SOM Infoporte School Reports

Listed is a quick reference guide for the SOM-specific reports that were built to help with reconciling, research, and locating balances. Access can be granted to School Reports by contacting Shane Alexander (shane\_alexander@med.unc.edu).

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| Report | Description | What does it help me do? |
| SOM Reports Tab 1 |
| Income Statement Summary Data Source: *GL Actuals ledger*Updated: *every day* | Income Statement Summary by Account* Categorizes actual revenues and expenses into operating and non-operating detailed by account

Income Statement for Export to Excel with Department* The data is formatted to export to Excel, and has the department and division level data
 | * Produce an income statement for a fund or department.
* Compare month-to-month trends for your department
 |
| Financial Breakdown – StateData Source: *KK ledger*Updated: *every day* | SOM State Financial Expense Breakdown* Shows the budget, actuals, encumbrances, and balance (similar to ledger rollup)

SOM State – Personnel Accounts – 511, 512, 513* Shows budget, actuals, and balances for personnel accounts
 | * View your state balance.
 |
| Financial Breakdown – F&AData Source: *KK ledger*Updated: *every day* | * Shows the budget, actuals, encumbrances, and balance (similar to ledger rollup) for your F&A funds.
 | * View your F&A balance.
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| SOM Actuals/Ledger Report – Comprehensive Financial SummaryData Source: *GL Actuals ledger*Updated: *every day* | Department Rev Exp Summary View BEST TAB TO USE!* Organized by source, and shows the revenue and expense totals
* Lists source owning department and the departments who have spent on a particular source

Cash and Investments, Balance Sheet Accounts* Shows the cash and balance sheet accounts for the given sources

CHMED Rev & Exp Summary View* For Med Foundation - summary level organized by source, and a detail level that shows revenue and expenses by account and totals. Currently, the Med Foundation is the most reliable source to review balances in M-sources
 | * Track your monthly fund balance for trust funds (auxiliary, recharge, gifts, contract trust, etc.) where you are the owning department

**Notes:** * Filters have been pre-selected to view trust fund types, as this is the best use for this report.
* Not as helpful for State, F&A, and C&G ledger groups as they don’t have beginning and ending fund balances.
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| SOM Cash Advance Report for Project ID’sData Source: *GL Actuals ledger*Updated: *every day* | * Shows the SOM balance for the cash advance account (559510) and/or the Travel Advance account (559511) by project ID. The report is also summarized by Fiscal Year and funding department.
 | * See what outstanding cash advances exist on a given project ID
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| SOM Reports Tab 2 |
| Line Description for DepositsData Source: *KK ledger*Updated: *every day* | * Provides line descriptions for SOM deposits (journal ID’s beginning with “ARD”)
 | * Locate the journal ID in order to do a correcting journal entry
* See individual deposits for a given source, project ID, department, etc.
 |
| Line Descriptions for Vouchers/PO’s/RequisitionsData Source: *KK ledger*Updated: *every day* | * Provides line descriptions for posted SOM requisitions and purchase orders
* Shows associated voucher #, req #, PO #, and vendor detail where available
* Tabs are broken out by PO type
 | * Another location to view transaction detail (similar to the transactions tab).
* Similar to MMD statement
 |
| C&G Expenditures Data Source: *KK ledger*Updated: *every day* | Summary* Shows grant LTD spending and remaining balance at a high level.
* Shows a project’s budget, actuals, encumbrances, and remaining balance broken out by direct and indirect expenses, and cost sharing if applicable.
* Does not show pre-encumbrances
* For direct expense, breaks out Actuals by personnel, fringe, purchased services, supplies and materials, and other expenses.

Account Level* Shows detailed grant spending at the account level.
* Format mirrors the C&G Summary report but breaks out spending further by individual account.
* Does not show pre-encumbrances.

C&G Expenditures for Export to Excel – Account Level* The data is formatted to export to Excel
 | * Monitor LTD activity of grants that use an itemized or summary budget.
* Review LTD activity broken down by direct and indirect spending plus by account categories such as personnel and fringe.
* View a total expense amount along with spend breakdown by direct and indirect costs.
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| Recharge/CoresData Source: *GL Actuals ledger*Updated: *every day* | Recharge Actuals Report Rev/Exp* View of actuals that is pre-set to view core transactions
* Shows beginning balance, revenues, expenses, and ending balance
* Broken out by accounting period

Recharge Actuals Report by Account* Revenues and expenses are broken out by accounting period and account
 | * Ability to view core transactions only without having to sift through other transactions
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| Indirect CostData Source: OSR tablesUpdated: *once a month* | * Estimates indirect cost amounts for SOM projects.
* For planning purposes this report provides clinical trial tax, animal tax, and F&A allocation estimates
* This report includes the F&A rate for each project ID, as well as the total direct and indirect cost
 | * To get an estimate of your indirects by PI and by project ID
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| FP Reports |
| UNCFP Budget Vs. Actuals Income StatementData Source:Budget #: *ps\_ledger\_budget* tableActuals #: *GL Actuals Ledger*Updated: *once a month* | UNCFP Budget v. Actuals Summary* Summarizes the budget vs actuals at an account grouping level

UNCFP Budget v. Actuals by Dept* Summarizes the budget vs actuals at an account grouping and department/division level

UNCFP Budget v. Actuals by Account* Breaks out budget vs. actuals at the account detail level
 | * Produce a report for a department to identify where it stands regarding what was submitted on the budget and what has actually occurred

**Notes:**The data is refreshed when the month-end is finalized |
| UNCFP Balance Sheet ReportData Source: *GL Actuals ledger*Updated: *once a month* | UNCFP Balance Sheet Summary* Summarized FP balance sheet view. Shows cash and intermediate fund

UNCFP Balance Sheet by Account* Shows a summary FP balance sheet view by account

UNCFP Days of Cash by Dept* Shows the days of cash for UNCFP by dividing the cash and intermediate fund by expense per day to get your days of cash on hand
 | * Produce a cash report for your department’s UNCFP funds
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| HR/Funding Reports |
| SOM FundingData Source*: payroll*Updated*: every weekday morning by 10 am* | SOM Payroll – Summary* Shows the salary distribution by major fund type (by percentage and amount). Can be viewed by person, employee type, or department.

SOM Payroll* Shows wage, fringe, and tax expense amounts by accounting period

SOM Payroll – WAGES ONLY* Show wages only expense amounts by accounting period
 | * See the funding history of an individual, project, source or department.
* Prepare personnel for a progress report

**To Note:*** All short-term retro actions were loaded in October 2014, so you would not get an accurate funding history prior to October 2015. November 2015 – present is accurate.
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| Faculty Productivity 2020Data Source: *HR, Payroll, Revenue Cycle, MGMA, AAMC, FPSC, and ASAHP*Updated: *once a month* | * Shows FY20 Faculty Productivity data, and uses Program Code to calculate cFTE
* Several tabs contain graphs in order to benchmark faculty salaries and wRVUs against AAMC, MGMA, and FPSC data
 | * This report excludes prior year-PAATs, so that the view is for wages received in the current year
 |
| Faculty Productivity 2019Data Source: *HR, Payroll, Revenue Cycle, MGMA, AAMC, FPSC, and ASAHP* Updated: *once a month* | * Shows FY19 Faculty Productivity data, and uses Program Code to calculate cFTE
* Several tabs contain graphs in order to benchmark faculty salaries and wRVUs against AAMC, MGMA, and FPSC data
 | * This report excludes prior year-PAATs, so that the view is for wages received in the current year
 |
| Faculty Productivity 2018Data Source: *HR, Payroll, Revenue Cycle, MGMA, AAMC, FPSC, and ASAHP*Updated: *once a month* | * Shows FY18 Faculty Productivity data, and uses Program Code to calculate cFTE.
* Several tabs contain graphs in order to benchmark faculty salaries and wRVUs against AAMC, MGMA, and FPSC data
 | * This report excludes prior year-PAATs, so that the view is for wages received in the current year
* See the [Faculty Productivity 2018](http://www.med.unc.edu/fbo/files/infoporte/faculty-productivity-report-2018) handout for additional detail regarding running this report
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| Faculty Productivity 2017Data Source: *HR, Payroll, Revenue Cycle, MGMA, AAMC, and FPSC*Updated: *once a month* | * Shows FY17 Faculty Productivity data, and uses Program Code to calculate cFTE
* Several tabs contain graphs in order to benchmark faculty salaries and wRVUs against AAMC, MGMA, and FPSC data
 | * See the [Faculty Productivity 2017](http://www.med.unc.edu/fbo/files/infoporte/faculty-productivity-report-2017) handout for additional detail regarding running this report
 |
| Program Code on Faculty FundingData Source*: payroll*Updated*: every weekday morning by 10 am* | SOM Payroll Program Code Checking* Shows payroll data by program code grouping (Admin, Clinical, Research, Education, funding lines note coded, etc.)
* Also includes the detail for export with the full chartfield string information

SOM Payroll Program Code by Dept* This tab shows the same information as thefirst tab, but does it at a departmental level vs. by person
 | * See how employees have been program coded. It’s also an easy way to see who does not have a program code on their funding line and for which pay period, so that a PAAT can be processed
* See the [Program Code](https://www.med.unc.edu/fbo/files/infoporte/program-code-on-faculty-funding) handout for additional detail regarding running this report
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| SOM Dashboards |
| SOM Departmental Financial DashboardData Source: *KK and GL Actuals ledgers*Updated*: every quarter* | * Shows a very high level all funds financial view using charts and graphs
* Contains data for the last four Fiscal Years, as well as the current FY
* “Notes for Dashboard” tab contains descriptions of what each tab within this report consists of
 | * Prepare for annual reviews (internal or external), as the data for the annual reviews held by the Dean’s Offices comes from these reports.
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| Budget |
| SOM Budget ReportData Source: *KK and GL Actuals ledgers*Updated*: once a year during the SOM budget process* | * Shows the first 6 months of actuals in the current FY, as well as the actuals for the last four FY’s
* Each fund type is broken out on a separate tab (except for Clinical funds, as this is a separate process in Strata)
* The “Alternate Summary” tab shows the detail and is used to export the data to populate the history within the actual budget excel template
 | * Utilized during the SOM budget process so that departments have 6 months of actuals in order to help with projections for the upcoming FY budget
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| SOM Budget vs Actuals ReportData Source: *KK and GL Actuals ledgers*Updated*: every quarter* | * Shows actuals for the previous four FY’s, budget submitted and actuals for the current FY, and variance current FY budget vs actuals
* Available in fund type view and expense type views
* “2xxx Budget Submitted” tab shows the view of budget as submitted by department
 | * To track how a department is doing compared to budget
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| Funds Flow |
| Funds Flow Clinical Allocations Data Source: *GL Actuals, and in-house file maintained by the Funds Flow Team*Updated*: every month* | * Shows the detailed breakdown by accounting period for all funds flow clinical allocations, beginning in FY19
* Provides overall summary by department along with any allocations that are reimbursed at the provider level (productivity, overhead, benefits, Non MD Detail)
* MGMA benchmarks available for compensation and productivity
 | * To see the detailed data behind the funds flow clinical allocations and track any variances in productivity, overhead, benefits, and clinic expenses
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