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Account Filters

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What are Account Filters?

- Account filters can be used to limit users to specific accounts for their affiliated building or program

- Account filters can also be used to filter information on reports
  - Template or Canned Reports
  - Report Bundles
  - Budget Scenarios
  - Advanced Queries

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Utilities/Account Filters

- The Account Filters page can be found on the Utilities Menu
- Account Filters are organized in a grid by filter name
- Sort/Filter Grid functions available to locate existing filters

Permission to this page is granted via USAS_FILTERS. This is included in the USAS_Manager Role.

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Creating an Account Filter

- Filters Name: This is how the filter will appear when entering/selecting it in the system.
  - Canned Reports have a drop down
  - Template reports have to type EXACTLY

- Active: Will be checked by default. Inactive filters will not appear in account filter dropdowns. When an inactive filter is used on a report it will return no results.

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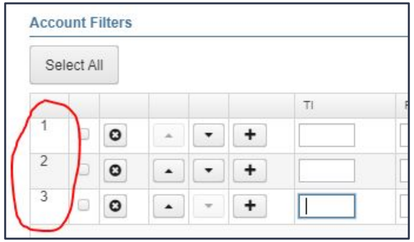
Creating an Account Filter

- Order: When assigning order numbers, it is important to assign the more detailed accounts with lower order numbers at the top of the grid (e.g. 1, 2, 3 ...) and the less detailed accounts a higher order number.



- Add Accounts: Add Icon + at bottom will add a new row onto the end. Using the Add Icon on a row will insert a new row below that row.

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Creating an Account Filter

- TI: Indicates which level of accounts the filter row will apply to. Only fields relevant to that TI will be used in that filter row.

TI	Account Type	Relevant Fields
00	Cash Accounts	Fund, SCC
02	Expenditure Accounts	Fund, Function, Object, SCC, Subject, OPU, IL, Job
03	Revenue Accounts	Fund, Receipt, SCC, OPU

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Creating an Account Filter

Wildcards: (% symbol) can be used in the account dimensions when giving access to more than one account.

For example:

Account Filters

	TI	Fund	Func	Receipt	Object	SCC	Subject	OPU	IL	Job	Acces
1	02	001	242%		5%						R-P
2	02	001	242%		6%						R-P

Ranges:(value1..value2) can be used in the account dimensions when giving access to ranges of accounts.

For example:

	TI	Fund	Func	Object	Access
1	02	001..300	1230..1239	100..190	R
2	02	001..300	1230..1239	200..292	R
3	02	001..300	1230..1239	400..499	R

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Creating an Account Filter

- Access: Determines the access level for accounts matching that row of the filter

C	Create	Allows user to create accounts for this filter
R	Read	Allows user to view the accounts for this filter. Includes accounts on reports run with this filter.
U	Update	Allows user to modify accounts for this filter
D	Delete	Allows user to delete accounts for this filter
P	Pre-encumbrance	Allows user to post requisitions against this filter
E	Encumbrance	Allows user to post purchase orders against this filter

Note: Users must also have appropriate permissions granted via Roles to perform actions such as Create, Delete, Update

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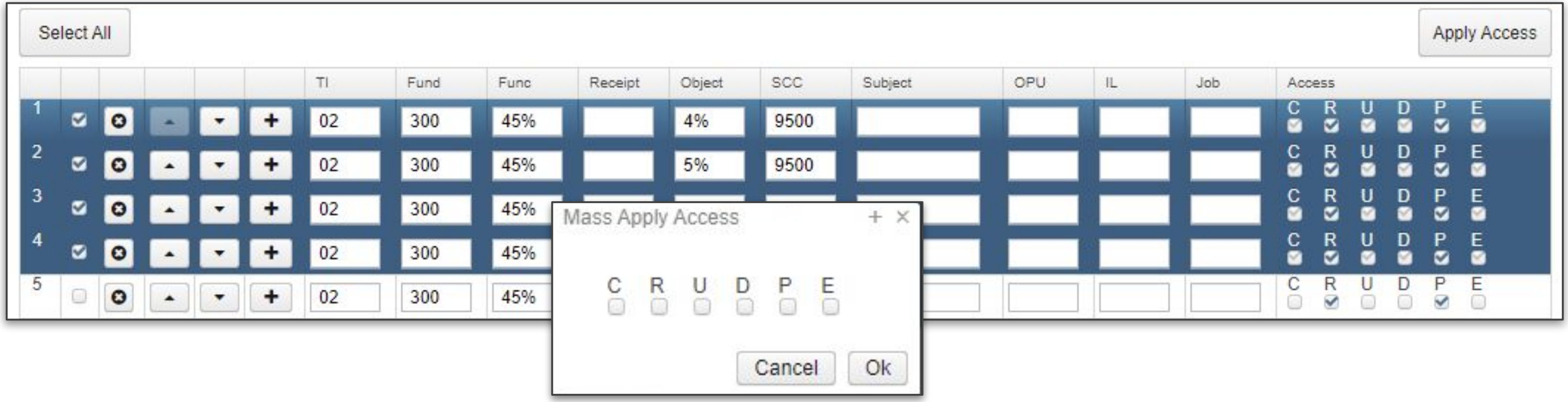
Creating an Account Filter

- Apply Access: Used to mass add access on several account filter lines at once.



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Creating an Account Filter

- Exclude Accounts: To exclude accounts from a filter, create a row with account dimensions and leave all Access checkboxes unchecked.

> **Exclude Accounts**
> When excluding accounts, these rows generally need to be at the top of the Account Filter Grid. If there are any rows prior to the row to exclude that give access to the account, it will not be excluded. Moving the exclude rows to the top will ensure those are recognized first.

Modifying Account Filters

- Edit Filters: Use the edit icon on the Account Filters grid to open filters to edit. Editing a filter will allow adding, removing, or updating rows on the filter.

- Clone Filters: View the Account Filter and use the Clone button to use an existing filter to create a new one with similar accounts. Once the filter is cloned, any changes can be made prior to saving as a new filter.

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Assigning to a User

Who can assign Account Filters to a User?

SSDT Roles that contain full User Update access

- SYSMAN_USER

SSDT Roles that contain Limited User Update access

- USAS_MANAGER
- USAS_USER_PROFILE

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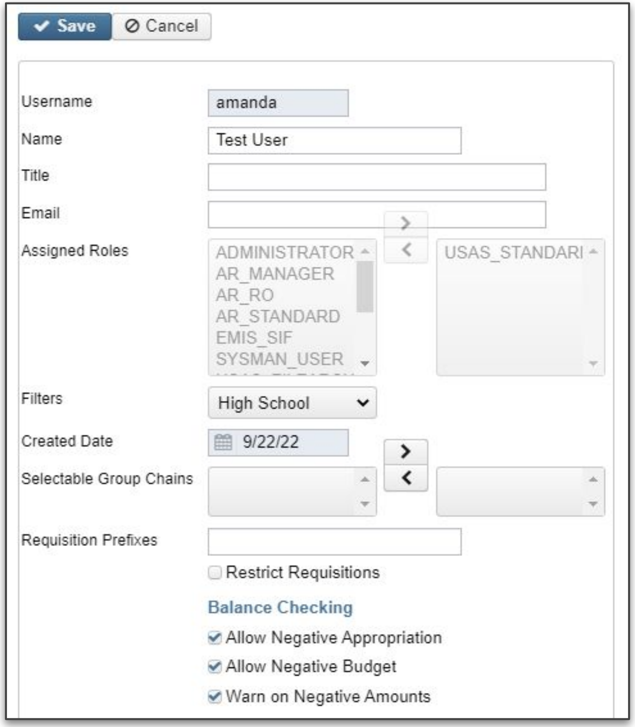
Assigning to a User



Fields available to edit on the Users record with the Limited User Update access includes:

- name
- title
- email address
- account filters
- selectable group chains
- requisition prefixes
- restrict requisitions
- balance checking flags

User with Account Filter

- Will only see their assigned accounts in Core/Accounts grids

- Will only include their assigned accounts on reports

- Will only see their available accounts when entering transactions
  - Note: these accounts must have encumbrance and/or pre-encumbrance access granted on that row of the filter

User with Account Filter

- If a user was configured with a filter in Classic USASEC that will have migrated to USAS-R

- One filter can be assigned to more than one user in USAS-R, it does not have to be user specific
  - Ex. Users with the same accounts may all share a filter - High School, Secretaries, etc.

- May be able to utilize Account Filters with third party applications

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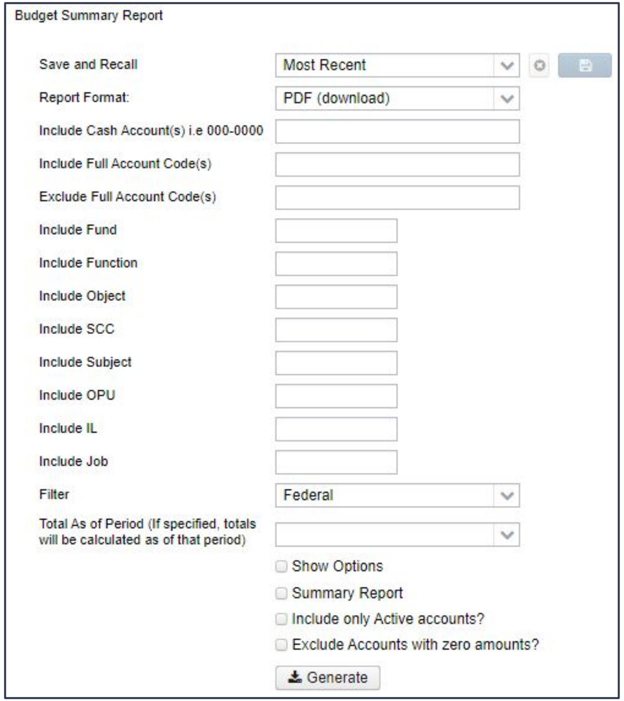
Filters of Reports

Canned Report


Budget Summary Report

Save and Recall: Most Recent

Report Format: PDF (download)

Include Cash Account(s) i.e 000-0000

Include Full Account Code(s)

Exclude Full Account Code(s)

Include Fund

Include Function

Include Object

Include SCC

Include Subject

Include OPU

Include IL

Include Job

Filter: Federal

Total As of Period (If specified, totals will be calculated as of that period)

Show Options

Summary Report

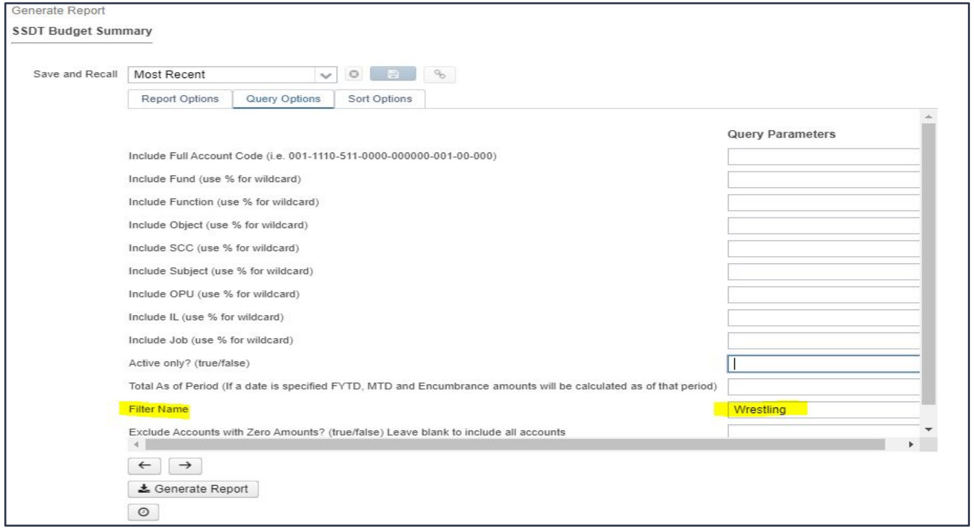
Include only Active accounts?

Exclude Accounts with zero amounts?

Generate

- Filters can also be used to include specific accounts on reports

Template Report


Generate Report

SSDT Budget Summary

Save and Recall: Most Recent

Report Options | Query Options | Sort Options

Query Parameters

Include Full Account Code (i.e. 001-1110-511-0000-000000-001-00-000)

Include Fund (use % for wildcard)

Include Function (use % for wildcard)

Include Object (use % for wildcard)

Include SCC (use % for wildcard)

Include Subject (use % for wildcard)

Include OPU (use % for wildcard)

Include IL (use % for wildcard)

Include Job (use % for wildcard)

Active only? (true/false)

Total As of Period (If a date is specified FYTD, MTD and Encumbrance amounts will be calculated as of that period)

Filter Name: Wrestling

Exclude Accounts with Zero Amounts? (true/false) Leave blank to include all accounts

Generate Report

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Filters on Reports

Pro TIP: Use Filters for more complex report filtering or for combinations used often. Think about creating Filters for Grants, Buildings, Departments and Activities!

- Filters can use Wildcard filtering and/or Ranges
- Once you create the filter it can be used over and over again
- The filters can be saved in report parameters with the Save & Recall
- There is no limit to the number of Account Filters you can create.

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