

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 **FAQ** at osc.nc.gov/ncas-dss or contact **OSC Support Services** at **(919) 707-0795** or osc.support.services@osc.nc.gov.

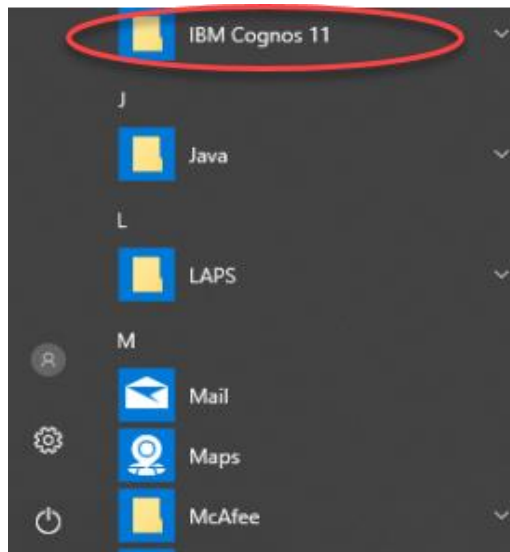
Accessing NCAS DSS reports:

There are two types of reports in NCAS DSS:

1. 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

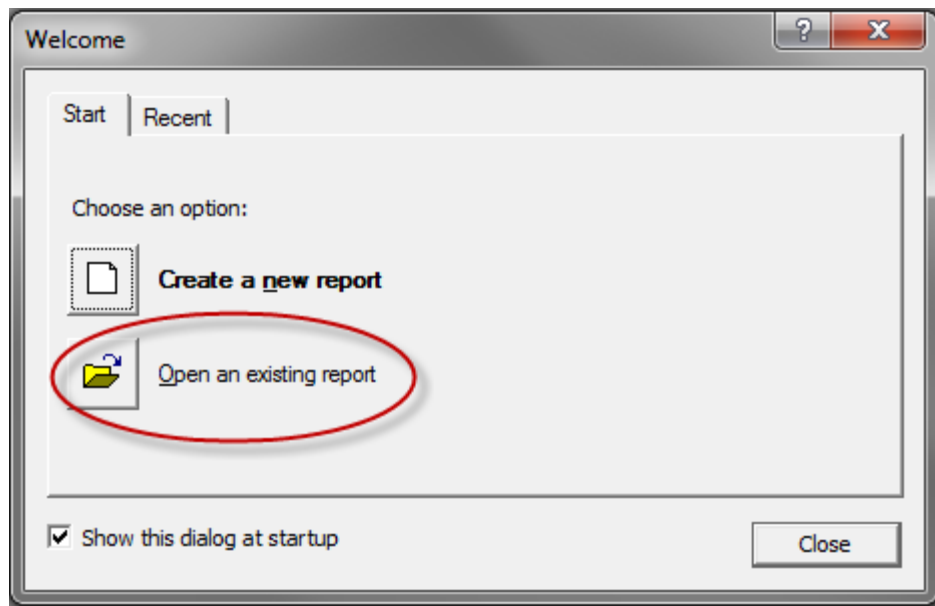
- To access MDC Reports, you must have **IBM Cognos PowerPlay version 11** installed on your PC. (To check to see if it is installed on your PC, go to your Start button and look for a folder called "IBM Cognos 11." If the folder is present, it is installed on your PC. If it is not present, speak to your 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.)



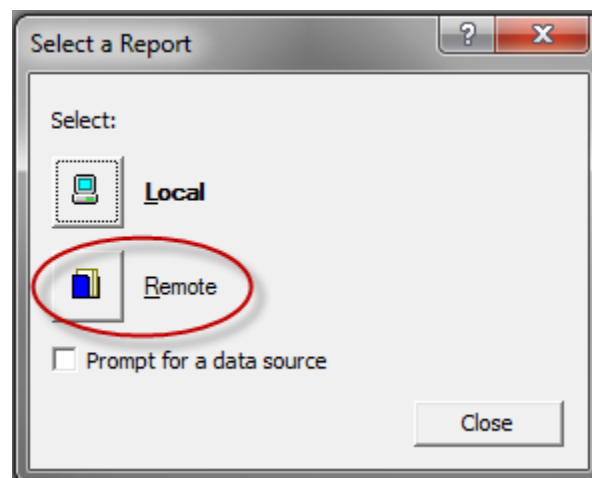
- To open an MDC report, you **must open PowerPlay first**. Go to Start, IBM Cognos 11, IBM Cognos PowerPlay.



- From the Welcome screen, click on the button next to **“Open an existing report.”**



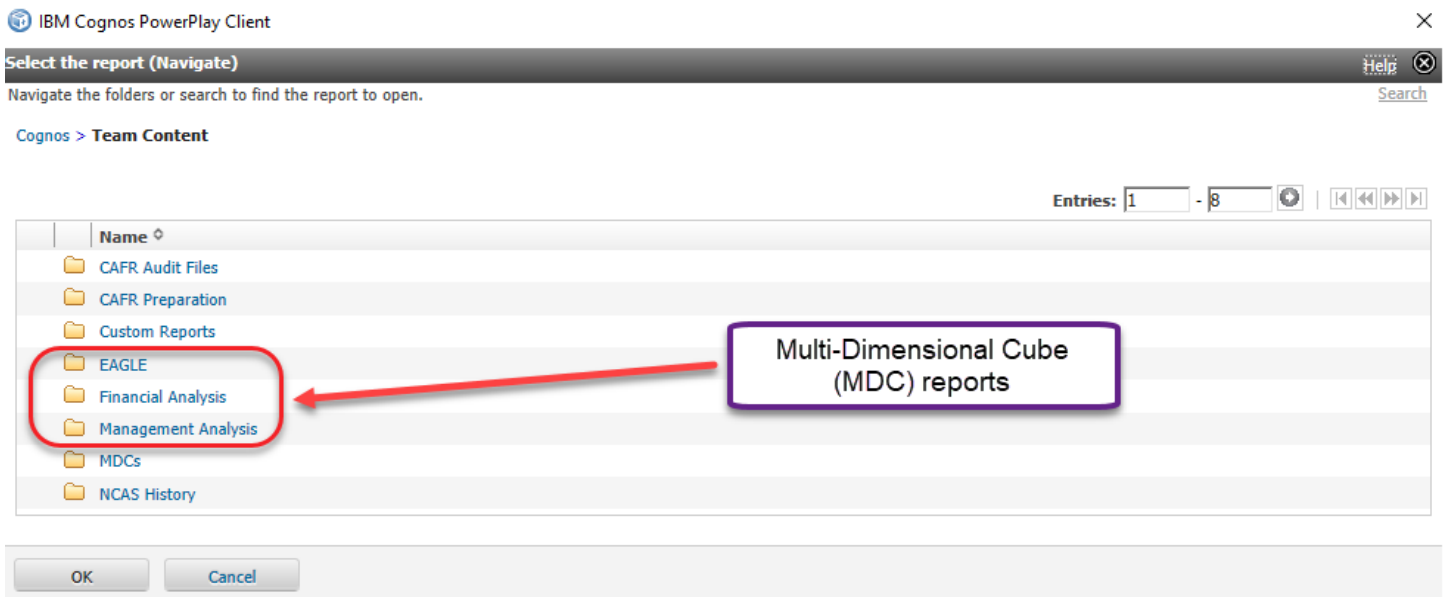
- From the “Select a Report” window, click on the button next to **“Remote.”**



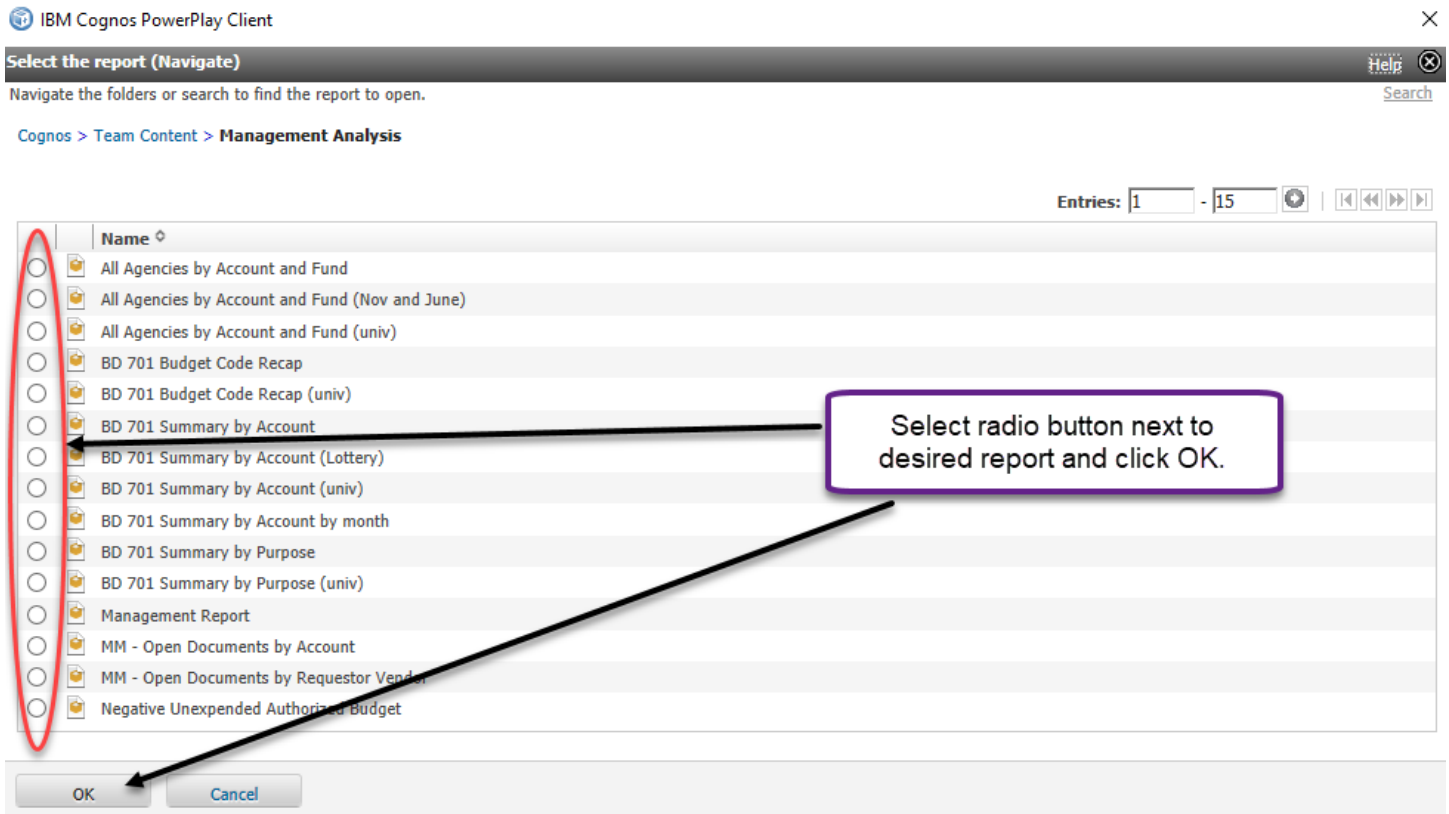
- You will be prompted to **sign in**. Use your **current** NCID and password.



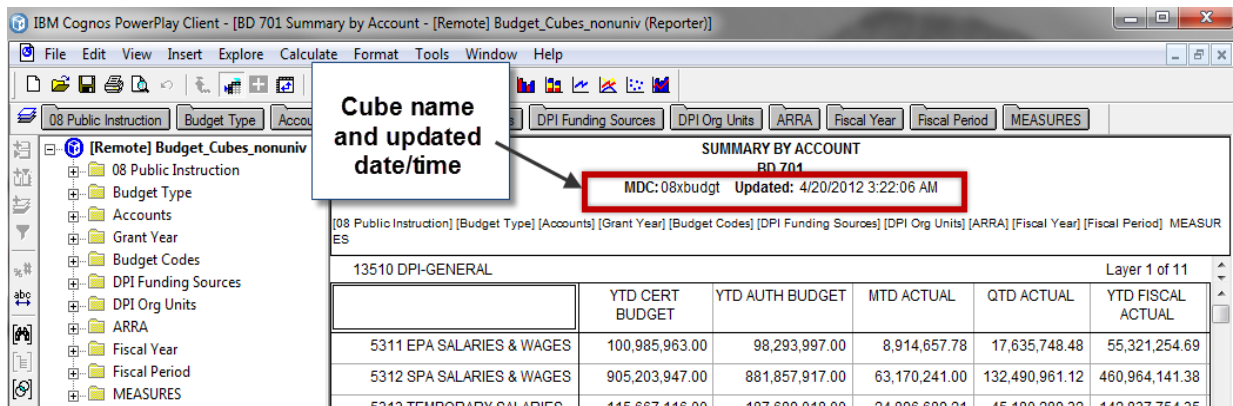
- Click on one of the following **folder** names: EAGLE, Financial Analysis, or Management Analysis.



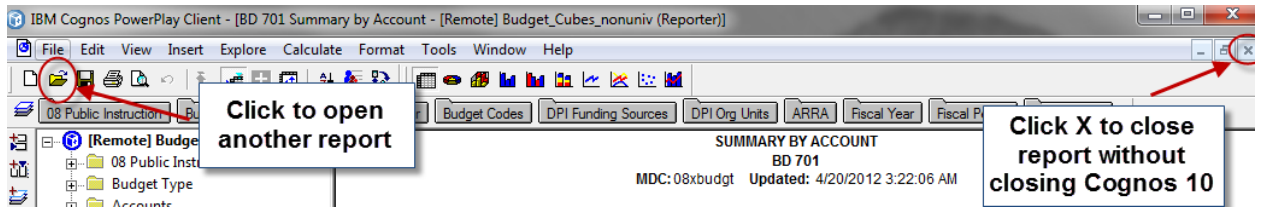
- Select the **radio button** next to the report you want to open, then click OK (you may have to scroll down).



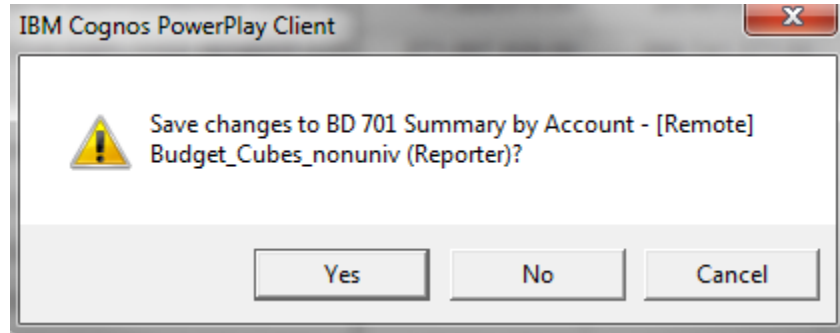
- Depending on the report and your user permissions, either the report will **open** or you will be **prompted** to “Select a DataSource Connection.” If you are prompted, select an agency from the drop down box, click OK and your report will open.
- The MDC name and its last update date/time are displayed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



- 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.



- 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:

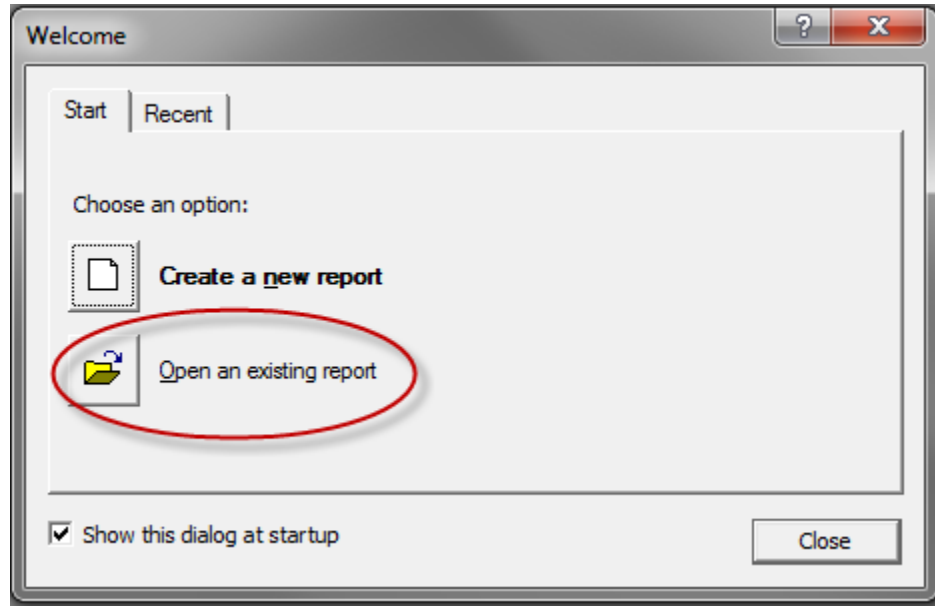
1. Publishing the report to the Custom Reports folder on the Cognos server
2. Saving the report with a .ppx file extension to a local or network drive

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

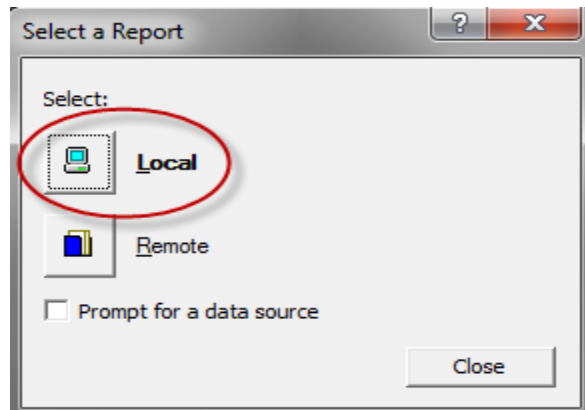
- If your report was published in the Custom Reports folder before November 2018, it will have been migrated to the Cognos 11 server. Open IBM Cognos PowerPlay 11, click “open an existing report,” click Remote, login with your NCID, click the Custom Reports folder, then browse to the location of your custom report. No conversion is necessary.
- If your report was published in November 2018 or later, or if it was published in a folder other than Custom Reports, **first** you will need to open the report in IBM Cognos PowerPlay version 10, 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 NOT 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 must 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.”**



- From the “Select a Report” window, click on the button next to **“Local.”**

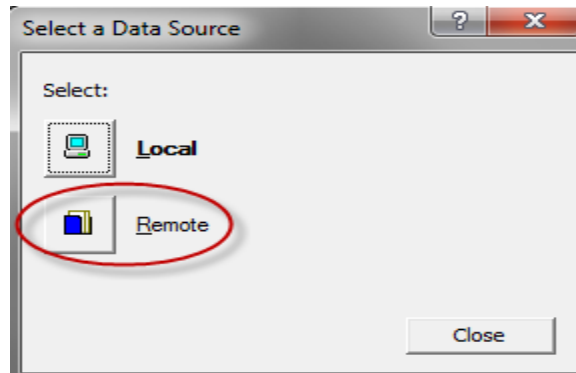


- Browse to the location of your custom report (e.g. C:\, K:\, etc.), highlight it, then click **Open**.

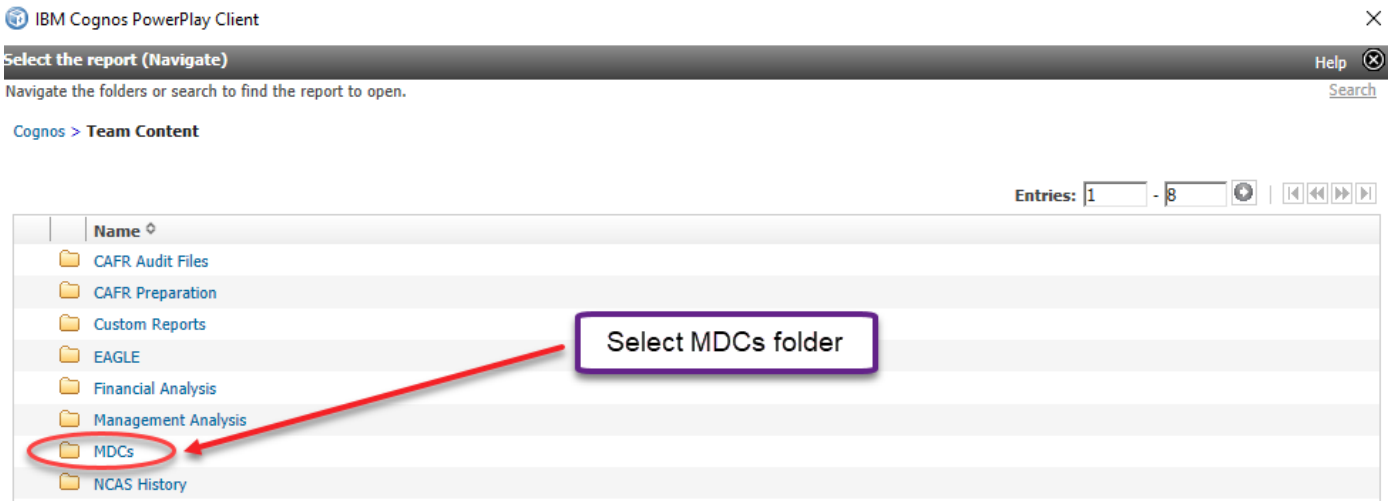
- You will be prompted to **sign in**. Use your **current** NCID and password.



- From the “Select a Data Source” window, click on the button next to “**Remote.**”



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



- 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.



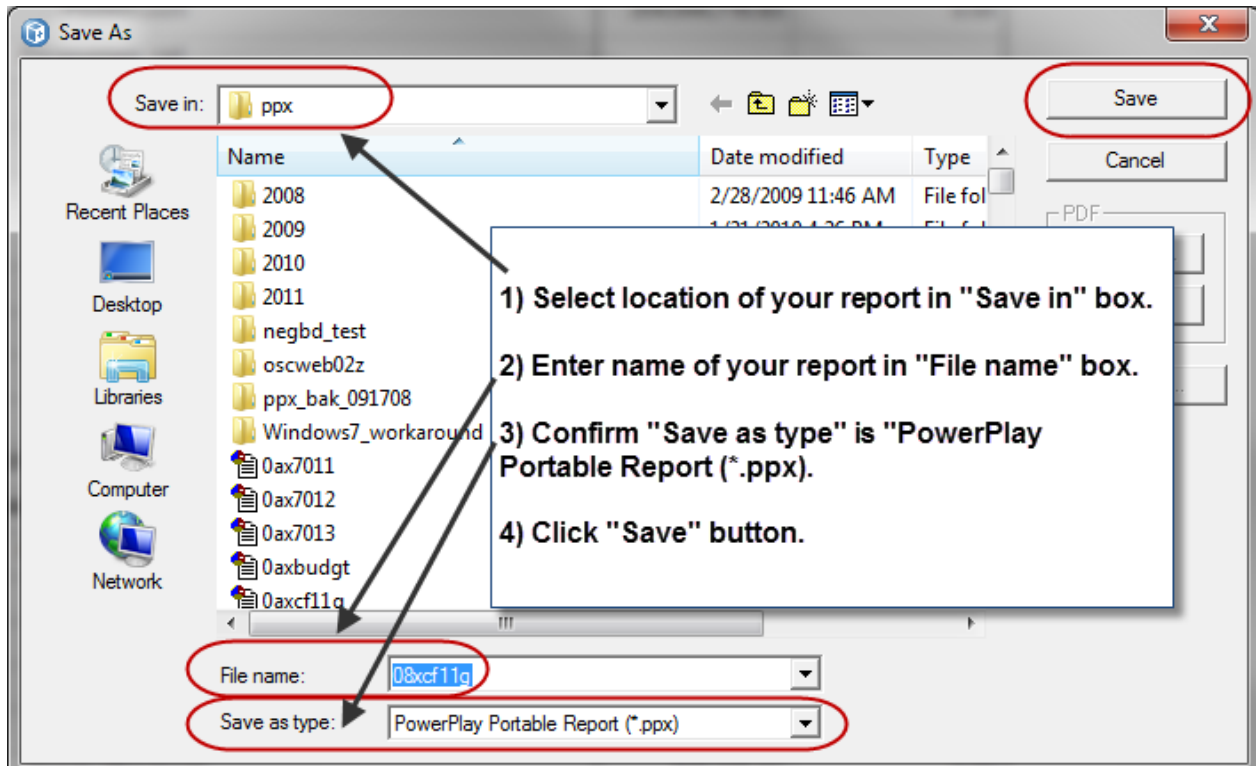
***If you are not sure what cube type your report uses, right-click on the .ppx file in File Explorer and open the report in Notepad. Look for the PackageDisplayName which will show the cube type.

```

CAFR 11G - custom v10.ppx - Notepad
File Edit Format View Help
<?xml version="1.0" encoding="UTF-8" standalone="yes"?>
<Document xmlns="http://www.cognos.com">
  <HEAD xmlns="http://www.w3.org/TR/REC-html40">
    <TITLE>CAFR 11G - custom v10.ppx</TITLE>
  </HEAD>
  <PowerPlayReport Product_version="10.1.6235.626;10.1.6235.604" xmlns="http://www.cognos.com/powerplay/report"
  Author="PPWIN" Version="4.0">
    <PPDSConnection PackageStoreID="ic6c2543b90a1420AAAF27353A1303FD4" Timeout="60" PackageDisplayName="Gov_Cubes"
  Package="/content/folder[@name='MDCs']/package[@name='Gov_Cubes']">
      <DataPool>
        <CatExp ExpId="T814645">
          <Op Code="+">
            <Ref RefId="547697"/>
            <Ref RefId="547899"/>
            <Ref RefId="547917"/>
            <Ref RefId="563411"/>
            <Ref RefId="547933"/>
            <Ref RefId="563421"/>
            <Ref RefId="547943"/>
            <Ref RefId="547953"/>
            <Ref RefId="563439"/>
            <Ref RefId="563457"/>
            <Ref RefId="563605"/>
          </Op>
        </CatExp>
      </DataPool>
    </PPDSConnection>
  </PowerPlayReport>
</Document>

```


- 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.



- 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 email: osc.support.services@osc.nc.gov

Login DSS Static Reports
(hosted by GDAC)

Quick Start Guide
★★★★★

Report Access Chart
★★★★★

- Log in with your **current** 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>.

GDAC Logon



North Carolina Government Data Analytics Center Information Delivery Portal 4.3

NCID:

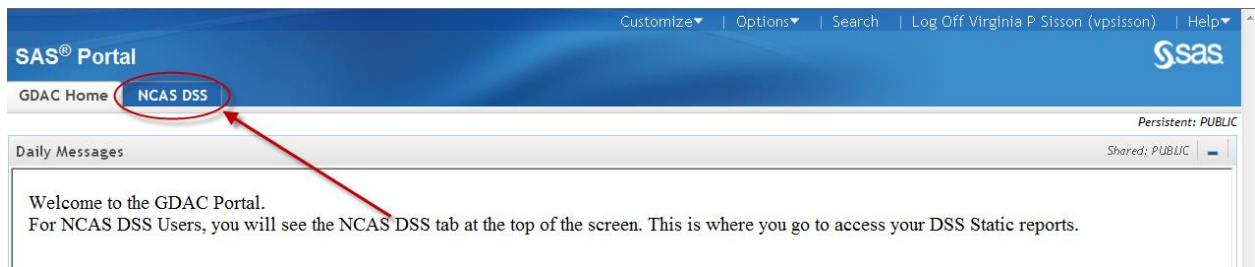
Forgot your User ID? [Click Here](#)

Password:

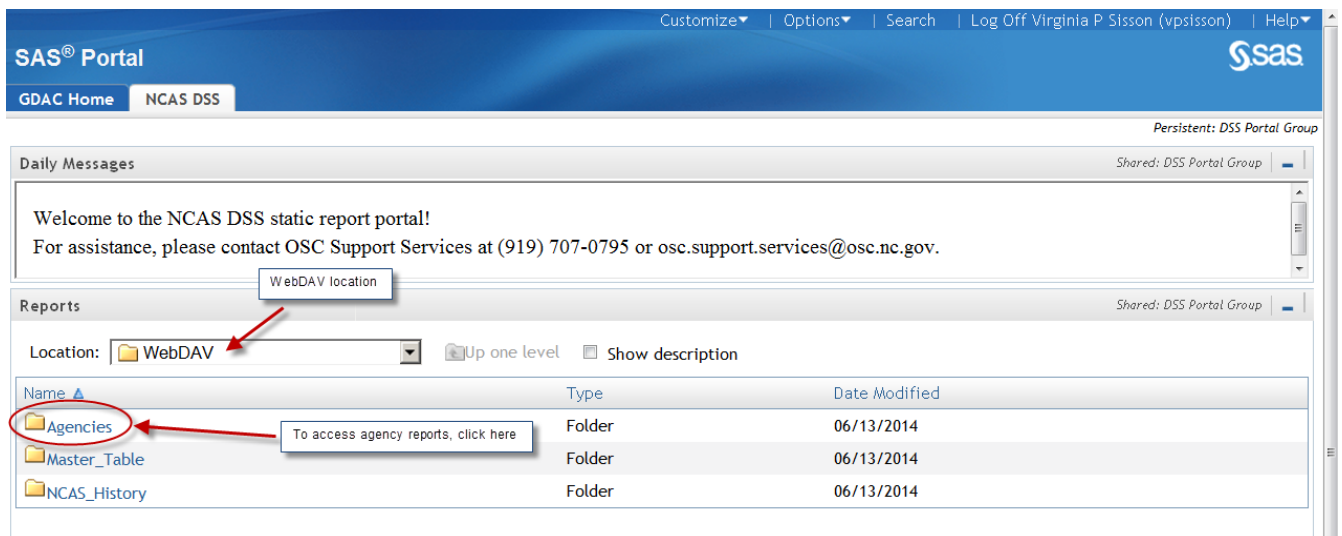
Forgot your Password? [Click Here](#)

[Manage Your NCID](#)

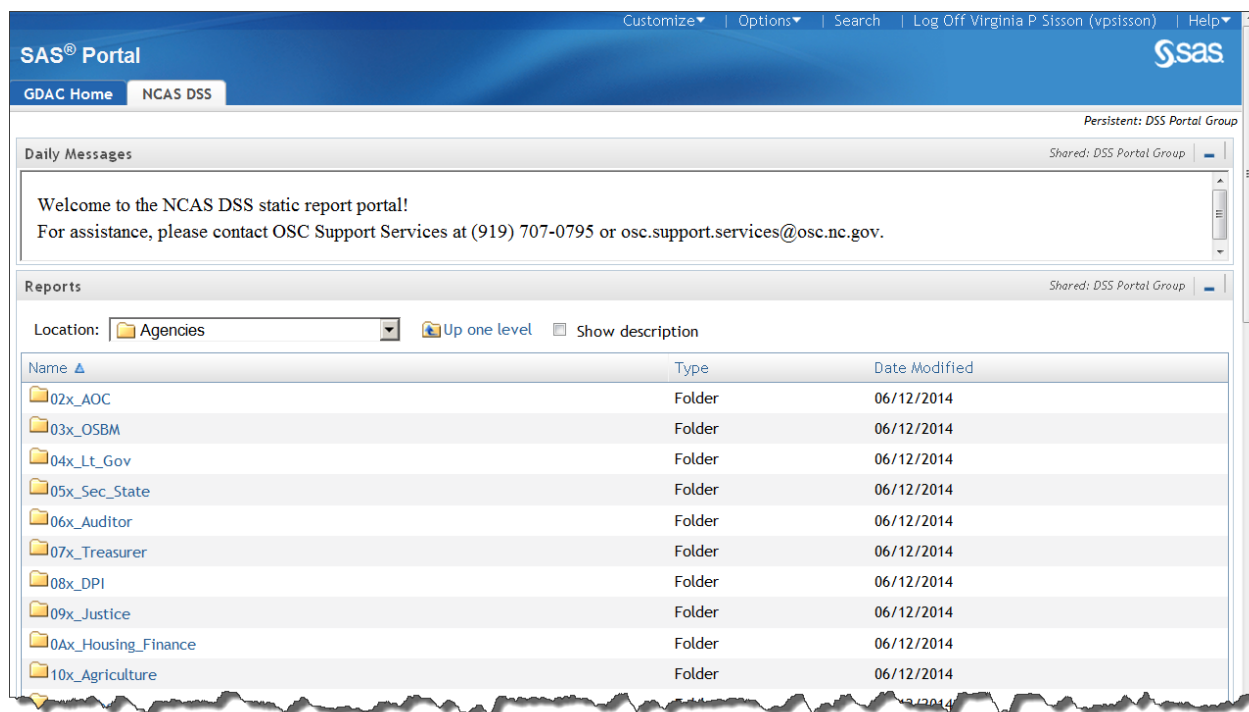
- This is the GDAC Portal home page. Click the **NCAS DSS** tab to continue.



- 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:

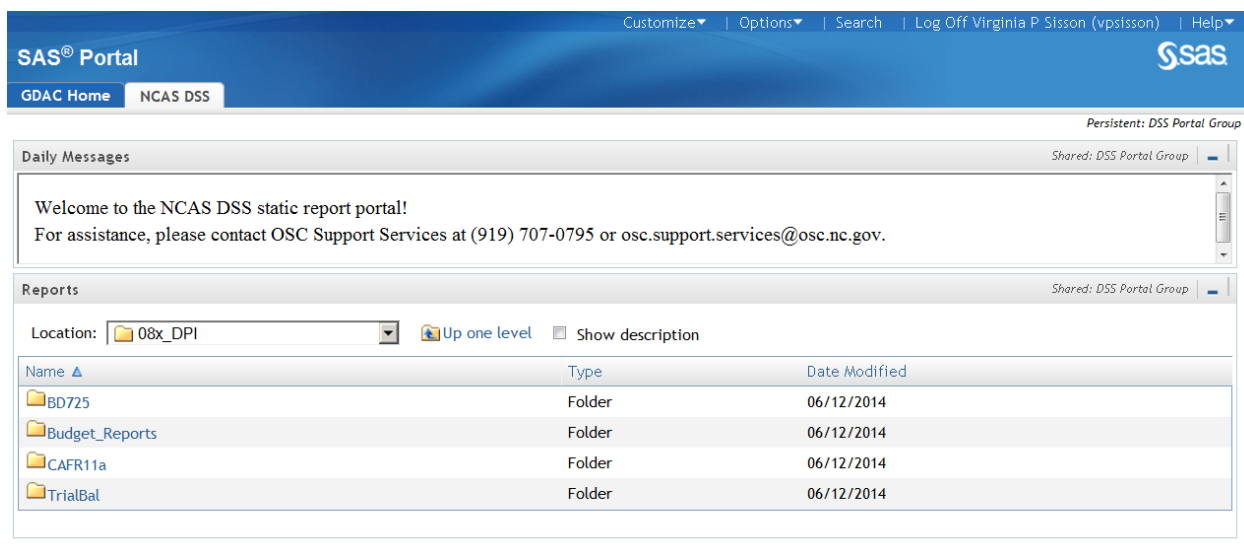


- From the **Agencies** page, choose your agency:



- 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):



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

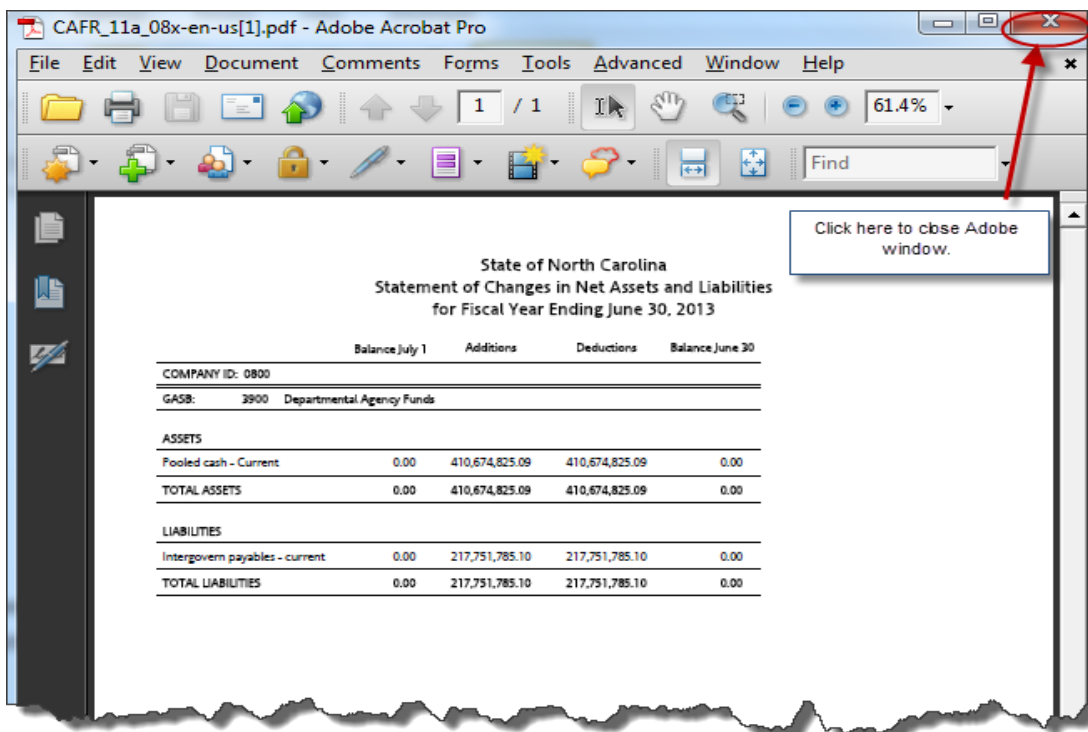
CAFR 11a:

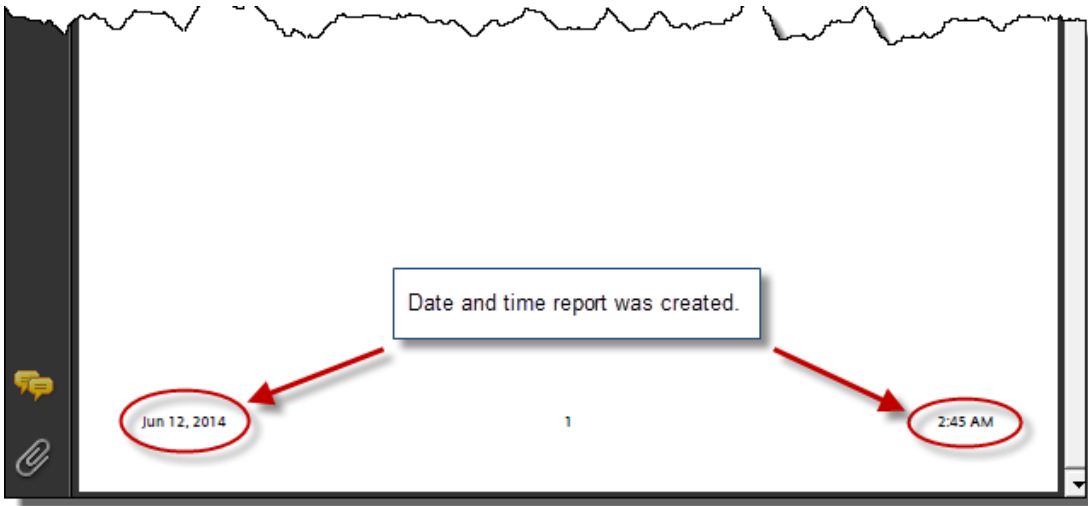
- Click on the CAFR 11A folder.
- CAFR 11a Reports have been run in Adobe and can be opened by **clicking on the report title**.
- Depending on your computer settings, the report will either open in the **current web browser window** or it will open in a **separate Adobe window**.
- The **date and time** 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.



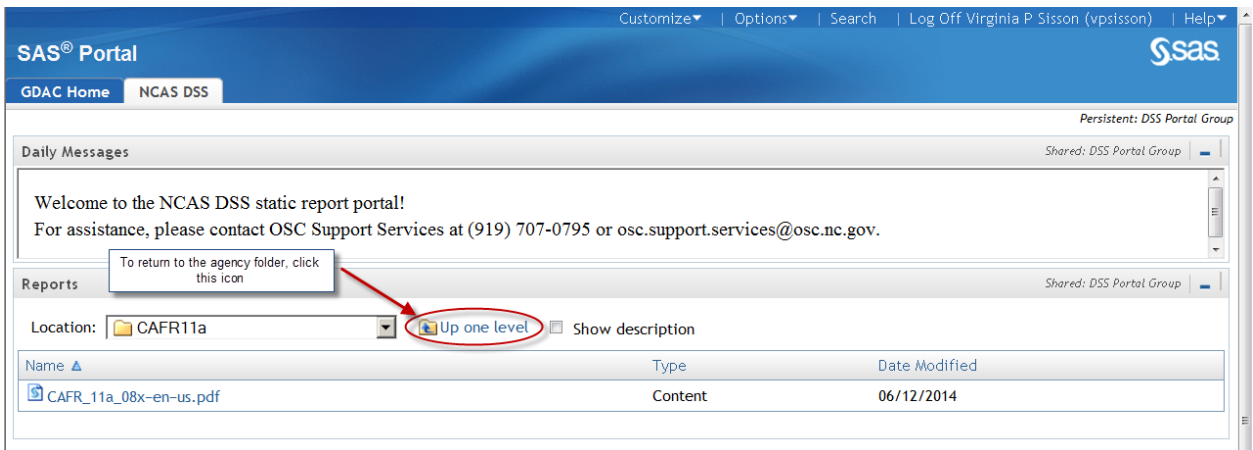
- If Adobe opened in its own window, you will need to close the window separately, then click **“Portal Page”** in the upper left corner of the SAS Portal page.

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

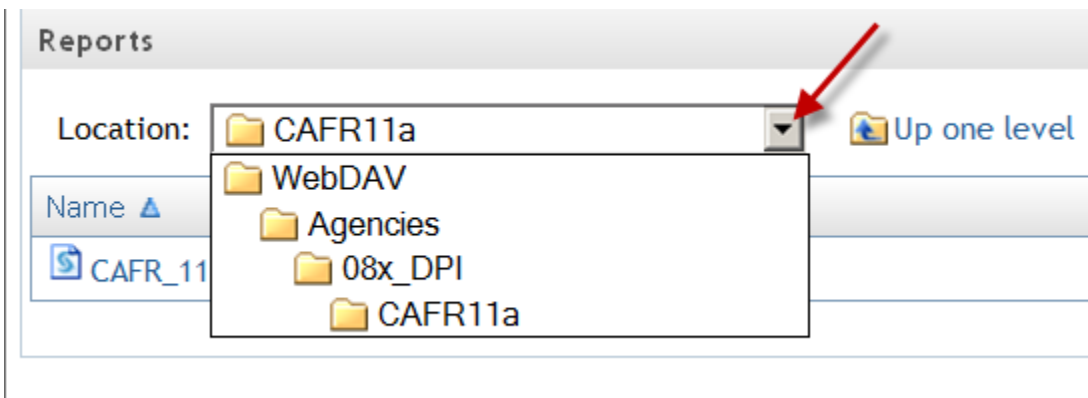




- To return to the agency folder, you can click on the “Up one level” icon.



- 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.

The screenshot shows the SAS Portal interface. At the top, there are navigation links for 'Customize', 'Options', 'Search', 'Log Off Virginia P Sisson (vpsisson)', and 'Help'. The main header includes 'SAS Portal' and 'GDAC Home' / 'NCAS DSS'. Below this, the 'Reports' section is active, showing the location 'BD725'. A list of files is displayed with columns for 'Name', 'Type', and 'Date Modified'. All files are dated 06/12/2014.

Name	Type	Date Modified
BD725_Current_Neg_Allot-en-us-08x_-_Department_of_Public_Instruction.pdf	Content	06/12/2014
BD725_Current_Neg_Allot-en-us-08x_-_Department_of_Public_Instruction.xlsx	Content	06/12/2014
BD725_Current-en-us-08x_-_Department_of_Public_Instruction.pdf	Content	06/12/2014
BD725_Current-en-us-08x_-_Department_of_Public_Instruction.xlsx	Content	06/12/2014
BD725_June_29-en-us-08x_-_Department_of_Public_Instruction.pdf	Content	06/12/2014
BD725_June_29-en-us-08x_-_Department_of_Public_Instruction.xlsx	Content	06/12/2014
BD725_Prev-en-us-08x_-_Department_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.

The screenshot shows a PDF report titled 'BD725_Current-en-us-08x_-_Department_of_Public_Instruction.pdf' opened in a web browser. The report is a 'Monthly Report on Capital Improvement Funds for period ending June, 2014' for the 'STATE OF NORTH CAROLINA'. A callout box points to the 'Portal Page' link in the browser's address bar. Another callout box points to a link in the report footer that says 'Click here to return to the folder where the report is located.' The report content includes a table with columns for 'Account', 'Account Description', 'Total Budget', 'Unallotted', 'Total Allotments', 'Current', 'Year to Date', 'Project to Date', 'Allotment Balance', and 'Encumbrance Balance'. The table shows data for '081 NC DEPT OF PUBLIC INSTRUCTION' and '41350 EASTERN SCHOOL FOR THE DEAF'. The footer of the report shows the date 'Jun 12, 2014' and the time '2:43 AM'.

Account	Account Description	Total Budget (76+73, 68+62)	Unallotted (78,68)	Total Allotments (73,43)	Current (33,43)	Year to Date (33,43)	Project to Date (33,43)	Allotment Balance (73-53, 63-43)	Encumbrance Balance
081	NC DEPT OF PUBLIC INSTRUCTION								
41350	EASTERN SCHOOL FOR THE DEAF								
4A01	VESTAL HALL WINDOW								
Expenditures - Budget and Actual									
532310	REPAIRS-BUILDINGS	35,700.00	0.00	35,700.00	0.00	18,516.25	18,516.25	17,183.75	0.00
537010	RESERVE-CI PROJECTS	321,300.00	321,300.00	0.00	0.00	0.00	0.00	0.00	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
	Excess 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
TOTAL 41350 EASTERN SCHOOL FOR THE DEAF									
	Total Expenditures	357,000.00	321,300.00	35,700.00	0.00	18,516.25	18,516.25	17,183.75	0.00
	Total Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Excess 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

- 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.

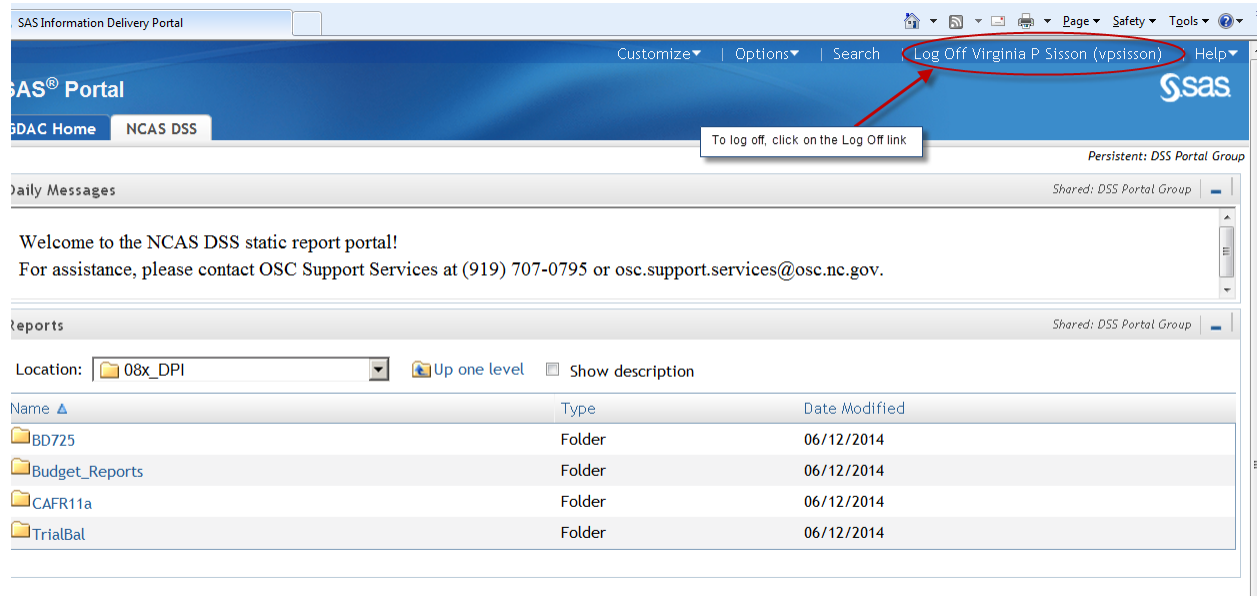
Master Table Definitions:

- 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.

The screenshot shows the SAS Portal interface. At the top, there is a navigation bar with "SAS® Portal" and "GDAC Home" / "NCAS DSS" tabs. The main content area is titled "Reports" and shows a "Location:" dropdown menu set to "WebDAV". Below this, there is a table listing folders: "Agencies", "Master_Table", and "NCAS_History". The "Master_Table" folder is highlighted with a red circle. The table has columns for "Name", "Type", and "Date Modified".

Name	Type	Date Modified
Agencies	Folder	06/17/2014
Master_Table	Folder	06/17/2014
NCAS_History	Folder	06/17/2014

- 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.



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 osc.support.services@osc.nc.gov.

The following charts break down the available reports and how they are accessed through NCAS DSS.

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 (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):

CAFR Reports

11G

52G

11P

53P

11F

54F

12G

17G

17P

17S

50G part 1

50G part 2

COMP Reports

11G

52G

11P

53P

11F

54F

12G

EAGLE:

EAGLE CAFR 11F

EAGLE CAFR 11G

EAGLE CAFR 11P

EAGLE CAFR 52G

EAGLE CAFR 53P

EAGLE CAFR 54F

Custom Reports

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.