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.

Table of Contents

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.

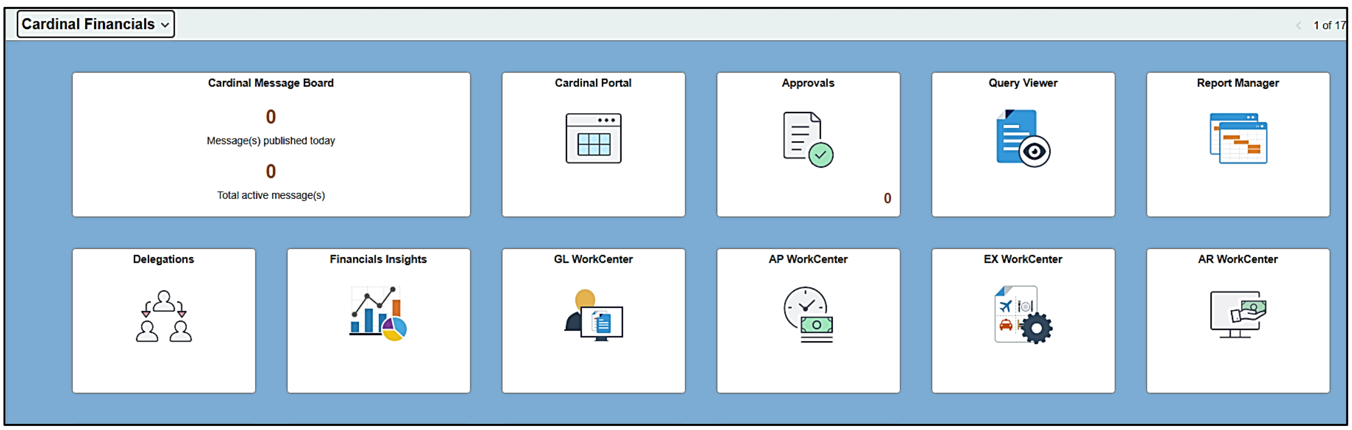
Generating an Ad Hoc Report

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**.

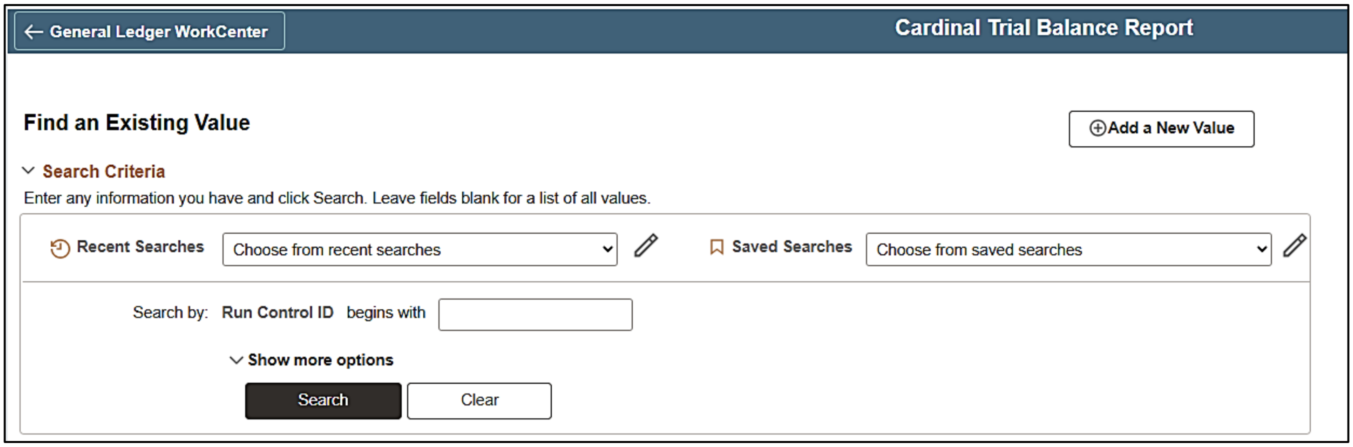
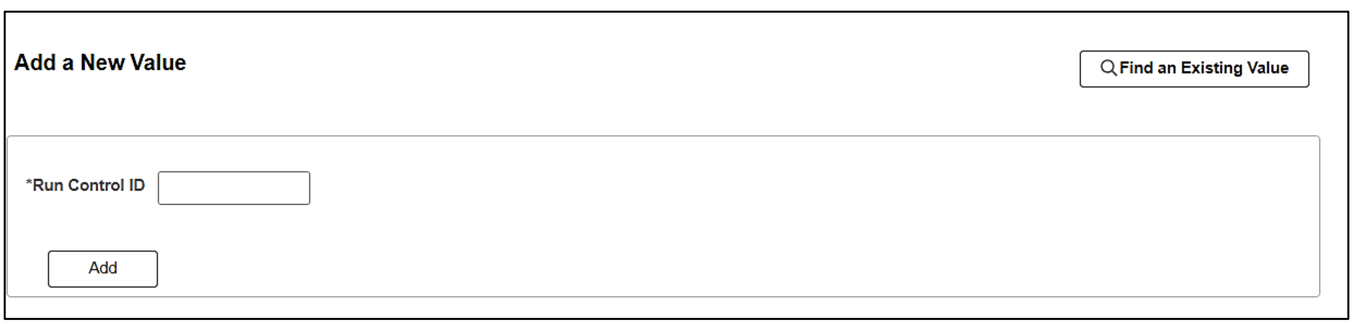
For demonstration purposes, the **Cardinal Trail Balance Report** is the example used in this section.

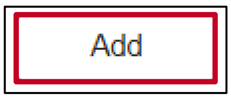
Step	Action
1.	Log into Cardinal Financials.

The **Cardinal Financials Homepage** displays.

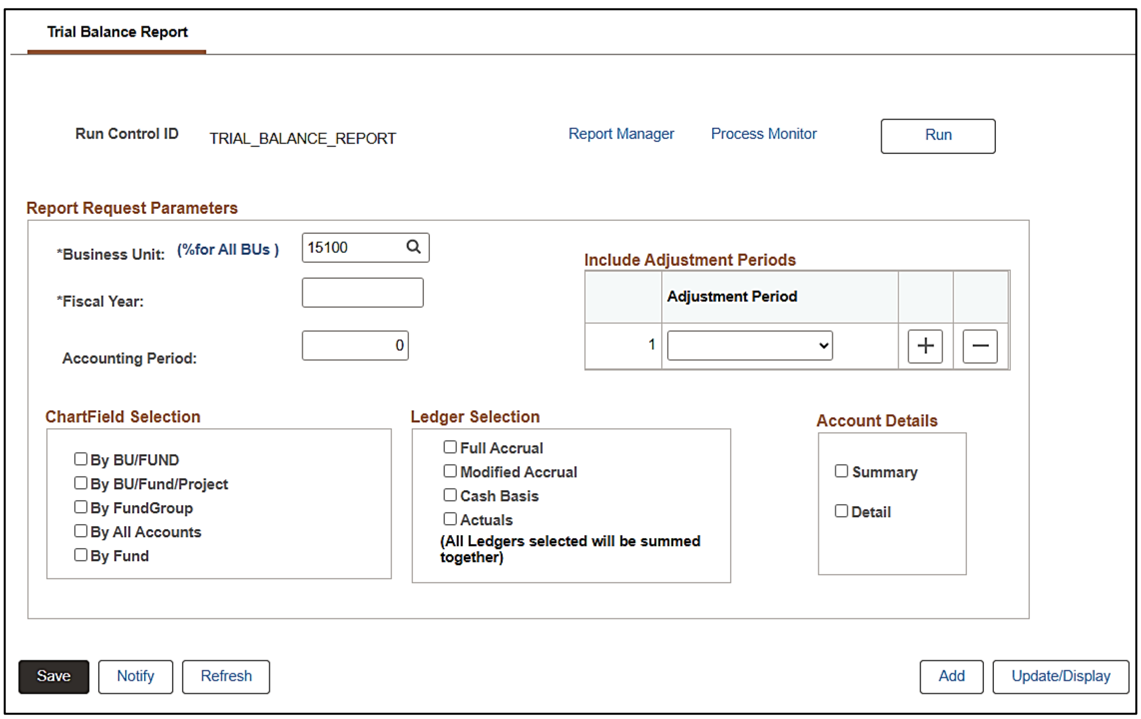


Step	Action
	The tiles that display will vary based on user's security roles.
2.	Navigate to the **Cardinal Trial Balance Report** page using one of the following paths: • **NavBar > Menu > General Ledger > General Reports > Cardinal Trial Balance Report** • **GL WorkCenter > Reports/Processes > General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

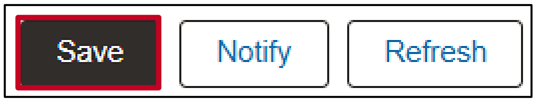
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The Cardinal Trial Balance Report Find an Existing Value Search page displays.
</td></tr>
<tr><td></td><td>For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled Overview of the Cardinal FIN Search Pages. This Job Aid is located on the Cardinal website in Job Aids under Learning.</td></tr>
<tr><td></td><td>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.</td></tr>
<tr><td>3.</td><td>Click the Add a New Value button.
</td></tr>
<tr><td colspan="2">The Add a New Value page displays.
</td></tr>
</table>

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 (%) 
5.	Click the **Add** button. 

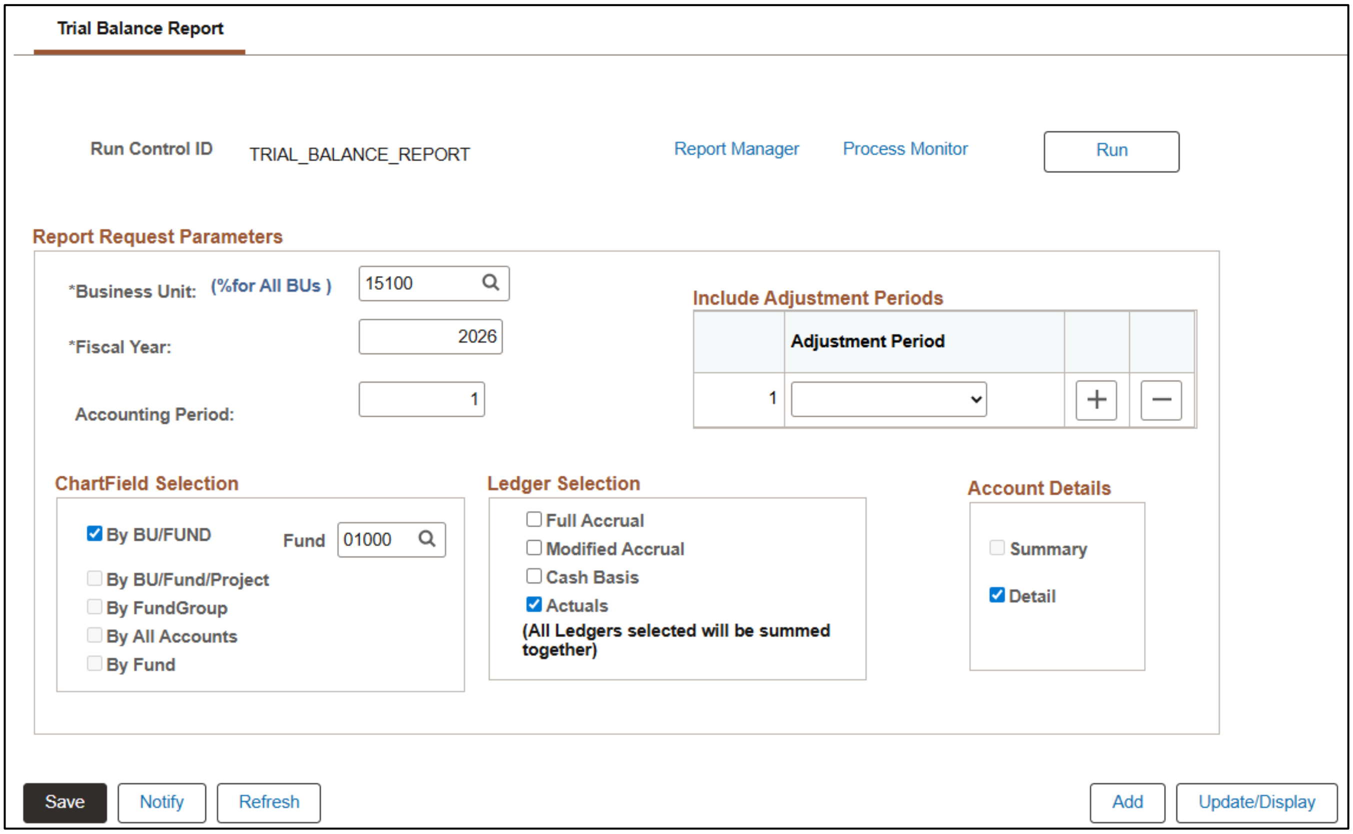
The **Trial Balance Report** page displays.



Step	Action
6.	Enter the desired parameters for the report using the corresponding fields.
	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**.

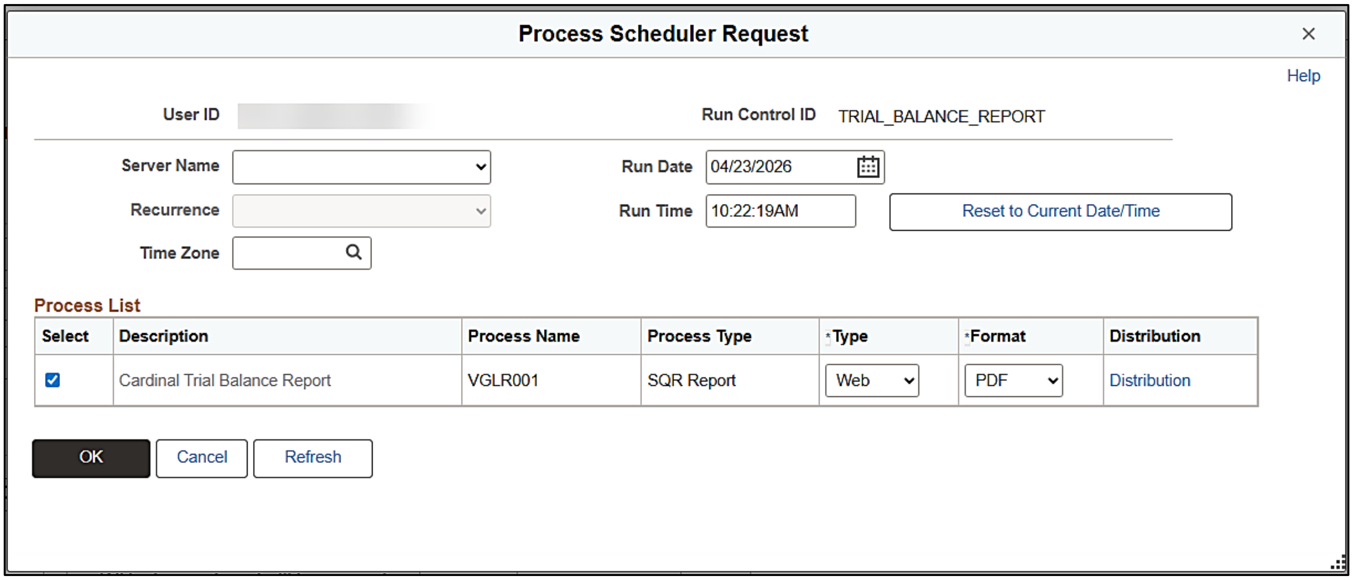
Step	Action
7.	Click the **Save** button. 

The **Trial Balance Report** page refreshes.



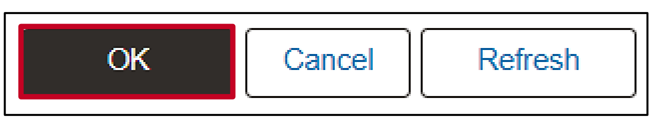
Step	Action
8.	Click the **Run** button. 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The Process Schedule Request page displays in a pop-up window.


</td></tr>
<tr><td></td><td>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.

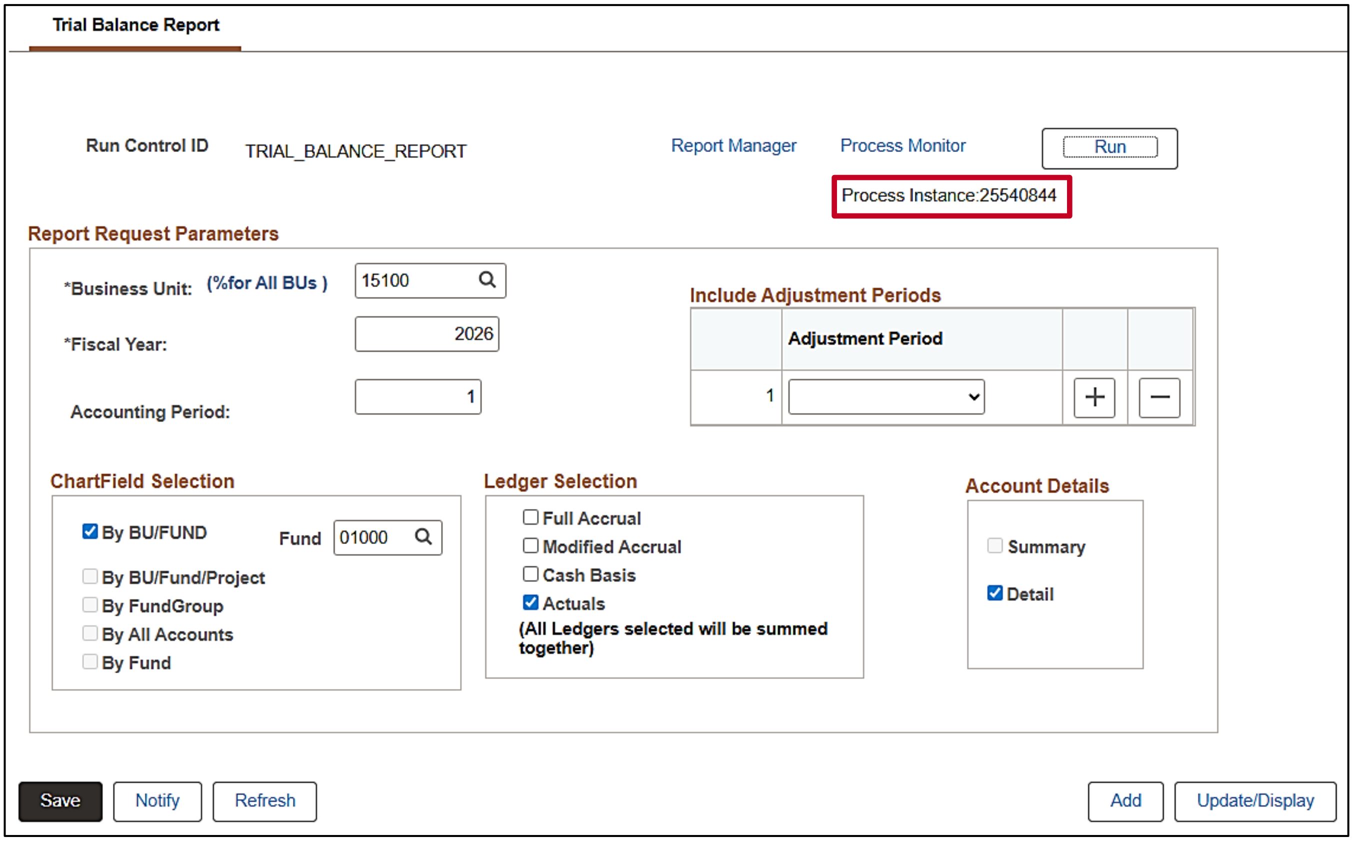
The Format field defaults based on the Report being generated. Update as needed if other formats are available for the Report being generated.

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.</td></tr>
<tr><td>9.</td><td>Click the OK button.


</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">

The **Trial Balance Report** page redisplays.



</td></tr>
<tr><td>10.</td><td>

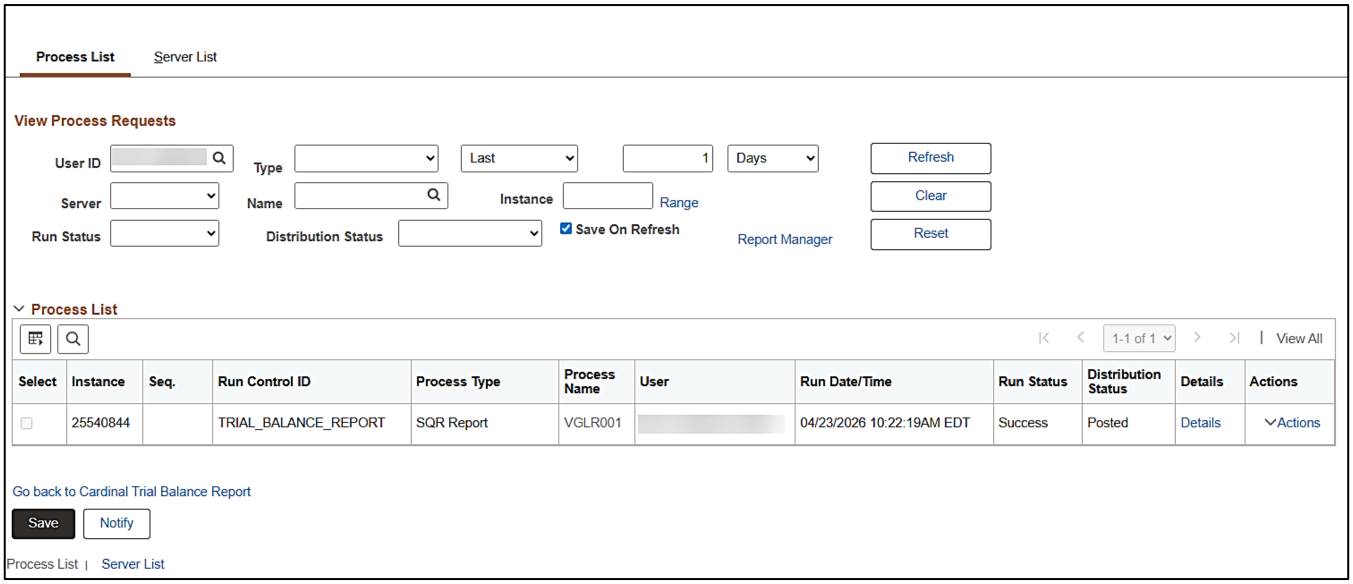
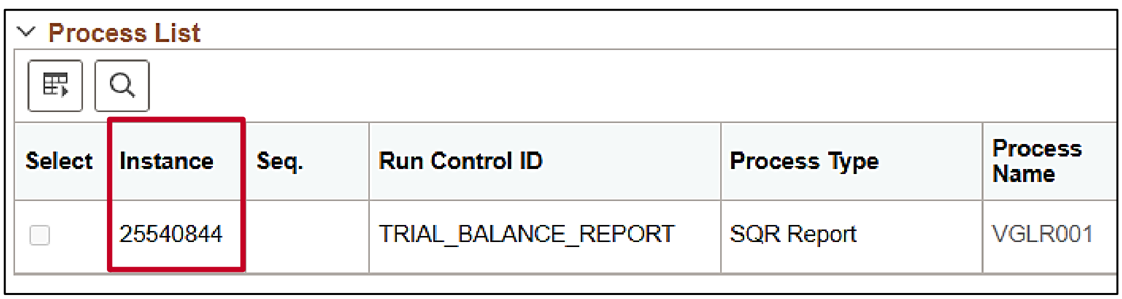
Notice that a Process Instance Number has been assigned to the report request and displays right below the **Process Monitor** link (“25540844” in this example).

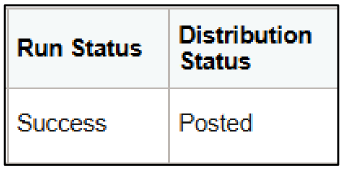
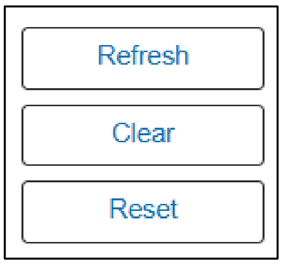
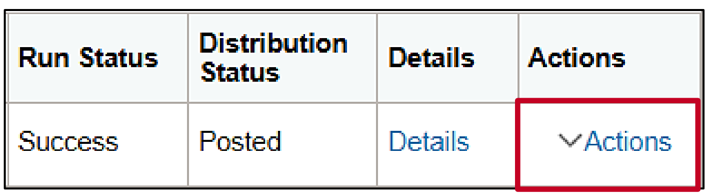
Make note of this Process Instance Number.

</td></tr>
<tr><td>11.</td><td>

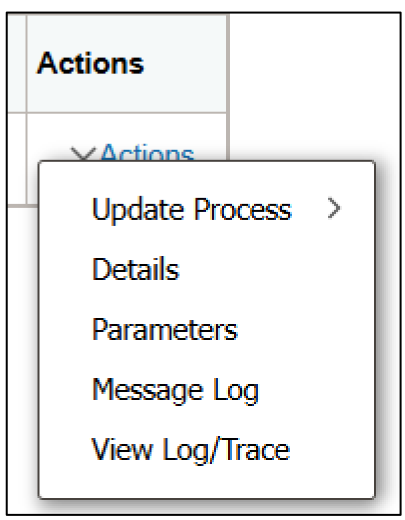
Click the **Process Monitor** link.

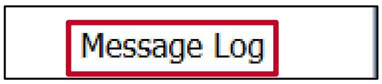
</td></tr>
</table>

Step	Action
	The **Process List** page displays. 
12.	Locate the applicable Report within the **Process List** section using the Process Instance Number previously captured. 

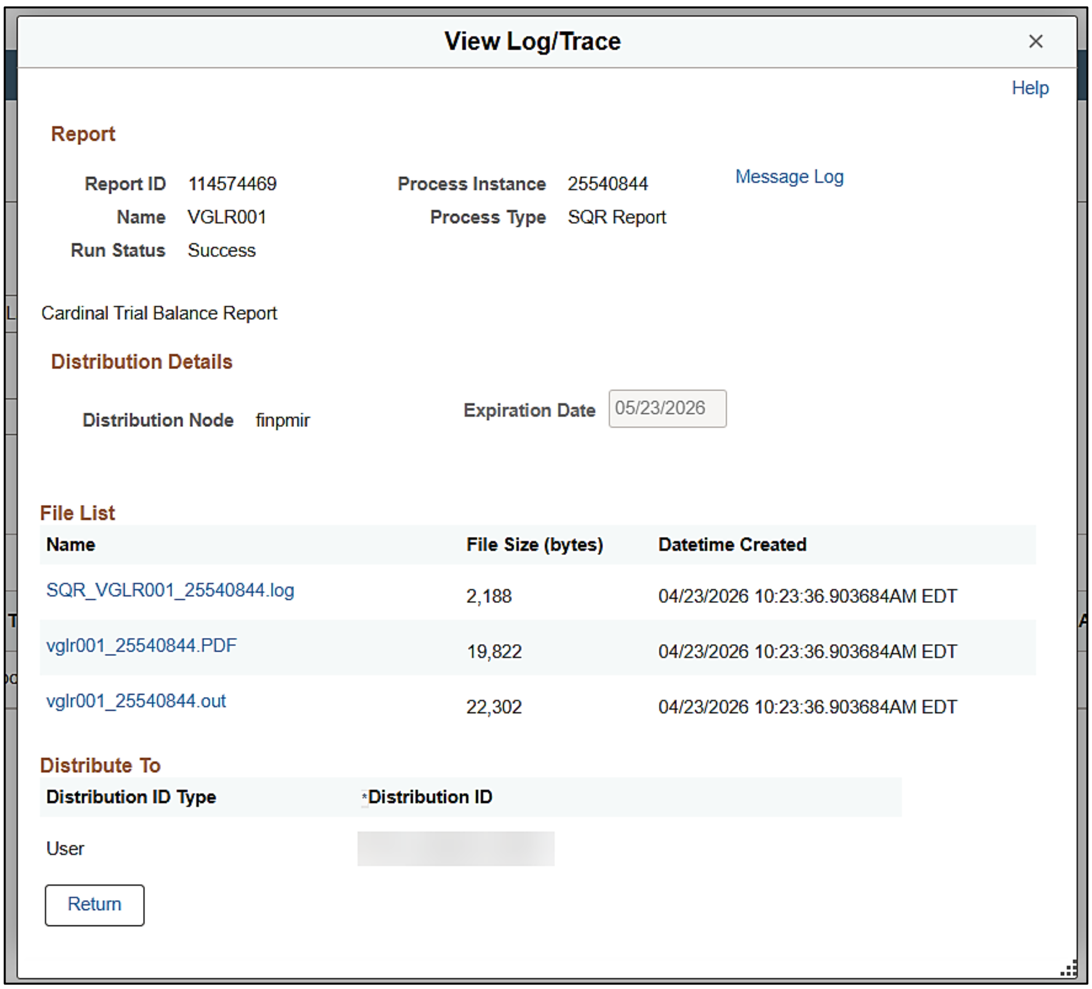
Step	Action
	The report can be viewed once the **Run Status** field updates to either “Success” or “Error” and the **Distribution Status** field updates to “Posted”.  Periodically click the **Refresh** button until these two status fields update. • The **Clear** button can be used to clear any defined view parameters • The **Reset** button can be used to reset back to the last saved view parameters 
13.	Click the corresponding **Actions** dropdown button. 

The **Actions** menu displays.

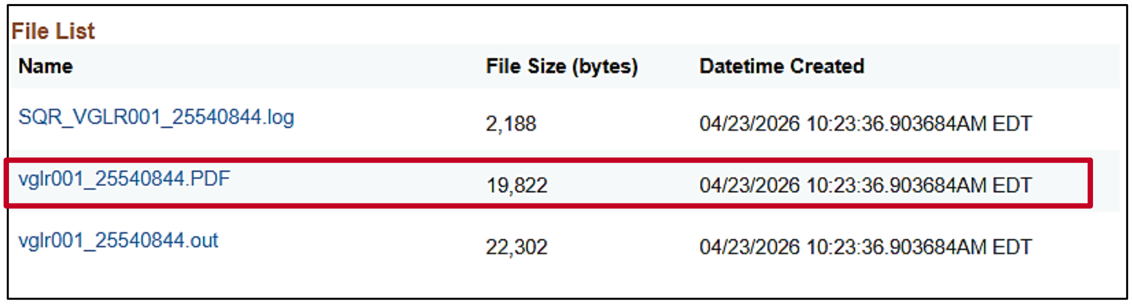


Step	Action
14.	Click the **View Log/Trace** list item. 
	If the report completed with a **Run Status** of "Error", the **Message Log** list item can be used to review why the error occurred. 

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



<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>15.</td><td>Click the .PDF link within the File List section to view the generated report in PDF format.



File List

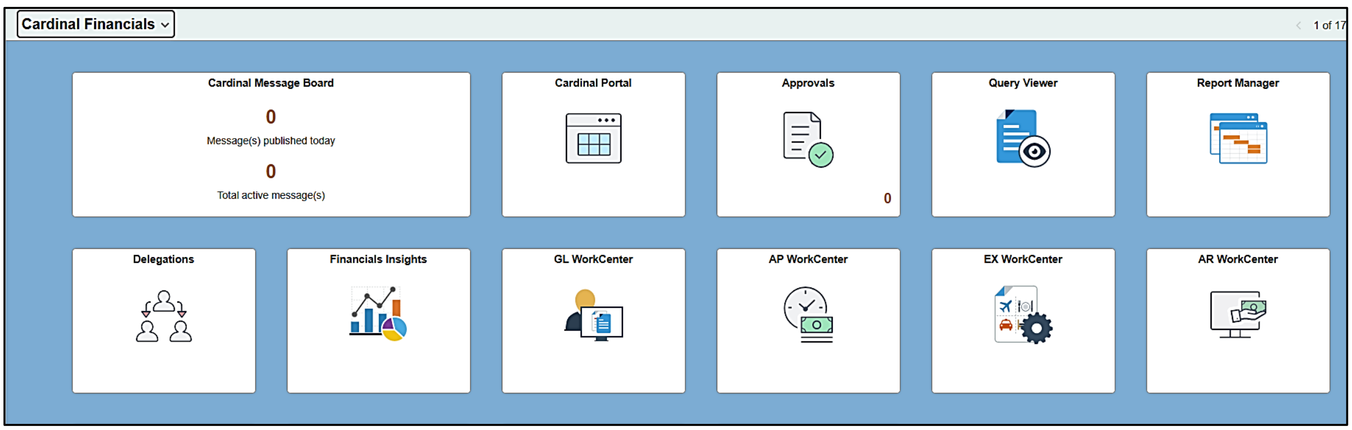
Name	File Size (bytes)	Datetime Created
SQR_VGLR001_25540844.log	2,188	04/23/2026 10:23:36.903684AM EDT
vglr001_25540844.PDF	19,822	04/23/2026 10:23:36.903684AM EDT
vglr001_25540844.out	22,302	04/23/2026 10:23:36.903684AM EDT

</td></tr>
</table>

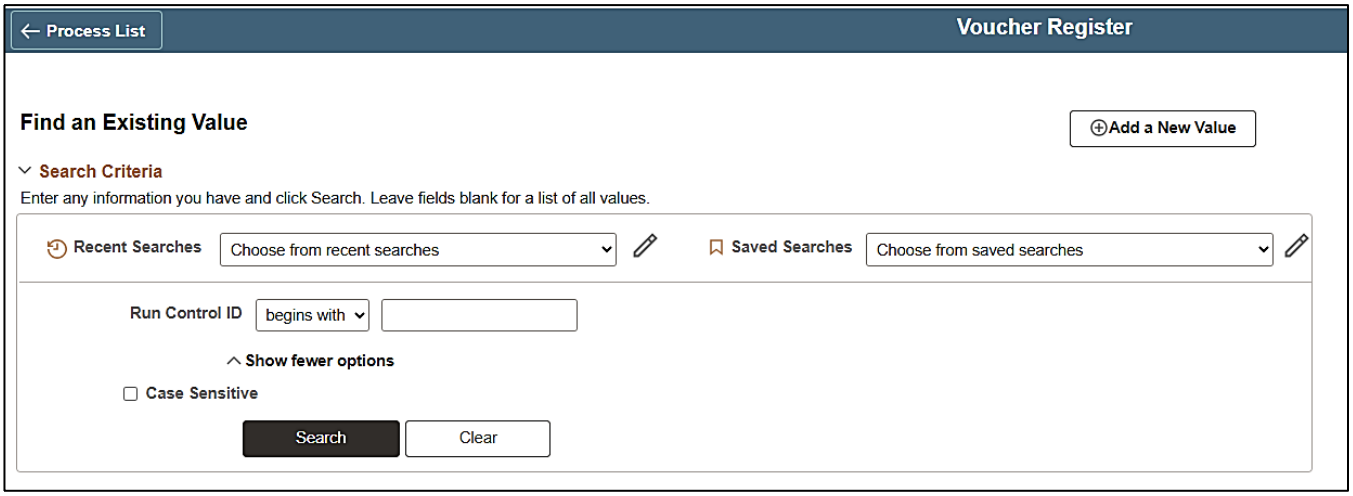
Generating a Financials BI Publisher Report

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.

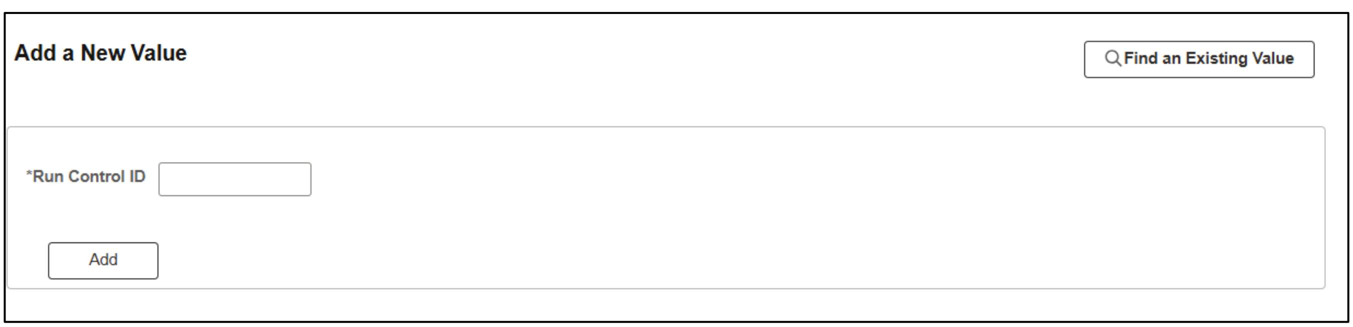
Step	Action
1.	Log into Cardinal Financials.
The **Cardinal Financials Homepage** displays. 	
	The tiles that display will vary based on user's security roles.
2.	Navigate to the **Voucher Register Report** page using one of the following paths: • **NavBar > Menu > Accounts Payable > Reports > Vouchers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

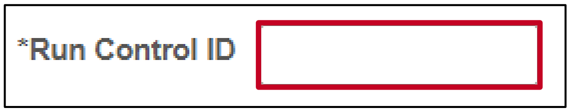
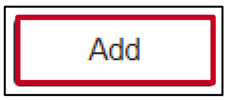
Step	Action
	The **Voucher Register Find an Existing Value Search** page displays.



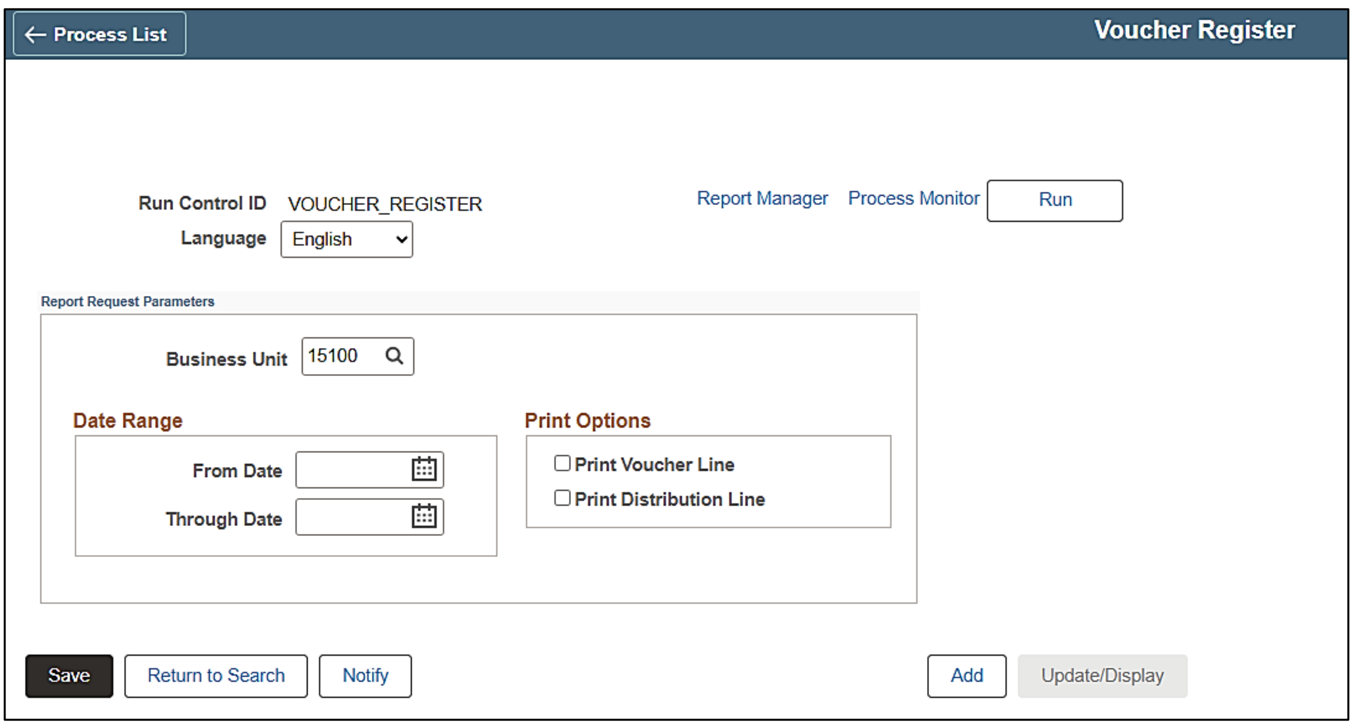
Step	Action
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled **Overview of the Cardinal FIN Search Pages**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.
	If this is not the first time generating this Report, always search 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.

The **Add a New Value** page displays.

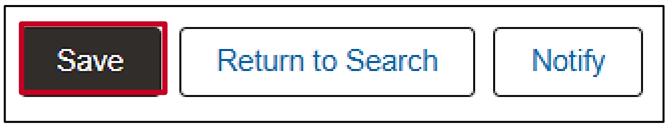
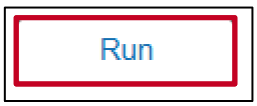


Step	Action
4.	Enter a Run Control ID in the **Run Control ID** field based on the following guidelines: • The Run Control ID must be unique and should be descriptive enough to help locate for future use (once created Run Control IDs cannot be deleted) • Up to 30 characters are allowed • No blank spaces can be used; however, an underscore can be used in lieu of spaces • Do not use wildcard symbols (%) 
5.	Click the **Add** button. 

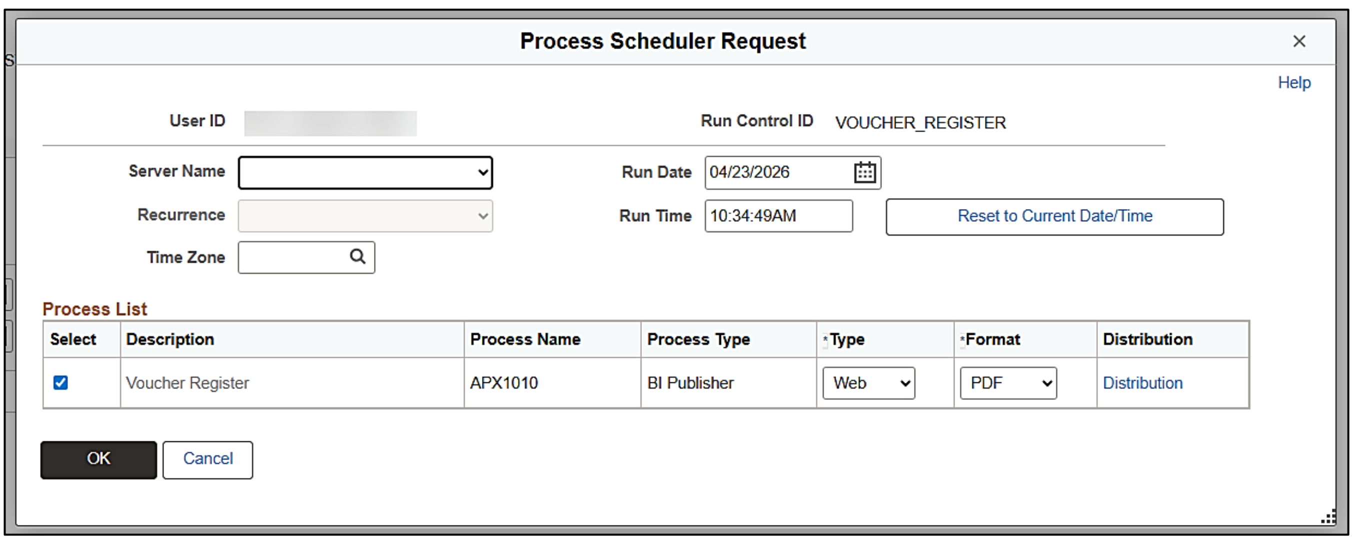
The **Voucher Register** page displays.



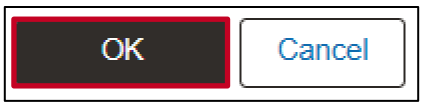
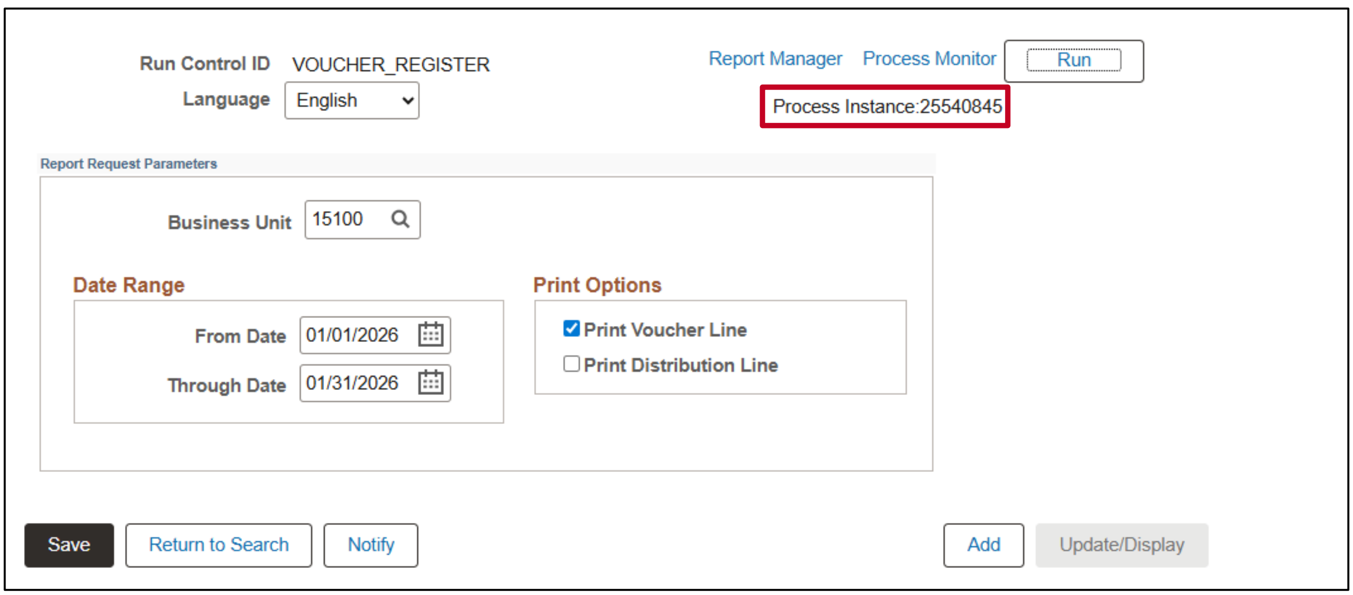
Step	Action
6.	Enter the desired parameters for the Report using the corresponding fields.

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. 

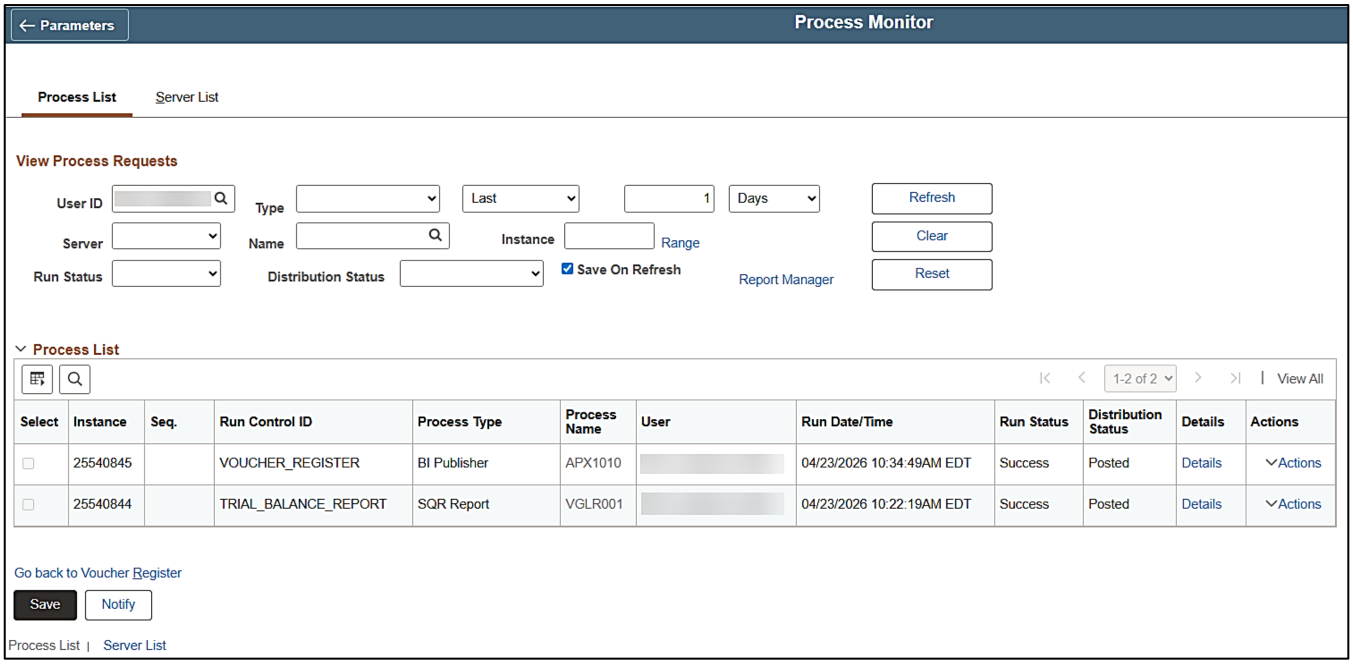
The **Process Scheduler Request** page displays in a pop-up window.



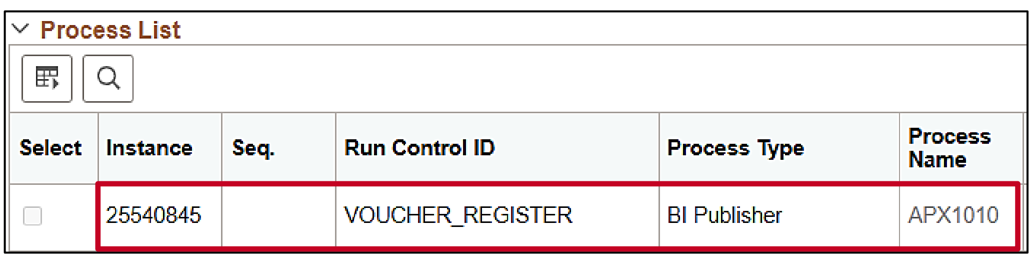
	The **Process Type** field displays "BI Publisher" for these types of Reports.

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 redisplays. 	
	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. 

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



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

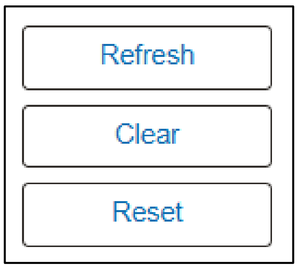


Step	Action
	The Report can be viewed once the **Run Status** field updates to either “Success” or “Error” and the **Distribution Status** field updates to “Posted”.

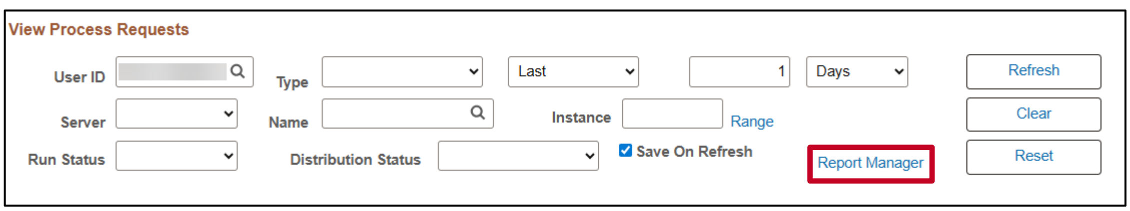
Run Status	Distribution Status
Success	Posted

Periodically click the **Refresh** button until these two status fields update.

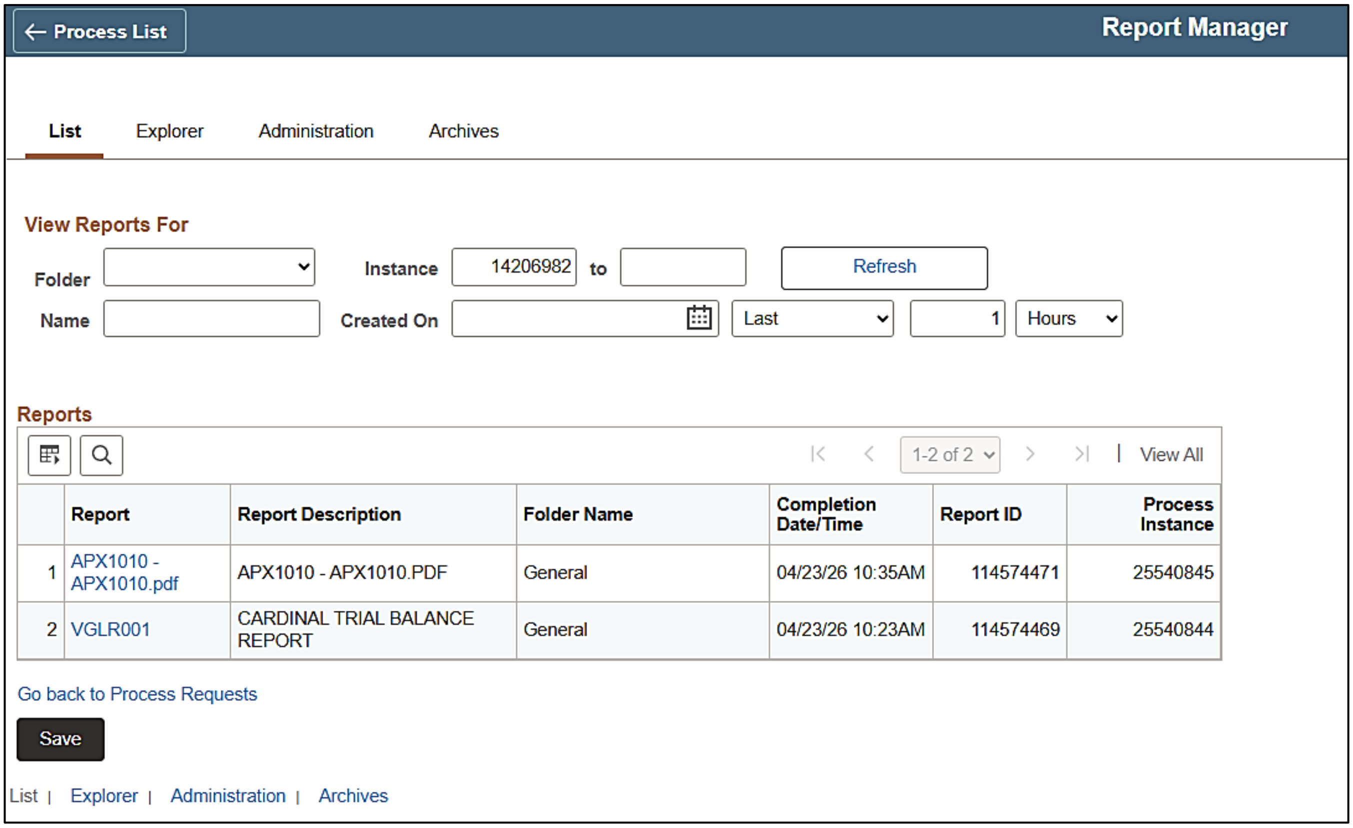
- The **Clear** button can be used to clear any defined view parameters
- The **Reset** button can be used to reset back to the last saved view parameters



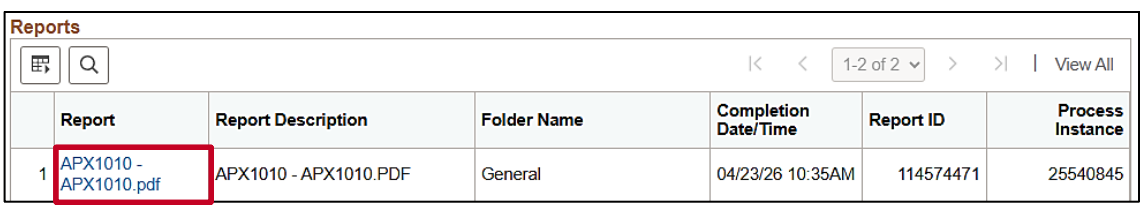
Step	Action
12.	Click the **Report Manager** link.

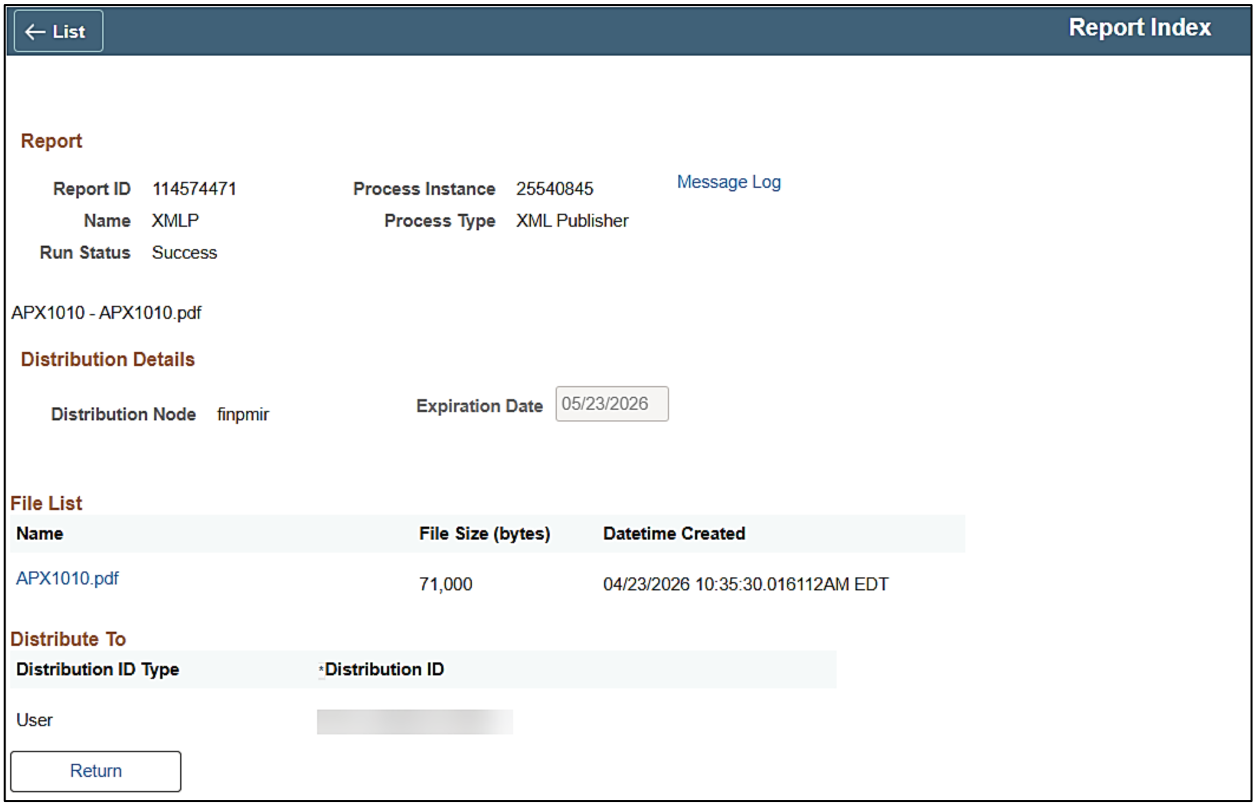


Step	Action
	The **Report Manager** page displays.



Step	Action
13.	Click the link in the **Report** column.

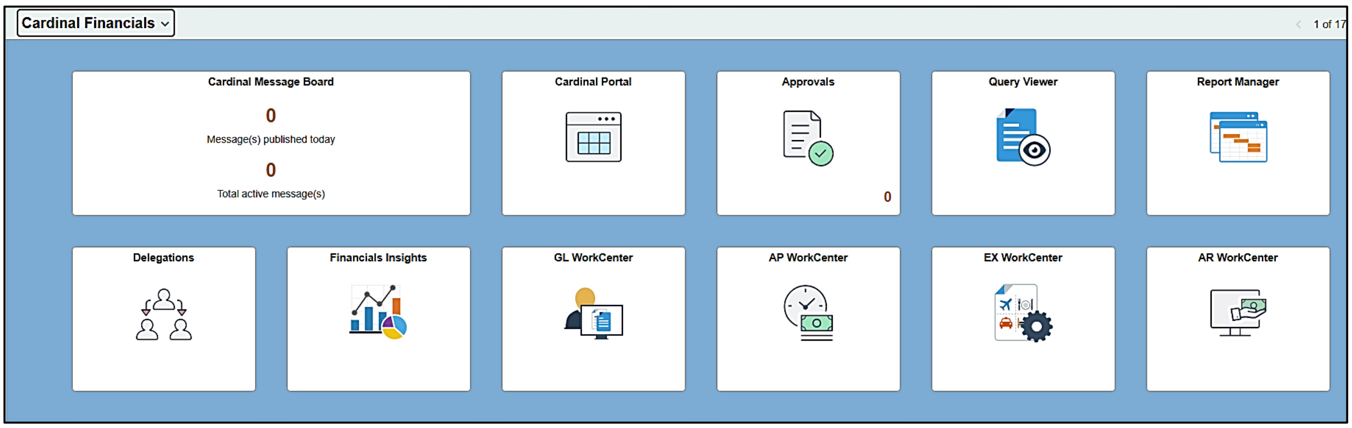
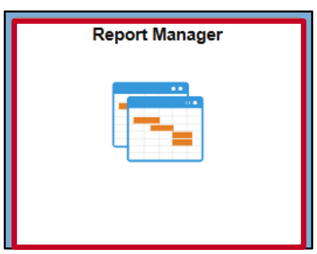


Step	Action
	The **Report Index** page displays. 
14.	Click the **.pdf** link within the **File List** section to view the generated Report in the PDF format. 

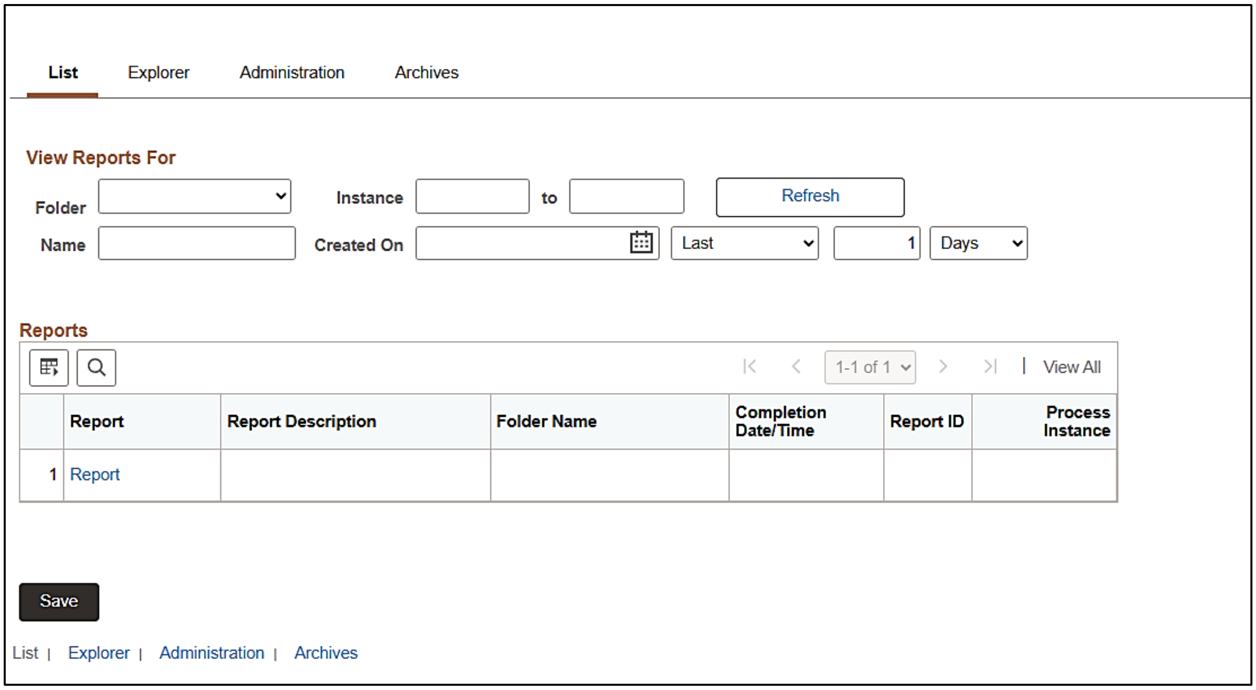
Accessing nVision Reports and Using Drilldowns

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**.

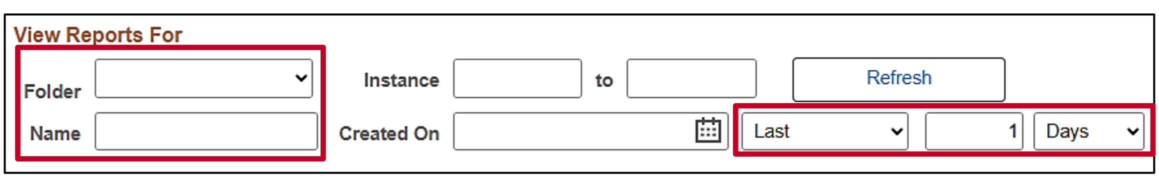
Step	Action
1.	Log into Cardinal Financials.
	The **Cardinal Financials Homepage** displays. 
ℹ	The tiles that display will vary based on user security roles.
2.	Click the **Report Manager** tile. 
ℹ	Users with access to any of the Cardinal Financials WorkCenters can also navigate to the **Report Manager** 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**.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The Financial Report Manager page displays with the List tab displayed by default.

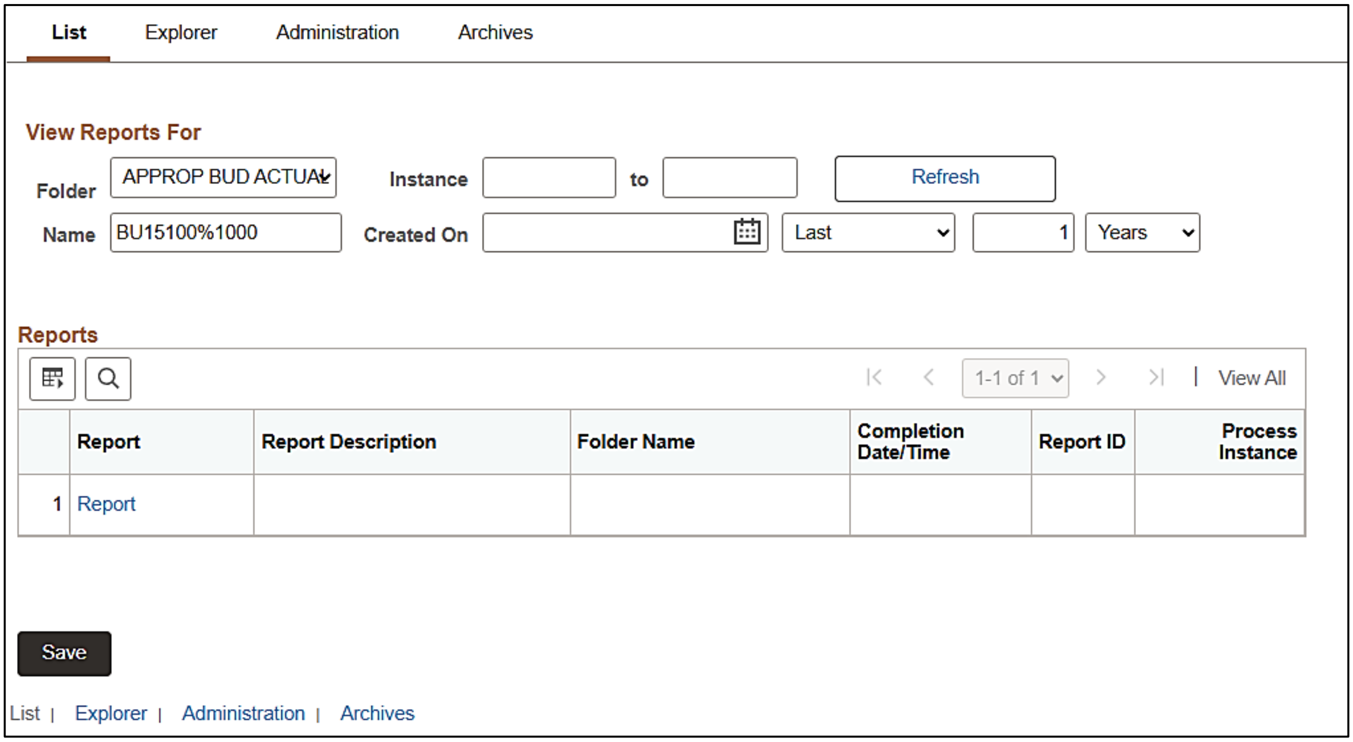


</td></tr>
<tr><td>ℹ</td><td>If a “More than 1000 rows will be returned; this may take a long time” message displays, click the Cancel button to continue.</td></tr>
<tr><td>ℹ</td><td>The Financials Report Manager displays tabs to view all of the reports that are in the Cardinal system that the user is 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.
</td></tr>
<tr><td>3.</td><td>Enter the applicable search criteria in the View Reports For section.



</td></tr>
<tr><td>ℹ</td><td>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.</td></tr>
</table>

Step	Action
Sample of a completed **View Reports For** section: 	
4.	Click the **Refresh** button. 

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

Step	Action
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

Step	Action
(i)	A message displays.

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

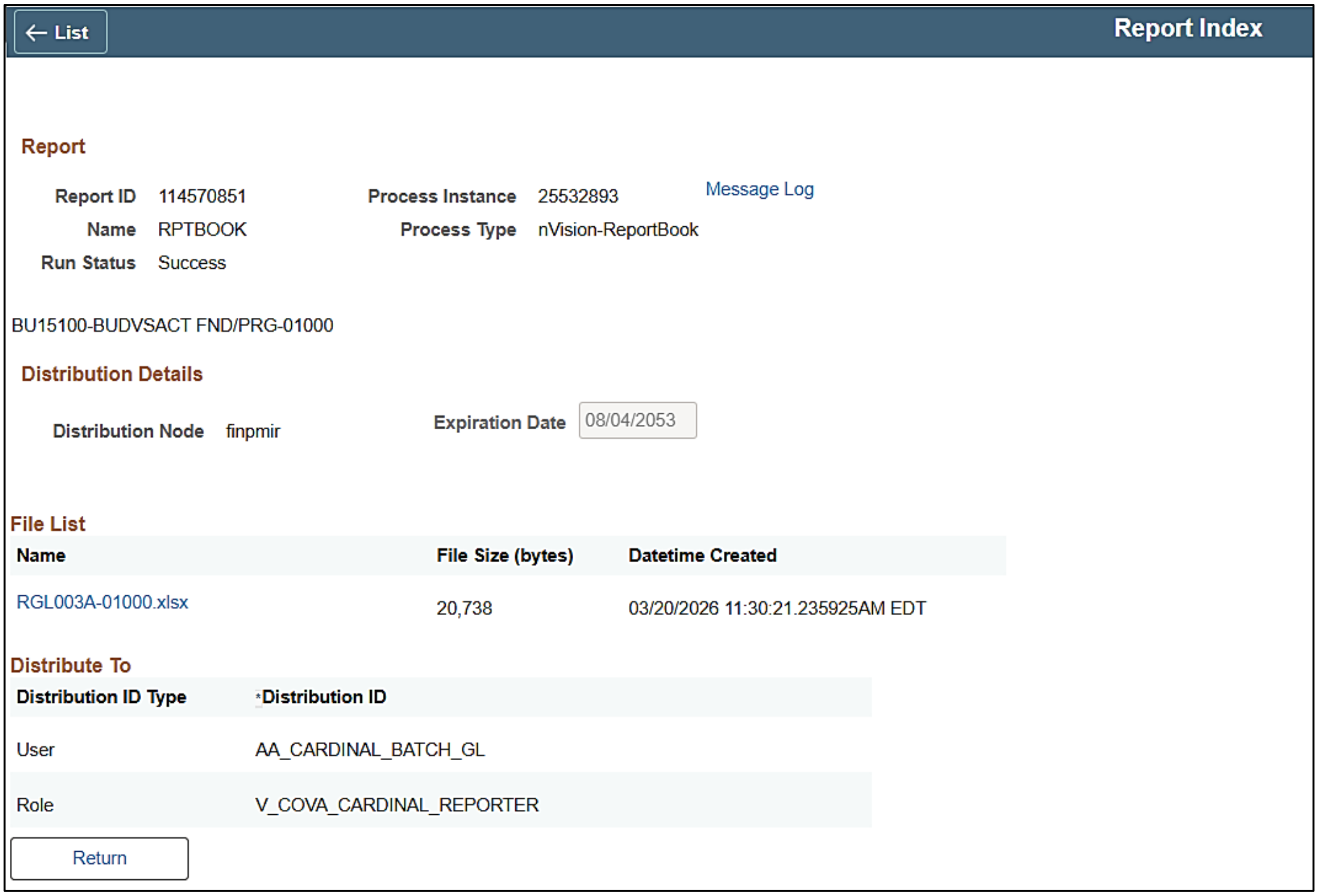
Yes | No

Step	Action
6.	Click the **No** button.

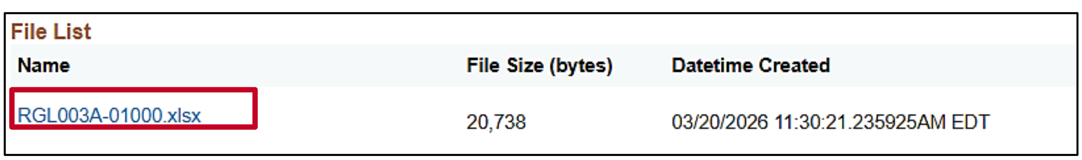
Yes | No

Step	Action

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



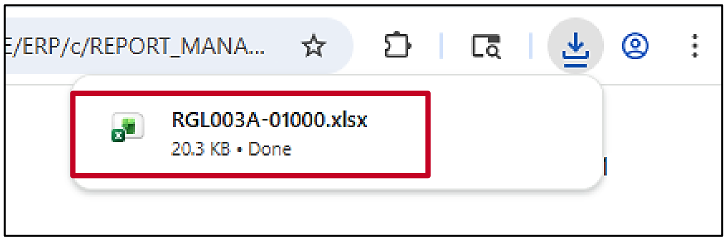
Step	Action
7.	Click the **.xlsx** file in the **Name** field under the **File List** section.



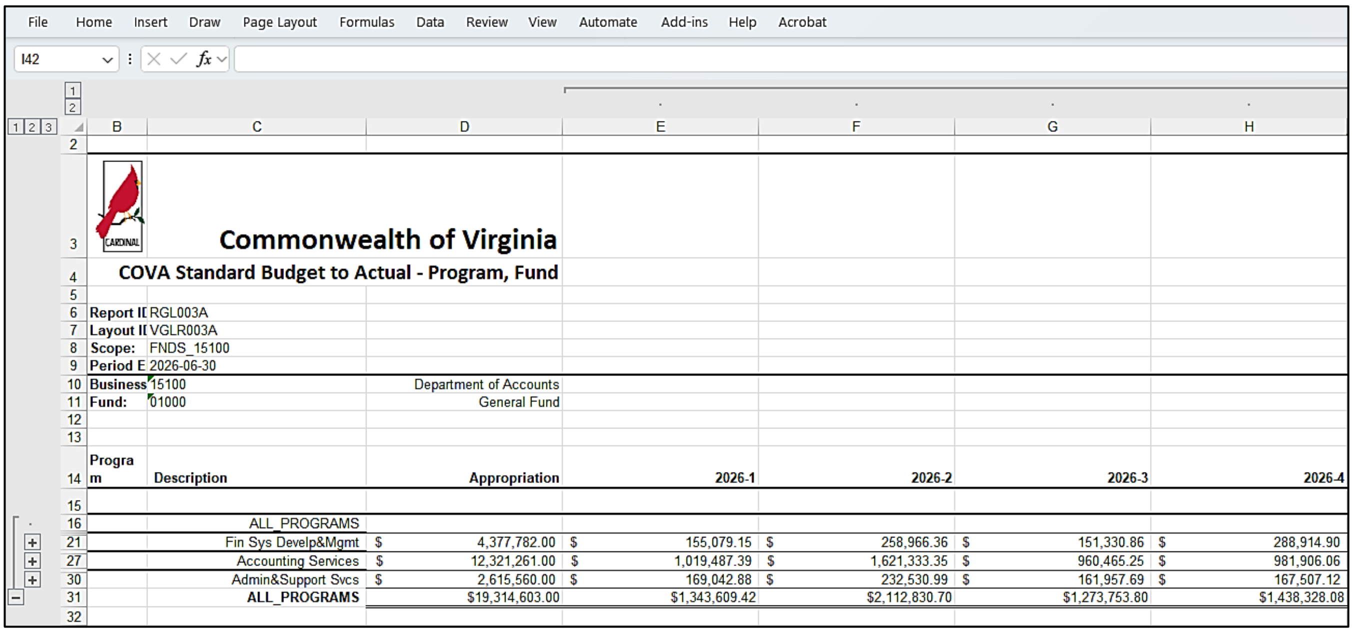
Excel may display a warning message. Click the **Yes** button to continue. Sometimes the message is hidden behind another screen and gives the illusion that that the report is still downloading.

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.

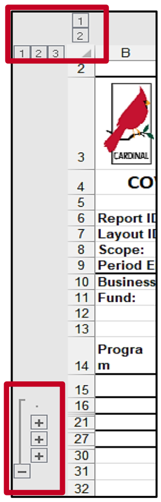
Step	Action
8.	The Report downloads. Click the file to access it. 

The downloaded file displays.

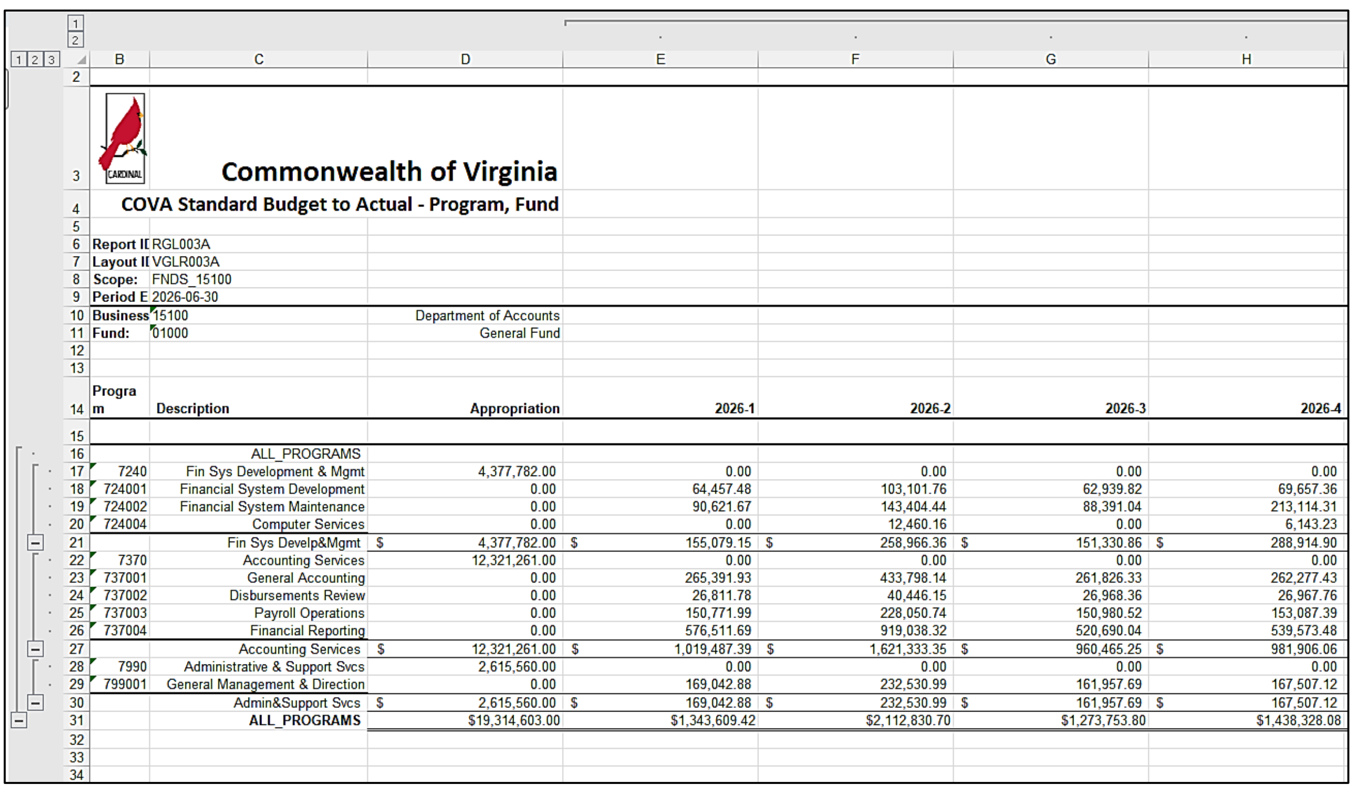


Report ID	RGL003A					
Layout ID	VGLR003A					
Scope:	FNDS_15100					
Period E	2026-06-30					
Business	15100	Department of Accounts				
Fund:	01000	General Fund				
Program	Description	Appropriation	2026-1	2026-2	2026-3	2026-4
	ALL_PROGRAMS					
	Fin Sys Develp&Mgmt	$ 4,377,782.00	$ 155,079.15	$ 258,966.36	$ 151,330.86	$ 288,914.90
	Accounting Services	$ 12,321,261.00	$ 1,019,487.39	$ 1,621,333.35	$ 960,465.25	$ 981,906.06
	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

Step	Action
	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.



Sample of a Report with all fields expanded.



Commonwealth of Virginia

COVA Standard Budget to Actual - Program, Fund

Report II RGL003A

Layout II VGLR003A

Scope: FNDS_15100

Period E 2026-06-30

Business 15100 Department of Accounts

Fund: 01000 General Fund

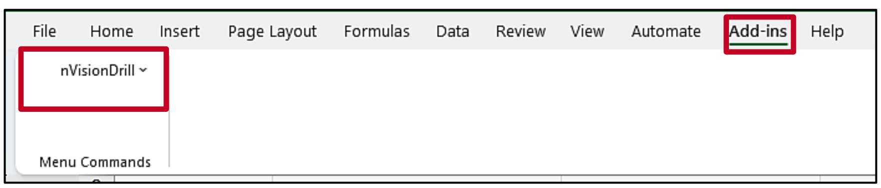
Row	Program	Description	Appropriation	2026-1	2026-2	2026-3	2026-4
16		ALL_PROGRAMS					
17	7240	Fin Sys Development & Mgmt	4,377,782.00	0.00	0.00	0.00	0.00
18	724001	Financial System Development	0.00	64,457.48	103,101.76	62,939.82	69,657.36
19	724002	Financial System Maintenance	0.00	90,621.67	143,404.44	88,391.04	213,114.31
20	724004	Computer Services	0.00	0.00	12,460.16	0.00	6,143.23
21		Fin Sys Develp&Mgmt	$ 4,377,782.00	$ 155,079.15	$ 258,966.36	$ 151,330.86	$ 288,914.90
22	7370	Accounting Services	12,321,261.00	0.00	0.00	0.00	0.00
23	737001	General Accounting	0.00	265,391.93	433,798.14	261,826.33	262,277.43
24	737002	Disbursements Review	0.00	26,811.78	40,446.15	26,968.36	26,967.76
25	737003	Payroll Operations	0.00	150,771.99	228,050.74	150,980.52	153,087.39
26	737004	Financial Reporting	0.00	576,511.69	919,038.32	520,690.04	539,573.48
27		Accounting Services	$ 12,321,261.00	$ 1,019,487.39	$ 1,621,333.35	$ 960,465.25	$ 981,906.06
28	7990	Administrative & Support Svcs	2,615,560.00	0.00	0.00	0.00	0.00
29	799001	General Management & Direction	0.00	169,042.88	232,530.99	161,957.69	167,507.12
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

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.

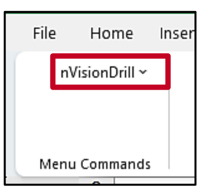
9. Select the applicable cell to drilldown by clicking in the applicable cell.

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

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

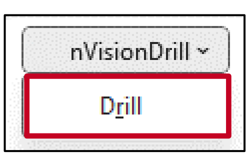


11. Click the **nVisionDrill** dropdown button.



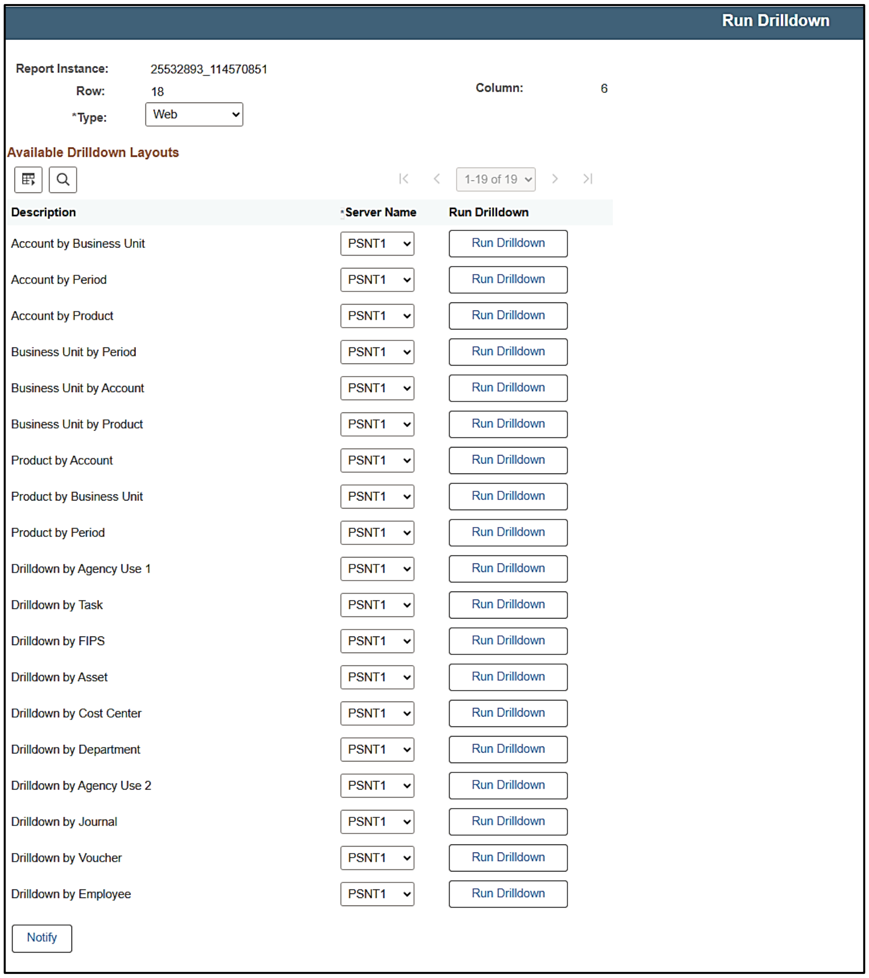
12. The **Drill** option displays.

Click the **Drill** option.



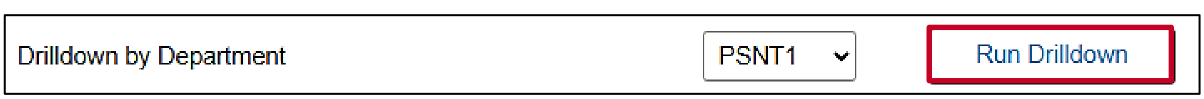
Step	Action

The **Run Drilldown** page displays.



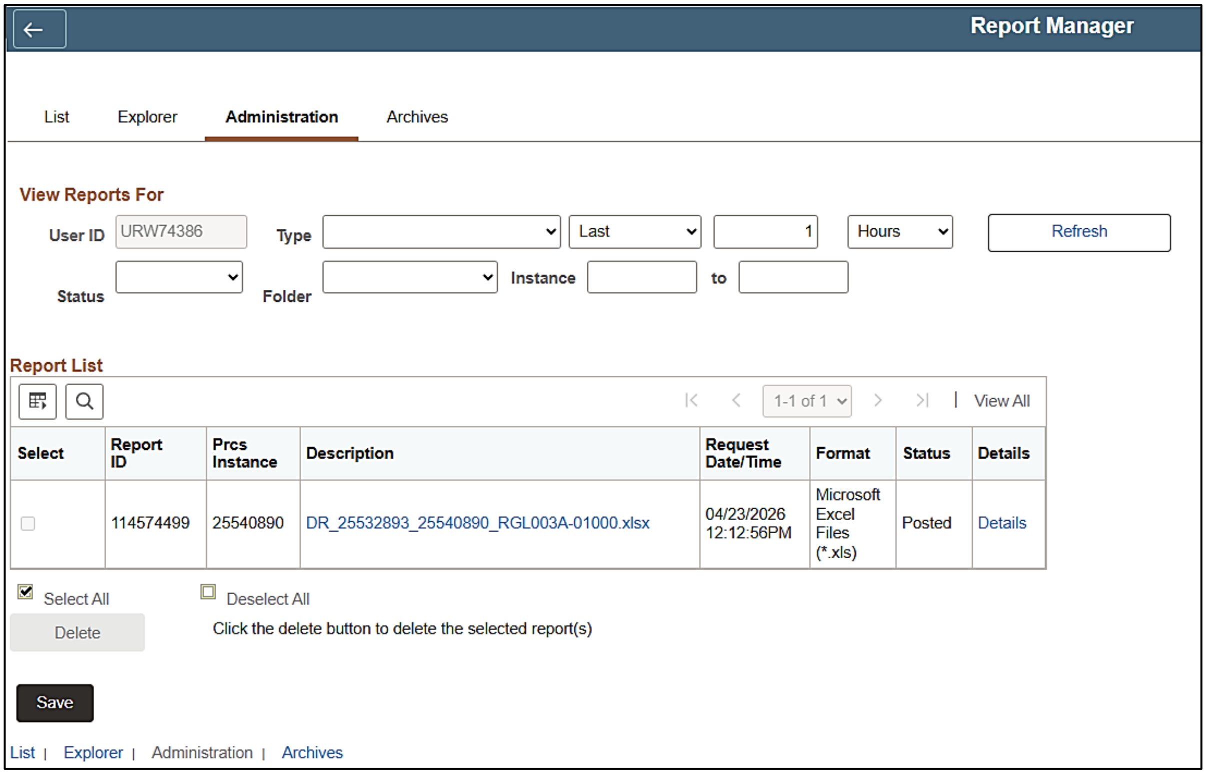
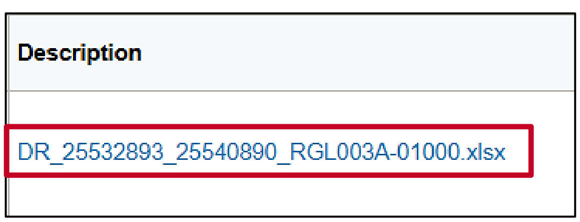
ℹ	Drilldown is available by ChartFields such as Account, Department, and Task as well as by Journal and Voucher.

13. Click the **Run Drilldown** button to the right of the applicable drilldown layout description to run the Report.



ℹ 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.

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

Step	Action
15.	Click the file to open.

DR_25532893_25540890_RGL003A-01 000.xlsx

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.

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

Step	Action
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.

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

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)

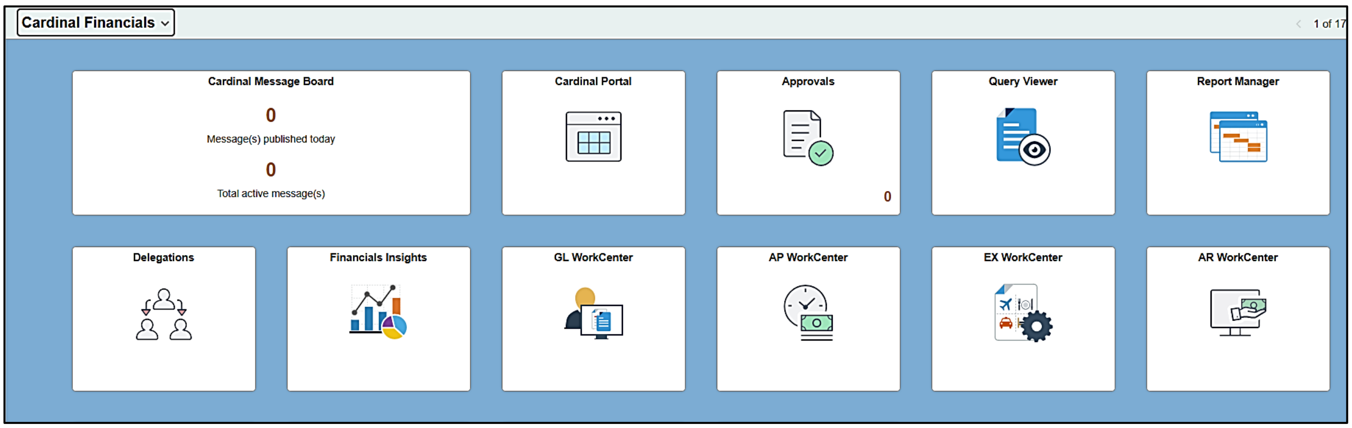
If there is a discrepancy, typically the **Drilldown by Journal** can be run to identify the transaction that occurred on the current date that was not included in the totals on the nVision report.

Using Explorer to Access nVision Reports

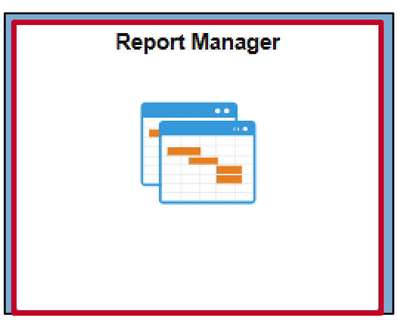
Explorer is one of the tabs on the **FIN Report Manager** page. The **Explorer** tab allows access to nVision and other reports and displays a hierarchical view of the folders and reports by BU and Fiscal Year.

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

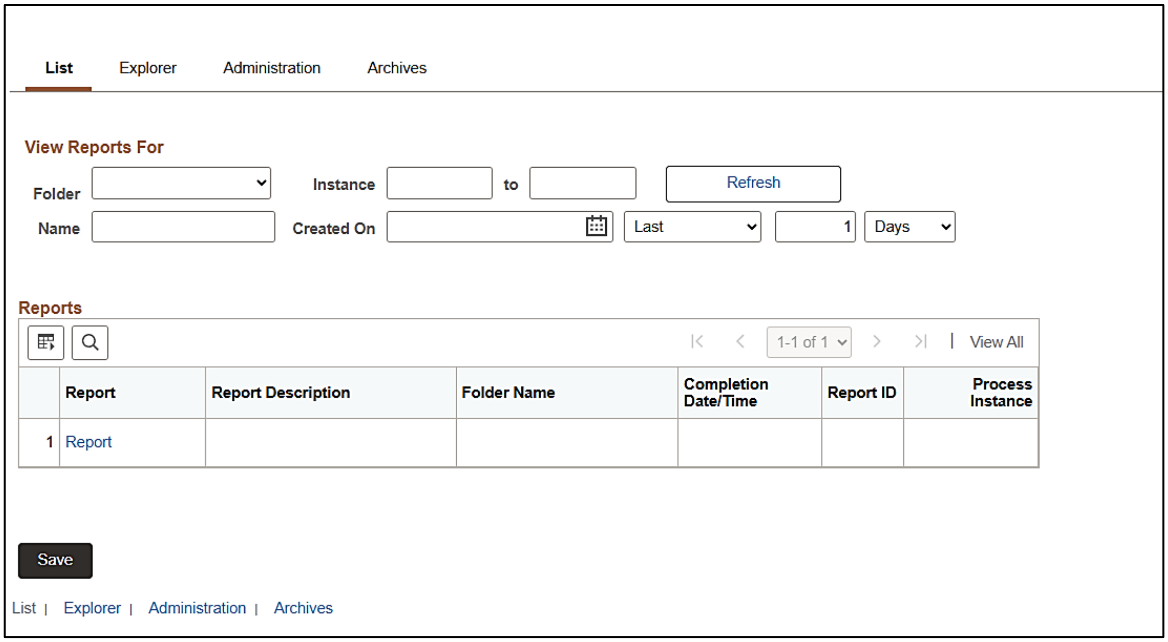
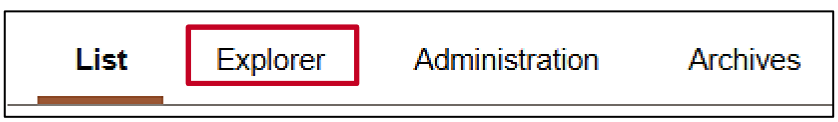
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Log into Cardinal Financials.</td></tr>
<tr><td colspan="2">The Cardinal Financials Homepage displays.

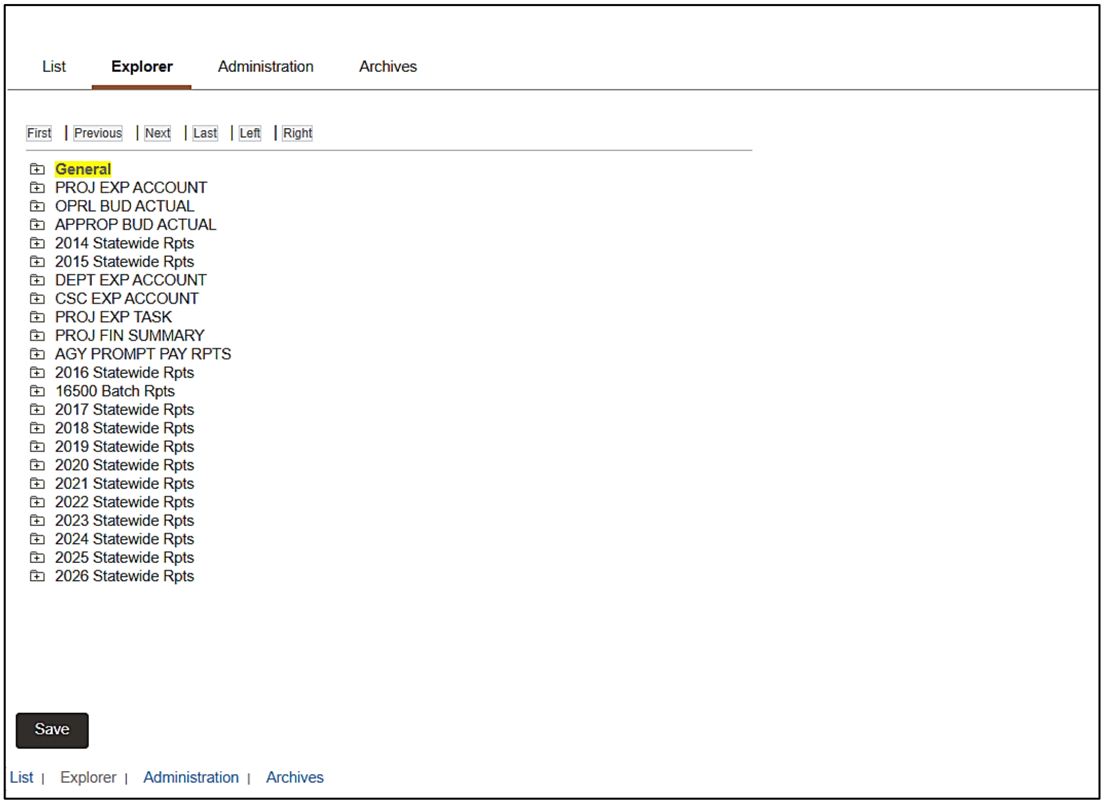


</td></tr>
<tr><td>ℹ</td><td>The tiles that display will vary based on user security roles.</td></tr>
<tr><td>2.</td><td>Click the Report Manager tile.

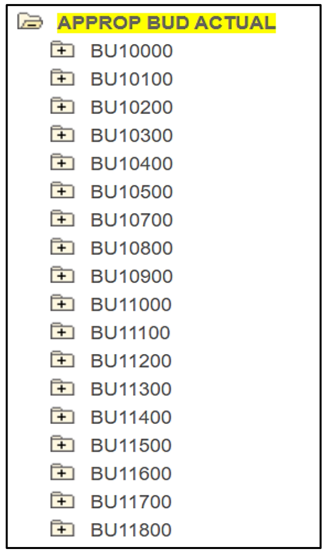


</td></tr>
<tr><td>ℹ</td><td>Users with WorkCenter access can also navigate to the Report Manager within the WorkCenter using the following path:
Links > Other Links > Report Manager
For more information about WorkCenters, refer to the Job Aid titled Overview of Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.</td></tr>
</table>

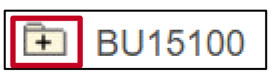
Step	Action
	The **Financial Report Manager** page displays with the **List** tab displayed by default. 
	If a “More than 1000 rows will be returned; this may take a long time” message displays, click the **Cancel** button to continue.
3.	Click the **Explorer** tab. 
	The **Explorer** page may take 2-3 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. 

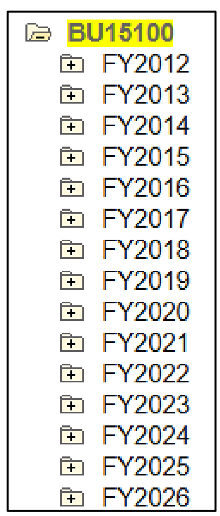
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td colspan="2">The selected Folder expands.



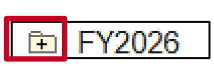
</td></tr>
<tr><td>5.</td><td>Locate and click the Folder icon to expand the applicable Business Unit Folder.



</td></tr>
<tr><td colspan="2">The Business Unit folder expands.

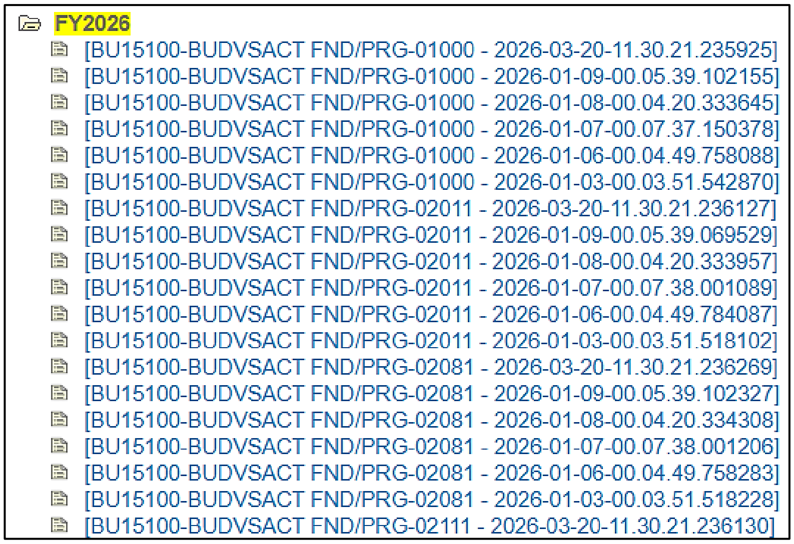


</td></tr>
<tr><td>6.</td><td>Locate and click the Folder icon to expand the applicable Fiscal Year (FY) Folder.



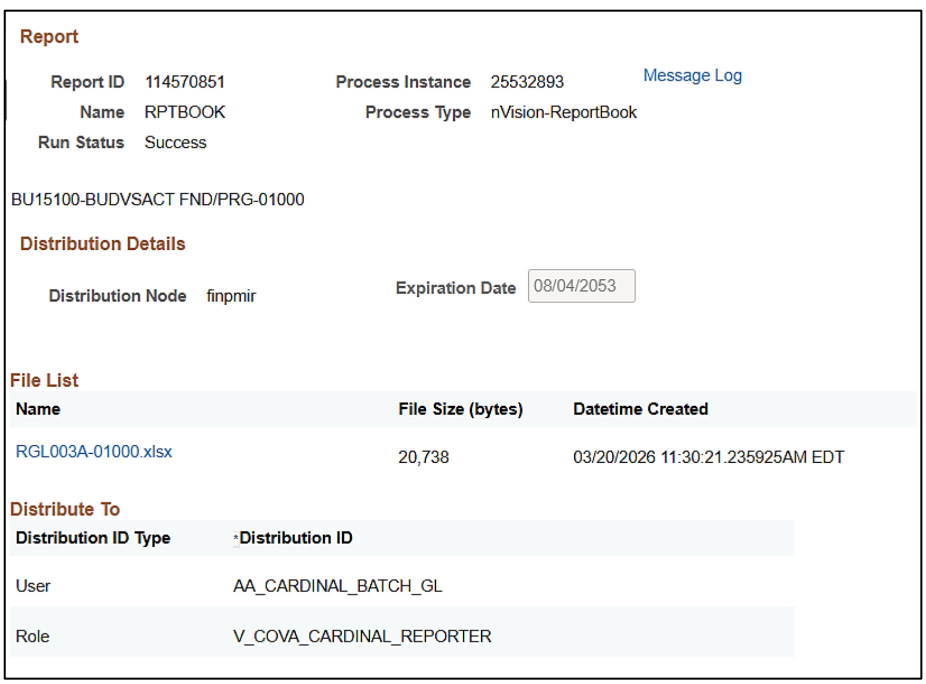
</td></tr>
</table>

Step	Action
	The Folder expands.



Step	Action
7.	Click the desired **Report** link.

The **Report** page displays.

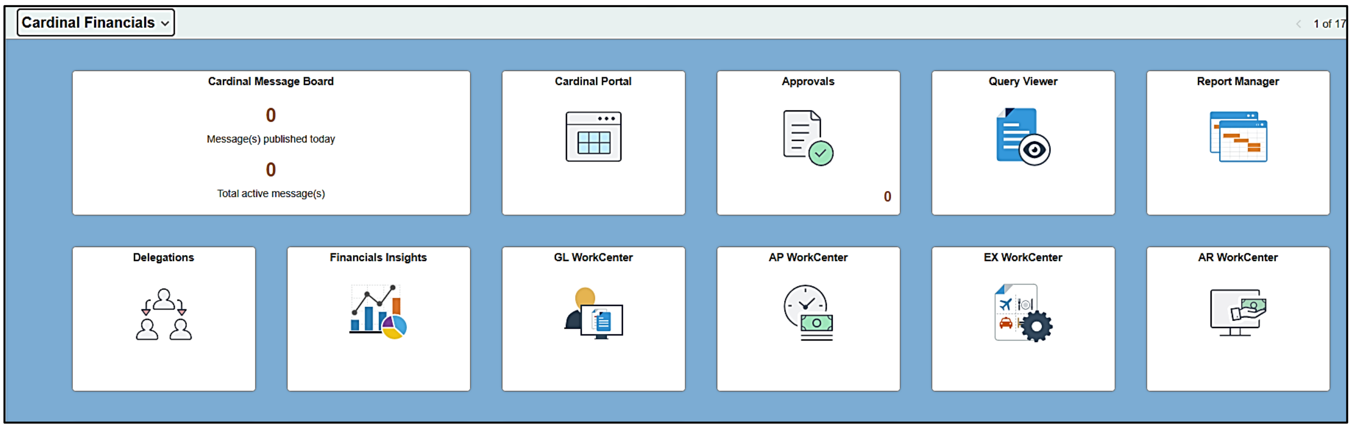
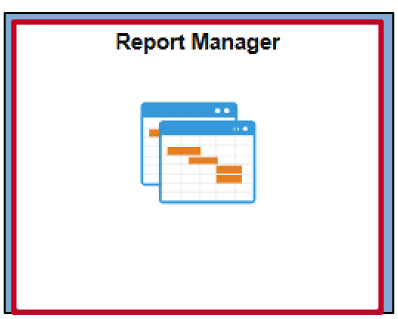


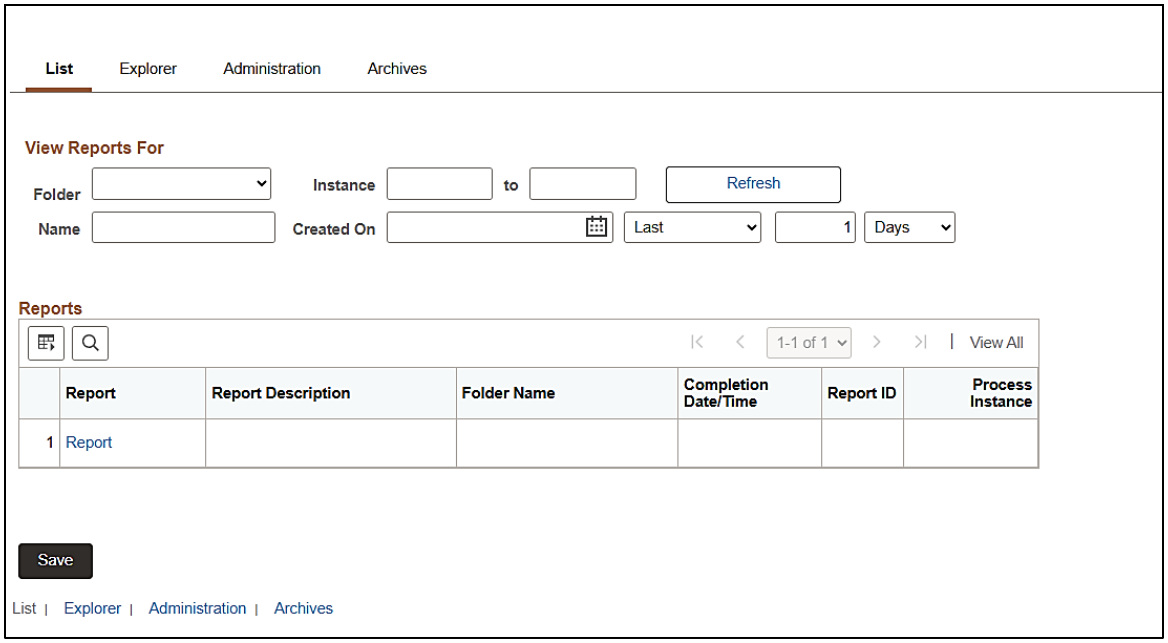
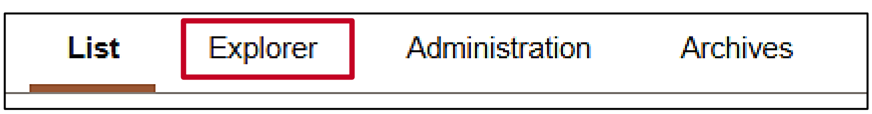
Step	Action
8.	Follow **Steps 7-16** in the section of this Job Aid titled Accessing nVision Reports and Drilldowns to access the Report and execute drilldowns.

Using Explorer to Access Reports

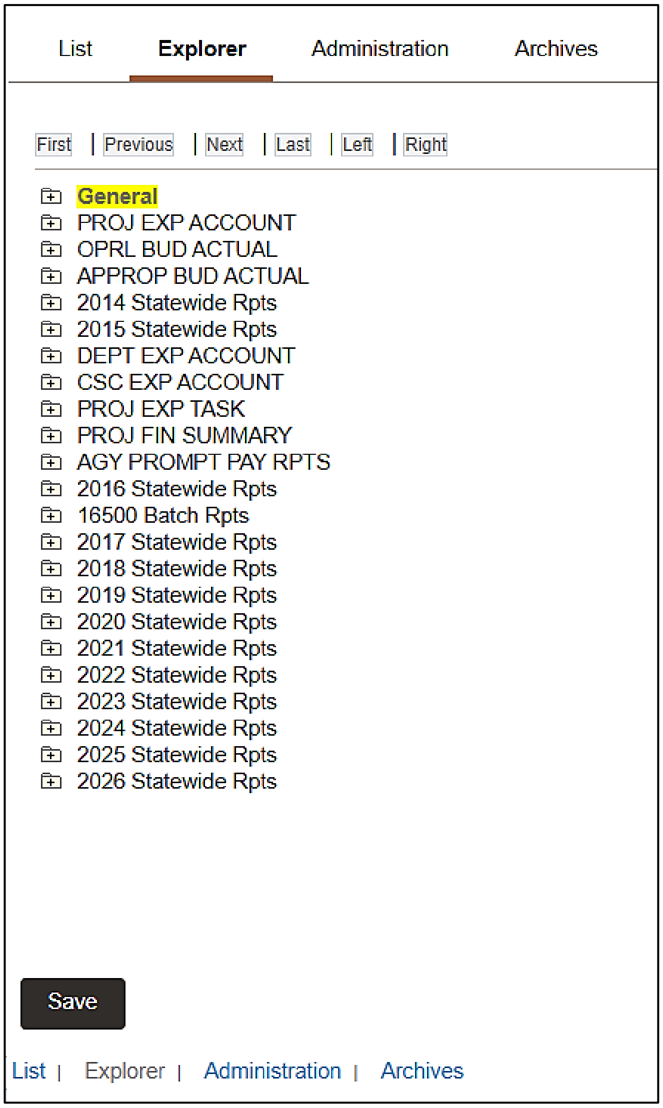
The Explorer is one of the tabs on the **FIN Report Manager** page. The **Explorer** tab allows access to nVision and other reports and displays a hierarchical view of the folders and reports by BU and Fiscal Year.

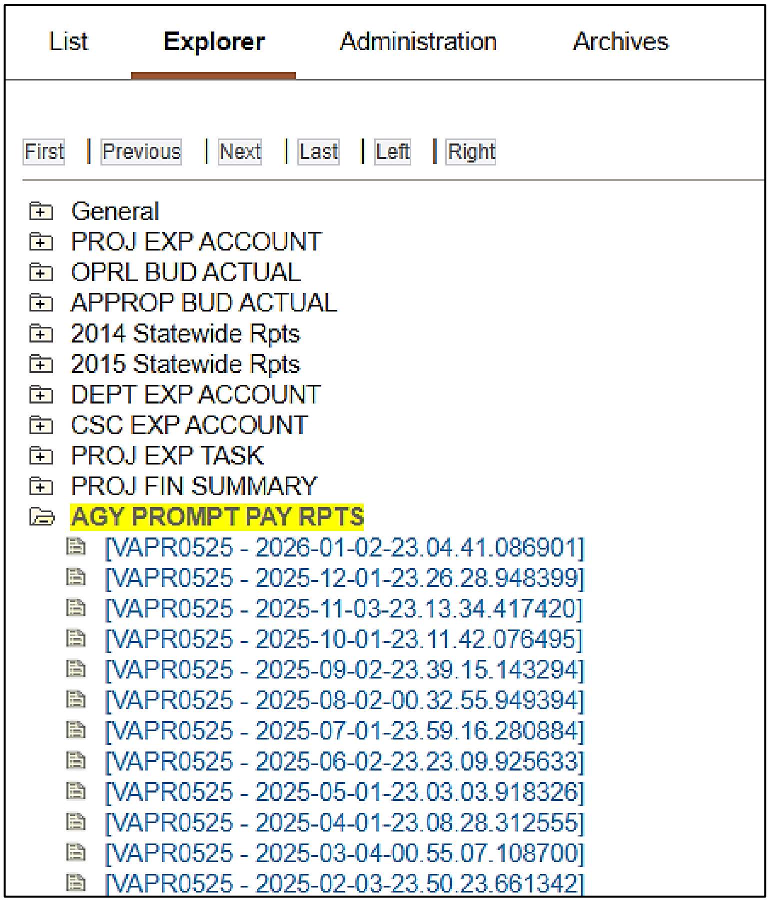
The specific steps to access reports will vary depending on the Report that is being accessed.

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**: Ddisplays 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.

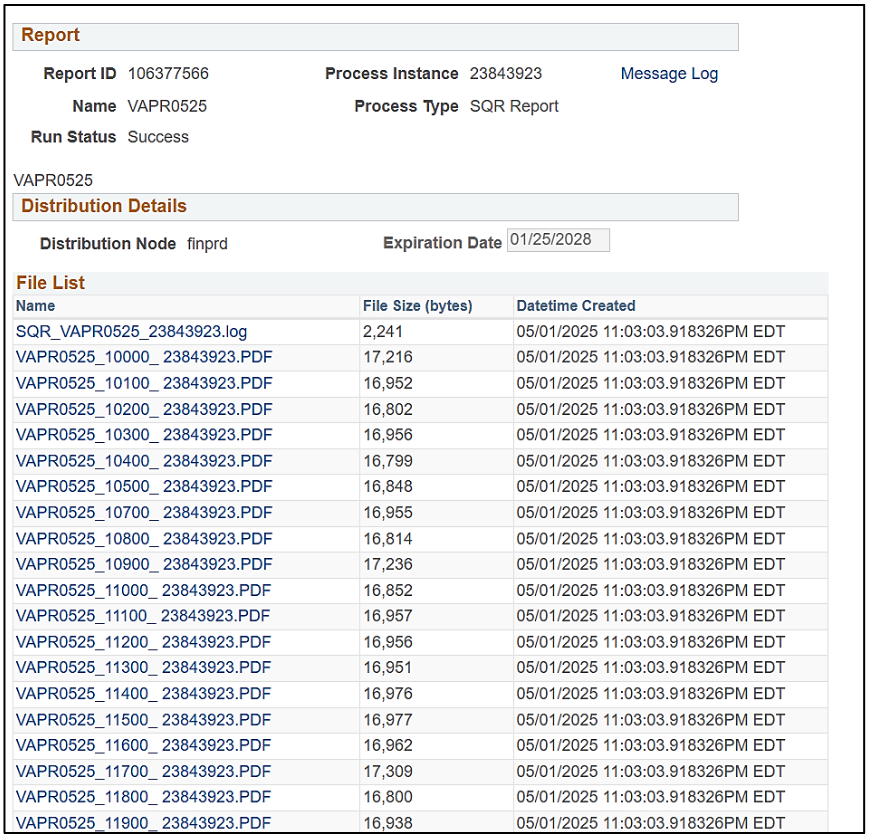
Step	Action
The **Explorer** page displays.	
	The **Explorer** page displays a hierarchical view of the folders and reports by Business Unit (BU) and Fiscal Year (FY). Ad Hoc and nVision reports can be accessed by clicking and expanding the applicable Folders. Selected folders are highlighted in yellow.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



Step	Action
The available reports display. 	
5.	The applicable folder is selected. Click the applicable link to access the report. 

Step	Action

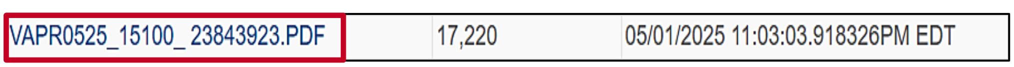
The **Report** page displays with all the BU specific Reports for the selected Report.



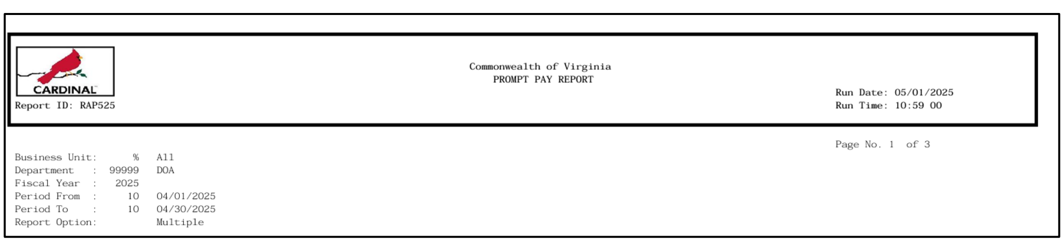
Name	File Size (bytes)	Datetime Created
SQR_VAPR0525_23843923.log	2,241	05/01/2025 11:03:03.918326PM EDT
VAPR0525_10000_ 23843923.PDF	17,216	05/01/2025 11:03:03.918326PM EDT
VAPR0525_10100_ 23843923.PDF	16,952	05/01/2025 11:03:03.918326PM EDT
VAPR0525_10200_ 23843923.PDF	16,802	05/01/2025 11:03:03.918326PM 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.

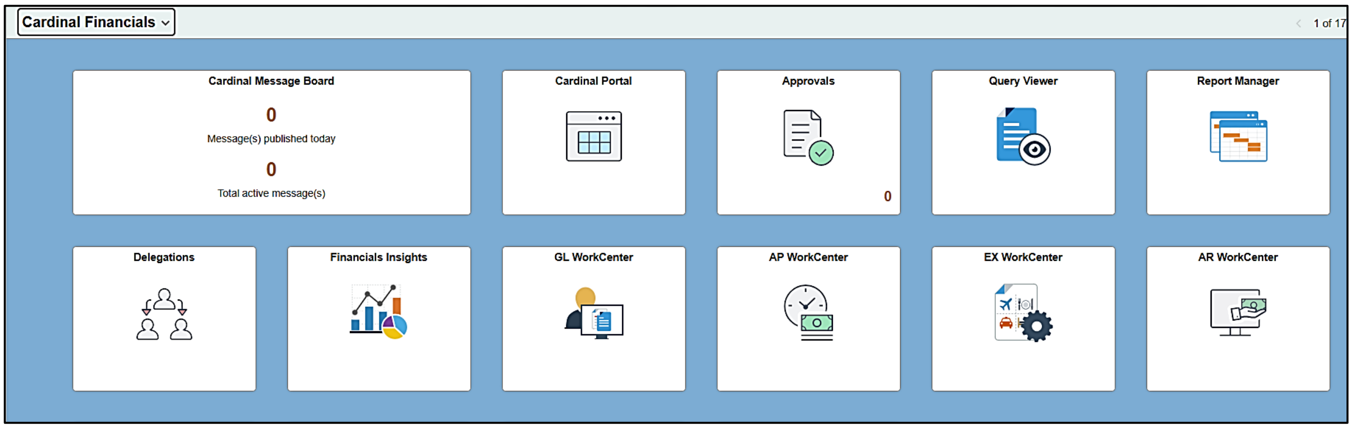
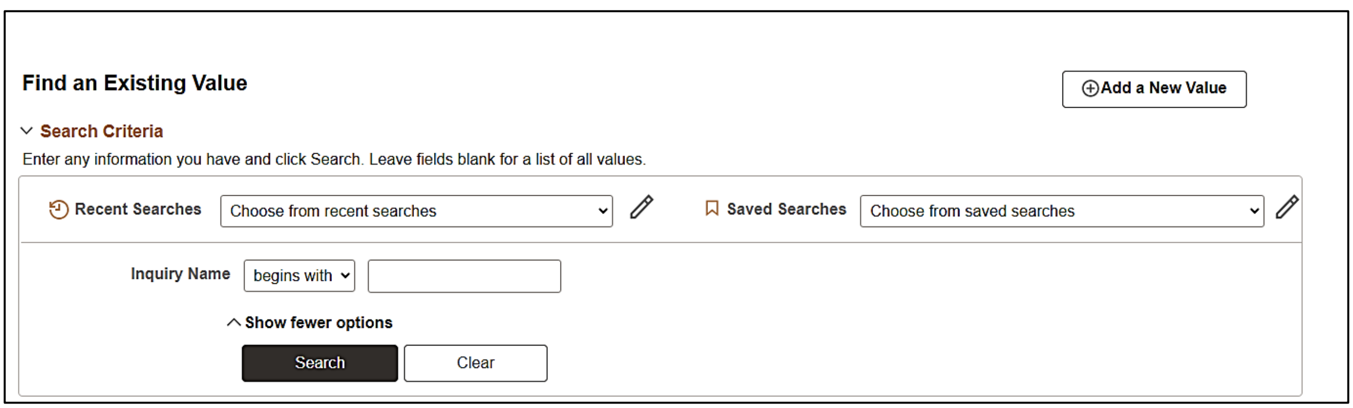


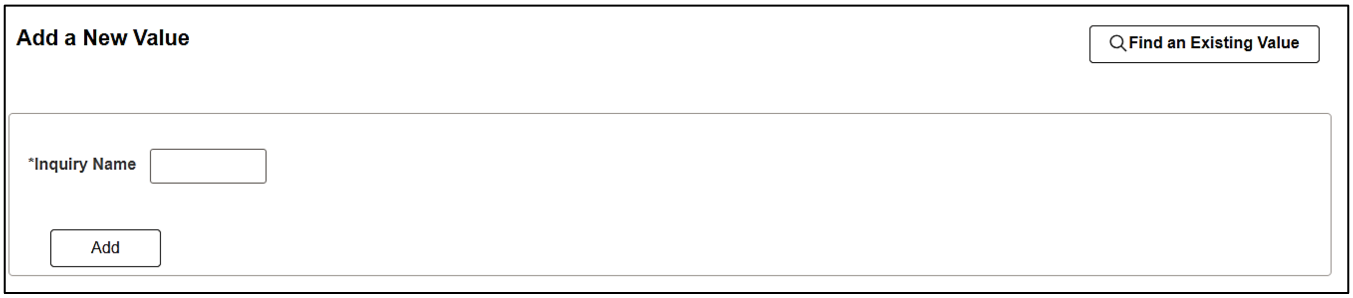
The desired Report displays.



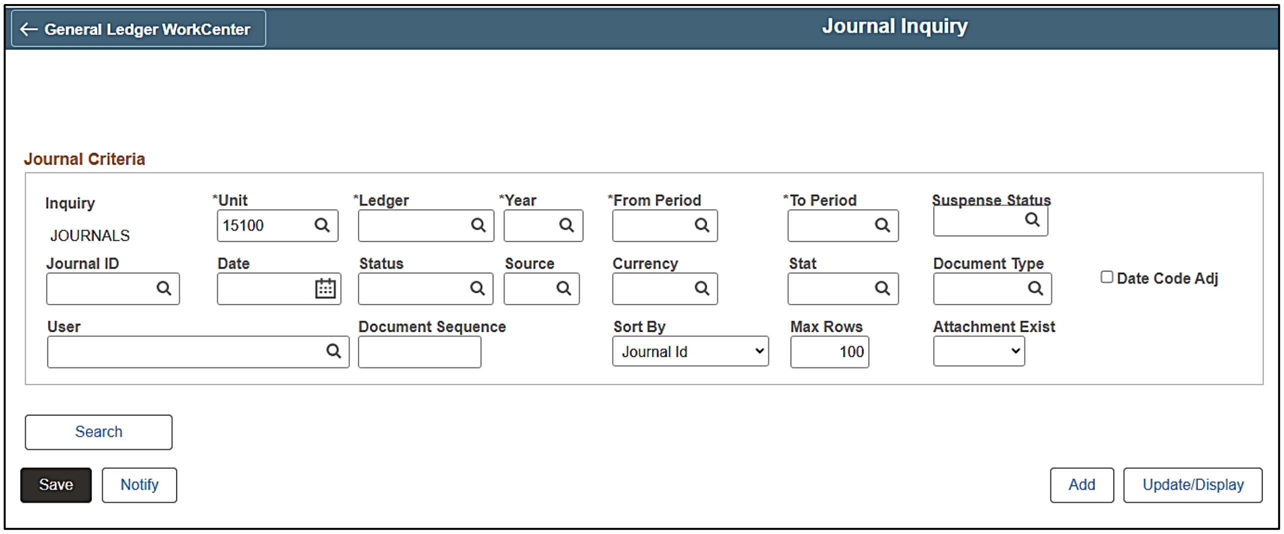
Generating Inquiries

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.

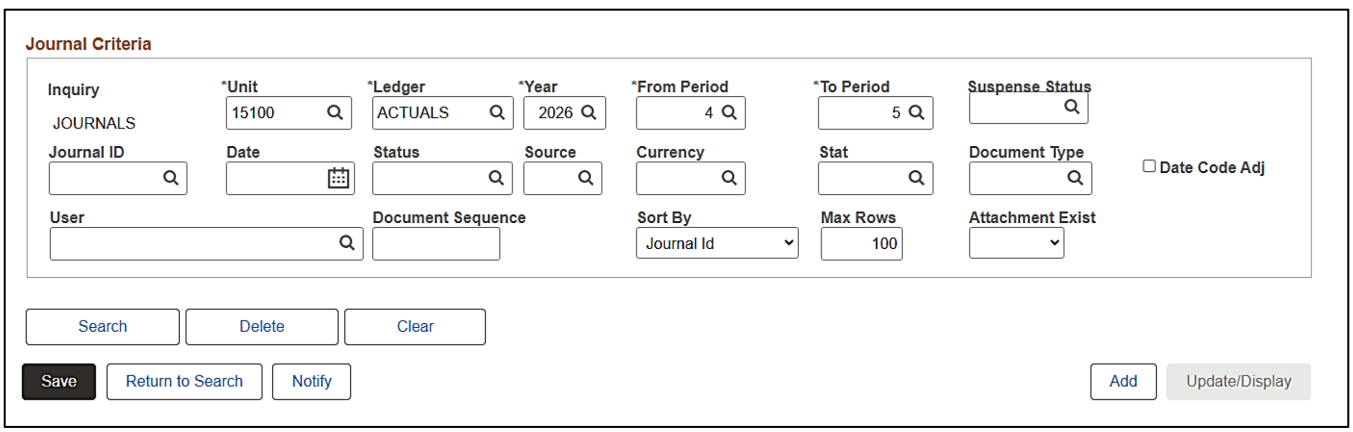
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Log into Cardinal Financials.</td></tr>
<tr><td colspan="2">The Cardinal Financials Homepage displays.

</td></tr>
<tr><td>2.</td><td>Navigate to the Journals page using the following path:
NavBar > Menu > General Ledger > Review Financial Information > Review Journals</td></tr>
<tr><td colspan="2">The Journals Find an Existing Value Search page displays.

</td></tr>
<tr><td></td><td>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.</td></tr>
</table>

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. 

Step	Action
	The **Journal Inquiry** page displays.

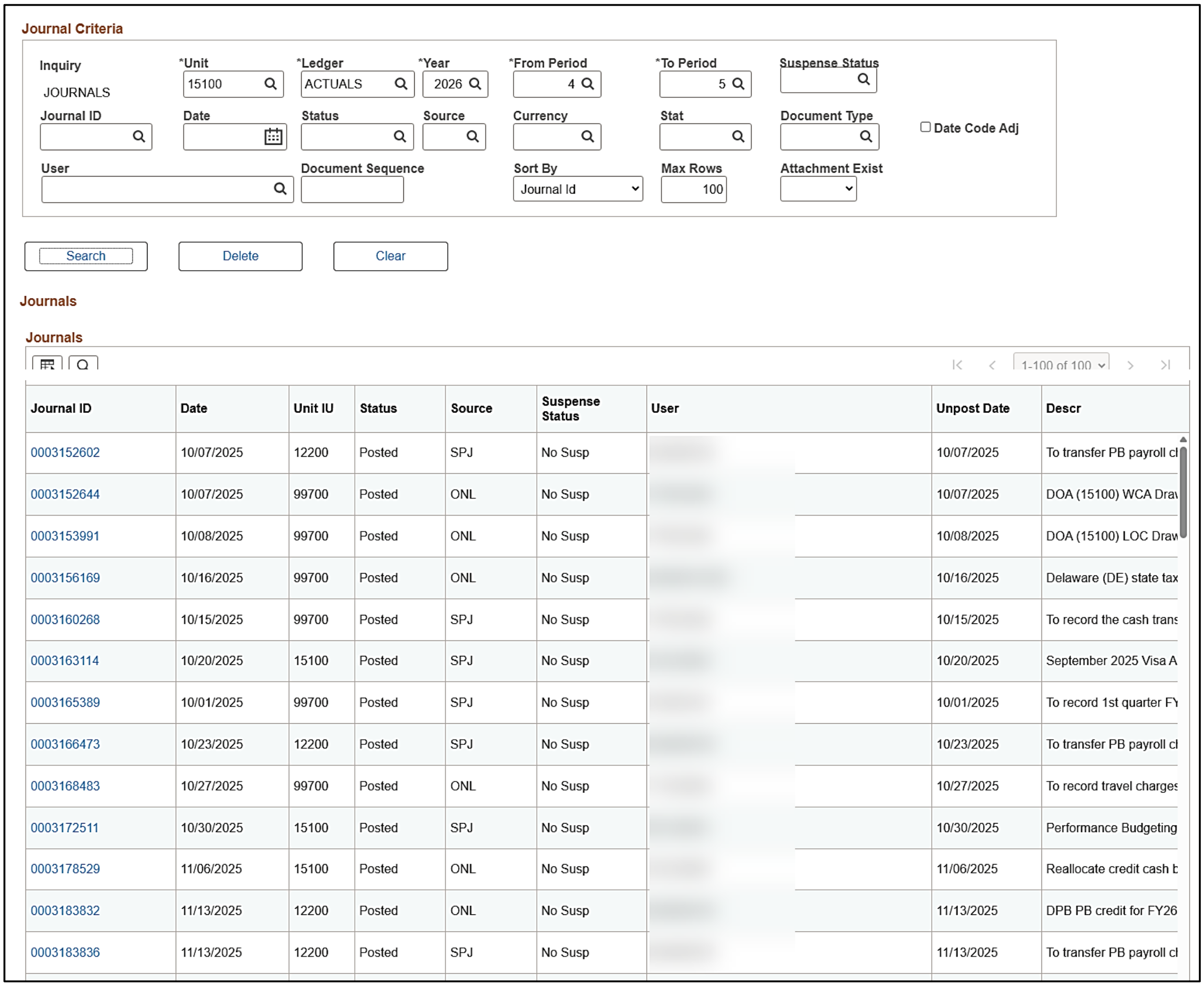


Step	Action
6.	Enter the applicable search criteria in the applicable fields.
	Sample of **Journal Inquiry** page with search criteria entered:



Step	Action
7.	Click the **Search** button.

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.

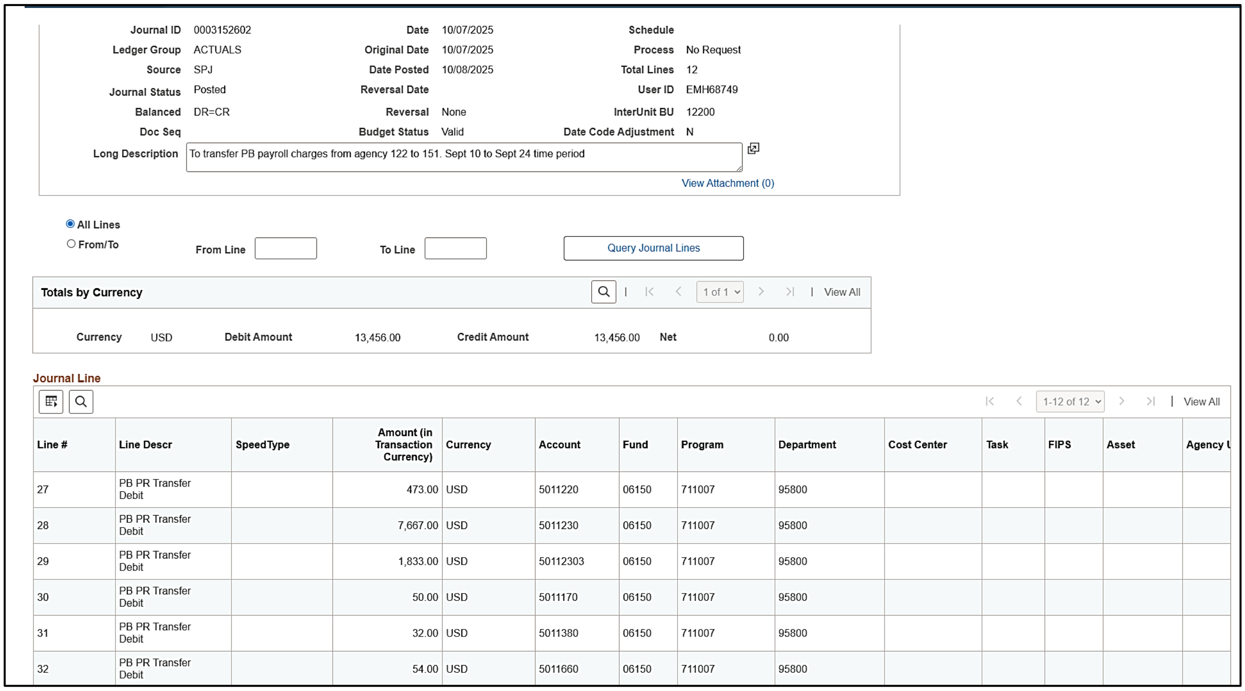


Journal ID	Date	Unit IU	Status	Source	Suspense Status	User	Unpost Date	Descr
0003152602	10/07/2025	12200	Posted	SPJ	No Susp		10/07/2025	To transfer PB payroll cl
0003152644	10/07/2025	99700	Posted	ONL	No Susp		10/07/2025	DOA (15100) WCA Drav
0003153991	10/08/2025	99700	Posted	ONL	No Susp		10/08/2025	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 b
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

Step	Action
8.	Click the applicable **Journal ID** link.

0003152602	10/07/2025	12200	Posted	SPJ	No Susp		10/07/2025	To transfer PB payroll cl

Step	Action
The **Journal Inquiry – Journal Inquiry Details** page displays showing detailed Journal Lines.	



Journal ID 0003152602 | Date 10/07/2025 | Schedule
Ledger Group ACTUALS | Original Date 10/07/2025 | Process No Request
Source SPJ | Date Posted 10/08/2025 | Total Lines 12
Journal Status Posted | Reversal Date | User ID EMH68749
Balanced DR=CR | Reversal None | InterUnit BU 12200
Doc Seq | Budget Status Valid | Date Code Adjustment N
Long Description: To transfer PB payroll charges from agency 122 to 151. Sept 10 to Sept 24 time period
View Attachment (0)

All Lines
From/To | From Line | To Line | Query Journal Lines

Totals by Currency (1 of 1, View All)

Currency	Debit Amount	Credit Amount	Net
USD	13,456.00	13,456.00	0.00

Journal Line (1-12 of 12, View All)

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					

ℹ	For more detailed information about the available financial inquiries, see the Financial Reports catalogs located on the Cardinal website in **Reports Catalogs** under **Resources**.