End User Training

Strata® Operating Budgeting

January 2023

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FY24 Budget Website

- Access this site for budget documentation and additional information

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Overview

SOM Clinical Department Timeline

Jan 4 – Feb 2
- Departments to complete Faculty Roster Budgets (FRB)
- **DUE BY 2 pm ON THURSDAY, FEBRUARY 2ND**

Feb 7
- Strata go-live date for SOM Clinical Departments
- Exact time will be communicated

Mar 13
- **ALL** funds budgets due

April 10-14
- Final budget meetings with departmental finance
- To be scheduled

April 17th
- Final consolidated draft due to UNCHCS

FRB Open/Close Dates

Wed, 2/13, 8 am • FRB Reopens	Thurs, 2/16, 2 pm • FRB Closes • Data available to review in Strata on Friday
Mon, 2/20, 8 am • FRB Reopens	Thurs, 2/23, 2 pm • FRB Closes • Data available to review in Strata on Friday
Mon, 2/27, 8 am • FRB Reopens	Thurs, 3/2, 2 pm • FRB Closes • Data available to review in Strata on Friday
Mon, 3/6, 8 am • FRB Reopens	Thurs, 3/9, 2 pm • FRB Closes • Data available to review in Strata on Friday

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Creating Budgets in StrataJazz® Operating Budgeting

Current Fiscal Year

Actuals | Projection

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

$$$ | ???

The most accurate way to determine how we will finish out this year is to use actual data to project out the remainder.

Upcoming Fiscal Year

Goal: Develop next year's budget

Need to understand current year performance to accurately develop next year's budget

Projected performance for this year often impacts the baseline budget for next year

Budget

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

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Your Contact

Contact your analyst for:

- Additional access if necessary
- Department specific questions

Weekly Meetings

- An opportunity for departments to ask questions/get clarification

Department	Contact
Allied Health	Shawn White
Anesthesiology	Shawn White
CIDD	Zach Carter
Dermatology	Zach Carter
Emergency Medicine	Shawn White
ENT	Marisa Anthony
Family Medicine	Zach Carter
Medicine	Suzanne Scott
Neurology	Shawn White
Neurosurgery	Marisa Anthony
OBGYN	Marisa Anthony
Ophthalmology	Marisa Anthony
Orthopaedics	Shawn White
Pathology	Zach Carter
Pediatrics	Suzanne Scott
PM&R	Zach Carter
Psychiatry	Zach Carter
Radiation Oncology	Marisa Anthony
Radiology	Zach Carter
Surgery	Marisa Anthony
TEACCH	Zach Carter
Urology	Shawn White

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The Funds in Strata, and Where the Historic Data Comes From

PS Fund	Strata "Entity"	Revenue	Expense	SOM Dashboard Data Fund Description
285	UNCFP	GL	GL	FP
201	SOM - State AA	GL + Expense Budget	GL	State
211	SOM - State HA	GL + Expense Budget	GL	State
221	SOM - State AHEC	GL + Expense Budget	GL	State
241	SOM - Residuals	GL	GL	Gifts, Endowment Inc and Other
252	SOM - Contracts and Grants	GL	GL	Contracts and Grants
271	SOM - Overhead	GL + Expense Budget	GL	Overhead
281	SOM - Endowment Inc Unrestr	GL	GL	Gifts, Endowment Inc and Other
282	SOM - Endowment Inc Restr	GL	GL	Gifts, Endowment Inc and Other
291	SOM - Gifts-Endowment Inc and Other Unrestr	GL	GL	Gifts, Endowment Inc and Other
292	SOM - Gifts-Endowment Inc and Other Restr	GL	GL	Contract Trust or Gifts, Endow Inc and Other
295	SOM - Auxiliary-Recharge-Core Facilities	GL	GL	Auxiliary/Recharge-Core Facilities

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Strata Training Video Table of Contents

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.

Please note: this is the recording from the FY23 budget process, and some things may no longer apply (e.g., 4106 dept IDs for Provider Volumes), but the processes mentioned are still conceptually the same

Min 0
- Navigating within Operating Budget (OB)
- Selecting entities to edit
- Using the search filter on the OB home page
- Quick review of tabs within a given entity

Min 5
- Entering Provider volumes via "4106" dept ID
- Adding professional revenue if needed

Min 12
- Adding new Provider in Provider volumes
- Reviewing summary charges
- Reviewing deductions

Min 14
- Entering UNCFP Other Revenue
- Adding accounts to UNCFP Other Revenue
- Entering Other Revenue for non-UNCFP funds

Min 20
- Fixed Staffing (i.e., adjusting FTE), and Wages
- Running Employee by Job Code Report
- Adding new job code

Min 29
- Non-staffing
- Entering MPR payments
- INVERSE accounts

Min 31
- Strata Reports
- Income Statement Reports
- Account Budget Detail Comments Report

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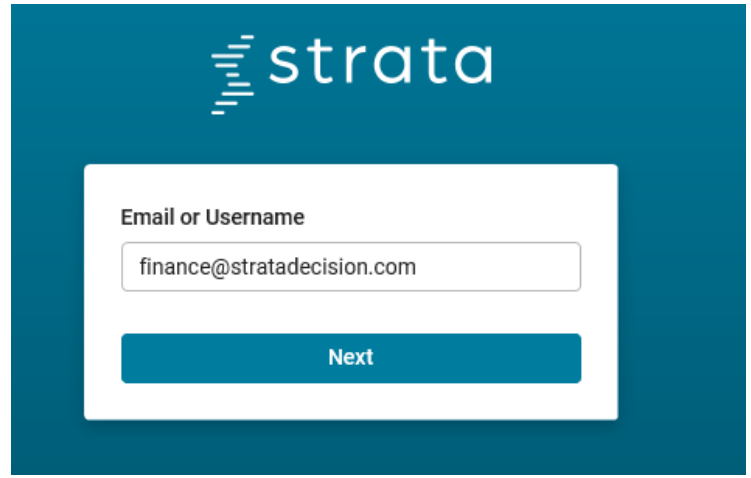
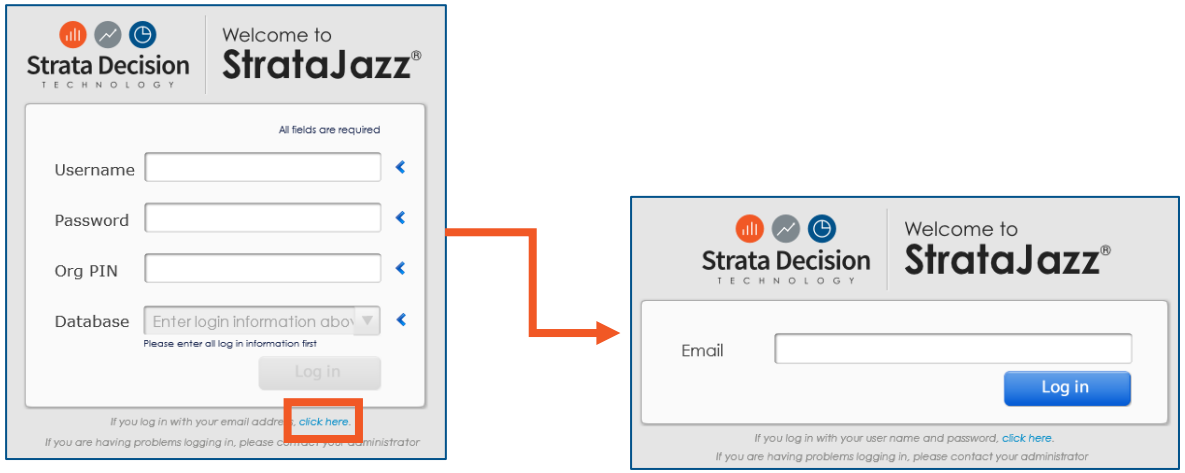
Logging In, Reviewing the Home Page, and Accessing Your Department Budgets

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



If when you access Strata you encounter the following screen, click the small link that says "click here". You will be redirected to a login screen that requires only your email address.



Bookmark this page to your browser.

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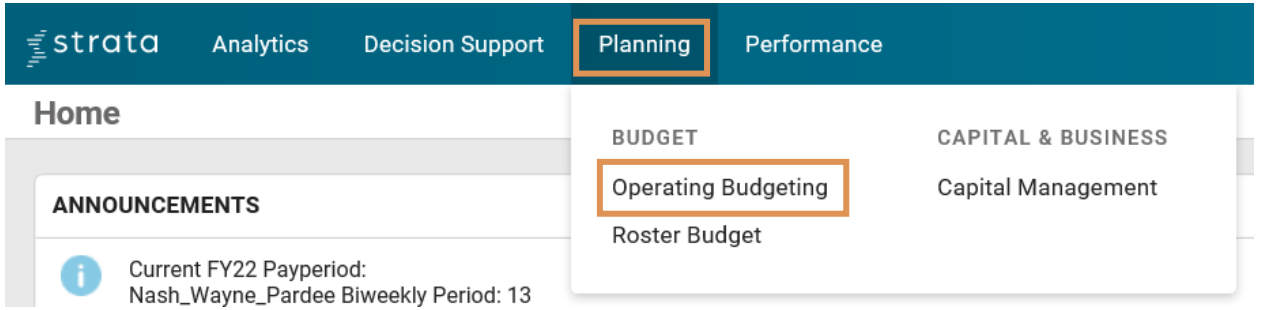
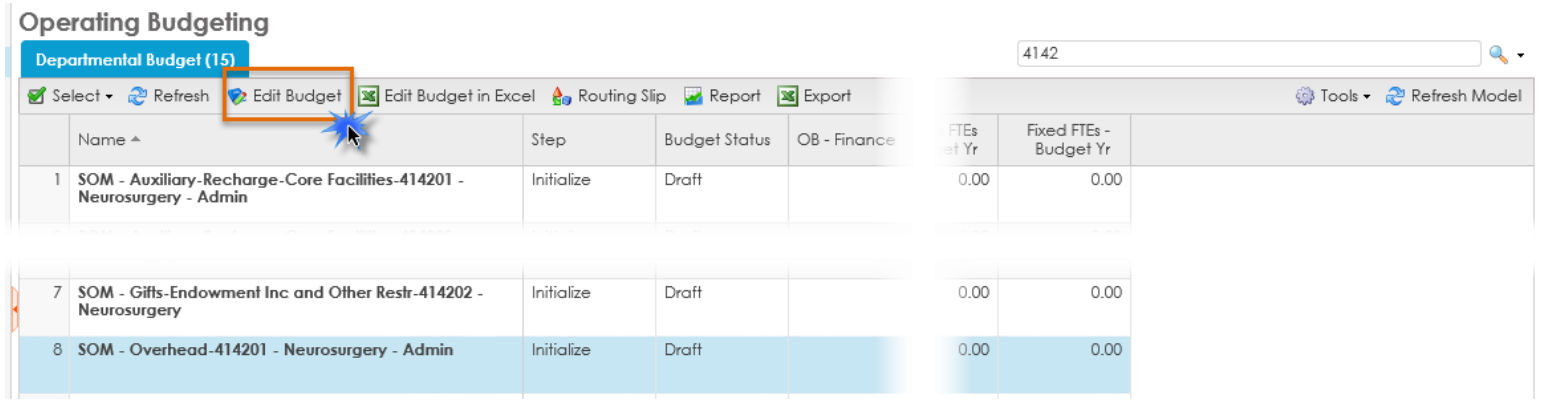
Accessing & Navigating on the OB Home Page

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*".





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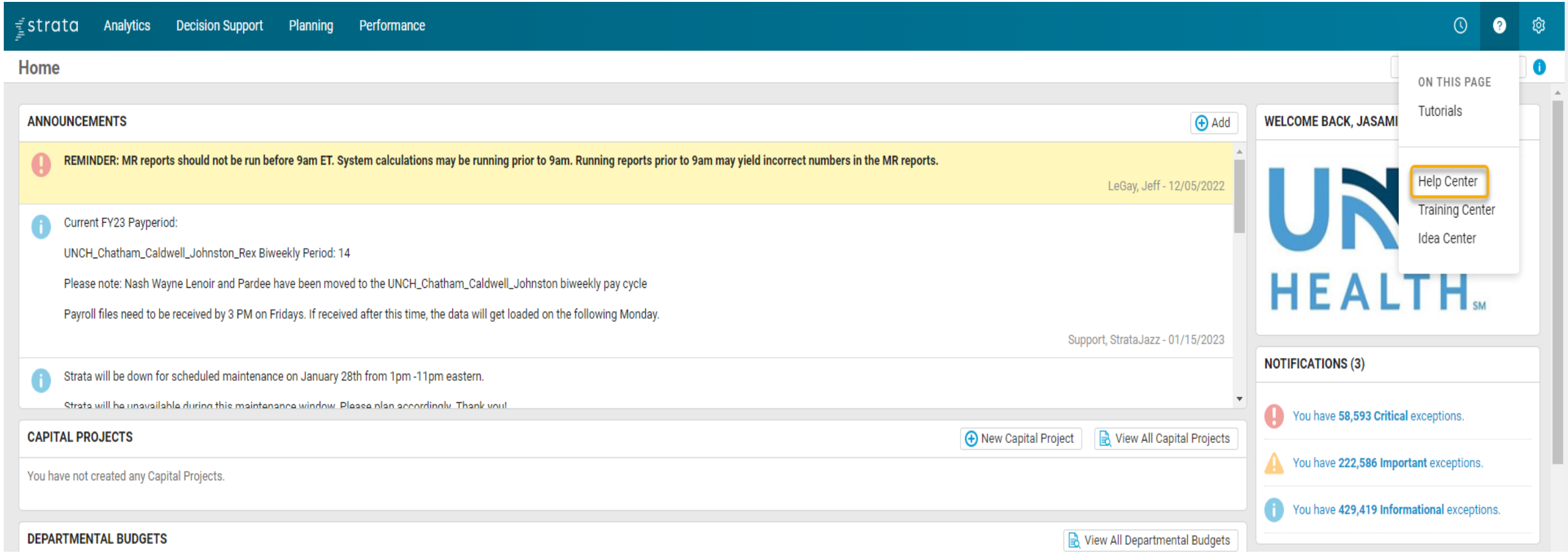
Additional Resources



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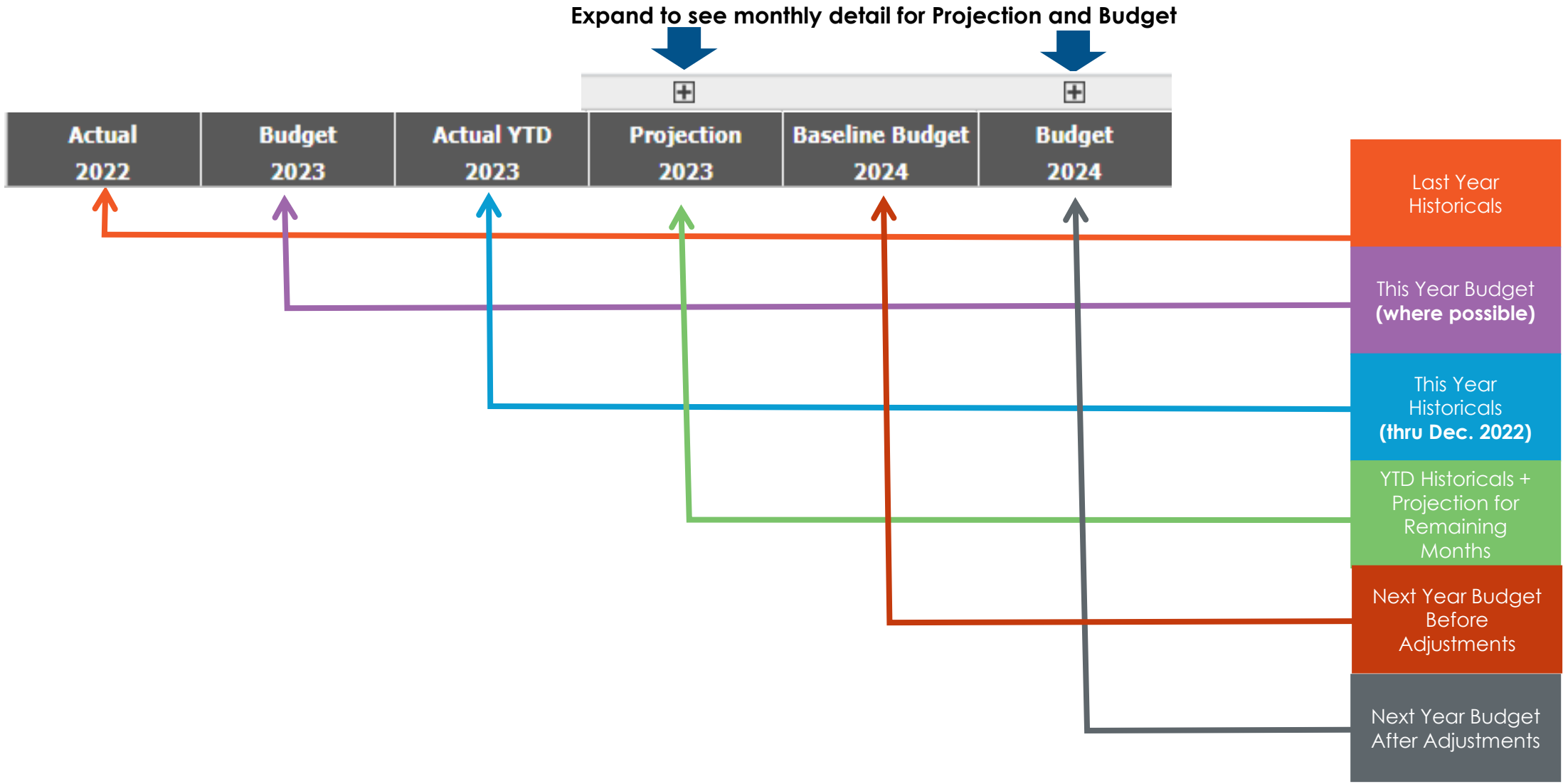
Navigating within Operating Budgeting for a Given Entity

Budget Year Structure



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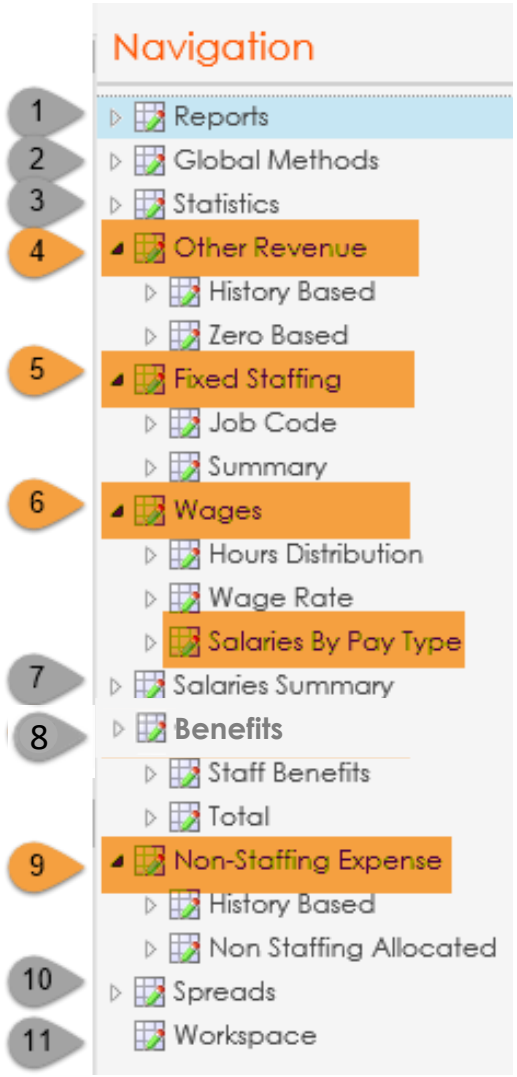
Tab Overview – UNCFP & SOM entities (your department ID)



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

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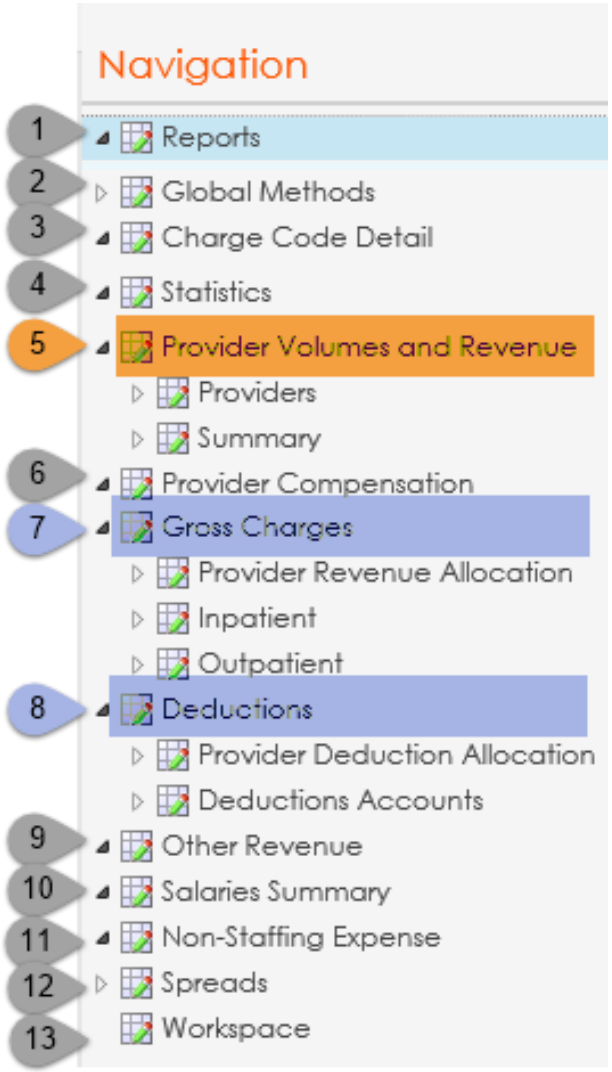
Tab Overview – UNCFP Revenue (EPIC clinical revenue)



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. Shows the historical, projected, and budgeted charge units, rate, and dollars
4. Forecast volumes which drives revenue and expense
5. Where revenue by bill area by Provider will be entered (wRVUs/ASA)
6. Not applicable
7. Calculates revenue by patient class, separated into GL accounts, based on the patient class statistic volumes and the dollars per unit
8. Forecasts the total deductions that the model applies to the gross charges total
9. Not applicable
10. Not applicable
11. Not applicable
12. Lays out the different spread options used in the budget
13. To be used as a "scratch pad" if needed or wanted

REVIEWED BUT NO INPUT REQUIRED **NPUT IS REQUIRED BY DEPARTMENT**

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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

- FY24 New Provider ID’s will start with “24”
- FY23 New Provider ID’s begin with “23” and **SHOULD NOT BE USED**
- **If there is a New Provider that begins with “99” – DO NOT USE.**

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Global Methods / Spread Methodologies

Universal

- **Staffing**: Annualized
  - Increase Assumptions:
    - 2.5% for HCS employees (beginning February 2024)
    - 2.5% for University employees (beginning July 2023)
- **Benefits**: Practice Plan benefit spread (based on historicals)
- **Non-Staffing**: Even

UNCFP Entities

- **Provider Volume**
  - FY23 Projection: Rolling 12
  - FY24 Budget: Practice Plan charge spread (based on historicals)
- **Other Revenue**: Even

SOM Entities

- **Other Revenue**: Rolling 12

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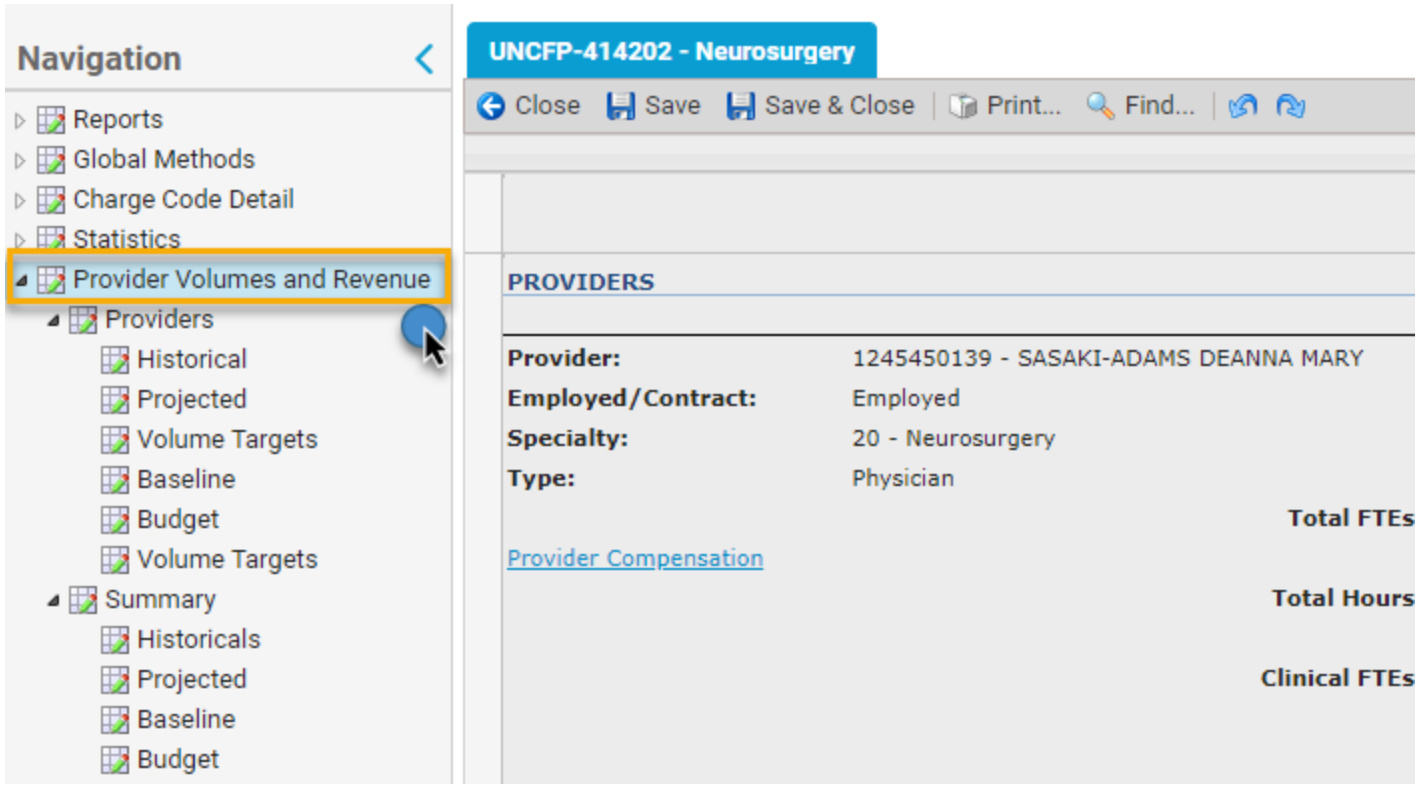
Revenue
Provider Volumes & Revenue

Provider Volumes & Revenue

When entering Provider Volumes, select the appropriate department and navigate to the "Provider Volumes and Revenue" section.

- **If there is an "A", "B", "C", etc. following the department name, enter the revenue in this department.**



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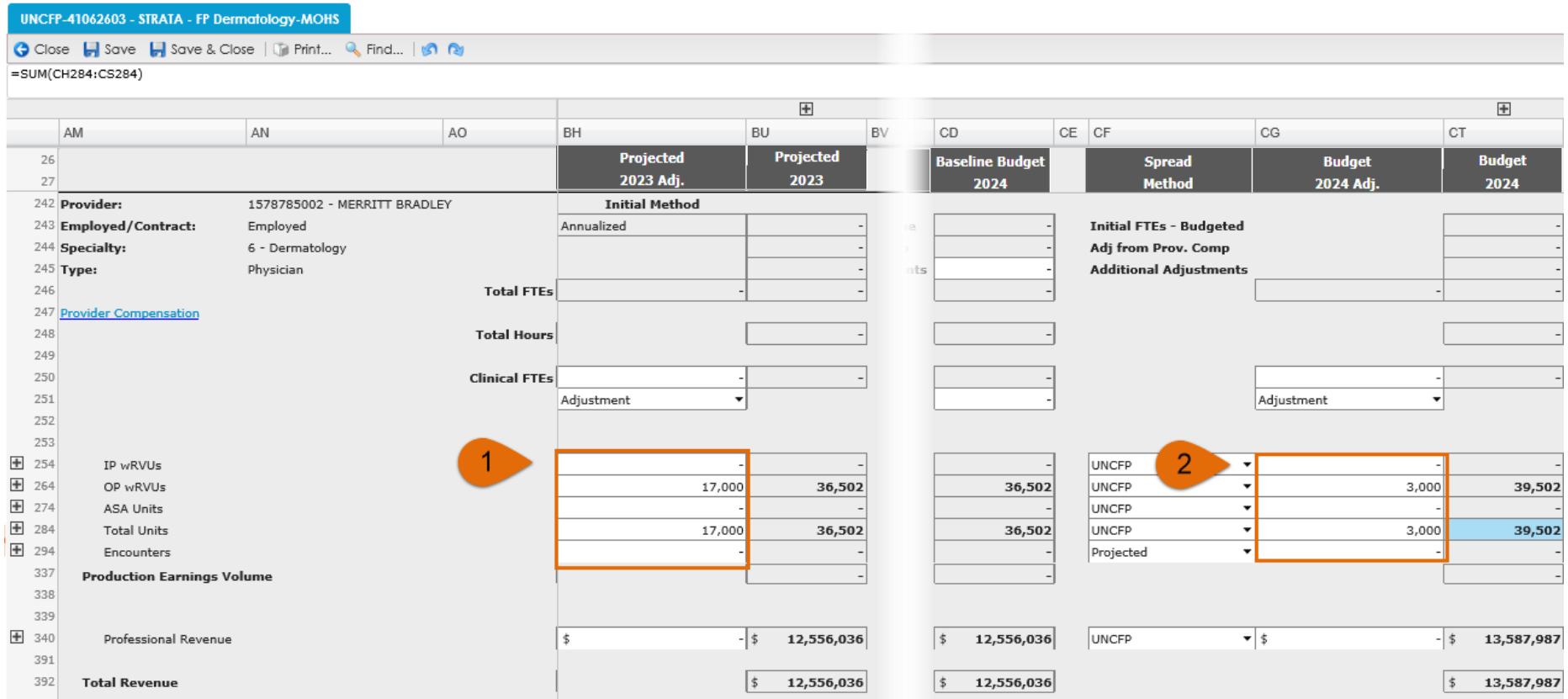
Provider Volumes & Revenue, cont.

1. Input the anticipated wRVUs in the "Projected 2023 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 2023 Adj" will populate the "Budget 2024" column.
2. If further updates need to be made to the "Budget 2024" column, make these adjustments in the "Budget 2024 Adj." column.



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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

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Other Revenue
UNCFP & SOM Entities

Other Revenue: UNCFP

Examples of "Other Revenue" in UNCFP entities

- Contracts
- Expert Witness
- CIC Funding
- Transfers (48xxxx)

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Other Revenue: SOM

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

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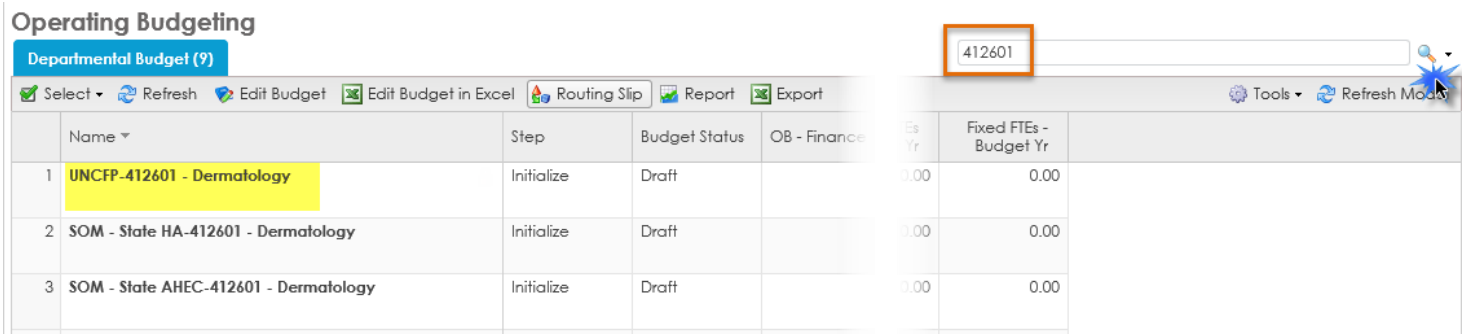
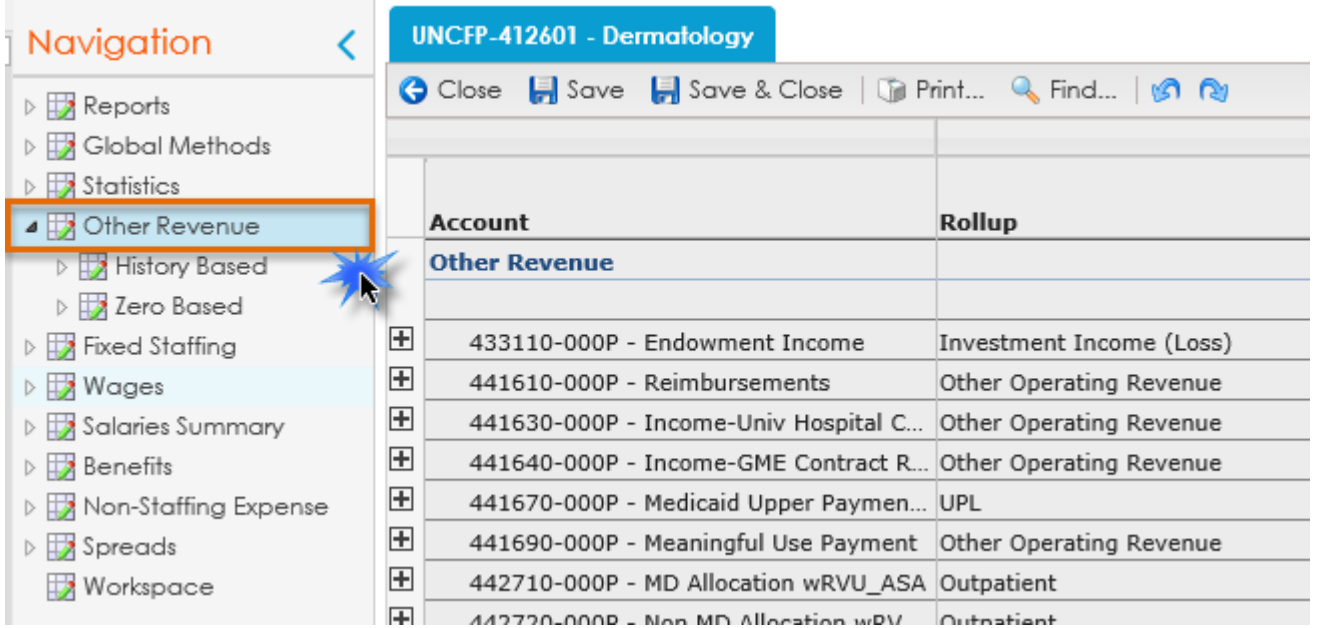
Other Revenue: UNCFP, cont.

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.



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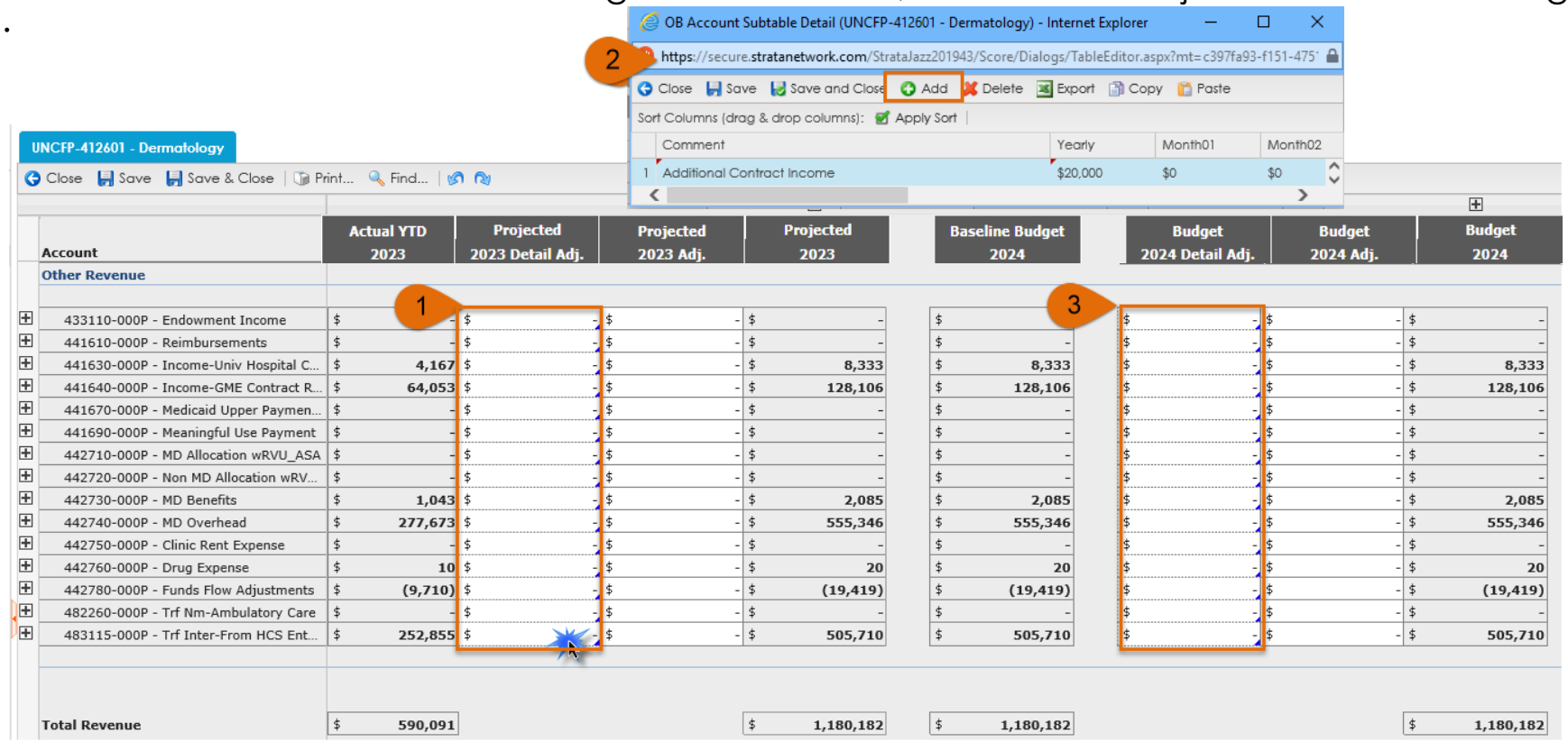
Other Revenue: UNCFP, cont.

1. To enter an amount, double click within the appropriate "Projected 2023 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 2024 column, make these adjustments in the "Budget 2024 Detail Adj." column.



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Expense
Fixed Staffing, Wages, Benefits, and Non-Staffing

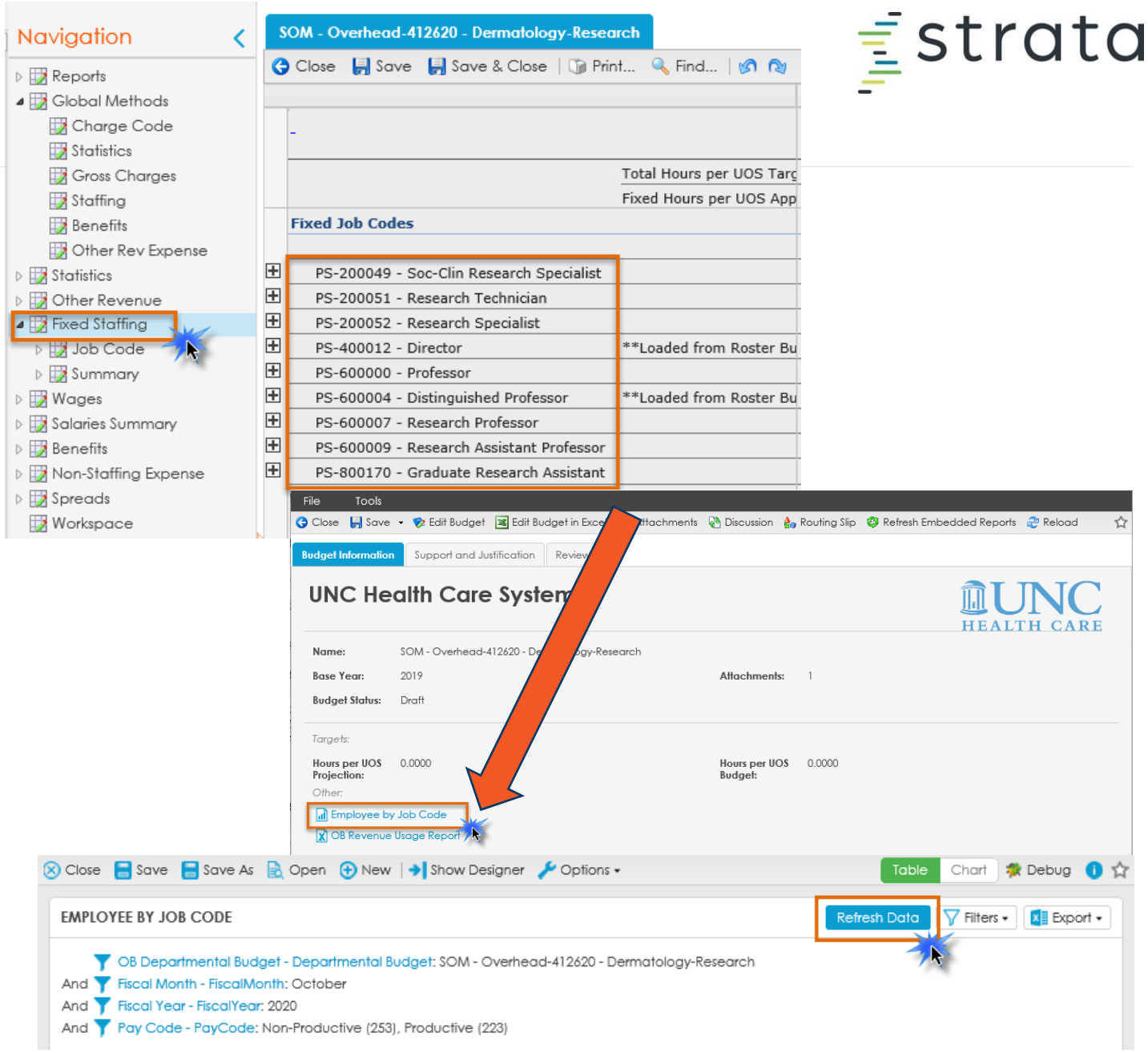
Fixed Staffing

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.



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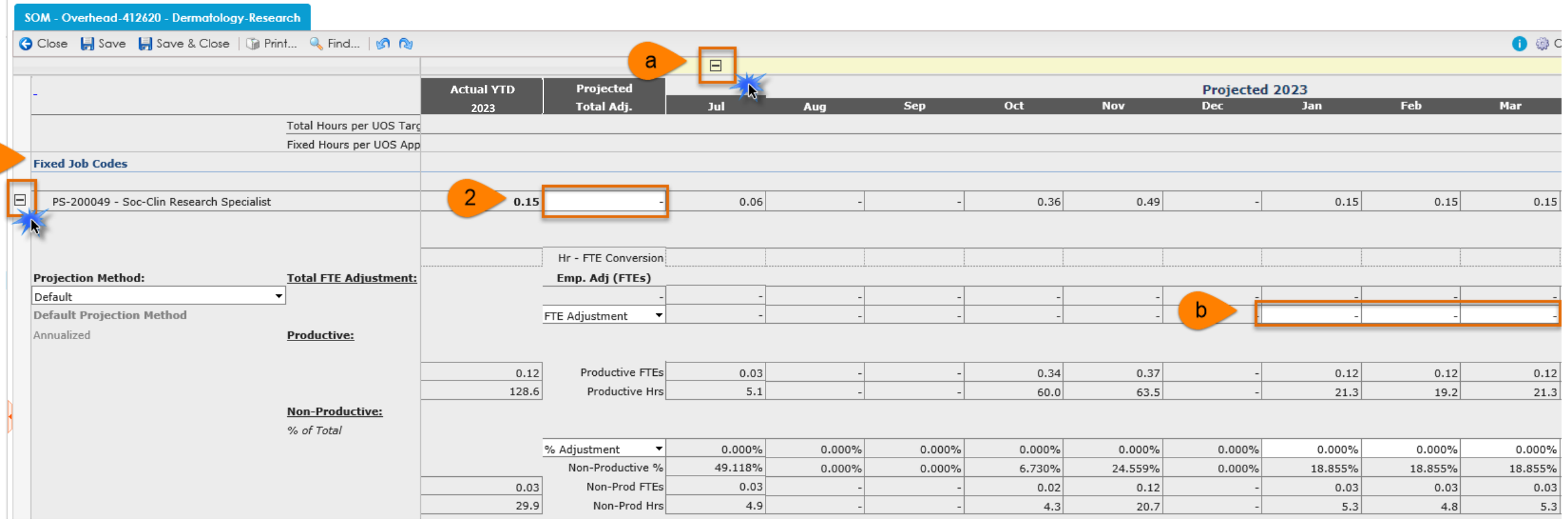
Fixed Staffing, cont.

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



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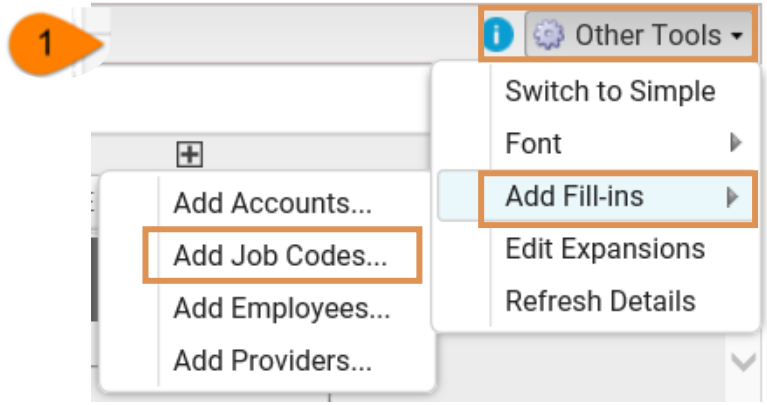
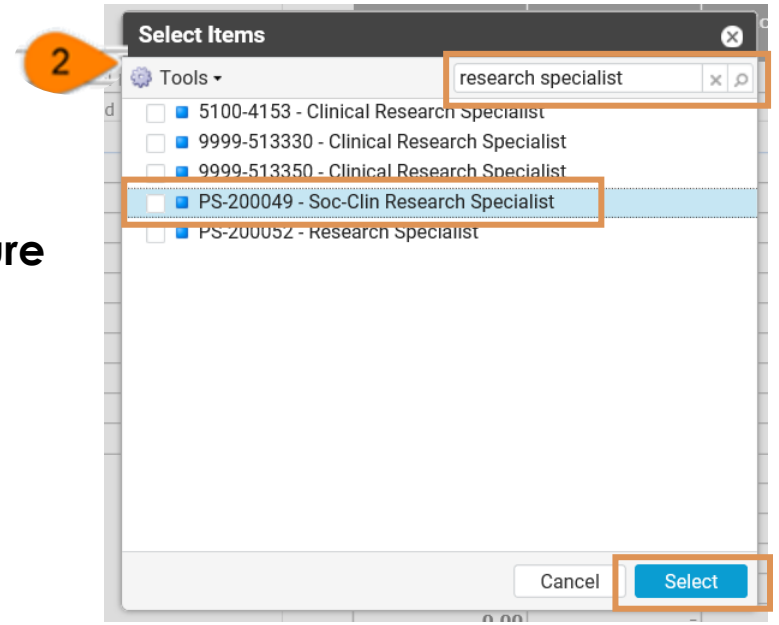
Fixed Staffing – Adding Job Code

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-999XXX" (Health Care System).

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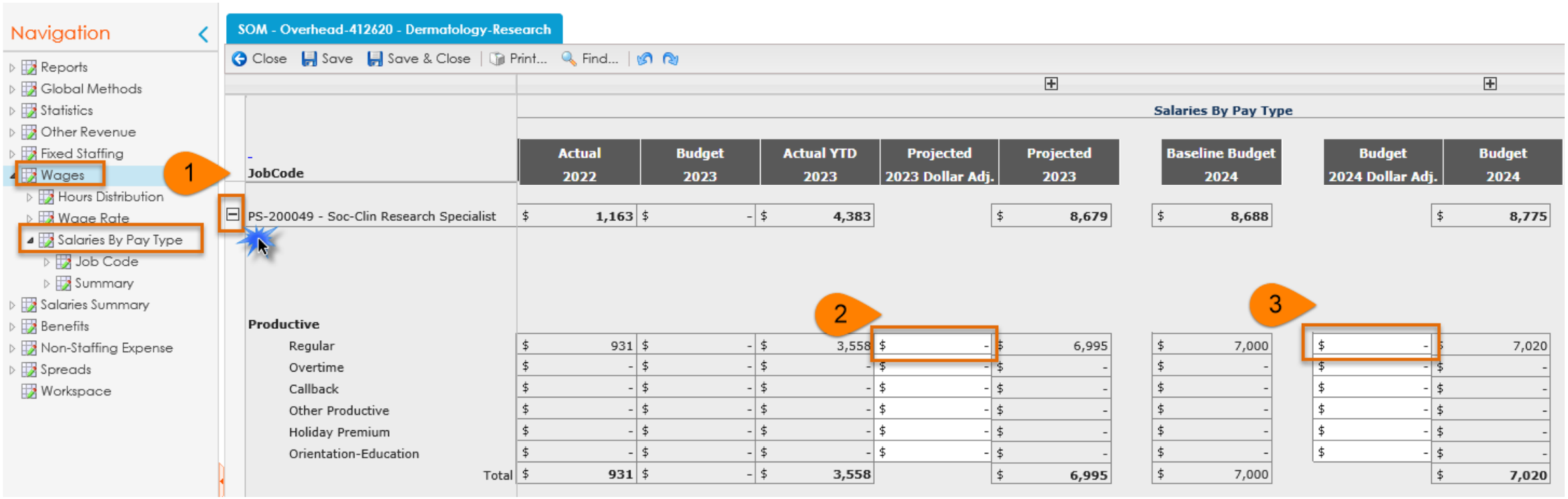
Wages > Salaries By Pay Type

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 2023 Dollar Adj." column.
3. Enter the overall increase/decrease amount for this job code in the "Budget 2024 Dollar Adj." column.



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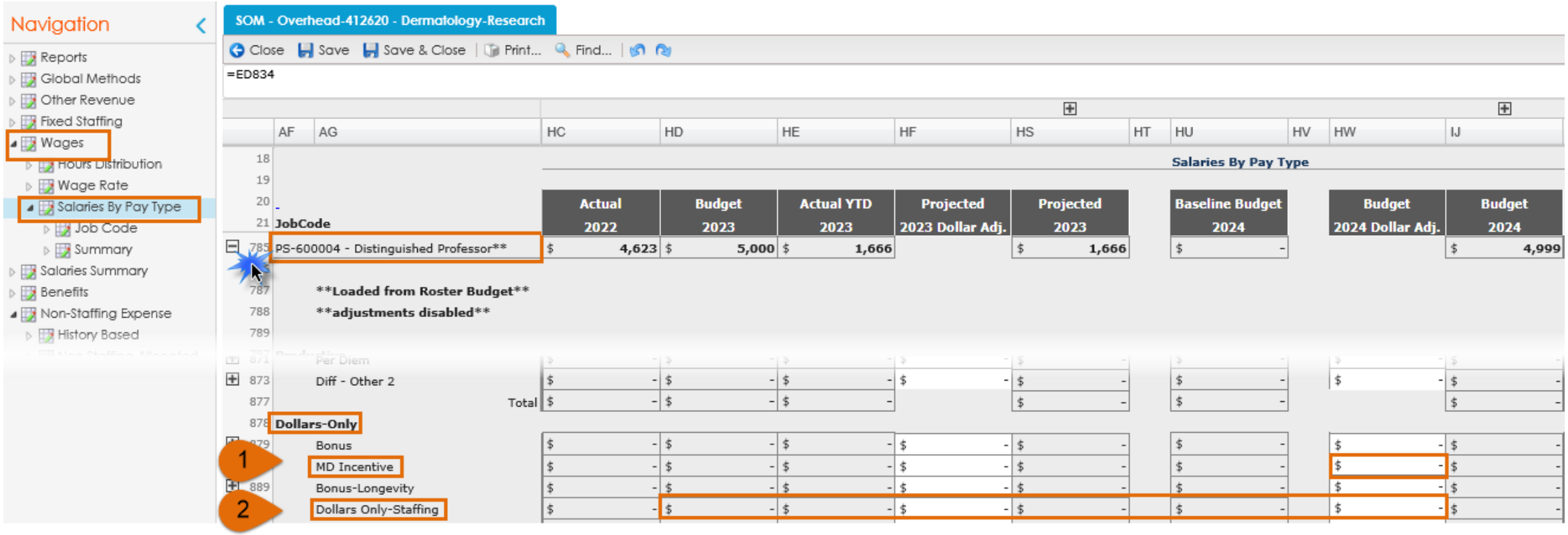
Wages > Salaries By Pay Type, cont.

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.



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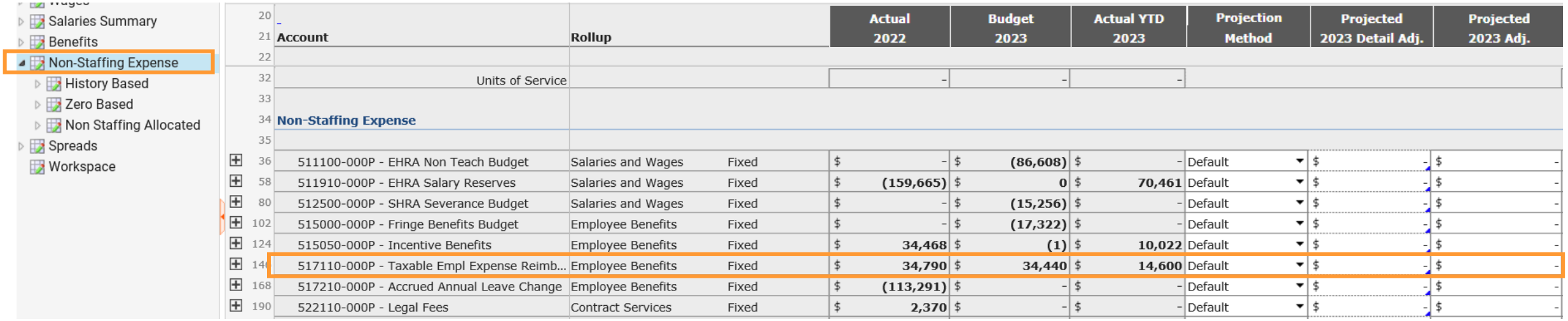
Wages > Salaries By Pay Type, cont.

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



	Account	Rollup		Actual 2022	Budget 2023	Actual YTD 2023	Projection Method	Projected 2023 Detail Adj.	Projected 2023 Adj.
32	Units of Service			-	-	-			
34	**Non-Staffing Expense**								
36	511100-000P - EHRA Non Teach Budget	Salaries and Wages	Fixed	$ -	$ (86,608)	$ -	Default	$ -	$ -
58	511910-000P - EHRA Salary Reserves	Salaries and Wages	Fixed	$ (159,665)	$ 0	$ 70,461	Default	$ -	$ -
80	512500-000P - SHRA Severance Budget	Salaries and Wages	Fixed	$ -	$ (15,256)	$ -	Default	$ -	$ -
102	515000-000P - Fringe Benefits Budget	Employee Benefits	Fixed	$ -	$ (17,322)	$ -	Default	$ -	$ -
124	515050-000P - Incentive Benefits	Employee Benefits	Fixed	$ 34,468	$ (1)	$ 10,022	Default	$ -	$ -
146	517110-000P - Taxable Empl Expense Reimb...	Employee Benefits	Fixed	$ 34,790	$ 34,440	$ 14,600	Default	$ -	$ -
168	517210-000P - Accrued Annual Leave Change	Employee Benefits	Fixed	$ (113,291)	$ -	$ -	Default	$ -	$ -
190	522110-000P - Legal Fees	Contract Services	Fixed	$ 2,370	$ -	$ -	Default	$ -	$ -

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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

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Benefits

- **Adjustment to benefits cannot be made by end-users. Please contact your FP analyst to adjust benefit rates.**

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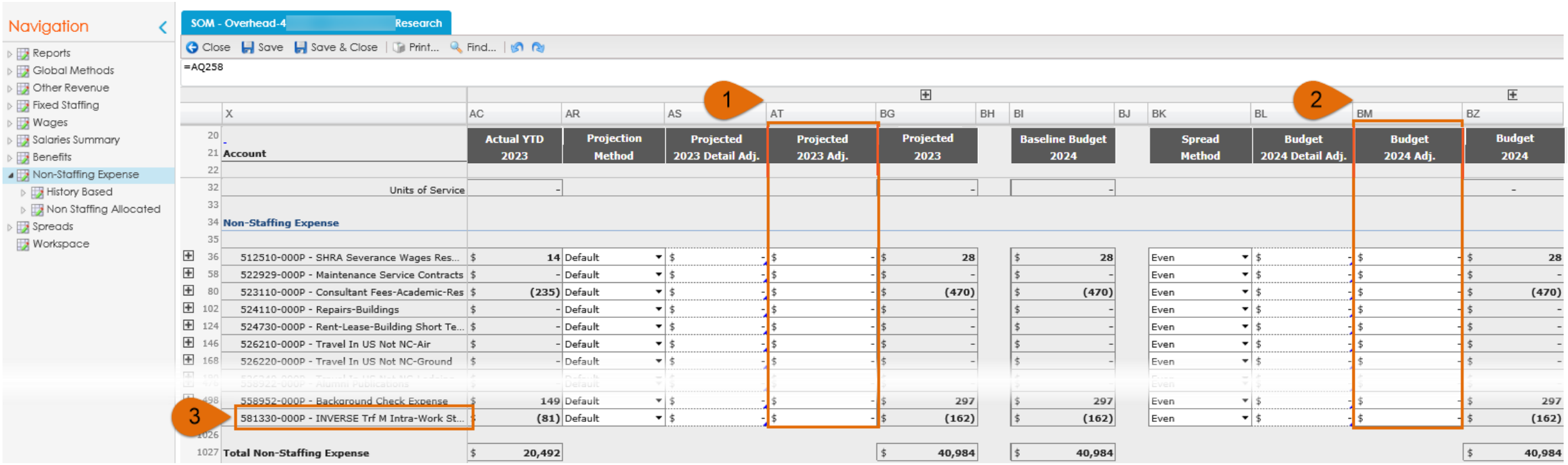
Non-Staffing Expense

1. Add/decrease the amount in each account code line by entering the amount in the "Projected 2023 Adj." column.
2. If further updates need to be made to the "Budget 2024" column, make these adjustments in the "Budget 2024 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



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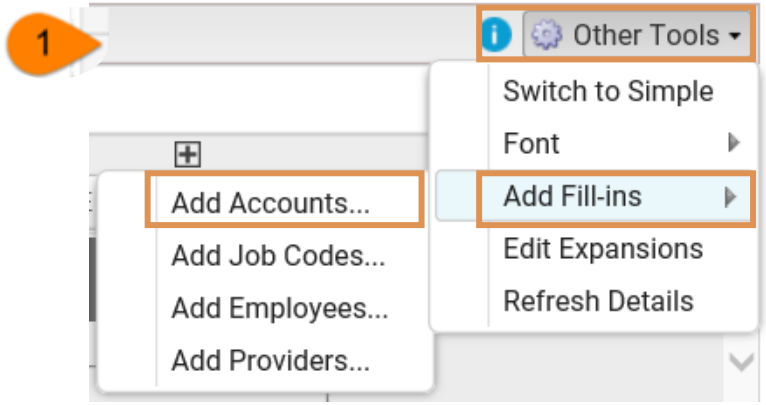
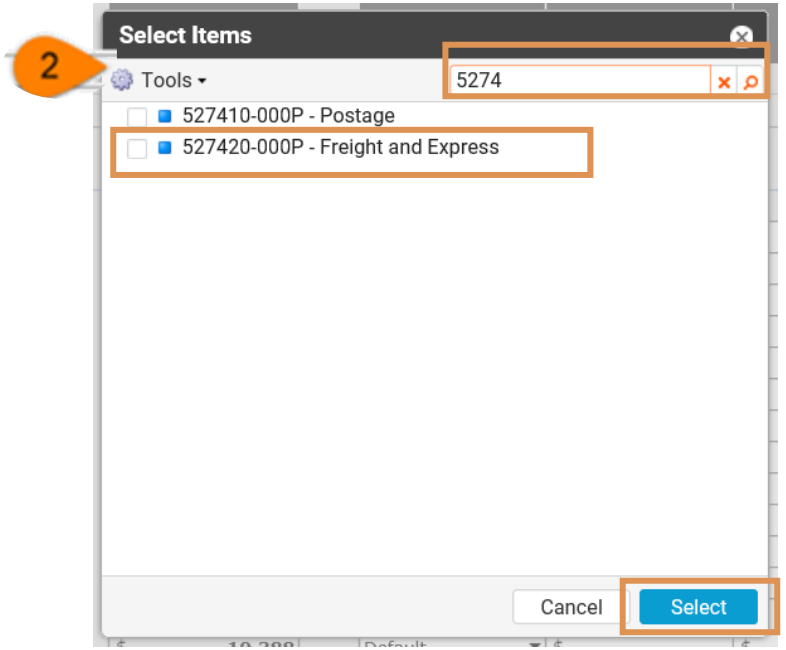
Non-Staffing Expense – Adding Account Code

1. If you find you need to add an additional account code, navigate to "Other Tools" on the top rights 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.**



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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**

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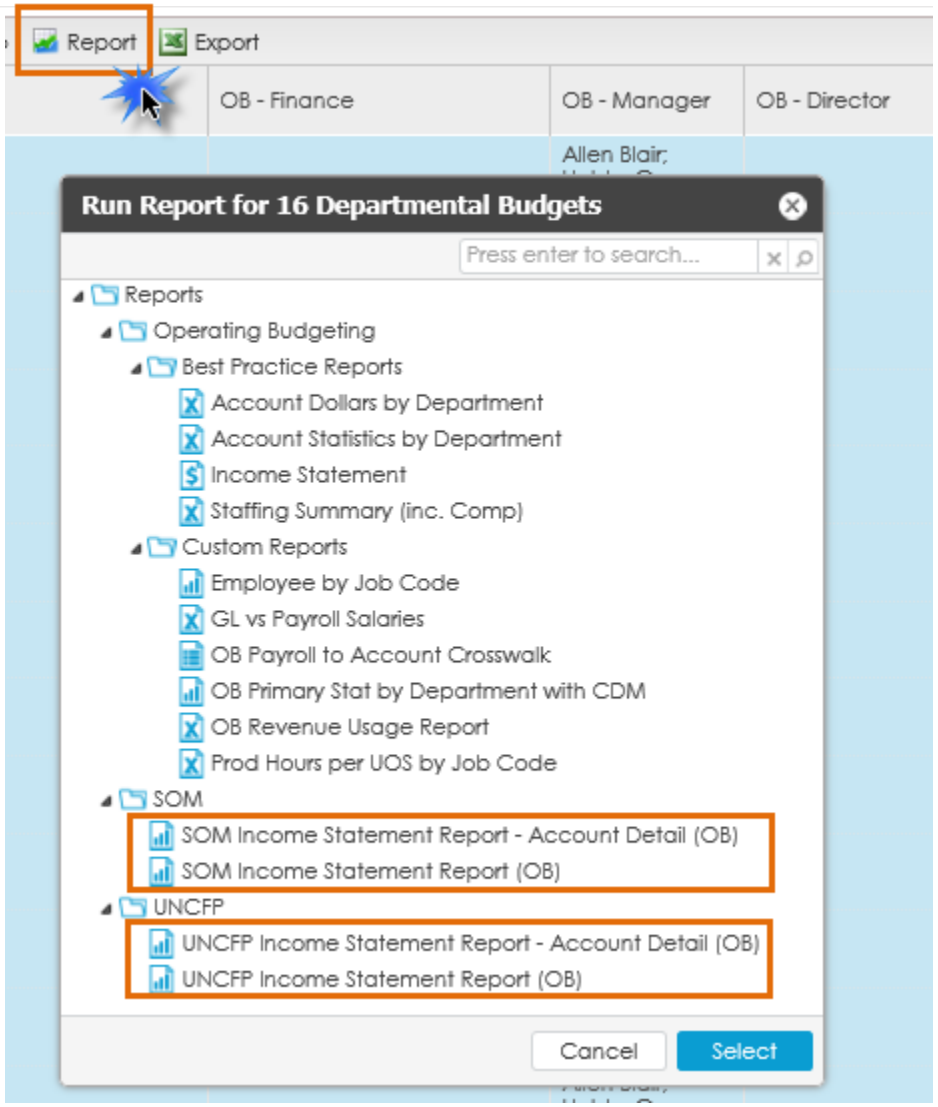
UNCFP & SOM Income Statement Overview

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.**



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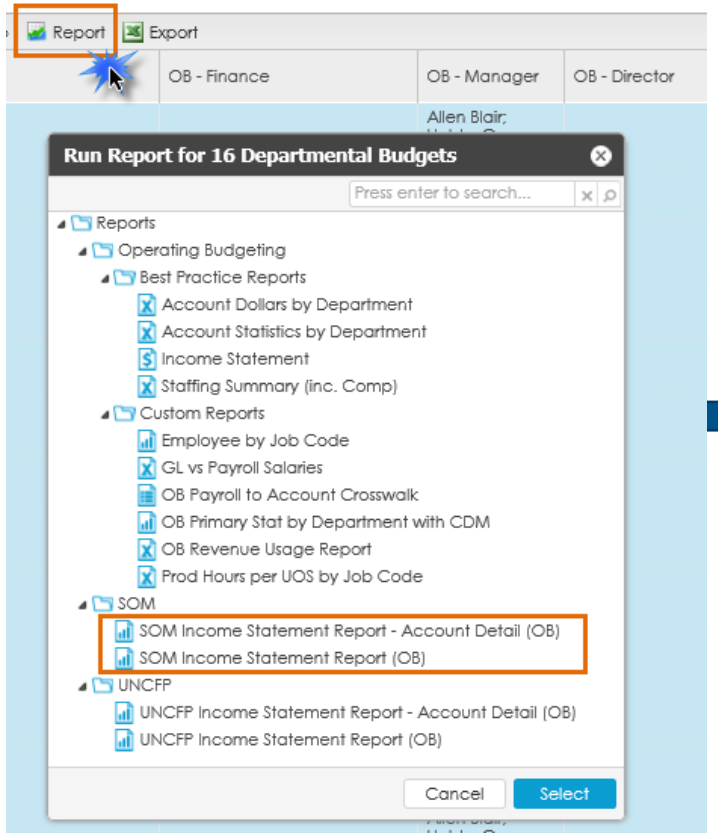
UNCFP & SOM Income Statement Overview, cont.

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.



SOM INCOME STATEMENT REPORT (OB)

OB based report

OB Departmental Budget - DepartmentalBudget: SOM - Overhead-41
And Fiscal Year - FiscalYear: 2019, 2020, 2021
And Account: (All)

	Actual 2019	YTD Actual 2020	Budgeted 2020	Projected 2020	Baseline Budget 2021	Budgeted 2021
Revenue						
427110 - CG Revenue Federal	$0	$0	$0	$0	$0	$0
428110 - CG Revenue Private	$0	$0	$0	$0	$0	$0
428130 - CG Revenue State	$0	$0	$0	$0	$0	$0
Revenue by Fund Type	$20,258	$4,443	$79,200	$4,443	$4,443	$4,443
Total Revenue	**$20,258**	**$4,443**	**$79,200**	**$4,443**	**$4,443**	**$4,443**
Expenses						
01 EPA Salaries	$0	$0	$(70,891)	$0	$0	$0
02 EPA Clinical Compensation	$0	$0	$0	$0	$0	$0
03 EPA ECC Agreements	$0	$0	$0	$0	$0	$0
05 EPA Student Salaries	$0	$0	$0	$0	$0	$0
06 SPA Salaries	$0	$0	$0	$0	$0	$0

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Other Strata Reports

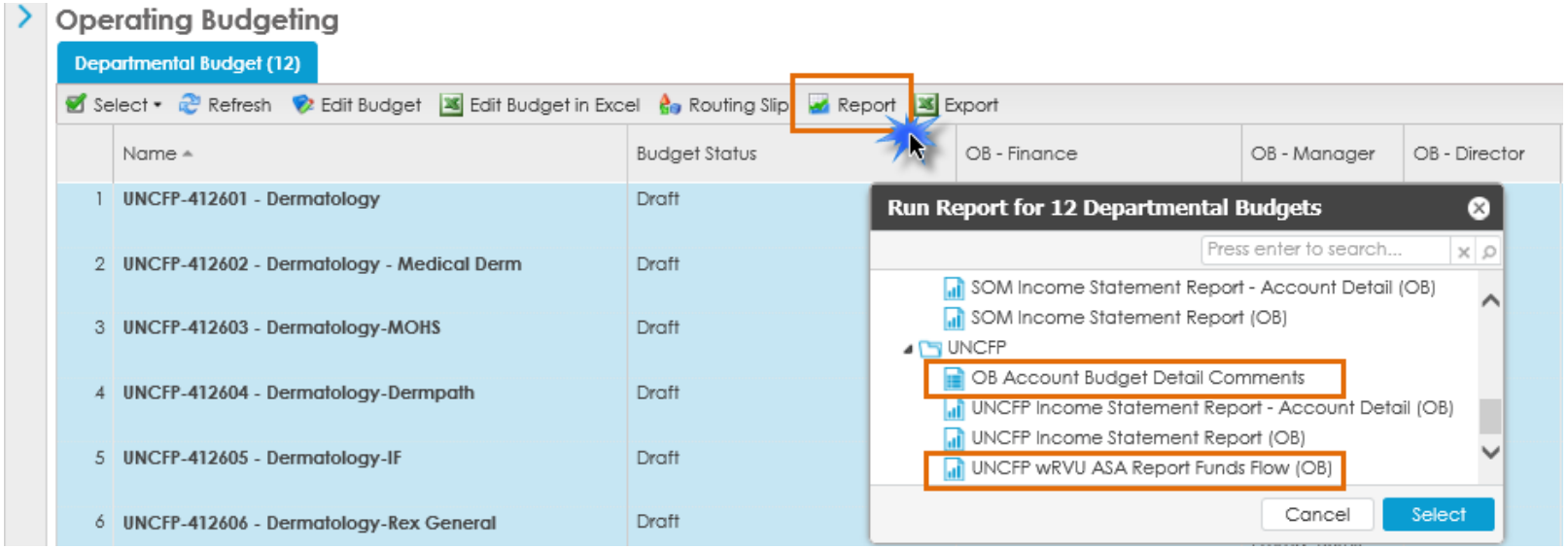
OB Account Budget Detail Comments

- 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.



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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

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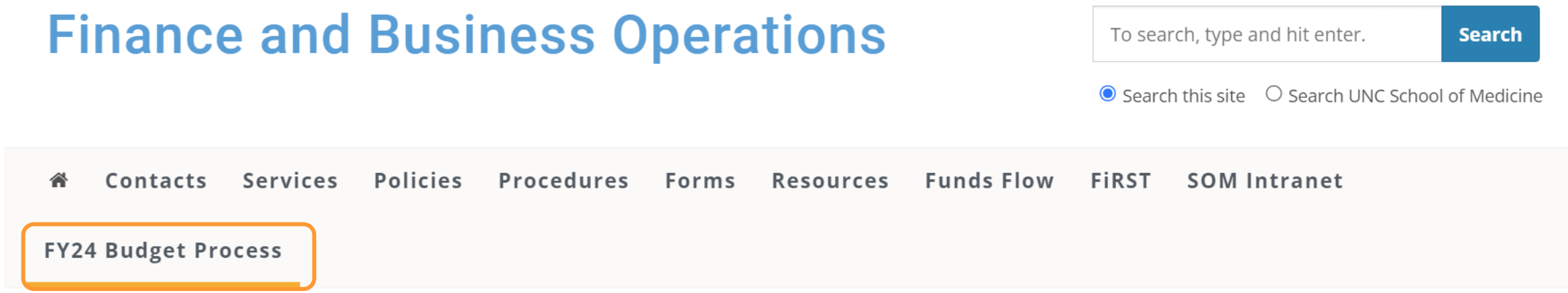
FY24 Budget Website as Resource



https://www.med.unc.edu/fbo/fy24-budget/

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