

# RPCT Reporting Center

## About the Reporting Center

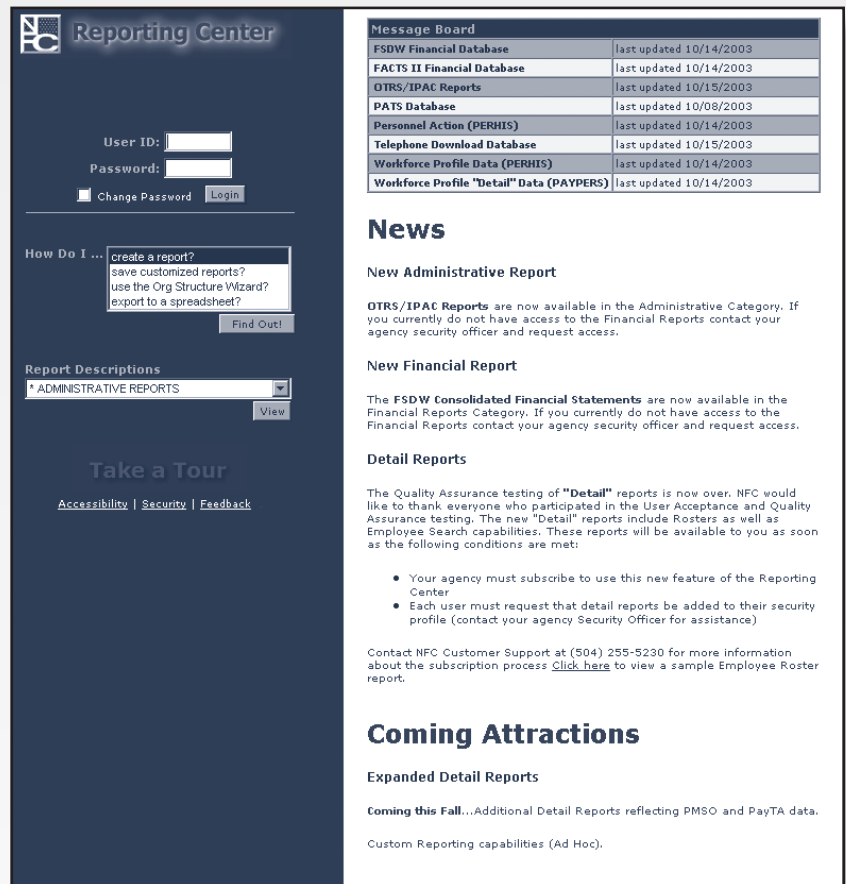
The Reporting Center is an interactive Web page available via the NFC Web site, which allows managers, personnel specialists, and other employees of Federal Agencies serviced by NFC to generate Administrative Reports, Financial Reports, Personnel Action Reports, and Workforce Reports.

The Reporting Center combines NFC's expertise in Web applications and user reporting to offer a new way to access management information that is usable, dependable, and cost effective.

Reporting Center reports are arranged in a predefined format. In addition to predefined reports, users have the option to create customized reports based on certain selection criteria. All reports can be downloaded into a spreadsheet format and statistical type reports can also be viewed in a graphic format.

The data that appears on the Reporting Center window is governed by the user's security access profile and can be restricted to certain organizational levels or open to global organizational view. Statistical summary level data is readily available in the Reporting Center for users with the appropriate security access. However, due to security considerations, detail data can only be obtained if your Agency has subscribed to use this new feature of the Reporting Center and a request is submitted to add detailed reports to a user's security profile.

The data sources for the Reporting Center are various systems such as Payroll Time and Attendance/ Personnel History, OTRS/IPAC, Telephone System and Financial Statement Data Warehouse.



The screenshot shows the Reporting Center interface with a dark blue header and sidebar. The main content area is white. The sidebar contains a login section with fields for User ID and Password, a 'Change Password' link, and a 'Login' button. Below the login section is a 'How Do I ...' dropdown menu with options: 'create a report?', 'save customized reports?', 'use the Org Structure Wizard?', and 'export to a spreadsheet?'. A 'Find Out!' button is next to it. Below that is a 'Report Descriptions' section with a dropdown menu showing '\* ADMINISTRATIVE REPORTS' and a 'View' button. At the bottom of the sidebar is a 'Take a Tour' section with links for 'Accessibility', 'Security', and 'Feedback'.

**Message Board**

FSDW Financial Database	last updated 10/14/2003
FACTS II Financial Database	last updated 10/14/2003
OTRS/IPAC Reports	last updated 10/15/2003
PATS Database	last updated 10/08/2003
Personnel Action (PERHIS)	last updated 10/14/2003
Telephone Download Database	last updated 10/15/2003
Workforce Profile Data (PERHIS)	last updated 10/14/2003
Workforce Profile "Detail" Data (PAYPERS)	last updated 10/14/2003

**News**

**New Administrative Report**

OTRS/IPAC Reports are now available in the Administrative Category. If you currently do not have access to the Financial Reports contact your agency security officer and request access.

**New Financial Report**

The FSDW Consolidated Financial Statements are now available in the Financial Reports Category. If you currently do not have access to the Financial Reports contact your agency security officer and request access.

**Detail Reports**

The Quality Assurance testing of "Detail" reports is now over. NFC would like to thank everyone who participated in the User Acceptance and Quality Assurance testing. The new "Detail" reports include Rosters as well as Employee Search capabilities. These reports will be available to you as soon as the following conditions are met:

- Your agency must subscribe to use this new feature of the Reporting Center.
- Each user must request that detail reports be added to their security profile (contact your agency Security Officer for assistance).

Contact NFC Customer Support at (504) 255-5230 for more information about the subscription process [Click here](#) to view a sample Employee Roster report.

**Coming Attractions**

**Expanded Detail Reports**

**Coming this Fall...** Additional Detail Reports reflecting PMSO and PayTA data.

Custom Reporting capabilities (Ad Hoc).

## Features of the Reporting Center

The Reporting Center allows users to:

- Create customized and predefined reports.
- Create statistical reports or graphs.
- Print statistical reports or graphs.
- View reports online.
- Search by Name and SSN.
- Save reports.
- Display a list of all employees within an organization.
- Display an employee's personal profile using the Payroll/Personnel System data base record information as displayed in the Information Research Inquiry System (IRIS).
- Download reports directly to spreadsheets.

## Supported Browsers

Reporting Center is a Web-based application that can be accessed by logging in through a Web browser.

As a USDA/NFC application, Reporting Center supports using:

- ✓ Microsoft Edge
- ✓ Mozilla Firefox
- ✓ Apple Safari
- ✓ Google Chrome

## Security

NFC has always maintained the highest level of controls to ensure the confidentiality, integrity, and availability of its clients' valuable information. The Reporting Center already uses 128 bit Secure Socket Layer (SSL Level 3) for encryption of data traveling over the Internet and has in place policies and procedures to protect the Web server environment.

The Reporting Center team at NFC has begun development on integrating client certificate technology for authentication.

## Requests for Access

To access the Reporting Center, you must have authorized security clearance. Users must request access through their Agency's security officer.

## Online resources

Procedure manuals and associated documentation are available on the NFC System Documentation Page (<https://help.nfc.usda.gov/>).

## Contact Us

 <https://www.nfc.usda.gov>

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