



## 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.

Reporting Center

User ID:

Password:

Change Password

How Do I ...

create a report?

save customized reports?

use the Org Structure Wizard?

export to a spreadsheet?

Report Descriptions

\* ADMINISTRATIVE REPORTS

Take a Tour

[Accessibility](#) | [Security](#) | [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.

## Security

NFC has always maintained the highest level of controls to ensure the confidentiality, integrity, and availability of its clients valuable information. This tradition of security awareness will continue as we move to the Web for delivery of applications and services. 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.

## Hardware And Software Requirements

You will need the following equipment to use the Reporting center site:

- A personal computer (PC) with Internet capabilities.
- Access to the Internet with a Microsoft Internet Explorer browser of 5.5 SP2 or higher or Netscape with a browser of 6.2 or higher with Java Script enabled.
- Web access to the NFC Web Site.
- Security Access.

## Need More Information?

To find out more about security, equipment, hardware, and software requirements, contact NFC's Customer Support personnel at:

Customer Support  
National Finance Center, USDA  
ATTN: CS-1206  
P.O. Box 60000  
New Orleans, LA 70160-0001  
504-255-5230  
email: [customer.support@usda.gov](mailto:customer.support@usda.gov)



U. S. Department of Agriculture  
NEW ORLEANS, LA

National Finance Center  
Office of the Chief Financial Officer  
United States Department of Agriculture