State Software Reports & USAS Account Filters

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State Software Reports

Template & Canned Reports

- Template Reports:
  - Can be customized
- Canned Reports:
  - Allow for more complex calculations and formatting
  - Quicker performance

	Report Name	Username
	SSDT Audit Trail	SSDT
	SSDT Budget Account Activity Report	SSDT
	SSDT Budget Summary	SSDT
	SSDT Disbursement Detail	SSDT
	SSDT Financial Detail Report	
	SSDT Outstanding Disbursement Summary	
	SSDT Outstanding Purchase Orders	
	SSDT Purchase Order Detail	

Template Reports (Above): Found on the Home Page Report Links or the Report Manager Grid

Canned Reports (Right): Found on the Report Menu

Report | Extracts | System | Utili

Report Bundles
Report Manager
Custom Report Creator

Account Activity Report
Account Payable Report
Account Status Report
Audit Report
Budget Summary Report
Disbursement Detail Report
Financial Detail Report
Financial Summary by Fund Report
Purchase Order Detail Report
Vendor New Hire Report
Revenues and Expenditures Report

Template & Canned Reports

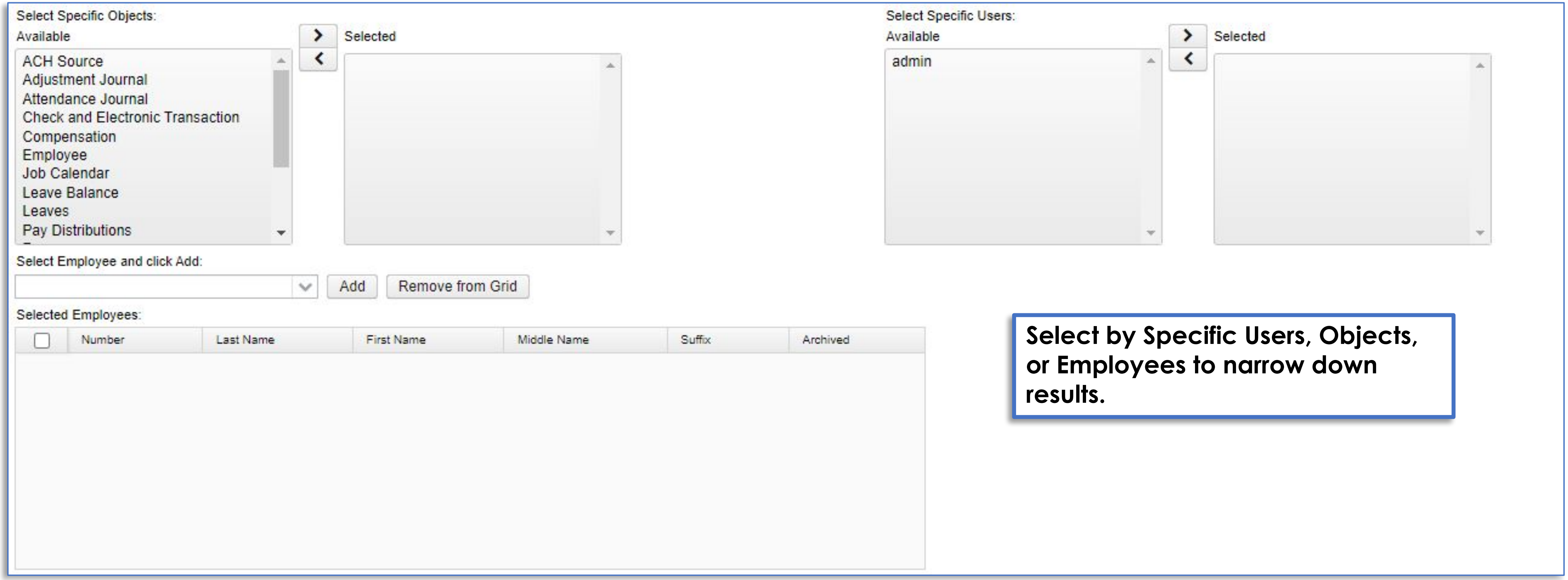
- Several USAS-R Template reports have been rewritten as canned reports to improve performance
- Use most optimized version of report when possible
- Canned Reports have other improvements for ease of use
  - Date Selection
  - Drop down for Filters & As of Period
  - Data Selection (Audit Reports)

Performance Improvements

USAS	
Budget Account Activity Report	25%
Revenue Account Activity Report	75%
Disbursement Detail Report	91%
Budget Summary Report	68%
Purchase Order Detail Report	95%
Financial Detail Report	99.98%

USPS	
ABS 101 Report	91%
Payroll Report	53-80%
Earnings Register	65%
Audit Report	1-85%
Quarter Report	85%
W2 Report	33%

Audit Report Improvements

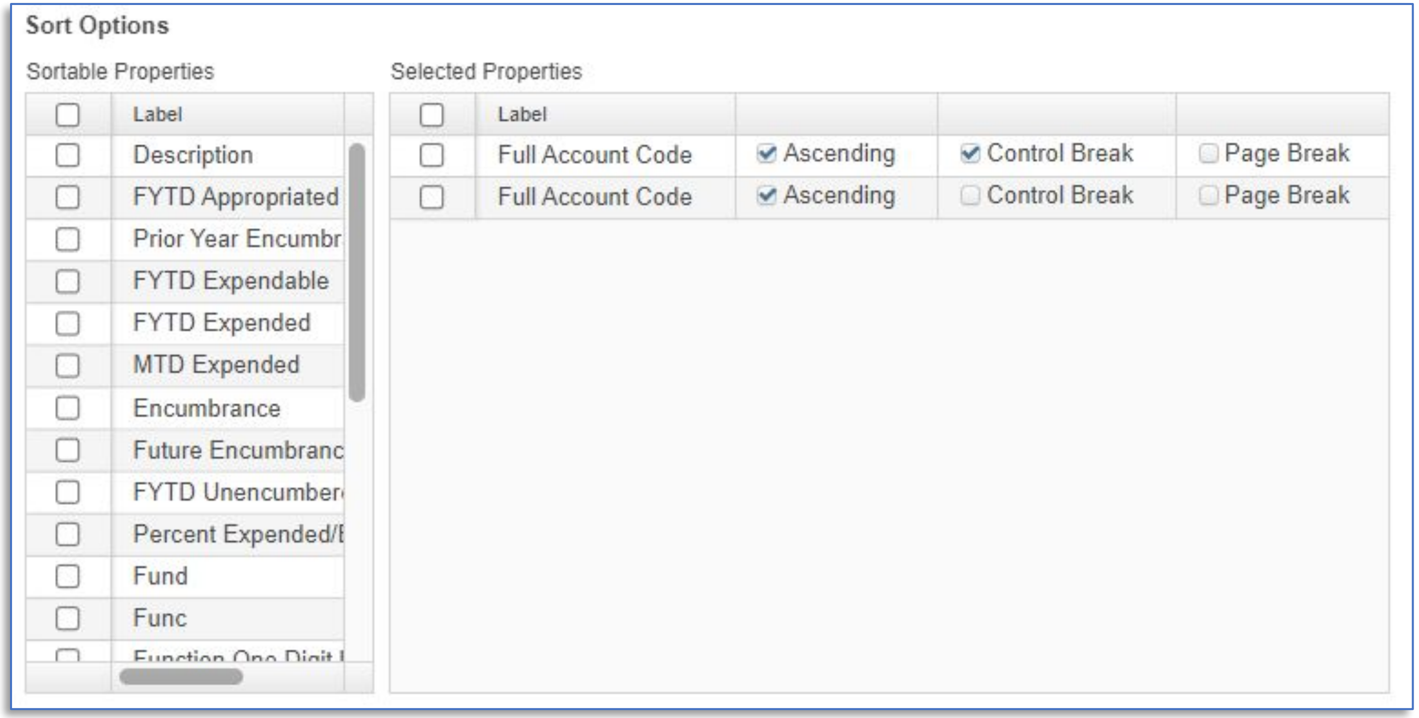


Sort & Subtotal Reports

- Dynamic Sort Options have been added to assist with more effective report generation

- Use these to add sort & subtotal options “on the fly”

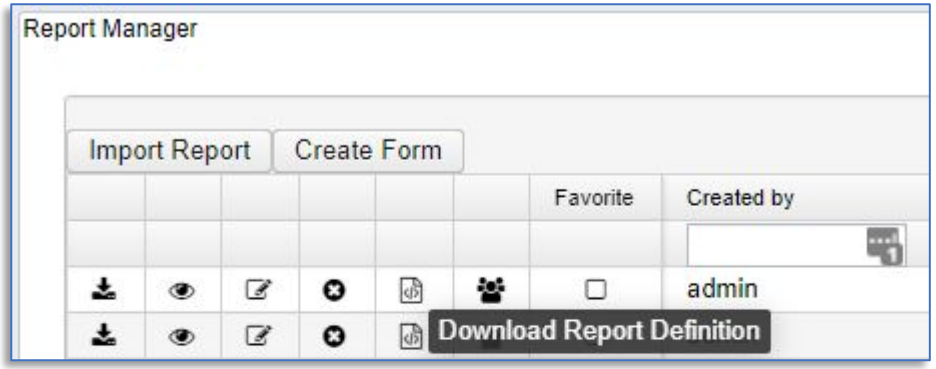
- Can be used with Save & Recall options



Custom Template Reports

- Include or exclude properties
- Determine specific sorts, subtotal, detail headers
- Filter to specific results
- Customize visual report details
    - Column headings
    - Column width

Sharing Reports



- Report definitions created by other entities can be shared across instances using the download & import options

- Use the “Download Report Definition” option to save the report definition to your computer as a .json file
  - The .json file can then be sent to others to import

- Use the “Import Report” option to add new reports to your Report Manager

Useful Tips

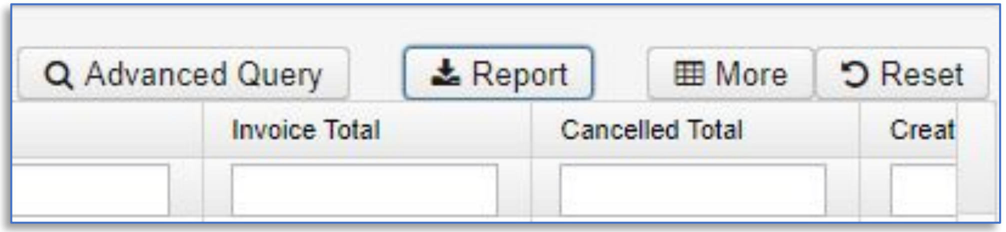
- Save & Recall
  - Save commonly used report parameters
  - Available on both canned and template reports
- Account Filters
  - Available in USAS for account codes
- Format Options

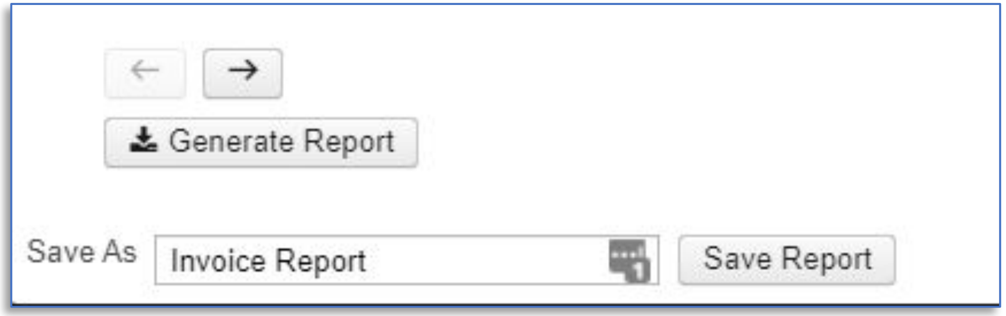
TIP: Use the Excel-Data format for results in a data spreadsheet format. Use the regular Excel format for output that maintains formatting in Excel. This can be used for additional visual customization of the report.

Useful Tips

- Don’t reinvent the wheel! Create a new template report from an existing one

- Use the Reports option on grids to begin custom reports
  - Add columns to the grid with data to be included
  - Enter filters on grid
  - Use “Save As” field to save template report





Useful Tips

- Create custom Report Bundles
- Generate “Immediately” to prompt a group of reports whenever you need or schedule for a specific event or interval
- Can customize report parameters when creating the Report Bundle

USAS Account Filters

What Are Account Filters?

- Account filters can be used to limit users to specific accounts for their affiliated building or program
  - This is comparable to Classic's USASEC

- Account filters can also be used to filter information on reports

Account Filters SSDT Wiki Page

Utilities > Account Filters

- The Account Filters page can be found on the Utilities Menu
- Account Filters are organized in a grid by filter name
- Sort/Filter Grid functions available to locate existing filters

Permission to this page is granted via USAS_FILTERS. This is included in the USAS_Manager Role.

Creating an Account Filter

- **Filter Name:** This is how the filter will appear when entering/selecting it in the system. Template reports require typing in the filter name so simple names may be helpful!

- **Active:** Will be checked by default. Inactive filters will not appear in account filter dropdowns. When an inactive filter is used on a report it will return no results.

Creating an Account Filter

- **Order:** When assigning order numbers, it is important to assign the more detailed accounts with lower order numbers at the top of the grid (e.g. 1, 2, 3 ...) and the less detailed accounts a higher order number.

- **Add Accounts:** Add Icon + at bottom will add a new row onto the end. Using the Add Icon on a row will insert a new row below that row.

Creating an Account Filter

- **TI:** Indicates which level of accounts the filter row will apply to. Only fields relevant to that TI will be used in that filter row.

TI	Account Type	Relevant Fields
00	Cash Accounts	Fund, SCC
02	Expenditure Accounts	Fund, Function, Object, SCC, Subject, OPU, IL, Job
03	Revenue Accounts	Fund, Receipt, SCC, OPU

Creating an Account Filter

- **Wildcards:** (% symbol) can be used in the account dimensions when giving access to more than one account.

For example:

Account Filters

	TI	Fund	Func	Receipt	Object	SCC	Subject	OPU	IL	Job	Acces
1	02	001	242%		5%						R-P
2	02	001	242%		6%						R-P

- **Ranges:**(value1..value2) can be used in the account dimensions when giving access to ranges of accounts.

For example:

	TI	Fund	Func	Object	Access
1	02	001..300	1230..1239	100..190	R
2	02	001..300	1230..1239	200..292	R
3	02	001..300	1230..1239	400..499	R

Creating an Account Filter

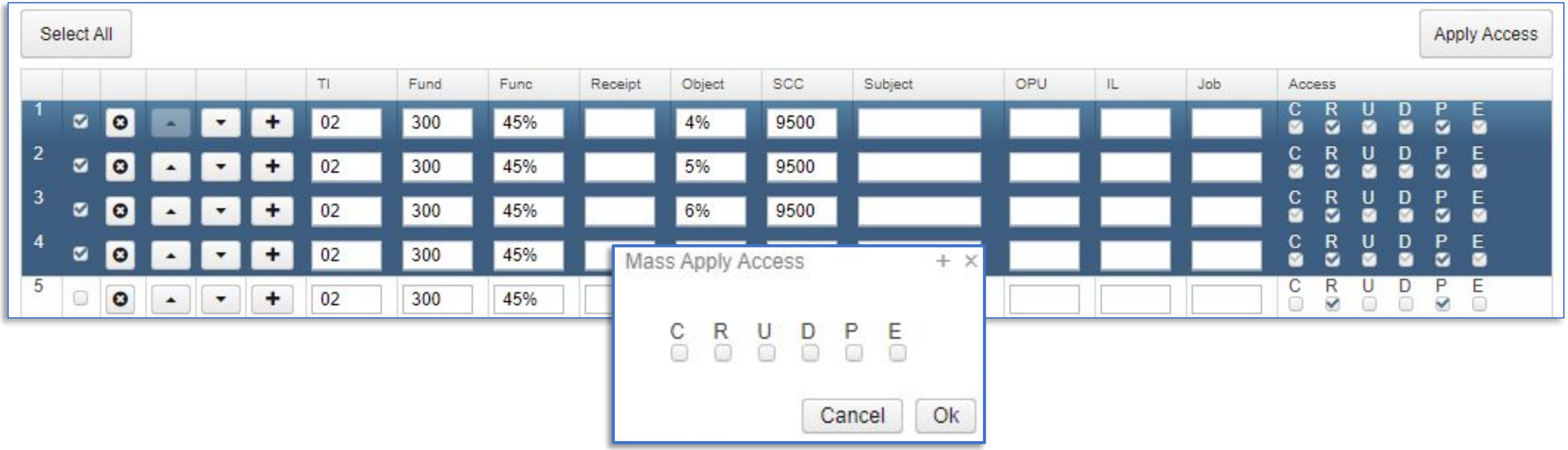
- **Access:** Determines the access level for accounts matching that row of the filter

C	Create	Allows user to create accounts for this filter
R	Read	Allows user to view the accounts for this filter. Includes accounts on reports run with this filter.
U	Update	Allows user to modify accounts for this filter
D	Delete	Allows user to delete accounts for this filter
P	Pre-encumbrance	Allows user to post requisitions against this filter
E	Encumbrance	Allows user to post purchase orders against this filter

Note: Users must also have appropriate permissions granted via Roles to perform actions such as Create, Delete, Update

Creating an Account Filter

- **Apply Access:** Used to mass add access on several account filter lines at once.



Creating an Account Filter

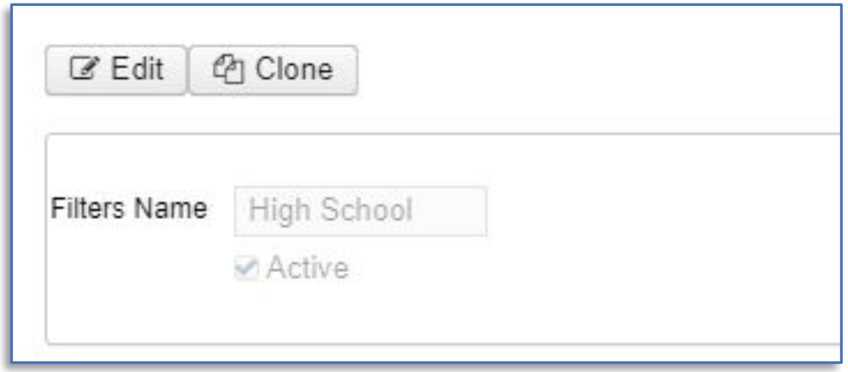
- **Exclude Accounts:** To exclude accounts from a filter, create a row with account dimensions and leave all Access checkboxes unchecked.

> **Exclude Accounts**
> When excluding accounts, these rows generally need to be at the top of the Account Filter Grid. If there are any rows prior to the row to exclude that give access to the account, it will not be excluded. Moving the exclude rows to the top will ensure those are recognized first.

Creating an Account Filter

- **Edit Filters:** Use the edit icon on the Account Filters grid to open filters to edit. Editing a filter will allow adding, removing, or updating rows on the filter.

- **Clone Filters:** View the Account Filter and use the Clone button to use an existing filter to create a new one with similar accounts. Once the filter is cloned, any changes can be made prior to saving as a new filter.

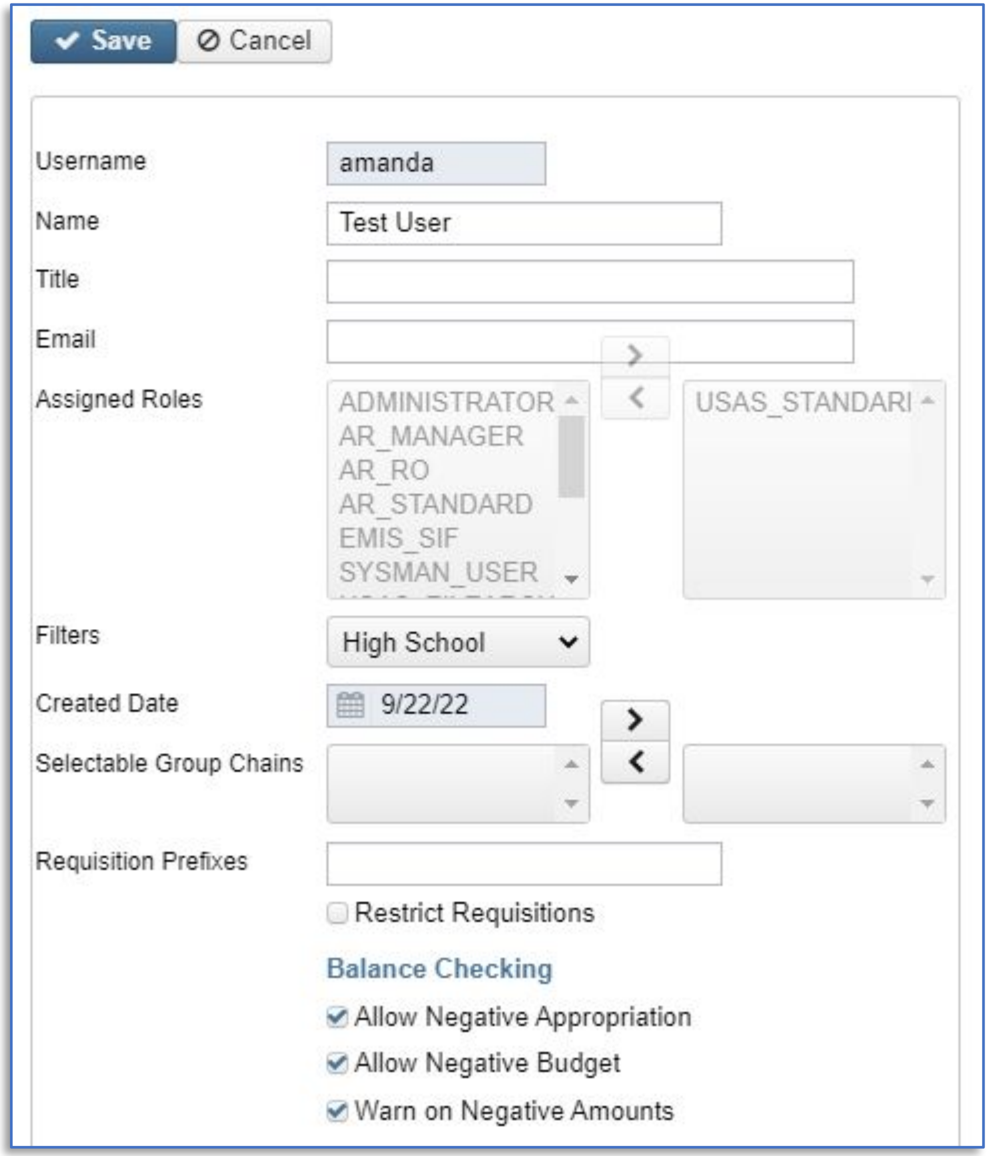


Assigning to a User

- Who can assign Account Filters to a User?
- SSDT Roles that contain full User Update access
  - SYSMAN_USER
- SSDT Roles that contain Limited User Update access
  - USAS_MANAGER
  - USAS_USER_PROFILE

Assigning to a User

- Fields available to edit on the Users record with the Limited User Update access includes:
    - name
    - title
    - email address
    - **account filters**
    - selectable group chains
    - requisition prefixes
    - restrict requisitions
    - balance checking flags



User with an Account Filter

- Will only see their assigned accounts in Core > Accounts grids
- Will only include their assigned accounts on reports
- Will only see their available accounts when entering transactions
  - Note: these accounts must have encumbrance and/or pre-encumbrance access granted on that row of the filter

Filters on Reports

- Filters can also be used to include specific accounts on reports

- These can be used in replace of, or in addition to the other Query Parameters when generating reports

Include Fund	001
Include Function	
Include Object	
Include SCC	
Include Subject	
Include OPU	
Include IL	
Include Job	
Filter	Supplies
Total As of Period (If specified, totals will be calculated as of that period)	

Filters on Reports

TIP: Use Filters for more complex report filtering or for combinations used often

- Filters can use Wildcard filtering and/or Ranges
- Once you create the filter it can be used over and over again
- The filters can be saved in report parameters with the Save & Recall

There is no limit to the number of Account Filters you can create.
Think about creating Filters for Grants, Buildings, Departments and Activities!

Thank you!

- Other Resources
  - SSDT Wiki: https://wiki.ssdt-ohio.org/
  - SSDT Newsletters: https://wiki.ssdt-ohio.org/display/NEWS/Newsletters+Home
  - USAS-R & USPS-R Public Libraries: Find the link in the Help > Public Reports Library section of the application!