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Report Manager Grid

Predefined SSDT template report definitions as well as user-created reports are displayed under Report Manager. A template report is basically a 'starter' 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. Here is the grid of the SSDT's available template reports.

Open Report Definition in Detail Report View

Opens a template or existing custom report definition details in order for you to see all of the options chosen for the report. You can then modify it by adding, changing or deleting properties or filters so you get the report you want. Save the changes you made under a new report name in order to create a custom report. You can then regenerate the new report 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. Click on 'Report Manager' and your report will be displayed in the Report Manager grid.

Step-by-Step Instructions on how to create a custom report from a template report can be found in the [Appendix](#).

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

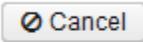
Download Report Definition

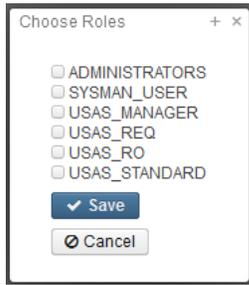
Allows you to download the report definition to your computer so it can be sent to others via email where they can then import it into the Report-Detail to be generated as well as save the report to show in their 'Report Manager' grid.

1. From the Report Menu select 'Report Manager'
2. Click on  beside the desired report
3. Save the report on your computer. Enter a filename but leave the 'save as type' in .RPD-JSON format.
4. 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.

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



Favorite

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

Template SSDT Reports

SSDT has provided several template 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 reports will continue growing as we add more template report definitions. **A printable crosswalk of the Template Reports and their Classic Counterpart is available [here](#).**

SSDT Template Report Name	Classic Report Comparison	Definition
Account Validation	VALACT	Produces a report of invalid accounts with an explanation of why they are invalid.
Appropriation Expense Worksheet	APPWRK	Produces a report of current fiscal year amounts and is helpful in determining appropriations for the coming fiscal year.
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 expended/encumbered.
Appropriations and Receivables by Cash Account	APPR_RCVBL	Produces a report displaying the initial cash, prior year encumbrances, FYTD receivable, FYTD appropriated and FYTD received by cash account.
Audit Trail	AUDITS	Produces an 'audit trail' report when adding, deleting, or making modifications while using the programs in USAS-R
Budget Account Activity	BUDLED	Produces a detailed report of the transactions that make up the amounts in the budget accounts. The report includes expendable and expended data.
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 expended/encumbered.
Cash Account History	N/A	Produces a report of cash account history sorted by FUND-SCC. User enters fiscal year(s) and the report generated includes the FUND-SCC, description, beginning balance, FYTD expended and FYTD received.

Cash Account History Detail	N/A	Produces a report of cash account history detail sorted by FUND-SCC. User enters fiscal year(s) and the report generated includes FUND-SCC, Description, Month, Beginning Balance, Expended, Received and Ending Balance.
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.
Classic Carry Over Reconciliation	N/A	Produces a report of differences from importing carryover encumbrances from Classic and Redesign calculated carryover encumbrances.
Disbursement Summary	CHEKPY	Produces a listing of disbursements (checks) which have been processed.
Financial Detail	FINDET	Produces a detailed report of the transactions that make up the amounts in the cash accounts. The report includes both receipt and expenditure data.
Financial Report by Forecast Line Number	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 to Fund Transfer Ledger	RECLEd's RECTRN	Produces a report containing fund to fund transfer and fund to fund advance transactions, sorted by date.
Monthly Balance	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 Appropriation Account	NEGAPP	Produces a report displaying appropriation accounts that have a FYTD unencumbered balance less than zero.
Negative Budget Account	NEGBUD	Produces a report displaying budget accounts that have a FYTD unencumbered balance less than zero.
OPU Listing	OPULST	Produces a report of operational units.
Outstanding Invoices by Vendor Name	Outstanding INVLST	Produces a report of used of outstanding invoices, default sorting by vendor name.
Post Import Vendor Report	N/A	Produces a report of vendors that did not import fully due to invalid data in classic.
Purchase Order Detail	PODETL	Produces a detailed purchase order report containing information on individual purchase order items
Purchase Order Summary	POSUMM	Produces a report summarizing purchase order transactions.
RAM Export	N/A	Produces a CSV file of extracted non-converted requisitions in order to upload into RAM.
Receipt Ledger	RECLEd	Produces a report of receipt transactions by cash account, sorted by date.
Receipt Listing	RECLST	Produces a report of receipt items by date.

Reduction of Expenditure Ledger	RECLED's RECEXP	Produces a report of reduction of expenditure transactions by cash account, sorted by date.
Refund Ledger	RECLED's RECREP	Produces a report of refund items by cash account, sorted by transaction date.
Requisition Detail	REQDET	Produces a detailed requisition report containing information on individual requisition items
Requisition Summary	REQSUM	Produces a report summarizing requisition transactions
Revenue Account Activity	REVLED	Produces a detailed report of the transactions that make up the amounts in the revenue accounts. The report includes receivable and receipt data.
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 expenditures by fund and includes Fund, Description, FY Beginning Balance, FYTD Activity, MTD Activity and Current Fund Balance.
Summary of Expenditures by Fund	FNDEXP	Produces a summary of revenue by fund and includes Fund, Description, FYTD Expendable, FYTD Expended, MTD Expended, Fiscal Year Encumbrances, FYTD Remaining Balance and FYTD Percent Expended
Summary of Revenues by Fund	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.
Transaction Ledger - Vendor Activity	TRNLED	Produces a transaction ledger report sorted by vendor activity.
Transfer Advance Summary	TRANADV	Produces a report of transfers and advances.
Vendor Listing	VENLST	Produces report of vendors in alphabetical order with PO address, phone number, ID and YTD amount.
Vendor Master	VENSSN	Produces a report of vendors in alphabetical order with PO address, ID, 1099 Type and YTD amount.
Void Refund Ledger	RECLED's RECVOD	Produces a report of voided refunds by cash account, sorted by date.

Account Validation Report

Listing of invalid accounts with an explanation of why the accounts are considered invalid.

Classic Comparison: VALACT

Generate Report Options:

Generate Report + x

SST Account Validation Report

Report Options

Format: PDF (download) v

Page Size: Letter v

Orientation: Landscape v

Name: Account Validation Report

Summary Report

 Generate Report

Appropriation Expense Worksheet

Listing of appropriation accounts displaying current year amounts.

Classic Comparison: APPWRK

Generate Report Options:

Generate Report + x

SST Appropriation Expense Worksheet

Report Options

Format: PDF (download) v

Page Size: Letter v

Orientation: Landscape v

Name: Appropriation Worksheet

Summary Report

 Generate Report

Snapshot of Report in PDF format:

Appropriation Worksheet

Full Account Code	Description	FYTD Appropriated	Prior Year Encumbrance	FYTD Expendable	FYTD Expended	FYTD Percent Expended
Func: 1100						
001-1100-100-0000	GENERAL REGULAR INSTRUCTION PERSONAL SERVICES - SALARIES	\$ 1,670,331.00	\$ 0.00	\$ 1,670,331.00	\$ 844,831.60	50.58 %
001-1100-200-0000	GENERAL REGULAR INSTRUCTION EMPLOYEES RETIRE. & INSUR. BEN	663,868.04	0.00	663,868.04	267,420.43	40.28

Appropriation Summary

Summary report for one, several, or all of the appropriation accounts. It includes the expendable amount, actual expenditures, current encumbrances, unencumbered balance, and percentage expended/encumbered.

Classic Comparison: APPSUM

Generate Report options:

SSDT Appropriation Summary

Report Options

Format:

Page Size:

Orientation:

Name:

Summary Report

Query Parameters

Full Account Code(s):

Active only? (true/false):

Snapshot of Report in CSV format:

	A	B	C	D	E	F	G	H	I	J
1	Full Account Code	Description	FYTD Appropriated	Prior Year Encumbrance	FYTD Expended	FYTD Expended	MTD Expended	Encumbrance	FYTD Unencumbered	Percent Expended/Encumbrance
2	001-1100-100-0000	GENERAL REGULAR IN	1670331	0	1670331	844831.6	64427.73	0	825499.4	50.57869368

Appropriations and Receivables by Cash

Displays the initial cash, prior year encumbrances, FYTD receivable, FYTD appropriated and FYTD received by cash account.

Classic Comparison: APPR_RCVBL

Generate Report Options:

SSDT Appropriations and Receivables by Cash Account

Report Options

Format:

Page Size:

Orientation:

Name:

Summary Report

Snapshot of Report in PDF Format:

Appropriations and Receivables by Cash Account

Fund	SCC	Description	Initial Cash	Prior Year Encumbrance	FYTD Receivable	FYTD Appropriated	FYTD Received
001	0000	GENERAL	\$ 2,711,626.09	\$ 13,536.64	\$ 5,920,250.00	\$ 6,063,389.04	\$ 2,860,406.17
002	0000	BOND RETIREMENT	33,156.00	0.00	0.00	20,043.75	6,031.32

Audit Trail

An 'audit trail' report when adding, deleting, or making modifications while using the programs in USAS-R

Classic Comparison: AUDITS

Generate Report Options:

SSDT Audit Trail

Report Options

Format: PDF (inline)

Page Size: Letter

Orientation: Landscape

Name: Audit Report

Summary Report

Query Parameters

Start Date: m

End Date: h

Username:

Budget Account Activity Report

Detailed report of the transactions that make up the amounts in the budget accounts. The report includes expendable and expended data.

Classic Comparison: BUDLED

Generate Report Options:

SSDT Budget Account Activity Report

Report Options

Format: PDF (download)

Page Size: Letter

Orientation: Landscape

Name: Budget Account Activity Report

Summary Report

Query Parameters

Start Date:

End Date:

Snapshot of Report in PDF Format:

Budget Account Activity Report

Date	Transaction Number	Type	Check #	Date	Inv #	Vendor #	Primary Name	Item Description	Remaining Encumbrance	Expended Amount	FYTD Expendable	FYTD Unencumbered
Full Account Code: 001-0000												
Full Account Code: 001-1100-111-0000-000000-100-01-000												
Description: GENERAL REGULAR INSTRUCTION REGULAR - CERT.												
1/1/2018	11165 Payroll		7935	1/1/2018		900304	Clyo Textiles	Payroll - pay date 01/01/18.		\$ 5,003.42	\$ 116,300.00	\$ 55,033.59
										\$ 5,003.42		
										\$ 5,003.42		

Budget Summary

Summary report for one, several, or all of the budget accounts. It includes the expendable amount, actual expenditures, current encumbrances, unencumbered balance, and percentage expended/encumbered.

Classic Comparison: BUDSUM

Generate Report Options:

SSDT Budget Summary

Report Options

Format:

Page Size:

Orientation:

Name:

Summary Report

Query Parameters

Full Account Code(s)

Active only? (true/false)

Snapshot of Report in Excel Format:

Full Account Code	Description	FYTD Appropriated	Prior Year Encumbrance	FYTD Expendable	FYTD Expended	MTD Expended	Encumbrance	Future Encumbrance	FYTD Unencumbered	Percent Expended/Encumbered
Full Account Code: 001-0000										
001-1100-111-0000-000000-100-01-000	GENERAL REGULAR INSTRUCTION REGULAR - CERT.	\$ 116,300.00	\$ 0.00	\$ 116,300.00	\$ 61,266.41	\$ 5,003.42	\$ 0.00	\$ 0.00	\$ 55,033.59	52.68 %

Cash Account History

Cash account history sorted by FUND-SCC. User enters fiscal year(s) and the report generated includes the FUND-SCC, description, beginning balance, FYTD expended and FYTD received.

Classic Comparison: None

Generate Report Options:

Cash Account History Detail

Cash account history detail sorted by FUND-SCC. User enters fiscal year(s) and the report generated includes FUND-SCC, Description, Month, Beginning Balance, Expended, Received and Ending Balance

Classic Comparison: None

Cash Summary

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.

Classic Comparison: FINSUMM

Classic Carry Over Reconciliation

Contains differences, if any, from importing carryover encumbrances from Classic and Redesign calculated carryover encumbrances. A one-time import report.

Classic Comparison: N/A

Disbursement Summary

Listing of disbursements (checks) which have been processed.

Classic Comparison: CHEKPY

Generate Report Options:

SSTT Disbursement Summary

Format:	Comma Separated Values
Page Size:	Letter
Orientation:	Landscape
Name:	Disbursement Summary Report
	<input type="checkbox"/> Summary Report
Query Parameters	
Type(s):Accounts Payable, Refund or Payroll	
Transaction Start Date	
Transaction End Date	
Starting Check #	
Ending Check #	
Vendor #(s)	
Vendor Default Payment Type(s): Check or Electronic	
Status(es): Outstanding, Reconciled or Void	O
Or Reconciled After Date	
<input type="button" value="Generate Report"/>	

Snapshot of Report in CSV Format:

A	B	C	D	E	F	G	H	I	J
Reference Number	Check Number	Type	Date	Name	Vendor #	Status	Reconcile Date	Void Date	Amount
12710	66603	ACCOUNTS_PAYABLE	11/21/2017	Frank Smith	9354	OUTSTANDING			70
12739	66632	ACCOUNTS_PAYABLE	11/30/2017	Bill Jones	4050	OUTSTANDING			1199

Financial Detail

Detailed report of the transactions that make up the amounts in the cash accounts. The report includes both receipt and expenditure data.

Classic Comparison: FINDET

Generate Report Options:

SSDT Financial Detail Report

Report Options	
Format:	Excel
Page Size:	Letter
Orientation:	Landscape
Name:	Financial Detail Report
	<input type="checkbox"/> Summary Report
Query Parameters	
Start Date	01012018
End Date	01312018
Include Full Account Code(s)	
Exclude Full Account Code(s)	
Include Fund	006
Include Func	
Include Rcpt	
Include Obj	
Include SCC	
Include Subj	
Include Opu	
Include IL	
Include Job	
<input type="button" value="Generate Report"/>	

Snapshot of Report in EXCEL Format:

Date	Check #	Receipt #	PO #	Item Description	Full Account Code	Received	Expended
Full Account Code: 006-0000							
1/1/2018	7935			Payroll - pay date 01/01/18.	006-3120-141-0000-000000-000-00-000		\$ 3,026.61
1/1/2018	7935			Payroll - pay date 01/01/18.	006-3120-161-0000-000000-000-00-000		14.22
1/3/2018	66697			Lunch Acct Balance	006-1522-0000-000000-000	46.27	
1/4/2018	7948		311767	MEDICARE - 692 (BRDDIS)	006-3120-223-0000-000000-000-00-000		40.29
Grand Total						\$ 46.27	\$ 3,081.12

Financial Report by Forecast Line Number

Contains the forecast line numbers and totals, including current FYTD expendable/receivable values as the first year estimate.. Also includes three prior year's actual values.

Classic Comparison: USASFF

Generate Report Options:

SSDT Financial Report by Forecast Line Number

Report Options

Format: ▾

Page Size: ▾

Orientation: ▾

Name: ▾

Summary Report

Snapshot of Report in CSV Format:

	A	B	C	D	E	F	G
1	Forecast Line#	Full Account Code	3 Years Ago	2 Years Ago	1 Year Ago	Ave % Change	Current Year
2	01.010 General Property (Real Estate)	001-1111-0000-000000-000	1086204.19	1160242.83	1185228.72	4.48488898	477155.52

Fund to Fund Transfer Ledger

Contains fund to fund transfer and fund to fund advance transactions, sorted by date.

Classic Comparison: RECLEd's Fund-to-Fund Transfer Option

Generate Report Options:

SSDT Fund to Fund Transfer Ledger Report

Report Options

Format: ▾

Page Size: ▾

Orientation: ▾

Name: ▾

Summary Report

Query Parameters

Transaction Start Date:

Transaction End Date:

Snapshot of Report in PDF Format:

Fund to Fund Transfer Ledger Report

Reference Number	Type	Date	Description	Legacy Check	Legacy PO	Full Account Code	Full Account Code	Amount
1	TRANSFER	6/13/2016	GENral Fund to Building Fund	007205	0310140	001-7200-911-0000-000000-000-00-000	004-5100-9020-000000-000	42,000.00
2	TRANSFER	6/30/2016	Negative Lunch Balances	065665	0310163	001-7200-911-0000-000000-000-00-000	006-5100-0000-000000-000	168.55

Monthly Balance Report

Ending monthly cash balance for one, several or all funds for a particular month(s) or fiscal year(s).

Classic Comparison: BALMON

Generate Report Options:

SSTD Monthly Balance Report

Report Options

Format: PDF (download) ▼

Page Size: Letter ▼

Orientation: Portrait ▼

Name: SSTD Monthly Balance Report

Summary Report

Query Parameters

Fund(s): 001

Fiscal Year(s): 2017

[Generate Report](#)

Negative Appropriation Account

Displays appropriation accounts that have a FYTD unencumbered balance less than zero.

Classic Comparison: NEGAPP

Generate Report Options:

SSTD Negative Appropriation Account Report

Report Options

Format: PDF (download) ▼

Page Size: Letter ▼

Orientation: Landscape ▼

Name: Negative Appropriation Account Re

Summary Report

[Generate Report](#)

Snapshot of Report in PDF Format:

Negative Appropriation Account Report

	Full Account Code	Description	FYTD Expendable	MTD Expended	FYTD Expended	Encumbrance	FYTD Unencumbered
Fund:	001						
SCC:	0000						
	001-1300-400-0000	GENERAL VOCATIONAL INSTRUCTION PURCHASED SERVICES	\$ 2,000.00	\$ 44.00	\$ 2,894.97	\$ 0.00	\$ (894.97)
	001-1300-500-0000	GENERAL VOCATIONAL INSTRUCTION SUPPLIES AND MATERIALS	8,864.20	231.99	8,735.17	2,218.68	(2,089.65)
	001-2500-600-0000	GENERAL FISCAL SERVICES CAPITAL OUTLAY	0.00	0.00	0.00	2,456.00	(2,456.00)
			\$ 10,864.20	\$ 275.99	\$ 11,630.14	\$ 4,674.68	\$ (5,440.62)

Negative Budget Account

Displays budget accounts that have a FYTD unencumbered balance less than zero.

Classic Comparison: NEGBUD

Generate Report Options:

SSDT Negative Budget Report

Report Options

Format: ▼

Page Size: ▼

Orientation: ▼

Name:

Summary Report

Query Parameters

Fund(s):

Snapshot of Report in EXCEL Format:

A	C	E	F	G	H	I	K
	Full Account Code	Description	FYTD Expendable	MTD Expended	FYTD Expended	Current	FYTD Unencumbered
	001-1100-291-0000-000000-000-00-000	GENERAL REGULAR INSTRUCTION OTHER	\$ (1.18)	\$ 0.00	\$ 0.00	\$ 0.00	\$ (1.18)

OPU Listing

A report of operational units.

Classic Comparison: OPULST

Generate Report Options:

SSDT OPU Listing

Report Options

Format: ▼

Page Size: ▼

Orientation: ▼

Name:

Summary Report

Snapshot of Report in PDF Format:

OPU Listing

Code	Description	IRN #	Central Office
000	Elem School000	009149	<input type="checkbox"/>
100	Elem School100	833386	<input type="checkbox"/>
200	High School200	977971	<input type="checkbox"/>
300	Elem School300	242862	<input checked="" type="checkbox"/>

Outstanding Invoices by Vendor Name

Report of outstanding invoices, default sorting by vendor name.

Classic Comparison: INVLSST

Generate Report Options:

SSTDT Outstanding Invoices by Vendor Name

Report Options

Format: ▼

Page Size: ▼

Orientation: ▼

Name:

Summary Report

Snapshot of Report in PDF Format:

Outstanding Invoices by Vendor Name

Invoice Number	Purchase Order Number	Item Number	Vendor #	Date	Received	Payment Due	Full Account Code	Amount
Primary Name: Lyons Gymnasium								
0311761	311761	1	70	1/10/2018	1/10/2018	2/4/2018	001-1100-430-0000-000000-100-00-000	\$ 175.00
0311761	311761	1	70	1/10/2018	1/10/2018	2/4/2018	001-1100-430-0000-000000-200-00-000	175.00
Grand Total								\$ 350.00

Purchase Order Detail

Detailed purchase order report containing information on individual purchase order items

Classic Comparison: POETL

Generate Report Options:

SSTDT Purchase Order Detail

Report Options

Format: ▼

Page Size: ▼

Orientation: ▼

Name:

Summary Report

Query Parameters

Invoiceable? (true/false)

Amended only? (true/false)

Starting Purchase Order #

Ending Purchase Order #

Transaction Start Date

Transaction End Date

Created Start Date

Created End Date

Vendor #(s)

Full Account Codes(s)

Snapshot of Report in EXCEL Format:

	A	C	E	G	H	I	J	K	L	M	O
3											
5											
6											
7											
8											
9											
10											
11											
12											

	Detail Number	Vendor #	Date	Full Account Code	Amount	Amount Filled	Cancelled	Amount Paid	Remaining Encumbrance
5	PO #:	31129							
6	1	909092	7/1/2017	439-1280-511-9018-000000-000-00-000	\$ 100.00	0.00		43.94	56.06
7	2	909092	7/1/2017	439-1280-511-9018-000000-000-00-000	50.00	0.00		0.00	50.00
8					\$ 150.00	0.00		43.94	106.06
9	PO #:	309885							
10	5	2795	2/9/2016	004-5300-418-9020-000000-000-00-000	22,866.84	0.00		22,735.41	131.43
11	7	2795	2/9/2016	004-5300-418-9020-000000-000-00-000	12,000.00	0.00		3,766.02	8,233.98
12					\$ 34,866.84	0.00		26,501.43	8,365.41

Purchase Order Summary

Report summarizing purchase order transactions.

Classic Comparison: POSUMM

Generate Report Options:

SSDT Purchase Order Summary

Report Options

Format: PDF (download)

Page Size: Letter

Orientation: Landscape

Name: Purchase Order Summary Report

Summary Report

Query Parameters

Invoiceable? (true/false) true

Amended only? (true/false)

Starting Purchase Order #

Ending Purchase Order #

Transaction Start Date

Transaction End Date

Created Start Date

Created End Date

Vendor #(s)

Snapshot of Report in PDF Format:

Purchase Order Summary Report

PO #	Vendor #	Date	Source	Total Charges	Total Paid	Total Filled	Total Remaining Encumbrance
31129	909092	7/1/2017		150.00	43.94	0.00	106.06
309885	2795	2/9/2016		149,816.84	141,689.57	0.00	8,365.41

Receipt Ledger

Receipt transactions by cash account, sorted by date.

Classic Comparison: RECLEd's Receipt option

Generate Report Options:

SSDT Receipt Ledger Report

Report Options

Format: PDF (download) ▾

Page Size: Letter ▾

Orientation: Landscape ▾

Name: Receipts Ledger Report

Summary Report

Query Parameters

Transaction Start Date: 12012017

Transaction End Date: 12312017

Include Fund(s): 006

Snapshot of Report in PDF Format:

Receipts Ledger Report

Receipt #	Line Number	Date	Type	Description	Full Account Code	Amount
Full Account Code: 006-0000						
125016		1 12/13/2017	RC	Medium Appliances	006-4220-0000-000000-000	\$ 8,173.53
125016		2 12/13/2017	RC	Small Tools	006-4220-0000-000000-000	2,542.31

Receipt Listing

A report of receipt items by date.

Classic Comparison: RECLST

Generate Report Options:

SSDT Receipt Listing

Report Options

Format: PDF (download) ▾

Page Size: Letter ▾

Orientation: Landscape ▾

Name: Receipt Listing

Summary Report

Query Parameters

Transaction Start Date: 12012017

Transaction End Date: 12312017

Include Fund(s): 006

Snapshot of Report in PDF Format:

Receipt Listing

Date	Receipt #	Line Number	Type	Description	Amount
Date:	12/13/2017				
Receipt #:	125016				
12/13/2017	125016	1 RC		Medium Appliances	\$ 8,173.53
		2 RC		Small Tools	2,542.31
		3 RC		Small Maroon Power Cords	249.78
					\$ 10,965.62

Reduction of Expenditure Ledger

Reduction of expenditure transactions by cash account, sorted by date.

Classic Comparison: RECLEd's Reduction of Expenditure option

Generate Report Options:

SSDT Reduction of Expenditure Ledger Report

Report Options

Format:

Page Size:

Orientation:

Name:

Summary Report

Query Parameters

Transaction Start Date:

Transaction End Date:

Include Fund(s):

Snapshot of Report in PDF Format:

Reduction of Expenditure Ledger Report

Receipt #	Line Number	Date	Description	Full Account Code	Amount
Full Account Code: 018-9001					
124369		12/16/2016	Maroon Uniforms	018-1100-890-9001-000000-100-00-000	\$ 852.00
124369		3/2/16/2016	Large Tools	018-1100-890-9001-000000-100-00-000	633.93
124406		1/3/18/2016	Green Clamp	018-1100-890-9001-000000-100-00-000	800.00
124491		1/6/2/2016	Tan Pencils	018-1100-890-9001-000000-100-00-000	2,241.00
					\$ 4,526.93

Refund Ledger

Refund items by cash account, sorted by transaction date.

Classic Comparison: RECLEd's Refund option

Generate Report Options:

SSDT Refund Ledger Report

Report Options

Format:

Page Size:

Orientation:

Name:

Summary Report

Query Parameters

Transaction Start Date:

Transaction End Date:

Include Fund(s):

Refund Ledger Report

Number	Line Number	Date	Status	Description	Full Account Code	Amount	Check #	Vendor #
Full Account Code: 006-0000								
125041		11/3/2018		SALES OF TYPE A LUNCH-ADULTS	006-1522-0000-0000000-000	\$ 46.27	66697	7751
Grand Total						\$ 46.27		

Requisition Detail

Detailed requisition report containing information on individual requisition items.

Classic Comparison: REQDET

Generate Report Options:

SSDT Requisition Detail Report

Report Options

Format: ▼

Page Size: ▼

Orientation: ▼

Name:

Summary Report

Query Parameters

Converted? (true/false)

Created User(s)

Transaction Start Date

Transaction End Date

Created Start Date

Created End Date

Starting Requisition #

Ending Requisition #

Type(s)

Vendor(s)

Full Account Code(s)

Requisition Summary

Report summarizing requisition transactions.

Classic Comparison: REQSUM

Generate Report Options:

SSDT Requisition Summary

Report Options

Format: PDF (download) ▼

Page Size: Letter ▼

Orientation: Landscape ▼

Name: Requisition Summary Report
 Summary Report

Query Parameters

Converted? (true/false) false

Transaction Start Date

Transaction End Date

Created Start Date

Created End Date

User(s)

Type(s)

Starting Requisition #

Ending Requisition #

Vendor #(s)

 Generate Report

Snapshot of Report in PDF Format:

Requisition Summary Report

Requisition #	Date	Primary Name	Vendor #	Requisition Total	PO #	Description	Created User
03400	2/26/2010	Centerville Medical supplies	60	\$ 70.00			alissawolfe

Revenue Account Activity

Detailed report of the transactions that make up the amounts in the revenue accounts. The report includes receivable and receipt data.

Classic Comparison: REVLED

Generate Report Options:

SSDT Revenue Account Activity Report

Report Options

Format: PDF (download) ▼

Page Size: Letter ▼

Orientation: Landscape ▼

Name: Revenue Account Activity Report
 Summary Report

Query Parameters

Start Date 01012018

End Date 01312018

 Generate Report

Snapshot of Report in PDF Format

Revenue Account Activity Report

	Date	Transaction Number	Type	Item Description	Check #	Date	Primary Name	Amount	FYTD Receivable	Remaining Balance
Full Account Code: 006-0000										
Full Account Code: 006-1522-0000-000000-000										
Description: FOOD SERVICE SALES OF TYPE A LUNCH-ADULTS										
	1/3/2018	125041 Ref		Lunch Acct Balance	66697	1/3/2018	College Park Development	\$ 46.27	\$ 2,000.00	\$ 2,042.27
								\$ 46.27		

Revenue Summary

Summary report for one, several, or all of the revenue accounts. It includes the receivable amount, actual receipts, balance receivable, and FYTD percent received.

Classic Comparison: REVSUM

Generate Report Options:

SSDT Revenue Summary

Report Options

Format: ▼

Page Size: ▼

Orientation: ▼

Name:

Summary Report

Query Parameters

Full Account Code(s)

Active only? (true/false)

Snapshot of Report in EXCEL Format:

	Full Account Code	Description	FYTD Receivable	FYTD Received	MTD Received	YTD Received	Remaining Balance	FYTD Percent Received
5	001-1111-0000-000000-000	GENERAL GEN. PROP. TAX - REAL UNRESERV ✓	\$ 1,185,000.00 ✓	\$ 477,155.52 ✓	\$ 0.00 ✓	\$ 0.00 ✓	\$ 707,844.48 ✓	40.27 %

Summary of Cash Balances by Fund

Summary of cash by fund and includes Fund, Description, FY Beginning Balance, FYTD Activity, MTD Activity and Current Fund Balance.

Classic Comparison: FNDCASH

Generate Report Options:

SSDT Summary of Cash Balances by Fund

Report Options

Format: PDF (download) ▾

Page Size: Letter ▾

Orientation: Portrait ▾

Name: SSDT Summary of Cash Balances

Summary Report

Query Parameters

Fund(s):

Snapshot of Report in PDF Format:

SSDT Summary of Cash Balances by Fund

Code	Description	FY Beginning Balance	FYTD Activity	MTD Activity	Current Fund Balance
001	GENERAL	\$ 2,711,626.09	\$ (11,210.13)	\$ (119,134.49)	\$ 2,700,415.96

Summary of Expenitures by Fund

Summary of cash by fund and includes Fund, Description, FYTD Expendable, FYTD Expended, MTD Expended, Fiscal Year Encumbrances, FYTD Remaining Balance and FYTD Percent Expended

Classic Comparison: FNDEXP

Generate Report Options:

SSDT Summary of Expenditures by Fund

Report Options

Format: PDF (download) ▾

Page Size: Letter ▾

Orientation: Landscape ▾

Name: SSDT Summary of Expenditures by

Summary Report

Query Parameters

Fund(s):

Snapshot of Report in PDF Format:

SSDT Summary of Expenditures by Fund

Code	Description	FYTD Expendable	FYTD Expended	MTD Expended	Fiscal Year Encumbrances	FYTD Remaining Balance	FYTD Percent Expended
001	GENERAL	\$ 6,076,925.68	\$ 2,871,616.30	\$ 119,134.49	\$ 206,391.62	\$ 2,998,917.76	47.25 %

Summary of Revenues by Fund

Summary report for one, several, or all of the cash accounts. It includes the receivable amount, actual receipts, balance receivable, and FYTD percent received.

Classic Comparison: FNDREV

Generate Report Options:

SSDT Summary of Revenues by Fund

Report Options

Format: ▼

Page Size: ▼

Orientation: ▼

Name: Summary Report

Query Parameters

Fund(s)

Snapshot of Report in PDF Format:

SSDT Summary of Revenues by Fund

Code	Description	FYTD Receivable	FYTD Actual Receipts	MTD Actual Receipts	FYTD Balance Receivable	FYTD Percent Receivable
001	GENERAL	\$ 5,920,250.00	\$ 2,860,406.17	\$ 0.00	\$ 3,059,843.83	48.32 %

Transaction Ledger - Vendor Activity

Transaction ledger report sorted by vendor activity.

Classic Comparison: TRNLED

Generate Report Options:

SSDT Transaction Ledger - Vendor Activity

Report Options

Format: ▼

Page Size: ▼

Orientation: ▼

Name: Summary Report

Query Parameters

Vendor #(s)

Transaction Start Date

Transaction End Date

Snapshot of Report in Excel Format:

	A	C	D	F	I	J	K	L	M	O	Q	S	U	W	Y
1															
3															
5	Primary Name:		Buena Vista Studios												
6	PO #:		311587												
7	9345 - Buena Vista Studios		Inv	1	311587		Cancel	Inv	1/3/2018		Cancel_Full		\$ 128.28		

Transfer Advance Summary

Summary of fiscal year-to-date amounts posted to transfer or advance accounts by Fund/SCC.

Classic Comparison: TRANADV

Generate Report Options:

SSDT Transfer Advance Summary

Report Options

Format:

Page Size:

Orientation:

Name:

Summary Report

Vendor Listing

Report of vendors in alphabetical order with PO address, phone number, ID and YTD amount.

Classic Comparison: VENLST

Generate Report Options:

SSDT Vendor Listing

Report Options

Format:

Page Size:

Orientation:

Name:

Summary Report

Query Parameters

Active? (true/false)

Snapshot of Report in PDF Format:

Vendor Listing

Vendor #	Primary Name	Line1	Line2	City	State	Postal Code	Phone Number	Id	YTDTotal
8786	Abba Medical supplies	1316 Richmond Circle		Irwinton		77818			\$ 0.01

Vendor Master

Report of vendors in alphabetical order with PO address, ID, 1099 Type and YTD amount

Classic Comparison: VENSSN

Generate Report Options:

SSDT Vendor Master Listing

Format:

Page Size:

Orientation:

Name:

Summary Report

Query Parameters

Active? (true/false)

Vendor Default Payment Type(s): Check or Electronic

Vendor Number(s):

YTD Total greater than:

1099 Type(s): (Non 1099, Non Employee Compensation, Rents, Other Income, Medical and Health Care, Royalty Payments, Attorney Gross Proceeds)

Snapshot of Report in CSV Format:

	A	B	C	D	E	F	G	H	I	J
1	Vendor #	Primary Name	Line1	Line2	City	State	Postal Code	Id	Type1099	YTDTotal
2	686	Adams, Willie	758 Hardy Blvd		Upton		3667		Non_1099	0
3	5194	Alexander, Margaret	1281 Rhonda Drive		Kite		82281		Medical_and_Health_Care	0

Void Refund Ledger

Report of voided refunds by cash account, sorted by date.

Classic Comparison: RECLEd's Void Refund of Receipts option

Generate Report Options:

SSDT Void Refund Ledger Report

Report Options

Format:

Page Size:

Orientation:

Name:

Summary Report

Query Parameters

Transaction Start Date

Transaction End Date

Include Fund(s):

Query Parameters options included on SSDT Template Reports

When generating a report, the 'Generate Report' box contains a section called "Query Parameters" allowing the user to enter one or more parameters to filter their reports on. Each template report offers different query parameters. The following query parameters are available:

Query Parameter	Definition
1099 Types	<p>Enter one or more of the following types to include on the report; separate multiple types with a comma</p> <p>Types include:</p> <p>Non 1099, Non Employee Compensation, Rents, Other Income, Medical and Health Payments, Royalty Payments, Attorney Gross Proceeds</p>
Account(s)	<p>Enter the full account on the report.</p> <p><i>Example:</i> PO Detail report, enter the full budget account (001-2510-640-0000-000000-300-00-000)</p>
Active only (True/False)	'T' or 'True' to include only active account; 'F' or 'False' to include both active and inactive
Amended only (true/false)	'T' or 'True' to include only amended Purchase Orders; "F" or 'False' to exclude amended Purchase Orders;
Converted (true/false)	'T' or 'True' to include requisitions converted to a purchase order; 'F' or 'False' to include only outstanding requisitions
Created Start/End Date	<p>Enter a starting and/or ending date the transaction was posted to the system;</p> <p><i>Examples:</i> 010118, 01012018,01/01/2018, 1/1/18,</p> <p><i>Example:</i> 'm' for first day of current period and 'h' for last day of current period</p> <p><i>Example:</i> 'f' for first day of fiscal year and 'l' for last day of fiscal year</p> <p><i>Example:</i> 't' for today</p>
Created Users(s)	Enter the username(s) of who created the requisition. Use a comma to enter more than one username
Default Payment Types	Enter the vendor's default payment type. Choose between 'check' or 'electronic'.
Exclude Full Account Code(s)	Must enter the full account code you want to exclude; can't use partial codes or wildcards (%)
Fiscal Year(s)	Fiscal year data to include on the report. Use a comma to enter more than one FY; leave blank to include all FYs
Full Account Code(s)	<p>Must enter the full account code; can't use partial codes or wildcards (%)</p> <p><i>Cash Example:</i> 006-0000</p> <p><i>Appropriation Example:</i> 006-3100-500-0000</p> <p><i>Budget Example:</i> 006-3120-560-0000-000000-000-00-000</p> <p><i>Revenue Example:</i> 006-1511-0000-000000-000</p>
Fund Func Rcpt Obj SCC Subj	<p>Enter the account code dimension to include on the report</p> <ul style="list-style-type: none"> • use a comma to select more than one fund <i>Example:</i> 200,300 • use % for a wildcard <i>Example:</i> 5%2 • leave blank to include all funds

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Job	
Invoiceable (true/false)	True or 'T' to include transactions that are invoiceable; Enter false or 'F' to include transactions that aren't invoiceable; leave blank to include both
Start Date/End Date	Enter a starting and/or ending date <i>Examples: 010118, 01012018, 01/01/2018, 1/1/18,</i> <i>Example: 'm' for first day of current period and 'h' for last day of current period</i> <i>Example: 'f' for first day of fiscal year and 'l' for last day of fiscal year</i> <i>Example: 't' for today</i>
Starting/Ending Transaction #	Enter a beginning and/or ending transaction number albeit a check, purchase order, requisition, etc.
Status(es): Outstanding, Reconciled or Void	Enter the full status name or first letter of the status to include on the report; use a comma to select more than one status
Type(s): Accounts Payable, Refund or Payroll,	Enter the full name of the 'type(s)' to include on the report; use a comma to select more than one type
Username(s)	Enter system username to filter specific user's transactions
Vendor Default Payment Type(s)	Enter 'Check' or 'Electronic' to select type of vendor to include on report; leave blank to include both types
Vendor #(s)	Enter the vendor number(s) to include on the report; use a comma to enter more than one vendor number.
YTD Total greater than	Enter an amount to generate a report with Year-to-Date amounts greater than what is entered