



## 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.

```
Find:  FISCWEB_H 
Username:  FISCWEB_HS                               Inherit from: _____
Add or Modify Vendors           : N
Modify Invoice-to Address       : N
Allow Negative Budget           : N
Allow Negative Appropriation   : N

-----
USASEC      Maintenance program
F6 Top      F11 Find      F20 Acct Filters
F7 Help     F12 Add
F8 Exit     F13 Delete
F10 Next    F14 Modify
```

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.

# Defining Accounts for FISCWEB Reports

Username: FISCWEB_HS (ACCOUNTS)						T I	FND	FURC	OBJ	SPCC	SUBJECT	OPU	IL	JOB
READ	MOD	ADD	REQ	POS										
1	N	N	N	N	N	02			1**					
2	N	N	N	N	N	02			2**					
3	Y	N	N	N	N	00	014			9222				
4	Y	N	N	N	N	00	572							
5	Y	N	N	N	N	00	590							
6	Y	N	N	N	N	02	018					003		
7	Y	N	N	N	N	03	018					003		
8	Y	N	N	N	N	02	001	1130						

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:

```

-----Account Wildcard Help-----
Enter the appropriate account selection to use
as a wildcard. You may use %, *, # or @ for
wildcards:
% - represents a single character
* - represents any number of characters
# - represents a single numeric character
@ - represents a single alphabetic character

Press any key to continue
  
```

- 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.