How to Import Reports:

1. Download a report you want by clicking the report name. Save the rpd-json file to a location you can find it.

Report Repository Home	USAS Reports	USPS Reports Help	
Financial Detail			
Report Name	Example Reports	Description	District
Einancial Detail Sorted By OPU Code	Example	Standard findet that sorts by ascending OPU code	Elida
Findet Sorted By Fund-SCC Code With Seperated Full Account Codes	Example	Findet sorted by cash account (Fund-SCC) with full account codes seperated into individual columns. Includes purchase order amounts and remaining encumbrance	Eastwood
Findet Sorted By Fund-SCC With Current Month's Balances	Example	Sorted by cash account (Fund-SCC) with the current period's current fund balances. Also has a page break after each cash account	Kalida
Findet Sorted By Fund and SCC Code With Seperated Full Account Code	Example	Findet sorted by fund and then scc code. Features the full account code seperated into individual columns	Eastwood
Sorted By Fund-SCC and OPU	Example	Standard findet sorted by cash account (Fund-SCC) then by OPU code. Separates revenue and expenditures	NOACSC
Sorted By Fund-SCC and OPU With Separated Account Codes	Example	Findet that separates revenue and expenditures by OPU code. Also separates full account code into individual columns	Eastwood
Sorted By Fund-SCC Then By Full Account Code	Example	Findet that sorts by cash account(Fund-SCC) and ascending full account codes. Includes vendor name and number	Elida
Sorted By Fund Then SCC With Current Balances and Separated Account Codes	Example	Findet that sorts by fund then SCC code and has full account codes in individual columns. Has the current month's beginning and ending balances	Eastwood
SSDT Financial Detail	Example	Standard financial detail report created by the SSDT. Does NOT include current period beginning and ending balances	SSDT
SSDT Financial Detail Report for Current Period	Example	Financial detail created by the SSDT that includes beginning and ending cash balances for the current month only	SSDT
SSDT Financial Detail Report July 1 Cash Balances	Example	Financial detail created by the SSDT that lists cash accounts (Fund-SCC) beginning and ending balances for the fiscal year	SSDT
What dt Financia Itsz://reportrepository.noacsc.org/static/USAS_reports/Financial_Detai/Financial_Detai/Financial_Detai	o you want to do with I_Detail_Report_Sort ncial_Detail_Report_Sorted	di By_OPU_Code.rpd-json (10.1 KB)? Open Save A Cancel X By_OPU_Code.rpd-json	

2. Log in to your instance of USAS or USPS. Select the Report Manager under the Report tab.

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Show	Only Favorites				
	Report Name		Username		
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*	Budsum Sorted by Fund, Fund-SCC,	and Appropriation Accounts	admin		
*	Budsum Sorted by Fund-SCC and Ap	ppropriation	admin		
Ł	FYTD Cash Appropriated vs Cash Sp	pent	admin		
Ł	Findet Sorted By Fund Then SCC Wi	ith Current Balances and Separated Acc	admin		
*	Findet Sorted By Fund Then SCC Wi	th Separated Account Codes	admin		
Ł	Findet Sorted By Fund and SCC Cod	le With Seperated Full Account Codes	admin		
Ł	Findet Sorted By Fund-SCC Code W	ith Seperated Full Account Codes	admin		
*	Findet Sorted By Fund-SCC With Cu	rrent Balances	admin		
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3. Select the Import Report button in the Report Manager tab.

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4. Select the RPD-JSON File that was downloaded. Click Open.

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5. You can change the report name, description, and add a tag. Click Save to finish importing the report.

✓ Save ⊘ Cancel Report Name Financial_Detail_Report_Sorted_By_OPU Description ActivityLedger Report		ActivityLedger Report +
Report Name Financial_Detail_Report_Sorted_By_OPU Description ActivityLedger Report	✓ Save	⊘ Cancel
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6. The report can now be used from the Report Manager

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