



# 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.



## 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:

- ✓ Internet Explorer 9 and above
- ✓ Chrome
- ✓ Safari
- ✓ Firefox

## 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 material are available on the NFC Home Page ([www.nfc.usda.gov](http://www.nfc.usda.gov)). Select HR and Payroll Clients from the MyNFC drop-down menu. At the HR and Payroll Client page, select the Publications tab. Select Reporting (REPT) and search for Reporting Center.

## Contact Us

✉ Email: [GESDMARKETING@nfc.usda.gov](mailto:GESDMARKETING@nfc.usda.gov)

🌐 <https://www.nfc.usda.gov>

📖 USDA, National Finance Center  
13800 Old Gentilly Road  
New Orleans, LA 70129



UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF THE CHIEF FINANCIAL OFFICER  
NATIONAL FINANCE CENTER



**REPORTING  
CENTER**