

College of Natural Resources Financial Overview

New Faculty Orientation
February 17, 2017

Purchasing Guide

How Can I Buy a Good or Service

Purchasing Tools

- MarketPlace
- Purchasing Card (PCard)
- Other Types of Purchases
- Personal Reimbursement

MarketPlace

- MarketPlace allows you, the Shopper, access to a variety of vendors and directly charge orders to your project, often at a discount, that are typically directly shipped to your location within a day or two.

MarketPlace Vendors

2/15/2017

Requisitions

Vendor Catalogs Requisitions

Office Supplies and Furniture

Alfred Williams
Amazon
Apex Contract Carpet
Ergo Genesis
Bonitz Flooring Group
Office Depot
Staples Office Supply
Storr Office Environments

Computer Hardware and Supplies

Apple
CDW-G (CPI)
Dell (CPI)
En Pointe
GovConnection
Lenovo (CPI)
Software House International

Copy/Print Services

FedEx Office
Office Depot
Promoverity (RFQ LLC)
Staples Office Supply
The Roberts Group
[NCSU Branding Guidelines](#)

Shipping

RedEx



[Hazardous Material Declaration](#)

Contract allows purchases > \$5k without additional review

[Review and Submit](#)

[MarketPlace Usage Reports](#)

[Request a Vendor](#)

[Request a Price Adjustment](#)

[MarketPlace Sales Contacts](#)

Lab and Scientific Supplies

Bioline
Bio-Rad
Carolina Biological
Eton Bioscience
Fisher Scientific
Genesee Scientific
Henry Schein
Integrated DNA Technologies
KSE Scientific
Life Tech/Applied Bio/Invitro
Qiagen
Sigma-Aldrich
USA Scientific
VWR International

Compressed Gases

Airgas
Arc3 Gases (Machine & Welding)

[Custom Gas Solutions](#)

Maintenance Supplies

Accu-Tech
Anixter
Applied Industrial
Best Plumbing
Brame Specialty
Capital Air Filters
Digi-Key
Dillon Supply
Fastenal
Ferguson Enterprises
Grainger
Graybar
HD Supply Facilities Maint
Home Depot
McMaster-Carr
MSC Industrial Supply
Murray Supply
National Air Filters
Newark
State Electric
Vallen (Hagemeyer)

Janitorial Supplies

ProSan Maintenance
Staples Janitorial
Veritiv (Unilever - Fac Only)

MarketPlace Access

- Contact your departmental financial officer (DFO) to request MarketPlace Shopper access.
- Financial Officer will work with SAR Administrator to grant you this access.

Purchase Card (PCard)

- The Pcard is a Visa corporate liability credit card used by approved employees for legitimate NC State University business purchases.
- All purchases must have supervisor approval.

Applying for a PCard

The screenshot shows the North Carolina State University MyPack Portal. The top navigation bar includes links for FIND PEOPLE, LIBRARIES, NEWS, CALENDAR, CAMPUS MAPS, and MYPACK HOME. The main header is red with the text "MYPACK PORTAL" and a "MyLinks:" dropdown menu. Below the header, there are tabs for MYPACK HOME, FOR STUDENTS, FOR FACULTY & STAFF (which is selected), and MYTAB. The left sidebar contains a "Favorites" section with links to Campus Resources, Gmail, Academics, Campus Life, Computing, DASA Resources, Facilities, Financial, HR, Library, Security Access / SAR, PeopleAdmin, University Dining, and University Advancement. The main content area is divided into several sections: "Employee Self Service" (containing links for Personal Information, Enroll in Benefits, Benefits, Payroll and Compensation, Leave System, Employment/Income Verification, Time Reporting, Learning and Development, Jobs, Travel Center (Auth/Reimburse), and NCSU Card Center, which is highlighted with a yellow circle), "Manage My Students" (containing Faculty Services and Course Reserves), "Manage My Projects" (containing Proposals & Project Management, Compliance, Environmental Health & Safety, Intellectual Property, and Resources), and "Financial Systems - Summary" (containing Assets & Surplus, Journals & Chartfield Maint., MarketPlace, Monitoring Tools & Reports, Procurement, Training, Travel, and Vouchers & Vendor Maintenance). At the bottom, there are links for Hours of Availability, Financial Systems Help, and View Worklist.

Then CLICK “Request new Procurement Card”

Pcard Application Reminders

- Work with your supervisor and departmental financial officer to determine spending limits, allowed purchases, default project number, and reconcilers.
- College Reconcilers have access to all Pcard Holders: Vicki Hardee, Shane Jarvis, Sandy Jones and Angela Morgan.
- Training and Compliance are Mandatory.
- PCards are a Privilege, not a Right.

Other Purchasing Types

- Please see your departmental financial officer for:
 - Vouchers – these are purchases up to \$4,999, paid from an invoice.
 - Purchases over \$5,000 – these are termed Requisitions, which must have Purchasing Office approval.
 - Service Agreements – these require review by Contract Services.

Personal Reimbursements

- At no time should you or a student make a business purchase using personal funds.
 - Exception: Travel Reimbursement
- With sufficient planning, most items can be purchased through MarketPlace, Pcards, Vouchers, or other university means.
- The university is not obligated to reimburse you!!

Please Ask Questions Before Buying!



You might start a Financial Fire!

Wolfpack 2.0 Reporting System aka WRS

Reading and Utilizing Reports

Navigating to WRS

NORTH CAROLINA STATE UNIVERSITY

FIND PEOPLE | LIBRARIES | NEWS | CALENDAR | CAMPUS MAPS | MYPACK HOME

MYPACK PORTAL

MyLinks:

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

Favorites | **Main Menu**

Campus Resources

- Gmail
- Academics
- Campus Life
- Computing
- DASA Resources
- Facilities
- Financial
- HR
- Library
- Security Access / SAR
- PeopleAdmin
- University Dining
- University Advancement

My Reports

Report	Folder
Travel Accounting Approvals	General
2015-05-08-07.30.5	
ORIGINALLY BY TOM REYNOLDS	General
2015-05-08-07.30.3	

Employee Self Service

- [Personal Information](#)
- [Enroll in Benefits](#)
- [Benefits](#)
- [Payroll and Compensation](#)
- [Leave System](#)
- [Employment/Income Verification](#)
- [Time Reporting](#)
- [Learning and Development](#)
- [Jobs](#)
- [Travel Center \(Auth/Reimburse\)](#)
- [NCSU Card Center](#)

Guide to Using Employee Self Service [Access for Separated Employees](#)

Manage My Students

- [Faculty Services](#)
- [Course Reserves](#)
- [Course Reserves](#)
- [WolfWare](#)
- [WebAssign](#)

Manage My Projects

- [Proposals & Project Management](#)
- [Compliance](#)
- [Environmental Health & Safety](#)
- [Intellectual Property](#)
- [Resources](#)

For more information, visit the homepage for [Contracts & Grants](#) or [SPARCS](#).

Financial Systems - Summary

- [Assets & Surplus](#)
- [Journals & Chartfield Maint.](#)
- [MarketPlace](#)
- [Monitoring Tools & Reports](#)
- [Procurement](#)
- [Training](#)
- [Travel](#)
- [Vouchers & Vendor Maintenance](#)

Hours of Availability [Financial Systems Help](#) [View Worklist](#)

Navigating to WRS

The screenshot shows the North Carolina State University MyPack Portal. The top navigation bar includes links for FIND PEOPLE, LIBRARIES, NEWS, CALENDAR, CAMPUS MAPS, MYPACK HOME, and SIGN OUT, along with a search bar. Below this is a red banner with the 'MYPACK PORTAL' logo and a 'MyLinks' dropdown menu. A black navigation bar contains links for MYPACK HOME, FOR STUDENTS, FOR FACULTY & STAFF, and MYTAB. The main content area is titled 'Monitoring Tools & Reports' and contains a grid of links. The link for 'WolfPack Reporting System (WRS)' is highlighted with a yellow circle.

Monitoring Tools & Reports				
Chartfield Inquiry Chartfield Inquiry	Query Manager (Rpt) Query Manager (Reporting)	WolfPack Reporting System (WRS) WolfPack Reporting System (WRS)	Annual Financial Reports The University Annual Financial Report	Online Monthly Activity Recon Online Monthly Activity Recon
Position Control Position Control	Process Monitor Review process and server lists for specified criteria for the Financial System (Production)	Query_Viewer (Rpt) Query Viewer (Reporting)	Reconciliation Checklists Reconciliation Checklists	Report2Web Launch Report2Web
Useful Financial Queries Useful Financial Queries				

Commonly Used Reports

** The new WRS 2.0 is now available.** Details about the training schedule and videos showing some of the new features of WRS 2.0 can be found at the following link: [WRS Training Schedule and Videos](#).

NC STATE UNIVERSITY Wolfpack Reporting System (WRS)

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

Other Reporting Links

- [Chartfield Inquiry](#)
- [Contracts and Grants Attribute Inquiry](#)
- [Foundations Reports - Campus](#)
- [Gas Cylinder Inventory Report](#)
- [Gas Cylinder Rental Invoice Report](#)
- [Report2Web](#)
- [Warehouse Storage Inventory Report](#)
- [WolfCopy Billing - Monthly Invoices](#)



Helpful Links

- [Budget Office](#)
- [Chart of Accounts - Expenses](#)
- [Chart of Accounts - Revenues](#)
- [Contracts and Grants](#)
- [Controller's Office](#)
- [Financial System Training](#)
- [Foundations Accounting](#)
- [Materials Management](#)
- [Office of Cost Analysis](#)
- [Payroll Encumbrance Information](#)
- [Research Administration](#)
- [Spending Guidelines](#)
- [WRS Frequently Asked Questions](#)
- [WRS Message History](#)

[Menu & Report Settings \(My Preferences\)](#)

[Click here to email your questions or suggestions](#)

Step 2: Select / Enter Criteria

Enter a Project ID:

-- Enter a Project ID -- X Exact Match: ☐

Step 3: Select Period

Select a Date:

As of today ▼

Step 4: Open Report in a New Browser Window. (Do Not Close Main Menu)

Report Selection

- Click button beside Project Report: P1 or P2
- Enter the 6 digit project, i.e. 201111, or project with phase, i.e. 201111-10101 (include hyphen)
- Select a Date, i.e. “As of today” or “Month Ending January 2017”
- Press View Report

NC STATE
UNIVERSITY

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Step 2: Select / Enter Criteria

Enter a Project ID:

☐ Exact Match: ☐

Step 3: Select Period

Select a Date:

Step 4: Open Report in a New Browser Window. (Do Not Close Main Menu)

Report P1 – Financial Balance

Description	Current Budget	Current Month Activity	PTD Activity	Encumbrances	Budget Balance Available
Cash (PTD)	0.00	(1,304.09)	(3,388.55)	0.00	
Other Receivables	0.00	0.00	(210,179.37)	0.00	
C & G Rec Charges	0.00	0.00	212,292.67	0.00	
Accounts Payable (PTD)	0.00	28.84	0.00	0.00	
P-Card Payable Liability	0.00	(16.22)	(16.22)	0.00	
Total Revenues	\$0.00	\$0.00	\$(212,292.67)	\$0.00	\$212,292.67
EPA Non-Teaching Salaries	133,523.08	0.00	51,856.66	0.00	81,666.42
SPA Employee Salaries	0.00	0.00	27,113.81	3,144.86	(30,258.67)
EPA Teaching Salaries	0.00	0.00	0.00	0.00	0.00
Temporary Wages	0.00	1,190.84	25,071.81	0.00	(25,071.81)
Other Personnel Expenditures	0.00	0.00	0.00	0.00	0.00
Staff Benefits	20,178.00	84.41	16,703.54	1,113.75	2,360.71
Total Personnel Expenditures	\$153,701.08	\$1,275.25	\$120,745.82	\$4,258.61	\$28,696.65
Contracted Services	0.00	0.00	0.00	0.00	0.00
Supplies and Materials	21,560.00	16.22	19,985.76	0.00	1,574.24
Travel-Domestic	7,240.00	0.00	4,610.72	0.00	2,629.28
Travel-Foreign	0.00	0.00	0.00	0.00	0.00
Utilities	0.00	0.00	0.00	0.00	0.00
Current Services	6,750.00	0.00	6,197.67	0.00	552.33
Fixed Charges	0.00	0.00	0.00	0.00	0.00
Library Books & Other Journals	0.00	0.00	0.00	0.00	0.00
Capital Outlays	0.00	0.00	0.00	0.00	0.00
Operating Budget Pool	0.00	0.00	0.00	0.00	0.00
Total Operating Expenditures	\$35,550.00	\$16.22	\$30,794.15	\$0.00	\$4,755.85
Student Aid	15,339.92	0.00	15,339.92	0.00	0.00
Subcontracts	0.00	0.00	0.00	0.00	0.00
Debt Services	0.00	0.00	0.00	0.00	0.00
Transfers	0.00	0.00	0.00	0.00	0.00
Budget Pool	0.00	0.00	0.00	0.00	0.00
Total Direct Costs	\$204,591.00	\$1,291.47	\$166,879.89	\$4,258.61	\$33,452.50
Total Indirect Costs	\$57,706.00	\$0.00	\$46,704.25	\$0.00	\$11,001.75
Total Expenditures	\$262,297.00	\$1,291.47	\$213,584.14	\$4,258.61	\$44,454.25
Total(Net)	\$262,297.00	\$1,291.47	\$1,291.47	\$4,258.61	\$256,746.92

Budget Available
Budget Deficit

Expenses Charged
Expenses Removed

Budget Available
Budget Deficit

Report P2 – Cash Balance

Account(s)	Description	Amount
11100	Cash Balance as of July 1, 2016	0.00
40000-49999	Year to Date Revenues	(0.00)
50000-59999	Year to Date Expenses	99,915.03
11101-29999	GL Adds, Deductions and Transfers	(0.00)
30000-39999	Others (Fund Balance Adjustments)	(0.00)
	Cash Balance as of February 16, 2017	\$(99,915.03)
40000-59999	Encumbrances	69,372.19
	Unencumbered Cash Balance	\$(169,287.22)

**Revenue
Expenses**

**Cash Balance
with Encumbrances**

NOTE: This report should NOT be used for Foundation or University Endowment projects.

Project and Report Guide

Project	Fund Description/Class	Report for Balance
200000 – 249999	State Appropriated	P1
250000 – 299999	F&A Overhead/Indirect Costs	P1
300000 – 349999	Appropriated Receipts	P2
350000 – 399999 usually 36XXXX	Education & Technology Fee	P1
350000 – 399999 usually 36XXXX	Student Fee Accounts	P2
350000 – 399999	Trust Funds (i.e. Spc Srv Ctr, Misc Sales and Service)	P2
400000 – 499999	Agricultural Research Service (i.e. Fed McIntire-Stennis, State Approp)	P1
400000 – 499999	Cooperative Extension Service (i.e. Fed Smith-Lever, State Approp)	P1
500000 – 599999	Contracts & Grants	P1
600000 – 699999	Foundations	See Budget Manager
700000 – 799999	Trust Funds (i.e. Gift Accounts, Endowment Income)	P2
900000 – 999999	Agency Funds	P2

CNR Business Office

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