501 GL336: Expenditures by Agency Use 1 Report

Expenditures by Agency Use 1 Report Overview

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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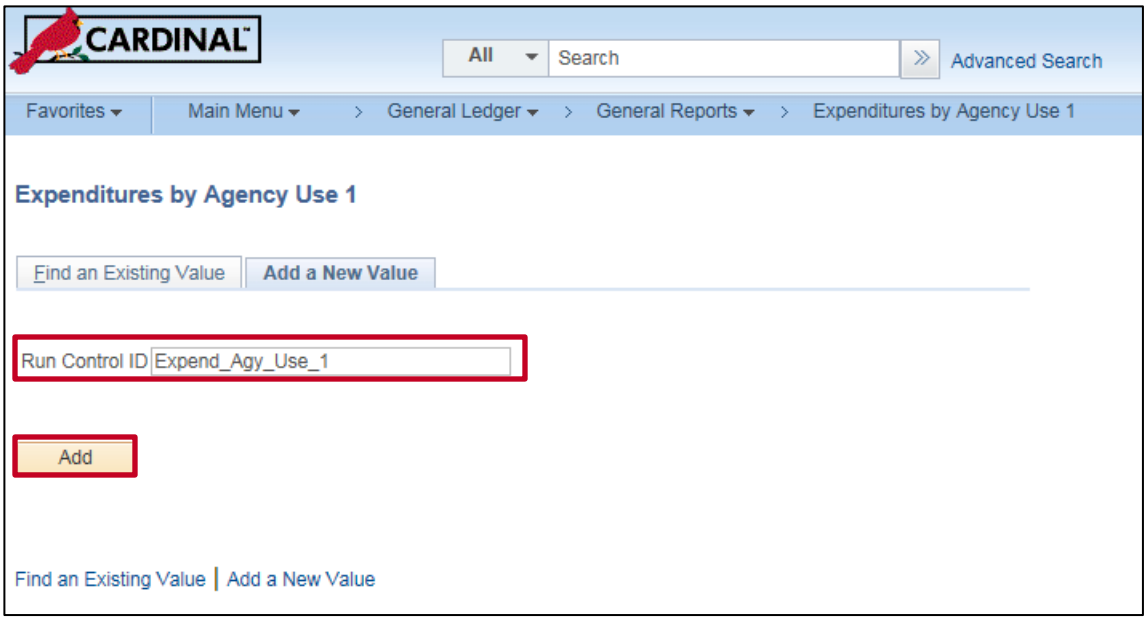
Running the Expenditures by Agency Use 1 Report

1. Navigate to the **Expenditures by Agency Use 1** page using the following path:

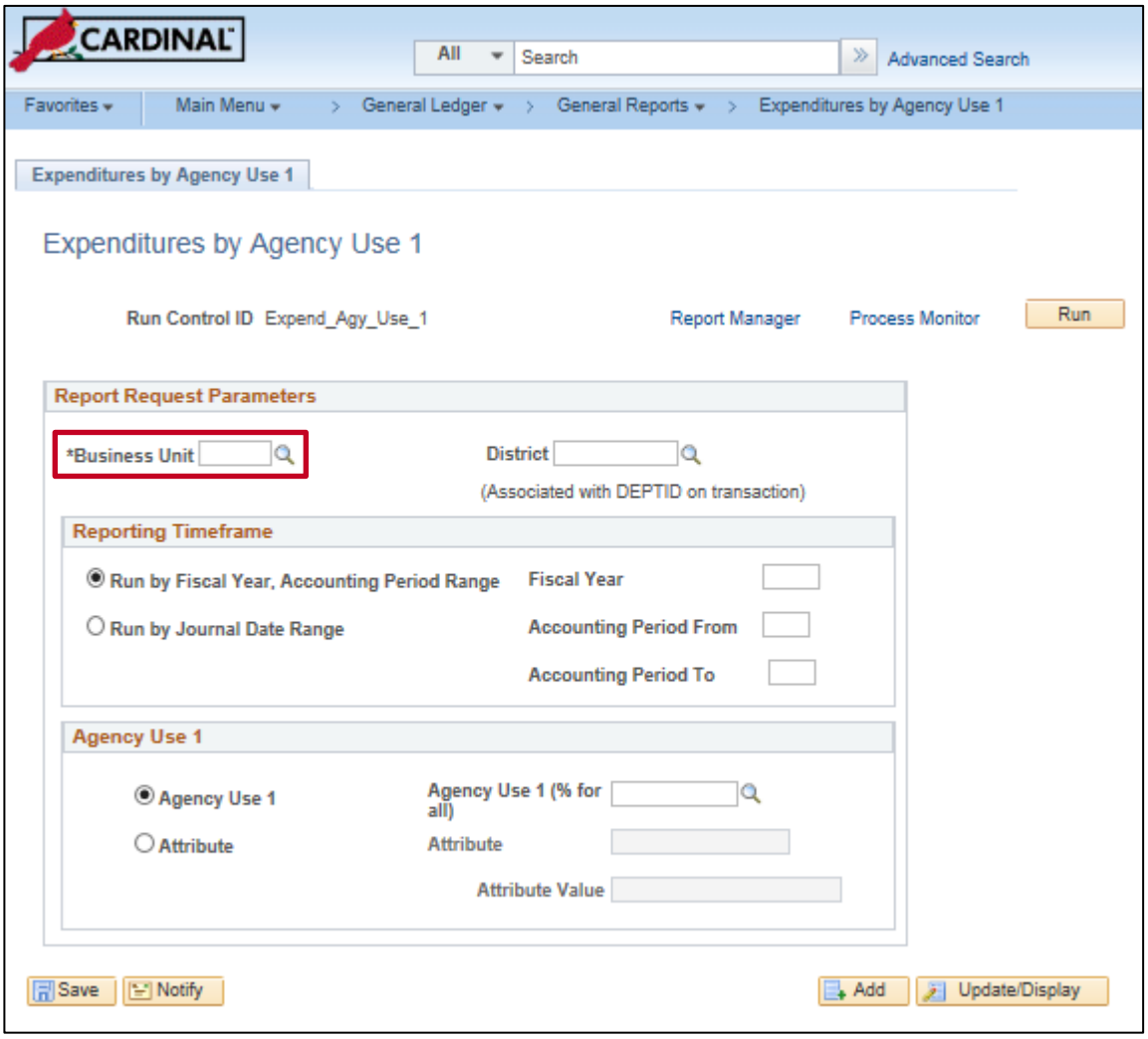
Main Menu > General Ledger > General Reports > Expenditures by Agency Use 1



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** 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 **Seal'mrch** 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.



4. The **Expenditures by Agency Use 1** page displays request parameters you can use to define your report requirements.

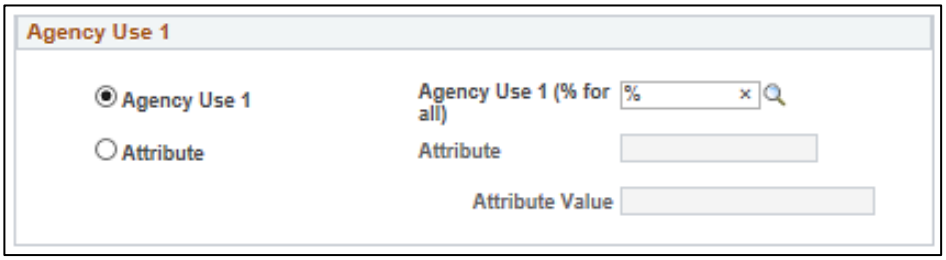
5. In the **Business Unit** field, enter or select the **Business Unit.** This is a required field.

6. If you select the magnifying glass icon in the **District** field, you will find no matching values. This is because the **Location Code** field has been removed from the department chartfield, and the report results can no longer be limited to transactions in a certain District.

7. 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.

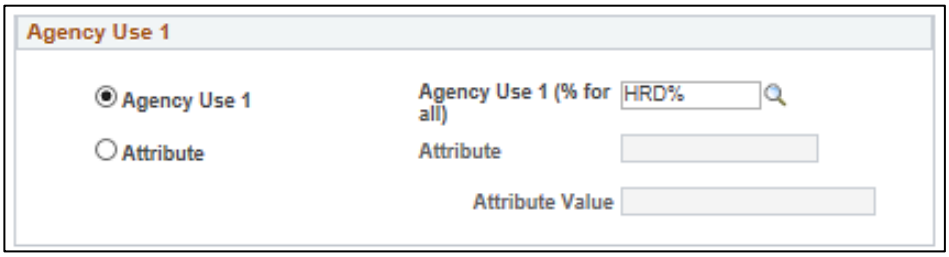
By Agency Use 1

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

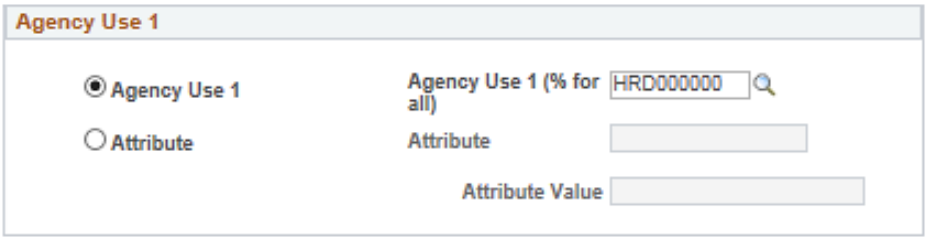


8. In the **Agency Use 1** section, choose the radio button to run by **Agency Use 1** or choose the radio button to run by **Attribute**. (This report cannot be run for both **Agency Use 1** and **Attribute** simultaneously.)

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



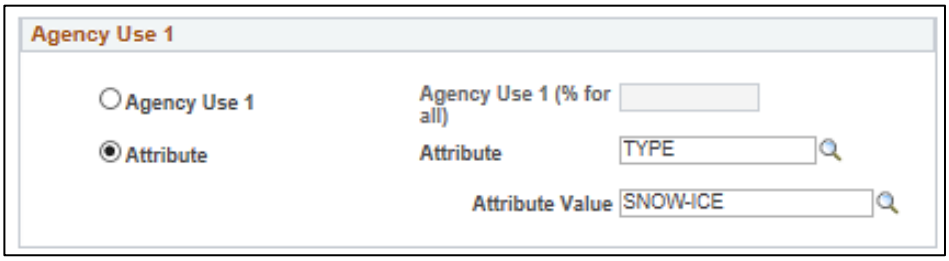
The report can be run for a range of **Agency Use 1** values by entering a partial wildcard.

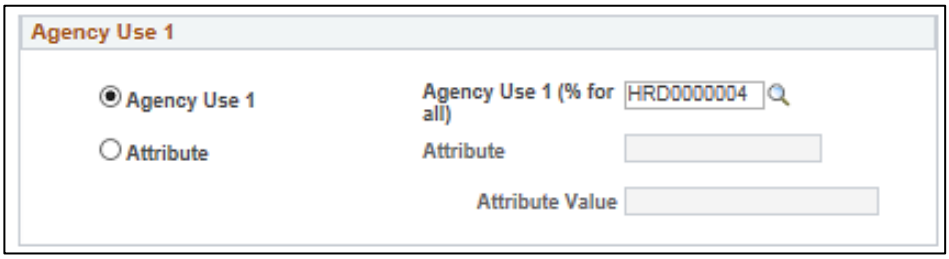


The report can be run for one **Agency Use 1** value by entering or selecting a single **Agency Use 1** value.

By Attribute

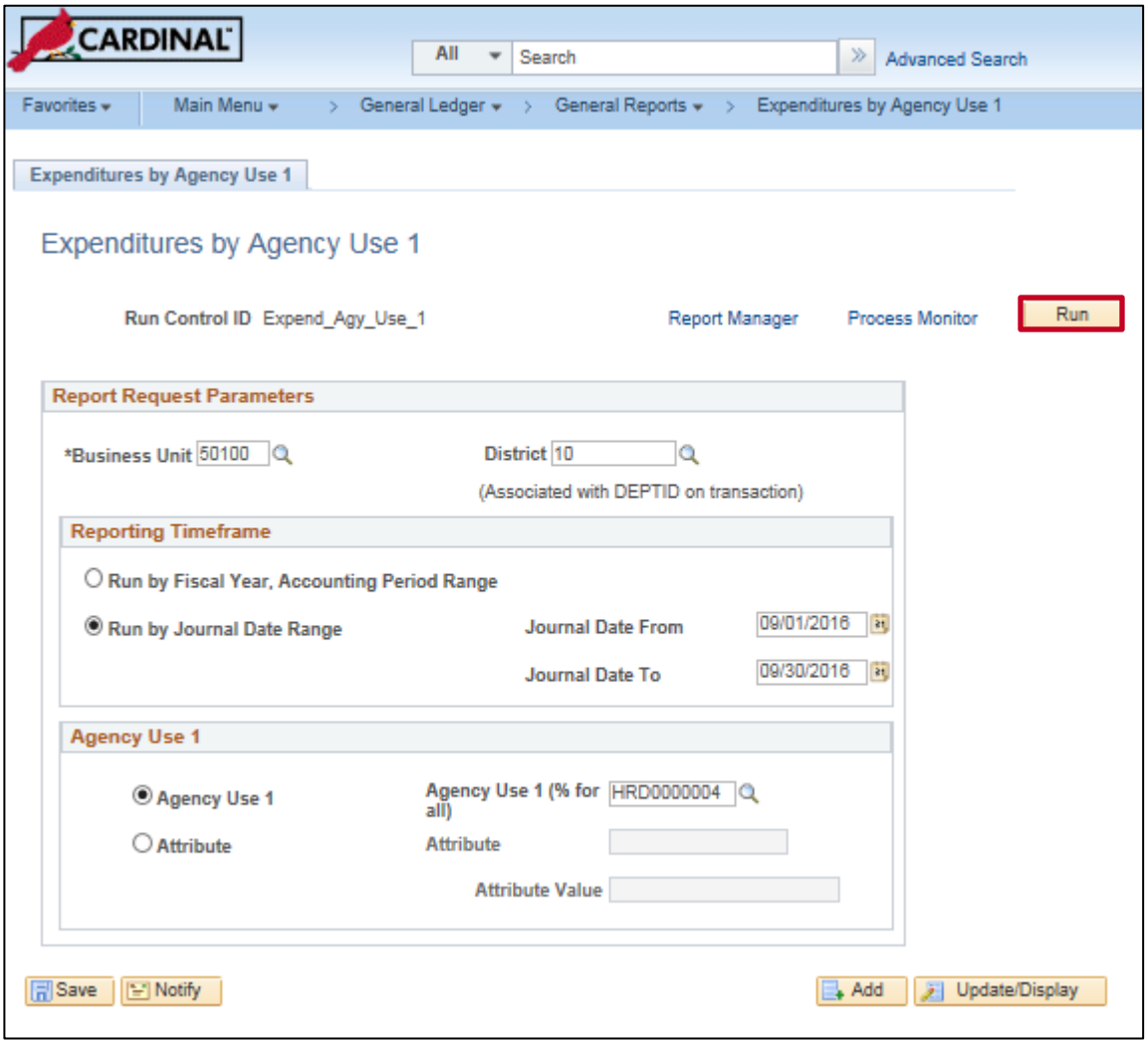
The report can be run for an **Attribute** and **Attribute Value** by first choosing an **Attribute** (**EVENT** or **TYPE**) from the **Attribute** drop-down. The drop-down then displays only those values that are related to the **EVENT** or **TYPE** chosen. The wildcard option is not available for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



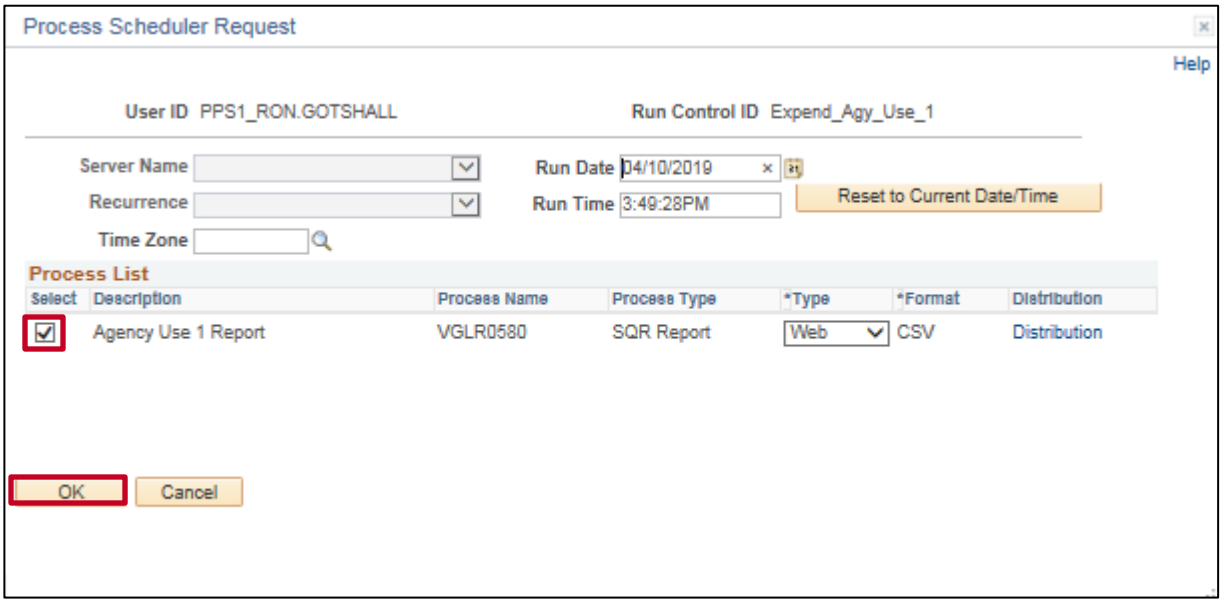


9. Click the **Save** button.

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.

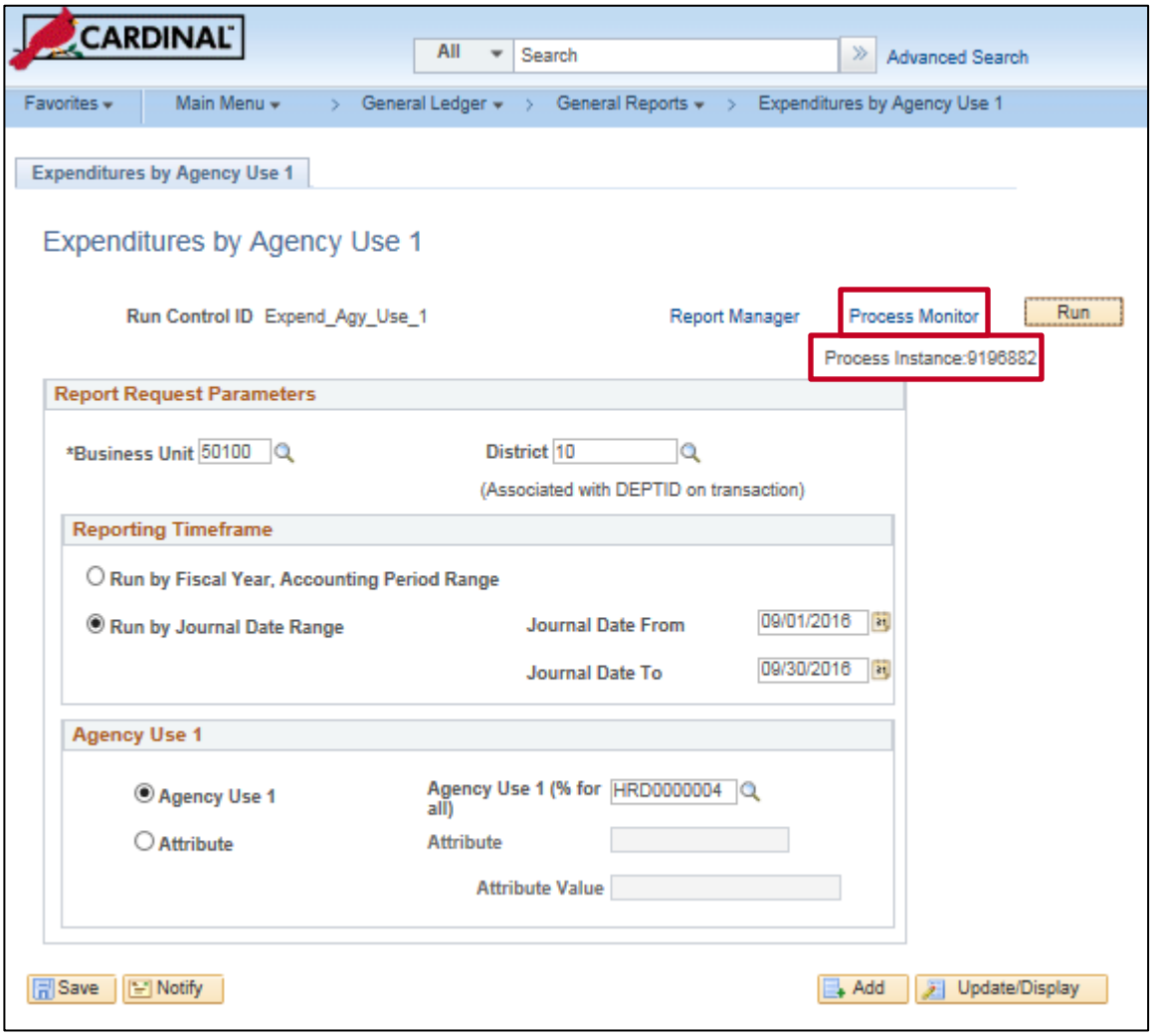


10. Once all fields selections are entered, click the **Run** button.



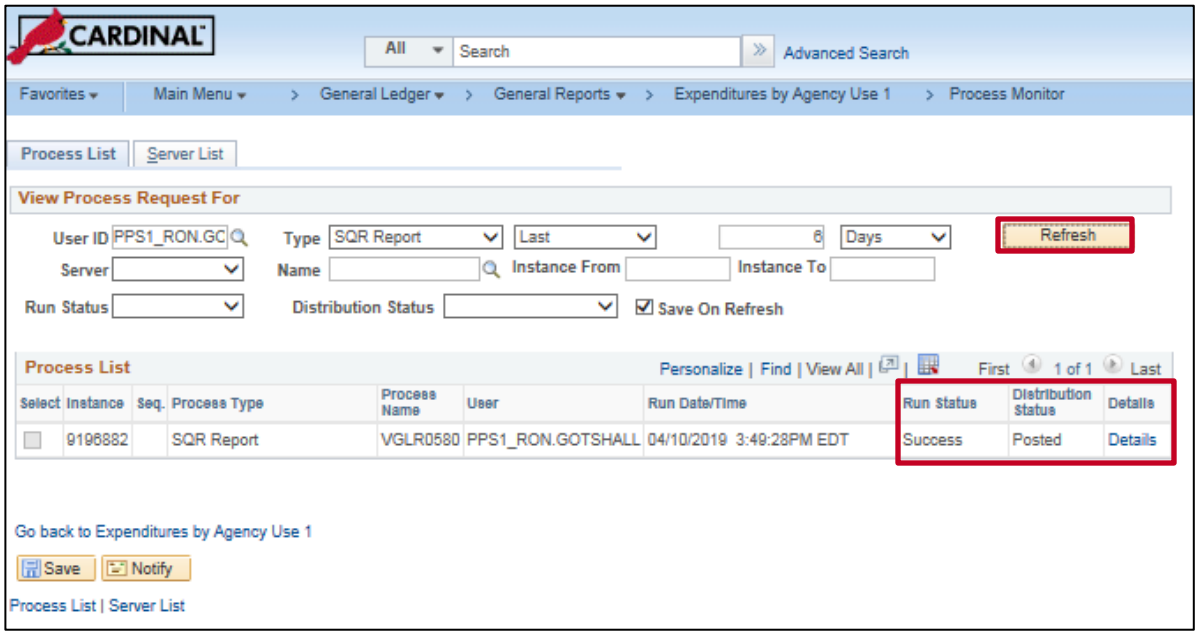
11. The **Process Scheduler Request** page displays.

12. Ensure that the **Agency Use 1 Report** check-box is selected. Click the **OK** button.

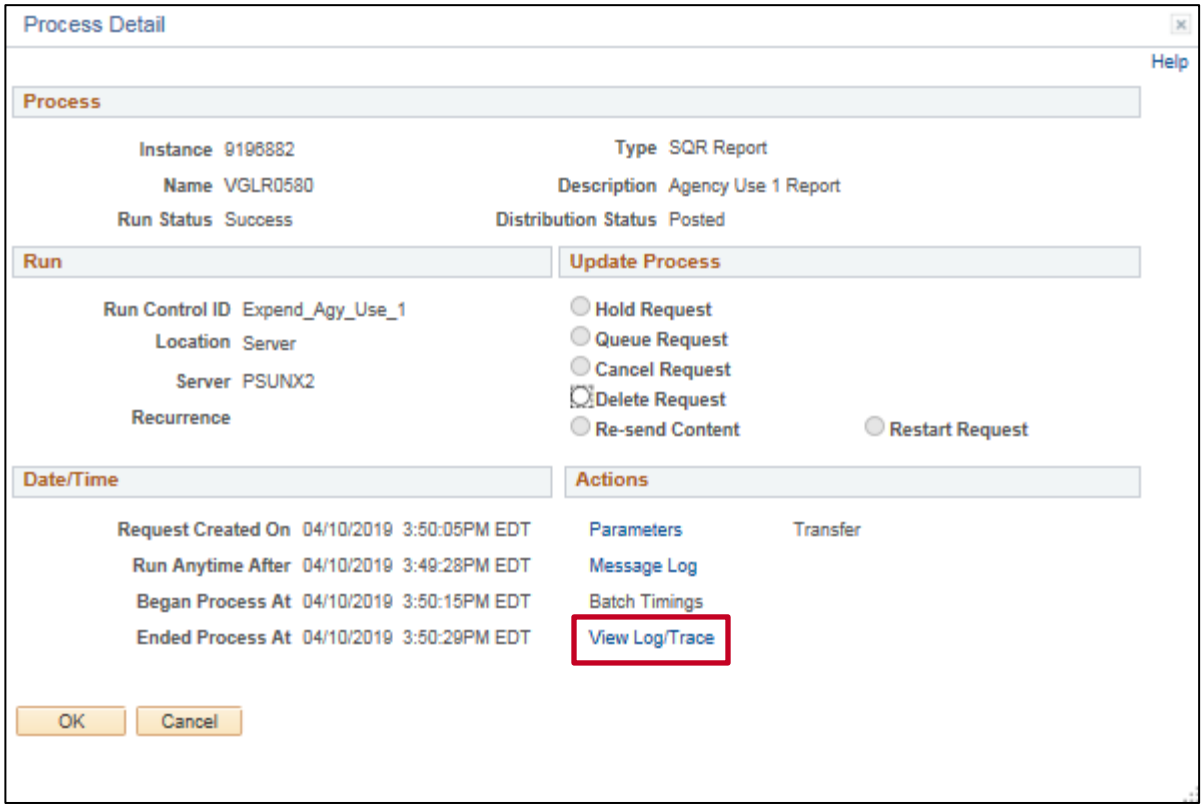


13. Clicking the **OK** button returns you to the **Expenditures by Agency Use 1** page. The **Process Instance** number is displayed. This number identifies the process you have run and is helpful when checking the status of the report.

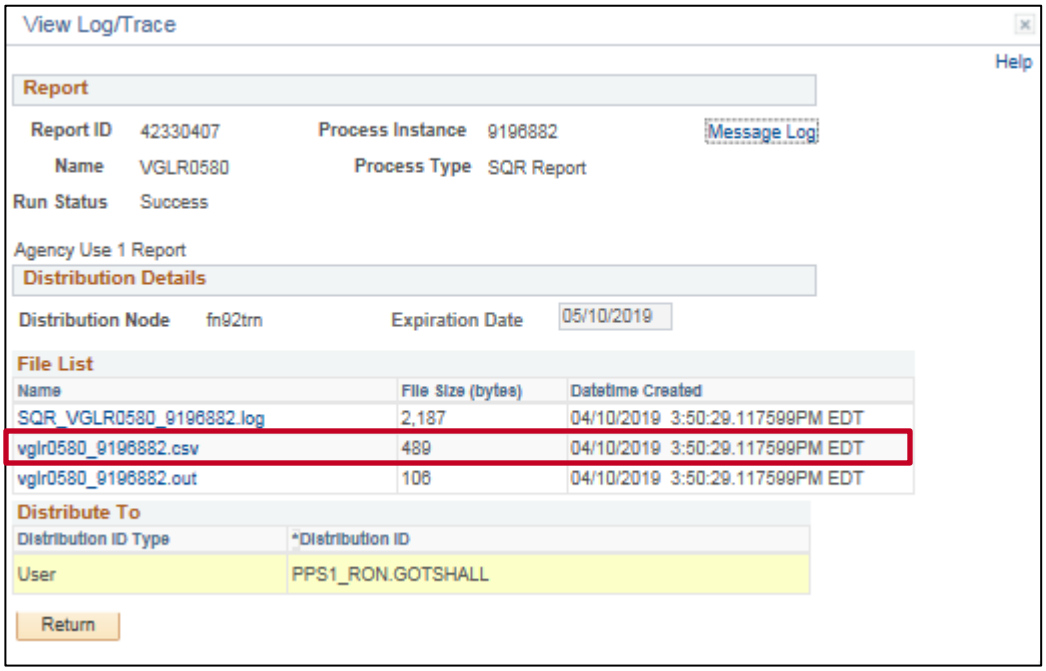
14. Click the **Process Monitor** link. This allows you to view the run progress of the report.



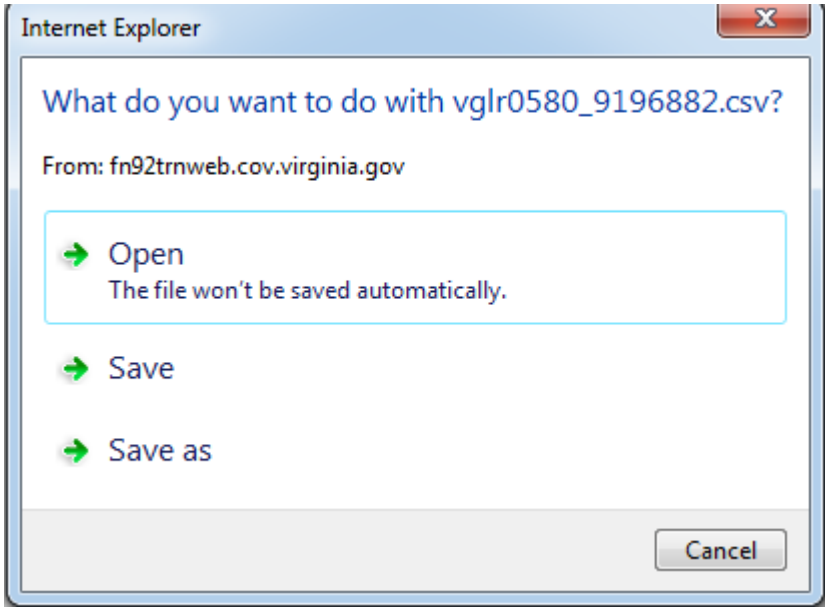
15. Click the **Refresh** button (you can do this several times) to refresh the status of the report. When the **Run Status** is **Success** and the **Distribution Status** is **Posted**, click the **Details** link. The **Process Detail** page displays.



16. Click the **View Log/Trace** link. The **View Log/Trace** window displays.



17. 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 displays. Click the **Open** button.

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

18. 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: RGL	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 Da	Journal Lin	Account	Fund	Program	Departi	Cost Cent	Task	FIPS	Asset	Agency Us	PC Busi	Project ID	Activity ID	Amount
13	HRD0000004	Core Deve	TE0031468	1-Sep-16	101126	5011230	04100	699024	10057	11240040								612.47
14	HRD0000004	Core Deve	TE0031468	1-Sep-16	620669	5011230	04100	699024	10057	11240040								2304.37
15	HRD0000004	Core Deve	TE0031468	1-Sep-16	620988	5011230	04100	699024	10057	11240040								2169.85
16	HRD0000004	Core Deve	TE0031468	1-Sep-16	620988	5011230	04100	699024	10057	11240040								2329.42
17	HRD0000004	Core Deve	TE0031468	1-Sep-16	620988	5011230	04100	699024	10057	11240040								759.51
18	HRD0000004	Core Deve	TE0031468	1-Sep-16	620988	5011230	04100	699024	10057	11240040								2458.75
19	HRD0000004	Core Deve	TE0031468	1-Sep-16	620988	5011230	04100	699024	10057	11240040								1792.07
20	HRD0000004	Core Deve	TE0031468	1-Sep-16	620988	5011230	04100	699024	10057	11240040								2245.67
21	HRD0000004	Core Deve	TE0031468	1-Sep-16	620988	5011230	04100	699024	10057	11240040								1263.74
22	HRD0000004	Core Deve	TE0031468	1-Sep-16	620988	5011230	04100	699024	10057	11240040								2068.13
23	HRD0000004	Core Deve	TE0031468	1-Sep-16	620988	5011230	04100	699024	10057	11240040								2275.88
24	HRD0000004	Core Deve	TE0031468	2-Sep-16	621002	5011230	04100	699024	10057	11240040								1136.34
25	HRD0000004	Core Deve	TE0031468	2-Sep-16	621002	5011230	04100	699024	10057	11240040								1723.4
26	HRD0000004	Core Deve	TE0031468	2-Sep-16	621002	5011230	04100	699024	10057	11240040								1964.79
27	HRD0000004	Core Deve	TE0031468	2-Sep-16	621002	5011230	04100	699024	10057	11240040								2167.31
28	HRD0000004	Core Deve	TE0031468	2-Sep-16	621002	5011230	04100	699024	10057	11240040								1477.2
29	HRD0000004	Core Deve	TE0031468	2-Sep-16	621002	5011230	04100	699024	10057	11240040								2169.85
30	HRD0000004	Core Deve	TE0031468	2-Sep-16	621002	5011230	04100	699024	10057	11240040								1794.51
31	HRD0000004	Core Deve	TE0031468	2-Sep-16	621002	5011230	04100	699024	10057	11240040								1020.75
32	HRD0000004	Core Deve	TE0031468	2-Sep-16	621461	5011230	04100	699024	10057	11240040								2650.71
33	HRD0000004	Core Deve	TE0031468	2-Sep-16	621461	5011230	04100	699024	10057	11240040								1034.2
34	HRD0000004	Core Deve	TE0031468	2-Sep-16	621461	5011230	04100	699024	10057	11240040								1136.38
35	HRD0000004	Core Deve	TE0031468	2-Sep-16	621461	5011230	04100	699024	10057	11240040								984.85
36	HRD0000004	Core Deve	TE0031468	2-Sep-16	621461	5011230	04100	699024	10057	11240040								1892.08
37	HRD0000004	Core Deve	TE0031468	2-Sep-16	621461	5011230	04100	699024	10057	11240040								2322.4
38	HRD0000004	Core Deve	TE0031468	2-Sep-16	621461	5011230	04100	699024	10057	11240040								2563.92
39	HRD0000004	Internship	EX0031228	6-Sep-16	621458	5013110	04100	699024	10057	11240040								160
40	HRD0000004	SIGNAGE	TE0031468	6-Sep-16	621461	5011230	04100	699024	10057	11240040								2155.7
41	HRD0000004	Willowbrc	TE0031468	6-Sep-16	620986	5011230	04720	514008	10011	12110003								367.13
42	HRD0000004	WWB Miti	AP0031170	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 display.

	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. 1 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 Da	Journal Lir	Account	Fund	Program	Departme	Cost Cent	Task	FIPS	Asset	Agency Us	PC Busine	Project ID	Activity ID	Amount
13	00054231	Core Deve	TE0031468	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								612.47
14	00054231	Core Deve	TE0031468	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								2304.37
15	00054231	Core Deve	TE0031468	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								2169.85
16	00054231	Core Deve	TE0031468	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								2329.42
17	00054231	Core Deve	TE0031468	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								759.51
18	00054231	Core Deve	TE0031468	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								2458.75
19	00054231	Core Deve	TE0031468	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								1792.07
20	00054231	Core Deve	TE0031468	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								2245.67
21	00054231	Core Deve	TE0031468	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								1263.74
22	00054231	Core Deve	TE0031468	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								2068.13
23	00054231	Core Deve	TE0031468	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								2275.88
24	00054231	Core Deve	TE0031468	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								1136.34
25	00054231	Core Deve	TE0031468	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								1723.4
26	00054231	Core Deve	TE0031468	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								1964.79
27	00054231	Core Deve	TE0031468	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								2167.31
28	00054231	Core Deve	TE0031468	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								1477.2
29	00054231	Core Deve	TE0031468	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								2169.85
30	00054231	Core Deve	TE0031468	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								1794.51
31	00054231	Core Deve	TE0031468	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 Da	Journal Lir	Account	Fund	Program	Departme	Cost Cent	Task	FIPS	Asset	Agency Us	PC Busine	Project ID	Activity ID	Amount
14	00060225	EquipDiv I	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								1182.29
15	00060225	EquipDiv I	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								2482.55
16	00060225	EquipDiv I	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								297.00
17	00060225	EquipDiv I	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								37.73
18	00060225	EquipDiv I	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								2030.70
19	00060225	EquipDiv I	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								1008.15
20	00060225	EquipDiv I	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								315.87
21	00060225	EquipDiv I	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								610.00
22	00060225	EquipDiv I	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								297.00
23	00060225	EquipDiv I	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								985.00
24	00060225	EquipDiv I	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								610.00
25	00060225	EquipDiv I	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								547.00
26	00060225	EquipDiv I	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								654.11
27	00060225	EquipDiv I	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								610.00
28	00060225	EquipDiv I	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								1355.61
29	00060225	EquipDiv I	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								1079.79
30	00060225	EquipDiv I	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								2741.56
31	00060225	EquipDiv I	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								610.00
32	00060225	EquipDiv I	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								610.00
33	00060225	EquipDiv I	AP003134	1-Jul-16	620988	5012530	04100	604004	10184	11181725								1404.11