

Wolfpack Reporting Quick Reference Guide

HOW DO I GET TO WOLFPACK REPORTING?

NORTH CAROLINA STATE UNIVERSITY

MYPACK PORTAL

MYPACK HOME **1** FOR FACULTY & STAFF MYTAB

2 Manage My Projects

- Proposals & Project Management
- Compliance
- Resources
- Post Award
 - 3** Manage funded projects.
 - Financial
 - Service Centers
 - Financial
 - 4** Wolfpack Reporting System(WRS)
 - WolfPack Reporting System (WRS)
 - Closeout
 - List
 - Forms

HOW DO I ACCESS MY REPORTS?

Wolfpack Reporting System (WRS) **1**

Step 1: Select Report / Link

2

Reports

- 1 - Fiscal Year-to-Date Financial Status
- 2 - Project-to-Date Financial Status
- 3 - Cash Balance
- 4 - Financial Status
- 5** 5 - Financial Summary Status
- 6 - Summary by Project Phase

Step 2: Project ID **4**

Exact Match: **3**

If Exact Match left unchecked, you get the rollup range (segment & all associated phases)

Step 3: Select Period **5**

As of today

My Preferences **6** *Select My Preferences to change your main menu set-up*

WHICH REPORTS CAN MY PI'S ACCESS?

- 2 - Project-to-Date Financial Status
- 3 - Cash Balance
- 4 - Financial Status
- 5 - Financial Summary Status
- 6 - Summary by Project Phase
- 7 - Summary by Project Segment
- 8 - Project-to-Date Budget/Expense Summary**
- 9 - Detailed Project Expenditures**
- 10 - Detailed Project Encumbrances**
- 11 - Detailed Payroll Expenditures**
- 12 - Detailed Payroll Encumbrances**
- 13 - Three Month Comparison**

Notes:

- Can go back to 1999
- F&A only posts at end of month

SEARCH TIPS

Welcome to the NCSU Contracts and Grants Accounts Attribute Reporting Menu

This system provides inquiry access to Ledger 5 Account Attributes. Select the project status, then enter the attribute(s), operator(s), and value(s) you want to search for and click submit. The ledger 5 accounts associated with your search criteria will be displayed.

Select Project Status: Active Pending Inactive
 Active and Pending All

Select the project status if known -- if unsure, select *ALL*.

Attribute: Investigator
 Operator: contains
 Search Value: smith

Investigator
 Project ID
 Agency Name
 Agency Code
 Award No.
 Proposal No.
 Fiscal Manager
 Fiscal Manager
 OUC

Select *contains* rather than *equals* for better search results.

Better to use partial name rather than full name for less errors.

To search by Proposal Number, enter number in the RADAR format (2009-XXXX).

READING REPORT 5

North Carolina State University Wolfpack Reporting System (WRS)

Main Menu Download to Excel

Report 5 - Financial Summary Status
 As of October 28, 2008
 Project/Project Reference: 524628 / 024628

Description: Social and Gen... Gene Expression
 Responsible: HAWKINS, M... Method: 01/15/2005 - 12/31/2008
 Department: Biology (112101)... Trust Funds (91000)
 Class: C&G Federal (5... Program: Research (122)
 Status: Active (A)... Equipment Code: No equip invent \$5000 tagged (Z)

Fiscal Manager: LAQUISHA HORTER (Z)
 Budget Period: 01/15/2005 - 12/31/2008
 Sponsor: NATL SCIENCE FOUND.
 Proposal/Award: 2004-1063 / IOS-0416926
 F&A Rate: 46%

| Acct | Descr | Beg Bal | Jul 08 | Aug 08 | Sep 08 | Oct 08 | Adjs | Total PTD |
|-------------|------------------------------|-------------|------------|------------|----------|------------|--------|-------------|
| 52300 | Educational Supply | 55,771.07 | 1,339.92 | 897.54 | 756.18 | 1,015.47 | 0.00 | 59,780.18 |
| 52310 | Agricultural/Animal Supplies | 189.68 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 189.68 |
| 52510 | Gasoline/diesel Fuel | 1,948.29 | 74.22 | 118.89 | 118.44 | 0.00 | 0.00 | 2,259.84 |
| 52590 | Other Mtr Veh Suppl | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 52600 | Office Supply | 15.99 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 15.99 |
| 52000-52999 | Total Supplies and Materials | \$57,925.03 | \$1,414.14 | \$1,016.43 | \$756.18 | \$1,015.47 | \$0.00 | \$62,245.69 |

Main Menu Download to Excel

Tip! Click on column headers to sort.

Note! RADAR # / Agency Agreement Number

Hint! To get breakdown of *Beg Bal*, select previous June *As of* date.