% Distribution (Projections)

This field is used for Compensation Projections and represents the percent of time the employee is working on a given projection line. Some appointments are paid on more than one projection line (one for each chart of accounts distribution), so each line will have a % of the total appointment. This value ranges from 1-100%. Employees who are full-time will have Distribution % add up to 100%. Part time employees will have Distribution % add up to less than 100%. The projected Monthly Amount for a

% Remaining Balance

The percentage of the budget the remaining balance represents.

Account (Acct)

The five digit numeric account code used for a transaction or projection, with a hyphen and the description of the account. The account describes the type of expense, such as domestic travel, general supplies, etc.

Activity (C&G Transactions)

The two digit numeric project costing Activity code that is added to the chartstring for a Contracts & Grants transaction (Actuals only) to associate it with a specific reporting period mandated by the project sponsor.

Actuals

Actuals are transactions that have posted to the general ledger in the Berkeley Financial System (BFS).

Actuals Amount

The actual amount spent on a transaction that posted to the general ledger (BFS).

Annual Rate (HR Lookup)

This field is pulled from our Personnel System (HCM) and represents the full-time equivalent annual salary rate the employee is paid for the appointment. The actual amount paid to the employee will be based on the Distribution % and the Earn Code for the appointment.

Anticipated Funding

Additional funding projected in a Faculty Member's portfolio that has not posted to the ledger. The values are manually entered using the Projection Input Form. This could represent additional allocations to be received from the sponsor of an award.

Appt End Date

This field is pulled from our Personnel System (HCM) and represents the end date (usually the last date of an End Month) for an employee job appointment. The appointment is for a specific job and that appointment may be paid on one or more distribution lines (chartstrings) which will have their own Distribution End Date(s) that may or may not correspond to the Appt End Date.

Appt Start Date

This field is pulled from our Personnel System (HCM) and represents the start date (usually the first date of a Start Month) for an employee job appointment. The appointment is for a specific job and that appointment may be paid on one or more distribution lines (chartstrings) which will have their own Distribution Start Date(s) that may or may not correspond to the Appt Start Date.

Avg Monthly Actuals Amount

This value is a calculated “burn rate” (average monthly expenses) to be used for projections. It is by default the average amount spent by month over the past year, for an account or account type (such as software or general supplies). It may be calculated for any range of months, but the default equals the sum of expenses for one year divided by 12, giving the average amount expended in a typical month. The burn rate is used to create projections that are somewhat predictable month to month. It

Award Description

This area displays either the official Award Title recorded in BFS, or, if one exists, the award Nickname set up with EFA.

Award Title
The official title for an award (as recorded in Coeus and fed to BFS).

**Balance**

The amount remaining from the budget after subtracting the amounts Spent to Date and any Encumbrances.

**Balance as of Last Closed Period**

Represents the remaining balance after Actuals are subtracted from Budget for all closed Accounting Periods. For example: a project started 2013 Jan and it is now 2016 April. The last closed period was 2016 March, so the value in Balance as of Last Closed Period equals Budget minus the sum of all Actuals from 2013 Jan through the close of 2016 March.

**Benefits**

In the Actuals views, the expected benefits for each individual are calculated based on the appropriate composite benefit rate (CBR). It then adds other employee compensation transactions to capture expenses such as fee remissions. A few minor charges (GAEL, IAP, & vacation accrual) are not included in the benefits amount so it will be slightly understated. For more detailed benefits, use the Projections views.

**Budget**

The amount currently allocated to spend, which is not always equal the total amount awarded. If an award is incrementally funded, the Budget shown is only for the current period. The Budget amount is the same as the award amount only if funding is not incremental.

**Budget End Date**

The last day of an award’s current budget period. If an award is not incrementally funded, the Budget End Date is the same as the Project End Date.

**Business Unit (Campus)**

This field in the chartstring is used to report the location of the activity: 1 represents UCB, J represents UCOP and F represents Foundation. These values may appear with three trailing zero’s (i.e. 1000)

**CF1 Code**

Transactions in our financial system are classified using multiple chart of account segments including Chartfield1 (formerly called project). For sponsored accounts it is often used to denote a sub-project of the award or a budget period. Displays the six digit alpha numeric CF1 Code.

**Comments (Projections)**

A text field entered by the user when creating a projection line. May be up to 100 characters in length.

**Cost Sharing**

Cost sharing represents that portion of total project costs of a sponsored agreement that are not borne by the sponsor or sponsors of a project. These costs are borne by the University or other non-Federal third parties, rather than by the sponsor.

**Current Budget Period**

For awards that are incrementally funded this indicates the start and end dates of the most current period. If no periods have been established, the Current Budget Period for a fund is the same as the Project Period.

**Current Year Spent To Date**

Expenses that have been paid in the current fiscal year: from July 1 through the prior business day.

**Dept (Dept ID - Desc)**

The five digit numeric Department Code used on a transaction or projection, followed by a hyphen and the department description. The Department represents the unit being charged or credited for the activity.

**Description (Projections)**

A text description entered by the user when creating a projection. May be up to 30 characters in length.

**Description (Transactions)**
**Direct Expenses**

These are costs that can be identified specifically with a particular sponsored project, an instructional activity, or any other institutional activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

**Distribution % (HR Lookup)**

This field is pulled from our Personnel System (HCM) and represents the percent of time the employee is working on a given distribution line. The "Distribution" is the chart of accounts being used to pay for the personnel expenses. Some appointments are paid on more than one distribution, so each line will have a % of the total appointment. This value ranges from 1-100%. Employees who are full-time will have Distribution % add up to 100%. Part time employees will have Distribution % add up to 100%.

**Distribution End Date**

This field is pulled from our Personnel System (HCM) and represents the end date (usually the last date of an End Month) for an employee distribution line. The "Distribution" is the chart of accounts being used to pay for the personnel expenses.

**Distribution Start Date**

This field is pulled from our Personnel System (HCM) and represents the start date (usually the first date of a start month) for an employee distribution line. The "Distribution" is the chart of accounts being used to pay for the personnel expenses.

**Doc Type, Document ID**

These two fields display the type of transaction and associated ID number: for a purchase order the ID is the PO number; for a requisition the ID is the Req number; for a voucher (including PCard and zero adjustments) the ID is the Voucher number. If the transaction is a financial or budget journal, the Document ID is the Journal ID.

**Document Date**

The date of the transaction according to the original document (see Doc Type, Document ID). It does not indicate which period the transaction posted in.

**Earn Code**

This field is pulled from our Personnel System (HCM) and represents the type of earnings paid on the appointment. Example values include: ACA (Academic), PDD (Post Doc), and REG (Staff on Regular Monthly Pay).

**Effort Reporting**

The federal government requires an effort report when an individual is compensated by or has agreed to contribute time to a federally sponsored project. All faculty who serve as investigators on sponsored agreements are personally responsible to certify the amount of effort that they and their employees spent on sponsored activities. This certification must be provided twice annually: in April and in October.

**EID - First Last Name**

This field is pulled from our Personnel System (HCM) and represents the employee ID number, hyphen, the employee name in First Last format. (i.e. 04444444-Poe Dameron)

**Employee ID**

This field is pulled from our Personnel System (HCM) and represents the employee ID number (i.e. 04444444)

**Employee Name**

Name as listed in the Payroll/Personnel System (PPS).

**Encumbrances**

Total dollar amount of purchases initiated in Bearbuy but not yet paid. Encumbrances does not include wages or indirect costs.

**End Month**
A filter setting that will limit the results shown on that page to end with a specific reporting month. Corresponds to an Accounting Period, also referred to as "Statement Month" in this tool. To view only one Accounting Period, set the End Month to match the Start Month (both should be set to the month needed for the report).

**Expanded (View)**

Report view available in a drop down above the applicable reports. Selecting the "Expanded" view adds Dept, CF1 and CF2 to the report table.

**Expense Type**

The high-level category where an expense was charged, or where a budget exists. These are standardized (L4) account description from the Chart of Accounts.

**Faculty Name**

By default, the name of the Principal Investigator, Co-PI or Collaborator who logs into the tool is displayed in this field, and that faculty member’s financial data is automatically pulled for the reports. RAs may change this filter to view the Portfolio by each of their faculty members, one at a time.

**Federal Funding**

A ‘Yes’ indicates the fund has special requirements (such as federal cost principles) that affect whether certain types of expenses are allowed.

**Fee Remission**

Represents tuition paid for student employees in accounts that start with 538XX.

**For sponsored awards include**

Toggle between report views: "My Allocations" view includes only transactions coded to the CF2(s) of the selected faculty member. The "Total Award" view is based on the Fund, so it will show all transactions in the fund regardless of CF2. "Total Award" view is only available to faculty that are named Principal Investigators on the award.

**Fund Award Period**

The entire period of an award. This is the same as the Project Period.

**Fund Description**

The description associated with a given Fund Number in the Berkeley Financial System (BFS).

**Fund ID - Desc (Fund)**

The five digit numeric Fund Code followed by a hyphen and the description for the Fund used on a transaction or projection. The Fund specifies the funding source for the activity, such as a Sponsored Award or Non-Sponsored Fund.

**Fund Number**

This is a unique identifier created in the Chart of Accounts, used to associate all income and expenses with a specific contract, grant or other source of funding. A fund number is assigned to an entire award, not to a budget year.

**Fund Summary (View)**

Default report view in the Fund Summary tab that shows the data by Expense Type for a selected Fund.

**GAEL**

Represents General, Auto & Employee Liability Insurance that is charged in account 57310 on all payroll that is not federally funded.

**ID#**

A unique identifier assigned by the system when a projection is created. Corresponding automatic projections are generated with the same ID# because they are tied to the original projection with that identifier. Use this value to quickly filter on a single (or multiple) projection and/or to find and/or edit a particular projection.

**Indirect Cost Rate**
The additional percentage the sponsor pays on certain direct costs. Also called overhead or F&A.

**Indirect Cost Recovery**

The process for recovering the costs incurred for common or joint objectives which cannot be identified readily and specifically with a particular sponsored award. Common campus indirect costs include depreciation on buildings, central campus administration and expenses, sponsored projects administration expenses, and departmental administration expenses.

**Investigator(CF2)**

The five digit alpha numeric CF2 Code and Name of the Faculty Member that is attributed to the CF2 Code. Represents the Investigator (PI) coded on the transaction. Used in the general ledger to code transactions to a specific PI.

**Job Desc**

The job description for an employee appointment. Used to identify compensation projections for employees that are not yet available in the Personnel system for a selected faculty member. Users will see the job description for these projected employees, rather than the Employee Name.

**Journal Date**

The date of the transaction in the general ledger. Indicates which period the transaction posted in.

**Last Closed Period**

This alerts the user to the most recent month that has been closed in the Berkeley Financial System (BFS) and is now stable for reporting purposes. No new transactions are expected to post in a closed period (though occasionally there are exceptions). For the views that show Projections, the Last Closed Period represents the month through which Actuals are included in the balance. Months greater than the "Last Closed Period" will reflect only projected values.

**Last Updated By**

This field shows the user who created or modified a projection line and the date of the modification.

**Lead PI**

Principal Investigator named on the award

**Monthly Rate (HR Lookup)**

This field is pulled from our Personnel System (HCM) and represents the full-time equivalent monthly rate the employee is paid for the appointment. The actual amount paid to the employee will be this monthly rate times the Distribution % for the appointment.

**My Allocations - Actuals**

Report view that includes all activities coded to the CF2(s) of the selected Faculty Member including Actuals through the prior business day. Shows a calculated balance after all actuals and encumbrances have been subtracted from the budget. This view does not include projections.

**My Allocations - Projections**

Report view that includes all activities coded to the CF2(s) of the selected Faculty Member including Actuals through the last closed period, Anticipated Funding and Projected Expenses. Shows a calculated projected balance.

**Nickname Award Title**

An easy-to-recognized version of the official Award Title, set up with EFA. Technical note: In BFS, the nickname is stored in the faculty fund alias field.

**Other Employee Comp**

Represents compensation related transactions or projections in accounts that start with 52XXX (not normal wages and benefits). Examples include vacation accrual and compensatory time.

**Other Investigator (CF2)**

This is the name of the individual who is either a Co-PI on the award or has been allocated/assigned a portion of the award's budget.
**Payroll Title Desc**

The job title description for the employee associated with a compensation related expense.

**Program (Chartstring)**

This field in the chartstring is used to report the broad category of functional activity that incurred the expense; for Contract and Grant funds it is used to determine if overhead applies to the transaction.

**Project/Period (CF1)**

Transactions in our financial system are classified using multiple chart of account segments including Chartfield1 (formerly called project). For sponsored accounts it is often used to denote a sub-project of the award or a budget period. Displays the six digit alpha numeric CF1 Code - Description.

**Project (C&G Transactions)**

The seven digit numeric project costing Project code that is added to the chartstring for a Contracts & Grants transaction (Actuals only) to group transactions for a specific body of work associated with an award in the Contracts and Grants module in BFS.

**Projected Balance**

Represents the expected balance in the fund after all projected activities have posted to the ledger. It is a calculated field equal to ("Balance as of Last Closed Period" + "Anticipated Funding" - "Projected Expense")

**Projected Expense**

These are projected expenses coming out of a Faculty Member's portfolio that have not posted to the ledger. The values are manually entered using the Projection Input Form.

**Projected Thru Date**

The maximum date through which a projection has been made on a given Fund. For example, if the projections span 2012 Aug through 2014 Sept, the Projected Thru Date is 2014 Sept.

**Project End Date**

The official end date of an award (as specified in BFS) and the date by which all financial activity should be concluded. If an award has specific budget periods the Budget End Date is distinct from the final Project End Date.

**Projections (PI Portfolio)**

Projections are entered by a user of the PI Portfolio dashboard, such as a Research Administrator, for the purpose of alerting the Principal Investigator to committed expenses or funding allocations that have not posted to the ledger. These are expected changes to the ledger that will impact the available balance in an award or other faculty managed fund. Example projections include compensation expenses for employees that will be paid in the future, an estimate of the general supplies to be pur

**Project Period**

The entire period of an award. Note: the Current Budget Period is the same as the Project Period if the award is not incrementally funded.

**Project Start Date**

The official start date of an award, as specified in BFS.

**Rate Code**

This field is pulled from our Personnel System (HCM) and represents the compensation rate code which determines the rate of earnings on the appointment. Example values include: MONTH (Monthly pay), PY11MO (For Partial Year employees who work 11 months per year), and 9/10 (For academic-year appointees paid for one semester at a time or for Graduate Student Instructors. Monthly rate is calculated by dividing the annual rate by 10). For the full list of values, visit: http://hrweb.berkeley.edu/hcm/

**Recipient**

The person or entity that received the payment. Additional information on the recipient is found in the Description field.
Record #
This field is pulled from our Personnel System (HCM) and represents the specific appointment record for a given employee. Most employees have only one appointment, with a value of 0 for the record #, but they may have more than one distribution for this appointment. Some employees have more than one appointment, giving additional record values that count up. (i.e. 1, 2, etc.)

Retirement & Benefits (Personnel)
Represents Composite Benefit Rate (CBR) and any other transactions that occur in accounts that start with 53XXX except 538XX (See Fee Remission).

Select View (Projections)
Use to toggle between views of the Personnel Projections: view the data by dollar amount or by % distribution.

Select View (Transactions)
The Select View drop down list on the transactions tab includes three options to toggle between different versions of the report. The “Standard” default view, an “Extended View” that adds additional detailed fields to the report, and a “Full Chartstring” view that includes all chartstring values including the project costing (PC) chartfields.

Show balance based on:
Toggle between report views to see the current balance based on Actuals (through last night) or Projections (Actuals through last closed period + Anticipated Funding - Projected Expense). The “My Allocations” views are based solely on the CF2(s) of the selected faculty member. The “Total Award” view is based on the Fund, so it will show all transactions in the fund regardless of CF2. “Total Award” view is only available to faculty that are named Principal Investigators on the award.

Spent Thru Last Closed Period
Represents the total Actuals that have posted to the ledger for all closed Accounting Periods. For example: a project started 2013 Jan and it is now 2016 April. The last closed period was 2016 March, so the value in Spent Thru Last Closed Period represents the sum of all Actuals from 2013 Jan through the close of 2016 March.

Spent To Date
The sum of all expenses that have been paid on the award from its inception date thru the prior business day.

Spent to Date %
The percentage of the budget used to date to pay expenses. Expenses do not include Encumbrances or projections, and the Budget does not include anticipated income. Note: PI Portfolio graphs display a expenses/budget maximum of 150%.

Sponsor
The organization providing the grant or contract (recorded in Coeus and imported to BFS).

Sponsor Award #
A unique number assigned to each award or contract by the sponsoring agency.

Start Month
A filter setting that will limit the results shown on that page to start with a specific reporting month. Corresponds to an Accounting Period, also referred to as “Statement Month” in this tool.

Statement Month
Corresponds to an Accounting Period in the general ledger. Useful for reconciling activities each month.

Status
Indicates whether a fund is Active (incurring income and expenses) or Inactive.

Summary by Fund (View)
Default report view in the Portfolio tab that shows the full Portfolio for the selected faculty member as one row per Fund, including Budget, Spending, Encumbrances, Balance and for the "My Allocations - Projections" view also includes Anticipated Funding, Projected Expense and Projected Balance.

**Time Elapsed %**

The percentage of time that has elapsed in the current budget period.

**Title Code**

The Title Code is also called the Job Code and is a code that is used to identify the specific job of the employee. The description for a given Title Code is found in the associated "Job Desc" field.

**Total Award - Actuals**

Report view that includes all transactions on a given award, regardless of CF2. This view is only available when selecting a faculty member that is a named Principal Investigator on an award. Includes Actuals through the prior business day.

**Total Award Amount**

The grand total of the award, which may be greater than the current budget if the award is allocated over multiple Fund Award Periods or Budget Periods.

**Total Budget**

Used for Non-Sponsored Funding, this value includes the carry forward budget from the prior year(s) plus the current year allocation(s).

**Transaction Type**

This field shows the type of transaction. BJRNL = Budget Journal; FJRNL = Financial Journal; KJRN = Authorized Budget Journal; PCARD = Blue Card Purchase; PO = Purchase Order (Encumbrances); VCHR = Voucher Payment.

**View Set**

This drop down menu in the Projections tab allows the user to select a saved set of projections. The default is always the "Working" or current set of projections that are used in the reports throughout the dashboard. Other sets will appear with a year and month name and are only viewable in the Projections tab. They are not used in the reports in the other tabs. This ability to pull up a saved set of projections provides a mechanism for reviewing old projections at a later date to compare with

**Wages**

Wages do not include Benefits or other compensation. On the Fund Summary and Transactions pages, Academic and Staff Wages are expense types differentiated from Retirement & Benefits and Other Employee Compensation. On the Personnel page Wages and Benefits are subtotaled for each employee.

**Wages (Personnel)**

Transactions that occur in accounts that start with 50XXX (Academic Wages) and 51XXX (Staff Wages).