

## NCAS DSS Report Access Chart

### STATIC REPORTS

**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

**To access Static Reports:**

1. Open web browser, such as Internet Explorer or Firefox.
2. Enter address osc.nc.gov/ncas-dss
3. Click on the link **Login DSS Static Reports**.
4. Login with your current **NCID** and password.
5. From the GDAC Portal home page, click on the NCAS DSS tab.
6. You will be placed in the Reports area (Location: WebDAV)
7. From the Reports area, access your agency's static reports (BD725, CAFR 11a, or Trial Balances) by clicking on the Agencies or 01x\_General\_Assembly folder.
8. Select your agency.
9. Select the desired folder — BD725, CAFR 11a, or TrialBal.
10. If you choose the **BD725 reports folder** or the **TrialBalreports folder**, open the desired report by clicking on the title. You will have the option to view these reports in PDF format or Excel format. Select the desired version of the report you wish to view. Depending on your Adobe Reader configuration, a PDF report will either open in the current web browser window or it will open in a separate Adobe window. An Excel report will open in an Excel window.
11. If you chose the **CAFR 11a reports folder**, open the CAFR 11a report by clicking on the title. The report will open in PDF format. Depending on your Adobe Reader configuration, the report will either open in the current web browser window or it will open in a separate Adobe window.
12. To open the **Master Table Definitions report**, click on the Master\_Table folder from the Reports area (WebDAV location). The report will open in Excel format in an Excel window.

### MULTI-DIMENSIONAL REPORTS (MDC's)

**PowerPlay Client (Multi-Dimensional Cube Reports)**

In order to access MDC reports, you must open Cognos PowerPlay 11 installed on your machine.

<b>Financial Analysis (see QRG 2):</b>		<b>EAGLE:</b>
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	
17G		<b>Custom Reports</b>
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

**To access Multi-Dimensional Cube (MDC) Reports:**

1. Go to Start, IBM Cognos 11, IBM Cognos PowerPlay.
2. From the Welcome screen, click on the button next to "Open an existing report".
3. From the "Select a Report" window, click on the button next to "Remote".
4. You will be prompted to sign in. Use your current **NCID** and password.
5. You will be placed in the Team Content area.
6. From the Team Content area, access MDC reports by clicking on one of the following folders, EAGLE, Financial Analysis, or Management Analysis.
7. Select the radio button next to the desired report and click OK.
8. 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 the report will open.

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