

Wolfpack Reporting System (WRS)

**NC STATE
UNIVERSITY**

Step 1: Select Report / Link

Project Reports

- P1 - Financial Balances by Project
- P2 - Cash Balance by Project
- P3 - Detailed Payroll Transactions by Project

Chartfield Reports

- C1 - Financial Status by Chartfield
- C2 - Journal Transactions by Chartfield
- C3 - Chartfield Specific Balance by Account

Miscellaneous Reports

- M1 - Center/Institute Status
- M2 - Auxiliary Status
- M3 - Summary of Projects by Principal Investigator

Project ID – KEY field for all financial transactions

- 6-digit Segment (234567) plus optional 5-digit Phase (234567-99999)
- Each segment has four chartfields (Fund, Program, Class, and Dept)

P1 – Financial Balances by Project

- Run by individual project
- Shows balance sheet (cash, A/R, A/P, fund equity)
- Shows current budget and future budget
- Shows revenue, expense, change in A/R & A/P to get to cash basis
- BBA = current budget – expense – encumbrances

P2 – Cash Balance by Project

- Run by individual project
- Shows flow from beginning cash balance to cash balance to date
- Shows how paying encumbrances would impact cash balance
- Can show how paying ending A/P balances would impact cash balance

P3 – Detailed Payroll Transactions by Project

- Need special access to run as pulls data from HR
- Run by individual project to see salary and benefit expenditures and encumbrances by employee

C1 – Financial Status by Chartfield

- Run by project or by chartfield combination (department, fund) to see balances at the project level

C2 – Journal Transactions by Chartfield

- Run by project or by chartfield combination (dept, account) to see transactions (budget, actuals, encumbrances)

C3 – Chartfield Specific Balance by Account

- Run based on chartfields for projects such as department, funding group, program, and class
- Can choose how to sort, group, and summarize data (department, funding group, program, class)
- Can pull different groups of data (dept may want to pull their dept, while dean may want to pull whole college)
- Can exclude cash transfer accounts to avoid duplicating or inflating expenses or revenues and tie to trend data
- Budget Office and Colleges / Units use a lot to monitor for quarter-end and year-end cleanup

M1 – Center / Institute Status

- Run based on Auxiliary Code attribute on projects
- Pulls all projects associated with a Center or Institute as defined by Office of Research and Innovation (ORI)
- Can choose how to sort, group, and summarize data (department, funding group, class)
- Can exclude cash transfer accounts to avoid duplicating or inflating expenses or revenues

M2 – Auxiliary Status

- Run based on Auxiliary Code attribute on projects
- Pulls all projects associated with an Auxiliary or Fee Unit that is formally reviewed by the Budget Office
- Formats and shows data needed for formal review of the Auxiliary and Fee Units

M3 – Summary of Projects by Principal Investigator

- Run by principal investigator to see contract and grant project balance and information