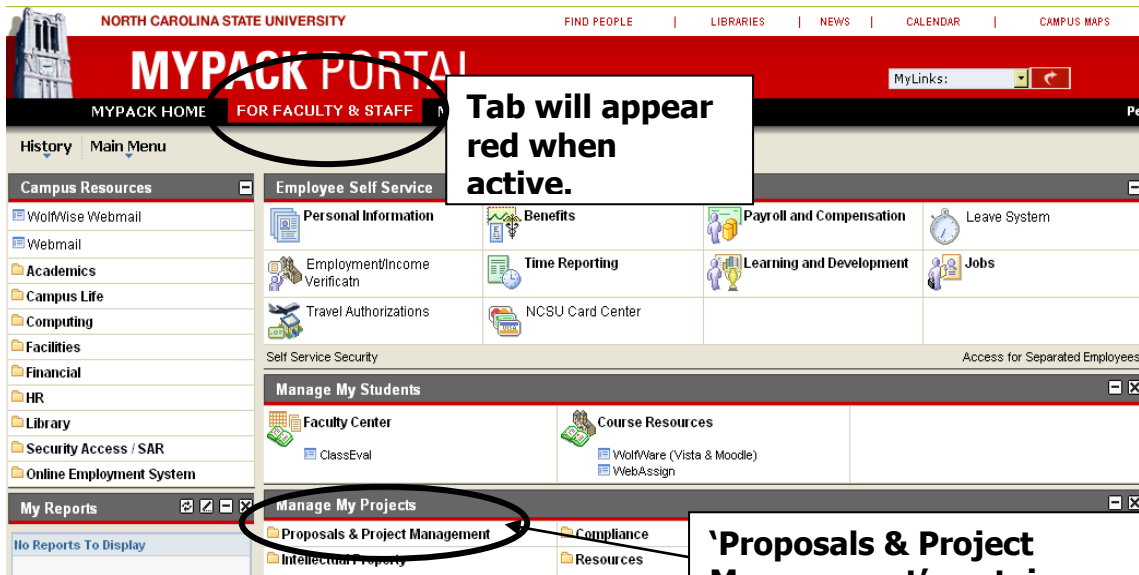
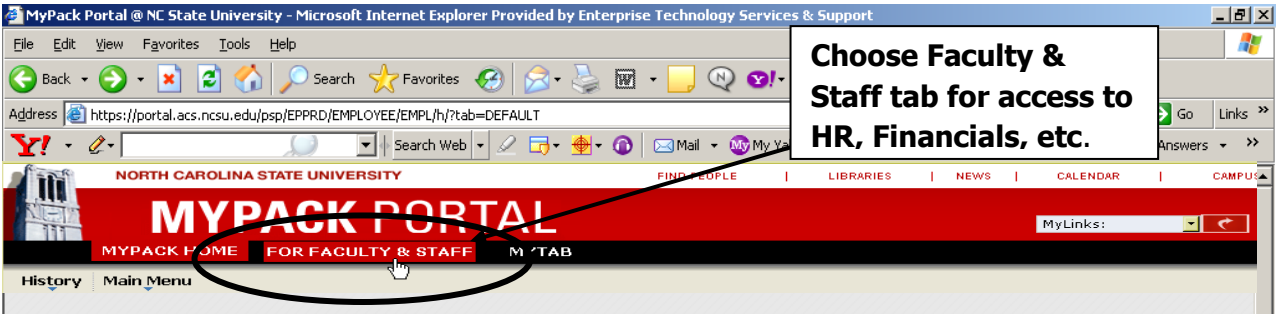


# Wolf Reports User Guide



NORTH CAROLINA STATE UNIVERSITY

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# MYPACK PORTAL

MYPACK HOME FOR FACULTY & STAFF MYTAB

History | Main Menu

Main Menu > Manage My Projects >

Proposals & Project Management

Access all the applications needed to manage your pre and post award research, such as RADAR, PINS, PAR, TEARS and the Financial System.

**Pre Award**  
Prepare a proposal for funding.

- Notice of Intent - EPAP
- Conflict of Interest
- Faculty Toolbox
- PINS
- RADAR
- Request New EPA.Faculty
- SPARCS

**Post Award**  
Manage funded projects.

- Financial
- Manage funded projects:
- Hazardous Waste Disposal
- RADAR
- Labor Queries
- Prior Approval Request - PAR
- Redistribution Form
- Contracts & Grants

**Contains:**

- WRS
- Account Lookup
- Segment

**Post Award folder provides access to the systems and forms needed to manage a project AFTER it has been awarded.**

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# MYPACK PORTAL

MYPACK HOME FOR FACULTY & STAFF MYTAB

History | Main Menu

Main Menu > Manage My Projects > Proposals & Project Management > Post Award >

Financial

**Closeout**

- List
- Forms

Wolfpack Reporting System(WRS)  
WolfPack Reporting System (WRS)

**Account Look-Up**  
This system provides inquiry access to Ledger 5 Account Attributes.

**Link to the Wolfpack Reporting System. This system contains combined reporting options from previous Wolf Reports system and the Faculty Accounting Reports.**

The Controller's Office now offers an IDT Help GroupWise account. Please submit all requests and questions to [IDT@gw.fis.ncsu.edu](mailto:IDT@gw.fis.ncsu.edu) to expedite processing.

Don't display this message again

North Carolina State University Wolfpack Reporting System

Step 1: Select Report

Reports

- 1 - Fiscal Year-to-Date Financial Status
- 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
- 14 - Chartfield Specific Balance by Account

- [Chartfield](#)
- [Contracts](#)
- [Foundatio](#)
- [Gas Cylin](#)
- [Gas Cylin](#)
- [Position Control](#)
- [Report2Web](#)

Updated when new information is available. Same message displays until a replacement is posted OR until the 'Don't display this message again' box is checked.



Step 2: Select / Enter Criteria

Exact Match:

Step 3: Select Period

As of today

Step 4:

View Report

Returns financial data for the Project ID that exactly matches what you have in the input box. If you do not check the 'Exact Match' box, you get the rollup range (segment and all associated phases).

Step 2: Project ID

Exact Match:

Historical data available back to July 1999.

Step 3: Select Period

As of today

View Report

- [My Preferences](#)
- [Frequently Asked Questions](#)
- [C&G Spending Categories](#)
- [Financial Training](#)
- [Research Administration](#)
- [Budget Office](#)
- [System Availabilit](#)
- [Message History](#)
- [Payroll Encumbrance Information](#)
- [Spending Guidelines](#)
- [Controller's Office](#)
- [Contracts and Grants](#)
- [Foundations](#)
- [Click here to email your questions or suggestions regarding the Wolfpack Reporting System](#)

Choose 'My Preferences' to change your main menu setup.

Use this email link for any questions you may have.

Links to helpful information and websites.

**This page displays the 'My Preferences' link from the main menu page.**

Reports	Links
<input checked="" type="checkbox"/> 1 - Fiscal Year-to-Date Financial Status	<input checked="" type="checkbox"/> Chartfield Inquiry
<input checked="" type="checkbox"/> 2 - Project-to-Date Financial Status	<input checked="" type="checkbox"/> Contracts and Grants Attribute Inquiry
<input checked="" type="checkbox"/> 3 - Cash Balance	<input checked="" type="checkbox"/> Foundations Reports - Campus
<input checked="" type="checkbox"/> 4 - Financial Status	<input checked="" type="checkbox"/> Gas Cylinder Inventory Report
<input checked="" type="checkbox"/> 5 - Financial Summary Status	<input checked="" type="checkbox"/> Gas Cylinder Rental Invoice Report
<input checked="" type="checkbox"/> 6 - Summary by Project Phase	<input checked="" type="checkbox"/> Position Control
<input checked="" type="checkbox"/> 7 - Summary by Project Segment	<input checked="" type="checkbox"/> Report2Web
<input checked="" type="checkbox"/> 8 - Project-to-Date Budget/Expense Summary	
<input checked="" type="checkbox"/> 9 - Detailed Project Expenditures	
<input checked="" type="checkbox"/> 10 - Detailed Project Encumbrances	
<input checked="" type="checkbox"/> 11 - Detailed Payroll Expenditures	
<input checked="" type="checkbox"/> 12 - Detailed Payroll Encumbrances	
<input checked="" type="checkbox"/> 13 - Three Month Comparison	
<input checked="" type="checkbox"/> 14 - Chartfield Specific Balance by Account	

Enter Default Report Number (1-14 from above)

**Choose Display Defaults - These defaults only apply to Reports 1 through 7 and 14.**  
 Balance Sheet Data: Hide  Show       Account Range Data: Hide  Show       Journal Drilldown: Hide  Show

**Choose Excel Download Defaults - These defaults only apply to Reports 1 through 7 and 14.**  
 Balance Sheet and FTE Data: Basic  Full       Journal Drilldown: Basic  Full

           [View the Frequently Asked Questions regarding the Wolfpack Reporting System](#)

**Choose links you want to show on front page by checking box.**



**Enter your default report preference.**

**Enter Project Segment or Project Reference to generate report.**

**Project/Project Reference: This is the Project Segment then the 'parent' project reference that *could* have other projects mapping to it. The Project Segment listed is mapped to the Project Reference shown.**  
  
**Project Segment – 524628**

North Carolina State University      Wolfpack Reporting System (WRS)

Main Menu    Download to Excel    Show/Hide Accounts    Add/Remove Personnel

   Exact?     As of today   

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

Description: Social and Gonadal Control of Neural Gene Expression  
 Responsible: HAWKINS, M Project Period: 01/15/2005 - 12/31/2008  
 Department: Biology (112101) Fund: Trust Funds (91000)  
 Class: C&G Federal (501) Program: Research (122)  
 Status: Active (A) Equipment Code: No equip invent \$5000 tagged (Z)

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

Account(s)	Description	Current Budget	Project to Date Expenses		
51000-51499	Salaries	109,315.00	106,862.69		1
51500-51899	Fringe Benefits	13,994.00	11,649.76		4
51900-51999	Contracted Services	0.00	0.00		0
52000-52999	Supplies and Materials	62,792.00	62,245.69		1
53100-53129	Domestic Travel	10,000.00	7,345.27		3
53130-53139	Foreign Travel	23,488.00	23,488.07		7
53140-53199	Other Travel	0.00	0.00	0.00	0.00
53000-53099 53200-53999	Current Services	3,252.00	867.32	0.00	2,384.68
54000-54999	Fixed Charges	0.00	483.47	0.00	(483.47)
55000-55999	Equipment	0.00	0.00	0.00	0.00
56000-56979	Student Aid	2,362.00	2,361.75	0.00	0.25
56980-56989	Subcontracts	0.00	0.00	0.00	0.00
56990-58949	Other Direct Charges	0.00	0.00	0.00	0.00
58950-58950	Budget Pool	0.00	0.00	0.00	0.00
51000-58959	<b>Total Direct Costs</b>	<b>\$225,203.00</b>	<b>\$215,304.02</b>	<b>\$0.00</b>	<b>\$9,898.98</b>
58960-58999	Total Indirect Costs	102,508.00	97,513.99	0.00	4,994.01
51000-58999	<b>Total Costs</b>	<b>\$327,711.00</b>	<b>\$312,818.01</b>	<b>\$0.00</b>	<b>\$14,892.99</b>

**Proposal/Award field holds the RADAR(SPS) number as well as the agency agreement number.**

**Click on entries for detail.**

Main Menu      Download to Excel

**Report 5 - Financial Summary Status**  
 As of October 28, 2008  
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 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	<b>Total Supplies and Materials</b>	<b>\$57,925.03</b>	<b>\$1,414.14</b>	<b>\$1,016.43</b>	<b>\$874.62</b>	<b>\$1,015.47</b>	<b>\$0.00</b>	<b>\$62,245.69</b>

**Click on headings to sort.**

Main Menu      Download to Excel

**Click on entries for detail.**

**To get breakdown of Beg Bal select previous June 'As of' date.**

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Closeout  
List  
Forms

Wolfpack Reporting System(WRS)  
WolfPack Reporting System (WRS)

Account Look-Up  
This system provides inquiry access to Ledger 5 Account Attributes.

**Best used to locate a list of projects for a particular PI, OUC or Agency. If you are searching for the project number associated with a specific proposal you can also look to RADAR.**

NC STATE UNIVERSITY

Contracts & Grants Attribute Reporting Menu

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

Attribute: Investigator

operator: contains

Search Value: smith

Reset Submit

**Choose the project status – if known. If unsure, select 'All'.**

**Don't try to enter entire name, formatting can produce either erroneous results or no results at all.**

**Better to use 'Contains' rather than equals.**

NCSU Web Financials Reporting - Microsoft Internet Explorer Provided by Enterprise Technology Services & Support

File Edit View Favorites Tools Help

Address [https://www.acs.ncsu.edu/scripts/pimgmt/cg\\_rept\\_menu.pl](https://www.acs.ncsu.edu/scripts/pimgmt/cg_rept_menu.pl)

## NC STATE UNIVERSITY

### Contracts & Grants Attribute Reporting Menu

**Welcome to the NCSU Contracts and Grants Accounts Attribute Reporting Menu!**

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**Select Project Status:**  Active  Pending  Inactive  
 Active and Pending  All

Attribute	Operator	Search Value
OUC	equals	110101

And

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

**Available search criteria.**

**To search by proposal number enter the proposal number in the RADAR/SPS format (2007-XXXX)**

Internet

**NC STATE UNIVERSITY** **Contracts & Grants Attribute Report**

**Sponsored Accounts By: Investigator, Agency and Project ID  
for Investigator contains 'SMITH' and Project Status equals**

Project	Status	Agency	Investigator Name	Award Number	Award Amount	Proposal Number	Account Manager	Dept	GLC
525653	I	DHS - US COAST GUARD	SMITH, N. H.	HSCG38-05-P-410079	4600	2006-0782	S - KATHLEEN LOCKHART	401	144301
525789	I	DHS - US COAST GUARD	SMITH, N. H.	HSCG38-05-P-410081	114750	2006-0786	S - KATHLEEN LOCKHART	401	144301

Taken from RADAR:

Financial System Award Data												
Bud. No.	OUC	PI Name	End Date	Pgm	Mgr	FA Cd	On/Off	FA Base	FA Pct.	Direct	Indirect	Total
526348	012001	BROWN, C. S.	05/15/2007	110	B		On	B	46%	\$0.00	\$0.00	\$0.00
A Genomic Analysis of the Effects of Space Flight on Transgenic Plants with Compromised Signaling Pathways												
527234	110801	SEDEROFF, H. W.	05/15/2007	122	B		On	B	46%	\$20,544.00	\$9,450.00	\$29,994.00
A Genomic Analysis of the Effects of Space Flight on Transgenic Plants with Compromised Signaling Pathways												

<b>Bud No.</b>	Financial Project Number/Ledger 5 Number
<b>OUC</b>	Full 6-digit department OUC
<b>PI Name</b>	Lists the name entered into the Responsible Person field in the Financials panel
<b>End Date</b>	Budget End-date
<b>Pgm</b>	Program Code (i.e. Research, Public Service, Instruction, etc.)
<b>Mgr</b>	Contracts and Grants Fiscal Manager assigned to the project
<b>FA Cd</b>	A – Sponsor Limits/Prohibits Indirect                      D – Center Membership Project
<b>(F&amp;A Waiver Code)</b>	B – Best Interest of the University                              E - \$15K Standard Agreement
	C – Best Interest of College                                      I – Best Interest/College – no penalty
<b>On/Off</b>	On-campus/Off-campus
<b>FA Base</b>	A – Salaries and Wages    C – Special Calculation
<b>(F&amp;A Base)</b>	B – 1 <sup>st</sup> \$25,000 subcontracts, all except 5,6XXX      D – Total Direct Cost
<b>FA Pct.</b>	F&A percentage being charged to project, calculated based on the FA Base
<b>Direct</b>	Budget Total Direct Costs
<b>Indirect</b>	Budget Total Indirect Costs
<b>Total</b>	Budget Total Costs