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USAS-R User Manual

- Document Structure
- Intended Audience
- USAS Data Model Documentation

Document Structure

This document explains how to use the USAS-R application.

The user manual is organized by the menus in USAS-R and then alphabetically by program. It contains details and steps for executing the programs in the USAS-R package.

Home Core ▾ Transaction ▾ Budgeting ▾ Report ▾ System ▾ Utilities ▾ USPS Integration ▾

Home is the Welcome page for the application. It contains a Report Dashboard listing all of the Template Reports you have access to or just the ones you've chosen as your favorites.

Core menu contains the central pieces of USAS-R.

Transaction menu contains the entity's daily functions for transaction processing.

Budgeting menu offers interfaces to handle the various Budgeting processes involved in creating temporary and permanent estimates of expenditures and revenues.

The **Report** module allows the user to generate a report from either a listing of canned, predefined reports or create a custom report using the "custom report generator" option.

System menu contains various programs that control how processing is defined and performed in the system.

Utilities menu contains various utility type interfaces for assisting other processes.

USPS Integration allows for integration with the USPS-R application for posting payrolls and their related transactions into USAS-R.

Menu options may look different for each user as they will only see the options available to them based up on their [user account's Role/Permissions](#).

Intended Audience

This manual is intended for both beginning and experienced users of the USAS-R system.

USAS Data Model Documentation

<https://usas.docs.ssdt.io/current/model/>

The above link takes the user to the USAS Data Model Documentation which lists the different objects and properties in USAS-R as well as defines them. Some of the information contained in this document is more technical.

Core

Core menu contains the central pieces of USAS-R. Almost all transactions/processing requires an account code or vendor.

Accounts

- Cash Account
 - Create Cash Account
 - Search/View Cash Account
 - Edit Cash Account
 - Add/Remove Start/Stop Dates
 - Inactivate/Activate
 - Delete Cash Account
 - More information - Cash Account
 - Cash Account dimensions
 - Cash Balance Account
 - Cash Control Account
 - Include as General
- Appropriation Account
 - Create an Appropriation Account
 - Search/View Appropriation Accounts
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 - More Information
 - Appropriation Account dimensions
 - Tracking requisitioned amounts
- Expenditure Account
 - Create an Expenditure Account
 - Search Expenditure Accounts
 - Edit Expenditure Accounts
 - Add/Remove Start/Stop Dates
 - Inactivate/Activate
 - Account Code Changes
 - Delete Expenditure Accounts
 - More Information - Expenditure Accounts
 - Expenditure Account dimensions
 - Transaction Processing and how it affects expenditure
- Revenue Account
 - Create a Revenue Account
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 - Add/Remove Start/Stop Dates
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 - Revenue Account dimensions:
 - Transaction Processing and how it affects revenue accounts.
- More Information - Accounts
 - Default Descriptions
 - Cash
 - Appropriation
 - Expenditure
 - Revenue
 - Tracking requisitioned amounts
 - Account Access

The account structure is the most basic element of USAS. Most governmental entities, such as schools, use Fund Account as opposed to an accrual system of accounting based on GAAP. The Auditor of State's Office (AOS) has established a chart of accounts that consist of 4 types which track cash balances, expenditures and revenues. Account codes are made up of 30 digits grouped by 9 dimensions. 2 dimensions are alpha numeric, Special Cost Center and Subject. Account dimensions are assigned by AOS or Ohio Department of Education (ODE) with the exception of 2 dimensions, Special Cost Center and Operational Unit which are defined at the district level.

The Account interface is displayed in a tabbed format. There is a tab for each type of account.

Cash accounts are established to track the actual amount of cash that the district has in the bank. As expenditures are made, the cash is decreased and as receipts are posted, the cash increases.

Appropriation accounts are used to track the estimated and actual expenses incurred by the school district. Each appropriation account is tied to a

cash account

Expenditure accounts provide a further breakdown of estimated and actual expenditures than what the appropriation accounts provide. Auditors are interested in the expenditures at the appropriation levels, but the school administration might want to track the expenditures at a more detailed level than the appropriation level. Each expenditure account is tied to a particular appropriation and cash account.

Revenue accounts are established to track the estimated and actual receipts by the district. Each revenue account is tied to a cash account.

Cash Account

As expenditures are made, the cash is decreased and as receipts are posted, the cash increases.

Create Cash Account

Cash Account



Fund SCC

006 0000

Account Info

Description

FOOD SERVICE

Active

Include As General

Fund Type

Enterprise

Requires Budgeting

Xref Code

Start Date

Stop Date

Amounts

	Fiscal Year	Month	Calendar
Initial Cash	0.00		
+ Receipts	125.00	125.00	125.00
- Expenditures	0.00	0.00	0.00
= Fund Balance	125.00		
- Encumbered	0.00		
= Unencumbered Balance	125.00		
- Future Encumbered	0.00		
- Pre-Encumbered	0.00		
= Remaining Balance	125.00		
Current Payables	0.00		
Future Pre-Encumbered	0.00		
Future Year Encumbrance	0.00		

Standard Custom Fields

Code 1

Code 2

Date

EMIS Fund Category

LegacyBankCode

Money 1

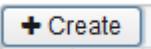
Money 2

Text

1. From the Core Menu select 'Accounts'

2. Click on the Cash Tab



3. Click on 
4. Enter desired information into the cash account
5. Click on  to post the cash account to the system, click on  to not post the cash account and return to the cash grid.

Search/View Cash Account

Cash Account grid allows the user to search for cash accounts that have been posted on the system. Click on  to view a particular cash account. The user may click on a grid row to display a summary view of the cash account on the right-hand side of the grid.

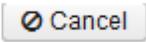
Edit Cash Account

Cash Accounts that have been previously posted to the system may be modified.

1. Using the filter row search for desired cash account

2. Click on  beside the cash account to edit
3. Make desired changes

Calculated figures under 'Amount' section are not modifiable.

4. Click on  to post the changes, click on  to not post the changes.

Add/Remove Start/Stop Dates

Adding a start or stop date to a cash account will effect the cash and all associated appropriation, expenditure and revenue accounts. If a start date is entered then the cash account and all associated accounts will become active on that date and will allow processing against those accounts. If a stop date is entered then the cash account and all associated accounts will become inactive on that date and will NOT allow processing against those accounts.

1. Using the filter row on the grid search for desired cash account

2. Click on  beside the cash account to edit
3. Enter or blank out start/stop dates

4. Click on  to post the changes, click on  to not post the changes.

Inactivate/Activate

Making a cash account active or inactive will effect the cash and all associated appropriation, expenditure and revenue accounts. If the active box is checked then the cash account and all associated accounts will be active and allow processing against them. If the active box is unchecked then the cash account and all associated accounts will be inactive and NOT allow processing against them.

1. Using the filter row search for desired cash account

2. Click on  beside the cash account to edit

3. Check or uncheck the Active box 

4. Click on  to post the changes, click on  to not post the changes.

Delete Cash Account

The delete function may be used to delete any cash account that does not have any activity against it.

1. Using the filter row on the grid search for the desired cash account
2. Click on  to delete the cash account
3. Click on  to confirm the deletion.

More information - Cash Account

Cash Account dimensions

Transaction Indicator (TI): A two digit number assigned by the Auditor of State to indicate the type of account. A cash account will always have a TI of 00.

Fund: A three digit number assigned by the Auditor of State to ensure that the money of a district is spent for purposes identified in the appropriations. The fund numbers identify whether it is the general fund, or a federal or state fund. The funds help categorize your expenses and revenues, such as general fund, or federal and state funds. The valid fund numbers are identified in the Auditor of State manual titled "Uniform School Accounting System.item".

Special Cost Center (SCC): A four character code which is defined by the individual school districts. The SCC is used to further divide money in the various funds. Some districts use the fiscal year as part of the SCC. The first three characters must be digits, while the fourth character may be either a digit or an alphabetic character.

Cash Balance Account

A cash balance account tracks the expenditures and receipts for a particular fund. The Special Cost Center (SCC) for a cash balance account is 0000. If budget/expenditure and revenue accounts are allocated SCC's between 0000 and 8999, inclusive, then expenditures and receipts with these special cost centers are posted against the cash balance account of all zeros. The cash account of 00 001 0000 is a cash balance account.

Cash Control Account

A cash control account means that the user wants to establish an account to track the cash of a particular fund separate from the other SCC's in that fund. In order to accomplish this, the user must establish a cash account that has a SCC of 9000 or greater. The cash account of 00 514 9096 is considered a cash control account because the SCC is 9000 or greater.

Include as General

The 'Include as General' box indicates whether or not the cash account should be included on the five year forecast and SM1/SM2 reporting. There is bundled, mandatory rule `org.ssd Ohio.usas.model.account.CashAccountRules` that automatically assumes the following funds are to be included: 001 and 016 funds as well as expenditure and revenue accounts with Fund 002 and SCC 8001. User must checkmark the box for any 002 9xxx fund that should be included.

Appropriation Account

Appropriation accounts are the expenditure accounts used when the school district is audited. An appropriation account is used to track the estimated and actual expenses incurred by the school district.

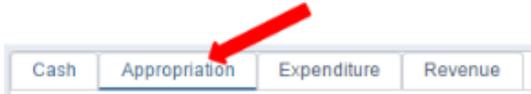
Create an Appropriation Account

You will not usually need to create an appropriation account. The appropriation account will be created for you when the first budget account is

created.

If you do need to create an appropriation account manually, follow the directions below.

1. From the Core Menu select 'Accounts'
2. Click on the Appropriation Tab



3. Click on 
4. Enter desired information into the appropriation account
5. Click on  to post the appropriation account to the system, click on  to not post the appropriation account and return to the appropriation grid.

Search/View Appropriation Accounts

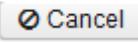
The Appropriation Account grid allows the user to search for appropriation accounts that currently exist on the system. Click on  to view a particular appropriation account. The user may click on a grid row to display a summary view the of the account on the right-and side of the grid.

Edit Appropriation Accounts

Appropriation accounts that have been previously posted to the system may be modified.

1. Using the filter row search for desired account
2. Click on  beside the appropriation account to edit
3. Make desired changes

The account dimensions, FYTD Appropriated amount and calculated figures under 'Amount' section are not modifiable.

4. Click on  to post the changes, click on  to not post the changes.

Add/Remove Start/Stop Dates

Adding a start or stop date to an appropriation account will effect that account and underlying related expenditure accounts. If a start date is entered then the appropriation account (and its underlying expenditure accounts) will become active on that date and will allow processing against it. If a stop date is entered then the appropriation account (and its underlying expenditure accounts) will become inactive on that date and will NOT allow processing against it.

1. Using the filter row on the grid search for desired appropriation account
2. Click on  beside the account to edit

3. Enter or blank out start/stop dates

4. Click on  to post the changes, click on  to not post the changes.

Inactivate/Activate

Making an appropriation account active or inactive will affect that account and underlying related expenditure accounts. If the active box is checked then the appropriation account (and its underlying expenditure accounts) will allow processing against it. If the active box is unchecked then the appropriation account (and its underlying expenditure accounts) will be inactive and NOT allow processing against it.

1. Using the filter row search for desired appropriation account

2. Click on  beside the account to edit

3. Check or uncheck the Active box Active

4. Click on  to post the changes, click on  to not post the changes.

Delete Appropriation Accounts

The delete function may be used to delete any appropriation account that does not have any activity against it.

1. Using the filter row on the grid search for the desired appropriation account

2. Click on  to delete the account

3. Click on  to confirm the deletion

More Information

Most of the processing programs will prompt you for a budget account, not an appropriation account. The budget account is converted into an appropriation account internally by the programs. The appropriation accounts are practically invisible to the user in most circumstances. However, the user does have the ability to generate reports on appropriation accounts, and the user can also look at appropriation accounts through inquiry programs

Appropriation Account dimensions

The appropriation accounts, by system default, are composed of the below account dimensions. A rule may be created and enabled that changes the appropriation account dimensions depending on how the entity would like to budget (see sample rule `org.ssd_t_ohio.usas.model.budget.AppropMappingSample`).

Transaction Indicator (TI): A two digit number assigned by the Auditor of State to indicate the type of account. An appropriation account will always have a TI of 01.

Fund: A three digit number assigned by the Auditor of State. The fund number for an appropriation account should correspond to the fund number of the cash account.

Function: A four digit number assigned by the Auditor of State. The function code identifies the program or activities of the expenditure. The function code at the appropriation level carries two digits of significance.

Object: A three digit number assigned by the Auditor of State. The purpose of the object code is to identify the goods or services of the school district. The object code has one significant digit except for the case of function codes that are 61XX. In that particular case, the object code would have two significant digits.

Special Cost Center (SCC): A four character code which is defined by the individual school district. The SCC is used to further divide money within the fund number. The SCC on an appropriation account should match the SCC on the cash account.

Tracking requisitioned amounts

If the pre-encumbrance module is installed, then total outstanding requisitioned amounts by account are tracked, and by default the dollar amounts associated with all open requisitions previously posted against the same account will be taken into consideration when doing the balance checking. This is desirable if you want a "first come, first served" scenario where users may not post any more requisitions once the balance is depleted. By default, the balance checks are warnings, but rules may be customized to change this to a fatal error, preventing the requisitions from being posted at all.

If the user would like to track the requisitioned amounts, but NOT take them into consideration when doing the balance checking, this is possible by installing the pre-encumbrance module and then adjusting the rules which are enabled in the ADMIN/Rules option. In this case you would want to disable the rule "DefaultBalanceCheckWarning" and enable the rule "ReqBalanceCheckWarningExcludesPreencumbrances"

The pre-encumbrance module can be installed or uninstalled as desired via the Admin/Modules menu option.

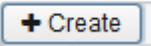
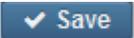
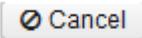
Expenditure Account

The expenditure and appropriation accounts are "linked", meaning that the total dollar amount on the expenditure accounts equals the total dollar amount on an associated appropriation account. This is controlled by the way your district's expenditure's are mapped using Rules. You might have three, five, or many expenditure accounts associated with one appropriation account.

Create an Expenditure Account

1. From the Core Menu select 'Accounts'
2. Click on the Expenditure Tab



3. Click on 
4. Enter desired information into the expenditure account
5. Click on  to post the expenditure account to the system, click on  to not post the expenditure account and return to the expenditure grid.

Search Expenditure Accounts

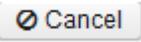
Expenditure Account grid allows the user to search for expenditure accounts that have been posted on the system. Click on  to view a particular expenditure account. The user may click on a grid row to display a summary view the of the account on the right-and side of the grid.

Edit Expenditure Accounts

Expenditure accounts that have been previously posted to the system may be modified.

1. Using the filter row search for desired account
2. Click on  beside the expenditure account to edit
3. Make desired changes

Calculated figures under 'Amount' section are not modifiable.

4. Click on  to post the changes, click on  to not post the changes.

Add/Remove Start/Stop Dates

Adding a start or stop date to an expenditure account will effect only that account. If a start date is entered then the expenditure account will become active on that date and will allow processing against it. If a stop date is entered then the expenditure account will become inactive on that date and will NOT allow processing against it.

1. Using the filter row on the grid search for desired expenditure account
2. Click on  beside the account to edit
3. Enter or blank out start/stop dates

4. Click on  to post the changes, click on  to not post the changes.

Inactivate/Activate

Making an expenditure account active or inactive will effect only that account. If the active box is checked then the expenditure account will allow processing against it. If the active box is unchecked then the expenditure account will be inactive and NOT allow processing against it.

1. Using the filter row search for desired expenditure account
2. Click on  beside the account to edit
3. Check or uncheck the Active box Active

4. Click on  to post the changes, click on  to not post the changes.

Account Code Changes

Currently, the SUBJECT, OPU, IL and JOB are the only dimensions that can be edited. When editing these dimensions on an existing budget account, it will also update the historical transactions to point to the newly edited account.

1. Using the filter row, search for the desired expenditure account.
2. Click on  to edit the expenditure account. A warning message will be displayed stating 'editing account code dimensions will update historical transactions'.
3. Modify the desired dimension.
4. Click on  to post the changes, click on  to not post the changes.

Delete Expenditure Accounts

The delete function may be used to delete any expenditure account that does not have any activity against it.

1. Using the filter row on the grid search for the desired expenditure account
2. Click on  to delete the account
3. Click on  to confirm the deletion.

More Information - Expenditure Accounts

[Expenditure Account dimensions](#)

Transaction Indicator (TI): A two digit number assigned by the Auditor of State to indicate the type of account. A expenditure account will always have a TI of 02.

Fund: A three digit number assigned by the Auditor of State. The fund number for a expenditure account should correspond to the fund number of the associated appropriation and cash accounts.

Function: A four digit number assigned by the Auditor of State. The function code identifies the program or activities of the expenditure. The function code at the expenditure level can carry three or four digits of significance.

Object: A three digit number assigned by the Auditor of State. The purpose of the object code is to identify the goods or services of the school district. The object code can have two or three significant digits.

Special Cost Center (SCC): A four character code which is defined by the individual school district. The SCC is used to further divide money within the fund number. The SCC on a expenditure account should match the SCC on the associated appropriation and cash accounts. The exception to that rule is if the SCC on the expenditure account is between 0001 and 8999. In that case, the account would correspond to the SCC of all zeroes at the appropriation and cash level.

Subject: A six character code assigned by the Auditor of State in conjunction with the Ohio Department of Education. Please refer to the EMIS User Manual distributed by the Ohio Department of Education for the most current list of valid subject codes. The subject codes are listed in Section 4.7 of the EMIS User Manual. Subject codes are used to specifically identify the costs involved with the various subjects offered at a school district. For example, the expenditures for English Education can be tracked separately from Health Occupations by utilizing subject codes. The first two characters of the subject code will always define the academic "area" while the last four characters define the specific subject. Districts can choose to use the first two characters of the subject or the entire code. Use of the first two characters only, provides for the ability to track expenditures by the subject area but eliminates the need to update accounts each time ODE may make modifications to the existing subject codes. However, use of the full six character subject code provides for a more detailed accounting structure.

Operational Unit (OPU): A three digit number assigned by individual school districts defining specific locations or buildings within the district. For instance, you can track expenditures of the high school separately from those of a middle school or elementary by implementing operational units.

Instructional Level (IL): A two digit number assigned by the Auditor of State. The instructional level identifies the grade level at which expenditures are being made.

Job Assignment: This three digit number is also assigned by the Auditor of State. The job assignment is used to track expenditures of various positions within the district. An example would be tracking the expenditures of the Superintendent, Treasurer, and the Librarian separately

Transaction Processing and how it affects expenditure

When an expenditure occurs in USAS, the cash, appropriation, and expenditure accounts will all be updated.

The appropriation and expenditure accounts are used to track the estimated and actual expenditures. A district treasurer goes through the process of estimating each year how much will be spent in the various areas of the district and these estimated amounts are appropriated. As the expenditures are actually made by issuing purchase orders, invoices, and checks, the actual amounts spent are tracked on the appropriation and expenditure accounts, as well as the cash account.

When a purchase order is created for a particular expenditure account in current posting period the Current Encumbered field is increased on expenditure and appropriation account reducing the FYTD Unencumbered balance field. As purchase orders are invoiced the Current Encumbered field on the expenditure and appropriation accounts may be increased or decreased based on how the invoice was filled. Then when a check is created (money is expended) the expenditure and appropriation account Current Encumbered field is decreased and YTD Actual Expended, Fiscal YTD Actual Expended, and Month To Date Expended are increased and the FYTD Unencumbered balance would be reduced. If the user were to generate a report of all the FYTD expenditures on all expenditure or appropriation accounts, they should agree with the total expenditures on appropriation accounts. This total should also agree with the FYTD expenditures on the corresponding cash account.

Revenue Account

Revenue accounts track the estimated and actual receipts for a school district.

Create a Revenue Account

1. From the Core Menu select 'Accounts'
2. Click on the Revenue Tab



3. Click on
4. Enter desired information into the revenue account

5. Click on  to post the revenue account to the system, click on  to not post the revenue account and return to the revenue grid.

Search Revenue Accounts

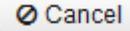
Revenue Account grid allows the user to search for revenue accounts that have been posted on the system. Click on  to view a particular revenue account. The user may click on a grid row to display a summary view the of the account on the right-and side of the grid.

Edit Revenue Accounts

Revenue accounts that have been previously posted to the system may be modified.

1. Using the filter row search for desired account
2. Click on  beside the revenue account to edit
3. Make desired changes

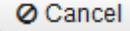
Calculated figures under 'Amount' section are not modifiable.

4. Click on  to post the changes, click on  to not post the changes.

Add/Remove Start/Stop Dates

Adding a start or stop date to a revenue account will effect only that account. If a start date is entered then the revenue account will become active on that date and will allow processing against it. If a stop date is entered then the revenue account will become inactive on that date and will NOT allow processing against it.

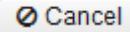
1. Using the filter row on the grid search for desired revenue account
2. Click on  beside the account to edit
3. Enter or blank out start/stop dates

4. Click on  to post the changes, click on  to not post the changes.

Inactivate/Activate

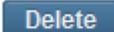
Making a revenue account active or inactive will effect only that account. If the active box is checked then the revenue account will allow processing against it. If the active box is unchecked then the revenue account will be inactive and NOT allow processing against it.

1. Using the filter row search for desired revenue account
2. Click on  beside the account to edit
3. Check or uncheck the Active box Active

4. Click on  to post the changes, click on  to not post the changes.

Delete Revenue Accounts

The delete function may be used to delete any revenue account that does not have any activity against it.

1. Using the filter row on the grid search for the desired revenue account
2. Click on  to delete the account
3. Click on  to confirm the deletion.

More Information - Revenue Accounts

[Revenue Account dimensions:](#)

Transaction Indicator (TI): A two digit number assigned by the Auditor of State to indicate the type of account. A revenue account will always have a TI of 03

Fund: A three digit number assigned by the Auditor of State. The fund number for a revenue account should correspond to the fund number of the cash account to be used for tracking the receipts.

Receipt: A four digit number assigned by the Auditor of State. The receipt code identifies the source of the receipt. For instance, is the money coming in from taxes, tuition, cafeteria money, or from fees?

Special Cost Center (SCC): A four digit number which is defined by the individual school district. The SCC is used to further divide money within the fund number. The SCC on an revenue account should match the SCC on the cash account. The exception to that rule is if the SCC is between 0001 and 8999. In that case, the account would correspond to the SCC of all zeroes at the cash level.

Subject: A six character code assigned by the Auditor of State in conjunction with the Ohio Department of Education. Please refer to the EMIS User Manual distributed by the Ohio Department of Education for the most current list of valid subject codes. The subject codes are listed in Section 4.7 of the EMIS User Manual. Subject codes are used to specifically identify the revenues involved with the various subjects offered at a school district. For example, the receipts for English Education can be tracked separately from Health Occupations by utilizing subject codes. The first two digits of the subject code will always define the academic "area" while the last four digits define the specific subject. Districts can choose to use the first two digits of the subject or the entire code. Use of the first two digits only, provides for the ability to track revenues by the subject area but eliminates the need to update accounts each time ODE may make modifications to the existing subject codes. However, use of the full six digit subject code provides for a more detailed accounting structure.

Operational Unit (OPU): A three digit number assigned by individual school districts defining specific locations or buildings within the district. For instance, you can track revenues of the high school separately from those of a middle school or elementary by using operational units.

Transaction Processing and how it affects revenue accounts.

When a receipt is posted on the system, the revenue account and the cash account are both updated.

As a district processes receipts, the three Receipt fields (YTD Actual Receipts , Fiscal YTD Actual Receipts, and Month To Date Actual Receipts) are increased in the revenue account and the Fiscal YTD Balance Receivable would be reduced.

If a refund of receipt were processed in the case of a student dropping out of driver's education, the three Receipt fields would be decreased and the Fiscal YTD Balance Receivable would be increased

More Information - Accounts

Default Descriptions

Cash

By default, when a cash account is created and the description is left blank, a default description based on the fund code will be used. The rule used to create the default description is org.ssd Ohio.usas.module.usascodes.AccountDescriptionRule. This rule is optional and can be disabled or customized to suit the district's needs.

Appropriation

By default, when an appropriation account is created, a default description based on the fund, function and object code will be used. The rule used to create the default description is org.ssd Ohio.usas.module.usascodes.AccountDescriptionRule. This rule is optional and can be disabled or customized to suit the district's needs.

Expenditure

By default, when a expenditure account is created and the description is left blank, a default description based on the fund, function and object code will be used. The rule used to create the default description is org.ssd Ohio.usas.module.usascodes.AccountDescriptionRule. This rule is optional and can be disabled or customized to suit the district's needs.

Revenue

By default, when a revenue account is created and the description is left blank, a default description based on the fund, function, and receipt code will be used. The rule used to create the default description is org.ssd Ohio.usas.module.usascodes.AccountDescriptionRule. This rule is optional and can be disabled or customized to suit the district's needs.

Tracking requisitioned amounts

If the pre-encumbrance module is installed, then total outstanding requisitioned amounts by account are tracked, and by default the dollar amounts associated with all open requisitions previously posted against the same account will be taken into consideration when doing the balance

checking. This is desirable if you want a "first come, first served" scenario where users may not post any more requisitions once the balance is depleted. By default, the balance checks are warnings, but rules may be customized to change this to a fatal error, preventing the requisitions from being posted at all.

If the user would like to track the requisitioned amounts, but NOT take them into consideration when doing the balance checking, this is possible by installing the pre-encumbrance module and then adjusting the rules which are enabled in the ADMIN/Rules option. In this case you would want to disable the rule "DefaultBalanceCheckWarning" and enable the rule "ReqBalanceCheckWarningExcludesPreencumbrances"

The pre-encumbrance module can be installed or uninstalled as desired via the Admin/Modules option.

Account Access

Individual users access to the account types as well as accounts within each account type is controlled by a variety of variables such as User account (where the Account Filter and Role (and permissions assigned to those Roles) are defined for each user, User Preferences, Rules. etc.

Adds/Deducts

- Adds/Deducts

The Adds/Deducts option is used to update the addition/deduction fields on the accounts.

Adds/Deducts

1. From the Core menu select Adds/Deducts
2. Select desired account code type from the drop down

Account code dimensions change automatically based on the type of account chosen.

100

3. Enter in the dollar amount to add or deduct from the account

If the user wants to deduct an amount they need to enter in a -. If a - is not entered is it assumed to be an addition.

4. Select Yes or No to Update GAAP Estimate
5. Click on Accept to see a Projected Amount vs Original Amount of the account before actually processing the change, click on Cancel to clear the previously entered fields
6. Click on Confirm to make the changes, click on Cancel to clear the previously entered fields

Bank Accounts

- Bank Accounts
 - Create Bank Account
 - Search Bank Account
 - Edit Bank Account
 - Add Start/Stop Date
 - Delete

Bank Accounts

Bank accounts are defined and listed under the Core/Bank Account. The user has the ability to add start and stop dates for each bank account. Any bank account that is listed and active may be selected from a drop down when processing disbursements.

Create Bank Account

1. From the Core menu select 'Bank Account'
2. Click on Create

1. Enter in desired information
3. Enter in desired information
4. Click on Save to create the bank account, click on cancel to not create the bank account and return to the query list

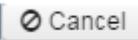
Search Bank Account

The bank account grid allows the user to search for existing bank accounts by clicking in the filter row in the [grid](#) columns and entering in the desired information. Click on any row of the search results to see a summary view of the record. Click on  beside a bank account to see the full details. The [Advanced Search](#) can be utilized by clicking on the  in the upper right side of the grid.

Edit Bank Account

Click on the  in the grid beside the bank account to edit the record. Only fields that are allowed to be edited will be displayed.

Add Start/Stop Date

1. From the Core menu select 'Bank Account'
2. Search for and select desired bank account
3. Click on the  beside the desired bank account and input a valid date into either the start or stop date field
4. Click on  to save the changes, click  to remove the changes and leave the record as it was.

Delete

Click on  in the grid beside the desired bank account. A confirmation box will appear asking to confirm that the bank account be deleted. Bank accounts may only be deleted if they have no related transactions.

Delivery Addresses

- Delivery Addresses
 - Activate/Inactivate Delivery Addresses
 - Create/Edit Delivery Addresses
 - Query Delivery Addresses
 - Delete Delivery Addresses

Delivery Addresses

Delivery Addresses are maintained in the Core menu and are created one of two ways:

- Deliver-to vendor addresses imported from Classic
- New deliver-to vendor address details entered when processing a requisition or purchase order.

Activate/Inactivate Delivery Addresses

1. From the Core menu select 'Delivery Addresses'
 1. By default, all delivery addresses imported from Classic are inactive. Checkmark the 'Active' box to activate a delivery address.

Delivery Addresses		
Active	Address	Active
<input type="checkbox"/>		<input type="checkbox"/>
<input checked="" type="checkbox"/>	Romero (Demo) Schools 960 Eller Square Nelson OH 33026	true

2. Once a delivery address is activate, it will automatically populate the delivery address when processing a requisition or purchase order.

Create/Edit Delivery Addresses

A delivery address cannot be created or edited from the Delivery Addresses interface. A delivery address is automatically created when you enter a new delivery address or edit an existing delivery address during requisition or purchase order processing.

Delivery Address

Romero (Demo) Schools 960 Eller Squ

Romero (Demo) Schools
 Transportation Department
 960 Eller Square
 Nelson OH 33026

Query Delivery Addresses

The delivery addresses grid allows the user to search for existing delivery addresses by clicking in the filter row in the grid columns and entering in the desired information. Click on any row of the search results to see a summary view of the record. The [Advanced Search](#) can be utilized by

clicking on the  in the upper right side of the grid.

Delete Delivery Addresses

A delivery address cannot be deleted. If it's currently active, click on the 'Active' box to remove the checkmark. The delivery address will now be inactive and may no longer be selected when processing a requisition or purchase order.

OPUs (Operational Units)

- Create an OPU
- Search/View OPU
- Edit an OPU
- Delete an OPU
- More Information

The operational unit (OPU) dimension of the 30 digit account code is defined at the district level. The OPU interface allows the user to define three digit operational unit codes which will be considered valid by the system when entering USAS accounts in the various maintenance, processing, and report programs.

Create an OPU

Opu

Code

Description

IRN #

Central Office

1. From the Core menu select 'OPUs'
2. Click on
3. Enter in the required information:
 1. Check the box if the OPU is the Central Office OPU.

The IRN# must be a valid IRN within the district

4. Click on to create the OPU. Click on to not create the OPU and return to the OPU grid.

Search/View OPU

OPU Grid allows the user to search for existing operational units on the system. Click on  to view a particular OPU.

Edit an OPU

Existing OPUs may be modified. All the fields except for the OPU code are modifiable.

1. Search desired OPU on grid
2. Click on  to edit the OPU
 1. make desired changes

3. Click on  to save desired changes on the OPU. Click on  to not post the changes and return to the OPU grid.

Delete an OPU

An OPU that has transactions against it can not be deleted.

1. Search the desired OPU on grid.
2. Click on  to delete the desired OPU.
3. Click on  to confirm the deletion.

More Information

The OPU is the USAS dimension that identifies facilities in the school system. An operational unit is identified as a permanent operational entity such as a school, administration building, warehouse, department, office, etc. This dimension is used to identify costs by unit or facility and is assigned by the school district. By using the OPU codes, the user is also able to sort reports according to the operational units defined in the OPU interface. Such an option is useful to management as they examine spending patterns in the individual buildings in their districts. The entity type is set to "C" if the OPU is set up to track central office expenses. Otherwise, the entity type is left blank.

When defining OPUs, you must include the following:

1. A three digit number between zero and 998
2. A description of that number
3. The IRN associated with the OPU entered
4. An OPU of "000" must be entered with the district IRN

Organization

- Organization
 - Edit

Organization

The 'Organization' refers to district information such as district address and various ID numbers that are unique to a particular district.

Edit

1. From the Coire menu select "Organization"
2. Click on the  to edit the information. Only fields that are allowed to be edited will be displayed.
3. Click on  to save the changes, click on  to leave the information as is

Posting Periods

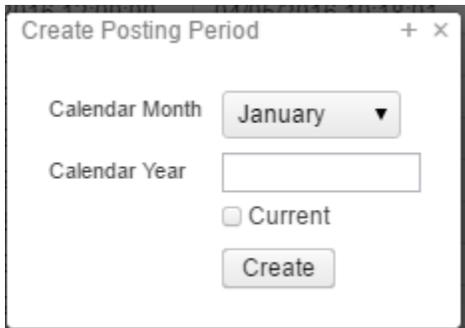
- Create Posting Period
- Open/ Re-Open Posting Period
- Close Posting Period
- Make Posting Period Current
- Delete Posting Period
- More Information

Posting period is a period within a fiscal year for which transaction figures are updated. Transaction dates will be required to be in an open (not necessarily current) posting period.

Create Posting Period

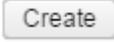
1. From the Core menu select 'Posting Periods'

2. Click on 



3. Enter in the required information:

1. Check the Current box if the user wishes to make this new posting period the current one.

4. Click on  to create the posting period, click on X to not create the posting period and return to the Posting period grid.

Open/ Re-Open Posting Period

It will no longer be necessary to completely close out before opening the next reporting period. A user can re-open prior posting periods when corrections need to be made.

1. From the Core menu select 'Posting Periods'

2. Search for desired posting period

3. Click on  beside the posting period the user wants to open

4. The function on the grid have now changed beside that posting period to show the option to close the period 

Close Posting Period

1. From the Core menu select 'Posting Periods'

2. Search for desired posting period

3. Click on  beside the posting period the user wants to close

4. The function on the grid have now changed beside that posting period to show the option to open the period 

Make Posting Period Current

1. From the Core menu select 'Posting Periods'

2. Search for desired posting period

3. Click on  beside the posting period the user wants to make current

Only one period can be made current at a time

4. The functions on the grid have now changed beside that posting period to show the column as blank. When another posting period is made current the  will appear again giving the user the option to make it current once again.

Delete Posting Period

User may delete a posting period if they entered the month or year in error. The system will only allow deleting if no transactions are referencing the posting period.

1. From the Core menu, select 'Posting Periods'
2. Search for desired posting period
3. Click on  beside the posting period the user wants to delete.

More Information

The import process will create 'previous' posting periods. Any posting period not in the current fiscal year will be set to archived with the exception of the last month (June) in the year just prior to the current fiscal year. Archived posting periods can not currently be 're-opened'.

If a posting period exists in a future fiscal year it will not be archived either.

Projects

- [Create a Project](#)
- [Assign Cash Account](#)
- [Edit Project](#)
- [Delete a Project](#)

This is a new option which can be used to view your projects and project-to-date information. For the initial versions of USAS-R this will remain one project per cash account, however in the future this will be updated to allow more flexibility in the creation of projects by tying them to budgets and anticipated revenues, even across multiple cash accounts.

Create a Project

Project + x

Name
 Beginning Balance
 Expended
 Received
 Ending Balance
 Percent Overrun
 Start Date
 Stop Date
 Legacy Expended
 Legacy Received
 Assigned Account: None

1. From the Core menu select 'Projects'
2. Click on
3. Enter in the required information:
4. Click on to create the project, click on to not create the project and return to the Projects grid.

Assign Cash Account

1. From the Core menu select 'Project'
2. From the grid, search for desired Project
3. Click on beside the project the user would like to assign a cash account to
4. A popup will appear where the user will select the cash account from a drop down and then click on

Edit Project

Existing Projects may be modified.

1. Search desired Project on grid
2. Click on to edit the Project
 1. make desired changes
3. Click on to save desired changes on the Project. Click on to not post the changes and return to the Project grid.

Delete a Project

An Project that has transactions against it can not be deleted.

1. Search the desired Project on grid.
2. Click on  to delete the desired Project.
3. Click on  to confirm the deletion.

Vendors

- Vendor
 - Create
 - Search/View Vendors
 - Edit Vendors
 - Delete Vendors
 - More Information on Vendor
 - ACH Fields
 - Changing Vendor Numbers
 - Taxpayer ID Rules

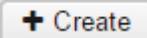
Vendor

A vendor is a person or company that the entity is purchasing goods or services from. The vendor record contains basic biographical information as well as 1099 and New Hire reporting information. The 1099 fields are based on the IRS guidelines. The New Hire Reporting flags are used for vendors that need to be reported to the Ohio Department of Job and Family Services.

The vendor number will be automatically assigned to the next available number on file unless you override the auto assign by entering a desired vendor number.

Check name and address fields are used if payment should be sent to a different name/location than the purchasing information.

Create

1. From the Core menu select 'Vendor'
2. Click on 
3. Enter in desired information for the vendor

Vendor name and number are required. The number will be automatically assigned for you unless you fill in a vendor number.

Vendor + x

Vendor # Primary Name Active Account Number Default Payment Type ▼

Amounts

FYTD Total YTD Total

1099

Ignore Limits Tax Id Type Id Type 1099 ▼

New Hire

Report Status Id Birth Date Begin Date Months Report Date

Other Info

Created Date Email Address Last Activity Minority Vendor Withhold Child Support

Standard Custom Fields

Category Code 1 Code 2 Date Legacy Text Money 1

Money 2 Text WebAddress

Locations

Location	Name	Address	Phone	Fax	PO	Check	109

4. Click on to post the vendor to the system, click on Cancel to not post the vendor and return to the Vendor grid.

Search/View Vendors

Vendor Grid allows the user to search for existing vendors. Click on  to view a particular vendor. The vendor grid also allows you to sort vendor information by typing specifics within the Column Title blank fields or selecting a Column Title to sort all vendors in ascending/descending order for example.

Edit Vendors

Only fields that are allowed to be edited will be displayed.

1. Search desired vendor on grid
2. Click on  to edit the vendor
3. Make desired changes
4. Click on to save desired changes to vendor, click on to not posted changes and return to the Vendor grid.

Delete Vendors

It is not recommended to delete old vendors since this might destroy an audit trail. If the vendor number is re-used, reports from prior fiscal years will not match current vendor information. We recommend changing the status from "active" to "inactive" instead. Vendors will only be able to be deleted if they are not used on any transactions currently in the database.

1. Search desired vendor to delete
2. Click on  to delete the vendor.
3. Click on "delete" to confirm deletion.

More Information on Vendor

ACH Fields

If the ACHProcessing module is installed (using the System>Modules menu option), then a set of ACH fields will also be available for the vendor. USAS-R does not currently support the creation of ACH files, but these fields may be used with third-party vendor software that support vendor ACH submission.

Changing Vendor Numbers

By default, the system does not allow you to change vendor numbers. However, this is controlled by an optional rule which can be disabled or customized to be a warning instead of a fatal error. This rule can be found in the System>Rules option with the name org.ssd_t_ohio.usas.model.vendor.VendorNumberChanged.

Taxpayer ID Rules

By default, the TIN Type field must be set to SSN or EIN if the Taxpayer ID is entered and the vendor is flagged with a 1099 type. However, this is controlled by an optional rule which can be disabled or customized to be a warning instead of a fatal error. This rule can be found in the System>Rules option with the name org.ssd_t_ohio.usas.model.vendor.VendorTaxIdRules.

Transaction

Transaction menu contains the entity's daily functions for expenditure and receipt processing.

AP Invoices

- AP Invoices
 - Create an AP Invoice
 - Query AP Invoices
 - Edit AP Invoices
 - Delete AP Invoices
- More Information

AP Invoices

An invoice prepares the PO items for payment. An invoice is created after a billing/invoice statement is received from a vendor.

Create an AP Invoice

There are two different ways to create an invoice.

1. From the Transaction menu, select 'Purchase Orders'. Query for the PO and display it. Click on Invoice.

OR

1. From the Transaction menu select 'AP Invoices'.
2. Enter the PO number and click on Invoice

PO#: |

1.

Validate Post Cancel

New AP Invoice

Invoice # Invoice Date 02/05/2015

Purchase Order # 151291 Payment Terms (Net) 0

Posted By Posted Date

Vendor #5796 Payment Due Date 02/05/2015

School Tech Supply PO Amount

Vendor PO Paid \$0.00

PO Box PO Filled \$0.00

Phoenix AZ PO Remaining Encumbrance \$939.00

Invoice Total Filled \$0.00

Invoice Total Cancelled \$0.00

Fill Items Clear Items Cancel Items

#	Qty	Original	Remain Enc	Filled	Description / Account	Amount	Status	Received
1	1.000	\$929.00	\$929.00	\$0.00	HP FACTORY RECERTIFIED ENVY			
2	1.000	\$10.00	\$10.00	\$0.00	Shipping costs			
Total Filled						\$0.00		Update
Total Cancelled						\$0.00		

Fill Items Clear Items Cancel Items

Validate Post Cancel

- 2.
3. Items check marked can be automatically filled or cancelled for the remaining encumbered amount. Items may also be filled manually by tabbing between the amount and status fields.
4. Update button will total the amount filled and/or cancelled on the current invoice so the total may be verified before posting.

The only appears beside the vendor field if the user has the ability to update or create vendors.

3. Click on Validate
4. Click on Post to post the invoice to the system. Click on Cancel to cancel out of the invoice without posting.

Query AP Invoices

The AP Invoices Query allows the user to search for existing invoices posted to the USAS system. The maximum invoices displayed is defaulted to 50 but can be changed up to 250.

Edit AP Invoices

Invoices that are currently at a status of 'filled' or 'canceled' and are in an open posting period may be edited.

1. Search for desired Invoice
2. Click on the invoice number in the query results
3. Click on Modify
 1. make desired changes
4. Click on Validate
5. Click on Post to post the invoice to the system, click on Cancel to not post the modified invoice and return to the AP Invoice Query.

Delete AP Invoices

The Delete function may be used to delete an invoice in an open posting period that does not have any payments made against it.

1. Search for desired invoice
2. Click on the invoice number in the query results
3. Click on Delete
4. Confirm you want to delete Yes or No

More Information

The posting period associated with the invoice date must be open.

AP Invoice allows a user to partially fill, completely fill or cancel any invoiceable (open) line items on a purchase order. Once the invoice has been posted, the purchase order is no longer considered "new" and has an updated status.

As invoice items are filled, they will appear in a list under Payables.

A vendor can not be changed when invoicing unless it is a non-specific vendor purchase order and in that case a vendor must be specified before posting.

Individual user AP Invoice processing is controlled by a variety of variables, such as [User](#) account where the [Account Filter](#) and [Role](#) are defined for each user, [Rules](#), etc. By default, the vendor used on the invoice must be active, and a warning will be generated if the vendor does not have a default check address. These rules may be disabled or customized to meet the district's needs; see [rules.org.ssdt_ohio.usas.model.invoice.InvoiceVendorActive](#) and [rules.org.ssdt_ohio.usas.model.invoice.InvoiceVendorDefaultCheckAddress](#).

The received date on the line item of the invoice will default to the invoice date for all items.

Disbursements

- [Create Disbursements](#)
- [Search Disbursements](#)
- [Void Disbursements](#)
- [Resequence Disbursements](#)
- [Reconcile Disbursements](#)
- [Unreconcile Disbursements](#)
- [Auto-Reconcile Disbursements](#)
- [Print Disbursements](#)
- [More Information](#)
 - [Disbursements Video](#)

A disbursement is payment to a vendor for goods or services provided to the district. Disbursement types include physical checks, ACH transactions, and other electronic postings based on the "default payment type" from the vendor. All disbursements regardless of type are numbered automatically with a disbursement number (Reference Number). When a disbursement is posted, the purchase order is no longer "filled" and has an updated status of "paid".

Users have the ability to create Disbursements through the [Payables](#) interface.

Create Disbursements

Please refer to the [Payables](#) chapter for more information on creating disbursements.

Search Disbursements

The disbursements grid allows you to search for existing disbursements by clicking in the filter row in the [grid](#) columns and entering in the desired information. Click on any row of the search results to see a summary view of the record. Click on  beside a disbursement to see the full details. The [Advanced Search](#) can be utilized by clicking on the  in the upper right side of the grid.

Void Disbursements

Users may void disbursements written for purchase orders or for refunds. Disbursements should only be voided if:

- the amount is incorrect
- the invoiced items were not to have been paid
- it was issued to the wrong vendor
- it was issued against the wrong bank
- the physical check form was ruined or lost

Disbursements may not be voided if they are at a reconciled status or from a prior fiscal year.

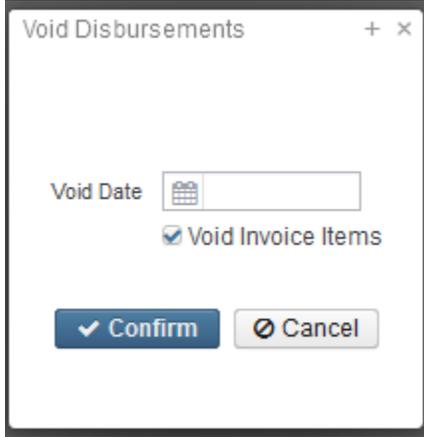
1. From the Transaction menu select "Disbursements"



2. Search for disbursements and click in the  beside the desired disbursements

3. Click on 

4. Enter in Void Date; must be in an open posting period and not earlier than the disbursement date. By default the 'void invoice items' is checked. If desired the user may uncheck the box if the invoice items should NOT be voided as well

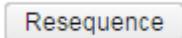


5. Click on  to void the disbursement/s, click on  to NOT void the disbursement and return to the grid.

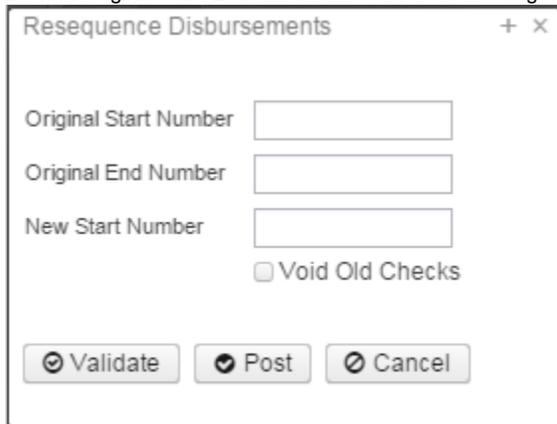
Resequence Disbursements

Users may need to resequence disbursements. The resequence button allows a user to change check numbers on checks that are currently posted or change check numbers and void the 'old checks'.

1. From the Transaction menu select "Disbursements"



2. Click on
3. Enter in Original Start/End Numbers and the new starting number.



4. Check the 'void old checks' if you want the old checks to be at a voided status on the system

5. Click on  to ensure there is not an overlay in disbursement/s numbering,

6. Click on  to make the changes, click on  to leave disbursement numbers as is and return to the grid.

Reconcile Disbursements

1. From the Transaction menu select "Disbursements"



2. Search for disbursements and click in the  beside the desired disbursements

3. Click on 

4. Use the current date that is automatically populated or enter a desired reconcile date.

5. Click on 

5. Click on  to change the disbursement/s status from outstanding to reconciled, click on  to leave the disbursement/s at an outstanding status and return to the grid

Unreconcile Disbursements

1. From the Transaction menu select "Disbursements"



2. Search for disbursements and click in the  beside the desired disbursements

3. Click on 

4. The disbursement/s are now back at an outstanding status and the reconciled dated is cleared

Auto-Reconcile Disbursements

1. From the Transaction menu select "Disbursements"

2. Click on 

3. Select the format

4. Select the file

Print Disbursements

Disbursements that have already been printed will have a printable status of false.

1. From the Transaction menu select "Disbursements"

2. Search for disbursements

1. To search for printable disbursements click in the printable filter row and type in true



3. Click in the  beside the desired disbursement/s

4. Click on 
5. Select the starting check number, print output type and check form.

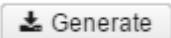
Generate Print File + x

Start Number

Print Output Type Pdf Xml

Check Form ▼

1. If a starting check number is not entered it will auto assign using the highest number on file

6. Click on 
7. The user will then have a pop-up with the checks in the desired output type that can be uploaded into a third party printing software if needed.

More Information

Disbursement configuration details may be changed under the Module Configuration option under the Admin menu.

1. From the Admin menu select 'Module Configuration'
2. Click on  beside the Disbursement Configuration in the grid
3. Make any desired changes

Edit Disbursement Configuration + x

Collapse Items For Same Account

Max Items Per Disbursement

Num Lines Per Item

Stub Lines

Use Overflow Stubs

1. 
4. Click on  to save the changes, click on  to leave as it was.

Disbursements Video

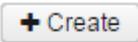
Distributions/Error Corrections

- Create Distributions/Error Corrections
- Search/View Distributions/Error Corrections
- Edit Distributions/Error Corrections
- More Information
 - Distributions/Error Corrections Video

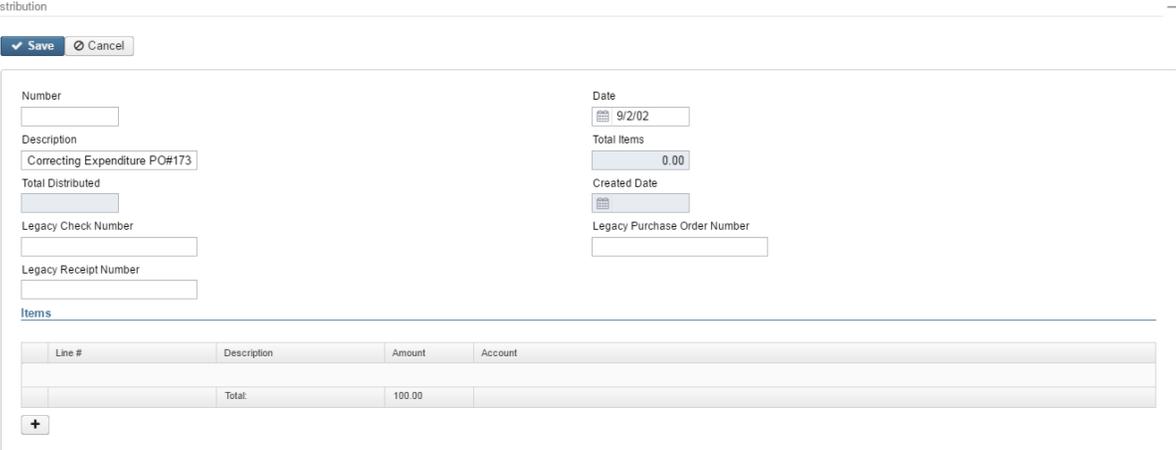
The distribution/error corrections allows the user to re-distribute expenditures if the expenditures are charged to more accounts than the purchase order was originally issued for or to correct an error in a previous expense.

Create Distributions/Error Corrections

1. From the Transaction menu select 'Distributions/Error Corrections'

2. Click on 

1. Enter in the required information



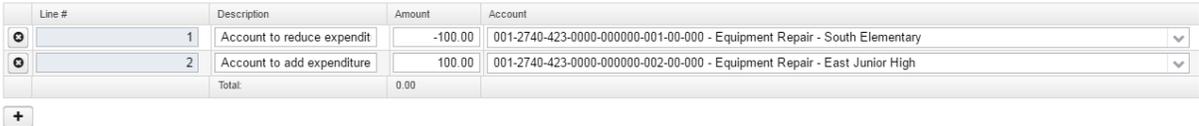
The screenshot shows a 'Distribution' form with the following fields:

- Number:
- Description:
- Total Distributed:
- Legacy Check Number:
- Legacy Receipt Number:
- Date:
- Total Items:
- Created Date:
- Legacy Purchase Order Number:

Below the form is an 'Items' table:

Line #	Description	Amount	Account
Total:		100.00	

2. Click on  to add line items



Line #	Description	Amount	Account
1	Account to reduce expendit	-100.00	001-2740-423-0000-000000-001-00-000 - Equipment Repair - South Elementary
2	Account to add expenditure	100.00	001-2740-423-0000-000000-002-00-000 - Equipment Repair - East Junior High
Total:		0.00	

3. Click on  to post the distribution/error correction, click on  to not post the transaction and return to the grid.

Search/View Distributions/Error Corrections

Distributions/Error Corrections grid allows the user to search for any existing distributions/error corrections by clicking in the filter row in the grid columns and entering in the desired information. Click on any row of the search results to see a summary view of the record. Click on  beside a distribution/error correction to see the full details. The [Advanced Search](#) can be utilized by clicking on the  in the upper right side of the grid.

Edit Distributions/Error Corrections

Distributions/Error Corrections from an open posting period may be modified. Only fields that are allowed to be edited will be displayed.

1. Search desired distribution/error correction on grid
2. Click on  to edit the transaction

1. Make desired changes



3. Click on  to save desired changes, click on Cancel to not post the changes and return to the grid.

More Information

By default the system will not allow budget and revenue corrections in the same transaction. For example you can't increase an expenditure account and decrease a revenue account (or vice versa). They must be the same type of account (expenditure or revenue). Also the amount reduced and the amount increased must equal to each other and balance to zero. The default rule affecting these behaviors is. org.ssd_t_ohio.usas.model.distribution.DistributionRules. This is a mandatory rule.

Distributions/Error Corrections Video

Payables

- [Creating a Disbursement](#)
 - [Print Disbursement](#)
- [Search Payables](#)
- [More Information](#)
 - [Payables Video](#)

Users have the ability to create [Disbursements](#) through the Payables interface. A payable is an unpaid invoice. As invoice items are filled via AP Invoice they will appear as a "payable" under the Payables query. By default, all invoices that are currently filled will appear in the query results. The user may use the grid options to search for specific payables, if desired. The grid results are displayed in two different formats.

The first format "Detail" contains all the individual payable items along with check boxes to allow selecting the payables the user wishes to pay.

Detail		Vendor				
Payables						
Post Selected						
<input type="checkbox"/>	Vendor #	Primary Name	Invoice #	PO #	Amount	Full Account Code
<input type="checkbox"/>						
<input type="checkbox"/>	2005	Sampleville Furniture Express	0000023	897	55.00	001-2421-640-0000-000000-004-00-000
<input type="checkbox"/>	2005	Sampleville Furniture Express	0000010	897	55.00	001-2421-640-0000-000000-004-00-000
<input type="checkbox"/>	2003	Kustom Kitchen Kleaners	0000898	898	100.00	001-1100-211-0000-000000-006-00-000
<input type="checkbox"/>	2005	Sampleville Furniture Express	0000002	897	55.00	001-2421-640-0000-000000-004-00-000
<input type="checkbox"/>	2005	Sampleville Furniture Express	0000013	897	55.00	001-2421-640-0000-000000-004-00-000
<input type="checkbox"/>	2005	Sampleville Furniture Express	0000014	897	55.00	001-2421-640-0000-000000-004-00-000
<input type="checkbox"/>	2005	Sampleville Furniture Express	0000003	897	55.00	001-2421-640-0000-000000-004-00-000

The second format "Vendor Summary" displays, by vendor, all outstanding payables and allows the user to post all of them at one time.

Detail Vendor

Payables by Vendor

Post Selected

<input type="checkbox"/>	Vendor #	Vendor Name	Amount
<input type="checkbox"/>			
<input type="checkbox"/>	2005	Sampleville Furniture Express	1,465.00
<input type="checkbox"/>	2003	Kustom Kitchen Kleaners	325.00
<input type="checkbox"/>	2000	OfficeMax	30.00
<input type="checkbox"/>	1100	Sue Smith	4.34
<input type="checkbox"/>	2007	S & F Bus Parts	139.00
<input type="checkbox"/>	1113	Jack Jones	175.00

Creating a Disbursement

1. From the Transaction menu select "Payables"
2. Choose the Detail or Vendor format



3. Search for the payable/s to be paid and click in the beside the desired payable/s
 1. the check box in the column header row can be checked to select ALL payables

Post Selected

4. Click on
5. Enter in the disbursement date, grouping, sort and bank account

Post Disbursements + x

Post Summary

Vendors	Invoices	Total Amount
3	3	900.00

Options:

Disbursement Date

Grouping Options Vendor ▾

Sorting Options Vendor number ▾

Bank Account 1 - Default Bank Account ▾

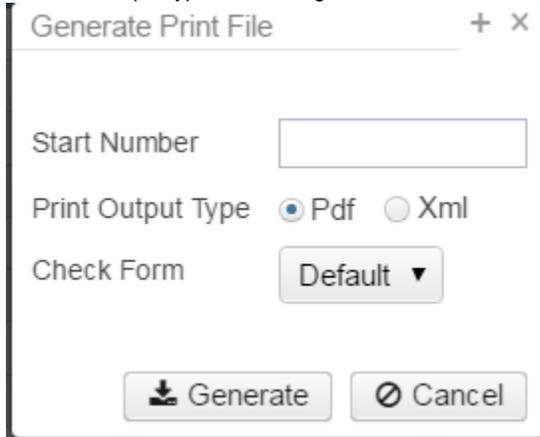
1.

6. Click on to create the disbursement (expending the money), click on to return the paybles grid
7. It displays a summary result page where the user can now choose to the disbursements if physical checks were created or to return to the payables grid
8. If the user clicked on they will be taken to the Disbursement interface where they can now print the physical checks. By using this option, the disbursement grid by default will show all printable disbursements.

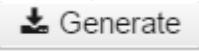
Print Disbursement



1. Click in the  beside the desired disbursement/s
2. Click on 
3. Select the output type and starting check number



1. If a starting check number is not entered it will auto assign using the highest number on file

4. Click on 
5. The user will then have a pop-up with the checks in the desired output type that can be uploaded into a third party printing software if needed.

Search Payables

The Payables grid allows the user to search for existing account filters by clicking in the filter row in the [grid](#) columns and entering in the desired information. Click on any row of the search results to see a summary view of the record. The [Advanced Search](#) can be utilized by clicking on the



in the upper right side of the grid.

More Information

[Disbursements](#) will be created as a check, electronic disbursement, or ACH based on the "defaultPaymentType" from the vendor (actual creation of the ACH file is not yet available). All disbursements regardless of type are numbered automatically with a disbursement number (Reference Number). The starting check number field is assigning the physical check number for actual checks, i.e., non-electronic and non-ACH. If the starting check number is left blank, the check number will be auto-assigned based on the current highest check number.

The Grouping Option lets the user decide if the checks should be grouped either by Vendor (how CKPROC currently works), or by Invoice. Grouping by Invoice will allow districts to get a separate check per invoice number without multiple runs as is currently necessary in classic USAS.

Disbursements with a negative amount will not be allowed and will cause an error to be generated during the posting process.

Payables Video

Pending Transactions

- Search Pending Transaction
- Post Pending Transaction
- Reject pending Transaction
- More Information
 - Balance checks
- Pending Transaction Video

A pending transaction is a transaction that is currently sitting out there from a different system/software waiting to be posted to USAS. For example a payroll file from the State Software USPS system.

Search Pending Transaction

The pending transactions grid allows the user to search for existing pending transactions by clicking in the filter row in the [grid](#) columns and entering in the desired information. Click on any row of the search results to see a summary view of the record. The [Advanced Search](#) can be

utilized by clicking on the  in the upper right side of the grid.

Post Pending Transaction

1. From the Transaction menu select 'Pending Transaction'
2. Click on  beside the transaction the user would like to post
3. A pop up will be displayed with the details of the pending transaction and will allow the user to post, reject or validate

Pending Transaction + x

Date:

Description:

Total:

Pay Date:

Pay Plan:

Payroll Description:

Type:

Line Number	Amount	Full Account Code	Warnings/Errors
1	500	001-1100-111-0000-000000-006-01-000	
2	500	001-1100-111-0000-000000-006-02-000	
3	500	001-1100-111-0000-000000-006-03-000	

4. Click on , any errors or warnings will be displayed in the window
5. Click on
6. A pop up will be displayed with the user's posting options

Pending Transaction Post Options:

Electronic

Transaction Date

Bank Account

Uncheck 'electronic' if the user would like a physical check printed

7. Enter desired information

8. Click on

Reject pending Transaction

1. From the Transaction menu select 'Pending Transaction'

2. Click on  beside the transaction the user would like to post

3. A pop up will be displayed with the details of the pending transaction and will allow the user to post, reject or validate

Pending Transaction + x

Date

Description

Total

Pay Date

Pay Plan

Payroll Description

Type

Line Number	Amount	Full Account Code	Warnings/Errors
1	500	001-1100-111-0000-000000-006-01-000	
2	500	001-1100-111-0000-000000-006-02-000	
3	500	001-1100-111-0000-000000-006-03-000	

4. Click on

5. A pop up will be displayed asking for a rejection reason

Enter Rejection Reason: + x

Rejection Reason:

6. Click on

More Information

Balance checks

By default, the validate option will produce warnings when the remaining balance on the account will become negative if the pending transaction is posted. However, this rule may be disabled or customized to suit the district's needs; see the rule named `org.ssd_t_ohio.usas.model.pendingTransaction.PendingTransactionBalanceCheck`.

Pending Transaction Video

Purchase Orders

- Purchase Orders
 - Create Purchase Order
 - Search/View Purchase Order
 - Edit Purchase Order
 - Print Purchase Order
 - Clone Purchase Order
 - Delete Purchase Orders
 - More Information on Purchase Order

Purchase Orders

A purchase order is a document authorizing a seller to deliver goods, with payment to be made at a later date. Monies are encumbered when a purchase order is created.

Create Purchase Order

Purchase Order

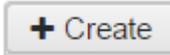
PO # <input type="text"/>	Date <input type="text" value="9/4/16"/>	Vendor <input type="text"/>
Description <input type="text"/>	Deliver By Date <input type="text"/>	Delivery Address <input type="text"/>
Terms <input type="text"/>	Attention <input type="text"/>	Source <input type="text"/>
Summary <input type="text"/>	Created Date <input type="text"/>	<input type="checkbox"/> Amended
<input type="checkbox"/> Invoiceable	<input type="checkbox"/> Multivendor	

Amounts

Total Charges	Total Filled	Total Items
<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Total Paid	Total Remaining Encumbrance	
<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	

Qty	Units	Description	Unit Price	Item Total	Charges	Charge Total
		Total:		0.00		

1. From the Transaction menu select 'Purchase Orders'



2. Click
3. Enter desired information into the purchase order

Purchase Orders by default do not require a vendor number. No vendor means the user hasn't assigned one yet or that it will be used as a 'multi-vendor' purchase order (non-vendor specific). Multi-vendors are no longer used

1. Click on the  to add line items

1. The  allows the user to split items by quantity and the  allows the user to split by price

	Qty	Units	Description	Unit Price	Item Total	Charges	Charge Total
	0.000			0.0000	0.00		0.00
Total:					0.00		



4. Click on  to post the purchase order to the system, click on Cancel to not post the purchase order and return to the Purchase Order grid.

Search/View Purchase Order

Purchase Order Grid allows the user to search for purchase orders that have been posted on the system. Click on  to view a particular purchase order.

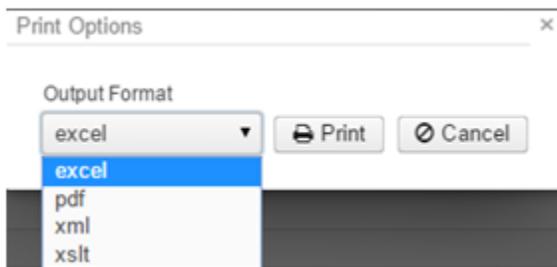
Edit Purchase Order

New Purchase Orders from an open posting period may be modified. Only fields that are allowed to be edited will be displayed.

1. Search desired purchase order on grid
2. Click on  to edit the purchase order
 1. Make desired changes
3. Click on  to save desired changes to the purchase order, click on Cancel to not post the changes and return to the Purchase Order grid.

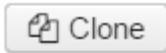
Print Purchase Order

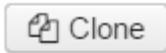
Click on  to submit a copy of a posted purchase order in a desired output format. Users have the ability to print a single purchase order or a batch of purchase orders at one time.



Clone Purchase Order

1. Select desired purchase order on grid
2. Click on  to view the purchase order information



3. Click on  to clone the purchase order information into a new purchase order.



4. Make any desired changes and click on  to post the purchase order to the system, or click on Cancel to not post the purchase order and return to the Purchase Order grid.

Delete Purchase Orders

By default the system will not allow any purchase order to be deleted. However this is a bundled, non-mandatory rule, meaning it may be disabled under the [Rules](#) interface (see `org.ssd Ohio.usas.model.po.POPreventDelete`). If the rule is disabled only purchase orders that do not have any other information tied to it such as an invoice, check, etc may be deleted.

1. Search desired purchase order on grid
2. Click on  to delete the purchase order.
3. Click on "Delete" to confirm the deletion.

More Information on Purchase Order

Purchase Orders by default do not require a vendor number. No vendor may mean the user just hasn't assigned one yet or that it will be used as a 'multi-vendor' purchase order (non-vendor specific). Multi-vendors are no longer used.

A vendor may be entered at any time prior to entering the first invoice. If a vendor is not entered prior to the first invoice, it will be assumed to be a non-vendor specific (i.e., multi-vendor) purchase order and the vendor will need to be entered at invoicing time. In this case, once an invoice has been processed against the purchase order, it will no longer be possible to enter a vendor on the purchase order.

Individual user purchase order processing is controlled by a variety of variables, such as [User](#) account where the [Account Filter](#) and [Role](#) (and the Permissions assigned to those Roles) are defined for each user, [User Preferences](#), [Rules](#), etc.

By default the system will give a warning if the budget's remaining balance will go negative. Remaining balance is either unencumbered balance or unencumbered balance - outstanding requisitions depending on whether the pre-encumbrance module is installed (see [Admin/Modules](#)) and on the specific rule(s) the district has enabled. However, this can be customized to suit the needs of the district (see rules `org.ssd Ohio.usas.model.po.DefaultBalanceCheckWarning` and `org.ssd Ohio.usas.module.preencumbrance.POBalanceCheckWarningExcludePreencumbrances`).

By default, the account codes must be active and function codes 7100-7499 are not allowed. The default rules affecting this behavior are `org.ssd Ohio.usas.model.po.PORequireActiveAccounts` and `org.ssd Ohio.usas.model.po.PORestrictedFunctionCodes`. Function codes 7200-7499 are reserved for Transfers and Advances, which must be entered via the Transfers/Advances option. Function code 7100 is a contingency account. Expenditures may not be made directly from a contingency account.

By default, the vendor must be active. The default rule affecting this behavior is `org.ssd Ohio.usas.model.po.POVendorActive`. A warning will also be generated if the vendor does not have a default PO location defined. This behavior is optional and may be customized by disabling or copying the rule `org.ssd Ohio.usas.model.po.PoVendorDefaultPOAddress`.

USAS-R contains an optional module to provide support for the optional Classic USAS Requisition Approval functionality. If this module is enabled, a Custom Field will be available on the requisition to indicate it's status, and requisitions may only be converted to a purchase order after the status has been set to approved by a user with the appropriate security. This module also activates an optional "transmission status" Custom Field on the PO so that an outside purchasing system may optionally tell USAS whether the PO was already transmitted to the vendor.

Receipts

- [Receipt](#)
 - [Create Receipts](#)
 - [Search/View Receipts](#)
 - [Edit Receipts](#)
 - [Print Receipts](#)
 - [Clone Receipts](#)
 - [Delete Receipts](#)
 - [More Information](#)

Receipt

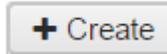
The Receipt module allows the user to process receipts or reduction of expenditures.

A receipt is the process of posting monies received by the district. A reduction of expenditure is the process of reducing an already posted expenditure. Receipts and reduction of expenditures may be processed on the same receipt transaction by specifying the type in each line item. The posted receipt will show RC for receipt and RX for a reduction of expenditure. A receipt will use a revenue account whereas a reduction of expenditure uses a budget account.

Individual user receipt processing is controlled by a variety of variables such as **User** account where the **Account Filter** and **Role** are defined for each user, Rules, etc.

Create Receipts

1. From the Transaction menu, select "Receipts".



2. Click on 
3. Enter in desired information into the receipt

1. Click on the  to add items
2. Under Type, select RC for receipt or RX for reduction of expenditure.

4. Click on  to post the receipt to the system, click on Cancel to not post the receipt and return to the Purchase Order grid.

Receipt +

Receipt # <input type="text"/>	Date <input type="text" value="9/14/17"/>
Received From <input type="text" value="Department of E"/>	Description <input type="text" value="Grant"/>
Reconcile Date <input type="text"/>	Total Items <input type="text" value="2,000.00"/>

Standard Custom Fields

Created Date <input type="text"/>

Items

Line #	Description	Type	Amount	Account
1	Title I Grant	RC	2,000.00	034-3219-0000-0000000-000 - CLASSROOM FACILITIES I



Search/View Receipts

Receipt Grid allows the user to search for receipts/reduction of expenditures that have been posted on the system. Click on  to view a particular receipt/reduction of expenditure.

Edit Receipts

Existing receipts from an open posting period may be modified. Only fields that are allowed to be edited will be displayed.

1. Search desired transaction on grid
2. Click on  to edit the transaction
 1. Make desired changes
3. Click on  to save desired changes, click on Cancel to not post the changes and return to the grid.

By default, the receipt number is allowed to be changed. This can be prevented if desired by enabling the rule `org.ssd_t_ohio.usas.model.receipt.ReceiptNumberChanged`.

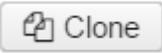
Print Receipts



Click on  to submit a copy of a posted Receipt in a desired output format. Users have the ability to print a single Receipt or a batch of Receipts at one time.

Clone Receipts

The clone function may be used to copy all of the information from an existing receipt/red. of exp. into a new one while allowing changes to be made.

1. Select desired transaction on grid
2. Click on  to view the transaction information
3. Click on  to clone the receipt or reduction of expenditure information into a receipt or reduction of expenditure.
4. Make any desired changes and click on  to post the transaction to the system, or click on Cancel to not post the transaction and return to the Receipt grid.

Delete Receipts

The delete function may be used to delete an entire receipt or reduction of expenditure.

1. Search desired transaction on grid
2. Click on  to delete the transaction
3. Click on "Delete" to confirm the deletion.

More Information

By default, the account code must be active and receipt codes 51xx and 52xx are not allowed. This behavior may be customized if desired, see rules `org.ssd Ohio.usas.model.receipt.ReceiptAccountRules` and `org.ssd Ohio.usas.model.receipt.ReceiptRestrictedCodes`. The 51xx and 52xx receipt codes are reserved for Transfers and Advances which must be entered via the Transfers/Advances option.

Refunds

- Refunds
 - Create Refunds
 - Query Refunds
 - Edit Refunds
 - Clone Refunds
 - Reverse Refunds
 - Print Refunds
 - Save/Load Refunds
- More Information

Refunds

A refund is the process of returning money previously receipted into the system. The refund module has the option of creating a refund check to a specified vendor.

Individual user refund processing is controlled by a variety of variables, such as [User](#) account where the [Account Filter](#) and [Role](#) are defined for each user, [Rules](#), etc.

If the refund requires a check to be created you would change the 'Create Check' drop down to Yes. When Yes is selected it will open up the check fields on the right hand side. After the vendor number is entered it will automatically populate the 'Refunded To' field with the name of the vendor. Either a physical check or electronic payment will be created in the system depending on the default payment type of the vendor.

Create Refunds

New Refund

Refund # **Auto Assign**
Check #

Refund Date
Check Date

Create Check
Vendor #

Refunded To
Posted By

Description
Total \$0.00

Item #	Amount	Description	Fund	Rcpt	SCC	Subject	OPU	
Edit Item #: 1		Amount: <input style="width: 100px;" type="text"/>	Description: <input style="width: 200px;" type="text"/>					
✓ ✗		XREF	Fund	Rcpt	SCC	Subj	OPU	
		<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>	
+	Total	\$0.00						

1. From the Transaction menu, select "Refunds".
2. Click on Create
3. Enter in desired information from the refund.
 1. If creating a refund check, select "Y" to 'Create Check' which then opens the 'Check Number', 'Check Date' and 'Vendor Number' fields for data entry.
 2. click on the blue plus sign to add line items.
 1. The only appears beside the account code dimensions if the user has the ability to create accounts
4. Click on Validate.
5. Click on Post to post the refund to the system. Click on Cancel to cancel out of the transaction without posting. Click on Save Draft to save the refund data outside of the system for later use.

Query Refunds

The refund query allows you to search for existing refunds. Please refer to [Query](#) for information on how to query a record.

Edit Refunds

Existing refunds from an open posting period may be modified, however only certain header fields and the item description may be changed.

1. Query for desired refund
2. Click on the refund number in the query results
3. Click on Modify
 1. make desired changes
4. Click on Validate
5. Click on Post to post the refund to the system, click on Cancel to not post the refund and return to the Refund Query.

Clone Refunds

The clone function may be used to copy all of the information from an existing refund into a new one while allowing changes to be made. A new refund number must be supplied.

1. Query for desired refund
2. Click on the refund number in the query results
3. Click on Clone
 1. enter in new refund number and date
 2. make additional changes if needed
4. Click on Validate
5. Click on Post to post the receipt to the system, click on Cancel to not post the receipt and return to the Receipt Query.

Reverse Refunds

Refunds with an associated check cannot be reversed. The 'Reverse' option will not be available. In this case the check would need to be voided which will cancel the refund. If a new check is desired a new refund would need to be created.

Existing refunds (without checks) may be reversed. Reverse will create a new transaction containing the same items as the original however the amounts are negative. All fields are modifiable so all or part of the original items/amounts can be backed out. The 'Description' field will include the original transaction number you are reversing.

1. Query for desired refund
2. Click on the refund number in the query results
3. Click on Reverse
 1. enter in new refund number and date
 2. make additional changes if needed
4. Click on Validate
5. Click on Post to post the receipt to the system, click on Cancel to not post the receipt and return to the Receipt Query.

Print Refunds

The [Print](#) function may be used to submit a copy of a posted refund in the desired output format. Users have the ability to print a single refund or print a batch of refunds at one time

Save/Load Refunds

[Saving and Loading](#) features are an excellent way for users to save a draft copy of a transaction in order to use it at a later date. Save Draft saves all information entered on the current record to the user's computer without posting it to USAS. Load Draft is used to load a copy of the saved record into USAS.

More Information

Individual user refund processing is controlled by a variety of variables, such as [User](#) account where the [Account Filter](#) and [Role](#) are defined for each user, [Rules](#), etc.

By default, the vendor and account code must be active. This behavior may be customized if desired, see rules [org.ssd_t_ohio.usas.model.refund.RefundVendorActive](#) and [org.ssd_t_ohio.usas.model.refund.RefundAccountRules](#).

If the refund requires a check to be created you would change the 'Create Check' drop down to Yes. When Yes is selected it will open up the check fields on the right hand side. After the vendor number is entered it will automatically populate the 'Refunded To' field with the name of the vendor. Either a physical check or electronic payment will be created in the system depending on the default payment type of the vendor.

Requisitions

- Requisitions
 - Create Requisitions
 - Search/View Requisitions
 - Convert Requisitions
 - Filter and Select Requisitions
 - Assign PO # and date
 - Conversion Summary
 - Edit Requisitions
 - Print Requisitions
 - Clone Requisitions
 - Delete Requisitions
 - More Information

Requisitions

Optional Step

A requisition is a formal document requesting goods or services that may be converted to a purchase order once it has been approved by the

appropriate parties.

Create Requisitions

Requisition

Requisition #

Date !

Vendor

Description

Deliver By Date

Delivery Address

Terms

Attention

Multivendor Active Converted

Template

Created Date

Amounts

Total Charges Total Items

Qty	Units	Description	Unit Price	Item Total	Charges	Charge Total
		Total:		0.00		

1. From the Transaction menu select 'Requisitions'

2. Click

3. Enter desired information into the Requisition

Requisitions by default do not require a vendor number. No vendor means the user hasn't assigned one yet or that it will be used as a non-vendor specific Requisition or it will be used as a 'multivendor' purchase order .

1. click on the to add line items

1. The allows the user to split items by quantity and the allows the user to split by price

Qty	Units	Description	Unit Price	Item Total	Charges	Charge Total
<input type="button" value="+"/>	0.000	<input type="text"/>	0.0000	0.00	<input type="text"/>	0.00
		Total:		0.00		

4. Click on to post the Requisition to the system, click on Cancel to not post the Requisition and return to the Requisition grid.

Search/View Requisitions

Requisition Grid allows the user to search for Requisitions that have been posted on the system. Click on to view a particular Requisition.

Convert Requisitions

Users have the ability to mass convert requisitions to purchase orders through the Requisition interface. Requisitions must first be queried/filtered and then selected via the grid. Once all desired requisitions are selected the user will click on the 'Convert' button. The user will be prompted for a starting po number (default pulls from the highest purchase order on file field) and a purchase order date. After converted a screen will display summarizing what requisitions were converted to purchase orders and any warnings associated with the purchase orders. From the summary screen the user has the ability to print the new purchase orders if desired or return to the Requisition grid.

The convert will not stop a requisition from being converted if it is only a warning, warnings will be displayed on the summary screen after the conversion. Requisitions with a fatal error will be prevented from being converted to a purchase order.

Filter and Select Requisitions

1. The user can filter the desired requisitions via the grid or use the advanced search. Then the user can either click on the individual check boxes beside the requisitions or can select the check box in the grid filter row and it will automatically select all displayed requisitions in the grid. Once

the requisitions are selected the user will click on .

  						Requisition #	Vendor #	Primary Name	PO #	Date	Converted
<input type="checkbox"/>											
<input type="checkbox"/>					ABCD3792	1000	Sampleville Hardware			02/13/2012	false
<input type="checkbox"/>					99_LAH	1000	Sampleville Hardware			02/13/2012	false
<input type="checkbox"/>					ABCD3451	1002	South Elementary			04/21/2011	false
<input type="checkbox"/>					ABCD2705	1000	Sampleville Hardware	1000748		04/22/2009	true

Assign PO # and date

2. Enter in starting purchase order number, leave blank if the user wishes to Auto Assign.
3. Enter in purchase order date, leave blank if the user wishes to use the requisition 'requested po date' field from the requisitions getting converted.
4. Click on Post

Conversion Summary

5. A conversion Summary will appear that shows the requisitions that were converted to which purchase order and any warnings/errors that occurred during the run.

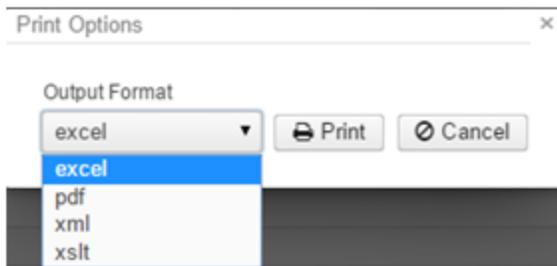
Edit Requisitions

New Requisitions from an open posting period that have not been converted to a purchase order may be modified. Only fields that are allowed to be edited will be displayed.

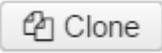
1. Search desired Requisition on grid
2. Click on  to edit the Requisition
 1. Make desired changes
3. Click on  to save desired changes to the Requisition, click on Cancel to not post the changes and return to the Requisition grid.

Print Requisitions

Click on  to submit a copy of a posted Requisition in a desired output format. Users have the ability to print a single Requisition or a batch of Requisitions at one time.



Clone Requisitions

1. Select desired Requisition on grid
2. Click on  to view the Requisition information
3. Click on  to clone the Requisition information into a new Requisition.
4. Make any desired changes and click on  to post the Requisition to the system, or click on Cancel to not post the Requisition and return to the Requisition grid.

Delete Requisitions

The delete function may be used to delete any open requisition that is currently on the system. (One thing to note: To delete a requisition, you must open the same posting period as the month the requisition was created)

1. Search desired Requisition on grid
2. Click on  to delete the Requisition.
3. Click on "Delete" to confirm the deletion.

More Information

Money is NOT encumbered with the creation of a requisition but the pre-encumbrance module can be enabled to keep track of requisitioned amounts on the corresponding accounts. Enabling the pre-encumbrance module will display 'Requisitioned Amount' and 'Future Year Requisitioned Amount' on the accounts, which will track the dollar amounts that are currently on file for open requisitions and will be used in calculating the current remaining balance.

Requisitions by default do not require a Vendor or account code be entered on each line item.

Requisitions can be flagged as different types in the 'Type' field with the common one recognized by the system as 'T' for template. Any dollar amounts associated with 'T' type requisitions will not be included in the requisitioned amounts if the pre-encumbrance module is enabled. Other types may also optionally be used by the district.

The audit trail from requisition to purchase order is now maintained correctly by the system. Once a requisition has been converted to a purchase order it may not be changed or deleted. The same requisition may also not be converted to multiple purchase orders, thus allowing each requisition to accurately track to the purchase order it is related to. Also, when a requisition is updated, it continues to keep track of the original "posted by" user rather than updating the posted by user to the person updating the requisition as it does in Classic USAS.

Individual user requisition processing is controlled by a variety of variables, such as [User](#) account where the Account Filter and [Role](#) (and the Permissions assigned to those Roles) are defined for each user, User Preferences, Rules, etc. By default the system will give a warning if the budget's remaining balance will go negative. Remaining balance is either unencumbered balance or unencumbered balance - outstanding requisitions depending on whether the pre-encumbrance module is installed and the specific rule(s) the district has enabled.

Pre-Encumbrance Module and Balance Checking:

If the pre-encumbrance module is not installed, then the balance checking done will check the current requisition amount ONLY against the unencumbered balance on the budget and appropriation account. Other requisitions already posted against the same account will NOT be taken into consideration when the balance check is done. Therefore, in this scenario it is possible for multiple requisitions to be posted to an account if each requisition individually does not exceed the unencumbered balance, even though the total of all of the requisitions DOES exceed the unencumbered balance. This may be desirable in the case where you want users to be able to post the requisitions, and then someone else will be responsible for determining whether budget adjustments can be made or which of the purchases will be made or rejected. When the pre-encumbrance module is not installed, total outstanding requisitioned amounts by account are not kept track of at all.

If the pre-encumbrance module is installed, then total outstanding requisitioned amounts by account are tracked, and by default the dollar amounts associated with all open requisitions previously posted against the same account will be taken into consideration when

doing the balance checking. This is desirable if you want a "first come, first served" scenario where users may not post any more requisitions once the balance is depleted. By default, the balance checks are warnings, but rules may be customized to change this to a fatal error, preventing the requisitions from being posted at all.

If the user would like to track the requisitioned amounts, but NOT take them into consideration when doing the balance checking, this is possible by installing the pre-encumbrance module and then adjusting the rules which are enabled in the ADMIN/Rules option. In this case you would want to disable the rule "DefaultBalanceCheckWarning" and enable the rule "ReqBalanceCheckWarningExcludesPreencumbrances".

Requisitions (Legacy)

- Requisition
 - Create Requisitions
 - Query Requisition
 - Edit Requisition
 - Clone Requisition
 - Convert Requisition
 - Save Draft/Load Requisition
 - Print Requisition
 - Delete Requisition
- More Information
 - Charging an item to Multiple Accounts

Requisition

Optional Step

A requisition is a formal document requesting goods or services that may be converted to a purchase order once it has been approved by the appropriate parties.

Create Requisitions

Validate Post Cancel Save Draft

New Requisition

Requisition # Auto Assign Deliver By Date

Vendor #  Deliver To Vendor # 

Vendor Deliver To

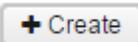
Requested PO Date  Requisition Description

Terms Attention

Total \$.00 Type Enter T for Template

#	Quantity	Unit	Description	Unit Price	Total	Fund	Func	Obj	SCC	Subj	OPU	IL	Job
+	Total				\$.00								

Validate Post Cancel Save Draft

- From the Transaction menu select 'Requisitions'
- Click on 
- Enter desired information into the requisition

The requisition number is an alphanumeric field. Requisitions by default do not require a vendor or account code be entered on each line item. Users have the ability to [create vendors](#) on the fly .

- Click on the  to add line items
- If it is desired to charge an item to multiple accounts click on the  or . [Charging an item to Multiple Accounts](#)
- Click on Validate
- Click on Post to post the requisition to the system, click on Cancel to not post the requisition and return to the Requisition Query, click on Save Draft to save the requisition outside of the system for later use.

Query Requisition

Requisition [Query](#) allows the user to search for existing requisitions on the system.

Edit Requisition

Requisitions from an open posting period that have not been converted to a purchase order may be modified.

1. Query for desired requisition
2. Click on the requisition number in the query results
3. Click on Modify
 1. make desired changes
4. Click on Validate
5. Click on Post to post the requisition to the system, click on Cancel to not post the requisition and return to the Requisition Query.

Clone Requisition

The clone function may be used to copy all of the information from an existing requisition into a new requisition while allowing changes to be made. A new requisition number must be supplied.

1. Query for desired requisition
2. Click on the requisition number in the query results
3. Click on Clone
 1. enter in new requisition number and date
 2. make additional changes if needed
4. Click on Validate
5. Click on Post to post the requisition to the system, click on Cancel to not post the requisition and return to the Requisition Query.

Convert Requisition

The convert button will not appear if the requisition is a template (type 'T') or the user does not have the ability to create purchase orders

Users have the ability to [Mass Convert Requisitions](#) or individually.

Convert Single Requisition

1. Query for desired requisition
2. Click on the requisition number in the query results
3. Click on Convert
 1. Enter in po number or auto assign
 2. make any changes if needed
4. Click on Validate
5. Click on Post to post the purchase order to the system, click on Cancel to not post the purchase order and return to the Requisition Query.

Save Draft/Load Requisition

[Saving and Loading](#) features are an excellent way for users to save a draft copy of a transaction in order to use it at a later date. Save Draft saves all information entered on the current record to the user's computer without posting it to USAS. Load Draft is used to load a copy of the saved record into USAS.

Print Requisition

The [Print](#) function may be used to submit a copy of a posted requisition in the desired output format. Users have the ability to print a single requisition or print a batch of requisitions at one time.

Delete Requisition

The delete function may be used to delete any open requisition that is currently on the system.

1. Query for desired requisition
2. Click on the requisition number in the query results
3. Click on Delete
4. Confirm you want to delete Yes or No

More Information

Money is NOT encumbered with the creation of a requisition but the pre-encumbrance module can be enabled to keep track of requisitioned amounts on the corresponding accounts. Enabling the pre-encumbrance module will display 'Requisitioned Amount' and 'Future Year Requisitioned Amount' on the accounts, which will track the dollar amounts that are currently on file for open requisitions and will be used in calculating the current remaining balance.

Requisitions by default do not require a Vendor or account code be entered on each line item.

Requisitions can be flagged as different types in the 'Type' field with the common one recognized by the system as 'T' for template. Any dollar amounts associated with 'T' type requisitions will not be included in the requisitioned amounts if the pre-encumbrance module is enabled. Other types may also optionally be used by the district.

Individual user requisition processing is controlled by a variety of variables, such as **User** account where the Account Filter and **Role** (and the Permissions assigned to those Roles) are defined for each user, User Preferences, Rules, etc. By default the system will give a warning if the budget's remaining balance will go negative. Remaining balance is either unencumbered balance or unencumbered balance - outstanding requisitions depending on whether the pre-encumbrance module is enabled and the specific rule(s) the district has enabled.

Pre-Encumbrance Module and Balance Checking:

If the pre-encumbrance module is not installed, then the balance checking done will check the current requisition amount ONLY against the unencumbered balance on the budget and appropriation account. Other requisitions already posted against the same account will NOT be taken into consideration when the balance check is done. Therefore, in this scenario it is possible for multiple requisitions to be posted to an account if each requisition individually does not exceed the unencumbered balance, even though the total of all of the requisitions DOES exceed the unencumbered balance. This may be desirable in the case where you want users to be able to post the requisitions, and then someone else will be responsible for determining whether budget adjustments can be made or which of the purchases will be made or rejected. When the pre-encumbrance module is not installed, total outstanding requisitioned amounts by account are not kept track of at all.

If the pre-encumbrance module is installed, then total outstanding requisitioned amounts by account are tracked, and by default the dollar amounts associated with all open requisitions previously posted against the same account will be taken into consideration when doing the balance checking. This is desirable if you want a "first come, first served" scenario where users may not post any more requisitions once the balance is depleted. By default, the balance checks are warnings, but rules may be customized to change this to a fatal error, preventing the requisitions from being posted at all.

If the user would like to track the requisitioned amounts, but NOT take them into consideration when doing the balance checking, this is possible by installing the pre-encumbrance module and then adjusting the rules which are enabled in the ADMIN/Rules option. In this case you would want to disable the rule "DefaultBalanceCheckWarning" and enable the rule "ReqBalanceCheckWarningExcludesPreencumbrances".

Charging an item to Multiple Accounts

USASWEB/Requisitions will allow one item to be charged to more than one account. The line item will be divided, displaying the separate account codes on the screen; however, the line item will be combined into a single item on the printed requisition.

There are two ways of combining items:

- **Splitting the Quantity:** involves splitting the quantity of a particular item among several different account codes. The price must be the same for each item, and you must enter the quantity desired that will be split up among different account codes before clicking on the qty icon.
- **Splitting the Price:** involves splitting the price of a particular item among several different account codes. The quantity must always be one, and you may enter the total price desired that will be split up among different account codes before or after clicking on the price icon

If the total price is greater than 9,999,999.99 it **MUST** be entered into the pop up rather than the original item screen.

Validate Save Cancel

Requisition Split Item Entry

Quantity Units Price

Description Total \$150.00

#	Unit Price	Total	Fund	Func	Obj	SCC	Subj	OPU	IL	Job
Edit Split Item #1:										
Price	XREF	Fund	Func	Obj	SCC	Subj	OPU	IL	Job	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total		\$150.00								

Validate Save Cancel

The collapse button  rolls all of the split items up into the first account code, so you only see one account code, which is how the requisition will look when printed. The first account code entered is called the "combined item" meaning the line item the rest of the items are being rolled up into when collapsed. The line items underneath the combined line item are called "split items."

When a split price or quantity is collapsed it will show an "S" to represent split items, and when it is expanded it will show all of the lines with its own item number.

Mass Convert Requisitions

Users have the ability to mass convert requisitions to purchase orders through the Requisition interface. Requisitions must first be queried and then selected. Once all desired requisitions are selected the user will click on the 'Convert' button. The user will be prompted for a starting po number (default pulls from the highest purchase order on file field) and a purchase order date (default is the requisition date). After converted a screen will display summarizing what requisitions were converted to purchase orders and any warnings associated with the purchase orders. From the summary screen the user has the ability to print the new purchase orders if desired or return to the Requisition Query.

The mass convert will not stop a requisition from being converted if it is only a warning, warnings will be displayed on the summary screen after the conversion. Requisitions with a fatal error will be prevented from being converted to a purchase order.

Query for and select desired requisitions:

Basic Advanced Expert

Number

Created Date ...

Requested PODate ...

Posted

Posted By User

Search Clear

Rows Per Page: 5

Print Batch Convert

1 2 3 4 5

<input checked="" type="checkbox"/>	Number	Created Date	Vendor #	Name	Approval Status	Requested PODate	Number	Posted By User	Description
<input checked="" type="checkbox"/>	ABCD3721	Dec 5, 2011	2000	OfficeMax Purchasing Dept	Undefined	Sep 8, 2002		JUNIT	
<input checked="" type="checkbox"/>	99_LAH	Feb 13, 2012	1000	Sampleville Hardware c/o Accounts Payable	Undefined	Feb 13, 2012		JUNIT	

Enter in starting purchase order number, leave blank if the user wishes to Auto Assign.

Enter in purchase order date, leave blank if the user wishes to use the requisition 'requested po date' field from the requisitions getting converted.

Starting Po Number

Po Date ...

Continue

Conversion Summary which shows the requisitions that were converted to which purchase order and any warnings/errors that occurred during the run.

Conversion Summary

Print Return to Query Page

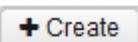
<input type="checkbox"/>	Requisition Number ↕	Po Number ↕	Warnings/Errors
<input checked="" type="checkbox"/>	ABCD3721	1001745	<ul style="list-style-type: none">Warning: Negative remaining balance for account 001-1100-511-9413-000000-000-00-000: -1012417792.00Warning: Negative remaining balance for account 001-1110-520-0000-000000-000-04-000: -1712.88
<input checked="" type="checkbox"/>	99_LAH	1001746	
<input checked="" type="checkbox"/>	TEST2	1001747	<ul style="list-style-type: none">Warning: Negative remaining balance for account 001-1100-511-9413-000000-000-00-000: -1012418256.00
<input checked="" type="checkbox"/>	ABC1234	1001748	<ul style="list-style-type: none">Warning: Negative remaining balance for account 001-1100-111-0000-000000-000-00-999: -948.44
<input checked="" type="checkbox"/>	ABCD3792	1001749	

Transfers/Advances

- [Creating a Transfer/Advance](#)
- [Search/View Transfers/Advances](#)
- [Edit Transfers/Advances](#)
- [Repay an Advance](#)
- [More Information on Transfers/Advances](#)
- [Transfers/Advances Video](#)

Transfers/Advances is used to transfer money from one fund account to another or cash advances between funds. A transfer is considered a permanent movement of money, whereas an advance is expected to be repaid back to the originating fund.

Creating a Transfer/Advance

1. From the Transaction menu, select "Transfers/Advances".
2. Click on 
 1. Enter in the required information. For the Debit and Credit Account fields, click on the down arrow to display the accounts transfer and advance accounts available.

Fund to Fund Transfer/Advance + x

Type

Transfer

Advance

Amount Date

Description

Debit Account

▼

Credit Account

▼

3. Click on  to post the transaction, click on  to not post the transaction and return to the grid.

Search/View Transfers/Advances

The Transfers/Advances grid allows the user to search for any existing transfers or advances by clicking on the filter row in the grid columns and entering the desired information. Click on any row of the search results to see a summary view of the record. Click on  besides a transfer/advance to see the full details. The Advanced Search can be utilized by clicking on the  in the upper right side of the grid.

Edit Transfers/Advances

Transfers/Advances from an open posting period may be modified. Only fields that are allowed to be edited will be displayed.

1. Search desired transfer or advance on the grid
2. Click on  to edit the transaction.
 1. Make desired changes.
3. Click on  to save desired changes, click on  to not post the changes and return to the grid.

Repay an Advance

Only outstanding advances can be repaid. On the grid, outstanding advances will be denoted with a  in the first column. To repay an advance:

1. Click on the  for the advance you want to repay.
2. The amount of the original advance will appear in the amount field. Enter a date and description of the repayment.
3. Click on  to post the transaction, click on  to not post the transaction and return to the grid

More Information on Transfers/Advances

Advance Repaid in Current Fiscal Year: If the Advance is repaid in the same fiscal year, the expenditure out account will use a 7410 function and a 921 object code. The revenue in account will use a 5210 receipt code.

Advance Repaid in Next Fiscal year: If the Advance is repaid in the next fiscal year, the expenditure out account will use a 7420 function and 922 object code. The revenue in account will use a 5220 receipt code.

If the Advance does not get repaid in the current fiscal year or next fiscal year, the user must process a transfer to repay the original fund.

Transfers/Advances Video

Budgeting

The Budgeting menu offers interfaces to handle the various budgeting processes involved in creating temporary and permanent estimates of expenditures and revenues. This module allows for the creation of budget scenarios and the saving of multiple scenarios for a given fiscal year.

Scenarios

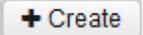
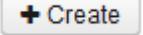
- [Create a Scenario](#)
- [Promote a Scenario](#)
- [View a Scenario](#)
- [Edit a Scenario](#)
- [Delete a Scenario](#)

The Budgeting module may store multiple scenarios for a given fiscal year. Generally, a single scenario will be sufficient. However, special circumstances may require multiple scenarios based on different assumptions. For example, you may wish to create a scenario for "Assuming Levy Passes" and another "Assuming Levy Fails".

Each scenario consists of one or more budgeting Excel spreadsheets. A district may choose to use a single spreadsheet containing all accounts, or create a separate sheets for different management areas. For example, you might create a sheet for the high school, each elementary building and athletics. Each principal or supervisor could work on their own portion of the budget. Once the budgets are completed they can be loaded back into the system.

Once a scenario is completed and approved, only one scenario can be "promoted" to the "Next Year Proposed Amounts" on the budget accounts.

Create a Scenario

- From the menu, select 'Budgeting' and click on 'Scenarios'. This will display the existing scenarios on the grid.
- To create a scenario, click on 
 - Enter a name for the scenario.
 - Enter a description of the scenario.
 - NOTE: There is no limit to the number of characters, numbers or spaces you want to use in the name.
- Click on  to create a budgeting sheet which will then extract existing budget or revenue data into an outside spreadsheet for editing.
 - Enter the Type of Budgeting Sheet: Budget or Anticipated Revenue.
 - Enter the budget details. A Name for the budgeting sheet is required under 'Sheet Name'. The default spreadsheet fields are noted on the display. Click on  to save your budgeting sheet to the scenario,

Create New Budgeting Sheet

Select Type
 Budget  

Properties:	Display Name	Description	Remove
Accounts	Id	id	
Active	Fund	Fund	
Appropriation	Func	Func	
Cash Account	Object	Object	
Code	Scc	Scc	
Code 1	Subject	Subject	
Code 2	Opu	Opu	
Current Encumbrance	Il	Il	
Current Pre Encumbrance	Job	Job	
Date	FYTD Expended	FYTDExpended	
Date Range	Current Encumbrance	Current Encumbrance	
Description	FYTD Unencumbered	FYTDUnencumbered	
Full Account Code			
Future Encumbrance			
Future Pre Encumbrance			
Future Year Encumbrance			
FYTD Additions			
FYTD Adjustments			
FYTD Appropriated			
FYTD Deductions			
FYTD Expendable			
FYTD Expended			
FYTD Transactions			
FYTD Unencumbered			
Gaap Initial Estimate			
Id			

- Click on  to add the scenario to the grid, click on CANCEL to not post the scenario and return to the grid.

Promote a Scenario

- Click on  to promote the entries in the scenario to a proposed amount.

View a Scenario

- Click on  to view a scenario.

Edit a Scenario

- Next, click on  to edit the scenario in order to

a template report available for you to generate as is or customize to your specifications. Previously saved report definitions may be generated, viewed, renamed, deleted, downloaded and shared with specific roles. The SSDT template reports may be generated, viewed and downloaded only. However, when a user views a SSDT template report definition, it will take them to the 'Custom Report Creator' option where they can edit the report options, allowing them to save the edited report definitions, enter filters and save it under a new report name. Their username will be tied to the newly created report.

Report Manager											
Import Report		Create Form									
						Favorite	Report Name	Description	Username	Predefi... * 1	Tags
						<input type="checkbox"/>	SSDT Appropriation Summary	Appropriation Report	SSDT	<input checked="" type="checkbox"/>	
						<input type="checkbox"/>	SSDT Audit Trail	RevisionEntity Report	SSDT	<input checked="" type="checkbox"/>	
						<input type="checkbox"/>	SSDT Budget Summary	ExpenditureAccount Report	SSDT	<input checked="" type="checkbox"/>	
						<input type="checkbox"/>	SSDT Cash Summary	CashAccount Report	SSDT	<input checked="" type="checkbox"/>	
						<input type="checkbox"/>	SSDT Monthly Balance Report	CashAccountHistory Report	SSDT	<input checked="" type="checkbox"/>	
						<input type="checkbox"/>	SSDT Negative Budget Report	Budget Report	SSDT	<input checked="" type="checkbox"/>	
						<input type="checkbox"/>	SSDT Outstanding Disbursement Summary	Disbursement Report	SSDT	<input checked="" type="checkbox"/>	
						<input type="checkbox"/>	SSDT Outstanding Invoices by Vendor Name	InvoiceItem Report	SSDT	<input checked="" type="checkbox"/>	
						<input type="checkbox"/>	SSDT Outstanding PO Detail	PurchaseOrderCharge Report	SSDT	<input checked="" type="checkbox"/>	
						<input type="checkbox"/>	SSDT Outstanding PO Summary	PurchaseOrder Report	SSDT	<input checked="" type="checkbox"/>	
						<input type="checkbox"/>	SSDT Revenue Summary	RevenueAccount Report	SSDT	<input checked="" type="checkbox"/>	

SSDT Reports Definitions

SSDT has provided several predefined reports (listed above). All SSDT created reports are displayed with the username 'SSDT'. You won't be able to change the report name, delete or have the ability to share the reports with users with a specific role because these reports are available to everyone. The list of SSDT created report will continue growing as we add more template report definitions.

Generate and Download Report

Automatically generates the report as is, allowing you to select the format, orientation and name of the report before it is generated.

1. From the Report menu, select 'Report Manager'.
2. Click on beside the desired report. is the 'Generate and Download Report' option which automatically generates the report as is, allowing you to select the format, orientation and name of the report before it is generated.

View Saved Report

Opens the report definition details in order for you to see all of the options chosen for the report. You can then customize it by adding, changing or deleting properties or filters so you get the report you want. You can save your changes under a new report name in order to re-generate it as needed.

1. From the Report Menu select 'Report Manager'
2. Click on beside the desired report to make any changes. To save the changes under a new report name, enter a report name in the 'Save As' box and click on
3. Your report will be found in the 'Home menu' and in 'Report Manager'.

Edit Report Name, Description and tags

Click on any report you created in order to rename it, edit the description of the report or the edit the tag names associated with the report.

1. From the Report Menu, select 'Report Manager'
2. Click on to edit the name, description or tags of the report you created.
3. Your report will be found in the 'Home menu' and in 'Report Manager'.

Delete Saved Report

Allows you to delete the report definition you created.

1. From the Report Menu select 'Report Manager'
2. Click on beside the desired report

- The user will be given a confirmation box to confirm the deletion.

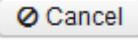
Download Report Definition

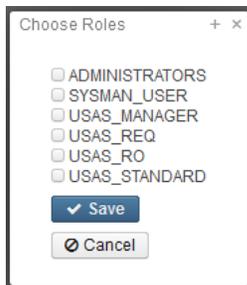
Allows you to download the report definition to your computer so it can be sent to others via email where they can then import it into the Report-Detail to be generated as well as save the report to show in their 'Report Manager' grid.

- From the Report Menu select 'Report Manager'
- Click on  beside the desired report
- Save the report on your computer. Enter a filename but leave the 'save as type' in .RPD-JSON format.
- Email it as an attachment.

Share Saved Report via a Role

Allows you to share a saved report definition with users who have a specific role. For example, if you create a Budget Summary Report for grant accounts and want to share the report with your building principals (who all have an existing role called "Principals"), you will select the 'Principal' role in this option and your report will be displayed under each of the principal's Report Manager.

- From the Report Menu select 'Report Manager'
- Click on  beside the desired report. A window will open listing all the Roles currently on the user's system
- Check beside the desired Roles to grant access to this saved report.
- Click on  to save the change and click on  to return to the Report Manager grid and not assign the report to a role.
 - Any user with the checked Role will now see the report in their 'Report Manager'.



Predefined (Template) SSDT Reports

Predefined Report Name	Classic Report Comparison	Definition
Appropriation Summary	APPSUM	Produces a summary report for one, several, or all of the appropriation accounts. It includes the expendable amount, actual expenditures, current encumbrances, unencumbered balance, and percentage spent/encumbered.
Audit Trail	AUDITS	Produces an 'audit trail' report when adding, deleting, or making modifications while using the programs in USAS-R
Budget Summary	BUDSUM	Produces a summary report for one, several, or all of the budget accounts. It includes the expendable amount, actual expenditures, current encumbrances, unencumbered balance, and percentage spent/encumbered.
Cash Summary	FINSUMM	Produces a summary report for one, several, or all of the cash accounts. It includes the fund beginning balance, MTD and FTD expenditures and receipts, current fund balance, current encumbrances and the unencumbered fund balance.
Five Year Forecast	USASFF	Produces a report containing the forecast line numbers and totals. The report will contain three prior year's actual values. It also includes the current FYTD expendable/receivable values as the first year estimate.
Fund Revenue Summary	FNDREV	Produces a summary report for one, several, or all of the cash accounts. It includes the receivable amount, actual receipts, balance receivable, and FYTD percent received.
Monthly Balance Report	BALMON	Produces a report of ending monthly cash balance for one, several or all funds for a particular month(s) or fiscal year(s).

Negative Budget Report	NEGBUD	Produces a report displaying budget accounts that have a FYTD Unencumbered Balance less than zero.
Outstanding Disbursement Summary	Outstanding CHEKPY	Produces a listing of outstanding checks which have been processed.
Outstanding Invoices by Vendor Name	Outstanding INVLST	Produces a report of used of outstanding invoices.
Outstanding PO Detail	Outstanding POETL	Produces a detailed outstanding purchase order report containing information on individual purchase order items
Outstanding PO Summary	Outstanding POSUMM	Produces a report summarizing outstanding purchase order information
Revenue Summary	REVSUM	Produces a summary report for one, several, or all of the revenue accounts. It includes the receivable amount, actual receipts, balance receivable, and FYTD percent received.
Summary of Cash Balances by Fund	FNDCASH	Produces a summary of cash by fund and includes Fund, Description, FY Beginning Balance, FYTD Activity, MTD Activity and Current Fund Balance.

If you use a report frequently, checkmark the 'Favorite' box. When you log into USAS-R, it displays your "Favorites" on your home page so you can easily access them

Custom Report Creator

- Generate New Custom Report
 - Select Object
 - Select Properties
 - Configure Filters
 - Generate Report
- Restore Custom Report
- Import Report
- Save Custom Report
- View Saved Reports

The custom report creator option allows for dynamic reporting of all data objects in USAS-R. It allows the user to filter the data using advanced search criteria, determine which columns to include on the report and the order of the columns, and do control breaks with totals. The user can output to a variety of formats including text, pdf, excel, and csv format, along with other lesser known formats, and select page size and orientation. The report definitions can be saved under a given name under 'Save Report'. Once a report definition is saved it will appear on the [Report Manager](#) grid as well as in the 'Restore' drop-down in the 'Custom Report Creator' menu option. If the report definition is selected from the restore drop-down or viewed in the [Report Manager](#) all report criteria will be restored as defaults and can then be overridden as needed before

generating the report. The user may wish to view a listing of saved reports which can be done by clicking on the [Report Manager](#) button. This will then take them into the [Report Manager](#).

Detail Report

Select Object Restore Import Report Save As Save Report Report Manager

There are many different ways to generate a Custom Report.

Generate New Custom Report

1. From the Report menu select 'Custom Report Creator'
2. **Select Object**
 1. Available Objects are listed in the Select Object Drop-down

3. Select Properties

- Report-able properties are available for nearly all possible related data types. The properties within those related data types are represented in an expandable tree format. Properties are selected by either double clicking on the properties on the left or drag and drop them into the box on the right. Once the user has selected the desired properties, they can order them in the box on the right as they wish the columns to appear on the report by drag and drop. Properties may be removed by clicking on the



beside the property. Within the properties selected, the user will need to determine how to sort the report. Sorting is accomplished by choosing a number under the Sort Priority column. In order to control break or page break by a property it must first be assigned a sort priority.

Select Object: CashAccount | Restore: Cafeteria Fund Report | Import Report | Save As: Cafeteria Fund Report | Save Report | Report Manager

Properties:	Select Properties	Configure Filters	Generate Report	Display Name	Suppressed	Sort Priority	Sort Order	Suppress Repeating	Control Break	Page Break	Function	Remove
Account History	<input type="checkbox"/>			Full Account Code	<input type="checkbox"/>	1	Ascending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		X
Active	<input type="checkbox"/>			Description	<input type="checkbox"/>	0	Ascending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		X
Anticipated Revenues	<input type="checkbox"/>			Initial Cash	<input type="checkbox"/>	0	Ascending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sum	X
Budgets	<input type="checkbox"/>			MTD Received	<input type="checkbox"/>	0	Ascending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sum	X
Code	<input type="checkbox"/>			FYTD Received	<input type="checkbox"/>	0	Ascending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sum	X
Code 1	<input type="checkbox"/>			MTD Expended	<input type="checkbox"/>	0	Ascending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sum	X
Code 2	<input type="checkbox"/>			FYTD Expended	<input type="checkbox"/>	0	Ascending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sum	X
Current Encumbrance	<input type="checkbox"/>			Current Fund Balance	<input type="checkbox"/>	0	Ascending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sum	X
Current Fund Balance	<input type="checkbox"/>			Current Encumbrance	<input type="checkbox"/>	0	Ascending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sum	X
Current Payables	<input type="checkbox"/>			Current Unencumbered Balanc	<input type="checkbox"/>	0	Ascending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sum	X
Current Pre Encumbrance	<input type="checkbox"/>											
Current Remaining Balance	<input type="checkbox"/>											
Current Unencumbered Balance	<input type="checkbox"/>											
Date	<input type="checkbox"/>											
Date Range	<input type="checkbox"/>											
Description	<input type="checkbox"/>											
E MIS Fund Category	<input type="checkbox"/>											
Full Account Code	<input type="checkbox"/>											
Fund	<input type="checkbox"/>											
Fund Type	<input type="checkbox"/>											
Future Encumbrance	<input type="checkbox"/>											

2. Customize Properties

- For each property, the user may customize the following:

- Suppressed: the property will not appear on the report. This is useful if the user selects a property for control break purposes but does not want it to appear on each detail line of the report.
- Sort Priority: the order in which the report will be sorted
- Sort Order: sort the property in ascending (lowest to highest) or descending order
- Control Break: if the property changes, it will bold the change. For example if you run a budget report and sort/control break on the fund every time there is a new fund it will bold the fund number.
- Page Break: advance to the next page when the property value changes
- Function: available on a numeric property which will allow the user to get subtotals, average, min or max

4. Configure Filters

- Allows the user to include or exclude specific properties within the object. For example when selecting the object 'Budget' and the user only wants to see the general fund they can use the configure filter screen to include only the general fund budget accounts. Please refer to the Grid section of the [Navigation](#) chapter for more information on how to use the advanced search.

- Users have the ability to save their current query and load any previously saved queries from the advanced search. Any saved queries for that object will appear in a drop-down, the query will be applied immediately upon selecting that option from the drop-down.

5. Generate Report

- Report Options - choose the desired options from the drop-downs

- Format: the report can be saved as: PDF (download), PDF (inline), Comma Separated Values, Excel, View (html), Plain Text, XML or Jasper Report Design
- Page Size: Letter, Legal, Halfletter, Note, Ledger
- Orientation: Portrait or Landscape
- Name: Enter the name to be displayed on the top of the report
- Save Report: To save the report settings to be restored later, enter a name in the save as box and click on Save Report
- Click on 'Generate Report' to create the report using the format specified

Restore Custom Report

Previously Saved Reports may be restored to be generated again or to make changes and generate a new report.

1. From the Report menu select 'Custom Report Creator'

Restore

2. Select the desired Report Name from the Restore drop-down
 1. Report definitions will be applied immediately upon selecting the report name from the drop-down
3. Make any desired changes and create the report by clicking the tabs

to select and customize properties, configure filters and generate the report.

Import Report

Users can download their own previously saved report definitions via the Saved Reports and share them with others. For example a saved report may be downloaded by a user and then emailed to another. In order to generate a report definition that has been shared by a different user it has to be imported into the custom report option.

1. From the Report menu select 'Report Manager'

2. Click on
3. Browse to find the desired report and once it has either been double clicked or selected and open clicked in the browser pop-up window the report definition is applied immediately.
4. Make any desired changes and create the report by clicking the tabs

to select and customize properties, configure filters and generate the report.

Save Custom Report

Users can save report definitions. Previously saved reports are managed in the [Report Manager](#)

1. From the Report menu select 'Custom Report Creator'
2. Make desired report selections

Save As

3. Enter in a Report Name in the box beside the Save Report button

4. Click on

View Saved Reports

Users may view saved reports via the [Report Manager](#).

1. From the Report menu select 'Report Manager'. This will take a user to the Report Manager grid.

Account Status Report

The Account Status Report combines both budget and revenue activity on a single report. The report shows receipt, expenditure, purchase order, and invoice information.

The default date range is the current posting period. By default all accounts are selected but the user can narrow down accounts by utilizing the account dimensions listed. The account status report is sorted by full account, activity and subtotaled only by activity. It does not include accounts without transactions.

Account Status Report

Fund

SCC

OPU

Start Date

End Date

This account status report is slightly different from the Legacy ACCSTS report as it does not include account status or cash position blocks.

Budget Account Activity Report

The Budget Account Activity report is a detailed report of the transactions that make up the amounts in the expenditure accounts. The report includes expendable, expenditure and encumbrance data.

Budget Account Activity Report Options

Beginning Period

Ending Period

Sort Options

- Beginning and ending transaction periods are selected by clicking on the down arrow.
- Sort Options include:
 - Fund/SCC, Full Account Code
 - Full Account Code, Transaction Date
- Click on submit to produce the report in PDF format.

Financial Detail Report

The Financial Detail report is a detailed report of the transactions that make up the amounts in the cash accounts. The report includes both receipt and expenditure data with the option of including outstanding encumbrances as well.

Financial Detail Report Options

Include outstanding encumbrances on report

Beginning Period

September 2016 (FY 2017) ▼

Ending Period

September 2016 (FY 2017) ▼

Sort Options

Fund & SCC ▼

Submit

- Including Outstanding Encumbrances includes the purchase order number, purchase order date, item description, account and the outstanding encumbered amount for each outstanding purchase order item. Depending on the sort option selected, it will subtotal the outstanding encumbrances.
- Beginning and ending transaction periods are selected by clicking on the down arrow.
- Sort Options include:
 - Fund/SCC
 - Full Account Code
 - Transaction Date
- Click on submit to produce the report in PDF format.

Revenue Account Activity Report

The Revenue Account Activity report is a detailed report of the transactions that make up the amounts in the revenue accounts. The report includes receivable and receipt data.

Revenue Account Activity Report Options

Beginning Period

July 2015 (FY 2016) ▼

Ending Period

April 2016 (FY 2016) ▼

Sort Options

Fund/SCC, Full Account Code ▼

Submit

- Beginning and ending transaction periods are selected by clicking on the down arrow.
- Sort Options include:
 - Fund/SCC, Full Account Code
 - Full Account Code, Transaction Date
- Click on submit to produce the report in PDF format.

Extracts

Extracts allows

Gaap Export

Select Fiscal Year

GAAP

Positive Pay

This is a file of the checks processed that the district sends to the bank. Banks use the positive pay file to match the checks the school issues with those presented for payment to help with fraud detection.

1. Select bank account number.
2. Select which checks to include by date range, number range, and check type.
3. A sequential file and report are created. Choose the file format.
4. Click on Generate.

Format Type:

CSV

Fixed

Extract Fields

	Name	Length	Format
<input type="checkbox"/>	Bank Account Number ▼	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Check Number ▼	<input type="text"/>	<input type="text"/>

Starting Date:

System

System menu contains programs that control how processing is defined and done on the system and other options that only an administrator would access.

Classic Import

This option is accessed under the System menu and is used to import the data from Classic USAS into USAS-R. The user will enter the

information needed to access the files on the VMS system and click . Users have the ability to anonymize the data during

the import by checking the Anonymize Data: box. Anonymizing could be used to prepare a set of data for demo or training purposes.

FTPUsername:

FTPPassword:

Vms Host:

Remote Path:

Irn:

Anonymize Data:

Configuration

- [Edit Configuration](#)

This option allows the user to enter configuration details for any installed modules.

Configuration	
	Description
	Authentication and Password Requirement Configuration
	Import Utility Configuration
	Disbursement Configuration
	EMIS SOAP Service Configuration
	GL Journal Entry Module Configuration
	USPS Configuration
	Payable Module Configuration
	Expenditure Module Configuration
	Revenue Module Configuration
	PreEncumbrance Module Configuration
	Encumbrance Module Configuration
	File Storage Configuration
	Database Administration Configuration

Edit Configuration

1. From the System menu select 'Configuration'
2. Click on  beside desired module
3. Make any necessary changes
4. Click on to save the changes, click on to leave as it was.

Custom Field Definitions

- Custom Field
 - Create Custom Field
 - Examples of Custom Field Types
 - Code
 - Date
 - Money
 - BooleanType
 - Search Custom Field
 - Edit Custom Field
 - Inactivate Custom Field
 - Delete Custom Field
 - More Information
 - Custom Field Video

Custom Field

A user can currently only create custom fields for user interfaces in the new grid format. User-defined custom fields are also not supported for 3rd party vendors integrating via the USAS Soap Service, however standard custom fields pre-defined by the system generally are supported.

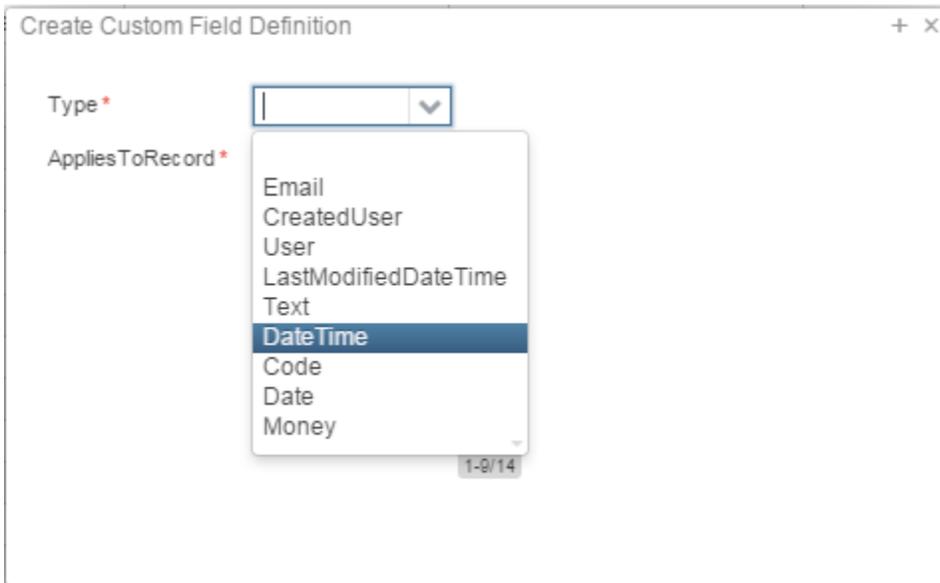
A "Custom Field" is a field that the district defines that is seen in the different interfaces when creating, editing, or querying a record. Custom fields are also available for reporting purposes.

Create Custom Field

1. From the System menu select 'Custom Field Definition'

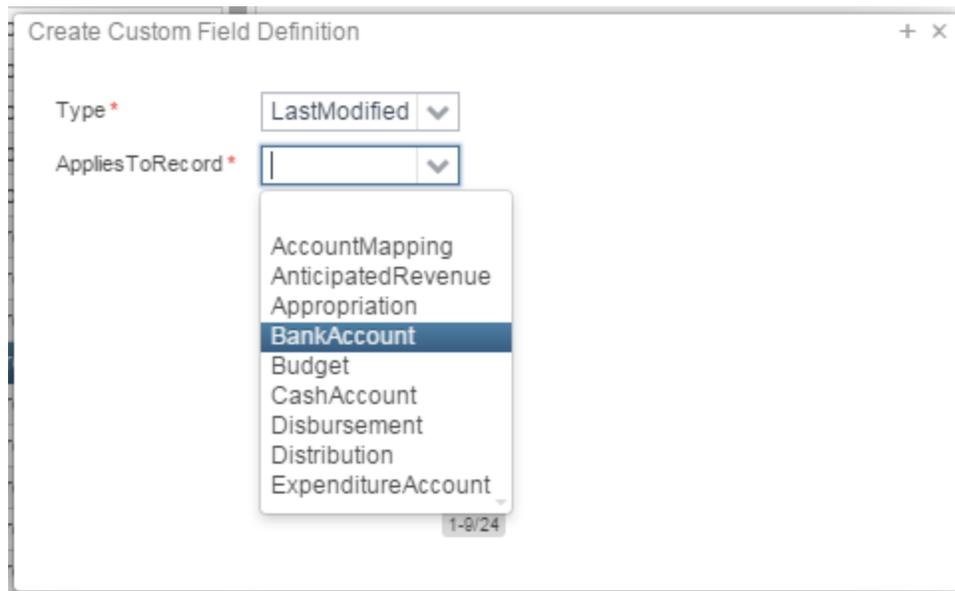
2. Click on 

3. Select the 'Type' of custom field from the drop down



The screenshot shows a window titled "Create Custom Field Definition" with a close button in the top right corner. Inside the window, there are two dropdown menus. The first is labeled "Type*" and is open, displaying a list of field types: "Email", "CreatedUser", "User", "LastModifiedDateTime", "Text", "DateTime" (which is highlighted with a blue bar), "Code", "Date", and "Money". Below the "Type" dropdown is another dropdown menu labeled "AppliesToRecord*". The "AppliesToRecord" dropdown is currently empty. In the bottom right corner of the dialog, there is a small timestamp "1-9/14".

4. Select the record that this custom field will apply to from the 'Applies To Record' drop down



5. Click on 

6. Enter in desired information

The Display Name is what appears as the field label when viewing, creating, or editing a record.

7. Click on  to save the custom field to the system, click on  to not save the custom field and return to the Custom Field Grid.

Examples of Custom Field Types

Code

Custom Field Code Type will appear as a drop down when editing the record.

Date

Custom Field Date Type allows either entering the date or selecting the date from a popup calendar

Money

Custom Field Money Type will not accept commas, or dollar signs.

BooleanType

Custom Field Boolean Type creates a checkbox

Search Custom Field

The custom field grid allows the user to search for existing custom fields on the system by clicking in the filter row in the [grid](#) columns and entering in the desired information. Click on any row of the search results to see a summary view of the record. Click on  beside a custom field to see the full details. The [Advanced Search](#) can be utilized by clicking on the  in the upper right side of the grid.

Note: To filter the grid result by the Applies To property you have to surround your search criteria with wildcards (%). So to limit the grid to all

custom fields that apply to vendors, you enter %vendor% in the filter box. This does a 'starts with' query, so you can enter all or part of the word vendor, but you need to surround it with %.

Edit Custom Field

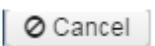
Click on  in the grid beside the custom field to edit the custom field. Only fields that are allowed to be edited will be displayed.

Inactivate Custom Field

Click on the  in the grid beside the custom field or when viewing the record. Uncheck the active box and save your changes. The custom field will no longer appear in the 'applies to' interface.

1. From the System menu select 'Custom Field Definition'
2. Search for and select desired custom field

3. Click on the  beside the custom field and uncheck the active box

4. Click on  to save the changes, (the custom field will no longer appear in the 'applies to' interface), click  to remove the changes and leave the record as it was.

Delete Custom Field

Click on the  in the grid beside the desired custom field. A confirmation box will appear and you will be asked to confirm that you really do want to delete this custom field.

More Information

Each Custom Field has a Display Name and a Property Name. The Display Name is what appears as the field label when viewing, creating, or editing a record. The Property Name is intended to be a shorter abbreviation of the field which is used other places in the software where the field may be selected, such as in the advanced query and report properties selection boxes.

A Custom Field may be a code, date, money, text, web address, email address, user or a Boolean (true/false) field, as defined by the "type" selected when the Custom Field is created. Each Custom Field applies to a single type of data, for example, Vendor. A Custom Field which has an "applies to" of Vendor will only appear in the Vendor interface and when generating Vendor reports.

Some of the types have unique restrictions or capabilities:

Money - will not accept dollar signs or commas

WebAddress - http:// or https:// is required at the beginning

BooleanType - will typically be represented as true or false, or as a checkbox which may be checked (true) or unchecked (false)

Code - Allows optional entry of a list of valid codes and their related description. When this Custom Field is used in a create or edit, the user is presented with a dropdown list allowing them to select from the list of valid codes. If no valid codes are entered, then this is just a text box where the user can enter their desired code.

DateTime - is considered read-only and cannot be entered via the create/edit options. This type can only be updated by the system via the rules engine.

Email Address - must be in a valid email address format

User - allows selecting a valid username from a dropdown list

In addition, a custom field with a type of **CreatedUser** or **LastModifiedUser** will cause the user who created or last updated the applies to record to be automatically recorded in the custom field. Similarly, a field with a type of **CreatedDateTime** or **LastModifiedDateTime** will cause the date that the applies to record was created or last updated to be recorded in the custom field.

You may set a Custom Field to inactive if you wish to stop using it. The Custom Field may be reactivated at a later time if desired by changing it's active flag.

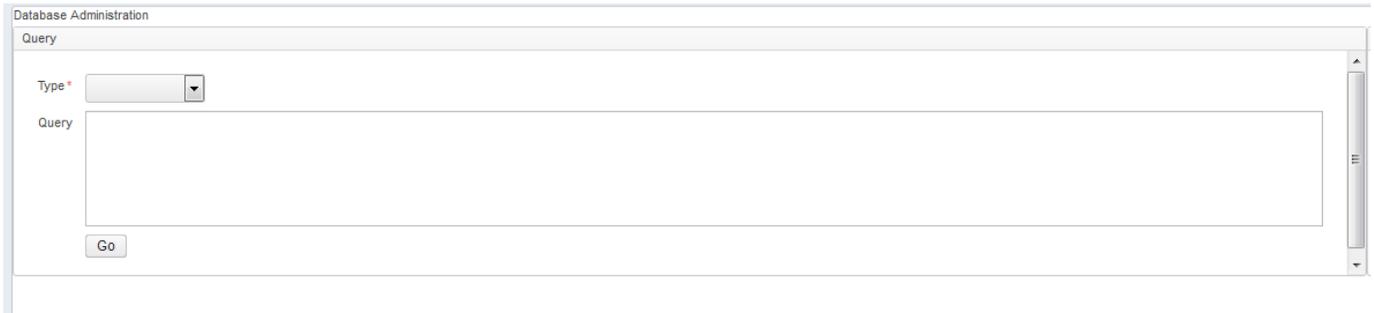
Custom Field Video

DBA

- Query

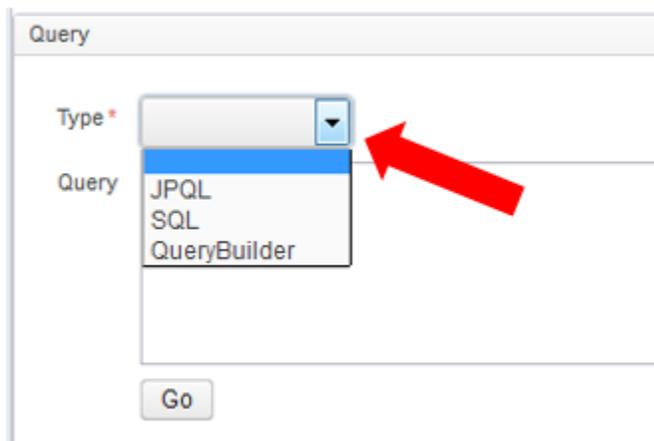
This option allows a Database Administrator to do direct queries against the database.

Query



The screenshot shows the 'Database Administration' window with a 'Query' tab selected. It features a 'Type*' dropdown menu, a large text area for the query, and a 'Go' button at the bottom left.

The user may select the desired programming language to be used for the query by utilizing the drop down box under the Query.



This close-up shows the 'Type*' dropdown menu open, displaying three options: 'JPQL', 'SQL', and 'QueryBuilder'. A red arrow points to the dropdown arrow, indicating the selection point.

Modules

- Install Module
- UnInstall Module

This option will display all available modules within the software version the entity is using, whether they are required, and whether they are

installed. Required modules will be grayed out and optional modules will either display a  or . If the  is displayed beside the module it means that it is installed.

Install Module

1. From the System menu select 'Modules'
2. Click on the  beside desired module
3. A message will be displayed stating it has been installed



UnInstall Module

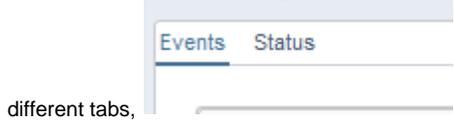
1. From the System menu select 'Modules'
2. Click on the  beside desired module
3. A message will be displayed stating it has been uninstalled



Monitor



Administrators have the ability to view various types of events occurring within the system as well as the status. Grid results are displayed in two



different tabs,

Events

The types of events currently monitored by this option are:

- Recent repository events - database access, including queries, updates, creates, etc.
- Lifecycle events - for instance, when the domain was started, when it began running, etc.
- Recent exceptions
- Authentication events
- Recent metric events - elapsed time for events of interest

The admin can change the type of event displayed in the grid by utilizing the drop down box on the 'Event' display tab.

Events Status

Recent Exceptions	
Timestamp	Type
2015-12-15 15:07:28	Repository Exception Event
2015-12-15 15:07:28	Repository Exception Event
2015-12-15 14:36:35	Repository Exception Event

Status

The 'Status' display grid looks slightly different.

Events Status

Type	Name	Value
Status	org.ssd_ohio.model.ModelState	RUNNING
Status	org.ssd_ohio.model.ModelState:IMPORTING.since	2015-12-10T17:56:36.615Z
Status	org.ssd_ohio.model.ModelState:IMPORTING.until	2015-12-10T17:57:05.545Z
Status	org.ssd_ohio.model.ModelState:RUNNING.since	2015-12-13T17:19:00.377Z
Status	org.ssd_ohio.model.ModelState:RUNNING.until	2015-12-13T17:17:23.720Z
Status	org.ssd_ohio.model.ModelState:STARTING.since	2015-12-13T17:18:58.920Z
Status	org.ssd_ohio.model.ModelState:STARTING.until	2015-12-13T17:19:00.377Z
Status	org.ssd_ohio.model.ModelState:STOPPED.since	2015-12-13T17:17:23.720Z
Status	org.ssd_ohio.model.ModelState:STOPPED.until	2015-12-13T17:18:58.919Z
Status	org.ssd_ohio.modules.rules.RulesService	NORMAL
Module	org.ssd_ohio.ssd.common.crash:installed	true
Module	org.ssd_ohio.ssd.common.customfield:installed	true
Module	org.ssd_ohio.ssd.common.dba:installed	true
Module	org.ssd_ohio.ssd.common.rules:installed	true
Module	org.ssd_ohio.ssd.common.template:installed	true

Remap Budgets

Users have the ability to define what level of reporting they require for their entity's appropriations and then remap the budgets according to those requirements. In order to define a different level of budgeting other than the system default a [rule](#) would have to be created and enabled.

The system default for all budgets is the fund, first two digits of the function, first digit of the object and the special cost center.

This option re-maps Budgets into their associated Appropriations per district rules. If no custom rules exist, the system defaults will be used.

Roles

- [Permissions](#)
- [Create a Role](#)
- [Search for a Role](#)
- [Edit a Role](#)
- [Delete a Role](#)
- [Role Video](#)

Roles are defined by the district to represent the basic functions, responsibilities, or tasks of users in the district. Each role is granted one or more "Permissions", each of which allows a specific functionality within the software. For example, there are separate permissions which allow create, update, delete, and/or view access to each main interface in the system. Each user is then assigned one or more roles, thus granting them the permissions related to those roles.

Roles are defined by the entity. Below are a few examples:

TREASURER
SUPERINTENDENT
SECRETARY
ASSISTANT_TREASURER
ACCOUNTS_PAYABLE
ACCOUNTS_RECEIVABLE
SECRETARY
TECH_COORDINATOR
TEACHER

Permissions

Permissions allow a user to perform certain functions within the software. Permissions are set up in a hierarchy. Granting access to the top level grants all the access below it. For example, the following permissions are available for accounts:

USAS_ACCOUNT

USAS_ACCOUNT_CASH

USAS_ACCOUNT_CASH_CREATE

USAS_ACCOUNT_CASH_DELETE

USAS_ACCOUNT_CASH_UPDATE

USAS_ACCOUNT_CASH_VIEW

USAS_ACCOUNT_EXPENDITURE

USAS_ACCOUNT_EXPENDITURE_CREATE

USAS_ACCOUNT_EXPENDITURE_DELETE

USAS_ACCOUNT_EXPENDITURE_UPDATE

USAS_ACCOUNT_EXPENDITURE_VIEW

USAS_ACCOUNT_REVENUE

USAS_ACCOUNT_REVENUE_CREATE

USAS_ACCOUNT_REVENUE_DELETE

USAS_ACCOUNT_REVENUE_UPDATE

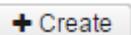
USAS_ACCOUNT_REVENUE_VIEW

Granting a permission of USAS_ACCOUNT will give the ability to create, delete, update, and view any cash, expenditure or revenue account.

Granting a permission of USAS_ACCOUNT_EXPENDITURE will give the ability to create, delete, update, and view any expenditure account, but will not give any access to cash or revenue accounts. Granting only a permission of USAS_ACCOUNT_EXPENDITURE_VIEW will give the ability to view expenditure accounts but not to create, update, or delete them.

Create a Role

1. From the System menu select 'Role'



2. Click on

3. Enter in an Id and description

- 1.
4. Grant the Role Permissions
 1. Highlight the desired permission

To select more than one permission at a time hold the control key and click on each one

To select more than one permission in consecutive order highlight the first permission, hold the shift key and highlight the last permission

2. click the arrow to the right to assign a permission and click the arrow to the left to un-assign a permission

5. Click on  to create the Role, click on  to not create the Role and return to the Role grid

Search for a Role

The Role grid allows the user to search for existing account filters by clicking in the filter row in the [grid](#) columns and entering in the desired information. Click on any row of the search results to see a summary view of the record. The [Advanced Search](#) can be utilized by clicking on the

 in the upper right side of the grid.

Edit a Role

Click on the  in the grid beside the Role to edit it. Only fields that are allowed to be edited will be displayed. Any user that is granted the Role that is being updated will automatically assume the updates done to that Role once the changes are saved.

Delete a Role

Click on  in the grid beside the desired Role . A confirmation box will appear asking to confirm that the Role should be deleted.

Roles may only be deleted if the role is not assigned to any user record

Role Video

Rules

- Rule
 - Create
 - Activate
 - Search
 - Edit
 - Disable Rule
 - Enable Rule
 - Delete
 - More Information

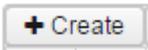
Rule

A "Rules Engine" allows various types of business rules to be written in a text format and easily applied to the system "on the fly" – without even logging out or shutting it down. USAS-R comes with its own set of required business rules, as well as a number of optional business rules that the district may enable or disable as they desire. Customized rules can also be written for each district, either by district personnel with the appropriate access to do so, or with help from their ITC or the SSST. A few examples of using customized business rules are custom validations, sending email or Twitter notifications, or even updating fields based on certain criteria. These can also be used in conjunction with Custom Fields

Bundled means it came with USAS-R, mandatory means it can not be disabled.

Create

1. From the System menu select 'Rules'



2. Click on
3. Enter in required rule information

Check the enabled box if the user wants it to be in affect the next time the rulesets are activated

4. Click on  to ensure rule is correct

5. Click on  to create the rule, click on  to not create the rule.

Activate

Rules do not take affect as soon as they are saved. In order to make a new or changed rule take affect, the user would click on . This will reload all of the enabled rulesets and they will become effective immediately.

Search

The Rules grid allows the user to search for existing Rules on the system by clicking in the filter row in the [grid](#) columns and entering in the desired information. Click on any row of the search results to see a summary view of the record. The [Advanced Search](#) can be utilized by clicking on the  in the upper right side of the grid.

		Name	Description	Bundled	Mandatory	Enabled
		org.ssd Ohio.usas.rules.opu.Opu	Error: OPU code and/or IRN are invalid	true	true	true
		org.ssd Ohio.usas.module.usascodes.validation.AccountValidation	Account code validation	true	true	true
		org.ssd Ohio.usas.module.usascodes.AccountDescriptionRule	Account description set when left blank	true	false	true
		org.ssd Ohio.usas.module.preencumbrance.RegBalanceCheckWarningExcludePreencumbran...	Warning: Negative unencumbered balance check - requisition	true	false	false
		org.ssd Ohio.usas.module.preencumbrance.POBalanceCheckWarningExcludePreencumbran...	Warning: Negative unencumbered balance check - purchase order	true	false	false

Edit

The options listed will depend if the rule is bundled and/or mandatory. If the rule is bundled and mandatory a user will only be able to view it. If the rule is bundled and not mandatory the user will be able to view or disable it. If the rule is not bundled then the user will be able to edit, delete or disable it.

Click on the  in the grid beside the Rule to edit the record.

Disable Rule

A rule may be disabled if it is not mandatory.

1. From the System menu select 'Rules'
2. Search for desired Rule

3. Click on 

Status

4. Uncheck the Enabled

5. Click on  and close the pop up window

6. Click on  in order for the change to go into affect

Enable Rule

A disabled rule may be enabled at any time.

1. From the System menu select 'Rules'
2. Search for desired Rule

3. Click on 

Status

4. Check the Enabled

5. Click on  and close the pop up window

6. Click on  in order for the change to go into affect

Delete

Click on the  in the grid beside the desired rule. A confirmation box will appear and you will be asked to confirm that you really do want to delete this rule. A rule may be deleted if it is not bundled.

More Information

Customized rules can also be written for each district, either by district personnel with the appropriate access to do so, or with help from their ITC or the SSDT. A few examples of using customized business rules are custom validations, sending email or Twitter notifications, or even updating

fields based on certain criteria. These can also be used in conjunction with Custom Fields

Show Sessions

- Terminate a Session

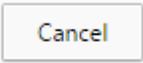
This option will list any active sessions currently in the entity's USAS-R application and gives the option of terminating the session.

	Session Id	Username	Last Login	Last Activity	Idle Time
⊖	1543C89682F63643E5A56CD85077DA51	admin	02/27/2017 01:11:44	02/27/2017 01:52:57	3m 27s
⊖	AAFEDA19107FC3F293B57D22A3C2CEEE	admin	02/27/2017 01:11:44	02/27/2017 01:56:24	

Terminate a Session

1. From the System menu select 'Show Sessions'
2. From the grid, filter the desired session
3. Click on  to the left of the session you want to delete.

4. A pop up will display asking if the user wants to terminate this session. Clicking on  will terminate the session and

clicking on  will leave the session active.

Users

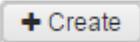
- Users
 - Create a User
 - Search
 - Edit
 - Change User Password
 - Delete
 - Users Video

Users

A "user" is a person that the software is designed for and is using it. The username entered when creating the user is the username they will use to log into USAS-R.

Users are assigned one or more [Roles](#). The roles assigned to the user thus determine the access that user will have in the system.

Create a User

1. From the System menu select 'User'
2. Click on 
3. Enter in required user information

- 1.
4. Select a Filter from the drop down
5. Grant the User one or more roles
 1. highlight desired roles

To select more than one role at a time hold the control key and click on each one.

To select more than one role in consecutive order highlight the first role, hold the shift key and highlight the last permission.

6. Click on  to create the user, click on  to not create the user..

Search

The User grid allows the user to search for existing account filters by clicking in the filter row in the [grid](#) columns and entering in the desired information. Click on any row of the search results to see a summary view of the record. The [Advanced Search](#) can be utilized by clicking on the



in the upper right side of the grid.

Edit



Click on  in the grid beside the user to edit the record. Only fields that are allowed to be edited will be displayed.

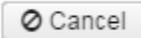
Change User Password

A user's password may be changed for them or if the user knows their password, they may also change it themselves by clicking on the [Change Password](#) link on the login page.

1. From the System menu select 'User'
2. Search for desired user
3. Click on 
4. Enter in the new password and verify it

A dialog box titled "Change Password" with a close button (X) in the top right corner. It contains two buttons at the top: a blue "Save" button with a checkmark and a grey "Cancel" button with a circle and slash. Below the buttons are two text input fields: "New Password" and "Verify Password".

1.

5. Click on  to make the change, click to  to not change the password.

Delete



Click on  in the grid beside the desired user. A confirmation box will appear asking to confirm that the user should be deleted.

Users Video

Utilities

Utilities menu contains information on the user currently logged in.

Account Filters

- Account Filter
 - Create Account filter
 - Search Account filter
 - Edit Account filter
 - Add Account filter to User
 - Delete Account filter
- More Information
- Account Filter Video

Account Filter

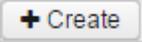
An 'account filter' controls what accounts a user can create, read, update, delete and process transactions against on the system. Each user may be assigned an account filter via the System/User option.

Create Account filter

Filter

Order	TI	Fund	Func	Receipt	Object	SCC	Subject	OPU	IL	Job	C	R	U	D	P	E
1											<input type="checkbox"/>					

+

- From the Utilities menu select 'Account filters'
- Click on 
- Enter in the required information:
 - Enter the **Order** number in which the information should be entered and processed. When assigning order numbers, it is important to assign the more detailed accounts with lower order numbers (e.g. 1, 2, 3 ...) and the less detailed accounts a higher order number.
 - Click on  to add accounts and check all boxes that apply (hover over the letter C, R, U etc and it will display what it stands for i.e. - P = Preencumbrance). Leaving a checkbox blank indicates that access will not be granted.
- Click on  to create the account filter, click on  to not create the account filter and return to the Account filter grid.

Search Account filter

The account filter grid allows the user to search for existing account filters by clicking in the filter row in the [grid](#) columns and entering in the desired information. Click on any row of the search results to see a summary view of the record. The [Advanced Search](#) can be utilized by clicking on the  in the upper right side of the grid.

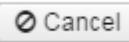
Edit Account filter

Click on  in the grid beside the account filter to edit the filter. Only fields that are allowed to be edited will be displayed.

Add Account filter to User

- From the System menu select 'User'
- Search for the desired username
- Click on  in the row beside the desired username

4. Select the desired account filter from the 'Filters' drop down

5. Click on  to update the username, click on  to not update the username and return to the User.

Delete Account filter

Click on  in the row beside the desired account filter . A confirmation box will appear asking to confirm that the account filter should be deleted. An account filter that is assigned to a User in the system can not be deleted.

More Information

If no entries are made in the Account Filter option, access will be granted to all account codes. If one or more account codes are entered, access is denied to all other codes that were not entered. If two or more account codes are entered, the system will use the first matching account code entered to determine the access level. Thus if similar account codes are to be entered in the the more specific account codes should be entered

before the generalized account codes. The order of the accounts displayed can be 'reordered' using the  icons.

Account Filter Video

Automatic Reconciliation

1. Select the saved formats (bank)
2. Select a named Auto-rec format to import
3. Click on Load

Import File Type

CSV
 Fixed Length

Saved Formats

Import Fields

	Field	Length	Format
<input type="button" value="⊕"/> <input type="button" value="⊕"/>	Bank Account	12	([0-9]+)

Change Password

- [Change Password](#)
 - [Module Configuration](#)

Change Password

If the user knows their old password they can change their password using the 'change password' link found on the USAS-R Login page or by the 'change password' option under the Utilities Menu.

Welcome to the SSDT USAS application

Username

Password

[Change Password](#) 

Username*

Old Password*

New Password*

Verify New Password*

1. Enter in the username of the account that the password should be changed on
2. Enter in the current account password
3. Enter in a new password
4. Enter in the new password again for verification

5. Click on to change the password, click on to reset the options and not change the password.
6. If the password was changed successfully the use will receive a pop-up notifying them of the change where they will then click on OK to continue on.

Module Configuration

The requirements for a password may be different from one entity to another depending on how they have chosen to authenticate and how they have the 'Authentication and Password Requirement Configuration' module configured. Requirements may be changed using the Module Configuration option from the Admin menu.

1. From the System menu select 'Configuration'
2. Click on  beside the 'Authentication and Password Requirement Configuration' in the grid
3. Make any desired changes

Edit Authentication and Password Requ... + x

Password Complexity

Minimum Length

Require Mixed Case

Require Numeric

Password Expiration

Password Lifetime

Pre Expire Passwords

4. Click on to keep the configuration changes, click on to leave as it was

Mass Load

Allows you to mass-load cash, expenditure and revenue accounts into USAS-R.

USAS Load File No file chosen

Importable Entities:

From the Utilities menu,

1. Click on 'Choose File' to select an outside file to import.
2. Select an importable entity
3. Click on Load.

Positive Pay Extract

Format Type:

- CSV
 Fixed

Extract Fields

	Name	Length	Format
<input type="button" value="✖"/>	Bank Account Number ▼	<input type="text"/>	<input type="text"/>

+

Starting Date:

Show Profile

Show profile will give detailed information about the user account currently logged into the USAS-R application.

It contains the username and the organization the user is logged into as well as any assigned roles to that user.

User Profile

Username: admin
Organization: Junit County Schools

Assigned Roles:

Id	Description
ADMINISTRATORS	Application Administrators

USPS Integration

USPS Integration controls if and how the software is connected to the USPS-R system.

Security Configuration

- [Generate API Key](#)
- [Disable Message Security](#)
 - [USPS Module Configuration](#)

This option allows the admin to configure a security key to allow USAS-R to communicate with USPS-R. A similar configuration must be completed in the USPS-R system.

Generate API Key

This allows the admin to generate an application id and key for USAS-R, which can then be entered into the USPS-R system. The "Remote application id" and "Remote API key" would be the USPS-R id and key.

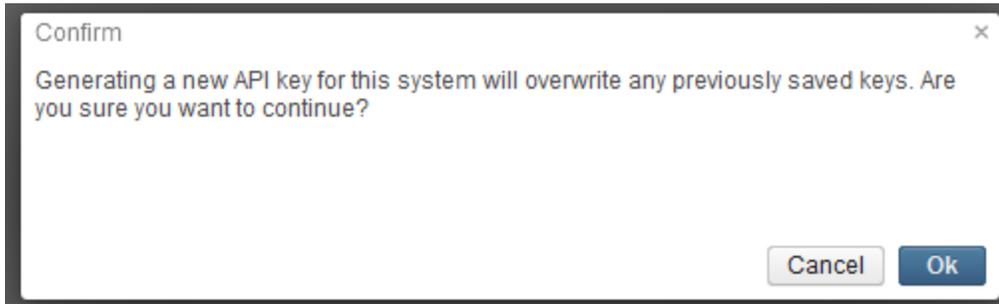
1. From the USPS Integration menu select 'Security Configuration'



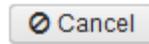
2. Click on



3. A confirmation box will be displayed click on to continue



4. A new API key will be generated, at this point the 'remote application ID' and 'remote API key' from the USPS-R system would be entered.

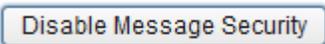


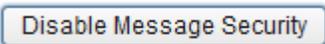
5. Click on  to keep the new information, click on  to not keep the information.

Disable Message Security

This option deletes the security key that was generated and will disable the communication between USAS-R and USPS-R.

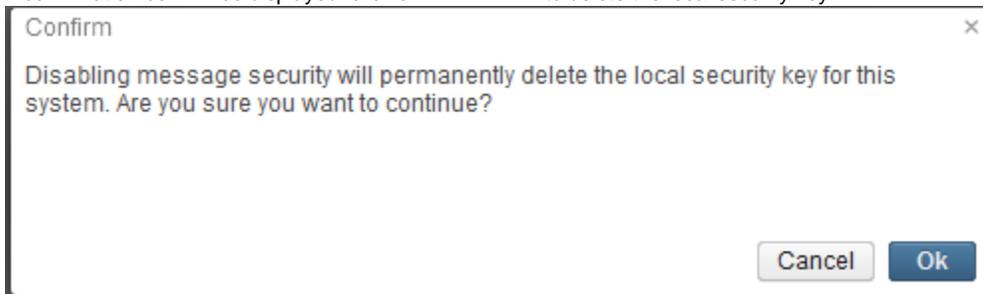
1. From the USPS Integration menu select 'Security Configuration'



2. Click on 



3. A confirmation box will be displayed click on  to delete the local security key.

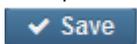


In addition to this option, USPS-R configuration information must also be entered into the Module Configuration option for the USPS module. These options will only be available if the USPS module is installed.

USPS Module Configuration

1. From the Admin menu select 'Module Configuration'
2. Click on  beside the USPS configuration
3. Enter in the required information



4. Click on  to keep the changes, click on  to leave the configuration as is.

Edit USPS Configuration + x

Application Id	<input type="text"/>
Api Key	<input type="text"/>
Remote Application Id	<input type="text"/>
Remote Api Key	<input type="text"/>
	<input type="checkbox"/> Client Dns Lookup
Client Host	<input type="text" value="127.0.0.1"/>
Client Port	<input type="text" value="44001"/>
O Auth	<input type="text"/>
	<input type="checkbox"/> Server Dns Lookup
Server Host	<input type="text" value="127.0.0.1"/>
Server Port	<input type="text" value="44000"/>

Test Connection

This option will allow the admin to test the connection between USAS-R and USPS-R. To use this, the admin must first use the [Module Configuration](#) option to enter the configuration details for the USPS Module, and also enter the security key into the [USPS Integration/Security Configuration](#) option.

1. From the USPS Integration menu select 'Test Connection'

2. Make any desired changes to the host, port, DNS lookup and Click on
3. A summary will appear below stating whether the connection was refused or successful

```
2015-12-16T15:45:53.540: attempting to connect to 127.0.0.1 on port 44001...
```

```
2015-12-16T15:45:53.541: java.net.ConnectException: Connection refused
    at java.net.PlainSocketImpl.socketConnect(Native Method)
    at java.net.AbstractPlainSocketImpl.doConnect(AbstractPlainSocketImpl.java:350)
    at java.net.AbstractPlainSocketImpl.connectToAddress(AbstractPlainSocketImpl.java:206)
    at java.net.AbstractPlainSocketImpl.connect(AbstractPlainSocketImpl.java:188)
    at java.net.SocksSocketImpl.connect(SocksSocketImpl.java:392)
    at java.net.Socket.connect(Socket.java:589)
    at java.net.Socket.connect(Socket.java:538)
    at java.net.Socket.(Socket.java:434)
    at java.net.Socket.(Socket.java:211)
```

4. Click on will remove the summary below and a new test may take place