OHIO AUDITOR OF STATE
KEITH FABER

From: Auditor of State's Center for Audit Excellence

To: All IPA Firms

Subject: State Software Redesign Webinar

Date: November 13, 2019

A webinar titled "State Software Redesign" is available for viewing at the following link: https://www.youtube.com/watch?v=s9LnN1Gg2Gw&feature=youtu.be

Attached are the corresponding slides and power point presentation.

Questions can be directed to Maria Jackson at MJackson@ohioauditor.gov.

State Software Redesign

Auditor of State
Webinar
2019

Redesign Overview

- Questions submitted
- Report Comparison
- Custom Report Creation

- Reports Option Page
- Rename Reports
- Sharing Reports
- Filter for Information
  - Drilling down

- Answers to questions
- Classic to Redesign
- Modifying Current Reports
- Printable Options Page
- Custom Report Name
- Email Report Definitions
- Use of Grids

Question & Answers

- Web driven: no need for simulation software.

- Printing options: easily downloaded; no need to ftp, filezilla, kermit etc.

- Many report output options including: pdf, excel, excel data, plain text, HTML.

- Modern grid format in User Interfaces makes finding data easy; sorting, filtering and creating a report of the data on your screen is very simple.

- Easy to get reports for certain reporting period (month); no need for backup directories.

Question & Answers

- AOS will need to request access for each district you work with. You will be given the URL, username & password.

- Access can be given directly from the district or from the district's ITC. Ask the district how to proceed.

- Once a username and password is given it should be able to be re-activated the next year to be used again.

- Web-based so AOS, LGS, Independent Auditors will be able to access the district's URL at any time from a secured network.

Question & Answers

- There are many "canned" and "template" reports written by SSDT to simulate reports used in the past.

- Report crosswalk has been sent to AOS and LGS some will be reviewed within the presentation.

- Reports can also be tweaked and new ones written.

  - Your personalized reports can be emailed and uploaded for use in other districts.

Question & Answers

- The district name, you are working in, will appear in the top left-hand corner of your screen along with the username you have used to login.

- If you need to access both USASR and USPSR you will be given two url's as they are separate systems.

- Common implementation has been to use the same username and password for both systems.

Report Options Page

Report Options

Report Generated By: admin

Report Generated On: 7/15/19 1:19 PM

Report Parameters

Page Size	LETTER
Page Orientation	LANDSCAPE
Output Format	PDF
Template Name	Purchase Order Detail
Suppress Detail	false
Show Options	true
Invoiceable	t
Start Date	05/01/2019
End Date	05/30/2019

Query Parameters

(invoiceable) Invoiceable? (true/false) t

(date) Transaction Start Date 05/01/2019

(date) Transaction End Date 05/30/2019

Redesign Implemented

State Software Redesign Adoptions — Sept. 2019

ACCESS
- *Canfield*
- *Columbiana Co. ESC*
- *Crestview*
- East Liverpool
- East Palestine
- *Leetonia*
- Lowellville
- *Mahoning H.S.*
- *Sebring*
- *South Range*
- Springfield
- United
- Wellsville

CONNECT
- *Brooklyn*
- North Ridgeville
- *North Royalton*
- *Rocky River*

HCC
- *Batavia*
- *Clermont Northeastern*
- *Deer Park*
- *Dohn*
- *Felicity Franklin*
- Georgetown
- Hamilton Co. ESC
- North College Hill
- Southern Hills CTC
- Southwest
- *US Grant*
- Williamsburg

LACA
- *Southwest Licking*

LGCA
- *Auburn Career Center*
- *Berkshire*
- Fairport Harbor
- *Geauga Co. ESC*
- Kirtland
- *Lake Co. ESC*
- Madison
- *Painesville*
- Perry
- *South Euclid – Lyndhurst*
- *West Geauga*

META
- Bright
- *Covington*
- *Delaware Area CC*
- Eastern Local
- *Gallia Co.*
- *Highland Local*
- *Huntington*
- Jackson
- *Lynchburg-Clay*
- *Montgomery Co. ESC*
- *Newton*
- *Northwest*
- *Oberlin*
- *Pike Co. CTC*
- *Pleasant*
- Symmes Valley
- Valley
- *Wheelersburg*

MVECA
- *Bellbrook-Sugarcreek*
- Clark-Shawnee
- Southeastern
- Townsend Community
- Xenia

NCOCC
- *Clear Fork*
- *Crestview*
- *GOAL Digital*
- *Lucas*
- *Madison*
- *Plymouth-Shiloh*
- Shelby

NEOnet
- Global Village Academy
- Mapleton
- *New London*

NOACSC
- *Antwerp*
- *Carey*
- Cory-Rawson
- *Eastwood*
- *Elida*
- Fort Jennings
- *Kalida*
- *Mercer Co. ESC*
- Miller City - New Cleveland

NOACSC (Cont.)
- Putnam County ESC
- *Spencerville*

NOECA
- *Bellevue*
- *Danbury*
- *Huron*
- *Kelleys Island*
- Margaretta
- *Monroeville*
- New Riegel
- Norwalk
- Old Fort
- Put-in-bay
- *Seneca East*
- Vanguard-Sentinel JVSD

NWOCA
- *Archbold*
- Bryan
- Edon Northwest
- *Fayette*
- *Four Co. JVS*
- *Maumee*
- *North Central*
- *Perkins*
- *Pettisville*
- *Wauseon*

OMERESA
- *Buckeye*
- *Buckeye Online*
- East Guernsey
- *Harrison Hills*
- *Indian Creek*
- Jefferson Co. JVS
- *Lisbon*
- *New Philadelphia*
- Noble
- *Quaker Digital Academy*
- *Ridgewood*
- River View
- *Southern*

SWOCA
- *New Miami*
- Warren Co.CC

WOCO
- Russia
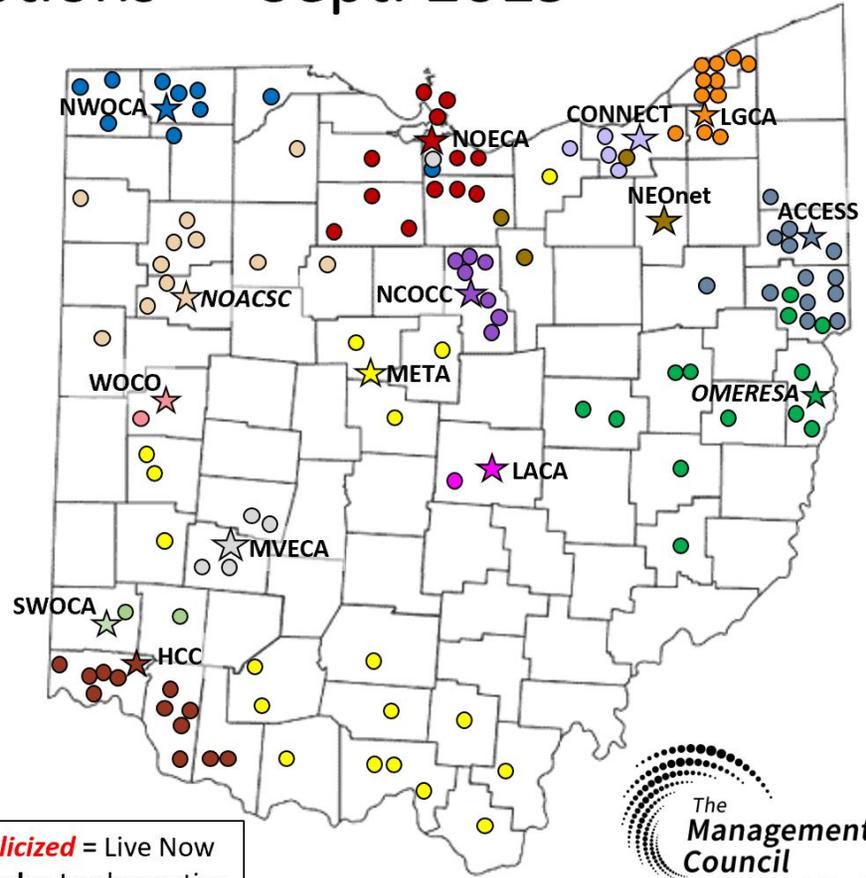
Italicized = Live Now
Black = Implementing

Map labels: NWOCA, CONNECT, LGCA, NOECA, NEOnet, ACCESS, NOACSC, NCOCC, WOCO, META, OMERESA, LACA, MVECA, SWOCA, HCC

The Management Council — Ohio Education Computer Network

Redesign Implemented

- Wiki.ssdt-ohio.org/display/RPAS/Redesign+Implementation+Details

LGS Requested Reports
USASR

CLASSIC	REDESIGN
• APPSUM	• Appropriation Summary
• FINDET	• Financial Detail
• FINSUM	• Cash Summary
• BUDLED	• Budget Account Activity
• CHEKPY	• Disbursement Detail
• RECEXP	• Reduction of Expenditure Ledger

LGS Requested Reports
USASR

CLASSIC	REDESIGN
• PODETL_PO	• Purchase Order Detail
• PODETL_ALL	• Purchase Order Detail
• RECTRN	• Fund to Fund Transaction Ledger
• TRANADV	• Transfer Advance Summary
• RECLED	• Receipt Ledger Report
• REVLED	• Revenue Account Activity

LGS Requested Reports
USPSR

CLASSIC	REDESIGN
• BENACT	• Benefit Obligation by Account
• BENEMP	• Benefit Obligation by Employee
• PAYRPT (July 1 Pay)	• Payroll Report
• PAYRPT (July 2 Pay)	• Payroll Report
• WAGACT	• Wage Obligation by Account

USXS-R Template Reports

USAS-R Classic to Redesign Crosswalk:

https://wiki.ssdt-ohio.org/display/usasrdoc/Report+Manager#ReportManager-TemplateSSDTReportsTemplate

USPS-R Classic to Redesign Crosswalk:

https://wiki.ssdt-ohio.org/display/uspsrdoc/Reports

Date Shortcuts

YeaR (Calendar)
      Y - January 1st of current calendar year
      R - December 31st of current calendar year

FiscaL (Fiscal)
      F - 1st day of current fiscal start date
    L - Last day of current fiscal end date

MontH (based on current system date)
    M - 1st day of current month
    H - Last day of current month

PerioD
      P - 1st day of current posting period
      D - Last day of current posting period

Quarter
      Q - First day of quarter
      u - Last day of quarter

T - Today
      + - Tomorrow
      - - Yesterday

WeeK
      W-Sunday of current week
      K Saturday of current week

Data Retrieval

Data retrieval options:

- Grid Reports
- Canned Reports
- Template Reports
- Custom Report Writer
- Ability to email reports to other districts

Purchase Order Detail Report

Purchase Order Detail

Item #	Vendor	Date	Full Account Code	Amount	Amount Canceled	Amount Filled	Amount Paid	Remaining Encumbrance
PO #:	**313017**							
1 9487 - Atlanta Development		5/2/2019	001-2290-419-0000-000000-000-00-000	$ 369.86	$ 0.00	$ 0.00	$ 0.00	$ 369.86
2 9487 - Atlanta Development		5/2/2019	001-2290-419-0000-000000-000-00-000	1,500.00	0.00	0.00	0.00	1,500.00
				$ 1,869.86	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 1,869.86**
PO #:	**313018**							
1 909092 - McKenzie, Regina		5/1/2019	200-4330-891-9330-000000-200-00-000	52.00	0.00	0.00	0.00	52.00
2 909092 - McKenzie, Regina		5/1/2019	200-4330-891-9330-000000-200-00-000	600.00	0.00	0.00	0.00	600.00
				$ 652.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 652.00**
PO #:	**313019**							
1 1143 - Helena Motors		5/1/2019	018-1100-890-9001-000000-100-00-000	300.00	0.00	0.00	0.00	300.00
				$ 300.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 300.00**
PO #:	**313020**							
1 909092 - McKenzie, Regina		5/1/2019	200-4610-891-9620-000000-200-00-000	1,000.00	0.00	0.00	0.00	1,000.00
				$ 1,000.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 1,000.00**
PO #:	**313022**							
1 8637 - Sweeney, Justin		5/2/2019	001-2700-570-0000-000000-000-00-000	1,020.00	0.00	0.00	0.00	1,020.00
				$ 1,020.00	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 1,020.00**
PO #:	**3111195**							
1 8637 - Sweeney, Justin		5/10/2019	001-2700-570-0000-000000-000-00-000	1,020.00	0.00	500.00	0.00	1,020.00
				$ 1,020.00	**$ 0.00**	**$ 500.00**	**$ 0.00**	**$ 1,020.00**
Grand Total				**$ 5,861.86**	**$ 0.00**	**$ 500.00**	**$ 0.00**	**$ 5,861.86**

Receipt Ledger Report

7/15/19 1:33 PM

LGS Receipts Ledger Report 4/2019

Receipt #	Line #	Date	Type	Description	Full Account Code	Amount
Cash Account:	**001-0000**					
125455	20	4/8/2019	RC	CLASS FEES	001-1740-0000-000000-100	$ 30.00
125462	1	4/12/2019	RC	SCHOOL FOUNDATION ALLOWANCE	001-3110-0000-000000-000	141,841.17
125462	2	4/12/2019	RC	SCHOOL FOUNDATION ALLOWANCE	001-3110-0000-000000-000	181.98
125462	5	4/12/2019	RC	OPEN ENROLLMENT	001-1227-0000-000000-000	7,765.75
125462	6	4/12/2019	RC	OTHER REST GRANTS-IN-AID/STATE	001-3219-0000-000000-000	1,632.41
125462	7	4/12/2019	RC	POVERTY BASED ASSISTANCE	001-3211-0000-000000-000	560.22
125462	8	4/12/2019	RC	SCHOOL FOUNDATION ALLOWANCE	001-3110-0000-000000-000	1,755.27
125462	9	4/12/2019	RC	SCHOOL FOUNDATION ALLOWANCE	001-3110-0000-000000-000	(747.49)
125462	12	4/12/2019	RC	SCHOOL FOUNDATION ALLOWANCE	001-3110-0000-000000-000	(679.00)
125465	6	4/15/2019	RC	OTHER MISCELLANEOUS RECEIPTS	001-1890-0000-000000-000	1,000.00
125465	7	4/15/2019	RC	CONTRIB & DONATION - PRIVATE	001-1820-0000-000000-000	1,000.00
125465	15	4/15/2019	RC	TUITION/PAT-REGULAR DAY SCHOOL	001-1211-0000-000000-000	137.50
125465	16	4/15/2019	RC	TUITION/PAT-REGULAR DAY SCHOOL	001-1211-0000-000000-000	55.00
125465	17	4/15/2019	RC	TUITION/PAT-REGULAR DAY SCHOOL	001-1211-0000-000000-000	82.50
125465	18	4/15/2019	RC	TUITION/PAT-REGULAR DAY SCHOOL	001-1211-0000-000000-000	35.00
						$ 154,650.31
Grand Total						**$ 154,650.31**

Data Retrieval

Data retrieval options:

- **Generated in**
  - CSV
  - Excel

- **Forecast lines show on**
  - Revenue codes
  - Expenditure codes

Forecast Line Items

Revenue

Fund	Receipt	SCC	Subject	OPU
001	1111	0000	000000	000

Account Info

Description: REAL ESTATE TAXES — ☑ Active — Xref

Forecast Line#: 01.010 General Property (Real Estate) — Start Date — Stop

Amounts

	Fiscal Year	Month	Calendar
GAAP Original Budget	0.00		
Initial Revenue	0.00		
+/- Adjustments	0.00	0.00	
= Receivable	0.00		
- Actual Received	114.00	114.00	114.00
= Remaining	-114.00	0%	
Project-to-Date Actual Receipts	0.00		
Next Year Proposed			

Expenditures

Fund	Func	Object	SCC	Subject	OPU	IL	Job
001	1100	111	0000	000000	100	01	000

Account Info

Description: 1ST GRADE SALARY — ☑ Active — Xref Code

Forecast Line#: 03.010 Personal Services — Start Date — Stop Date

Amounts

	Fiscal Year	Month	Calendar	Future
GAAP Original Budget	0.00			
Initial Budget	0.00			
+ Carryover Encumbered	0.00			
+/- Adjustments	0.00	0.00		
= Expendable	0.00			
- Actual Expended	0.00	0.00	7,217.16	
- Encumbered	0.00			
= Unencumbered Balance	0.00	0%		
- Future Encumbered	0.00			
- Requisitioned Amount	0.00			
= Remaining Balance	0.00			

Report Manager

- Generate and download reports
- Email report definitions to other Districts
  - If you have a district that has a report AOS or LGS particularly likes that district can email the definition to other districts.
- Upload report definitions from other Districts
- Download to various outputs
  - Excel, PDF etc.

USXS-R Canned Reports

USXS-R Template Reports

Report Manager

| Import Report | Create Form |

						Favorite	Created by	Report Name ▲2	Description
⬇	👁	✎	✖	▦	👥	☐	admin	BUDSUM - 006 fund	Budget Summary for Cafeteria
⬇	👁	✎	✖	▦	👥	☐	admin	BUDSUM - HS Prinipal	Budget Summary HS Principal
⬇	👁	✎	✖	▦	👥	☐	admin	Outstanding CHEKPY	Disbursement Report
⬇	👁	✎	✖	▦	👥	☐	admin	Outsta...	
⬇	👁	✎	✖	▦	👥	☐	admin	Outsta...	
⬇	👁	✎	○	▦	👥	☐	SSDT	SSDT	
⬇	👁	✎	○	▦	👥	☐	SSDT	SSDT	
⬇	👁	✎	○	▦	👥	☐	SSDT	SSDT	
⬇	👁	✎	○	▦	👥	☐	SSDT	SSDT	

Generate Report + ×

Outstanding CHEKPY ▼

Report Options

Format:	PDF (download) ▼
Page Size:	Letter ▼
Orientation:	Portrait ▼
Name:	DetailReport

Query Parameters

Type(s):Accounts Payable, Refund or Payroll	
Status(es): Outstanding, Reconciled or Void	O
Starting Check #	
Ending Check #	
Vendor Default Payment Type(s): Check or Electronic	

⬇ Generate Report

Generates the report as is, allowing you to select the format, orientation, and query parameters before it is generated.

USXS-R Template Reports

Open Report Definition in Detail Report View

Report Manager

Import Report	Create Form					Favorite	Created by	Report Name ▲2	Description
📥	👁	✏	⊘	📑	👥	☐	admin	BUDSUM - 006 fund	Budget Summary for Cafeteria
📥	👁	✏	⊘	📑	👥	☐	admin	BUDSUM - HS Prinipal	Budget Summary HS Principal
📥	👁	✏	⊘	📑	👥	☐	admin	Outstanding CHEKPY	Disbursement Report
📥	👁	✏	⊘	📑	👥	☐	admin	Outstanding PODETL	PurchaseOrderCharge Report
📥	👁	✏	⊘	📑	👥	☐	admin	Outstanding REQ Detail	Requisition Report
📥	👁	✏	⊘	📑	👥	☐	SSDT	SSDT Appropriation Summary	Appropriation Report
📥	👁	✏	⊘	📑	👥	☐	SSDT	SSDT Audit Trail	RevisionEntity Report
📥	👁	✏	⊘	📑	👥	☐	SSDT	SSDT Budget Summary	ExpenditureAccount Report
📥	👁	✏	⊘	📑	👥	☐	SSDT	SSDT Cash Summary	CashAccount 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. Save your changes under a new report name and generate as needed.

USXS-R Template Reports

Open Report Definition in Detail Report View 👁

Select Properties tab

Custom Report Creator

Select Object	Restore		Save As		
ExpenditureAccount ▼	SSDT Budget Summary ▼	Import Report	SSDT Budget Summary	Save Report	Report Manager

Properties:

- ▸ Account History
- Active
- All Amounts Zero
- ▸ Budget
- ▸ Cash Account
- ▸ Code
- Code 1
- Code 2
- Date
- ▸ Date Range
- Description
- ▸ Forecast Record
- Full Account Code
- FYTD Expended
- FYTD Percent Expended
- id
- Legacy PTD Expended
- Money 1
- Money 2
- MTD Expended
- ▸ ODE Line Number
- Percent Expended/Encumbered
- PTD Expended
- ▸ Source Accounts
- Text
- Xref Code
- YTD Expended

	Select Properties	Configure Filters	Generate Report			
Display Name	**Sort Priority**	**Sort Order**	**Control Break**	**Function**		**Remove**
Full Account Code	1 ▼	Ascending ▼	☑		⋮	✕
Full Account Code	2 ▼	Ascending ▼	☐		⋮	✕
Description	0 ▼	Ascending ▼	☐		⋮	✕
FYTD Appropriated	0 ▼	Ascending ▼	☐	Sum ▼	⋮	✕
Prior Year Encumbrance	0 ▼	Ascending ▼	☐	Sum ▼	⋮	✕
FYTD Expendable	0 ▼	Ascending ▼	☐	Sum ▼	⋮	✕
FYTD Expended	0 ▼	Ascending ▼	☐	Sum ▼	⋮	✕
MTD Expended	0 ▼	Ascending ▼	☐	Sum ▼	⋮	✕
Encumbrance	0 ▼	Ascending ▼	☐	Sum ▼	⋮	✕
Future Encumbrance	0 ▼	Ascending ▼	☐	Sum ▼	⋮	✕
FYTD Unencumbered	0 ▼	Ascending ▼	☐	Sum ▼	⋮	✕
Percent Expended / Encumbere	0 ▼	Ascending ▼	☐	▼	⋮	✕

USXS-R Template Reports

Open Report Definition in Detail Report View 👁

Configure Filters tab

Custom Report Creator

Select Object	Restore			Save As		
ExpenditureAccount ▼	SSDT Budget Summary ▼	Import Report		Budget Summary - Cafeteria	Save Report	Report Manager

Properties:
- ▸ Account History
- Active
- All Amounts Zero
- ▸ Budget
- ▸ Cash Account
- ▸ Code
- Code 1
- Code 2
- Date
- ▸ Date Range
- Description
- Filter
- Full Account Code
- FYTD Expended
- FYTD Percent Expended
- Id
- Legacy PTD Expended
- Money 1
- Money 2
- MTD Expended
- ▸ ODE Line Number
- Percent Expended Encumbered
- PTD Expended
- Text
- Xref Code
- YTD Expended

Select Properties	Configure Filters	Generate Report

Display Name	Operation	Filter Value	Remove
Fund	Equals ▼	006	✖
Active	One of ▼	param("active",,"Active only? (true/fals	✖

Load Saved Query ▼ ⊘	Enter Query Name	Save Query

USXS-R Template Reports

Open Report Definition in Detail Report View 👁

Generate Report tab

Save Report option

Custom Report Creator

Select Object	Restore		Save As	
ExpenditureAccount ▼	SSDT Budget Summary ▼	Import Report	Budget Summary - Cafeteria	Save Report	Report Manager

Properties:
- ▸ Account History
- Active
- All Amounts Zero
- ▸ Budget
- ▸ Cash Account
- ▸ Code
- Code 1
- Code 2
- Date
- ▸ Date Range
- Description
- Filter
- Full Account Code
- FYTD Expended
- FYTD Percent Expended
- Id
- Legacy PTD Expended

Select Properties	Configure Filters	Generate Report

Report Options

Format:	PDF (download) ▼
Page Size:	Letter ▼
Orientation:	Landscape ▼
Name:	Budget Summary Report - 006

☐ Summary Report

Query Parameters

Active only? (true/false)	

⬇ Generate Report

USXS-R Template Reports

Edit Icon ✏️

Report Manager

| Import Report | Create Form |

						Favorite	Created by	Report Name	▲2	Description
⬇	👁	✏	✖	⬚	👥	☐	admin	BUDSUM - 006 fund		Budget Summary for Cafeteria
⬇	👁	✏	✖	⬚	👥	☐	admin	BUDSUM - HS Prinicpal		Budget Summary HS Principal
⬇	👁	✏	✖	⬚	👥	☐	admin	Outstanding CHEKPY		Disbursement Report
⬇	👁	✏	✖	⬚	👥	☐	admin	Out		arge Report
⬇	👁	✏	✖	⬚	👥	☐	admin	Out		t
⬇	👁	✏	✖	⬚	👥	☐	SSDT	SSD		ort

✔ Save   ⊘ Cancel

Report Name	BUDSUM - 006 fund
Description	Budget Summary for Cafeteria
Tags	Cafeteria

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

USXS-R Template Reports

Delete Icon ⊗

Report Manager

Import Report | Create Form

						Favorite	Created by	Report Name	▲2	Description
⬇	👁	✎	⊗	📄	👥	☐	admin	BUDSUM - 006 fund		Budget Summary for Cafeteria
⬇	👁	✎	⊗	📄	👥	☐	admin	BUDSUM - HS Prinicipal		Budget Summary HS Principal
⬇	👁	✎	⊗	📄	👥	☐	admin	Outstanding CHEKPY		Disbursement Report
⬇	👁	✎	⊗	📄	👥	☐	admin	Outstandi		chaseOrderCharge Report
⬇	👁	✎	⊗	📄	👥	☐	admin	Outstandi		uisition Report
⬇	👁	✎	⊗	📄	👥	☐	SSDT	SSDT Ap		ropriation Report

Confirm ×

Are you sure you want to delete?

Cancel | **Delete**

Allows you to delete a report definition _you_ created.

USXS-R Template Reports

Download Report Definition

Allows you to download a report definition you created and then email the report details to others. They can then use Import Report to load it into their Report grid.

USXS-R Template Reports

Share with Roles 👥

Report Manager

Import Report	Create Form

						Favorite	Created by	Report Name	▲2	Description
⬇	👁	☑	⊗	📑	👥	☐	admin	BUDSUM - 006 fund		Budget Summary for Cafeteria
⬇	👁	☑	⊗	📑	👥	☐	admin	BUDSUM - HS Prinipal		Budget Summary HS Principal
⬇	👁	☑	⊗	📑	👥	☐	admin	Outstanding CHEKPY		Disbursement Report
⬇	👁	☑	⊗	📑	👥	☐	admin	Outstanding PODETL		PurchaseOrderCharge Report
⬇	👁	☑	⊗	📑	👥	☐	admin	Outstanding REQ Detail		Requisition Report
⬇	👁	☑	⊗	📑	👥	☐	SSDT	SSDT Appr		Appropriation Report

Choose Roles   + ×

- ☐ ADMINISTRATORS
- ☐ SYSMAN_USER
- ☐ USAS_MANAGER
- ☐ USAS_REQ
- ☐ USAS_RO
- ☐ USAS_STANDARD
- ☑ Secretaries

✔ Save

⊘ Cancel

Allows you to share a saved report definition with users who have a specific role. It will automatically be displayed under their Report grid.

USXS-R Template Reports

Favorite

If you use a report frequently, checkmark the box in the 'Favorite' column. the Home page, when you click "Show Favorites", your selected reports are displayed.

Using the Grids to Create Reports

Using the Grids to Create Reports

Customizing Grids

Customizing Grids

Customizing Grids

Select the fields you wish to see

Customizing Grids

Customizing Grids

Customizing Grids

Purchase Order Grid Example

Generate Report

Advanced Query

Filter Row

Purchase Orders

						PO #		Vendor #		Primary Name	Date	Source	Invoiceable	PO Total	Total Paid	Total Remaining Encumbrance
		🖶	👁			310768		902910		Mcintosh Cafe	01/31/2017		false	11,739.38	0.00	11,739.38
		🖶	👁			310767		900163		Gonzalez, Olivia	01/31/2017	01151706	false	6,554.00	6,554.00	0.00
		🖶	👁			310766		900177		Higgston Textiles	01/31/2017	01151705	false	26,936.00	26,936.00	0.00
		🖶	👁			310765		900077		Mershon Industries	01/31/2017		true	8,000.00	0.00	8,000.00
		🖶	👁			310764		909092		Warwick Development	01/31/2017	SSN00392	true	213.95	0.00	213.95
		🖶	👁			310762		905030		Axson Engineering	01/31/2017		false	47,850.00	47,850.00	0.00
		🖶	👁			310763		1317		Alpharetta Bakery	01/30/2017	SSN00391	true	322.00	0.00	322.00
		🖶	👁			310761		9384		Register Motor Services	01/30/2017		true	475.00		.00
		🖶	👁			310760		1563		Waynesville Development	01/30/2017		true	475.00		.00
		🖶	👁			310759		905030		Axson Engineering	01/30/2017		false	120.00		.00

+ Create   🖶 Print   🔍   ⬆ Report   ▦ More   ↺ Reset

Add/Remove Columns on Grid

More: Allows you to add ore remove columns on your grid
Reset: Resets the columns back to the original defaults
Filter Row: Allow you to filter grid results

PO #
=311767

'=' selects records equal to the value entered

Other filters include:

Filter	Example
% (wildcard)	%supply% in vendor name
> or >= (greater than)	>=10000 to find amount gt or = 10000
< or <= (less than)	<0 to find amount less than zero
<> (not equal)	<>non 1099 to exclude non 1099 vendor types
Value 1..Value2	1000 .. 5000 will find amounts between
*=value1,value2	*=1,10,20 to find vendor numbers 1, 10 and 20

Documentation Links

USAS-R Documentation:

https://wiki.ssdt-ohio.org/display/usasrdoc/Home

USPS-R Documentation:

https://wiki.ssdt-ohio.org/display/uspsrdoc/Home

US**X**S-R Demonstration Videos:

https://www.youtube.com/user/ssdtohio/videos

Fridays with Fiscal Recorded Demos:

https://wiki.ssdt-ohio.org/display/ssrd/Redesign+Recorded+Demos

Auditor of State Q&A
Answers are based on a migration from Classic State Software to Redesign State Software.

Q. Are the reports the same in Redesign as in Classic?
A. The SSDT reports from Classic are in Redesign but will have a more complete name. ex: FINDET is now Financial Detail A copy of the report crosswalk is available on the SSDT WIKI page and has been provided to AOS and LGS.

Q. Will Auditors have access to run their own reports and if so, will Auditors have access to searchable content by sorting, filtering and tailoring the reports?
A. It is possible for Auditors to have read only access to generate their own reports. This same access will allow for sorting, filter, and tailoring reports through the "grid" options. These report definitions can be save and even emailed to themselves for use in another district. (Access is based on individual district preferences)

Q. Will the system allow the client to scan in documents and if so will Auditors have read only access to view these documents?
A. Redesign does not currently have the capabilities to scan items in. Some districts do utilize third party software to scan in documents but these are held outside of the Redesign software. Districts do have the capability to load limited payroll cd data, monthly cd data, W2's, and pay slips. For this data stored in the file archives, read only access could be enabled.

Q. Other software provides capital asset reports, inconsistencies in calculating the remaining life and remaining book value. The cause of these are due to the client not 'closing the period', on the capital asset listing. The Client prefers to not close the period until the audit is complete, however, this leads to calculation errors. Is capital asset data continuously updated to calculate remaining asset life and value, is it updated at the end of a month/quarter/year?
A. Inventory is projected to be live in summer of 2021. In the interim, districts can continue using EIS for their inventory. SSDT has an inventory extract in Redesign that will extract data, which can then be imported into the pending file in Classic EIS.

Q. Will there be a reconciliation between the account and payroll (Classic to Redesign) reports?
A. This reconciliation is part of the migration (from Classic to Redesign) process.
https://wiki.ssdt-ohio.org/display/usasrdoc/Migration+Procedures
https://wiki.ssdt-ohio.org/display/uspsrdoc/Migration+Procedures

Q. Will there be a Federal Schedule report, like FEDDET?
A. This same report is available in Redesign. This can be located under the Report/Report Manager and search for SSDT Federal Assistance Detail and SSDT Federal Assistance Summary

Q. If a district switches software in the middle of a fiscal year, for example January 1, would the new software report all 12 months of activity?
A. All relevant Classic information is imported into Redesign during migration.

Q. Will Auditors still get online access through the ITC and if so, will Auditors still need to log in through external software such as SYSCO?
A. Redesign is a web-based system. Auditors can be given read only access to the database. Since the system is web-based there is no need for any external software to gain access. Access should be requested at the district level and the district will coordinate with their ITC for auditor access.

Q. Will there be a report detail page showing what is included/excluded from the report?
A. There is a report detail page showing options chosen. This is an option that needs to be selected upon generation of the report.

Q. Will standard "canned" reports, that have been archived when the close-out process is completed, be available in Redesign?
A. The archived reports are being imported into Redesign. However, if a district migrates mid-year within the audit period some reports will need to be generated. Work is currently being done to recreate the CD archive reports. This gap will only be for the FY 19 and dependent upon the month the district migrated.

Q. If custom reports were generated, would the system be able to "recall" the parameters for use in multiple entities?
A. The report parameters can be emailed from one Redesign district to another Redesign district so a custom report can easily be generated in any other district.

Q.Is a listing of school district currently on Redesign and a timeline of additional district that will be moving to Redesign available?
A. Both the currently listing as well as the web link to the list (updated as changes are available) has been sent to both AOL and LGS.
https://wiki.ssdt-ohio.org/display/RPAS/Redesign+Implementation+Details

Q. Previously, Auditors had access to the system (1 user account) in which they could view and generate reports for multiple school districts (similar to webgaap user accounts). With the school districts currently on redesign, it seems that audit staff have to be provided separate access for each school district (a specific username/password for each school district). Will there be an ability to just have the single account to access multiple school district reports?
A. Auditors will need to access each district with a separate log in.

Q. Is there a report that shows each users with the permissions assigned to them?
A. There is a report within the report generator for both USPSR and USASR.