

**Generating a Financials Report**

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

For the purpose of the instructions contained in this Job Aid, the steps used to generate the Cardinal Trial Balance Report are provided. Generally, these instructions can be used to generate any of the Cardinal Financials Reports. However, the initial navigation path, the parameters available, and the report formats available will differ based on the specific report being generated. Utilize these instructions along with the report specific data provided in the FIN Reports Catalogs to generate the applicable report. The FIN Reports Catalogs can be located on the Cardinal Website under **Resources**.

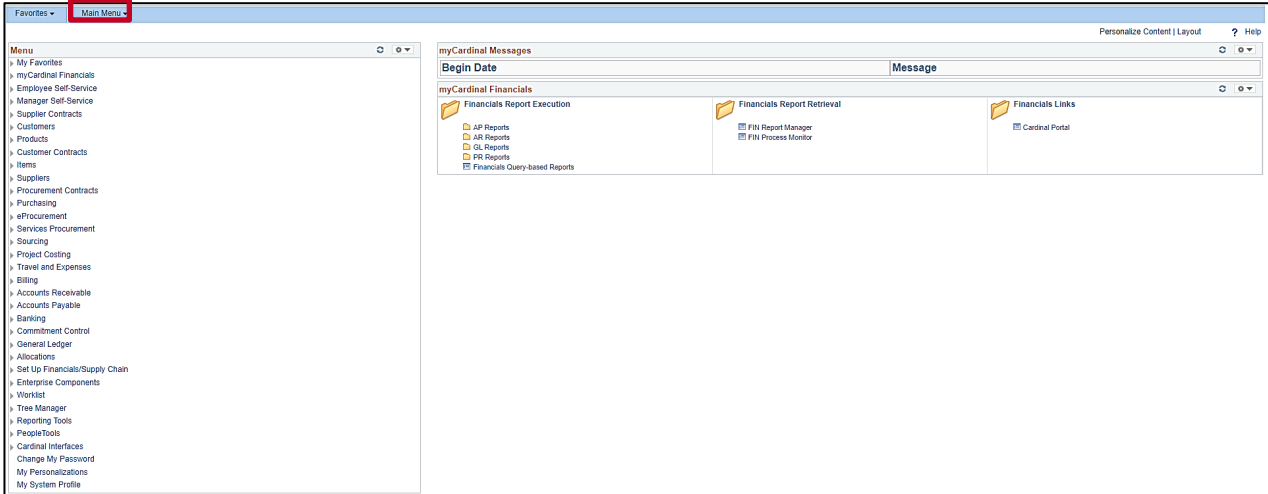
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### Generating a Financials Report

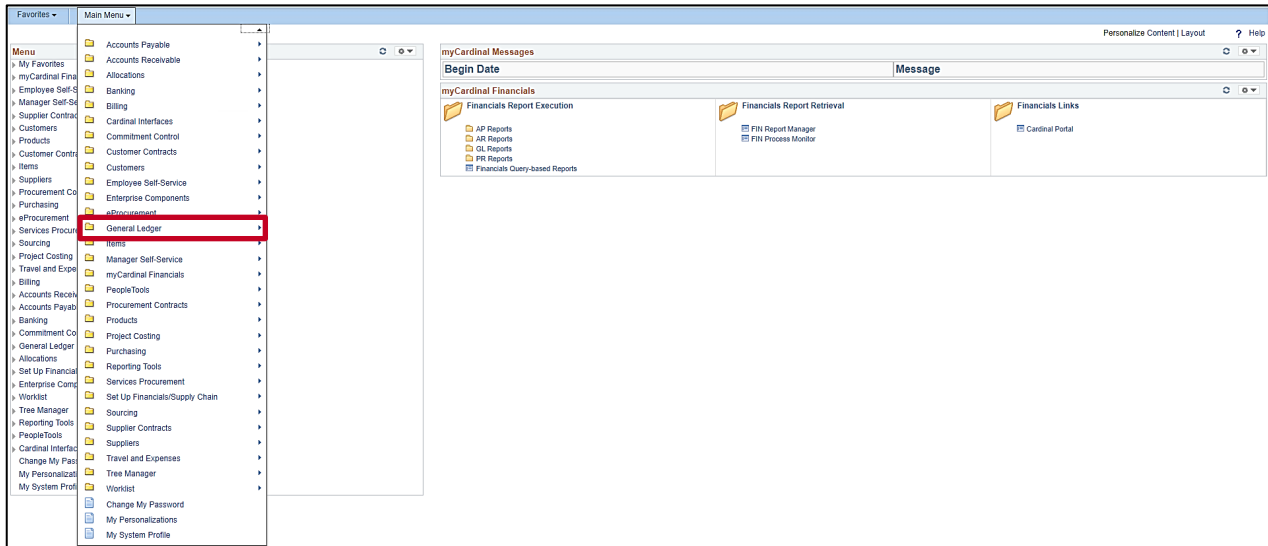
1. Navigate to the **Cardinal Homepage**.

The **Cardinal Homepage** displays.



2. Click the **Main Menu** link in the top left corner of the page.

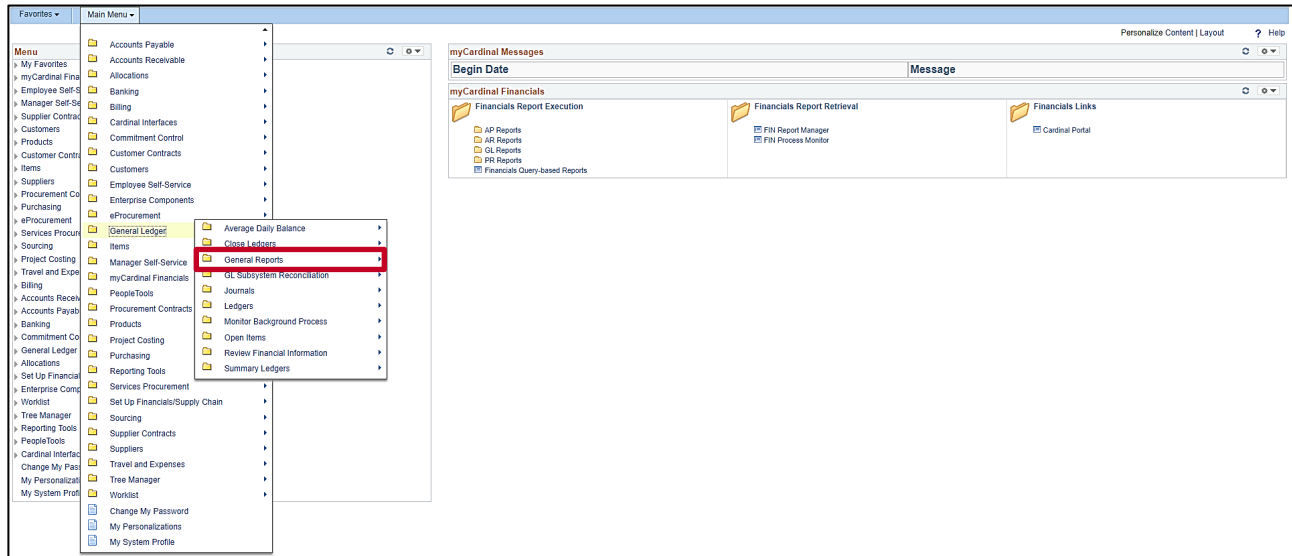
The **Main Menu** displays.



3. Click the **General Ledger** link.

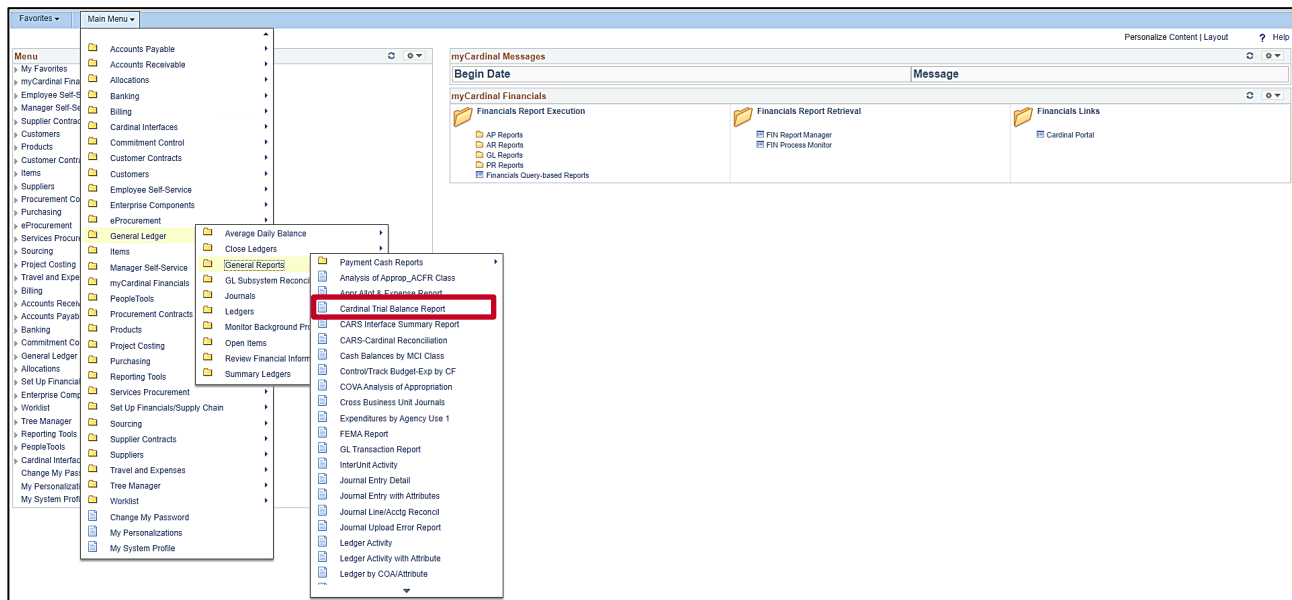
**Note:** The initial navigation path provided in Steps 3 – 5 is used specifically to generate the Cardinal Trial Balance Report. Remember to refer to the FIN Reports Catalogs and use the initial navigation path provided for the report being generated. The FIN Reports Catalogs are located on the Cardinal Website under **Resources**.

The **General Ledger** menu displays.



4. Click the **General Reports** link.

The **General Reports** menu displays.



5. Click the **Cardinal Trial Balance Report** link.

The **Cardinal Trial Balance Report** page displays with the **Find an Existing Value** tab displayed by default.




The screenshot shows the 'Cardinal Trial Balance Report' interface. At the top, there are navigation menus: 'Favorites', 'Main Menu', 'General Ledger', 'General Reports', and 'Cardinal Trial Balance Report'. Below the title, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is highlighted with a red box. Below the tabs, there is a search criteria section with a 'Search by' dropdown set to 'Run Control ID begins with', a 'Case Sensitive' checkbox, and a 'Limit the number of results to (up to 300):' field set to '300'. There are 'Search' and 'Advanced Search' buttons. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

**Note:** If this is not the first time generating this report, always search for and use an existing Run Control ID before creating a new one. Users cannot delete Run Control IDs once they are created and saved. The instructions provided in Steps 6 - 8 assume that this is the first time that this report is being generated.

6. Click the **Add a New Value** tab.

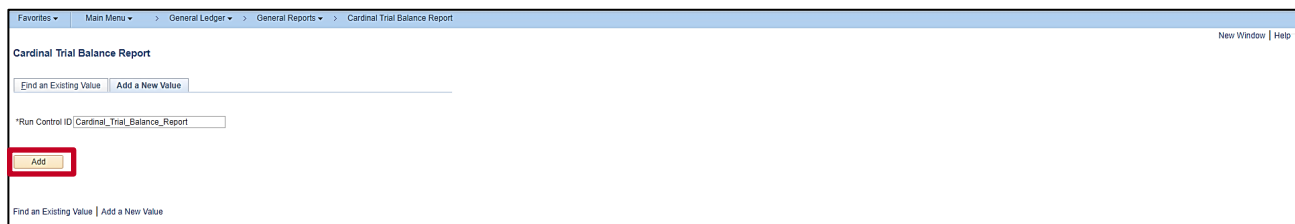
The **Add a New Value** tab displays.



The screenshot shows the 'Cardinal Trial Balance Report' interface with the 'Add a New Value' tab selected. The 'Run Control ID' field is highlighted with a red box. Below the field is an 'Add' button. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

7. Enter a Run Control ID in the **Run Control ID** field based on the following guidelines:

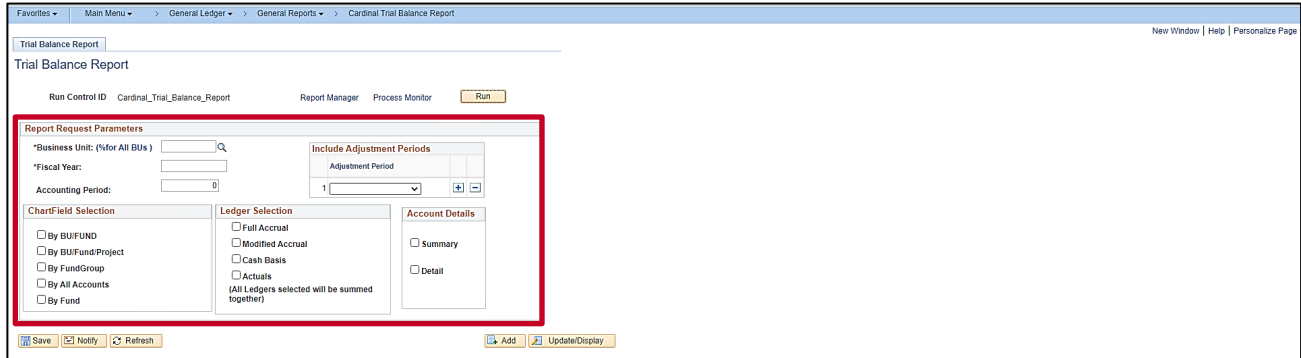
- The Run Control ID must be unique and should be descriptive enough to help locate for future use
- Up to 30 characters are allowed
- No blank spaces can be used. However, and underscore can be used in lieu of spaces
- Do not use wildcard symbols (%)



The screenshot shows the 'Cardinal Trial Balance Report' interface with the 'Add a New Value' tab selected. The 'Run Control ID' field contains the text 'Cardinal\_Trial\_Balance\_Report'. Below the field is an 'Add' button, which is highlighted with a red box. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

8. Click the **Add** button.

The **Trial Balance Report** tab displays.

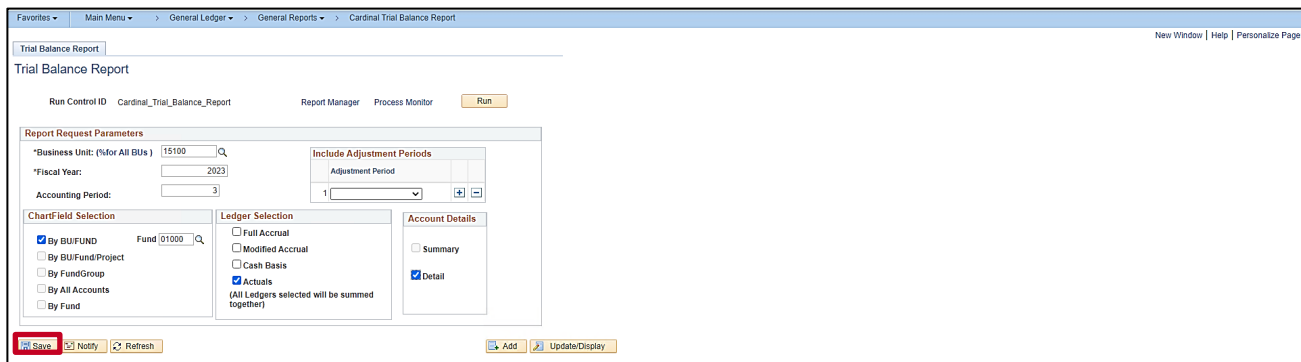


The screenshot shows the 'Trial Balance Report' form in a web browser. The 'Report Request Parameters' section is highlighted with a red box. It contains the following fields and options:

- \*Business Unit: (for All BUs) [text input]
- \*Fiscal Year: [text input]
- Accounting Period: [text input]
- Include Adjustment Periods: [dropdown menu]
- ChartField Selection:
  - By BU/FUND
  - By BU/Fund/Project
  - By Fund/Group
  - 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

9. Enter the desired parameters for the report within the corresponding fields.

**Note:** Parameters are used to limit/define the specific data requirements for the report. The parameter fields available will differ based on the FIN report being generated. Refer to the FIN Reports Catalogs for a listing of the parameters available for the specific report being generated. The FIN Reports Catalogs are located on the Cardinal Website under **Resources**.



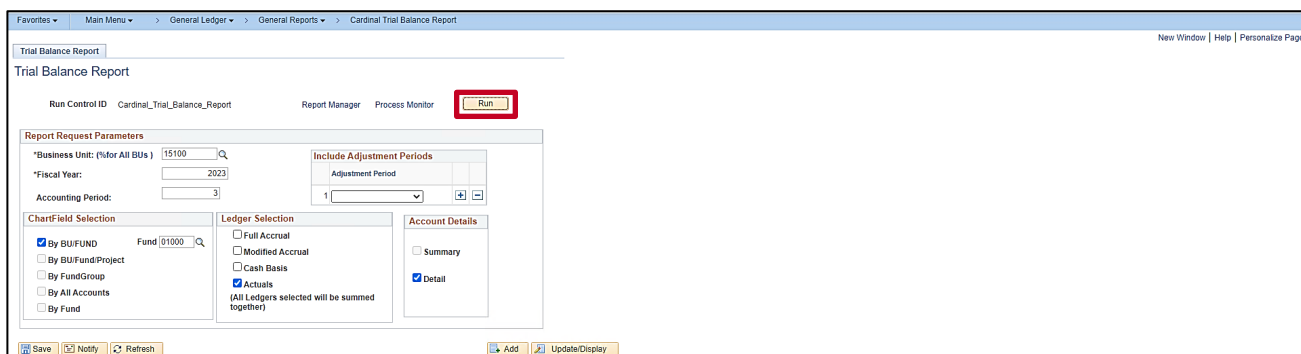
The screenshot shows the 'Trial Balance Report' form with the following parameters entered:

- \*Business Unit: 15100
- \*Fiscal Year: 2023
- Accounting Period: 3
- Include Adjustment Periods: 1
- ChartField Selection:
  - By BU/FUND Fund: 01000
  - By BU/Fund/Project
  - By Fund/Group
  - 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

The 'Save' button is highlighted with a red box.

10. Click the **Save** button.

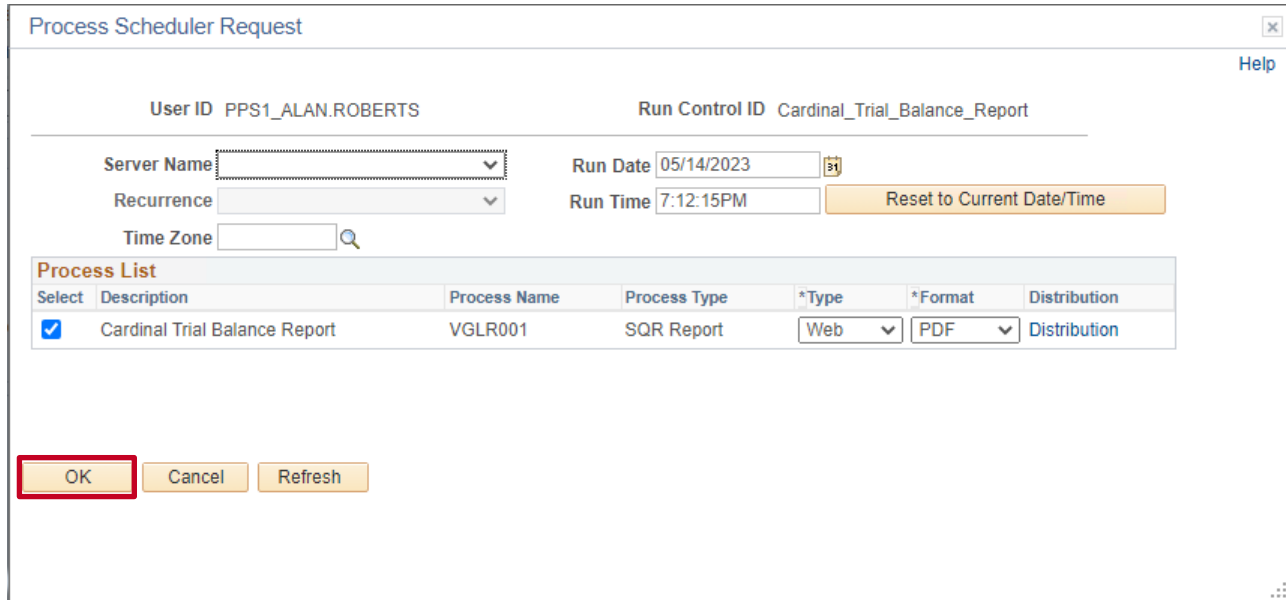
The page refreshes.



The screenshot shows the 'Trial Balance Report' form after a refresh. The 'Run' button is now enabled and highlighted with a red box. The parameters remain the same as in the previous screenshot.

11. Once saved, the **Run** button is enabled. Click the **Run** button.

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



Process Scheduler Request

User ID PPS1\_ALAN.ROBERTS Run Control ID Cardinal\_Trial\_Balance\_Report

Server Name: [dropdown] Run Date: 05/14/2023 [calendar icon]

Recurrence: [dropdown] Run Time: 7:12:15PM [Reset to Current Date/Time]

Time Zone: [input] [search icon]

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Cardinal Trial Balance Report	VGLR001	SQR Report	Web	PDF	Distribution

OK Cancel Refresh

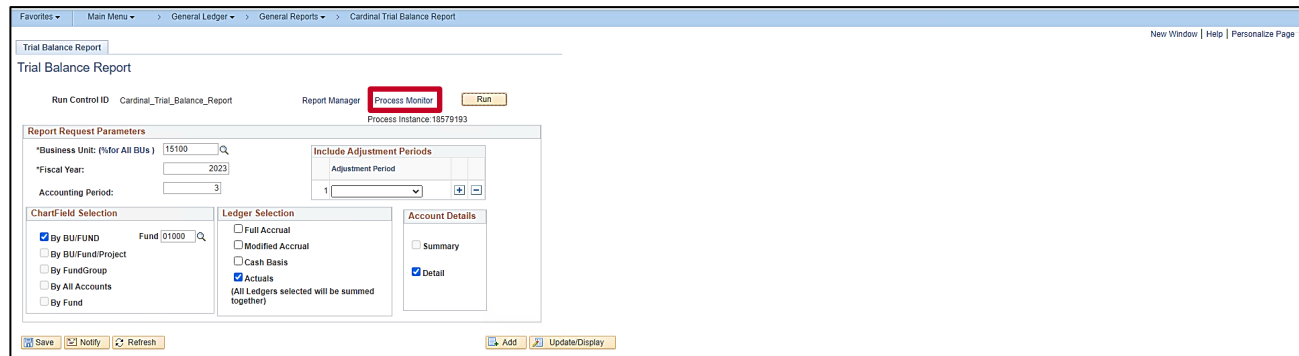
12. The **Type** field defaults to “Web”. Update to “Email”, “File”, or “Printer” as desired. If “Email” is selected, use the **Distribution** link to identify the email address to send the report to.

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

**Note:** Refer to the FIN Reports Catalogs to identify the formats available for each specific HCM Report. The FIN Reports Catalogs are located on the Cardinal Website under **Resources**.

14. Click the **OK** button.

The **Trial Balance Report** tab returns.



Trial Balance Report

Run Control ID: Cardinal\_Trial\_Balance\_Report Report Manager: Process Monitor Run

Process Instance: 18579193

Report Request Parameters

\*Business Unit: (for All BUs) 15100

\*Fiscal Year: 2023

Accounting Period: 3

Include Adjustment Periods

Adjustment Period: 1

ChartField Selection

By BU/FUND Fund: 01000

By BU/Fund/Project

By Fund/Group

By All Accounts

By Fund

Ledger Selection

Full Accrual

Modified Accrual

Cash Basis

Actuals (All Ledgers selected will be summed together)

Account Details

Summary

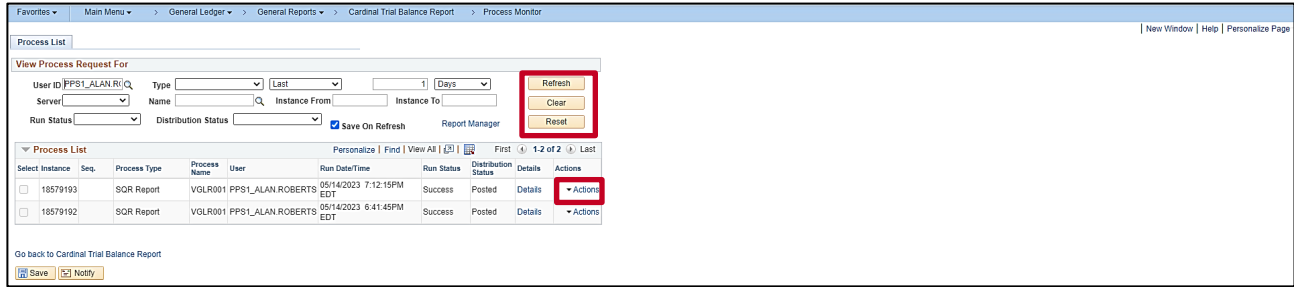
Detail

Save Notify Refresh Add Update/Display

**Note:** Notice that a Process Instance Number has been assigned to the report request (18579193 in this example). Take note of this Process Instance Number for future use.

15. Click the **Process Monitor** link.

The **Process Monitor** page displays.

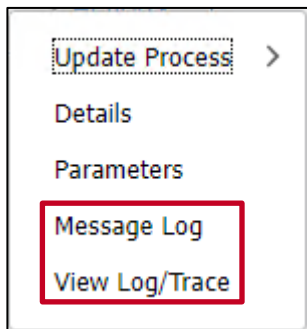


16. Locate the applicable report within the **Process List** section using the Process Instance Number previously captured. The report can be viewed once the **Run Status** field updates to either “Success” or “Error” and the **Distribution Status** field updates to “Posted”. Periodically click the **Refresh** 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

17. Click the corresponding **Actions** dropdown button.

The **Actions** dropdown menu displays.



18. If the report completed with a Run Status of “Success”, click the **View Log/Trace** list item.

**Note:** 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
x

Help

**Report**

Report ID 81364490	Process Instance 18579193	<a href="#">Message Log</a>
Name VGLR001	Process Type SQR Report	
Run Status Success		

Cardinal Trial Balance Report

**Distribution Details**

Distribution Node fintrn	Expiration Date 06/13/2023
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**File List**

Name	File Size (bytes)	Datetime Created
SQR_VGLR001_18579193.log	2,309	05/14/2023 7:13:39.623251PM EDT
vglr001_18579193.PDF	16,296	05/14/2023 7:13:39.623251PM EDT
vglr001_18579193.out	26,178	05/14/2023 7:13:39.623251PM EDT

**Distribute To**

Distribution ID Type	*Distribution ID
User	PPS1_ALAN.ROBERTS

19. Click the .PDF link within the **File List** section to view the generated report in PDF format.