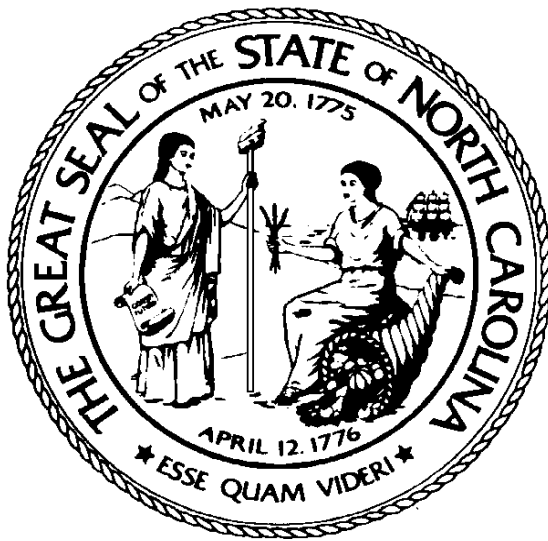


**DSS Basics  
Training Course**



**State of North Carolina**

**NC Accounting System**

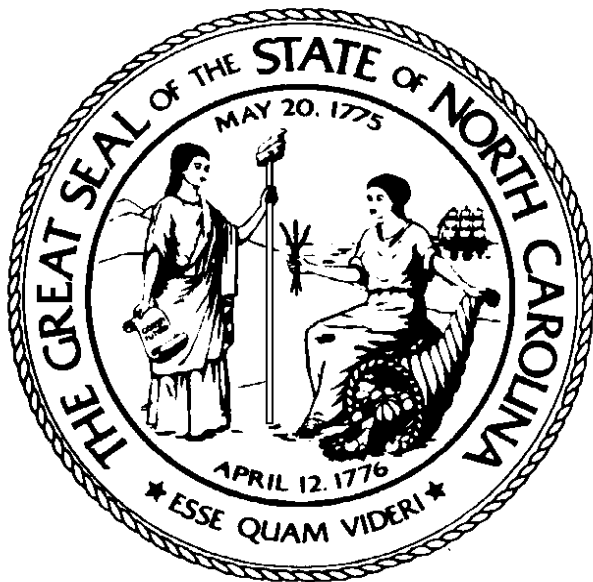


North Carolina Accounting System

# **DSS Basics**

Training Course

*8th Edition*



David McCoy  
State Controller  
February 21, 2011

This training was prepared by:  
**The Office of the State Controller**  
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## Procedure 1: Opening a DSS Report

1. From the internet, key the web address, <https://ncasdss.ncosc.net> . (NOTE: You may want to bookmark this web address to access the NCAS DSS website.)
2. Click on **Login to NCAS DSS** on the left-hand side of the NCAS DSS window.
3. Key in your **userid and password**, then click on the **Logon** button.
4. Click on your **agency** folder
5. Click on the **folder type** of reports you desire to open. (**NOTE:** The BD 701 reports are in the Management Analysis Folder and the CAFR reports are in the Financial Analysis Folder.)
6. Click on the **DSS report** that you desire to open.



## Procedure 2: Filtering for a Dimension in DSS Report



1. Scroll across the **Dimension Bar** to the right, if necessary, until the desired dimension is visible.
2. Position the cursor over the Dimension to view the Dimension's list.
3. Click the item from the list for which you are filtering.  
 If the folder on the Dimension bar becomes a rectangle, the data for which you are filtering is at the lowest level for this Dimension.

The most frequently filtered Dimensions are:

- Budget Codes/Funds
- FISCAL YEAR
- FISCAL PERIOD (months)



## Procedure 3: Using the Dimension Viewer to Filter Data in DSS Reports

1. Click the **Dimension Viewer** button on the Toolbar.
2. Position the cursor over the right border of the Dimension Viewer. Notice that the cursor shape changes to a crosshair.
3. Click and drag the border to the right until all the Dimension titles are visible.
4. Double-click the desired Dimension in the Dimension Viewer to view lower levels of the Dimension.
  -  The plus sign indicates a parent category with child categories below.
5. To filter data, double-click on a dimension until you reach the desired level within the dimension.
6. Click the **filter** button (the Funnel Icon) on the Dimension Viewer toolbar. The DSS displays the data for which you have filtered.
  -  The Dimension Viewer can be more efficient than the Dimension Line when a dimension is filtered more than one level down.
7. Click the **Dimension Viewer** button on the toolbar to close dimension viewer.



## Procedure 4: Swapping Rows, Columns, and Layers in DSS Reports



Swapping rows, columns, and layers can change the perspective of the data presentation.

1. Click **Explore** on the menu bar.
2. Position your cursor over **Swap** from the dropdown menu.
3. Depending on how you want your data to change, click **Rows and Columns**, **Rows and Layers**, or **Columns and Layers**.






## Procedure 5: Renaming a Label in DSS Reports

1. Click the **label** to highlight it.
2. Click **Edit** on the menu bar.
3. Click **Rename Label** from the dropdown menu.
4. Type the **new name** in the New category label box.
5. Click the **OK** button.






## Procedure 6: Using the Dimension Viewer to Add Layers, Columns, and Rows in Reporter Mode

1. Click the **Dimension Viewer** button on the Toolbar to open dimension viewer.
2. Position the cursor over the right border of the Dimension Viewer. Notice that the cursor shape changes to a crosshair.
3. Click and drag the border to the right until all the Dimension titles are visible.
4. Double-click the desired Dimension in the Dimension Viewer to view lower levels of the Dimension.  
  
 The plus sign indicates a parent category with child categories below.
5. Click the desired **Dimension(s)**. If multiple dimensions are needed, click and hold the  or  key and select the desired dimensions.
6. Click either the **Add as rows**, **Add as columns** or **Add as layers** button on the Dimension Viewer toolbar. The DSS displays the data you have added.
7. Click the **Dimension Viewer** button on the toolbar to close dimension viewer.



## Procedure 7: Drilling Down in Reporter Mode

- 1.** Double-click a **label** of a dimension on a row or a column. The DSS inserts and highlights rows or columns of detailed data below the summary row or to the right of the summary column.
  -  Only dimensions that are summary points can be drilled. A summary point is indicated when the cursor shape becomes a *plus sign* when the cursor is positioned over the dimension label.
  -  When the cursor is positioned over a detailed point, its shape changes to a plain arrow, indicating that the detailed point cannot be drilled down any further.
  
- 2.** Continue to drill down as needed by double-clicking on a **label** until the desired details are uncovered.
  -  Notice that, when you drill down on a dimension in Reporter, both summary and details are displayed.






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## Procedure 8: Drilling Up in Reporter Mode

1. Position the cursor over a summary point. The cursor becomes a plus sign with an up arrow.
2. Double-click this summary point. Notice the detail points/children disappear.






## Procedure 9: Deleting Data in Reporter Mode

1. Click a **label** (row, column, layer) to select it.
2. Press **Delete** on the keyboard.
  -  To delete multiple labels under one category, select the desired labels and press **Delete** on the keyboard.
  -  In Reporter mode, you can delete all rows, columns and layers at one time by clicking Edit>Select and then choosing from Rows, Columns, Layers, or All. After selecting the data to be deleted, press **Delete** on the keyboard.
  -  In Reporter mode, the **Ctrl** + **Alt** keys highlight all rows, columns, and layers. Press **Delete** on the keyboard to delete everything.



## Procedure 10: Adding a Calculation Row or Column in DSS Reports

1. Select the **rows or columns** you wish to use in your calculation.  
 Use the  **Shift** key to select a range, or the  **Ctrl** key to select non-contiguous rows or columns, as appropriate.
2. Click **Calculate** on the menu bar.
3. Click **one of the calculation options** to select it from the dropdown menu.
4. Select and/or fill in the options, as appropriate, for the type of calculation you have selected.
5. Type a **name for your calculated row or column** in the Label name box.
6. Click the **OK** button.




## Procedure 11: Adding a Blank Row or Column in DSS Reports

1. Click a **row or a column label**. (Select the row above the place where you want a blank row added, or choose the column to the left of where you want a blank column added.)
2. Click **Insert** on the menu bar.
3. Click **Blank(s)** from the dropdown menu. The DSS inserts the blank row or column.

 Data cannot be entered on a blank row or column.



## Procedure 12: Adding a Long Bar Nesting in Reporter Mode

1. Select a **Dimension** from the Dimension Line or Dimension Viewer.
2. Click and drag the **Dimension** to the side of the row label(s) or below the column label(s) until a long bar is displayed. Release the mouse button.
  -  When using long bar nesting in a row or column format, the nesting applies to the entire series of rows or columns.



## Procedure 13: Drilling Down/Up on a Nested Dimension in Reporter Mode

### To drill down on a nested Dimension:


1. Double-click a **row or a column label** to drill down. Notice that the summary/parent label remains and the detail/child labels also display.

### To drill up on a nested Dimension:

2. Position the cursor over a **row or a column label** until you see the cursor become a plus sign with an up arrow.
3. Double-click that **label** to drill up.



## Procedure 14: Adding a Short Bar Nesting in Reporter Mode

1. Select a **Dimension** from the Dimension Line or Dimension Viewer.
2. Click and drag the **Dimension** to the side of the row label(s) or below the column label(s) until a short bar is displayed. Release the mouse button.
  -  When using short bar nesting in a row or column format, the nesting applies only to the rows or columns on which the short bar is displayed.



---


## Procedure 15: Resizing a Row/Column in DSS Reports

1. Position the cursor over the right border of a row or the lower border of a column. Notice that the cursor shape changes to a crosshair.
2. Click and drag the border until the row or column is the desired width or height. You can drag the border to the right or to the left or, double-click the cross hair and the row or column will auto adjust.



## Procedure 16: Editing Titles in DSS Reports

1. Double-click the title. The DSS displays a **Title Editing** box. If **<NEW TITLE>** displays, highlight it and type the new title name.

 The Title box has 3 different areas: the title area, a format menu, and an Insert button. The Insert button is a tool for adding variables or pictures to a title.

2. Click the **Insert** button to view the variables for the following:

- Report
- MDC
- Variable
- Numbers
- Dimension
- Picture Object

Each variable has a dropdown menu from which selections can be made to add items to the report title area.

3. To format, highlight the title, text, or a variable and choose a formatting option from the format menu.
4. Click the **OK** button to close the **Title** box.



## **Procedure 17: Viewing Headers and Footers for a Report in Explorer or Reporter Mode**

- 1.** To view using the Print Preview method, click the **Print Preview** button from the tool bar.
- 2.** Click the **Close** button to close the **Print Preview** window.



## Procedure 18: Formatting Categories in DSS Reports



1. Click **Edit** on the menu bar.
2. Position the cursor over **Select** from the dropdown menu.
3. Click one of the following options:
  - Rows
  - Columns
  - Layers
  - All
4. Click **Format** on the menu bar.
5. Position the cursor over **Categories** from the dropdown menu.
6. Choose and click one of the following:
  - Labels Only
  - Values Only
  - Labels and Values
  - Default

The DSS displays the Format Categories dialog box.

7. Click one of the following tabs (based on the selection made in step 6):
  - Font
  - Format
  - Alignment
  - Patterns
8. Make desired changes and click the **OK** button.



## Procedure 19: Hiding Data in DSS Reports

1. Highlight the row(s) or column(s) you wish to hide.
2. Click **Format** on the menu bar.
3. Position the cursor over **Hide**.
4. Click **Selected Categories**.
  -  The DSS gives the choice of hiding selected or unselected categories. This is a useful tool when there are few rows or columns that need to be displayed.
  -  Do **NOT** resize rows or columns to hide them. Use Format/Hide.




---

## Procedure 20: Viewing Hidden Data in DSS Reports

1. Click **Format** on the menu bar.
2. Click **Unhide** from the dropdown menu.




## Procedure 21: Suppressing Zero Values in DSS Reports

3. Click **Explore** on the menu bar.
  4. Position the cursor over **Suppress Zeros** from the dropdown menu.
  5. Click one of the following:
    - Rows and Columns
    - Rows Only
    - Columns Only
-  Using the Suppress Zeros command slows processing. It can be used most effectively as a preliminary to printing a report.





## Procedure 22: Changing the Crosstab Views in DSS Reports

1. Click **View** on the menu bar.
2. Click the **Page Layout** or **Page Width** view. The DSS displays the page with the selected view.
  -  While a view is displayed, you can access a different View on the menu bar without having to close the current view. To return to the default view (Normal), click View on the menu bar and select Normal.





## Procedure 23: Changing Display Options in DSS Reports

1. Click **Format** on the menu bar.
2. Click **Display Options** from the dropdown menu. The DSS displays the Display Options dialog box.
3. Click once in the **Show label gridlines** checkbox to remove the check mark.
4. Click once in the **Show data gridlines** checkbox to remove the check mark.
5. Click once in the **Show row detail gridlines** checkbox to remove the check mark.
6. Click once in the **Show column detail gridlines** checkbox to remove the check mark.
  -  Notice that you can remove the summary row or column in this dialog box and you can take the automatic indent off as well.
  -  If you click the Totals tab, you can give the summary row and column a label name.
7. Click the **OK** button.



## Procedure 24: Saving a Custom Report in DSS Reports

1. Click **File** on the menu bar.
2. Click **Save As** from the file dropdown menu.
3. Type the file name in the **File name** box of the **Save As** dialog box.
  -  You may save a report anywhere on your LAN in any directory where you have write access.
  -  In the DSS, you are not limited in the number of characters used to name your report. However, you may be limited to 8 characters by your operating system.
4. Make sure that **PowerPlay Portable Report (\*.ppx)** is displayed in the **Save as Type** dialog box.
5. Click the **SAVE** button.



## Procedure 25: Printing a Report in DSS Reports

### To select the page setup:

1. Click **File** on the menu bar.
2. Click **Page Setup** from the dropdown menu.
3. Change the left, right, top and bottom margins to **.5** in the Margins tab of the Page Setup dialog box.

 The margins setup depends on the printer you are using.

### To change the paper size:

4. Click the **down arrow** on the Paper type list box to view list of available paper sizes.
5. Click the **desired paper type** to select it.

### To view the potential paper sources:

6. Click the **down arrow** on the Paper source list box.

### To change the paper orientation:

7. Click **Portrait** or **Landscape** in the Orientation box.

### To select the printer:


8. Click **File** on the menu bar.
9. Click **Print** from the dropdown menu.
10. Click the **Name list** box to change the printer.
11. Click the **Properties** button if you want to change printer properties and print quality and complete the necessary changes.


**To view the report before printing:**

- 12.** Click the **Preview** button in the Print box.
- 13.** Click the **Close** button.

**To change print options:**

- 14.** Click the **Options** button in the **Print** box.

 The Print page layout view option will print all displays as they appear in the page layout view.



 The “Print selected display(s)” option will print all data for the selected display.

- 15.** The Selected display printing options box becomes active and you can select the desired options.

**To set to print more than one layer:**

- 16.** Click the **Options** button in the Print box.
- 17.** Click the **Rows and Layers** tab.
- 18.** Click the **Print the specified rows and layers** selection box.
- 19.** Click the **Layers** you want printed.
- 20.** Click the **OK** button.

## Procedure 26: Saving to Excel in DSS Reports

1. Click **File** on the menu bar.
2. Click **Save As** from the dropdown menu.
3. Click the **down arrow** beside the “Save as type” box.
4. Click **Excel files(\*.xls)** to select it.
  -  The number of characters you can use to name your report is limited only by your operating system.
5. Select the directory from the list box for which you have write access.
6. Click the **Save** button. The DSS displays the completion message **-Report successfully saved to Excel file.**
7. Click the **OK** button.
  -  DSS files saved to Excel will not be updated.



**QRG 1: Management Analysis Folder**

Explorer Mode: Name	Description of Report
MM Open Documents By Account	Shows expenditure accounts for outstanding encumbrances and commitments at the 3-digit summary level for each budget code.
MM Open Documents By Requester/Vendor	Shows an aging schedule by Requester/Vendors for outstanding encumbrances and commitments.
Reporter Mode: Name	Description of Report
BD701 Budget Code Recap	Reports a budget code level summary of total budgeted and actual expenditures, revenues, and appropriation balances.
BD701 Summary By Purpose	Reports a summary of the total budgeted and actual expenditures and revenues by budget code. Amounts are summarized and displayed at the budget fund (purpose) level.
BD701 Summary By Account	Reports a summary of the total budgeted and actual expenditures and revenues by account number within each budget code. Amounts are summarized and displayed at the summary account level (4-digits) for each budget code.
MM Open Documents By Account Report	Shows all expenditure accounts at the 4-digit summary level for each budget code.
Negative Unexpended Authorized Budget	Displays the calculation of Authorized Budget minus YTD Fiscal Actual for each expenditure account by budget code. The negative numbers will be displayed in red.



**QRG 2: Financial Analysis Folder**

Reporter Mode:	Name of Report
<b>Governmental Funds:</b>	
CAFR 11G	Balance sheet
CAFR 52G	Statement of Revenues, Expenditures, & Changes in Fund Balance
CASH 11G	Cash Balance Sheet
CASH 52G	Cash Statement of Revenues, Expenditures, & Changes in Fund Balance
COMP 11G	Comparative Balance Sheet
COMP 52G	Comparative Statement of Revenues, Expenditures, & Changes in Fund Balance
<b>Proprietary Funds:</b>	
CAFR 11P	Statement of Net Assets
CAFR 53P	Statement of Revenues, Expenses, & Changes in Fund Net Assets
CAFR 55P	University Operating Expenses by Function (Universities only)
CASH 11P	Cash Statement of Net Assets
CASH 53P	Cash Statement of Revenues, Expenses, & Changes in Fund Net Assets
COMP 11P	Comparative Statement of Net Assets
COMP 53P	Comparative Statement of Revenues, Expenses, & Changes in Fund Net Assets
<b>Fiduciary Funds:</b>	
CAFR 11F	Statement of Fiduciary Net Assets
CAFR 54F	Statement of Changes in Fiduciary Net Assets
CASH 11F	Cash Statement of Fiduciary Net Assets
CASH 54F	Cash Statement of Changes in Fiduciary Net Assets
COMP 11F	Comparative Statement of Fiduciary Net Assets
COMP 54F	Comparative Statement of Changes in Fiduciary Net Assets

Adobe Reader Reports	Name of Report
CAFR 11A	Statement of Changes in Assets & Liabilities



**QRG 3: BD725 Reports Folder**

Adobe Reader Reports:	Name of Report	Description of Report
BD725 Reports folder	Current Monthly Report on Capital Improvement Funds	Displays current month data for current activity, project to date activity, and allotment balances for capital improvement funds by budget code and fund.
	Previous Monthly Report on Capital Improvement funds	Displays previous month data for current activity, project to date activity, and allotment balances for capital improvement funds by budget code and fund.
	Previous Period 2 Monthly Report on Capital Improvement funds <i>(NOTE: for universities only)</i>	Displays two previous month data for current activity, project to date activity, and allotment balances for capital improvement funds by budget code and fund.
	June 29th Monthly Report on Capital Improvement Funds	Displays June 29th data for current activity, project to date activity, and allotment balances for capital improvement funds by budget code and fund.
	Current Negative Allotment Balances on Capital Improvement Funds	Displays current month data for negative allotment balances for capital improvement funds by budget code and fund.



## QRG 4: Trial Balance Reports Folder

Adobe Reader Reports:	Name of Report	Description of Report
Current Period Reports folder	Budget Code Detail Trial Balance - Current	Displays prior month ending balance, month to date net, and current month ending balances for all accounts by budget code and fund for the current month.
	Budget Code Summary Trial Balance - Current	Displays prior month ending balance, month to date net, and current month ending balances for all accounts by budget code for the current month.
	GASB Trial Balance - Current Period <i>(Note: for agencies only)</i>	Displays prior month ending balance, month to date net, and current month ending balances for all accounts by GASB and fund for the current month.
	GASB Summary Trial Balance - Current Period <i>(Note: for agencies only)</i>	Displays prior month ending balance, month to date net, and current month ending balances for all accounts by GASB for the current month.
	Company Detail Trial Balance - Current Period <i>(NOTE: for universities only)</i>	Displays prior month ending balance, month to date net, and current month ending balances for all accounts by company and fund for the current month.
	Company Trial Balance - Current Period <i>(NOTE: for universities only)</i>	Displays prior month ending balance, month to date net, and current month ending balances for all accounts by company for the current month.

4a.

Adobe Reader Reports:	Name of Report	Description of Report
Previous Period Reports folder	Budget Code Detail Trial Balance - Previous Period	Displays prior month ending balance, month to date net, and current month ending balances for all accounts by budget code and fund for the previous month.
	Budget Code Summary Trial Balance - Previous Period	Displays prior month ending balance, month to date net, and current month ending balances for all accounts by budget code for the previous month.
	GASB Trial Balance - Previous Period <i>(Note: for agencies only)</i>	Displays prior month ending balance, month to date net, and current month ending balances for all accounts by GASB and fund for the previous month.
	GASB Summary Trial Balance - Previous Period <i>(Note: for agencies only)</i>	Displays prior month ending balance, month to date net, and current month ending balances for all accounts by GASB for the previous month.
	Company Detail Trial Balance - Previous Period <i>(Note: for universities only)</i>	Displays prior month ending balance, month to date net, and current month ending balances for all accounts by company and fund for the previous month.
	Company Trial Balance - Previous Period <i>(Note: for universities only)</i>	Displays prior month ending balance, month to date net, and current month ending balances for all accounts by company for the previous month.

4b.

Adobe Reader Reports:	Name of Report	Description of Report
Previous Period 2 Reports folder <i>(NOTE: for universities only)</i>	Budget Code Detail Trial Balance - Previous Period 2	Displays prior month ending balance, month to date net, and current month ending balances for all accounts by budget code and fund for two months previous.
	Budget Code Summary Trial Balance - Previous Period 2	Displays prior month ending balance, month to date net, and current month ending balances for all accounts by budget code for two months previous.
	Company Detail Trial Balance - Previous Period 2	Displays prior month ending balance, month to date net, and current month ending balances for all accounts by company and fund for two months previous.
	Company Trial Balance - Previous Period 2	Displays prior month ending balance, month to date net, and current month ending balances for all accounts by company for two months previous.

4c.

Adobe Reader Reports:	Name of Report	Description of Report
June 29th Period Reports	Budget Code Detail Trial Balance - June 29	Displays prior month (May) ending balance, month to date net, and current month (June) ending balances for all accounts by budget code and fund for June 29th.
	Budget Code Summary Trial Balance - June 29th	Displays prior month (May) ending balance, month to date net, and current month (June) ending balances for all accounts by budget code for June 29th.
	GASB Trial Balance - June 29th <i>(Note: for agencies only)</i>	Displays prior month (May) ending balance, month to date net, and current month (June) ending balances for all accounts by GASB and fund for
	GASB Summary Trial Balance - June 29th <i>(Note: for agencies only)</i>	Displays prior month (May) ending balance, month to date net, and current month (June) ending balances for all accounts by GASB for June 29th.
	Company Detail Trial Balance - June 29th <i>(Note: for universities only)</i>	Displays prior month (May) ending balance, month to date net, and current month (June) ending balances for all accounts by company and fund for June 29th.
	Company Trial Balance - June 29th <i>(Note: for universities only)</i>	Displays prior month (May) ending balance, month to date net, and current month (June) ending balances for all accounts by company for June 29th.

4d.

Adobe Reader Reports:	Name of Report	Description of Report
June 30th Period Reports	Budget Code Detail Trial Balance - June 30th	Displays June 29th ending balance, 13th period net, and June 30th ending balances for all accounts by budget code and fund for June 30th.
	Budget Code Summary Trial Balance - June 30th	Displays June 29th ending balance, 13th period net, and June 30th ending balances for all accounts by budget code for June 30th.
	GASB Trial Balance - June 30th <i>(Note: for agencies only)</i>	Displays June 29th ending balance, June 30th net, and June 30th ending balances for all accounts by GASB and fund for June 30th.
	GASB Summary Trial Balance - June 30th <i>(Note: for agencies only)</i>	Displays June 29th ending balance, 13th period net, and June 30th ending balances for all accounts by GASB for June 30th.
	Company Detail Trial Balance - June 30th <i>(Note: for universities only)</i>	Displays June 29th ending balance, 13th period net, and June 30th ending balances for all accounts by company and fund for June 30th.
	Company Trial Balance - June 30th <i>(Note: for universities only)</i>	Displays June 29th ending balance, 13th period net, and June 30th ending balances for all accounts by company for June 30th.



**QRG 5: Center Structure (COA) by Agency**

**CENTER STRUCTURE BY AGENCY**

Agency Name	Company Number	# Bytes	Fund	# Bytes	Description	# Bytes	Description	# Bytes	Description
Administration	13**,04**	4	Budgetary Purpose Division	4	RCC--Project, Source, Tracking	2	Subprojects, Energy Grants		
Admin Hearings	67**	4	Division						
Agriculture	10**,1A**	4	Division	4	RCC--defines any cost collector needed	4	Grant I.D.		
AOC	02**, 71**,72**	4		4	RCC--group of staff Historical Center	4	Digits 1-2 brings forward the middle 2 digits of the second set of 4 digits, with the last 2 digits representing county or district		
Board of Elections	60**	4	Budgetary Purpose Division	4	Cost Center--Grant year				
Commerce	43**	4		4	RCC--Divisions within Commerce Programs	2	Program (Project) Ex: prospect expense (i.e.. Clients), mission trips (i.e.. China)		
Community Colleges	50**	4	Division	4	RCC--more detailed breakdown of Divisions	2	FRC--Special activities or grants (optional) (1st 2 digits)		
Crime Control	47**	4		3	Organization (RCC)	2	Grant Identifier	3	Program (Project)
Cultural Resources	46**	4	Division	3	Organization breakout within the division like branch or unit	1	Funding Source--Federal	2	Grant Type
DENR	16**	4	Division & Portion of Divisions	4	RCC--Additional Breakdown	4	Program--Year or further breakdown of RCC portions		
DHHS  (All Divisions/ Institutions)	20**-29**, 2A**,  30**-39**, 3A**-3D**	4		4	RCC--Cost collector for organizational units (RCC codes are unique across DHHS except at hospitals)	2	FRC (1st 2)--Funding Source Code  Examples: 99 = Cost pool, 00 = State, 10 = County, 04 = misc. receipts, and remaining are grant related to funding or new	2	Program--County or Districts (where money is sent to)  (1st 2) or new
DOC	42**	4	Grant I.D.	1	Division or placeholder in another division control	4	RCC--Prison or a probation or parole officer		
DPI	08**	4	Areas  Ex: Financial and Business Services, Education management	5	Funding Source Ex: State Funds and Federal Funds	3	Organizational Unit--Division Level  Ex: Financial Services Division (depending on the budget code, they may only use 9 digits)		
General Assembly	01**	4		2	Organization--groups employees (Members, Elected Officials, Staff, Interns, etc.)	4	Program--defines divisions and committees		
Governor's Office	03**	4		3	RCC--divisions for office location (Ex: Western & Washington Offices)				

















































Housing Fin Auth	0A**	4	Program	3	Organization				
					Organization (RCC)--Individual Depts. Ex: Administration, Controllers Office, Legal	2	To separate within a Division Ex: Grant Detail = 1500155000		
Insurance	12**	4	Division	4	RCC--Billing Cost Tracking				
ITS	41**	4	Purpose	5					
Justice	09**	4		4	RCC				
					RCC--Administration, east/west, special projects, location, groups of people, or program	2	Grant Identifier (FRC)		
Labor	11**	4	Division/Program	4					
Major Medical	6A**	4	Don't Know						
NC Lottery	61**	4	Division	4	Region	1	Game Type	3	Game
			Budget Fund-- organizational units within school	4	RCC--Department within the school				
NCSSM	87**	4		4					
Office of Juvenile Justice		18	4	4	RCC--function within Division Location--Juvenile Detention Centers and Development	4	FRC--sometimes matching expenditures for grants if needed		
OSA	06**	4		4	RCC--location	4	FRC--internal designation to control money (ex: contract number)		
OSC	14**	4		4	RCC--Divisions within OSC Ex: SAD, FSD, etc.				
			Organizational Unit Ex: collision type is used as a cost center to assign a cost to a specific program	4	RCC--more detailed organizational breakout				
Revenue	45**	4		4					
Secretary of State	05**	4	Division	4	RCC--more detailed organizational breakout				
					4 digits--Stock Room, IT Projects, divisions within retirement, health & wellness grant initiatives				
Treasurer	07**	4		3 & 4	3 digits--SWAPS (dept instrument)				
Universities	U***	4		2	Campus Code	6	FRS Account		
Wildlife					Program Ex: game land, boating access	4	Location Ex: Building, boating access, fishing access		
(as of 7/12/2006)	17**	4		4					































## QRG 6: Comparison of Explorer

Comparison of Explorer and Report Modes		
The DSS Modes	Applications	Functions
<b>Explorer</b>	Quick Analyses Simple Data Presentations	Drill down Drill up Delete "measures" only Replace dimensions ( <i>isolate data</i> ) Format Nest ( <i>like and unlike</i> ) Highlight exceptions
<b>Reporter</b>	Detailed Reports Summary and Detail Presentations	Drill down Drill up Delete any dimension Move Calculations Add categories Format Nest ( <i>unlike</i> ) Subsets Sort/Rank Highlight exceptions



## QRG 7: Cognos PowerPlay Toolbar Buttons

	3-D bar		Multiline
	About		New
	Add as column		Next level children of
	Add as layers		Normal view
	Add as rows		Open
	Add blanks		Page layout view
	Automatic exceptions		Page width view
	Average of		Paste
	Bold		Pie (depth)
	Bring to front		Pie
	Calculated categories		Print preview
	Clustered bar (depth)		Print
	Clustered bar		Rank
	Copy		Redo
	Correlation (depth)		Replace columns
	Correlation		Replace layers
	Create advanced subset definition		Replace rows
	Create Find-in-cube subset definition		Reset dimensions
	Create nesting levels		Right
	Create parentage subset definition		Save
	Crosstab		Scatter
	Currency conversion		Send to back
	Currency		Separator
	Cut		Share of

	Dimension Viewer		Short-long names
	Display options		Simple bar (depth)
	Drill through		Simple bar (horizontal with depth)
	Each		Simple bar (horizontal)
	Explorer < -- > Reporter		Simple bar
	Filter		Single line
	Format measure		Sort
	Help		Stacked bar (depth)
	Indented 1 crosstab		Stacked bar
	Indented 2 crosstab		Standard crosstab
	Intersect		Sum of
	Italic		Suppress zero columns
	Launch impromptu		Suppress zero rows
	Launch		Suppress zeros
	Layer target		Swap rows and columns
	Left		Titles
	Lowest level children of		Undo

## QRG 8: Improving DSS Performance

Running DSS requires significant PC processing power and random access memory (RAM). If you experience unusual symptoms while working with the DSS, such as not being able to save a report, or having a PC “crash,” you may need to try some or all of the steps listed below to run DSS more efficiently.

### **Work “defensively”**

If you do crash or experience other memory-related problems, you will need to re-boot your PC and you will lose any unsaved work. So, before you experience problems, get in the habit of working “defensively.” As with “defensive driving” in your car, work so that the damage is minimal when bad things happen. Save your work every few minutes, or after making significant changes to a report that you do not want to re-create.

### **Keep reports “lean”**

Limit the number of dimension categories in a Reporter Mode report by deleting unnecessary rows, columns, and layers. As a general rule, keep your reports as “lean” as possible, with only the categories you really need.

### **Reboot**

Even if you haven't crashed, rebooting can free up system resources. One symptom of low memory – and an approaching PC crash – is that some menu selections, such as “File / Save As,” stop working.

### **Do not run other applications while using Cognos PowerPlay**

Even when minimized, other applications such as Excel, Word, or a mainframe terminal session, use system resources. Open other applications only when needed.

### **Be sure that you have plenty of room on your C: drive**

Windows is often configured to use space on C: drive to manage your PC's memory operations. If your C: drive is getting full, Windows cannot manage memory well. If data files on C: are no longer needed, delete them. If the files are still needed, move them to a LAN drive or to a backup medium such as tape or CD.

### **Empty your Windows Recycle Bin regularly**

### **Reduce the number of Undo levels**

From the File menu, select Preferences / Options, then set “Maximum number of Undo actions” to 5. (The default is 25.)

### **Turn off Zero Suppression while working in Cognos PowerPlay**

If you need to use Zero Suppression for a printed report, turn it on just before printing, then turn it off again after printing.



## QRG 9: Resolving DSS Problems

Problem	
When trying to open a DSS report, you get the message "Unable to Load Library".	Open a new session DSS web portal.
When opening a DSS report, you get the message "Choose a Remote Cube".	Call the OSC Support Services Center at 919-707-0795.
You get the message "The cube is not available or the cube has been disabled PPDSRemote;oscweb01z.its.state.nc.us;cubes/... Saving the report(s) or reconnecting to the cube may result in losing your last few actions.	If no actions are done within a DSS report for a certain amount of time, you will be timed out and get this message. After you reconnect or save, you may be prompted to reenter your user id and password.
You get the message "Something unexpected has happened."	Call the OSC Support Services Center at 919-707-0795.
For the "Lan Requests" error	Call the OSC Support Services Center at 919-707-0795.
For an error of "Unable to copy essential file.dll"	Make sure that you have write access to the folder C:\Program Files\Java. If nothing happens after clicking on a PowerPlay report, add oscweb01z.its.state.nc.us to the browser's popup blocker.

