North Carolina State University

Web On-Line Financial (WOLF) Reports

In conjunction with the University Business Officers (UBOs), Finance and Business is pleased to announce that the Campus Financial nVision Reports are moving to the web. The new reports are called: **W**eb **O**n-**L**ine **F**inancial (WOLF) Reports and are available in the NC State Administrative Portal or can be found at the following URL: https://www.acs.ncsu.edu/scripts/campus/wolf_reports

Overview

The Web On-Line Financial (WOLF) Reports is a set of customer friendly reports that retrieve information from Financial Reporting in a form that helps you see the big picture, explore details, and make decisions. The WOLF Reports were designed from the Campus Financial nVision Reports and are available on the web. Using the WOLF Reports, you will be able to see daily account status and transaction information **quickly** and **easily** in an organized spreadsheet format. The WOLF Reports are available in the NC State Administrative Portal or are directly available through the web at the following URL: https://www.acs.ncsu.edu/scripts/campus/wolf_reports

WOLF Report Reference Package

This reference package will introduce you to the WOLF Reports. It is designed to be used as a desk reference. It provides chartfield terminology as it relates to Financials, a description of the Accounting Periods, and a listing of available Journal Source Codes. The package also includes instructions for using the WOLF Reports as well as helpful information to aid you with becoming familiar with the features available in the WOLF Reports.

WOLF Reports

The WOLF Reports are accessible from the Administrative Portal (under the Main Menu Financial Resources Tab) or directly from the following URL: https://www.acs.ncsu.edu/scripts/campus/wolf_reports. You do not have to sign in to Financials Reporting, but before using the reports you must enter a valid Unity or IntraSecure ID. The reports provide campus with FTE, Budget, Current Month Activity, Fiscal Year to Date Activity, Quarter/Project to Date Activity, Pre-Encumbrances, Encumbrances, and Budget Balance Available information by individual project. From the Main Menu of the WOLF Reports, there is a link to Frequently Asked Questions that will provide answers to questions, instructions for using common features, and information that will also aid you in becoming familiar with the features available in the WOLF Reports. The step-by-step instructions included in this reference package pertain to the WOLF Reports.

Benefits of the WOLF Reports

There are many benefits to using the WOLF Reports when seeking financial information. A few of the benefits are listed below:

- Web enabled. Because the reports are available on the web, customers can have Financials Production open while running the WOLF Reports.
- Customers can select a prior period before running the reports. On the Campus Financial nVision Reports, you first had to run a report for the current period and then re-run the report if you wanted to look at a prior period.
- Reports can be downloaded to Microsoft Excel.
- Customers can re-run the same report for a different project without having to return to the Main Menu.
- Drill-down is available (just like in nVision).
- Additional fields can be displayed on the journal drill-down page.
- The detailed journal drill report contains a beginning balance total.
- Columns within the journal drill report can be sorted by clicking on the column label.
- Information can be seen in detail at the Project Reference, Project Segment, or Project Phase levels.

It is easy to become familiar with using the WOLF Reports. Instructions and examples are provided for you, which will help you to quickly get started using this tool.

Terminology

The following provides chartfield terminology, description, and example as it relates to Financials.

Financials Terminology	Description	Example
Account	Categorizes the transaction by its nature. The leading digit classifies the transaction as being an Asset (1); Liability (2); Fund Equity (3); Revenue (4); or Expense (5).	11100 – Cash Balance (Asset) 22010 – Accounts Payable (Liability) 40221 – State C & G (Revenue) 51219 – SPA Reg. Salaries (Expense)
Fund	Classifies the transaction by a five digit major funding category.	16030 – Academic Affairs 91000 – Trust Funds
Organization (Org, Dept)	Represents the department (OUC) effected by the transaction.	140301 – Civil Engineering 180701 – Textile & Apparel Tech & Mgmt
Program (Prog)	Classifies the transaction by broad function.	101 – Regular Term Instruction 110 – Organized Research
Sub-Classification (Sub-cls, Sub)	Groups transaction for reporting purposes primarily based on sources of funding.	212 – Ledger 2 Account only 552 – C&G ABR 5 State
Scenario (Scen)	Designates the type of Budget Transaction	FY – Future Year Budget CN – Continuing Budget CY – Current Year Budget
Project ID (Prj/Grt) * The Project ID (Prj/Grt) has three different types:	Classifies transaction to specific activities or cost centers.	
Project Reference	Referenced Project	015160
Project Segment	Subsidiary Ledger	207637
Project Phase	Subsidiary Ledger and Project Number identifier	207637-82001

Accounting Periods

NC State University begins the fiscal year on July 1. Below is a list of the accounting periods and corresponding descriptions.

Period	Description
0	Beginning Balance
1	July
2	August
3	September
4	October
5	November
6	December
7	January
8	February
9	March
10	April
11	May
12	June
998	Year End Adjusting Period (13^{th} Month)
999	Year End Closing Period (System Use Only)

Journal Source Codes

The following journal source codes can be used to determine where a transaction originated. For example, a source of A60 provides information that the transaction is a Voucher.

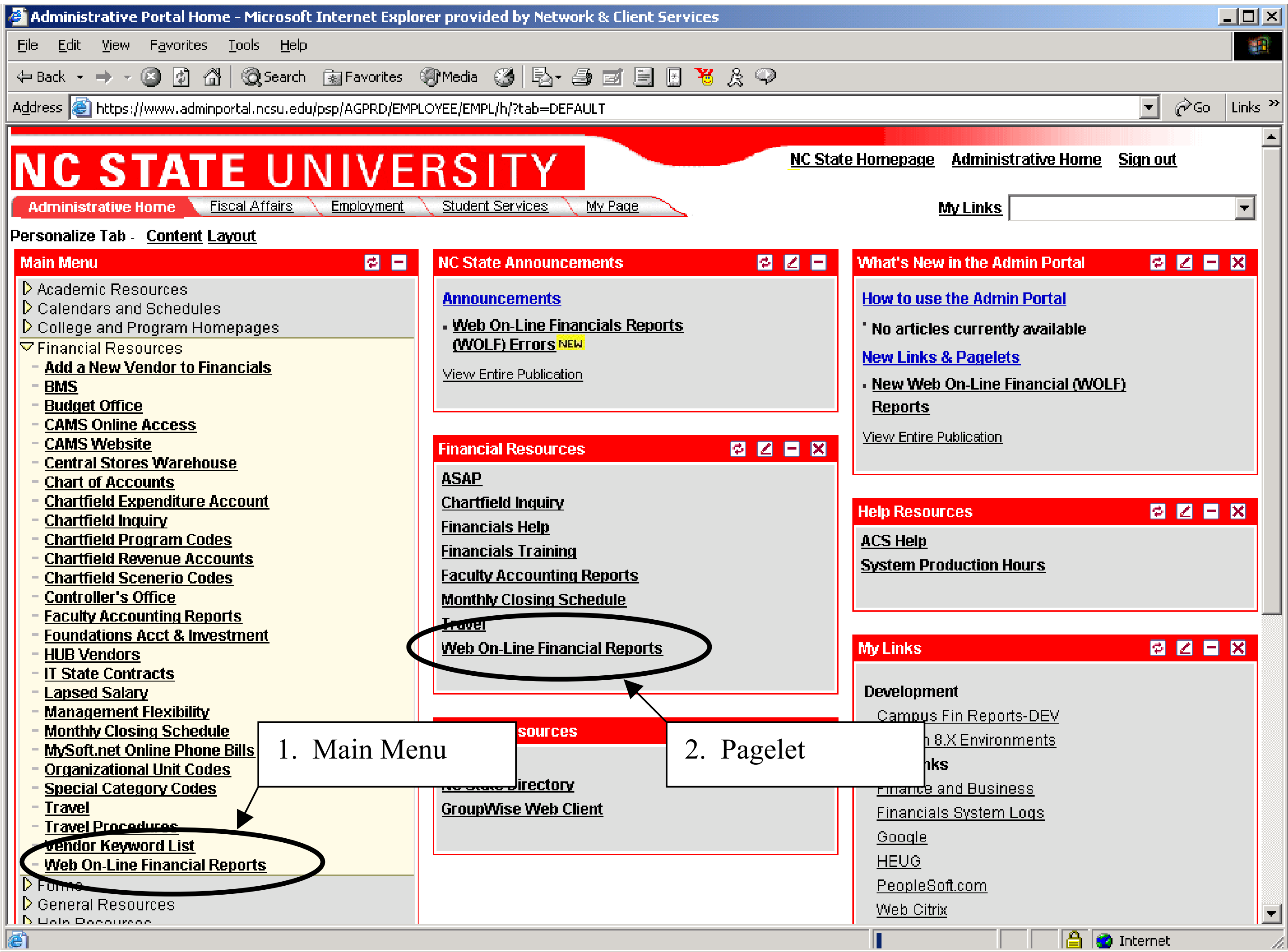
Source	Description	Source	Description
701	Budget Journals – State BD701	**O51**	Online Encumbrance Entry
A40	Non Payroll Disbursements (Voucher Payments)	**O60**	Online Miscellaneous
A60	AP Accrual Entry (Voucher)	**O65**	Transfer of Non-Payroll Expense
ALB	Allocations Budget Checked	**O66**	Transfer of Revenue
ALO	Allocations Not Budget Checked	**O67**	Year End Adjustments
B63	Student Billing	**O68**	Year End Accruals
B64	Service Unit Billings	**O69**	Year End Reversals
BLD	Annual Budget Load	**O71**	Online Pre-Encumbrance Entry
C32	Core Departmental Deposits	**O91**	YEAR END ACCRUAL
COR	CORRECTION _ NO ICE	**O92**	YEAR END REVERSAL
DEP	Non Treasurer Deposits	**O93**	YEAR END PERMANANT ADJUSTMENT
EHR	Payroll Encumbrances	**O94**	YEAR END PRESENTATION ADJUST
ENC	Indirect Cost Encumbrances	**O95**	Y/E CORRECTION WITH ICE
H40	Manual Payroll Checks	**O96**	Y/E CORRECTION – NO ICE
HR	Payroll Entries	**O97**	BEGIN BAL ADJUST - INTERNAL
I32	Internal Interface EC 32	**O98**	BEGIN BAL ADJUST - AUDITOR
I41	Internal Interface EC 41	**O99**	BEGIN BAL ADJUST – ACCTG CHGS
I58	Internal Interface EC 58	**OX7**	Online Transfers To/From
I60	Internal Interface EC 60	**P52**	Purchase Orders
I61	Internal Interface EC 61	**P72**	Requisitions
ICE	Indirect Cash Entries	**R30**	Receivables Payment Entry
IDT	INTER-DEPARTMENTAL TRANSFER	**R31**	Online State Treasurer
O30	Online Deposit Entry	**R32**	Student Receivables Payments
O31	Online Direct Deposits	**R33**	Receivables Refunds
O36	C&G Online Transfers In	**R34**	Internal Deposit Offset
O37	Acctg. Online Transfers In	**R37**	Online Transfers Fr Otr St Agy
O38	State Treasurer Interest	**R60**	Receivables Accruals & Maint
O39	Allotment Entries	**R63**	Student Receivable Charges
O40	Online Disbursements	**S60**	FAS Suspense Correction EC 60
O47	Clear Payroll Liabilities	**SUP**	Suspense
O48	Wire Transfers Out/Payments	**X60**	External Journal Source

Accessing the Web On-Line Financial (WOLF) Reports

Using the Administrative Portal:

The WOLF Reports can be accessed in at least two ways through the Administrative Portal.

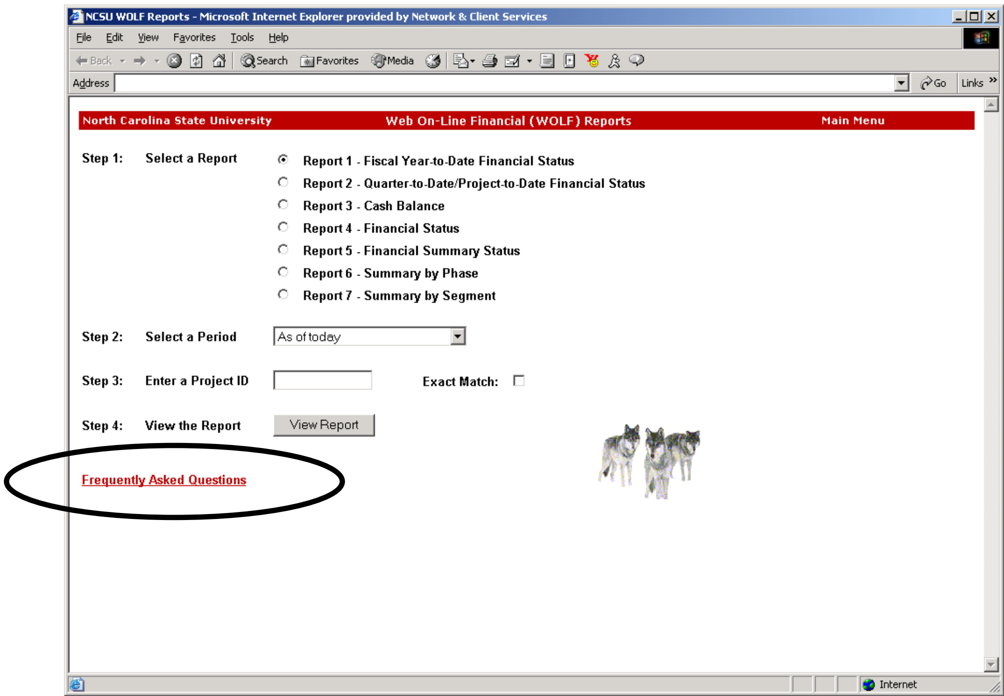
1. Through the Financial Resources tab on the Main Menu; or
2. By customizing your Financial Resources pagelet to include the WOLF Reports



The WOLF Reports can also be accessed directly using the URL:
https://www.acs.ncsu.edu/scripts/campus/wolf_reports

Report Descriptions

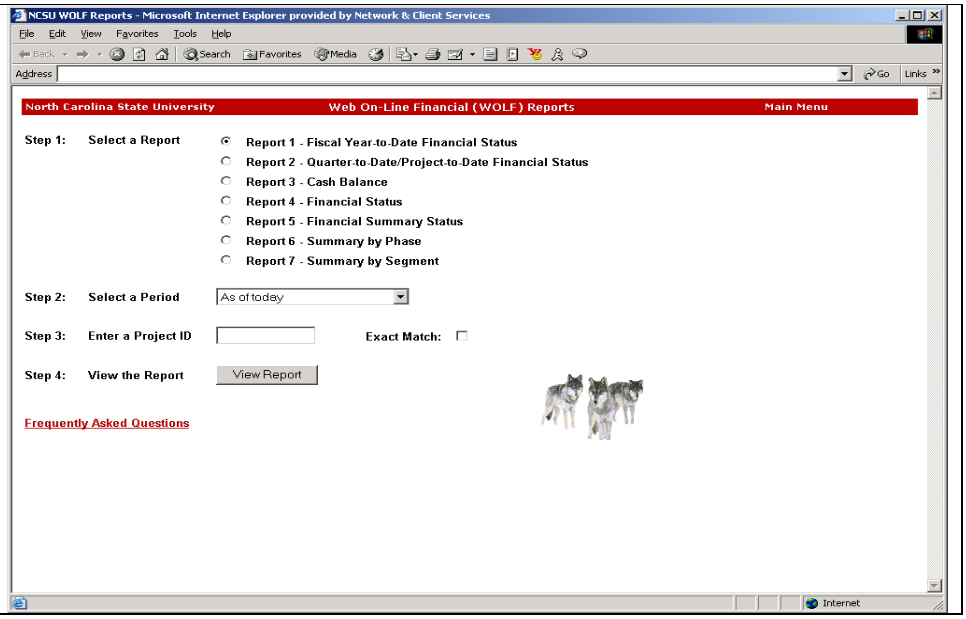
The following provides descriptions and important notes about the WOLF Reports. You can view this information by clicking on the Frequently Asked Questions link located at the bottom of the WOLF Reports Menu screen.



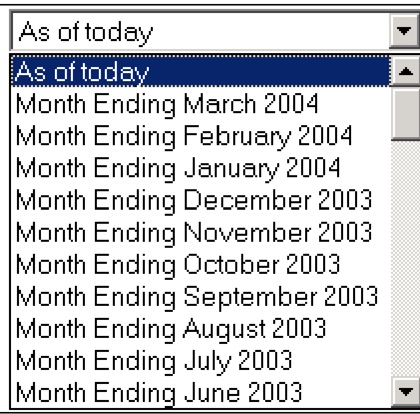
Report 1 Fiscal YTD Financial Status	Displays Fiscal Year-to-Date information for Total Revenues and Expenses. Provides Project-to-Date information for Accounts Payable. Calculates Budget Balance Available (Current Budget less FYTD Activity, less Pre-Encumbrances, less Encumbrances). Drill down is available on all columns except Budget Balance Available. Current FTE, Future FTE, and Future Budget are included in Report 1.
Report 2 QTD/PTD Financial Status	Displays Quarter Ending and Project-to-Date/Fiscal Year-to-Date information for Total Revenues and Expenses. Calculates Budget Balance Available (Current Budget less PTD or FYTD Activity, less Pre-Encumbrances, less Encumbrances). Drill down is available on all columns except Budget Balance Available.
Report 3 Cash Balance	Calculates Cash Balance by adding the beginning fiscal year Cash Balance plus Year to Date Revenues less Year to Date Expenses plus GL Adds, Deductions and Transfers plus Others (Fund Balance Adjustments). Drill down is available on all rows except Cash Balance fields. Accounts Payable information is also available.
Report 4 Financial Status	Displays information for Assets, Liabilities, Fund Equity, Revenues and Expenses. Expenses appear in a summarized format but can be opened up manually. Drill down is available on all rows/columns.
Report 5 Financial Summary Status	Displays Project-to-Date information for Expenses. Calculates Budget Balance Available (Current Budget less PTD Expenses, less Pre-Encumbrances, less Encumbrances). Drill down is available on all columns except Budget Balance Available.
Report 6 ** Summary by Project Phase	Displays Project-to Date-Expenses by project phase for a given project segment or project reference. Calculates Budget Balance Available (Current Budget less PTD Expenses, less Pre-Encumbrances, less Encumbrances). To get a complete list of project phases and project segments for a project reference, run public query Q_Phases&Segs_for_a_Proj_Ref.
Report 7 ** Summary by Project Segment	Displays Project-to-Date Expenses by project segment for a given project segment or project reference. Calculates Budget Balance Available (Current Budget less PTD Expenses, less Pre-Encumbrances, less Encumbrances). To get a complete list of project phases and project segments for a project reference, run public query Q_Phases&Segs_for_a_Proj_Ref.

Viewing a Report

Step 1: Click the desired report radio button. Note Report 1 is selected by default.



Step 2 (Optional): Select a Period.



Note "As of today" is the default. Information as far back as the Month Ending July 1999 is available.

Step 3: Enter a Project ID for the Project you want to report on. You can enter a Project Segment, Project Phase, or Project Reference depending on which report you select.

Exact Match: Click on this checkbox if you want the report to only include 'Exactly' what you type in. Note that if type in a Project Segment (530152) and there are associated Project Phases, they will not be included or 'Rolled-Up' in the Report.
If you type in a project reference (starts with "0"), the program will automatically run a project reference report.
If you type in a project phase (12 or 14 characters), the program will automatically run an Exact Match report.

Step 4: View the Report

Note you can select View Report with the mouse or press [ENTER]

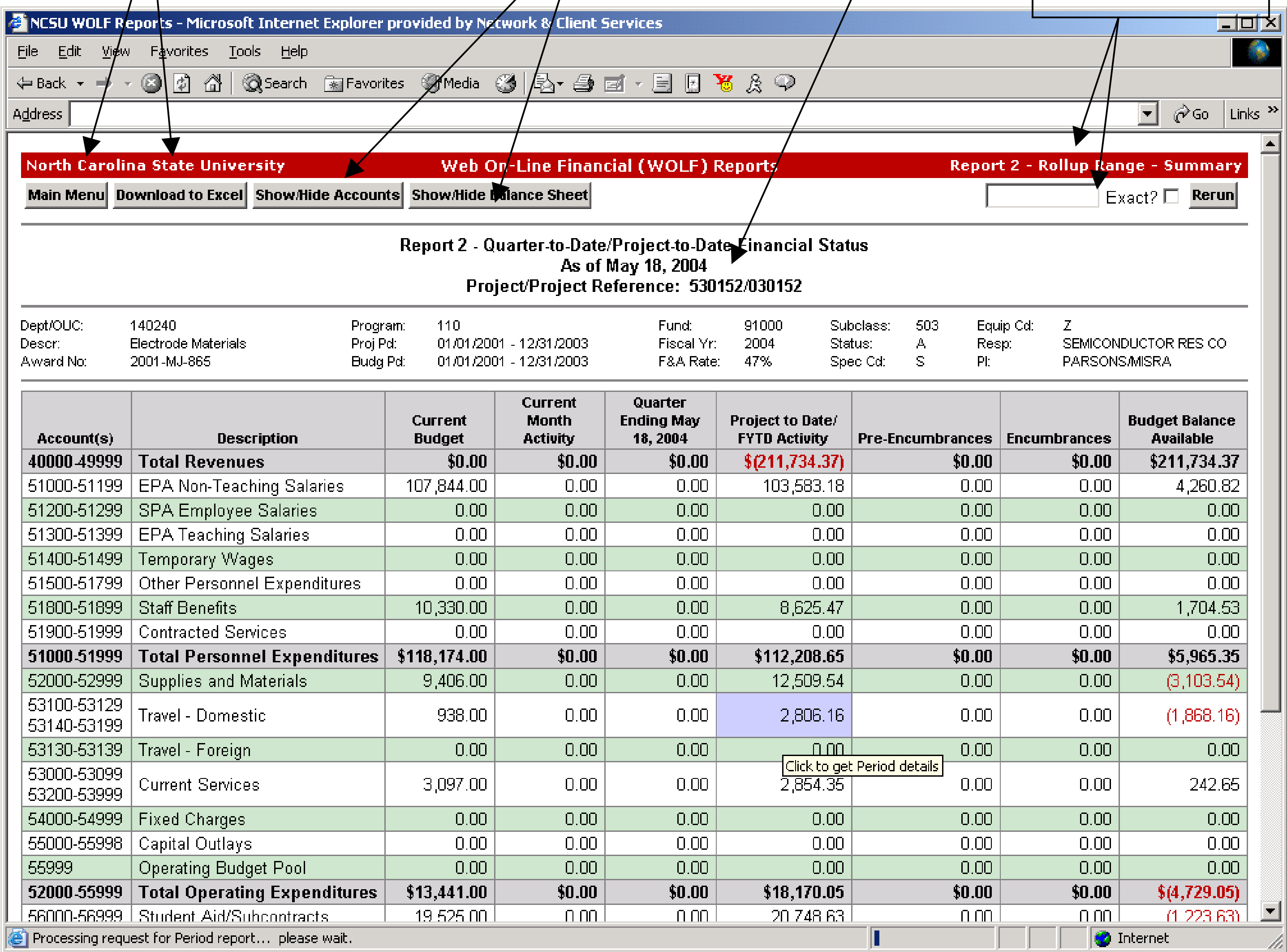
The report (Report 2 Quarter-to-Date/Project-to-Date Financial Status is shown) will display in spreadsheet format. See subsequent pages for more on the WOLF Reports.

Return to the Main Menu/ Download to Excel buttons

Show/Hide toggle buttons

Project/Project Reference 530152/030152

Report # and Type of Report (Rollup Range) / Rerun the same report but with a different project ID



NCSU WOLF Reports - Microsoft Internet Explorer provided by Network & Client Services

North Carolina State University | Web On-Line Financial (WOLF) Reports | Report 2 - Rollup Range - Summary

Main Menu | Download to Excel | Show/Hide Accounts | Show/Hide Balance Sheet | Exact? | Rerun

Report 2 - Quarter-to-Date/Project-to-Date Financial Status
As of May 18, 2004
Project/Project Reference: 530152/030152

Dept/OUC:	140240	Program:	110	Fund:	91000	Subclass:	503	Equip Cd:	Z
Descr:	Electrode Materials	Proj Pd:	01/01/2001 - 12/31/2003	Fiscal Yr:	2004	Status:	A	Resp:	SEMICONDUCTOR RES CO
Award No:	2001-MJ-865	Budg Pd:	01/01/2001 - 12/31/2003	F&A Rate:	47%	Spec Cd:	S	PI:	PARSONS/MISRA

Account(s)	Description	Current Budget	Current Month Activity	Quarter Ending May 18, 2004	Project to Date/ FYTD Activity	Pre-Encumbrances	Encumbrances	Budget Balance Available
40000-49999	**Total Revenues**	**$0.00**	**$0.00**	**$0.00**	**$(211,734.37)**	**$0.00**	**$0.00**	**$211,734.37**
51000-51199	EPA Non-Teaching Salaries	107,844.00	0.00	0.00	103,583.18	0.00	0.00	4,260.82
51200-51299	SPA Employee Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51300-51399	EPA Teaching Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51400-51499	Temporary Wages	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51500-51799	Other Personnel Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51800-51899	Staff Benefits	10,330.00	0.00	0.00	8,625.47	0.00	0.00	1,704.53
51900-51999	Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51000-51999	**Total Personnel Expenditures**	**$118,174.00**	**$0.00**	**$0.00**	**$112,208.65**	**$0.00**	**$0.00**	**$5,965.35**
52000-52999	Supplies and Materials	9,406.00	0.00	0.00	12,509.54	0.00	0.00	(3,103.54)
53100-53129 53140-53199	Travel - Domestic	938.00	0.00	0.00	2,806.16	0.00	0.00	(1,868.16)
53130-53139	Travel - Foreign	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53000-53099 53200-53999	Current Services	3,097.00	0.00	0.00	2,854.35	0.00	0.00	242.65
54000-54999	Fixed Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00
55000-55998	Capital Outlays	0.00	0.00	0.00	0.00	0.00	0.00	0.00
55999	Operating Budget Pool	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52000-55999	**Total Operating Expenditures**	**$13,441.00**	**$0.00**	**$0.00**	**$18,170.05**	**$0.00**	**$0.00**	**$(4,729.05)**
56000-56999	Student Aid/Subcontracts	19,525.00	0.00	0.00	20,748.63	0.00	0.00	(1,223.63)

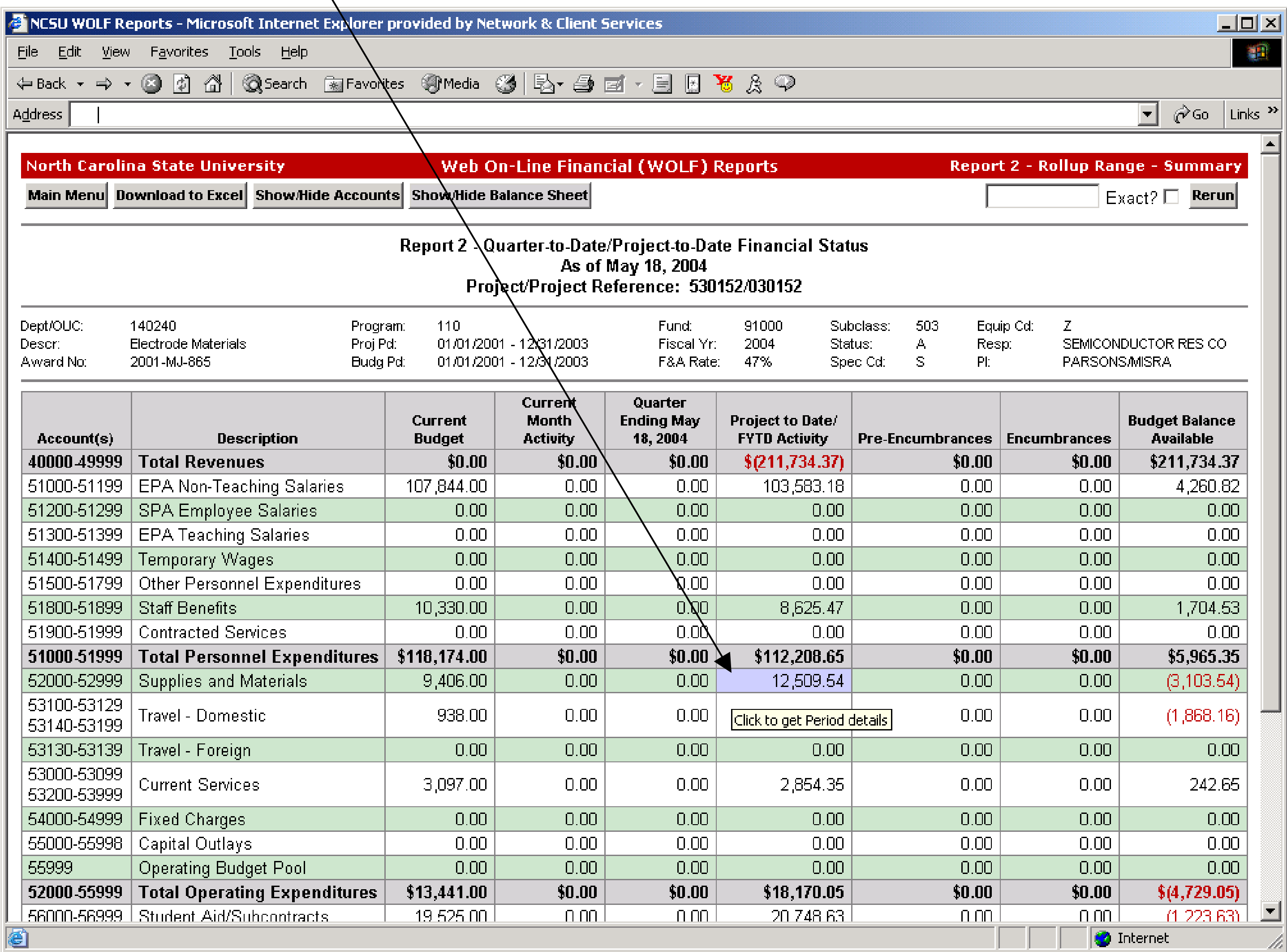
Click to get Period details

Processing request for Period report... please wait.

Using drill downs

Drill downs are simple to use on the WOLF Reports. Drill down functionality gives you the capability to view detail information on certain specified values in your report. Simply click on the number that you want to drill down on.

Step 1: Click on an amount field (highlighted in purple). You will get a breakdown of the amount.



Report 2 - Quarter-to-Date/Project-to-Date Financial Status
As of May 18, 2004
Project/Project Reference: 530152/030152

Dept/OUC:	140240	Program:	110	Fund:	91000	Subclass:	503	Equip Cd:	Z
Descr:	Electrode Materials	Proj Pd:	01/01/2001 - 12/31/2003	Fiscal Yr:	2004	Status:	A	Resp:	SEMICONDUCTOR RES CO
Award No:	2001-MJ-865	Budg Pd:	01/01/2001 - 12/31/2003	F&A Rate:	47%	Spec Cd:	S	PI:	PARSONS/MISRA

Account(s)	Description	Current Budget	Current Month Activity	Quarter Ending May 18, 2004	Project to Date/ FYTD Activity	Pre-Encumbrances	Encumbrances	Budget Balance Available
40000-49999	**Total Revenues**	**$0.00**	**$0.00**	**$0.00**	**$(211,734.37)**	**$0.00**	**$0.00**	**$211,734.37**
51000-51199	EPA Non-Teaching Salaries	107,844.00	0.00	0.00	103,583.18	0.00	0.00	4,260.82
51200-51299	SPA Employee Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51300-51399	EPA Teaching Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51400-51499	Temporary Wages	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51500-51799	Other Personnel Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51800-51899	Staff Benefits	10,330.00	0.00	0.00	8,625.47	0.00	0.00	1,704.53
51900-51999	Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
51000-51999	**Total Personnel Expenditures**	**$118,174.00**	**$0.00**	**$0.00**	**$112,208.65**	**$0.00**	**$0.00**	**$5,965.35**
52000-52999	Supplies and Materials	9,406.00	0.00	0.00	12,509.54	0.00	0.00	(3,103.54)
53100-53129 53140-53199	Travel - Domestic	938.00	0.00	0.00		0.00	0.00	(1,868.16)
53130-53139	Travel - Foreign	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53000-53099 53200-53999	Current Services	3,097.00	0.00	0.00	2,854.35	0.00	0.00	242.65
54000-54999	Fixed Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00
55000-55998	Capital Outlays	0.00	0.00	0.00	0.00	0.00	0.00	0.00
55999	Operating Budget Pool	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52000-55999	**Total Operating Expenditures**	**$13,441.00**	**$0.00**	**$0.00**	**$18,170.05**	**$0.00**	**$0.00**	**$(4,729.05)**
56000-56999	Student Aid/Subcontracts	19,525.00	0.00	0.00	20,748.63	0.00	0.00	(1,223.63)

Step 2: Continue to drill down on the next spreadsheet by clicking in amount fields.

North Carolina State University | **Web On-Line Financial (WOLF) Reports** | **Report 2 - Rollup Range - Period**

Main Menu | Download to Excel

Report 2 - Quarter-to-Date/Project-to-Date Financial Status
As of May 13, 2004
Project/Project Reference: 530152/030152

Accounting Period drill down

Dept/OUC: 140240	Program: 110	Fund: 91000	Subclass: 503	Equip Cd: Z
Descr: Electrode Materials	Proj Pd: 01/01/2001 - 12/31/2003	Fiscal Yr: 2004	Status: A	Resp: SEMICONDUCTOR RES CO
Award No: 2001-MJ-865	Budg Pd: 01/01/2001 - 12/31/2003	F&A Rate: 47%	Spec Cd: S	PI: PARSONS/MISRA

Account	Description	Beg Bal	Jul 03	Aug 03	Sep 03	Oct 03	Nov 03	Dec 03	Jan 04	Feb 04	Mar 04	Apr 04	May 04	Jun 04	Adjs	Total PTD
52300	Educational Supply	7,667.28	0.00	100.86	0.00	417.89	0.00	0.00	0.00	4,323.51	0.00	0.00	0.00	0.00	0.00	12,509.54
52305	les Operation Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Click to get Journ
52000-52999	**Total Supplies and Materials**	**$7,667.28**	**$0.00**	**$100.86**	**$0.00**	**$417.89**	**$0.00**	**$0.00**	**$0.00**	**$4,323.51**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$12,509.54**

Main Menu | Download to Excel

Note drill-down is not available for the Beginning Balance (Beg Bal) column.

North Carolina State University | **Web On-Line Financial (WOLF) Reports** | **Report 2 - Rollup Range - Journal**

Main Menu | Download to Excel | Show/Hide Additional Fields

Report 2 - Quarter-to-Date/Project-to-Date Financial Status
As of May 13, 2004
Project/Project Reference: 530152/030152

Journal Activity drill down

Dept/OUC: 140240	Program: 110	Fund: 91000	Subclass: 503	Equip Cd: Z
Descr: Electrode Materials	Proj Pd: 01/01/2001 - 12/31/2003	Fiscal Yr: 2004	Status: A	Resp: SEMICONDUCTOR RES CO
Award No: 2001-MJ-865	Budg Pd: 01/01/2001 - 12/31/2003	F&A Rate: 47%	Spec Cd: S	PI: PARSONS/MISRA

Project ID	Acct	Src	Journal ID	Journal Date	Posted Date	Amount	Reference	Line Descr	OperID
530152	52300	A60	AP00175232	08/01/2003	08/01/2003	100.86	01448097	W W Grainger Inc	PSPROD
530152	52300	A60	AP00181483	10/08/2003	10/08/2003	417.89	01515170	Click to sort hemicals Inc	PSPROD
530152	52300	IDT	IDT0192694	02/12/2004	02/12/2004	4,323.51	ZD0250	AEMP-CORRECT SUPPLIES CHGS	PSPROD

Educational Supply for PTD (52300)	
Subtotal	**$4,842.26**
Beginning Balance	**$7,667.28**
Grand Total	**$12,509.54**

Note, there are no journal lines to reflect a beginning balance, but the totals are represented

Re-sort simply by clicking on the column title (Example: Reference)

Main Menu | Download to Excel | Show/Hide Additional Fields

Note journal date and posted date columns sort by month.

Researching Information

Note that the reports are sorted by Project ID, then Account, and then Posted Date (simply select the column title to re-sort)

The Source lets you know the origin of the transaction. The Source can be used with the Reference and Line Description fields to identify essential information regarding the transaction. See page 3 for a complete list of Source Codes.

In the example below, the source (A60) tells you that the origin is an AP Accrual Entry (a Voucher). The Reference is the Voucher Number and the Line Description is the Vendor Name. The Voucher ID can be used to look up payment information in Financials. Simply toggle to your Financials window to research information.

Some columns of the report are not shown.

North Carolina State University | Web On-Line Financial (WOLF) Reports | Report 2 - Rollup Range - Journal

Main Menu | Download to Excel | Show/Hide Additional Fields

Report 2 - Quarter-to-Date/Project-to-Date Financial Status
As of May 13, 2004
Project/Project Reference: 530152/030152

Dept/OUC:	140240	Program:	110	Fund:	91000	Subclass:	503	Equip Cd:	Z
Descr:	Electrode Materials	Proj Pd:	01/01/2001 - 12/31/2003	Fiscal Yr:	2004	Status:	A	Resp:	SEMICONDUCTOR RES CO
Award No:	2001-MJ-865	Budg Pd:	01/01/2001 - 12/31/2003	F&A Rate:	47%	Spec Cd:	S	PI:	PARSONS/MISRA

Project ID	Acct	Src	Journal ID	Journal Date	Posted Date	Amount	Reference	Line Descr	OperID
530152	52300	A60	AP00175232	08/01/2003	08/01/2003	100.86	01448097	W W Grainger Inc	PSPROD
530152	52300	A60	AP00181483	10/08/2003	10/08/2003	417.89	01515170	Strem Chemicals Inc	PSPROD
530152	52300	IDT	IDT0192694	02/12/2004	02/12/2004	4,323.51	ZD0250	AEMP-CORRECT SUPPLIES CHGS	PSPROD

Click to sort

Educational Supply for PTD (52300)	
Subtotal	$4,842.26
Beginning Balance	$7,667.28
Grand Total	$12,509.54

Main Menu | Download to Excel | Show/Hide Additional Fields

The **Source** (**Src**) refers to the Transaction Type. A60 = AP Accrual Entry (Voucher)

The **Reference** fields refers to the Voucher ID in this example.

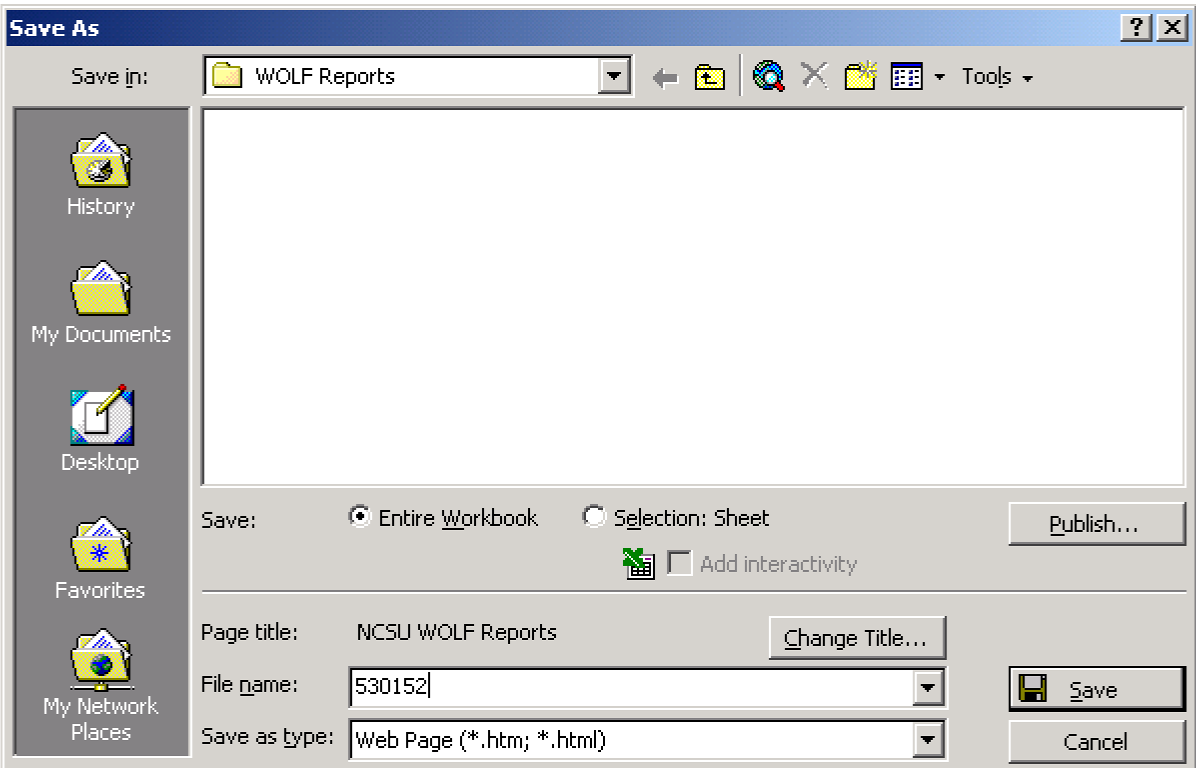
The **Line Description** refers to the Vendor Name in this example.

Saving Reports

You can save the WOLF Reports as web pages (html) files or as Excel spreadsheets (.xls) and use them to support your reporting needs or for reference later.

Saving a Report as a Web Page (.html file)

Step 1: Select File, Save As Web Page from the menu.



Step 2: Choose a folder to save the file.

Step 3: Enter a File Name for your report.

Step 4: Click 

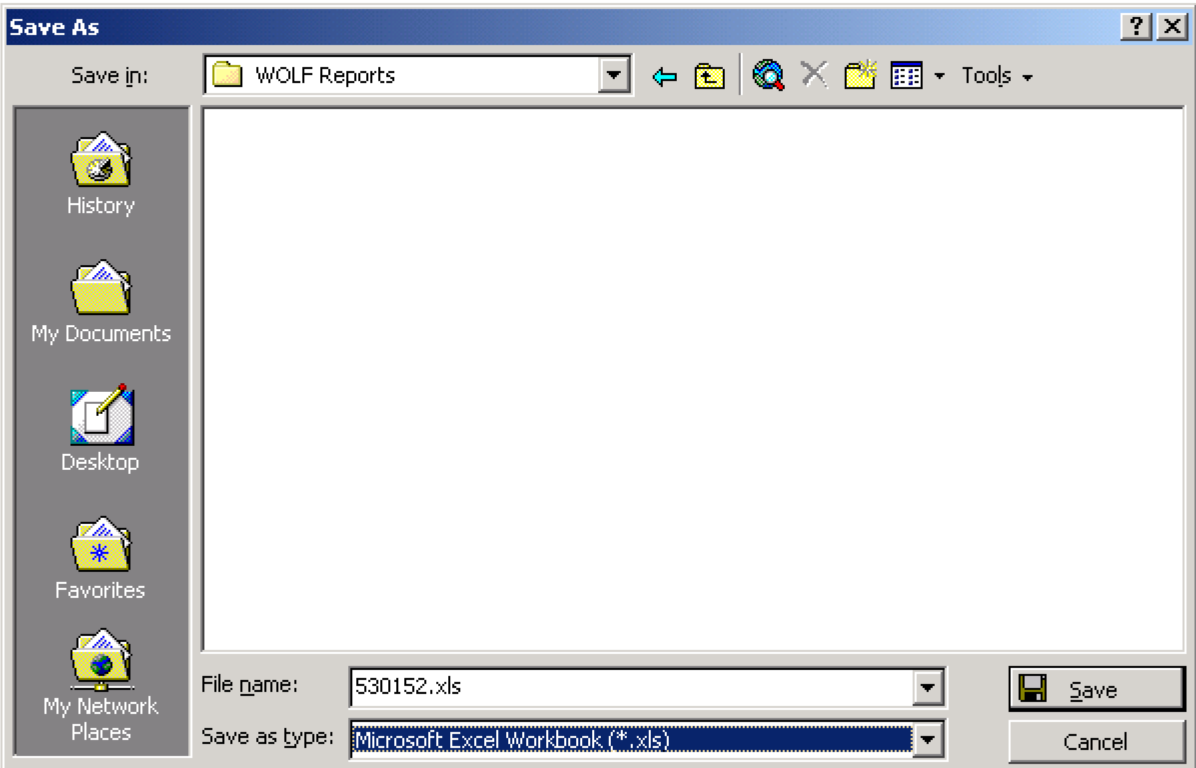
.

Note currently after each download to Excel, you must save the file before the next download.

Saving a Report as an Excel (.xls) File

Step 1: Download the Report to Excel by using the Download to Excel Button on the report.

Step 2: Select File, Save As from the menu.



Step 3: Choose a folder to save the file.

Step 4: Enter a File name for your report.

Step 5: Select Microsoft Excel Workbook (*.xls) for the Save as type.

Step 6: Click 

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Helpful Reminders

Listed below are some helpful reminders for using the WOLF Report tool and additional help contact information. It is suggested that you refer to the Frequently Asked Questions section on the Main Menu of the WOLF Reports to obtain the most current information.

- You do not have to sign in to Financials Production or Reporting to use the WOLF Reports.
- The WOLF Reports are available in the NC State Administrative Portal or are directly available through the web at the following URL: https://www.acs.ncsu.edu/scripts/campus/wolf_reports
- WOLF Reports can be downloaded to Excel.
- You can view information online with the WOLF Reports and research or enter data in Financials Production at the same time.
- On the Journal Activity page you can re-sort simply by selecting the column title (Example: Reference).
- Beginning balances reflected are the net of the previous June 30 ending balances in addition to ongoing year end closing entries. Balances will continue to be adjusted until the year end close process is completed.
- Questions concerning the use of the WOLF Reports should be initially directed to your University Business Officer. If your University Business Officer is not available, questions can be directed to the appropriate central office or the ACS Solutions Center.
- You can run a report for a prior period by simply selecting the appropriate Period from the Main Menu (Step 2).

Help

- For help with specific account information contact your University Business Officer (UBO). Please see the following URL for a listing of UBOs: http://www7.acs.ncsu.edu/financialsvcs/UBO_Information/UBO_DIRECTORY.htm
- For technical help contact the ACS Solutions Center at 513-1178.
- To download a copy of this manual or to sign up for nVision Training please visit http://www.fis.ncsu.edu/FinTraining/trainingmanuals.htm