****

UPlan

****

Planning by Project and Faculty Portfolio Integration

Spring 2021

For more information, visit

<https://brm.ucsf.edu/uplan>

© [2020-2021] “University of California San Francisco (UCSF)”

**Ownership of Copyright**

The copyright in this material (including without limitation the text, artwork, photographs, and images) are owned by UCSF.

**Copyright License**

UCSF grants to you a non-exclusive royalty-free revocable license to:

- View this material on a computer

- Store this course in your cache or memory

- Print pages or material from this course for your own personal and non-commercial use.

**All rights reserved.**

**Enforcement of Copyright**

UCSF takes the protection of its copyright very seriously. If UCSF discovers that copyrighted materials have been used in contravention of the license above, UCSF may bring legal proceedings against you seeking monetary damages and an injunction to stop you from using the materials.



**Contents**

[Introduction and Background 5](#_Toc446584617)

[What is Project/ProjectID? 5](#_Toc446584618)

[What is Project Use? 5](#_Toc446584619)

[What is Faculty Portfolio? 5](#_Toc446584620)

[What is Drill Through? 6](#_Toc446584621)

[What is Supporting Detail? 6](#_Toc446584622)

[Faculty Portfolio data in UPlan 6](#_Toc446584623)

[How to Plan Using FP Data 6](#_Toc446584624)

[Nightly FP Feed Form 11](#_Toc446584625)

[No Activity Period 12](#_Toc446584626)

[Only Year 0 and Year 1 12](#_Toc446584627)

[Employees may not have the correct title code 12](#_Toc446584628)

[Salary and Benefit Dollars 12](#_Toc446584629)

[“Projected Expense Adjustment” is assigned to June 12](#_Toc446584630)

[TBHs are aggregated by funding DeptID, Fund, and FP Project 13](#_Toc446584631)

[Cost-sharing in Faculty Portfolio may not be imported to UPlan 13](#_Toc446584632)

[Use Employee Planning to adjust for these Project Uses 13](#_Toc446584633)

[Plan by Project without using FP 13](#_Toc446584634)

[How to Plan by Project without using FP 13](#_Toc446584635)

[Supporting Details Reports 18](#_Toc446584636)

[Adjustment “ADJ” Projects 20](#_Toc446584637)

[How to Add ADJ Projects 20](#_Toc446584638)

[No Actuals 20](#_Toc446584639)

[Each “FP” Project has a corresponding “ADJ” Project 21](#_Toc446584640)

[Add distributions for ADJ Projects 22](#_Toc446584641)

[FP and NIH Salary Cap Functionality in UPlan 22](#_Toc446584642)

[NoNIHCap, NIHCap1, NIHCap2 22](#_Toc446584643)

[UPlan cannot identify whether an over-the-cap amount has already been planned in Faculty Portfolio 22](#_Toc446584644)

[Differences between UPlan and Faculty Portfolio 23](#_Toc446584645)

[“FP” and “ADJ” Project Data in MyReports 23](#_Toc446584646)

[Actuals will not appear 24](#_Toc446584647)

[Differences between UPlan and MyReports Operational Reports 24](#_Toc446584648)

# Introduction and Background

When UPlan first went live in Spring 2014, Sponsored, Recruitment, Retention and Other Faculty/PI/Owner Activity projects could only be planned at the project use level. In Spring 2015, the capability was introduced to plan at the projectID level in Faculty Portfolio with published data fed to UPlan nightly; planners could choose when to copy the data to their forecast/plan. In Spring 2016, planners could use Drill Bridge functionality to “drill through” to projectID level detail in Actuals. Planners could then copy/paste that detail to the Forecast/Plan using “Supporting Detail” functionality. This document explains how to plan by project using all three functionalities. In Spring 2020, Faculty Portfolio was de-commissioned and planners were instructed to use their existing Excel templates and input the higher level data into UPlan.

## **What is Project/ProjectID?**

Project is a ChartField in PeopleSoft created by financial analysts to track the type of activity for all transactions. There is no security on this ChartField so any one who can post journals can use any project they wish.

## **What is Project Use?**

Project Use is an attribute on every ProjectID within PeopleSoft that categorizes the ProjectID by the type of activity being tracked. Every Project must have an assigned Project Use in PeopleSoft. You should use PeopleSoft to look up the Project Use assigned to a Project. In UPlan, the parent dimension for every ProjectID is its corresponding Project Use. For example, the parent dimension to “1111111: General Unspecified” (ProectID) is “GENERAL” (Project Use).

### Project Use List

Affiliation Agreement/Contract

Capital or Plant

Costed Central Activity

Discretionary Activity

General

Loan (Student/Faculty/Staff)

Medical Center Activity

Programmatic Investment

Recharge (external only)

Recharge

Faculty/PI/Owner Activity

Recruitment

Retention

Sponsored Project

## What is Drill Through?

Drill Through is existing UPlan functionality that is now enabled to see projectID-level detail for aggregated UPlan-only Project Use IDs below.

# Plan for Sponsored Research

Planners can plan for any project using Account Detail by DFP within UPlan. While this is possible in UPlan web and Smart View, the screen shots below will use Smart View because the copy/paste functionality works faster in Excel.

## How to Plan by Project

1. Navigate to Revenue & Expense Level C form and a DFP combination at the aggregated project use level ID in UPlan i.e. D319008-Total Funds-Sponsored Project
2. Right click on the Sponsored Project Expense account you wish to see all DFP combinations for under your MyOrg.
3. Update individual projects.

Remember to clear any forecasted/planned data in any ADJ project to avoid duplication of effort. Note: You may choose to use an ADJ project to account for a project that has not yet been created, or if you choose to plan at the aggregate level instead of at individual projects.

# Adjustment “ADJ” Projects

Planning-only “ADJ” projects are available to augment or in place of data from Faculty Portfolio. As mentioned above, UPlan contains a planning-only project tied to each Project Use.

## How to Add ADJ Projects

When you first attempt to plan for an “ADJ” project:

1. Select the appropriate DFP combination on the Revenue and Expense form. Initially, no accounts will appear except for the Completion Tracking row.
2. Right click in the Account column and select Add Account. It is recommended that you add multiple expense accounts at once.
3. Enter your data and save.

## No Actuals

Since these projects are for planning purposes only, no actuals will appear for these projects in UPlan (nor in MyReports).

|  |  |  |  |
| --- | --- | --- | --- |
| **Project ID** | **Project Description** | **Project Use** | **Purpose** |
| **2011364** | ADJ Sponsored | SPONSORED\_PROJ | Adjustment projects, used in general planning and employee planning to plan additional sponsored activity not covered by Faculty Portfolio (FP). May also be used to avoid planning at the project level. Not used in Commitment Tracking. |
| **2011367** | ADJ Recruitment | RECRUIT\_FAC\_STARTUP | Adjustment projects, used to plan additional activity not covered by an existing project. May also be used to avoid planning at the project level. Not used in Commitment Tracking. |
| **2011377** | ADJ Other Faculty/PI | FAC\_PI\_OWNER\_ACTV |
| **2011379** | ADJ Retention | RETENTION |
| **9002614** | ADJ Capital | CAP\_PLANT |
| **2011374** | ADJ General | GENERAL |
| **2011375** | ADJ Affiliations | AFF\_AGREE\_CON |
| **2011376** | ADJ Pgm Investments | PROG\_INVESTMT |
| **2011378** | ADJ MC Activities | MED\_CTR\_ACTV |
| **6000468** | ADJ Loan | LOAN\_STU\_FAC\_STAFF |
| **8001131** | ADJ Recharges | RECHARGE |
| **8500020** | ADJ Recharges External | RECHARGE\_EXT |
| **8800131** | ADJ Costed Central | COSTED\_CEN\_ACTV |

# ADJ Project Data in MyReports

## Actuals will not appear

Because these projects are for planning purposes only, no actuals will appear for these projects in MyReports (similar to UPlan). In MyReports, actuals for Sponsored, Recruitment, Retention, and Other Faculty/PI Projects will appear for the specific projects, and will not appear for ADJ projects.

## Differences between UPlan and MyReports Operational Reports

Actuals in MyReports are updated nightly. Actuals are only loaded into UPlan on the 6th business day of the month.