

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.

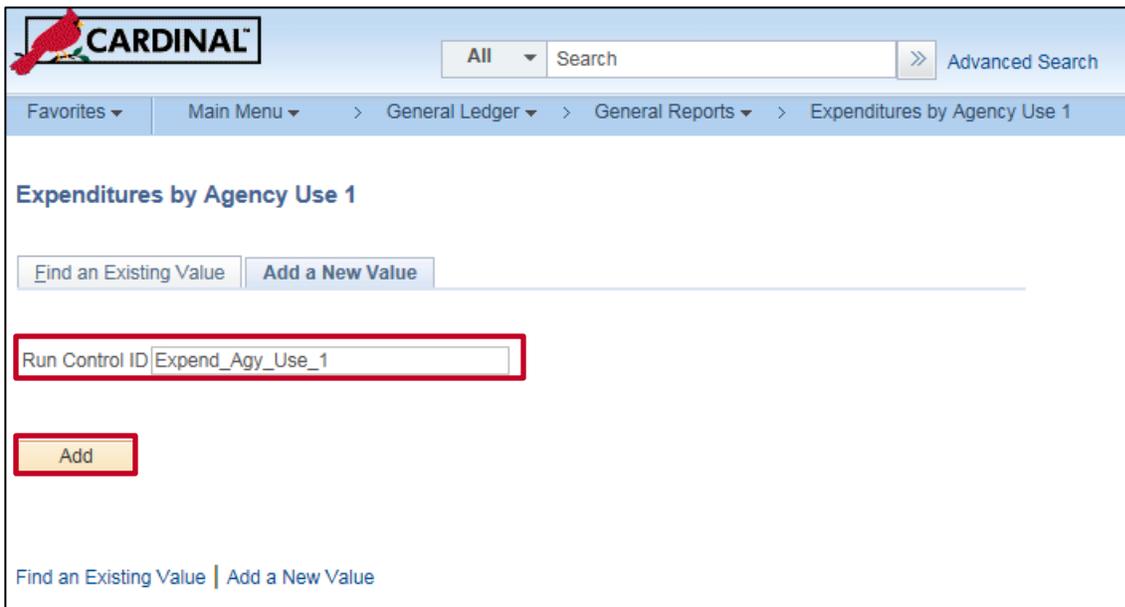
Table of Contents

Running the Expenditures by Agency Use 1 Report.....	1
By Agency Use 1.....	3
By Attribute.....	4

Running the Expenditures by Agency Use 1 Report

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

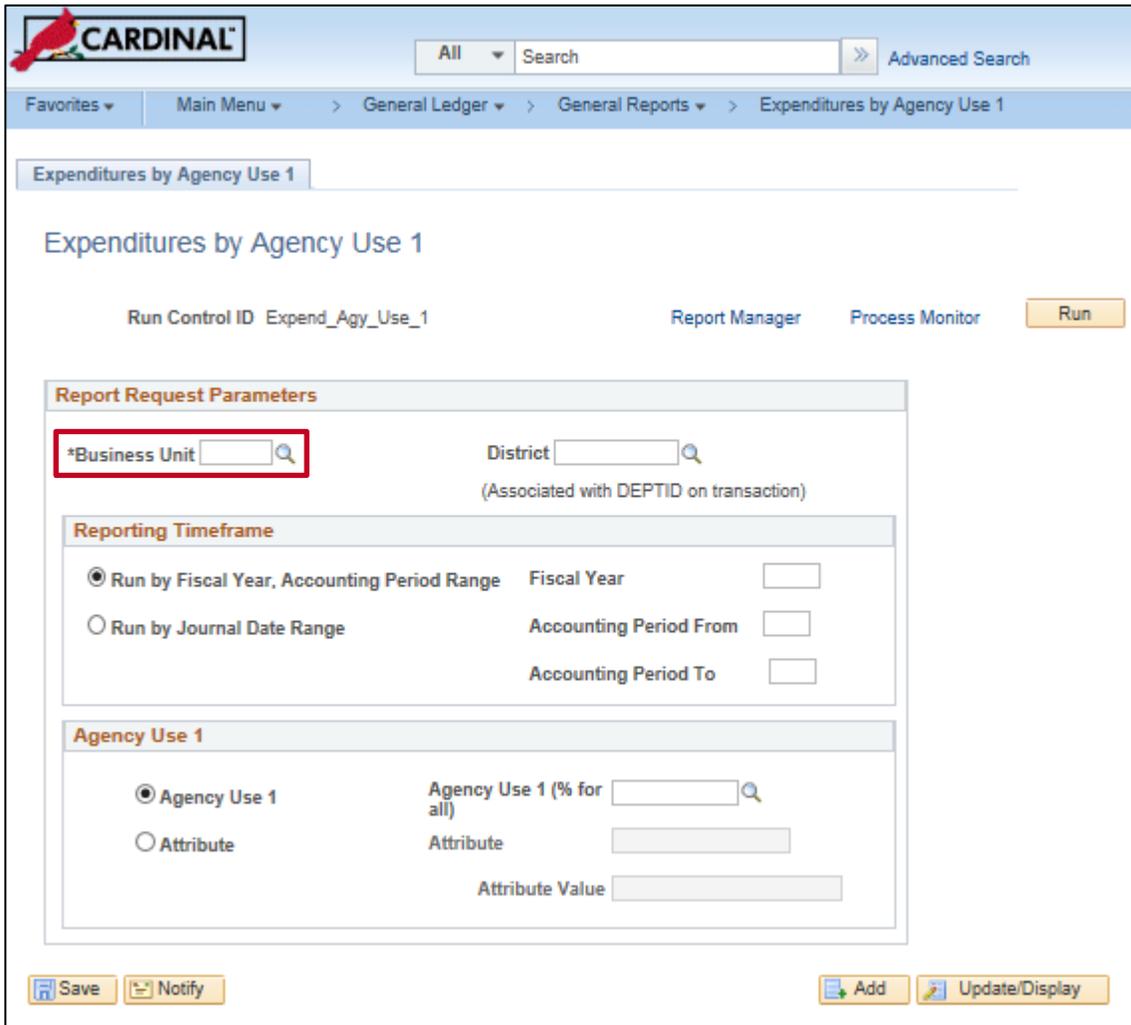
Main Menu > General Ledger > General Reports > Expenditures by Agency Use 1



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**.

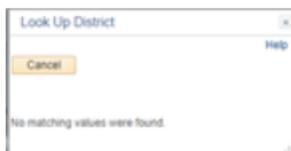
501 GL336: Expenditures by Agency Use 1 Report

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. At the top, there is a search bar and a navigation breadcrumb: 'General Ledger > General Reports > Expenditures by Agency Use 1'. Below the breadcrumb, the report title 'Expenditures by Agency Use 1' is displayed. A 'Run Control ID' field contains 'Expend_Agy_Use_1'. There are buttons for 'Report Manager', 'Process Monitor', and 'Run'. The main configuration area is divided into three sections: 'Report Request Parameters', 'Reporting Timeframe', and 'Agency Use 1'. In the 'Report Request Parameters' section, the '*Business Unit' field is highlighted with a red box, and the 'District' field has a magnifying glass icon. The 'Reporting Timeframe' section has radio buttons for 'Run by Fiscal Year, Accounting Period Range' (selected) and 'Run by Journal Date Range'. The 'Agency Use 1' section has radio buttons for 'Agency Use 1' (selected) and 'Attribute'. 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. 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.



501 GL336: Expenditures by Agency Use 1 Report

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.



The screenshot shows a form titled "Agency Use 1". It has two radio buttons: "Agency Use 1" (selected) and "Attribute". To the right of the "Agency Use 1" radio button is a text input field containing "%", followed by a search icon. Below this are two more input fields: "Attribute" and "Attribute Value", both of which are currently empty.

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 screenshot shows the same "Agency Use 1" form. The "Agency Use 1" radio button is selected. The text input field now contains "HRD%", followed by a search icon. The "Attribute" and "Attribute Value" fields remain empty.

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



The screenshot shows the "Agency Use 1" form. The "Agency Use 1" radio button is selected. The text input field now contains "HRD000000", followed by a search icon. The "Attribute" and "Attribute Value" fields remain empty.

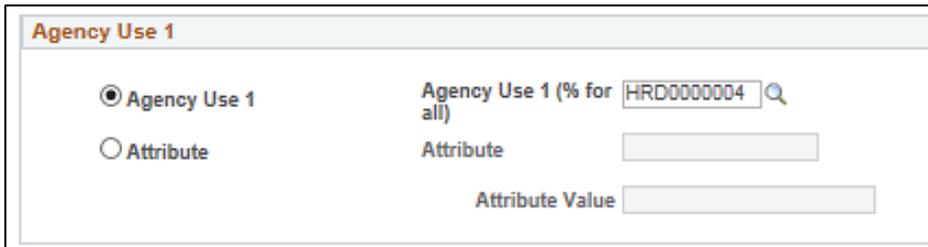
The report can be run for one **Agency Use 1** value by entering or selecting a single **Agency Use 1** value.

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.



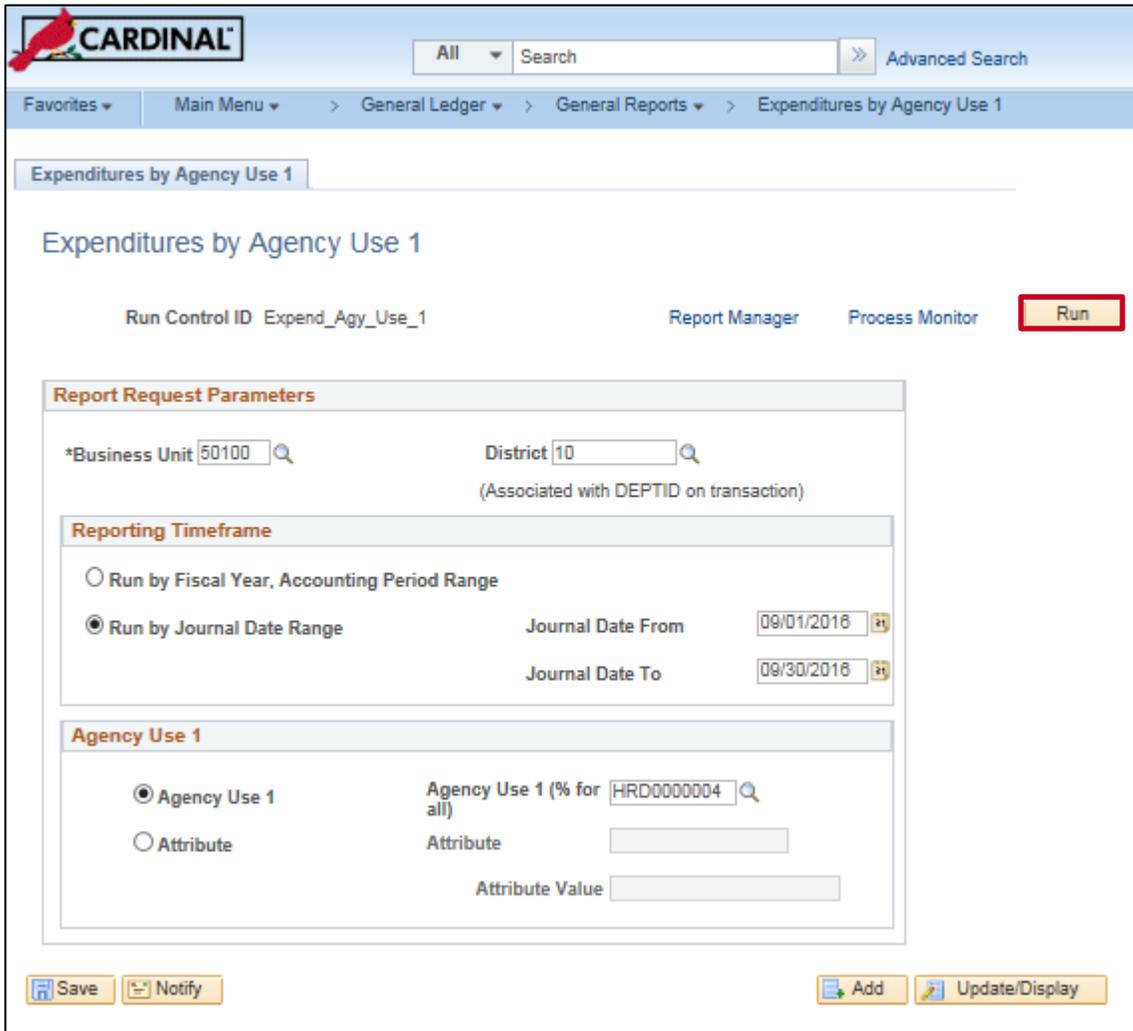
The screenshot shows the 'Agency Use 1' configuration form. The 'Attribute' radio button is selected. The 'Agency Use 1 (% for all)' field is empty. The 'Attribute' dropdown menu is open, showing 'TYPE' as the selected value. The 'Attribute Value' field contains 'SNOW-ICE'.



The screenshot shows the 'Agency Use 1' configuration form. The 'Agency Use 1' radio button is selected. The 'Agency Use 1 (% for all)' field contains 'HRD0000004'. The 'Attribute' dropdown menu is empty. The 'Attribute Value' field is empty.

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.



Expenditures by Agency Use 1

Run Control ID: Expend_Agy_Use_1 Report Manager Process Monitor **Run**

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

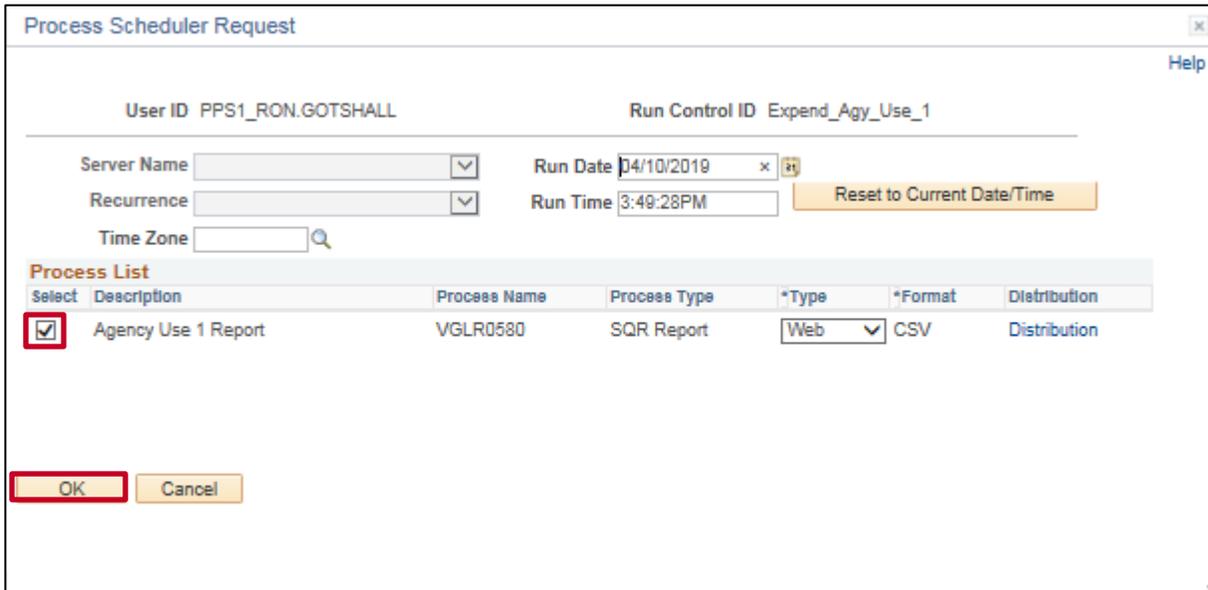
Agency Use 1

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

Attribute Attribute: Attribute Value:

Save Notify Add Update/Display

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



Process Scheduler Request

User ID PPS1_RON.GOTSHALL Run Control ID Expend_Agy_Use_1

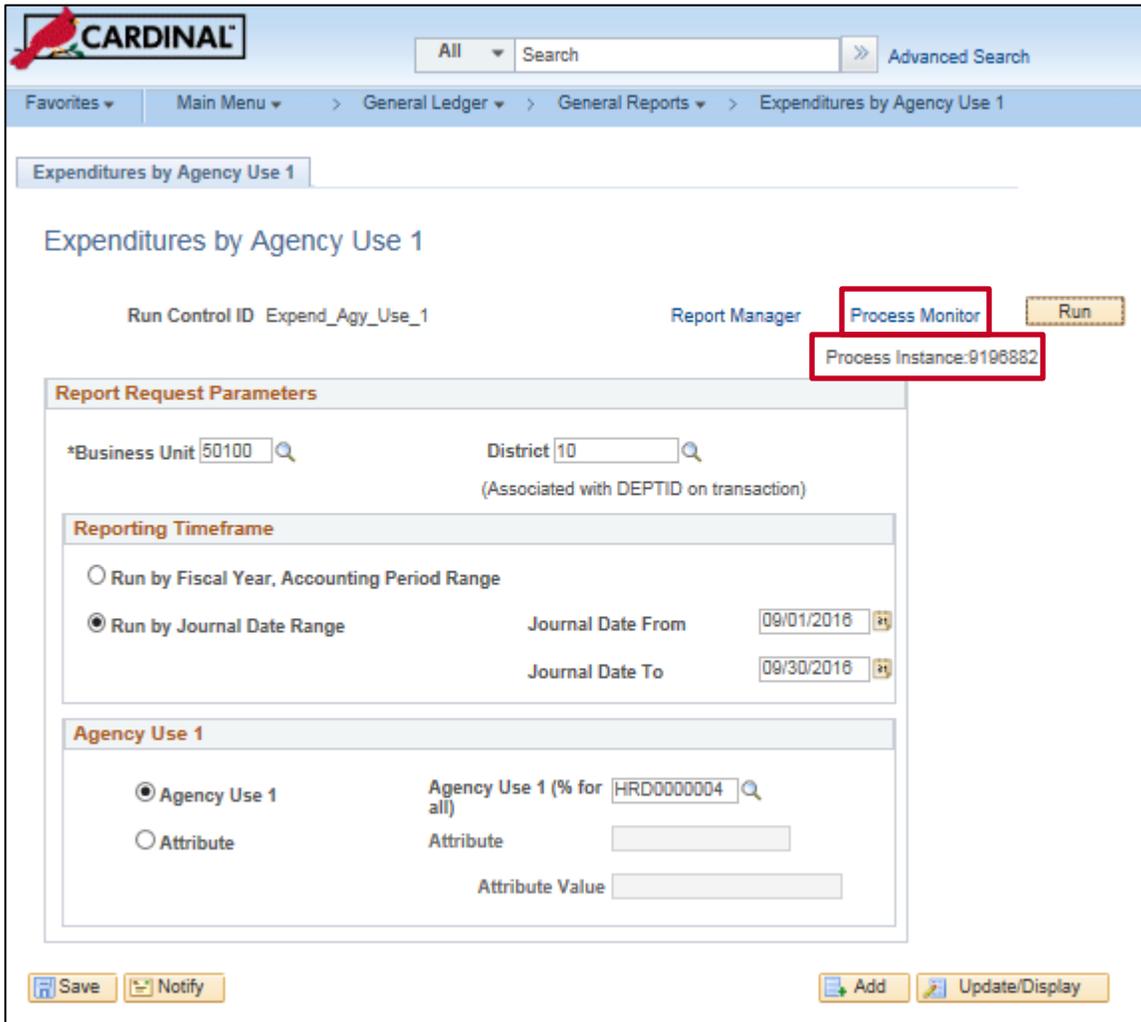
Server Name Run Date 04/10/2019
Recurrence Run Time 3:49:28PM
Time Zone

Reset to Current Date/Time

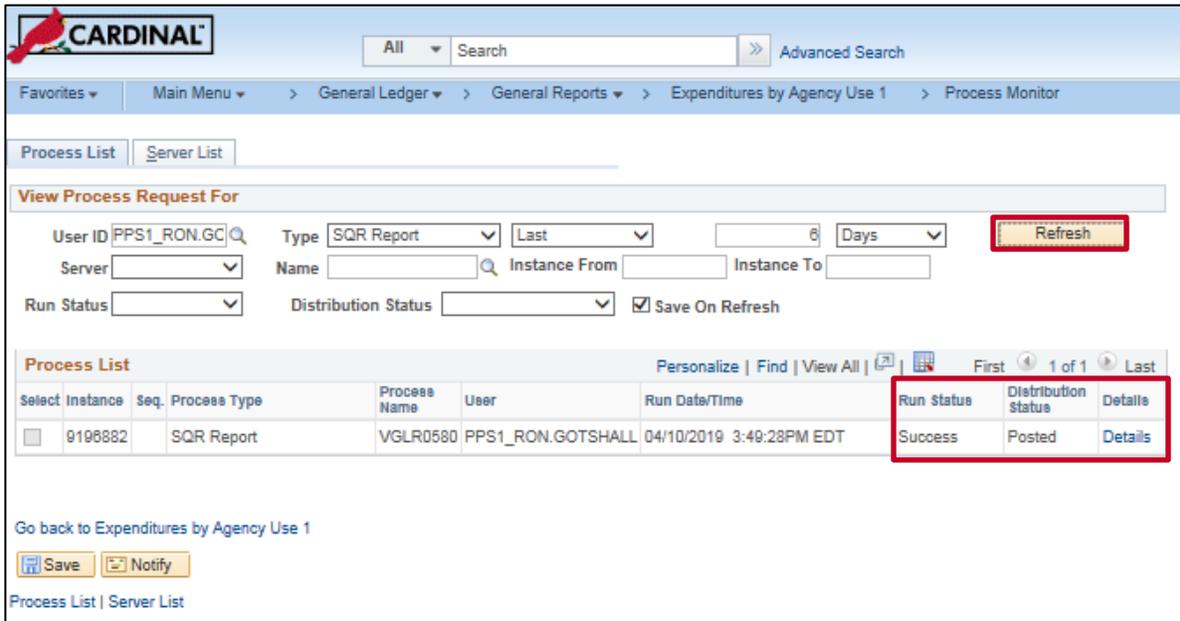
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Agency Use 1 Report	VGLR0580	SQR Report	Web	CSV	Distribution

OK Cancel

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.



View Process Request For

User ID: PPS1_RON.GC | Type: SQR Report | Last | 8 Days | Refresh

Server: | Name: | Instance From: | Instance To: |

Run Status: | Distribution Status: | Save On Refresh:

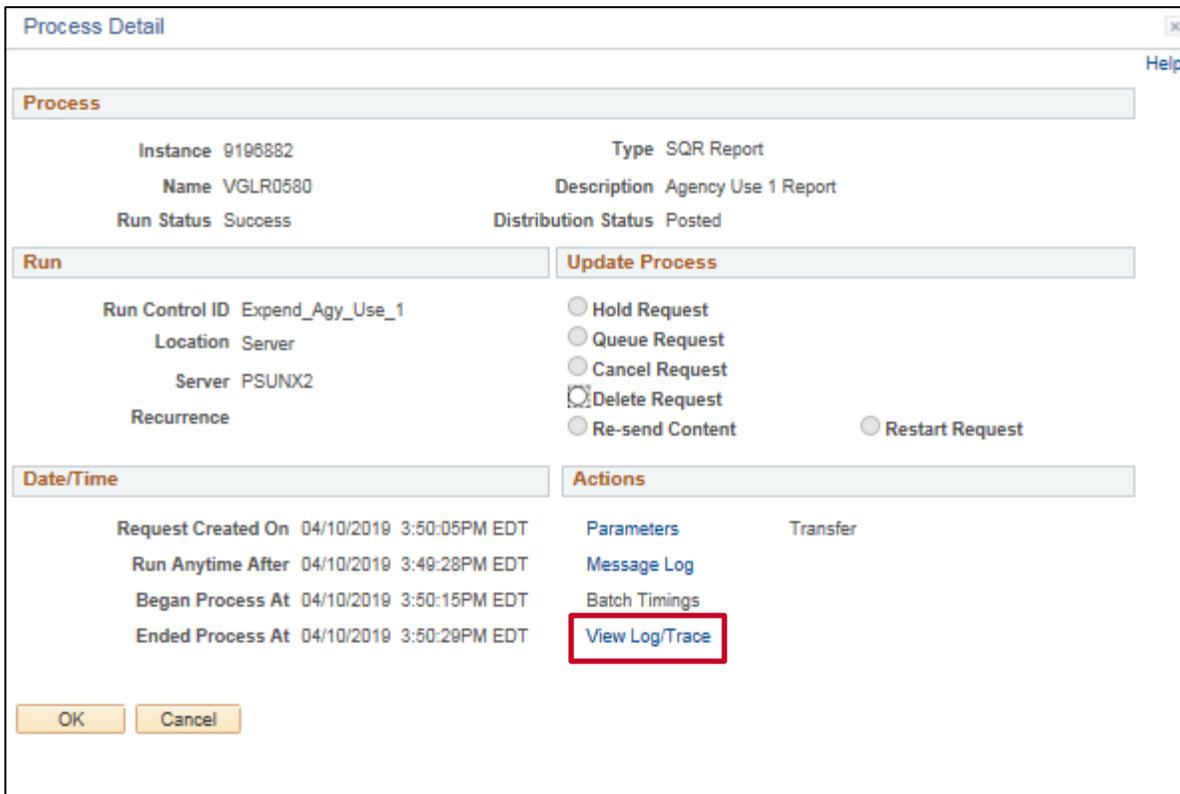
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9196882		SQR Report	VGLR0580	PPS1_RON.GOTSHALL	04/10/2019 3:49:28PM EDT	Success	Posted	Details

Go back to Expenditures by Agency Use 1

Save | Notify

Process List | Server List

- 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.



Process Detail

Process

Instance: 9196882 | 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

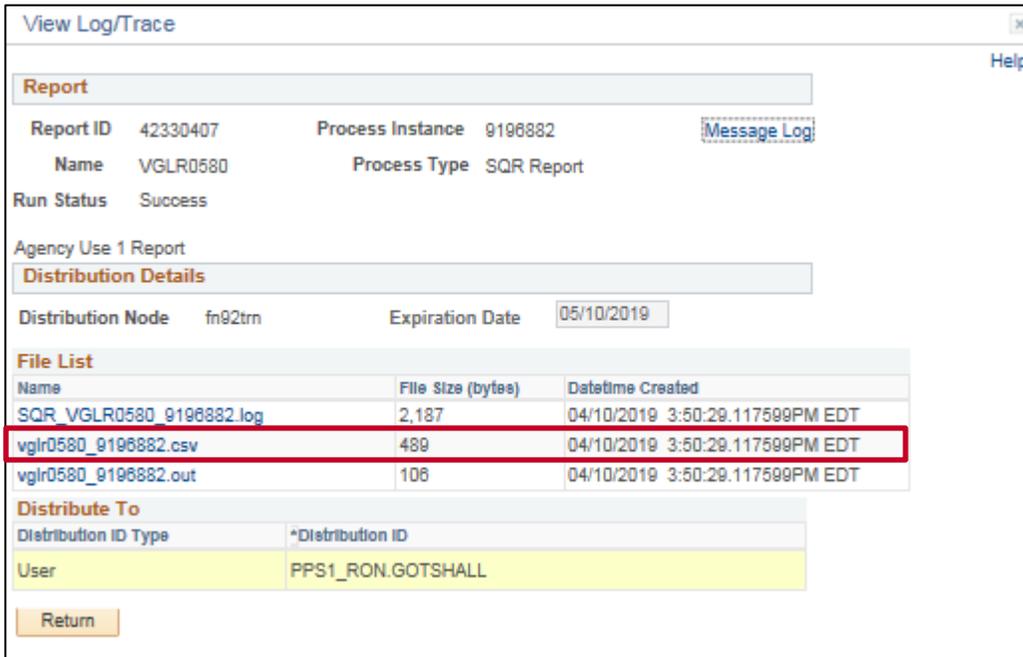
Request Created On: 04/10/2019 3:50:05PM EDT
 Run Anytime After: 04/10/2019 3:49:28PM EDT
 Began Process At: 04/10/2019 3:50:15PM EDT
 Ended Process At: 04/10/2019 3:50:29PM EDT

Actions

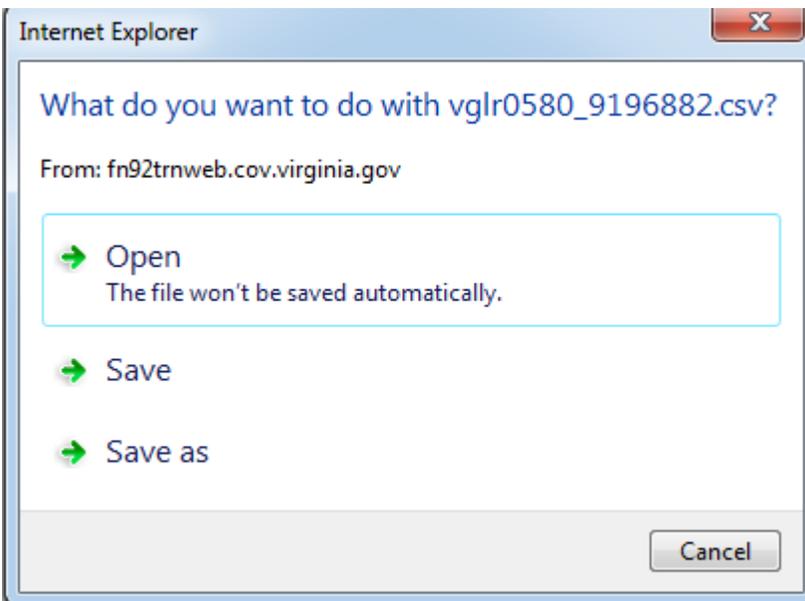
Parameters | Transfer | Message Log | Batch Timings | View Log/Trace

OK | Cancel

- 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.



General Ledger Job Aid

501 GL336: Expenditures by Agency Use 1 Report

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	Depart	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	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 display.



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 D	Journal Li	Account	Fund	Program	Departme	Cost Cent	Task	FIPS	Asset	Agency Us	PC Busine	Project ID	Activity IC	Amount	
13	00054231	Core Deve	TE0031466	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								612.47	
14	00054231	Core Deve	TE0031466	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								2304.37	
15	00054231	Core Deve	TE0031466	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								2169.85	
16	00054231	Core Deve	TE0031466	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								2329.42	
17	00054231	Core Deve	TE0031466	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								759.51	
18	00054231	Core Deve	TE0031466	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								2458.75	
19	00054231	Core Deve	TE0031466	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								1792.07	
20	00054231	Core Deve	TE0031466	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								2245.67	
21	00054231	Core Deve	TE0031466	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								1263.74	
22	00054231	Core Deve	TE0031466	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								2068.13	
23	00054231	Core Deve	TE0031466	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								2275.88	
24	00054231	Core Deve	TE0031466	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								1136.34	
25	00054231	Core Deve	TE0031466	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								1723.4	
26	00054231	Core Deve	TE0031466	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								1964.79	
27	00054231	Core Deve	TE0031466	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								2167.31	
28	00054231	Core Deve	TE0031466	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								1477.2	
29	00054231	Core Deve	TE0031466	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								2169.85	
30	00054231	Core Deve	TE0031466	1-Jul-16	7/1/2016	5011230	04100	699024	10057	11240040								1794.51	
31	00054231	Core Deve	TE0031466	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 D	Journal Li	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	