

Hyperion Reporting Overview

General Sessions:

September 30, 2013	1:00 PM
October 2, 2013	9:00 AM
October 4, 2013	2:30 PM

Hyperion Planning

Facets

Introduction

- Hyperion Overview

Budgeting

- Initial Planning of Operations for New Year
- Spring

Reporting

- Monitoring Current Year Operations
- Monthly, quarterly, annually

Forecasting

- Adjusting Budget Projections
- Quarterly

SmartView

- Analyzing Operational Activity
- As needed

Hyperion Planning

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SmartView

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- As needed

What is Hyperion Reporting?

- **Hyperion Reporting** is a financial management tool intended to provide summarized information on operational activities and budgets for high level analysis that can be used to support decision making efforts.
- **Hyperion Reporting** presents financial information consistent with Generally Accepted Accounting Principles (GAAP) and the National Association of College and University Business Officers (NACUBO) classification standards, as required by the State of Texas, and as consolidated for all UT System components.
- **Hyperion Reporting** is not intended to provide transactional detail typically derived from PeopleSoft or Data Warehouse.

Helpful References

Hyperion SharePoint Site:

<https://hscshare.uthscsa.edu/sites/budget/HyperionReporting/SitePages/Home.aspx>

- Training manual
- System Configuration & User Preferences
- Fund and Account Code Groupings Listings
- Financial Glossary
- Hyperion Reporting FAQs
- Hyperion Admin Mailbox (hyperion@uthscsa.edu)

Agenda

- **Task Lists**
- **Web Forms**
- **Reports**
- **Variances**
- **Submission Requirements**
- **User Roles**

Task Lists

My Task List

- + Budget Office
- + EC Admins
- + Dept User
- + SOM Budget Users
- + SOM Budget Preparers
- **Monthly Task List**
 - + Overview
 - + Review Actuals and Budget Web Form Data
 - **Run Actual to Actual Reports and Explain Variances**
 - + Run Consolidated All Funds Report
 - + Run Consolidated Practice Plan Report
 - **Run Actual to Budget Forecast Report and Explain Variances**
 - + Run Consolidated All Funds Report
 - + Run Consolidated Practice Plan Report
 - + Promote Variance Explanations to EC Office
 - + Review Annualized Projection Web Form Data
 - + Run Annualized Projection Report (Optional)
- + Forecast Task List



Web Forms vs. Reports

Web Forms

Task - Review Actuals and Budget Web Form Data-Budget Forecast Composite Task Instructions

M1800-OPHTHALMOLOGY ROLL-UP 22100 MSRDP-MSRDP Total PID

Budget Actual Budget Forecast

	YearTotal	Sep	Oct	Nov	Q1
Travel Expenses	68,868.33	7,166.67	5,609.24	5,609.24	18,385.15
Purchase For Resale	157,000	25,000	12,000	12,000	49,000
Materials - Medical	122,557.5	12,130	10,038.86	10,038.86	32,207.73
Materials - Other	41,459.17	4,050	3,400.83	3,400.83	10,851.67
Materials and Operations	81,644.83	12,246.67	6,308.92	6,308.92	24,864.52
Utilities Expense	13.75		1.25	1.25	2.5
Communications Exp	29,891.67	8,166.67	1,975.00	1,975.00	12,116.67
Computer Svcs	5,500.00		500.00	500.00	1,000.00
Repairs and Maintenance Exp	46,621.5	2,000	4,056.5	4,056.5	10,113
Rentals and Lease Exp	463,611.00	35,055	38,959.64	38,959.64	112,974.27
Printing and Reproduction Exp	13,262.5	3,133.33	920.83	920.83	4,975.00

Reports

Monthly Financial Report, Comparison of Actual Operating Results and Margin
M1800-OPHTHALMOLOGY ROLL-UP, All_Funds, Total PID
Y-T-D(Nov)

WE MAKE LIVES BETTER
UT HEALTH SCIENCE CENTER
SAN ANTONIO

	Y-T-D(Nov) Year-To-Date FY 2014	Y-T-D(Nov) Year-To-Date FY 2013	Variance	Fluctuation Percentage	Explanation:
Operating Revenues:					
Net Tuition and Fees	-	-	-	-	
Sponsored Programs	65,529	356,795	(291,266)	-81.6%	
Sales and Services	-	15,075	(15,075)	-100.0%	
Net Professional Fees	432,080	1,431,931	(999,851)	-69.8%	
Auxiliary Enterprises	-	-	-	-	
Other Operating Revenue	12,854	2,701	10,153	375.9%	
Total Operating Revenues	510,462	1,806,502	(1,296,039)	-71.7%	

Web Forms

- **Actuals and Budget**

- Budget tab
- Actual tab
- Budget Forecast tab

Task - Review Actuals and Budget Web Form Data-Budget Forecast Composite Task Instructions

M1800-OPHTHALMOLOGY ROLL-UP | 22100 MSRDP-MSRDP | Total PID

Budget | Actual | Budget Forecast

	YearTotal	Sep	Oct	Nov	Q1
Travel Expenses	68,868.33	7,166.67	5,609.24	5,609.24	18,385.15
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Communications Exp	29,891.67	8,166.67	1,975.00	1,975.00	12,116.67
Computer Svcs	5,500.00		500.00	500.00	1,000.00
Repairs and Maintenance Exp	46,621.5	2,000	4,056.5	4,056.5	10,113
Rentals and Lease Exp	463,611.00	35,055	38,959.64	38,959.64	112,974.27
Printing and Reproduction Exp	13,262.5	3,133.33	920.83	920.83	4,975.00

- **Annualized Projection**

Task - Review Annualized Projection Web Form Data-YTD Annualized Projection Task Instructions

M1800-OPHTHALMOLOGY ROLL-UP | 22100 MSRDP-MSRDP | Total PID

	YearTotal	Sep	Oct	Nov	Q1
Materials - Medical	50,973.18	3,828.08	4,107.87	4,387.66	12,323.61
Materials - Other	68,362.38	6,007.83	5,800.52	5,593.21	17,401.56
Materials and Operations	185,403.84	5,438.51	12,113.05	18,787.59	36,339.15
Utilities Expense	2,430.00	189.00	198.00	207.00	594.00
Communications Exp	12,150.00	810.00	965.00	1,080.00	2,855.00
Computer Svcs	11,012.82	458.87	764.78	1,070.69	2,294.34
Repairs and Maintenance Exp					
Rentals and Lease Exp					
Printing and Reproduction Exp	17,892.00	1,158.00	1,380.00	1,602.00	4,140.00

Reporting Web Forms

Task - Review Actuals and Budget Web Form Data-Budget Forecast Composite Task Instructions

M1800-OPHTHALMOLOGY ROLL-UP | 22100 MSRDP-MSRDP | Total PID

Budget | Actual | Budget Forecast

	YearTotal	Sep	Oct	Nov	Q1
Travel Expenses	68,868.33	7,166.67	5,609.24	5,609.24	18,385.15
Purchase For Resale	157,000	25,000	12,000	12,000	49,000
Materials - Medical	122,557.5	12,130	10,038.86	10,038.86	32,207.73
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Printing and Reproduction Exp	13,262.5	3,133.33	920.83	920.83	4,975.00

Reporting Web Form Tabs

- **Budget Tab**
original budget from the planning phase
- **Actual Tab**
actual activity for all closed reporting periods
- **Budget Forecast Tab**
the adjusted budget by category.

Task - Review Actuals and Budget Web Form Data-Budget Forecast Composite Task Instructions

M1800-OPHTHALMOLOGY ROLL-UP 22100 MSRDP-MSRDP Total PID

Budget Actual Budget Forecast

	YearTotal	Sep	Oct	Nov	Q1
Travel Expenses	68,868.33	7,166.67	5,609.24	5,609.24	18,385.15
Purchase For Resale	157,000	25,000	12,000	12,000	49,000
Materials - Medical	122,557.5	12,130	10,038.86	10,038.86	32,207.73
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Materials and Operations	81,644.83	12,246.67	6,308.92	6,308.92	24,864.52
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Computer Svcs	5,500.00		500.00	500.00	1,000.00
Repairs and Maintenance Exp	46,621.5	2,000	4,056.5	4,056.5	10,113
Rentals and Lease Exp	463,611.00	35,055	38,959.64	38,959.64	112,974.27
Printing and Reproduction Exp	13,262.5	3,133.33	920.83	920.83	4,975.00

Annualized Projection Web Form

Task - Review Annualized Projection Web Form Data-YTD Annualized Projection					Task Instructions
M1800-OPHTHALMOLOGY ROLL-UP		22100 MSRDP-MSRDP		Total PID	
	<input type="checkbox"/> YearTotal	Sep	Oct	Nov	<input type="checkbox"/> Q1
Materials - Medical	50,973.18	3,828.08	4,107.87	4,387.66	12,323.61
Materials - Other	68,362.38	6,007.83	5,800.52	5,593.21	17,401.56
Materials and Operations	185,403.84	5,438.51	12,113.05	18,787.59	36,339.15
Utilities Expense	2,430.00	189.00	198.00	207.00	594.00
Communications Exp	12,150.00	810.00	965.00	1,080.00	2,855.00
Computer Svcs	11,012.82	458.87	764.78	1,070.69	2,294.34
Repairs and Maintenance Exp					
Rentals and Lease Exp					
Printing and Reproduction Exp	17,892.00	1,158.00	1,380.00	1,602.00	4,140.00

Reports

Primary Reports:

- Actual-to-Actual
- Budget-to-Actual

Informational Reports:

- Annualized Projection
- More to come!

Monthly Financial Report, Comparison of Actual Operating Results and Margin
M1800-OPHTHALMOLOGY ROLL-UP, All_Funds, Total PID
Y-T-D(Nov)



	Y-T-D(Nov) Year-To-Date FY 2014	Y-T-D(Nov) Year-To-Date FY 2013	Variance	Fluctuation Percentage	Explanation:
Operating Revenues:					
Net Tuition and Fees	-	-	-	-	
Sponsored Programs	65,529	356,795	(291,266)	-81.6%	
Sales and Services	-	15,075	(15,075)	-100.0%	
Net Professional Fees	432,080	1,431,931	(999,851)	-69.8%	
Auxiliary Enterprises	-	-	-	-	
Other Operating Revenue	12,854	2,701	10,153	375.9%	
Total Operating Revenues	510,462	1,806,502	(1,296,039)	-71.7%	

Monthly Financial Report, Annualized Projection of Operating Results and Margin
M1800-OPHTHALMOLOGY ROLL-UP, All_Funds, Total PID
Y-T-D(Nov)



	Y-T-D(Nov) Year-To-Date FY 2014	Y-T-D(Aug) Projection FY 2014
Operating Revenues:		
Net Tuition and Fees	-	-
Sponsored Programs	65,529	300,000
Sales and Services	-	-
Net Professional Fees	432,080	1,200,892
Auxiliary Enterprises	-	-
Other Operating Revenue	12,854	586,557
Total Operating Revenues	510,462	2,087,449

Actual to
Actual
Report

Calculation
Of Variances:

$$\begin{aligned} & \$ \text{ Variance} \\ & = \\ & \text{FY 2014} - \text{FY 2013} \end{aligned}$$

$$\begin{aligned} & \% \text{ Variance} \\ & = \\ & \$ \text{ Variance} / \text{FY 2013} \end{aligned}$$

	Y-T-D(Dec) Year-To-Date FY 2014	Y-T-D(Dec) Year-To-Date FY 2013	Variance	Fluctuation Percentage	Explanation:
Operating Revenues:					
Net Tuition and Fees	-	-	-	-	
Sponsored Programs	\$ 111,212.00	\$ 292,677.00	\$ (181,465.00)	-62%	
Sales and Services	-	-	-	-	
Net Professional Fees	\$ 565,297.00	\$ 1,322,490.00	\$ (1,357,193.00)	-71%	
Auxiliary Enterprises	-	-	-	-	
Other Operating Revenue	\$ 19,307.00	\$ 3,250.00	\$ 16,057.00	494%	
Total Operating Revenues	\$ 695,816.00	\$ 2,218,417.00	\$ (1,522,601.00)	-69%	
Operating Expenses:					
Salaries and Wages	\$ 229,476.00	\$ 589,129.00	(359,653)	-61.0%	
Benefits	\$ 158,216.00	\$ 262,911.00	(104,695)	-39.8%	
Sub-total - Salary Operating Expenses	\$ 387,692.00	\$ 852,040.00	(464,348)	-54.5%	
Professional Services	\$ 157,807.00	\$ 177.00	\$ 157,630.00	89,056.4%	
Other Contracted Services	\$ 34,519.00	\$ 916.00	\$ 33,603.00	3,666.8%	
Travel Related Expenses	\$ 9,584.00	\$ 21,604.00	(12,021)	-55.6%	
Materials and Supplies	\$ 40,433.00	\$ 3,072.00	\$ 37,360.00	1,216.0%	
Utility Expenses	-	-	-	-	
Communications	\$ 20,206.00	\$ 11,114.00	\$ 9,092.00	81.8%	
Repairs and Maintenance	-	\$ 79.00	(79)	-100.0%	
Rentals and Leases	-	-	-	-	
Printing and Reproductions	\$ 5,964.00	\$ 3,549.00	\$ 2,415.00	68.1%	
Scholarships and Fellowships	-	-	-	-	
Depreciation	-	-	-	-	
Other Operating Expenses	\$ 243,547.00	\$ 273,007.00	(29,460)	-10.8%	
Sub-total - Non Salary Operating Expenses	\$ 512,060.00	\$ 313,519.00	\$ 198,541.00	63.3%	
Total Operating Expenses	\$ 899,752.00	\$ 1,165,559.00	(265,807)	-22.8%	
Gross Operating Margin_(Loss)	(203,936)	\$ 1,052,858.00	(1,256,794)	-119.4%	
Other Nonoperating Adjustments:					
State Appropriations-	-	-	-	-	
Gift Contributions	-	-	-	-	
Investment Interest Income	-	-	-	-	
Investment Gains_Losses	-	-	-	-	
Debt Service Exp - Interest	-	-	-	-	
Other Non-Op Revenues (Expenses)	-	-	-	-	
Net Other Nonoperating Adjustments	-	-	-	-	
Adjusted Income (Loss)	(203,936)	\$ 1,052,858.00	(1,256,794)	-119.4%	
Adjusted Margin %	-29.3%	47.5%			
Transfers:					
Debt Service Exp - Principal	-	-	-	-	
D-B Debt Service	-	-	-	-	
Capital Outlay	\$ 89,116.00	\$ 1,904.00	\$ 87,212.00	4,579.9%	
Transfers In	(234,048)	\$ 192,766.00	(426,814)	-221.4%	
Transfers Out	-	-	-	-	
Unallocated	-	-	-	-	
Total Transfers (In)/Out	(144,931)	\$ 194,670.00	(339,602)	-174.4%	
Change In Net Position	(59,004)	\$ 858,188.00	(1,596,396)	-186.0%	
Beginning Net Position - Sept 1	-	\$ 6,995,075.00	(6,995,075)	-100.0%	
Ending Net Position	(59,004)	\$ 7,853,262.00	(8,591,470)	-109.4%	

Actual to Actual Report for Practice Plans

Calculation Of Variances:

$$\begin{aligned} & \$ \text{ Variance} \\ & = \\ & \text{FY 2014} - \text{FY 2013} \end{aligned}$$

$$\begin{aligned} & \% \text{ Variance} \\ & = \\ & \$ \text{ Variance} / \text{FY 2013} \end{aligned}$$

Monthly Practice Plan Report, Comparison of Actual Operating Results and Margin
XXXX, DEPARTMENT X, Designated Practice Plan Funds, Total PID
Y=To-D(Dec)

	November Year-to-Date FY 2014	November Year-to-Date FY 2013	Variance	Variance Percentage	Explanation:
Operating Revenues:					
Gross Patient Charges	\$ 112,708,007.74	100,908,739.86	11,799,267.88	11.7%	
Less: Discounts and Allowances					
Contractual Allowances - Medicaid	40,889,094.68	39,201,784.00	1,687,310.68	4.3%	
Contractual Allowances - Medicare	21,313,555.26	14,832,268.23	6,481,287.03	43.7%	
Contractual Allowances - Managed Care and Other Insurance	13,109,780.66	11,474,232.25	1,635,548.41	14.3%	
Other Unreimbursed Medical Charges	3,801,799.98	3,055,850.09	745,949.89	24.4%	
Bad Debt Expense	877,322.95	1,079,459.97	(202,137.02)	-18.7%	
Total Discounts and Allowances	79,991,553.53	69,643,594.54	10,347,958.99	14.9%	
Net Patient Revenues	32,716,454.21	31,265,145.32	1,451,308.89	4.6%	
Contractual Revenues	28,671,493.14	25,395,596.12	3,275,897.02	12.9%	
Other Operating Revenues	1,144,042.24	714,742.15	429,300.09	60.1%	
Total Operating Revenues Included in Monthly Financial Report	62,531,989.59	57,375,483.59	5,156,506.00	9.0%	
Operating Expenses:					
Faculty Salaries	27,248,687.65	24,293,869.88	2,954,817.77	12.2%	
Staff Salaries	11,270,395.16	9,576,647.08	1,693,748.08	17.7%	
Resident Salaries	-	-	-	-	
Fringe Benefits	7,109,270.13	6,421,401.05	687,869.08	10.7%	
Maintenance and Operations	11,851,203.03	11,141,704.82	709,498.21	6.4%	
Professional Liability Insurance	348,489.57	222,967.11	125,522.46	56.3%	
Travel	457,549.70	370,081.40	87,468.30	23.6%	
Official Functions	111,477.06	169,342.47	(57,865.41)	-34.2%	
Other Operating Expenses	-	-	-	-	
Total Operating Expenses Included in Monthly Financial Report	58,397,072.30	52,196,013.81	6,201,058.49	11.9%	
Operating Income (Loss)	4,134,917.29	5,179,469.78	(1,044,552.49)	-20.2%	
Investment Income	-	-	-	-	
Interest Expense on Debt Service	(805,298.49)	(824,328.49)	19,030.00	2.3%	
Adjusted Income (Loss)	3,329,618.80	4,355,141.29	(1,025,522.49)	-23.5%	
Adjusted Income (Loss) - as a percentage	5.3%	7.6%			
Other:					
Net Increase (Decrease) in Fair Value of Investments	-	-	-	-	
Realized Gains/Losses	-	-	-	-	
Other Nonoperating Revenues (Expenses)	-	-	-	-	
Transfers In	425.00	460.68	(35.68)	-7.7%	
Transfers Out	(120,349.10)	(16,701.99)	(103,647.11)	-620.6%	
Debt Service	(450,000.00)	(433,749.99)	(16,250.01)	-3.7%	
Capital Outlay	(79,999.99)	(5,907.56)	(74,092.43)	-1254.2%	
Total Other	(649,924.09)	(455,898.86)	(194,025.23)	-42.6%	
Change in Net Position	2,679,694.71	3,899,242.43	(1,219,547.72)	-31.3%	
Beginning Net Position - As Previously Reported	88,545,869.02	79,221,190.19	9,324,678.83	11.8%	
Restatements					
Beginning Net Position - As Restated	88,545,869.02	79,221,190.19	9,324,678.83	11.8%	
Ending Net Position	\$ 91,225,563.73	83,120,432.62	8,105,131.11	9.8%	

Budget to Actual Report

Calculation Of Variances:

$$\begin{aligned} & \$ \text{ Variance} \\ & = \\ & \text{Actual 2014} - \\ & \text{Forecast 2014} \end{aligned}$$

$$\begin{aligned} & \% \text{ Variance} \\ & = \\ & \$ \text{ Variance} / \\ & \text{Forecast 2014} \end{aligned}$$

	Budget Year-To-Date FY 2014	Budget Forecast Year-To-Date FY 2014	Actual Year-To-Date FY 2014	Variance	Fluctuation Percentage	Explanation:
Operating Revenues:						
Net Tuition and Fees	-	-	-	-	-	
Sponsored Programs	357,248	60,000	65,529	5,529	9.2%	
Sales and Services	12,000	-	-	-	-	
Net Professional Fees	1,812,558	312,080	432,080	120,000	38.5%	
Auxiliary Enterprises	-	-	-	-	-	
Other Operating Revenue	72,797	138,383	12,854	(125,529)	-90.7%	
Total Operating Revenues	2,254,602	510,462	510,462	-	-	
Operating Expenses:						
Salaries and Wages	1,530,156	168,057	168,057	-	-	
Benefits	307,516	30,051	115,562	85,511	284.6%	
Sub-total - Salary Operating Expenses	1,837,672	198,108	283,618	85,511	43.2%	
Professional Services	1,665	132,402	121,559	(10,843)	-8.2%	
Other Contracted Services	44,167	1,047	22,392	21,345	2,038.7%	
Travel Related Expenses	22,748	6,250	6,865	615	9.8%	
Materials and Supplies	124,558	66,064	30,197	(35,867)	-54.3%	
Utility Expenses	3	594	-	(594)	-100.0%	
Communications	13,193	5,149	14,897	9,748	189.3%	
Repairs and Maintenance	10,113	-	-	-	-	
Rentals and Leases	112,974	-	-	-	-	
Printing and Reproductions	4,975	4,140	4,140	-	-	
Scholarships and Fellowships	-	-	-	-	-	
Depreciation	-	-	-	-	-	
Other Operating Expenses	445,927	(26,501)	170,931	197,432	745.0%	
Sub-total - Non Salary Operating Expenses	780,322	189,146	370,981	181,836	96.1%	
Total Operating Expenses	2,617,994	387,253	654,600	267,347	69.0%	
Gross Operating Margin_(Loss)	(363,391)	123,209	(144,137)	(267,347)	-217.0%	
Other Nonoperating Adjustments:						
State Appropriations-	129,653	-	-	-	-	
Gift Contributions	-	-	-	-	-	
Investment Interest Income	94,682	-	-	-	-	
Investment Gains_Losses	-	-	-	-	-	
Debt Service Exp - Interest	-	-	-	-	-	
Other Non-Op Revenues (Expenses)	-	-	-	-	-	
Net Other Nonoperating Adjustments	224,335	-	-	-	-	
Adjusted Income (Loss)	(139,057)	123,209	(144,137)	(267,347)	-217.0%	
Adjusted Margin %	-5.6%	24.1%	-28.2%	-	-	
Transfers:						
Debt Service Exp - Principal	-	-	-	-	-	
Capital Outlay	239,117	73,860	64,724	(9,136)	-12.4%	
Transfers In	(471,250)	-	(172,670)	(172,670)	-	
Transfers Out	-	-	-	-	-	
Unallocated	-	-	-	-	-	
Total Transfers (In)/Out	(232,133)	73,860	(107,946)	(181,806)	-246.1%	
Change In Net Position	93,076	49,349	(36,192)	(85,541)	-173.3%	
Beginning Net Position - Sept 1	2,838,819	353,443	-	(353,443)	-100.0%	
Ending Net Position	2,931,895	402,792	(36,192)	(438,984)	-109.0%	

Budget to Actual Report for Practice Plans

Calculation Of Variances:

$$\begin{aligned} & \$ \text{ Variance} \\ & = \\ & \text{Actual 2014} - \\ & \text{Forecast 2014} \end{aligned}$$

$$\begin{aligned} & \% \text{ Variance} \\ & = \\ & \$ \text{ Variance} / \\ & \text{Forecast 2014} \end{aligned}$$

	November Original Budget Year-to-Date FY 2014	November Forecast Year-to-Date FY 2014	November Actual Year-to-Date FY 2014	Variance	Variance Percentage	Explanation:
Operating Revenues:						
Gross Patient Charges	111,000,000.00	112,708,007.74	100,908,739.86	11,799,267.88	11.7%	
Less: Discounts and Allowances						
Contractual Allowances - Medicare	42,000,000.00	40,889,094.68	39,201,784.00	1,687,310.68	4.3%	
Contractual Allowances - Medicare	20,000,000.00	21,313,555.26	14,832,268.23	6,481,287.03	43.7%	
Contractual Allowances - Managed Care and Other Insurance	12,000,000.00	13,109,780.66	11,474,232.25	1,635,548.41	14.3%	
Other Unreimbursed Medical Charges	2,000,000.00	3,801,799.98	3,055,850.09	745,949.89	24.4%	
Bad Debt Expense	1,000,000.00	877,322.95	1,079,459.97	(202,137.02)	-18.7%	
Total Discounts and Allowances	77,000,000.00	79,991,553.53	69,643,594.54	10,347,958.99	14.9%	
Net Patient Revenues	34,000,000.00	32,716,454.21	31,265,145.32	1,451,308.89	4.6%	
Contractual Revenues	30,000,000.00	28,671,493.14	25,395,596.12	3,275,897.02	12.9%	
Other Operating Revenues	1,000,000.00	1,144,042.24	714,742.15	429,300.09	60.1%	
Total Operating Revenues Included in Monthly Financial Report	65,000,000.00	62,531,989.59	57,375,483.59	5,156,506.00	9.0%	
Operating Expenses:						
Faculty Salaries	30,000,000.00	27,248,687.65	24,293,869.88	2,954,817.77	12.2%	
Staff Salaries	12,000,000.00	11,270,395.16	9,576,647.08	1,693,748.08	17.7%	
Resident Salaries						
Fringe Benefits	6,500,000.00	7,109,270.13	6,421,401.05	687,869.08	10.7%	
Maintenance and Operations	10,000,000.00	11,851,203.03	11,141,704.82	709,498.21	6.4%	
Professional Liability Insurance	500,000.00	348,489.57	222,967.11	125,522.46	56.3%	
Travel	750,000.00	457,549.70	370,081.40	87,468.30	23.6%	
Official Functions	250,000.00	111,477.06	169,342.47	(57,865.41)	-34.2%	
Other Operating Expenses						
Total Operating Expenses Included in Monthly Financial Report	60,000,000.00	58,397,072.30	52,196,013.81	6,201,058.49	11.9%	
Operating Income (Loss)	5,000,000.00	4,134,917.29	5,179,469.78	(1,044,552.49)	-20.2%	
Investment Income						
Interest Expense on Debt Service	(1,000,000.00)	(805,298.49)	(824,328.49)	19,030.00	2.3%	
Adjusted Income (Loss)	4,000,000.00	3,329,618.80	4,355,141.29	(1,025,522.49)	-23.5%	
Adjusted Income (Loss) - as a percentage	6.2%	5.3%	7.6%			
Other:						
Net Increase (Decrease) in Fair Value of Investments						
Realized Gains/Losses						
Other Nonoperating Revenues (Expenses)						
Transfers In						
Transfers Out	(250,000.00)	(120,349.10)	(16,701.99)	(103,647.11)	-620.6%	
Debt Service	(400,000.00)	(450,000.00)	(433,749.99)	(16,250.01)	-3.7%	
Capital Outlay	(100,000.00)	(79,999.99)	(5,907.56)	(74,092.43)	-1254.2%	
Total Other	(750,000.00)	(650,349.09)	(456,359.54)	(193,989.55)	-42.5%	
Change in Net Position	3,250,000.00	2,679,269.71	3,898,781.75	(1,219,512.04)	-31.3%	
Beginning Net Position - As Previously Reported	88,545,869.02	88,545,869.02	79,221,190.19	9,324,678.83	11.8%	
Restatements						
Beginning Net Position - As Restated	88,545,869.02	88,545,869.02	79,221,190.19	9,324,678.83	11.8%	
Ending Net Position	91,795,869.02	91,225,138.73	83,119,971.94	8,105,166.79	9.8%	

Annualized Projection Report

No Variance Calculations

Annualized Projection Calculation:

(Current Actuals/period) x 12months

Example:

$$(\$65,529/3) \times 12 = \$262,116$$

	Y-T-D(Nov) Year-To-Date FY 2014	Y-T-D(Aug) Projection FY 2014
Operating Revenues:		
Net Tuition and Fees	-	-
Sponsored Programs	65,529	262,116
Sales and Services	-	-
Net Professional Fees	432,080	1,728,320
Auxiliary Enterprises	-	-
Other Operating Revenue	12,854	51,416
Total Operating Revenues	510,462	2,041,848
Operating Expenses:		
Salaries and Wages	168,057	672,228
Benefits	115,562	462,248
Sub-total - Salary Operating Expenses	283,618	1,134,472
Professional Services	121,559	486,236
Other Contracted Services	22,392	89,568
Travel Related Expenses	6,865	27,460
Materials and Supplies	30,197	120,788
Utility Expenses	-	-
Communications	14,897	59,588
Repairs and Maintenance	-	-
Rentals and Leases	-	-
Printing and Reproductions	4,140	16,560
Scholarships and Fellowships	-	-
Depreciation	-	-
Other Operating Expenses	170,931	683,724
Sub-total - Non Salary Operating Expenses	370,981	1,483,924
Total Operating Expenses	654,600	2,618,400
Gross Operating Margin_(Loss)	(144,137)	(576,548)
Other Nonoperating Adjustments:		
State Appropriations-	-	-
Gift Contributions	-	-
Investment Interest Income	-	-
Investment Gains_Losses	-	-
Debt Service Exp - Interest	-	-
Other Non-Op Revenues (Expenses)	-	-
Net Other Nonoperating Adjustments	-	-
Adjusted Income (Loss)	(144,137)	(576,548)
Adjusted Margin %	-28.2%	-1.1%
Transfers:		
Debt Service Exp - Principal	-	-
Capital Outlay	64,724	258,896
Transfers In	(172,670)	(690,680)
Transfers Out	-	-
Unallocated	-	-
Total Transfers (In)/Out	(107,946)	(431,784)
Change In Net Position	(36,192)	(144,768)
Beginning Net Position - Sept 1	-	-
Ending Net Position	(36,192)	(144,768)

Variance Reporting

- **Institutional Standards**
 - Entity-wide Consolidated All Funds
 - Actual-to-Actual *with variance explanations*
 - Budget-to-Actual *with variance explanation*
 - Entity-wide Consolidated Practice Plan
 - Actual-to-Actual *with variance explanations*
 - Budget-to-Actual *with variance explanations*
- **Other Report Submissions**
 - As defined and required by EC area

Submitting Variance Reports

Send to the EC Office

Primary Reports:

- Budget-to-Actual – Entity Wide Consolidated
- Budget-to-Actual – Entity Wide Practice Plan
- Actual-to-Actual – Entity Wide Consolidated
- Actual-to-Actual – Entity Wide Practice Plan

Include with each report:

- Cover Explanation
- Line Item Variance Explanations

Consult with EC office for submission procedures:

- Designated Contact Person
- Shared Mailbox
- SharePoint Site

Variance Explanations

What is a Variance?

- A variance is the difference between the performance of a current reporting period and a previous reporting period.
- A variance is the difference between a budgeted or planned amount and the actual outcome.
- Any line item variance resulting in a 10% (positive or negative) change requires explanation

Interpreting Revenue Variances

Favorable versus Unfavorable

Actual to Actual Report:

Sales & Services	Current Period	Previous Period	Variance	
	110,000	100,000	10,000	Favorable
	90,000	100,000	(10,000)	Unfavorable

Budget to Actual Report:

Sales & Services	Budget	Actual	Variance	
	100,000	110,000	10,000	Favorable
	100,000	90,000	(10,000)	Unfavorable

Interpreting Expense Variances

Favorable versus Unfavorable

Actual to Actual Report:

Travel	Current Period	Previous Period	Variance	
	45,000	50,000	(5,000)	Favorable
	55,000	50,000	5,000	Unfavorable

Budget to Actual Report:

Travel	Budget	Actual	Variance	
	50,000	45,000	(5,000)	Favorable
	50,000	55,000	5,000	Unfavorable

Impact of Variances on Margin

Favorable versus Unfavorable

Actual to Actual Report:

Adjusted Margin	Current Period	Previous Period	Variance	
	75,000	50,000	25,000	Favorable
	40,000	50,000	(10,000)	Unfavorable

Budget to Actual Report:

Adjusted Margin	Budget	Actual	Variance	
	20,000	25,000	5,000	Favorable
	20,000	15,000	(5,000)	Unfavorable

Impact of Variances on Net Position

Favorable versus Unfavorable

Actual to Actual Report:

Change in Net Position	Current Period	Previous Period	Variance	
	200,000	150,000	50,000	Favorable
	125,000	150,000	(25,000)	Unfavorable

Budget to Actual Report:

Change in Net Position	Budget	Actual	Variance	
	100,000	120,000	20,000	Favorable
	100,000	85,000	(15,000)	Unfavorable

Building Variance Explanations

A well-developed variance explanation answers the following questions:

1. WHAT changed?
2. WHY did it change?
3. By HOW MUCH did it change?
4. WHERE did it change?
5. For HOW LONG is the change anticipated?

Well-Developed Variance Explanations

Encompass the Three C's:

- **Complete:** All questions have been answered
- **Correct:** Research has been completed to validate data
- **Concise:** Brief paragraph - 5 sentences or less

Writing Variance Explanations

Example 1:

Salaries and Wages expense line item is showing a favorable variance of \$410,000 (or -12%) in the current reporting period compared to the amount reported in the same period of the previous year.

Actual to Actual Report:

Y-T-D (Dec)	Y-T-D (Dec)			
	FY 2014	FY 2013	Variance	Percentage
Salaries and Wages	2,900,000	3,310,000	(410,000)	-12%

Variance Explanation:

WHAT changed?

By HOW MUCH?

WHERE did it change?

Faculty salaries decreased by \$385,000 in Practice Plan funds. The variance is due to the timing difference of incentive payments from the previous year. No incentive payments for the current year have been made, whereas incentive payments for the previous year were paid in December. This variance is expected to normalize as incentives for the current year are made, which are estimated to be paid in January or February.

WHY did it change?

For HOW LONG is change anticipated?

Writing Variance Explanations

Example 2:

Sponsored Programs revenue line item for the current reporting period is showing a favorable variance of \$400,000 (or 42%), over the amount budgeted.

Budget to Actual Report:				
Y-T-D (Dec)	Y-T-D (Dec)			
	Budget	Actual	Variance	Percentage
Sponsored Programs	950,000	1,350,000	400,000	42%

Variance Explanation:

The department did not budget for an NIH grant which was in the proposal stage during the budget planning process. The grant was subsequently awarded at \$1.2 million per year. To date, \$400,000 has been spent on this grant for new researchers and lab consumables, causing the favorable variance on the Sponsored Programs line in Restricted Funds. Corresponding variances resulted in expense lines and we expect these variances to continue and increase as the year progresses.

WHY did it change?

By HOW MUCH?

WHERE did it change?

For HOW LONG is change anticipated?

WHAT changed?

What Do The Reports Mean?

Cover Explanations

- What happened?
- What are the driving forces causing the change?
- What action is needed?

Example: The department experienced a 20% increase in patient volume over what was expected. As a result, the department was able to cover more expenses than projected by giving out-of-cycle salary increases and allowing employees to attend conferences while having no adverse impact to margin.

Example: The department lost a grant which had previously provided a significant amount of support. As a result, the department was forced to cut expenses in many different areas, salaries being the hardest hit.

Exporting a Report

ORACLE Enterprise Performance Management System Workspace, Fusion Edition

Navigate File Edit View Favorites Tools Administration Help

HomePage HYPBPR - Task List Status

Forms

Manage Task Lists

My Task List

- Budget Office
- EC Admins
- Dept User
- SOM Budget Users
- SOM Budget Preparers
- Monthly Task List
 - Overview
 - Review Actuals and Budget Web Form Data
 - Run Actual to Actual Report and Explain**
 - Run Actual to Budget Forecast Report and
 - Promote Variance Explanations to EC Office
 - Review Annualized Projection Web Form Da
 - Run Annualized Projection Report (Optional)
- Forecast Task List

Task List Status

Task - Run Actual to Actual Report and Explain Variances Task Instructions

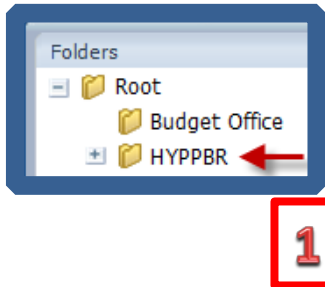
UTHSCSA PL Actual vs Actual

Fund: All Funds Entity: XM180 PID: Total PID

Monthly Financial Report, Comparison of Actual Operating Results and Margin
M1800-OPHTHALMOLOGY ROLL-UP, All_Funds, Total PID
Y-T-D(Nov)

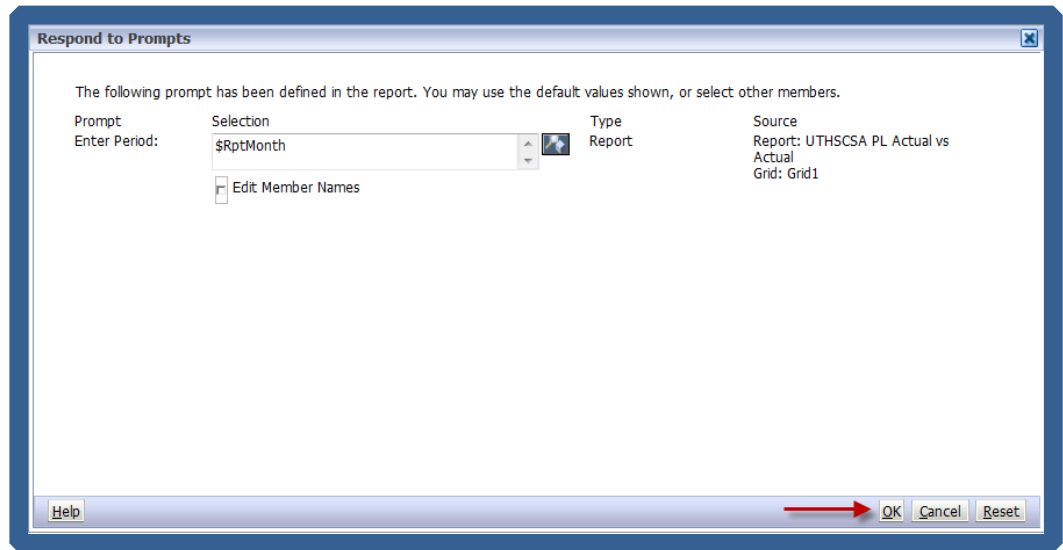
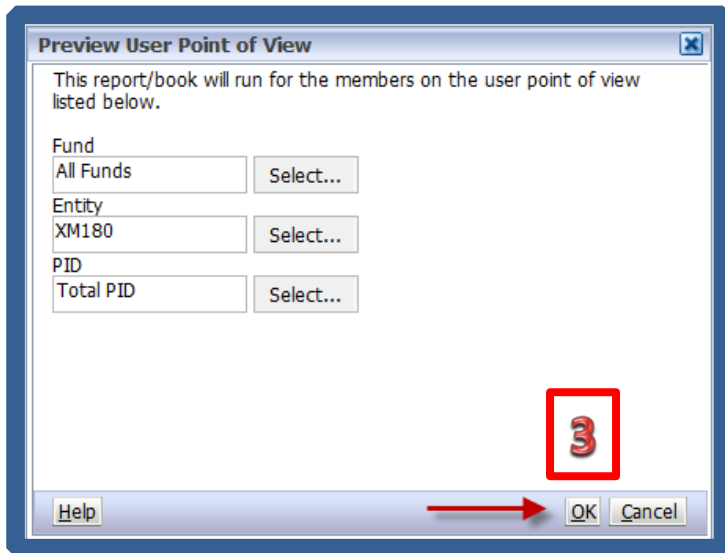
	Y-T-D(Nov) Year-To-Date FY 2014	Y-T-D(Nov) Year-To-Date FY 2013	Variance	Fluctuation Percentage
Operating Revenues:				
Net Tuition and Fees	-	-	-	-
Sponsored Programs	65,529	356,795	(291,266)	-81.6%
Sales and Services	-	15,075	(15,075)	-100.0%

Exporting a Report



!	*	Name ▲	Type	Modified	Description
		D6 UTHSCSA PL Actual vs Actual V3	Financial Reporti...	8/21/13 5:18 PM	
		D6 UTHSCSA PL Actual vs BudgetForecast	Financial Reporti...	8/14/13 10:31 AM	
		UTHSCSA PL Actual vs Actual	Financial Reporti...	9/17/13 5:42 PM	
		UTHSCSA PL Actual vs Budget Forecast	Financial Reporti...	9/18/13 5:07 PM	
		UTHSCSA PL Annualized Projection	Financial Reporti...	9/16/13 4:39 PM	Projection
		UTHSCSA PL Budget vs Budget Forecast	Financial Reporti...	9/18/13 5:15 PM	
		UTHSCSA PL BudgetForecast Recap	Financial Reporti...	9/16/13 4:40 PM	Forecast
		UTHSCSA PL by Fund	Financial Reporti...	8/14/13 10:34 AM	EC Operating Summary by Fund

2



Exporting a Report

ORACLE Enterprise Performance Management System Workspace, Fusion Edition

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- Log Off
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- Excel
- Word
- PowerPoint


HomeP /HYTST Fund: A

UTHSCSA PL Actual vs Actual

Monthly Financial Report, Comparison of Actual Operating Results and Margin
M1800-OPHTHALMOLOGY ROLL-UP, All_Funds, Total PID
Y-T-D(Nov)

	Y-T-D(Nov) Year-To-Date FY 2014	Y-T-D(Nov) Year-To-Date FY 2013
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Entering Variance Explanations

	A	B	C	D	E	F	G
1							
2	Monthly Financial Report, Comparison of Actual Operating Results and Margin						 <p>WE MAKE LIVES BETTER UT HEALTH SCIENCE CENTER[®] SAN ANTONIO</p>
3	M1800-OPHTHALMOLOGY ROLL-UP, All Funds, Total PID						
4	Y-T-D(Dec)						
5							
6							
7							
8							
9		Y-T-D(Dec)	Y-T-D(Dec)				
10		FY 2014	FY 2013	Variance	Percentage	Explanation:	
11							
12	Operating Revenues:						
13	Net Tuition and Fees	-	-	-	-		
14	Sponsored Programs	111,212	292,677	(181,465)	-62.0%		The department did not budget for an NIH grant which was in the proposal stage during the budget planning process. The grant was subsequently awarded at \$1.2 million per year. To date, \$400,000 has been spent on this grant for new researchers and lab consumables, causing the favorable variance in the Sponsored Programs line of Restricted Funds. Corresponding variances resulted in expense lines and we expect these variances to continue and increase as the year progresses.
15	Sales and Services	-	-	-	-		
16	Net Professional Fees	565,297	1,922,490	(1,357,193)	-70.6%		
17	Auxiliary Enterprises	-	-	-	-		
18	Other Operating Revenue	19,307	3,250	16,057	494.1%		
19	Total Operating Revenues	695,816	2,218,417	(1,522,601)	-68.6%		

Submitting Variance Reports

Send to the EC Office

Primary Reports:

- Budget-to-Actual – Entity Wide Consolidated
- Budget-to-Actual – Entity Wide Practice Plan
- Actual-to-Actual – Entity Wide Consolidated
- Actual-to-Actual – Entity Wide Practice Plan

Include with each report:

- Cover Explanation
- Line Item Variance Explanations

Consult with EC office for submission procedures:

- Designated Contact Person
- Shared Mailbox
- SharePoint Site

Demonstration

- **Accessing a Web Form**
- **Running a Report**
- **Exporting a Report**
- **Entering a Variance Explanation**

Understanding Your Role

PeopleSoft HCM:

- Position Changes
- Salary Changes
- Location Changes
- Planning Budget Changes

PeopleSoft Financials:

- Requisition/Approval
- Transactional Reports
- Account Reconciliation

Hyperion:

- Budgeting
- **Reporting**
- Forecasting

QUESTIONS?

567.7028

Hyperion@uthscsa.edu