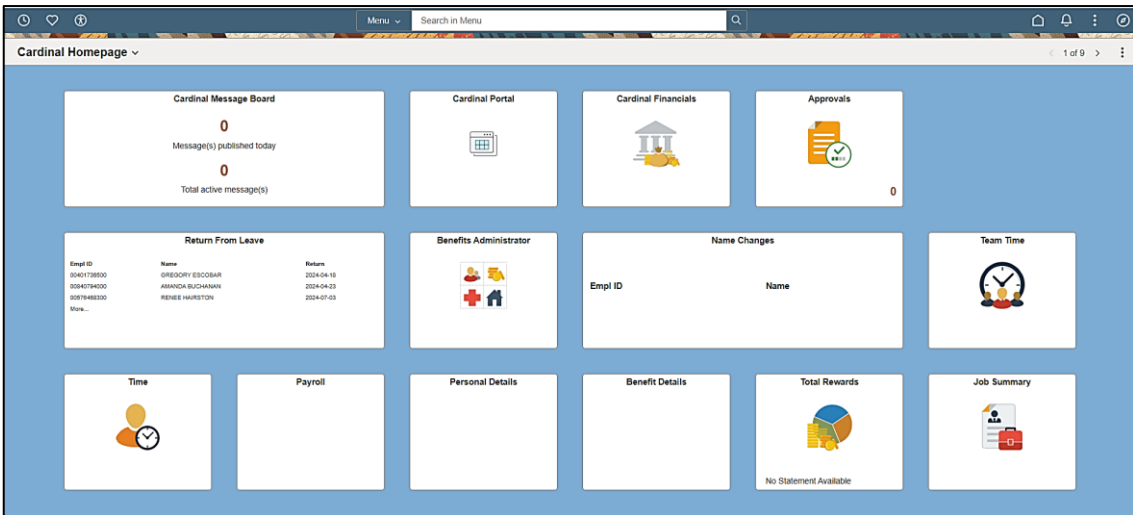


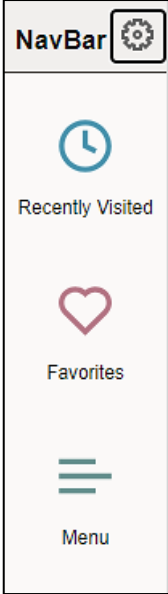
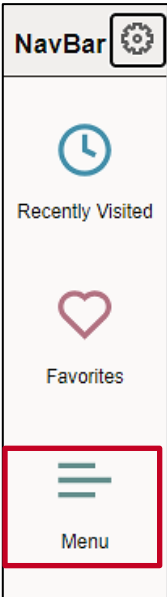
# Cardinal HCM Reporting Job Aid

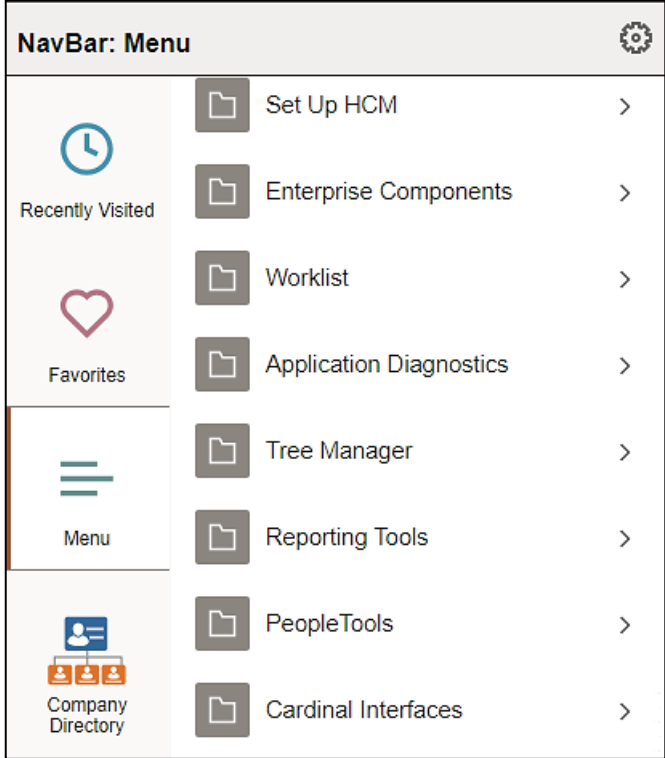
## NAV225\_Running an HCM Query

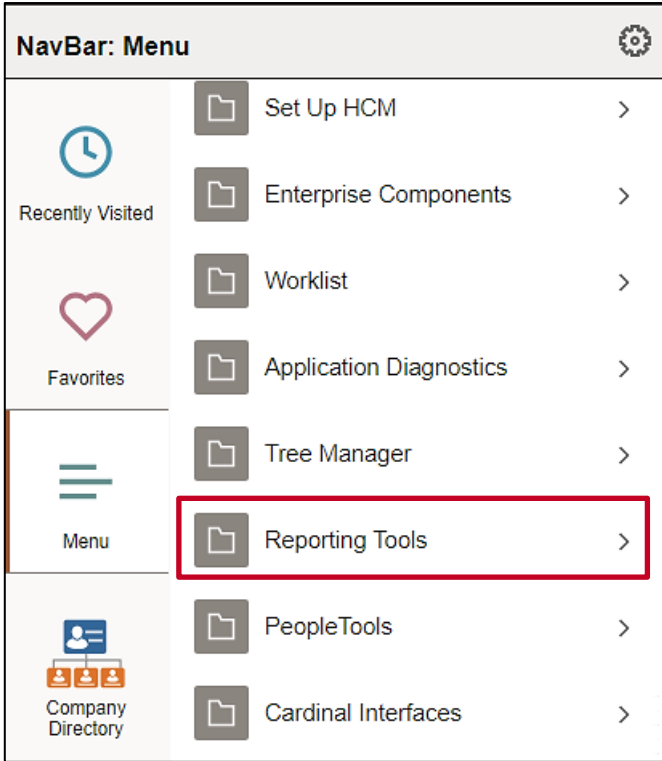
### Running an HCM Query using the Query Viewer

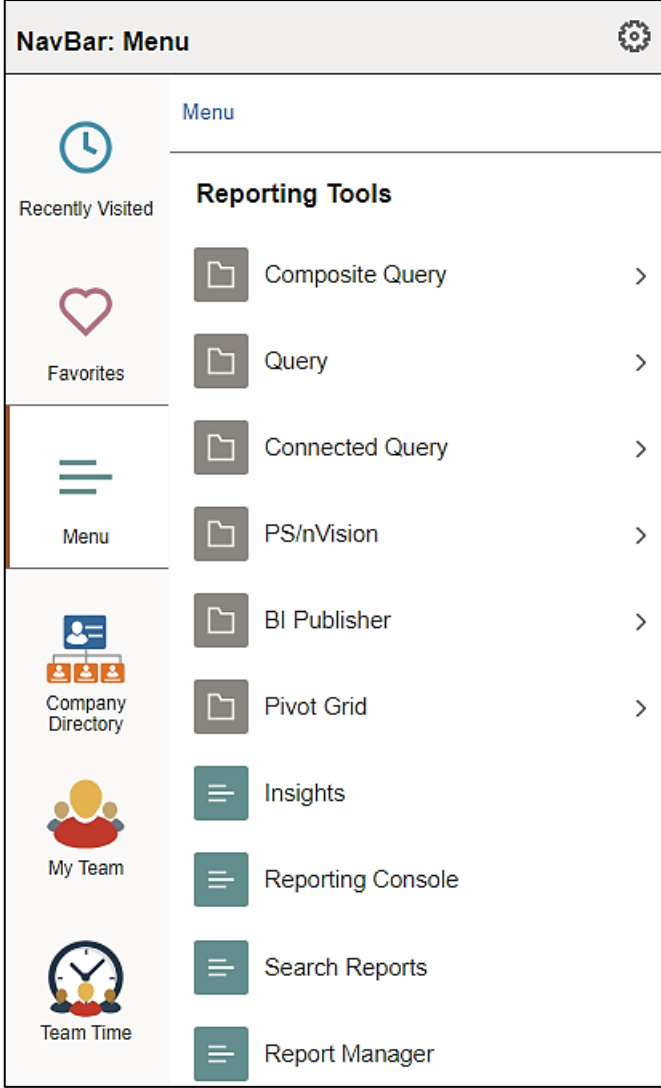
The steps contained in this section of the Job Aid are used to run most of the HCM Queries using the Query Viewer. For the purpose of the instructions contained in this section, the steps used to run the Employee Benefits Data query are provided. Generally, these instructions can be used to run any of the Cardinal HCM Queries. However, the navigation path and the parameters available will differ based on the specific query being run. Utilize these instructions along with the query specific data provided in the HCM Reports Catalogs to run the applicable query. The HCM Reports Catalogs can be located on the Cardinal Website under **Resources**. If the query times out and does not run to completion due to the volume of data being requested, use the steps provided in the [Running an HCM Query Using the Schedule Query](#) section of this Job Aid.

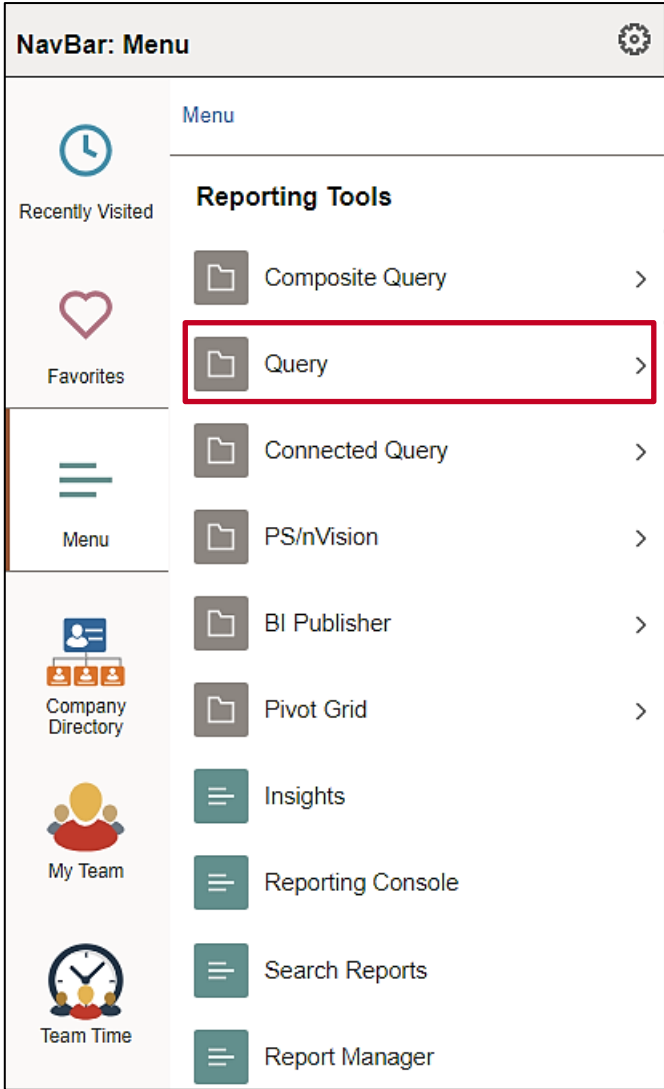
Step	Action
1.	Navigate to the <b>Cardinal Homepage</b> .
<p>The <b>Cardinal Homepage</b> page displays.</p> 	
2.	Click the <b>NavBar</b> icon in the top right corner of the page.

Step	Action
	<p>The <b>NavBar</b> displays along the right side of the page.</p> 
3.	<p>Click the <b>Menu</b> icon.</p> 

Step	Action
	<p>The <b>Menu</b> displays.</p> 

Step	Action
4.	<p>Click the <b>Reporting Tools</b> list item.</p>  <p>The screenshot shows the 'NavBar: Menu' interface. On the left, there are four categories: 'Recently Visited' (clock icon), 'Favorites' (heart icon), 'Menu' (three horizontal lines icon), and 'Company Directory' (group of people icon). The 'Menu' category is selected. On the right, a list of items is displayed: 'Set Up HCM', 'Enterprise Components', 'Worklist', 'Application Diagnostics', 'Tree Manager', 'Reporting Tools', 'PeopleTools', and 'Cardinal Interfaces'. The 'Reporting Tools' item is highlighted with a red rectangular box.</p>

Step	Action
	<p>The <b>Reporting Tools</b> menu displays.</p>  <p>The screenshot shows the 'NavBar: Menu' interface. On the left is a sidebar with icons for 'Recently Visited', 'Favorites', 'Menu' (highlighted), 'Company Directory', 'My Team', and 'Team Time'. The main area displays the 'Reporting Tools' menu, which includes the following items:</p> <ul style="list-style-type: none"> <li>Composite Query</li> <li>Query</li> <li>Connected Query</li> <li>PS/nVision</li> <li>BI Publisher</li> <li>Pivot Grid</li> <li>Insights</li> <li>Reporting Console</li> <li>Search Reports</li> <li>Report Manager</li> </ul>

Step	Action
5.	<p>Click the <b>Query</b> list item.</p>  <p>The screenshot displays the 'NavBar: Menu' interface. On the left, there are navigation options: 'Recently Visited' (clock icon), 'Favorites' (heart icon), 'Menu' (hamburger icon), 'Company Directory' (group of people icon), 'My Team' (person icon), and 'Team Time' (clock with people icon). The main area is titled 'Menu' and contains a 'Reporting Tools' section. This section lists several items: 'Composite Query', 'Query' (highlighted with a red box), 'Connected Query', 'PS/nVision', 'BI Publisher', 'Pivot Grid', 'Insights', 'Reporting Console', 'Search Reports', and 'Report Manager'. Each item has a folder icon and a right-pointing arrow.</p>



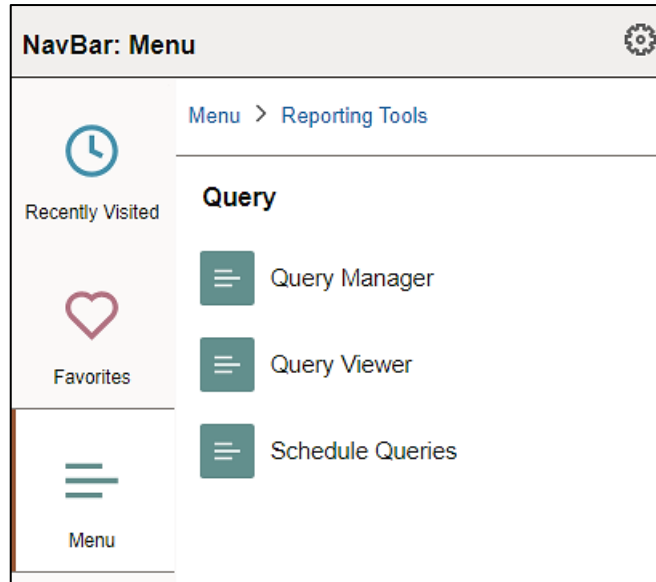


## Cardinal HCM Reporting Job Aid

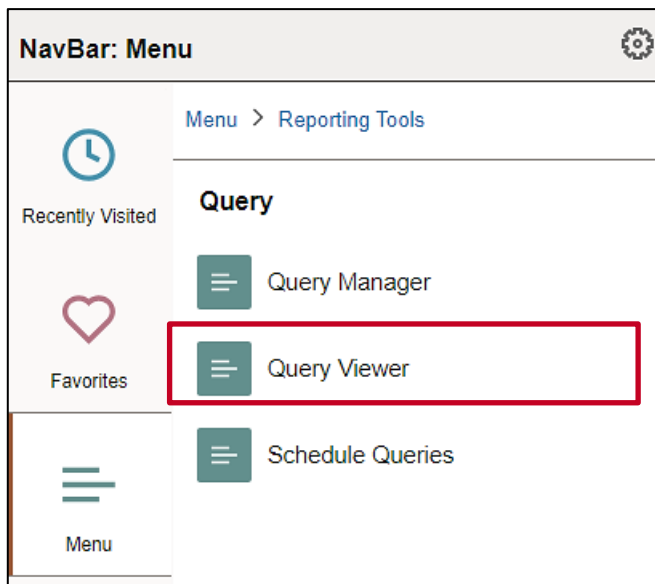
### NAV225\_Running an HCM Query

Step	Action
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The **Query** menu displays.



6. Click the **Query Viewer** list item.



The **Query Viewer** page displays.

[← Cardinal Homepage](#)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



# Cardinal HCM Reporting Job Aid

## NAV225\_Running an HCM Query

Step	Action																				
7.	<p>Enter the applicable query name into the <b>Search By</b> field.</p> <p><b>Note:</b> Alternatively, enter a partial query name or leave the <b>Search By</b> field blank and perform a search or an advanced search for the applicable query.</p> <div><div>← Cardinal Homepage</div><div>Query Viewer</div><p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p><div>*Search By<div>Query Name</div> begins with<div></div></div><div>SearchAdvanced Search</div></div>																				
8.	<p>Click the <b>Search</b> button.</p> <div><div>← Cardinal Homepage</div><div>Query Viewer</div><p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p><div>*Search By<div>Query Name</div> begins with<div>V_BN_EMPL_BEN_DATA</div></div><div>SearchAdvanced Search</div></div>																				
<p>The <b>Query Viewer</b> page refreshes and the search results display.</p> <div><div>← Cardinal Homepage</div><div>Query Viewer</div><p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p><div>*Search By<div>Query Name</div> begins with<div>V_BN_EMPL_BEN_DATA</div></div><div>SearchAdvanced Search</div><p>Search Results</p><div>*Folder View<div>-- All Folders --</div></div><p>Query</p><div><div><div></div><div></div></div><div>1-1 of 1</div><div>View All</div></div><table><tr><th>Query Name</th><th>Description</th><th>Owner</th><th>Folder</th><th>Run to HTML</th><th>Run to Excel</th><th>Run to XML</th><th>Schedule</th><th>Definitional References</th><th>Add to Favorites</th></tr><tr><td>V_BN_EMPL_BEN_DATA</td><td>Employee Benefit Data Query</td><td>Public</td><td></td><td>HTML</td><td>Excel</td><td>XML</td><td>Schedule</td><td>Lookup References</td><td>Favorite</td></tr></table></div>		Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites	V_BN_EMPL_BEN_DATA	Employee Benefit Data Query	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites												
V_BN_EMPL_BEN_DATA	Employee Benefit Data Query	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite												
9.	<p>Click the applicable query view link (HTML, Excel, or XML).</p> <div><div>Query</div><div><div><div></div><div></div></div><div>1-1 of 1</div><div>View All</div></div><table><tr><th>Query Name</th><th>Description</th><th>Owner</th><th>Folder</th><th>Run to HTML</th><th>Run to Excel</th><th>Run to XML</th><th>Schedule</th><th>Definitional References</th><th>Add to Favorites</th></tr><tr><td>V_BN_EMPL_BEN_DATA</td><td>Employee Benefit Data Query</td><td>Public</td><td></td><td>HTML</td><td>Excel</td><td>XML</td><td>Schedule</td><td>Lookup References</td><td>Favorite</td></tr></table></div>	Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites	V_BN_EMPL_BEN_DATA	Employee Benefit Data Query	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites												
V_BN_EMPL_BEN_DATA	Employee Benefit Data Query	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite												
	<p>XML is not available for all HCM Queries.</p>																				



# Cardinal HCM Reporting Job Aid

## NAV225\_Running an HCM Query

Step	Action
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The applicable **Query** page displays in a new browser window.

10. Enter the desired parameters for the query within the corresponding fields.



Parameters are used to limit/define the specific data requirements for the query. The parameter fields available will differ based on the HCM Query being run. Refer to the HCM Reports Catalogs for a listing of the parameters available for the specific query being run. The HCM Reports Catalogs are located on the Cardinal Website under **Resources**.

11. Click the **View Results** button.

Once complete, the query can be opened and viewed in the previously selected format.

Sample Query:

Employee ID	Employee Record	Ben Record	Name	Birthdate	Address 1
00066812600	0	0	Trailblazer, Dustin	2/26/1957	100 MAIN ST
00066812600	0	0	Trailblazer, Dustin	2/26/1957	100 MAIN ST
00101399000	0	0	DOE, JOHN	1/16/1954	100 MAIN ST
00178520500	0	0	DOE, JOHN	2/19/1963	100 MAIN ST
00178520500	0	0	DOE, JOHN	2/19/1963	100 MAIN ST
00178520500	0	0	DOE, JOHN	2/19/1963	100 MAIN ST
00178520500	0	0	DOE, JOHN	2/19/1963	100 MAIN ST
00178520500	0	0	DOE, JOHN	2/19/1963	100 MAIN ST
00185468900	0	0	DOE, JOHN	2/3/1964	100 MAIN ST
00185468900	0	0	DOE, JOHN	2/3/1964	100 MAIN ST
00187132800	0	0	DOE, JOHN	7/29/1971	100 MAIN ST

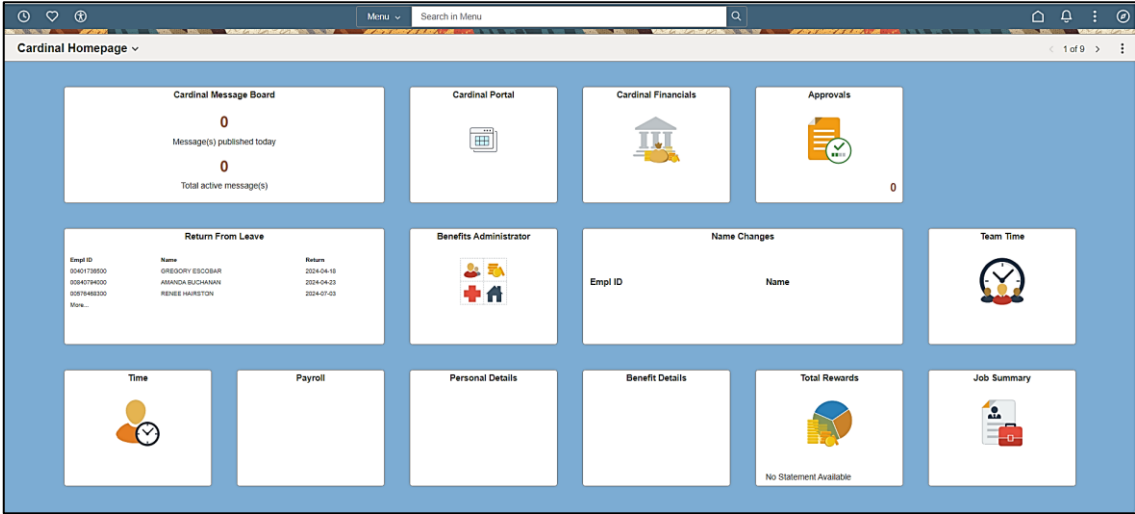



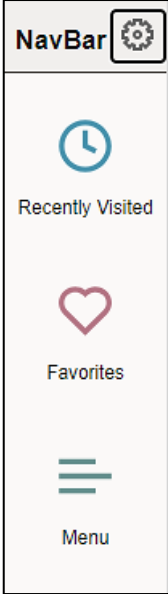
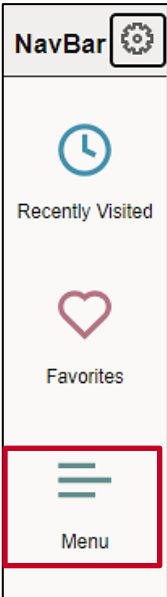
# Cardinal HCM Reporting Job Aid

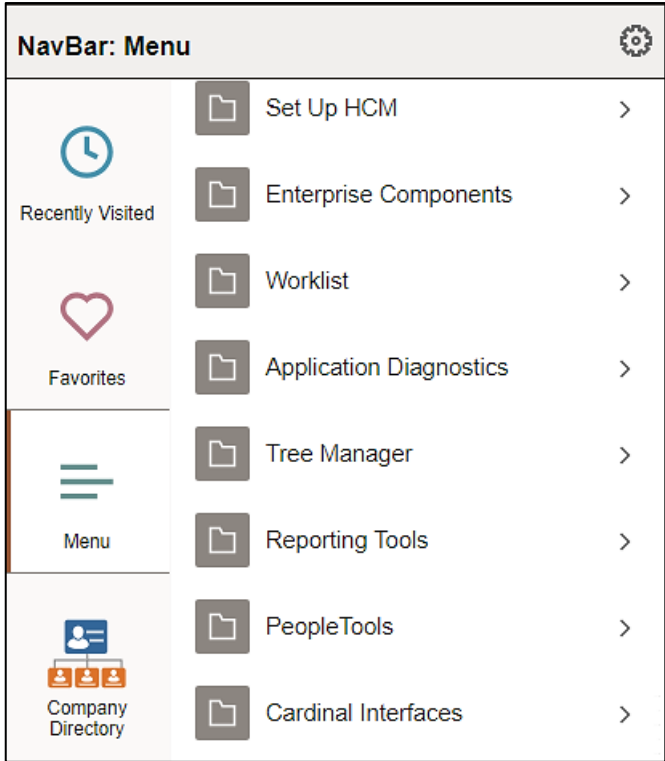
## NAV225\_Running an HCM Query

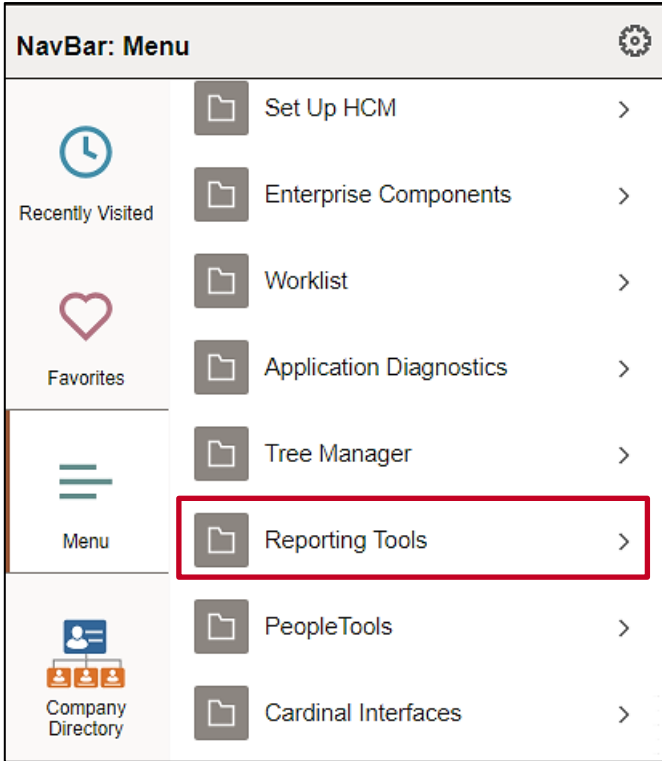
### Running an HCM Query using the Schedule Query

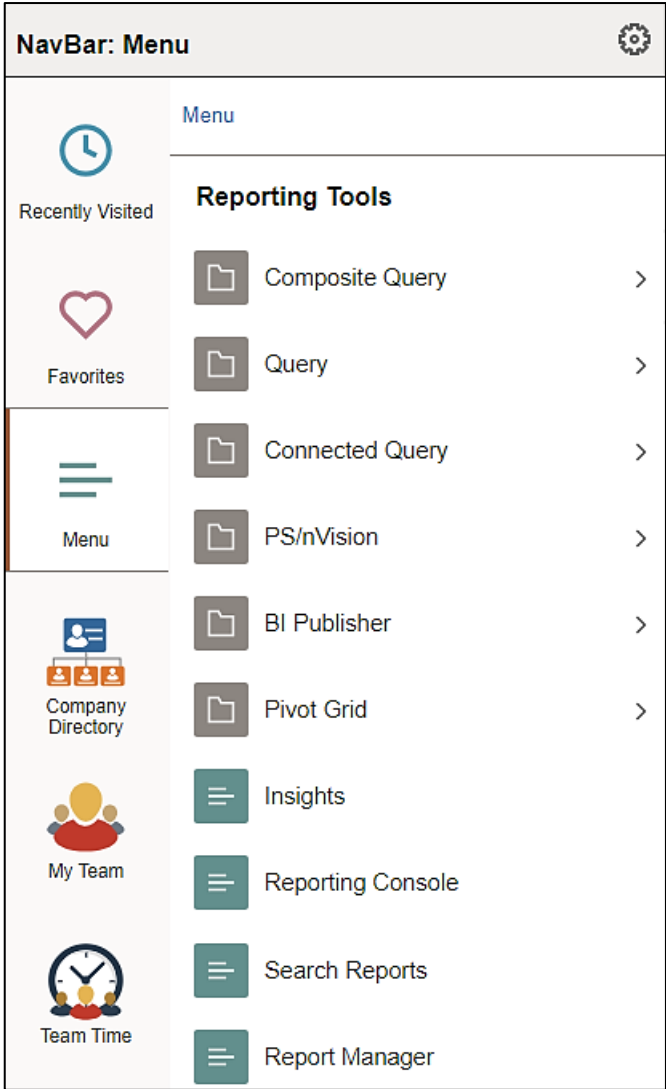
Utilize the steps contained in this section of the Job Aid when you have attempted to run the query using the Query Viewer and it timed out prior to running to completion due to the volume of data being requested. For the purpose of the instructions contained in this section, the steps used to run the Inactive Employee With Balance query are provided. Generally, these instructions can be used to run any Cardinal HCM Query. However, the parameters available will differ based on the specific query being run. Utilize these instructions along with the query specific data provided in the HCM Reports Catalogs to run the applicable query. The HCM Reports Catalogs can be located on the Cardinal Website under **Resources**.

Step	Action
1.	Navigate to the <b>Cardinal Homepage</b> .
The <b>Cardinal Homepage</b> page displays. 	
2.	Click the <b>NavBar</b> icon in the top right corner of the page. 

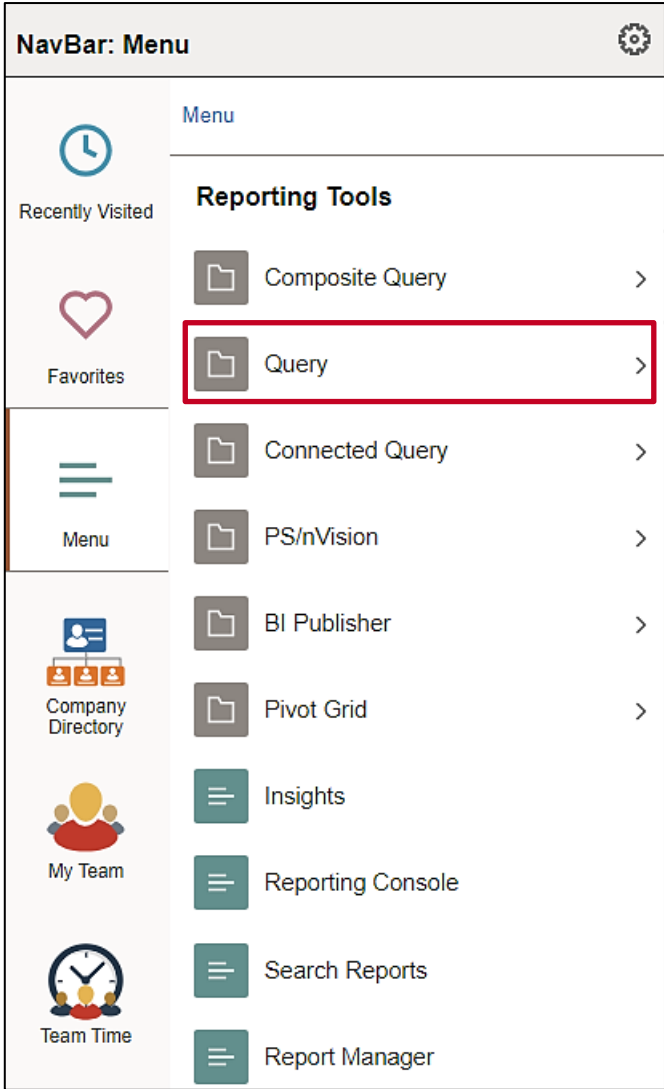
Step	Action
	<p>The <b>NavBar</b> displays along the right side of the page.</p> 
3.	<p>Click the <b>Menu</b> icon.</p> 

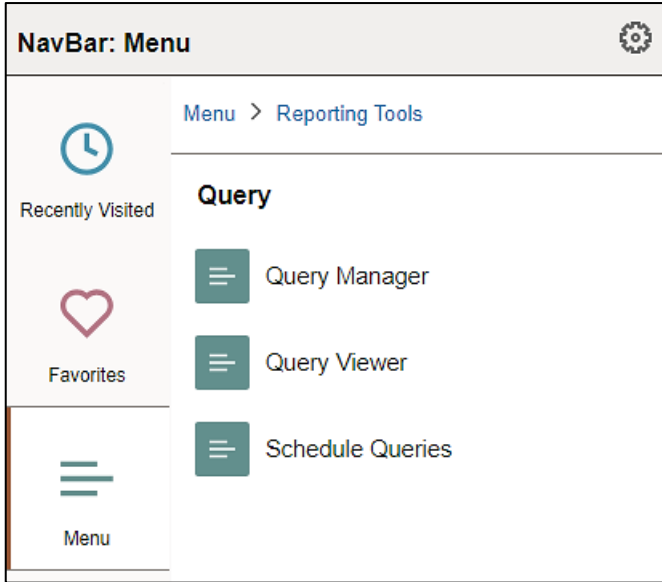
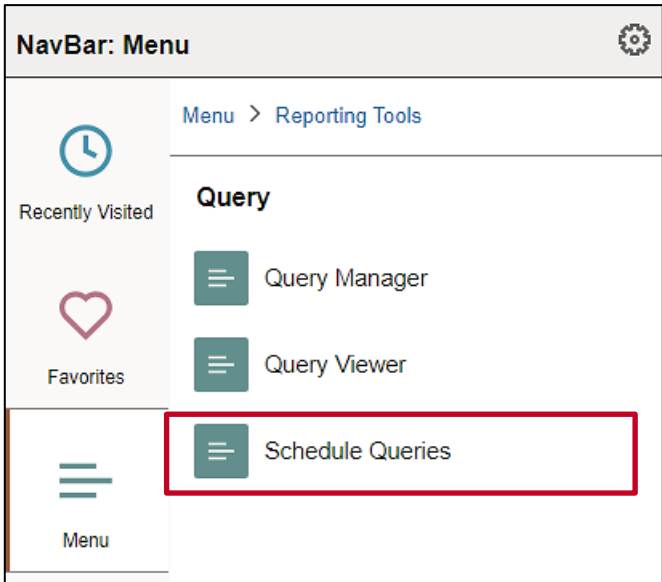
Step	Action
	<p>The <b>Menu</b> displays.</p> 

Step	Action
4.	<p>Click the <b>Reporting Tools</b> list item.</p>  <p>The screenshot shows the 'NavBar: Menu' interface. On the left, there are four categories: 'Recently Visited' (clock icon), 'Favorites' (heart icon), 'Menu' (three horizontal lines icon), and 'Company Directory' (group of people icon). The 'Menu' category is selected. On the right, a list of items is displayed: 'Set Up HCM', 'Enterprise Components', 'Worklist', 'Application Diagnostics', 'Tree Manager', 'Reporting Tools', 'PeopleTools', and 'Cardinal Interfaces'. The 'Reporting Tools' item is highlighted with a red rectangular box.</p>

Step	Action
	<p>The <b>Reporting Tools</b> menu displays.</p> 




Step	Action
5.	<p>Click the <b>Query</b> list item.</p>  <p>The screenshot displays the 'NavBar: Menu' interface. On the left is a sidebar with icons for 'Recently Visited', 'Favorites', 'Menu', 'Company Directory', 'My Team', and 'Team Time'. The main area is titled 'Menu' and contains a 'Reporting Tools' section. This section lists several items: 'Composite Query', 'Query' (highlighted with a red box), 'Connected Query', 'PS/nVision', 'BI Publisher', 'Pivot Grid', 'Insights', 'Reporting Console', 'Search Reports', and 'Report Manager'. Each item has a folder icon and a right-pointing arrow.</p>

Step	Action
	<p>The <b>Query</b> menu displays.</p> 
6.	<p>Click the <b>Schedule Queries</b> list item.</p> 



# Cardinal HCM Reporting Job Aid


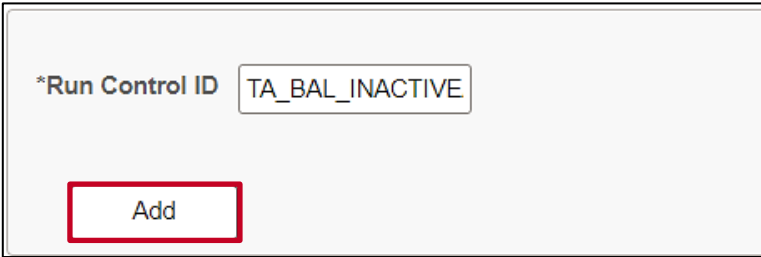
## NAV225\_Running an HCM Query

Step	Action
	<p>The <b>Schedule Query Find an Existing Value</b> page displays.</p> <div><div>← Cardinal Homepage</div><div>Schedule Query</div><div>Schedule Query</div><div>Find an Existing Value</div><div>⊕ Add a New Value</div><div>▼ Search Criteria</div><div>Enter any information you have and click Search. Leave fields blank for a list of all values.</div><div>🕒 Recent Searches</div><div>Choose from recent searches</div><div>🔗</div><div>🔖 Saved Searches</div><div>Choose from saved searches</div><div>🔗</div><div>Search by: Run Control ID</div><div>begins with</div><div>▼ Show more options</div><div>Search</div><div>Clear</div></div>
	<p>For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled “Overview of the Cardinal HCM Search Pages”. This Job Aid is located on the Cardinal Website in <b>Job Aids</b> under <b>Learning</b>.</p>
7.	<p>Click the <b>Add a New Value</b> button.</p> <div><div>⊕ Add a New Value</div></div>
	<p>The <b>Schedule Query Add a New Value</b> page.</p> <div><div>← Cardinal Homepage</div><div>Schedule Query</div><div>Schedule Query</div><div>Add a New Value</div><div>🔍 Find an Existing Value</div><div>*Run Control ID</div><div>Add</div></div>

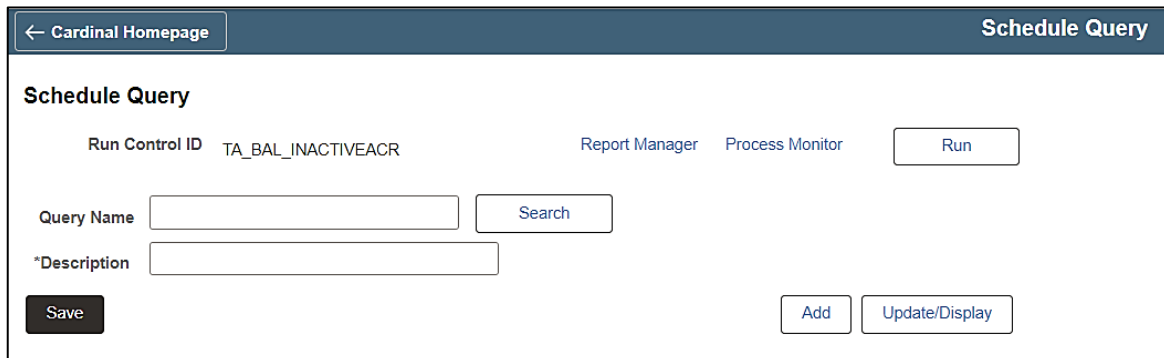


## Cardinal HCM Reporting Job Aid

### NAV225\_Running an HCM Query

Step	Action
8.	<p>Enter a Run Control ID in the <b>Run Control ID</b> field based on the following guidelines:</p> <ul style="list-style-type: none"><li>The Run Control ID must be unique and should be descriptive enough to help locate for future use</li><li>Up to 30 characters are allowed</li><li>No blank spaces can be used. However, and underscore can be used in lieu of spaces</li><li>Do not use wildcard symbols (%)</li></ul> 
9.	<p>Click the <b>Add</b> button.</p> 

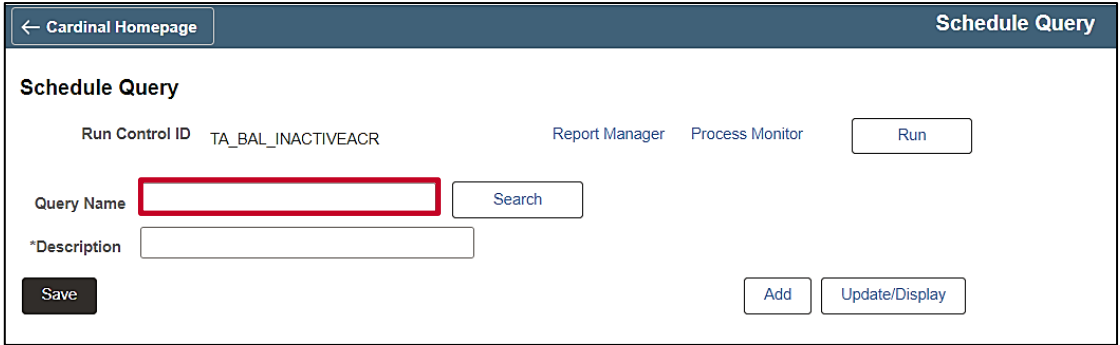
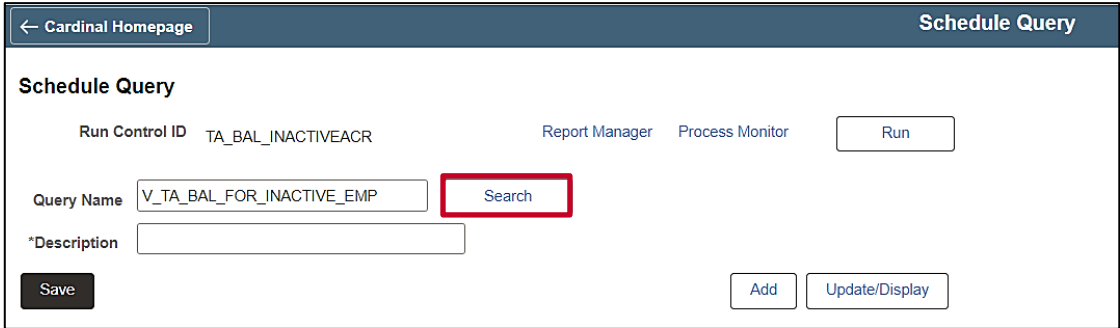
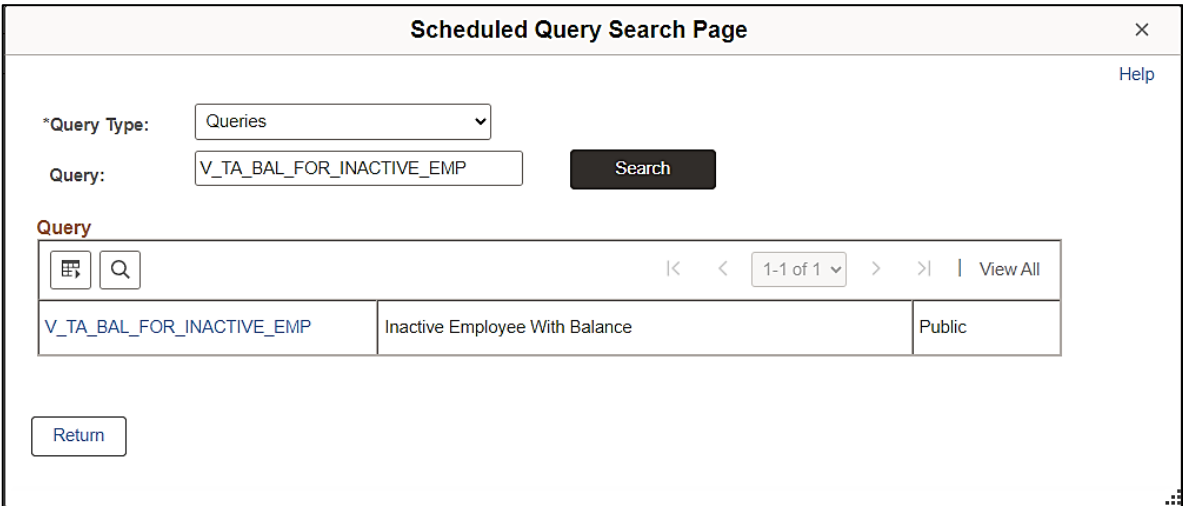
The **Schedule Query** page displays.





# Cardinal HCM Reporting Job Aid

## NAV225\_Running an HCM Query

Step	Action
10.	<p>Enter the applicable query name into the <b>Query Name</b> field.</p>  <p>The screenshot shows the 'Schedule Query' page with a header bar containing '← Cardinal Homepage' and 'Schedule Query'. Below the header, there's a 'Run Control ID' field with the value 'TA_BAL_INACTIVEACR'. To the right are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Query Name' field is highlighted with a red box, and a 'Search' button is next to it. Below the 'Query Name' field is a '*Description' field. At the bottom left is a 'Save' button, and at the bottom right are 'Add' and 'Update/Display' buttons.</p>
11.	<p>Click the <b>Search</b> button.</p>  <p>The screenshot shows the 'Schedule Query' page with the 'Query Name' field now containing the value 'V_TA_BAL_FOR_INACTIVE_EMP'. The 'Search' button is highlighted with a red box. The 'Run Control ID' field still shows 'TA_BAL_INACTIVEACR'. The 'Save', 'Add', and 'Update/Display' buttons are still visible at the bottom.</p>
<p>The <b>Scheduled Query Search</b> page displays in a pop-up window.</p>  <p>The screenshot shows the 'Scheduled Query Search Page' pop-up window. It has a title bar with a close button (X) and a 'Help' link. The page contains a '*Query Type' dropdown menu set to 'Queries'. Below it is a 'Query:' field with the value 'V_TA_BAL_FOR_INACTIVE_EMP' and a 'Search' button. Under the 'Query' section, there's a table with one row: 'V_TA_BAL_FOR_INACTIVE_EMP', 'Inactive Employee With Balance', and 'Public'. At the bottom left is a 'Return' button.</p>	



## Cardinal HCM Reporting Job Aid

### NAV225\_Running an HCM Query

Step	Action
12.	<div>Click the <b>Query Name</b> link for the applicable query.</div> <div><div>Query</div><div><div><div><div><div></div><div></div></div><div><div></div><div></div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><di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The **Parameters** page displays in a pop-up window.

×

Help

**V\_TA\_BAL\_FOR\_INACTIVE\_EMP**

\*Business Unit

Q

Location (Blank for All)

Dept ID (Blank for All)

Q

Empl ID (Blank for All)

Q

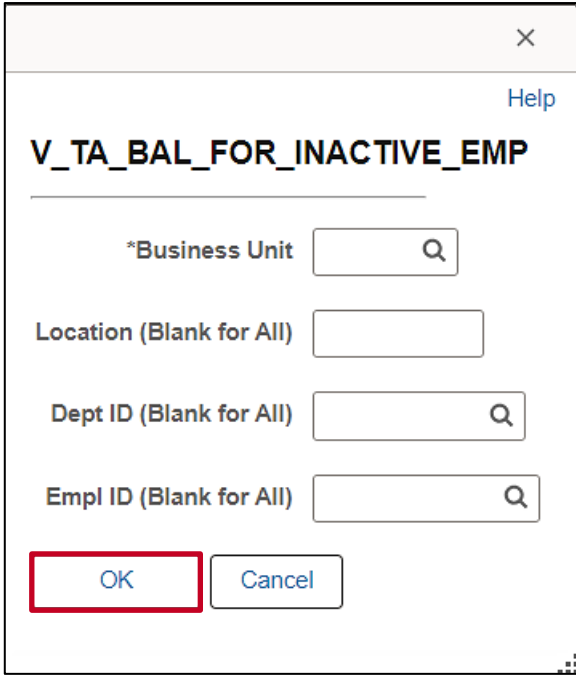
OK

Cancel

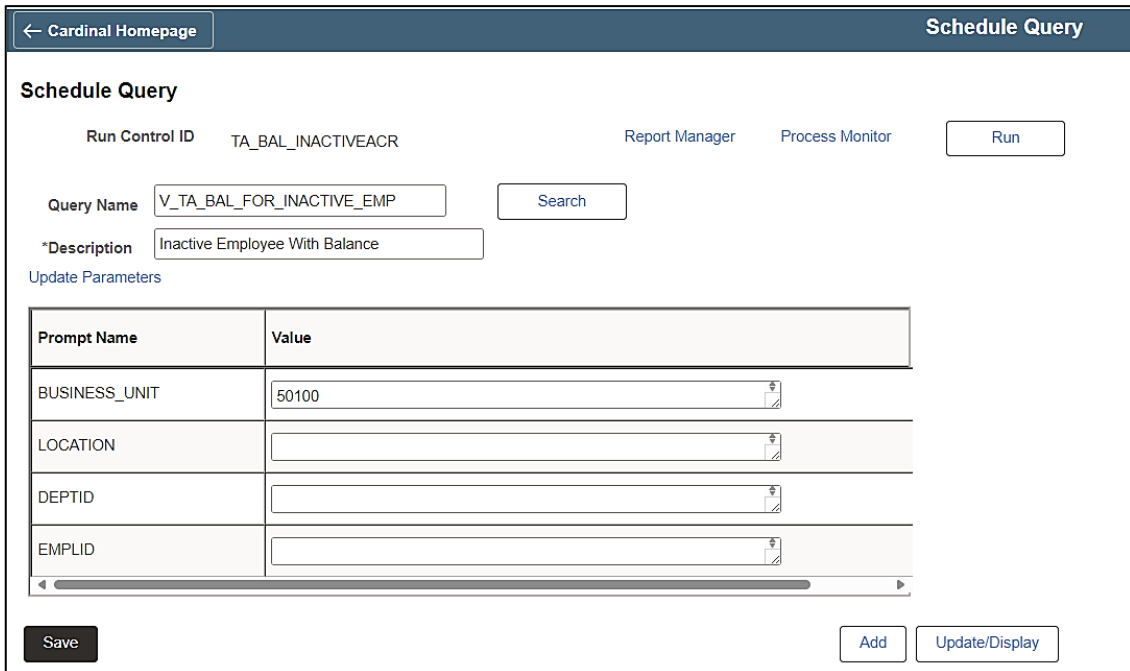


## Cardinal HCM Reporting Job Aid

### NAV225\_Running an HCM Query

Step	Action
13.	<p>Enter the applicable parameters in the corresponding fields in then click the <b>OK</b> button.</p> 

The **Schedule Query** page displays.





Prompt Name	Value
BUSINESS_UNIT	50100
LOCATION	
DEPTID	
EMPLID	

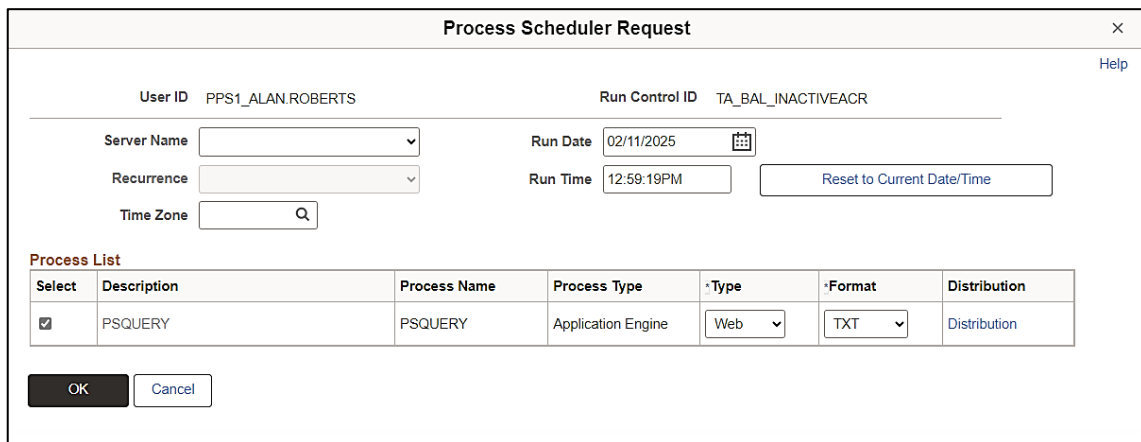


# Cardinal HCM Reporting Job Aid

## NAV225\_Running an HCM Query

Step	Action
14.	Click the <b>Save</b> button. 
15.	Once the page refreshes, click the <b>Run</b> button. 

The **Process Scheduler Request** page displays in a pop-up window.

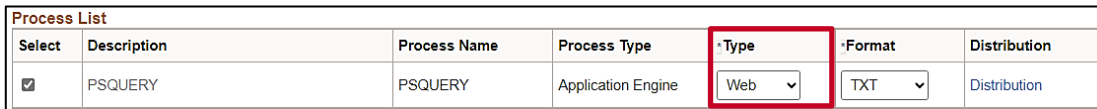


The **Run Date** and **Run Time** fields default to the current day and time.

**Note:** The **Recurrence** field is disabled and queries cannot be scheduled to run on a designated recurring basis in Cardinal.

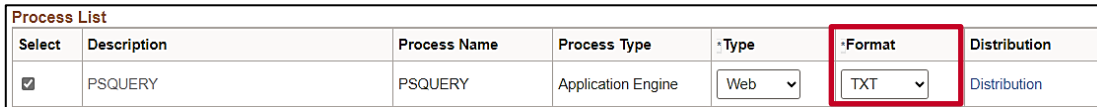
16.

The **Type** field defaults to “Web”. Update to “Email”, “File”, or “Printer” as desired. If “Email” is selected, use the **Distribution** link to identify the email address to send the report to.



17.

The **Format** field defaults based on the query being run. Update as needed if other formats are available for the query.



Refer to the HCM Reports Catalogs for the list of output formats available for each specific query. The HCM Reports Catalogs can be located on the Cardinal Website under **Resources**.





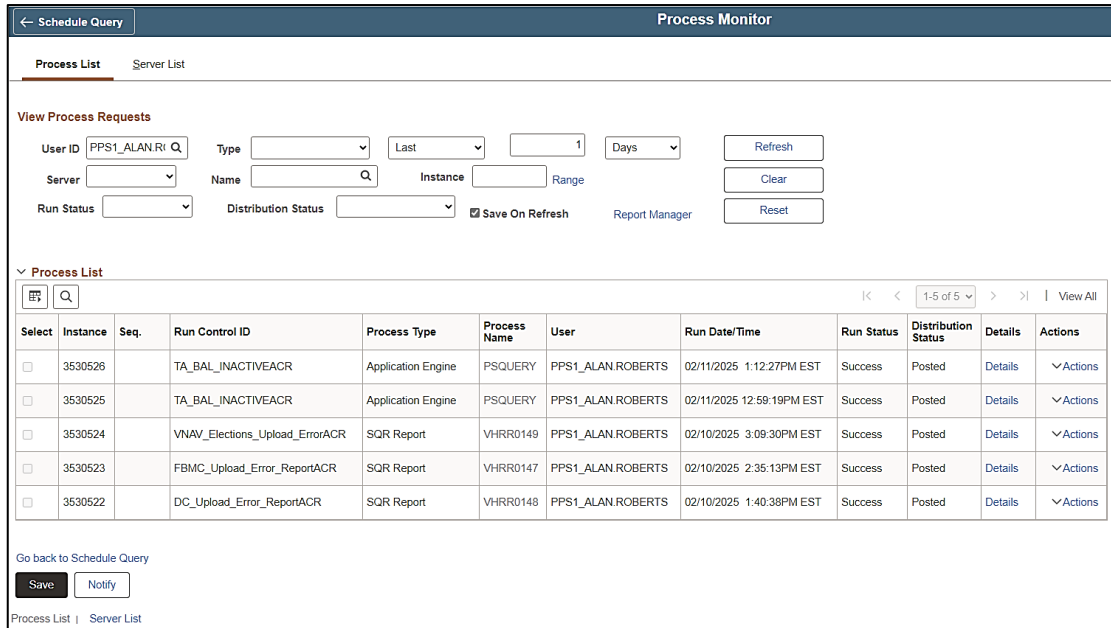
## Cardinal HCM Reporting Job Aid

### NAV225\_Running an HCM Query

Step	Action										
18.	<p>Click the <b>OK</b> button.</p> <div><div>OK</div><div>Cancel</div></div>										
<p>The <b>Schedule Query</b> page redispays with the assigned Process Instance Number.</p> <div><div><div><div>← Cardinal Homepage</div><div>Schedule Query</div></div><div><div><div>Schedule Query</div><div>Run Control ID    TA_BAL_INACTIVEACR    Report Manager    Process Monitor    <div>Run</div></div><div>Query Name    V_TA_BAL_FOR_INACTIVE_EMP    <div>Search</div>    Process Instance:3530526</div><div>*Description    Inactive Employee With Balance</div><div>Update Parameters</div><table><thead><tr><th>Prompt Name</th><th>Value</th></tr></thead><tbody><tr><td>BUSINESS_UNIT</td><td>50100</td></tr><tr><td>LOCATION</td><td></td></tr><tr><td>DEPTID</td><td></td></tr><tr><td>EMPLID</td><td></td></tr></tbody></table><div><div>Save</div><div>Add</div><div>Update/Display</div></div></div></div></div></div>		Prompt Name	Value	BUSINESS_UNIT	50100	LOCATION		DEPTID		EMPLID	
Prompt Name	Value										
BUSINESS_UNIT	50100										
LOCATION											
DEPTID											
EMPLID											
<div>i</div>	<p>Take note of the Process Instance Number for use later in this process.</p>										
19.	<p>Click the <b>Process Monitor</b> link.</p> <div><div>Process Monitor</div><div>Run</div><div>Process Instance:3530526</div></div>										

Step	Action
------	--------

The **Process Monitor** page displays.




Locate the applicable query within the **Process List** section using the Process Instance Number previously captured. The query can be viewed once the **Run Status** field updates to either “Success” or “Error” and the **Distribution Status** field updates to “Posted”. Periodically click the **Refresh** button until these two status fields update.

20.

Click the corresponding **Actions** dropdown button.

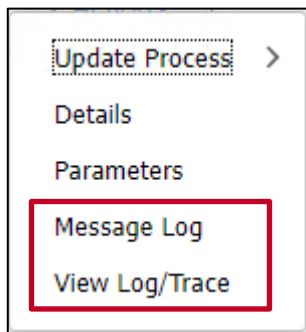
<input type="checkbox"/>	3530526		TA_BAL_INACTIVEACR	Application Engine	PSQUERY	PPS1_ALAN ROBERTS	02/11/2025 1:12:27PM EST	Success	Posted	Details	<b>Actions</b>
--------------------------	---------	--	--------------------	--------------------	---------	-------------------	--------------------------	---------	--------	---------	----------------

21.

The **Actions** menu displays.

If the query completed with a Run Status of “Success”, click the **View Log/Trace** list item.

If the query completed with a Run Status of “Error”, use the **Message Log** list item to review why the error occurred.



Click the **View/Log Trace** list item.



# Cardinal HCM Reporting Job Aid

## NAV225\_Running an HCM Query

Step

Action

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

View Log/Trace

Help

Report

Report ID 2701655

Process Instance 3530526

Message Log

Name PSQUERY

Process Type Application Engine

Run Status Success

Inactive Employee With Balance

Distribution Details

Distribution Node hrmir

Expiration Date 03/13/2025

File List

Name	File Size (bytes)	Datetime Created
<a href="#">AE_PSQUERY_3530526.log</a>	166	02/11/2025 1:28:33.644084PM EST
<a href="#">V_TA_BAL_FOR_INACTIVE_EMP-3530526.csv</a>	101,104	02/11/2025 1:28:33.644084PM EST

Distribute To

Distribution ID Type

\*Distribution ID

User

PPS1\_ALAN.ROBERTS

Return

22.

Click the .csv link within the **File List** section to view the generated report in Excel format.

File List

Name	File Size (bytes)	Datetime Created
<a href="#">AE_PSQUERY_3530526.log</a>	166	02/11/2025 1:28:33.644084PM EST
<a href="#">V_TA_BAL_FOR_INACTIVE_EMP-3530526.csv</a>	101,104	02/11/2025 1:28:33.644084PM EST



# Cardinal HCM Reporting Job Aid

## NAV225\_Running an HCM Query

Step	Action
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Once complete, the query can be opened and viewed in the previously selected format.

Sample Query:

	A	B	C	D	E	F	G	H	I	J	K	L
700	50100	ST208	18034		1.85E+08	0	DOT11898	#####	SDP ENT E	2.6		
701	50100	ST208	18034		1.85E+08	0	DOT11898	#####	VAC ENT E	333.8		
702	50100	ST211	18040		5.13E+08	0	DOT05118	#####	CSL ENT E	16		
703	50100	ST211	18040		5.13E+08	0	DOT05118	#####	VAC ENT E	98.5		
704	50100	ST213	18047		7.6E+08	0	DOT03947	#####	CSL ENT E	16		
705	50100	ST213	18047		7.6E+08	0	DOT03947	#####	SDP ENT E	36		
706	50100	ST213	18047		7.6E+08	0	DOT03947	#####	VAC ENT E	224.8		
707	50100	ST216	18052		8.47E+08	0	DOT10367	8/9/2022	VAC ENT E	-4		
708	50100	ST220	18032		1.53E+08	0	DOT00509	#####	CSL ENT E	16		
709	50100	ST220	18032		1.53E+08	0	DOT00509	#####	SCK ENT E	1738		
710	50100	ST220	18032		1.53E+08	0	DOT00509	#####	VAC ENT E	336		
711	50100	ST226	18067		4.04E+08	0	DOT20406	#####	VAC ENT E	-8		
712	50100	ST228	18038		6.01E+08	0	DOT10106	#####	CSL ENT E	16		
713	50100	ST228	18038		6.01E+08	0	DOT10106	#####	VAC ENT E	76		
714	50100	ST228	18038		1.51E+08	0	DOT10146	#####	CSL ENT E	16		
715	50100	ST228	18038		1.51E+08	0	DOT10146	#####	SCK ENT E	2012		
716	50100	ST228	18038		1.51E+08	0	DOT10146	#####	VAC ENT E	524.5		
717	50100	ST230	18050		8.34E+08	0	DOT08915	6/9/2022	VAC ENT E	-4		
718	50100	ST230	18050		8.12E+08	0	DOT08915	#####	CSL ENT E	16		
719	50100	ST230	18050		8.12E+08	0	DOT08915	#####	PER ENT E	8		
720	50100	ST230	18050		8.12E+08	0	DOT08915	#####	SDP ENT E	33		
721	50100	ST230	18050		8.12E+08	0	DOT08915	#####	VAC ENT E	8		
722												
723												
724												