



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.

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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General Ledger Job Aid

GL336 Expenditures by Agency Use 1 Report (VDOT Only)

Revision History

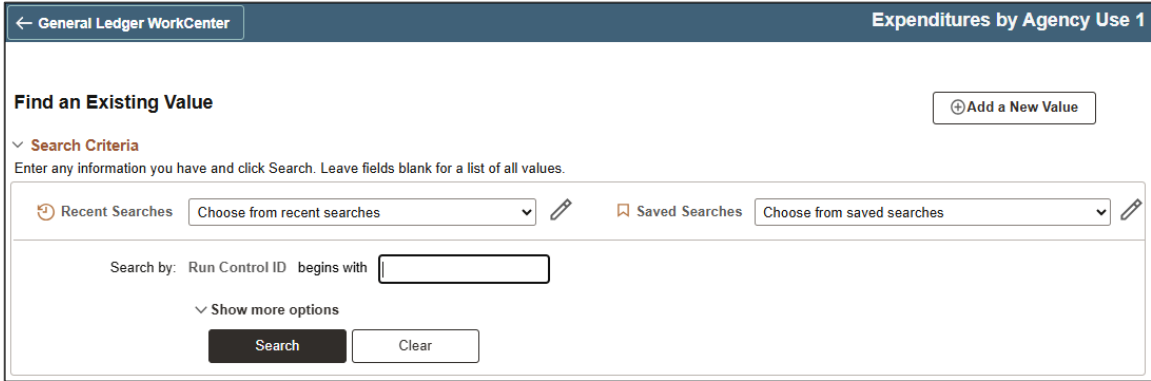
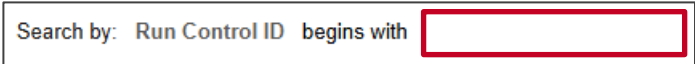
Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
2/15/2023	Baseline.



General Ledger Job Aid

GL336 Expenditures by Agency Use 1 Report (VDOT Only)

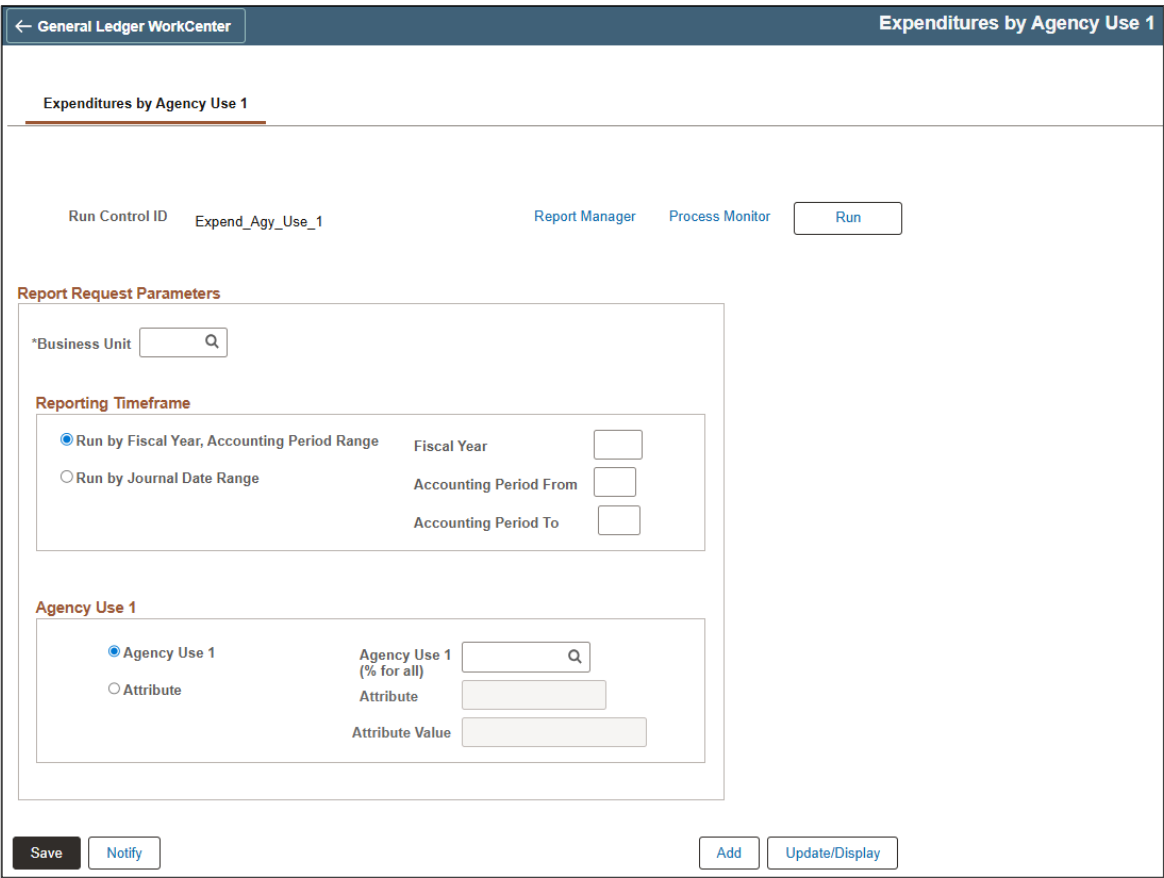
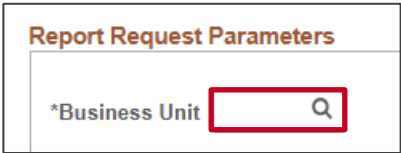
Running the Expenditures by Agency Use 1 Report

Step	Action
1.	Navigate to the Expenditures by Agency Use 1 page using the following path: NavBar > Menu > General Ledger > General Reports > Expenditures by Agency Use 1
The Expenditures by Agency Use 1 Report Find an Existing Value Search page displays. 	
	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 .
2.	If this is the first time running this Report, click the Add a New Value button and create a Run Control ID. Otherwise, enter or search for the existing Run Control ID using the Run Control ID field on the Find an Existing Value page. The remaining steps in this section are based on the use of an existing Run Control ID. 
3.	Click the Search button. 



General Ledger Job Aid

GL336 Expenditures by Agency Use 1 Report (VDOT Only)

Step	Action
	The Expenditures by Agency Use 1 page displays. 
4.	Enter the Agency Business Unit in the Business Unit field within the Report Request Parameters section. 



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GL336 Expenditures by Agency Use 1 Report (VDOT Only)

Step	Action
5.	The report can be run by different timeframe parameters. In the Reporting Timeframe section, select either the Run by Fiscal Year, Accounting Period Range radio button option or the Run by Journal Date Range radio button option. The page will display the required fields to enter depending on the radio button option selected. Reporting Timeframe ☒ Run by Fiscal Year, Accounting Period Range ☐ Run by Journal Date Range Fiscal Year Accounting Period From Accounting Period To Reporting Timeframe ☐ Run by Fiscal Year, Accounting Period Range ☒ Run by Journal Date Range Journal Date From Journal Date To



General Ledger Job Aid

GL336 Expenditures by Agency Use 1 Report (VDOT Only)

By Agency Use 1

Step	Action
1.	In the Agency Use 1 section, select the Agency Use 1 radio button option to run by Agency Use 1. The page displays the required fields available to enter depending on the selected radio button. Note: This report cannot be run for both Agency Use 1 and Attribute simultaneously. For instructions on running by Attribute, see the By Attribute section of this Job Aid. Run Control ID Expend_Agy_Use_1 Report Manager Process Monitor Run Report Request Parameters *Business Unit 50100 Q Reporting Timeframe ☒ Run by Fiscal Year, Accounting Period Range Fiscal Year ☐ Run by Journal Date Range Accounting Period From Accounting Period To Agency Use 1 ☒ Agency Use 1 ☐ Attribute Agency Use 1 (% for all) Q Attribute Attribute Value Save Notify Add Update/Display

GL336 Expenditures by Agency Use 1 Report (VDOT Only)

Step	Action
2.	The report can be run for a range of Agency Use 1 values by entering a partial wildcard in the Agency Use 1 field. Agency Use 1 ☒ Agency Use 1 ☐ Attribute Agency Use 1 (% for all) ST% Q Attribute Attribute Value The report can be run for one Agency Use 1 value by entering or selecting a single Agency Use 1 value. Click the Agency Use 1 Look up icon and select the applicable value. Agency Use 1 ☒ Agency Use 1 ☐ Attribute Agency Use 1 (% for all) ST26SNW032 Q Attribute Attribute Value
3.	Click the Save button. <input checked="" type="button" value="Save"/> Notify
4.	Click the Run button. Report Manager Process Monitor <input checked="" type="button" value="Run"/>



General Ledger Job Aid

GL336 Expenditures by Agency Use 1 Report (VDOT Only)

Step	Action														
	The Process Scheduler Request page displays in a pop-up window. Process Scheduler Request × Help User ID Run Control ID Expend_Agy_Use_1 Server Name Run Date 06/02/2026 Recurrence Run Time 10:40:13AM Reset to Current Date/Time Time Zone Process List <table><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><tr><td>☒</td><td>Agency Use 1 Report</td><td>VGLR0580</td><td>SQR Report</td><td>Web</td><td>CSV</td><td>Distribution</td></tr></table> OK Cancel	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	☒	Agency Use 1 Report	VGLR0580	SQR Report	Web	CSV	Distribution
Select	Description	Process Name	Process Type	*Type	*Format	Distribution									
☒	Agency Use 1 Report	VGLR0580	SQR Report	Web	CSV	Distribution									
5.	Check to ensure that the Combination Rule Report checkbox option is selected and that the Format field is defined with “CSV”. Process List <table><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><tr><td>☒</td><td>Agency Use 1 Report</td><td>VGLR0580</td><td>SQR Report</td><td>Web</td><td>CSV</td><td>Distribution</td></tr></table>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	☒	Agency Use 1 Report	VGLR0580	SQR Report	Web	CSV	Distribution
Select	Description	Process Name	Process Type	*Type	*Format	Distribution									
☒	Agency Use 1 Report	VGLR0580	SQR Report	Web	CSV	Distribution									
6.	Select the OK button. OK Cancel														



General Ledger Job Aid

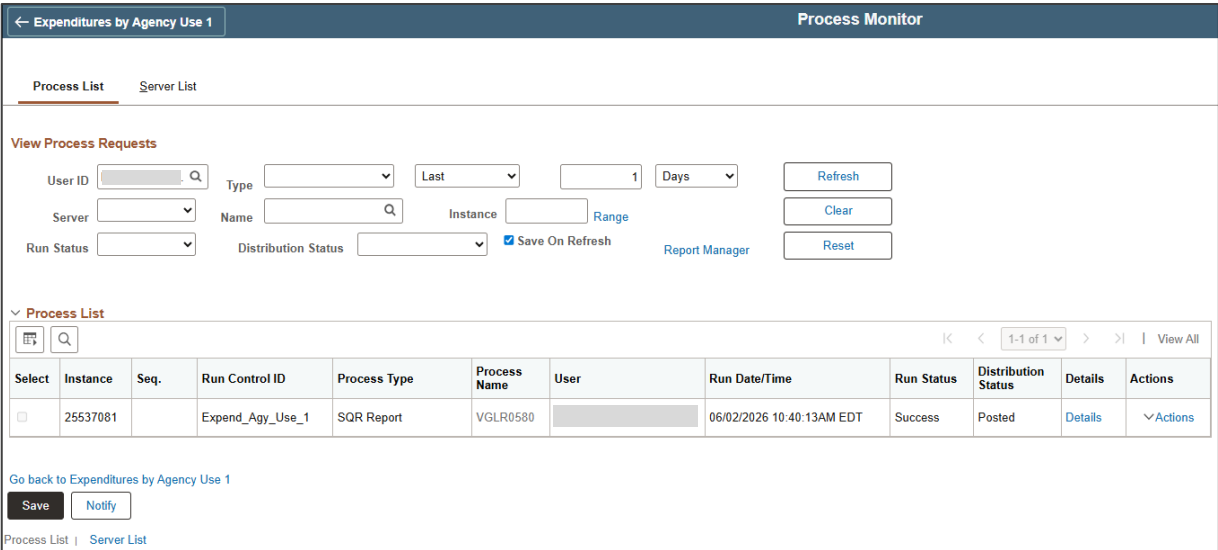
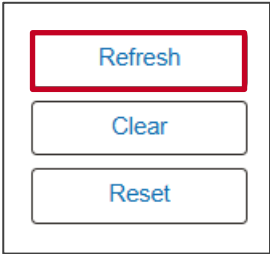
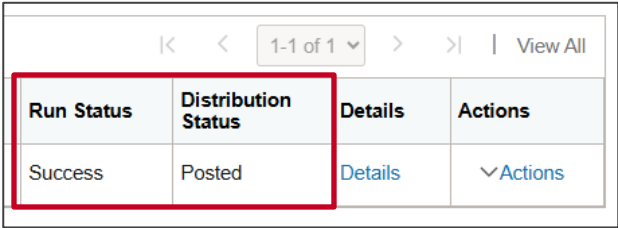
GL336 Expenditures by Agency Use 1 Report (VDOT Only)

Step	Action
	The Expenditures by Agency Use 1 Report page redisplay. Expenditures by Agency Use 1 Run Control ID Expend_Agy_Use_1 Report Manager Process Monitor Run Process Instance:25537081 Report Request Parameters *Business Unit 50100 Q Reporting Timeframe ☐ Run by Fiscal Year, Accounting Period Range ☒ Run by Journal Date Range Journal Date From 07/01/2025 Q Journal Date To 06/02/2026 Q Agency Use 1 ☒ Agency Use 1 Agency Use 1 (% for all) ST26SNW032 Q ☐ Attribute Attribute Attribute Value Save Return to Search Notify Add Update/Display
7.	Review and note the Process Instance Number that now displays below the Process Monitor link. Report Manager Process Monitor Run Process Instance:25537081
8.	Click the Process Monitor link. Report Manager Process Monitor Run Process Instance:25537081



General Ledger Job Aid

GL336 Expenditures by Agency Use 1 Report (VDOT Only)

Step	Action
	The Process List page displays. 
9.	Click the Refresh button until the Run Status field displays “Success” and the Distribution Status field displays “Posted”.  
10.	Click the Details link. 



General Ledger Job Aid

GL336 Expenditures by Agency Use 1 Report (VDOT Only)

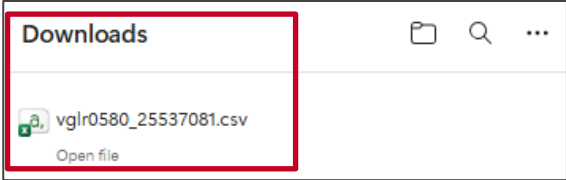
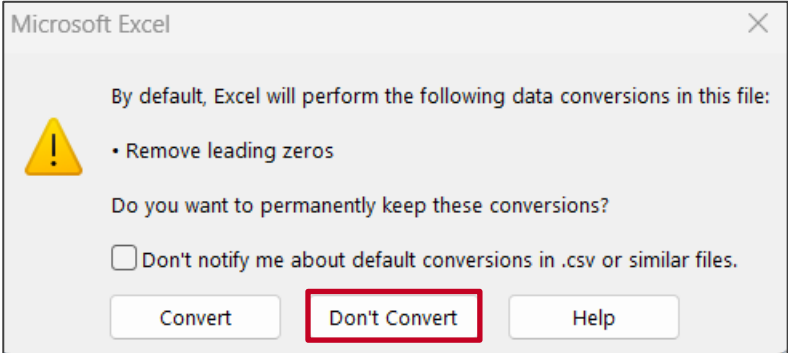
Step	Action
	The Process Detail page displays in a pop-up window. Process Detail Help Process Instance25537081 TypeSQR Report NameVGLR0580 DescriptionAgency Use 1 Report Run StatusSuccess Distribution StatusPosted Run Run Control IDExpend_Agy_Use_1 LocationServer ServerPSUNX2 Recurrence Update Process ☐ Hold Request ☐ Queue Request ☐ Cancel Request ☒ Delete Request ☐ Re-send Content ☐ Restart Request Date/Time Request Created On06/02/2026 10:42:32AM EDT Run Anytime After06/02/2026 10:40:13AM EDT Began Process At06/02/2026 10:42:35AM EDT Ended Process At06/02/2026 10:42:38AM EDT Actions Parameters Message Log Batch Timings View Log/Trace Transfer OK Cancel
11.	Click the View Log/Trace link. View Log/Trace



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GL336 Expenditures by Agency Use 1 Report (VDOT Only)

Step	Action												
	The View Log/Trace page displays in a pop-up window. View Log/Trace Help Report Report ID 114572070 Process Instance 25537081 Message Log Name VGLR0580 Process Type SQR Report Run Status Success Agency Use 1 Report Distribution Details Distribution Node finptrn Expiration Date 07/02/2026 File List <table><tr><th>Name</th><th>File Size (bytes)</th><th>Datetime Created</th></tr><tr><td>SQR_VGLR0580_25537081.log</td><td>2,240</td><td>06/02/2026 10:42:38.247955AM EDT</td></tr><tr><td>vglr0580_25537081.csv</td><td>360,173</td><td>06/02/2026 10:42:38.247955AM EDT</td></tr><tr><td>vglr0580_25537081.out</td><td>1</td><td>06/02/2026 10:42:38.247955AM EDT</td></tr></table> Distribute To Distribution ID Type *Distribution ID User Return	Name	File Size (bytes)	Datetime Created	SQR_VGLR0580_25537081.log	2,240	06/02/2026 10:42:38.247955AM EDT	vglr0580_25537081.csv	360,173	06/02/2026 10:42:38.247955AM EDT	vglr0580_25537081.out	1	06/02/2026 10:42:38.247955AM EDT
Name	File Size (bytes)	Datetime Created											
SQR_VGLR0580_25537081.log	2,240	06/02/2026 10:42:38.247955AM EDT											
vglr0580_25537081.csv	360,173	06/02/2026 10:42:38.247955AM EDT											
vglr0580_25537081.out	1	06/02/2026 10:42:38.247955AM EDT											
12.	Click the CSV link within the File List section. File List Name SQR_VGLR0580_25537081.log vglr0580_25537081.csv vglr0580_25537081.out												

Step	Action
13.	Click the spreadsheet file under the Downloads folder to open the report. 
	If the Microsoft Excel pop-up window displays the message below, click the Don't Convert button. 



General Ledger Job Aid

GL336 Expenditures by Agency Use 1 Report (VDOT Only)

Step

Action

The Expenditures by Agency Use 1 report displays.

A1

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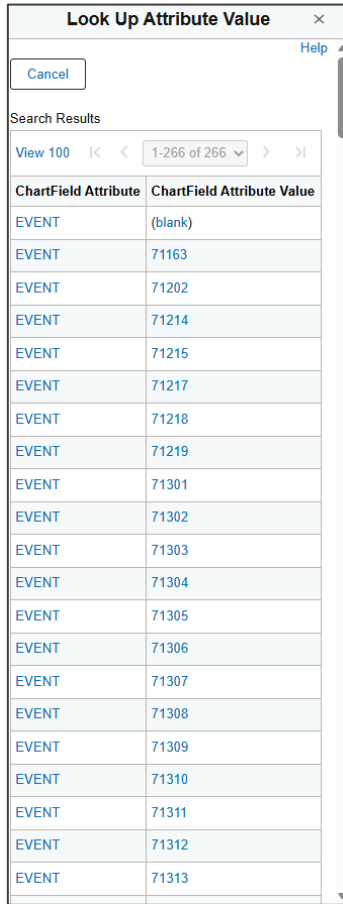
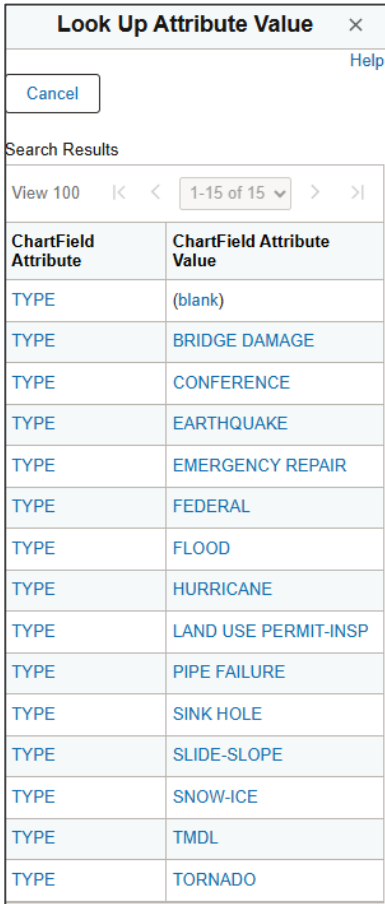


General Ledger Job Aid

GL336 Expenditures by Agency Use 1 Report (VDOT Only)

By Attribute

Step	Action
1.	In the Agency Use 1 section, select the Attribute radio button option to run by Attribute. The page displays the required fields available to enter depending on the selected radio button. The report can be run for an Attribute and Attribute Value by first choosing an Attribute (EVENT or TYPE) from the Attribute Look up icon. Note: This report cannot be run for both Agency Use 1 and Attribute simultaneously. For instructions on running by Agency Use 1, see the By Agency Use 1 section of this Job Aid. Expenditures by Agency Use 1 Run Control ID Expend_Agy_Use_1 Report Manager Process Monitor Run Report Request Parameters *Business Unit 50100 🔍 Reporting Timeframe ☒ Run by Fiscal Year, Accounting Period Range Fiscal Year 2024 ☐ Run by Journal Date Range Accounting Period From 1 Accounting Period To 12 Agency Use 1 ☐ Agency Use 1 Agency Use 1 🔍 ☒ Attribute Attribute 🔍 Attribute Value 🔍 Look Up Attribute ✕ Help Cancel Search Results View 100 < < 1-2 of 2 > > ChartField Attribute EVENT TYPE Save Return to Search Notify Add Update/Display

Step	Action
	The Attribute Value Look up icon displays only those values that are related to the Attribute EVENT or TYPE selected. The wildcard option is not available for the Attribute and Attribute Value fields. Below are lists for ChartField Attribute of EVENT and TYPE. ChartField Attribute EVENT  ChartField Attribute TYPE 
2.	Click Attribute Value Look up icon and select the Attribute Value. 
3.	Click the Save button. 



General Ledger Job Aid

GL336 Expenditures by Agency Use 1 Report (VDOT Only)

Step	Action														
4.	Click the Run button. Report Manager Process Monitor Run														
The Process Scheduler Request page displays in a pop-up window. Process Scheduler Request × Help User ID Run Control ID Expend_Agy_Use_1 Server Name Run Date 05/28/2026 Recurrence Run Time 9:48:28AM Reset to Current Date/Time Time Zone Process List <table><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><tr><td>☒</td><td>Agency Use 1 Report</td><td>VGLR0580</td><td>SQR Report</td><td>Web</td><td>CSV</td><td>Distribution</td></tr></table> OK Cancel		Select	Description	Process Name	Process Type	*Type	*Format	Distribution	☒	Agency Use 1 Report	VGLR0580	SQR Report	Web	CSV	Distribution
Select	Description	Process Name	Process Type	*Type	*Format	Distribution									
☒	Agency Use 1 Report	VGLR0580	SQR Report	Web	CSV	Distribution									
5.	Check to ensure that the Combination Rule Report checkbox option is selected and that the Format field is defined with “CSV”. Process List <table><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><tr><td>☒</td><td>Agency Use 1 Report</td><td>VGLR0580</td><td>SQR Report</td><td>Web</td><td>CSV</td><td>Distribution</td></tr></table>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	☒	Agency Use 1 Report	VGLR0580	SQR Report	Web	CSV	Distribution
Select	Description	Process Name	Process Type	*Type	*Format	Distribution									
☒	Agency Use 1 Report	VGLR0580	SQR Report	Web	CSV	Distribution									
6.	Select the OK button. OK Cancel														



General Ledger Job Aid

GL336 Expenditures by Agency Use 1 Report (VDOT Only)

Step	Action
	The Expenditures by Agency Use 1 page redispays. Expenditures by Agency Use 1 Run Control ID Expend_Agy_Use_1 Report Manager Process Monitor Run Process Instance:25537075 Report Request Parameters *Business Unit 50100 Q Reporting Timeframe ☒ Run by Fiscal Year, Accounting Period Range Fiscal Year 2024 ☐ Run by Journal Date Range Accounting Period From 1 Accounting Period To 12 Agency Use 1 ☐ Agency Use 1 Agency Use 1 (% for all) ☒ Attribute Attribute TYPE Q Attribute Value FLOOD Q Save Return to Search Notify Add Update/Display
7.	Review and note the Process Instance Number that now displays below the Process Monitor link. Report Manager Process Monitor Run Process Instance:25537075
8.	Click the Process Monitor link. Report Manager Process Monitor Run



General Ledger Job Aid

GL336 Expenditures by Agency Use 1 Report (VDOT Only)

Step

Action

The **Process List** page displays.

← Expenditures by Agency Use 1

Process Monitor

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

1-1 of 1

>

>|

View All

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
☐	.25537075		Expend_Agy_Use_1	SQR Report	VGLR0580		05/28/2026 8:15:30AM EDT	Success	Posted	Details	Actions

Go back to Expenditures by Agency Use 1

Save

Notify

Process List | Server List

9.

Click the **Refresh** button until the **Run Status** field displays “Success” and the **Distribution Status** field displays “Posted”.

Refresh

Clear

Reset

<<

<

1-1 of 1

>

>>

|

View All

Run Status	Distribution Status	Details	Actions
Success	Posted	Details	Actions

10.

Click the **Details** link.

Details

Details



General Ledger Job Aid

GL336 Expenditures by Agency Use 1 Report (VDOT Only)

Step	Action
	The Process Detail page displays in a pop-up window. Process Detail Help Process Instance 25537075 Type SQR Report Name VGLR0580 Description Agency Use 1 Report Run Status Success Distribution Status Posted Run Run Control ID Expend_Agy_Use_1 Location Server Server PSUNX2 Recurrence Update Process ☐ Hold Request ☐ Queue Request ☐ Cancel Request ☐ Delete Request ☐ Re-send Content ☐ Restart Request Date/Time Request Created On 05/28/2026 8:18:41AM EDT Run Anytime After 05/28/2026 8:15:30AM EDT Began Process At 05/28/2026 8:18:45AM EDT Ended Process At 05/28/2026 8:18:50AM EDT Actions Parameters Message Log Batch Timings View Log/Trace Transfer OK Cancel
11.	Click the View Log/Trace link. View Log/Trace



General Ledger Job Aid

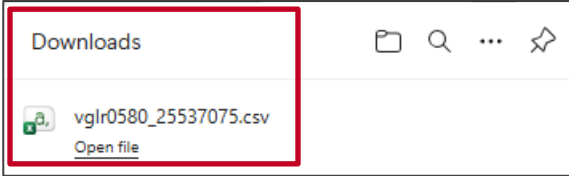
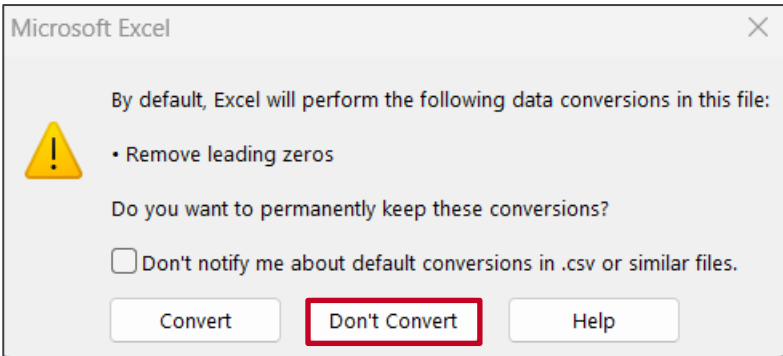
GL336 Expenditures by Agency Use 1 Report (VDOT Only)

Step	Action												
	The View Log/Trace page displays in a pop-up window. View Log/Trace Help Report Report ID 114572064 Process Instance 25537075 Message Log Name VGLR0580 Process Type SQR Report Run Status Success Agency Use 1 Report Distribution Details Distribution Node finptrn Expiration Date 06/27/2026 File List <table><tr><th>Name</th><th>File Size (bytes)</th><th>Datetime Created</th></tr><tr><td>SQR_VGLR0580_25537075.log</td><td>2,240</td><td>05/28/2026 9:52:58.901088AM EDT</td></tr><tr><td>vglr0580_25537075.csv</td><td>1,510,768</td><td>05/28/2026 9:52:58.901088AM EDT</td></tr><tr><td>vglr0580_25537075.out</td><td>1</td><td>05/28/2026 9:52:58.901088AM EDT</td></tr></table> Distribute To Distribution ID Type *Distribution ID User Return	Name	File Size (bytes)	Datetime Created	SQR_VGLR0580_25537075.log	2,240	05/28/2026 9:52:58.901088AM EDT	vglr0580_25537075.csv	1,510,768	05/28/2026 9:52:58.901088AM EDT	vglr0580_25537075.out	1	05/28/2026 9:52:58.901088AM EDT
Name	File Size (bytes)	Datetime Created											
SQR_VGLR0580_25537075.log	2,240	05/28/2026 9:52:58.901088AM EDT											
vglr0580_25537075.csv	1,510,768	05/28/2026 9:52:58.901088AM EDT											
vglr0580_25537075.out	1	05/28/2026 9:52:58.901088AM EDT											
12.	Click the CSV link within the File List section. File List Name SQR_VGLR0580_25537075.log vglr0580_25537075.csv vglr0580_25537075.out												



General Ledger Job Aid

GL336 Expenditures by Agency Use 1 Report (VDOT Only)

Step	Action
13.	Click the spreadsheet file under the Downloads folder to open the report. 
	If the Microsoft Excel pop-up window displays the message below, select Don't Convert. 

The **Expenditures by Agency Use 1** report displays.

A1Commonwealth of Virginia																		
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
Commonwealth of Virginia																		
EXPENDITURES BY AGENCY USE 1																		
Run Date: 05/28/2026																		
Report ID: Run Time: 09:52 00																		
Page No. 1 of 184																		
Business Unit: 50100: VA Dept of Transportation																		
Fiscal Year: 2024																		
Accounting Period Between: 1 and 12																		
Attribute: TYPE																		
Value: FLOOD																		
Agency Us:	Agency Us:	Journal ID	Journal Da	Journal Lin	Account	Fund	Program	Departmer	Cost Cente	Task	FIPS	Asset	Agency Us:	PC Busine:	Project ID	Activity ID	Amount	
SASTM230	Salem Stor	AP024259	1-Jul-23	01534812	5013560	04100	604003	12123	11160000	66110	071						867.93	
SASTM230	Salem Stor	AP024259	1-Jul-23	01534812	5013560	04100	604003	12123	11160000	66110	071						295.68	
COOTR230	Admin cos	PY024259	3-Jul-23	SM106242	5011110	04100	604004	10082	11180240								13.51	
COOTR230	Admin cos	PY024259	3-Jul-23	SM106242	5011120	04100	604004	10082	11180240								7.22	
COOTR230	Admin cos	PY024259	3-Jul-23	SM106242	5011150	04100	604004	10082	11180240								11.05	