



### About the Expenditures by Agency Use 1 Report

Cardinal uses the **Agency Use 1** field as a tag in conjunction with other ChartFields, such as Cost Center or Project, to track miscellaneous work efforts or special initiatives. The Expenditures by Agency Use 1 Report assists users in tracking expenditures and/or attributes associated with Agency Use 1 values.

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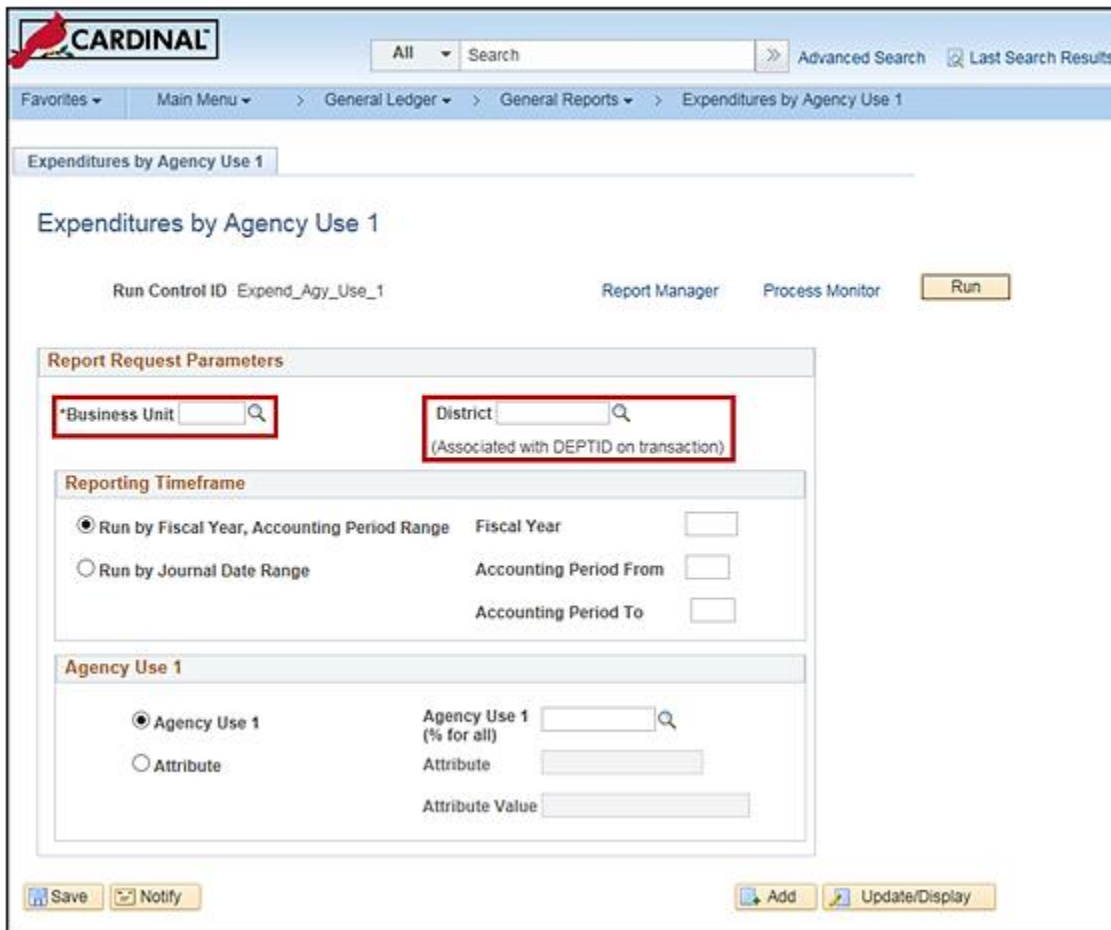
### Running the Expenditures by Agency Use 1 Report

- 1 Navigate to Main Menu > General Ledger > General Reports > Expenditures by Agency Use 1. The Expenditures by Agency Use 1 page appears.

## 501 GL336 Expenditures by Agency Use 1 Report

- 2 If you have never run the **Expenditures by Agency Use 1** report, create a **Run Control ID**. Assign a **Run Control ID** that you will recognize the next time you run the report. In this example, we are assigning a **Run Control ID** name of **Expend\_Agy\_Use\_1**. Click the **Add** button.
- 3 Once you enter and save a **Run Control ID**, you can use the **Find an Existing Value** tab, click the **Search** button and select the saved **Run Control ID**.

**NOTE:** You can never delete a **Run Control ID** once it is created. In this example, you would use the same **Run Control ID** (i.e., **Expend\_Agy\_Use\_1**) whenever you want to run the **Expenditures by Agency Use 1 Report**. Simply change any parameters you need to change before running the report again.



The screenshot shows the 'Expenditures by Agency Use 1' report configuration page. The page title is 'Expenditures by Agency Use 1'. Below the title, there is a 'Run Control ID' field with the value 'Expend\_Agy\_Use\_1'. There are also 'Report Manager' and 'Process Monitor' links, and a 'Run' button. The main section is 'Report Request Parameters', which includes:
 

- 'Business Unit' field with a magnifying glass icon.
- 'District' field with a magnifying glass icon and a note '(Associated with DEPTID on transaction)'.
- 'Reporting Timeframe' section with radio buttons for 'Run by Fiscal Year, Accounting Period Range' (selected) and 'Run by Journal Date Range'. It includes fields for 'Fiscal Year', 'Accounting Period From', and 'Accounting Period To'.
- 'Agency Use 1' section with radio buttons for 'Agency Use 1 (% for all)' (selected) and 'Attribute'. It includes fields for 'Agency Use 1 (% for all)', 'Attribute', and 'Attribute Value'.

 At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

- 4 The **Expenditures by Agency Use 1** page displays request parameters you can use to define your report requirements.
- 5 In the **Business Unit** field, enter or select the **Business Unit**. This is a required field.
- 6 Click the magnifying glass icon in the **District** field to see a list of values.



## 501 GL336 Expenditures by Agency Use 1 Report

- 8 The report can be run by different timeframe parameters. In the **Reporting Timeframe** section, choose the radio button to **Run by Fiscal Year, Accounting Period Range** or choose the radio button to **Run by Journal Date Range**. The page will display the required fields to enter depending on the button selected.

### By Agency Use 1

The report can be run for all **Agency Use 1** values by entering a wildcard.

**Agency Use 1**

**Agency Use 1**      Agency Use 1 (% for all)    %|    x    🔍  
 **Attribute**                    Attribute                      
    Attribute Value

- 9 In the **Agency Use 1** section, choose the radio button to run by **Agency Use 1** or choose the radio button to run by **Attribute**. (This report cannot be run for both **Agency Use 1** and **Attribute** simultaneously.)

The page displays the required fields available to enter depending on the button selected.

**Agency Use 1**

**Agency Use 1**      Agency Use 1 (% for all)    HRD%|    x    🔍  
 **Attribute**                    Attribute                      
    Attribute Value

The report can be run for a range of **Agency Use 1** values by entering a partial wildcard.

**Agency Use 1**

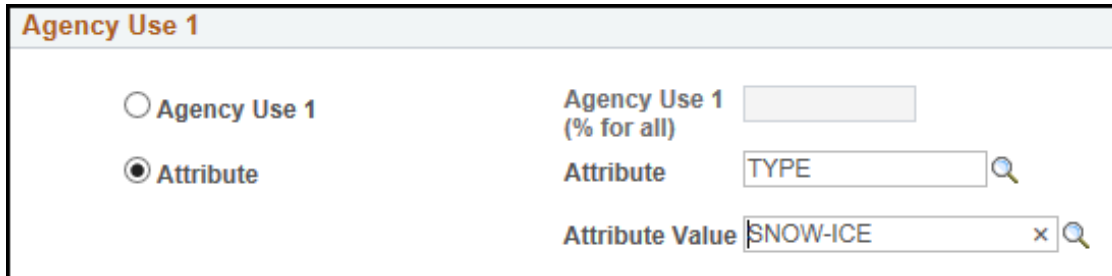
**Agency Use 1**      Agency Use 1 (% for all)    HRD000000 \*    🔍  
 **Attribute**                    Attribute                      
    Attribute Value

The report can be run for one **Agency Use 1** value by entering or selecting a single Agency Use 1 value.

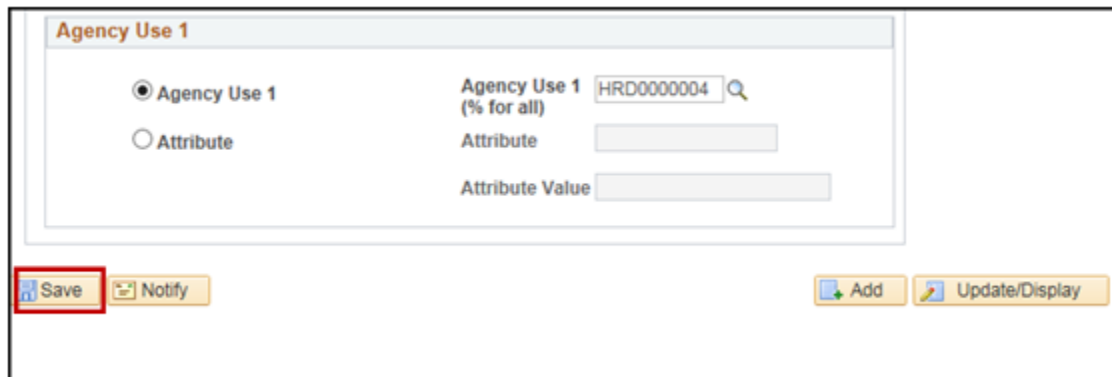
## 501 GL336 Expenditures by Agency Use 1 Report

### By Attribute

The report can be run for an **Attribute** and **Attribute Value** by first choosing an **Attribute** (**EVENT** or **TYPE**) from the **Attribute** drop-down. The drop-down then displays only those values that are related to the **EVENT** or **TYPE** chosen. The wildcard option is not available for the **Attribute** and **Attribute Value** fields.



The screenshot shows the 'Agency Use 1' configuration form. It has two radio buttons: 'Agency Use 1' (unselected) and 'Attribute' (selected). To the right, there are three input fields: 'Agency Use 1 (% for all)' is empty; 'Attribute' contains the text 'TYPE'; and 'Attribute Value' contains the text 'SNOW-ICE'. Each input field has a magnifying glass icon to its right.

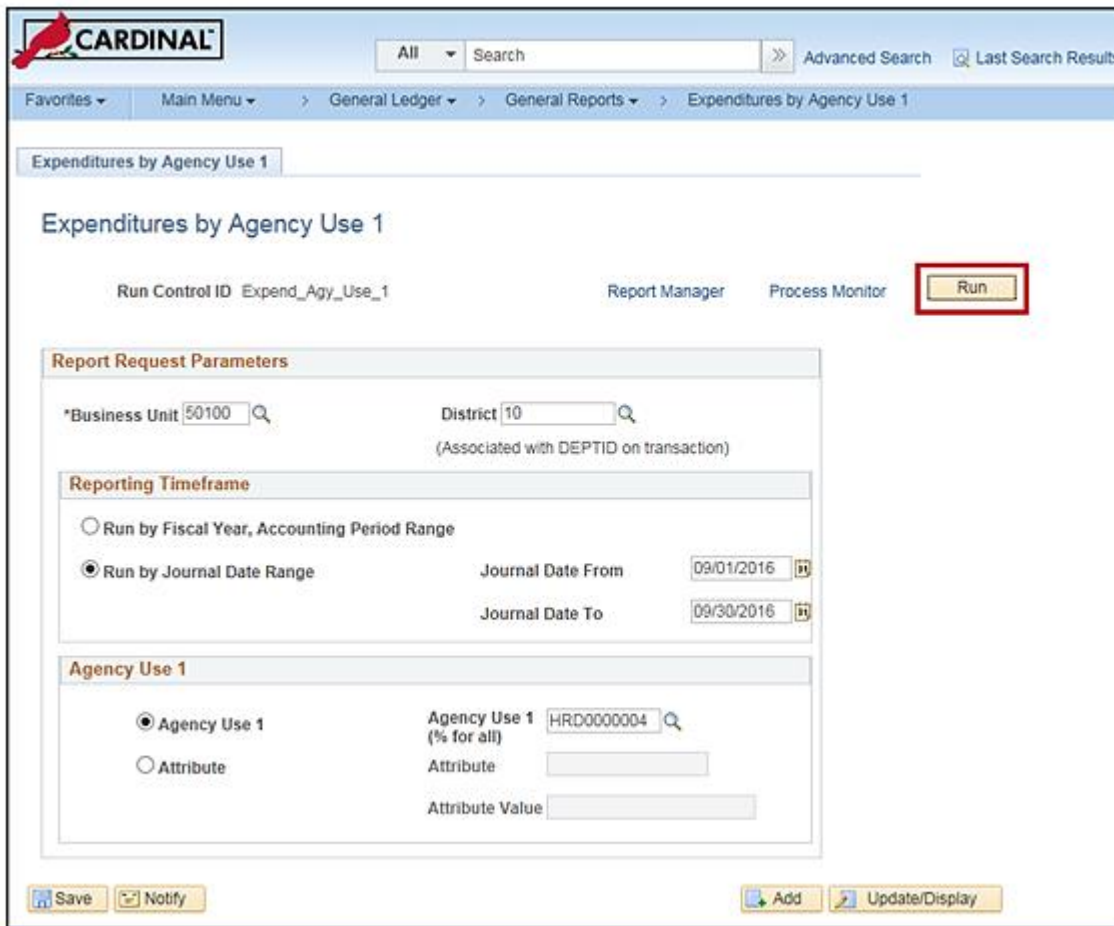


The screenshot shows the 'Agency Use 1' configuration form with 'Agency Use 1' selected. The 'Agency Use 1 (% for all)' field contains 'HRD0000004'. The 'Attribute' and 'Attribute Value' fields are empty. At the bottom left, the 'Save' button is highlighted with a red box. Other buttons include 'Notify', 'Add', and 'Update/Display'.

- 10 Click the **Save** button.

Remember: The system will not allow you to delete a Run Control ID once it is created. You can use the same Run Control ID whenever you want to run the Expenditures by Agency Use 1 Report. Simply change any parameters you need to change before running the report again.

## 501 GL336 Expenditures by Agency Use 1 Report



Expenditures by Agency Use 1

Run Control ID Expend\_Agy\_Use\_1      Report Manager      Process Monitor      **Run**

**Report Request Parameters**

\*Business Unit       District   
(Associated with DEPTID on transaction)

**Reporting Timeframe**

Run by Fiscal Year, Accounting Period Range

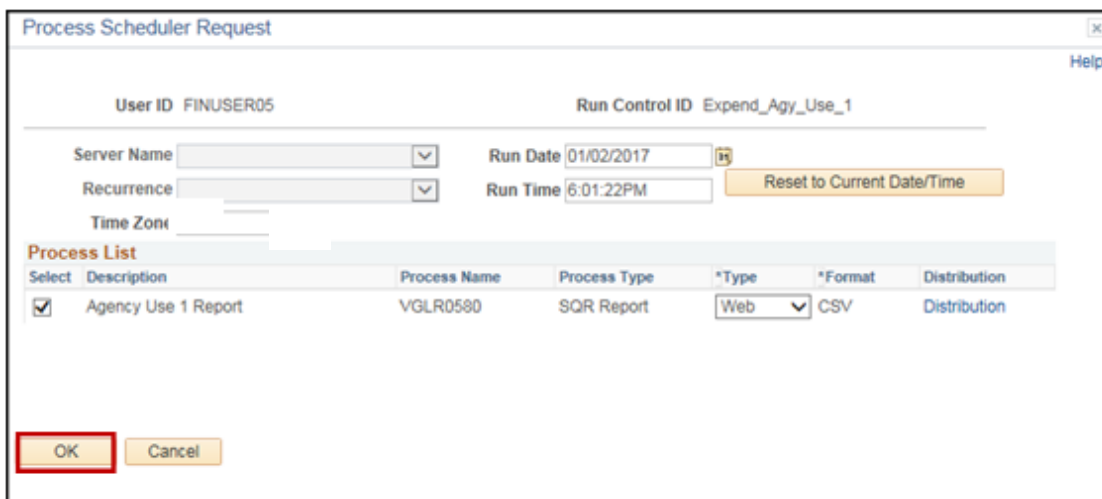
Run by Journal Date Range      Journal Date From       Journal Date To

**Agency Use 1**

Agency Use 1      Agency Use 1 (% for all)   
 Attribute      Attribute   
Attribute Value

Save      Notify      Add      Update/Display

11 Click the **Run** button.



Process Scheduler Request

User ID FINUSER05      Run Control ID Expend\_Agy\_Use\_1

Server Name       Run Date   
Recurrence       Run Time       Reset to Current Date/Time

Time Zone

**Process List**

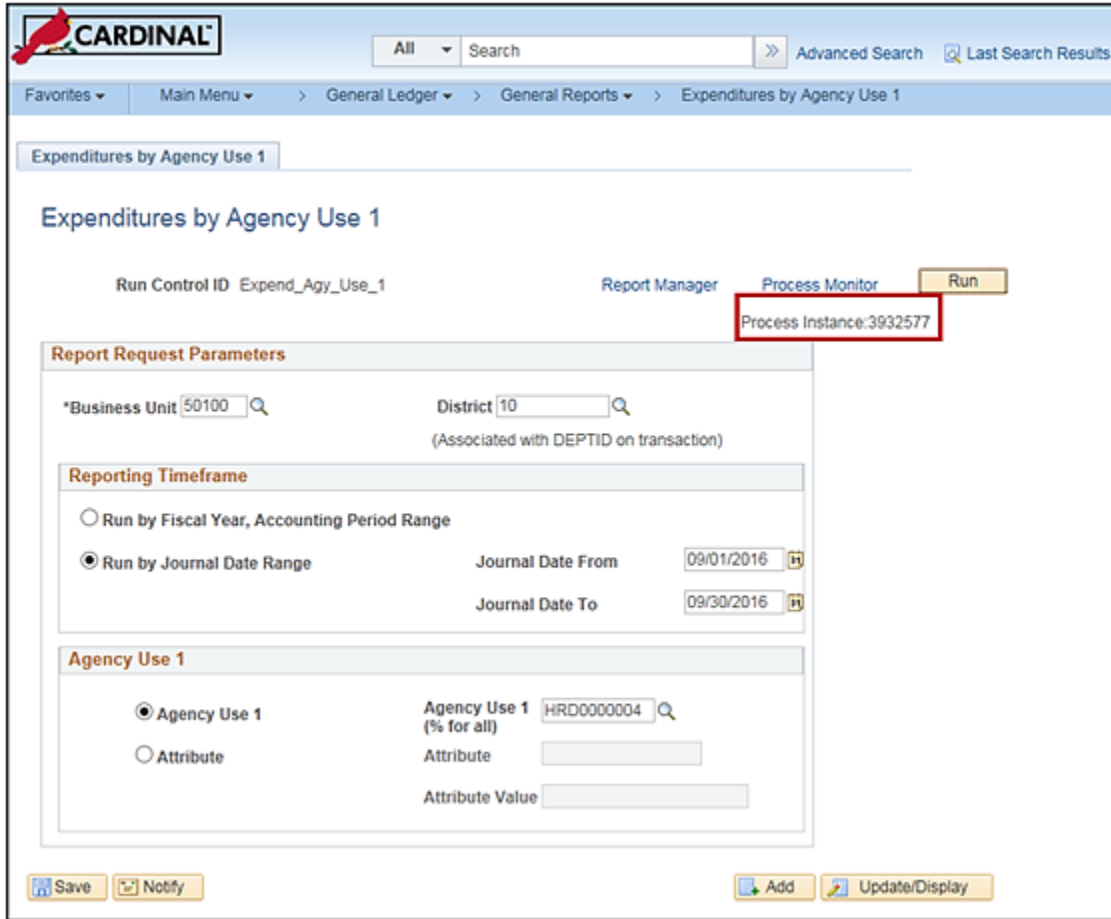
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Agency Use 1 Report	VGLR0580	SQR Report	Web	CSV	Distribution

**OK**      Cancel

12 The **Process Scheduler Request** page displays.

13 Click the **OK** button.

## 501 GL336 Expenditures by Agency Use 1 Report



Expenditures by Agency Use 1

Run Control ID: Expend\_Agy\_Use\_1

Report Manager | Process Monitor | Run

Process Instance: 3932577

**Report Request Parameters**

\*Business Unit: 50100 | District: 10  
(Associated with DEPTID on transaction)

**Reporting Timeframe**

Run by Fiscal Year, Accounting Period Range

Run by Journal Date Range

Journal Date From: 09/01/2016 | Journal Date To: 09/30/2016

**Agency Use 1**

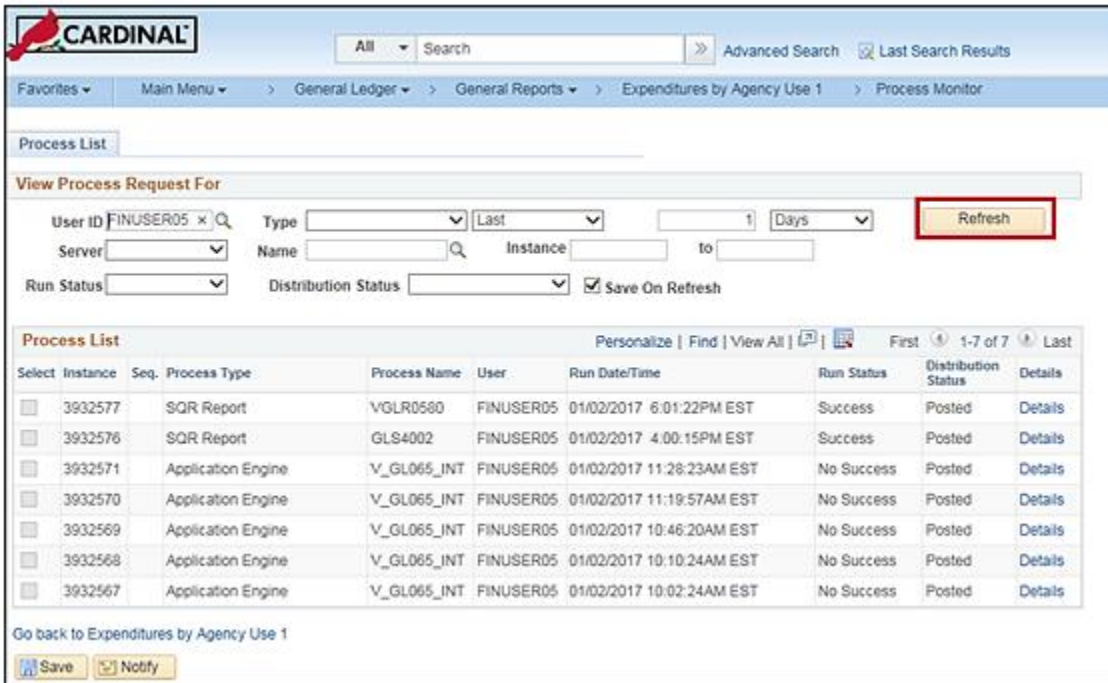
Agency Use 1 | Agency Use 1 (% for all): HRD0000004

Attribute | Attribute Value:

Save | Notify | Add | Update/Display

- 14 Clicking the **OK** button returns you to the **Main Run Control** page. The **Process Instance** number is displayed. This number identifies the process you have run and is helpful when checking the status of the report.
- 15 Click the **Process Monitor** link. This allows you to view the run progress of the report.

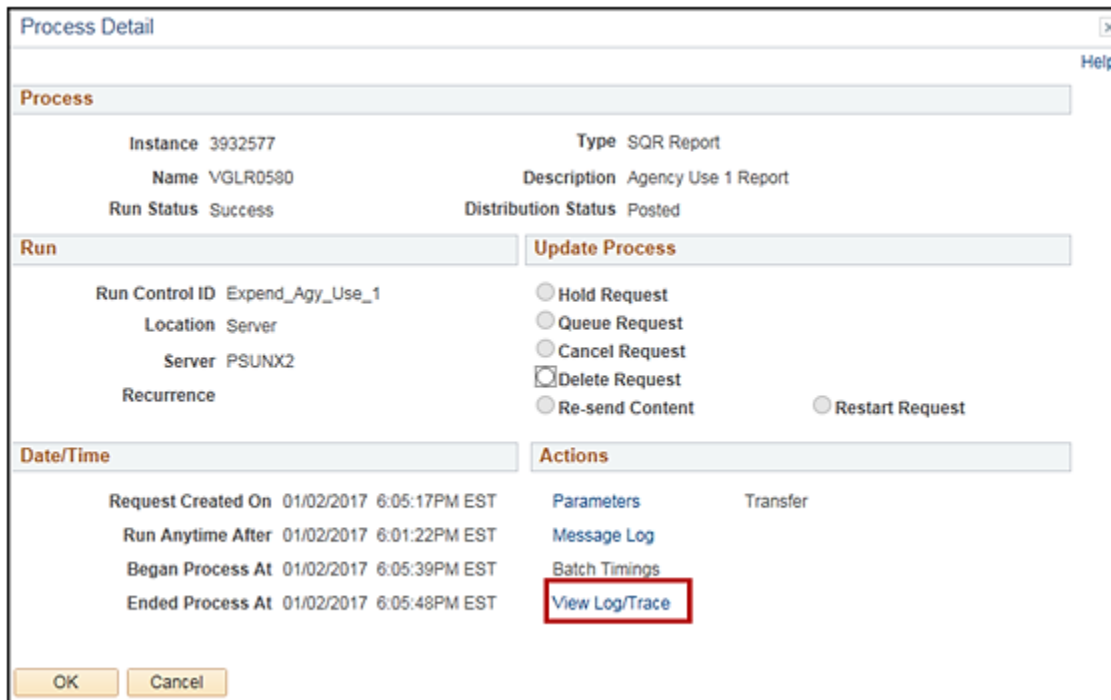
## 501 GL336 Expenditures by Agency Use 1 Report



The screenshot shows the 'Process Monitor' window in the CARDINAL system. The breadcrumb trail is: Favorites > Main Menu > General Ledger > General Reports > Expenditures by Agency Use 1 > Process Monitor. The 'View Process Request For' section includes fields for User ID (FINUSER05), Type (Last), and a 'Refresh' button highlighted with a red box. Below this is a table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run DateTime	Run Status	Distribution Status	Details
<input type="checkbox"/>	3932577		SQR Report	VGLR0580	FINUSER05	01/02/2017 6:01:22PM EST	Success	Posted	Details
<input type="checkbox"/>	3932576		SQR Report	GLS4002	FINUSER05	01/02/2017 4:00:15PM EST	Success	Posted	Details
<input type="checkbox"/>	3932571		Application Engine	V_GL065_INT	FINUSER05	01/02/2017 11:28:23AM EST	No Success	Posted	Details
<input type="checkbox"/>	3932570		Application Engine	V_GL065_INT	FINUSER05	01/02/2017 11:19:57AM EST	No Success	Posted	Details
<input type="checkbox"/>	3932569		Application Engine	V_GL065_INT	FINUSER05	01/02/2017 10:46:20AM EST	No Success	Posted	Details
<input type="checkbox"/>	3932568		Application Engine	V_GL065_INT	FINUSER05	01/02/2017 10:10:24AM EST	No Success	Posted	Details
<input type="checkbox"/>	3932567		Application Engine	V_GL065_INT	FINUSER05	01/02/2017 10:02:24AM EST	No Success	Posted	Details

- 16 Click the **Refresh** button (you can do this several times) to refresh the status of the report. When the **Run Status** is **Success** and the **Distribution Status** is **Posted**, click the **Details** link. The **Process Detail** page is displayed.

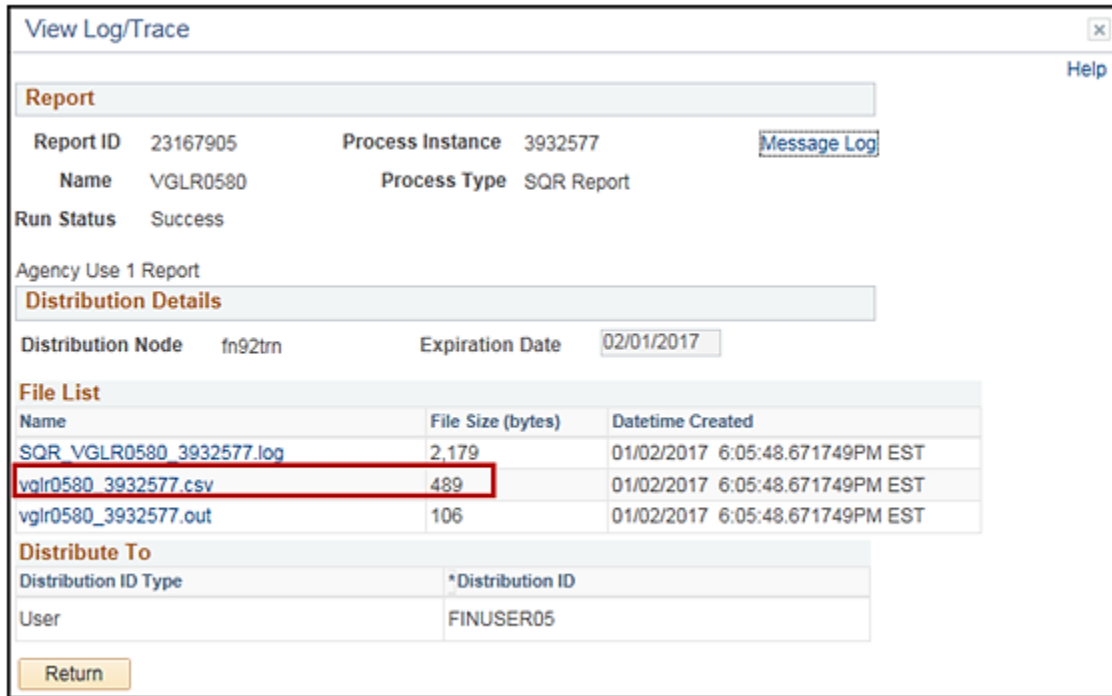


The screenshot shows the 'Process Detail' window for instance 3932577. The process is an SQR Report named VGLR0580 with a description of 'Agency Use 1 Report'. The run status is 'Success' and the distribution status is 'Posted'. The 'Run' section shows control ID 'Expend\_Agy\_Use\_1', location 'Server', and server 'PSUNX2'. The 'Date/Time' section shows the request was created on 01/02/2017 at 6:05:17PM EST, ran anytime after 6:01:22PM EST, began at 6:05:39PM EST, and ended at 6:05:48PM EST. The 'Actions' section includes links for 'Parameters', 'Message Log', 'Batch Timings', and 'View Log/Trace', with the last link highlighted in red.

- 17 Click the **View Log/Trace** link.



## 501 GL336 Expenditures by Agency Use 1 Report



**View Log/Trace** [x] Help

**Report**

Report ID 23167905      Process Instance 3932577      [Message Log](#)  
Name VGLR0580      Process Type SQR Report  
Run Status Success

Agency Use 1 Report

**Distribution Details**

Distribution Node fn92trn      Expiration Date 02/01/2017

**File List**

Name	File Size (bytes)	Datetime Created
SQR_VGLR0580_3932577.log	2,179	01/02/2017 6:05:48.671749PM EST
<b>vglr0580_3932577.csv</b>	<b>489</b>	01/02/2017 6:05:48.671749PM EST
vglr0580_3932577.out	106	01/02/2017 6:05:48.671749PM EST

**Distribute To**

Distribution ID Type      \*Distribution ID  
User      FINUSER05

[Return](#)

- 18 Click the **vglr0580\_XXXXXX.csv** link to view the report generated. The XXXXXX denotes the Process Instance number generated at run time.

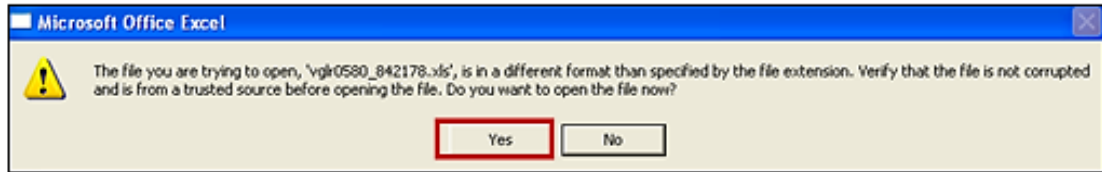


A File Download message box is displayed. Click the **Open** button.



# General Ledger Job Aid

## 501 GL336 Expenditures by Agency Use 1 Report



A Microsoft Office Excel message box is displayed. Click the **Yes** button. This box may display on a separate page and you may need to tab through your screens to find it.

- 19 The **Expenditures by Agency Use 1** report opens as an Excel file. The report header displays the report parameters chosen on the run control.

Note: If the report is run for a single Agency Use 1 value, the report header will display the Attributes and Attribute Values associated with the Agency Use 1 value.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Commonwealth of Virginia																	
2	EXPENDITURES BY AGENCY USE 1																	
3	Run Date: 01/02/2017																	
4	Report ID: RGI Run Time: 06:01:22																	
5	Page No. 1 of 4																	
6	Business Unit: 50100 : VA Dept of Transportation																	
7	District: 10 : Central																	
8	Fiscal Year: 2017																	
9	Journal Date Range: 09/30/2016 to 09/30/2016																	
10	Agency Use 1: HRD0000004																	
11																		
12	Agency Use 1	Agency Us	Journal ID	Journal D	Journal Lin	Account	Fund	Program	Depart	Cost Cent	Task	FIPS	Asset	Agency U	PC Busi	Project ID	Activity ID	Amount
13	HRD0000004	Core Deve	TE003146	1-Sep-16	101126	5011230	04100	699024	10057	11240040								612.47
14	HRD0000004	Core Deve	TE003146	1-Sep-16	620669	5011230	04100	699024	10057	11240040								2304.37
15	HRD0000004	Core Deve	TE003146	1-Sep-16	620988	5011230	04100	699024	10057	11240040								2169.85
16	HRD0000004	Core Deve	TE003146	1-Sep-16	620988	5011230	04100	699024	10057	11240040								2329.42
17	HRD0000004	Core Deve	TE003146	1-Sep-16	620988	5011230	04100	699024	10057	11240040								759.51
18	HRD0000004	Core Deve	TE003146	1-Sep-16	620988	5011230	04100	699024	10057	11240040								2458.75
19	HRD0000004	Core Deve	TE003146	1-Sep-16	620988	5011230	04100	699024	10057	11240040								1792.07
20	HRD0000004	Core Deve	TE003146	1-Sep-16	620988	5011230	04100	699024	10057	11240040								2245.67
21	HRD0000004	Core Deve	TE003146	1-Sep-16	620988	5011230	04100	699024	10057	11240040								1263.74
22	HRD0000004	Core Deve	TE003146	1-Sep-16	620988	5011230	04100	699024	10057	11240040								2068.13
23	HRD0000004	Core Deve	TE003146	1-Sep-16	620988	5011230	04100	699024	10057	11240040								2275.88
24	HRD0000004	Core Deve	TE003146	2-Sep-16	621002	5011230	04100	699024	10057	11240040								1136.34
25	HRD0000004	Core Deve	TE003146	2-Sep-16	621002	5011230	04100	699024	10057	11240040								1723.4
26	HRD0000004	Core Deve	TE003146	2-Sep-16	621002	5011230	04100	699024	10057	11240040								1964.79
27	HRD0000004	Core Deve	TE003146	2-Sep-16	621002	5011230	04100	699024	10057	11240040								2167.31
28	HRD0000004	Core Deve	TE003146	2-Sep-16	621002	5011230	04100	699024	10057	11240040								1477.2
29	HRD0000004	Core Deve	TE003146	2-Sep-16	621002	5011230	04100	699024	10057	11240040								2169.85
30	HRD0000004	Core Deve	TE003146	2-Sep-16	621002	5011230	04100	699024	10057	11240040								1794.51
31	HRD0000004	Core Deve	TE003146	2-Sep-16	621002	5011230	04100	699024	10057	11240040								1020.75
32	HRD0000004	Core Deve	TE003146	2-Sep-16	621461	5011230	04100	699024	10057	11240040								2650.71
33	HRD0000004	Core Deve	TE003146	2-Sep-16	621461	5011230	04100	699024	10057	11240040								1034.2
34	HRD0000004	Core Deve	TE003146	2-Sep-16	621461	5011230	04100	699024	10057	11240040								1136.38
35	HRD0000004	Core Deve	TE003146	2-Sep-16	621461	5011230	04100	699024	10057	11240040								984.85
36	HRD0000004	Core Deve	TE003146	2-Sep-16	621461	5011230	04100	699024	10057	11240040								1892.08
37	HRD0000004	Core Deve	TE003146	2-Sep-16	621461	5011230	04100	699024	10057	11240040								2322.4
38	HRD0000004	Core Deve	TE003146	2-Sep-16	621461	5011230	04100	699024	10057	11240040								2563.92
39	HRD0000004	Internship	EX003122	6-Sep-16	621458	5013110	04100	699024	10057	11240040								160
40	HRD0000004	SIGNAGE	TE003146	6-Sep-16	621461	5011230	04100	699024	10057	11240040								2155.7
41	HRD0000004	Willowbrc	TE003146	6-Sep-16	620986	5011230	04720	514008	10011	12110003								367.13
42	HRD0000004	WWB Miti	AP003117	6-Sep-16	621462	5012610	04720	514008	10011	12110003								2212.11

Note: If the report is run for multiple Agency Use 1 values, the Attribute and Attribute Values will not be displayed.



# General Ledger Job Aid

## 501 GL336 Expenditures by Agency Use 1 Report

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
1	Commonwealth of Virginia																	
2	EXPENDITURES BY AGENCY USE 1																	
3	Run Date: 01/02/2017																	
4	Report ID: Run Time: 07:26 00																	
5	Page No. : of 96																	
6	Business Unit: 50100 : VA Dept of Transportation																	
7	District: 10 : Central																	
8	Fiscal Year: 2017																	
9	Accounting Period Between: 1 and 3																	
10	Agency Use 1: All																	
11																		
12	Agency Us	Agency Us	Journal ID	Journal De	Journal Lir	Account	Fund	Program	Departme	Cost Cent	Task	FIPS	Asset	Agency Us	PC Busine	Project ID	Activity IC	Amount
13	00054231	Core Deve	TE003146E	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								612.47
14	00054231	Core Deve	TE003146E	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								2304.37
15	00054231	Core Deve	TE003146E	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								2169.85
16	00054231	Core Deve	TE003146E	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								2329.42
17	00054231	Core Deve	TE003146E	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								759.51
18	00054231	Core Deve	TE003146E	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								2458.75
19	00054231	Core Deve	TE003146E	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								1792.07
20	00054231	Core Deve	TE003146E	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								2245.67
21	00054231	Core Deve	TE003146E	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								1263.74
22	00054231	Core Deve	TE003146E	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								2068.13
23	00054231	Core Deve	TE003146E	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								2275.88
24	00054231	Core Deve	TE003146E	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								1136.34
25	00054231	Core Deve	TE003146E	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								1723.4
26	00054231	Core Deve	TE003146E	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								1964.79
27	00054231	Core Deve	TE003146E	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								2167.31
28	00054231	Core Deve	TE003146E	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								1477.2
29	00054231	Core Deve	TE003146E	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								2169.85
30	00054231	Core Deve	TE003146E	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								1794.51
31	00054231	Core Deve	TE003146E	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								1020.75

Note: If the report is run for an Attribute and Attribute Value, the report header will display the values selected on the run control.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
6	Business Unit: 50100 : VA Dept of Transportation																	
7	District: 10 : Central																	
8	Fiscal Year: 2017																	
9	Accounting Period Between: 1 and 3																	
10	Attribute: TYPE																	
11	Value: EMERGENCY REPAIR																	
12																		
13	Agency Us	Agency Us	Journal ID	Journal De	Journal Lir	Account	Fund	Program	Departme	Cost Cent	Task	FIPS	Asset	Agency Us	PC Busine	Project ID	Activity IC	Amount
14	00060225	EquipDiv	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								1182.29
15	00060225	EquipDiv	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								2482.55
16	00060225	EquipDiv	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								297.00
17	00060225	EquipDiv	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								37.73
18	00060225	EquipDiv	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								2030.70
19	00060225	EquipDiv	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								1008.15
20	00060225	EquipDiv	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								315.87
21	00060225	EquipDiv	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								610.00
22	00060225	EquipDiv	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								297.00
23	00060225	EquipDiv	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								985.00
24	00060225	EquipDiv	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								610.00
25	00060225	EquipDiv	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								547.00
26	00060225	EquipDiv	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								654.11
27	00060225	EquipDiv	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								610.00
28	00060225	EquipDiv	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								1355.61
29	00060225	EquipDiv	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								1079.79
30	00060225	EquipDiv	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								2741.56
31	00060225	EquipDiv	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								610.00
32	00060225	EquipDiv	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								610.00
33	00060225	EquipDiv	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								1404.11