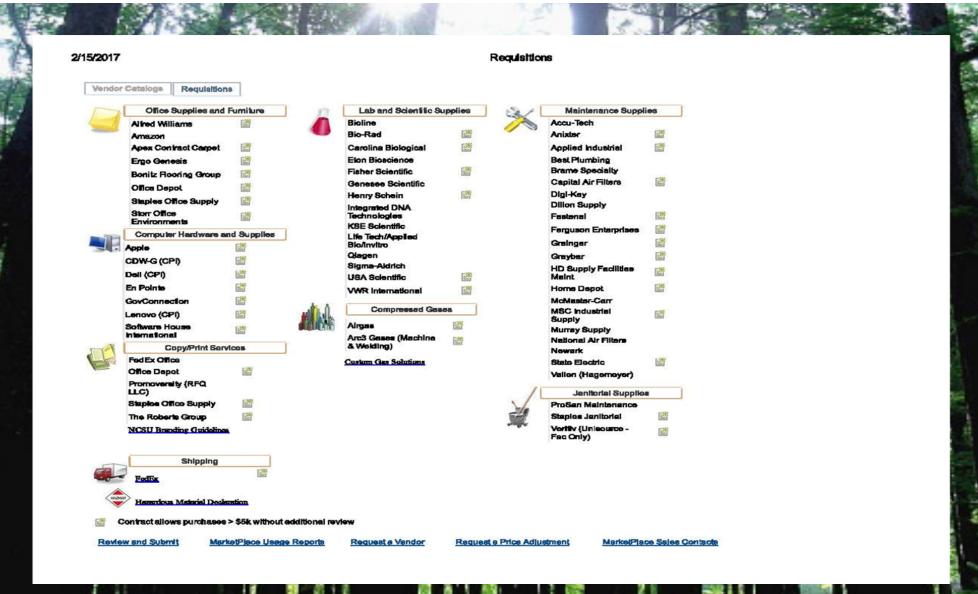




#### **MarketPlace**

 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





#### 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.

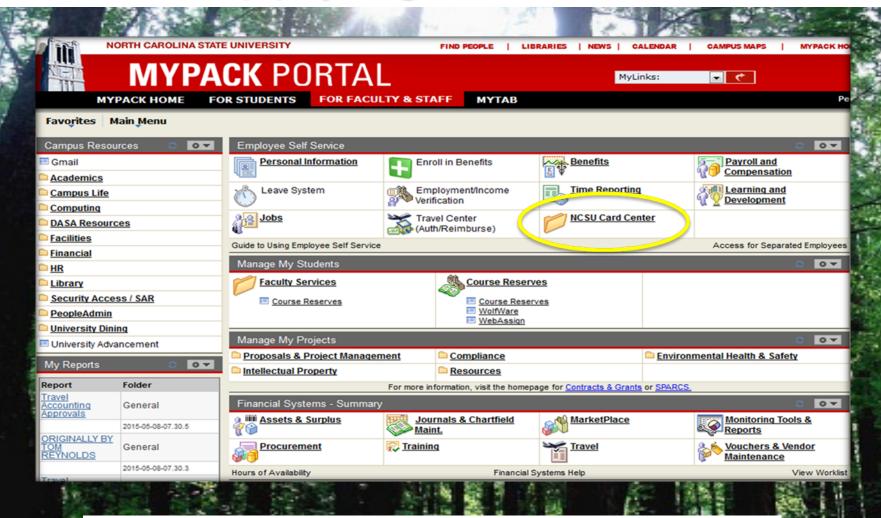


## Purchase Card (PCard)

- 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



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

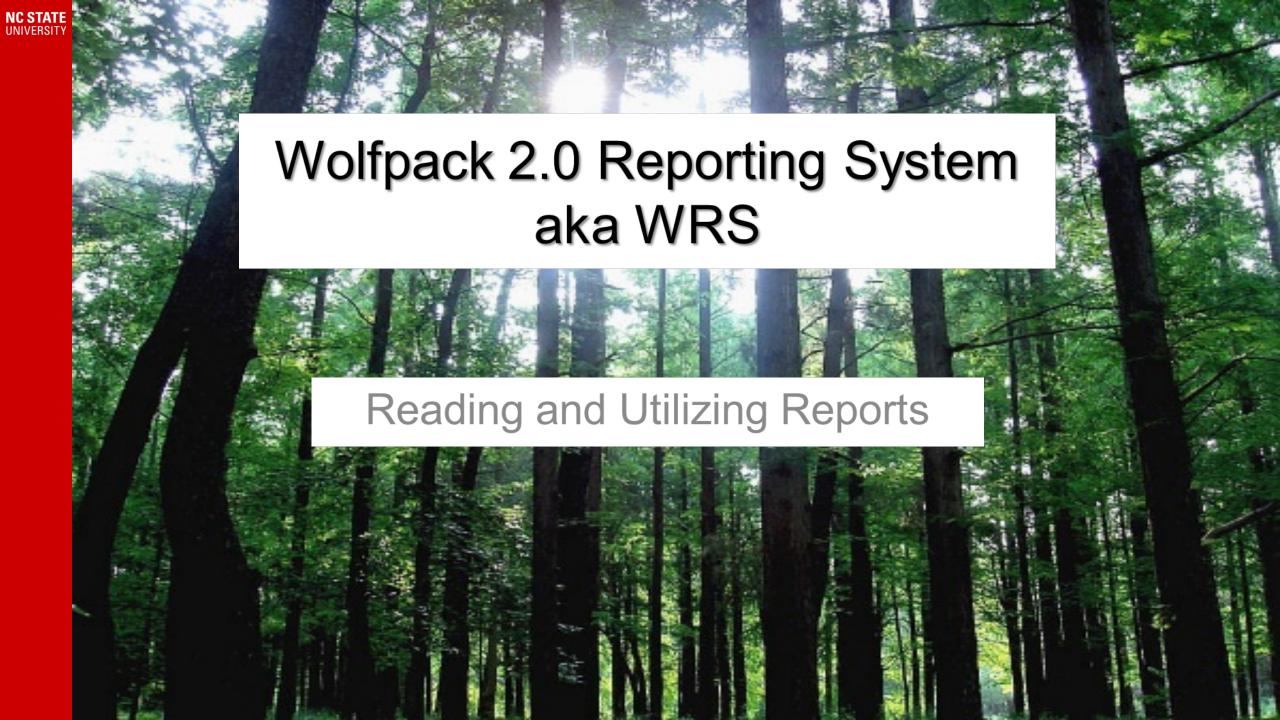
- At no time should you or a student make a business purchase using personal funds.
  - Exception: Travel Reimbursement
- With sufficient planning, most items can be purchased through MarketPlace, Pcards, Vouchers, or other university means.
- The university is not obligated to reimburse you!!



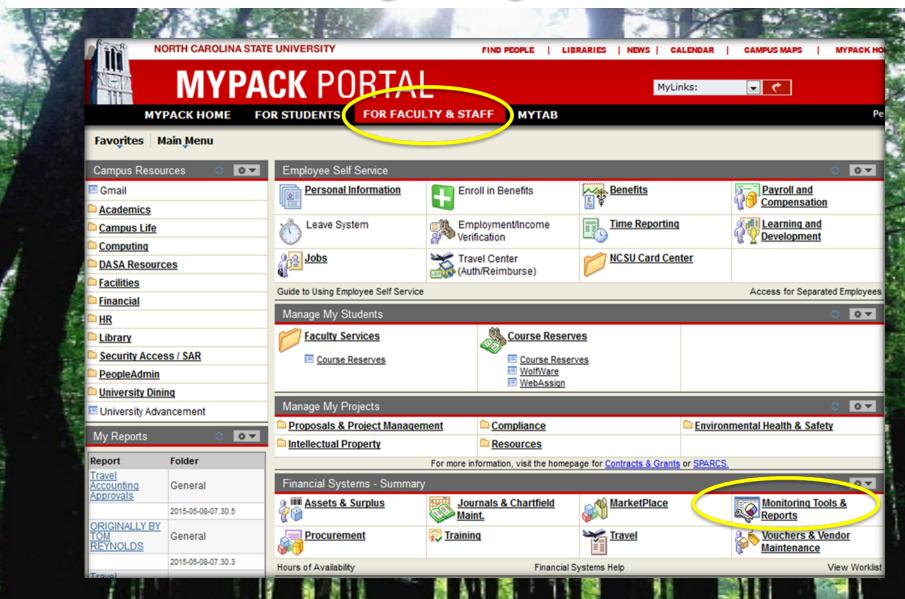
#### Please Ask Questions Before Buying!



You might start a Financial Fire!

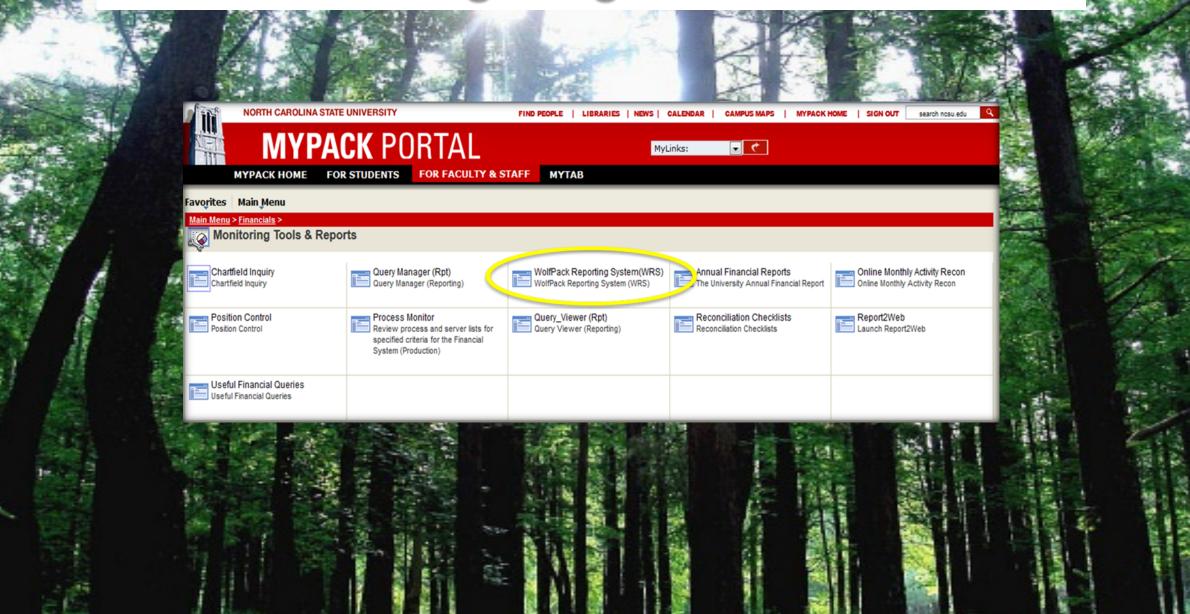


#### Navigating to WRS





## Navigating to WRS





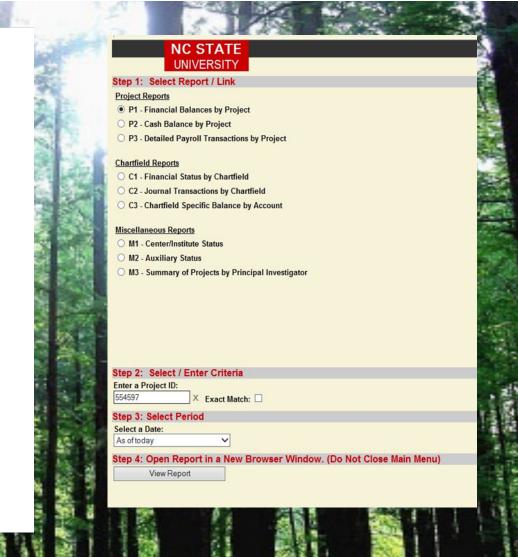
# Commonly Used Reports

7		The same	
	** The new WRS 2.0 is now available.** Details about the training schedule and videos shonew features of WRS 2.0 can be found at the following link: WRS Training Schedule and Videos shonew features of WRS 2.0 can be found at the following link: WRS Training Schedule and Videos shoneward from the following link: WRS Training Schedule and Videos shoneward from the following link: WRS Training Schedule and Videos shoneward from the following link: WRS Training Schedule and Videos shoneward from the following link: WRS Training Schedule and Videos shoneward from the following link: WRS Training Schedule and Videos shoneward from the following link: WRS Training Schedule and Videos shoneward from the following link: WRS Training Schedule and Videos shoneward from the following link: WRS Training Schedule and Videos shoneward from the following link: WRS Training Schedule and Videos shoneward from the following link: WRS Training Schedule and Videos shoneward from the following link: WRS Training Schedule and Videos shoneward from the following link: WRS Training Schedule and Videos shoneward from the following link: WRS Training Schedule and Videos shoneward from the following link: WRS Training Schedule and Videos shoneward from the following link: WRS Training Schedule and Videos shoneward from the following link: WRS Training Schedule shonewa	wing some of the ideos.	
	NC STATE UNIVERSITY	Wolfpack Reporting System (WRS)	
	Project Reports  Project Reports P1 - Financial Balances by Project P2 - Cash Balance 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 ReportZWeb 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		
	As of today  Step 4: Open Report in a New Browser Window. (Do Not Close Main Menu View Report	)	



#### 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





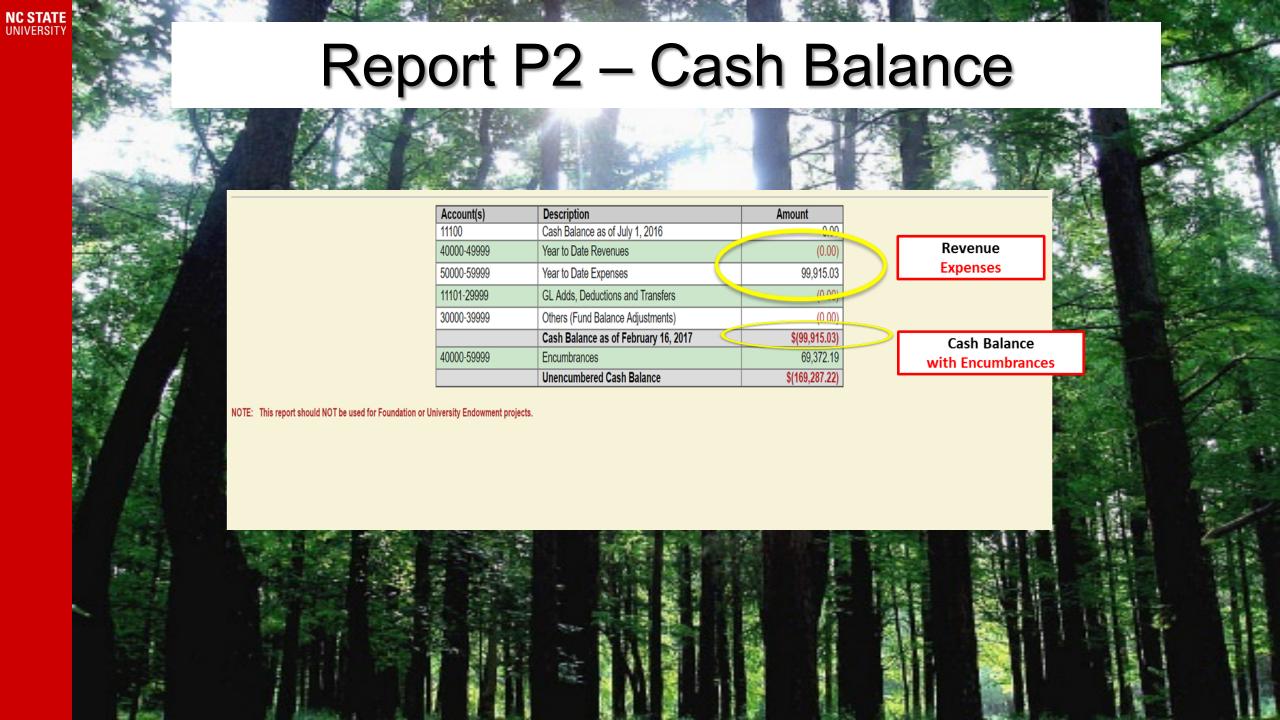
## Report P1 – Financial Balance

SECTION TO SECTION	24 574				
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
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Budget Available Budget Deficit

**Expenses Charged Expenses Removed** 

Budget Available Budget Deficit





# Project and Report Guide

A A			
	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
是 基西市	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
THE STATE OF	900000 – 999999	Agency Funds	P2
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