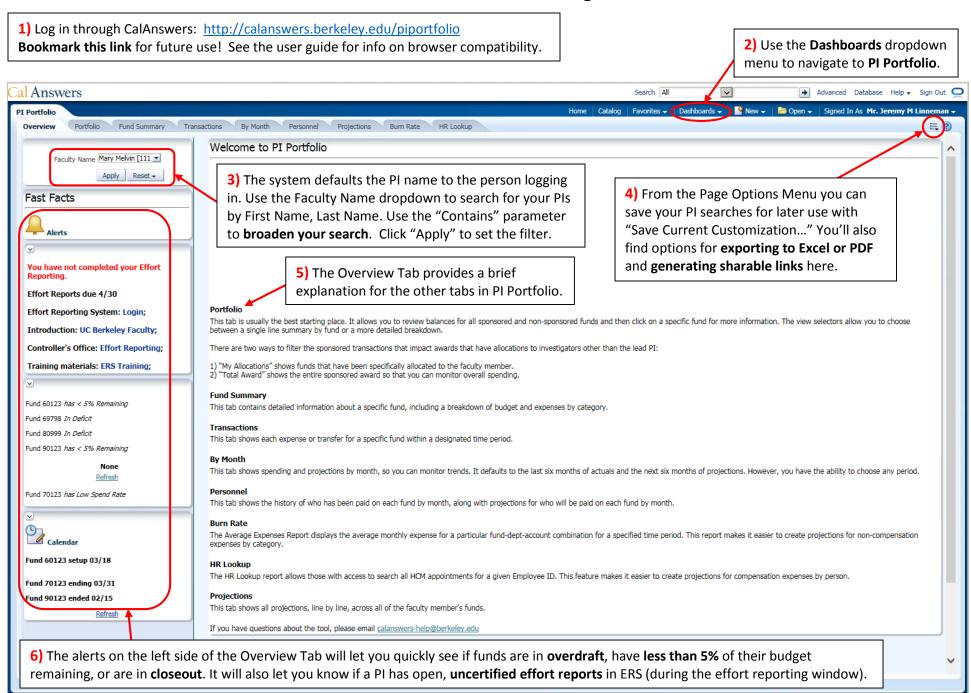
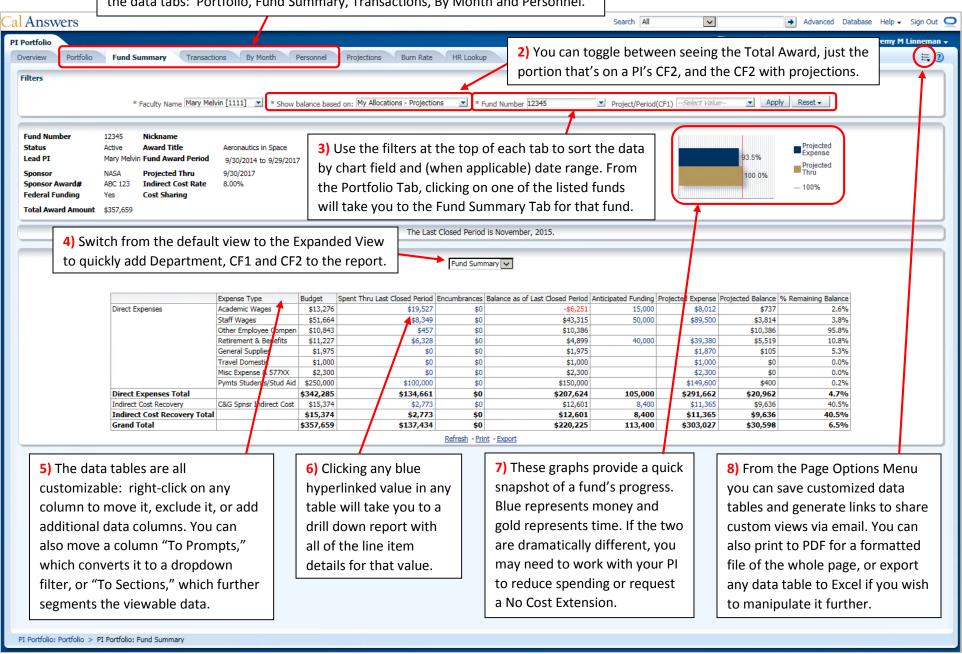
PI Portfolio RA Job Aid: Getting Started

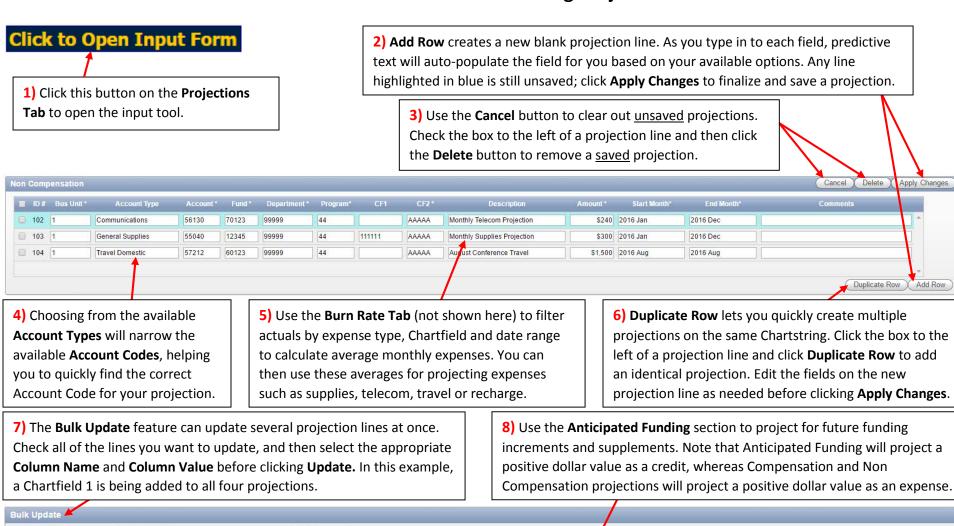


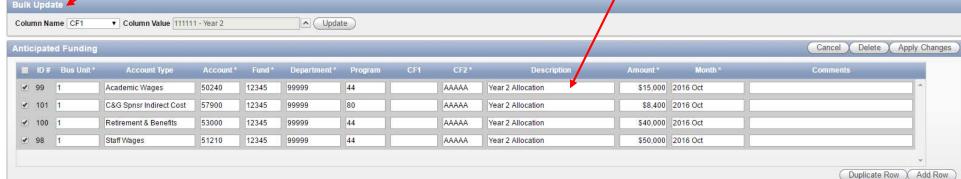
PI Portfolio RA Job Aid: Navigating the Data

1) While this screenshot is of the Fund Summary Tab, these tips apply for all of the data tabs: Portfolio, Fund Summary, Transactions, By Month and Personnel.

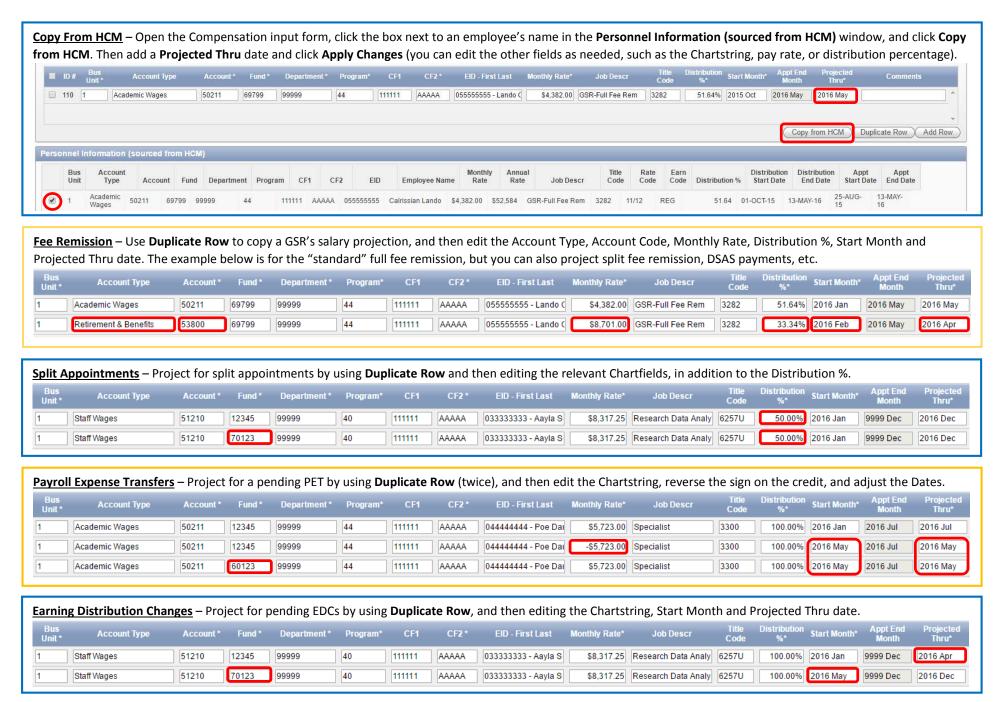


PI Portfolio RA Job Aid: Building Projections





PI Portfolio RA Job Aid: Tips and Examples for Compensation Projections



PI Portfolio RA Job Aid: Tips and Examples for Non Compensation and Anticipated Funding Projections

<u>Anticipated Funding</u> – Projecting for Anticipated Funding is similar to doing a C&G Budget Upload for new awards; you need to allocate the anticipated funding to the appropriate expense categories, such as wages, benefits, supplies, or travel. This also includes projecting for the Indirect Costs associated with the anticipated funding.

Bus Unit *	Account Type	Account *	Fund *	Department *	Program	CF1	CF2 *	Description	Amount *	Month *
1	Academic Wages	50240	12345	99999	44	111111	AAAAA	Year 2 Allocation	\$15,000	2016 Oct
1	C&G Spnsr Indirect Cost	57900	12345	99999	80	111111	AAAAA	Year 2 Allocation	\$8,400	2016 Oct
1	Retirement & Benefits	53000	12345	99999	44	111111	AAAAA	Year 2 Allocation	\$40,000	2016 Oct
1	Staff Wages	51210	12345	99999	44	111111	AAAAA	Year 2 Allocation	\$50,000	2016 Oct

<u>Budget Modifications</u> – You can also use the Anticipated Funding section to project for pending changes to a budget, such as rebudgeting expenses between categories.

Bus Unit *	Account Type	Account *	Fund *	Department *	Program	CF1	CF2 *	Description	Amount *	Month *
1	Academic Wages	50240	12345	99999	44		AAAAA	Budget Reallocation	\$15,000	2016 Jul
1	Staff Wages	51210	12345	99999	44		AAAAA	Budget Reallocation	-\$15,000	2016 Jul

<u>Single Month vs. Ongoing Expenses</u> – The Non Compensation form is used to project for ongoing monthly expenses, but it can also be used to project for individual expenses that will only occur once. Simply set the Start Month and the End Month to the same date for an expense to only be projected once.

Bus Unit *	Account Type	Account*	Fund *	Department *	Program*	CF1	CF2*	Description	Amou	nt * Start Month*	End Month*
1	Communications	56130	70123	99999	44		AAAAA	Monthly Telecom Projection		\$240 2016 Jan	2016 Dec
1	General Supplies	55040	12345	99999	44	111111	AAAAA	Monthly Supplies Projection		\$300 2016 Jan	2016 Dec
1	Travel Domestic	57212	60123	99999	44		AAAAA	August Conference Travel	\$	1,500 2016 Aug	2016 Aug

<u>Financial Journals</u> – Project for pending Financial Journals by using **Duplicate Row** and then editing the Chartstring and reversing the sign on the projection for the credit.

Bus Unit*	Account Type	Account *	Fund *	Department *	Program*	CF1	CF2*	Description	Amount *	Start Month*	End Month*
1	Travel Foreign	57221	12345	99999	44		AAAAA	Flight to Paris	-\$3,000	2016 Apr	2016 Apr
1	Travel Foreign	57221	60123	99999	44		AAAAA	Flight to Paris	\$3,000	2016 Apr	2016 Apr

<u>Subaward Indirect Costs</u> – While encumbrances are automatically subtracted from a fund's projected balance, you may need to project for the Indirect Costs on the first \$25,000 of a subaward. The example shown here is calculated at the standard 57% IDC rate and projected for the final month of the project.

Bus Unit *	Account Type	Account *	Fund *	Department *	Program*	CF1	CF2*	Description	Amount *	Start Month*	End Month*
1	C&G Spnsr Indirect Cost	57990	12345	99999	44	111111	AAAAA	IDC on first \$25k of Subaward	\$14,250 2	017 Oct	2017 Oct