What you need to know about PI Portfolio as a Principal Investigator

PI Portfolio provides a quick, comprehensive picture of faculty-managed fund balances, expenses, and budgets for faculty-managed funds and sponsored research awards. PIs can use it to quickly view up-to-date information in a common format for all the Funds they manage.

Data available in PI Portfolio

PI Portfolio displays the actual expenses and budgeted amounts for each Fund. 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).

Access

As a PI, you have automatic access to PI Portfolio. You will be able to access your own portfolio to review your Actuals and Projections.

Logging in

Access link: http://calanswers.berkeley.edu/piportfolio

Once you click on the access link, you will enter your CalNet ID and you should be automatically directed to the Portfolio dashboard. If you are not taken directly to PI Portfolio, navigate to "Dashboards" in the upper right of the screen and choose "PI Portfolio" from the list.

Support

Your Research Administrator (RA) is your primary point of contact about PI Portfolio. You can also contact the Help Desk with technical questions.
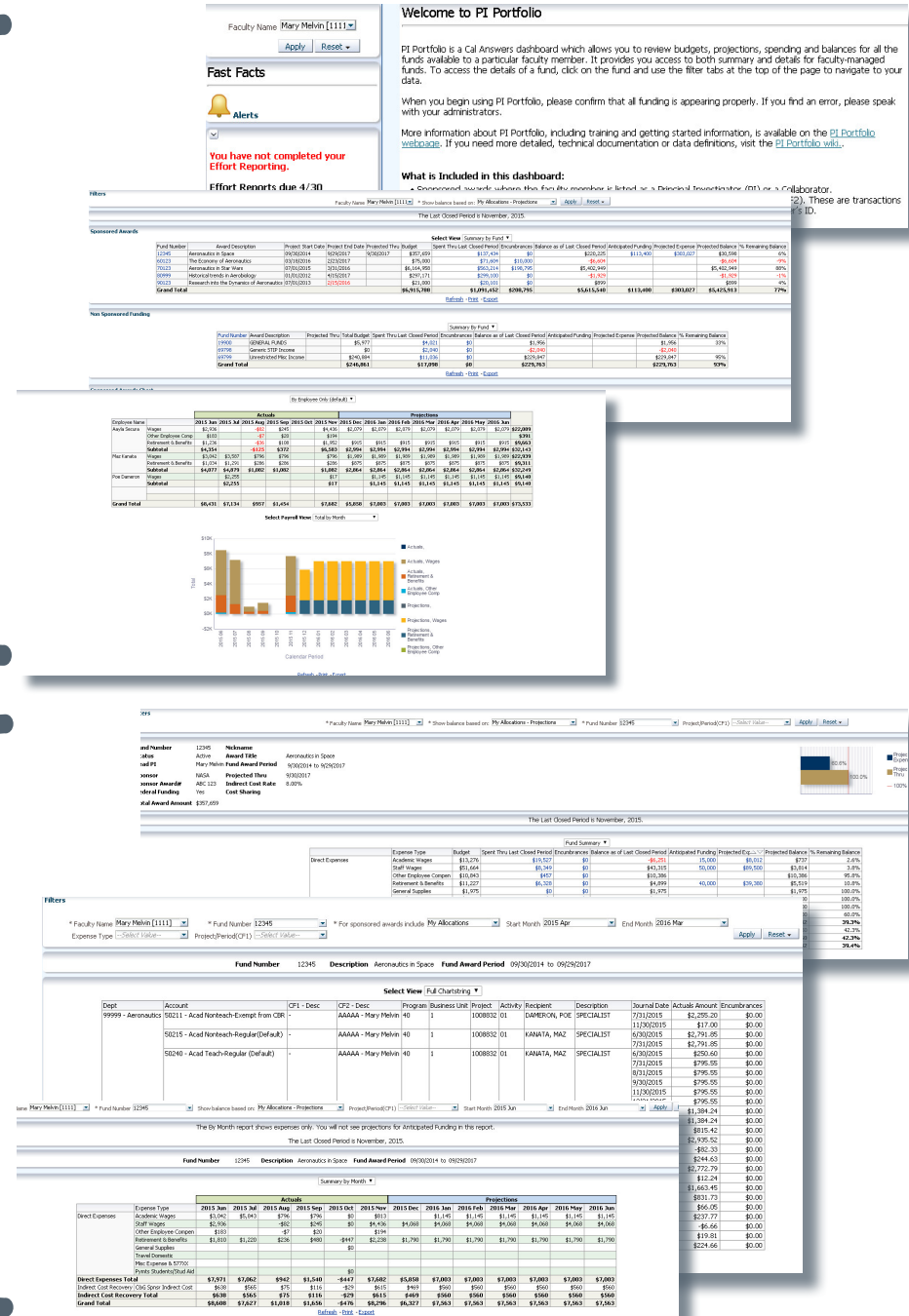
Help Desk: calanswers-help@berkeley.edu or 664-9000 (ext. - option 1, then option 2)

High Level

Overview, **Portfolio**, and **Personnel** tabs display information about all the awards for the named PI.

Details

Fund Summary, **Transactions**, and **By Month** tabs display detail by Fund and are best used after clicking on a specific Fund on the Portfolio Tab.

Review Data in PI Portfolio

How to review your data in PI Portfolio

There are three ways to look at balances in PI Portfolio using the filters at the top of each tab.

- My Allocations - Actuals
- My Allocations - Projections
- Total Award - Actuals

"Actuals" views in PI Portfolio show data up to the night before. It's a moment in time view that allows you to see if specific charges have cleared the ledger.

For example, an expense that hit the current month ledger three days ago can be viewed in "My Allocations - Actuals" or "Total Award - Actuals." It will not be included in "My Allocations - Projections" until after the current month close.

Difference between Actuals and Projections

"Projections" views in PI Portfolio only show Actuals through the last closed month.

Projections are available as of the current month and then moving out up to five years (depending on how far your RA has projected your expenses into the future.)

Your projected ending balances factor in projected payroll, supplies, and overhead, along with anticipated funding.

Transparency in PI Portfolio

PI Portfolio is a direct reflection and comprehensive view of the data in the ledger.

Please be aware that for Sponsored Funds you may see expired awards in your default Portfolio view. You may exclude these using the Fund filter at the top of the page.

If you want to save this view as your default, visit the training page for instructions on how to set your customized view: calanswers.berkeley.edu/pi-portfolio/training. Please contact your RA with questions.

In this example, the day the report was run is June 2, 2016.

Using data to manage your Funds

PI Portfolio will allow you to review your Actuals and Projections in the system itself, rather than waiting for a report to be sent to you. The different tabs in the dashboard will allow you to review your Actuals and Projections in different ways.

View all Funds associated with your CF2(s).

In the **Portfolio tab**, you'll see all Funds associated with your CF2s at a summary level. This tab (or report) will allow you to view the current and projected Fund balance for your Funds. Deficits will be reflected in red.

This page will give you an idea of your overall Funding and allow you to quickly identify your "Minimum Direct Cost Balance" - the actual amount you have left to spend without going into deficit, after overhead is charged. Use this page to navigate to more detail by Fund. You can do this by clicking on a Fund number, to be taken to the Fund Summary tab.

Review spending for a single Fund.

In the **Fund Summary tab**, you can review the whole picture of spending by category for the project from inception to current date, along with Projections, Anticipated Funding, and Balances.

See the transactions associated with a Fund, including the full chartstring.

The **Transaction tab** provides the lowest level of detail for transactions on the selected Fund(s). Select one or more months to view transaction details. You can review your chartstrings used on specific transactions on this tab.

Review your Actuals and Projections for a single Fund, by month.

The **By Month** tab shows Budget, Actuals, and Projections by month, so you can monitor trends by expense type and see when funding will run out. It only shows one Fund at time and defaults to the last six months of Actuals and the next six months of Projections. However, you have the ability to choose any range of months.

Review the chartstrings used in your Portfolio and their current or past balance.

You can use the **Chartstrings tab** to look up chartstrings used for activities in this Portfolio; for example if you need to submit a reimbursement for a travel expense, you can see the chartstrings available for use on this page.

Find out who has been paid on your Funds.

The **Personnel tab** shows the history of who has been paid on all Funds belonging to the selected PI. Personnel expenses are displayed by month with separate lines showing wages, fee remission, retirement and benefits, and other employee compensation. You can complete trend analysis using these reports which are displayed by month, showing Actuals and Projections.

Determine if you need to make changes in how you're supporting personnel.

You can use the **Personnel tab** to see the Funding sources for all the employees across your portfolio. You'll also be able to see when a Funding source is projected to run out. This allows you to determine when you might need to find a different Funding source.

View Projections for all your Funds; find percent distribution for personnel.

The **Projections tab** shows all Projections, line by line, across all of the Funds. It includes a link to the APEX input form for Projections across all Funds managed by a PI. Your RA will use this page to input Projections. PIs can use this page to review detailed Projections. If you want to communicate changes or questions to your RA about a specific projection, you may reference the ID# found on this page. If you're looking for a breakdown of personnel by percent distribution, you can find that here by selecting the "Personnel by % Distribution" view.

Find out if your spending is on track.

In the **Portfolio tab**, the sponsored awards chart at the bottom of the page will show each Fund's spending compared with time elapsed in the project. The blue and gold lines should be ending at close to the same place if spending is on track. If the blue bar is shorter than the gold, it means that spending may be too slow compared to the time frame of the project. This could lead to the need for a no-cost extension request. If the gold bar is shorter than the blue, it means that spending is moving too quickly and Funds may run out before the end of the project.

PI Portfolio Resources

Visit the PI Portfolio website

Updates on the enhancements in PI Portfolio, including overviews of all the new tabs, are available on the "About" page of the website.

About page available at: calanswers.berkeley.edu/pi-portfolio/about-pi-portfolio.

Review the PI Portfolio user guide

You will find more detailed information on how to navigate the different pages in PI Portfolio in the user guide. This guide walks you through the dashboard with screenshots and instructions for every tab.

User guide is available at: calanswers.berkeley.edu/pi-portfolio/training#gettingstarted

Watch the Overview video

Watch a video that outlines what the new functionality in PI Portfolio looks like. The video walks you through the tabs and provides a high level overview of each page.

Video available at: controller.berkeley.edu/piportfoliovideo2016-part1

Learn more about chartstrings

The chartstring page on the PI Portfolio website includes a breakdown example of a full chartstring and quick links to resources you'll need to complete a chartstring.

Chartstring page available at: calanswers.berkeley.edu/pi-portfolio/training/chartstring

Look up your RA

If you're not sure who your RA is, try searching the database Phoebe.

Phoebe link available at: calanswers.berkeley.edu/pi-portfolio/find-your-ra

Review FAQs

Review the PI Portfolio FAQs on the Cal Answers website. These FAQs were collected during UAT and development. If you have a question you'd like to submit, contact the PI Portfolio Project Team at piportfolio@berkeley.edu.

FAQs available at: calanswers.berkeley.edu/faq-page

Use the correct browser

PI Portfolio works with both the Windows and Mac operating systems.

Information on browser compatibility available at: calanswers.berkeley.edu/browser-compatibility.

PI PORTFOLIO

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