



Cardinal FIN Reporting Job Aid

NAV220 Running and Scheduling FIN Queries

Running and Scheduling FIN Queries Overview

The purpose of this Job Aid is to walk through the processes used to run Cardinal Financials queries.

Generally, the instructions included in this Job Aid can be used to run and/or schedule any of the Cardinal FIN queries. However, the navigation path and the parameters available will differ based on the specific query being run. Utilize these instructions along with the query-specific data provided in the FIN Reports Catalogs to run the applicable query.

The FIN Reports Catalogs are 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

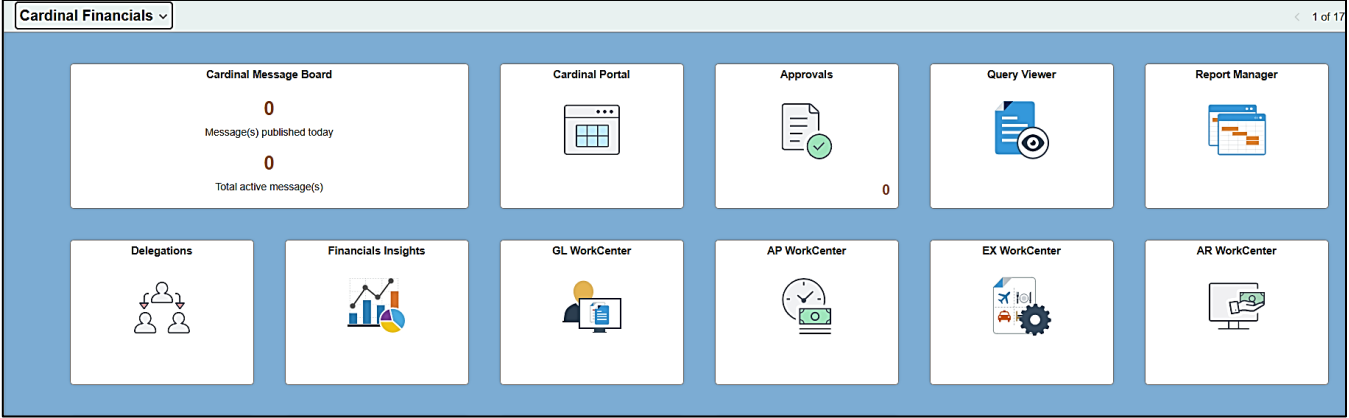
Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
2/9/2026	Added a new section for Scheduling a FIN Query using the Schedule Query Page .
5/16/2025	Baseline.



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Running a Financials Query and Adding it to Favorites

Step	Action
1.	Log into Cardinal Financials. The Cardinal Financials Homepage displays. 
	 The tiles that display may vary based on user's security roles.
	 The Query Viewer can be accessed three ways: • Cardinal Financials Homepage – Query Viewer tile • Any Financial WorkCenter – Links > Other Links > Query Viewer • Navigation – NavBar > Menu > Reporting Tools > Query > Query Viewer This Job Aid demonstrates using the Query Viewer tile.
2.	Click the Query Viewer tile. 



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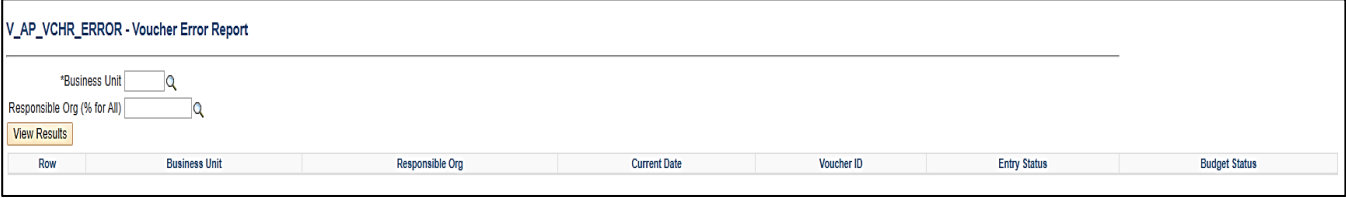
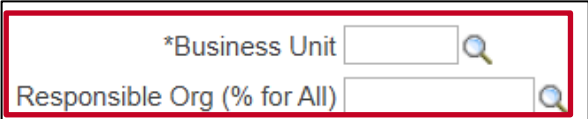
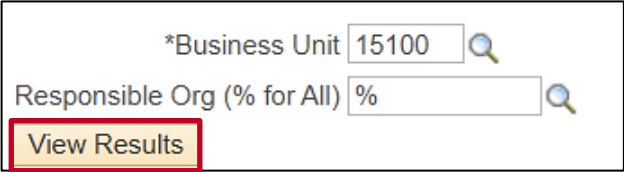
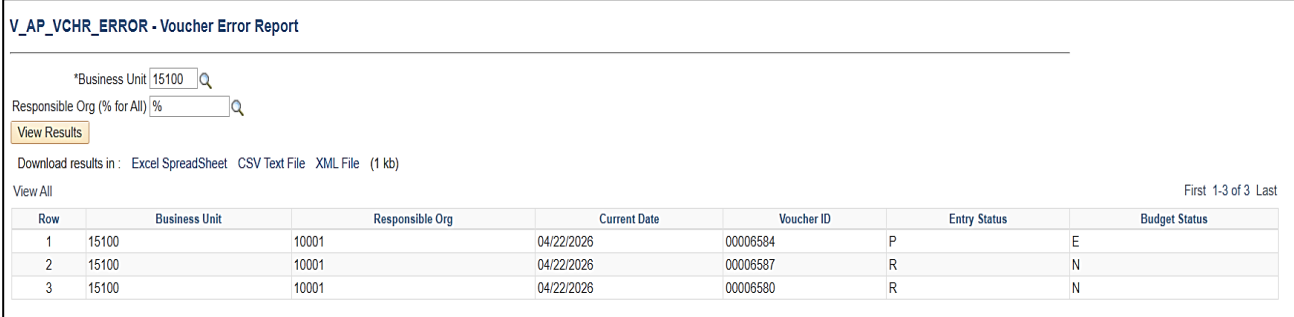
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Step	Action																				
	The Query Viewer page displays. ← Cardinal Financials Query Viewer Enter any information you have and click Search. Leave fields blank for a list of all values. *Search By Query Name begins with Search Advanced Search																				
3.	Enter the applicable query name in the Search By field. *Search By Query Name begins with																				
i	Alternatively, enter a partial query name or leave the Search By field blank and perform a search or an advanced search for the applicable query.																				
4.	Click the Search button. Search																				
	The Query Viewer page refreshes and the search result(s) display. Enter any information you have and click Search. Leave fields blank for a list of all values. *Search By Query Name begins with V_AP_VCHR_ERROR Search Advanced Search Search Results *Folder View -- All Folders -- Query 1-1 of 1 < > View All <table><tr><th>Query Name</th><th>Description</th><th>Owner</th><th>Folder</th><th>Run to HTML</th><th>Run to Excel</th><th>Run to XML</th><th>Schedule</th><th>Definitional References</th><th>Add to Favorites</th></tr><tr><td>V_AP_VCHR_ERROR</td><td>Voucher Error Report</td><td>Public</td><td></td><td>HTML</td><td>Excel</td><td>XML</td><td>Schedule</td><td>Lookup References</td><td>Favorite</td></tr></table>	Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites	V_AP_VCHR_ERROR	Voucher Error Report	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites												
V_AP_VCHR_ERROR	Voucher Error Report	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite												
5.	Click the applicable query view link (HTML or Excel). Run to HTML Run to Excel Run to XML Schedule HTML Excel XML Schedule																				



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Step	Action
	XML format is not used in Cardinal for Financial queries. The Schedule link can be used to schedule a query. For more details about scheduling queries, see the Scheduling a FIN Query using the Schedule Queries Page section of this Job Aid.
The applicable Query page displays in a new browser window.	
	
6.	Enter or select the desired parameters for the query within the corresponding fields. 
	Parameters are used to limit/define the specific data requirements for the query. The parameter fields available will differ based on the FIN query being run. Refer to the FIN Reports Catalogs for a listing of parameters available for the specific query being run. The FIN Reports Catalogs are located on the Cardinal website in Reports Catalogs under Resources.
7.	Click the View Results button. 
Once complete, the query can be opened and viewed in the previously selected format.	
The sample query below is using the HTML option.	
	



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Step	Action
	If this is a query that is run frequently, users can add it to Favorites for easy access. Follow the steps below to add the query to your Favorites.
8.	Click the Query Viewer browser tab to return to the Query Viewer. 

The **Query Viewer** page returns.

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

[Advanced Search](#)

Search Results

*Folder View

Query

									
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
V_AP_VCHR_ERROR	Voucher Error Report	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

9. Click the **Favorite** link under the **Add to Favorites** column for the query.

Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
HTML	Excel	XML	Schedule	Lookup References	Favorite

The **My Favorite Queries** section displays with the selected query added.

Search Results

*Folder View

Query

									
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
V_AP_VCHR_ERROR	Voucher Error Report	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

My Favorite Queries

									
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Remove
V_AP_VCHR_ERROR	Voucher Error Report	Public		HTML	Excel	XML	Schedule	Lookup References	



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Step

Action

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Once a query is added to Favorites, the **My Favorite Queries** section displays when the user navigates to the **Query Viewer** page.

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To remove a query, click the **Remove (-)** icon next to the query name or click the **Clear Favorite List** button to clear all Favorites.

▼ My Favorite Queries

Q

1-1 of 1

<

>

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Remove
V_AP_VCHR_ERROR	Voucher Error Report	Public		HTML	Excel	XML	Schedule	Lookup References	-

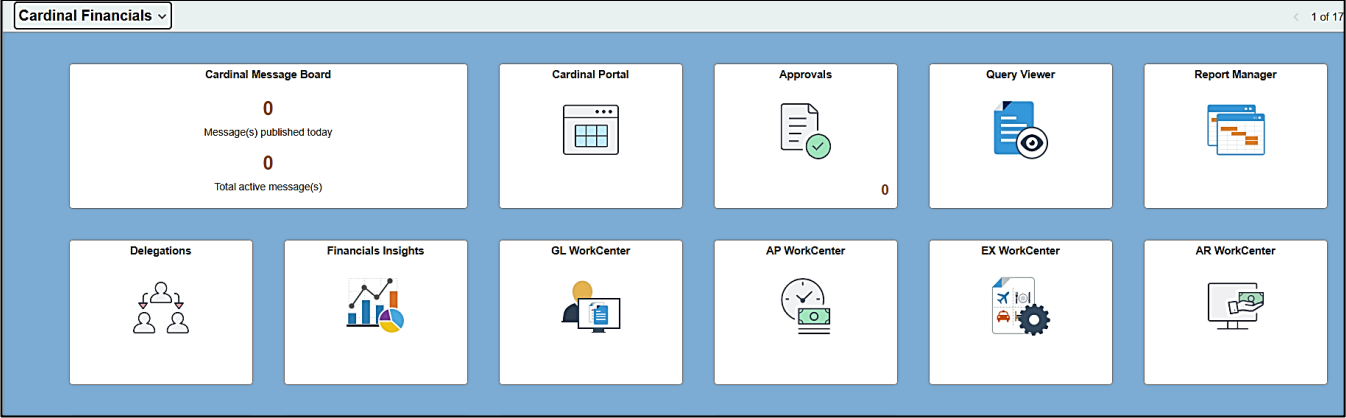
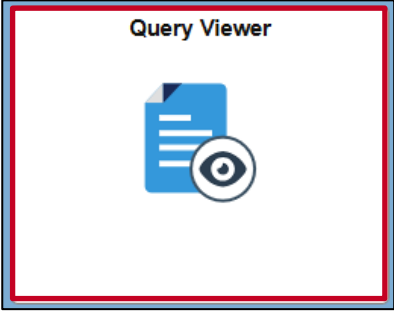
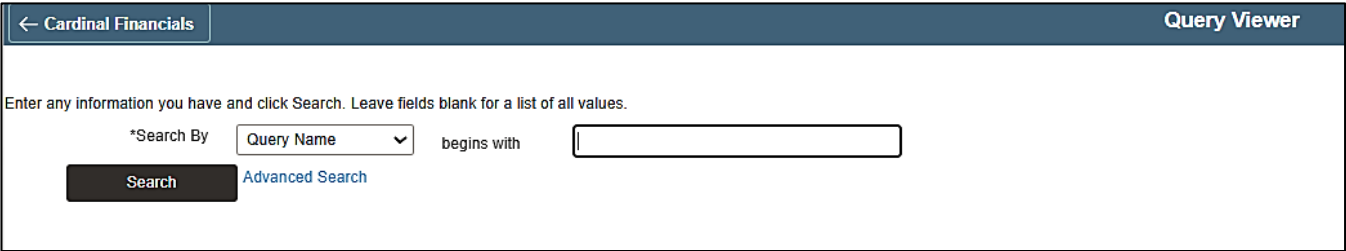
Clear Favorites List



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Performing a Basic Search on the Query Viewer Page

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.	Click the Query Viewer tile on the Cardinal Financials Homepage.
	
The Query Viewer page displays.	
	
	The basic search is the default when the page displays.



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Step	Action
3.	For this example, a search will be completed to identify queries that display errors. Enter “%ERROR” in the begins with field. *Search By Query Name ▼ begins with %ERROR
	When using the Description “begins with” on the Basic Search, it is best to use the wildcard (%) to narrow results since begins with is the only search option.
4.	Click the Search button. Search



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Step

Action

All queries that contain “error” in the name display in the **Search Results** section.

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By

Query Name

begins with

%ERROR

Search

Advanced Search

Search Results

*Folder View

-- All Folders --

Query

1-16 of 16

>

>|

View All

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
AM_ASSET_JOURNAL_ERROR	Asset Journals in Error	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
AM_IT_PRE_LOAD_ERRORS	IT Assets Pre-load Errors	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
AR_DB_POSTING_ERRORS	Posting Errors by Type	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
BI_CRCARD_ERRORS	Credit Card Errors	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
BI_FINALIZATION_ERRORS	Finalization Errors	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
BI_INTFC_BI_ERROR	INTFC_BI Errors	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
BI_WORKSHEET_ERRORS	Billing worksheet errors	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
CM_ACCTG_LN_ERROR	CM ACCTG LINE ERROR	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
INV_BCT_ERRORS	INV_BCT_ERRORS	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
IN_SDWC_BI_INTFC_ERRORS	Billing Interface Errors	Public	SUP_DMD_WC	HTML	Excel	XML	Schedule	Lookup References	Favorite
IN_SDWC_IN_BCT_ERRORS	Inventory Transaction Errors	Public	SUP_DMD_WC	HTML	Excel	XML	Schedule	Lookup References	Favorite
IN_SDWC_OM EDI_ERRORS	EDI Order Errors	Public	SUP_DMD_WC	HTML	Excel	XML	Schedule	Lookup References	Favorite
MG_BCT_ERRORS	Manufacturing BCT Errors	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
V_AP_VCHR_ERROR	Voucher Error Report	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
V_PA_BILL_INTFC_ERROR_COA	Billing Interface Errors	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
V_VEND_EVA_ERRORS	Count eVA Errors by Error Code	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

5.

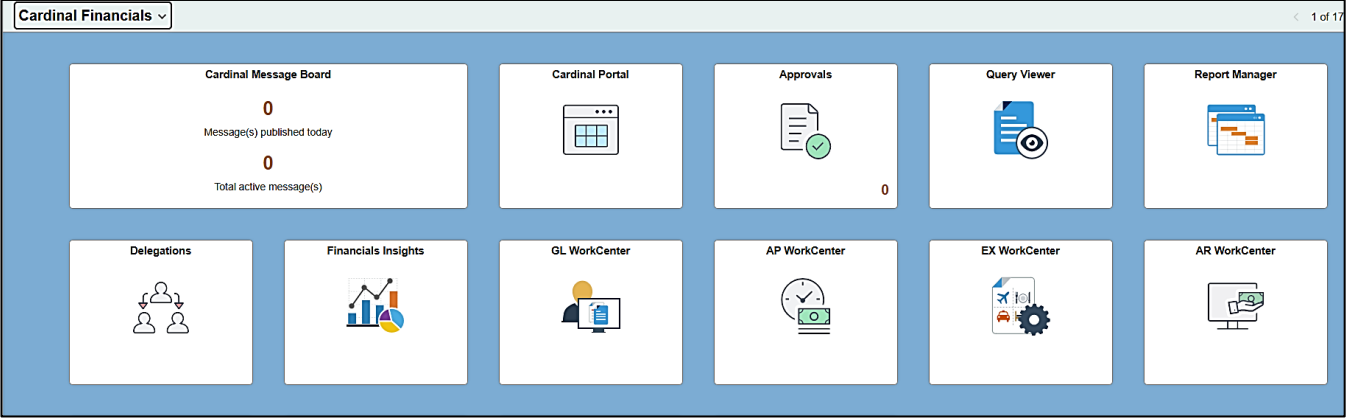
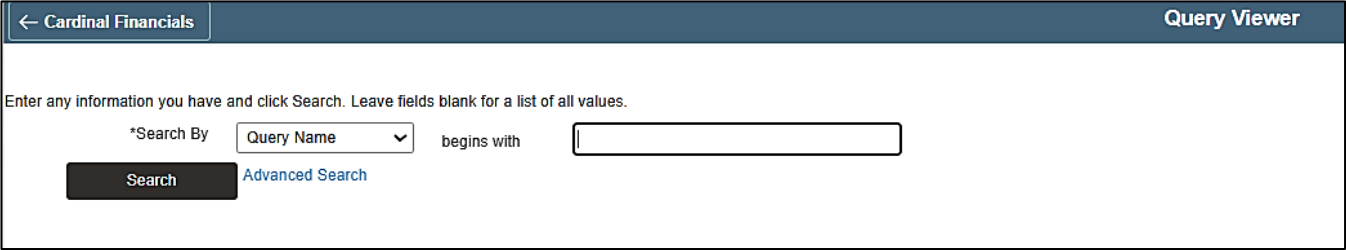
When the desired query displays, select and run the query using the steps in the [Running a Financials Query using the Query Viewer](#) section of this Job Aid.



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Completing an Advanced Search

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.	Click the Query Viewer tile. 
	The Query Viewer page displays. 
3.	Click the Advanced Search link. 



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Step	Action
	The Advanced Search page displays. Enter any information you have and click Search. Leave fields blank for a list of all values. Query Name begins with Description begins with Uses Record Name begins with Uses Field Name begins with Access Group Name begins with Folder Name begins with *Query Type = User Owner = When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL_LN. Search Clear Basic Search
	This page provides additional search fields that can be used to locate a query.
4.	Enter the applicable search criteria. In this example scenario, search criteria is entered to locate Accounts Payable (AP) queries that contain Journal information. Enter any information you have and click Search. Leave fields blank for a list of all values. Query Name begins with V_AP Description begins with Uses Record Name begins with Uses Field Name begins with JOURNAL Access Group Name begins with QUERY_TREE_AP Folder Name begins with *Query Type = User Owner = When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL_LN. Search Clear Basic Search



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Step

Action

5.

Click the **Search** button.

Search

Clear

Basic Search

The search results display in the **Search Results** section at the bottom of the page.

Access Group Name

begins with

QUERY_TREE_AP

Q

Folder Name

begins with

*Query Type

=

User

▼

Owner

=

▼

When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL_LN.

Search

Clear

Basic Search

Search Results

*Folder View

-- All Folders --

▼

Query

Q

<<

<

1-8 of 8

>

>>

View All

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
V_AP_ACCRUAL_ACCOUNT_BAL	Balance in Accrual Account	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
V_AP_POSTED_CANCEL_PYMNTS	AP Posted Cancelled Payment	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
V_AP_POSTED_PMTS_BY_BU_PAY_MTH	AP Manual, Wire & Treasury BU	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
V_AP_POSTED_PYMNTS	Posted Payments Query with VW	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
V_AP_POSTED_VCHR	Posted Voucher Extract Query	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
V_AP_SEFA_LOCALAID	SEFA Local Aid	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
V_AP_VCHRS_HCM_PAYROLL	Payroll Vouchers	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
V_AP_VCHRS_PSTD_AP_NOT_JGEN	Vchrs Pstd to AP but Not JGEN	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

6.

If the desired query displays, select and run the query using the steps in the [Running a Financials Query using the Query Viewer](#) section of this Job Aid.

If the desired query does not display, click the **Clear** button and repeat **Steps 2 - 4** in this section and adjust the search criteria utilized.



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Scheduling a FIN Query Using the Schedule Queries Page

Utilize the steps contained in this section of the Job Aid when users have attempted to run the query using the Query Viewer and it timed out prior to running to completion due to the volume of data being requested.

For the purpose of the instructions contained in this section, the steps used to run the Posted Voucher query are provided. Generally, these instructions can be used to run any Cardinal FIN query. However, the parameters available will differ based on the specific query being run.

Utilize these instructions along with the query specific data provided in the FIN Reports Catalogs to run the applicable query. The FIN Reports Catalogs are located on the Cardinal website in **Reports Catalogs** under **Resources**.

Step	Action
1.	Log into Cardinal Financials. The Cardinal Homepage page displays.
	The tiles that display will vary based on user security roles.
2.	Navigate to the Schedule Queries page using the following path: NavBar > Menu > Reporting Tools > Query > Schedule Queries



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Step

Action

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Users can also access the **Schedule Queries** page by clicking the **Schedule** link on the **Query Viewer** page next to the desired query. For more information on accessing the **Query Viewer** page see the section of this Job Aid titled [Running a Financials Query and Adding it to Favorites](#).

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By

Query Name

begins with

V_AP_VCHR_ERROR

Search

Advanced Search

Search Results

*Folder View

-- All Folders --

Query

Q

<<

<

1-1 of 1

>

>>

View All

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
V_AP_VCHR_ERROR	Voucher Error Report	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

The **Schedule Query Find an Existing Value Search** page displays.

< Cardinal Financials

Schedule Query

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

i

For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled **Overview of the Cardinal FIN Search Pages**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

3.

Click the **Add a New Value** button.

+ Add a New Value



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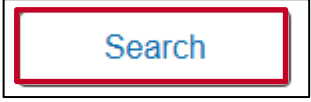
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Step	Action
	The Schedule Query Add a New Value page displays. Add a New Value Find an Existing Value *Run Control ID Add
4.	Enter a Run Control ID in the Run Control ID field based on the following guidelines: - The Run Control ID must be unique and 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 Add
5.	Click the Add Button. Add
	The Schedule Query page displays. Run Control ID V_AP_POSTED_VOUCHER Report ManagerProcess MonitorRun Query Name Search *Description SaveAddUpdate/Display

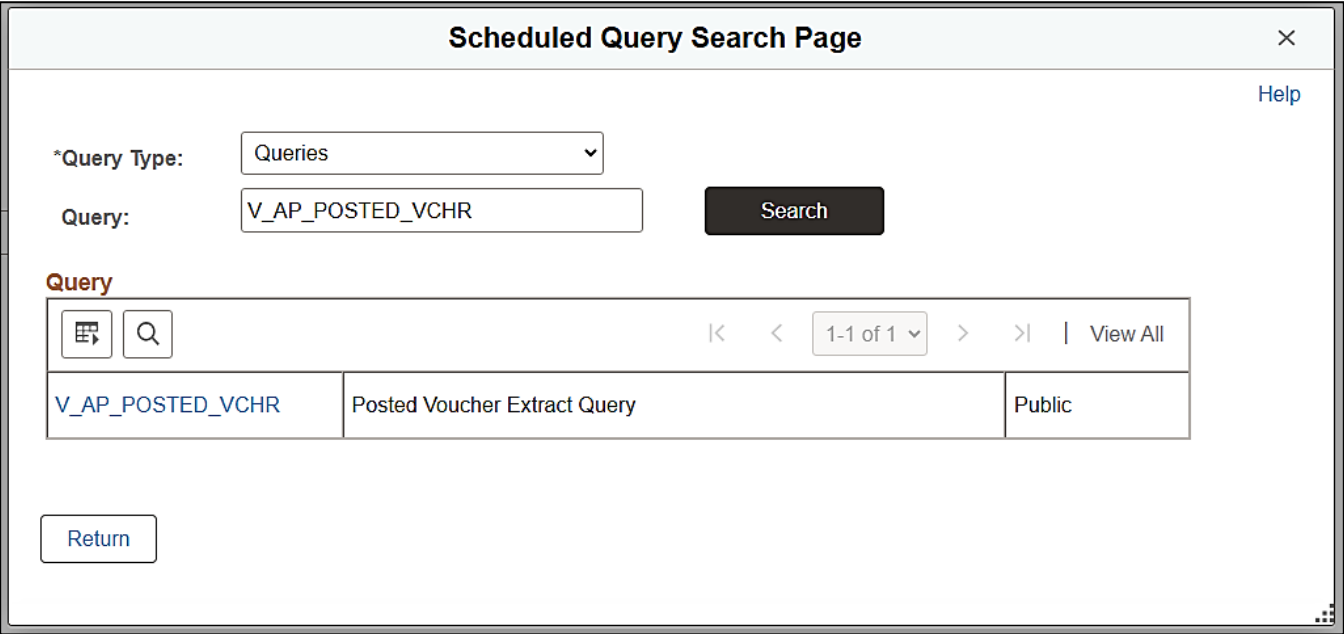


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Step	Action
6.	Enter the applicable query name in the Query Name field.  The screenshot shows a text input field labeled "Query Name" with a red rectangular border around it.
7.	Enter a description for the query in the Description field.  The screenshot shows a text input field labeled "*Description" with a red rectangular border around it.
8.	Click the Search button.  The screenshot shows a button labeled "Search" with a red rectangular border around it.

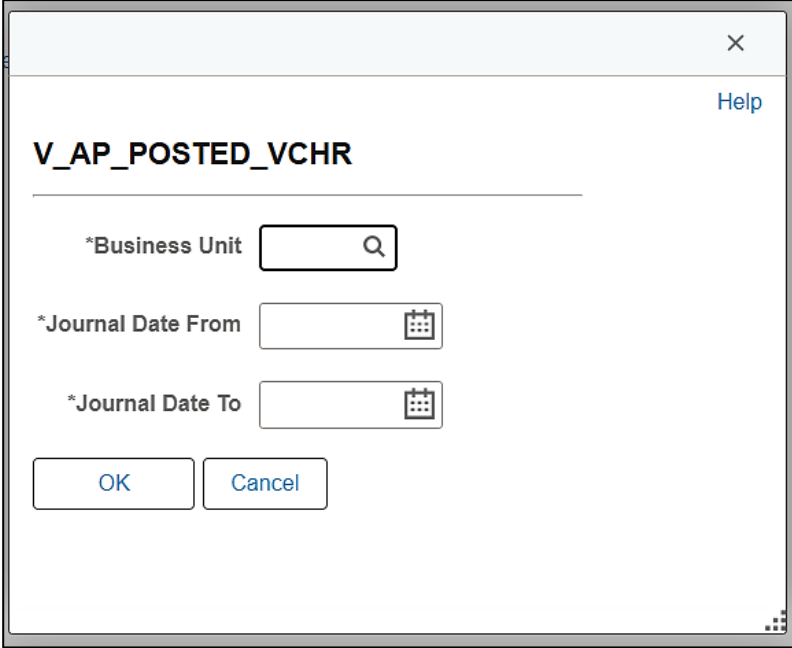
The **Scheduled Query Search Page** displays in a pop-up window.

The screenshot shows a pop-up window titled "Scheduled Query Search Page" with a close button (X) in the top right corner. Inside the window, there is a "Help" link in the top right. Below the title bar, there is a section for search criteria: "*Query Type:" with a dropdown menu showing "Queries", and "Query:" with a text input field containing "V_AP_POSTED_VCHR". To the right of these fields is a dark "Search" button. Below the search criteria, there is a section titled "Query" in orange. This section contains a table with one row of results. The table has three columns: the first column contains the query name "V_AP_POSTED_VCHR", the second column contains the description "Posted Voucher Extract Query", and the third column contains the status "Public". Above the table, there are navigation controls including a grid icon, a magnifying glass icon, and a dropdown menu showing "1-1 of 1". To the right of the table is a "View All" link. At the bottom left of the window, there is a "Return" button.

Scheduled Query Search Page			X
			Help
*Query Type:	Queries		
Query:	V_AP_POSTED_VCHR	Search	
Query			
Grid icon, Magnifying glass icon, 1-1 of 1 dropdown, View All link			
V_AP_POSTED_VCHR	Posted Voucher Extract Query	Public	
Return			

Step	Action
9.	Click the Query Name link in the Query field. 

The **Parameters** page displays in a pop-up window.



V_AP_POSTED_VCHR

*Business Unit

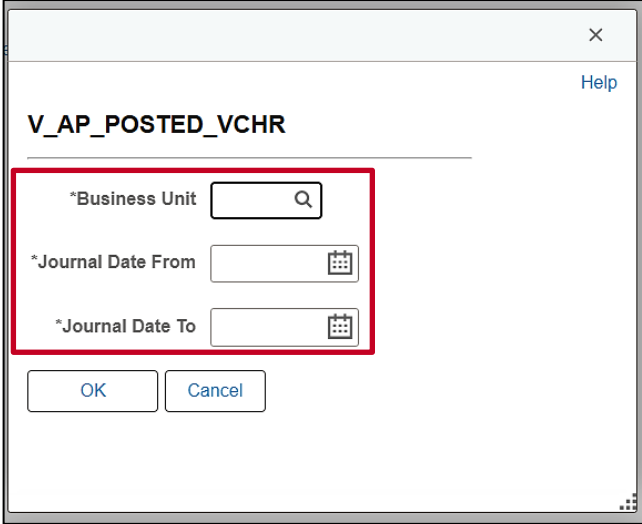
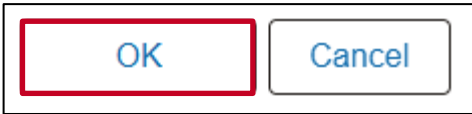
*Journal Date From

*Journal Date To



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Step	Action
10.	Enter the applicable parameters in the corresponding field(s). 
11.	Click the OK button. 

The **Schedule Query** page redisplay with the values displayed in the **Update Parameters** section of the page.

Run Control ID

V_AP_POSTED_VOUCHER

Report Manager

Process Monitor

Run

Query Name

V_AP_POSTED_VCHR

Search

*Description

Posted Voucher Extract Query

Update Parameters

Prompt Name	Value
BUSINESS_UNIT	15100
JOURNAL_DATE_FROM	2025-12-01
JOURNAL_DATE_TO	2025-12-30

Save

Add

Update/Display

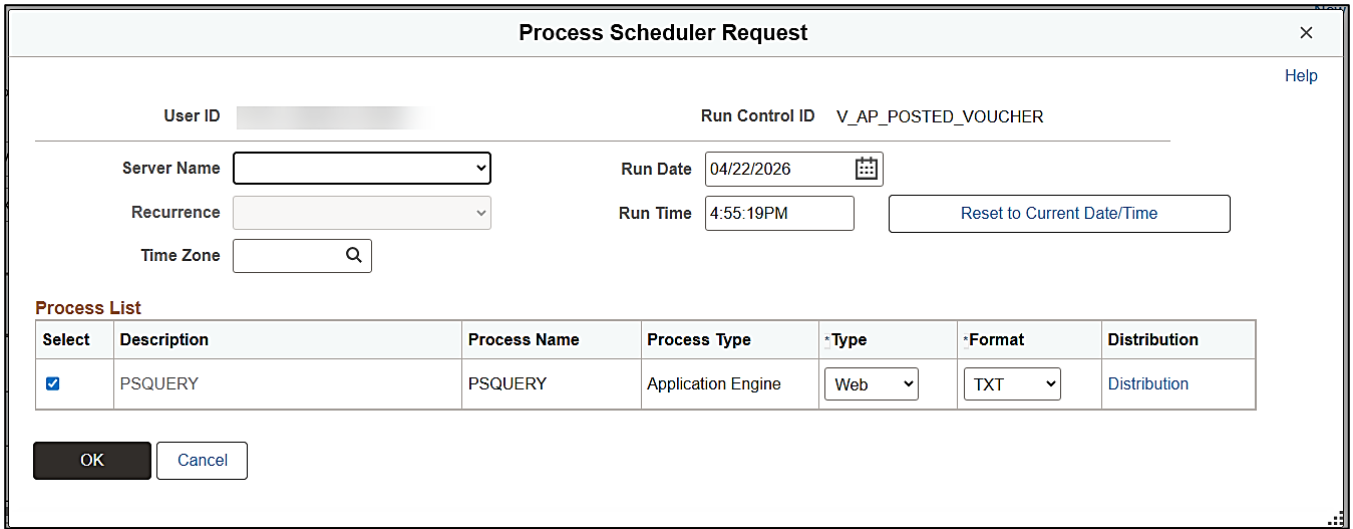


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Step	Action
12.	Click the Save button. 
13.	Click the Run button. 

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



Select	Description	Process Name	Process Type	Type	Format	Distribution
☒	PSQUERY	PSQUERY	Application Engine	Web	TXT	Distribution

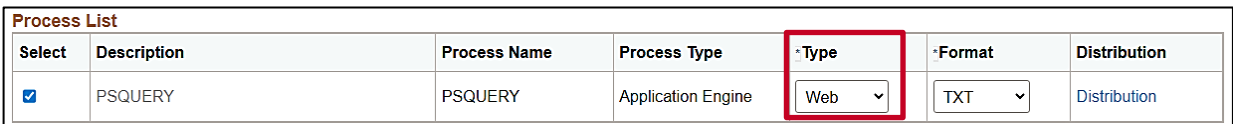


The **Run Date** and **Run Time** fields default to the current day and time.

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

14.

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.



Select	Description	Process Name	Process Type	Type	Format	Distribution
☒	PSQUERY	PSQUERY	Application Engine	Web	TXT	Distribution



Some users may see options for “Feed” and “IB Node”. These options are not used in Cardinal.



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Step	Action																					
15.	The Format field defaults based on the query being run. Update as needed if other formats are available for the query. Note: For this scenario, the Format was updated from the default of “TXT” to “XLS” (Excel). <table border="1"><thead><tr><th colspan="7">Process List</th></tr><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></thead><tbody><tr><td>☒</td><td>PSQUERY</td><td>PSQUERY</td><td>Application Engine</td><td>Web</td><td>XLS</td><td>Distribution</td></tr></tbody></table>	Process List							Select	Description	Process Name	Process Type	*Type	*Format	Distribution	☒	PSQUERY	PSQUERY	Application Engine	Web	XLS	Distribution
Process List																						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution																
☒	PSQUERY	PSQUERY	Application Engine	Web	XLS	Distribution																
	Refer to the FIN Reports Catalogs for the list of output formats available for each specific query. The FIN Reports Catalogs can be located on the Cardinal website in Reports Catalogs under Resources.																					
16.	Click the OK button. OK Cancel																					
The Schedule Query page redisplay with the assigned Process Instance Number. Run Control ID V_AP_POSTED_VOUCHER Report Manager Process Monitor Run Query Name V_AP_POSTED_VCHR Search *Description Posted Voucher Extract Query Update Parameters <table><tr><th>Prompt Name</th><th>Value</th></tr><tr><td>BUSINESS_UNIT</td><td>15100</td></tr><tr><td>JOURNAL_DATE_FROM</td><td>2025-12-01</td></tr><tr><td>JOURNAL_DATE_TO</td><td>2025-12-30</td></tr></table> Save Add Update/Display Process Instance:25535994		Prompt Name	Value	BUSINESS_UNIT	15100	JOURNAL_DATE_FROM	2025-12-01	JOURNAL_DATE_TO	2025-12-30													
Prompt Name	Value																					
BUSINESS_UNIT	15100																					
JOURNAL_DATE_FROM	2025-12-01																					
JOURNAL_DATE_TO	2025-12-30																					
17.	Make note of the Process Instance Number for use later in this process.																					



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Step	Action
18.	Click the Process Monitor link. 

The **Process Monitor** page displays with the **Process List** tab displayed by default.

← Schedule Query

Process Monitor

New Window

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

1-3 of 3

>

>|

View All

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
☐	25535994		V_AP_POSTED_VOUCHER	Application Engine	PSQUERY		04/22/2026 4:55:19PM EDT	Success	Posted	Details	Actions
☐	25535956		AD_HOC	Application Engine	FS_BP		04/22/2026 8:36:50AM EDT	Success	Posted	Details	Actions
☐	25535955		AD_HOC	Application Engine	AP_PSTVCHR		04/22/2026 8:36:37AM EDT	Success	Posted	Details	Actions

Go back to Schedule Query

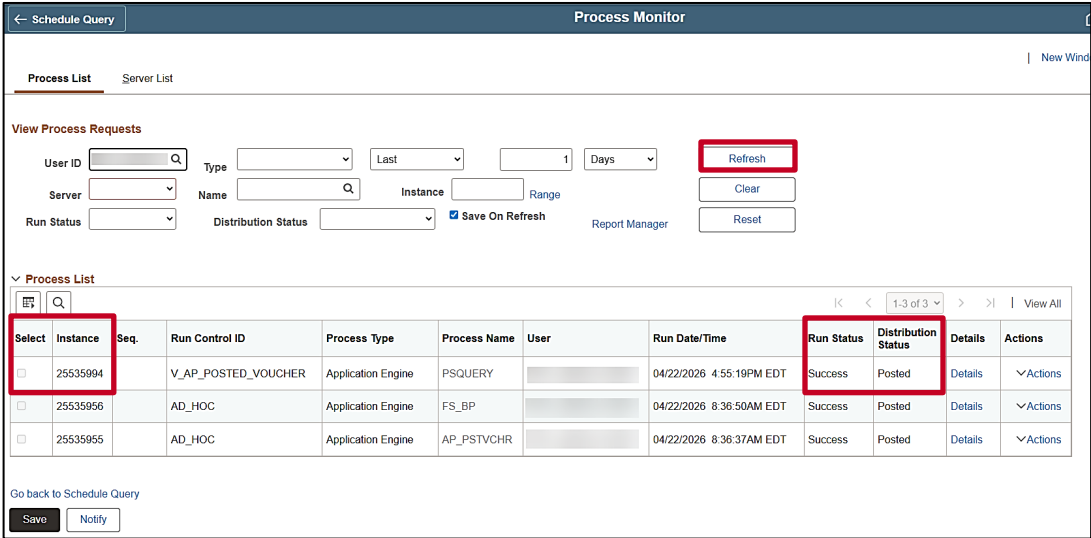
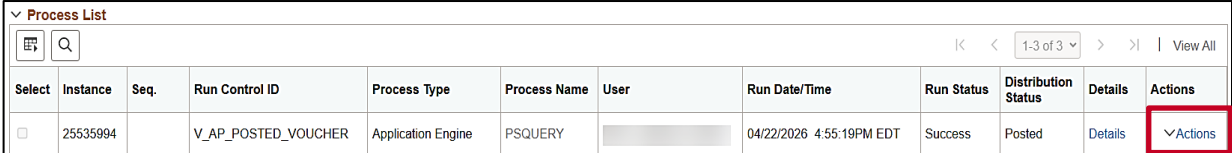
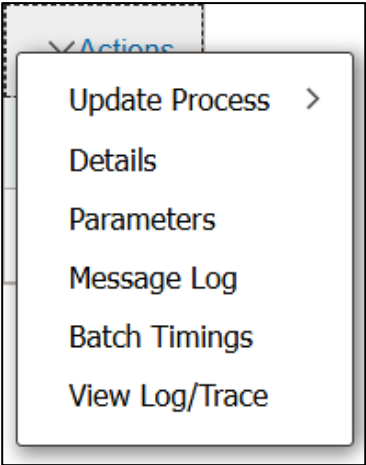
Save

Notify



Cardinal FIN Reporting Job Aid

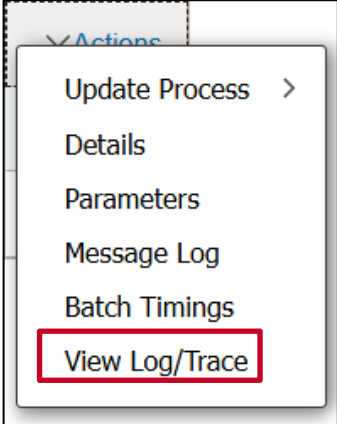
NAV220 Running and Scheduling FIN Queries

Step	Action
19.	Locate the applicable query within the Process List section using the Process Instance Number previously captured. The query can be viewed once the Run Status field updates to either “Success” or “Error” and the Distribution Status field updates to “Posted”. Periodically click the Refresh button until these two status fields update. 
20.	Click the corresponding Actions dropdown button. 
The Actions menu displays. 	



Cardinal FIN Reporting Job Aid

NAV220 Running and Scheduling FIN Queries

Step	Action
21.	Click the View/Log Trace list item. - If the query completed with a Run Status of "Success", click the View Log/Trace list item. - If the query completed with a Run Status of "Error", use the Message Log list item to review why the error occurred. 

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

View Log/Trace

×

Help

Report

Report ID 114571994

Process Instance 25535994

Message Log

Name PSQUERY

Process Type Application Engine

Run Status Success

Posted Voucher Extract Query

Distribution Details

Distribution Node finptrn

Expiration Date 05/22/2026

File List

Name	File Size (bytes)	Datetime Created
AE_PSQUERY_25535994.log	4,888	04/22/2026 4:58:00.865321PM EDT
V_AP_POSTED_VCHR-25535994.xlsx	102,049	04/22/2026 4:58:00.865321PM EDT

Distribute To

Distribution ID Type

Distribution ID

User

Return



Cardinal FIN Reporting Job Aid

NAV220 Running and Scheduling FIN Queries

Step	Action
22.	Click the .xlsx link (or the applicable file extension based on the format selected when the query was run) within the File List section to view the generated report. V_AP_POSTED_VCHR-25535994.xlsx 102,049 04/22/2026 4:58:00.865321PM EDT

The file displays or downloads to the user's computer.

AP Business Unit	Voucher ID	Invoice ID	Invoice Date	Supplier ID	Supplier Name	Supplr Address	Sequence Num	Supplier Location	VLIN
15100	00006283	1101116060	11/14/2025	0000039987	Accenture, LLP		3 MAIN	VA10022563	
15100	00006290	November2025PCC	11/15/2025	0000042877	Bank of America		5 MAIN		
15100	00006291	FY2025 Charge Card Rebate	12/1/2025	0000070542	ASSISTIVE TECHNOLOGY LOAN FUND AUTH		1 MAIN		
15100	00006292	FY2025 Charge Card Rebate	12/1/2025	0000055186	CHESTERFIELD COUNTY		1 MAIN		
15100	00006293	FY2025 Charge Card Rebate	12/1/2025	0000046255	TOWN OF WOODSTOCK		3 MAIN	VA10060421	
15100	00006294	FY2025 Charge Card Rebate	12/1/2025	0000046247	City of Hampton VA		5 MAIN		
15100	00006295	FY2025 Charge Card Rebate	12/1/2025	0000132389	Isle of Wight County Schools		8 MAIN	VA00224055	
15100	00006296	FY2025 Charge Card Rebate	12/1/2025	0000052037	City of Martinsville VA		3 MAIN		
15100	00006297	FY2025 Charge Card Rebate	12/1/2025	0000050446	City of Norfolk		13 MAIN	VA10079683	
15100	00006298	FY2025 Charge Card Rebate	12/1/2025	0000053203	Nelson County Board Of Supervisors		3 MAIN		
15100	00006299	FY2025 Charge Card Rebate	12/1/2025	0000049978	Hampton Roads Sanitation District		6 MAIN	VA10079722	
15100	00006300	FY2025 Charge Card Rebate HRSD	12/1/2025	0000049978	Hampton Roads Sanitation District		6 MAIN	VA10079722	
15100	00006301	FY2025 Charge Card Rebate	12/1/2025	0000070562	Harrisonburg Rockingham CSB		1 MAIN		
15100	00006302	FY2025 Charge Card Rebate	12/1/2025	0000054733	Hampton Roads Transit		4 MAIN	VA10076816	
15100	00006303	FY2025 Charge Card Rebate HR T	12/1/2025	0000054733	Hampton Roads Transit		4 MAIN	VA10076816	