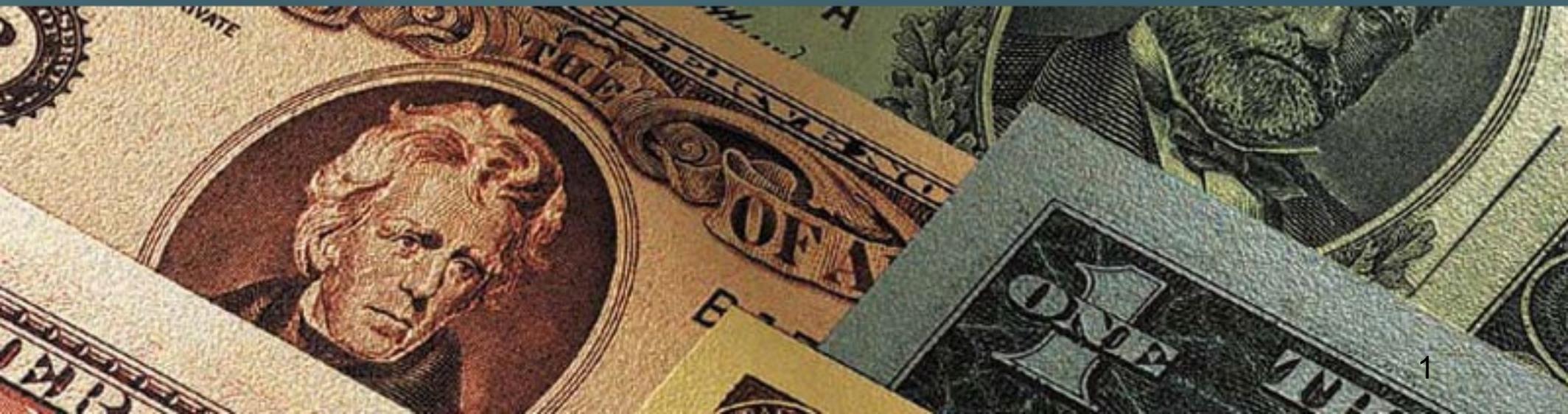
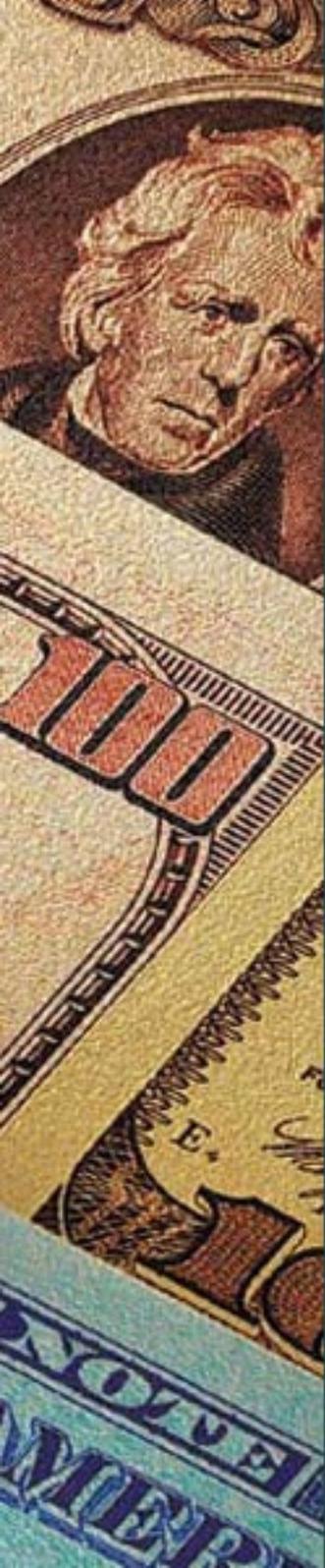




USAS Reports

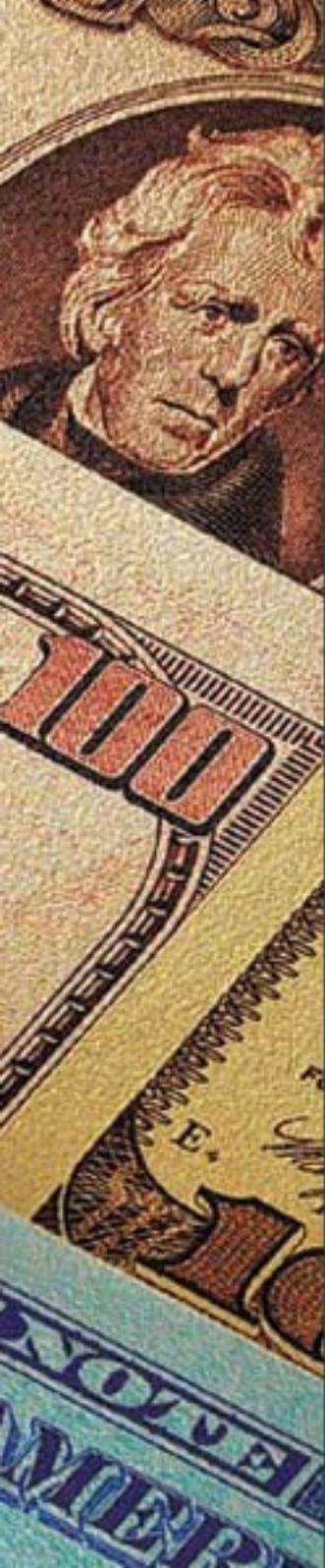
Selena





USAS Reports

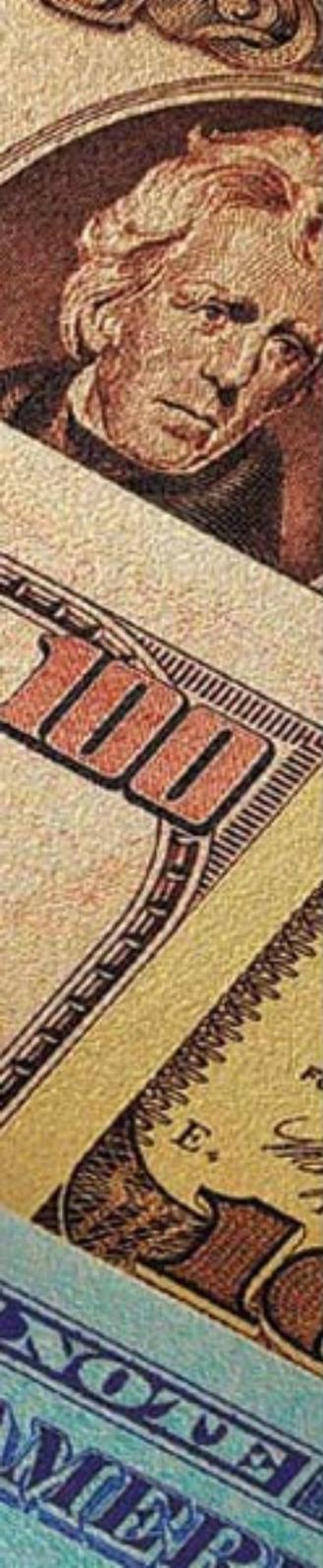
Type of Report	How Report is Generated
Control Reports (report numbers begin with a 0, 2 or 3)	System generates report whenever certain criteria is met
Requestable Reports (report numbers begin with a 7, 8 or 9)	System generates report in accordance with the criteria assigned by the user
Ad hoc reports - Contain information not represented by one of the standard requestable reports	Generated by the Fiscal Management Ad Hoc Reporting Section at the formal request of a user



USAS Reports

Control Reports - USAS generates approximately 27 reports automatically when certain criteria is met.

- DAFR 018A – Deposit Documents Needing Treasury Approval
- DAFR 018B – Deposit Corrections Generated this cycle
- DAFR 2022 – Batch/Document Detail Error Listing
- DAFR 2031 – Rejected Payroll Transactions
- DAFR 2151 – Agency Batch Error Report
- DAFR 3651 – Warrant Register by Agency Report



USAS Reports

- Requestable Reports – either Profile (DAFQXXXO) or Financial (DAFRXX0)

User identifies the:

Period Covered by the Report

Frequency of Report

Level of Detail

- Profile reports list profile data – requested on an ‘as needed’ basis (DAFQ0200)
 - Financial Reports include GL reports, Budgetary reports, Operating reports, Document reports, and Transaction Reports (DAFR7550, DAF8660, DAFR8910, etc.)
- USAS generates more than 50 reports that identify financial information an agency can use for analysis



USAS Report Profiles

- D64 Report Control Profile – determines available options for the Report Request and Report Distribution Profiles
- 91 Profile Request Profile – Users request reports from financial tables with the 91 Profile
- 90 News/Help Profile – Enter DAFR report number to get information about the DAFR report such as Report Name, Purpose, Special Select options, etc. (not all DAFR's are available)
- 25 Agency Control Profile – Report indicators must be set to 'Y' for monthly, quarterly or annually for requestable reports to run.



USAS Report Profiles

Requestable Reports:

- Profile Reports (DAFQXXX0)
- Financial Reports (DAFRXXX0)

Profile Reports list profile data and are requested on an 'as needed' basis. The X's denote the profile code. For example, DAFQD020 is the profile report for D02 Agency Profile.

Financial Reports include:

- General Ledger Reports
- Budgetary Reports
- Operating Reports
- Document Reports
- Transaction Reports

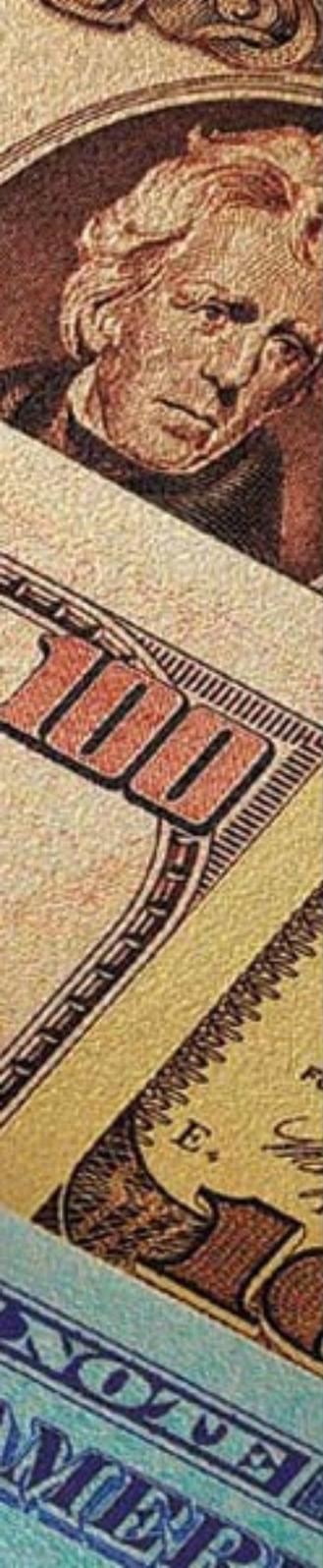
D64 Report Control Profile

Scenario: Your agency probably already has reports that run on a routine basis. Say you had to create a report from scratch; you will need to know what report elements you need to complete your request. You will need to refer to the USAS D64 Screen and complete the 91 Report Request Profile screen.

USAS Report Profiles

The D64 profile screen is a centrally defined profile screen. This means the Comptroller's office is responsible for maintaining this screen. Agencies have the capability to view only.

```
TEXAS SD64 UNIFORM STATEWIDE ACCOUNTING SYSTEM 05/17/07 11:09 AM
LINK TO: REPORT CONTROL PROFILE PROD
ACTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)
REPORT ID: DAFR7400 AGENCY BUDGET ACTIVITY DETAIL
REQUESTABLE IND: 2 (0=NOT, 1=CENTRALLY, 2=REQUESTABLE BY ALL) CONF: N
PRINT REMOTE IND: Y (Y=YES, N=NO) PRINTER TYPE: M (L=LOW, M=MEDIUM, H=HIGH)
INTERVAL OPTIONS (R=REQUIRED, O=OPTIONAL, N=NOT ALLOWED)-
#1 TIMEFRAME - AP YEAR: O PERIOD: R
#2 FREQUENCY-MMDDYY: O DAILY: O WEEKLY: N MONTHLY: O QUARTERLY: N ANNUALLY: N
#3 LEVEL OPTIONS (N=NOT ALLOWED OR LOW AND HIGH VALUE ALLOWED)-
LO - ORG: 2 PGM: 0 OBJ: N FUND: 3 NACUBO FUND: N GL ACCT: N GRANT: 0 PROJ: N
HI - ORG: 9 PGM: 9 OBJ: N FUND: 4 NACUBO FUND: N GL ACCT: N GRANT: 2 PROJ: N
SPECIAL SELECTS (R=REQUIRED, O=OPTIONAL, N=NOT ALLOWED)-
#4 AGENCY: R ORG CODE: O AE: Y DF: N PJ: N
PROGRAM CODE: O NACUBO FUND: N AF: N GL: Y
APPROP FUND: O FUND: O AB: N GP: N
COMP OBJECT: O AGENCY OBJECT: O AP: N IV: N
GL ACCT: N AGENCY GL ACCT: N CC: N CF: N
GRANT: O PROJECT: N
#5 SPECIAL SELECT 1: R EDIT: A2 SPECIAL SELECT 2: O EDIT: A1 STATUS CODE: A
EFF START DATE: 11151990 EFF END DATE: LAST PROC DATE: 03071997
Z06 RECORD SUCCESSFULLY RECALLED
PLEASE ENTER FUNCTION
F1-HELP F3-END F4-INTERRUPT F6-PROCESS
```



USAS Report Profiles

The D64 screen helps you determine:

- who can request this report,
- what fields are required,
- what fields are optional,
- what fields are not allowable and
- finally, what customizing features are allowed

What is the frequency desired for this report? How often do you want it generated?

- MMDDYY - specific date
- Daily - generate report each day
- Weekly - generate report each week
- Monthly - generate report on the weekend after the last daily batch cycle has been run.
- Quarterly - generate report on the weekend
- Annual - generate report on the weekend

Any monthly, quarterly or annual reports that pull information from an inactive period will only be generated on the first weekend of the month. This is when the history tables are opened and the information can be extracted.

USAS Report Profiles

91 Report Request Profile

The Report Request Profile (91) is the screen is used to set up your report with the required elements taken from the D64 Report Control Profile. To help in the process, print the D64 Report Control Profile screen to assist with your report set up. This will eliminate having to navigate between the D64 and 91 profile screens.

```
TEXAS S091          UNIFORM STATEWIDE ACCOUNTING SYSTEM          05/10/07 01:29 PM
LINK TO:          REPORT REQUEST PROFILE          PROD

ACTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)

          AGENCY: 123          REQUESTOR: JWCR          REPORT ID: DAFR7400 REQUEST NO: 01
          APPN YEAR:          #1 PERIOD: 05          FY: 08 #2 FREQUENCY: MONTHLY

#3 LEVEL - ORG: 2 PROGRAM: 3 OBJECT:          FUND: 3 NACUBO FUND:          GL ACCT:
          GRANT: 1 PROJECT:

AGENCY GROUP:          CONFIDENTIAL INFO: N ( P,T,B,N )
SPECIAL SELECTS -
#4 AGENCY: 123          ORG CODE:
PROGRAM CODE:          NACUBO FUND:
          APPROP FUND:          FUND:
          COMP OBJECT:          AGY OBJECT:
          GL ACCT:          AGY GL ACCT:
          GRANT:          PROJECT:
#5 SPEC SEL 1: C          SPEC SEL 2:

LST RUN DATE:          LINES:          STATUS CODE: A
EFF START DATE: 05102007 EFF END DATE:          LAST PROC DATE:

F1-HELP          F3-END          F4-INTERRUPT          F6-PROCESS
```



USAS Report Profiles

- Agency - identifies the agency requesting the report.
- Requestor - identifies the individual requesting the report.
- Report ID - represents the report number.
- Request No - indicates the number of the request to track multiple requests made with the same Agency, Requestor, and Report ID.
- Period - consists of a two-character entry that indicates the time frame the financial report data covers.

Blank - Not applicable

PM - Prior month

CM - Current month

CY - Current year cumulative balances

01-13 - Specific fiscal month (September is fiscal month 01, October is fiscal month 02, etc. Month 13 is the adjustment period)

Q1 - 1st Quarter

Q2 - 2nd Quarter

Q3 - 3rd Quarter

Q4 - 4th Quarter

CQ - Current quarter

PQ - Prior Quarter

- Special Selects - allow a user to limit desired reports to a range of classification elements.
- Status Code - a report that is not utilized on a routine basis should be deleted or inactivated.

Note: Agency, Requestor, Report ID and Request# make up the control key for both the 91 profile and the report itself. Special Select 1 and Special Select 2 elements for each requestable report are listed in the 90 News/Help Table.

USAS Report Profiles

90 News/Help Table

TEXAS S090 UNIFORM STATEWIDE ACCOUNTING SYSTEM 05/14/07 11:38 AM
LINK TO: NEWS/HELP TABLE PROD
ACTIVE
ACTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)
KEYWORD: DAFR7400 PAGE: 01
REPORT NAME : AGENCY BUDGET ACTIVITY DETAIL
PURPOSE : THIS REPORT ALLOWS AGENCIES TO MONITOR BUDGET ACTIVITY AT A
TRANSACTION LEVEL. IT CAN BE USED WITH DAFR7410. IT HAS MULTI
LEVEL OPTIONS FOR ORG, PROG, FUND, GRANT AND OBJ (SPEC SEL 1).
SORT : AGENCY, APPROPRIATION YEAR, ORG LEVEL, PROG LEVEL, APPD FUND
FUND, GRANT NUMBER AND OBJECT 9SPEC SEL 1).
SPEC SEL 1 : DETERMINES THE OBJECT DISPLAYED IN THE OBJECT COLUMN:
S - COMPTROLLER SOURCE/GROUP L - LBB OBJECT
#5 C - COMPTROLLER OBJECT A - AGENCY OBJECT
G - AGENCY OBJECT GROUP SC - COMPT SOURCE/GROUP & COMP OBJ
LC - LBB OBJECT & COMP OBJ GA - AGENCY OBJ GROUP & AGENCY OBJ
SPEC SEL 2 : DETERMINES THE DATA IN THE PRE-ENCUMBRANCE/ENCUMBRANCE COLUMN:
E - DISPLAY ENCUMBRANCES P - DISPLAY PRE-ENCUMBRANCES
(SEE PAGE 02 FOR MORE INFORMATION)
STATUS CODE: A
EFF START DATE: 09261990 EFF END DATE: LAST PROC DATE: 03071997
Z06 RECORD SUCCESSFULLY RECALLED
PLEASE ENTER FUNCTION
F1-HELP F3-END F4-INTERRUPT F6-PROCESS F8-NEXT

USAS Report Profiles

TEXAS S090 UNIFORM STATEWIDE ACCOUNTING SYSTEM 05/14/07 11:40 AM
LINK TO: NEWS/HELP TABLE PROD
ACTIVE
ACTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)
KEYWORD: DAFR7400 PAGE: 02
REPORT NAME : AGENCY BUDGET ACTIVITY DETAIL

SPEC SEL 2 : B - DISPLAY BOTH ENCUMBRANCES AND PRE-ENCUMBRANCES

SPECIAL
REPT REQ. : THE DAFR7400 CAN NOW BE REQUESTED WITH A 'MMDDYY', 'DAILY',
OR 'MONTHLY' FREQUENCY. IF THE REPORT IS REQUESTED WITH A
'MMDDYY' OR 'DAILY' FREQUENCY, THERE WILL BE A TWO DAY
TURNAROUND IN RECEIVING THE REPORT. IF THE REPORT IS REQUESTED
ON FRIDAY, REGARDLESS OF THE FREQUENCY, THE REPORT WILL BE
RECEIVED THE FOLLOWING MONDAY.

STATUS CODE: A
EFF START DATE: 09261990 EFF END DATE: LAST PROC DATE: 03071997
Z06 RECORD SUCCESSFULLY RECALLED
PLEASE ENTER FUNCTION
F1-HELP F3-END F4-INTERRUPT F6-PROCESS F8-NEXT

If your report has a frequency of monthly, quarterly or annually on the 91 profile screen, you will need to link to the 25 Agency Control Profile screen to activate the Reporting Indicators. The Reporting Indicators control the production of the report requests entered on the 91 Report Request Profile.

USAS Report Profiles

```
TEXAS S025          UNIFORM STATEWIDE ACCOUNTING SYSTEM    05/10/07 01:57 PM
LINK TO:          AGENCY CONTROL PROFILE                    PROD
ACTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)
AGENCY: 123      FISCAL YEAR: 08

COST              CA RUN:          CA TYPE:          NO STEPS:        LAST STEP:
ALLOCATION-        CA BY IDX:        CA BY PROJ:      CA BY GRANT:    CA POST:
                  CA RANGE FROM:    TO:
BILLING DEF-      IDX:             PCA:            EXP COMP/AGY OBJ:
DEFAULT-          IDX:             PCA:            REV COMP/AGY OBJ:

ENC DOC MATCH LVL: 0 (LEVEL OF DOCUMENT MATCH:0=NONE,1=APPN,2=ALL)
PRE ENC DOC MATCH LVL: 0 (LEVEL OF DOCUMENT MATCH:0=NONE,1=APPN,2=ALL)
ENC INDICATOR: N (Y OR N; REDUCE AUTHORITY/CASH)
PRE ENC INDICATOR: N (Y OR N; REDUCE AUTHORITY/CASH)
AGENCY OBJECT IND: B (R=REV, E=EXP, B=BOTH, N=NONE)
LAST MONTH CLOSED: 06          AGY BUD BY ORG IND: N      (Y OR N)
LAST YEAR CLOSED: 06          AGY BUD BY PGM IND: Y     (Y OR N)
REPORTING INDS- MO: Y QTR: Y YR: Y PY OPEN: Y FA CONTROL: C
GRANT/PROJ BILLING RUN: N      FA DEP RUN: N             STATUS CODE: A
EFF START DATE: 09011997      EFF END DATE:             LAST PROC DATE: 12122006
Z06 RECORD SUCCESSFULLY RECALLED
PLEASE ENTER FUNCTION
F1-HELP F3-END F4-INTERRUPT F6-PROCESS
```

Agencies may set these indicators anytime during the week. The indicators will not default to N until the report cycle is run. On any DAFR report with a frequency of 'Monthly' the report indicator will reset each weekend.

USAS Report Profiles

Report Request Exercise

Review the 91 screen for agency 123 for DAFR8910 and answer the following questions. Refer to the D64 screen and the 90 screen for more information.

```
TEXAS  S091          UNIFORM STATEWIDE ACCOUNTING SYSTEM          05/10/07 03:52 PM
LINK TO:          REPORT REQUEST PROFILE          PROD

ACTION: R (A=ADD,  C=CHANGE,  D=DELETE,  N=NEXT,  R=RECALL)

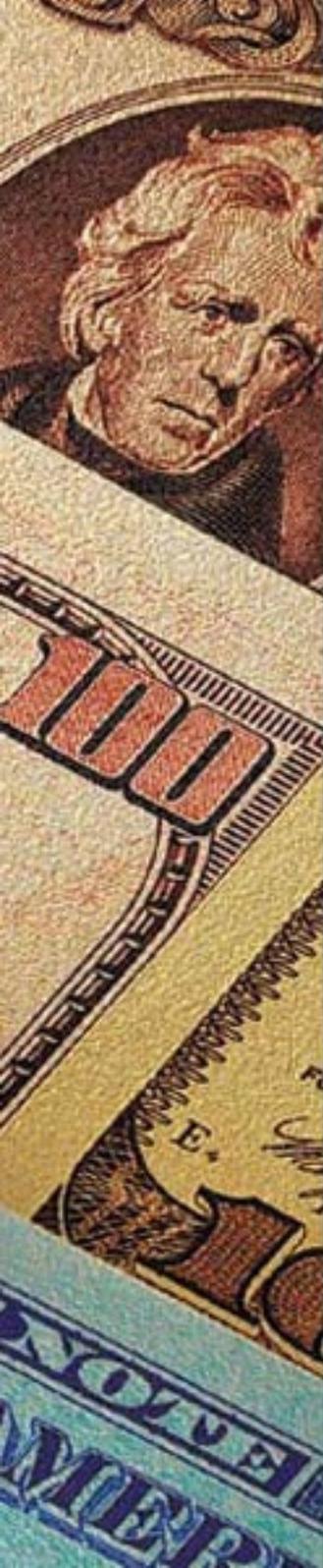
          AGENCY: 123          REQUESTOR: AFR          REPORT ID: DAFR8910  REQUEST NO: 50
          APPN YEAR: #1          PERIOD: 13          FY: 07          #2          FREQUENCY: 05092007

#3  LEVEL -  ORG: 2  PROGRAM:          OBJECT: 2  FUND: 3  NACUBO FUND: 0  GL ACCT: 2
          GRANT:          PROJECT:

AGENCY GROUP:          CONFIDENTIAL INFO: N ( P,T,B,N )
SPECIAL SELECTS -
#4  AGENCY: 123          ORG CODE:
PROGRAM CODE:          NACUBO FUND:
APPROP FUND:          FUND:
COMP OBJECT: 7971          AGY OBJECT:
          GL ACCT: 5500 5600          AGY GL ACCT:
          GRANT:          PROJECT:
#5  SPEC SEL 1: I          SPEC SEL 2: G

LST RUN DATE: 20070510  LINES:  0000000          STATUS CODE: A
EFF START DATE: 05092007  EFF END DATE:          LAST PROC DATE: 05092007

F1-HELP          F3-END          F4-INTERRUPT          F6-PROCESS
```



USAS Report Profiles

1. For what period was this report ordered?
2. From what financial table is the data extracted? (refer to D64)
3. When was the last run date?
4. Can this report be run daily? (refer to D64)
5. Was the report run at the highest fund level? (refer to D64)
6. What are the valid options for Special Select 1? (refer to: 90 News/Help screen)
7. If this report is no longer needed, should it be deleted or inactivated?

USAS Report Profiles

Requestable Reports

DAFR8910 123 AFR 50 13 #1 PROD RJE R551 #3 2 (ORG) () 2 (OBJ) 3 (FND) 0 (NAC) 2 (GLA) () () USAS
 CYCLE: 05/12/07 00:02 3881 RUN DATE: 05/12/07 TIME: 02:52 58 CFY: 07 CFM: 09 LCY: 06 LCM: 06 FICHE:

#4	(AGY) 123	(ORG)	(PRG)	(NAC)	(APP)	(FND)	(COB) 7971	(AOB)	(GLA) 5500 5600
	(AGL)	(GRT)	(PRJ)	#5	(SS1) I	(SS2) G			

STATE AGENCY (123)
 INTERFUND / INTERAGENCY ACTIVITY REPORT
 PERCENT OF YEAR ELAPSED: 100% REPORT PERIOD= ADJUSTMENT FY= 07 PROD SYSTEM
 *****PAGE 1*****

-----INTERFUND-----									
GAAP	GL	GAAP	COMP	DESCRIPTION	AGY	GAAP	GAAP	FUND	AMOUNT
ACCOUNT	ACCT	SOURCE	OBJECT			FUND	FUND		
CLASS	ACCT	SOURCE	OBJECT	DESCRIPTION	AGY	GROUP	TYPE	FUND	
650		0310		FEDERAL PASS-THROUGH EXPE	XXX	01	01	0001	19,575.88
					XXX	02	05	9999	126,989.06
*	GAAP SRC/OBJ	0310		FEDERAL PASS-THROUGH EXPENDITURE					146,564.94
*	GL ACCT CLASS	650		FFS EXPENDITURES					146,564.94
*	GAAP FUND	0001		GENERAL REVENUE (0001)-GENERAL					146,564.94
*	GAAP FUND TYPE	01		GENERAL					146,564.94
*	GAAP FUND GROUP	01		GOVERNMENTAL					146,564.94

Questions

