

Archive Projections in PI Portfolio

October 2016

What is an archived set of Projections?

An archived set of Projections can be downloaded in the future, even after they've been replaced by Actuals in the PI Portfolio reports. This means you can see all the Projections you had in the system at the time the archive was created. It's possible to archive one set per month.

It's best to archive your Projections once each month after you've made any changes requested by the PI following each month close. This may be helpful as you analyze changes in your Projections over time as needed.

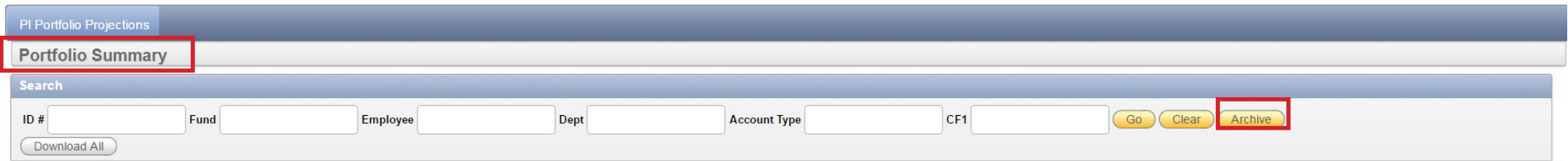
Archive a set of Projections

Input Projections for the PI across all funds eligible for projections by CF2. Review with the PI and adjust as needed. Once the projections are “final” for that point in time, you are ready to archive your set of Projections.

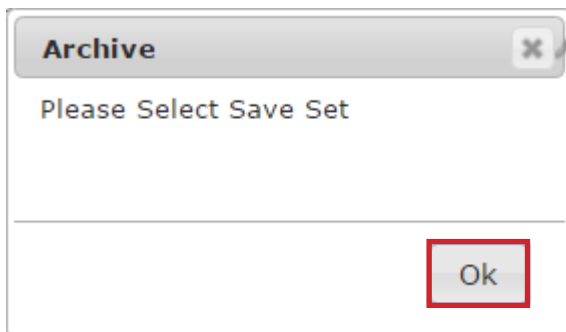
1. Go to the “Portfolio Summary” screen of the input form and click the yellow **Archive** button:

Mary Melvin [UID: 9009]

Welcome: TEAL



2. When the dialogue box appears asking you to “Please Select Save Set”, click **Ok**.



3. Choose a "Save Set" name from the drop down list; usually this will be the current month.

Mary Melvin [UID: 9009]

Welcome: TEAL

PI Portfolio Projections

Portfolio Summary

Search

ID # Fund Employee Dept Account Type CF1 Go Clear Save Set

Download All

2016 Aug

2016 Sep

Compensation

ID #	Bus Unit	Account Type	Account	Fund	Department	Program	CF1	CF2	EID - First Last	Monthly Rate	Job Descr	Title Code	Distribution %	Start Month	Appt End M	Thru	Comments
7647	1	Academic Wages	50211	32308	55555	44	-	AEMMM	090033333 - Dameron Poe	\$16,000	GSR-Full Fee Rem	3282	25%	2016 Feb	2018 Jan	2018 Jan	-
7645	1	Academic Wages	50211	32308	55555	44	-	AEMMM	090022222 - Aayla Secura	\$5,000	Postdoc-Employee	3252C	100%	2016 Feb	2018 Jan	2018 Jan	-
7643	1	Academic Wages	50211	77066	77777	44	-	AEMMM	090044444 - Lando Calrissian	\$13,333	GSR-Full Fee Rem	3282	30%	2016 Jul	2017 Jun	2017 Apr	-

4. When the dialogue box appears, click **Yes**.

Archive

Do you want to archive '2016 Aug' Save Set for Mary Melvin [UID: 9009]?

Yes No

You have now successfully archived your Projections!

Important Note: Once you use all your available Save Set names, the Archive button will disappear until after the next month closes. Then you will be able to create a new Archive for the new month.

Download a Saved Set of Projections

After you have an Archive with one or more sets of Projections, they will be available for you to download from the Projections tab in PI Portfolio. Chrome is the recommended browser to use when downloading a Saved Set of Projections.

1. Navigate to the Projections tab and make sure your filters are clear for Fund, Dept and CF1 so that all Projections will be shown.

PI Portfolio

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

Home Catalog Favorites Dashboards New Open Signed In As Teal Sexton, MIS

Click to Open Input Form

* Faculty Name: Mary Melvin [UID: 90] * Saved Set Name: Working Employee Name: --Select Value-- Start Month: 2016 Aug End Month: 2017 Mar Fund: --Select Value-- Expense Type: --Select Value-- Dept: --Select Value-- Account: --Select Value-- CF1: --Select Value-- Apply Reset

Select View: Personnel by Dollar Amount

Personnel by Dollar Amount

Employee Name	ID #	Fund	Dept	Acct	Last Updated By	Comments	2016 Aug	2016 Sep	2016 Oct	2016 Nov	2016 Dec	2017 Jan	2017 Feb	2017 Mar	Grand Total
Ayila Secura	7645	32308 - Aeronautics	55555 - AERON Aeronautics Dept	50211 - Acad Nonteach-Exempt from CBR	--06-OCT-16		\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$40,000
	7645	32308 - Aeronautics	55555 - AERON Aeronautics Dept	57990 - Indirect Cost Recovery-C&G	--06-OCT-16	ICR (Overhead) 56.5%	\$2,825	\$2,825	\$2,825	\$2,825	\$2,825	\$2,825	\$2,825	\$2,825	\$22,600
Ayila Secura Total							\$7,825	\$7,825	\$7,825	\$7,825	\$7,825	\$7,825	\$7,825	\$7,825	\$62,600
Dameron Poe	7646	94048 - The Linguistics of Star Wars	77777 - IGALC Intergalactic Studies	50211 - Acad Nonteach-Exempt from CBR	--06-OCT-16		\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$32,000
	7646	94048 - The Linguistics of Star Wars	77777 - IGALC Intergalactic Studies	57310 - General & Empl Liability Insur	--06-OCT-16	GAEL 2017 rate 1%	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$320
	7647	32308 - Aeronautics	55555 - AERON Aeronautics Dept	50211 - Acad Nonteach-Exempt from CBR	--06-OCT-16		\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$32,000
	7647	32308 - Aeronautics	55555 - AERON Aeronautics Dept	57990 - Indirect Cost Recovery-C&G	--06-OCT-16	ICR (Overhead) 56.5%	\$2,260	\$2,260	\$2,260	\$2,260	\$2,260	\$2,260	\$2,260	\$2,260	\$18,080
Dameron Poe Total							\$10,300	\$10,300	\$10,300	\$10,300	\$10,300	\$10,300	\$10,300	\$10,300	\$82,400
Darth Vader	7644	32308 - Aeronautics	55555 - AERON Aeronautics Dept	51210 - Staff-Regular (Default)	--06-OCT-16		\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$24,000
	7644	32308 - Aeronautics	55555 - AERON Aeronautics Dept	53060 - Benefit Assess-Acad Regular	--06-OCT-16	CBR 2017 appr rate 46%	\$1,380	\$1,380	\$1,380	\$1,380	\$1,380	\$1,380	\$1,380	\$1,380	\$11,040
	7644	32308 - Aeronautics	55555 - AERON Aeronautics Dept	57990 - Indirect Cost Recovery-C&G	--06-OCT-16	ICR (Overhead) 56.5%	\$2,475	\$2,475	\$2,475	\$2,475	\$2,475	\$2,475	\$2,475	\$2,475	\$19,798
Darth Vader Total							\$6,855	\$6,855	\$6,855	\$6,855	\$6,855	\$6,855	\$6,855	\$6,855	\$54,838
Lando Calrissian	7643	77066 - The Economics of the Galactic Empire	77777 - IGALC Intergalactic Studies	50211 - Acad Nonteach-Exempt from CBR	--06-OCT-16		\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$32,000
	7643	77066 - The Economics of the Galactic Empire	77777 - IGALC Intergalactic Studies	57310 - General & Empl Liability Insur	--06-OCT-16	GAEL 2017 rate 1%	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$320
Lando Calrissian Total							\$4,040	\$4,040	\$4,040	\$4,040	\$4,040	\$4,040	\$4,040	\$4,040	\$32,320
Grand Total							\$29,020	\$29,020	\$29,020	\$29,020	\$29,020	\$29,020	\$29,020	\$29,020	\$232,158

Refresh Print Export

Non-Compensation Expenses

ID #	Fund	Dept	Acct	Last Updated By	Comments	2016 Aug	2016 Sep	2016 Oct	2016 Nov	2016 Dec	2017 Jan	2017 Feb	2017 Mar	Grand Total
7650	32308 - Aeronautics	66666 - AEROB Aerobiology Dept	56130 - Telephone Services	--06-OCT-16		\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$3,500
Grand Total						\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$3,500

Anticipated Funding

ID #	Fund	Dept	Acct	Last Updated By	Comments	2016 Aug	2016 Sep	2016 Oct	2016 Nov	2016 Dec	2017 Jan	2017 Feb	2017 Mar	Grand Total
7651	32308 - Aeronautics	66666 - AEROB Aerobiology Dept	50240 - Acad Teach-Regular (Default)	--06-OCT-16				\$400,000						\$400,000
Grand Total								\$400,000						\$400,000

Refresh Print Export

2. Click the "Saved Set Name" dropdown to see a list of your Saved Sets and select the Projection Set you wish to view.

PI Portfolio

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

Home Catalog Favorites Dashboards New Open Signed In As Teal Sexton, MIS

Click to Open Input Form

* Faculty Name: Mary Melvin [UID: 90] * Saved Set Name: Working Employee Name: --Select Value-- Start Month: 2016 Aug End Month: 2017 Mar Fund: --Select Value-- Expense Type: --Select Value-- Dept: --Select Value-- Account: --Select Value-- CF1: --Select Value-- Apply Reset

2016 Aug
2016 Sep
Working

3. As soon as you select the **Saved Set**, the Projections will reload. Remember, they load by default to the current month and next 12 months. To view the projections in the past, change the "Start Month" filter to the first month available. This is the earliest month with projections in the selected Saved Set. You may also want to limit the number of months by selecting an "End Month" other than the default (optional):

PI Portfolio

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

Home Catalog Favorites Dashboards New Open Signed In As Teal Se

Click to Open Input Form

* Faculty Name: Mary Melvin [UID: 90] * Saved Set Name: 2016 Aug

Employee Name: --Select Value-- Start Month: 2016 Jun End Month: 2016 Jun

Fund: --Select Value-- Expense Type: --Select Value-- Dept: --Select Value-- Account: --Select Value-- CF1: --Select Value--

Apply Reset

Select View: Personnel by

Personnel by Dollar Amount

Employee Name	ID #	Fund	Dept	Acct	Last Update	Amounts	2016 Jun	2016 Jul	2016 Aug	2016 Sep	2016 Oct	2016 Nov	2016 Dec	2017 Jan	2017 Feb
Aayla Secura	7645	32308 - Aeronautics	55555 - AERON Aeronautics Dept	50211 - Acad Nonteach-Exempt from CBR	--06-OCT-16		\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
	7645	32308 - Aeronautics	55555 - AERON Aeronautics Dept	57990 - Indirect Cost Recovery-C&G	--06-OCT-16		\$2,825	\$2,825	\$2,825	\$2,825	\$2,825	\$2,825	\$2,825	\$2,825	\$2,825
Aayla Secura Total							\$7,825	\$7,825	\$7,825	\$7,825	\$7,825	\$7,825	\$7,825	\$7,825	\$7,825
Dameron Poe	7646	94048 - The Linguistics of Star Wars	77777 - IGALC Intergalactic Studies	50211 - Acad Nonteach-Exempt from CBR	--06-OCT-16		\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
	7646	94048 - The Linguistics of Star Wars	77777 - IGALC Intergalactic Studies	57310 - General & Empl Liability Insur	--06-OCT-16	General Liability Insurance (GAEL)	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40
	7647	32308 - Aeronautics	55555 - AERON Aeronautics Dept	50211 - Acad Nonteach-Exempt from CBR	--06-OCT-16		\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
	7647	32308 - Aeronautics	55555 - AERON Aeronautics Dept	57990 - Indirect Cost Recovery-C&G	--06-OCT-16	Indirect Cost Recovery (Overhead)	\$2,260	\$2,260	\$2,260	\$2,260	\$2,260	\$2,260	\$2,260	\$2,260	\$2,260
Dameron Poe Total							\$6,260	\$10,300	\$10,300	\$10,300	\$10,300	\$10,300	\$10,300	\$10,300	\$10,300
Darth Vader	7644	32308 - Aeronautics	55555 - AERON Aeronautics Dept	51210 - Staff-Regular (Default)	--06-OCT-16		\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
	7644	32308 - Aeronautics	55555 - AERON Aeronautics Dept	53060 - Benefit Assess-Acad Regular	--06-OCT-16	Composite Benefits (CBR)	\$1,320	\$1,380	\$1,380	\$1,380	\$1,380	\$1,380	\$1,380	\$1,380	\$1,380
	7644	32308 - Aeronautics	55555 - AERON Aeronautics Dept	57990 - Indirect Cost Recovery-C&G	--06-OCT-16	Indirect Cost Recovery (Overhead)	\$2,441	\$2,475	\$2,475	\$2,475	\$2,475	\$2,475	\$2,475	\$2,475	\$2,475
Darth Vader Total							\$6,761	\$6,855	\$6,855	\$6,855	\$6,855	\$6,855	\$6,855	\$6,855	\$6,855
Lando Calrissian	7643	77066 - The Economics of the Galactic Empire	77777 - IGALC Intergalactic Studies	50211 - Acad Nonteach-Exempt from CBR	--06-OCT-16		\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
	7643	77066 - The Economics of the Galactic Empire	77777 - IGALC Intergalactic Studies	57310 - General & Empl Liability Insur	--06-OCT-16	General Liability Insurance (GAEL)	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40
Lando Calrissian Total							\$4,040	\$4,040	\$4,040	\$4,040	\$4,040	\$4,040	\$4,040	\$4,040	\$4,040
Mary Melvin	7649	19900 - GENERAL FUNDS	55555 - AERON Aeronautics Dept	50215 - Acad Nonteach-Regular(Default)	--06-OCT-16		\$8,500	\$8,500	\$8,500	\$8,500	\$8,500	\$8,500	\$8,500	\$8,500	\$8,500
	7649	19900 - GENERAL FUNDS	55555 - AERON Aeronautics Dept	53060 - Benefit Assess-Acad Regular	--06-OCT-16	Composite Benefits (CBR)	\$3,060	\$3,315	\$3,315	\$3,315	\$3,315	\$3,315	\$3,315	\$3,315	\$3,315
	7649	19900 - GENERAL FUNDS	55555 - AERON Aeronautics Dept	57310 - General & Empl Liability Insur	--06-OCT-16	General Liability Insurance (GAEL)	\$85	\$85	\$85	\$85	\$85	\$85	\$85	\$85	\$85
Mary Melvin Total							\$11,645	\$11,900	\$11,900	\$11,900	\$11,900	\$11,900	\$11,900	\$11,900	\$11,900
Grand Total							\$32,491	\$40,920	\$40,920	\$40,920	\$40,920	\$40,920	\$40,920	\$40,920	\$40,920

4. Now you are ready to download the projections to Excel. Click the **Page Options Menu** in the upper right corner of the screen and choose **Export to Excel**, then **Export Current Page**:

PI Portfolio

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

Home Catalog Favorites Dashboards New Open Signed In As Teal Sexton, MIS

Click to Open Input Form

* Faculty Name: Mary Melvin [UID: 90] * Saved Set Name: 2016 Aug

Employee Name: --Select Value-- Start Month: 2016 Jun End Month: 2017 Mar

Fund: --Select Value-- Expense Type: --Select Value-- Dept: --Select Value-- Account: --Select Value-- CF1: --Select Value--

Apply Re

Select View: Personnel by Dollar Amount

Print

Export Current Page Export to Excel

Export Entire Dashboard Refresh

Add To Briefing Book

Create Bookmark Link

Create Prompted Link

Apply Saved Customization

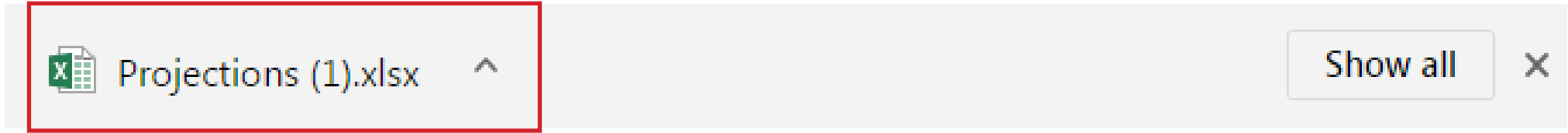
Save Current Customization...

Edit Saved Customizations...

Clear My Customization

Personnel by Dollar Amount

5. The page will download to Excel and you can open the file as soon as it is shown in your browser at the bottom left or in your downloads folder.



6. Open the Excel file to access a copy of the Projections that were created for month(s) in the past.

Saved sets of Projections can be compared with the transactions that posted in a given month. This will give you the variance between Projections and Actuals. You may choose to adjust your 'Working' set of Projections based on any variances.

Support

Contact the Help Desk with technical questions.

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