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](mailto: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 – State  Data 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&A  Data 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. |
| SOM Actuals/Ledger Report – Comprehensive Financial Summary  Data 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. |
| SOM Cash Advance Report for Project ID’s  Data 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 |
| SOM Reports Tab 2 | | |
| Line Description for Deposits  Data 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/Requisitions  Data 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. |
| Recharge/Cores  Data 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 |
| Indirect Cost  Data Source: OSR tables  Updated: *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 |
| FP Reports | | |
| UNCFP Budget Vs. Actuals Income Statement  Data Source: Budget #: *ps\_ledger\_budget* table  Actuals #: *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 Report  Data 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 |
| HR/Funding Reports | | |
| SOM Funding  Data 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. |
| Faculty Productivity 2020  Data 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 2019  Data 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 2018  Data 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 |
| Faculty Productivity 2017  Data 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 Funding  Data 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 |
| SOM Dashboards | | |
| SOM Departmental Financial Dashboard  Data 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. |
| Budget | | |
| SOM Budget Report  Data 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 |
| SOM Budget vs Actuals Report  Data 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 |
| 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 |