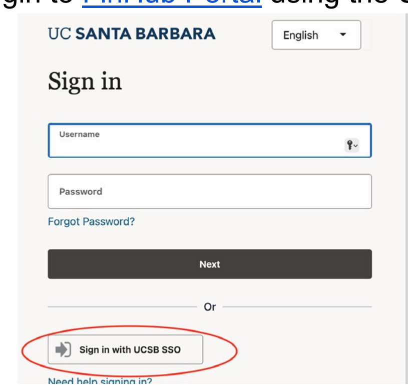
PI Dashboard Best Practices

Monthly Checklist for PIs:

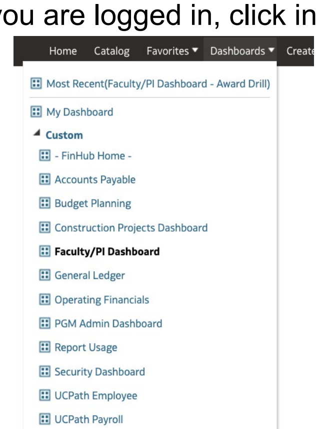
- Review your **Project Financials Report**
  - This will provide an overview of your balance in each project.
  - Take note of any projects with upcoming end dates.
- Review your **Detailed Transactions** for each project
  - Make sure to review any recharges that have hit, along with all transactions to ensure accuracy and note missing expenses.
- Review your **Payroll**
  - Verify personnel actuals (shown in orange), UCPath-generated projections (shown in green) and manual forecasts (shown in purple). Review the Current Dist %, Current Funding Begin Date, and Current Funding End Date for your employees to ensure accuracy.
- Review your **Encumbrances**
  - Encumbrances include Gateway PO's. Review encumbrances to ensure orders were placed on the correct project.
- Reach out to your Budget Analyst with any questions or concerns

Logging In

- Login to [FinHub Portal] using the UCSB SSO option.

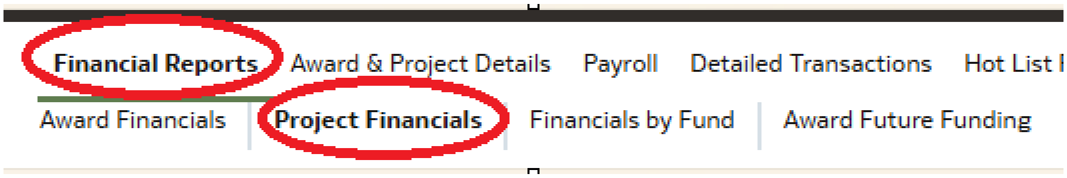


- Once you are logged in, click in the top right corner **Dashboards** and select **Faculty/PI Dashboard.**

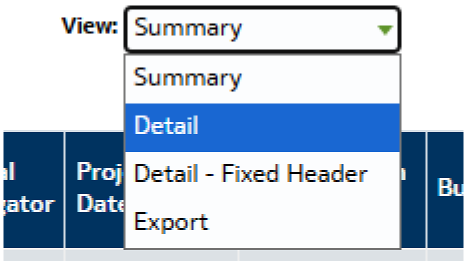


Review Project Financials

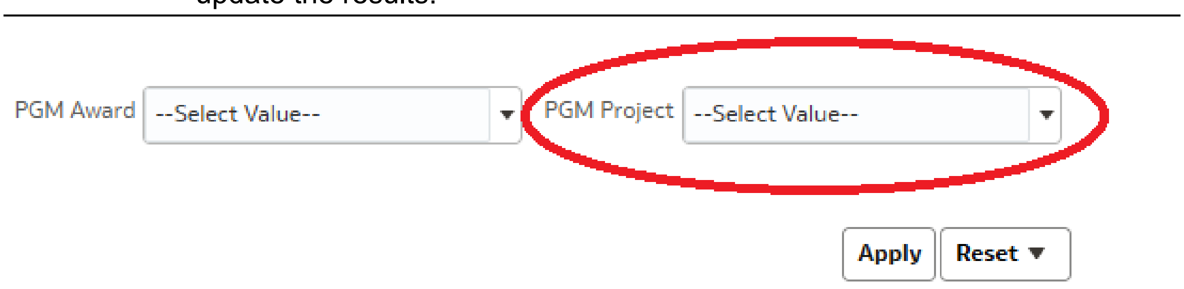
- In the top left corner select **Financial Reports** and then **Project Financials**



  - To see the expenditure categories, change the **View** dropdown from **Summary** to **Detail**.



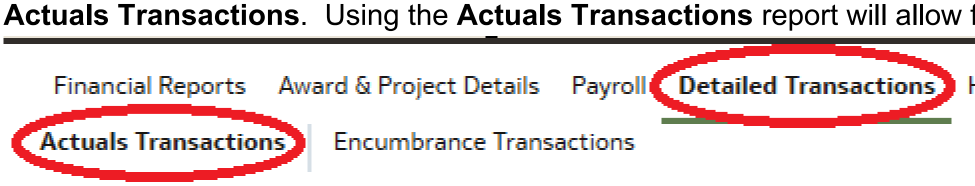
  - Review your total remaining balance.
    - If you see any costs in the forecasted expenses column, you should then review the forecasted remaining balance on the far right.
    - Please note that committed cost share is now tracked under unique projects associated with the overall PGM award and will be included in the total budget, total expenses, and total balance. Cost share projects are identified by a project number beginning with "P." If you would like to exclude cost share from your totals, please select only the projects that do not begin with "P" in the **PGM Project** dropdown. Ensure you hit **Apply** to update the results.



  - Clicking on the blue hyperlinks in the **Actual Expenses** column will drill down into specific costs to date.

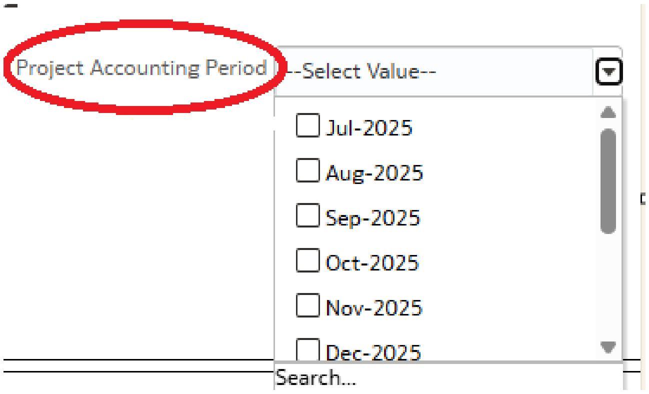
Review Detailed Transactions

- You can view detailed transactions by either clicking on the blue hyperlinks on the **Project Financials** report or by selecting the **Detailed Transactions** option from the top report menu and then selecting **Actuals Transactions**. Using the **Actuals Transactions** report will allow for more filtering of the data.

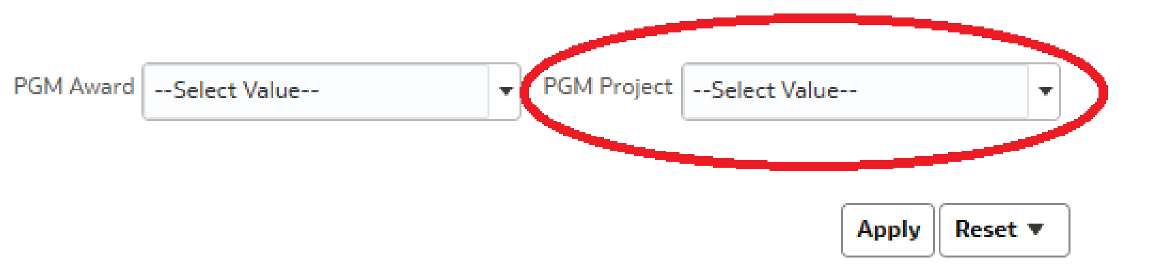


Helpful filtering tips are as follows:

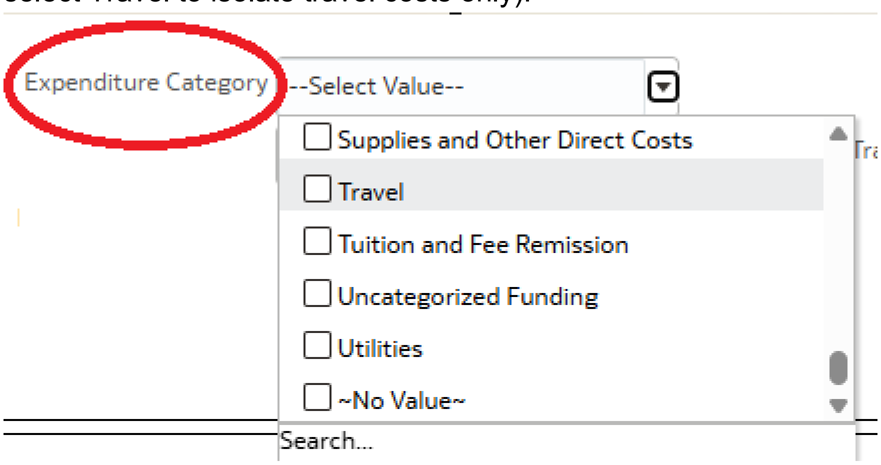
- Use the **Project Accounting Period** dropdown to select a specific month of expenses to review.



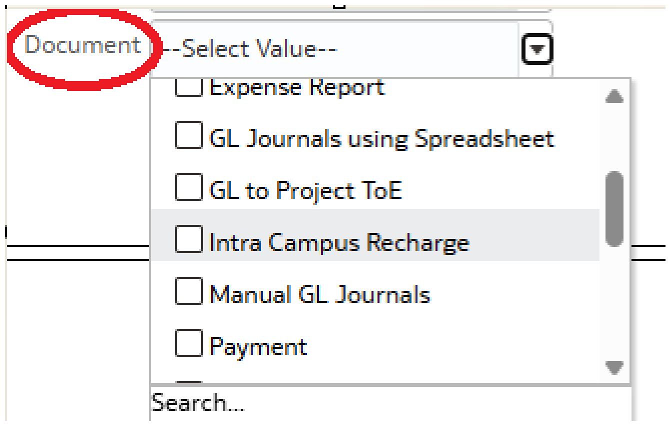
- Use the **PGM Project** dropdown to select a specific project(s) to review.



- Use the **Expenditure Category** dropdown to isolate results to a specific expense category (e.g. select Travel to isolate travel costs only).

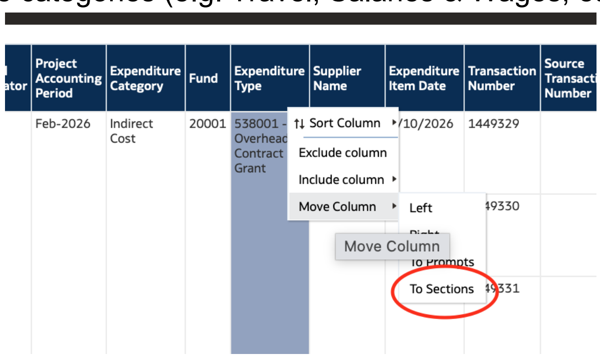


The **Document** dropdown can be used to isolate recharges. Select **Intra Campus Recharge** to review UCSB recharges and **GL Journals using Spreadsheet** to review intercampus recharges. The **GL Journals using Spreadsheet** document type contains multiple expense categories, not exclusively intercampus recharges. Recharges require horizontal scrolling to the far right in order to view full details.



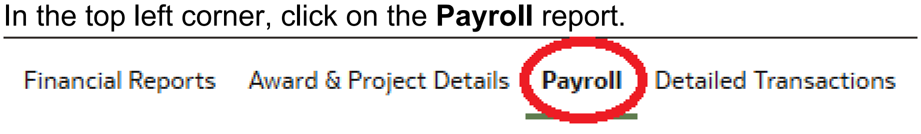
- Once all desired search parameters are in place, scroll to the right and click **Apply.**

- Alternatively, instead of using search parameters, you can sort all data into relevant subcategories by right clicking on any of the columns and selecting **Move To -> Sections** or **Prompts**. For example, using this feature on the Expenditure Category column, would then organize the data by the various expense categories (e.g. Travel, Salaries & Wages, etc.).

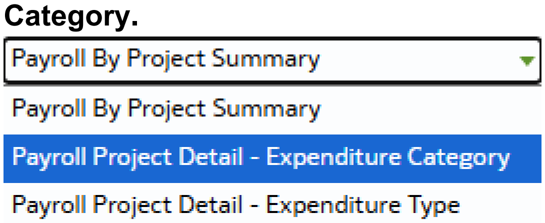


Review Payroll

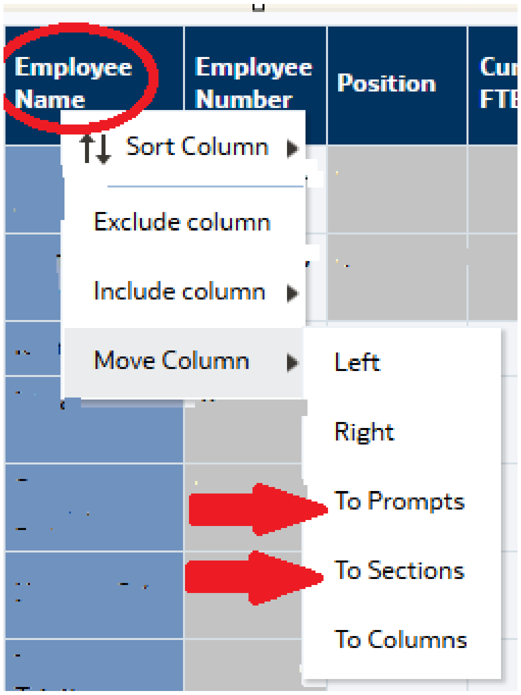
- In the top left corner, click on the **Payroll** report.



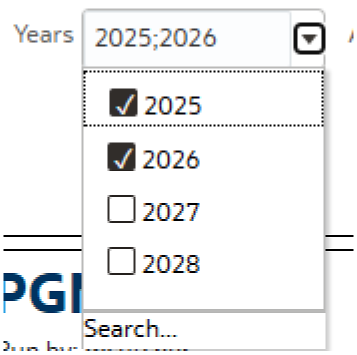
- To see Salary and Benefits breakdown, change the dropdown to **Payroll Project Detail – Expenditure Category.**



- If you'd like to review by individual employees, right click on the **Employee Name** column and select **Move To -> Sections** or **Prompts.** This will then reorganize the data by employee**.**

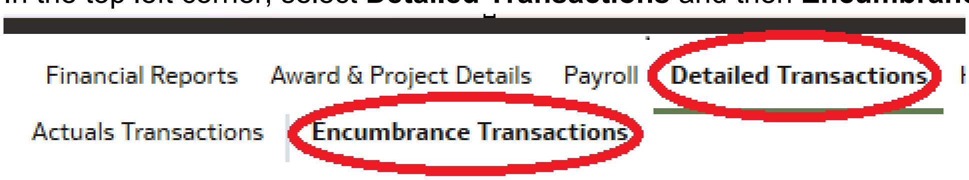


- The report will default through the current calendar year. You can view additional months by selecting future years from the **Years** dropdown.



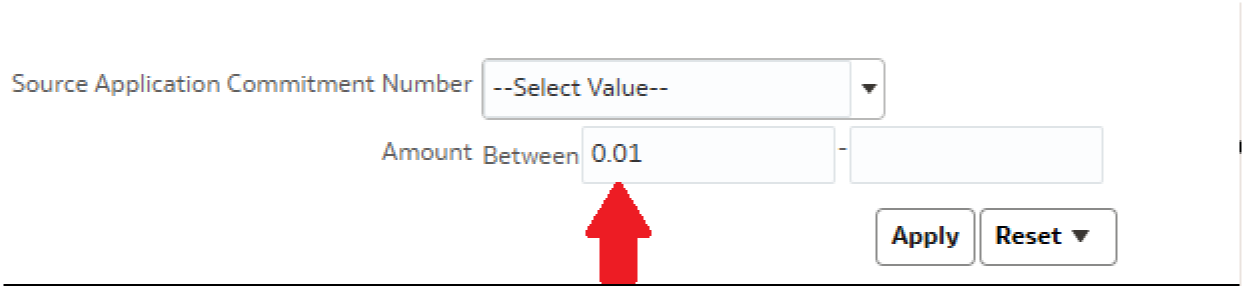
Review Encumbrances

- In the top left corner, select **Detailed Transactions** and then **Encumbrance Transactions**.



- You can use the **PGM Project** dropdown to review encumbrances for a specific project or leave it blank to review encumbrances on all your projects.

- The **Encumbrance Transactions** report provides a comprehensive history of all Gateway Purchase Orders associated with your projects, including fully invoiced or closed items with a zero-remaining balance. To exclude those purchase orders that are at a zero balance, you can insert $0.01 in the first box of the **Amount Between** search option. This will return any encumbrances greater than $0.01.



- As a reminder, all filter selections require the user to click the **Apply** button, situated to the right of the filter prompts, to generate the corresponding results.