

Faculty Monthly Rolling Projections Report

The **Faculty Monthly Rolling Projections Report** displays 12, 18, or 24 months of projected Budget, Revenue, Expense, and Other Changes on a month-by-month basis for selected Sponsored and Non-Sponsored Projects. Projections for Personnel Expenses are displayed by individual employee.

What can I learn from the Faculty Monthly Rolling Projections Report?

- View **Projected Revenue/Budget** by **Project**
- Review **Projected Expenses/Other Changes** for:
 - Personnel Expenses** (salary & benefits) by employee name/title
 - Other Personnel Expenses:** personnel items *not* directly related to an individual employee
 - Non-Personnel Expense** and **Other Changes** at the summary level ("total" from Faculty Projections)
- Review a calculated monthly **Running Balance**
- Includes options to view **Liens** and **Projected Adjustments**

Report Specific Filters

- Choose the **Projections Through** number of months, either **12**, **18**, or **24-Month**
- Choose whether to **Include** (default) or **Exclude Open Periods**
- Choose **Display Options** (optional); default is to *exclude both* Liens and Projected Adjustments. To show these option(s):
 - Check **Show Liens**
 - Check **Show Projected Adjustments**
- Choose **Project-Activity Period** (optional); default is to *exclude both* Inactive and Pending Project-Activity Periods
 - Check the box to **Include Inactive Project-Activity Periods**

Note: Active/Inactive is based on the *current status* of the **Project-Activity Period**, *not* on the report dates selected
 - Check the box to **Include Pending Project-Activity Periods**
 - Check both boxes to include *both* inactive and pending

Projections Through

☒ 12-Month

☐ 18-Month

☐ 24-Month

Open Periods

☒ Include Open Periods

☐ Exclude Open Periods

Display Options

☐ Show Liens

☐ Show Projected Adjustments

- Choose whether to include **Direct and Indirect Costs** (default) or **Direct Costs Only**

Direct/Indirect Costs

☒ Direct and Indirect Costs

☐ Direct Costs Only

- Select the **Project-Activity Period**. 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 choices display. Select a value from the list by clicking it.

Enter or Search by Award/Parent ID

Enter or Search by Project

Enter or Search by Dept ID

Enter or Search by PI/Manager

- To add the results of the selected search term:

- Click the **Add** button to enter all results based on the search term into the **Project-Activity Period-Project Desc/Nickname** box (e.g., if you enter a PI and click the **Add** button, *all* Project-Activity Periods related to that PI will be populated).

Project-Activity Period-Project Desc/Nickname*

100425P - N01A15416 BLUESTON

109685L - 05 - PFIZER BLUEST

116559G - 01 - PFIZER BLUEST

119626A - 03 - 260687 BLUEST

119626A - 04 - 260687 BLUEST

119626B - 03 - 260687 TANG

119626B - 04 - 260687 TANG

119626C - 03 - 260687 KANG

119626C - 04 - 260687 KANG

Repeat steps 6 and 7a to add results from multiple searches. When complete, use step 7b to remove unwanted results from the list.

- All results based on the filter display in the **Project-Activity Period-Project Desc/Nickname** 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.

Report Output Selection

- Choose your desired **Report Output Selection** of **On Screen HTML** (default), **PDF**, or **Excel**
- Click the **Run Report** button

Report Output Selection

☒ On Screen HTML

☐ PDF

☐ Excel

▲ At least one of these fields must be selected

Run Report

Clear Cancel

Faculty Monthly Rolling Projections Report

Working in the Report View

The **Faculty Monthly Rolling Projections Report** is divided into two sections:

1 Projections – Budget/Revenue

2 Projections – Expenses/Other Changes

Project-Act Pd:

Open/Closed Periods:

Include Inactive Periods:

Include Pending Periods:

Direct/Indirect:

120950A - 01 - 2011ISGF09 DEVIREN, 127489A - 01 - POSNA SABATINI, 2001585 - Sabatini

Exclude Open Periods

Exclude

Exclude

Direct and Indirect Costs

12-Month

June 26, 2017 12:39 PM

Yeung, Kelvin S

Show Liens

Show Projected Adjustments

Update

Projects	Activity Period	Project Nickname/Title	Budget Balance/ Net Position	Projections - Budget/Revenue			Total Before Adjustments	Projected Adjustments	Total After Adjustments
				Jun-2017	Jul-2017	May-2018			
<i>Sponsored</i>			<i>Current Budget Balance</i>						
120950A	01	2011ISGF09 DEVIREN	(500)	-	11.00	-	\$22,000	-	\$0
127489A	01	POSNA SABATINI	30,000	1,500	1.5	2,500	\$23,000	-	\$0
Total Sponsored Projects Portfolio			\$29,400	\$1,500	\$12.5	\$2,500	\$45,000	\$0	\$0
<i>Non-Sponsored</i>			<i>Current Net Position</i>						
2001575		Diab,M_Discr	(12,440)	-	-	-	\$25,000	-	\$0
2001585		Sabatini,C_Discr	5,784	-	8.00	-	\$28,000	-	\$0
Total Non-Sponsored Projects Portfolio			(\$6,656)	\$0	\$8.00	\$0	\$53,000	\$0	\$0
Total Budget Balance (Sponsored) and Net Position (Non-Sponsored)			\$22,744	\$1,500	\$20.5	\$2,500	\$98,000	\$0	\$0

Account/ Employee	Employee Title	Projections - Expenses/Other Changes			Total Before Adjustments / Liens	Projected Adjustments	Liens	Total After Adjustments and Liens
		Jun-2017	Jul-2017	May-2018				
<i>Personnel Expenses (Salaries and Benefits)</i>								
KENOBI, OBI W.	JEDI MASTER – SR. MENTOR	2,025	2,025	1,519	\$21,769	-	-	\$21,769
TBH01		2,990	2,990	2,243	\$32,147	-	-	\$32,147
TBH20		-	-	7,200	\$64,800	-	-	\$64,800
<i>Other Personnel Expenses</i>		-	1,500	-	\$1,500	5,000	-	\$6,500
<i>Non- Personnel Expenses</i>		938	97	2,703	\$33,328	15,000	-	\$48,328
<i>Other Changes</i>		(1,329)	(1,329)	(1,329)	(\$15,948)	500	-	(\$15,448)
Total Direct		\$4,624	\$6,125	\$12,336	\$137,596	\$20,500	\$0	\$158,096
Total Indirect		\$0	\$500	\$0	\$750	\$0	\$7,500	\$8,250
Total Projected Expenses		\$4,624	\$6,625	\$12,336	\$138,346	\$20,500	\$7,500	\$166,346
Running Balance		\$19,620	\$33,495	(\$17,602)				

To edit the **Show Liens** and/or **Show Projected Adjustments** settings you entered on the filter page, check or uncheck the desired box, then click **Update** to show/hide the additional column(s) in the report.

Click on hyperlinks in the **Liens** column to view details in a **Transaction Detail Report (TDR)**

1 Projections – Budget/Revenue

- a **Current Budget Balance** for each **Sponsored** Project and a summed **Total Sponsored Projects Portfolio**
- b **Current Net Position** for each **Non-Sponsored** Project and a summed **Total Non-Sponsored Projects Portfolio**
- c **Total Budget Balance (Sponsored) and Net Position (Non-Sponsored)**
- d **Budget Projections** from published **Faculty Portfolio Projections** for Sponsored Projects
- e **Revenue Projections** from published **Faculty Portfolio Projections** for Non-Sponsored Projects

2 Projections – Expenses/Other Changes

Expense Projections from published **Faculty Portfolio Projections** for **all** included Projects (both **Sponsored** and **Non-Sponsored**):

- a **Personnel Expenses** broken down by **Employee** and **Title**
- b **Other Personnel Expenses**, c **Non-Personnel Expenses**, and d **Other Changes** are summarized and subtotaled for the entire portfolio of included **Project-Activity Periods**
- e **Total Direct**, **Total Indirect**, and summed **Total Projected Expenses**
- 3 **Running Balance** is calculated as the previous month's **Running Balance** **plus** the total monthly projected **Budget/Revenue** **less** total monthly projected **Expenses/Other Changes**

Faculty Monthly Rolling Projections Report

Tips & Tricks

- The **Faculty Monthly Rolling Projections Report** is a *rolling* report. If you choose the default of **Include Open Periods** on the filter page, the report will begin with the **current open month** at runtime, and runs out to the number of months selected. If **Exclude Open Periods** is selected, the report instead begins at the last **closed** month and runs out to the number of months selected
- The **Liens** column displays actual **Lien** balances while **Projected Adjustments** are from the **Projection Adjustments** column **published** in **Faculty Portfolio Projections**
- TBH employees will not display a **Title** but will display “Friendly Name” if entered, saved, and published in **Faculty Portfolio Projections**
- **Other Personnel Expenses** are the sum of projections entered in Accounts 5044D, 5045D, 5048D, 5064D, and 5065D in **Faculty Portfolio Projections**
- **Projected Other Changes** are displayed differently for Sponsored Projects and Non-Sponsored Projects
 - Sponsored Projects are **not normalized**; a positive amount **published** in **Faculty Portfolio Projections** appears as a positive amount in the report, and is considered unfavorable (**decreases** the projected bottom line)
 - Non-Sponsored Projects **are normalized**; a positive amount **published** in **Faculty Portfolio Projections** is displayed within brackets in the report, e.g., (22,145), and is considered favorable (**increases** the projected bottom line)
 - For this report, amounts on the **Other Changes** row are displayed similarly to other expenses (e.g., a positive amount decreases the bottom line and a negative amount increases the bottom line)
- A Project is classified as “Sponsored” based on the Fund. All Funds under the Fund tree node 400C and Funds 4900 and 1810 are classified as “Sponsored.” All other Funds are “Non-Sponsored.”
- This report does not display Project 1111111
- **UPlan** (Hyperion) data is *not available* in Faculty Portfolio reports
- The **MyFavorites** functionality allows you to save and retrieve frequently used filter criteria. See the [Managing and Scheduling MyFavorites in MyReports](#) job aid for instructions on saving report parameters to **MyFavorites**, and how to select and run a saved Favorite

Additional Information & Assistance

- More information about **MyReports** including how to request access and additional training can be found in the MyReports section of the [Controller's Office website](#)
- If you require help with a technical problem, or have a question about a specific report, contact the Controller's Office Solution Center at COSolutionCenter@ucsf.edu or 415.476.2126
- To stay informed about **MyReports** news, follow the directions on the MyReports section of the Controller's Office website to join the [MyReports ListServ](#)