

Generating Financials Reports and Inquiries Overview

The purpose of this Job Aid is to walk through the processes used to generate Financials Reports and Inquiries in Cardinal.

There are different types of reports that can be run which include:

- Ad Hoc Reports: Reports that are run in real time that are run from the Cardinal Financials Home page using hyperlinks from the Main Menu or in the myCardinal Financials section
- **BI Publisher Reports**: A type of Ad Hoc Report that is retrieved from the **Report Manager** instead of the **Process Monitor** page
- nVision Reports and Drilldowns: A reporting tool that generates reports each night in batch. nVision reports use Excel 2007 or higher. Without Excel 2007 or higher, the report contents do not display in a readable format. Users must also have the "DrilltoPIA Excel Add-In" to run Drilldowns. See the Job Aid titled DrilltoPIA Add-In for nVision Drilldown for the instructions to download this Add-In. This Job Aid and the downloaded file are located on the Cardinal Website in Job Aids under Learning.

Inquiries are specific pages that are available to review details about a specific item or transaction.

For the purpose of the instructions contained in this Job Aid, reports/inquiries will be addressed using a specific example. Generally, these instructions can be used to generate any of the Cardinal Financials Reports or Inquiries. However, the initial navigation path, the parameters available, and the formats available will differ based on the specific Report or Inquiry being generated.

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

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.

Table of Contents

Revision History	3
Generating an Ad Hoc Report	4
Generating a Financials BI Publisher Report	14
Accessing nVision Reports and Using Drilldowns	23
Using Explorer to Access nVision Reports	



Using Explorer to Access Reports	.36
Generating Inquiries	.40



Revision History

Revision Date	Summary of Changes
5/16/2025	Added the sections pertaining to generating Inquiries.
3/1/2025	Updated the screenshots of the Search pages (<u>Section 1</u> , after Step 5). Added reference information to the Overview of the Cardinal FIN Search Pages Job Aid.



NAV220_Generating FIN Reports and Inquiries

Generating an Ad Hoc Report

Step	Action														
1.	Log into Cardinal Fina	ancials.													
The Card i	inal Home page displa	ys.													
Favorites -	Main Menu 🗸										Pore	onalize Conten	t I avout	2 Help	
Menu	0	o ▼ myCardi	nal Me	ssages							1 613	ondize oomen	n j cuyou	0 07	
My Favorites	increased.	Begin	Date					Me	sage						
Finite Employee Set	If-Service	myCardi	nal Fir	ancials										0 0 -	
Manager Self Supplier Cont	-Service tracts	Fir	ancials	Report Execution	Financials I	Report	Retrieva	I		P	Financials L	inks			
▶ Customers			AP Repo AR Repo	rts rts	FIN Report	rt Manag ss Monil	per for				📧 Cardinal Po	ortal			
 Products Customer Con 	ntracts		GL Repo	rts ts											
Items			PR Repo Financial	rts s Query-based Reports											
▹ Procurement	Contracts														
 Purchasing eProcurement 	t														
Services Proc Sourcing	curement														
Project Costin	ng														
Travel and Ex Billing	(penses														
															-
2	Click the Main Menu	link													
۷.		III IK.													
	Maria Maria														
	Main Menu -														
The Main	Menu displays.														
	F	Favorites 🔻	Main	Menu 🗸		_									
			-		\$										
	M	enu		myCardinal Financials	•		0	0 -							
	▶ 1	My Favorites		Employee Self-Service											
		myCardinal Final	-	Manager Self-Service											
		Manager Self-Se	-	Supplier Contracts											
	► 5	Supplier Contrac	-	Breducts											
	▶ 0	Customers		Customer Contracts											
		Products Customer Contra		Items											
		Items		Suppliers											
	۶ م ا	Suppliers		Procurement Contracts	•										
	▶ 1	Procurement Co		Purchasing	•										
		eProcurement		eProcurement	•										
	► 5	Services Procure		Services Procurement	•										
	> <	Sourcing		Sourcing	•										
	> F	Project Costing		Project Costing	•										
		Billing		Travel and Expenses	•										
	> / > /	Accounts Receiv		Billing	•										
	▶ /	Accounts Payabl		Accounts Receivable	•										
	▶ 1	Banking		Accounts Payable	•										
		General Ledger		Banking	•										
		Allocations		Commitment Control	•										
		Set Up Financial		General Ledger	•										
	▶ 1	Enterprise Comp		Allocations	•										
		VVORKIIST Tree Manager		Set Up Financials/Supply Cha	un 🕨										
	P 	Reporting Tools		Enterprise Components											
				worklist	•										



NAV220_Generating FIN Reports and Inquiries

Step	Action							
	The initial navigation path provided in Step 3 and following is used specifically to generate the Cardinal Trial Balance Report .							
1	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 in Reports Catalogs under Resources .							
3.	Click the General Ledger link.							
	General Ledger							

The General Ledger menu displays.

Favorites -	Main Menu 🕶						
	~	\$				Personalize Content Layout	? Help
Menu	myCardinal Finan	tials •	0 0 -	myCardinal Messages			0 0 -
My Favorites	Employee Self-Se	rvice •		Begin Date	Mess	age	
myCardinal Fina	Manager Self-Ser	/ice 🕨				. 3 .	
Employee Self-S	Supplier Contracts	a 🔸		myCardinal Financials			0 •
Manager Self-Se	Customers	•		Financials Report Execution	Financials Report Retrieval	Financials Links	
 Supplier Contract Customers 	Products	•		AP Reports	EIN Report Manager	Cardinal Portal	
Products	Customer Contrac	:ts 🕨		AR Reports	E FIN Process Monitor		
Customer Contra	Items	•		GL Reports			
▶ Items	Suppliers	•		PR Reports			
Suppliers	Procurement Cont	tracts		E Financials Query-based Reports			
Procurement Co	Purchasing	Journals		•			
Purchasing	eProcurement	GL Subsyste	m Reconciliation	•			
▶ eProcurement	Consider Production	Ledgers		•			
Services Procure	Camping Camping	Summary Le	dgers	•			
Project Costing	Sourcing	Close Ledge	rs	•			
Travel and Experience	Project Costing	Average Dai	ly Balance	•			
▶ Billing	Iravel and Expension	es Doen Items	-	•			
Accounts Receiv	Billing	Monitor Bac	karound Process				
Accounts Payable	Accounts Receiva	ble Review Fina	incial Information				
Banking	Accounts Payable	Conorel Der	ndar mormauon				
Commitment Cor	Banking	General Rep	ons				
General Ledger Allocations	Commitment Cont	rol					
Set Up Financial	General Ledger	•					
▶ Enterprise Comp	Allocations	•					
▶ Worklist	Set Up Financials	Supply Chain					
▶ Tree Manager	Enterprise Compo	nents					
Reporting Tools	C Worklist	,					
PeopleTools		*					
		Someral					
	lick the C	seneral	Report	S IINK.			
	- 🧰 II	Monitor F	Backord	ound Process			
		normor L	Jackyn	ound i roccoo	·		
	<u></u>						
	<u> </u>	Review F	Financia	al Information			
		tonowi	marior	armonnation			
	C		_				
		Jeneral	Report	S			



Step	Action
The Gene	eral Reports Menu displays.
Favorites - Menu) My Favoriti) myCardina) Employee :) Manager S) Suppler C) Customers) Products) Customer C) Items) Forcureme) Purchasing) Procureme) Purchasing) Procureme) Sourcing) Project Gor) Travel and) Billing) Accounts F) Banking) Accounts F] Banking) Accounts F] Banking) Accounts F] Banking] Banking] Accounts F] Banking] Banki	Main Manuer m m m m
5.	Click the Cardinal Trial Balance Report link.
The Card i	inal Trial Balance Report Find an Existing Value page displays.
Favorite	s Main Menu S General Ledger General Reports Cardinal Trial Balance Report
Cardina Find	al Trial Balance Report
Sea	arch Criteria er any information you have and click Search. Leave fields blank for a list of all values.
;	Recent Searches Choose from recent searches 🗸 🖉 🔤 Saved Searches Choose from saved searches 🗸
	Search by: Run Control ID begins with
1	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.
The Add a	A New Value page displays.
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 (%)
8.	Click the Add button.



Ste	p	Action										
The T	rial	Balance Report page disp	olays.									
	Favo	rites	lger ▼ → General Repo	orts 🔻	> Cardinal Tria	I Balance Rep	port					
	Tria	Balance Report										
	Tria	I Balance Report										
Run Control ID TRIAL_BALANCE_REPORT Report Manager Process Monitor Run												
	Re	port Request Parameters										
		Business Unit: (%for All BUs) 15100		Inc	Iude Adjustment	Periods						
		Accounting Period:	0	1	Aujustinent Fenou	~	+					
	CI	hartField Selection	Ledger Selection			Account	Detai	Is				
		By BU/FUND	Full Accrual									
		By BU/Fund/Project	☐ Modified Accrual			U Sumn	nary					
		By FundGroup By All Accounts	Actuals	d will	be summed	U Detail						
		□ By Fund	together)									
	.	ave 🔄 Notify 🤗 Refresh							📑 Add	Update/Di	splay	
9.		Enter the desired parame	eters for the re	por	t using the	corres	pon	din	ng fields.			
		Parameters are used to li	mit/define the	spe	ecific data	require	mei	nts	for the	Report.	The	
(parameter fields available	e will differ bas	sed	on the FIN	l report	bei	ng	generat	ted.		
		Refer to the FIN Reports	Catalogs for a	lis orte	ting of the	parame	eter	s a	vailable	for the	specifi Vebsite	C nin
		Reports Catalogs under	Resources.	5113	Catalogs		aicc	1 01			vebsite	, 111
10.		Click the Save button.										
		Save Notify	2 Refresh	h								



Step	Action		
The pag	e refreshes.		
Fa	worites Main Menu General Leo	edger	
	rial Balance Report		
Tr	ial Balance Report		
	Run Control ID TRIAL_BALANCE_REPOI	ORT Report Manager Process Monitor Run	
	Report Request Parameters		
	*Business Unit: (%for All BUs) 15100	Q Include Adjustment Periods	
	*Fiscal Year: 2	2025 Adjustment Period	
	Accounting Period:		
	ChartField Selection	Ledger Selection Account Details	
	By BU/FUND Fund 01000		
	By BU/Fund/Project	Cash Basis	
	By FundGroup	✓ Actuals ✓ Detail	
	By All Accounts	(All Ledgers selected will be summed	
	Save 🖾 Notify 📿 Refresh	📑 Add 🗾 Update/Display	
11.	Click the Run button.		
The Pro	cess Schedule Request pa	bage displays in a pop-up window.	
F	Process Scheduler Request		
	User ID	Run Control ID TRIAL_BALANCE_REPORT	
	Server Name	✓ Run Date 02/04/2025 第	
	Recurrence	Run Time 1:50:18PM Reset to Current Date/Time	
	Time Zone Q		
	Select Description	Process Name Process Type *Type *Format Distribution	
	 Cardinal Trial Balance Report 	VGLR001 SQR Report Web VDF Distribution	
	OK Cancel Refresh		
2			



Step	Action							
	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.							
1	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 in Reports Catalogs under Resources .							
12.	Click the OK button.							
	OK Cancel Refresh							

The Trial Balance Report page redisplays.

Favorites Main Menu	General Ledger 🔻 > General Re	eports 🔻 > Cardinal Tria	I Balance Report	
Trial Balance Report				
Trial Balance Report				
Run Control ID TRIAL RAL	ANCE REPORT	Report Manager Proce	ss Monitor	
	ANGE_REFORT	Process	Instance:22032569	
Report Request Parameters				
*Business Unit: (%for All BUs)	15100	Include Adjustment	Periods	
*Fiscal Year:	2025	Adjustment Period		
Accounting Period:	1	1	✓ + -	
ChartField Selection	Ledger Selection		Account Details	
By BU/FUND Fund	01000 C Full Accrual			
By BU/Fund/Project	Cash Basis	ual	Summary	
By FundGroup	✓ Actuals		Detail	
By All Accounts	(All Ledgers select together)	ted will be summed		
,				
🔚 Save 🖹 Notify 📿 Refresh]		📑 Add 🔰	Update/Display
Notice that a Pro	cess Instance Numb	per has been a	ssigned to the report r	equest and
displays right be	low the Process Mo	nitor link (220	32569 in this example)	
Make note of this	· Process Instance	Numbor	. ,	
. Click the Proces	ss Monitor link.			
Process Monito	or l			



Step	Action				
The Process List page displays.					
[Favorites Main Menu General Ledger General Reports Cardinal Trial Balance Report Process Monitor				
	Process List				
	View Process Request For				
	User ID Q Type V Last V 1 Days V Refresh				
	Server Name Name Instance From Instance To Clear				
	Run Status V Distribution Status V Save On Refresh Report Manager Reset				
	Process List Personalize Find View All 🔄 🔜 First ④ 1 of 1 ④ Last				
	Select Instance Seq. Process Type Process Name User Run Date/Time Run Status Distribution Status Actions				
	22032569 SQR Report VGLR001 02/04/2025 1:50:18PM EST Success Posted Details Actions 				
	Go back to Cardinal Trial Balance Benort				
	Save Notify				
l					
15.	Locate the applicable Report within the Process List section using the Process Instance				
	Number previously captured.				
	Process List				
	Select Instance Seq. Process Type Name User				
	22032569 SQR Report VGLR001				
	The report can be viewed once the Run Status field updates to either "Success" or "Error	_,,,			
	and the Distribution Status field updates to "Posted".				
	Run Status Distribution				
	Success Posted				
G	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				
	Refresh				
	Clear				
	Keset				







Ste	p	Action						
The Vi	iew	Log/Trace page disp	lays in a pop	o-up windo	w.			
ſ	Vie	w Log/Trace						×
	Dom	. out					1	Help
	Rep	on						
	R	Report ID 97496288	Process	Instance 220	32569	Message Log		
		Name VGLR001	Proc	ess Type SQI	R Report			
	Ru	n Status Success						
	Cardi	nal Trial Balance Report						
	Dist	tribution Details						
	D	istribution Node fintrn	E	xpiration Date	e 03/06/2025			
	File	List						
	Name	9	File	Size (bytes)	Datetime Cre	eated		
	SQR	_VGLR001_22032569.log	2,28	37	02/04/2025	1:52:59.823582PM	VI EST	
	vglr0	01_22032569.PDF	13,7	'96	02/04/2025	1:52:59.823582PM	VI EST	
	vglr0	01_22032569.out	16,4	12	02/04/2025	1:52:59.823582PN	VI EST	
	Dist	ribute To						
	Distri	bution ID Type	*Distribution ID					
	User							
	R	eturn						
18.		Click the .PDF link w	ithin the File	List secti	on to view	the generate	d report i	n PDF format.
		vglr001_22032569.PDF		13,796	02	2/04/2025 1:52:59	.823582PM	EST



NAV220_Generating FIN Reports and Inquiries

Generating a Financials BI Publisher Report

Step	Action							
1.	Log into Cardinal Fi	nancials						
The Card	inal Home page disp	lays.						
Favorites •	Main Menu 🕶						Personalize Content Layout	P Help
Menu		C O▼ myC	ardinal I	Messages				0 0 -
My Favorites myCardinal E	inancials	Beg	jin Dat	e		Message		
F Employee Se	If-Service	myC	ardinal I	Financials				0 0 -
Manager Sell Supplier Con	f-Service tracts		Financi	als Report Execution	Financials Re	eport Retrieval	Financials Links	
▶ Customers			AP Re	eports	FIN Report M	lanager Monitor	E Cardinal Portal	
 Products Customer Co 	intracts		GL Re	ports				
▶ Items			PR Re	ports cials Query-based Reports				
 Procurement 	Contracts							
Purchasing	1							
Services Pro	curement							
Sourcing	ng							
Fravel and Ex	xpenses							
▶ Billing								
2.	Click the Main Men	u link.						
	Main Menu 🗸							
The Main	Menu displays.							
	E	avorites 🗸	Main	Menu				
					4	\$		
				myCardinal Financials				
	Me	enu Av Equaritas		Employee Self-Service				
		nyCardinal Final		Manager Self-Service		•		
	• E	Employee Self-S		Supplier Contracts		•		
	▶ N	/lanager Self-Se		Customers		•		
	▶ S	Supplier Contrac		Products		•		
		Customers		Customer Contracts		•		
		Customer Contra		Items		•		
	▶ It	tems		Suppliers		•		
	▶ S	Suppliers		Procurement Contracts		•		
	► F	Procurement Co		Purchasing		•		
	► F	Purchasing		eProcurement		•		
	S	Services Procure		Services Procurement		•		
	s s	Sourcing		Sourcing		•		
	▶ F	Project Costing		Project Costing		•		
	▶ T	Travel and Exper		Travel and Expenses		•		
	▶ E	Billing		Billing		•		
		Accounts Pavabl		Accounts Receivable		•		
	▶ B	Banking		Accounts Payable		•		
	► C	Commitment Co		Banking		•		
	► G	General Ledger		Commitment Control				
	A 4	Allocations		General Ledger				
	S S	bet Up Financial		Allocations				
		Norklist		Set Up Financials/Supply Ch	ain			
	► T	Free Manager		Enterprise Components				
	► F	Reporting Tools		Worklist				
	▶ F	PeopleTools		Tree Manager				
	► C	Cardinal Interfac	_	Tee Manager				
		Panga My Daad						



Step	Action
3.	Click the Accounts Payable link.
	Accounts Payable
The Acco	unts Payable menu displays.
	 Accounts Receivable Accounts Payable Vouchers Banking Payments Commitment Control General Ledger Allocations Set Up Financials/Supply Chain
4.	Click the Reports list item.
	Reports
The Repo	rts menu displays.
	Accounts Receivable Accounts Payable Accounts Payable Banking Banking Commitment Control Banking General Ledger Allocations Reports Allocations Set Up Financials/Supply Chain Enterprise Components Worklist Tree Manager
5.	Click the Vouchers list item.
	Vouchers



Step	Action				
The Vouc	The Vouchers Reports Menu displays.				
	Agency to Agency Vouchers Agency to Agency Vouchers Unreimb/Reimb Petty Cash Vchrs Voucher Listing by Chartfield Voucher & Expense Accrual Rpt Match Exceptions Posted Voucher Voucher Register Supplier Voucher S Voucher Register Voucher Register Voucher Register Supplier Voucher Register Voucher Register Voucher Voucher Register Supplier Voucher Register Voucher Voucher Register Voucher Register Voucher Register Supplier Voucher Voucher Register Voucher Register Voucher Register Supplier Voucher Voucher Register Voucher Register Voucher Register Voucher Register Supplier Voucher Register Vou				
6.	Click the Voucher Register link. Voucher Register				
The Vouc	her Register Find an Existing Value page displays.				
Favor	ttes ▼ Main Menu ▼ → Accounts Payable ▼ → Reports ▼ → Vouchers ▼ → Voucher Register				
Voucl	ner Register				
Fit T	hd an Existing Value Search Criteria				
	Ther any information you have and click Search. Leave helds blank for a list of all values.				
_					
	Show fewer options				
	Search Clear				
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 .				
1	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 7 - 9 assume that this is the first time that this Report is being generated.				



*Run Control ID

Cardinal FIN Reporting Job Aid

Step	Action
7.	Click the Add a New Value button.
	Add a New Value
The Ad	d a New Value page displays.
Fa	vorites Main Menu Accounts Payable Reports Vouchers Voucher Register
νοι	icher Register
	Add a New Value

8.	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 (%)
9.	Click the Add button.
	Add



ę	Step	Action				
The	The Voucher Register page displays.					
	Favorites	Main Menu Accounts Payable Reports Vouchers Voucher Register				
	Vouc	ner Register				
		Run Control ID VOUCHER_REGISTER Report Manager Process Monitor Run Language English				
	Report I	Request Parameters				
		Business Unit 15100				
	Da	te Range Print Options				
		From Date Print Voucher Line				
		Through Date				
	R Save	E Notify Update/Display				
	10.	Enter the desired parameters for the Report using the corresponding fields.				
	a	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.				
		Report being generated. The FIN Reports Catalogs are located on the Cardinal Website in Reports Catalogs under Resources .				
	11.	Click the Save button.				
		Save Notify				
	12.	Click the Run button.				
		Run				



Step	Action	
The Proce	ess Scheduler Request page displays in a pop-up window.	
ſ	Process Scheduler Request	×
	User ID Run Control ID VOUCHER_REGISTER	нер
	Server Name V Run Date 04/22/2025	
P	Recurrence Run Time 11:14:27AM Reset to Current Date/Time	
	Time Zone	
	Process List	
	Select Description Process Name Process Type *Format Distribution	
	Voucher Register APX1010 BI Publisher Web V PDF V Distribution	
1	OK Cancel The Process Type field displays "BI Publisher" for these types of Reports.	
	The Type field defaults to "Web". Update to "Email", "File", or "Printer" as desir is selected, use the Distribution link to identify the email address to send the I	red. If "Email" Report to.
1	The Format field defaults based on the Report being generated. Update as ne formats are available for the Report being generated.	eded if other
	Refer to the FIN Reports Catalogs to identify the formats available for each spe Report. The FIN Reports Catalogs are located on the Cardinal Website in Rep Catalogs under Resources .	ecific FIN FIN
13.	Click the OK button.	
	OK Cancel	



St	ер	Action				
The	The Voucher Register page redisplays.					
[Favori	les Main Menu Accounts Payable Reports Vouchers Voucher Register				
	Vou	cher Register				
		Run Control ID VOUCHER_REGISTER Report Manager Process Monitor Run				
		Language English V Process Instance:23460677				
	Repor	t Request Parameters				
		Business Unit 15100				
	C	ate Range Print Options				
		From Date 02/01/2025 3 Print Voucher Line				
		Through Date 02/28/2025 II Print Distribution Line				
	🔒 Sa	ve 🖹 Notify Update/Display				
14	4.	Notice that a Process Instance Number has been assigned to the report request and displays just below the Process Monitor link (23460677 for this example).				
		Process Monitor				
The	Proce	ess List page displays.				
	Favo	rites Main Menu Accounts Payable Reports Vouchers Vouchers Process Monitor				
	Proc	ess List				
	View	/ Process Requests				
		User ID Q Type V Last V 1 Days V Refresh Server V Name Q Instance Range Clear				
	F	Run Status V Distribution Status Save On Refresh Report Manager Reset				
	-	Process List Personalize Find View All 🖉 🎆 First 🕢 1 of 1 🕟 Last				
	Selec	t Instance Seq. Run Control ID Process Type Process Name User Run Date/Time Run Status Distribution Details Actions				
		23460677 VOUCHER_REGISTER BI Publisher APX1010 EDT Success Posted Details *Actions				
	Go ba	ick to Voucher Register				



Step	Action
15.	Locate the applicable Report within the Process List section using the Process Instance Number previously captured.
	Process List Select Instance Seq. Run Control ID Process Type Process Name
	23460677 VOUCHER_REGISTER BI Publisher APX1010
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".
	Run Status Distribution Status Success 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
	Refresh Clear Reset
16.	Click the Report Manager link.
	on Status Save On Refresh Report Manager Reset
	Personalize Find View All Image First Image I of 1 Image Last Process Type Name User Run Date/Time Run Status Distribution Details Actions
	R BI Publisher APX1010 O4/22/2025 11:14:27AM EDT Success Posted Details * Actions



Step	Action
The Repo	rt Manager page displays.
	Favorites • Main Menu • > Accounts Payable • > Reports • > Vouchers • > Voucher Register > Process Monitor > Report Manager List Explorer Administration Archives
	View Reports For Folder Instance to Refresh Name Created On II Days I Reports Personalize Find View All [2] [2] First @ 1-2 of 2 @ Last Dast Depart Departs Completion Depart ID Process
	Report Report Description Poder Name Date/Time Report ID Instance 1 APX1010- APX1010.pdf APX1010 - APX1010.PDF General 04/22/25 11:20AM 104610441 23460677
	Go back to Process Requests Save List Explorer Administration Archives
17.	Click the link in the Report column.
	ReportsPersonalizeFindView AllImage: All and All a
The Repo	rt page displays.
	Favorites • Main Menu • > Accounts Payable • > Reports • > Voucher Register > Process Monitor > Report Manager Report I
	Distribution Details Distribution Node fintm Expiration Date 05/22/2025 File List Expiration Date 05/22/2025 Name File Size (bytes) Datetime Created APX1010.pdf 1,415,423 04/22/2025 11:20:05:057211AM EDT Distribute To Distribution ID Type "Distribution ID
	User Return
18.	Click the .pdf link within the File List section to view the generated Report in the PDF format.
	File List Name APX1010.pdf





Accessing nVision Reports and Using Drilldowns

nVision reports require Excel 2007 or higher in order to for the reports to display in a readable format.

Users must have the DrilltoPIA Excel Add-In to run Drilldowns. See the Job Aid titled **DrilltoPIA Add-In for nVision Drilldown** for the instructions to download this Add-In. This Job Aid and the downloaded file are located on the Cardinal Website in **Job Aids** under **Learning**.

Step	Action
1.	Log into Cardinal Financials.
The Card	inal Home page displays.
Pavorites • Menu) My Favorites) my Cardinal I) Employee 3) Manager Sel) Supplier Cor) Customers) Products) Customers) Products) Customers) Suppliers) Procurement) Purcurement) Purcurement) Services Pro) Sourcing) Project Cost) Sourcing) Project Cost) Straight of the second se	Man Menu - Personalize Content Layout ? Help Personalize Report Execution Personalize Report Report Execution Personalize Report Report Report Personalise Report ? Personalize Content ? Personalize Conte
	Financials Report Retrieval
The Finar	Actial Report Manager page displays with the List tab displayed by default.
A	If a "More than 1000 rows will be returned; this may take a long time" message displays, click



Step	Action
	The Financials Report Manager displays tabs to view all of the reports that are in the Cardinal system that the user is authorized to access. Tab descriptions:
1	 List: allows entry of report parameters such as the Folder, Instance range, and Name for the nVision report desired Explorer: displays hierarchical view of the folders and reports by BU and Fiscal Year Administration: displays nVision and ad hoc reports. Click the Details link to access the ad hoc reports Archives: Not used in Cardinal Financials
3.	Enter the applicable search criteria in the View Reports For section.
	View Reports For Folder Instance to Refresh Name Created On Image: Created On Image: Created On Image: Created On Image: Created On
1	 Folder: use this option to select the report to be retrieved (e.g., "APPROP BUD ACTUAL") Name: this is not a required field. It allows further narrowing of the search results Last: use the dropdown options for the reports run time span in minutes, hours, days, or years
Sample o	f a completed View Reports For section:
F	avorites Main Menu → myCardinal Financials → Financials Report Retrieval
	ist Explorer Administration Archives
	View Reports For
	Folder APPROP BUD ACTU/ Instance to Refresh Name BU15100 Created On Bit Last > 1
	Reports Personalize Find View All Image: Print in the second secon
	Report Report Description Folder Name Completion Date/Time Report ID Process Instance
	1 Report
4.	Click the Refresh button.
	Refresh



Step	Action	
The page	efreshes and the search results display under the Reports section.	
	Favorites Main Menu myCardinal Financials Financials Report Retrieval	
	List Explorer Administration Archives	
	View Reports For	
	Folder APPROP BUD ACTUAY Instance to Refresh Name BU15100 Created On Itil Lest Y 1	
	Report Report Description Folder Name Completion Report ID Process	
	BU15100- BUDVSACT BU15100-BUDVSACT FND/PRG-01000 APPROP BUD ACTUAL 07/22/24 12:02AM 98066660 22091105	
	BU15100- BUDVSACT BU15100-BUDVSACT PND/PRG- 01000 FND/PRG-01000	
	BU15100- BUDVSACT BU15100-BUDVSACT APPROP BUD ACTUAL 04/22/25 12:03AM 106044281 23772340	
	BU15100- BUDVSACT BU15100-BUDVSACT BU15100-BUDVSACT FND/PRG-01000 ACTUAL 04/19/25 12:04AM 106003863 23763167	
	BU15100- 5 BUDVSACT FND/PRG-02011 BU15100-BUDVSACT FND/PRG-02011 APPROP BUD ACTUAL 04/22/25 12:03AM 106044290 23772340	
	BU15100- 6 BUDVSACT FND/PRG-02011 BU15100-BUDVSACT FND/PRG-02011 APPROP BUD ACTUAL 04/19/25 12:04AM 106003869 23763167	
5.	Select the applicable report by clicking the corresponding link within the Report colur	mn.
	BU15100- 3 BUDVSACT BU15100-BUDVSACT APPROP BUD ACTUAL 04/22/25 FND/PRG- FND/PRG-01000 04/22/25 12:03AM 106044281 23772340	
6.	A Save Warning message displays.	
	Click the No button.	
	3. Save Warning Do you want to save your changes? Click Yes to go back and save, or No to discard your changes.	
	2 Yes No	



Step	Action
The Repo	rt page displays for the selected report.
	Report Report ID Name RPTBOOK Process Instance Process Type Name RPTBOOK Process Type Nume RPTBOOK Process Type Notestatus BU15100-BUDVSACT FND/PRG-01000 Distribution Details Distribution Node File List Name File Size (bytes) Datetime Created Name PCI 0024 01000 wher
	Distribute To Distribution ID Distribution ID Type *Distribution ID Role V_COVA_CARDINAL_REPORTER
7.	Click the .xlsx file under the File List section. File List Name RGL003A-01000.xlsx
i	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 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 display. Click the Yes button to open the Report. A pop-up message may display asking what to do with the file. Click the Open button.
8.	The Report downloads. Click the file to access it.



Step Action The downloaded file displays. File Insert Page Layout Formulas Data Review View Home Automate Add-ins Help 039 \checkmark : $\times \checkmark f_x$ + 2 0 В С D Р 0 **Commonwealth of Virginia** 3 CARDINA COVA Standard Budget to Actual - Program, Fund 4 5 6 7 Report ID: RGL003A Run Date: April 22, 202
 RGE003A
 RGE003A

 7
 Layout ID:
 VGLR003A

 8
 Scope:
 FNDS_15100

 9
 Period Ending: 2025-06-30

 10
 Business Unit: //15100

 41
 Europe:
 Run Time: 12:03:59 AM Department of Accounts 11 Fund: 12 13 01000 General Fund (Over) Under 14 Program Description Appropriation Expenditures Appropriation % of Budget Remaining 15 16 ALL PROGRAMS 21 3,501,869.00 \$ 1,392,289.77 2,109,579.23 0.60 +++++ Fin Sys Develp&Mgmt 27 Accounting Services \$ 12,292,948.00 \$ 9,310,116.08 2,982,831.92 0.24 1,512,160.00 \$ \$17,306,977.00 1,359,791.82 \$12,062,197.67 152,368.18 \$5,244,779.33 0.10 30.30% 30 31 Admin&Support Sycs ALL_PROGRAMS 32 33 34 35

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

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





Step | Action

Sample of a Report with all fields expanded.

2									
1	В	C	D	E	F	G	H	1	J
2									
3	CARDINAL	Commonwe	alth of Virginia						
4	CC	VA Standard Budget to Ac	tual - Program, Fund						
5			ι,						
6	Report ID:	RGL003A							
7	Layout ID:	VGLR003A							
8	Scope:	FNDS 15100							
9	Period Ending:	2025-06-30							
10	Business Unit:	15100	Department of Accounts						
11	Fund:	01000	General Fund						
12									
13									
14	Program	Description	Appropriation	2025-1	2025-:	2025-	3 2025-4	2025-5	2025
15									
16		ALL_PROGRAMS							
17	7240	Fin Sys Development & Mgmt	3,501,869.00	0.00	0.00	0.00	0.00	0.00	0.
18	724001	Financial System Development	0.00	48,455.44	77,808.31	44,288.61	33,887.46	66,422.02	56,689.3
19	724002	Financial System Maintenance	0.00	72,682.54	113,109.12	66,434.10	33,045.94	99,864.24	85,032
20	724004	Computer Services	0.00	0.00	0.00	0.00	0.00	0.00	0.
21		Fin Sys Develp&Mgmt	\$ 3,501,869.00	\$ 121,137.98	\$ 190,917.43	\$ 110,722.71	\$ 66,933.40	\$ 166,286.26	\$ 141,722.
22	7370	Accounting Services	12,292,948.00	0.00	0.00	0.00	0.00	0.00	0.
23	737001	General Accounting	0.00	253,658.96	393,927.75	238,524.67	120,707.56	346,239.60	239,447.1
24	737002	Disbursements Review	0.00	28,979.26	27,522.54	18,268.91	9,137.61	38,268.28	26,596.0
25	737003	Payroll Operations	0.00	143,290.52	238,527.05	143,050.48	74,036.44	213,594.94	148,299.1
	737004	Financial Reporting	0.00	475,908.30	741,575.59	505,055.35	261,449.05	760,762.31	605,767.
26		Accounting Services	\$ 12,292,948.00	\$ 901,837.04	\$ 1,401,552.93	\$ 904,899.41	\$ 465,330.66	\$ 1,358,865.13	\$ 1,020,111
26 27			4 540 400 00	0.00	0.00	0.00	0.00	0.00	0.
26 27 28	7990	Administrative & Support Svcs	1,512,160.00	440 707 00	000 001 00				
26 27 28 29	7990 799001	Administrative & Support Svcs General Management & Direction	1,512,160.00	119,787.93	206,064.82	146,710.05	105,539.34	225,192.76	181,090.
26 27 28 29 30	7990 799001	Administrative & Support Svcs General Management & Direction Admin&Support Svcs	1,512,160.00 0.00 \$ 1,512,160.00 \$	119,787.93 \$ 119,787.93	206,064.82 \$ 206,064.82	\$ 146,710.05 \$ 146,710.05	105,539.34 \$ 105,539.34	\$ 225,192.76	\$ 181,696.
26 27 28 29 30 31	7990 799001	Administrative & Support Svcs General Management & Direction Admin&Support Svcs ALL_PROGRAMS	1,512,160.00 0.00 \$ 1,512,160.00 \$ 1,512,160.00 \$ 17,306,977.00	119,787.93 \$ 119,787.93 \$1,142,762.95	206,064.82 \$ 206,064.82 \$ \$1,798,535.11	\$ 146,710.05 \$ 146,710.05 \$ \$1,162,332.1	\$ 105,539.34 \$ 105,539.34 7 \$637,803.40	\$ 225,192.76 \$ 225,192.76 \$1,750,344.15	\$ 181,696. \$1,343,529
26 27 28 29 30 31 32	7990 799001	Administrative & Support Svcs General Management & Direction Admin&Support Svcs ALL_PROGRAMS	1,512,160.00 0.00 \$ 1,512,160.00 \$17,306,977.00	119,787.93 \$ 119,787.93 \$1,142,762.95	206,064.82 \$ 206,064.82 5 \$1,798,535.11	\$ 146,710.05 \$ 146,710.05 8 \$1,162,332.1	\$ 105,539.34 \$ 105,539.34 7 \$637,803.40	\$ 225,192.76 \$ 225,192.76 \$ 1,750,344.15	\$ 181,690. \$ 181,696. \$1,343,529

The nVision Drilldown feature is useful to determine the transactions included in an amount on the Report. To drilldown 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 displays 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) or on a cell in the "Appropriation" column or any "Budget" column.

9. Select the applicable cell to drilldown by clicking in the applicable cell.

2025-	2025-2	-1	2025-	on	Appropriation	Description	Program
						ALL_PROGRAMS	
0.00	0.00	0	0.00	00	3,501,869.00	Fin Sys Development & Mgmt	7240
44,288.61	77,808.31	4	48,455.44	00	0.00	Financial System Development	724001
66,434.10	113,109.12	4	72,682.54	00	0.00	Financial System Maintenance	724002
0.00	0.00	D	0.00	00	0.00	Computer Services	724004
110,722.71	\$ 190,917.43	8 \$	\$ 121,137.98	00	\$ 3,501,869.00	Fin Sys Develp&Mgmt	
0.00	0.00	0	0.00	00	12,292,948.00	Accounting Services	7370
238,524.67	393,927.75	6	253,658.96	00	0.00	General Accounting	737001
18,268.91	27,522.54	6	28,979.26	00	0.00	Disbursements Review	737002
143,050.48	238,527.05	2	143,290.52	00	0.00	Payroll Operations	737003

10.

i

Click the **Add-Ins** menu and the **nVisionDrill** menu opens at the top of the page.

File	Home	Insert	Page Layout	Formulas	Data	Review	View	Automate	Add-ins	Help
r	VisionDrill ~									
Men	u Command	s					1			



NAV220_Generating FIN Reports and Inquiries

Step	Action
11.	Click the nVisionDrill dropdown button.
	File Home Inser
12.	The Drill option displays.
	Click the Drill option.
	nVisionDrill ~ D <u>r</u> ill

The Run Drilldown page displays.

Run Drilld	own					
Report Instan	ce:	23772340	106044281			
Rov	v:	18			Column:	6
*Түр	e:	Web	~			
Available Dr	illdown	Layouts	Personalize Find	🖉 📑 First	🕢 1-19 of 19 🕑 L	ast
Description				* Server Name	Run Drilldown	
Account by Bus	iness U	nit		PSNT1 V	Run Drilldown	
Account by Per	iod			PSNT1 ¥	Run Drilldown	
Account by Pro	duct			PSNT1 ¥	Run Drilldown	
Business Unit b	y Period	I		PSNT1 ¥	Run Drilldown	
Business Unit b	y Accou	nt		PSNT1 ¥	Run Drilldown	
Business Unit b	y Produ	ct		PSNT1 ¥	Run Drilldown	
Product by Acc	ount			PSNT1 ¥	Run Drilldown	
Product by Bus	iness Ur	it		PSNT1 V	Run Drilldown	
Product by Peri	od			PSNT1 V	Run Drilldown	
Drilldown by Ag	ency Us	e 1		PSNT1 V	Run Drilldown	
Drilldown by Ta	sk			PSNT1 V	Run Drilldown	
Drilldown by Fl	PS			PSNT1 V	Run Drilldown	
Drilldown by As	set			PSNT1 V	Run Drilldown	
Drilldown by Co	st Cente	er		PSNT1 V	Run Drilldown	
Drilldown by De	partmer	ıt		PSNT1 V	Run Drilldown	
Drilldown by Ag	ency Us	e 2		PSNT1 ¥	Run Drilldown	
Drilldown by Jo	urnal			PSNT1 V	Run Drilldown	
Drilldown by Vo	ucher			PSNT1 ¥	Run Drilldown	
Drilldown by En	nplovee			PSNT1 V	Run Drilldown	



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



Step	Action
13.	Click the Run Drilldown button to the right of the applicable drilldown layout description to run the Report.
	Drilldown by Department PSNT1 V Run Drilldown
1	A disclaimer message may display regarding the number of rows potentially being returned. This Excel message screen may be hiding behind another screen. If the message is not visible, click the Excel icon on the toolbar at the bottom of the screen. Click the OK button on the message to continue. If performance issues with a drilldown are experienced, consider modifying the scope of the drilldown.
Cardinal c	pens the Administration tab on the FIN Report Manager page.
F	iavorites Main Menu → Drilldown
l	ist Explorer Administration Archives
	/iew Reports For
	User ID Type Last V 1 Hours V Refresh
	Personalize Find View All 🗐 🧮 First 🕢 1 of 1 💽 ast
s	elect ID Instance Description Registration Provide Pro
(D 106092558 23780771 DR_23772340_23780771_RGL003A-01000.xlsx 04/23/2025 8:15:08AM Files (*.xls) Posted Details
ال ال Lis	Select All Deselect All Delete Click the delete button to delete the selected report(s)
ĺ	Drilldown report file names begin with "DR" and end with ".xlsx". The Report name in the Description column is the link 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.
14.	Click the Description link for the Report. Description DR_23772340_23780771_RGL003A-01000.xlsx



Step	Action
The repor	t downloads.
	Q ☆ ♪ ∴ ② ÷ Recent download history ⊗ Sign Out DR_23772340_23780771_RGL003A-01000 .xlsx 16.9 KB + Done Full download history □ □
15.	Click the list item to open the downloaded file. DR_23772340_23780771_RGL003A-01000 _xlsx 16.9 KB + Done
i	A pop-up message may display stating that results exceed 1,000 lines or that the file is in a different format than the extension. If this message appears, click the OK or Yes button to continue.
The Repo	rt opens in Excel.
1 1 1 1 2 4 2 3 4 4 5 8 6 7 1 1 1 1 1 1 1 1 1 1 1 1 1	B C D E F G H I J Image: Commonwealth of Virginia Drilldown by Department Image: Commonwealth of Virginia Drilldown by Department of Accounts Image: Commonwealth of Virginia Drilldown by Department of Accounts Image: Commonwealth of Virginia Department Image: Commonwealth of Virginia Drilldown by Department of Accounts Image: Commonwealth of Virginia Drilldown by Department of Accounts <td< td=""></td<>
16.	Additional drilldown Reports can be initiated from this Report as needed. In this example, the drilldown shows that the value was charged to two Departments (98300 and 98400) which total the "\$77,808.31".
	Department Description Budget 2025-1 2025-2 98300 Systems Analysis & Programming 0.00 16,369.41 29,783.51 98400 Chief Technology Officer & DBA 0.00 32,086.03 48,024.80 All Departments \$0.00 \$48,455.44 \$77,808.31
i	 In some cases, the number in the Drilldown may not match the nVision. This is usually caused by a transaction that occurred on the current date. nVisions are typically created nightly or generated when triggered by transaction activity DrillDowns are real time (based on the current date they are run) If there is a discrepancy, typically the Drilldown by Journal can be run to identify the transaction that occurred on the current date that was not included in the totals on the nVision report.



Using Explorer to Access nVision Reports

Explorer is one of the tabs on the **FIN Report Manager** page. The **Explorer** tab allows access to nVision and other reports and displays an hierarchical view of the folders and reports by BU and Fiscal Year.

This section of the Job Aid will walk through the steps for using the **Explorer** to access nVision Reports.

Step	Action
1.	Log into Cardinal Financials.

The Cardinal Home page displays.

				Personalize Conten	nt Layout ? Help
Menu	0 0 -	myCardinal Messages			0 0 7
My Favorites		Begin Date	Messa	de	
myCardinal Financials		Pogin Pato	moodu	90	
Employee Self-Service		myCardinal Financials			0 0 -
Manager Self-Service		Financials Report Execution	Financials Report Retrieval	Financials Links	
Supplier Contracts					
Customers		AP Reports	E FIN Report Manager	E Cardinal Portal	
Products		AR Reports	E FIN Process Monitor		
Customer Contracts		PA Reports			
Items		PR Reports			
Suppliers		E Financials Query-based Reports			
Procurement Contracts					
Purchasing					
eProcurement					
Services Procurement					
Sourcing					
Project Costing					
Travel and Expenses					
Billing					

Click the **Fin Report Manager** link in the **myCardinal Financials** section.



The **Financial Report Manager** page displays with the **List** tab displayed by default.

View	w Reports	For							
Fold	er	~	Instance	to		Re	efresh		
Nan	пе		Created On		🛐 La	st	\sim	1 Days	\sim
Re	ports			Personalize Find	View All 📔 📴	0 🏢	First 🕚	1 of 1 🕟 Last	
	Report	Report Desc	ription	Folder Name	Co Da	mpletion te/Time	Report ID	Process Instance	
1	Report								

2.



Step	Action
i	If a "More than 1000 rows will be returned; this may take a long time" message displays, click the Cancel button to continue.
3.	Click the Explorer tab.
	List Explorer Administration Archives
i	The Explorer tab may take 2-3 minutes to display as it loads the reports which go back several years.
The Expl	orer tab displays.
	Favorites • Main Menu • myCardinal Financials • Financials Report Retrieval
	List Explorer Administration Archives First Previous Next Last Left Right
	PROJEXP ACTIVITY
	PRO EXP ACCOUNT PRG CSC BUD ACTUAL OPRL BUD ACTUAL
	APPROP BUD ACTUAL 2014 Statewide Rpts 2015 Statewide Rpts
	DEPT EXP ACCOUNT CSC EXP ACCOUNT PROJ EXP TASK
	PROJ FIN SUMMARY 13600 Batch Rpts 50500 Batch Rpts
	Image: Booton Date: Hypers I
	60100 Batch Rpts 19900 Batch Rpts 72500 Batch Rpts
	The Explorer tab displays a hierarchical view of the folders and reports by BU and Fiscal
1	Year. Use the buttons (First , Previous , Next , Last , Left , and Right) to navigate to the applicable Folder.
4.	Click the applicable Folder for the nVision Report to be accessed.
	➡ APPROP BUD ACTUAL



Step	Action
The selec	ted Folder expands.
	Image: Bell actual Image: Bell actual
5.	Locate and click to expand the applicable Business Unit Folder.
The Busin	ess Unit folder expands.
	 ▶ FY2012 ▶ FY2013 ▶ FY2014 ▶ FY2015 ▶ FY2016 ♥ FY2016 ♥ FY2017 ♥ FY2018 ♥ FY2019 ₱ FY2020 ₱ FY2021 ₱ FY2021 ₱ FY2022 ₱ FY2023 ♥ FY2024 ♥ FY2025
6.	Locate and expand the applicable Fiscal Year (FY) Folder.



Step	Action						
The Folde	The Folder expands.						
	Image: FY2025 Image: BU15100-BUDVSACT FND/PRG-01000 - 2025-05-03-00.04.55.617476] Image: BU15100-BUDVSACT FND/PRG-02011 - 2025-05-03-00.04.55.593764] Image: BU15100-BUDVSACT FND/PRG-02081 - 2025-05-03-00.04.55.593894] Image: BU15100-BUDVSACT FND/PRG-02111 - 2025-05-03-00.04.55.617619] Image: BU15100-BUDVSACT FND/PRG-02700 - 2025-05-03-00.04.55.617619] Image: BU15100-BUDVSACT FND/PRG-02870 - 2025-05-03-00.04.55.617763] Image: BU15100-BUDVSACT FND/PRG-02880 - 2025-05-03-00.04.55.594123] Image: BU15100-BUDVSACT FND/PRG-02880 - 2025-05-03-00.04.55.617924] Image: BU15100-BUDVSACT FND/PRG-02900 - 2025-05-03-00.04.55.617924] Image: BU15100-BUDVSACT FND/PRG-06011 - 2025-05-03-00.04.55.618042] Image: BU15100-BUDVSACT FND/PRG-06080 - 2025-05-03-00.04.55.618042] Image: BU15100-BUDVSACT FND/PRG-06090 - 2025-05-03-00.04.55.618191] Image: BU15100-BUDVSACT FND/PRG-06090 - 2025-05-03-00.04.55.618191] Image: BU15100-BUDVSACT FND/PRG-06090 - 2025-05-03-00.04.55.618191] Image: BU15100-BUDVSACT FND/PRG-06150 - 2025-05-03-00.04.55.618191] Image: BU15100-BUDVSACT FND/PRG-06150 - 2025-05-03-00.04.55.618191] Image: BU15100-BUDVSACT FND/PRG-06150 - 2025-05-03-00.04.55.594511] Image: BU15100-BUDVSACT FND/PRG-06150 - 2025-05-03-00.04.55.594511]						
7.	 □ [BU15100-BUDVSACT FND/PRG-09362 - 2025-05-03-00.04.56.617482] □ [BU15100-BUDVSACT FND/PRG-10110 - 2025-05-03-00.04.56.593815] □ [BU15100-BUDVSACT FND/PRG-12110 - 2025-05-03-00.04.56.593961] □ [BU15100-BUDVSACT FND/PRG-15000 - 2025-05-03-00.04.56.617690] 7. Click the desired Report link. □ [BU15100-BUDVSACT FND/PRG-01000 - 2025-05-03-00.04.55.617476] 						
The Repc	Report Report ID 106432228 Process Instance 23852545 Mame RPTBOOK Process Type nVision-ReportBook						
	BU15100-BUDVSACT FND/PRG-01000 Distribution Details Distribution Node finprd Expiration Date 09/17/2052 File List Name File Size (bytes) Datetime Created RGL003A-01000.xlsx 21,478 Distribute To Distribution ID Type *Distribution ID Type						
8.	Role V_COVA_CARDINAL_REPORTER Follow Steps 7 – 16 in the section of this Job Aid titled Accessing nVision Reports and Drilldowns to access the Report and execute drilldowns.						





Using Explorer to Access Reports

The Explorer is one of the tabs on the **FIN Report Manager** page. The **Explorer** tab allows access to nVision and other reports and displays a hierarchical view of the folders and reports by BU and Fiscal Year.

The specific steps to access reports will vary depending on the Report that is being accessed.

Step	Action							
1.	Log into Cardinal Financ	als.						
The Card	inal Financials Home pag	ge displays.						
Favorites -	Main Menu 🕶							
Menu	0.07	mvCardinal Messages		Personalize Content Layout	? Help			
My Favorites	3	Begin Date	Message					
► myCardinal F ► Employee Set	Financials elf-Service	myCardinal Financials			0 0 -			
Manager Sel Supplier Cor	If-Service	Financials Report Execution	Financials Report Execution Financials Report Retrieval					
Customers	uacts	AP Reports	FIN Report Manager	E Cardinal Portal				
Products Customer Co	antra-te	AR Reports	E FIN Process Monitor					
Items	unuaus	PR Reports						
Suppliers	t Contracte	E Financials Query-based Reports						
 Purchasing 	comatts							
 Procurement Services Pro 	nt							
▶ Sourcing								
Project Cost Travel and E	ing ixpenses							
▶ Billing								
	Financials Report Re FIN Report Manager FIN Process Monitor	<u>trieval</u>						
The Finar	Favorites - Main Menu -	<pre>ge displays with the L > myCardinal Financials + > Fir</pre>	ist tab displayed by	/ default.				
	List Explorer Administration	Archives						
	View Reports For							
	Folder	Instance to	Refresh					
	Name	Created On	i Last ✓	1 Days 🗸				
	Reports	Personalize Find	View All [2] 🙀 First 🕚 1	Decessor				
	Report Report Desc	ription Folder Name	Date/Time ID	Instance				
	1 Report							
	Save							
	List Explorer Administration Archive	es						
i	If a "More than 1000 row the Cancel button to con	s will be returned; this tinue.	s may take a long tii	me" message disp	olays, click			



Step	Action
1	 The Financials Report Manager displays tabs to view all of the reports that are in the Cardinal system that the user is authorized to access. Tab descriptions: List: allows entry of report parameters such as the Folder, Instance range, and Name for the nVision report desired Explorer: displays hierarchical view of the folders and reports by BU and Fiscal Year Administration: displays nVision and ad hoc reports. Click the Details link to access the ad hoc reports Archives: Not used in Cardinal Financials
3.	Click the Explorer tab. List Explorer Administration Archives
i	The Explorer tab may take 2-3 minutes to display as it loads the reports which go back several years.
The Expl	Favorites • Main Menu • myCardinal Financials • Financials Report Retrieval List Explorer Administration Archives First Previous Next Last Left Right Previous Next Previous Next Right Previous Revious Next Revious Next Previous Revious Revious Next Revious Previous Revious Revious Revious Revious Dert Exp Accoount Revious Revious Rev
ĺ	The Explorer tab displays a hierarchical view of the folders and reports by Business Unit (BU) and Fiscal Year (FY). Adhoc and nVision reports can be accessed by clicking and expanding the applicable Folders. Selected folders are highlighted in yellow.



NAV220_Generating FIN Reports and Inquiries



The available reports display.

		Favorites 🗸	Main Menu 🗸	>	myCardinal Financials 🗸	>	Financials Report Retrieval
		1 50500	Batch Rpts				
		🗁 🗚 🖂	ROMPT PAY RPTS				
		🖹 [VA	APR0525 - 2025-05-0	01-23.03	03.03.918326]		
		🖹 [VA	APR0525 - 2025-04-0	01-23.08	8.28.312555]		
		B [VA	APR0525 - 2025-03-0	04-00.5	5.07.108700]		
		🖹 [VA	APR0525 - 2025-02-0	03-23.50	0.23.661342]		
		🖹 [VA	APR0525 - 2025-01-0	03-02.20	20.11.231432]		
		E [VA	APR0525 - 2024-12-0	02-23.30	6.28.931744]		
		🖹 [VA	APR0525 - 2024-11-0	01-23.48	8.26.436618]		
		🖹 [VA	APR0525 - 2024-10-0	02-00.10	6.02.303671]		
		🖹 [VA	APR0525 - 2024-09-0	04-00.44	4.40.467635]		
		🖹 [VA	APR0525 - 2024-08-0	01-23.54	54.27.338011]		
		🖹 [VA	APR0525 - 2024-07-0	02-01.24	24.38.141080]		
		🖹 [VA	APR0525 - 2024-06-0	03-23.02	2.23.335869]		
		🖹 [VA	APR0525 - 2024-05-0	02-00.02	2.44.777122]		
		🖹 [VA	APR0525 - 2024-04-0	01-23.30	86.22.506603]		
		E [VA	APR0525 - 2024-03-0	01-23.4	7.05.514373]		
		E [VA	APR0525 - 2024-02-0	01-23.5	51.02.351197]		
		E [VA	APR0525 - 2024-01-0	03-00.08	8.55.971139]		
		🖹 [VA	APR0525 - 2023-12-0	01-23.40	0.39.504929]		
		🖹 [VA	APR0525 - 2023-11-0	01-23.43	3.35.338146]		
		E [VA	APR0525 - 2023-10-0	02-23.3	9.47.065207]		
		E [VA	APR0525 - 2023-09-0	01-22.48	8.11.511996]		
			APR0525 - 2023-08-0	01-23.20	20.39.418757]		
		₿ [VA	APR0525 - 2023-07-0	01-21.03	3.15.688759]		
5.	The applica	able folde	r is selected	d.			
	Click the a	oplicable l	link.				
			V DDTC				
		ROIVIP I PA					
	🖹 [VA	PR0525 - 2	025-05-01-23.	03.03	3.9183261		



Report ID 106377566 Process Instance 23843923 Message Log Name VAPR025 Process Type SQR Report Run Status Success VAPR025 Distribution Details Distribution Details Distribution Node finprd Expiration Date 01/25/2028 File List File Size (bytes) Distribution 2844932.3 PDF VAPR0252, 10000_23849323.PDF 16,852 0501/2025 11:030.3 918322PM EDT VAPR0252, 10000_23849323.PDF 16,856 0501/2025 11:030.3 918322PM EDT VAPR0252, 10000_23843923.PDF 16,856 0501/2025 11:030.3 918322PM EDT VAPR0252, 11000_23843923.PDF 16,856 0501/2025 11:030.3 918	Report ID 100877566 Process Type SOR Report Name VAPR0825 Process Type SOR Report Name VAPR0825 Process Type SOR Report VAPR0825 Distribution Defails Distribution Defails Distribution Defails Name VAPR0826 22441 06/01/22621 100.03.918322PM EDT VAPR0825 Total 06/01/2262 110.00.03.918322PM EDT VAPR0825.100.00.23843923.PDF 16,962 06/01/2262 110.00.03.918322PM EDT VAPR0825.1000_2002 23443923.PDF 16,962 06/01/2262 110.00.03.918322PM EDT VAPR0825.100.00.23843923.PDF 16,948 06/01/2262 110.00.03.91832PM EDT VAPR0825.100.00.23843923.PDF 16,948 06/01/2262 110.00.03.91832PM EDT VAPR0825.1100.02.3843923.PDF 16,948 06/01/2262 110.00.03.91832PM EDT VAPR0825.1100.02.3843923.PDF 16,946 06/01/2262 110.00.03.91832PM EDT VAPR0825.1100.02.3843923.PDF 16,966 06/01/2262 110.00.03.91832PM EDT VAPR0825.1100.02.3843923.PDF 16,966 06/01/2262 110.00.03.91832PM EDT VAPR0825.1100.02.3843932.PDF 16,966 06/		Report			
Name VAPR0525 Process Type SOR Report Run Status Success VAPR0525 VIPR0525 Distribution Details Distribution Node finprd Expiration Date (01/25/2028) File List Name NAR0525_10000_23843923.PDF 17.216 VAPR0525_10000_23843923.PDF 16.662 VAPR0525_10000_23843923.PDF 16.662 VAPR0525_10000_23843923.PDF 16.662 VAPR0525_10000_23843923.PDF 16.662 VAPR0525_10000_23843923.PDF 16.664 VAPR0525_10000_23843923.PDF 16.665 VAPR0525_11000_23843923.PDF 16.667 VAPR0525_11000_23843923.PDF 16.667 VAPR0525_11000_23843923.PDF 16.667 VAPR0525_11000_23843923.PDF 16.667 VAPR0525_111000_23843923.PDF 1	Name VAPR0325 Process Type SOR Report Run Status Success Supersord Supersord Supersord Distribution Node finprd Expiration Date 01/25/2028 File Istitus Distribution Node finprd Expiration Date 01/25/2028 File Istitus File State (tytes) Datetime Created Supersord <		Report ID 106377566	Process Instance 23	3843923 Message Log	
Run Status Success VAPR0525 Distribution Node finprd Expiration Date 01/25/2028 File List Name File Size (bytes) Datetime Created SOR, VAPR0525, 23843923.PDF 16,802 05/01/2025 11:03:03.918326PM EDT VAPR0525, 1000, 23843923.PDF 16,802 05/01/2025 11:03:03.918326PM EDT VAPR0525, 1000, 23843923.PDF 16,802 05/01/2025 11:03:03.918326PM EDT VAPR0525, 1000, 23843923.PDF 16,848 05/01/2025 11:03:03.918326PM EDT VAPR0525, 1000, 23843923.PDF 16,848 05/01/2025 11:03:03.918326PM EDT VAPR0525, 1000, 23843923.PDF 16,848 05/01/2025 11:03:03.918326PM EDT VAPR0525, 1000, 23843923.PDF 16,856 05/01/2025 11:03:03.918326PM EDT VAPR0525, 1000, 23843923.PDF 16,856 05/01/2025 11:03:03.918326PM EDT VAPR0525, 1100, 23843923.PDF 16,856 05/01/2025 11:03:03.918326PM EDT VAPR0525, 1100, 23843923.PDF 16,956 05/01/2025 11:03:03.918326PM EDT VAPR0525, 1100, 2384	Run Status Success VaPRo525 Distribution Node finprd Expiration Date 0/125/2028 File List NuPRo525, 23843923.0g 2,241 Opfor10205 f103003.918326PM EDT VAPR0525, 1000, 23843923.PDF 16,892 Opfor10205 f103003.918326PM EDT VAPR0525, 1000, 23843923.PDF 16,892 Opfor10205 f103003.918326PM EDT VAPR0525, 1000, 23843923.PDF 16,892 Opfor10205 f103003.918326PM EDT VAPR0525, 1000, 23843923.PDF 16,844 Opfor12025 f103003.918326PM EDT VAPR0525, 1000, 23843923.PDF 16,845 Opfor12025 f103003.918326PM EDT VAPR0525, 1000, 23843923.PDF 16,845 Opfor12025 f103003.918326PM EDT VAPR0525, 1100, 23843923.PDF 16,845 Opfor12025 f103003.918326PM EDT VAPR0525, 1100, 23843923.PDF 16,857 Opfor12025 f103003.918326PM EDT VAPR0525, 1100, 23843923.PDF 16,857 Opfor12025 f10303.918326PM EDT VAPR0525,		Name VAPR0525	Process Type St	QR Report	
VAR0525 Distribution Node finprd Expiration Date 01/25/2028 File List Distribution Node finprd Expiration Date 01/25/2028 SGR_VAPR0525_23043923.log 2.241 05/01/2025 11:03:03.918326PM EDT VAPR0525_10020_23843923.PDF 16.952 05/01/2025 11:03:03.918326PM EDT VAPR0525_10200_23843923.PDF 16.952 05/01/2025 11:03:03.918326PM EDT VAPR0525_10200_23843923.PDF 16.968 05/01/2025 11:03:03.918326PM EDT VAPR0525_10200_23843923.PDF 16.968 05/01/2025 11:03:03.918326PM EDT VAPR0525_10200_23843923.PDF 16.968 05/01/2025 11:03:03.918326PM EDT VAPR0525_1000_23843923.PDF 16.967 05/01/2025 11:03:03.918326PM EDT VAPR0525_11000_23843923.PDF 16.967 05/01/2025 11:03:03.9	UPPRO25 Distribution Node: fir prof Explication Date: 0/12/5/2028 Normalization Normalization Normalization NARROSS_10000_2384/3923.PDF 16,862 0/0/12/05/10303.9183326PM EDT NARROSS_10000_2384/3923.PDF 16,862 0/0/12/05/10303.9183326PM EDT NARROSS_10000_2384/3923.PDF 16,862 0/0/12/05/10303.9183326PM EDT NARROSS_10000_2384/3923.PDF 16,862 0/0/12/05/10303.9183326PM EDT NARROSS_10000_2384/3923.PDF 16,865 0/0/12/05/10303.9183326PM EDT NARROSS_10000_2384/3923.PDF 16,865 0/0/12/05/10303.918326PM EDT NARROSS_11000_2384/3923.PDF 16,865 0/0/12/05/11/03/03.918326PM EDT NARROSS_11000_2384/3923.PDF 16,862 0/0/12/02/11/03/03.918326PM EDT NARROSS_11000_2384/3923.PDF 16,862 0/0/12/02/11/03/03.918326PM EDT NARROSS_11000_2384/		Run Status Success			
Unitial control of the state of th	Vertradiu Expiration Date Distribution Node fingrd Expiration Date Sign_VAPR0525_23843923.log 2.241 VAPR0525_10000_23843923.PDF 16.952 VAPR0525_10200_23843923.PDF 16.952 VAPR0525_10200_23843923.PDF 16.952 VAPR0525_10200_23843923.PDF 16.952 VAPR0525_10200_23843923.PDF 16.952 VAPR0525_10200_23843923.PDF 16.956 VAPR0525_10200_23843923.PDF 16.956 VAPR0525_10200_23843923.PDF 16.956 VAPR0525_10200_23843923.PDF 16.956 VAPR0525_10200_23843923.PDF 16.956 VAPR0525_11000_23843923.PDF 16.956 VAPR0525_11000_23843923.PDF 16.957 VAPR0525_1100_23843923.PDF 16.956 VAPR0525_1100_23843923.PDF 16.957 VAPR0525_1100_23843923.PDF 16.956 VAPR0525_1100_23843923.PDF 16.956 VAPR0525_1100_23843923.PDF 16.957 VAPR0525_1100_23843923.PDF 16.956 VAPR0525_1100_23843923.PDF 16.957 VAPR0525_1100_23843923.PDF 16.958 VAPR0525_110		\/A DD0525			
Distribution Node finprd Expiration Date Dit/25/2028 File List Distribution Node finprd Expiration Date Distribution Node finprd SQR_VAPR0525_23843923.log 2,241 05/01/2025 11:03:03.918326PM EDT VAPR0525_10000_23843923.PDF 16,852 05/01/2025 11:03:03.918326PM EDT VAPR0525_10200_23843923.PDF 16,852 05/01/2025 11:03:03.918326PM EDT VAPR0525_10200_23843923.PDF 16,956 05/01/2025 11:03:03.918326PM EDT VAPR0525_10200_23843923.PDF 16,848 05/01/2025 11:03:03.918326PM EDT VAPR0525_10200_23843923.PDF 16,848 05/01/2025 11:03:03.918326PM EDT VAPR0525_10200_23843923.PDF 16,852 05/01/2025 11:03:03.918326PM EDT VAPR0525_10200_23843923.PDF 16,852 05/01/2025 11:03:03.918326PM EDT VAPR0525_11000_23843923.PDF 16,852 05/01/2025 11:03:03.918326PM EDT VAPR0525_11100_23843923.PDF 16,956 05/01/2025 11:03:03.918326PM EDT VAPR0525_11100_23843923.PDF 16,957 05/01/2025 11:03:03.918326PM EDT VAPR0525_11100_23843923.PDF 16,950 05/01/2025 11:03:03.918326PM EDT VAPR0525_11100_23843923.PDF 16,950 05/01/2025 11:0	International properties Expiration Date 01/25/2028 File List Name AppRoS25, 238439233, PDF 17, 218 05/01/2025 11/030.30 91/8326PM EDT VAPROS25, 1000238439233, PDF 16, 822 06/01/2025 11/030.30 91/8326PM EDT VAPROS25, 1000238439233, PDF 16, 822 06/01/2025 11/030.30 91/8326PM EDT VAPROS25, 1000238439233, PDF 16, 826 06/01/2025 11/030.30 91/8326PM EDT VAPROS25, 1000238439233, PDF 16, 846 05/01/2025 11/030.30 91/8326PM EDT VAPROS25, 100023843923, PDF 16, 846 05/01/2025 11/030.30 91/8326PM EDT VAPROS25, 100023843923, PDF 16, 846 05/01/2025 11/030.30 91/8326PM EDT VAPROS25, 11000_23843923, PDF 16, 847 05/01/2025 11/030.30 91/8326PM EDT VAPROS25, 11000_23843923, PDF 16, 847 05/01/2025 11/030.30 91/8326PM EDT VAPROS25, 11000_23843923, PDF 16, 876 05/01/2025 11/030.30 91/8326PM EDT VAPROS25, 11000_23843923, PDF 16, 876 05/01/2025 11/030.30 91/8326PM EDT VAPROS25, 11000_23843923, PDF 16, 877 05/01/2025 11/030.30 91/8326PM EDT VAPROS25, 11000_23843923, PDF 16, 897 05/01/2025 11/030.30 91/8326PM EDT VAPROS25, 1		Distribution Details			
File List Datetime Created SQR_VAPR0525_23843923.PDF 17,216 05/01/2025 11:03:03.918326PM EDT VAPR0525_10100_23843923.PDF 16,952 05/01/2025 11:03:03.918326PM EDT VAPR0525_10200_23843923.PDF 16,956 05/01/2025 11:03:03.918326PM EDT VAPR0525_10300_23843923.PDF 16,956 05/01/2025 11:03:03.918326PM EDT VAPR0525_10400_23843923.PDF 16,848 05/01/2025 11:03:03.918326PM EDT VAPR0525_10500_23843923.PDF 16,844 05/01/2025 11:03:03.918326PM EDT VAPR0525_1000_23843923.PDF 16,844 05/01/2025 11:03:03.918326PM EDT VAPR0525_1000_23843923.PDF 16,844 05/01/2025 11:03:03.918326PM EDT VAPR0525_1000_23843923.PDF 16,857 05/01/2025 11:03:03.918326PM EDT VAPR0525_11000_23843923.PDF 16,857 05/01/2025 11:03:03.918326PM EDT VAPR0525_11000_23843923.PDF 16,956 05/01/2025 11:03:03.918326PM EDT VAPR0525_11000_23843923.PDF 16,956 05/01/2025 11:03:03.918326PM EDT VAPR0525_11000_23843923.PDF 16,957 05/01/2025 11:03:03.918326PM EDT VAPR0525_11000_23843923.PDF 16,958 05/01/2025 11:03:03.918326PM EDT VAPR0525_11000_2	File List The Size (bytes) Distribution C final do Si (B326PM EDT) VAPR0525_1000_23843923.PDF 17,216 0501/2025 11:03.03.918326PM EDT VAPR0525_1000_23843923.PDF 16,822 0601/2025 11:03.03.918326PM EDT VAPR0525_1000_23843923.PDF 16,822 0601/2025 11:03.03.918326PM EDT VAPR0525_1000_23843923.PDF 16,826 0601/2025 11:03.03.918326PM EDT VAPR0525_1000_23843923.PDF 16,848 0601/2025 11:03.03.918326PM EDT VAPR0525_1000_23843923.PDF 16,848 0601/2025 11:03.03.918326PM EDT VAPR0525_1000_23843923.PDF 16,846 0601/2025 11:03.03.918326PM EDT VAPR0525_1100_23843923.PDF 16,856 0601/2025 11:03.03.918326PM EDT VAPR0525_1100_23843923.PDF 16,857 0501/2025 11:03.03.918326PM EDT		Distribution Node finprd	Expiration Da	te 01/25/2028	
Name File Size (bytes) Datelime Created SQR_VAPR0525_3843923.PDF 17,216 05/01/2025 11:03:03.918320PM EDT VAPR0525_10100_23843923.PDF 16,952 05/01/2025 11:03:03.918320PM EDT VAPR0525_10200_23843923.PDF 16,952 05/01/2025 11:03:03.918320PM EDT VAPR0525_10300_23843923.PDF 16,956 05/01/2025 11:03:03.918320PM EDT VAPR0525_10400_23843923.PDF 16,848 05/01/2025 11:03:03.918320PM EDT VAPR0525_10700_23843923.PDF 16,844 05/01/2025 11:03:03.918320PM EDT VAPR0525_10700_23843923.PDF 16,844 05/01/2025 11:03:03.918320PM EDT VAPR0525_10800_23843923.PDF 16,844 05/01/2025 11:03:03.918320PM EDT VAPR0525_1000_23843923.PDF 16,857 05/01/2025 11:03:03.918320PM EDT VAPR0525_11000_23843923.PDF 16,857 05/01/2025 11:03:03.918320PM EDT VAPR0525_11000_23843923.PDF 16,956 05/01/2025 11:03:03.918320PM EDT VAPR0525_11000_23843923.PDF 16,956 05/01/2025 11:03:03.918320PM EDT VAPR0525_11000_23843923.PDF 16,956 05/01/2025 11:03:03.918320PM EDT VAPR0525_11000_23843923.PDF 16,957 05/01/2025 11:03:03.918320PM EDT <t< td=""><td>Name File Size (tytes) Determe Created SGR_VAPR0525_10000_23843923.PDF 10,852 0501/2025 11:03:03.918326PM EDT VAPR0525_10000_23843923.PDF 10,852 0501/2025 11:03:03.918326PM EDT VAPR0525_10000_23843923.PDF 10,852 0501/2025 11:03:03.918326PM EDT VAPR0525_10000_23843923.PDF 10,799 0501/2025 11:03:03.918326PM EDT VAPR0525_10000_23843923.PDF 10,695 0501/2025 11:03:03.918326PM EDT VAPR0525_10000_23843923.PDF 16,844 0501/2025 11:03:03.918326PM EDT VAPR0525_10000_23843923.PDF 16,845 0501/2025 11:03:03.918326PM EDT VAPR0525_10000_23843923.PDF 16,851 0501/2025 11:03:03.918326PM EDT VAPR0525_11000_23843923.PDF 16,851 0501/2025 11:03:03.918326PM EDT VAPR0525_11000_23843923.PDF 16,851 0501/2025 11:03:03.918326PM EDT VAPR0525_11000_23843923.PDF 16,852 05001/2025 11:03:03.918326PM EDT</td><td></td><td>File List</td><td></td><td></td><td></td></t<>	Name File Size (tytes) Determe Created SGR_VAPR0525_10000_23843923.PDF 10,852 0501/2025 11:03:03.918326PM EDT VAPR0525_10000_23843923.PDF 10,852 0501/2025 11:03:03.918326PM EDT VAPR0525_10000_23843923.PDF 10,852 0501/2025 11:03:03.918326PM EDT VAPR0525_10000_23843923.PDF 10,799 0501/2025 11:03:03.918326PM EDT VAPR0525_10000_23843923.PDF 10,695 0501/2025 11:03:03.918326PM EDT VAPR0525_10000_23843923.PDF 16,844 0501/2025 11:03:03.918326PM EDT VAPR0525_10000_23843923.PDF 16,845 0501/2025 11:03:03.918326PM EDT VAPR0525_10000_23843923.PDF 16,851 0501/2025 11:03:03.918326PM EDT VAPR0525_11000_23843923.PDF 16,851 0501/2025 11:03:03.918326PM EDT VAPR0525_11000_23843923.PDF 16,851 0501/2025 11:03:03.918326PM EDT VAPR0525_11000_23843923.PDF 16,852 05001/2025 11:03:03.918326PM EDT		File List			
SOR_VAPR0525_23843923.pdg 2,241 0501/2025 11/03:03.918326PM EDT VAPR0526_10000_23843923.PDF 16,862 0501/2025 11/03:03.918326PM EDT VAPR0526_10300_23843923.PDF 16,862 0501/2025 11/03:03.918326PM EDT VAPR0526_10300_23843923.PDF 16,862 0501/2025 11/03:03.918326PM EDT VAPR0526_10300_23843923.PDF 16,799 05/01/2025 11/03:03.918326PM EDT VAPR0526_10500_23843923.PDF 16,848 05/01/2025 11/03:03.918326PM EDT VAPR0526_10500_23843923.PDF 16,848 05/01/2025 11/03:03.918326PM EDT VAPR0526_10500_23843923.PDF 16,855 05/01/2025 11/03:03.918326PM EDT VAPR0526_11000_23843923.PDF 16,857 05/01/2025 11/03:03.918326PM EDT VAPR0526_11000_23843923.PDF 16,857 05/01/2025 11/03:03.918326PM EDT VAPR0525_11000_23843923.PDF 16,956 05/01/2025 11/03:03.918326PM EDT VAPR0525_1100_23843923.PDF 16,957 05/01/2025 11/03:03.918326PM EDT VAPR0525_1100_23843923.PDF 16,956 05/01/2025 11/03:03.918326PM EDT VAPR0525_11500_23843923.PDF 16,956 05/01/2025 11/03:03.918326PM EDT VAPR0525_11500_23843923.PDF 16,962 05/01/2025 11/03:03.918326PM EDT VAPR0525_11800_23843923.PDF 1	SQR_VAPR0525_1000_23843923.PDF 17,216 05/01/2025 11:03:03.818326PM EDT VAPR0525_10100_23843923.PDF 16,862 05/01/2025 11:03:03.818326PM EDT VAPR0525_1020_23843923.PDF 16,866 05/01/2025 11:03:03.818326PM EDT VAPR0525_1020_23843923.PDF 16,866 05/01/2025 11:03:03.818326PM EDT VAPR0525_1020_23843923.PDF 16,866 05/01/2025 11:03:03.818326PM EDT VAPR0525_1020_23843923.PDF 16,864 05/01/2025 11:03:03.818326PM EDT VAPR0525_1020_23843923.PDF 16,865 05/01/2025 11:03:03.818326PM EDT VAPR0525_1020_23843923.PDF 16,865 05/01/2025 11:03:03.818326PM EDT VAPR0525_1120_23843923.PDF 16,896 05/01/2025 11:03:03.818326PM EDT VAPR0525_1120_23843923.PDF 16,		Name	File Size (bytes)	Datetime Created	
VAPR0525_10000_23843923.PDF 17,216 05/01/2025 11:03:03.918326PM EDT VAPR0525_10100_23843923.PDF 16,852 05/01/2025 11:03:03.918326PM EDT VAPR0525_10200_23843923.PDF 16,856 05/01/2025 11:03:03.918326PM EDT VAPR0525_10400_23843923.PDF 16,955 05/01/2025 11:03:03.918326PM EDT VAPR0525_10500_23843923.PDF 16,955 05/01/2025 11:03:03.918326PM EDT VAPR0525_10500_23843923.PDF 16,844 05/01/2025 11:03:03.918326PM EDT VAPR0525_10900_23843923.PDF 16,855 05/01/2025 11:03:03.918326PM EDT VAPR0525_11000_23843923.PDF 16,851 05/01/2025 11:03:03.918326PM EDT VAPR0525_11000_23843923.PDF 16,857 05/01/2025 11:03:03.918326PM EDT VAPR0525_1100_23843923.PDF 16,957 05/01/2025 11:03:03.918326PM EDT VAPR0525_11400_23843923.PDF 16,959 05/01/2025 11:03:03.918326PM EDT VAPR0525_11400_23843923.PDF	VAPR0525_1000_23843923.PDF 17.216 0501/2025 11:03:03.918326PM EDT VAPR0525_1020_23843923.PDF 16.952 0501/2025 11:03:03.918326PM EDT VAPR0525_1020_23843923.PDF 16.956 0501/2025 11:03:03.918326PM EDT VAPR0525_1020_23843923.PDF 16.956 0501/2025 11:03:03.918326PM EDT VAPR0525_1020_23843923.PDF 16.955 0501/2025 11:03:03.918326PM EDT VAPR0525_1020_23843923.PDF 16.955 0501/2025 11:03:03.918326PM EDT VAPR0525_1020_23843923.PDF 16.955 0501/2025 11:03:03.918326PM EDT VAPR0525_11000_23843923.PDF 16.956 0501/2025 11:03:03.918326PM EDT VAPR0525_11000_23843923.PDF 16.966 0501/2025 11:03:03.918326PM EDT VAPR0525_11000_23843923.PDF 16.967 0501/2025 11:03:03.918326PM EDT VAPR0525_11000_23843923.PDF 16.968 0501/2025 11:03:03.918326PM EDT VAPR0525_11000_23843923.PDF 16.938 0501/2025 11:03:03.918326PM EDT VAPR0525_11000_23843923.PDF 17.920		SQR_VAPR0525_23843923.log	2,241	05/01/2025 11:03:03.918326PM EDT	
VAPR0525_10100_23843923.PDF 16,852 05/01/2025 11:03:03.918326PM EDT VAPR0525_10200_23843923.PDF 16,956 05/01/2025 11:03:03.918326PM EDT VAPR0525_10400_23843923.PDF 16,956 05/01/2025 11:03:03.918326PM EDT VAPR0525_10500_23843923.PDF 16,955 05/01/2025 11:03:03.918326PM EDT VAPR0525_10700_23843923.PDF 16,848 05/01/2025 11:03:03.918326PM EDT VAPR0525_10700_23843923.PDF 16,855 05/01/2025 11:03:03.918326PM EDT VAPR0525_11000_23843923.PDF 16,852 05/01/2025 11:03:03.918326PM EDT VAPR0525_1100_23843923.PDF 16,957 05/01/2025 11:03:03.918326PM EDT VAPR0525_1100_23843923.PDF 16,957 05/01/2025 11:03:03.918326PM EDT VAPR0525_11400_23843923.PDF 16,957 05/01/2025 11:03:03.918326PM EDT VAPR0525_11400_23843923.PDF 16,957 05/01/2025 11:03:03.918326PM EDT VAPR0525_11400_23843923.PDF 16,967 05/01/2025 11:03:03.918326PM EDT VAPR0525_11400_23843923.PDF	VAPR0525_10200_23843923.PDF 16,862 0501/2025 11:03:03.918326PM EDT VAPR0525_10200_23843923.PDF 16,802 0501/2025 11:03:03.918326PM EDT VAPR0525_10500_23843923.PDF 16,848 0501/2025 11:03:03.918326PM EDT VAPR0525_10700_23843923.PDF 16,848 0501/2025 11:03:03.918326PM EDT VAPR0525_10700_23843923.PDF 16,848 0501/2025 11:03:03.918326PM EDT VAPR0525_1000_23843923.PDF 16,848 0501/2025 11:03:03.918326PM EDT VAPR0525_1100_23843923.PDF 16,857 0501/2025 11:03:03.918326PM EDT VAPR0525_11100_23843923.PDF 16,857 0501/2025 11:03:03.918326PM EDT VAPR0525_11100_23843923.PDF 16,956 0501/2025 11:03:03.918326PM EDT VAPR0525_11100_23843923.PDF 16,957 0501/2025 11:03:03.918326PM EDT VAPR0525_11100_23843923.PDF 16,977 0501/2025 11:03:03.918326PM EDT VAPR0525_11100_23843923.PDF 16,907 0501/2025 11:03:03.918326PM EDT VAPR0525_11100_23843923.PDF 16,900 0501/2025 11:03:03.918326PM EDT VAPR0525_11800_23843923.PDF 16,900 0501/2025 11:03:03.918326PM EDT VAPR0525_11800_23843923.PDF 16,900 0501/2025 11:03:03.918326PM EDT VAPR0525_15100_23843923.PDF 17,220 <th></th> <th>VAPR0525_10000_ 23843923.PDF</th> <th>17,216</th> <th>05/01/2025 11:03:03.918326PM EDT</th> <th></th>		VAPR0525_10000_ 23843923.PDF	17,216	05/01/2025 11:03:03.918326PM EDT	
VAPR0525_10200_23843923.PDF 16,802 05/01/2025 11:03:03.918326PM EDT VAPR0525_10300_23843923.PDF 16,799 05/01/2025 11:03:03.918326PM EDT VAPR0525_10500_23843923.PDF 16,848 05/01/2025 11:03:03.918326PM EDT VAPR0525_10700_23843923.PDF 16,844 05/01/2025 11:03:03.918326PM EDT VAPR0525_10900_23843923.PDF 16,814 05/01/2025 11:03:03.918326PM EDT VAPR0525_10900_23843923.PDF 16,852 05/01/2025 11:03:03.918326PM EDT VAPR0525_11000_23843923.PDF 16,852 05/01/2025 11:03:03.918326PM EDT VAPR0525_11000_23843923.PDF 16,956 05/01/2025 11:03:03.918326PM EDT VAPR0525_11300_23843923.PDF 16,956 05/01/2025 11:03:03.918326PM EDT VAPR0525_11300_23843923.PDF 16,956 05/01/2025 11:03:03.918326PM EDT VAPR0525_11300_23843923.PDF 16,957 05/01/2025 11:03:03.918326PM EDT VAPR0525_11300_23843923.PDF 16,952 05/01/2025 11:03:03.918326PM EDT VAPR0525_11800_23843923.PDF 16,952 05/01/2025 11:03:03.918326PM EDT VAPR0525_11800_23843923.PDF 16,953 05/01/2025 11:03:03.918326PM EDT VAPR0525_11800_23843923.PDF 16,953 05/01/2025 11:03:03.918326PM EDT VAPR0525_11800_23843923.PDF	VAPR0525_10300_23943923.PDF 16,802 05/01/2025 11:03:03.918326PM EDT VAPR0525_10400_23943923.PDF 16,799 05/01/2025 11:03:03.918326PM EDT VAPR0525_10500_23843923.PDF 16,848 05/01/2025 11:03:03.918326PM EDT VAPR0525_10500_23843923.PDF 16,848 05/01/2025 11:03:03.918326PM EDT VAPR0525_10500_23843923.PDF 16,848 05/01/2025 11:03:03.918326PM EDT VAPR0525_10500_23843923.PDF 16,855 05/01/2025 11:03:03.918326PM EDT VAPR0525_11000_23843923.PDF 16,852 05/01/2025 11:03:03.918326PM EDT VAPR0525_11000_23843923.PDF 16,956 05/01/2025 11:03:03.918326PM EDT VAPR0525_11000_23843923.PDF 16,957 05/01/2025 11:03:03.918326PM EDT VAPR0525_11000_23843923.PDF 16,952 05/01/2025 11:03:03.918326PM EDT VAPR0525_11000_23843923.PDF 16,962 05/01/2025 11:03:03.918326PM EDT VAPR0525_1000_23843923.PDF		VAPR0525_10100_ 23843923.PDF	16,952	05/01/2025 11:03:03.918326PM EDT	
VAPR0525_10300_23843923.PDF 16,956 05/01/2025 11:03:03.918326PM EDT VAPR0525_10400_23843923.PDF 16,848 05/01/2025 11:03:03.918326PM EDT VAPR0525_10500_23843923.PDF 16,855 05/01/2025 11:03:03.918326PM EDT VAPR0525_10800_23843923.PDF 16,852 05/01/2025 11:03:03.918326PM EDT VAPR0525_11000_23843923.PDF 16,852 05/01/2025 11:03:03.918326PM EDT VAPR0525_11000_23843923.PDF 16,955 05/01/2025 11:03:03.918326PM EDT VAPR0525_1100_23843923.PDF 16,956 05/01/2025 11:03:03.918326PM EDT VAPR0525_11200_23843923.PDF 16,956 05/01/2025 11:03:03.918326PM EDT VAPR0525_11400_23843923.PDF 16,957 05/01/2025 11:03:03.918326PM EDT VAPR0525_11600_23843923.PDF 16,976 05/01/2025 11:03:03.918326PM EDT VAPR0525_11600_23843923.PDF 16,977 05/01/2025 11:03:03.918326PM EDT VAPR0525_11800_23843923.PDF 16,980 05/01/2025 11:03:03.918326PM EDT VAPR0525_11900_23843923.PDF 16,980 05/01/2025 11:03:03.918326PM EDT VAPR0525_11800_23843923.PDF 16,980 05/01/2025 11:03:03.918326PM EDT VAPR0525_11900_23843923.PDF 16,993 05/01/2025 11:03:03.918326PM EDT VAPR0525_11900_23843923.PDF	VPR0525_10300_23843923.PDF 10,956 05/01/2025 11/30:30.918326PM EDT VPR0525_10500_23843923.PDF 10,955 05/01/2025 11/30:30.918326PM EDT VPR0525_11000_23843923.PDF 10,956 05/01/2025 11/30:30.918326PM EDT VPR0525_11000_23843923.PDF 10,957 05/01/2025 11/30:30.918326PM EDT VPR0525_11000_23843923.PDF 10,977 05/01/2025 11/30:30.918326PM EDT VPR0525_11000_23843923.PDF 10,980 05/01/2025 11/30:30.918326PM EDT VPR0525_11000_23843923.PDF 10,980 05/01/2025 11/30:30.918326PM EDT VPR0525_11000_23843923.PDF 10,938 </td <td></td> <td>VAPR0525_10200_23843923.PDF</td> <td>16,802</td> <td>05/01/2025 11:03:03.918326PM EDT</td> <td></td>		VAPR0525_10200_23843923.PDF	16,802	05/01/2025 11:03:03.918326PM EDT	
VAPR0525_10400_23843923.PDF 16,799 05/01/2025 11:03:03.918326PM EDT VAPR0525_10500_23843923.PDF 16,848 05/01/2025 11:03:03.918326PM EDT VAPR0525_10800_23843923.PDF 16,851 05/01/2025 11:03:03.918326PM EDT VAPR0525_10900_23843923.PDF 16,852 05/01/2025 11:03:03.918326PM EDT VAPR0525_11000_23843923.PDF 16,852 05/01/2025 11:03:03.918326PM EDT VAPR0525_11100_23843923.PDF 16,857 05/01/2025 11:03:03.918326PM EDT VAPR0525_11200_23843923.PDF 16,957 05/01/2025 11:03:03.918326PM EDT VAPR0525_11200_23843923.PDF 16,951 05/01/2025 11:03:03.918326PM EDT VAPR0525_11600_23843923.PDF 16,956 05/01/2025 11:03:03.918326PM EDT VAPR0525_11600_23843923.PDF 16,977 05/01/2025 11:03:03.918326PM EDT VAPR0525_11600_23843923.PDF 16,962 05/01/2025 11:03:03.918326PM EDT VAPR0525_11600_23843923.PDF 16,983 05/01/2025 11:03:03.918326PM EDT VAPR0525_11900_23843923.PDF 16,983 05/01/2025 11:03:03.918326PM EDT VAPR0525_11900_23843923.PDF 16,938 05/01/2025 11:03:03.918326PM EDT VAPR0525_11900_23843923.PDF 16,938 05/01/2025 11:03:03.918326PM EDT VAPR0525_11900_23843923.PDF	VAPR0525_10500_23843923.PDF 16,799 05/01/2025 11:03:03.918326PM EDT VAPR0525_10700_23843923.PDF 16,845 05/01/2025 11:03:03.918326PM EDT VAPR0525_11000_23843923.PDF 16,814 05/01/2025 11:03:03.918326PM EDT VAPR0525_11000_23843923.PDF 16,852 05/01/2025 11:03:03.918326PM EDT VAPR0525_11000_23843923.PDF 16,852 05/01/2025 11:03:03.918326PM EDT VAPR0525_11000_23843923.PDF 16,852 05/01/2025 11:03:03.918326PM EDT VAPR0525_11100_23843923.PDF 16,852 05/01/2025 11:03:03.918326PM EDT VAPR0525_11300_23843923.PDF 16,957 05/01/2025 11:03:03.918326PM EDT VAPR0525_11300_23843923.PDF 16,977 05/01/2025 11:03:03.918326PM EDT VAPR0525_11300_23843923.PDF 16,977 05/01/2025 11:03:03.918326PM EDT VAPR0525_11300_23843923.PDF 16,980 05/01/2025 11:03:03.918326PM EDT VAPR0525_11300_23843923.PDF		VAPR0525_10300_23843923.PDF	16,956	05/01/2025 11:03:03.918326PM EDT	
VAPR0525_10500_23843923.PDF 16,848 05/01/2025 11:03:03.918326PM EDT VAPR0525_10700_23843923.PDF 16,955 05/01/2025 11:03:03.918326PM EDT VAPR0525_10900_23843923.PDF 17,236 05/01/2025 11:03:03.918326PM EDT VAPR0525_11000_23843923.PDF 16,852 05/01/2025 11:03:03.918326PM EDT VAPR0525_11000_23843923.PDF 16,852 05/01/2025 11:03:03.918326PM EDT VAPR0525_11000_23843923.PDF 16,957 05/01/2025 11:03:03.918326PM EDT VAPR0525_11000_23843923.PDF 16,956 05/01/2025 11:03:03.918326PM EDT VAPR0525_11400_23843923.PDF 16,957 05/01/2025 11:03:03.918326PM EDT VAPR0525_11400_23843923.PDF 16,977 05/01/2025 11:03:03.918326PM EDT VAPR0525_11400_23843923.PDF 16,977 05/01/2025 11:03:03.918326PM EDT VAPR0525_11400_23843923.PDF 16,962 05/01/2025 11:03:03.918326PM EDT VAPR0525_11400_23843923.PDF 16,980 05/01/2025 11:03:03.918326PM EDT VAPR0525_11400_23843923.PDF 16,980 05/01/2025 11:03:03.918326PM EDT VAPR0525_11900_23843923.PDF 16,980 05/01/2025 11:03:03.918326PM EDT VAPR0525_11900_23843923.PDF 16,938 05/01/2025 11:03:03.918326PM EDT VAPR0525_11900_23843923.PDF	VAPR0525_10700_23843923.PDF 16,848 06/01/2025 11:03:03.918326PM EDT VAPR0525_10800_23843923.PDF 16,855 06/01/2025 11:03:03.918326PM EDT VAPR0525_10800_23843923.PDF 17,236 06/01/2025 11:03:03.918326PM EDT VAPR0525_11100_23843923.PDF 16,857 06/01/2025 11:03:03.918326PM EDT VAPR0525_11100_23843923.PDF 16,857 05/01/2025 11:03:03.918326PM EDT VAPR0525_11300_23843923.PDF 16,956 05/01/2025 11:03:03.918326PM EDT VAPR0525_11300_23843923.PDF 16,957 05/01/2025 11:03:03.918326PM EDT VAPR0525_11300_23843923.PDF 16,957 05/01/2025 11:03:03.918326PM EDT VAPR0525_11300_23843923.PDF 16,952 05/01/2025 11:03:03.918326PM EDT VAPR0525_11300_23843923.PDF 16,962 05/01/2025 11:03:03.918326PM EDT VAPR0525_11300_23843923.PDF 16,980 05/01/2025 11:03:03.918326PM EDT VAPR0525_11300_23843923.PDF		VAPR0525_10400_23843923.PDF	16,799	05/01/2025 11:03:03.918326PM EDT	
VAPR0525_10700_23843923.PDF 16,955 05/01/2025 11:03:03.918326PM EDT VAPR0525_10800_23843923.PDF 16,814 05/01/2025 11:03:03.918326PM EDT VAPR0525_10200_23843923.PDF 16,852 05/01/2025 11:03:03.918326PM EDT VAPR0525_11100_23843923.PDF 16,957 05/01/2025 11:03:03.918326PM EDT VAPR0525_11200_23843923.PDF 16,956 05/01/2025 11:03:03.918326PM EDT VAPR0525_11300_23843923.PDF 16,956 05/01/2025 11:03:03.918326PM EDT VAPR0525_11400_23843923.PDF 16,957 05/01/2025 11:03:03.918326PM EDT VAPR0525_11400_23843923.PDF 16,962 05/01/2025 11:03:03.918326PM EDT VAPR0525_11600_23843923.PDF 16,962 05/01/2025 11:03:03.918326PM EDT VAPR0525_11600_23843923.PDF 16,962 05/01/2025 11:03:03.918326PM EDT VAPR0525_11800_23843923.PDF 16,962 05/01/2025 11:03:03.918326PM EDT VAPR0525_11800_23843923.PDF 16,980 05/01/2025 11:03:03.918326PM EDT VAPR0525_11800_23843923.PDF 16,982 05/01/2025 11:03:03.918326PM EDT VAPR0525_11800_23843923.PDF 16,983 05/01/2025 11:03:03.918326PM EDT VAPR0525_11900_23843923.PDF 16,982 05/01/2025 11:03:03.918326PM EDT VAPR0525_11900_23843923.PDF	VAPR0525_1000_23843923.PDF 16,995 06/01/2025 11:03:03.918326PM EDT VAPR0525_1000_23843923.PDF 17,236 05/01/2025 11:03:03.918326PM EDT VAPR0525_11100_23843923.PDF 16,852 05/01/2025 11:03:03.918326PM EDT VAPR0525_11100_23843923.PDF 16,957 05/01/2025 11:03:03.918326PM EDT VAPR0525_11100_23843923.PDF 16,956 05/01/2025 11:03:03.918326PM EDT VAPR0525_11100_23843923.PDF 16,976 05/01/2025 11:03:03.918326PM EDT VAPR0525_11100_23843923.PDF 16,976 05/01/2025 11:03:03.918326PM EDT VAPR0525_11100_23843923.PDF 16,977 05/01/2025 11:03:03.918326PM EDT VAPR0525_11100_23843923.PDF 16,938 05/01/2025 11:03:03.918326PM EDT VAPR0525_11900_23843923.PDF 16,938 05/01/2025 11:03:03.918326PM EDT VAPR0525_15100_23843923.PDF 17,220 05/01/2025 11:03:03.918326PM EDT VAPR0525_15100_23843923.PDF 17,220 05/01/2025 11:03:03.918326PM EDT		VAPR0525_10500_23843923.PDF	16,848	05/01/2025 11:03:03.918326PM EDT	
VAPR0525_10800_23843923.PDF 16,814 05/01/2025 11:03:03.918326PM EDT VAPR0525_10900_23843923.PDF 16,852 05/01/2025 11:03:03.918326PM EDT VAPR0525_11100_23843923.PDF 16,957 05/01/2025 11:03:03.918326PM EDT VAPR0525_111200_23843923.PDF 16,956 05/01/2025 11:03:03.918326PM EDT VAPR0525_11200_23843923.PDF 16,951 05/01/2025 11:03:03.918326PM EDT VAPR0525_11300_23843923.PDF 16,976 05/01/2025 11:03:03.918326PM EDT VAPR0525_11400_23843923.PDF 16,977 05/01/2025 11:03:03.918326PM EDT VAPR0525_11700_23843923.PDF 16,962 05/01/2025 11:03:03.918326PM EDT VAPR0525_11700_23843923.PDF 16,962 05/01/2025 11:03:03.918326PM EDT VAPR0525_11800_23843923.PDF 16,980 05/01/2025 11:03:03.918326PM EDT VAPR0525_11900_23843923.PDF 16,9938 05/01/2025 11:03:03.918326PM EDT VAPR0525_11900_23843923.PDF </td <td>WAPR0525_10000_23843923.PDF 10,814 000/1/2025 11:03:03.918322PM EDT WAPR0525_11000_23843923.PDF 16,852 05/01/2025 11:03:03.918322PM EDT WAPR0525_11200_23843923.PDF 16,957 05/01/2025 11:03:03.918322PM EDT WAPR0525_11200_23843923.PDF 16,957 05/01/2025 11:03:03.918322PM EDT WAPR0525_11200_23843923.PDF 16,951 05/01/2025 11:03:03.918322PM EDT WAPR0525_11600_23843923.PDF 16,977 05/01/2025 11:03:03.918322PM EDT WAPR0525_11600_23843923.PDF 16,977 05/01/2025 11:03:03.918322PM EDT WAPR0525_11600_23843923.PDF 16,902 05/01/2025 11:03:03.918322PM EDT WAPR0525_11600_23843923.PDF 16,902 05/01/2025 11:03:03.918322PM EDT WAPR0525_11600_23843923.PDF 16,938 05/01/2025 11:03:03.918322PM EDT WAPR0525_11800_23843923.PDF 16,938 05/01/2025 11:03:03.918326PM EDT WAPR0525_11800_23843923.PDF 16,938 05/01/2025 11:03:03.918326PM EDT WAPR0525_15100_23843923.PDF 17,220 05/01/2025 11:03:03.918326PM EDT WAPR0525_15100_23843923.PDF 17,220 05/01/2025 11:03:03.918326PM EDT WAPR0525_15100_23843923.PDF 17,220 05/01/2025 11:03:03.918326PM EDT WAPR0525_15100_23843923.PDF</td> <td></td> <td>VAPR0525_10700_23843923.PDF</td> <td>16,955</td> <td>05/01/2025 11:03:03.918326PM EDT</td> <td></td>	WAPR0525_10000_23843923.PDF 10,814 000/1/2025 11:03:03.918322PM EDT WAPR0525_11000_23843923.PDF 16,852 05/01/2025 11:03:03.918322PM EDT WAPR0525_11200_23843923.PDF 16,957 05/01/2025 11:03:03.918322PM EDT WAPR0525_11200_23843923.PDF 16,957 05/01/2025 11:03:03.918322PM EDT WAPR0525_11200_23843923.PDF 16,951 05/01/2025 11:03:03.918322PM EDT WAPR0525_11600_23843923.PDF 16,977 05/01/2025 11:03:03.918322PM EDT WAPR0525_11600_23843923.PDF 16,977 05/01/2025 11:03:03.918322PM EDT WAPR0525_11600_23843923.PDF 16,902 05/01/2025 11:03:03.918322PM EDT WAPR0525_11600_23843923.PDF 16,902 05/01/2025 11:03:03.918322PM EDT WAPR0525_11600_23843923.PDF 16,938 05/01/2025 11:03:03.918322PM EDT WAPR0525_11800_23843923.PDF 16,938 05/01/2025 11:03:03.918326PM EDT WAPR0525_11800_23843923.PDF 16,938 05/01/2025 11:03:03.918326PM EDT WAPR0525_15100_23843923.PDF 17,220 05/01/2025 11:03:03.918326PM EDT WAPR0525_15100_23843923.PDF 17,220 05/01/2025 11:03:03.918326PM EDT WAPR0525_15100_23843923.PDF 17,220 05/01/2025 11:03:03.918326PM EDT WAPR0525_15100_23843923.PDF		VAPR0525_10700_23843923.PDF	16,955	05/01/2025 11:03:03.918326PM EDT	
VAPR0525_11000_23843923.PDF 11,233 05/01/2023 11:03:03.918326PM EDT VAPR0525_11100_23843923.PDF 16,857 05/01/2025 11:03:03.918326PM EDT VAPR0525_11200_23843923.PDF 16,957 05/01/2025 11:03:03.918326PM EDT VAPR0525_11300_23843923.PDF 16,957 05/01/2025 11:03:03.918326PM EDT VAPR0525_11400_23843923.PDF 16,956 05/01/2025 11:03:03.918326PM EDT VAPR0525_11400_23843923.PDF 16,976 05/01/2025 11:03:03.918326PM EDT VAPR0525_11600_23843923.PDF 16,977 05/01/2025 11:03:03.918326PM EDT VAPR0525_11700_23843923.PDF 16,962 05/01/2025 11:03:03.918326PM EDT VAPR0525_11900_23843923.PDF 16,800 05/01/2025 11:03:03.918326PM EDT VAPR0525_11900_23843923.PDF 16,800 05/01/2025 11:03:03.918326PM EDT VAPR0525_11900_23843923.PDF 16,938 05/01/2025 11:03:03.918326PM EDT	WRR0225_1000_23843923.PDF 17,230 05/01/2025 11:03:03.918326PM EDT VAPR0525_11100_23843923.PDF 16,852 05/01/2025 11:03:03.918326PM EDT VAPR0525_11200_23843923.PDF 16,951 05/01/2025 11:03:03.918326PM EDT VAPR0525_11200_23843923.PDF 16,951 05/01/2025 11:03:03.918326PM EDT VAPR0525_11600_23843923.PDF 16,977 05/01/2025 11:03:03.918326PM EDT VAPR0525_11600_23843923.PDF 16,970 05/01/2025 11:03:03.918326PM EDT VAPR0525_11600_23843923.PDF 16,982 05/01/2025 11:03:03.918326PM EDT VAPR0525_11000_23843923.PDF 16,983 05/01/2025 11:03:03.918326PM EDT VAPR0525_11000_23843923.PDF 16,983 05/01/2025 11:03:03.918326PM EDT VAPR0525_11900_23843923.PDF 16,983 05/01/2025 11:03:03.918326PM EDT VAPR0525_11900_23843923.PDF 16,983 05/01/2025 11:03:03.918326PM EDT VAPR0525_11900_23843923.PDF 16,980 05/01/2025 11:03:03.918326PM EDT VAPR0525_15100_23843923.PDF 17,220 05/01/2025 11:03:03.918326PM EDT VAPR0525_15100_23843923.PDF 17,220 05/01/2025 11:03:03.918326PM EDT scirced Report displays. 17,220 05/01/2025 11:03:03.918326PM EDT		VAPR0525_10800_23843923.PDF	10,814	05/01/2025 11:03:03:918326PM EDT	
VAPR0525_1100_23843923.PDF 16,957 05/01/2025 11:03:03.918326PM EDT VAPR0525_11200_23843923.PDF 16,956 05/01/2025 11:03:03.918326PM EDT VAPR0525_11300_23843923.PDF 16,951 05/01/2025 11:03:03.918326PM EDT VAPR0525_11500_23843923.PDF 16,976 05/01/2025 11:03:03.918326PM EDT VAPR0525_11500_23843923.PDF 16,977 05/01/2025 11:03:03.918326PM EDT VAPR0525_11600_23843923.PDF 16,962 05/01/2025 11:03:03.918326PM EDT VAPR0525_11700_23843923.PDF 16,962 05/01/2025 11:03:03.918326PM EDT VAPR0525_11800_23843923.PDF 16,980 05/01/2025 11:03:03.918326PM EDT VAPR0525_11900_23843923.PDF 16,938 05/01/2025 11:03:03.918326PM EDT	VAPR0525_1100_23843923.PDF 10,002 00172023 11:03:03.918326PM EDT VAPR0525_1120_23843923.PDF 16,955 05/01/2025 11:03:03.918326PM EDT VAPR0525_11400_23843923.PDF 16,951 05/01/2025 11:03:03.918326PM EDT VAPR0525_11400_23843923.PDF 16,951 05/01/2025 11:03:03.918326PM EDT VAPR0525_11600_23843923.PDF 16,952 05/01/2025 11:03:03.918326PM EDT VAPR0525_11600_23843923.PDF 16,962 05/01/2025 11:03:03.918326PM EDT VAPR0525_11600_23843923.PDF 16,962 05/01/2025 11:03:03.918326PM EDT VAPR0525_11800_23843923.PDF 16,938 05/01/2025 11:03:03.918326PM EDT VAPR0525_11900_23843923.PDF 16,938 05/01/2025 11:03:03.918326PM EDT VAPR0525_15100_23843923.PDF 17,220 05/01/2025 11:03:03.918326PM EDT striced Report displays 17,220 05/01/2025 11:03:03.918326PM E		VAPR0525_10900_23643923.PDF	16 852	05/01/2025 11:03:03.918326PM EDT	
VAPR0525_11200_23843923.PDF 16,956 05/01/2025 11:03:03.918326PM EDT VAPR0525_11300_23843923.PDF 16,956 05/01/2025 11:03:03.918326PM EDT VAPR0525_11400_23843923.PDF 16,976 05/01/2025 11:03:03.918326PM EDT VAPR0525_11500_23843923.PDF 16,977 05/01/2025 11:03:03.918326PM EDT VAPR0525_11600_23843923.PDF 16,977 05/01/2025 11:03:03.918326PM EDT VAPR0525_11600_23843923.PDF 16,962 05/01/2025 11:03:03.918326PM EDT VAPR0525_11800_23843923.PDF 16,902 05/01/2025 11:03:03.918326PM EDT VAPR0525_11800_23843923.PDF 16,938 05/01/2025 11:03:03.918326PM EDT	with ridsz 10,00 05/01/2025 11:03:03.918326PM EDT vAPR0525_11200_23843923.PDF 16,956 05/01/2025 11:03:03.918326PM EDT vAPR0525_11400_23843923.PDF 16,976 05/01/2025 11:03:03.918326PM EDT vAPR0525_11600_23843923.PDF 16,977 05/01/2025 11:03:03.918326PM EDT vAPR0525_11600_23843923.PDF 16,962 05/01/2025 11:03:03.918326PM EDT vAPR0525_11600_23843923.PDF 16,962 05/01/2025 11:03:03.918326PM EDT vAPR0525_11900_23843923.PDF 16,938 05/01/2025 11:03:03.918326PM EDT vAPR0525_15100_23843923.PDF 17,220 05/01/2025 11:03:03.918326PM EDT stred Report displays 17,220 05/01/2025 11:03:03.918326PM EDT		VAPR0525_11000_23843923.PDF	16,957	05/01/2025 11:03:03 918326PM EDT	
VAPR0525_11300_23843923.PDF 16,951 05/01/2025 11:03:03.918326PM EDT VAPR0525_11400_23843923.PDF 16,977 05/01/2025 11:03:03.918326PM EDT VAPR0525_11500_23843923.PDF 16,977 05/01/2025 11:03:03.918326PM EDT VAPR0525_11600_23843923.PDF 16,962 05/01/2025 11:03:03.918326PM EDT VAPR0525_11600_23843923.PDF 16,962 05/01/2025 11:03:03.918326PM EDT VAPR0525_11700_23843923.PDF 16,900 05/01/2025 11:03:03.918326PM EDT VAPR0525_11800_23843923.PDF 16,938 05/01/2025 11:03:03.918326PM EDT VAPR0525_11900_23843923.PDF 16,938 05/01/2025 11:03:03.918326PM EDT	VAPR0525_11300_23843923.PDF 16,951 05/01/2025 11:03:03.918326PM EDT VAPR0525_11400_23843923.PDF 16,976 05/01/2025 11:03:03.918326PM EDT VAPR0525_11500_23843923.PDF 16,977 05/01/2025 11:03:03.918326PM EDT VAPR0525_11600_23843923.PDF 17,300 05/01/2025 11:03:03.918326PM EDT VAPR0525_11900_23843923.PDF 16,980 05/01/2025 11:03:03.918326PM EDT VAPR0525_11900_23843923.PDF 16,938 05/01/2025 11:03:03.918326PM EDT VAPR0525_15100_23843923.PDF 17,220 05/01/2025 11:03:03.918326PM EDT Stred Report displays 17,220 05/01/2025 11:03:03.918326PM EDT		VAPR0525_11200_23843923 PDF	16,956	05/01/2025 11:03:03 918326PM EDT	
VAPR0525_11400_23843923.PDF 16,976 05/01/2025 11:03:03.918326PM EDT VAPR0525_11500_23843923.PDF 16,977 05/01/2025 11:03:03.918326PM EDT VAPR0525_11600_23843923.PDF 16,962 05/01/2025 11:03:03.918326PM EDT VAPR0525_11700_23843923.PDF 16,902 05/01/2025 11:03:03.918326PM EDT VAPR0525_11800_23843923.PDF 16,903 05/01/2025 11:03:03.918326PM EDT VAPR0525_11800_23843923.PDF 16,938 05/01/2025 11:03:03.918326PM EDT VAPR0525_11900_23843923.PDF 16,938 05/01/2025 11:03:03.918326PM EDT	VAPR0525_1400_23843923.PDF 16,976 05/01/2025 11:03:03.918326PM EDT VAPR0525_11500_23843923.PDF 16,962 05/01/2025 11:03:03.918326PM EDT VAPR0525_11700_23843923.PDF 16,962 05/01/2025 11:03:03.918326PM EDT VAPR0525_11800_23843923.PDF 16,938 05/01/2025 11:03:03.918326PM EDT VAPR0525_11900_23843923.PDF 16,938 05/01/2025 11:03:03.918326PM EDT VAPR0525_15100_23843923.PDF 17,220 05/01/2025 11:03:03.918326PM EDT Stred Report displays 17,220 05/01/2025 11:03:03.918326PM EDT		VAPR0525_11200_23843923.PDF	16,951	05/01/2025 11:03:03 918326PM EDT	
VAPR0525_11500_23843923.PDF 16,977 05/01/2025 11:03:03.918326PM EDT VAPR0525_11600_23843923.PDF 16,962 05/01/2025 11:03:03.918326PM EDT VAPR0525_11700_23843923.PDF 17,309 05/01/2025 11:03:03.918326PM EDT VAPR0525_11800_23843923.PDF 16,938 05/01/2025 11:03:03.918326PM EDT VAPR0525_11900_23843923.PDF 16,938 05/01/2025 11:03:03.918326PM EDT	VAPR0525_11500_23843923.PDF 16,977 05/01/2025 11:03:03.918326PM EDT VAPR0525_11600_23843923.PDF 16,962 05/01/2025 11:03:03.918326PM EDT VAPR0525_11800_23843923.PDF 17,309 05/01/2025 11:03:03.918326PM EDT VAPR0525_11900_23843923.PDF 16,800 05/01/2025 11:03:03.918326PM EDT VAPR0525_11900_23843923.PDF 16,938 05/01/2025 11:03:03.918326PM EDT VAPR0525_11900_23843923.PDF 16,938 05/01/2025 11:03:03.918326PM EDT VAPR0525_11900_23843923.PDF 16,938 05/01/2025 11:03:03.918326PM EDT VAPR0525_15100_23843923.PDF 17,220 05/01/2025 11:03:03.918326PM EDT stred Report displays Image: Street Report displays		VAPR0525 11400 23843923.PDF	16,976	05/01/2025 11:03:03.918326PM EDT	
VAPR0525_11600_23843923.PDF 16,962 05/01/2025 11:03:03.918326PM EDT VAPR0525_11700_23843923.PDF 17,309 05/01/2025 11:03:03.918326PM EDT VAPR0525_11800_23843923.PDF 16,800 05/01/2025 11:03:03.918326PM EDT VAPR0525_11900_23843923.PDF 16,938 05/01/2025 11:03:03.918326PM EDT	VAPR0525_11600_23843923.PDF 16,962 05/01/2025 11:03:03.918326PM EDT VAPR0525_11700_23843923.PDF 17,309 05/01/2025 11:03:03.918326PM EDT VAPR0525_11900_23843923.PDF 16,938 05/01/2025 11:03:03.918326PM EDT Click the .PDF link to open the desired Report. Click the .PDF link to open the desired Report. VAPR0525_15100_23843923.PDF 17,220 05/01/2025 11:03:03.918326PM EDT stred Report displays.		VAPR0525 11500 23843923.PDF	16,977	05/01/2025 11:03:03.918326PM EDT	
VAPR0525_11700_23843923.PDF 17,309 05/01/2025 11:03:03.918326PM EDT VAPR0525_11800_23843923.PDF 16,800 05/01/2025 11:03:03.918326PM EDT VAPR0525_11900_23843923.PDF 16,938 05/01/2025 11:03:03.918326PM EDT For this scenario, the Report is a PDF file and is broken out by Business Unit. The wa Report displays will vary depending on the Report. Click the .PDF link to open the desired Report. VAPR0525_15100_23843923.PDF 17.220 05/01/2025 11:03:03.918326PM EDT	VAPR0525_11700_238439923.PDF 17,309 05/01/2025 11:03:03.918326PM EDT VAPR0525_11800_238439923.PDF 16,938 05/01/2025 11:03:03.918326PM EDT VAPR0525_11900_238439923.PDF 16,938 05/01/2025 11:03:03.918326PM EDT For this scenario, the Report is a PDF file and is broken out by Business Unit. The way Report displays will vary depending on the Report. Click the .PDF link to open the desired Report. VAPR0525_15100_23843923.PDF 17,220 05/01/2025 11:03:03.918326PM EDT stred Report displays.		VAPR0525_11600_ 23843923.PDF	16,962	05/01/2025 11:03:03.918326PM EDT	
VAPR0525_11800_23843923.PDF 16,800 05/01/2025 11:03:03.918326PM EDT VAPR0525_11900_23843923.PDF 16,938 05/01/2025 11:03:03.918326PM EDT For this scenario, the Report is a PDF file and is broken out by Business Unit. The wa Report displays will vary depending on the Report. Click the .PDF link to open the desired Report. VAPR0525_15100_23843923.PDF 17.220 05/01/2025 11:03:03.918326PM EDT	VAPR0525_11800_23843923.PDF 16,800 05/01/2025 11:03:03.918326PM EDT VAPR0525_11900_23843923.PDF 16,938 05/01/2025 11:03:03.918326PM EDT For this scenario, the Report is a PDF file and is broken out by Business Unit. The way Report displays will vary depending on the Report. Click the .PDF link to open the desired Report. VAPR0525_15100_23843923.PDF 17,220 05/01/2025 11:03:03.918326PM EDT esired Report displays.		VAPR0525_11700_23843923.PDF	17,309	05/01/2025 11:03:03.918326PM EDT	
VAPR0525_11900_23843923.PDF 16,938 05/01/2025 11:03:03.918326PM EDT For this scenario, the Report is a PDF file and is broken out by Business Unit. The wa Report displays will vary depending on the Report. Click the .PDF link to open the desired Report. VAPR0525 15100 23843923.PDF 17.220 05/01/2025 11:03:03.918326PM EDT	VAPR0525_11900_23843923.PDF 16,938 05/01/2025 11:03:03.918326PM EDT For this scenario, the Report is a PDF file and is broken out by Business Unit. The way Report displays will vary depending on the Report. Click the .PDF link to open the desired Report. VAPR0525_15100_23843923.PDF 17,220 05/01/2025 11:03:03.918326PM EDT sired Report displays.		VAPR0525_11800_23843923.PDF	16,800	05/01/2025 11:03:03.918326PM EDT	
For this scenario, the Report is a PDF file and is broken out by Business Unit. The wa Report displays will vary depending on the Report. Click the .PDF link to open the desired Report. VAPR0525 15100 23843923.PDF 17.220 05/01/2025 11:03:03.918326PM EDT	For this scenario, the Report is a PDF file and is broken out by Business Unit. The way Report displays will vary depending on the Report. Click the .PDF link to open the desired Report. VAPR0525_15100_23843923.PDF 17,220 05/01/2025 11:03:03.918326PM EDT		VAPR0525_11900_23843923.PDF	16,938	05/01/2025 11:03:03.918326PM EDT	
Click the .PDF link to open the desired Report. VAPR0525 15100 23843923.PDF 17.220 05/01/2025 11:03:03.918326PM EDT	Click the .PDF link to open the desired Report. VAPR0525_15100_23843923.PDF 17,220 05/01/2025 11:03:03.918326PM EDT esired Report displays.	F	VAPR0525_11700_23843923.PDF VAPR0525_11800_23843923.PDF VAPR0525_11900_23843923.PDF or this scenario, the Report is eport displays will vary depe	17,309 16,800 16,938 s a PDF file and nding on the R	05/01/2025 11:03:03.918326PM EDT 05/01/2025 11:03:03.918326PM EDT 05/01/2025 11:03:03.918326PM EDT 05/01/2025 11:03:03.918326PM EDT	ess Unit. The wa
VAPR0525 15100 23843923.PDF 17.220 05/01/2025 11:03:03.918326PM EDT	VAPR0525_15100_23843923.PDF 17,220 05/01/2025 11:03:03.918326PM EDT esired Report displays. Image: 05/01/2025 Image: 05/01/2025	С	lick the .PDF link to open the	e desired Repo	rt.	
	esired Report displays.	V	APR0525 15100 23843923.PDF	17,220	05/01/2025 11:03:03.918326PM	/ EDT
	Commonwealth of Virginia PROMPT PAY REPORT Ren Date: 05/01/2025	airad	Depart displays			
voired Depart diaplaya	Commonwealth of Virginia PROMPT PAY REPORT Run Date: 05/01/2025	esireu	Report displays.			
esired Report displays.	Commonwealth of Virginia PROMPT PAY REPORT Run Date: 05/01/2025					
esired Report displays.	CARDINAL Run Date: 05/01/2025	Г		Commonwealth of Vir	ginia pr	
esired Report displays.	Konore III Kakaza				KI CONTRACTOR CONTRACTOR CONTRACTOR CONTRACTOR CONTRACTOR CONTRACTOR CONTRACTOR CONTRACTOR CONTRACTOR CONTRACT	



Generating Inquiries

There are a number of inquiries available to review details about specific items or transactions. See the Cardinal Financials Reports Catalogs for a listing of inquiries by functional area. For this scenario, **Journal Inquiry Details** page is used.

Step	Action					
1.	Log into Cardinal Financials.					
The Card	The Cardinal Financials Home page displays.					
Favorites -	Main Menu 🕶					
				Personalize Content Layout ? Help		
Menu ► My Favorites	0 07	myCardinal Messages	AnceseM	0.07		
myCardinal F Employee Se	Financials MCService	myCardinal Financials	message	0 0 7		
Manager Self	f-Service	Financials Report Execution	Financials Report Retrieval	Financials Links		
 Supplier Cont Customers 	tracts	AP Reports	FIN Report Manager	E Cardinal Portal		
Products	satrada	CL Reports	E FIN Process Monitor			
Eustomer Co Items	ntracts	PR Reports				
Suppliers	Contracts	EII Financiais Query-based Reports				
▶ Purchasing	e en meno					
 Procurement Services Procurement 	nt curement					
Sourcing						
 Froject Costa Travel and Ex 	ng xpenses					
▶ Billing						
2.	Click the Main Menu link	۲.				
The Main	Menu displays.					
	Favo	rites - Main Menu -				
		myCardinal Einancials	÷			
	Menu My F	avorites Employee Self-Service				
	▶ myC	ardinal Fina 🍋 Manager Self-Service	•			
	▶ Emp	loyee Self-S 🗀 Supplier Contracts	•			
	▶ Mana	ager Self-Se 🧰 Customers	•			
	▶ Cust	omers Customer Contracto				
	▶ Prod	omer Contra Contracts				
	► Item	s Guppliers	•			
	> Supp	Diers Procurement Contracts	►			
	Proc	hasing	•			
	▶ ePro	curement eProcurement	F			
	▶ Serv ▶ Sour	cing Services Procurement				
	► Proje	ect Costing Project Costing	•			
	Trave Dillo	el and Exper	•			
	> Acco	g Billing	•			
	▶ Acco	ounts Payabl 🦳 Accounts Receivable	•			
	▶ Bank	nitment Col				
	► Gene	eral Ledger				
	▶ Alloc	ations General Ledger	•			
	► Set U	rprise Comp	•			
	▶ Work	dist 🗧 🗀 Set Up Financials/Supply Chair	n 🕨			
	> Tree	Manager Enterprise Components	•			
	► Repo	bleTools				
	▶ Card	linal Interfac	*			
	- Oher	ana bhaithe d	ii			



Step	Action
3.	Click the General Ledger link.
	General Ledger
The Gene	ral Ledger menu displays.
	 Commitment Control General Ledger Allocations Set Up Financials/Supp Enterprise Components Worklist Tree Manager Reporting Tools People Tools Cardinal Interfaces Change My Password My Personalizations
4.	Click the Review Financial Information list item. Review Financial Information
The Revie	ew Financial Information menu displays.
	Int Control Image Journals Igger GL Subsystem Reconci Image Ledger Incials/Supp Ledgers Image Ledger Group Image Close Ledgers Image Ledger Period Comparison Image Close Ledgers Image Payroll Accounting Entries Image Open Items Generic Accounting Entries Image Monitor Background Process Image Image General Reports Image
5.	Click the Journals list item.



Step	Action
The Jour	nals Find an Existing Value page displays.
Favorites -	Main Menu → General Ledger → Review Financial Information → Journals
Journals	
Find an	Existing Value
Enter any	r information you have and click Search. Leave fields blank for a list of all values.
O ^R	ecent Searches Choose from recent searches V 🖉 Saved Searches Choose from saved searches V 🖉
	Inquiry Name begins with V
	Search Clear
1	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 .
6.	Click the Add a New Value button.
	Add a New Value
The Jour	nals Add a New Value page displays.
Fa	vorites Main Menu General Ledger Review Financial Information Journals
Joi	ırnals
	Add a New Value
	*Inquiry Name Add
7.	Enter an Inquiry Name in the Inquiry Name field.
	*Inquiry Name
i	The Inquiry Name field holds a maximum of 10 characters.



Step	Action		
8.	Click the Add button.		
	Add		
The Journal Inquiry page displays.			
	Favorites • Main Menu • > General Ledger • > Review Financial Information • > Journals		
	Journal Inquiry		
	Journal Criteria Inquiry "Unit "Ledger "Year "From Period "To Period Suspense Status		
	JOURNALS 15100 Q Q Q Q Q Document Type Journal ID Date Status Source Currency Stat Document Type Q Document Sequence Sort By Max Rows Attachment Exist		
	Search		
	R Save Notify		
9	Enter the applicable search criteria in the applicable fields		
Sample of Journal Inquiry page with search criteria entered:			
	Favorites Main Menu General Ledger Favorites General Ledger Favorites General Ledger Favorites General Ledger Favorites General Ledger General Ledger Favorites General Ledger Favorites General Ledger Favorites General Ledger Favorites General Ledger General Ledger Favorites General Ledger Favorites General Ledger Favorites General Ledger Favorites General Ledger General Ledger Favorites General Ledger Favorites General Ledger Favorites General Ledger Favorites General Ledger General Ledger Favorites General Ledger General Ledger General Ledger Favorites General Ledger Gene		
	Journal Inquiry Journal Criteria		
	Inquiry "Unit "Ledger "Year "From Period "To Period Suspense Status JOURNALS 15100 ACTUALS 2025 7 8		
	Journal ID Date Status Source Currency Stat Document Type		
	User Document Sequence Sort By Max Rows Attachment Exist Journal Id 100		
	Search Delete Clear		
	Image: Save Image: Notify Image: Add Image: Display		
10.	Click the Search button.		
	Search Delete Clear		



Step	Action		
The Journal Inquiry page refreshes and a list of Journals meeting the search criteria display in the Journals section at the bettom of the page.			
		Favorites Main Menu General Ledger Review Financial Information Journals	
		Journal Inquiry	
		Inquiry "Unit "Ledger "Year "From Period "To Period Suspense Status	
		JOURNALS TRICO Q ACTORES Q 2029Q 7Q 0Q QQ Journal ID Date Status Source Currency Stat Document Type	
		User Document Sequence Sort By Max Rows Attachment Exist	
		Journals	
		Journals Personalize Find 🗊 🌉 First 🛞 1-14 of 14 🛞 Last	
		Journal ID Date Unit IU Status Source Suspense Status User Unpost Date Descr	
		0002902697 01/02/2025 99700 Posted ONL No Susp Emmoor49 01/02/2025 December 2024 visa and cauditis	
		0002909372 01/16/2025 99700 Posted ONL No Susp 00836219100 01/16/2025 Delaware (DE) state taxes with	
		0002913211 01/16/2025 99700 Posted ONL No Susp FQW86484 01/16/2025 DOA (15100) WCA Drawdown Reque	
		0002921180 01/31/2025 99700 Posted ONL No Susp 00836219100 01/31/2025 Delaware (DE) state taxes with	
		0002921214 0128/2025 15100 Posted ONL No Susp EMH68749 0128/2025 To correct coding from deposit	
		0002928162 02/04/2025 99700 Posted ONL No Susp TPR23426 02/04/2025 DOA (15100) WCA Drawdown Regue	
		0002931458 02/06/2025 99700 Posted ONL No Susp TPR23426 02/06/2025 DOA (15100) WCA Drawdown Reque	
		0002934828 02/14/2025 99700 Posted ONL No Susp 00836219100 02/14/2025 Delaware (DE) state taxes with	
	The Jourr Lines.	nal Inquiry – Journal Inquiry Details page displays showing detailed Journal	
	2		
		Favorites • Main Menu • > General Ledger • > Review Financial Information • > Journals	
		Journal Inquiry Journal Inquiry Details	
		Ledger Criteria	
		Journal Header Journal ID: 0000020100 Date: 0200/0005 Sebedula	
		Ledger Group ACTUALS Original Date 02/04/2025 Process No Request	
		Source ONL Date Posted 0/2/04/2025 Total Lines 12 Journal Status Posted Reversal Date User ID EMH88749	
		Balanced DR=CR Reversal None InterUnit BU 15100 Doc Seg Budget Status Valid Date Code Adjustment N Leas Reversal None [1]	
		Long Lesconption raining tees for Lecember 2024	
		All Lines Operations	
		Totals by Currency Find View All First () 1 of 1 () Last	
		Currency USD Debit Amount 13,450.50 Credit Amount 13,450.50 Net 0.00	
		Journal Line Personalize Find View All [2] Find () 1-12 of 12 (b) Last	
		Line of Line Server approximption approximption and the server of the se	
		1 parking 1224 15100 6,541.50 USD 22051441 02700 83100	
		2 parking 1224 15100 -6,713.00 USD 5015450 01000 799001 83100	
		3 unassigned spaces 24.50 USD 5015450 01000 799001 93100	
i	For more of Reports ca	detailed information about the available financial inquiries, see the Financial atalogs located on the Cardinal website in Reports Catalogs under Resources .	