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 <u>https://www.ncosc.gov/state-agency-resources/ncas-decision-support-system</u> or contact **OSC Support Services** at **(919) 707-0795** or <u>ncfs@ncosc.gov</u>.

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 https://www.ncosc.gov/state-agency-resources/ncas-decision-support-system)



• 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 Open 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	? ×
Select:	
Remote	
	Close

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

😨 IBM Cognos PowerPlay Cl	lient	×
IBM	Cognos Ana	lytics
18% 6% 19%	Sign in with your NCID_Prod ID	31
1496	Password Sign in	15%
	Licensed Materials - Properly of IBM Corp. @ Copyright IBM Corporation and other(s) 2005, 2018. IBM, the IBM logo, ibm.com and Cognos are trademarks or registered trademarks of International Business Machines Corp., registered in many jurisdictions worldwide.	
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• Click on one of the following **folder** names: EAGLE, Financial Analysis, or Management Analysis.

🗊 IBM Cognos PowerPlay Client	×
Select the report (Navigate)	Help 🛞
Navigate the folders or search to find the report to open.	Search
Cognos > Team Content	
	Entries: 1 - 8 🔍 (())
Name 🌣	
CAFR Audit Files	
CAFR Preparation	
Custom Reports	Multi Dimensional Culta
C EAGLE	MDC) remente
🗀 Financial Analysis	(MDC) reports
🗀 Management Analysis	
MDCs	
CAS History	
OK Cancel	

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

🗊 IB	MC	ognos PowerPlay Client		×
Select	t the	report (Navigate)		Help 🛞
Navig	ate tl	e folders or search to find the report to open.		Search
Cogn	os >	Team Content > Management Analysis		
			Entries: 1 - 15	
Δ		Name ¢		
0		All Agencies by Account and Fund		
0		All Agencies by Account and Fund (Nov and June)		
0		All Agencies by Account and Fund (univ)		
0		BD 701 Budget Code Recap		
0		BD 701 Budget Code Recap (univ)		
0		BD 701 Summary by Account	 Select radio button next to 	
0	•	BD 701 Summary by Account (Lottery)	desired report and click OK.	
0		BD 701 Summary by Account (univ)		
0		BD 701 Summary by Account by month		
0		BD 701 Summary by Purpose		
0		BD 701 Summary by Purpose (univ)		
0		Management Report		
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V				
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- 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.

🔞 IB	🔋 IBM Cognos PowerPlay Client - [BD 701 Summary by Account - [Remote] Budget_Cubes_nonuniv (Reporter)]										
3	File Edit View Insert Explore Calcu	ate Format Tools Window Help)				_ 8	×			
		Cube name									
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୲୕ୄଵ	Fiscal Period MEASURES	5312 SPA SALARIES & WAGE	S 905,203,947.00	881,857,917.00	63,170,241.00	132,490,961.12	460,964,141.38				
L-3	E. WENDER		115 667 116 00	107 600 010 00	04 006 600 01	AE 100 000 00	140 007 764 06				

• 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.

IBM Cogno	s PowerPlay Client	-	x
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	Yes	No	Cancel

Report Type 2: Static Reports

- To access Static Reports, go to the DSS web site first.
- Open a web browser, such as Edge or Chrome
- Enter address <u>https://www.ncosc.gov/state-agency-resources/ncas-decision-support-system</u> (you can bookmark this page for future access)
- Click on the link Login DSS Static Reports (hosted by GDAC).



- Log in with the email associated with your NCID
- This is the GDAC Portal home page. Click the NCAS DSS tab to continue.

SAS [®] Portal	Customize▼	Options▼	Search	Log Off Virginia P Sisson (v	rpsisson) ⊢ SS	^{⊣elp} ▼ as	2
GDAC Home NCAS DSS Daily Messages					Persistent: Shared: PUBLIC	: PUBLIC	
Welcome to the GDAC Portal. For NCAS DSS Users, you will see the NCAS DSS tab at the top of the so	creen. This is w	^r here 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) Hel	p▼ _
SAS [®] Portal				sa:	S
GDAC Home NCAS DSS					
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Daily Messages				Shared: DSS Portal Group	•
Welcome to the NCAS DSS static report portal! For assistance, please contact OSC Support Services at (919) WebDAV location Location: WebDAV	707-0795 or osc.support.	services@osc	.nc.gov.	Shared: DSS Portal Group	
Name 🛕	Туре	Date	Modified		
To access agency reports, click here	Folder	06/13	/2014		
Master_Table	Folder	06/13	/2014		:
CAS_History	Folder	06/13	/2014		

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

	Customize▼ Options▼	Search Log Off Virginia P Sisson (vpsisson)	Help▼
SAS [®] Portal		9) sas
GDAC Home NCAS DSS			
		Persistent: DS	Portal Group
Daily Messages		Shared: DSS Portal G	roup _
Welcome to the NCAS DSS static report portal! For assistance, please contact OSC Support Services at (919) 707-0	795 or osc.support.services@o	sc.nc.gov.	* III +
Reports		Shared: DSS Portal G	roup _
Location: Agencies	Show description		_
Name 🔺	Туре	Date Modified	
Carter and the second s	Folder	06/12/2014	
□03x_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	
GAx_Housing_Finance	Folder	06/12/2014	
10x_Agriculture	Folder	06/12/2014	
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- 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) H	Help▼
SAS [®] Porta	ıl						<u>S</u> S	as
GDAC Home	NCAS DSS							
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Daily Messages							Shared: DSS Portal Group	_
Welcome to For assistan	the NCAS I ce, please c	DSS static report portal ontact OSC Support Ser	! vices at (919) 707-(0795 or osc.support.	services@os	c.nc.gov.		4 III +
Reports							Shared: DSS Portal Group	
Location:	08x_DPI	•	💽 Up one level 🛛	Show description				
Name 🔺				Туре	D	ate Modifie	d	
BD725				Folder	0	6/12/2014		
Budget_Rep	orts			Folder	0	6/12/2014		
CAFR11a				Folder	0	6/12/2014		
TrialBal				Folder	0	6/12/2014		

• 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.

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1					Balance July 1	Additions	Deductions	Balance June 30				
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• To return to the agency folder, you can click on the "Up one level" icon.

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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 portal!	and at (010) 707 0705 on and ampoint a		E
For assistance, please contact OSC Support Servic	ses at (919) 707-0795 of osc.support.s	ervices@osc.nc.gov.	-
Reports			Shared: DSS Portal Group 📔 🕳
Location: 🗀 CAFR11a	Up one level Show description		
Name 🔺	Туре	C	Date Modified
CAFR_11a_08x-en-us.pdf	Content	0	6/12/2014
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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.

Reports		1
Location: Name A	CAFR11a WebDAV Agencies 08x_DPI CAFR11a	Dp one level

#### **BD 725 and Trial Balance Reports:**

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

Customize	Options▼	Search	Log Off Virginia I	P Sisson (vpsisson)	Help▼
SAS® Portal				S	sas
GDAC Home NCAS DSS					
				Persistent: DSS I	Portal Group
Reports				Shared: DSS Portal Gro	up   _
Location: 🔁 BD725 💽 💽 Up one level 🔲 Show description					
Name 🛆			Туре	Date Modified	
BD725_Current_Neg_Allot-en-us-08xDepartment_of_Public_Instruction.pdf			Content	06/12/2014	
BD725_Current_Neg_Allot-en-us-08xDepartment_of_Public_Instruction.xlsx			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-08xDepartment_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.* 

Portal F	oage Current-e	n-us-08	c - Departmer	t of Pu	blic In	struction	ndf						Help <b>▼</b>
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<b>D</b> 64	Click here to re	turn to the fold port is located.	er where the		ST Monthly P	ATE OF NORTH C Report on Capital for period ending	AROLINA Improvement June, 2014	Funds		Allotment	CUR	R 8D725	<u> </u>
		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 (53,43)	Balance (73-53, 63-43)	Balance		
		081 NC DEPT 41350 EASTER	OF PUBLIC INSTRUCTION N SCHOOL FOR THE DEAF										
		4AE1 VESTAL I Expenditures - 532310	HALL WINDOW Budget and Actual REPAIRS-BUILDINGS	35,700.00	0.00	35,700.00	0.00	18,516.25	18,516.25	17,183.75	0.00		
		537010	Total Expenditures	321,300.00	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		
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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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GDAC Home NCAS DSS			
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Daily Messages			Shared: DSS Portal Group 📔 🗕 📔
Welcome to the NCAS DSS static For assistance, please contact OSC	e report portal! C Support Services at (919) 707-0795 or osc.suppor	rt.services@osc.nc	.gov.
Reports			Shared: DSS Portal Group 📔 🕳 📔
Location: 📔 WebDAV	💽 👔 Up one level 🔲 Show description		
Name 🛆	Туре	Date Moo	dified
Agencies	Folder	06/17/20	014
Master_Table	Folder	06/17/20	014
NCAS_History	Folder	06/17/20	014

- 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.

SAS Information Delivery Portal	<u>à</u>	🔻 🗟 🔻 🖃 🖶 👻 Page 🔻 Safety 👻 Tools 👻 🔞 👻
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Por assistance, please contact OSC Support Serv.	€ Up one level	Shared: DSS Portal Group   🕳
Por assistance, please contact OSC Support Serv:	Up one level Show description Type Date Modified	Shared: DSS Portal Group   💻
Por assistance, please contact OSC Support Serv: eports Location:  08x_DPI  Name  BD725	Image: Show description       Type       Folder       06/12/2014	Shared: DSS Portal Group   _
Por assistance, please contact OSC Support Serv: teports Location:	Type     Date Modified       Folder     06/12/2014       Folder     06/12/2014	Shared: DSS Portal Group   _
Por assistance, please contact OSC Support Serv: teports Location:	Type     Date Modified       Folder     06/12/2014       Folder     06/12/2014       Folder     06/12/2014	Shared: DSS Portal Group

If you have any questions, please consult the FAQ at <u>https://www.ncosc.gov/state-agency-resources/ncas-decision-support-system</u> or contact OSC Support Services at (919) 707-0795 or <u>ncfs@ncosc.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 Analys	is (see QRG 1):						
BD701 Budget Co	de Recap						
BD701 Budget Co	de Recap (univ)						
BD701 Summary b	by Account						
BD701 Summary b	by Account (univ)						
BD701 Summary b	BD701 Summary by Purpose						
BD701 Summary b	by Purpose (univ)						
Management Repo	ort						
MM-Open Docume	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.