Faculty Portfolio Monthly Report

UCSF

The **Faculty Portfolio (FP) Monthly Report** displays monthly actual and projected financial information for a fiscal year by Project-Activity Period-Dept ID.

What can I learn from the Faculty Portfolio Monthly Report?

- Search for *Projects* by Award/Parent ID, Project, posting level Dept ID, and/or PI/Manager
- View running Sponsored Balances with Budget, Expenses and Other Changes
- View Non-Sponsored Current Net Position with Beginning Net Position, Revenues, Expenses, and Other Changes
- Choose from a more summarized Faculty view or more detailed Analyst view

Report Date Filters

You can only select a single **Fiscal Year**:

Fiscal Year* | 2014-15 |
2014-15

Report Specific Filters

1 Choose to include *either* **Sponsored** or **Non-Sponsored** Projects (you cannot choose both in one report).

1 Sponsored/Non-Sponsored*
- ● Report for Sponsored Projects
- ○ Report for Non-Sponsored Projects

2 Choose additional options for **Project-Activity Period** (optional)

a Check the box to **Include Inactive** and/or **Pending Project-Activity Periods** (Active/ Inactive based on the current status of the *Project-Activity Period*, *not* on selected Report dates.)

b Check both boxes to include *both* Inactive *and* Pending

2 Project-Activity Period
- ☐ Include Inactive Project-Activity Periods
- ☐ Include Pending Project-Activity Periods

3 Choose whether to see both **Direct and Indirect Costs** or **Direct Costs Only**

3 Direct/Indirect Costs*
- ● Direct and Indirect Costs
- ○ Direct Costs Only

4 Choose the desired **Report View**:

- **Faculty View** provides groupings and headers for both Faculty and Staff Salary and Benefits. No chartfield values are displayed.

- **Analyst View** provides greater control in choosing the elements displayed including Account level, chartfield values, Employees and Dist. %

4 Report View*
- ○ Faculty View
- ● Analyst View

Hover over the * to view a pop-up with details about the views.

5 **Display Options** differ based on the Report View selected, and can also be changed within the report view:

a In *Analyst View*, all options are displayed by default - *uncheck an option* to hide

Display Options — Analyst View
- ☑ Show Project, Activity Period, Fund, Dept ID
- ☑ Show Employees & Dist. %
- ☑ Show Projections & Liens   **5 a**

b In *Faculty View*, you can only choose to Hide/**Show Projections & Liens**; Employees & Dist. % cannot be hidden.

Display Options — Faculty View
- ☐ Show Project, Activity Period, Fund, Dept ID
- ☑ Show Employees & Dist. %
- ☑ Show Projections & Liens   **5 b**

6 Choose the Account Level to display, which can also be changed within the report view:
- *Analyst View* defaults to Account Level D
- *Faculty View* defaults to Account Level B for Personnel and C for Non-Personnel

Display Account Level*   **6**
- Do not display Account Detail
- Account Level B
- Account Level B (Personnel); C (Non-Personnel)
- Account Level C
- Account Level D

Projections are entered at Account Level D

7 Select the **Project-Activity Period-Dept ID.** Enter search terms in any of the available fields (Award/ Parent ID, Project, Dept ID, or PI/Manager). When you begin entering the search term, valid matches display using *type-ahead functionality*. Select a value from the list by clicking it.

7
- Enter or Search by Award/Parent ID
- Enter or Search By Project
- Enter or Search by Dept ID
- Enter or Search by PI/Manager

8 Add the results of the selected search term

a Click the **Add** button to enter all results based on the search term into the **Project-Activity Period-Dept ID** box (e.g., if you enter a PI and click the Add button, all Projects related to that PI which match the criteria set in the Report Date Filter and Report Specific Filters selected in steps 1 and 2 are inserted).

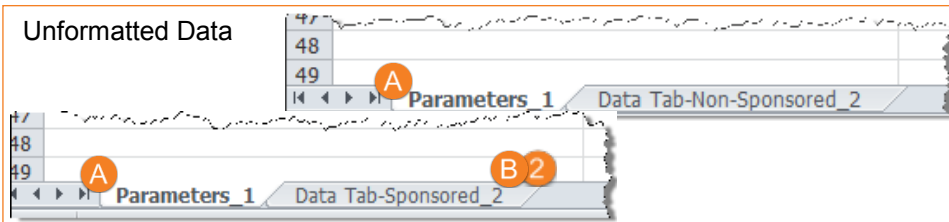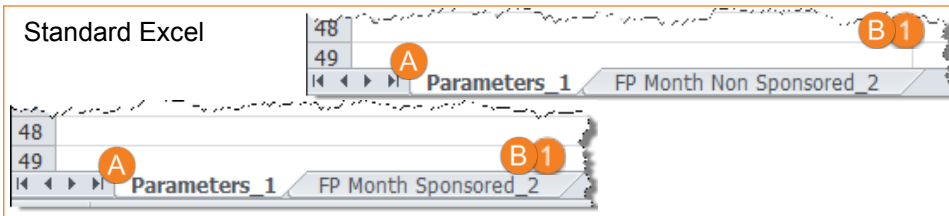| Award/Parent ID	Project-Activity Period-Dept ID*	**8**
Project	117906A-01-141040 - Predicting prostate cancer pro	
	117906A-01-141041 - Predicting prosta	
	122194A-01-137092 - Development,	
Dept ID	122194A-01-141040 - Development,	Repeat steps 7 and 8a to add results from multiple searches. When complete, use step 8b to remove unwanted results from the list.
	122194A-01-141041 - Development,	
	122194A-01-141052 - Development,	
PI/Manager	122783A-03-141041 - R01CA183570	
	124676A-01-141041 - UCSF#A12467	
	124676A-01-141052 - UCSF#A12467	

a Add
b Remove

b All results based on the filter are entered into the **Project-Activity Period-Dept ID** box. You may remove any unwanted results to complete your programmatic grouping. To do this, click on the item(s) (CTRL/command + Click to select multiple) and then click the **Remove** button. Repeat this step as necessary to remove all unwanted results prior to running the report.

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Report Specific Filters

In addition to the report output selections of **On Screen HTML** (default), **PDF**, and **Excel** (**a**), you can choose **Unformatted Data** (**b**). Selecting Unformatted Data output returns a data only Excel file that has no special formatting and a single row for column headings making it the best source for pivot tables and other advanced spreadsheet analysis. Select your desired report output and click the **Run Report** button:

In both Excel report outputs (Excel and Unformatted Data), the workbook will contain two or more tabs. The first sheet/tab (**A**) always displays the entered filter criteria:

A Sample first tab ("Parameters_1") – same on both Excel and Unformatted Data

The second sheet/tab (**B**) displays the data and differs depending on whether you chose the standard **Excel** download or the **Unformatted Data** download

B 1 Sample second tab - standard **Excel** download ("FP Month Sponsored/Non-Sponsored_2"):

B 2 Sample second tab - **Unformatted Data** download ("Data Tab-Sponsored/Non-Sponsored_2"):

When **Unformatted Data** is selected:

- The **Report View** selection is ignored and all data returned by the entered filter criteria is presented in the resulting Excel file
- Project start date, end date, and Dist. % are included in the results

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Working in Report View

You can change the **Account Level** displayed using the drop down menu located in the upper, left of the report header

Account Level:
Account Level D ▼
Do not display Account detail
Project-Act Pd-Dept ID:
Account Level B
Account Level B (Personnel); C (Non-Personnel)
Account Level C
Sponsored/Non-Sponsored:
Account Level D

Column display choices:

1. (*Analyst view only*) You can choose to hide or **Show Project, Activity Period, Fund, Dept ID** using the checkbox in the right of the header. To hide, uncheck the box and click **Update**.

☑ Show Project, Activity Period, Fund, Dept ID
☐ Show Employees & Dist. %
☐ Show Projections & Liens
Update

Project	Act Pd	Fund	Dept ID	Acct
2001779- -141041-5014, MTA/Clinical Trials, CARROLL,PETER R, Start Date: 01/01/2014; End Date

2. (*Analyst view only*) You can choose to hide or **Show Employees & Dist. %**. To hide, uncheck the box and click **Update**. This option is always visible in Faculty view.

☐ Show Project, Activity Period, Fund, Dept ID
☑ Show Employees & Dist. %
☐ Show Projections & Liens
Update

Employee	Actuals/Projections	
	Jul-2016 Actuals	Aug-2016 Actuals
End Date: 12/31/2014		
,SARAH H.	1,002.72	1,6
Dist %	25.00%	25.00
REALITE	5,889.6	3,8
Dist %	100.00%	100.00

3. (*Both Analyst and Faculty Views*) You can choose to hide or **Show Projections & Liens** for *current Fiscal Year* reports. To hide Projections & Liens, uncheck the box and click **Update**.

☐ Show Project, Activity Period, Fund, Dept ID
☐ Show Employees & Dist. %
☑ Show Projections & Liens
Update

Aug-2016 Adjusted Projections	Sep-2016 Projections	Oct-2016 Projection	May-2017 Projections	Jun-2017 Projections	Projected Expense Adjustments	Projections After Jun-2017	Total Actuals	Total Projections	Liens	Projected Total with Liens
RROLL,PETER R, Start Date: 01/01/20										
-	-	-	-	-	-	-	16,886	-	-	16,886

Tips and Tricks

- The **Faculty Portfolio Monthly Report** does not display distribution percentages entered in PPS prior to FY2014-15 and cannot display the Dist. % for employees that have no data in the source system.

- The **Dist. %** in the **Faculty Portfolio Monthly Report** is defined as:

Type of Data	Data Definition
Actuals for *Salaried* and *Hourly* Employees (Historic Data)	Distribution % in PPS
Projections for *Hourly* Employees (Future Data)	
Projections for *Salaried* Employees (Future Data)	%DPE entered, saved, and published from Portfolio Projections

- In Faculty View, personnel expenses are grouped based on the Account levels of the report with the subtotal of all personnel expenses.

- Inactive/Pending Project-Activity Periods are displayed based on the ***current status of the Project-Activity Periods selected***, not on the Report Date Filter values entered. For example, if you run a report for a prior/closed Fiscal Year ***today***, the Project-Activity Periods included will be based on their status ***today*** and not the status of the prior or closed FY.

- This report does not display Function or Flexfield.

- In MyReports, positive and negative signs have been "normalized" for most reports. Figures within brackets, e.g. (6,088) are considered unfavorable results (subtract from balance), and those not in brackets are considered favorable results (add to balance).

  o The **Faculty Portfolio Monthly Report** is unique from other Faculty Portfolio reports as Other Changes in Sponsored Projects ***are not normalized***, but rather the sign appears as it does in PeopleSoft.

- UPlan (Hyperion) data is not available in Faculty Portfolio reports.

- Sponsored Projects with a zero balance as of June 30, 2013 were not converted to our current chart of accounts, and are therefore not available in the Faculty Portfolio reports. Use WebLinks to view information related to these projects.

- Project is considered to be "Sponsored" based on the Fund. All Funds under the Fund tree node 400C and Funds 4900 and 1810 are considered to be "Sponsored." All other Funds are "Non-Sponsored."

- This report can be run for single or multiple Projects. To run a report for an *Award/Parent ID* instead of a Project, run the **Award/Parent Summary Report**.

- For easier navigation, close your browser tabs (usually the result of drilling through to another report) when you have completed reviewing and/or exporting the information.
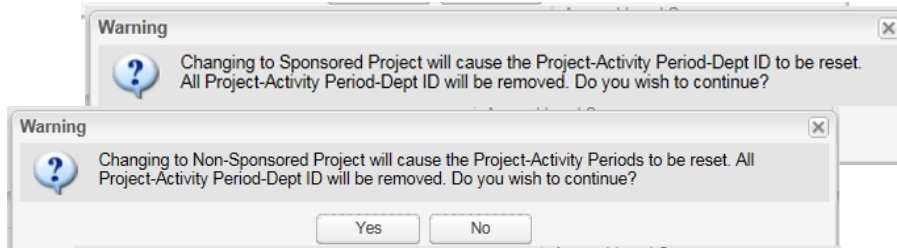
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- Changing between **Sponsored** and **Non-Sponsored** *after* you have entered Project-Activity Periods will clear the previously entered Project-Activity Period-Dept ID. You will receive a warning message:

Sponsored/Non-Sponsored*
- ○ Report for Sponsored Projects
- ● Report for Non-Sponsored Projects

Warning
? Changing to Sponsored Project will cause the Project-Activity Period-Dept ID to be reset. All Project-Activity Period-Dept ID will be removed. Do you wish to continue?

Warning
? Changing to Non-Sponsored Project will cause the Project-Activity Periods to be reset. All Project-Activity Period-Dept ID will be removed. Do you wish to continue?

Yes   No

- Click an underlined blue link to see additional details
  - o Linked actuals display in a **Transaction Detail Report (TDR)** in a new tab/window

| Actuals Prior to Jul-2016 | Jul-2016 Actuals | Aug-2016 Actuals |

06/15/2011, End Date: 06/14/2016

| $0 | $0 | $0 |

06/15/2011, End Date: 06/14/2016

9,827	-	-
39,583	-	(1,107)
68,979	-	(1,327)
51,816	(1,612)	-
96,093	-	-

  - o Click an underlined blue **Account Descr** to open a **Payroll Detail by Month Report** for the corresponding *Project-Activity Period-Dept ID* in a new tab/window

TOTAL PROJECT COSTS 117906A-01-141040-4900

RUNNING BALANCES

117906A-01-141041-4000, W81XWH-11-1-0489 CARROLL, CAR

Faculty salaries & benefits

LARS

,PETER R

ATTHEW R

Additional Information & Assistance

- Additional information about MyReports including how to request access, training and contact information can be found on the Controller's Office Website: (http://controller.ucsf.edu/fin_reports/)

- If you require help with a technical problem, or have a question about a specific report, please contact the Controller's Office Solution Center at: COSolutioncenter@ucsf.edu or 415.476.2126

- To stay informed about MyReports news, be sure to join the MyReports ListServ by following the directions on the *MyReports Contacts page* of the Controller's Office Website: (http://controller.ucsf.edu/fin_reports/contact.asp)