

FISCWEB

hcc
Information Technology Center

Your Partner For
Worry-Free Efficiency

HCC System Status | Search..

[HCC Events](#) [Student Services](#) [Financial Services](#) [IT Services](#) [Library Services](#) [OnBase](#)

Your Peace Of Mind Is Our One Purpose.

You have people to manage. Service to provide. And stakeholders to satisfy. You shouldn't have to worry about the technology- or data-driven operations of your organization. With HCC as your partner, you won't have to. We'll make sure they are running as efficiently as possible.

Software Solutions

IT Solutions

Staffing Solutions

This is what you will see once you have clicked on the Fiscweb option under **Finance Quick Links**.

HOME / SOFTWARE SOLUTIONS / FINANCIAL SERVICES / **FISCWEB**

Fiscweb

- Bethel Tate LSD
- CCESC
- Clermont-Northeastern LSD
- Deer Park City Schools
- Dohn Community High School
- Felicity-Franklin LSD
- Finneytown LSD
- Goshen LSD
- HCESC
- Indian Hill EV
- Lockland City Schools
- Madeira City Schools
- Mariemont City Schools
- Mt Healthy City Schools
- New Richmond EV
- North College Hill LSD
- Norwood City Schools
- Oak Hills LSD
- Reading Schools
- Southwest LSD
- St Bernard-Elmwood Place
- Sycamore City Schools
- Three Rivers LSD
- West Clermont LSD
- Williamsburg LSD
- Winton Woods City Schools


Finance Quick Links

- Accounting Login Links +
- Change Finance Password
- D.U.C.K.
- EMIS Links +
- Fiscweb**
- Payroll Login Links +
- eSERS Upgrade
- Request Access Forms +
- Request Support
- WebGAAP Login
- Support Staff – Financial Services



Creating Reports for Fiscweb

- Any special sort and sub-total options or other report settings?
- What users should have access to your web reports?
- Does user have an existing alpha (power-term) username/password?
- What do you want the links to look like?



Report Headings – What works for one district may not work for another...

- Building Administrator
- Student Activity Reports
- Department Reports

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- High School
 - Middle School
 - Elementary

- Food Service
- Student Activities
- Transportation


Suggestions

- ▶ Including an options page can be confusing. The reports look a little cleaner without one.
- ▶ Naming a report after a person holding a position has been done in the past, but isn't recommended.
- ▶ Offer reports based upon what will be most useful to the individual user.
- ▶ If it is unlikely that the Athletic Director will review 10 different reports, think about which ones are most necessary & helpful to him/her.
- ▶ Title of reports shouldn't include account codes or fiscal year.

USASEC - Defining Accounts Used for Fiscweb

- ▶ 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 cannot be used by an individual 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.

All Settings are “N” on page 1, since “Fiscweb_” isn’t an actual user.

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	

Adding Accounts for Fiscweb

- Press **F14** (ctrl-F4) to modify. Then press **F20** (ctrl-F10) for the Account Filters screen.
- **TI** 00 = Cash Account 02 = Budget 03 = Revenue
- Some reports, such as FINSUM, require a Cash Account definition.

Username: FISCWEB_HS
(ACCOUNTS)

	READ	MOD	ADD	REQ	POS
1	N	N	N	N	N
2	N	N	N	N	N
3	Y	N	N	N	N
4	Y	N	N	N	N
5	Y	N	N	N	N
6	Y	N	N	N	N
7	Y	N	N	N	N
8	Y	N	N	N	N

TI	FND	FURC	OBJ	SPCC	SUBJCT	OPU	IL	JOB
02			1**					
02			2**					
00	014			9222				
00	572							
00	590							
02	018					003		
03	018					003		
02	001	1130						

Helpful Tips - USASEC

- Items to be excluded must appear **first** in the list of account codes.
- 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.

Account Filter Example – H.S. Principal

	READ	MOD	ADD	REQ	POS	TI	FND	FURC	OBJ	SPCC	SUBJCT	OPU	IL	JOB
1	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>02</u>	<u>001</u>		<u>1**</u>					
2	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>02</u>	<u>001</u>		<u>2**</u>					
3	<u>Y</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>02</u>	<u>001</u>					<u>100</u>		
4	<u>Y</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>03</u>	<u>001</u>					<u>100</u>		
5	<u>Y</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>00</u>	<u>018</u>			<u>9001</u>				
6	<u>Y</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>00</u>	<u>200</u>			<u>****</u>				
7	<u>Y</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>00</u>	<u>300</u>			<u>9002</u>				
8	<u>Y</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>00</u>	<u>300</u>			<u>9003</u>				
9	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>	<u>—</u>							

Username & Password Changes

- Fiscweb access for Employees
- Fiscweb access for Non-employees

User Status			Request Method	
<u>FISCWEB Access</u>		<u>USAS Access</u>	<u>Finance User Access Form</u>	<u>Cherwell Ticket or Email</u>
new	&	none		*
modify	&	none		*
new	&	already has		*
modify	&	already has		*
new	&	new	*	



Fiscweb Report Change Requests?

► Please send detailed email to:

financesupport@mail.hccanet.org