



Cardinal FIN Reporting Job Aid

NAV220 Generating FIN Reports and Inquiries

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 tiles from the **Cardinal Financials Homepage**.
- **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 is 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.



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Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
5/16/2025	Added the sections pertaining to generating Inquiries.
3/1/2025	Updated the screenshots of the Search pages (Section 1 , after Step 5). Added reference information to the Overview of the Cardinal FIN Search Pages Job Aid.



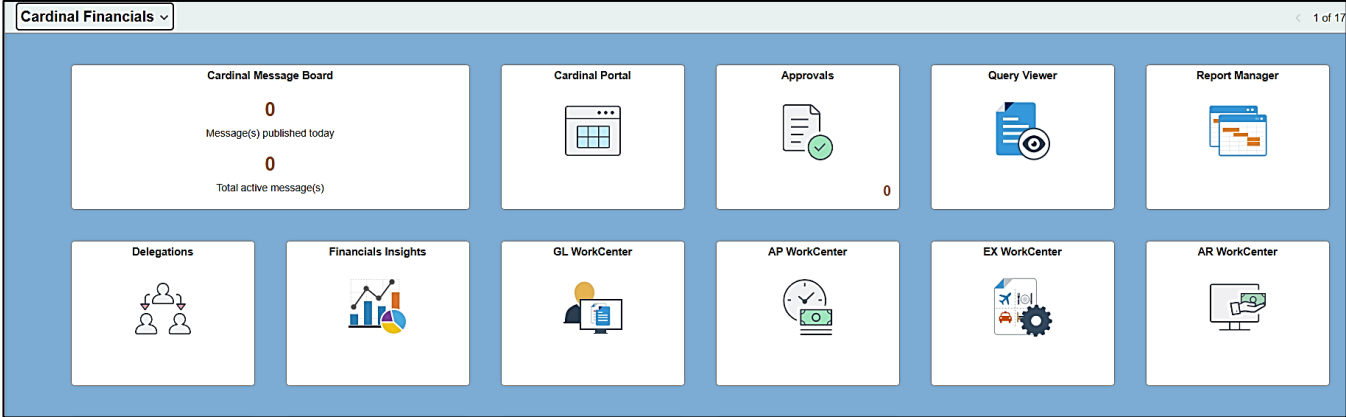
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Generating an Ad Hoc Report

There are numerous Ad Hoc Reports available across functional areas within Cardinal Financials. Accessing these reports will vary based on type of report and the user's security roles. To see available navigation paths for a specific report, see the applicable Cardinal FIN Reports Catalog located on the Cardinal website in **Reports Catalogs** under **Resources**.

For demonstration purposes, the **Cardinal Trail Balance Report** is the example used in this section.

Step	Action
1.	Log into Cardinal Financials.
The Cardinal Financials Homepage displays. 	
	The tiles that display will vary based on user's security roles.
2.	Navigate to the Cardinal Trial Balance Report page using one of the following paths: • NavBar > Menu > General Ledger > General Reports > Cardinal Trial Balance Report • GL WorkCenter > Reports/Processes > General Reports > Cardinal Trial Balance Report



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Step	Action
	The Cardinal Trial Balance Report Find an Existing Value Search page displays. ← General Ledger WorkCenter Cardinal Trial Balance Report Find an Existing Value ⊕ Add a New Value ▼ Search Criteria Enter 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 ▼ Show more options Search Clear
	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 .
	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 3-5 assume that this is the first time that this Report is being generated.
3.	Click the Add a New Value button. ⊕ Add a New Value
	The Add a New Value page displays. Add a New Value 🔍 Find an Existing Value *Run Control ID Add



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Step	Action
4.	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 (once created Run Control IDs cannot be deleted) - Up to 30 characters are allowed - No blank spaces can be used; however, an underscore can be used in lieu of spaces - Do not use wildcard symbols (%) *Run Control ID
5.	Click the Add button. Add
The Trial Balance Report page displays. Trial Balance Report Run Control ID TRIAL_BALANCE_REPORT Report Manager Process Monitor Run Report Request Parameters *Business Unit: (%for All BUs) 15100 Q *Fiscal Year: Accounting Period: 0 Include Adjustment Periods Adjustment Period 1 + - ChartField Selection ☐ By BU/FUND ☐ By BU/Fund/Project ☐ By FundGroup ☐ By All Accounts ☐ By Fund Ledger Selection ☐ Full Accrual ☐ Modified Accrual ☐ Cash Basis ☐ Actuals (All Ledgers selected will be summed together) Account Details ☐ Summary ☐ Detail Save Notify Refresh Add Update/Display	
6.	Enter the desired parameters for the report using the corresponding fields.
i	Parameters are used to limit/define the specific data requirements for the Report. The parameter fields available will differ based on the FIN report being generated. Refer to the FIN Reports Catalogs for a listing of the parameters available for the specific Report being generated. The FIN Reports Catalogs are located on the Cardinal website in Reports Catalogs under Resources.



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Step	Action							
7.	Click the Save button. Save Notify Refresh							
The Trial Balance Report page refreshes.								
Trial Balance Report Run Control ID TRIAL_BALANCE_REPORT Report Manager Process Monitor Run Report Request Parameters *Business Unit: (%for All BUs) 15100 Q *Fiscal Year: 2026 Accounting Period: 1 Include Adjustment Periods <table border="1"><thead><tr><th></th><th>Adjustment Period</th><th></th><th></th></tr></thead><tbody><tr><td>1</td><td> </td><td>+</td><td>-</td></tr></tbody></table> ChartField Selection ☒ By BU/FUND Fund 01000 Q ☐ By BU/Fund/Project ☐ By FundGroup ☐ By All Accounts ☐ By Fund Ledger Selection ☐ Full Accrual ☐ Modified Accrual ☐ Cash Basis ☒ Actuals (All Ledgers selected will be summed together) Account Details ☐ Summary ☒ Detail Save Notify Refresh Add Update/Display		Adjustment Period			1		+	-
	Adjustment Period							
1		+	-					



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Step	Action														
	The Process Schedule Request page displays in a pop-up window. Process Scheduler Request ✕ Help User ID Run Control ID TRIAL_BALANCE_REPORT Server Name Run Date 04/23/2026 Recurrence Run Time 10:22:19AM Reset to Current Date/Time Time Zone Process List <table><tr><th>Select</th><th>Description</th><th>Process Name</th><th>Process Type</th><th>Type</th><th>Format</th><th>Distribution</th></tr><tr><td>☒</td><td>Cardinal Trial Balance Report</td><td>VGLR001</td><td>SQR Report</td><td>Web </td><td>PDF </td><td>Distribution</td></tr></table> OK Cancel Refresh	Select	Description	Process Name	Process Type	Type	Format	Distribution	☒	Cardinal Trial Balance Report	VGLR001	SQR Report	Web	PDF	Distribution
Select	Description	Process Name	Process Type	Type	Format	Distribution									
☒	Cardinal Trial Balance Report	VGLR001	SQR Report	Web	PDF	Distribution									
	i 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. 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.														
9.	Click the OK button. OK Cancel Refresh														



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Step	Action								
The Trial Balance Report page redispays.									
Trial Balance Report Run Control ID TRIAL_BALANCE_REPORT Report Manager Process Monitor Run Process Instance:25540844 Report Request Parameters *Business Unit: (%for All BUs) 15100 Q *Fiscal Year: 2026 Accounting Period: 1 Include Adjustment Periods <table><tr><td></td><td>Adjustment Period</td><td></td><td></td></tr><tr><td>1</td><td> </td><td> + </td><td> - </td></tr></table> ChartField Selection ☒ By BU/FUND Fund 01000 Q ☐ By BU/Fund/Project ☐ By FundGroup ☐ By All Accounts ☐ By Fund Ledger Selection ☐ Full Accrual ☐ Modified Accrual ☐ Cash Basis ☒ Actuals (All Ledgers selected will be summed together) Account Details ☐ Summary ☒ Detail Save Notify Refresh Add Update/Display			Adjustment Period			1		+	-
	Adjustment Period								
1		+	-						
10.	Notice that a Process Instance Number has been assigned to the report request and displays right below the Process Monitor link (“25540844” in this example). Make note of this Process Instance Number.								
11.	Click the Process Monitor link. Process Monitor								



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

Process List

Server List

View Process Requests

User ID

Type

Last

Days

Refresh

Server

Name

Instance

Range

Clear

Run Status

Distribution Status

☒ Save On Refresh

Report Manager

Reset

Process List

1-1 of 1

>

>

View All

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
☐	25540844		TRIAL_BALANCE_REPORT	SQR Report	VGLR001		04/23/2026 10:22:19AM EDT	Success	Posted	Details	Actions

Go back to Cardinal Trial Balance Report

Save

Notify

Process List | Server List

12. Locate the applicable Report within the **Process List** section using the Process Instance Number previously captured.

Process List

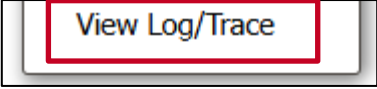
Select	Instance	Seq.	Run Control ID	Process Type	Process Name
☐	25540844		TRIAL_BALANCE_REPORT	SQR Report	VGLR001

Step	Action								
	The report can be viewed once the Run Status field updates to either “Success” or “Error” and the Distribution Status field updates to “Posted”. <table border="1"><thead><tr><th>Run Status</th><th>Distribution Status</th></tr></thead><tbody><tr><td>Success</td><td>Posted</td></tr></tbody></table> 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	Run Status	Distribution Status	Success	Posted				
Run Status	Distribution Status								
Success	Posted								
13.	Click the corresponding Actions dropdown button. <table border="1"><thead><tr><th>Run Status</th><th>Distribution Status</th><th>Details</th><th>Actions</th></tr></thead><tbody><tr><td>Success</td><td>Posted</td><td>Details</td><td>▼ Actions</td></tr></tbody></table>	Run Status	Distribution Status	Details	Actions	Success	Posted	Details	▼ Actions
Run Status	Distribution Status	Details	Actions						
Success	Posted	Details	▼ Actions						
The Actions menu displays. Actions ▼ Actions Update Process > Details Parameters Message Log View Log/Trace									



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Step	Action
14.	Click the View Log/Trace list item. 
	If the report completed with a Run Status of “Error”, the Message Log list item can be used to review why the error occurred. 

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

View Log/Trace

×

Help

Report

Report ID

114574469

Process Instance

25540844

Message Log

Name

VGLR001

Process Type

SQR Report

Run Status

Success

Cardinal Trial Balance Report

Distribution Details

Distribution Node

finpmir

Expiration Date

05/23/2026

File List

Name	File Size (bytes)	Datetime Created
SQR_VGLR001_25540844.log	2,188	04/23/2026 10:23:36.903684AM EDT
vglr001_25540844.PDF	19,822	04/23/2026 10:23:36.903684AM EDT
vglr001_25540844.out	22,302	04/23/2026 10:23:36.903684AM EDT

Distribute To

Distribution ID Type	Distribution ID
User	

Return



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Step	Action												
15.	Click the .PDF link within the File List section to view the generated report in PDF format. File List <table><tr><th>Name</th><th>File Size (bytes)</th><th>Datetime Created</th></tr><tr><td>SQR_VGLR001_25540844.log</td><td>2,188</td><td>04/23/2026 10:23:36.903684AM EDT</td></tr><tr><td>vglr001_25540844.PDF</td><td>19,822</td><td>04/23/2026 10:23:36.903684AM EDT</td></tr><tr><td>vglr001_25540844.out</td><td>22,302</td><td>04/23/2026 10:23:36.903684AM EDT</td></tr></table>	Name	File Size (bytes)	Datetime Created	SQR_VGLR001_25540844.log	2,188	04/23/2026 10:23:36.903684AM EDT	vglr001_25540844.PDF	19,822	04/23/2026 10:23:36.903684AM EDT	vglr001_25540844.out	22,302	04/23/2026 10:23:36.903684AM EDT
Name	File Size (bytes)	Datetime Created											
SQR_VGLR001_25540844.log	2,188	04/23/2026 10:23:36.903684AM EDT											
vglr001_25540844.PDF	19,822	04/23/2026 10:23:36.903684AM EDT											
vglr001_25540844.out	22,302	04/23/2026 10:23:36.903684AM EDT											



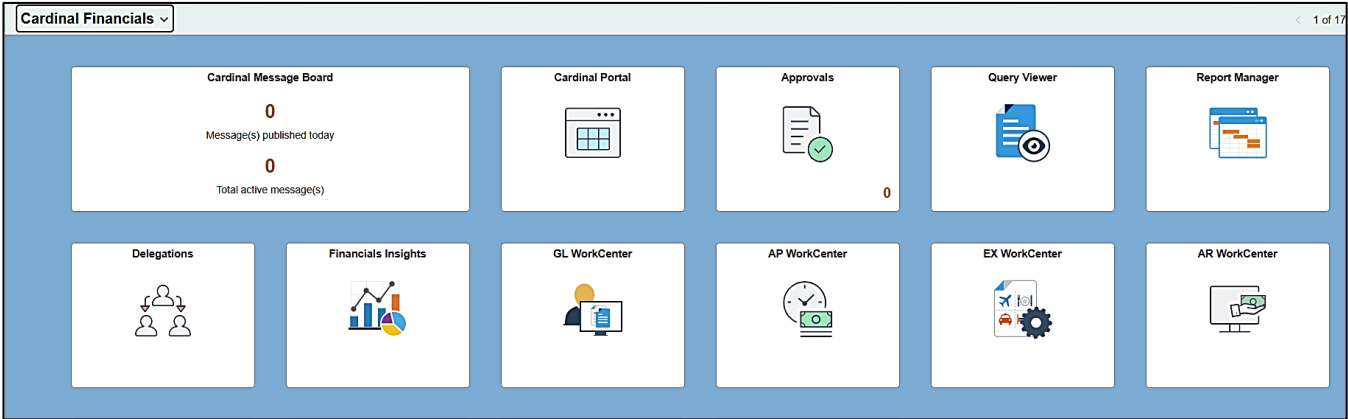
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Generating a Financials BI Publisher Report

There are various BI Publisher Reports available across functional areas within Cardinal Financials. Ability to access these reports will vary based on type of report and the user's security roles. To see available navigation paths for a specific report, see the applicable Cardinal FIN Reports Catalog located on the Cardinal website in **Reports Catalogs** under **Resources**.

For demonstration purposes, the **Voucher Register Report** is the example used in this section.

Step	Action
1.	Log into Cardinal Financials.
The Cardinal Financials Homepage displays.	
	
	The tiles that display will vary based on user's security roles.
2.	Navigate to the Voucher Register Report page using one of the following paths: • NavBar > Menu > Accounts Payable > Reports > Vouchers > Voucher Register • Payables WorkCenter > Reports/Processes > Vouchers > Voucher Register



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Step	Action
	The Voucher Register Find an Existing Value Search page displays. ← Process List Voucher Register Find an Existing Value ⊕ Add a New Value ▼ Search Criteria Enter 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 ✎ Run Control ID begins with ▼ ^ Show fewer options ☐ Case Sensitive Search Clear



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Step	Action
4.	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 (once created Run Control IDs cannot be deleted) - Up to 30 characters are allowed - No blank spaces can be used; however, an underscore can be used in lieu of spaces - Do not use wildcard symbols (%) *Run Control ID
5.	Click the Add button. Add
The Voucher Register page displays. ← Process List Voucher Register Run Control ID VOUCHER_REGISTER Report Manager Process Monitor Run Language English Report Request Parameters Business Unit 15100 Q Date Range From Date 📅 Through Date 📅 Print Options ☐ Print Voucher Line ☐ Print Distribution Line Save Return to Search Notify Add Update/Display	
6.	Enter the desired parameters for the Report using the corresponding fields.

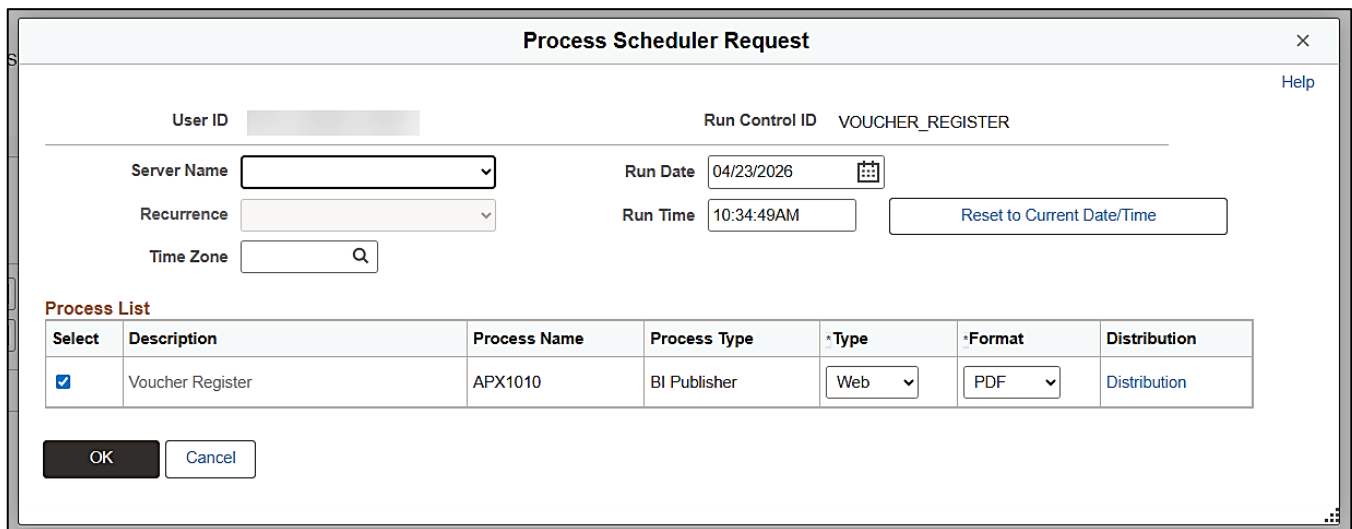


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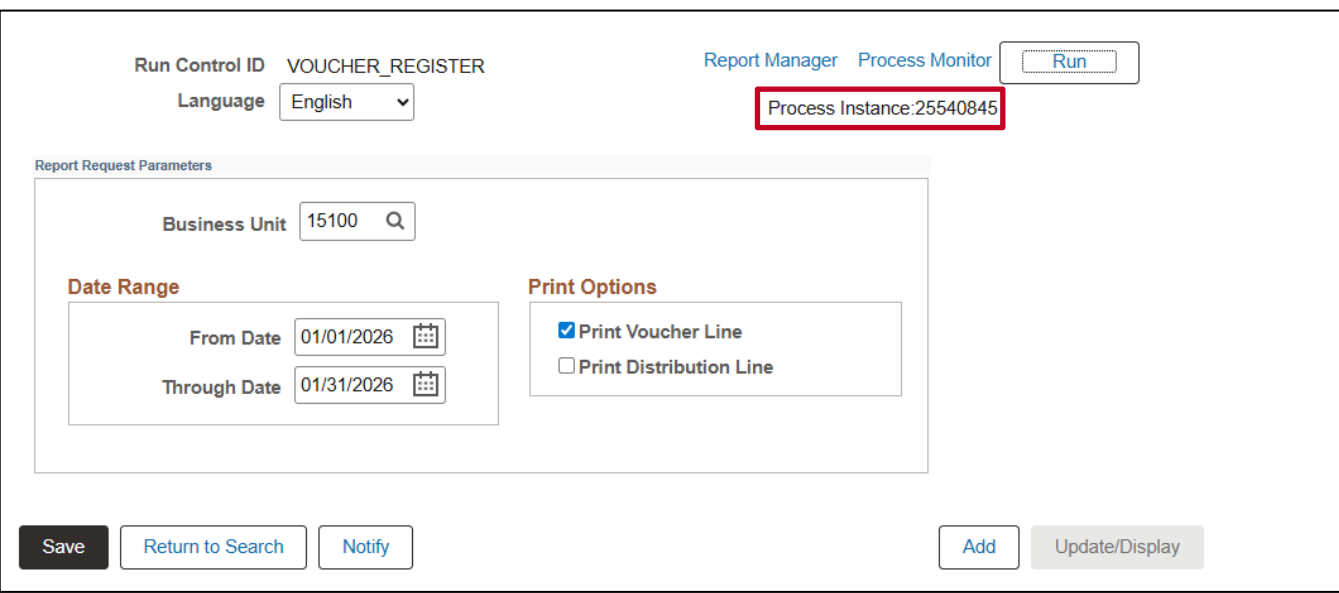
Step	Action
	Parameters are used to limit/define the specific data requirements for the Report. The parameter fields available will differ based on the FIN Report being generated. Refer to the FIN Reports Catalogs for a listing of the parameters available for the specific Report being generated. The FIN Reports Catalogs are located on the Cardinal website in Reports Catalogs under Resources.
7.	Click the Save button. 
8.	Click the Run button. 

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



Select	Description	Process Name	Process Type	Type	Format	Distribution
☒	Voucher Register	APX1010	BI Publisher	Web	PDF	Distribution

	The Process Type field displays “BI Publisher” for these types of Reports.
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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. 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.
9.	Click the OK button. 
The Voucher Register page redisplay. 	
	Notice that a Process Instance Number has been assigned to the report request and displays just below the Process Monitor link (“25540845” for this example).
10.	Click the Process Monitor link. 



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

← Parameters

Process Monitor

Process List

Server List

View Process Requests

User ID Type Last 1 Days Refresh

Server Name Instance Range Clear

Run Status Distribution Status ☒ Save On Refresh Report Manager Reset

Process List

1-2 of 2

> > | View All

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
☐	25540845		VOUCHER_REGISTER	BI Publisher	APX1010		04/23/2026 10:34:49AM EDT	Success	Posted	Details	▼Actions
☐	25540844		TRIAL_BALANCE_REPORT	SQR Report	VGLR001		04/23/2026 10:22:19AM EDT	Success	Posted	Details	▼Actions

Go back to Voucher Register

Save Notify

Process List | Server List

11. Locate the applicable Report within the **Process List** section using the Process Instance Number previously captured.

Process List

1-2 of 2

> > | View All

Select	Instance	Seq.	Run Control ID	Process Type	Process Name
☐	25540845		VOUCHER_REGISTER	BI Publisher	APX1010

Step	Action				
	The Report can be viewed once the Run Status field updates to either “Success” or “Error” and the Distribution Status field updates to “Posted”. <table border="1"> <thead> <tr> <th>Run Status</th><th>Distribution Status</th></tr> </thead> <tbody> <tr> <td>Success</td><td>Posted</td></tr> </tbody> </table> 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	Run Status	Distribution Status	Success	Posted
Run Status	Distribution Status				
Success	Posted				
12.	Click the Report Manager link. View Process Requests User ID Type Last 1 Days Refresh Server Name Instance Range Clear Run Status Distribution Status ☒ Save On Refresh Report Manager Reset				



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Step	Action																					
	The Report Manager page displays. ← Process List Report Manager List Explorer Administration Archives View Reports For Folder Instance 14206982 to Refresh Name Created On Last 1 Hours Reports Grid Search Previous Next 1-2 of 2 View All <table border="1"><thead><tr><th></th><th>Report</th><th>Report Description</th><th>Folder Name</th><th>Completion Date/Time</th><th>Report ID</th><th>Process Instance</th></tr></thead><tbody><tr><td>1</td><td>APX1010 - APX1010.pdf</td><td>APX1010 - APX1010.PDF</td><td>General</td><td>04/23/26 10:35AM</td><td>114574471</td><td>25540845</td></tr><tr><td>2</td><td>VGLR001</td><td>CARDINAL TRIAL BALANCE REPORT</td><td>General</td><td>04/23/26 10:23AM</td><td>114574469</td><td>25540844</td></tr></tbody></table> Go back to Process Requests Save List Explorer Administration Archives		Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance	1	APX1010 - APX1010.pdf	APX1010 - APX1010.PDF	General	04/23/26 10:35AM	114574471	25540845	2	VGLR001	CARDINAL TRIAL BALANCE REPORT	General	04/23/26 10:23AM	114574469	25540844
	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance																
1	APX1010 - APX1010.pdf	APX1010 - APX1010.PDF	General	04/23/26 10:35AM	114574471	25540845																
2	VGLR001	CARDINAL TRIAL BALANCE REPORT	General	04/23/26 10:23AM	114574469	25540844																



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Step	Action
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The **Report Index** page displays.

← List

Report Index

Report

Report ID 114574471

Process Instance 25540845

Message Log

Name XMLP

Process Type XML Publisher

Run Status Success

APX1010 - APX1010.pdf

Distribution Details

Distribution Node finpmir

Expiration Date 05/23/2026

File List

Name	File Size (bytes)	Datetime Created
APX1010.pdf	71,000	04/23/2026 10:35:30.016112AM EDT

Distribute To

Distribution ID Type	Distribution ID
User	

Return

14.

Click the **.pdf** link within the **File List** section to view the generated Report in the PDF format.

File List

Name
APX1010.pdf



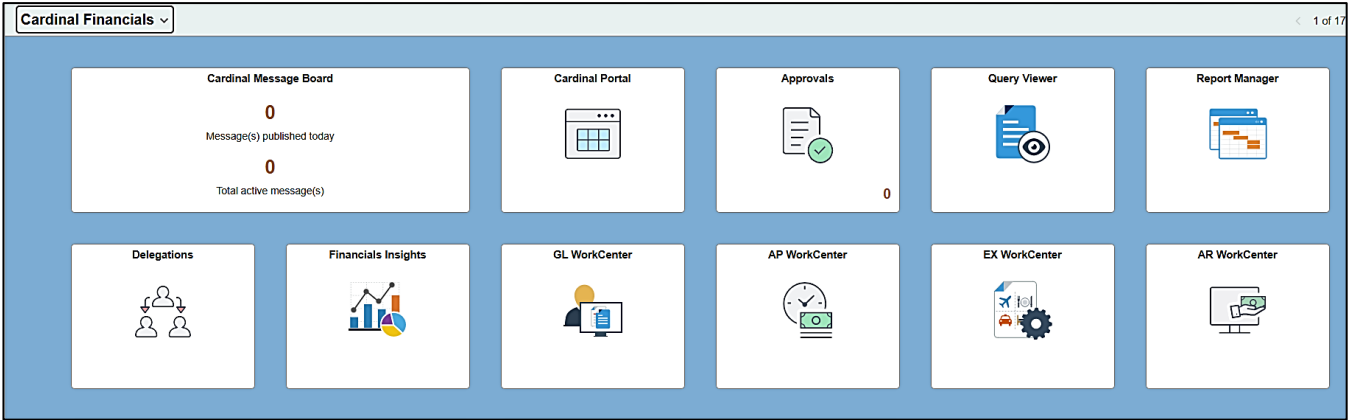
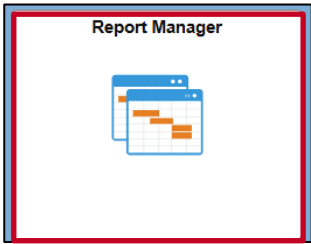
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Accessing nVision Reports and Using Drilldowns

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 on how 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 Cardinal Financials Homepage displays. 
	The tiles that display will vary based on user security roles.
2.	Click the Report Manager tile. 
	Users with access to any of the Cardinal Financials WorkCenters can also navigate to the Report Manager page using the following path: Links > Other Links > Report Manager For more information about WorkCenters, refer to the Job Aid titled Overview of Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.



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Step	Action												
	The Financial Report Manager page displays with the List tab displayed by default. List Explorer Administration Archives View Reports For Folder Instance to Refresh Name Created On Last 1 Days Reports 1-1 of 1 View All <table><tr><th>Report</th><th>Report Description</th><th>Folder Name</th><th>Completion Date/Time</th><th>Report ID</th><th>Process Instance</th></tr><tr><td>1 Report</td><td></td><td></td><td></td><td></td><td></td></tr></table> Save List Explorer Administration Archives	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance	1 Report					
Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance								
1 Report													
i	If a “More than 1000 rows will be returned; this may take a long time” message displays, click the Cancel button to continue.												
i	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.	Enter the applicable search criteria in the View Reports For section. View Reports For Folder Instance to Refresh Name Created On Last 1 Days												
i	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.												



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Step	Action														
	Sample of a completed View Reports For section: List Explorer Administration Archives View Reports For Folder APPROP BUD ACTUAL Instance to Refresh Name BU15100%1000 Created On Last 1 Years Years Reports Grid Search < < 1-1 of 1 > > View All <table border="1"><thead><tr><th></th><th>Report</th><th>Report Description</th><th>Folder Name</th><th>Completion Date/Time</th><th>Report ID</th><th>Process Instance</th></tr></thead><tbody><tr><td>1</td><td>Report</td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table> Save List Explorer Administration Archives		Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance	1	Report					
	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance									
1	Report														
4.	Click the Refresh button. Refresh														



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Step

Action

The page refreshes and the search results display under the **Reports** section.

List

Explorer

Administration

Archives

View Reports For

Folder

APPROP BUD ACTUAL

Instance

to

Refresh

Name

BU15100

Created On

Last

1

Years

Reports

1-50 of 121

>

>|

View 100

	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1	BU15100-BUDVSACT FND/PRG-15000	BU15100-BUDVSACT FND/PRG-15000	APPROP BUD ACTUAL	03/20/26 11:30AM	114570867	25532893
2	BU15100-BUDVSACT FND/PRG-12110	BU15100-BUDVSACT FND/PRG-12110	APPROP BUD ACTUAL	03/20/26 11:30AM	114570866	25532893
3	BU15100-BUDVSACT FND/PRG-10110	BU15100-BUDVSACT FND/PRG-10110	APPROP BUD ACTUAL	03/20/26 11:30AM	114570865	25532893
4	BU15100-BUDVSACT FND/PRG-09362	BU15100-BUDVSACT FND/PRG-09362	APPROP BUD ACTUAL	03/20/26 11:30AM	114570864	25532893
5	BU15100-BUDVSACT FND/PRG-09151	BU15100-BUDVSACT FND/PRG-09151	APPROP BUD ACTUAL	03/20/26 11:30AM	114570863	25532893
6	BU15100-BUDVSACT FND/PRG-06150	BU15100-BUDVSACT FND/PRG-06150	APPROP BUD ACTUAL	03/20/26 11:30AM	114570862	25532893

5.

Navigate and select the applicable report by clicking the corresponding link within the **Report** column.

	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
51	BU15100-BUDVSACT FND/PRG-01000	BU15100-BUDVSACT FND/PRG-01000	APPROP BUD ACTUAL	01/08/26 12:04AM	114490309	25521440

i

A message displays.

Do you want to save your changes? Click Yes to go back and save, or No to discard your changes.

Yes

No

6.

Click the **No** button.

Yes

No



Cardinal FIN Reporting Job Aid

NAV220 Generating FIN Reports and Inquiries

Step

Action

The **Report Index** page displays for the selected report.

← List

Report Index

Report

Report ID114570851

Process Instance25532893

Message Log

NameRPTBOOK

Process TypenVision-ReportBook

Run StatusSuccess

BU15100-BUDVSACT FND/PRG-01000

Distribution Details

Distribution Nodefinpmir

Expiration Date08/04/2053

File List

Name	File Size (bytes)	Datetime Created
RGL003A-01000.xlsx	20,738	03/20/2026 11:30:21.235925AM EDT

Distribute To

Distribution ID Type	Distribution ID
User	AA_CARDINAL_BATCH_GL
Role	V_COVA_CARDINAL_REPORTER

Return

7.

Click the **.xlsx** file in the **Name** field under the **File List** section.

File List

Name	File Size (bytes)	Datetime Created
RGL003A-01000.xlsx	20,738	03/20/2026 11:30:21.235925AM EDT

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.

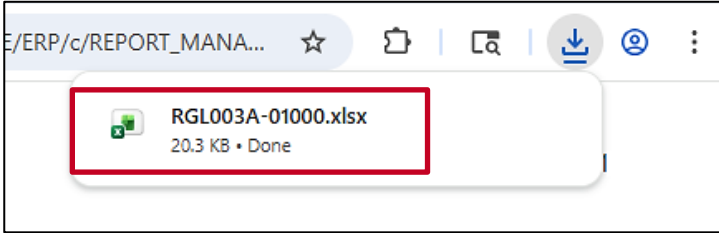
If there is no pop-up message and the report has not yet opened, click the Excel icon on the toolbar at the bottom of the screen. The pop-up message should display. Click the **Yes** button to open the Report.

A pop-up message may display asking what to do with the file. Click the **Open** button.



Cardinal FIN Reporting Job Aid

NAV220 Generating FIN Reports and Inquiries

Step	Action
8.	The Report downloads. Click the file to access it. 

The downloaded file displays.

FileHomeInsertDrawPage LayoutFormulasDataReviewViewAutomateAdd-insHelpAcrobat

i42

1

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2	B	C	D	E	F	G	H
3	Commonwealth of Virginia						
4	COVA Standard Budget to Actual - Program, Fund						
5							
6	Report ID RGL003A						
7	Layout ID VGLR003A						
8	Scope: FNDS_15100						
9	Period E 2026-06-30						
10	Business 15100		Department of Accounts				
11	Fund: 01000		General Fund				
12							
13							
14	Program	Description	Appropriation	2026-1	2026-2	2026-3	2026-4
15							
16	ALL_PROGRAMS						
21		Fin Sys Develop&Mgmt	\$ 4,377,782.00	\$ 155,079.15	\$ 258,966.36	\$ 151,330.86	\$ 288,914.90
27		Accounting Services	\$ 12,321,261.00	\$ 1,019,487.39	\$ 1,621,333.35	\$ 960,465.25	\$ 981,906.06
30		Admin&Support Svcs	\$ 2,615,560.00	\$ 169,042.88	\$ 232,530.99	\$ 161,957.69	\$ 167,507.12
31		ALL_PROGRAMS	\$19,314,603.00	\$1,343,609.42	\$2,112,830.70	\$1,273,753.80	\$1,438,328.08
32							



Sample of a Report with all fields expanded.

1

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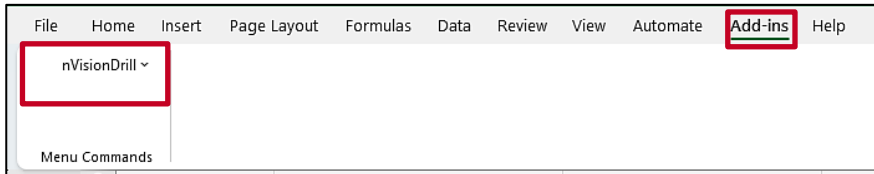
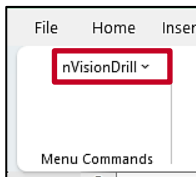
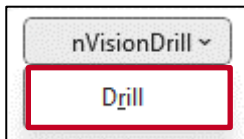
33

34



Cardinal FIN Reporting Job Aid

NAV220 Generating FIN Reports and Inquiries

Step	Action																																																																																																																							
	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. <table><tr><th>Program</th><th>Description</th><th>Appropriation</th><th>2026-1</th><th>2026-2</th><th>2026-3</th><th>2026-4</th></tr><tr><td colspan="7">ALL_PROGRAMS</td></tr><tr><td>7240</td><td>Fin Sys Development & Mgmt</td><td>4,377,782.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td></tr><tr><td>724001</td><td>Financial System Development</td><td>0.00</td><td>64,457.48</td><td>103,101.76</td><td>62,939.82</td><td>69,657.36</td></tr><tr><td>724002</td><td>Financial System Maintenance</td><td>0.00</td><td>90,621.67</td><td>143,404.44</td><td>88,391.04</td><td>213,114.31</td></tr><tr><td>724004</td><td>Computer Services</td><td>0.00</td><td>0.00</td><td>12,460.16</td><td>0.00</td><td>6,143.23</td></tr><tr><td colspan="2">Fin Sys Develp&Mgmt</td><td>\$ 4,377,782.00</td><td>\$ 155,079.15</td><td>\$ 258,966.36</td><td>\$ 151,330.86</td><td>\$ 288,914.90</td></tr><tr><td>7370</td><td>Accounting Services</td><td>12,321,261.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td></tr><tr><td>737001</td><td>General Accounting</td><td>0.00</td><td>265,391.93</td><td>433,798.14</td><td>261,826.33</td><td>262,277.43</td></tr><tr><td>737002</td><td>Disbursements Review</td><td>0.00</td><td>26,811.78</td><td>40,446.15</td><td>26,968.36</td><td>26,967.76</td></tr><tr><td>737003</td><td>Payroll Operations</td><td>0.00</td><td>150,771.99</td><td>228,050.74</td><td>150,980.52</td><td>153,087.39</td></tr><tr><td>737004</td><td>Financial Reporting</td><td>0.00</td><td>576,511.69</td><td>919,038.32</td><td>520,690.04</td><td>539,573.48</td></tr><tr><td colspan="2">Accounting Services</td><td>\$ 12,321,261.00</td><td>\$ 1,019,487.39</td><td>\$ 1,621,333.35</td><td>\$ 960,465.25</td><td>\$ 981,906.06</td></tr><tr><td>7990</td><td>Administrative & Support Svcs</td><td>2,615,560.00</td><td>0.00</td><td>0.00</td><td>0.00</td><td>0.00</td></tr><tr><td>799001</td><td>General Management & Direction</td><td>0.00</td><td>169,042.88</td><td>232,530.99</td><td>161,957.69</td><td>167,507.12</td></tr><tr><td colspan="2">Admin&Support Svcs</td><td>\$ 2,615,560.00</td><td>\$ 169,042.88</td><td>\$ 232,530.99</td><td>\$ 161,957.69</td><td>\$ 167,507.12</td></tr><tr><td colspan="2">ALL_PROGRAMS</td><td>\$19,314,603.00</td><td>\$1,343,609.42</td><td>\$2,112,830.70</td><td>\$1,273,753.80</td><td>\$1,438,328.08</td></tr></table>	Program	Description	Appropriation	2026-1	2026-2	2026-3	2026-4	ALL_PROGRAMS							7240	Fin Sys Development & Mgmt	4,377,782.00	0.00	0.00	0.00	0.00	724001	Financial System Development	0.00	64,457.48	103,101.76	62,939.82	69,657.36	724002	Financial System Maintenance	0.00	90,621.67	143,404.44	88,391.04	213,114.31	724004	Computer Services	0.00	0.00	12,460.16	0.00	6,143.23	Fin Sys Develp&Mgmt		\$ 4,377,782.00	\$ 155,079.15	\$ 258,966.36	\$ 151,330.86	\$ 288,914.90	7370	Accounting Services	12,321,261.00	0.00	0.00	0.00	0.00	737001	General Accounting	0.00	265,391.93	433,798.14	261,826.33	262,277.43	737002	Disbursements Review	0.00	26,811.78	40,446.15	26,968.36	26,967.76	737003	Payroll Operations	0.00	150,771.99	228,050.74	150,980.52	153,087.39	737004	Financial Reporting	0.00	576,511.69	919,038.32	520,690.04	539,573.48	Accounting Services		\$ 12,321,261.00	\$ 1,019,487.39	\$ 1,621,333.35	\$ 960,465.25	\$ 981,906.06	7990	Administrative & Support Svcs	2,615,560.00	0.00	0.00	0.00	0.00	799001	General Management & Direction	0.00	169,042.88	232,530.99	161,957.69	167,507.12	Admin&Support Svcs		\$ 2,615,560.00	\$ 169,042.88	\$ 232,530.99	\$ 161,957.69	\$ 167,507.12	ALL_PROGRAMS		\$19,314,603.00	\$1,343,609.42	\$2,112,830.70	\$1,273,753.80	\$1,438,328.08
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10.	Click the Add-Ins menu and the nVisionDrill menu opens at the top of the page. 																																																																																																																							
11.	Click the nVisionDrill dropdown button. 																																																																																																																							
12.	The Drill option displays. Click the Drill option. 																																																																																																																							



Cardinal FIN Reporting Job Aid

NAV220 Generating FIN Reports and Inquiries

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

The **Run Drilldown** page displays.

Report Instance: 25532893_114570851

Row: 18

Column: 6

*Type: Web

Available Drilldown Layouts

<

1-19 of 19

>

Description	Server Name	Run Drilldown
Account by Business Unit	PSNT1	Run Drilldown
Account by Period	PSNT1	Run Drilldown
Account by Product	PSNT1	Run Drilldown
Business Unit by Period	PSNT1	Run Drilldown
Business Unit by Account	PSNT1	Run Drilldown
Business Unit by Product	PSNT1	Run Drilldown
Product by Account	PSNT1	Run Drilldown
Product by Business Unit	PSNT1	Run Drilldown
Product by Period	PSNT1	Run Drilldown
Drilldown by Agency Use 1	PSNT1	Run Drilldown
Drilldown by Task	PSNT1	Run Drilldown
Drilldown by FIPS	PSNT1	Run Drilldown
Drilldown by Asset	PSNT1	Run Drilldown
Drilldown by Cost Center	PSNT1	Run Drilldown
Drilldown by Department	PSNT1	Run Drilldown
Drilldown by Agency Use 2	PSNT1	Run Drilldown
Drilldown by Journal	PSNT1	Run Drilldown
Drilldown by Voucher	PSNT1	Run Drilldown
Drilldown by Employee	PSNT1	Run Drilldown

Notify

	Drilldown is available by ChartFields such as Account, Department, and Task as well as by Journal and Voucher.
13.	Click the Run Drilldown button to the right of the applicable drilldown layout description to run the Report. Drilldown by Department PSNT1 Run Drilldown
	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 FIN Reporting Job Aid

NAV220 Generating FIN Reports and Inquiries

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

Cardinal opens the **Administration** tab on the **FIN Report Manager** page.

Report Manager

List Explorer **Administration** Archives

View Reports For

User ID Type Last Hours

Status Folder Instance to

Report List

1-1 of 1 View All

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	114574499	25540890	DR_25532893_25540890_RGL003A-01000.xlsx	04/23/2026 12:12:56PM	Microsoft Excel Files (*.xls)	Posted	Details

☒ Select All ☐ Deselect All

Click the delete button to delete the selected report(s)

List | Explorer | Administration | Archives



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.

The report downloads.



Cardinal FIN Reporting Job Aid

NAV220 Generating FIN Reports and Inquiries

Step

Action

15.

Click the file to open.

DR_25532893_25540890_RGL003A-01000.xlsx

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 Report opens in Excel.

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CARDINAL

Commonwealth of Virginia

Drilldown by Department

Report ID:

RGL036

Layout ID:

VGLR0036

Period Ending:

2026-06-30

Business Unit:

15100

Department of Accounts

Department

Description

Budget

2026-1

2026-2

2026-3

2026-4

98300

Systems Analysis & Programming

0.00

27,946.48

47,641.61

0.00

(0.16)

98400

Chief Technology Officer & DBA

0.00

36,511.00

55,460.15

0.00

0.00

98500

Applications & Technology

0.00

0.00

0.00

62,939.82

69,657.52

All Departments

\$0.00

\$64,457.48

\$103,101.76

\$62,939.82

\$69,657.36

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 to \$103,101.76.

12

13

14

15

16

17

Department

Description

Budget

2026-1

2026-2

2026-3

98300

Systems Analysis & Programming

0.00

27,946.48

47,641.61

0.00

98400

Chief Technology Officer & DBA

0.00

36,511.00

55,460.15

0.00

98500

Applications & Technology

0.00

0.00

0.00

62,939.82

All Departments

\$0.00

\$64,457.48

\$103,101.76

\$62,939.82

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

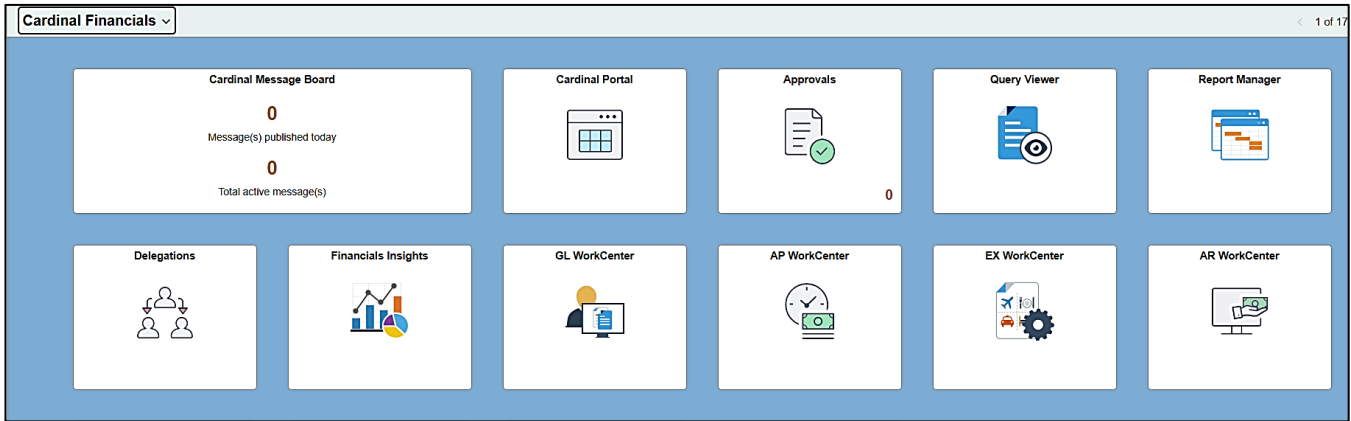
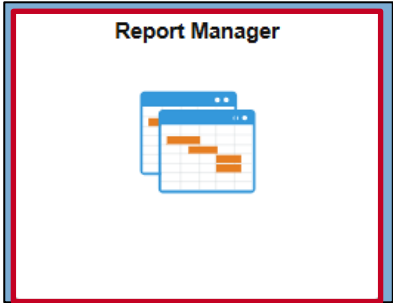
DrillDowns are real time (based on the current date they are run)

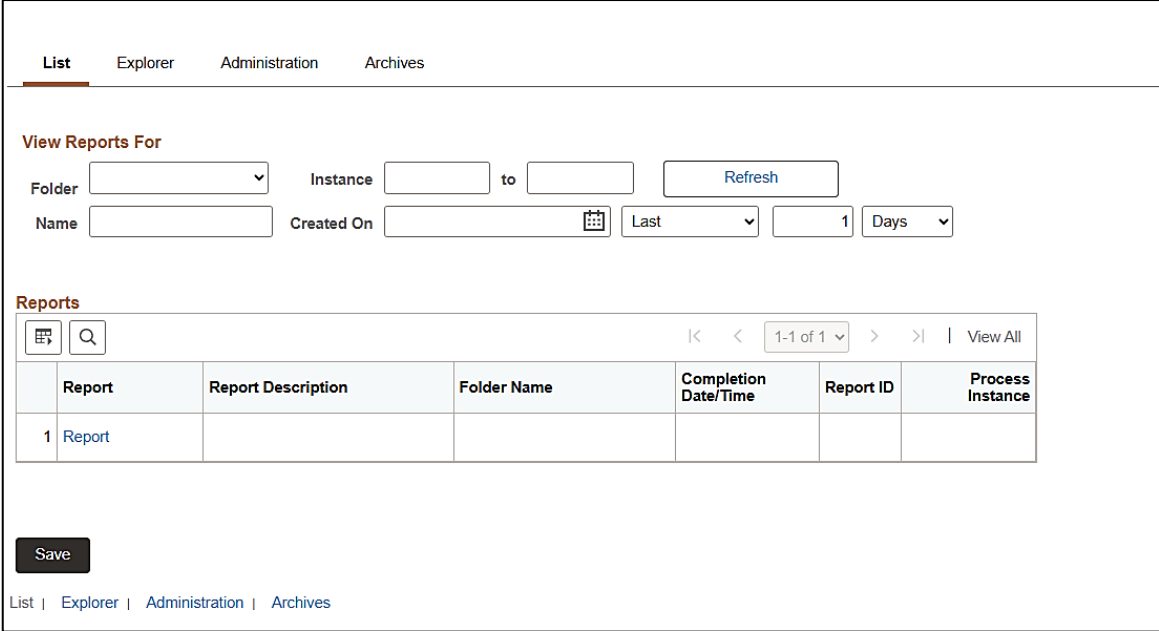
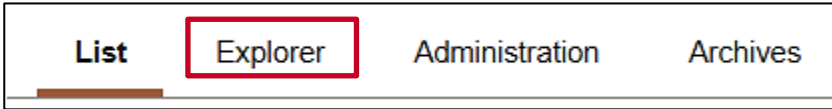
If there is a discrepancy, typically the **Drilldown by Journal** can be run to identify the transaction that occurred on the current date that was not included in the totals on the nVision report.

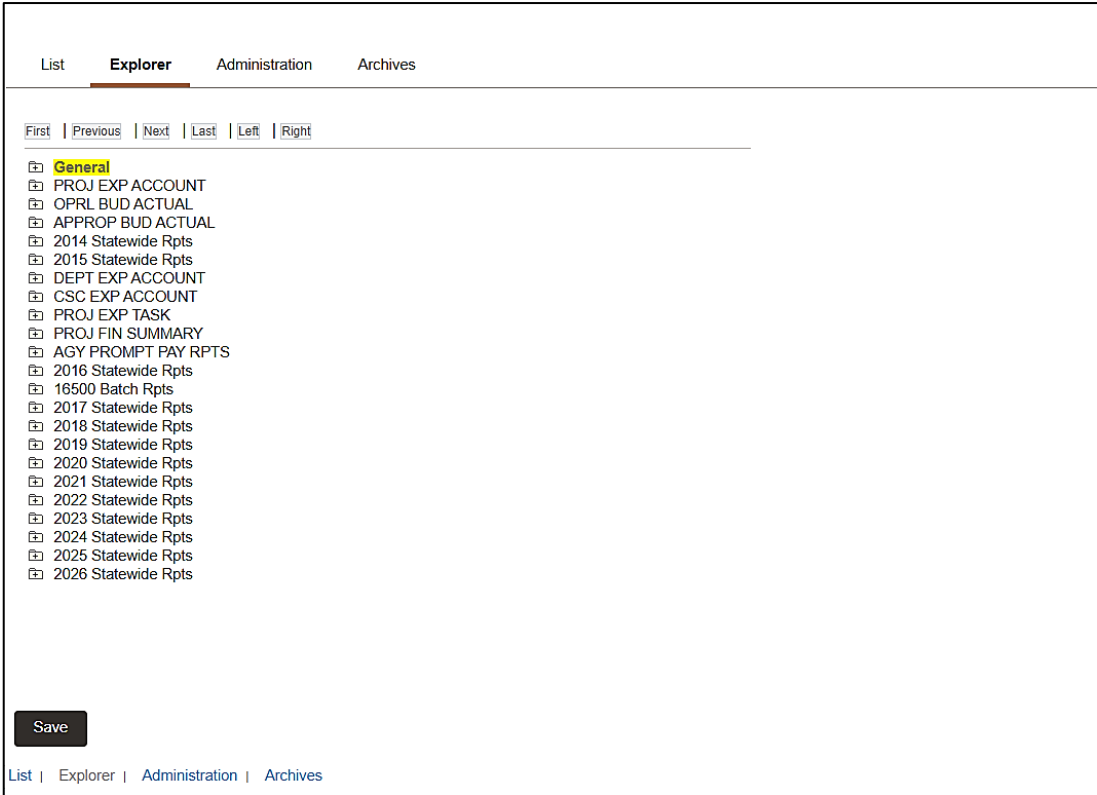
Using Explorer to Access nVision Reports

Explorer is one of the tabs on the **FIN Report Manager** page. The **Explorer** tab allows access to nVision and other reports and displays a 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 Financials Homepage displays. 	
	The tiles that display will vary based on user security roles.
2.	Click the Report Manager tile. 
	Users with WorkCenter access can also navigate to the Report Manager within the WorkCenter using the following path: Links > Other Links > Report Manager For more information about WorkCenters, refer to the Job Aid titled Overview of Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.

Step	Action
	The Financial Report Manager page displays with the List tab displayed by default. 
	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. 
	The Explorer page may take 2-3 minutes to display as it loads the reports which go back several years.

Step	Action
	The Explorer page displays. 
	The Explorer page displays a hierarchical view of the folders and reports by BU and Fiscal Year. Use the buttons (First, Previous, Next, Last, Left, and Right) to navigate to the applicable Folder.
4.	Click the applicable Folder icon for the nVision Report to be accessed. 



Cardinal FIN Reporting Job Aid

NAV220 Generating FIN Reports and Inquiries

Step	Action
	The selected Folder expands.  APPROP BUD ACTUAL  BU10000  BU10100  BU10200  BU10300  BU10400  BU10500  BU10700  BU10800  BU10900  BU11000  BU11100  BU11200  BU11300  BU11400  BU11500  BU11600  BU11700  BU11800
5.	Locate and click the Folder icon to expand the applicable Business Unit Folder.  BU15100
	The Business Unit folder expands.  BU15100  FY2012  FY2013  FY2014  FY2015  FY2016  FY2017  FY2018  FY2019  FY2020  FY2021  FY2022  FY2023  FY2024  FY2025  FY2026
6.	Locate and click the Folder icon to expand the applicable Fiscal Year (FY) Folder.  FY2026



Cardinal FIN Reporting Job Aid

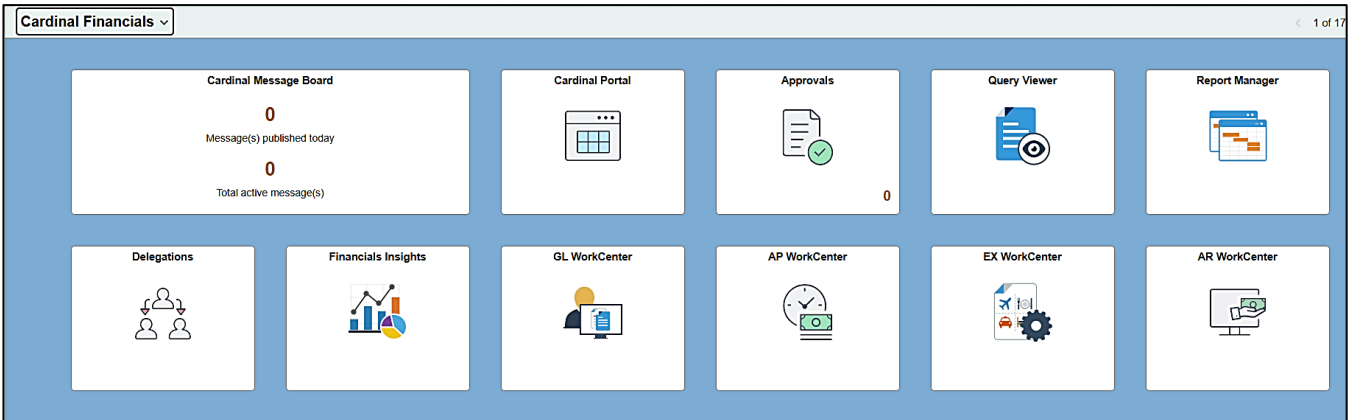
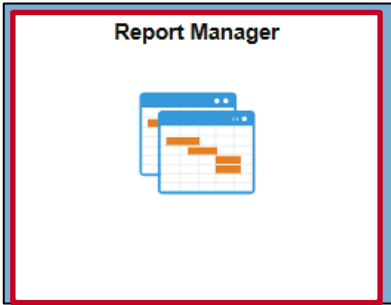
NAV220 Generating FIN Reports and Inquiries

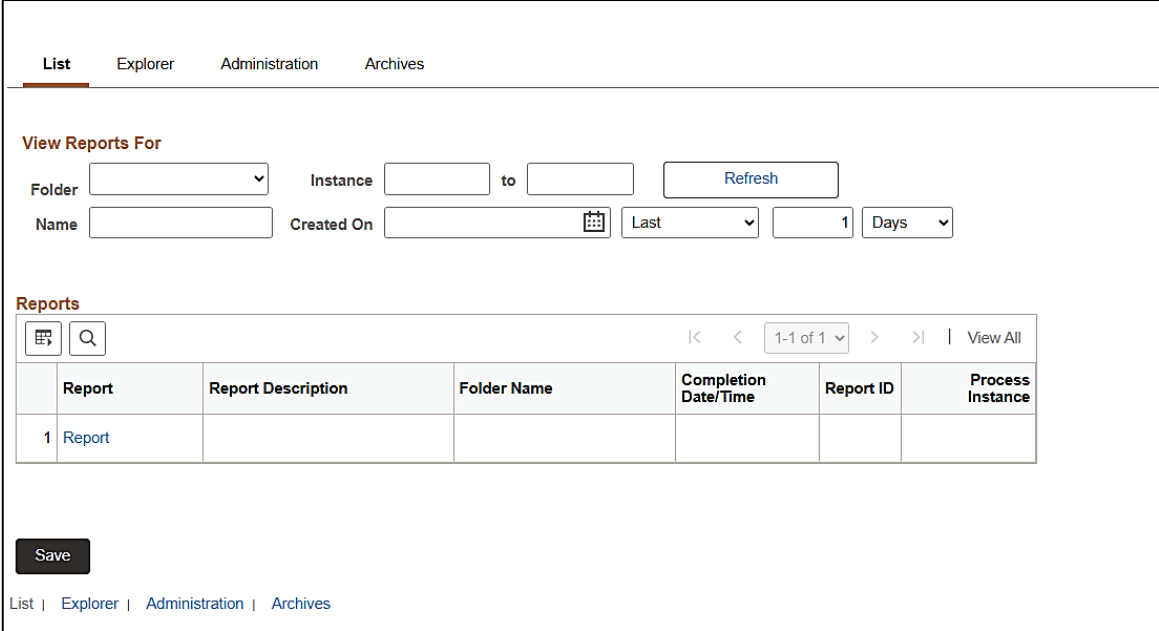
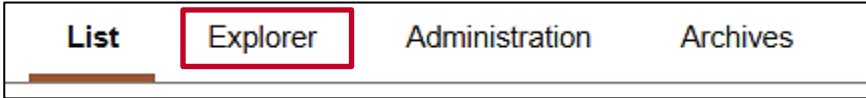
Step	Action												
	The Folder expands.  FY2026  [BU15100-BUDVSACT FND/PRG-01000 - 2026-03-20-11.30.21.235925]  [BU15100-BUDVSACT FND/PRG-01000 - 2026-01-09-00.05.39.102155]  [BU15100-BUDVSACT FND/PRG-01000 - 2026-01-08-00.04.20.333645]  [BU15100-BUDVSACT FND/PRG-01000 - 2026-01-07-00.07.37.150378]  [BU15100-BUDVSACT FND/PRG-01000 - 2026-01-06-00.04.49.758088]  [BU15100-BUDVSACT FND/PRG-01000 - 2026-01-03-00.03.51.542870]  [BU15100-BUDVSACT FND/PRG-02011 - 2026-03-20-11.30.21.236127]  [BU15100-BUDVSACT FND/PRG-02011 - 2026-01-09-00.05.39.069529]  [BU15100-BUDVSACT FND/PRG-02011 - 2026-01-08-00.04.20.333957]  [BU15100-BUDVSACT FND/PRG-02011 - 2026-01-07-00.07.38.001089]  [BU15100-BUDVSACT FND/PRG-02011 - 2026-01-06-00.04.49.784087]  [BU15100-BUDVSACT FND/PRG-02011 - 2026-01-03-00.03.51.518102]  [BU15100-BUDVSACT FND/PRG-02081 - 2026-03-20-11.30.21.236269]  [BU15100-BUDVSACT FND/PRG-02081 - 2026-01-09-00.05.39.102327]  [BU15100-BUDVSACT FND/PRG-02081 - 2026-01-08-00.04.20.334308]  [BU15100-BUDVSACT FND/PRG-02081 - 2026-01-07-00.07.38.001206]  [BU15100-BUDVSACT FND/PRG-02081 - 2026-01-06-00.04.49.758283]  [BU15100-BUDVSACT FND/PRG-02081 - 2026-01-03-00.03.51.518228]  [BU15100-BUDVSACT FND/PRG-02111 - 2026-03-20-11.30.21.236130]												
7.	Click the desired Report link.  [BU15100-BUDVSACT FND/PRG-01000 - 2026-03-20-11.30.21.235925]												
	The Report page displays. Report Report ID 114570851 Name RPTBOOK Run Status Success Process Instance 25532893 Process Type nVision-ReportBook Message Log BU15100-BUDVSACT FND/PRG-01000 Distribution Details Distribution Node finpmir Expiration Date 08/04/2053 File List <table><tr><th>Name</th><th>File Size (bytes)</th><th>Datetime Created</th></tr><tr><td>RGL003A-01000.xlsx</td><td>20,738</td><td>03/20/2026 11:30:21.235925AM EDT</td></tr></table> Distribute To <table><tr><th>Distribution ID Type</th><th>Distribution ID</th></tr><tr><td>User</td><td>AA_CARDINAL_BATCH_GL</td></tr><tr><td>Role</td><td>V_COVA_CARDINAL_REPORTER</td></tr></table>	Name	File Size (bytes)	Datetime Created	RGL003A-01000.xlsx	20,738	03/20/2026 11:30:21.235925AM EDT	Distribution ID Type	Distribution ID	User	AA_CARDINAL_BATCH_GL	Role	V_COVA_CARDINAL_REPORTER
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Distribution ID Type	Distribution ID												
User	AA_CARDINAL_BATCH_GL												
Role	V_COVA_CARDINAL_REPORTER												
8.	Follow Steps 7-16 in the section of this Job Aid titled Accessing nVision Reports and Drilldowns to access the Report and execute drilldowns.												

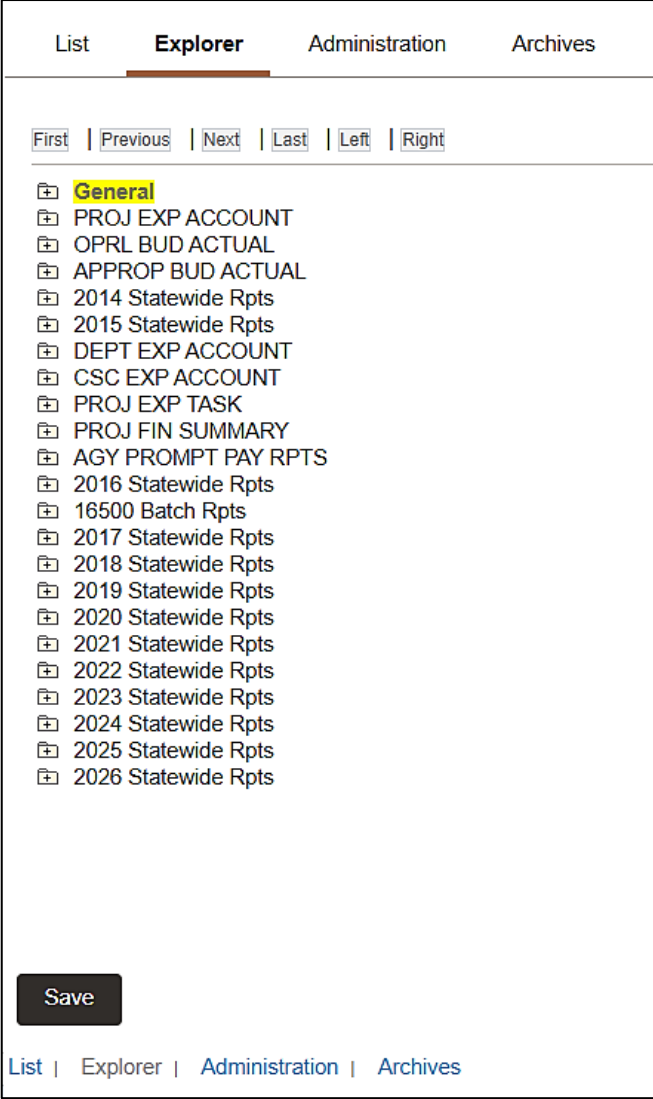
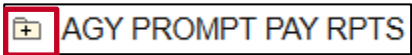
Using Explorer to Access Reports

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 Financials.
The Cardinal Financials Homepage displays. 	
	The tiles that display will vary based on user security roles.
2.	Click the Report Manager tile. 
	Users with WorkCenter access can also navigate to the Report Manager within the WorkCenter using the following path: Links > Other Links > Report Manager For more information about WorkCenters, refer to the Job Aid titled Overview of Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.

Step	Action
	The Financial Report Manager page displays with the List tab displayed by default. 
	If a “More than 1000 rows will be returned; this may take a long time” message displays, click the Cancel button to continue.
	The Financials Report Manager displays tabs to view all 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. 
	The Explorer page may take 2-3 minutes to display as it loads the reports which go back several years.

Step	Action
	The Explorer page displays. 
	The Explorer page displays a hierarchical view of the folders and reports by Business Unit (BU) and Fiscal Year (FY). Ad Hoc and nVision reports can be accessed by clicking and expanding the applicable Folders. Selected folders are highlighted in yellow.
4.	Click applicable Folder icon to expand as needed to locate the desired Report. 



Cardinal FIN Reporting Job Aid

NAV220 Generating FIN Reports and Inquiries

Step	Action
	The available reports display. ListExplorerAdministrationArchives FirstPreviousNextLastLeftRight General PROJ EXP ACCOUNT OPRL BUD ACTUAL APPROP BUD ACTUAL 2014 Statewide Rpts 2015 Statewide Rpts DEPT EXP ACCOUNT CSC EXP ACCOUNT PROJ EXP TASK PROJ FIN SUMMARY AGY PROMPT PAY RPTS [VAPR0525 - 2026-01-02-23.04.41.086901] [VAPR0525 - 2025-12-01-23.26.28.948399] [VAPR0525 - 2025-11-03-23.13.34.417420] [VAPR0525 - 2025-10-01-23.11.42.076495] [VAPR0525 - 2025-09-02-23.39.15.143294] [VAPR0525 - 2025-08-02-00.32.55.949394] [VAPR0525 - 2025-07-01-23.59.16.280884] [VAPR0525 - 2025-06-02-23.23.09.925633] [VAPR0525 - 2025-05-01-23.03.03.918326] [VAPR0525 - 2025-04-01-23.08.28.312555] [VAPR0525 - 2025-03-04-00.55.07.108700] [VAPR0525 - 2025-02-03-23.50.23.661342]
5.	The applicable folder is selected. Click the applicable link to access the report. [VAPR0525 - 2026-01-02-23.04.41.086901]



Cardinal FIN Reporting Job Aid

NAV220 Generating FIN Reports and Inquiries

Step	Action
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The **Report** page displays with all the BU specific Reports for the selected Report.

Report

Report ID 106377566 Process Instance 23843923 [Message Log](#)
Name VAPR0525 Process Type SQR Report
Run Status Success

VAPR0525

Distribution Details

Distribution Node finprd Expiration Date 01/25/2028

File List

Name	File Size (bytes)	Datetime Created
SQR_VAPR0525_23843923.log	2,241	05/01/2025 11:03:03.918326PM EDT
VAPR0525_10000_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	16,802	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	16,799	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	16,955	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	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_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	16,951	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	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



For this scenario, the Report is a PDF file and is broken out by Business Unit. The way a Report displays will vary depending on the Report.

6. Click the **.PDF** link to open the desired Report.

VAPR0525_15100_23843923.PDF	17,220	05/01/2025 11:03:03.918326PM EDT
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The desired Report displays.



Commonwealth of Virginia
PROMPT PAY REPORT

Run Date: 05/01/2025
Run Time: 10:59 00

Report ID: RAP925

Page No. 1 of 3

Business Unit: % A11
Department : 99999 DOA
Fiscal Year : 2025
Period From : 10 04/01/2025
Period To : 10 04/30/2025
Report Option: Multiple

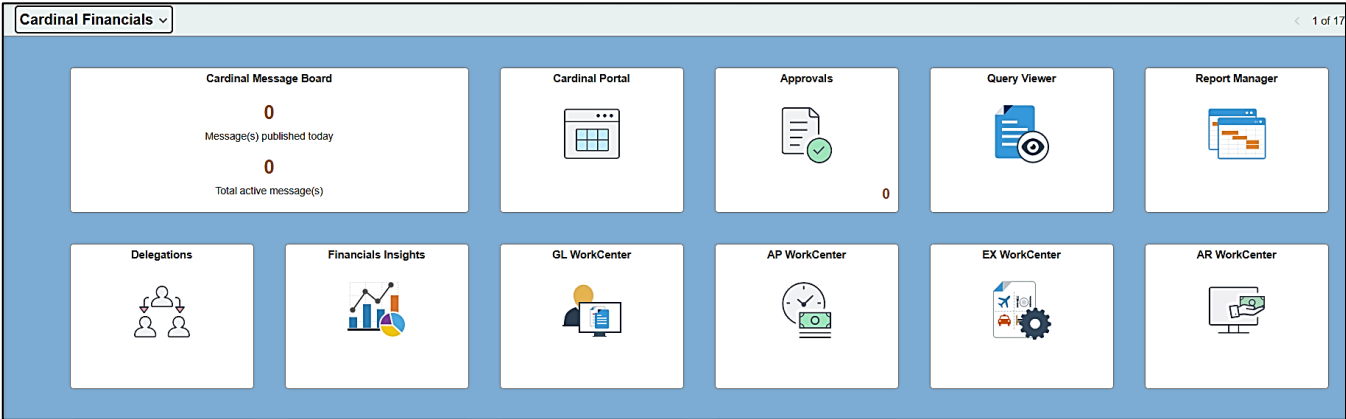
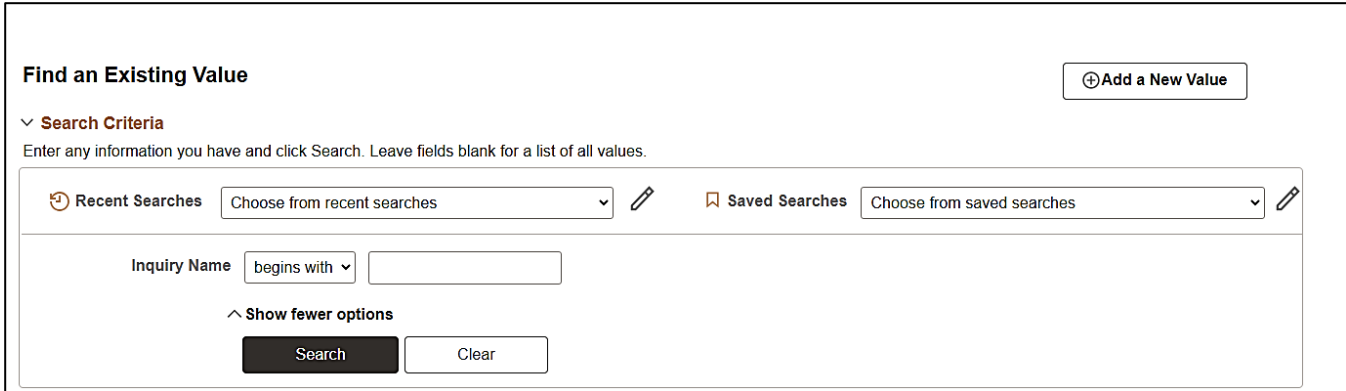


Cardinal FIN Reporting Job Aid

NAV220 Generating FIN Reports and Inquiries

Generating Inquiries

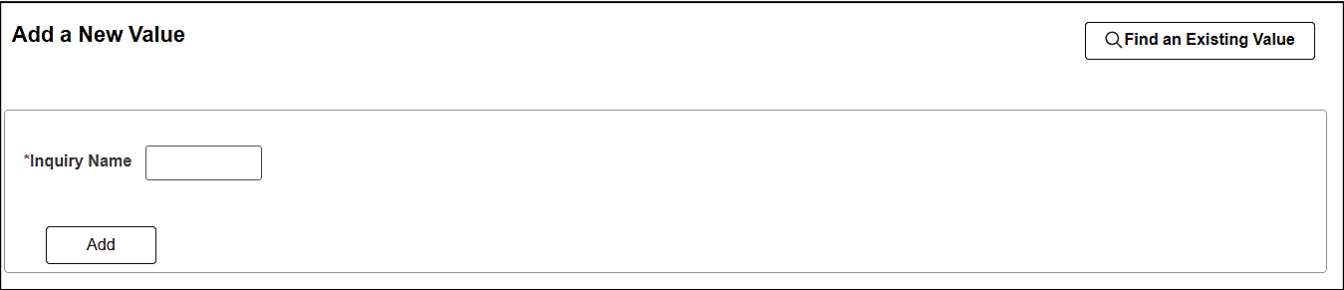
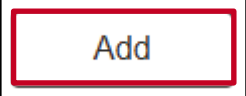
There are a number of inquiries available to review details about specific items or transactions. See the Cardinal Financials Reports Catalogs for a listing of inquiries by functional area. For this scenario, **Review Journals** page is used.

Step	Action
1.	Log into Cardinal Financials.
The Cardinal Financials Homepage displays. 	
2.	Navigate to the Journals page using the following path: NavBar > Menu > General Ledger > Review Financial Information > Review Journals
The Journals Find an Existing Value Search page displays. 	
	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 .



Cardinal FIN Reporting Job Aid

NAV220 Generating FIN Reports and Inquiries

Step	Action
3.	Click the Add a New Value button. 
The Journals Add a New Value page displays. 	
4.	Enter an Inquiry Name in the Inquiry Name field. 
	The Inquiry Name field holds a maximum of 10 characters.
5.	Click the Add button. 



Cardinal FIN Reporting Job Aid

NAV220 Generating FIN Reports and Inquiries

Step	Action
	The Journal Inquiry page displays. ← General Ledger WorkCenter Journal Inquiry Journal Criteria Inquiry JOURNALS Journal ID User *Unit 15100 Date *Ledger Status Document Sequence *Year Source *From Period Currency Sort By *To Period Stat Max Rows Suspense Status Document Type Attachment Exist ☐ Date Code Adj Search Save Notify Add Update/Display



Cardinal FIN Reporting Job Aid

NAV220 Generating FIN Reports and Inquiries

Step	Action																																																																																																																																																																								
	The Journal Inquiry page refreshes and a list of Journals meeting the search criteria display in the Journals section at the bottom of the page. Journal Criteria <table><tr><td>Inquiry</td><td>*Unit</td><td>*Ledger</td><td>*Year</td><td>*From Period</td><td>*To Period</td><td>Suspense Status</td></tr><tr><td>JOURNALS</td><td>15100</td><td>ACTUALS</td><td>2026</td><td>4</td><td>5</td><td></td></tr><tr><td>Journal ID</td><td>Date</td><td>Status</td><td>Source</td><td>Currency</td><td>Stat</td><td>Document Type</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>User</td><td>Document Sequence</td><td>Sort By</td><td>Max Rows</td><td>Attachment Exist</td><td colspan="2"></td></tr><tr><td></td><td></td><td>Journal Id</td><td>100</td><td></td><td colspan="2"></td></tr></table> Search Delete Clear Journals Print Refresh 1-100 of 100 <table><thead><tr><th>Journal ID</th><th>Date</th><th>Unit IU</th><th>Status</th><th>Source</th><th>Suspense Status</th><th>User</th><th>Unpost Date</th><th>Descr</th></tr></thead><tbody><tr><td>0003152602</td><td>10/07/2025</td><td>12200</td><td>Posted</td><td>SPJ</td><td>No Susp</td><td></td><td>10/07/2025</td><td>To transfer PB payroll cl</td></tr><tr><td>0003152644</td><td>10/07/2025</td><td>99700</td><td>Posted</td><td>ONL</td><td>No Susp</td><td></td><td>10/07/2025</td><td>DOA (15100) WCA Draw</td></tr><tr><td>0003153991</td><td>10/08/2025</td><td>99700</td><td>Posted</td><td>ONL</td><td>No Susp</td><td></td><td>10/08/2025</td><td>DOA (15100) LOC Draw</td></tr><tr><td>0003156169</td><td>10/16/2025</td><td>99700</td><td>Posted</td><td>ONL</td><td>No Susp</td><td></td><td>10/16/2025</td><td>Delaware (DE) state tax</td></tr><tr><td>0003160268</td><td>10/15/2025</td><td>99700</td><td>Posted</td><td>SPJ</td><td>No Susp</td><td></td><td>10/15/2025</td><td>To record the cash trans</td></tr><tr><td>0003163114</td><td>10/20/2025</td><td>15100</td><td>Posted</td><td>SPJ</td><td>No Susp</td><td></td><td>10/20/2025</td><td>September 2025 Visa A</td></tr><tr><td>0003165389</td><td>10/01/2025</td><td>99700</td><td>Posted</td><td>SPJ</td><td>No Susp</td><td></td><td>10/01/2025</td><td>To record 1st quarter FY</td></tr><tr><td>0003166473</td><td>10/23/2025</td><td>12200</td><td>Posted</td><td>SPJ</td><td>No Susp</td><td></td><td>10/23/2025</td><td>To transfer PB payroll cl</td></tr><tr><td>0003168483</td><td>10/27/2025</td><td>99700</td><td>Posted</td><td>ONL</td><td>No Susp</td><td></td><td>10/27/2025</td><td>To record travel charges</td></tr><tr><td>0003172511</td><td>10/30/2025</td><td>15100</td><td>Posted</td><td>SPJ</td><td>No Susp</td><td></td><td>10/30/2025</td><td>Performance Budgeting</td></tr><tr><td>0003178529</td><td>11/06/2025</td><td>15100</td><td>Posted</td><td>ONL</td><td>No Susp</td><td></td><td>11/06/2025</td><td>Reallocate credit cash t</td></tr><tr><td>0003183832</td><td>11/13/2025</td><td>12200</td><td>Posted</td><td>ONL</td><td>No Susp</td><td></td><td>11/13/2025</td><td>DPB PB credit for FY26</td></tr><tr><td>0003183836</td><td>11/13/2025</td><td>12200</td><td>Posted</td><td>SPJ</td><td>No Susp</td><td></td><td>11/13/2025</td><td>To transfer PB payroll cl</td></tr></tbody></table>	Inquiry	*Unit	*Ledger	*Year	*From Period	*To Period	Suspense Status	JOURNALS	15100	ACTUALS	2026	4	5		Journal ID	Date	Status	Source	Currency	Stat	Document Type								User	Document Sequence	Sort By	Max Rows	Attachment Exist					Journal Id	100				Journal ID	Date	Unit IU	Status	Source	Suspense Status	User	Unpost Date	Descr	0003152602	10/07/2025	12200	Posted	SPJ	No Susp		10/07/2025	To transfer PB payroll cl	0003152644	10/07/2025	99700	Posted	ONL	No Susp		10/07/2025	DOA (15100) WCA Draw	0003153991	10/08/2025	99700	Posted	ONL	No Susp		10/08/2025	DOA (15100) LOC Draw	0003156169	10/16/2025	99700	Posted	ONL	No Susp		10/16/2025	Delaware (DE) state tax	0003160268	10/15/2025	99700	Posted	SPJ	No Susp		10/15/2025	To record the cash trans	0003163114	10/20/2025	15100	Posted	SPJ	No Susp		10/20/2025	September 2025 Visa A	0003165389	10/01/2025	99700	Posted	SPJ	No Susp		10/01/2025	To record 1st quarter FY	0003166473	10/23/2025	12200	Posted	SPJ	No Susp		10/23/2025	To transfer PB payroll cl	0003168483	10/27/2025	99700	Posted	ONL	No Susp		10/27/2025	To record travel charges	0003172511	10/30/2025	15100	Posted	SPJ	No Susp		10/30/2025	Performance Budgeting	0003178529	11/06/2025	15100	Posted	ONL	No Susp		11/06/2025	Reallocate credit cash t	0003183832	11/13/2025	12200	Posted	ONL	No Susp		11/13/2025	DPB PB credit for FY26	0003183836	11/13/2025	12200	Posted	SPJ	No Susp		11/13/2025	To transfer PB payroll cl
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Cardinal FIN Reporting Job Aid

NAV220 Generating FIN Reports and Inquiries

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	The Journal Inquiry – Journal Inquiry Details page displays showing detailed Journal Lines. Journal ID0003152602 Ledger GroupACTUALS SourceSPJ Journal StatusPosted BalancedDR=CR Doc Seq Long DescriptionTo transfer PB payroll charges from agency 122 to 151. Sept 10 to Sept 24 time period Date10/07/2025 Original Date10/07/2025 Date Posted10/08/2025 Reversal Date ReversalNone Budget StatusValid Schedule ProcessNo Request Total Lines12 User IDEMH68749 InterUnit BU12200 Date Code AdjustmentN All Lines From/To From Line To Line Query Journal Lines Totals by Currency 1 of 1 View All <table><thead><tr><th>Currency</th><th>USD</th><th>Debit Amount</th><th>13,456.00</th><th>Credit Amount</th><th>13,456.00</th><th>Net</th><th>0.00</th></tr></thead></table> Journal Line 1-12 of 12 View All <table><thead><tr><th>Line #</th><th>Line Descr</th><th>SpeedType</th><th>Amount (in Transaction Currency)</th><th>Currency</th><th>Account</th><th>Fund</th><th>Program</th><th>Department</th><th>Cost Center</th><th>Task</th><th>FIPS</th><th>Asset</th><th>Agency U</th></tr></thead><tbody><tr><td>27</td><td>PB PR Transfer Debit</td><td></td><td>473.00</td><td>USD</td><td>5011220</td><td>06150</td><td>711007</td><td>95800</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>28</td><td>PB PR Transfer Debit</td><td></td><td>7,667.00</td><td>USD</td><td>5011230</td><td>06150</td><td>711007</td><td>95800</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>29</td><td>PB PR Transfer Debit</td><td></td><td>1,833.00</td><td>USD</td><td>50112303</td><td>06150</td><td>711007</td><td>95800</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>30</td><td>PB PR Transfer Debit</td><td></td><td>50.00</td><td>USD</td><td>5011170</td><td>06150</td><td>711007</td><td>95800</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>31</td><td>PB PR Transfer Debit</td><td></td><td>32.00</td><td>USD</td><td>5011380</td><td>06150</td><td>711007</td><td>95800</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>32</td><td>PB PR Transfer Debit</td><td></td><td>54.00</td><td>USD</td><td>5011660</td><td>06150</td><td>711007</td><td>95800</td><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>	Currency	USD	Debit Amount	13,456.00	Credit Amount	13,456.00	Net	0.00	Line #	Line Descr	SpeedType	Amount (in Transaction Currency)	Currency	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency U	27	PB PR Transfer Debit		473.00	USD	5011220	06150	711007	95800						28	PB PR Transfer Debit		7,667.00	USD	5011230	06150	711007	95800						29	PB PR Transfer Debit		1,833.00	USD	50112303	06150	711007	95800						30	PB PR Transfer Debit		50.00	USD	5011170	06150	711007	95800						31	PB PR Transfer Debit		32.00	USD	5011380	06150	711007	95800						32	PB PR Transfer Debit		54.00	USD	5011660	06150	711007	95800					
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	For more detailed information about the available financial inquiries, see the Financial Reports catalogs located on the Cardinal website in Reports Catalogs under Resources .																																																																																																										