PIWRS Coordinator User Guide

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Revision History

Version	Date	Name	Description
1	3-17-18	PIWRS Coordinator User Guide March 2018	Released with deployment of enhancements. Information on managing projections pending.

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Objective/Overview

The Principal Investigator Web Reporting System (PIWRS) has undergone significant modifications to better accommodate department reporting needs. The PIWRS was initially released in October 2010 as a campus reporting tool to generated monthly Contract & Grant (C&G) financial reports for Principal Investigators (PIs). With the deployment of the UC Payroll, Academic Personnel, Timekeeping & Human Resources system (UCPath) in December 2017, the aging, Excel-macro based Enterprise Reporting System (ERS) used by many departments was not remediated to accept the new payroll data. The campus has long recognized the need for departments to generate PI-specific reports across funding sources to ensure proper financial management and oversight occur. Therefore, it was critical that PIWRS be enhanced to provide department analysts the flexibility to define FAUs to generate summary and detail reports similar to ERS. The purpose of these reports is to facilitate the review of month-to-month expenditures and overall fund balances. The reports contain summary and detailed payroll expenditures, projections, and encumbrances.
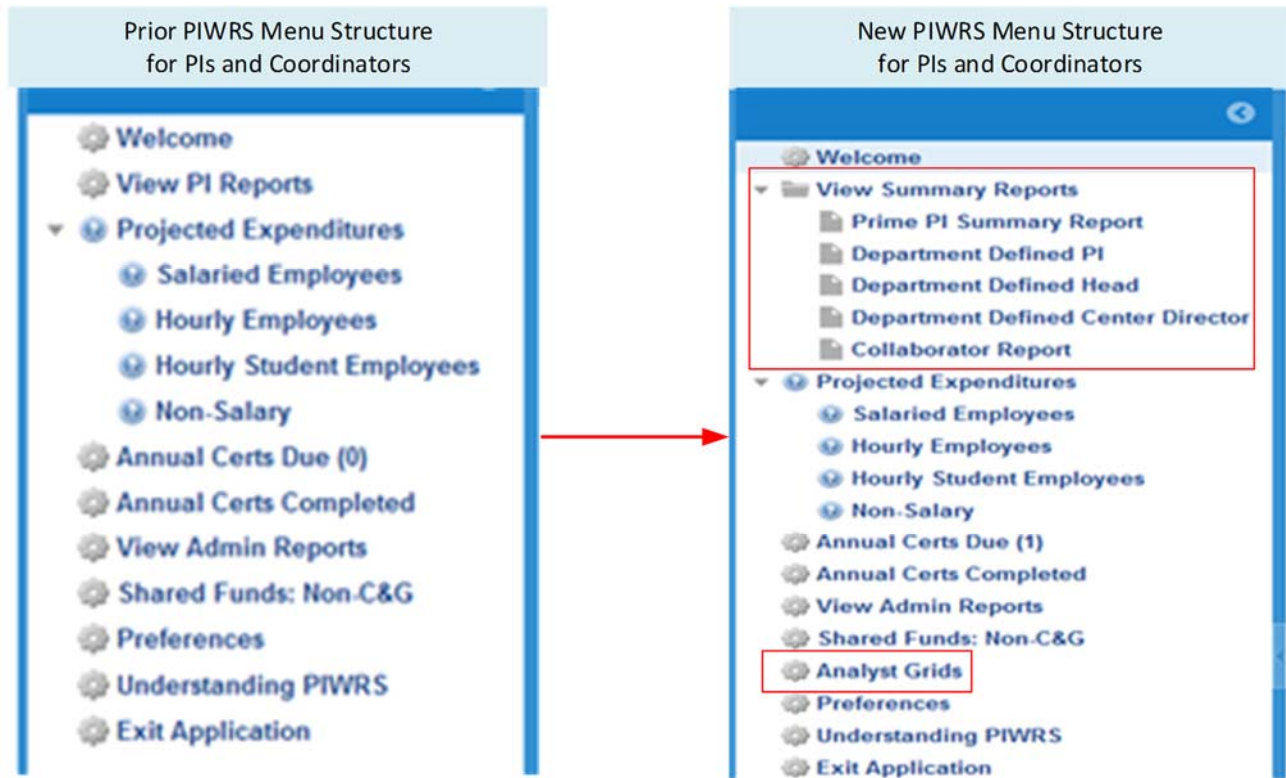
PIWRS continues to generate monthly financial reports for Prime PIs on C&G funds. Additionally, PIWRS has been enhanced to provide departments with the ability to generate monthly financial reports for department-defined FAUs, including non-C&G funds and shared C&G funds. These enhancements offer PIWRS Coordinators increased flexibility and efficiency to maintain a list of FAUs to generate monthly financial reports on department-defined FAUs for a PI, Department Head, and/or Center Director.

New Menu Options

The PIWRS menu options have expanded to provide additional reporting options and an efficient method to define department-defined FAUs and allocations.

Explanation of New Menu Items

No change to current functionality.

The PIWRS Coordinator can optionally define FAUs that will produce these department define report types.

Collaborators provided with the ability to review the standard Prime PI C&G report will now be presented with a specific menu option.

The Analyst Grid menu option will be used by the PIWRS Coordinator to optionally populate FAU information for Dept-Defined reports.

Analyst Grids

The Analyst Grids menu is available to PIWRS Coordinators based on their assigned Accountability Structures within the Enterprise Access Control System (EACS). The population of information on these grids is not mandated by the campus; however, the functionality was developed to assist departments with their reporting needs based on input from CFAOs, FAOs and department analysts. Completion of the grids will enable the generation of reports similar to ERS. PIWRS Coordinators should discuss the approach to using the grids and resulting reports with their department Financial and Administrative Officer (FAO), department head and/or organizational CFAO. It is important to note the existing PIWRS Prime PI reports will continue to be generated regardless of whether the analyst grids are populated. The following sections discusses the two main components of the grid: 1) TEMP Ledger FAU and 2) Dept-Defined FAU.

TEMP Ledger FAU Grid

The Temp Ledger Grid is automatically populated for all FAU combinations (activity, fund and function) with activity in the UCRFS Temp Ledger for a given accountability structure and presented to the PIWRS Coordinator upon accessing the grid. The goals of this grid are to easily provide the PIWRS Coordinator with a summary overview of all FAU combinations in their area of responsibility and assist with managing the PIWRS reporting features.

Information on this grid is the basis for copying rows to the Dept-Defined FAU grid. The TEMP Ledger FAU grid will become available to update for the next reporting period as soon as reports from the previous period are published. The grid will include grey-shaded cells which are read-only and white-shaded cells that are editable.

The TEMP Ledger FAU grid provides various filters to query and display rows already listed on the grid, each header column provides a sort feature, and a search feature is available. The grid can also be exported to Excel or converted to a PDF.

How are rows determined in the TEMP Ledger FAU?

The TEMP Ledger FAU grid is populated based upon each unique FAU combination (activity-fund-function) with an entry in the UCRFS TEMP Ledger for a particular Accountability Structure. The grid is updated nightly as new transactions appear in the Temp ledger for the accounting period available for editing. New FAU rows will be added to the TEMP Ledger FAU grid whenever there is activity on the TEMP Ledger for an FAU combination not already listed on the grid.

Note: *FAUs included in this TEMP Ledger FAU grid are for the PIWRS Coordinators assigned Accountability Structures and will only include allocations in Budget Categories associated with Direct Costs. Therefore, the Prime PI Summary reports may display a different amount than what is listed on this TEMP Ledger FAU grid as the Prime PI Summary report will display all allocations for a C&G fund such as financial aid and F&A.*

Temp Ledger FAU Fields

Fund Class

The Fund Class fields identifies the type of fund associated with a row in the Temp Ledger FAU grid. Only current funds will be displayed in the grid, with the exception of agency funds. The fund class indicators are: Contracts and Grants, Gifts/Endowments, Sales and Services, and Other (i.e. remaining Current fund types).

Prime PI

The Prime PI is an informational field that displays the name of the Net ID of the Prime PI associated with a contract and grant fund displaying on the grid. Please note the Prime PI may not be a part of the PIWRS Coordinator's Accountability Structure.

Prime PI Auto Display in PIWRS

The Prime PI Auto Display in PIWRS is an informational field to let the PIWRS Coordinator know if the FAU will be included in the Prime PI's PIWRS report. The field will contain either Y for yes or N for No.

Activity

The activity field is read only information and part of a combination of FAU values (activity-fund-function) having transactions in the UCRFS Temp ledger. Data displayed on the grid is based on the PIWRS Coordinator's assigned Accountability Structures.

Fund

The fund field is read only information and part of a combination of FAU values (activity-fund-function) having transactions in the UCRFS Temp ledger.

Function

The function field is read only information and part of a combination of FAU values (activity-fund-function) having transactions in the UCRFS Temp ledger.

Fund Begin Date

The Fund Begin Date will automatically populate for contracts and grants as well as any other fund that has a begin date defined in UCRFS Fund Attributes.

Fund End Date

The Fund End Date will automatically populate for contracts and grants as well as any other fund that has an end date defined in UCRFS Fund Attributes.

Temp Amount

The Temp Amount field displays the total allocation appearing in the UCRFS Temp ledger for the given activity, fund, and function combination through the reporting period designated on the grid.

Dept-Defined Alloc. Amt.

The department defined allocation amount field represents the sum of allocation amounts the PIWRS Coordinator designated for that FAU on the Dept-Defined FAU grid.

Difference Column

Difference is contingent upon whether the Dept-Defined FAU grid is used. The difference column will display the difference between the Temp Ledger amount for an FAU and the sum of all Dept-Defined FAU Allocation Amounts for a particular core FAU (activity-fund-function) in a reporting period. If there is no related entry on the Dept-Defined FAU Allocation Amount field, then this field will be blank on the Grid.

On Dept-Defined Grid

The On Dept-Defined Grid field is an indicator for the PIWRS Coordinator to determine whether the FAU appears on the Dept-Defined FAU Grid. If the value is Y (yes), the FAU appears on the Dept-Defined FAU grid; if the value is N (no), the FAU does not appear on the Dept-Defined FAU grid.

Copy to Dept-Defined Grid

The checkbox under the Copy to Dept-Defined Grid column, enables the PIWRS Coordinator to copy the FAU row to the Dept-Defined FAU grid. If the box is checked, when the Copying to Dept-Defined FAU Report button is clicked, information from the Temp Ledger FAU grid will transfer over to the Dept-Defined FAU grid.

Collaborator

The PIWRS Coordinator will now have the ability to assign the Collaborator role within the TEMP Ledger FAU grid. This functionality is only available for C&G funds. An individual listed as a Collaborator has the ability to view the Prime PI PIWRS report for the fund associated with that row.

Status Prime PI Report

The Status Prime PI Report is a field that can control if the Prime PI Report for a particular fund should be displayed in PIWRS. The default is A for active. To prevent the report from displaying on a Prime PI report the status of I (inactive) should be used. Care should be used when using the inactive feature to ensure the fund in question is fully expended for all related FAUs.

Comments

The Comments is editable and can contain up to 250 alpha-numeric characters. These comments should be used to help the PIWRS Coordinators manage the entries on the grid (e.g., to explain difference, inactive rows, etc.).

Copying to Dept-Defined FAU Report

The Dept-Defined FAU grid is generated by copying over FAU rows from the TEMP Ledger FAU grid. This can be accomplished when the "Copy to Dept-Defined Grid" checkbox is marked and the Copying to Dept-Defined FAU Report button is clicked. A message will be presented when the copy is successful.

If a row is selected for copying and it already exists on the Dept-Defined FAU grid, the following warning message will appear: "There is already an FAU row on the Dept-Defined FAU grid. If you copy over this row, you will replace the data already recorded. Are you sure that you want to copy this FAU row over to the Dept-Defined FAU grid?" [Yes/No]. If the row is overridden, please note the individual performing this action will be recorded as the last transactor on that row.

If no FAU rows are copied from the TEMP Ledger FAU grid to the Dept-Defined FAU grid, no Dept-Defined Summary Reports will be generated or displayed. Please consult with your department FAO, head, and/or CFAO for guidance on expected uses.

Save Changes

The Save Changes icon should be used to save changes made to the Temp Ledger FAU grid information.

Business Rules for TEMP Ledger FAU grid

General

1. The activity code(s) displayed on the TEMP Ledger FAU grid are based on the Accountability Structure of the PIWRS Coordinator.
2. A snapshot of the grid is taken on the day the Summary reports are published for the PI and is saved for historical purposes.

Filter Feature

1. The Fiscal Year is a drop-down menu and includes prior fiscal years for historical purposes. The current Fiscal Year is the default.

2. The Period is a drop-down menu and displays the Accounting period and the calendar month (i.e., Per 01 – July). The default is the current, unpublished Accounting Period.

3. If a PIWRS Coordinator has only one Accountability Structure, the Accountability Structure is the default. If the Coordinator has more than one Accountability Structure, the field will be blank and the Coordinator must actively select an Accountability Structure from the drop down menu.

4. The PIWRS Coordinator must click the **Search** button to auto-detect any budgetary changes (i.e., new Activity-Fund-Function combinations as well as changes in TEMP amounts) to refresh the FAU grid.

5. If selections are made using the other filters, the Coordinator must click the **Search** button to refresh the FAU grid.

6. When clicking on the **Clear All** button, it will remove all filters except for Fiscal Year, Period and Accountability Structure.

7. Elements of the grid are sortable by clicking on the column header.

Grid Columns

1. TEMP Amount is the sum of the TEMP Allocation amounts (including the Pre-Award budget category) grouped by each unique Activity-Fund-Function combination (i.e., incremental increases/decreases in TEMP Amount will not be displayed separately). The Column heading includes hover-over help text.
   Note: The FAU grid displays the direct cost allocations for FAU combinations for an Accountability Structure. The Prime PI Summary Reports include all Total Direct Costs (including Financial Aid) and Indirect Costs (i.e., BC80) for a fund regardless of the activity code and function; therefore, the Prime PI Summary report may differ from the Dept-Defined Summary reports.

2. The Dept-Defined Allocation Amount is contingent upon data from the Dept-Defined FAU grid. It is will be read-only and it is derived by summing all Allocation Amounts for each unique Activity-Fund-Function combination on the Dept-Defined FAU grid. If there is no related entry on the Dept-Defined Grid, this field will be blank.

3. The Difference amount is contingent upon data in the Dept-Defined Allocation Amount column. It is read-only and will be derived by subtracting the Dept-Defined Allocation Amount from the TEMP Amount. If there is no related entry on the Dept-Defined Grid, this field will be blank.

4. The Copy to Dept-Defined FAU grid checkbox:
   a. Newly-added rows will be added to the bottom of the Dept-Defined grid. Newly-added rows will need to be defined and saved or they will not remain on the Dept-Defined FAU grid.
   b. If the check box is marked and the "On Dept-Defined Grid" field is marked Y (yes), a warning message will display upon clicking the **Copy to Dept-Defined FAU grid** button. The Warning Message states: "There is already an FAU row on the Dept-Defined FAU grid. If you copy over this row, you will replace the data already recorded. Are you sure that you want to copy this FAU row over to the Dept-Defined FAU grid?". The FAU row will be copied over to Dept-Defined grid if the user responds to the warning message with a Yes.

5. Collaborator field. The population of the Collaborator field is optional. The field is only editable for the Fund Class = C&G. The field will accept one or more valid UCR Net IDs. If a

UCR Net ID is listed as a Collaborator, the Prime PI's Summary Report for the related fund will be available for viewing under that user's Collaborator menu. *Note: This functionality moved from the PI Preferences menu to the TEMP Ledger FAU grid to be managed by the PIWRS Coordinator. The PIWRS Coordinator should confer with the Prime PI before adding a Collaborator other than a Co-PI to a fund.*

Dept-Defined FAU Grid

The Dept-Defined FAU grid is populated with rows copied over from the TEMP Ledger FAU grid only if the *Copy to the Dept-Defined FAU* checkbox is marked on the row selected and after the *Copy to the Dept-Defined FAU grid* button is clicked. The PIWRS Coordinator(s) must determine which rows should be copied in order to assist with the population and maintenance of FAUs that will generate Dept-Defined Summary Reports. Remember that multiple PIWRS Coordinators for an Accountability Structure can access the Dept-Defined FAU grid at the same time, but only the changes entered by the last user to save the FAU row will remain. Please use care when multiple coordinators are updating the grid by coordinating responsibility (e.g. assign work based on PI last name, fund type, etc.). If no FAU rows are checked and copied over from the TEMP Ledger FAU grid to the Dept-Defined FAU grid, no Dept-Defined Summary Reports will be generated.

As with the TEMP Ledger FAU grid, the Dept-Defined FAU grid will include grey-shaded cells which are read-only, and white-shaded cells that are editable. Various filters and search boxes are offered to the user to assist in viewing specific data. The grid can also be exported to Excel or converted to a PDF.

The Dept-Defined FAU grid will be maintained by the PIWRS Coordinator(s) within their associated Accountability Structure(s). The Dept-Defined FAU grid becomes available for updating for the next reporting period as soon as reports from the previous period are final (approximately the 16th of each month). Rows appearing on the Department Defined Grid will carry forward to each new period until the row is deleted or inactivated. The grid can be exported to Excel or converted to a PDF.

Dept-Defined FAU Fields

After copying a row over to the Dept-Define FAU grid, the following fields will display.

Share

This icon can be used to add rows to the Dept-Define FAU grid that use the same activity-fund-function combination as necessary. The PIWRS Coordinator will need to complete all the required fields and save the grid in order to retain the changes. Best Practice is to define the original row and save before adding more rows.

Delete

Marking this checkbox and "Saving Changes" will remove the row from the Dept-Defined FAU grid.

Fund Class

This field is read only and provides general information about the fund associated with the row. It is also useful when filtering information on the grid.

UCR Net ID

This is a require field to indicate the individual that will be the recipient of the Dept-Define report. Please be aware of the role requirements below.

Roles

Under the Dept-Defined FAU grid, the following new PIWRS roles are available for assignment in EACS:

- **Dept-Defined PI**

- **Dept-Defined Dept Head**

- **Dept-Defined Center Director**

The roles listed above must be established in EACS for a particular UCR Net ID before the role can be assign on the Dept-Define FAU grid.   Please note individuals designated as a Prime PI in UCRFS for a contract or grant fund will automatically inherit the Dept-Defined PI role, so it is not necessary to establish this role in EACS for these individuals.

Shared

This field is an indicator on whether the FAU has been shared previously. An FAU is considered to be shared if the activity-fund-function and role are common in multiple rows on the grid.

Activity

Read only information based on rows copied from the Temp Ledger grid.

Fund

Read only information based on rows copied from the Temp Ledger grid.

Function

Read only information based on rows copied from the Temp Ledger grid.

Cost Center

On the Dept-Defined FAU grid, cost center is a required field. The cost center code must be valid and active in UCRFS. If there is not a specific cost center applicable, "ALL" or "NONE" are valid values. When "ALL" is defined in this field, the report results will include transactions associated with the defined activity-fund-function-project code with any value in the cost center field including blanks. When

"NONE" is defined in this field, the report results will only include transactions associated with the with the defined activity-fund-function-project code where the cost center field is blank.

Project Codes

On the Dept-Defined FAU grid, project code is a required field. The project code must be valid and active in UCRFS. If there is not a specific project code applicable, "ALL" or "NONE" are valid values. When "ALL" is defined in this field, the report results will include transactions associated with the defined activity-fund-function-cost center with any value in the project code field including blanks. When "NONE" is defined in this field, the report results will only include transactions associated with the with the defined activity-fund-function-cost center where the project code is blank.

Begin Date

The Begin Date will automatically populate for contracts and grants as well as any other fund that has a begin date defined in UCRFS Fund Attributes. For contract and grant funds the field is read-only; for all other Fund Classes, the field is editable. The Begin Date will display as part of the hover-over text on the Dept-Defined reports column header.

End Date

The End Date will automatically populate for contracts and grants as well as any other fund that has an end date defined in UCRFS Fund Attributes. For contract and grant funds the field is read-only; for all other Fund Classes, the field is editable. The End Date will display as part of the hover-over text on the Dept-Defined reports column header.

Allocation Amount

The Allocation Amount is a required field and is editable. The amount will automatically pre-populate based on information copied over from the Temp Ledger grid. The allocation amount appears on the Dept-Defined report and will be used in the calculation of balances. Please note there is significant change from the Excel based Enterprise Reporting System, the allocation amount is the total allocation for the Dept-Defined FAU; incremental increases can only be identified in the Comments field; this Comments field will not display on the Dept-Defined reports. For a particular activity-fund-function, the Dept-Defined FAU allocation amounts will be summed and placed on the Temp Ledger Grid. For an FAU, differences between amounts the Temp Ledger grid and the Dept-Defined grid will be displayed; differences should be explained in the Comment field.

Report Display Name (i.e. Nickname)

The Report Display Name is an optional field. PIWRS Coordinators can use this field to help identify an FAU on the Dept-Define reports for the report recipients. The nickname will appear in the column heading along with the FAU combination.

Status

The Status field is a required field. The two valid values are A for Active or I for Inactive. An Active status is the default and will result in a report being produced for the FAU associated with the Dept-Defined row. An Inactive status will cause the report for the Dept-Define row to bypass report production.

Comments

The Comments field is an optional field. This field should be used to help explain unusual updates to the grid (e.g. allocation amount changed) and communicate with other PIWRS Coordinators within the Accountability Structure.

Last Updated By

The last updated by field shows the last PIWRS Coordinator to save the row on the grid.

Last Updated On

The last updated on field show the date the last PIWRS Coordinator save the row on the grid.

Preview

The icon to the far right of the grid (magnifying glass with a plus sign) allows the PIWRS to preview the Dept-Defined report for that row. The report will be a draft until the period is closed, projections are finalized, and the reports are published.

Note on Quarterly PIWRS Certifications

If a department decides to take advantage of the Dept-Defined FAU functionality, PIWRS Coordinators are asked to click on the "Quarterly Certification of Dept-Defined FAU" to confirm the grid is being actively maintained and avoid "stale" data from producing erroneous reports based on the information contained in the grid. Certifications will be retained for historical purposes. If a grid is not certified within a certain timeframe (TBD), a disclaimer will be displayed on the Dept-Defined Summary Reports for the PI, Dept Head, and Center Director until at least one (1) PIWRS Coordinator for the Accountability Structure certifies the Dept-Defined FAU grid.

The disclaimer states the following: "The Department-defined report definitions have not been validated for at least XX days; the data displayed below may contain discrepancies. Please see your department financial manager to confirm balances."

In addition to the disclaimer, a notification will be sent to all PIWRS Coordinators associated with the Accountability Structure if the grid has not been certified after (TBD) days. After a (TBD) day lapse, a notification will be sent to the respective CFAO.

Business Rules for Dept-Defined FAU grid

General

1. Fiscal Year, Period, and Accountability Structure will default to values selected on the TEMP Ledger FAU grid and associated Dept-Defined FAU grid will be displayed.
2. Activity code(s) displayed on TEMP Ledger grid are limited by Accountability Structure of PIWRS Coordinator.
3. Duplicate FAU rows (activity-fund-function-cost center-project code) AND role within the Dept-Defined FAU grid are not allowed. Care should be used when selecting ALL in the cost center and/or project code field.
4. A snapshot of the grid is taken on the day the Summary reports are published for the PI and are saved for historical purposes.

5. In order to have an FAU appear on the grid, the FAU must be copied from the Temp Ledger FAU grid. If the FAU does not appear on the Temp Ledger FAU grid, a BEA with the FAU will need to be created posted to the GL.

Filter feature

1. Fiscal Year is a drop-down menu and will include prior fiscal years for historical purposes. The default is the value selected on TEMP Ledger FAU grid.
2. Period is a drop-down menu and will display both the Accounting period and the calendar month (i.e., Per 01 – July). The default is the value selected on TEMP Ledger FAU grid.
3. Accountability Structure will default to the value selected on TEMP Ledger FAU grid. If a Coordinator has more than one Accountability Structure, the Coordinator will need to actively select an Accountability Structure from the drop down menu and then click the *Search* button to refresh the Dept-Defined FAU grid.
4. If selections are made using the other filters, the Coordinator will need to click the *Search* button to refresh the Dept-Defined FAU grid.
5. Clicking on the *Clear All* button will remove all filters except for Fiscal Year, Period and Accountability Structure. These fields will default to values selected on the TEMP Ledger FAU grid.
6. The FAU rows on the grid can be more narrowly filtered using a quick search.
7. The FAU grid is sortable by clicking on header columns (i.e., Fund Class, UCR Net ID, Role, etc.).

Grid Columns

1. Any valid UCR Net ID can be used, but will first need to be added as a PIWRS Recipient role in EACS if not already a Prime PI in UCRFS Fund Attributes.
2. The Report Display Name (i.e., Nickname) is optional and is limited to 50 alpha-numeric characters. If a value is entered, the Report Display Name will over-write the official Fund Name on Dept-Defined Summary reports.
3. The Status is required and the valid values are Active and Inactive. The FAU rows with an Active status will be included when generating the reports for the Dept-Defined PI tab, the Dept-Defined Dept Head tab, and the Dept-Defined Center Director tab.
4. The Comments field is limited to 250 alpha-numeric characters and is saved upon exit from the field. Comments will not display in the Dept-Defined Summary reports, but are used to help the PIWRS Coordinator manage the grid.

PIWRS Coordinator Role

The following functionality is available to PIWRS Coordinators:

- Ability to preview Prime PI reports, enter projections, and comments for Prime PIs associated with Accountability Structure (existing functionality)
- Ability to preview Payroll Certifications (PRC), enter adjustments and comments, add attachments for Prime PIs associated with Accountability Structure (existing functionality)
- Ability to access Analyst Grid and complete Department Define tab (NEW)
- Ability to view all Dept-Defined Reports produced under their assigned Accountability Structures (New)
- Ability to modify salary and non-salary projections for Dept-Defined Reports.

- Receives notifications regarding PIWRS and PRC (existing functionality)

PIWRS Summary Report Types

Various summary report types are available and can be selected from the Main Menu. All report types are available to the PIWRS Coordinator. For others, the various reports will be available contingent upon that individual having the specific role and a generated report to view. The following report types are available in PIWRS:

▼ 📁 View Summary Reports
    📄 Prime PI Summary Report
    📄 Department Defined PI
    📄 Department Defined Head
    📄 Department Defined Center Director
    📄 Collaborator Report

PIWRS will continue to automatically notify the Prime PI when reports have been published. Notifications will also be sent at the same time for those who have been established as a Dept-Defined PI, Dept-Defined Dept Head, Dept-Defined Center Director, and/or a Collaborator.

- **Prime PI Summary Report** - PIWRS will continue to automatically display a report tab for the Prime PI (there are no change to existing functionality). Financial data will continue to be displayed at the summary level by fund with the ability to drill down to a detailed view of monthly transactions for a specific fund on the report.
- **Dept-Defined PI Report** - This monthly report will be created for individuals defined with this role on the Dept-Defined FAU grid. The summary report will include all FAUs associated with individual (Net ID) with the Dept-Defined PI role. Users will be able to drill down to a detailed view of monthly transactions for a specific FAU on the report.
- **Dept-Defined Head Report** – This monthly report will be created for individuals defined with this role on the Dept-Defined FAU grid. The summary report will include all FAUs associated with the individual (Net ID) with the Dept-Defined Head role. Users will be able to drill down to a detailed view of monthly transactions for a specific FAU on the report.
- **Dept-Defined Center Director Report –** This monthly report will be created for individuals defined with this role on the Dept-Defined FAU grid. The summary report will include all FAUs associated with the individual (Net ID) with the Center Director role. Users will be able to drill down to a detailed view of monthly transactions for a specific FAU on the report.
- **Collaborator** – Individuals designated on the Temp Ledger FAU grid as a collaborator for a specific FAU will have the ability to view a Prime PI Summary report for the designated fund. This role may be useful to Co-PIs if there is interest in seeing the overall financial status of a specific fund. Before establishing other individuals as Collaborators, please consult with the Prime PI. Please note this functionality was formerly displayed as a tab in PIWRS.
- *Note*: *The Dept-Defined FAU grid may include the same C&G funds as those included automatically on the Prime PI report, but the FAU will need to be defined at the activity-fund-*

function level and can optionally include cost centers and project codes (see business rules for Dept-Defined FAU grid for additional information).

FAU View

FAUs displayed on the Dept-Defined FAU Summary Report will appear in the following order: non-shared FAUs sorted first by Fund, Activity, Function, Cost Center and Project Code and then shared FAUs sorted by Fund, Activity, Function, Cost Center, and Project Code.

FAUs displayed on the Dept-Defined FAU Summary Report tabs displays the Dept-Defined FAU nickname, if one was assigned by the PIWRS Coordinator, and the fully-defined FAU. The FAUs displayed has a hover-over feature that displays the following information: the official fund title; agency name, if applicable; fund begin and end dates, if applicable; and Collaborator name, if applicable.

Dept-Defined Detailed Report Tabs

All Dept-Defined Summary Report tabs have drill-down functionality that can be accessed by clicking on Fund or FAU header. A new tab will be displayed. The Balance Forward represents the Dept-Defined Allocation amount less the sum expenditures from prior accounting periods in the current fiscal year for the defined FAU (activity-fund-function-CC-PC). The detailed transactions are monthly expenses, encumbrances, and projections for the period associated with the report and the complete FAU. The final balance on drill-down will agree to the final balance for that FAU on the Summary Report.

The PIWRS Coordinator can preview the Dept-Defined Summary reports for reports pending publication directly from the Dept-Defined FAU grid.

All Dept-Defined Summary Reports have one standard viewing option with expenses appearing by agency category. The Prime PI Summary reports will continue to have the various viewing option features (e.g., Balances, Expenditures, projections on/off, Agency Category, Budget Category, etc.).

PIWRS Reporting Cycle

After the month-end closing process, all PIWRS reports will be generated and made available to the PIWRS Coordinator for review, addition of clarifying comments, and editing of projection. PIWRS Coordinators will have 10 calendar days to complete these tasks before the reports are finalized, published for recipients, and notifications sent to recipients.   Please note upon deployment of the enhanced PIWRS in March 2018, the cycle time will be accelerated during the catch up period.

Projections

Due to the significant change in salary and benefit related data, projections are currently being tested and guidance documents developed. The goal is to deploy this functionality as soon as possible. An announcement will be distributed when projections are available.

Summary and Conclusion

The goal of the enhanced PIWRS with department defined reporting is to provide department analysts with a flexible tool to assist with the creation of summary and detailed financial information for contract, grant, gift, endowment, sales and service, and other funds for PIs and department

administrators that is easy to produce and in a format this easy to understand. The reports have been remediated to accommodate the new UCPath data.   Please consult with your department FAO, head, and/or CFAO for guidance on expectations regarding the use of PIWRS.

This guide remains a working document and additional modifications will be deployed in the future. Communication will be distributed upon the completion of these changes.

For questions or support, please email piwrsfeedback@ucr.edu.