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				

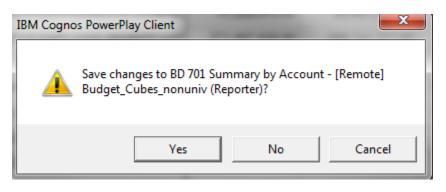
- Depending on the report and your user permissions, either the report will **open** or you will be **prompted** to "Select a DataSource Connection." If you are prompted, select an agency from the drop down box, click OK and your report will open.
- The MDC name and its last update date/time are displayed 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
1	D 🕞 🖵 🎒 🖻 🖉 🔊 🎼	🖅 🕼 🗛 🌆 😱	📺 👄 🛲 lia lia 🗠 🖄 🔯 lia	
	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.

ø	IBM C	ognos PowerPlay Client					\times
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>			
<ref refid="563411"></ref>			
<ref refid="547933"></ref>			
<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	
Computer	10ax7011 10ax7012	Portable Repo	rt (^.ppx).		
	10ax7013	4) Click "Save'	' button.		
Network	1 0axbudgt				
		ш		Þ	
	File name: 08xcf11g		•		
	Save as type: 🕨 PowerPlay F	Portable Report (*.ppx)	•		

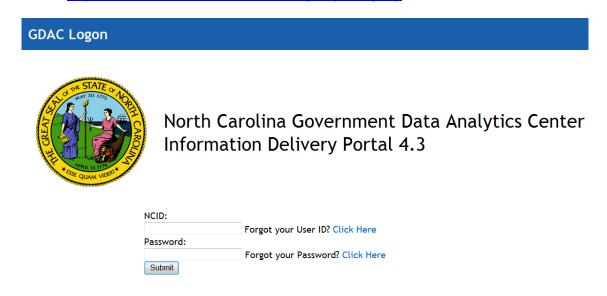
You can also save a custom report to the Cognos server by using the **Publish** option. Once your report has been opened in PowerPlay 11, select File... Publish. Click on the radio button next to "Publish a new report." Enter a name for your report and click Next. Click the blue link "Select another 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			
			Persistent: DSS Portal Group
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.

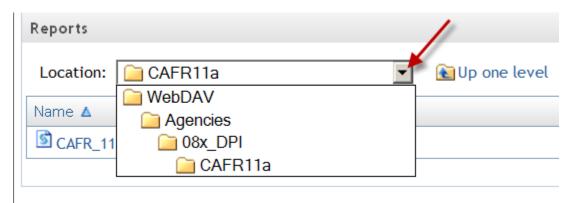
🔁 C/	AFR_11	La_08x-e	en-us[1].p	odf - Ac	lobe Acrob	at Pro						x
<u>F</u> ile	<u>E</u> dit	<u>V</u> iew	<u>D</u> ocum	ent <u>C</u>	omments	Fo <u>r</u> ms <u>T</u>	ools <u>A</u> dvano	ced <u>W</u> indow	/ <u>H</u> elp			* *
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						-	es in Net Assets r Ending June 3					
1					Balance July 1	Additions	Deductions	Balance June 30				11
1			PANY ID: 0800									11
		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
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<b>P</b>	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	<b>S</b> 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	
Location: 🗀 CAFR11a	Up one level 🔲 Show description				
Name 🔺	Туре		Date Modified		
CAFR_11a_08x-en-us.pdf	Content		06/12/2014		

• 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
SAS [®] Portal					S	sas
GDAC Home NCAS DSS						
					Persistent: DSS	Portal Gro
Reports					Shared: DSS Portal Gro	oup 🗧
Location: 📴 BD725 💽 👔 Up one level 🔳	Show description					
Name 🔺				Туре	Date Modified	
BD725_Current_Neg_Allot-en-us-08xDepartment_of_Public_Instruction.pd	df			Content	06/12/2014	
BD725_Current_Neg_Allot-en-us-08xDepartment_of_Public_Instruction.xl	lsx			Content	06/12/2014	
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.

_	1 Page	rrent-er	n-us-08	xDepartmer	nt_of_Pu	blic_ln:	struction	.pdf						Help▼ Sas
📎 Bool		D Publis												
	) E	🖃	-	1 / 123 Ik 🖑	🧠 💿	75.6%	🖌 🍶 Create	e • 🐴 Co	mbine 👻 🤞	۰ 🔓 -	/· =	- 🖆-	Find	•
<b>D</b> 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.