End User Training
Strata® Operating Budgeting

January 2022
Table of Contents

Overview
- Timeline
- Projections & Budgeting
- Contacts
- Strata Entities

Strata Training Recording Table of Contents
- See slide 8 for Strata Training Video Table of Contents

Getting Started
- Logging into Strata
- Navigating within the Operating Budget (OB) page

Navigating within OB for a Given Entity
- Tab overview for the different entities
- Global methods and spread methodologies

Revenue
- Instructions for completing Provider Volumes
- Instructions for completing Other Revenue

Expenses
- Instructions for completing Fixed Staffing
- Instructions for updating Wages
- Adding a new job code
- Adding a new account code

Running Reports
- UNCFP and SOM Income Statement Reports
- Running Other Reports

FY23 Budget Website
- Access this site for budget documentation and additional information
Overview
SOM Clinical Department Timeline

Dec 9 – Jan 12
• Departments to complete Faculty Roster Budgets (FRB)
  • DUE BY COB ON WEDNESDAY, JAN 12

Jan 13
• Strata training materials and training recording released for SOM Clinical Departments

Jan 26
• Strata go-live date for SOM Clinical Departments
  • Exact time will be communicated

Mar 9
• ALL funds budgets due

Mar 21 - 25
• Budget pre-meetings with departmental finance
  • To be scheduled

Mar 26 - 30
• Final budget meetings with leadership
  • To be scheduled

FRB Open/Close Dates

Wed, 1/26, 8 am
• FRB Reopens

Thurs, 1/27, 2 pm
• FRB Closes
  • Data available to review in Strata on Friday

Mon, 1/31, 8 am
• FRB Reopens

Thurs, 2/3, 2 pm
• FRB Closes
  • Data available to review in Strata on Friday

Mon, 2/7, 8 am
• FRB Reopens

Thurs, 2/10, 2 pm
• FRB Closes
  • Data available to review in Strata on Friday

Mon, 2/14, 8 am
• FRB Reopens

Thurs, 2/17, 2 pm
• FRB Closes
  • Data available to review in Strata on Friday

Mon, 2/21, 8 am
• FRB Reopens

Thurs 2/24, 2 pm
• FRB Closes
  • Data available to review in Strata on Friday

Mon, 2/28, 8 am
• FRB Reopens

Thurs 3/3, 2 pm
• FRB Closes
  • Data available to review in Strata on Friday
Your Contact

Contact your analyst for:
- Additional access if necessary
- Department specific questions

Weekly Meetings
- An opportunity for departments to ask questions/get clarification

<table>
<thead>
<tr>
<th>Department</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allied Health</td>
<td>Shawn White</td>
</tr>
<tr>
<td>Anesthesiology</td>
<td>Shawn White</td>
</tr>
<tr>
<td>CIDD</td>
<td>Sabrina Hanson</td>
</tr>
<tr>
<td>Dermatology</td>
<td>Sabrina Hanson</td>
</tr>
<tr>
<td>Emergency Medicine</td>
<td>Shawn White</td>
</tr>
<tr>
<td>ENT</td>
<td>Hannah Gardner</td>
</tr>
<tr>
<td>Family Medicine</td>
<td>Sabrina Hanson</td>
</tr>
<tr>
<td>Medicine</td>
<td>Suzanne Scott</td>
</tr>
<tr>
<td>Neurology</td>
<td>Shawn White</td>
</tr>
<tr>
<td>Neurosurgery</td>
<td>Hannah Gardner</td>
</tr>
<tr>
<td>OBGYN</td>
<td>Hannah Gardner</td>
</tr>
<tr>
<td>Ophthalmology</td>
<td>Hannah Gardner</td>
</tr>
<tr>
<td>Orthopaedics</td>
<td>Shawn White</td>
</tr>
<tr>
<td>Pathology</td>
<td>Sabrina Hanson</td>
</tr>
<tr>
<td>Pediatrics</td>
<td>Spencer Brady</td>
</tr>
<tr>
<td>PM&amp;R</td>
<td>Sabrina Hanson</td>
</tr>
<tr>
<td>Psychiatry</td>
<td>Sabrina Hanson</td>
</tr>
<tr>
<td>Radiation Oncology</td>
<td>Hannah Gardner</td>
</tr>
<tr>
<td>Radiology</td>
<td>Sabrina Hanson</td>
</tr>
<tr>
<td>Surgery</td>
<td>Hannah Gardner</td>
</tr>
<tr>
<td>TEACCH</td>
<td>Sabrina Hanson</td>
</tr>
<tr>
<td>Urology</td>
<td>Shawn White</td>
</tr>
</tbody>
</table>
# The Funds in Strata, and Where the Historic Data Comes From

<table>
<thead>
<tr>
<th>PS Fund</th>
<th>Strata &quot;Entity&quot;</th>
<th>Revenue</th>
<th>Expense</th>
<th>SOM Dashboard Data Fund Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>285</td>
<td>UNCFP</td>
<td>GL</td>
<td>GL</td>
<td>FP</td>
</tr>
<tr>
<td>201</td>
<td>SOM - State AA</td>
<td>GL + Expense Budget</td>
<td>GL</td>
<td>State</td>
</tr>
<tr>
<td>211</td>
<td>SOM - State HA</td>
<td>GL + Expense Budget</td>
<td>GL</td>
<td>State</td>
</tr>
<tr>
<td>221</td>
<td>SOM - State AHEC</td>
<td>GL + Expense Budget</td>
<td>GL</td>
<td>State</td>
</tr>
<tr>
<td>241</td>
<td>SOM - Residuals</td>
<td>GL</td>
<td>GL</td>
<td>Gifts, Endowment Inc and Other</td>
</tr>
<tr>
<td>252</td>
<td>SOM - Contracts and Grants</td>
<td>GL</td>
<td>GL</td>
<td>Contracts and Grants</td>
</tr>
<tr>
<td>271</td>
<td>SOM - Overhead</td>
<td>GL + Expense Budget</td>
<td>GL</td>
<td>Overhead</td>
</tr>
<tr>
<td>281</td>
<td>SOM - Endowment Inc Unrestr</td>
<td>GL</td>
<td>GL</td>
<td>Gifts, Endowment Inc and Other</td>
</tr>
<tr>
<td>282</td>
<td>SOM - Endowment Inc Restr</td>
<td>GL</td>
<td>GL</td>
<td>Gifts, Endowment Inc and Other</td>
</tr>
<tr>
<td>291</td>
<td>SOM - Gifts-Endowment Inc and Other Unrestr</td>
<td>GL</td>
<td>GL</td>
<td>Gifts, Endowment Inc and Other</td>
</tr>
<tr>
<td>292</td>
<td>SOM - Gifts-Endowment Inc and Other Restr</td>
<td>GL</td>
<td>GL</td>
<td>Contract Trust or Gifts, Endow Inc and Other</td>
</tr>
<tr>
<td>295</td>
<td>SOM - Auxiliary-Recharge-Core Facilities</td>
<td>GL</td>
<td>GL</td>
<td>Auxiliary/Recharge-Core Facilities</td>
</tr>
</tbody>
</table>
Creating Budgets in StrataJazz® Operating Budgeting

**Goal:** Develop next year’s budget

**Need to understand current year performance to accurately develop next year’s budget**

The most accurate way to determine how we will finish out this year is to use actual data to project out the remainder.
Strata Training Video Table of Contents
This slide provides a table of contents for the Strata training video, so that if you’re looking for a specific section, you can easily navigate to it within the video.
Logging In, Reviewing the Home Page, and Accessing Your Department Budgets
Logging In

1. Open Internet Explorer, Edge, or Chrome.
2. Type secure.stratanetwork.com into the address bar.
3. Log in with your company email address.
   1. Enter your email, click Next
   2. Click Log In
   3. If prompted, select the “UNC IMPL” database. Click Next. You will now be logged in to StrataJazz.

Bookmark this page to your browser.
Additional Resources
Accessing & Navigating on the OB Home Page

Once logged into Strata, navigate to **Planning > Operating Budgeting**

Begin to enter the department ID you want to review. Click the magnifying glass to search on what you’ve entered or hit enter on your keyboard.

Click on the entity you want to edit so that it is highlighted blue. Then click the “Edit Budget” tab. Alternatively, double click the entity you want to edit, and from the new window that appears, click “Edit Budget”.


Navigating within Operating Budgeting for a Given Entity
Budget Year Structure

Expand to see monthly detail for Projection and Budget

<table>
<thead>
<tr>
<th>Actual 2021</th>
<th>Budget 2022</th>
<th>Actual YTD 2022</th>
<th>Projection 2022</th>
<th>Baseline Budget 2023</th>
<th>Budget 2023</th>
</tr>
</thead>
</table>

- Last Year Historicals
- This Year Budget (where possible)
- This Year Historicals (thru Dec. 2021)
- YTD Historicals + Projection for Remaining Months
- Next Year Budget Before Adjustments
- Next Year Budget After Adjustments
Tab Overview – UNCFP & SOM entities (your department ID)

1. Shows the Income Statement and other reports used by the HCS
2. Shows the projection methods applied to the different sections within the workbooks
3. Forecast volumes which drives revenue and expense
4. Where you will enter your revenue/budget for a given entity
5. Where adjustments can be made to FTE for employees you fund from a given entity
   - I.E. if Research Assistant Randy is moving from .5 to .75 FTE, input this adjustment here
6. Where adjustments can be made to the overall wage for a given employee group. We are using the “Salaries by Pay Type” sub-tab
   - I.E. if Admin Ann is getting a $5,000 increase on a given entity, input the amount here
7. Shows a consolidated total salary expense in multiple ways
8. Where adjustments to benefits can be made
9. Where adjustments can be made to non-personnel line items
10. Lays out the different spread options used in the budget
11. To be used as a “scratch pad” if needed or wanted

ADMIN/REVIEW ONLY

INPUT IS REQUIRED BY DEPARTMENT
## Tab Overview – UNCFP Revenue (4106XX, EPIC clinical revenue)

<table>
<thead>
<tr>
<th>Navigation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Reports</td>
<td>Shows the Income Statement and other reports used by the HCS</td>
</tr>
<tr>
<td>2. Global Methods</td>
<td>Shows the projection methods applied to the different sections within the workbooks</td>
</tr>
<tr>
<td>3. Charge Code Detail</td>
<td>Shows the historical, projected, and budgeted charge units, rate, and dollars</td>
</tr>
<tr>
<td>4. Statistics</td>
<td>Forecast volumes which drives revenue and expense</td>
</tr>
<tr>
<td>5. Provider Volumes and Revenue</td>
<td>Where revenue by bill area by Provider will be entered (wRVUs/ASA)</td>
</tr>
<tr>
<td>6. Not applicable</td>
<td></td>
</tr>
<tr>
<td>7. Provider Compensation</td>
<td>Calculates revenue by patient class, separated into GL accounts, based on the patient class statistic volumes and the dollars per unit</td>
</tr>
<tr>
<td>8. Gross Charges</td>
<td>Forecasts the total deductions that the model applies to the gross charges total</td>
</tr>
<tr>
<td>9. Not applicable</td>
<td></td>
</tr>
<tr>
<td>10. Not applicable</td>
<td></td>
</tr>
<tr>
<td>11. Not applicable</td>
<td></td>
</tr>
<tr>
<td>12. Deductions</td>
<td>Lays out the different spread options used in the budget</td>
</tr>
<tr>
<td>13. Other Revenue</td>
<td>To be used as a “scratch pad” if needed or wanted</td>
</tr>
</tbody>
</table>

**NOT USED IN 4106XX IDs**

**REVIEWED BUT NO INPUT REQUIRED**

**INPUT IS REQUIRED BY DEPARTMENT**
**UNCFP Revenue Department ID Logic**

Each workbook will be limited to 50 Providers and listed alphabetically.

New Provider “Dummy” PIDs will always exist in the “A” workbook if there is an “A” workbook available.

- FY23 New Provider ID’s will start with “23”
- FY22 New Provider ID’s begin with “22” and SHOULD NOT BE USED
- If there is a New Provider that begins with “99” – DO NOT USE.

<table>
<thead>
<tr>
<th>Dept</th>
<th>Current GL Dept Mapping for EPIC Rev</th>
<th>Old GL Dept Mapping for EPIC Rev (Bill Area)</th>
<th>Strata Department</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4114XX</td>
<td>410614</td>
<td>UNCFP-41061405</td>
<td>STRATA - FP Medicine - Cardiology</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>UNCFP-41061405A</td>
<td>STRATA - FP Medicine - Cardiology A</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>UNCFP-41061405B</td>
<td>STRATA - FP Medicine - Cardiology B</td>
<td></td>
</tr>
<tr>
<td>411405</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>411406</td>
<td>UNCFP-41061406</td>
<td>STRATA - FP Medicine - Genetics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>411410</td>
<td>UNCFP-41061410</td>
<td>STRATA - FP Medicine-Endocrinology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>411420</td>
<td>UNCFP-41061420</td>
<td>STRATA - FP Medicine-Gastroenterology</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>UNCFP-41061420A</td>
<td>STRATA - FP Medicine-Gastroenterology A</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>UNCFP-41061420B</td>
<td>STRATA - FP Medicine-Gastroenterology B</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>UNCFP-41061430</td>
<td>STRATA - FP Medicine-Internal Medicine</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>UNCFP-41061430A</td>
<td>STRATA - FP Medicine-Internal Medicine A</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>UNCFP-41061430B</td>
<td>STRATA - FP Medicine-Internal Medicine B</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Global Methods / Spread Methodologies

**Universal**

- **Staffing**: Annualized
  - Increase Assumptions:
    - 2.5% for HCS employees (beginning January 2023)
    - 5% for University employees (beginning July 2022)
- **Benefits**: Practice Plan benefit spread (based on historicals)
- **Non-Staffing**: Even

**UNCFP Entities**

- **Provider Volume**
  - FY22 Projection: Annualized
  - FY23 Budget: Practice Plan charge spread (based on historicals)
- **Other Revenue**: Even

**SOM Entities**

- **Other Revenue**: Rolling 12
Revenue Provider Volumes & Revenue
Departments in Funds Flow:

UNCFP Revenue is housed in the 4106XXXX departments/bill area. When searching for your revenue department you will see a list. The difference is detailed below.

- Entities with “STRATA” in the title are where your Provider volumes will need to be input
- Entities without “STRATA” in the title DO NOT have Providers listed
- If there is an “A”, “B”, “C”, etc. following the department name, enter the revenue in this department.

If entering Provider Volumes, select the appropriate department with “STRATA” in the title, and navigate to the “Provider Volumes and Revenue” section.
1. Input the anticipated wRVUs in the “Projected 2022 Adj” column. **Total Units will not automatically populate when OP/IP wRVUs are input, so you must manually input this.** The amounts entered in the “Projected 2022 Adj” will populate the “Budget 2023” column.

2. If further updates need to be made to the “Budget 2023” column, make these adjustments in the “Budget 2023 Adj.” column.

---

**Provider Volumes & Revenue, cont.**

```
<table>
<thead>
<tr>
<th>AM</th>
<th>AN</th>
<th>AO</th>
<th>BH</th>
<th>BU</th>
<th>EV</th>
<th>CD</th>
<th>CE</th>
<th>DF</th>
<th>CG</th>
<th>OT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Provider: 1578700002 - KERRITT BRADLEY

Employed/Contract: Employed

Specialty: 5 - Dermatology

Type: Physician

Initial Method

Projected 2022 Adj | Projected 2022

Baseline Budget 2022

Initial FTEs - Budgeted

Adj from Prov. Comp

Additional Adjustments

Budget 2023 Adj

Budget 2023

---

1. **Input the anticipated wRVUs in the “Projected 2022 Adj” column.**

2. **If further updates need to be made to the “Budget 2023” column, make these adjustments in the “Budget 2023 Adj.” column.**
Gross Charges & Deductions

- Gross Charges
  - Based on department historical account posting

- Deductions
  - Based on department historical account posting
  - Using rolling 12-month closed collection rate
Other Revenue
UNCFP & SOM Entities
Examples of “Other Revenue” in UNCFP entities

- Contracts
- Expert Witness
- CIC Funding
- Transfers (48xxxx)
All revenue for SOM funds will be budgeted in the “Other Revenue” section within your department ID’s. Budgeting for this will be very similar to the process for “UNCFP Other Revenue”.

This applies to the following funds types:

- State
- Overhead
- Contracts & Grants
- Residuals
- Endowment Income Unrestricted
- Endowment Income Restricted
- Auxiliary-Recharge-Core Facilities
- Gifts-Endowment Inc and Other Unrestricted
- Gifts-Endowment Inc and Other Restricted
UNCFP Other Revenue is housed in your department IDs (e.g., 4126XX for Dermatology).

If budgeting Other Revenue, select the appropriate entity, and navigate to the “Other Revenue” section within this entity.
Other Revenue: UNCFP, cont.

1. To enter an amount, double click within the appropriate “Projected 2022 Detail Adj” cell. This will open another window where you will enter the revenue amount. **Comments are required for this.**

2. Click the “Add” button. This will populate a line where you can enter amounts and comments. Click “Save and Close”.

3. If further updates need to be made to the “Budget 2023 column, make these adjustments in the “Budget 2023 Detail Adj.” column.
Expense
Fixed Staffing, Wages, Benefits, and Non-Staffing
Fixed Staffing

Navigate to “Fixed Staffing” within your Strata workbook. This will display a list of job codes and their corresponding FTEs associated with this entity.

Note: those with a ** are loaded from Faculty Roster Budgeting (FRB). You will NOT be able to edit the Regular, MD Incentive, ECC agreement/additional duties amounts for these employees in Strata.

If you’d like to see who is within a given job code, you can run the “Employee by Job Code Report” from the Edit Budget window popup.

Be sure to click “Refresh Data” when the report window opens.
1. Navigate to the job code where you want to increase or decrease the FTE.

2. Enter the FTE change in the “Projected Total Adj.” column. Once the FTE has been updated this will update the amount associated with the job code on the Wages tab.
   a) If you want to input the FTE change in a specific month, click the Projected Total Adj + to expand the months.
   b) Input the FTE change in the month the change will take effect and it will project to the end of the FY.
Fixed Staffing – Adding Job Code

1. If you find you need to add an additional job code, navigate to “Other Tools” on the top rights side of the screen within the Fixed Staffing tab. Select “Add Fill-ins” > “Add Job Codes”

2. Search for the job code you want to add. Click on the desired job code and click “Select”. This will input the job code within the workbook. Be sure to save your workbook after adding this job code to ensure it remains.

Please note: only add job codes that begin with “PS” (University) or “PSH” (Health Care System).
1. Navigate to the job code where you want to apply an overall increase/decrease in salary. Expand the job code.
2. Enter the overall increase/decrease amount for this job code in the “Projected 2022 Dollar Adj.” column.
3. Enter the overall increase/decrease amount for this job code in the “Budget 2023 Dollar Adj.” column.

**Wages > Salaries By Pay Type**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NC-200040 - Soc.Clin Research Specialist</td>
<td>$1,163</td>
<td>$1,383</td>
<td>$4,383</td>
<td>$8,679</td>
<td>$8,688</td>
</tr>
<tr>
<td></td>
<td>$1,163</td>
<td>$1,383</td>
<td>$4,383</td>
<td>$8,679</td>
<td>$8,688</td>
</tr>
</tbody>
</table>

**Productive**

- **Regular**: $931, $3,558, $6,995
- **Overtime**: $931, $3,558, $6,995
- **Callback**: $931, $3,558, $6,995
- **Other Productive**: $931, $3,558, $6,995
- **Holiday Premium**: $931, $3,558, $6,995
- **Orientation-Education**: $931, $3,558, $6,995

**Total**: $931, $3,558, $6,995

**Baseline Budget 2023**: $7,000
**Budget 2023**: $7,020
Wages > Salaries By Pay Type, cont.

For Faculty from FRB, you will NOT input any additional amounts directly in Strata. The only exception is for the Medical Insurance Reimbursements (MPR). See next slide.

1. “Dollars-Only > MD Incentive” is where the clinical incentives will populate from FRB.
2. “Dollars-Only > Dollars Only – Staffing” is where the additional duties/ECC agreement will populate from FRB.
**Wages > Salaries By Pay Type, cont.**

- Medical Insurance Reimbursement (MPRs) can be adjusted as a lump sum amount on the Non-Staffing Expense tab

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>36 S11100-000P - EHRA Non Teach Budget</td>
<td>Salaries and Wages</td>
<td>Fixed</td>
<td>$ -</td>
<td>$ (86,608)</td>
<td>$ -</td>
<td>Default ▼</td>
<td>$ -</td>
</tr>
<tr>
<td>38 S11910-000P - EHRA Salary Reserves</td>
<td>Salaries and Wages</td>
<td>Fixed</td>
<td>$ (159,663)</td>
<td>$ 0</td>
<td>$ 70,461</td>
<td>Default ▼</td>
<td>$ -</td>
</tr>
<tr>
<td>80 S12500-000P - SHRA Severance Budget</td>
<td>Salaries and Wages</td>
<td>Fixed</td>
<td>$ -</td>
<td>$ (15,256)</td>
<td>$ -</td>
<td>Default ▼</td>
<td>$ -</td>
</tr>
<tr>
<td>102 S15000-000P - Fringe Benefits Budget</td>
<td>Employee Benefits</td>
<td>Fixed</td>
<td>$ -</td>
<td>$ (17,322)</td>
<td>$ -</td>
<td>Default ▼</td>
<td>$ -</td>
</tr>
<tr>
<td>124 S15050-000P - Incentive Benefits</td>
<td>Employee Benefits</td>
<td>Fixed</td>
<td>$ 34,466</td>
<td>$ (1)</td>
<td>$ 10,022</td>
<td>Default ▼</td>
<td>$ -</td>
</tr>
<tr>
<td>14 S17110-000P - Taxable Empl Expense Reimb... Employee Benefits</td>
<td>Fixed</td>
<td>$ 34,790</td>
<td>$ 34,440</td>
<td>$ 14,600</td>
<td>Default ▼</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>168 S17210-000P - Accrued Annual Leave Change</td>
<td>Employee Benefits</td>
<td>Fixed</td>
<td>$ (113,291)</td>
<td>$ -</td>
<td>$ -</td>
<td>Default ▼</td>
<td>$ -</td>
</tr>
<tr>
<td>190 S22110-000P - Legal Fees</td>
<td>Contract Services</td>
<td>Fixed</td>
<td>$ 2,370</td>
<td>$ -</td>
<td>$ -</td>
<td>Default ▼</td>
<td>$ -</td>
</tr>
</tbody>
</table>
Salaries Summary

• There could be difference in the amounts depending on which salary summary you are reviewing. This is due to where the data comes from.
  • The “Summary by Pay Code Group” tab is an accrual view for bi-weekly employees and does not include PAATs
  • The “Summary by GL Account” is a financial view and will tie to your Income Statement reports
• Adjustment to benefits cannot be made by end-users. Please contact your FP analyst to adjust benefit rates.
Non-Staffing Expense

1. Add/decrease the amount in each account code line by entering the amount in the “Projected 2022 Adj.” column.

2. If further updates need to be made to the “Budget 2023” column, make these adjustments in the “Budget 2023 Adj.” column following the same process as above.

3. To note: you will need to enter the opposite sign for account codes with “INVERSE” in the description.
1. If you find you need to add an additional account code, navigate to “Other Tools” on the top right side of the screen within the Fixed Staffing tab. Select “Add Fill-ins” > “Add Accounts”.

2. Search for the account code you want to add. Click on the desired account code and click “Select”. This will input the account code within the workbook. **Be sure to save your workbook after adding this account code to ensure it remains.**
Reviewing the UNCFP and SOM Income Statement Reports & Other Reports
UNCFP & SOM Income Statement Overview

There are four Income Statement reports. Data in these reports will be updated once edits are made to your budget.

SOM Reports

1. **SOM Income Statement**: mirrors the account rollup in our Tableau “SOM Budget vs Actuals Report”

2. **SOM Income Statement – Account Detail**: mirrors the account detail in our Tableau “SOM Budget vs Actuals Report”

FP Reports

1. **FP Income Statement**:

2. **FP Income Statement – Account Detail**
UNCFP & SOM Income Statement Overview

From the OB home page, click the “Report” tab. A new window will appear. Select either the “UNCFP Income Statement” or “SOM Income Statement” depending on the entity you are viewing.

Please note: the report will pull the data for the entity you have selected (i.e., highlighted blue on your OB Home screen). If you want to see multiple entities at once in the Income Statement reports, select multiple entities before clicking “Report”. Be mindful which are UNCFP entities, and which are SOM entities.
Select the SOM or UNCFP Income Statement reports depending on the entity originally selected to review. For example, I selected to view the SOM-Overhead entity, so the report selection I made was for the SOM Income Statement.
Other Strata Reports

OB Account Budget Detail Comments

• To view the comments entered in “Other Revenue” and “Non-Staffing Expense” tabs vs. going through each individually

UNCFP wRVU ASA Report Funds Flow (OB)

• Used to see wRVU and ASA Units by Provider vs. going through each individually

Navigate to the “Reports” link. Scroll down to the “UNCFP” reports. Click the report name to open.
Other Reports (Outside of Strata)

SOM Budget Report (Tableau)
- Use this report to review non-UNCFP funds, and to tie your actuals in each Strata entity to a source and/or fund type
- Pivot table template created to utilize when running this report

FRB Reports
- Use these reports to tie out what you’ve input in FRB to what’s loaded in Strata

SOM Funding Report (Tableau)
- Use this report to review actuals on how a person was funded and to project out how they will be funded
FY23 Budget Website as Resource

Finance and Business Operations

https://www.med.unc.edu/fbo/fy23-budget/