## Overview
- Timeline
- 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
- Additional Resources

## Navigating within OB for a Given Entity
- Budget Year Structure
- Tab overview for the different entities
- Global methods and spread methodologies
- UNCFP Revenue Department ID Logic

## Table of Contents

### 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 Income Statement Reports
- Running Other Reports

### FY25 Budget Website
- Access this site for budget documentation and additional information
Overview
SOM Clinical Department Timeline

FRB Open/Close Dates

Jan 3 – Feb 1
- Departments to complete Faculty Roster Budgets (FRB)
  - DUE BY 2 pm ON THURSDAY, FEBRUARY 1st

Feb 6
- Strata go-live date for SOM Clinical Departments
- Exact time will be communicated

Mar 11
- ALL funds budgets due

March 18-22
- FY25 Budget Departmental Results Review Meetings
  - To be scheduled

Apr 15
- Final consolidated draft due to UNCHCS

April 22-26
- FY25 Budget Finance Results Review Meetings
  - To be scheduled

Mon, 2/12, 8 am
- FRB Reopens

Thurs, 2/15, 2 pm
- FRB Closes
- Data available to review in Strata on Friday

Mon, 2/19, 8 am
- FRB Reopens

Thurs, 2/22, 2 pm
- FRB Closes
- Data available to review in Strata on Friday

Mon, 2/26, 8 am
- FRB Reopens

Thurs, 2/29, 2 pm
- FRB Closes
- Data available to review in Strata on Friday

Mon, 3/4, 8 am
- FRB Reopens

Thurs, 3/7, 2 pm
- FRB Closes
- Data available to review in Strata on Friday

Feb 6
- Strata go-live date for SOM Clinical Departments
- Exact time will be communicated

Mar 11
- ALL funds budgets due

March 18-22
- FY25 Budget Departmental Results Review Meetings
  - To be scheduled

Apr 15
- Final consolidated draft due to UNCHCS

April 22-26
- FY25 Budget Finance Results Review Meetings
  - To be scheduled

Mon, 2/12, 8 am
- FRB Reopens

Thurs, 2/15, 2 pm
- FRB Closes
- Data available to review in Strata on Friday

Mon, 2/19, 8 am
- FRB Reopens

Thurs, 2/22, 2 pm
- FRB Closes
- Data available to review in Strata on Friday

Mon, 2/26, 8 am
- FRB Reopens

Thurs, 2/29, 2 pm
- FRB Closes
- Data available to review in Strata on Friday

Mon, 3/4, 8 am
- FRB Reopens

Thurs, 3/7, 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
- New approved positions in FRB

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>Anesthesiology</td>
<td>Kristen Tignor</td>
</tr>
<tr>
<td>CIDDD</td>
<td>Suzanne Scott</td>
</tr>
<tr>
<td>Dermatology</td>
<td>Kristin LeGrow</td>
</tr>
<tr>
<td>Emergency Medicine</td>
<td>Shawn White</td>
</tr>
<tr>
<td>ENT</td>
<td>Marisa Anthony</td>
</tr>
<tr>
<td>Family Medicine</td>
<td>Marisa Anthony</td>
</tr>
<tr>
<td>Health Sciences</td>
<td>Shawn White</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>Marisa Anthony</td>
</tr>
<tr>
<td>OBGYN</td>
<td>Marisa Anthony</td>
</tr>
<tr>
<td>Ophthalmology</td>
<td>Marisa Anthony</td>
</tr>
<tr>
<td>Orthopaedics</td>
<td>Shawn White</td>
</tr>
<tr>
<td>Pathology</td>
<td>Sarah Frankey</td>
</tr>
<tr>
<td>Pediatrics</td>
<td>Suzanne Scott</td>
</tr>
<tr>
<td>PM&amp;R</td>
<td>Marisa Anthony</td>
</tr>
<tr>
<td>Psychiatry</td>
<td>Alfred Kang</td>
</tr>
<tr>
<td>Radiation Oncology</td>
<td>Marisa Anthony</td>
</tr>
<tr>
<td>Radiology</td>
<td>Marisa Anthony</td>
</tr>
<tr>
<td>Surgery</td>
<td>Brittney Kass</td>
</tr>
<tr>
<td>TEACCH</td>
<td>Suzanne Scott</td>
</tr>
<tr>
<td>Urology</td>
<td>Shawn White</td>
</tr>
</tbody>
</table>
The Funds in Strata and Where the Historic Data Comes From

REMINDER: Only clinical funds are being budgeted for FY25, therefore only the 285 fund type is being fed from the GL and FRB

<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>
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 FY22 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.

<table>
<thead>
<tr>
<th>Min</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Navigating within Operating Budget (OE)</td>
</tr>
<tr>
<td>5</td>
<td>Selecting entities to edit</td>
</tr>
<tr>
<td>12</td>
<td>Adding new Provider in Provider volumes</td>
</tr>
<tr>
<td>14</td>
<td>Adding UNCFP Other Revenue</td>
</tr>
<tr>
<td>20</td>
<td>Fixed Staffing (i.e., adjusting FTE), and Wages</td>
</tr>
<tr>
<td>29</td>
<td>Non-staffing</td>
</tr>
<tr>
<td>31</td>
<td>Strata Reports</td>
</tr>
</tbody>
</table>

- Only clinical (285) is budgeted
- Budgeting Encounters at the Provider level will occur here
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.
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
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 (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/Encounters)
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  INPUT IS REQUIRED BY DEPARTMENT
UNCFP Revenue Department ID Logic

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

No “Dummy PIDs”; instead there will be approved pro-forma numbers and positions loaded.

- FY25 New Provider ID’s will start with “25”
- FY24 New Provider ID’s begin with “24” and **SHOULD NOT BE USED**
- If there is a New Provider that begins with “99” – **DO NOT USE.**
Global Methods / Spread Methodologies

Universal

• **Staffing**: Annualized
  • Increase Assumptions:
    - 2.5% for HCS employees (beginning February 2024)
    - 2.5% for University employees (beginning July 2024)
  • **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
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.

NOTE: In the event an Excel file load is attempted and is successful for FY25 volumes, slides 20-22 are not applicable.
1. Input the anticipated wRVUs in the “Budget 2025 Adj.” column. **Total Units will not automatically populate when OP/IP wRVUs are input, so you must manually input this.**

NOTE: In the event an Excel file load is attempted and is successful for FY25 volumes, slides 20-22 are not applicable.
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

**NOTE:** In the event an Excel file load is attempted and is successful for FY25 volumes, slides 20-22 are not applicable.
Other Revenue
UNCFP Entities
Examples of “Other Revenue” in UNCFP entities

- Contracts
- Expert Witness
- CIC Funding
- Transfers (482xxx)*

*Expense Transfer

- Transfers (582xxx)
- Will be used to transfer accounts to make the Academic Fund (29110-15305) whole from cost share and academic incentives
- This is for informational purposes only. FP Finance will manage this on the back end.
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.
1. To enter an amount, double click within the appropriate “Budget 2025 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”.

Other Revenue: UNCFP, cont.
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.
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 “Budget 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 “Budget 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
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).
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 “Budget 2025 Dollar Adj.” column.
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.
Medical Insurance Reimbursement (MPRs), and personal moving expenses can be adjusted as a lump sum amount on the Non-Staffing Expense tab. This adjustment can be made in the “Budget 2025 Detail Adj.” column.
• 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
Benefits

• 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 “Budget 2025 Adj.” column.

2. **To note:** you will need to enter the opposite sign for account codes with “INVERSE” in the description.
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.**
Reviewing the UNCFP Income Statement & Other Reports
UNCFP Income Statement Overview

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

FP Reports
1. FP Income Statement:
2. FP Income Statement – Account Detail
UNCFP Income Statement Overview

From the OB home page, click the “Report” tab. A new window will appear. Select the “UNCFP Income Statement”

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”.
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)

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
FY25 Budget Website as Resource

Finance and Business Operations

FY25 Budget Process

https://www.med.unc.edu/fbo/fy25-budget/