

# USAS & USPS Custom Reports

Advanced Configuration  
Options

OECD United Conference

*SSDT Educational  
Software Solutions*



# Agenda



Canned vs. Template - Which one should I use?



Options Available for Both Types



Customizing Template Reports



Upcoming Report Improvements



Customizing Forms



# Template vs Canned Reports

- Use most optimized version of report when possible
- Several USAS-R Template reports have been rewritten as canned reports to improve performance
- Should use canned instead of template reports when possible for best 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
SSDT Outstanding Disbursement Summary	SSDT
SSDT Outstanding Purchase Orders	SSDT
SSDT Purchase Order Detail	SSDT

Report ▾ Extracts ▾ System ▾ Utiliti

- Report Bundles
- Report Manager
- Custom Report Creator

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- 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

**Old Version (Above):** Template Report found on the Home Page Report Links or the Report Manager Grid

**New Version (Right):** Canned Report found on the Report Menu



# Template vs. Canned Reports

## Template Reports

- Slower (depending...)
- More SSDT reports to choose from
- Accessible via Home Page or Reports menu
- Schedule individual template report
- Can share report definition
- Can download report definition
- Can add template reports to report bundle and schedule via cron job
- Same parameters offered as canned
- Dynamic sorting offered

## Canned Reports

- Faster (depending...)
- Fewer but needed for complexity & performance
- Accessible via Reports menu
- Unable to schedule individual canned report
- Unable to share canned report definition
- Unable to download canned report definition
- Can add canned reports to report bundle and schedule via cron job
- Same parameters offered as template
- Dynamic sorting offered



# Canned Reports

- Canned version of reports offers the same parameters that their template counterparts do
- Upgrades made to canned
  - date selection
  - Filter drop downs
  - As Of Period drop downs
  - Required fields (start & stop dates)

**Financial Detail Report**

Save and Recall Most Recent

Start Date \*

End Date \*

Report Format: PDF (download)

Include Cash Account(s) i.e 000-0000

Include Full Account Code(s)

Exclude Full Account Code(s)

Include Fund

Include Function

Include Receipt

Include Object

Include SCC

Include Subject

Include OPU

Include IL

Include Job

Total As of Period (If a date is specified Initial Cash will be calculated as of that period)

Filter

Show Options  
 Summary Report

# Template Reports

Report Manager

Import Report		Create Form			Favorite	Created by	Report Name	Tags	Report Object	Predefi... ↑ 1	Description
					<input type="checkbox"/>	admin	EMISFFE Revenue Extract		RevenueAccount	<input type="checkbox"/>	RevenueAccount Report
					<input type="checkbox"/>	admin	Revenue Expense Worksheet w_Forecast Lin...		RevenueAccount	<input type="checkbox"/>	RevenueAccount Report
					<input type="checkbox"/>	admin	Revenue Summary BD - Exclude Zeros		RevenueAccount	<input type="checkbox"/>	RevenueAccount Report
					<input type="checkbox"/>	SSDT	SSDT Anticipated Revenue Transactions		AnticipatedRevenueTransaction	<input checked="" type="checkbox"/>	Produces a report, sorted in account code orde
					<input type="checkbox"/>	SSDT	SSDT Chart of Accounts - Revenue		AnticipatedRevenue	<input checked="" type="checkbox"/>	Chart of accounts displaying each revenue acc
					<input type="checkbox"/>	SSDT	SSDT Revenue Account Activity Report		ActivityLedger	<input checked="" type="checkbox"/>	Produces a detailed report of the transactions 1
					<input type="checkbox"/>	SSDT	SSDT Revenue Account History		RevenueAccount	<input checked="" type="checkbox"/>	Produces a report showing revenue accounts,
					<input type="checkbox"/>	SSDT	SSDT Revenue Detail with NYP		RevenueAccount	<input checked="" type="checkbox"/>	A Revenue summary report that includes Next
					<input type="checkbox"/>	SSDT	SSDT Revenue Expense Worksheet		RevenueAccount	<input checked="" type="checkbox"/>	Summary report for revenue accounts. Similar
					<input type="checkbox"/>	SSDT	SSDT Revenue Summary		RevenueAccount	<input checked="" type="checkbox"/>	Produces a summary report for one, several, o
					<input type="checkbox"/>	SSDT	SSDT Revenue Summary by Fund with NYP		RevenueAccount	<input checked="" type="checkbox"/>	A Revenue summary report that includes Next
					<input type="checkbox"/>	SSDT	SSDT Summary of Revenues by Fund		Fund	<input checked="" type="checkbox"/>	Produces a summary report for one, several, o



# Customizing a Template Report Tips



Don't reinvent the wheel! Create a new template report from an existing one.



If the existing report's query parameters don't have what you need, copy the parameter (and its format) from another report; Most existing template reports have many of the configured filter params already available

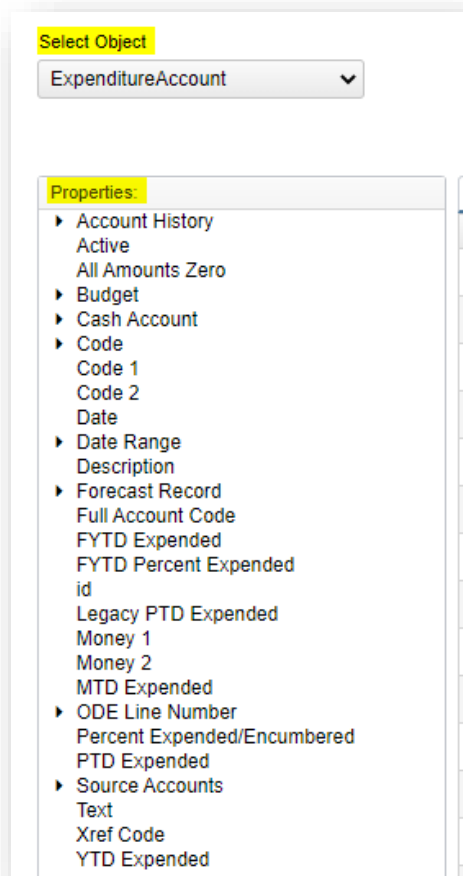


Create an activity-based template report from the activity ledger



# Customizing a Template Report

## Select Object and Properties



- **Select Object** – references object used on template report
  - Impacts the properties displayed below it
  - Each Object has different properties associated with it
  - For example, if I change the 'Object' on a template Budget Summary from 'ExpenditureAccount' to 'Appropriation', I have changed the entire structure of the report
- **Properties** – references properties (fields) in Object
  - Most of the non-expandable properties are coming directly from the object
  - Expandable ▶ may branch outside of object
    - Tip: Ctrl + F to do a search on a property
    - Tip: Hover over the property to see its path
    - Tip: Think of an expandable field as a link






# Customizing a Template Report

## Select Properties

Properties:	Select Properties	Configure Filters	Generate Report				
	Display Name	Sort Priority	Sort Order	Control Break	Function		Remove
▶ Account History	Full Account Code	1	Ascending	<input checked="" type="checkbox"/>		⋮	✕
Active	Full Account Code	2	Ascending	<input type="checkbox"/>		⋮	✕
▶ All Amounts Zero	Description	0	Ascending	<input type="checkbox"/>		⋮	✕
▶ Budget	FYTD Appropriated	0	Ascending	<input type="checkbox"/>	Sum	⋮	✕
▶ Cash Account							
▶ Code							
Code 1							
Code 2							
Date							

Used to select, sort, subtotal and format the fields (properties) you want included on the report

- Properties under **Display Name** are selected properties you want included on the report
- **Sort Priority** are pre-configured sorts; also reflected under Generate Report>Sort Options tab
- **Control Break** will add headers and subtotals to the report
- Numerical properties will allow you to select a **Function** (i.e. Sum)
-  are **Extended Properties** allowing you to modify the formatting details of a property



# Customizing a Template Report

## Select Properties > Extended Properties

Properties for: cashAccount.fullAccountCode + x

Display Name: Full Account Code

Suppressed

Sort Priority: 1

Sort Order: Ascending

Suppress Repeating

Control Break

Page Break

Function: [Dropdown]

Alignment: [Dropdown]

Column Title: [Text Box]

Control Footer Only

Control Header Only

Detail Header Only

Width: 36

- **Suppressed:** allows you to sort/subtotal on this property however the property will NOT be displayed on report
- **Sort Priority/Sort Order/Control Break/Page Break/Function**
  - Look familiar? They are available on Select Properties too
- **Suppress Repeating:** If the same value appears on consecutive detail lines, you can suppress the repeating value
- **Alignment:** how do you want the field to be justified?
- **Column Title:** will replace the default 'Display Name'
- **Control Header/Control Footers/Detail Headers**
  - If checked, appears in the control header/footer or detail header instead of a column on the report
- **Width:** enter value to override default column width



# Customizing a Template Report

## Configure Filters

Display Name	Operation	Filter Value	Remove
Date	Greater or equal	f	×
Date	Less or equal	d	×
Full Account Code	One of	param("includeCashAccts", "Include C	×

1. Select a property (from the list of "Properties" on the left) you want to filter on. Property will then be listed under the 'Display Name' column.
2. Select an Operation (click [here](#) for more details on various operations)
3. In the Filter Value, either:
  1. enter a specific value (hard-coded) and it will default to that value when generating the report.  
NOTE: it will not display as a parameter under 'Query Options'
  2. create a parameter value (more details on next slide)  
NOTE: it will display as a parameter under 'Query Options' allowing users to enter a value



# Configure Filters

## Creating Query Parameters

- **Specified Filter Value vs Parameter Filter Value**

- **Specified Filter Value**

Set up in Configure Filters

Display Name	Operation	Filter Value
Fund	Equals	001



Won't be displayed as a Query parameter when generating report

Report Options	Query Options	Sort Options
Include Full Account Code (i.e. 001-1110-511-0000-000000-001-00-000)		<b>Query Parameters</b> <input type="text"/> <input type="text"/> <input type="text"/>
Include Function (use % for wildcard)		
Include Object (use % for wildcard)		

**'Include Fund' parameter not listed**

- **Parameter Filter Value:**

Set up in Configure Filters

Display Name	Operation	Filter Value	Remove
Fund	Like	param("includecode.fund","", "Include F	✕



Will be displayed as a Query parameter when generating report

Report Options	Query Options	Sort Options
Include Full Account Code (i.e. 001-1110-511-0000-000000-001-00-000)		<b>Query Parameters</b> <input type="text"/> <input type="text"/> <input type="text"/>
<b>Include Fund (use % for wildcard)</b>		
Include Function (use % for wildcard)		

Create a function in the Filter Value

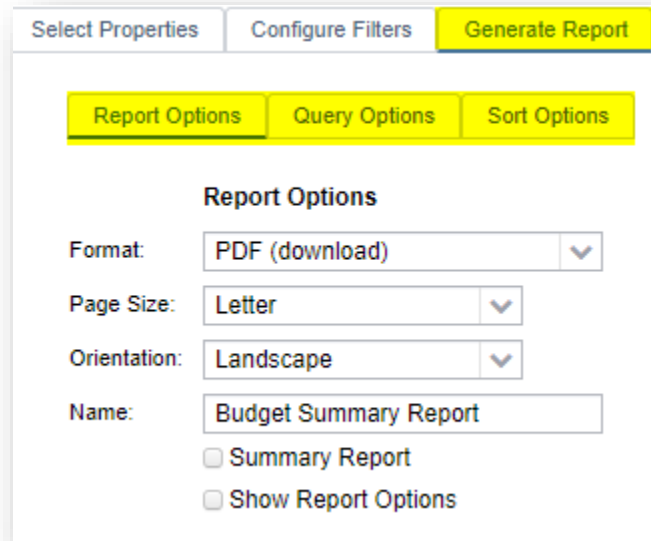
- param("name", "default value", "label")



Operation	Definition	Specific Filter Value Example in Configure Filters (parameter will not display when generating report)	Parameter Value Example in Configure Filters (parameter will display when generating report)	How Parameter Value display when generating report
Between	Between two Values	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <span>Select Properties</span> <span>Configure Filters</span> <span>Generate Report</span> </div> <div style="display: flex; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <div style="flex: 1;">Display Name</div> <div style="flex: 1;">Operation</div> <div style="flex: 1;">Filter Value</div> </div> <div style="display: flex;"> <div style="flex: 1;">Check Number</div> <div style="flex: 1;">Between</div> <div style="flex: 1; border: 1px solid #ccc; padding: 2px;">55492.80000</div> </div> </div>	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <span>Display Name</span> <span>Operation</span> <span>Filter Value</span> </div> <div style="display: flex;"> <div style="flex: 1;">Check Number</div> <div style="flex: 1;">Between</div> <div style="flex: 1; border: 1px solid #ccc; padding: 2px;">param("startCheck","","Starting Check #"), param("endCheck","","Ending Check #")</div> </div> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; margin: 0;"><b>Query Parameters</b></p> <p>Starting Check # <input style="width: 100%;" type="text"/></p> <p>Ending Check # <input style="width: 100%;" type="text"/></p> </div>
Contains	Entered Value Anywhere in the Field (i.e. contains part of vendor name)	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <span>Display Name</span> <span>Operation</span> <span>Filter Value</span> </div> <div style="display: flex;"> <div style="flex: 1;">Primary Name</div> <div style="flex: 1;">Contains</div> <div style="flex: 1; border: 1px solid #ccc; padding: 2px;">school</div> </div> </div>	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <span>Display Name</span> <span>Operation</span> <span>Filter Value</span> </div> <div style="display: flex;"> <div style="flex: 1;">Primary Name</div> <div style="flex: 1;">Contains</div> <div style="flex: 1; border: 1px solid #ccc; padding: 2px;">param("name","","Enter Vendor Name")</div> </div> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; margin: 0;"><b>Query Parameters</b></p> <p>Enter Vendor Name <input style="width: 100%;" type="text"/></p> </div>
Equals	Match an exact value (i.e. account filter)	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <span>Display Name</span> <span>Operation</span> <span>Filter Value</span> </div> <div style="display: flex;"> <div style="flex: 1;">Filter</div> <div style="flex: 1;">Equals</div> <div style="flex: 1; border: 1px solid #ccc; padding: 2px;">hsband</div> </div> </div>	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <span>Display Name</span> <span>Operation</span> <span>Filter Value</span> </div> <div style="display: flex;"> <div style="flex: 1;">Filter</div> <div style="flex: 1;">Equals</div> <div style="flex: 1; border: 1px solid #ccc; padding: 2px;">param("Filter Name","")</div> </div> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; margin: 0;"><b>Query Parameters</b></p> <p>Filter Name <input style="width: 100%;" type="text"/></p> </div>
Greater Or Equal	Greater than or equal to value entered	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <span>Display Name</span> <span>Operation</span> <span>Filter Value</span> </div> <div style="display: flex;"> <div style="flex: 1;">Date</div> <div style="flex: 1;">Greater or equal</div> <div style="flex: 1; border: 1px solid #ccc; padding: 2px;">07/01/2018</div> </div> </div>	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <span>Display Name</span> <span>Operation</span> <span>Filter Value</span> </div> <div style="display: flex;"> <div style="flex: 1;">Date</div> <div style="flex: 1;">Greater or equal</div> <div style="flex: 1; border: 1px solid #ccc; padding: 2px;">param("startDate","p","Start Date")</div> </div> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; margin: 0;"><b>Query Parameters</b></p> <p>Start Date <input style="width: 100%;" type="text" value="p"/></p> </div>
Greater Than	Greater than value entered	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <span>Display Name</span> <span>Operation</span> <span>Filter Value</span> </div> <div style="display: flex;"> <div style="flex: 1;">YTD Total</div> <div style="flex: 1;">Greater than</div> <div style="flex: 1; border: 1px solid #ccc; padding: 2px;">509.99</div> </div> </div>	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <span>Display Name</span> <span>Operation</span> <span>Filter Value</span> </div> <div style="display: flex;"> <div style="flex: 1;">YTD Total</div> <div style="flex: 1;">Greater than</div> <div style="flex: 1; border: 1px solid #ccc; padding: 2px;">param("ytd","","YTD Total greater than:")</div> </div> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; margin: 0;"><b>Query Parameters</b></p> <p>YTD Total greater than: <input style="width: 100%;" type="text"/></p> </div>
Is Null	Null looks for blank fields			
Less Than	Less than value entered			
Less Than or Equal	Less than or equal to value entered	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <span>Display Name</span> <span>Operation</span> <span>Filter Value</span> </div> <div style="display: flex;"> <div style="flex: 1;">Date</div> <div style="flex: 1;">Less or equal</div> <div style="flex: 1; border: 1px solid #ccc; padding: 2px;">08/30/2019</div> </div> </div>	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <span>Display Name</span> <span>Operation</span> <span>Filter Value</span> </div> <div style="display: flex;"> <div style="flex: 1;">Date</div> <div style="flex: 1;">Less or equal</div> <div style="flex: 1; border: 1px solid #ccc; padding: 2px;">param("endDate","d","End Date")</div> </div> </div>	
Like	Begins with (i.e. all object codes starting with 1)	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <span>Display Name</span> <span>Operation</span> <span>Filter Value</span> </div> <div style="display: flex;"> <div style="flex: 1;">Object</div> <div style="flex: 1;">Like</div> <div style="flex: 1; border: 1px solid #ccc; padding: 2px;">1%*</div> </div> </div>	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <span>Display Name</span> <span>Operation</span> <span>Filter Value</span> </div> <div style="display: flex;"> <div style="flex: 1;">Object</div> <div style="flex: 1;">Like</div> <div style="flex: 1; border: 1px solid #ccc; padding: 2px;">param("includecode.object","","Include Object (use % for wildcard)")</div> </div> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; margin: 0;"><b>Query Parameters</b></p> <p>Include Object (use % for wildcard) <input style="width: 100%;" type="text"/></p> </div>
Match Any of the Following	Match any of the value entered			
Not Equals	Exclude a value (i.e. exclude 1099 type)	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <span>Select Properties</span> <span>Configure Filters</span> <span>Generate Report</span> </div> <div style="display: flex; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <div style="flex: 1;">Display Name</div> <div style="flex: 1;">Operation</div> <div style="flex: 1;">Filter Value</div> </div> <div style="display: flex;"> <div style="flex: 1;">Type 1099</div> <div style="flex: 1;">Not equals</div> <div style="flex: 1; border: 1px solid #ccc; padding: 2px;">Non_1099</div> </div> </div>	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <span>Display Name</span> <span>Operation</span> <span>Filter Value</span> </div> <div style="display: flex;"> <div style="flex: 1;">Type 1099</div> <div style="flex: 1;">Not equals</div> <div style="flex: 1; border: 1px solid #ccc; padding: 2px;">param("type1099","","Enter 1099 Type")</div> </div> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; margin: 0;"><b>Query Parameters</b></p> <p>Enter 1099 Type <input style="width: 100%;" type="text"/></p> </div>
Not Null	Excludes blank fields			
Not One Of	Exclude multiple values separated by commas		<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <span>Select Properties</span> <span>Configure Filters</span> <span>Generate Report</span> </div> <div style="display: flex; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <div style="flex: 1;">Display Name</div> <div style="flex: 1;">Operation</div> <div style="flex: 1;">Filter Value</div> </div> <div style="display: flex;"> <div style="flex: 1;">Status</div> <div style="flex: 1;">Not one of</div> <div style="flex: 1; border: 1px solid #ccc; padding: 2px;">param("status".V,"Exclude Status(es):")</div> </div> </div>	
One of	Able to enter multiple values with commas (i.e. several ven. #s)	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <span>Select Properties</span> <span>Configure Filters</span> <span>Generate Report</span> </div> <div style="display: flex; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <div style="flex: 1;">Display Name</div> <div style="flex: 1;">Operation</div> <div style="flex: 1;">Filter Value</div> </div> <div style="display: flex;"> <div style="flex: 1;">Number</div> <div style="flex: 1;">One of</div> <div style="flex: 1; border: 1px solid #ccc; padding: 2px;">555555.403920.389221]</div> </div> </div>	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <span>Display Name</span> <span>Operation</span> <span>Filter Value</span> </div> <div style="display: flex;"> <div style="flex: 1;">Number</div> <div style="flex: 1;">One of</div> <div style="flex: 1; border: 1px solid #ccc; padding: 2px;">param("number","Vendor Number(s):")</div> </div> </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; margin: 0;"><b>Query Parameters</b></p> <p>Vendor Number(s): <input style="width: 100%;" type="text"/></p> </div>

# Customizing a Template Report

## Generate Report



Select Properties   Configure Filters   **Generate Report**

**Report Options**   Query Options   Sort Options

**Report Options**

Format: PDF (download) ▼

Page Size: Letter ▼

Orientation: Landscape ▼

Name: Budget Summary Report

Summary Report

Show Report Options

### Tips

- **Format** options under Report tab
  - Excel is NOT brought in as raw data; instead, it's a modified PDF version in Excel
  - Excel Data, Excel Field Names and CSV are best options for raw data values (aka spreadsheets)
    - For above mentioned raw data options, any headers, control breaks and totals will not be included when generating spreadsheet
- **Summary Report** only includes headers, subtotals and totals for PDF formatted reports
- **Query Options** parameters originated from Configure Filters
- **Sort Options** originated from Select Properties
- After making changes to an existing template report, save report!



Restore   SSDT Budget Summary ▼   Import Report   Save As   SSDT Budget Summary ▼   **Save Report**



# Save/Recall

- Available on both Canned & Template reports
- Used to save previously used report parameters
- Retains 'most recent' by default

**Tip:** Replace template versions of the same report with saved settings on canned version

**Before in Template Grid**

Report Name
Budget Summary
Budget Summary Fuel
Budget Summary Grants
Budget Summary Maint
Budget Summary Report by Fund
Budget Summary Utilities

**After in Canned Budget Summary**

Budget Summary Report

**Save and Recall**

Report Format:

Include Cash Account(s) i.e 000-0000

Include Full Account Code(s)

Exclude Full Account Code(s)

Include Fund

Most Recent

Most Recent

Default

Fuel Expenses

Grant Expenses

Maintenance Expenses

Sorted By Fund

Utility Expenses



# Dynamic Sorting

## Template Reports

- Displayed under Generate Report > Sort options tab
- Based off of Select Properties 'sort priority'
- Changes made 'on the fly' won't be saved; must be changed under Select Properties 'sort priority' or
- remember to 'Save Report' for any 'sort priority' changes that were made

Sortable Properties		Selected Properties		
<input type="checkbox"/>	Label	<input type="checkbox"/>	Label	
<input type="checkbox"/>	Description	<input type="checkbox"/>	Cash Account Code	<input checked="" type="checkbox"/> Ascending <input checked="" type="checkbox"/> Control Break <input type="checkbox"/> Page Break
<input type="checkbox"/>	FYTD Appropriated	<input type="checkbox"/>	Detail Account Code	<input checked="" type="checkbox"/> Ascending <input type="checkbox"/> Control Break <input type="checkbox"/> Page Break
<input type="checkbox"/>	Prior Year Encumb	<input type="checkbox"/>	Function One Digit Le	
		<input type="checkbox"/>	Object	

## Canned Reports

- Displayed on right side of canned report options
- Based off of template counterpart
- Changes made 'on the fly' won't be saved; must use 'save and recall' to save sort changes

Sortable Properties		Selected Properties		
<input type="checkbox"/>	Label	<input type="checkbox"/>	Label	
<input type="checkbox"/>	Fund	<input type="checkbox"/>	Cash Account Code	<input checked="" type="checkbox"/> Ascending <input checked="" type="checkbox"/> Control Break <input type="checkbox"/> Page Break
<input type="checkbox"/>	Func	<input type="checkbox"/>	Detail Account Code	<input checked="" type="checkbox"/> Ascending <input type="checkbox"/> Control Break <input type="checkbox"/> Page Break
<input type="checkbox"/>	Function One Digit Le			
<input type="checkbox"/>	Object			





# Additional Report Tips

- Canned Financial Detail:
  - If Start/End Dates are consistent with the Current Fiscal Year, the Beginning Cash Balance will be included on the report.
  - When generated for custom date ranges (ex. Monthly) the report will not include the Initial Cash Balance.
  - To run a report for a previous Fiscal Year with the Initial Balance, the Current Period should be changed to a period within that fiscal year and the date range should be 7/1/xx to 06/30/xx
- Template Financial Detail Report
  - This [link](#) takes you through the steps on how to create a [financial detail spreadsheet with running fund balances](#). It uses the template SSDT Financial Detail Report July 1<sup>st</sup> Cash Balance report in conjunction with a downloadable spreadsheet template to link the template report to the spreadsheet.
  - If having trouble with figures over \$1M not appearing on report, either use the canned version or customize to widen the columns on the template version using extended properties.



# Upcoming Requested Report Improvements

- **USAS:**
  - **USASR-4904:** Budget Account Activity: address overall performance issues
    - Scheduled for 2023 roadmap second quarter
  - **USASR-3720:** Re-order report format options to display more commonly used first (i.e. PDF, CSV, Excel-Data, etc)
    - Scheduled for 2023 roadmap fourth quarter
    - Impacts both USAS & USPS
- **Inventory:**
  - **INV-431:** Report formatting improvements to non-GAAP reports including the ability to select single or double spacing and the addition of either Excel-data or CSV to all non-GAAP reports.
    - Scheduled for 2023 roadmap third quarter



# Upcoming Requested Report Improvements

- **Document Management and Archival:**
  - Centralized database that will contain the file archives currently available from within USAS and USPS. This will include an archive space for Inventory related reports as well.
  - Scheduled for 2023 roadmap second quarter
- **USPS:**
  - **USPSR-6376** – Sick Leave Incentive Report - track sick leave Beginning Balance, Accrual, Sick Leave Used and Ending Balance.
    - scheduled for 6.89
  - **USPSR- 6381** –Creating replacement for Classic CHKLEV
    - Currently scheduled for 6.92.0
  - **USPSR-6383** – Add Gross on Payables Detail Report
    - Scheduled for 6.96.0
  - **USPSR-6386** – Create Eligible to Retire report
    - Scheduled 6.99.0



# Creating/Print Custom Forms

## Background:

- Uses XDocReport: XML Document Reporting basically merging XML document created with MS Office Word (docx).
- SSDT has provided several built-in docx forms containing predefined variables (mailmerge fields) to be used in our software
- To create a custom form, we recommend starting with a SSDT provided docx template form

USAS Form	Description	USPS Form	Description
billingTemplate.docx	AR Billing Form	salaryNoticeTemplate.docx	Salary Notice Form
PaymentReceiptTemplate.docx	AR Payment Receipt Form	directDepositTemplate.docx	Direct Deposit Form
disbursementTemplate.docx	Disbursement Template Form		
requisitionTemplate.docx	Requisition Template Form		
receiptTemplate.docx	Receipt Template Form		
refundTemplate.docx	Refund Template Form		

# Salary Notices

- Renamed the ‘Creating Customized Email Notification Forms’ under the USPS Appendix>Useful Procedures to ‘**Creating Custom Forms**’ in order to include general instructions on how to customize and print both direct deposit and salary notices forms.
- Both template forms (in Word format) are provided in this chapter
- Due to feedback from the ITCs, we have created additional Salary Notices templates (docx) and added them to our USPS Reports Library. These can be easily downloaded, edited in Word if needed and then pulled in Salary Notices when you are ready to generate them

## Custom Form Templates

Title (downloadable xdoc form)	Example	Description
<a href="#">Salary Notice with Rate Information Template</a>	<a href="#">Click Here</a>	This salary notice will print the the rate, rate type, and district experience.
<a href="#">Salary Notice with Experience Template</a>	<a href="#">Click Here</a>	This salary notice will print the salary schedule column, salary schedule step, salary schedule id, and district experience.
<a href="#">Salary Notice Including All Template</a>	<a href="#">Click Here</a>	This salary notice includes all information that can currently be printed on salary notices.



# Custom Form Tips

- District logos can be inserted as images (i.e. jpeg) instead of creating headers/footers
  - Ensure inserted images are positioned as 'in line with text'
- Ensure `<[#list-modelObjects!-as-row]>` is always at the very top of the document
- If creating ONE salary notice, ensure `<[#list]>` is at bottom of the document as the last field
- If creating SEVERAL notices at once, ensure `<[#list]>` is at the very top of the NEXT page
- To view 'hidden formatting' in Word:
  - Under FILE>OPTIONS>DISPLAY, check all 'Formatting Marks on the Screen'; and, or
  - use Ctrl+A to select all and add 'all borders' to display borders (must remove borders before saving)
- You cannot 'copy and paste' a merge field from the documentation directly into Word
  - In Word, use Insert>Quick Parts>Field>insert field>MergeField
  - Enter Field name (at this point, you can paste the copied field from the documentation), or copy another already formatted field and paste into the field name, making any needed changes and save



# Resources

- FWF Reports Recording: <https://youtu.be/C7F4icFPF-M>
- FWF Custom Forms Recording: <https://youtu.be/qQ-SB9Wp-3M>
- USAS Custom Report Creator: <https://wiki.ssdt-ohio.org/x/-4lcAQ>
- USPS Custom Report Creator: <https://wiki.ssdt-ohio.org/x/qwARAg>
- USAS Creating Custom Forms: <https://wiki.ssdt-ohio.org/x/hwF2BQ>
- USPS Creating Custom Forms: <https://wiki.ssdt-ohio.org/x/6gDAAw>
- SSDT Wiki: <https://wiki.ssdt-ohio.org/>
- SSDT Newsletters: <https://wiki.ssdt-ohio.org/x/iQIYAg>
- USAS-R Public Library: <https://wiki.ssdt-ohio.org/x/WYCeB>
- USPS-R Public Library: <https://wiki.ssdt-ohio.org/x/TICeB>

