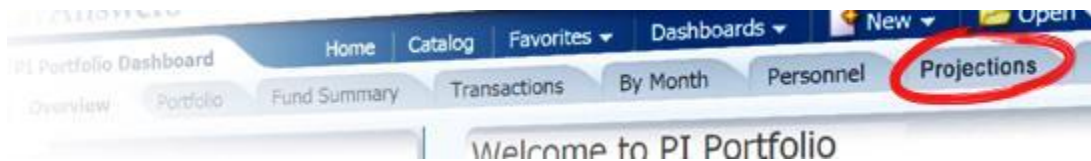


PI Portfolio Users Guide



PI Portfolio Users Guide

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Additional Help

If you have questions about PI Portfolio that are not answered in this Guide, go to the website for additional resources to help utilize the full potential of this tool: <http://calanswers.berkeley.edu/piportfolio>

PI Portfolio Users Guide

What is PI Portfolio?

PI Portfolio empowers campus faculty to quickly view up-to-date information about their budgets, balances, expenses, and projections in a common format for all the funds they manage in their roles as faculty and researchers. It focuses on this single mission, so it can do it well. Armed with better information about their finances, faculty can make smart spending decisions, comply with sponsor requirements, and save time.

Browser Requirements

As of May 22, 2014, PI Portfolio works in both the Windows and Mac operating systems.

Supported Browsers	Operating System
Internet Explorer – compatible with versions 8-10 (but not 11)	Windows
Chrome – compatible with versions up to and including version 45	Windows
Firefox – compatible with versions up to and including version 40	Windows
Safari – compatible with current version (version 5.x)	Windows/Mac
Citrix – fully compatible: https://citrix.berkeley.edu/vpn/index.html	Windows/Mac

Browser support may change any time vendors upgrade their browser. We are also working on solutions for additional browser support. For up to date information about compatibility go to:

<http://calanswers.berkeley.edu/browser-compatibility>.

Understanding the Data

PI Portfolio displays the actual expenses and budgeted amounts for each fund. Projected expenses and funding can also be added via PI Portfolio's internal projection tool. Information updates nightly from the Berkeley Financial System (BFS). Keep in mind that some transactions, such as payroll, post after the end of the month and may not appear until a few weeks after the period in which they occur (as part of the final month close).

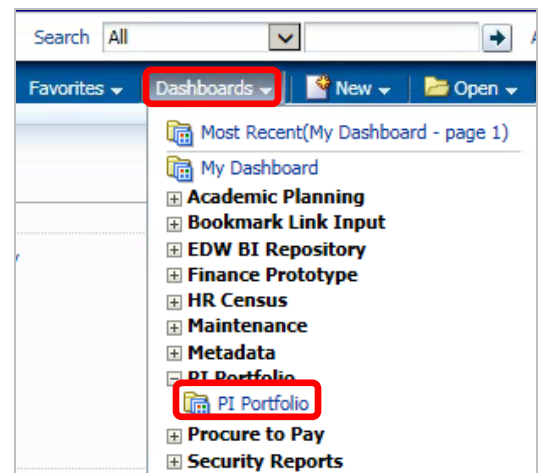
Logging In

Faculty

From <http://calanswers.berkeley.edu/piportfolio> select the link **Access your PI Portfolio dashboard** and complete the CalNet authentication to open the PI Portfolio tool.

Staff

From <http://calanswers.berkeley.edu/piportfolio> select the link **Access your PI Portfolio dashboard** and complete the CalNet authentication to go to the Cal Answers Reporting Tool. To get to PI Portfolio, select **PI Portfolio** from the **Dashboards** menu at the upper-right of the screen.



PI Portfolio Users Guide

Overview Page

This page provides important alerts, answers to commonly asked questions, and links to additional training resources.

The screenshot shows the 'Cal Answers' PI Portfolio Overview page. A red box highlights the navigation tabs at the top, labeled with a red circle containing the number 1. A red arrow points to the 'Faculty Name' dropdown menu, labeled with a red circle containing the number 2. A red circle with the number 3 is placed over the 'Fast Facts' section on the left. A red circle with the number 4 is placed over the 'Information Section' on the right.

1 TABS – Use the tabs to navigate between pages. Several of the pages (Overview, Portfolio, and Personnel) display information about all the awards for the named PI. The other data pages (Fund Summary, Transactions, and By Month) display detail about a specific award and are best used after clicking on a specific fund on the Portfolio Tab. The final three tabs (Projections, Burn Rate, and HR Lookup) provide data and tools for building fund projections across all awards.

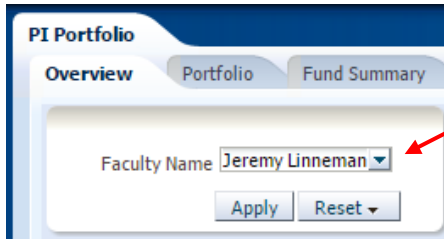
2 FACULTY NAME – The name of the faculty member whose funding should appear in the reports (format: First Name then Last). By default, the name of the user who logged into the PI Portfolio will appear in this field. While users may request any faculty member, they will only see data for those for whom they have access privileges. Staff will need to search for and apply a faculty member before they will see any financial data.

3 FAST FACTS – This panel displays awards that are in deficit or with less than 5% of the budget remaining. The calendar section displays awards that end in 30 days and that started in the last 7 days. This panel also provides updates on Effort Reports during the bi-annual Effort Report Certification periods.

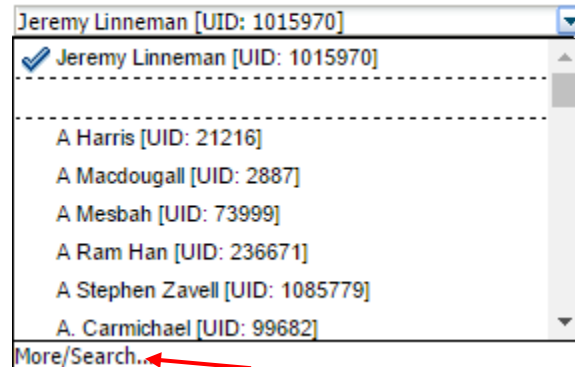
4 INFORMATION SECTION – This section provides answers to commonly asked questions and links to additional training resources.

PI Portfolio Users Guide

How to Add/Change a Filter Value

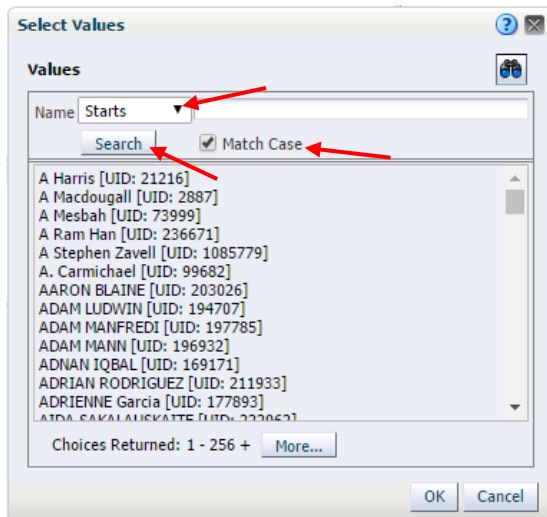


a) Click the drop down arrow to the right of the field.



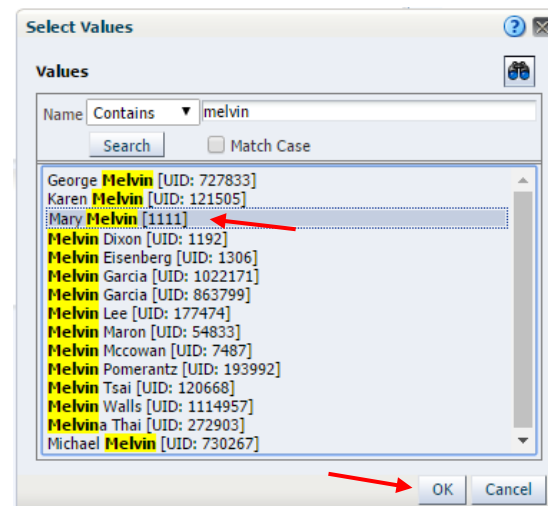
b) Locate the desired value. For a more advanced search, click **More/Search...**

This example will demonstrate an advanced search.



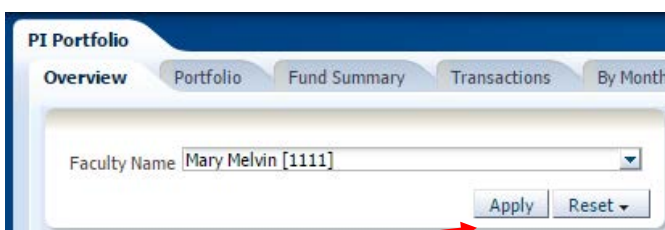
c) A **Select Values** box appears. Change the *search criteria* value from "Starts" to "Contains" and unselect the **Match Case** box. This improves the likelihood of a successful search.

d) Enter the desired value, in this example the PI's name, and click **Search**.



e) The closest (or exact) value will appear. Select the desired value and click **OK**.

For searches where a user can select more than one value (not shown here), click **Move** for each desired value to move them to the right side of the search widow. When all of the desired values have been selected, click **OK**.



g) Click the **Apply** button to lock in the new field value.

PI Portfolio Users Guide

Portfolio Page

By default, this page displays the budget and actuals for all the awards that are using the attributed Chartfield 2 for the selected investigator. The page also includes a “Total Award Actuals” option to view awards where the investigator is the lead PI and has allocated funds to others.

Filters

Faculty Name: Mary Melvin [111] **Show balance based on: My Allocations - Actuals** Apply Reset

The Last Closed Period is November, 2015.

Sponsored Awards

Select View: Summary by Fund

Fund Number	Award Description	Project Start Date	Budget End Date	Project End Date	Budget	Spent To Date	Encumbrances	Balance	% Remaining Balance
12345	Aeronautics in Space	09/30/2014	09/29/2016	09/29/2017	\$357,659	\$139,987	\$0	\$217,672	61%
60123	The Economy of Aeronautics	03/18/2016	03/31/2016	02/23/2017	\$75,000	\$71,604	\$0	\$3,396	5%
70123	Aeronautics in Star Wars	07/01/2015	06/30/2018	03/31/2016	\$6,164,958	\$711,194	\$188,392	\$5,265,372	85%
80999	Historical trends in Aerobiology	01/01/2012	12/31/2014	04/15/2017	\$297,171	\$299,100	\$0	-\$1,929	-1%
90123	Research into the Dynamics of Aeronautics	07/01/2013	06/30/2015	02/15/2016	\$21,000	\$20,101	\$0	\$899	4%
Grand Total					\$6,915,788	\$1,241,986	\$188,392	\$5,485,410	79%

Refresh Print Export

Non Sponsored Funding

Summary By Fund

Fund Number	Fund Description	Total Budget	Current Year Spent to Date	Encumbrance	Balance
19900	GENERAL FUNDS	\$5,977	\$4,021	\$0	\$1,956
68798	Generic STIP Income	\$0	\$2,040	\$0	-\$2,040
68799	Unrestricted Misc Income	\$240,884	\$13,321	\$0	\$227,563
Grand Total		\$246,861	\$19,382	\$0	\$227,479

Refresh Print Export

Sponsored Awards Chart

Spent To Date %
Time Elapsed %
100%

(5) SHOW BALANCE BASED ON – This filter allows the user to toggle between **My Allocations – Projections**, **My Allocations – Actuals**, and **Total Award – Actuals**. In the **My Allocations** views, the tool displays all funds with allocations on the PI’s CF2, even where the PI is not the Lead PI or named Co-PI.

(6) PAGE OPTIONS – The Page Options menu contains choices for printing a page to PDF, exporting a data table to Excel, and generating links for sharing custom views via email. A user may also save their preferred settings or customizations on a page for later reference. To do this, select the small menu icon (Page Options) at the upper-right of the screen and click **Save Current Customization...**

Save Current Customization

Name:

Save for: ☒ Me ☐ Others [Set Permissions](#)

☐ Make this my default for this page

[Help](#) [OK](#) [Cancel](#)

Users can save several views for a particular page as well as set their default view with **Make this my default for this page**. To retrieve a saved view, go back to the Page Options menu and select **Apply Saved Customization** and select the name of the desired view.

- Print
- Export to Excel
- Refresh
- Create Bookmark Link
- Create Prompted Link
- Apply Saved Customization
- Save Current Customization...
- Edit Saved Customizations...
- Clear My Customization

PI Portfolio Users Guide

Portfolio Page, cont.

The screenshot shows the CalAnswers PI Portfolio interface. At the top, there's a navigation bar with tabs like Overview, Portfolio, Fund Summary, Transactions, By Month, Personnel, Projections, Burn Rate, and HR Lookup. Below this is a Filters section where 'Faculty Name' is set to 'Mary Melvin [111]' and 'Show balance based on' is set to 'My Allocations - Actuals'. A message states 'The Last Closed Period is November, 2015.'.

Section 7 (Sponsored Awards): A table showing various awards with columns for Fund Number, Award Description, Project Start/End Dates, Budget, Spent To Date, Encumbrances, Balance, and % Remaining Balance. A 'Select View' dropdown is set to 'Summary by Fund'.

Section 8 (Non Sponsored Funding): A table showing funding details with columns for Fund Number, Fund Description, Total Budget, Current Year Spent to Date, Encumbrance, and Balance. A 'Summary By Fund' dropdown is present.

Section 9 (Sponsored Awards Chart): A horizontal bar chart comparing 'Spent To Date %' (dark blue) and 'Time Elapsed %' (gold) for various fund numbers. A legend indicates that the gold bars represent 100%.

(7) LAST CLOSED PERIOD – This indicates the most recent ledger month for which complete actuals are now available. In the My Allocations – Projections view, actuals are included up to the close of the indicated month.

(8) SELECT VIEW – By default, the page displays a summary of the PI's awards. Switching to the **Expanded View** adds the Department, Chartfield 1, and Chartfield 2 to the table.

(9) SPONSORED AWARDS REPORT – This shows budgets, total balances and expenses for each contract or grant where the faculty name selected is a PI, Co-PI, or has an allocation. Clicking on any of the hyperlinked values will drill down on that item. For example, clicking on the Fund Number will take the user to the **Fund Summary** page for that fund, while clicking on a dollar value will take the user to a drill down report with the line item details for that value.

(10) NON-SPONSORED FUNDING REPORT – This report shows the allocations, total balances and expenses on all types of funding except contracts and grants. These are separated out since they function a bit differently (for example, non-sponsored award don't have start or end dates). Because these fund numbers are shared across campus, only non-sponsored funds that are allocated to a faculty member's CF2 will appear here.

(11) BAR GRAPHS – In actuals view, the bar graph looks at sponsored awards and compares the percent of the total budget spent to the elapsed time of the project. In projections view, the graph compares the percent of the total budget that has been obligated (actuals plus projections) to the projected through date. This makes it easy to see if a fund is spending at too high or too low of a rate.

PI Portfolio Users Guide

Fund Summary Page

This page displays the award balances by expense-type and includes additional filters and views to help locate specific information. It also displays the projected balance for funds that currently have projections in the projection tool

Filters

* Faculty Name: Mary Melvin [1111] * Show balance based on: My Allocations - Projections * Fund Number: 12345 Project/Period(CF1) --Select Value-- Apply Reset

Fund Information

Fund Number: 12345 Nickname: Aeronautics in Space
 Status: Active Award Title: Aeronautics in Space
 Lead PI: Mary Melvin Fund Award Period: 9/30/2014 to 9/29/2017
 Sponsor: NASA Projected Thru: 9/30/2017
 Sponsor Award#: ABC 123 Indirect Cost Rate: 8.00%
 Federal Funding: Yes Cost Sharing
 Total Award Amount: \$357,659

The Last Closed Period is November

View Selector: Fund Summary

	Expense Type	Budget	Spent Thru Last Closed Period	Encumbrances	Balance as of Last Closed Period	Anticipated Funding	Projected Expense	Projected Balance	% Remaining Balance
Direct Expenses	Academic Wages	\$13,276	\$19,527	\$0	-\$6,251	15,000	\$8,012	\$737	2.6%
	Staff Wages	\$51,664	\$8,349	\$0	\$43,315	50,000	\$89,500	\$3,814	3.8%
	Other Employee Compens	\$10,843	\$457	\$0	\$10,386		\$10,386	\$10,386	95.8%
	Retirement & Benefits	\$11,227	\$6,328	\$0	\$4,899	40,000	\$39,380	\$5,519	10.8%
	General Supplies	\$1,975	\$0	\$0	\$1,975		\$1,870	\$1,05	5.3%
	Travel Domestic	\$1,000	\$0	\$0	\$1,000		\$1,000	\$0	0.0%
	Misc Expense & 5770X	\$2,300	\$0	\$0	\$2,300		\$2,300	\$0	0.0%
	Pyrris Students/Stud Aid	\$250,000	\$100,000	\$0	\$150,000		\$149,600	\$400	0.2%
Direct Expenses Total		\$342,285	\$134,661	\$0	\$207,624	105,000	\$291,662	\$20,962	4.7%
Indirect Cost Recovery	C&G Spnr Indirect Cost	\$15,374	\$2,773	\$0	\$12,601	8,400	\$11,365	\$9,636	40.5%
Indirect Cost Recovery Total		\$15,374	\$2,773	\$0	\$12,601	8,400	\$11,365	\$9,636	40.5%
Grand Total		\$357,659	\$137,434	\$0	\$220,225	113,400	\$303,027	\$30,598	6.5%

Refresh Print Export

(12) FILTERS, INCLUDING PROJECT/PERIOD (CF1) – The filters include those described above (see #2, #5), in addition to **Fund Number** and **Project/Period (CF1)**. How Chartfield 1 is used may vary for each fund but it is often used to indicate a specific task or budget period within an award.

(13) FUND INFORMATION – For sponsored awards this section displays the information such as the status of the award, sponsor, federal funding, indirect cost rate, etc. For non-sponsored funds just the fund number and description are available.

(14) SELECT VIEW – By default, the page displays a summary of the selected award. Switching to the **Expanded View** adds the Department, Chartfield 1, and Chartfield 2 to the table.

Sort Column

Exclude column

Include column

Move Column

(15) COLUMN CUSTOMIZATION – By right clicking on any column in a data table, the user can sort by the column's values, move the column left or right, exclude the column from the table, and include additional columns to sort the data further. The user can also move a column **To Prompts** to convert it to a dropdown menu, or move a column **To Sections** to segment the data into several smaller tables. These customizations can be then be saved via the **Page Options** menu.

PI Portfolio Users Guide

Transactions Page

This page displays individual transactions such as purchases, payroll, and budget transfers and includes multiple filters to hone in on a specific expense(s).

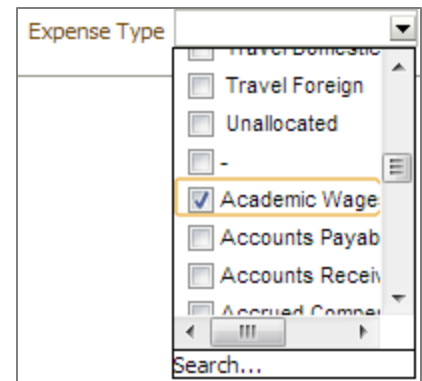
The screenshot shows the 'Transactions' page in the PI Portfolio system. Callout 16 points to the 'Start Month' and 'End Month' filters, which are set to '2015 Apr' and '2016 Mar' respectively. Callout 17 points to the 'Expense Type' filter, which is set to 'Academic Wages'. Callout 18 points to the 'Select View' dropdown, which is set to 'Standard'. The main table displays a list of transactions with columns for Expense Type, Account, Dept, Recipient, Description, Journal Date, Actuals Amount, and Encumbrances. The table shows transactions for 'Academic Wages' and 'Staff Wages'.

Expense Type	Account	Dept	Recipient	Description	Journal Date	Actuals Amount	Encumbrances
Academic Wages	50211 - Acad Nonteach-Exempt from CBR	99999 - Aeronautics	DAMERON, POE	SPECIALIST	7/31/2015	\$2,255.20	\$0.00
	50215 - Acad Nonteach-Regular(Default)	99999 - Aeronautics	KANATA, MAZ	SPECIALIST	11/30/2015	\$17.00	\$0.00
					6/30/2015	\$2,791.85	\$0.00
					7/31/2015	\$2,791.85	\$0.00
	50240 - Acad Teach-Regular (Default)	99999 - Aeronautics	KANATA, MAZ	SPECIALIST	6/30/2015	\$250.60	\$0.00
					7/31/2015	\$795.55	\$0.00
					8/31/2015	\$795.55	\$0.00
					9/30/2015	\$795.55	\$0.00
					11/30/2015	\$795.55	\$0.00
					12/31/2015	\$795.55	\$0.00
Staff Wages	50241 - Acad Teach-Exempt from CBR	99999 - Aeronautics	DAMERON, POE	LECT-AY-1/9	4/30/2015	\$1,384.24	\$0.00
	58012 - BUDSUM Salaris/Wages-Academic	99999 - Aeronautics	Authorized Budget Journal		5/31/2015	\$1,384.24	\$0.00
					10/9/2015	\$0.00	\$0.00
	51210 - Staff-Regular (Default)	99999 - Aeronautics	SECURA, AAYLA	RSCH DATA ANL 3	5/31/2015	\$815.42	\$0.00
					6/30/2015	\$2,935.52	\$0.00
					8/31/2015	-\$82.33	\$0.00
					9/30/2015	\$244.63	\$0.00
					11/30/2015	\$4,436.24	\$0.00
					12/31/2015	\$843.97	\$0.00
					10/9/2015	\$0.00	\$0.00
Other Employee Compen	58019 - BUDSUM Salaries/Wages-Staff	99999 - Aeronautics	Authorized Budget Journal		10/9/2015	\$0.00	\$0.00
	58020 - BUDSUM Salaries-Staff Limited	99999 - Aeronautics	Authorized Budget Journal		10/9/2015	\$0.00	\$0.00
	52011 - Vacation Assessment	99999 - Aeronautics	SECURA, AAYLA	RSCH DATA ANL 3	5/31/2015	\$66.05	\$0.00
					6/30/2015	\$237.77	\$0.00
				8/31/2015	-\$6.66	\$0.00	
				9/30/2015	\$19.81	\$0.00	

(16) DATE - Users may set the date range of the displayed transactions. By default, the system will display all transaction for the past 12 months. To see just a single month of data, set both the **Start Month** and **End Month** to the same month.

(17) EXPENSE-TYPE FILTER - Users can filter the transactions by a single expense type or multiple expense type(s).

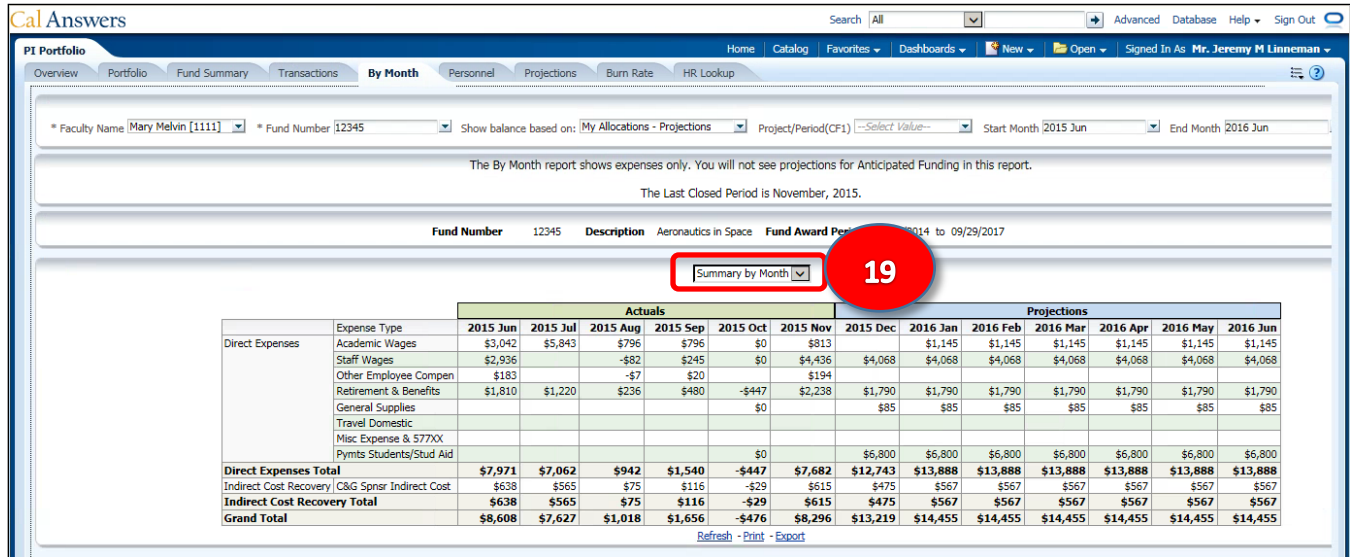
(18) SELECT VIEW – By default, the page displays a summary of the PI's awards. Switching to the **Extended View** adds columns for Chartfield 1, Document Date, Document ID, Transaction Type and Statement Month. The **Full Chartstring** view adds columns for Chartfield 1, Chartfield 2, Program, Business Unit, Project, and Activity.



PI Portfolio Users Guide

By Month Page

This page summarizes transactions by expense type and by the statement month in which they were posted in order to show trends. It also displays projections by expense type and statement month, so that the actuals and projections can be seen side by side. By default, the last 6 months, current month, and future 6 months are displayed, but this can be adjusted via the date filters at the top of the screen.



The screenshot shows the 'By Month' view of the PI Portfolio. The page includes a navigation bar with tabs for Overview, Portfolio, Fund Summary, Transactions, By Month (selected), Personnel, Projections, Burn Rate, and HR Lookup. Below the navigation bar, there are filters for Faculty Name (Mary Melvin [1111]), Fund Number (12345), and date ranges (Start Month: 2015 Jun, End Month: 2016 Jun). A message states: 'The By Month report shows expenses only. You will not see projections for Anticipated Funding in this report. The Last Closed Period is November, 2015.'

The main table displays expenses for Fund Number 12345, Description 'Aeronautics in Space', and Fund Award Period '2014 to 09/29/2017'. The table is organized into columns for Actuals (2015 Jun to 2015 Nov) and Projections (2016 Jan to 2016 Jun). A red circle with the number 19 highlights the 'Summary by Month' dropdown menu.

		Actuals						Projections						
		2015 Jun	2015 Jul	2015 Aug	2015 Sep	2015 Oct	2015 Nov	2015 Dec	2016 Jan	2016 Feb	2016 Mar	2016 Apr	2016 May	2016 Jun
Direct Expenses	Expense Type													
	Academic Wages	\$3,042	\$5,843	\$796	\$796	\$0	\$813		\$1,145	\$1,145	\$1,145	\$1,145	\$1,145	\$1,145
	Staff Wages	\$2,936		\$82	\$245	\$0	\$4,436	\$4,068	\$4,068	\$4,068	\$4,068	\$4,068	\$4,068	\$4,068
	Other Employee Compen	\$183		\$7	\$20		\$194							
	Retirement & Benefits	\$1,810	\$1,220	\$236	\$480	-\$447	\$2,238	\$1,790	\$1,790	\$1,790	\$1,790	\$1,790	\$1,790	\$1,790
	General Supplies					\$0		\$85	\$85	\$85	\$85	\$85	\$85	\$85
	Travel Domestic													
	Misc Expense & 577XX													
Pymts Students/Stud Aid					\$0		\$6,800	\$6,800	\$6,800	\$6,800	\$6,800	\$6,800	\$6,800	
Direct Expenses Total		\$7,971	\$7,062	\$942	\$1,540	-\$447	\$7,682	\$12,743	\$13,888	\$13,888	\$13,888	\$13,888	\$13,888	\$13,888
Indirect Cost Recovery/ C&G Spnsr Indirect Cost	\$638	\$565	\$75	\$116	-\$29	\$615	\$475	\$567	\$567	\$567	\$567	\$567	\$567	\$567
Indirect Cost Recovery Total		\$638	\$565	\$75	\$116	-\$29	\$615	\$475	\$567	\$567	\$567	\$567	\$567	\$567
Grand Total		\$8,608	\$7,627	\$1,018	\$1,656	-\$476	\$8,296	\$13,219	\$14,455	\$14,455	\$14,455	\$14,455	\$14,455	\$14,455

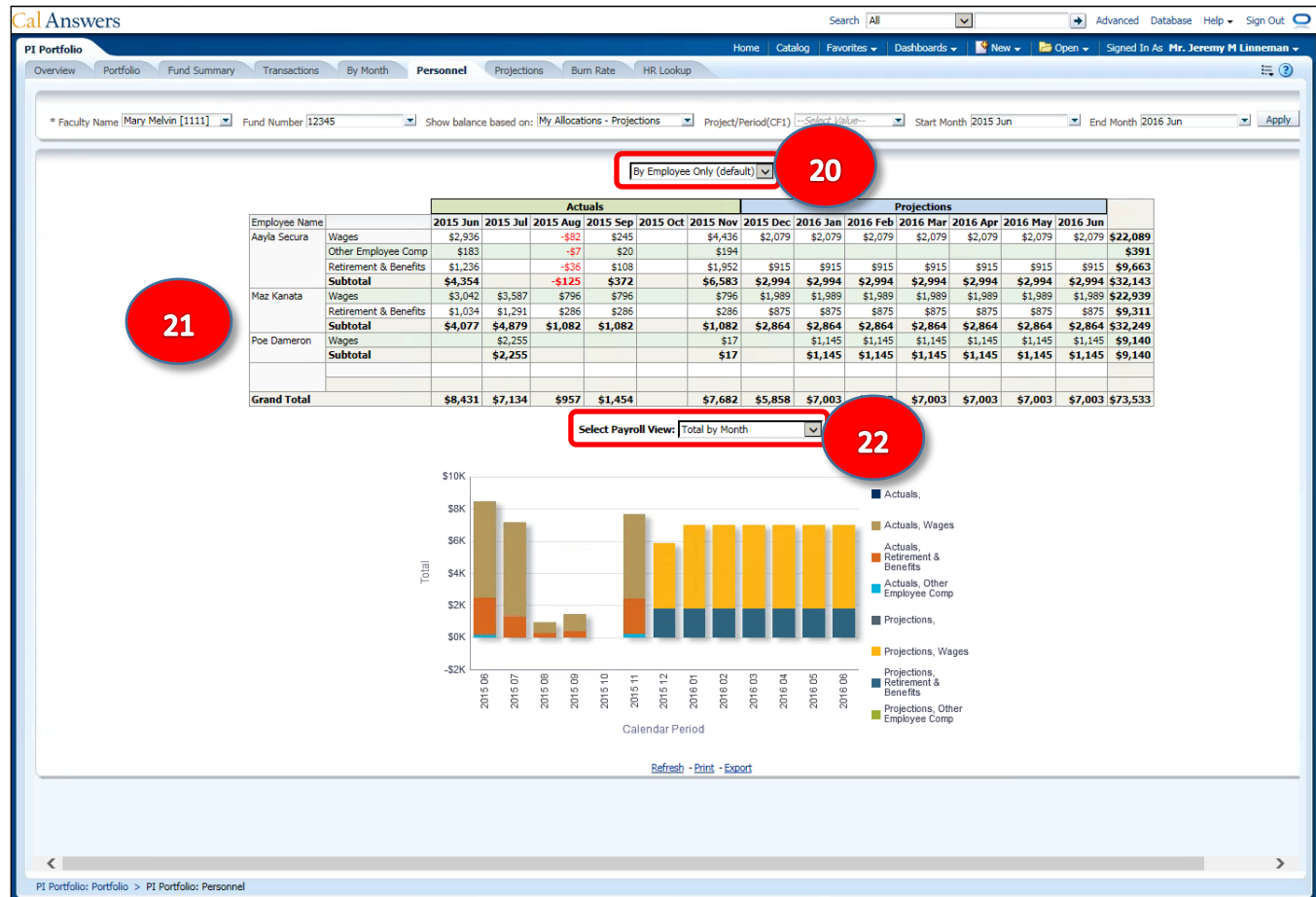
Refresh Print Export

(19) SELECT VIEW – Similar to previous tabs, a user can select between the default view of **Summary by Month** and an **Expanded View** that includes the Department, Chartfield 1 and Chartfield 2.

PI Portfolio Users Guide

Personnel Page

This page displays the payroll history for each employee contributing to an award, as well as projected payroll when in the projections view. Just like the By Month page, the view defaults to include the past 6 months, the current month, and the future 6 months. The dates are based on the payroll “earned” date (rather than when it was paid). The page also includes other filters to help refine the data displayed.



(20) SELECT VIEW – The default view is **By Employees Only**, but the user can switch to an **Expanded View** that adds in the Department, Chartfield 1 and Chartfield 2.

(21) BENEFITS – In addition to the wage information, this page also displays any benefits posted for the employee, including tuition reimbursement, composite benefits (fringe), other employee compensation (vacation accrual), and GAEL (liability insurance, charged as a supply expense). Overhead is not included.

(22) SELECT PAYROLL VIEW - Three graphs are available to help visualize payroll expenses. **Total by Month** (displayed above) sums all of the payroll and benefits charges for each month to see total payroll spending over time. **Employee History by Month** turns Employee Name into a dropdown filter, allowing the user to view a graph for each separate employee’s payroll and benefits by month. **Total by Employee** displays the sum of all of the salary and benefits that each employee has been paid for the specified time period.

PI Portfolio Users Guide

Projections Page

This page displays all of the projections that have been entered into the projection tool for the selected fund (or leave blank to view all funds). The filters at the top of the screen can be used to narrow which projections are displayed. Like all of the previous tabs, the data tables can be customized, and all of the projection data can be exported to Excel.

The screenshot shows the 'PI Portfolio' application interface. At the top, there's a navigation bar with tabs: Overview, Portfolio, Fund Summary, Transactions, By Month, Personnel, Projections (selected), Burn Rate, and HR. A search bar and user information (Signed In As: Mr. Jeremy H. Luneman) are also present.

Callout 23: A red circle highlights a button labeled 'Click to Open Input Form'.

Callout 24: A red circle highlights a filter section containing dropdown menus for Faculty Member (Mary Melvin [1111]), Employee Name, Start Month (2015 Dec), End Month (2016 Nov), Fund (12345), Expense Type, View Set (Working), Dept ID, Account, and CF1.

Callout 25: A red circle highlights a 'Select View' dropdown menu set to 'Personnel by Dollar Amount'.

The main content area displays two tables:

- Anticipated Funding:** A table with columns for ID #, Fund, Dept, Acct, CF1, CF2, Program, Last Updated By, Description, Comments, and monthly projections from 2015 Dec to 2016 Apr. It lists four entries for Fund 12345 - Aeronautics.
- Non-Compensation Expenses:** A table with similar columns to the first one, listing five entries for Fund 12345 - Aeronautics, including various indirect costs and overheads.

Below the tables, there are links for 'Refresh', 'Print', and 'Export'. The 'Personnel by Dollar Amount' table shows a single entry for ID 95, Fund 12345, Dept 99999, Acct 51210, CF1 111111 - Year 2, CF2 AAAA, Program 40, Last Updated By yoda-18-MAR-16, Employee Name Aayla Secura, and monthly projections.

(23) CLICK TO OPEN INPUT FORM – This button will open the projection tool in a new window. The projection tool will be covered in detail in a later section.

(24) FILTERS – The filters at the top of the page can be used to narrow the view to a particular set of projections. For example, the projections can be filtered by Chartfields, Expense Type, Date Range, and more. This is particularly useful for funds or portfolios that have a large number of projections.

(25) SELECT VIEW – Users can select between two different views for compensation projections. **Personnel by Dollar Amount** shows all of the salary, benefits and IDC for each employee as dollar values (per month, for the given date range). **Personnel by % Distribution** shows the same information, except as a percentage of total appointment instead of as a dollar value (filter to just show Staff Wages and Academic Wages for a cleaner table). This allows a user to see the total appointment percentage that is being projected for each employee, and thus quickly determine which employees can have additional appointments added to reach 100% (full time).

PI Portfolio Users Guide

Burn Rate Page

This page provides data on spending averages that may be helpful in creating accurate projections.

CalAnswers

Search All Advanced Database Help Sign Out

PI Portfolio Overview Portfolio Fund Summary Transactions By Month Personnel Projections **Burn Rate** HR Lookup Home Catalog Favorites Dashboards New Open Signed In As Mr. Jeremy M Linneman

* Faculty Name **Mary Melvin [1111]** Fund **70123** Dept **--Select Value--**
Expense Type **--Select Value--** CF1 **--Select Value--** Account **--Select Value--**
Start Month **2015 Apr** End Month **2016 Mar** Apply Reset

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Expense Type	Fund ID - Desc	Dept	Account	CF1 - Desc	Program	Avg Monthly Actuals Amount
Communications	70123 - Aeronautics	44444 - Aerohistory	56111 - Express Delivery Services	999999 - FY 15-16	40	\$5
			56130 - Telephone Services	999999 - FY 15-16	40	\$1,220
Communications Total						\$1,257
Rents & Utilities	70123 - Aeronautics	44444 - Aerohistory	56310 - Recharge-Facility Rental & Svc	999999 - FY 15-16	40	\$5,899
			56311 - Conf/Event Facil Rent-Off-Camp	999999 - FY 15-16	40	\$627
			56330 - Rental of Equipment - Other	999999 - FY 15-16	40	\$224
Rents & Utilities Total						\$6,751
Publications & Media	70123 - Aeronautics	44444 - Aerohistory	56410 - Printing	999999 - FY 15-16	40	\$194
			56411 - Photocopy	999999 - FY 15-16	40	\$5
			56430 - Multimedia Service	999999 - FY 15-16	40	\$198
Publications & Media Total						\$397
Other Serv-Non Computer	70123 - Aeronautics	44444 - Aerohistory	56639 - Miscellaneous Services	999999 - FY 15-16	40	\$2,700
Other Serv-Non Computer Total						\$2,700
Non-Employee Payments	70123 - Aeronautics	44444 - Aerohistory	56720 - Consultant Fees	999999 - FY 15-16	40	\$1,190
Non-Employee Payments Total						\$1,190
Conf-Mtgs-Training-Events	70123 - Aeronautics	44444 - Aerohistory	57003 - Conference/Event Registration	999999 - FY 15-16	40	\$248
			57004 - Business Meeting -Technical	999999 - FY 15-16	40	\$556
Conf-Mtgs-Training-Events Total						\$805
Travel Domestic	70123 - Aeronautics	44444 - Aerohistory	57211 - In-State Travel - Air Fare	999999 - FY 15-16	40	\$225
			57213 - In-State Travel - Non Air Fare	999999 - FY 15-16	40	\$230
			57214 - Out-of-State Travel - Non-Air	999999 - FY 15-16	40	\$226
Travel Domestic Total						\$681

Rows 26 - 47 (end)
Refresh Print Export

(26) FILTERS – The filters at the top of the screen can be used to filter actuals by expense type, Chartfields, and date range. The table will then display monthly spending averages for each expense type for the designated date range.

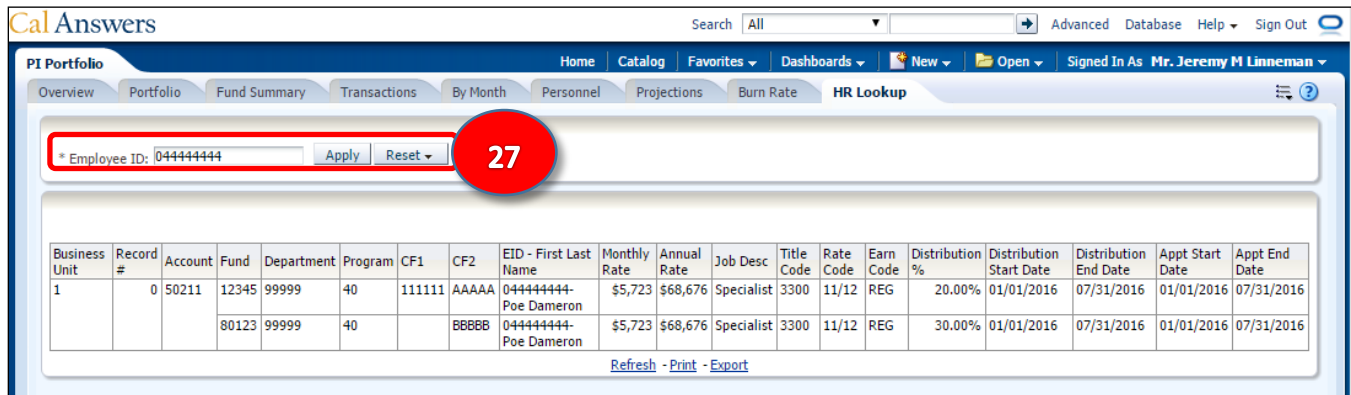
It's important to emphasize that the data on this page isn't required for building projections, it is simply provided as an FYI, so that the user can quickly get a picture of what the monthly spending rates have been on a fund to date. If it is known that a project is going to continue spending as it has historically, then these averages are a good starting place for projecting non-personnel expenses, such as supplies, travel, and recharge.

Alternatively, if a user knows that certain months have had irregular levels of spending activity, the filters can be used to exclude those months in order to calculate burn rates that are more relevant to the project. For example, if a project didn't post any expenses for the first 3 months, but has since had regular amounts of activity for the past 6 months, then limit the range to just the last 6 months. This way funding projections can more closely mirror the project's actual spending patterns.

PI Portfolio Users Guide

HR Lookup Page

This page provides a simple search box that allows users to look up any employee's current appointment data using the Employee ID.



CalAnswers

Search: All [v] [Go] Advanced Database Help Sign Out

PI Portfolio Home Catalog Favorites Dashboards New Open Signed In As Mr. Jeremy M Linneman

Overview Portfolio Fund Summary Transactions By Month Personnel Projections Burn Rate HR Lookup

* Employee ID: 04444444 Apply Reset

Business Unit	Record #	Account	Fund	Department	Program	CF1	CF2	EID - First Last Name	Monthly Rate	Annual Rate	Job Desc	Title Code	Rate Code	Earn Code	Distribution %	Distribution Start Date	Distribution End Date	Appt Start Date	Appt End Date
1	0	50211	12345	99999	40	111111	AAAAA	044444444-Poe Dameron	\$5,723	\$68,676	Specialist	3300	11/12	REG	20.00%	01/01/2016	07/31/2016	01/01/2016	07/31/2016
			80123	99999	40		BBBBB	044444444-Poe Dameron	\$5,723	\$68,676	Specialist	3300	11/12	REG	30.00%	01/01/2016	07/31/2016	01/01/2016	07/31/2016

[Refresh](#) - [Print](#) - [Export](#)

(27) EMPLOYEE ID – enter an Employee ID to pull up their appointment information, including their current Chartstrings and percentage distributions. (The screenshot above also displays the results of a search.)

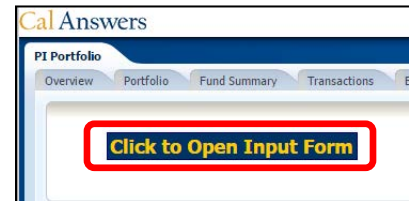
Because this search function has global access, the user must know the employee's ID to be able to pull up their information; while it would be more convenient to make the page searchable by employee name, for confidentiality reasons we are unable to make it searchable by name AND provide for global access. However, the employee ID information for all of a PI's employees is readily available in the projection tool, so a user can retrieve the Employee ID for any pertinent employee with just a few clicks.

PI Portfolio Users Guide

The PI Portfolio Projection Tool

Now let's return to the Projections Page and look at the projections input form in more detail. This tool is one of the most powerful features of PI Portfolio, as it allows PIs and RAs to quickly create, edit and reconcile spending projections for sponsored and non-sponsored awards. As PI Portfolio pulls data from both the Berkeley Financial System (BFS) and Human Capital Management (HCM), the projection tool is much faster and easier than building and reconciling projections manually in traditional spreadsheet software.

To enter the projection tool, from the Projections Page click the button labeled **Click to Open Input Form**, highlighted in the screenshot to the right. This will open up a new window over the existing PI Portfolio dashboard, as seen in the screenshot below (note that this screenshot is already populated with several projections).

A screenshot of the 'PI Portfolio Projections' tool interface. The interface is titled 'PI Portfolio Projections' and 'Portfolio Summary'. It features a search bar with fields for ID #, Fund, Employee, Dept, and Account Type, along with 'Go', 'Clear', and 'Archive' buttons. Below the search bar are three main sections: 'Compensation', 'Non-Compensation', and 'Anticipated Funding'. Each section contains a table of projections. Callout 28 points to the search bar. Callout 29 points to the 'Archive' button. Callout 30 points to the 'Edit' button in the 'Compensation' section. Callout 31 points to the 'Download' button in the 'Non-Compensation' section. The 'Compensation' table has columns for ID #, Account Type, Account, Fund, Department, Program, CF1, CF2, EID - First Last, Monthly Rate, Job Descr, Title Code, Distribution %, Start Month, and Appt End Mo. The 'Non-Compensation' table has columns for ID #, Bus Unit, Account Type, Account, Fund, Department, Program, CF1, CF2, Description, Monthly Amount, Start Month, End Month, and Comments. The 'Anticipated Funding' table has columns for ID #, Bus Unit, Account Type, Account, Fund, Department, Program, CF1, CF2, Description, Amount, Month, and Comments. At the bottom, there are 'Total' and 'Grand Total' rows.

(28) SEARCH – The search function at the top of the form allows the user to quickly locate existing projections. Users are able to search by projection ID#, Fund, Employee, Department, and Account Type.

(29) ARCHIVE - The search bar also includes a button for the **Archive** function, which allows users to save a set of projections (tied to a particular ledger month) that can be later recalled. This allows the user to review past projections. Note that only one set of Archived projections can be saved/assigned to each ledger month.

(30) EDIT - To create a new projection, begin by clicking on the **Edit** button in the lower left corner of the section for the appropriate projection type: Compensation, Non-Compensation, or Anticipated Funding. This will open up the input form for the corresponding projection type.

(31) DOWNLOAD – To download a set of projections as an Excel .csv file, click the **Download** button in the lower left corner of the section for the desired projection type.

PI Portfolio Users Guide

Types of Funding Projections in PI Portfolio

The tool separates funding projections in to three distinct categories, as each type of projection operates a bit differently.

COMPENSATION – This section of the tool is for projecting expenses related to employees on the university's payroll. This includes student employees, post-docs, research and program staff, and the various types of faculty salary (summer salary, FSREP, research appointments, etc.). When a new payroll projection is added, the system will automatically add projections for the relevant benefits, GAEL, and overhead. Other elements, such as graduate student fee remission, leave accrual, and used vacation leave credits, can be added manually to ensure that they are projected accurately.

NON-COMPENSATION – This section of the tool is for projecting expenses that aren't related to payroll. This includes equipment, materials, supplies, travel, subawards, contractors, recharge, and a variety of other expense types. The tool allows users to project for both one-time and reoccurring expenses.

ANTICIPATED FUNDING – This section allows users to project anticipated funding increments that will be added as credits to a fund's budget. This is useful for funds where the sponsor wants to commit funding in increments, but the user would like to build projections for the entire obligated amount. This feature can also be useful when a user is anticipating a supplement to an existing award, or any other modification that changes the amount of available funding, but that's not yet captured in BFS.

Note that positive number values entered in to the Anticipated Funding section will appear as a projected credit, where as positive number values in the Non-Compensation and Compensation sections will appears as projected debits. Negative values can also be projected if necessary, such as projecting for a reduction in the amount of an award (Anticipated Funding), a pending payroll transfer (Compensation), or a refund on a returned purchase (Non-Compensation).

Creating a New Projection

After clicking the **Edit** button for one of the available projection types (#30 above), the user will be taken to the input form for that particular projection type. The example below is of a Non-Compensation projection, but these tips apply to Compensation and Anticipated Funding projections as well

The screenshot shows a web-based form titled "Non-Compensation". At the top, there is a "Bulk Update" section with a "Column Name" dropdown menu, a "Column Value" input field, and an "Update" button (callout 37). Below this is a table with columns: ID #, Bus Unit*, Account Type, Account*, Fund*, Department*, Program*, CF1, CF2*, Description, Amount*, Start Month*, End Month*, and Comments. A red box highlights the first row of the table (callout 33). To the right of the table are buttons for "Cancel", "Delete", and "Apply Changes" (callout 34). Below the table are buttons for "Duplicate Row" (callout 35) and "Add Row" (callout 32). A red circle with the number 36 points to the "Delete" button.

(32) ADD ROW – This button will add a new, blank row for creating a new projection. Note that in the screenshot above, a blank row has already been added.

(33) PROJECTION INPUT FIELDS - Once a row has been added, a new line with blank cells will appear. The system uses predictive text, so as the user enters data into each cell, the system will auto-populate the cell based on the available options. For example, clicking on the Business Unit field will present two available options: **1 – UCB** and **J – UCOP**.

In order for the system to properly calculate projected expenses (and associated expenses like overhead), every cell that is marked with an asterisk must be completed: Bus Unit, Account, Fund, Department, Program, CF2, Amount, Start Month, and End Month.

However, the additional fields can be helpful in ensuring that projections are accurate and easy to understand. Therefore it is best practice to complete the Account Type, CF1, Description and Comments fields as well, if applicable. For example, choosing one of the available Account Types will further narrow what Account Codes are available for that projection, making it easier to identify and select the appropriate account code.

(34) APPLY CHANGES - Once all of the necessary information has been entered into the pertinent cells for a projection, click the **Apply Changes** button to finalize the line. The system will then add a new projection to the Projections Page (see page 12, above), as well as an additional projection for the associated overhead, when appropriate.

(35) DUPLICATE ROW – To duplicate a projection, click the check box on the far left of the projection line, and then click **Duplicate Row** to produce a copy of the selected projection. The fields can then be edited as necessary for the new projection. This will save time when adding multiple projections to the same Chartstring.

(36) DELETE – Alternatively, a user can delete any projection line by clicking the check box on the far left of the projection and then clicking **Delete**.

(37) BULK UPDATE – This feature can be used to update many projections lines simultaneously. Begin by checking the boxes to the left of all of the projections to be updated. Next choose the field that will be updated from the **Column Name** drop down menu. Depending on which **Column Name** is selected, the **Column Value** will either become a fillable field or a pop-up menu. Enter or select the desired update in the **Column Value** field and the click **Update** to change all the selected projection lines at once.

PI Portfolio Users Guide

Creating a New Compensation Projection

While similar to creating other projections in the tool, there are a few extra things to consider when building projections for payroll. This is because payroll is more complicated than other expense types, but also because the system does more of the heavy lifting for the user.

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Personnel Information (sourced from HCM)

Bus Unit	Account Type	Account	Fund	Department	Program	CF1	CF2	EID	Employee Name	Monthly Rate	Annual Rate	Job Descr	Title Code	Rate Code	Earn Code	Distribution %	Distribution Start Date	Distribution End Date	Appr Start Date	Appr End Date
1	Academic Wages	50211	69799	09999	44	111111	AAAAA	055555555	Catrosian Lando	\$4,382.00	\$52,584	GSR-Full Fee Rem	3282	11/12	REG	51.64	01-OCT-15	13-MAY-16	25-AUG-15	13-MAY-16
1	Academic Wages	50211	12345	99999	40	111111	AAAAA	044444444	Dameron Poe	\$5,723.00	\$68,676	Specialist	3300	11/12	REG	20	01-JAN-16	31-JUL-16	01-JAN-16	31-JUL-16
1	Staff Wages	51210	12345	99999	40	-	AAAAA	022222222	Kanata Maz	\$7,955.50	\$95,466	Research Data Analyst 3	625TU	9/12	REG	10	01-DEC-15	-	01-JUN-15	31-DEC-99
1	Staff Wages	51210	12345	99999	40	111111	AAAAA	033333333	Secura Anyia	\$8,317.25	\$99,807	Research Data Analyst 3	625TU	MONTH	REG	10	01-DEC-15	-	07-OCT-13	31-DEC-99

(38) PERSONNEL INFORMATION (sourced from HCM) – The first thing to note in the input form for Compensation projections is an additional field labeled **Personnel Information (sourced from HCM)** that appears below the projection form. This area lists all of the employees whose appointments are currently assigned to that PI's CF2, along with all of their appointment details.

(39) COPY FROM HCM – The employees listed in the HCM field can be quickly added to the compensation projection form by first checking the box on the far left side of an employee's appointment information in the HCM field, and then clicking the **Copy from HCM** button in the Compensation projection field. All of the required cells should already be complete, except for the **Projected Thru** date. However, the user can edit all of the remaining fields as well. The user can adjust the monthly rate, distribution percentage, and start month before finalizing the projection by clicking **Apply Changes**. The system will then add this line to the Projection page, along with additional lines for benefits, GAEL, and overhead as appropriate.

It's important to note that the user can edit all of the Chartstring information from this screen; this means that the user can change the fund number in order to project the employee's payroll on to other funding sources beyond where their appointment is currently listed in HCM. This is particular useful for projecting things like Earning Distribution Changes and split appointments. However, changing the projection does not automatically changes an employee's appointment – an HR transaction will still need to be submitted to finalize the change.

(40) FEE REMISSION – While fee remission isn't automatically added to compensation projections the way benefits and GAEL are, fee remission can still be easily added to appropriate compensation projections. By having the user enter the data manually, it ensures that the projection is accurate to the specifics of that graduate student's appointment.

Bus Unit *	Account Type	Account *	Fund *	Department *	Program*	CF1	CF2 *	EID - First Last	Monthly Rate*	Job Descr	Title Code	Distribution %*	Start Month*	Appt End Month	Projected Thru*
1	Academic Wages	50211	69799	40	44	111111	AAAAA	055555555 - Lando C	\$4,382.00	GSR-Full Fee Rem	3282	51.64%	2016 Jan	2016 May	2016 May
1	Retirement & Benefits	53800	69799		44	111111	AAAAA	055555555 - Lando C	\$8,701.00	GSR-Full Fee Rem	3282	33.34%	2016 Feb	2016 May	2016 Apr

The easiest way to add a fee remission projection is to use the **Duplicate Row** function to copy the GSR's compensation projection. Then, change the **Account Type** to **"Retirement & Benefits"** and select the appropriate **Account** code for the type of remission that is being projected. Finally, edit the **Monthly Rate**, **Distribution Percentage**, **Start Month** and **Projected Thru** date. In the example above, the **Monthly Rate** is the full remission amount (\$8701), the **Distribution Percentage** is 33.34%, and the date range is the middle three months of the semester. This is an example projection for the most common fee remission scenario, but the system is flexible enough to allow the user to project for split fee remission, DSAS payments, etc.

Additional Resources

Questions

If you are a **Principal Investigator (PI)**, your Research Administrator (RA) is your primary resource about PI Portfolio. You can also contact the Help Desk or the Project Team.

- **Help Desk:** calanswers-help@berkeley.edu or 664-9000 (ext. - option 1, then option 2)
- **Project Team:** piportfolio@berkeley.edu

If you are a **Research Administrator (RA)**, your point of contact is the Help Desk.

- **Help Desk:** calanswers-help@berkeley.edu or 664-9000 (ext. - option 1, then option 2)

If you are a **Chief Administrative Officer (CAO) or MSO**, your point of contact is the Help Desk.

- **Help Desk:** calanswers-help@berkeley.edu or 664-9000 (ext. - option 1, then option 2)

All PI Portfolio users are welcome to send feedback or suggestions to the PI Portfolio Project Team at piportfolio@berkeley.edu.

Website Resources

- **PI Portfolio webpage:** calanswers.berkeley.edu/PIPortfolio
- **Training page:** calanswers.berkeley.edu/pi-portfolio/training
- **FAQs:** calanswers.berkeley.edu/faq-page
- **Browser requirements:** calanswers.berkeley.edu/browser-compatibility
- **Access:** calanswers.berkeley.edu/piportfolioaccess