Generating a Financials Report Overview

The purpose of this Job Aid is to walk through the process used to generate a Financials Report.

For the purpose of the instructions contained in this Job Aid, the steps used to generate the Cardinal Trial Balance Report are provided. Generally, these instructions can be used to generate any of the Cardinal Financials Reports. However, the initial navigation path, the parameters available, and the report formats available will differ based on the specific report being generated.

Utilize these instructions along with the report specific data provided in the FIN Reports Catalogs to generate the applicable report. The FIN Reports Catalogs can be located on the Cardinal Website under **Resources**.

Table of Contents

Revision History

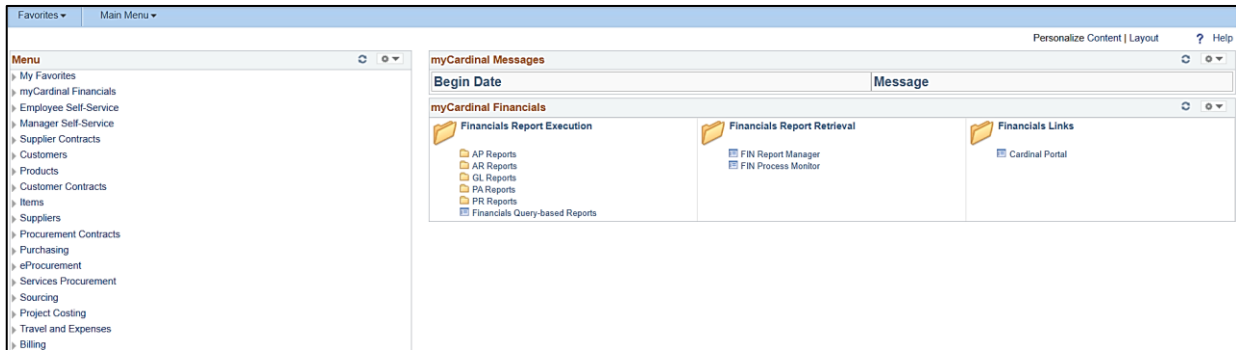| Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages (Section 1, after Step 5). Added reference information to the Overview of the Cardinal FIN Search Pages Job Aid.

Generating a Financials Report

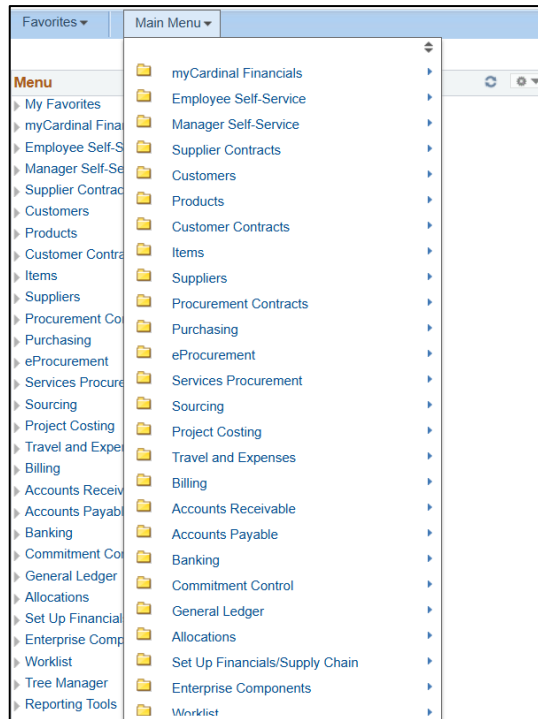| Step	Action
1.	Log into Cardinal Financials.

The **Cardinal Financials Home** page displays.

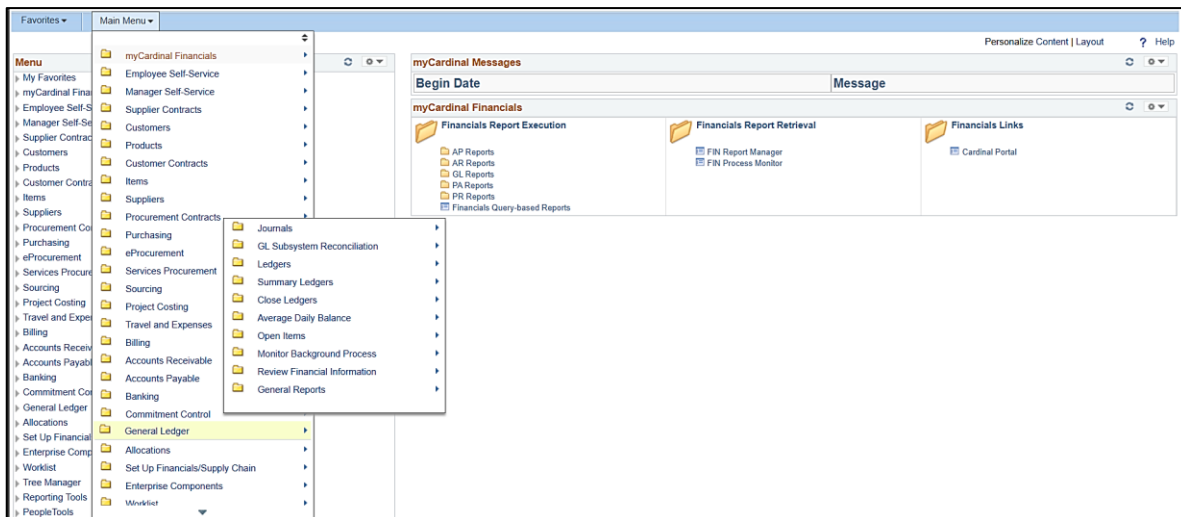| Step	Action
2.	Click the **Main Menu** link.
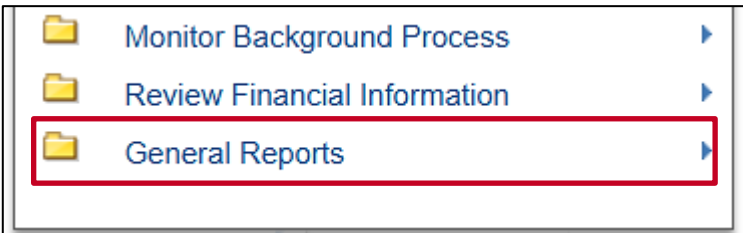
The **Main Menu** displays.

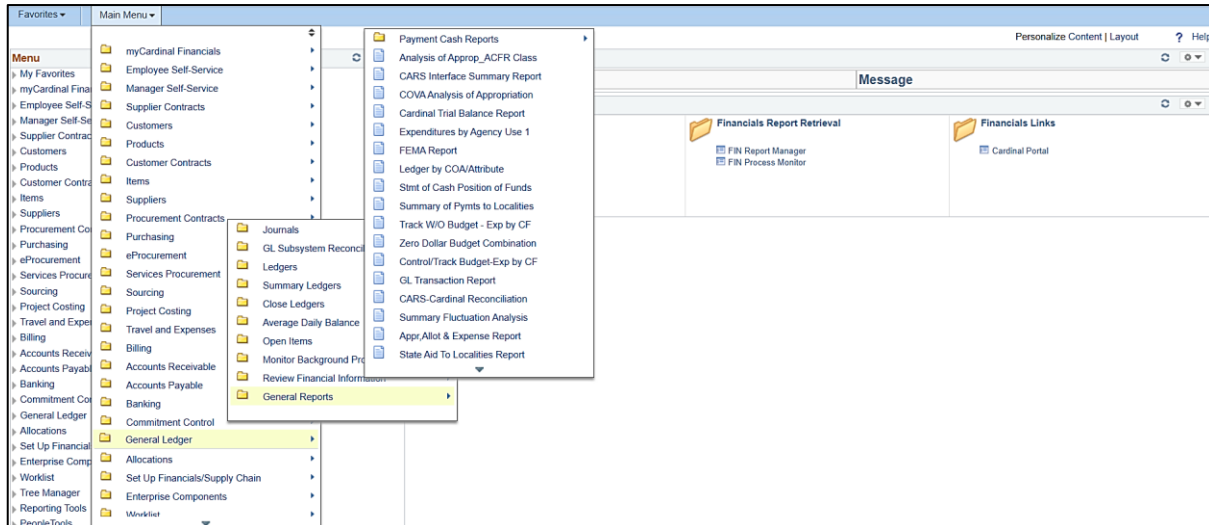| Step	Action
3.	Click the **General Ledger** link.
ℹ	The initial navigation path provided in **Step 3** and following is used specifically to generate the **Cardinal Trial Balance Report**. Remember to refer to the FIN Reports Catalogs and use the initial navigation path provided for the report being generated. The FIN Reports Catalogs are located on the Cardinal Website under **Resources**.

The **General Ledger** menu displays.

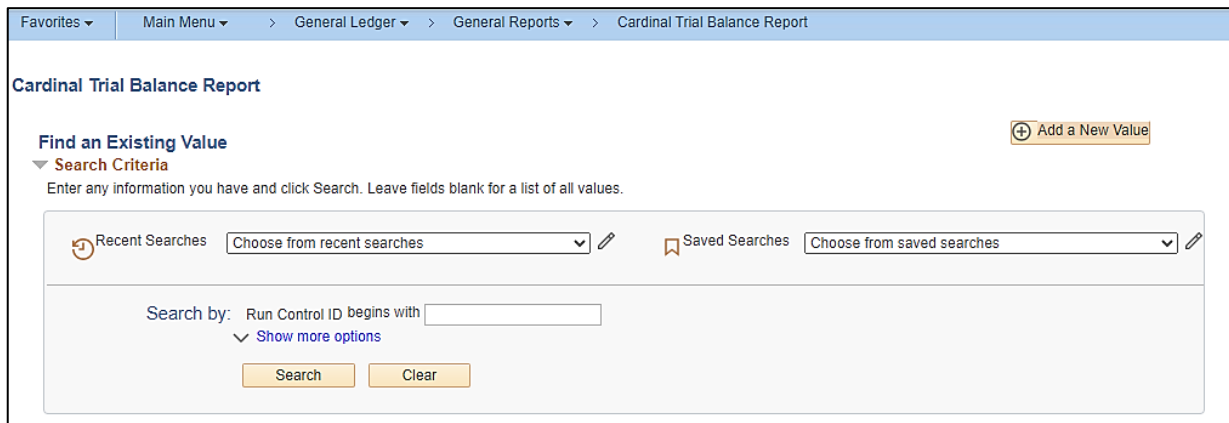| Step	Action
4.	Click the **General Reports** link.

Step	Action
	The **General Reports Menu** displays.
5.	Click the **Cardinal Trial Balance Report** link.
	The **Cardinal Trial Balance Report Find an Existing Value** page displays.
ℹ	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.
ℹ	If this is not the first time generating this report, always search for and use an existing Run Control ID before creating a new one. Users cannot delete Run Control IDs once they are created and saved. The instructions provided in Steps 6 - 8 assume that this is the first time that this report is being generated.
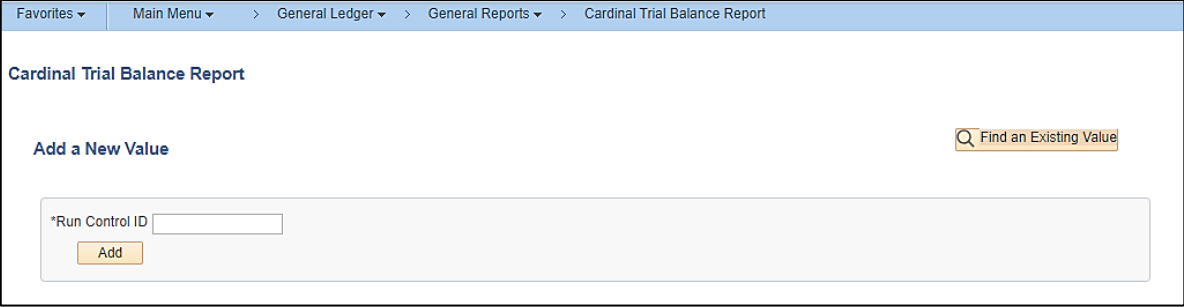
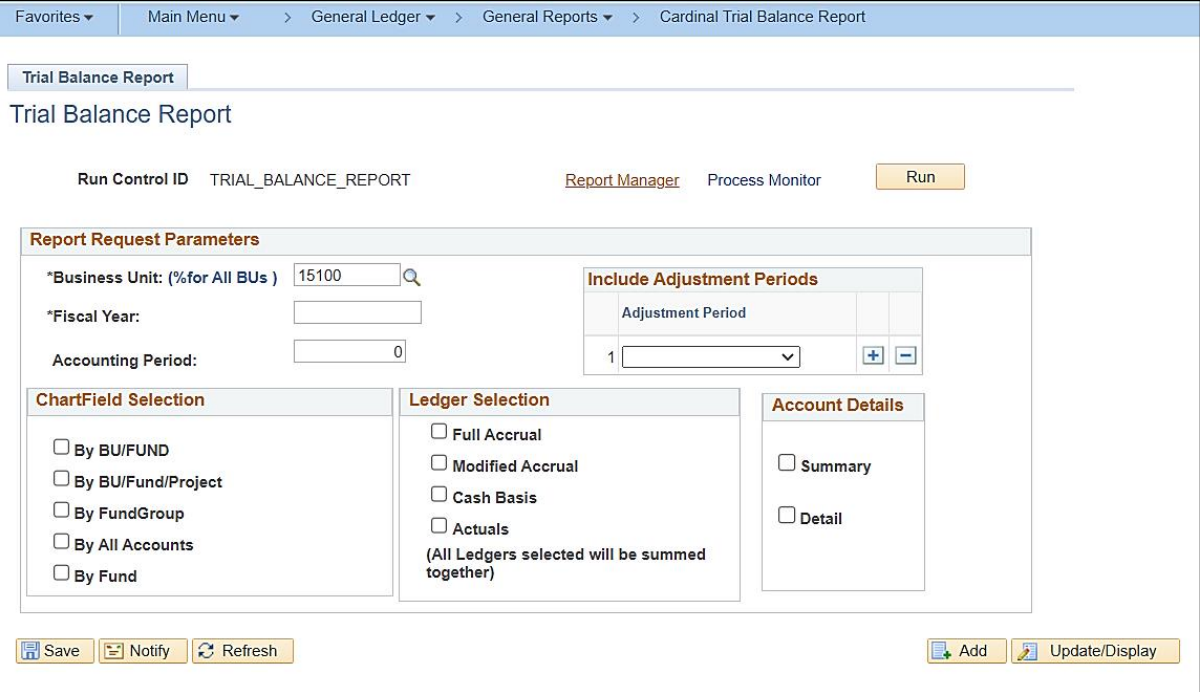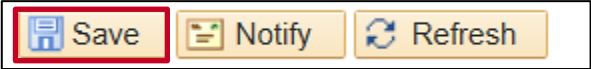| Step	Action
6.	Click the **Add a New Value** button. ⊕ Add a New Value
The **Add a New Value** page displays. Favorites ▾ Main Menu ▾ > General Ledger ▾ > General Reports ▾ > Cardinal Trial Balance Report **Cardinal Trial Balance Report** **Add a New Value** 🔍 Find an Existing Value *Run Control ID [ ] Add	
7.	Enter a Run Control ID in the **Run Control ID** field based on the following guidelines: • The Run Control ID must be unique and should be descriptive enough to help locate for future use • Up to 30 characters are allowed • No blank spaces can be used. However, an underscore "_" can be used in lieu of spaces • Do not use wildcard symbols (%) *Run Control ID [ ]
8.	Click the **Add** button. Add

Step	Action
	The **Trial Balance Report** page displays. Favorites ▾ Main Menu ▾ > General Ledger ▾ > General Reports ▾ > Cardinal Trial Balance Report **Trial Balance Report** Trial Balance Report Run Control ID TRIAL_BALANCE_REPORT Report Manager Process Monitor [Run] **Report Request Parameters** *Business Unit: (%for All BUs) 15100 🔍 **Include Adjustment Periods** *Fiscal Year: Adjustment Period Accounting Period: 0 1 [▾] [+] [−] **ChartField Selection** **Ledger Selection** **Account Details** ☐ By BU/FUND ☐ Full Accrual ☐ Summary ☐ By BU/Fund/Project ☐ Modified Accrual ☐ Detail ☐ By FundGroup ☐ Cash Basis ☐ By All Accounts ☐ Actuals ☐ By Fund (All Ledgers selected will be summed together) [Save] [Notify] [Refresh] [Add] [Update/Display]
9.	Enter the desired parameters for the report using the corresponding fields.
ℹ	Parameters are used to limit/define the specific data requirements for the report. The parameter fields available will differ based on the FIN report being generated. Refer to the FIN Reports Catalogs for a listing of the parameters available for the specific report being generated. The FIN Reports Catalogs are located on the Cardinal Website under **Resources**.
10.	Click the **Save** button. [Save] [Notify] [Refresh]

Step	Action
	Sample page with completed parameters. Favorites ▾ Main Menu ▾ > General Ledger ▾ > General Reports ▾ > Cardinal Trial Balance Report **Trial Balance Report** **Trial Balance Report** **Run Control ID** TRIAL_BALANCE_REPORT Report Manager Process Monitor [Run] **Report Request Parameters** *Business Unit: (%for All BUs) 15100 *Fiscal Year: 2025 Accounting Period: 1 **Include Adjustment Periods** Adjustment Period 1 [dropdown] [+] [−] **ChartField Selection** ☑ By BU/FUND Fund 01000 ☐ By BU/Fund/Project ☐ By FundGroup ☐ By All Accounts ☐ By Fund **Ledger Selection** ☐ Full Accrual ☐ Modified Accrual ☐ Cash Basis ☑ Actuals (All Ledgers selected will be summed together) **Account Details** ☐ Summary ☑ Detail [Save] [Notify] [Refresh] [Add] [Update/Display]
11.	Click the **Run** button. [Run]
	The **Process Schedule Request** page displays in a pop-up window. **Process Scheduler Request** × Help User ID _____ Run Control ID TRIAL_BALANCE_REPORT Server Name [dropdown] Run Date 02/04/2025 Recurrence [dropdown] Run Time 1:50:18PM [Reset to Current Date/Time] Time Zone [____] **Process List** | Select	Description	Process Name	Process Type	*Type	*Format	Distribution
---	---	---	---	---	---	---
☑	Cardinal Trial Balance Report	VGLR001	SQR Report	Web	PDF	Distribution	 [OK] [Cancel] [Refresh]
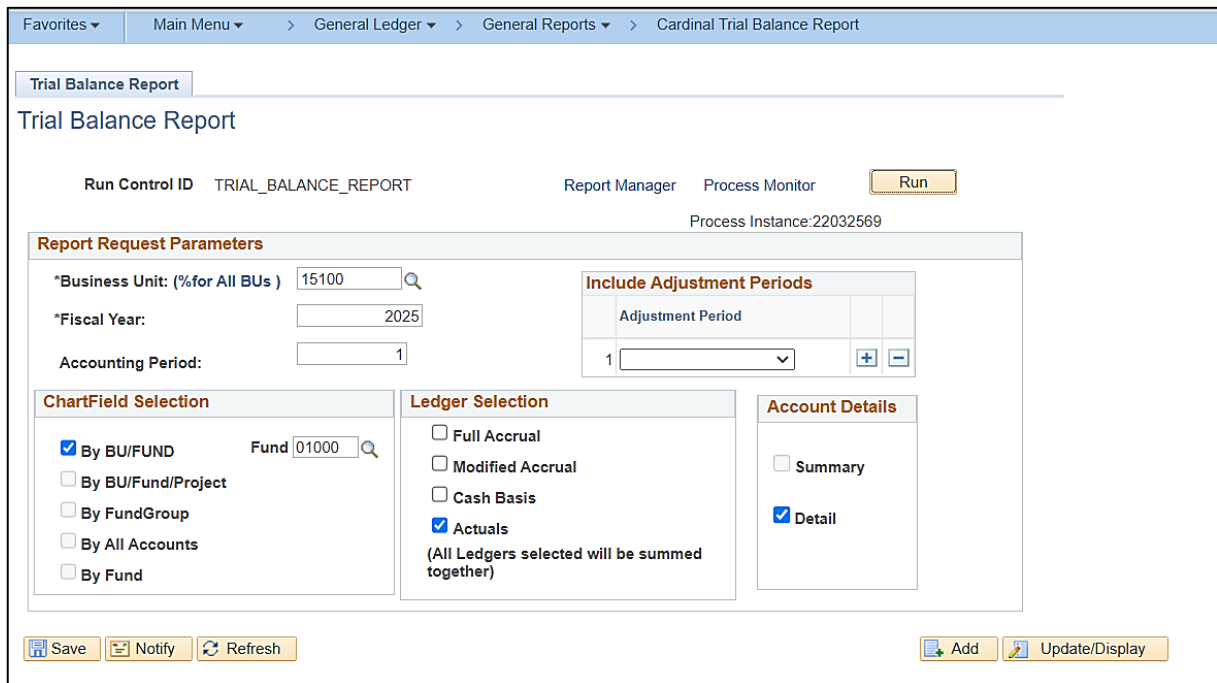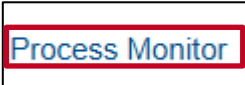
Step	Action
ℹ️	The **Type** field defaults to "Web". Update to "Email", "File", or "Printer" as desired. If "Email" is selected, use the **Distribution** link to identify the email address to send the report to. The **Format** field defaults based on the report being generated. Update as needed if other formats are available for the report being generated. Refer to the FIN Reports Catalogs to identify the formats available for each specific FIN Report. The FIN Reports Catalogs are located on the Cardinal Website under **Resources**.
12.	Click the **OK** button. OK Cancel Refresh

The **Trial Balance Report** page redisplays.

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

Trial Balance Report

Trial Balance Report

Run Control ID   TRIAL_BALANCE_REPORT   Report Manager   Process Monitor   [Run]

Process Instance:22032569

Report Request Parameters

*Business Unit: (%for All BUs)   15100   **Include Adjustment Periods**

*Fiscal Year: 2025   **Adjustment Period**

Accounting Period: 1   1   [dropdown]   [+] [−]

ChartField Selection   **Ledger Selection**   **Account Details**

☑ By BU/FUND   Fund 01000   ☐ Full Accrual   ☐ Summary
☐ By BU/Fund/Project   ☐ Modified Accrual   ☑ Detail
☐ By FundGroup   ☐ Cash Basis
☐ By All Accounts   ☑ Actuals
☐ By Fund   (All Ledgers selected will be summed together)

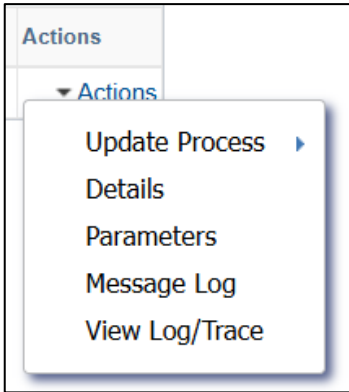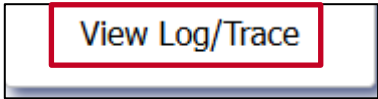[Save] [Notify] [Refresh]   [Add] [Update/Display]

ℹ️	Notice that a **Process Instance Number** has been assigned to the report request (22032569 in this example).
13.	Make note of this **Process Instance Number**.
14.	Click the **Process Monitor** link. Process Monitor

Step	Action
	The **Process List** page displays.

Step	Action
15.	Locate the applicable report within the **Process List** section using the Process Instance Number previously captured.
ℹ	The report 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. • The **Clear** button can be used to clear any defined view parameters • The **Reset** button can be used to reset back to the last saved view parameters

Step	Action
16.	Click the corresponding **Actions** dropdown button.
	The **Actions** menu displays.
17.	Click the **View Log/Trace** list item.
(i)	If the report completed with a **Run Status** of "Error", the **Message Log** list item can be used to review why the error occurred.

Step	Action
	The **View Log/Trace** page displays in a pop-up window.
18.	Click the **.PDF** link within the **File List** section to view the generated report in PDF format. | vglr001_22032569.PDF	13,796	02/04/2025 1:52:59.823582PM EST	