Defining Accounts for FISCWEB Reports

Each Fiscweb report is tied to a “username” in PowerTerm where districts may control accounts used to build those reports. Each “username” begins with “FISCWEB_” and is not used by an actual user to access PowerTerm.

In PowerTerm, go to USAS/USASDAT/USASEC. Type the Fiscweb “username” or part of the name in the Find field and press F11.

Since Fiscweb “usernames” are not for use by actual users, all settings on this first screen are set to N.

Press F14 (ctrl-F4) to modify. Then press F20 (ctrl-F10) to go to the Account Filters screen. Each account code entered must have a transaction indicator, TI.

00 = Cash Account
02 = Budget Code
03 = Revenue Code

Some reports, such as FINSUM, require a Cash Account definition.
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The programming that generates the Fiscweb reports “reads” the accounts as defined in each associated USASEC username so, for each account to be included in a Fiscweb report, the “READ” flag must be set to Y. To exclude certain account codes, set all flags to N for those lines, and enter the defining account segments. In the above example, payroll and benefit codes are excluded. **Note:** Items to be excluded must appear **first** in the list of account codes.

For more on the use of wildcards, place your cursor on any account segment field and press F7 to see all wildcard choices:

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