### **Dependent Accountability Report**

**Introduction** This guide provides the procedures to run the Dependent Accountability Report in Direct Access (DA).

**Procedures** See below.



#### Procedures,

continued

Step	Action								
2	A Run Control ID must be established before the report can be run. Once it is established, this Run Control ID can be used for running future reports. To add a new Run Control ID, click <b>Add a New Value</b> .								
	Dependent Accountability Rpt								
	Enter any information you have and click Search. Leave fields blank for a list of all values.								
	Find an Existing Value         Add a New Value								
	▼ Search Criteria								
	Search by: Run Control ID begins with								
	□ Case Sensitive								
	Search Advanced Search								
	Find an Existing Value   Add a New Value								
3	Enter a <b>Run Control ID</b> . This can be anything but should be something easily remembered. Click <b>Add</b> .								
	Dependent Accountability Rpt								
	Eind an Existing Value Add a New Value								
	*Run Control ID SRC								
	Add								
	Find an Existing Value   Add a New Value								

#### Procedures,

continued

Step		A	ction										
4	The Cg Dep Aud Rpt page will display.												
	• Enter the <b>Department</b> II	D number (or	use the look	up icon t	o search	for the							
	Department ID number).	× ×		1									
	• Using the drop-down, se	lect the <b>Repo</b>	t Type.										
	Click Run.												
	Cg Dep Aud Rpt												
	Run Control ID SRC	Re	port Manager	Process M	onitor	Run							
	Run Mode												
5	Department 007865 Report Type Dept SPO Save Notify		n Verify P		Add L	Jpdate/Display							
5	Server Name drop-down	luest will ope	n. verity PS	SUNA 1S	displayed	u în the							
		Process S	cheduler Request	t		×							
	User ID 1234567		Run Control II	D SRC		Help							
	Server Name PSUNX	<b>~</b> 6	un Date 11/14/2023										
	Recurrence	~ R	un Time 1:32:04PM		Reset to Current	Date/Time							
	Time Zone Q												
	Process List	2		2-									
	Select Description		Process Type	<u>i</u> lype	*Format	Distribution							
	CODEFAUIREIS	CODEFAUTRETS	Application Engine	vveb 🗸		Distribution							
	OK Cancel												
							j						
	1												

Continued on next page

#### Procedures,

continued

					Action				
The Cg Dep Aud Rpt page will re-display with a <b>Process Instance</b> number. Select <b>Process Monitor</b> .									
C	g Dep Aud Rp	t							
	Run Contro	ID SRC	;		Report Manager	Process	Monitor		Run
Run	Mode					Process	nstance:147	8560	
	Departi	ment 0078	65 <b>Q</b>						
	Report	Type Dep	ot 🗸						
Sav	ve Notify	· _					Add	Update	/Display
Proc the <b>I</b>	essing. C	lick the <b>I</b> on Statu	<b>Refresh</b> b s indicate	outton es Post	until the <b>Ru</b> ted. This may	<b>n Status</b> y take a	updates considera	to Su able a	ccess and mount of
Proc the <b>I</b> time peric Once Post	essing. C. Distribution depending odically. the Run a ed, click <b>E</b>	lick the <b>I</b> on Statua g on the s Status in <b>Details</b> .	<b>Refresh</b> the sindicate size of the dicates S	outton es Post e file. uccess	until the <b>Ru</b> ted. This may Continue to s and the Dist	<b>Status</b> y take a click the ribution	updates considera e Refresh Status ir	to Sud able a butto ndicat	ccess and mount of on
Proc the <b>I</b> time peric Once Poste	essing. C Distribution depending odically. e the Run ed, click <b>E</b>	lick the <b>I</b> on Status g on the s Status in Details.	Refresh t s indicate size of th dicates S	uccess	until the <b>Ru</b> ted. This may Continue to s and the Dist	y take a click the	updates considera e Refresh Status ir	to Sue able a butto	ccess and mount of on es
Proc the I time peric Once Poste View Proce User	essing. C Distribution depending odically. e the Run field ed, click <b>E</b> coss List potess Request For ID 1234567	lick the <b>I</b> on Status g on the s Status in Details.	Refresh to s indicate size of the dicates S	uccess	until the <b>Ru</b> ted. This may Continue to s and the Dist	1       Days         1       Days	updates considers e Refresh Status ir	to Sud able a n butto ndicato	ccess and mount of on es
Proc the I time peric Once Poste View Pri User Ser Run S	essing. C Distribution depending odically. e the Run b ed, click <b>E</b> ded, click <b>E</b> ded, click <b>C</b> det the Run b ed, click <b>C</b> det the Run b ded, click <b>C</b> det the Run b det the Run b	Lick the I on Status g on the status in Status in Details.	Refresh to s indicates size of the dicates S	e file. uccess	until the <b>Ru</b> ted. This may Continue to and the Dist	Status     y take a     click the     ribution     1 Days     tance To     Report	updates considera e Refresh Status ir	to Sud able a n butto ndicato	ccess and mount of on es
Proce the I time peric Once Poste View Pro User Run 3	essing. C Distribution depending odically. e the Run f ed, click <b>E</b> uss List lp 1234567 up 1234567 uss List	Lick the <b>I</b> on Status g on the status in Octails.	Refresh to s indicates size of the dicates S	e file. uccess	until the <b>Ru</b> ted. This may Continue to and the Dist	1       Days         1       Days         Report	updates considera e Refresh Status ir	Refresh	Ccess and mount of on es
Proce the I time peric Once Post Proce View Proce Run 3 * Proce E	essing. C Distribution depending odically. e the Run field ed, click <b>E</b> sss List Di 1234567 ID 12355 ID 123555 ID 123555 ID 123555 ID 1235555 ID 12355555 ID 12355555 ID 123555555555555555555555555555555555555	lick the <b>I</b> on Status g on the s Status in Details.	Refresh to s indicates size of the dicates So dicates So of the dicates So of the dicates So of the di	uccess	until the <b>Run</b> ted. This may Continue to and the Dist	A Status y take a click the ribution	updates considers e Refresh Status ir Manager	to Sur able a n butto ndicato Refresh Clear Reset	Ccess and mount of on es

Procedures,

continued

Step	Action	
8	The Process Detail will open. Click View Log/Trace.	
	Process Detail ×	
	Process Help	
	Instance     1478560     Type     Application Engine       Name     CGDEPAUTRPT8     Description     CGDEPAUTRPT8       Run Status     Success     Distribution Status     Posted       Update Process	
	Run Control ID     SRC     Hold Request       Location     Server     Queue Request       Server     PSUNX     Delete Request       Recurrence     Re-send Content     Restart Request       Date/Time     Actions     Transfer	
	Request created of     11/14/2023     1:32:39/M EST     Message Log     View Locks       Began Process At     11/14/2023     1:32:55PM EST     Batch Timings     View Locks       Ended Process At     11/14/2023     1:33:10PM EST     View Log/Trace	
9	Select DEPENDENT_ACCOUNTABILITY_DEP_RPT.csv.	
	NOTE: The DEPENDENT_ACCOUNTABILITY_MEM_RPT.csv w display the member information.	ill <b>only</b>
	Report Heip	
	Report ID     1506478     Process Instance     1478560     Message Log       Name     CGDEPAUTRPT8     Process Type     Application Engine       Run Status     Success       CGDEPAUTRPT8       Distribution Details	
	Distribution Node RPTNODE Expiration Date 01/13/2024 File List	
	Name File Size (bytes) Datetime Created	
	AE_CGDEPAUTRPT8_1478560.stdout 294 11/14/2023 1:33:10.670270PM EST	
	DEPENDENT_ACCOUNTABILITY_DEP_RPT.csv         7,856         11/14/2023         1:33:10.670270PM EST	
	DEPENDENT_ACCOUNTABILITY_MEM_RP1.csv 8,966 11/14/2023 1:33:10.670270PM EST Distribute To	
	Distribution ID Type Distribution ID	
	User 1234567 Return	

Procedures,

continued

Step	Action
10	A prompt will appear asking to Save. Select a folder and click Save.
	Save As X
	← → · ↑ → OneDrive - Unit > Whiteboards · ♂ O Search Whiteboards
	Organize   New folder
	<ul> <li>Desktop</li> <li>DMS</li> <li>Favorites</li> <li>Mail</li> <li>Reference</li> <li>Whiteboards</li> <li>This PC</li> <li>File name: DEPENDENT_ACCOUNTABILITY_DEP_RPT</li> <li>Save as type: Microsoft Excel Comma Separated Values File</li> <li>A Hide Folders</li> </ul>
11	You can locate the file in your folder or open it by clicking the <b>download</b> icon in your navigation bar and clicking on the <b>file name</b> .
	Recent Downloads ×
	DEPENDENT_ACCOUNTABILITY_DEP_RPT.cs v 7.7 KB • Done Show all downloads

#### Procedures,

continued

Step	Action										
12	The file will open in an Excel Spreadsheet that may be sorted according to										
	preference saved and/or printed										
	DEPEND	RELATION	i pina	SAME		D	<b>y</b> x	EMPL	EMPL	w .	1 <u>2</u> AA
	PROCESS         / BEN           INSTANCE (DNLD)         D         LAST NAME         FIRST           1472800         132467         S Gallagher         Final           1472800         123467         S Gallagher         Final           1472800         123467         S Final         Weiter           1472800         122345         S Final         Weiter           1470900         122345         S Gallagher         Imm           1470900         123465         S Gallagher         Imm	TO TAAME BWR/DYEE DATE OF BIRTH- \$ 7/1u/200 a SP 8/19/197 Tica SP 8/19/197 b 4/10/201 S 1/20/202 Y S 1/26/198 SP 10/23/198 SP 10/23/198	ADDRESS EFF TYPE DAT 46 MAIL 46 MAIL 2 MAIL 2 MAIL 36 MAIL 36 MAIL 34 MAIL 7 MAIL	ECTIVE ADDRESS AS E EMPLOYEE 3/5/1996 V 7/1/2020 V 1/14/2015 V 4/10/2017 V 1/13/1997 V 1/13/1997 V 4/6/2016 V	D D D D D D D D D D D D D D D D D D D	D R CITY S New Lenox II Aurora II Aurora II Plainfield II Plainfield II Plainfield II	POSTAL FATE CODE COL 60451 US/ 60552 US/ 60552 US/ 60552 US/ 60554 US/ 60544 US/	PHONE         SAME           JNTRY         EMPL           HOME         S55/5           CELL         S55/5           CELL         S55/5           S55/5         S55/5           S55/5         S55/5	AS PHONE TYPE P 55-5555 55-555	EPEND HOME CELL HONE PHONE # PHO 55/555-5555 55/555-5555 55/555-5555	BUSINESS STSTEM INE # PHONE DATE 11/14/2023 11/14/2023 11/14/2023 11/14/2023 11/14/2023 11/14/2023 11/14/2023 11/14/2023
13	Here is a close	r look at t	he data	in thi	s report:						
	DEPI	END		RELATION					SAME		
	PROCESS / BEI			TO EMPLOYEE		AGE	ADDRESS	EFFECTIVE	ADDRE		DESCLINE 1
	1478560 1234567	5 Gallagher	Frank	S	7/10/200	9 14	MAIL	3/5/19	196 Y	123 V	allev Street
	1478560 1234567	4 Jackson	Shiela	SP	8/19/197	7 46	MAIL	7/1/20	20 Y	123 V	alley Street
	1478560 1122345	5 Fisher	Veronica	SP	1/4/198	1 42	MAIL	11/14/20	15 Y	2345	Maple Street
	1478560 1122345	6 Gallagher	Fiona	D	4/10/201	76	MAIL	4/10/20	17 Y	2345	Maple Street
	1478560 1122345	7 Ball	Kevin	S	1/20/202	1 2	MAIL	1/20/20	021 Y	2345	Maple Street
	1478560 1234455	4 Milkovich	Mickey	S	12/6/198	6 36	MAIL	1/13/19	97 Y	3456	Port Lane
	1478560 1234455	5 Gallagher	lan	SP	10/23/198	9 34	MAIL	1/13/19	197 Y	3456	Port Lane
	1478500 1234455	6 Gallagher	Liam	3	4/0/201	0 /	MAIL	4/6/20	10 Y	3430	Port Lane
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	D D D			EMPL		EMPL					
	D D D	POSTAL		PHONE	SAME AS	PHONE	DEPEND	HOME	CELL	BUSINESS	SYSTEM
	R RE R CITY	STATE CODE	COUNTRY	TYPE	EMPL PHONE	ТҮРЕ	PHONE	PHONE #	PHONE #	PHONE	DATE
	New Lenox	IL 6043	1 USA	HOME	555/555-5555						11/14/2023
	New Lenox	IL 6045	1 USA	CELL	555/555-5555						11/14/2023
	Aurora	IL 6050	2 USA		555/555-5555						11/14/2023
	Aurora	IL 6050	2 USA	CELL	555/555-5555						11/14/2023
	Aurora	IL 6050	2 USA		555/555-5555						11/14/2023
	Plainfield	IL 6054	4 USA		555/555-5555	MAIN	555/555-	5555			11/14/2023
	Plainfield	IL 6054	4 USA		555/555-5555	MAIN	555/555-	5555			11/14/2023
	Plainfield	IL 6054	4 USA		555/555-5555		555/555-	5555			11/14/2023