NCAS DSS Quick Start Guide

This Quick Start Guide is intended to give NCAS DSS users a brief overview of how to login and access reports. If you have any questions, please consult the **FAQs** at or contact **OSC Support Services** at **(919) 707-0795** or email osc.support.services@ncosc.gov.

Accessing NCAS DSS reports:

There are two types of reports in NCAS DSS:

- Reports that use Multi-Dimensional Cubes (MDC) as a data source, which can be filtered to fit your data needs, are viewed with IBM Cognos PowerPlay client. Examples are CAFR reports (except CAFR 11a), BD701 reports, and EAGLE reports. (Custom MDC reports saved on your local or network drives have a .ppx extension.)
- 2. **Static reports** that can't be filtered are viewed with either Adobe Reader or Excel. Examples are Trial Balance reports, BD725 reports, Master Table Definitions reports, and CAFR 11a reports. These reports are accessed via the DSS web site and hosted on the GDAC portal.

Report Type 1: Multi-Dimensional Cube (MDC) Reports

• To access MDC Reports, you <u>must</u> have **IBM Cognos PowerPlay version 11** installed on your PC. (To check to see if it is installed on your PC, go to your Start button and look for a folder called "IBM Cognos 11." If the folder is present, it is installed on your PC. If it is not present, speak to your PC administrator about installation since administrator access is required. Installation files and instructions for PowerPlay 11 can be downloaded at osc.nc.gov/ncas-dss.)



• To open an MDC report, you **must open PowerPlay first**. Go to Start, IBM Cognos 11, IBM Cognos PowerPlay.



• From the Welcome screen, click on the button next to "Open an existing report."

| Welcome | ? × |
|--|-------|
| Start Recent | |
| Choose an option: Create a new report Den an existing report | |
| Show this dialog at startup | Close |

• From the "Select a Report" window, click on the button next to "Remote."

| Select a Report | ? x |
|--------------------------|-------|
| Select: | |
| Local | |
| Remote | |
| Prompt for a data source | |
| | Close |

• You will be prompted to **sign in**. Use your <u>**current**</u> NCID and password.

| 😨 IBM Cognos PowerPlay Clier | it | × |
|------------------------------|---|--------|
| IBM | Cognos Ana | lytics |
| 18% | Sign in with your NCID_Prod ID | 31 |
| | Password Sign in | 134 |
| | Licensed Materials - Property of IBM Corp. © Copyright IBM Corporation and other(s) 2008, 2018. IBM, the IBM logo, ibm.com and Cognos are trademarks or registered trademarks of International Business Machines Corp., registered in many jurisdictions worldwide. | 29/0 |

• Click on one of the following **folder** names: EAGLE, Financial Analysis, or Management Analysis.

| IBM Cognos PowerPlay Client | nt | × |
|---------------------------------------|-------------------------|--------|
| Select the report (Navigate) | | Help 🛞 |
| Navigate the folders or search to fin | ind the report to open. | Search |
| Cognos > Team Content | | |
| | Entries: 1 - 8 | |
| Name ¢ | | |
| CAFR Audit Files | | |
| CAFR Preparation | | |
| Custom Reports | Multi Dimensional Outra | |
| EAGLE | Multi-Dimensional Cube | |
| 🗀 Financial Analysis | (MDC) reports | |
| 📋 Management Analysis | | |
| MDCs | | |
| NCAS History | | |
| | | |
| OK Cancel | | |

• Select the **radio button** next to the report you want to open, then click OK (you may have to scroll down).

| 🐻 IBM Cognos PowerPlay Client | × | | | |
|--|-----------------------------------|--|--|--|
| Select the report (Navigate) | | | | |
| Navigate the folders or search to find the report to open. | Search | | | |
| Cognos > Team Content > Management Analysis | | | | |
| | | | | |
| | Entries: 1 - 15 🔍 14 44 >> >> | | | |
| Name 🌣 | | | | |
| O 🧕 All Agencies by Account and Fund | | | | |
| 🔿 📔 All Agencies by Account and Fund (Nov and June) | | | | |
| O 🧧 All Agencies by Account and Fund (univ) | | | | |
| 🔘 🖻 BD 701 Budget Code Recap | | | | |
| 🔘 📔 BD 701 Budget Code Recap (univ) | | | | |
| O 📴 BD 701 Summary by Account | Select radio button next to | | | |
| O 🔮 BD 701 Summary by Account (Lottery) | desired report and click OK. | | | |
| O 📴 BD 701 Summary by Account (univ) | | | | |
| O 🖻 BD 701 Summary by Account by month | | | | |
| O 🔮 BD 701 Summary by Purpose | | | | |
| O 🔮 BD 701 Summary by Purpose (univ) | | | | |
| O Management Report | | | | |
| O MM - Open Documents by Account | | | | |
| O 🧧 MM - Open Documents by Requestor Vender | | | | |
| 🔘 🔄 Negative Unexpended Authorized Budget | | | | |
| V | | | | |
| OK Cancel | | | | |

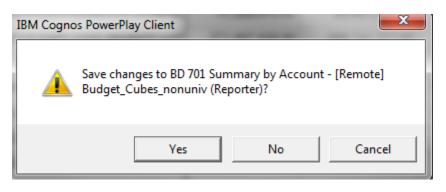
- Depending on the report and your user permissions, either the report will **open** or you will be **prompted** to "Select a DataSource Connection." If you are prompted, select an agency from the drop down box, click OK and your report will open.
- The MDC name and its last update date/time are displayed in the header.

| BM Cognos PowerPlay Client - [BD 701 Summ | ary by Account - [Remote] Budget_Cube | es_nonuniv (Reporter)] | | - | | - • × |
|--|--|----------------------------------|--|-------------------------------|---------------------------------|---------------------------------------|
| 🙆 File Edit View Insert Explore Calculat | te Format Tools Window Help | | | | | _ 8 × |
| D 🖻 🖬 🎒 🕰 🗠 🐜 🚛 🖽 🔯 😅 OS Public Instruction Budget Type Accou | Cube name | 🗠 这 🔛 mil | rg Units ARRA Fisc | al Year Fiscal Peri | od MEASURES | |
| [Remote] Budget_Cubes_nonuniv B □ 08 Public Instruction B □ Budget Type | and updated date/time | | UMMARY BY ACCOUN BD 701 gt Updated: 4/20/201 | | | |
| B-G Accounts B-G Grant Year B-G Budget Codes | [08 Public Instruction] [Budget Type] [Account ES | nts] [Grant Year] [Budge | t Codes] [DPI Funding Sou | irces] [DPI Org Units] [. | ARRA] [Fiscal Year] [i | |
| B→ Budget codes B→ Budget codes B→ DPI Funding Sources B→ B→ DPI Org Units B→ ARRA | 13510 DPI-GENERAL | YTD CERT BUDGET | YTD AUTH BUDGET | MTD ACTUAL | QTD ACTUAL | Layer 1 of 11 YTD FISCAL ACTUAL |
| Fiscal Period | 5311 EPA SALARIES & WAGES 5312 SPA SALARIES & WAGES | 100,985,963.00 905,203,947.00 | | 8,914,657.78 63,170,241.00 | 17,635,748.48 132,490,961.12 | 55,321,254.69 460,964,141.38 |
| ll [®] ⊡ measures | | 115 667 116 00 | 107 600 010 00 | 04 008 800 04 | 4E 100 000 00 | 140 007 764 06 |

- PowerPlay 11 functions in the same way as PowerPlay 10.
- To open another report, select **File... Open** in Cognos PowerPlay. Continue with the instructions above, starting with the "Remote" button, but you will not be prompted to log in a second time.

| C | IBM Cognos PowerPlay Clie | nt - [BD 701 Summary by Accou | nt - [Remote] Budget_Cubes_nonuniv (Reporter)] | |
|---|---------------------------|-------------------------------|--|-------------------|
| | File Edit View Insert | Explore Calculate Format | Tools Window Help | X |
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| | 08 Public Instruction Bu | Click to open | Budget Codes DPI Funding Sources DPI Org Units ARRA Fiscal Year Fiscal P | |
| 1 | 🗄 🖃 🚯 [Remote] Budge | another report | SUMMARY BY ACCOUNT | Click X to close |
| đ | 👔 🗄 🚊 08 Public Insti | | BD 701 | report without |
| ŧ | Budget Type | | MDC: 08xbudgt Updated: 4/20/2012 3:22:06 AM | closing Cognos 10 |

• To close the report without saving it, click on the "X" in the upper right corner of the report and select NO when asked to save report. **DO NOT** click on the red "X" in the upper right corner of the screen as this will close the IBM Powerplay client and you will have to log in again to open another report.



Converting custom MDC reports from version 10 to version 11

Depending on how you saved custom reports in version 10, you may have to convert them to version 11. Custom reports in version 10 could be saved in the following two ways:

- 1. Publishing the report to the Custom Reports folder on the Cognos server
- 2. Saving the report with a .ppx file extension to a local or network drive

Custom reports published to the Custom Reports folder on the Cognos server:

- If your report was published in the Custom Reports folder before November 2018, it will have been migrated to the Cognos 11 server. Open IBM Cognos PowerPlay 11, click "open an existing report," click Remote, login with your NCID, click the Custom Reports folder, then browse to the location of your custom report. No conversion is necessary.
- If your report was published in November 2018 or later, <u>or if it was published in a folder other than</u> <u>Custom Reports</u>, **first** you will need to open the report in IBM Cognos PowerPlay <u>version 10</u>, then save it as a .ppx file extension to a local or network drive. **Next**, you will need to follow the instructions below on converting a .ppx file. (*Note: reports published in "My Folders" will <u>NOT</u> be migrated.)*

Custom reports saved as a .ppx file extension to a local or network drive:

- If you have saved custom MDC reports on your local or network drive with a .ppx file extension, they
 <u>must</u> be converted from version 10 to version 11. *It is recommended to save backup copies of your
 custom reports before converting them.*
- **Open PowerPlay** by going to Start, IBM Cognos 11, IBM Cognos PowerPlay.
- From the Welcome screen, click on the button next to "Open an existing report."

| Welcome | ? x |
|-----------------------------|------------|
| Start Recent | |
| Choose an option: | |
| Create a new report | |
| Open an existing report | |
| Show this dialog at startup | Close |

• From the "Select a Report" window, click on the button next to "Local."

| Select a Report | ? × |
|--|-------|
| Select: Local Remote Prompt for a data source | |
| | Close |

• Browse to the location of your custom report (e.g. C:\, K:\, etc.), highlight it, then click **Open**.

• You will be prompted to **sign in**. Use your **<u>current</u> NCID** and password.



• From the "Select a Data Source" window, click on the button next to "Remote."

| Select a Data Source | ? × |
|----------------------|-------|
| Select: | |
| | Close |

• Select the **MDCs folder**. You may have to scroll down.

| 6 | IBM Cognos PowerPlay Client | | | | |
|------|-----------------------------|---|----------------|---------------|--|
| 5ele | ct the | report (Navigate) | | Help 🛞 | |
| Navi | gate th | e folders or search to find the report to open. | | <u>Search</u> | |
| Cog | inos > | Team Content | | | |
| | | | Entries: 1 - 8 | | |
| | | Name [¢] | | | |
| | | CAFR Audit Files | | | |
| | | CAFR Preparation | | | |
| | | Custom Reports | | | |
| | - | EAGLE Select MDCs folder | | | |
| | - | Financial Analysis | | | |
| | | Management Analysis | | | |
| < | | MDCs | | | |
| | \sim | NCAS History | | | |

• Select the **radio button** next to the orange square icon that matches the cube type used in your custom report. You may have to scroll down.

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|------|---------|------------------------|------------|------|---|--------|----------|
| Sele | ct a pi | ackage (Navigate) | | | | Help 🛞 | |
| Sele | ct whic | h package to use. | | | | Search | |
| Cog | jnos > | Team Content > MDCs | | | | | |
| | | | | | | | |
| | | | Entries: 1 | - 43 | 0 | | |
| 0 | | Name 🌣 | | | | | |
| C | | 07xgov_debt | | | | | |
| C | | 54f_agencies | | | | | |
| C | | 61xbudgt | | | | | |
| C | | 61xprop | | | | | |
| С | | Budget_Cubes | | | | | |
| C | | Budget_Cubes_nonuniv | | | | | |
| C | | Budget_Cubes_univ | | | | | |
| C | # | Fiduciary_agencies | | | | | |

***If you are not sure what cube type your report uses, right-click on the .ppx file in File Explorer and open the report in Notepad. Look for the PackageDisplayName which will show the cube type.

| CAFR 11G - custom v10.ppx - Notepad | - | | \times |
|--|--------|-------|----------|
| File Edit Format View Help | | | |
| <pre>k?xml version="1.0" encoding="UTF-8" standalone="yes"?></pre> | | | ^ |
| <document xmlns="http://www.cognos.com"></document> | | | |
| <head xmlns="http://www.w3.org/TR/REC-html40"></head> | | | |
| <title>CAFR 11G - custom v10.ppx</title> | | | |
| | | | |
| <powerplayreport <="" product_version="10.1.6235.626;10.1.6235.604" th="" xmlns="http://www.cognos.com/powerplay/r</th><th>report</th><th>."><th></th></powerplayreport> | | | |
| Author="PPWIN" Version="4.0"> | _ | _ | |
| <pre><ppdsconnection <="" packagedisplayname="0" packagestoreid="iC6C2543B90A1420AAAF27353A1303FD4" pre="" timeout="60"></ppdsconnection></pre> | iov_Cu | ibes" | |
| Package="/content/folder[@name='MDCs']/package[@name='Gov_Cubes']"> | | _ | |
| <datapool></datapool> | | | |
| <catexp expid="T814645"></catexp> | | | |
| <op code="+"></op> | | | |
| <ref refid="547697"></ref> | | | |
| <ref refid="547899"></ref> | | | |
| <ref refid="547917"></ref> | | | |
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| <ref refid="563421"></ref> | | | |
| <ref refid="547943"></ref> | | | |
| <ref refid="547953"></ref> | | | |
| <ref refid="563439"></ref> | | | |
| <ref refid="563457"></ref> | | | |
| <ref refid="563605"></ref> | | | |
| | | | |

- Click OK.
- If you are prompted to "Select a DataSource Connection," select an agency from the drop-down box and click OK.
- Once your report is open, select File... Save As in Cognos PowerPlay. Select a location for your report in the "Save in" box. Enter a name for your report in the "File name" box. Confirm the "Save as type" is "PowerPlay Portable Report (*.ppx)." Click the Save button.

| 🔞 Save As | | - | | _ | × |
|---------------|-----------------------------|-------------------------|--------------------|---------------|---------|
| Save in: | 🔰 ррх | • | ← 🗈 💣 📰▼ | (| Save |
| Ca. | Name | | Date modified | Туре 🔺 | Cancel |
| Recent Places | 2008 | | 2/28/2009 11:46 AM | File fol | - PDF |
| | 2009 | | | | |
| Desktop | 2011 | 1) Select locati | on of your repor | rt in "Save i | n" box. |
| | negbd_test | 2) Enter name | of your report in | "Eile name | "box |
| Libraries | ppx_bak_091708 | 2) Enter name | or your report in | File Hallie | |
| | - / / | | ve as type" is "F | PowerPlay | |
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| | 10ax7013 | 4) Click "Save' | ' button. | | |
| Network | 1 0axbudgt | | | | |
| | | ш | | Þ | |
| | File name: 08xcf11g | | • | | |
| | Save as type: 🕨 PowerPlay F | Portable Report (*.ppx) | • | | |

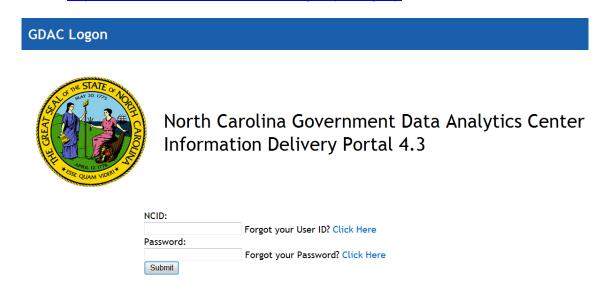
You can also save a custom report to the Cognos server by using the **Publish** option. Once your report has been opened in PowerPlay 11, select File... Publish. Click on the radio button next to "Publish a new report." Enter a name for your report and click Next. Click the blue link "Select another location." Select Team Content, select Custom Reports, then select your agency folder. Click OK then click OK again. Your report is now saved on the Cognos server and can be accessed using the same instructions for opening a standard report (e.g. CAFR 11G or BD701), except you will select the Customs Reports folder, then your agency folder.

Report Type 2: Static Reports

- To access Static Reports, go to the DSS web site first.
- Open a web browser, such as Internet Explorer or Firefox.
- Enter address osc.nc.gov/ncas-dss (you can bookmark this page for future access)
- Click on the link Login DSS Static Reports (hosted by GDAC).

| North Carolina Accounting System - Decision Support System | | | | | | | | | | | | |
|--|---|-----------------------------|--|--|--|--|--|--|--|--|--|--|
| System Status: Operating Normally | | | | | | | | | | | | |
| The North Carolina Accounting System Decision Support System (NCAS DSS) is an information access and reporting tool that provides NC Accounting System data to agency financial and budget analysts. DSS utilizes data downloaded from the NC Accounting System nightly. | | | | | | | | | | | | |
| DSS supports information access capabilities by providing desktop queries and reports. Information is provided as multidimensional cubes and reports which enable the user to drill down, filter and sort data as necessary and create custom reports on that data. The resulting data can be incorporated into other end-user productivity tools such as spreadsheets, word processor documents, databases and email. A variety of standard reports are generated during nightly production and provided via the DSS web site. Historical data is also available through the DSS website. | | | | | | | | | | | | |
| For NCAS DSS support, call (919) 707-0795 or o | email: <u>osc.support.services@osc.nc.gov</u> | | | | | | | | | | | |
| | | | | | | | | | | | | |
| Login DSS Static Reports (hosted by GDAC) | Quick Start Guide ★★★★★ | Report Access Chart **** | | | | | | | | | | |
| | | | | | | | | | | | | |

- Log in with your <u>current</u> NCID and password to the GDAC portal.
 - Note: If you have issues with your NCID, use the self service options on the NCID web page, or contact your agency NCID administrator. A list of administrators can be found at https://www.ncid.its.state.nc.us/StateAgencyListing.asp.



Manage Your NCID

• This is the GDAC Portal home page. Click the **NCAS DSS** tab to continue.

| | Customize▼ Options▼ Search Log Off Virginia P Sisson (vpsisson) Help▼ |
|---|---|
| SAS [®] Portal | Ssas. |
| GDAC Home NCAS DSS | |
| | Persistent: PUBLIC |
| Daily Messages | Shared: PUBLIC 🛛 🕳 📄 |
| Welcome to the GDAC Portal. For NCAS DSS Users, you will see the NCAS DSS tab at the top | of the screen. This is where you go to access your DSS Static reports. |

- After the home screen, you will be placed in the **Reports** (WebDAV location) area. Based on your role, you will see folders that are applicable to you. (If you do not see folders, logout then login again.)
- From the **Reports** area, access your agency's static reports by clicking on the **Agencies** folder:

| | Customize | Options▼ | Search | Log Off Virginia P Sisson (vpsisson) | Help ~ |
|---|---------------------------|-------------|-----------|--------------------------------------|---------------|
| SAS [®] Portal | | | | <u>s</u> s | as |
| GDAC Home NCAS DSS | | | | | |
| | | | | Persistent: DSS Port | tal Group |
| Daily Messages | | | | Shared: DSS Portal Group | _ |
| Welcome to the NCAS DSS static report portal! For assistance, please contact OSC Support Services at (919) 7 | 707-0795 or osc.support.s | services@os | c.nc.gov. | | |
| Reports | | | | Shared: DSS Portal Group | - 1 |
| Location: WebDAV | Show description | | | | |
| Name 🔺 | Туре | Date | Modified | | |
| To access agency reports, click here | Folder | 06/1 | 3/2014 | | |
| Master_Table | Folder | 06/1 | 3/2014 | | |
| CAS_History | Folder | 06/1 | 3/2014 | | |
| | | | | | |

• From the **Agencies** page, choose your agency:

| | Customize▼ Op | tions▼ Search Log Off Virginia P Sisson (vpsisson) | Help |
|---|--|--|------------|
| SAS [®] Portal | | S | sas |
| SDAC Home NCAS DSS | | | |
| | | Persistent: DSS | Portal Gro |
| Daily Messages | | Shared: DSS Portal Gro | up _ |
| Welcome to the NCAS DSS static report portal! For assistance, please contact OSC Support Service | es at (919) 707-0795 or osc.support.servic | ees@osc.nc.gov. | E |
| Reports | | Shared: DSS Portal Gro | up 🛛 🗕 |
| Location: Agencies | Up one level 🔲 Show description | | |
| Name 🛆 | Туре | Date Modified | |
| 02x_AOC | Folder | 06/12/2014 | |
| O3x_OSBM | Folder | 06/12/2014 | |
| 04x_Lt_Gov | Folder | 06/12/2014 | |
| 05x_Sec_State | Folder | 06/12/2014 | |
| 06x_Auditor | Folder | 06/12/2014 | |
| 07x_Treasurer | Folder | 06/12/2014 | |
| 08x_DPI | Folder | 06/12/2014 | |
| | | | |
| 09x_Justice | Folder | 06/12/2014 | |
| □09x_Justice □0Ax_Housing_Finance | Folder Folder | 06/12/2014 06/12/2014 | |

- Note: You will be able to view all agency reports except for General Assembly.
- Once you choose your agency, you will see a list of report folders (example of 08x_DPI):

| | Customize | Options Search | Log Off Virginia P Sisson (vpsisson) Help▼ |
|---|---|----------------------------|--|
| SAS [®] Portal | | | <u>sas</u> |
| GDAC Home NCAS DSS | | | |
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| Daily Messages | | | Shared: DSS Portal Group 📔 🗕 🗌 |
| Welcome to the NCAS DSS static report por For assistance, please contact OSC Support | | services@osc.nc.gov. | × III |
| Reports | | | Shared: DSS Portal Group |
| Reports Location: C 08x_DPI | 💽 👔 Up one level 🔲 Show description | | |
| · · · · · · · · · · · · · · · · · · · | 💽 😢 Up one level 🔲 Show description Type | Date Modifie | Shared: DSS Portal Group 📔 🕳 |
| Location: 08x_DPI | | Date Modifie 06/12/2014 | Shared: DSS Portal Group 📔 🕳 |
| Location: C 08x_DPI | Туре | | Shared: DSS Portal Group 📔 🕳 |
| Location: 08x_DPI Name BD725 | Type Folder | 06/12/2014 | Shared: DSS Portal Group 📔 🕳 |

• Note: Some folders will not be visible if your agency does not receive that type of report.

CAFR 11a:

- Click on the CAFR 11A folder.
- CAFR 11a Reports have been run in Adobe and can be opened by clicking on the report title.
- Depending on your computer settings, the report will either open in the **current web browser window** or it will open in a **separate Adobe window**.
- The **date and time** the report was generated is displayed in the report footer.
- To return to the folder where the report is located, click on "Portal Page" located in the upper left corner of your screen.



• If Adobe opened in its own window, you will need to close the window separately, then click **"Portal Page"** in the upper left corner of the SAS Portal page.

This is a CAFR 11A report in a separate Adobe window.

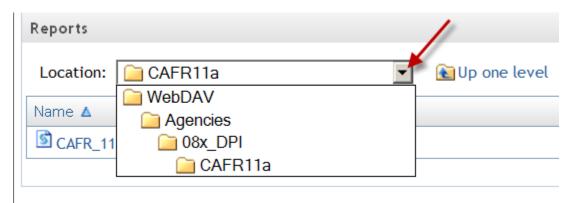
| 🔁 C/ | AFR_11 | La_08x-e | en-us[1].p | odf - Ac | lobe Acrob | at Pro | | | | | | x |
|--------------|--------------|--------------|-----------------|--------------|--------------------|-------------------------|-------------------------------------|--------------------|----------------|--------------------------|---------|----------|
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| | | | | | | - | es in Net Assets r Ending June 3 | | | | | |
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| | | GASB: | : 3900 | Departm | ental Agency Funds | | | | | | | - 11 |
| | | ASSET | rs | | | | | | | | | - 11 |
| | | Poole | d cash - Currer | nt | 0.00 | 410,674,825.09 | 410,674,825.09 | 0.00 | | | | - 11 |
| | | TOTA | L ASSETS | | 0.00 | 410,674,825.09 | 410,674,825.09 | 0.00 | | | | - 11 |
| | | LIABIL | LITIES | | | | | | | | | 11 |
| | | Interg | overn payable | s - current | 0.00 | 217,751,785.10 | 217,751,785.10 | 0.00 | | | | - 11 |
| | | TOTA | L LIABILITIES | | 0.00 | 217,751,785.10 | 217,751,785.10 | 0.00 | | | | - 11 |
| | | | | | | | | | | | | -12 |
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| | | | | | | | | | | | | - 12 |
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|----------|--------------|--|---------|
| P | Jun 12, 2014 | Date and time report was created. | 2:45 AM |

• To return to the agency folder, you can click on the "Up one level" icon.

| | Customize | Options - | Search Log Off Virg | inia P Sisson (vpsisson) | Help▼ |
|--|--|-------------|-----------------------|--------------------------|--------------|
| SAS [®] Portal | | | | S | S sas |
| GDAC Home NCAS DSS | | | | | |
| | | | | Persistent: DSS | Portal Group |
| Daily Messages | | | | Shared: DSS Portal Gr | oup _ |
| Welcome to the NCAS DSS static report portal! For assistance, please contact OSC Support Servic | ces at (919) 707-0795 or osc.support.s | ervices@osc | .nc.gov. | | E |
| To return to the agency folder, click this icon | | | | Shared: DSS Portal Gr | |
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| Name 🔺 | Туре | | Date Modified | | |
| CAFR_11a_08x-en-us.pdf | Content | | 06/12/2014 | | |
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• Note: You may also click on the drop down box and click on a particular level you would like to go back to.



BD 725 and Trial Balance Reports:

• Click on the BD 725 folder. All applicable reports will be shown.

| | Customize▼ | Options▼ | Search | Log Off Virginia | a P Sisson (vpsisson) | Help |
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| BD725_Current-en-us-08xDepartment_of_Public_Instruction.pdf | | | | Content | 06/12/2014 | |
| BD725_Current-en-us-08xDepartment_of_Public_Instruction.xlsx | | | | Content | 06/12/2014 | |
| BD725_June_29-en-us-08xDepartment_of_Public_Instruction.pdf | | | | Content | 06/12/2014 | |
| BD725_June_29-en-us-08xDepartment_of_Public_Instruction.xlsx | | | | Content | 06/12/2014 | |
| BD725_Prev-en-us-08xDepartment_of_Public_Instruction.pdf | | | | Content | 06/12/2014 | |
| BD725 Prev-en-us-08x - Department of Public Instruction.xlsx | | | | Content | 06/12/2014 | |

- BD 725 Reports and Trial Balance Reports have been run in both Adobe and Excel formats. Click on the title of the report you wish to view.
- If you click on the PDF version of a report, depending on your computer settings, the report will either open in the **current web browser window** or it will open in a **separate Adobe window**.

This is a BD-725 opened in the current web browser window.

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| D 64 | Click | | urn to the folo ort is located. | ler where the | | Monthly I | ATE OF NORTH C Report on Capital for period ending | Improvement | Funds | | | CUF | R 8D725 | |
| | | | Account | Account Description | Total Budget (78+73, 68+63) | Unalloted (78,68) | Total Allotments (73,63) | Current (53,43) | Year to Date (53,43) | Project to Date (52,43) | Allotment Balance (73-53, 63-43) | Encumbrance Balance | | |
| | | | | OF PUBLIC INSTRUCTION RN SCHOOL FOR THE DEAF | | | | | | | | | | |
| | | | 4AE1 VESTAL | HALL WINDOW | | | | | | | | | | |
| | | | Expenditures - 532310 537010 | - Budget and Actual REPAIRS-BUILDINGS RESERVE-CI PROJECTS | 35,700.00 | 0.00 | 35,700.00 | 0.00 | 18,516.25 | 18,516.25 | 17,183.75 | 0.00 | | |
| | | | | Total Expenditures | 357,000.00 | 321,300.00 | 35,700.00 | 0.00 | 18,516.25 | 18,516.25 | 17,183.75 | 0.00 | | |
| | | | Exc | ess of Expenditures Over Revenues = | 357,000.00 | 321,300.00 | 35,700.00 | 0.00 | 18,516.25 | 18,516.25 | 17,183.75 | 0.00 | | |
| | | | | EASTERN SCHOOL FOR THE DEAF Total Expenditures Total Revenues ess of Expenditures Over Revenues | 357,000.00 0.00 357,000.00 | 321,300.00 0.00 321,300.00 | 35,700.00 0.00 35,700.00 | 0.00 | 18,516.25 0.00 18,516.25 | 18,516.25 0.00 18,516.25 | 17,183.75 0.00 17,183.75 | 0.00 | | |
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- The **date and time** the report was generated is displayed in the report footer.
- To return to the folder where the report is located, click on **"Portal Page"** located in the upper left corner of your screen.
- If Adobe opened in its own window, you will need to close the window separately, then click **"Portal Page"** in the upper left corner of the SAS Portal page.
- If you select Excel format, you may be prompted with a window to Open or Save the file. If you open the file, Excel will open in a separate window which will need to be closed separately, then click **"Portal Page"** in the upper left corner of the SAS Portal page.
- To return to the agency folder, you can click on the **"Up one level"** icon or click the drop down box to choose the level you want to return to.

Master Table Definitions:

• To open a Master Table Definitions report, click on the Master_Table folder from the **Reports** (WebDAV location) area. When you click on the desired Master Table report, it will open in Excel and you may be prompted with a window to Open or Save the file. If you open the file, Excel will open in a separate window which will need to be closed separately, then click **"Portal Page"** in the upper left corner of the SAS Portal page.

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- Log off the NCAS DSS static report portal by clicking on the Log Off link in the top right corner of your screen.
 - If you are in a report that is in a separate window, you will have to close the report and then click on **"Portal Page"** in the upper left corner in order to see the Log Off link.
 - If you are in a report within the current web browser window, click on **"Portal Page"** in the upper left corner to get back to the screen with the Log Off link.

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If you have any questions, please consult the **FAQ** at osc.nc.gov/ncas-dss or contact **OSC Support Services** at **(919) 707-0795** or <u>osc.support.services@osc.nc.gov</u>.

Web Access (Static Reports)

In order to access static reports, you must go to the DSS website and login through the web.

BD 725 Reports (see QRG 3):

BD725 Current Monthly Report on Capital Improvement Funds
BD725 Current Negative Allotment Balances
BD725 June 29 Monthly Report on Capital Improvement Funds
BD725 Previous Monthly Report on Capital Improvement Funds
BD725 Previous Period 2 Monthly Report on Capital Improvement Funds
Funds (Universities only)

CAFR 11a Reports

Master Table Definitions Reports

Trial Balance Reports (see QRG 4):

Current Period Reports June 29th Period Reports June 30th Period Reports Previous Period 2 Reports Previous Period Reports

| PowerPlay Client (Multi-Dimensional Cube Reports) | | | | | |
|--|--------------|----------------|--|--|--|
| In order to access MDC reports, you must open Cognos PowerPlay 11 installed on your machine. | | | | | |
| Financial Analysis (see QRG 2): | | EAGLE: | | | |
| CAFR Reports | COMP Reports | EAGLE CAFR 11F | | | |
| 11G | 11G | EAGLE CAFR 11G | | | |
| 52G | 52G | EAGLE CAFR 11P | | | |
| 11P | 11P | EAGLE CAFR 52G | | | |
| 53P | 53P | EAGLE CAFR 53P | | | |
| 11F | 11F | EAGLE CAFR 54F | | | |
| 54F | 54F | | | | |
| 12G | 12G | Custom Reports | | | |
| 17G | | | | | |
| 17P | | | | | |
| 17S | | | | | |
| 50G part 1 | | | | | |
| 50G part 2 | | | | | |
| Management Analysis (see QRG 1): | | | | | |
| BD701 Budget Code Recap | | | | | |
| BD701 Budget Code Recap (univ) | | | | | |
| BD701 Summary by Account | | | | | |
| BD701 Summary by Account (univ) | | | | | |
| BD701 Summary by Purpose | | | | | |
| BD701 Summary by Purpose (univ) | | | | | |
| Management Report | | | | | |
| MM-Open Documents by Account | | | | | |
| MM-Open Documents by Requested Vendor | | | | | |
| Negative Unexpended Authorized Budget | | | | | |

• **NCAS History:** follows the same premise as above, depending on the type of history report you want to view, static or mdc.