TOP REPORTS - INTRODUCTION

There are many well-designed reports that are intended to give us a snapshot of what’s going on in our departments/divisions and to make us aware of actions that should be taken. This list focuses on the best practices developed by DOM division and central administration managers. The list should and will evolve over time.

While central units (e.g., HR, Controller’s Office) should also be reviewing activity, department/division managers have primary responsibility for monitoring the activity in their units. Acknowledging that more reports exist than there is time to review them, this list is intended to help managers prioritize the most useful, critical reports.

The chart of accounts has chartfields that allow for an unprecedented level of specificity in reporting (e.g., how much did we spend on education activities in FY15). However, with the specificity comes the risks of “reporting crevasses,” where reports may not catch individual transactions that are coded incorrectly (e.g., incorrect DeptIDs, errant function codes). In general, users are encouraged to run reports that are more inclusive (e.g., ProjectID, not ProjectID-DeptID combinations) to be aware of these transactions.

Each report listed has a brief description, advice on when and how the report should be run, and potential pitfalls (or other reports that might be more appropriate in specific circumstances).

Please ensure you are logged into MyAccess to hyperlink to reports. MyReports and Advance do not allow direct link access. All systems are managed by the campus or UCSF Health with the exception of Dombo, a reporting tool developed and used by the Department of Medicine.
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1) HUMAN RESOURCES

a. Compliance report (MPM)
   • Description: Highlights compensation plan faculty payroll transactions that have errors and/or are policy exceptions. It highlights changes in appointment percent, changes in salary rates (including additional compensation) that are effective as of the report month.
   • Tip: Run at highest level deptID for which you are responsible (recognizes deptID hierarchy). You can run the report for future months to see changes that become effective that month; for example, it is particularly useful to run the report for July during annual renewal season.
   • Frequency: Check once per month, prior to MPM cut-off date so that errors can be corrected before payroll compute.

b. HR Monthly Review Report (MyReports; also emailed monthly by Luke Hones)
   • Description: For a given deptID or employee category, shows appointment and distribution end dates, visa end dates, casual employees nearing 1,000 hours, log of payroll changes.
   • Tips: Review monthly to check for employees who require an HR action (e.g., decide whether employee should convert to career; monitor expiring visas; separate employees whose appointments are expiring).
   • Tip: Report is emailed monthly by Luke Hones in HR (you must be have a “Reports” role in SRS to receive the emails), or else you can run it on an ad hoc basis via MyReports.

c. Distribution of Payroll Expense (MyReport)
   • Description: Payroll report useful for reconciliation purposes of current and past period actuals. Incorporates retroactive payroll expense transfers. Can be run by pay period or ledger date. Can by run by employee, by funding source (chartstring), by deptID. Shows the details of the payroll (DOS codes, effort, pay rate).
   • Tip: if person has ‘unrestricted time sheet’ (timesheet does not populate based on fixed percentage distributions to funding sources), actual charges can be different from distribution percentages in SRS. DPE is a good report to catch this type of error, as it shows effort charged to an individual project or employee.
   • RFAs should run monthly to recognize payroll by projectID; managers can run on ad hoc basis.

d. Faculty Funding Plan (MPM)
   • Description: Fiscal year view of an individual comp plan faculty member’s salary rate, funding sources and additional comp. Combines data from DPE with prospective distributions.
• **Tips:** Run on ad hoc basis. Faculty-friendly format. Only in PDF format (cannot export to Excel).

### e. Personnel Action Notifications (WebPAN)

• **Description:** System-generated email that alerts users of payroll actions that have been entered into OLPPS. This allows user to catch payroll errors before they become difficult to unwind (e.g., overpayments).

• **Tips:** Managers may not need to review each webPAN, but can focus on high-risk transactions (e.g., new employees, employees with complex funding sources). From campus perspective, HR is responsible for reviewing webPANs; however, it’s recommended that whomever submits the actions should review the webPAN to make sure the transaction was processed as intended.

### f. Academic roster report (Advance)

• **Description:** Gives a snapshot of all academic (faculty and non-faculty) appointments in your deptID (as determined by your Advance access). Info not easily found on other reports include: search waiver status and expiration date, professional leave/sabbatical leave credits.

• **Tip:** To see more detailed advancement and promotions information, click on Search in Advance and select the following search criteria: All Series, All Ranks, School of Medicine, Department of Medicine. This is helpful for reviewing advancements and for preparing grant submissions.

• **Tip:** Note that the criteria for search waivers changed in October 2015. Consult with HR Shared Services for more information.

• **Similar reports:** MPM Faculty Compensation Overview Report (comp plan faculty only; shows compensation and pending academic advancement actions).

### g. Employee Database (EDB) Inquiry

• **Description:** This is a user-friendly web-based front end application to view OLPPS employee data a comprehensive database of employee information.

• **Tips:** Use on an as-needed basis for quick access real time OLPPS information that is spelled out (requiring less reliance on codes). Employee information found in this database includes personal, address, employment, appointments, labor relations, benefits, retirement, citizenship, taxes, hours balances, pay disposition, leave accrual, licenses, financial aid, and work study information. Database should be used by Division Managers and higher level analysts supporting financial or human resources work.

### h. SPA reports (via monthly email from Luke Hones)
• **Description:** Excel report that measures performance against HR SPA metrics.

• **Tips:** Most useful to review last tab – sort by type, action, month complete. Gives a sense of the kinds of transactions that your department does and how long it’s taking, particularly if you suspect a problem in certain types of transactions.

• Review quarterly to see trends, or on ad hoc basis for specific concerns.

i. **Leave requests (HBS)**

• **Description:** To approve or see approved reports for your timesheet groups. Can also check to see that they have the vacation time accrued to be able to take vacation.

• Can only see them for the employees whose timesheets you approve. Need to request ad hoc reports via SRS for broader populations.
2) FINANCE/POST-AWARD

a. Net position report (MyReports)
   • Description: Shows financial balance by projectID or deptID.
   • Tips: Note that the report includes “false positive” deficits, e.g., Parnassus profees are often in deficit because DOM doesn't appropriate revenues to specific deptIDs.
   • Tip: Positive numbers are good; negative numbers are bad (opposite from general ledger). Reflects recognized revenue (including invoices for which payment isn’t yet received) and actual expenses, so use with caution on fixed price contracts (where activity is invoiced, so accrued revenues don’t equal cash received).
   • Managers and RFAs should review monthly by DeptID.

b. Sponsored projects balances report (MyReports)
   • Description: Budgetary balance report that shows budgeted appropriations vs. actuals (including projections if Faculty Portfolio is used for that projectID).
   • Tip: View this as an exception report. Deficits are not necessarily real, but the report may point out actions that need to be taken (appropriations needed). Run monthly by DeptID for all (not just deficit) projects.
   • Tip: Can click radio button to show budget balance vs. actual balance.
   • This report was modeled after DOM’s RATS overdrafts report.

c. Awards Report by Department (PeopleSoft)
   • Description: Shows all active sponsored projects.
   • Tip: Run by DeptID, run for “only active projects,” then hyperlinks take you to award profile with much more detailed information (including award documents, invoice & payment history, sub-awards, F&A rate).
   • Caution: for internally-administered awards (CFAR, RAP), the award amount will be for the master agreement, not just the specific amount for your PI’s piece.

d. General Ledger Transaction Detail (MyReports)
   • Description: Complete list of all transactions charged. Normally run by projectID. Most useful to download to Excel and generate pivot table. Used for detailed reconciliation.
   • Tip: Can drill down to see detail for an individual transactions. Generally, if looking at payroll, look at the DPE instead.
3) PRE-AWARD

a. **Proposal Report by Department (eProposal)**
   - **Description:** List of grant applications submitted by division/PI with pending begin & end dates and requested amounts. Used for tracking OSR activity.
   - **Tip:** Can be run monthly, annually or for any date range by Dept. ID or PI. Is updated to reflect status (awarded, denied, withdrawn).
   - **Similar reports:** Some users prefer using Proposal Report by Department via PeopleSoft, which has additional options to customize and is easier to download. Also, as of Fall 2015, OSR was developing a research metrics dashboard, which may have similar data in a graphical form.

b. **Centralized Agreement, Contact, Tracking and Approval System (CACTAS)**
   - **Description:** System provides status updates for non-proposal transactions (no cost extension letters, carry-forward requests, award & contract negotiations) for RMS & GBC activity.
   - **Tips:** Not necessarily reliable for industry because it requires on ITA and others entering updates in the system.
4) CLINICAL ACTIVITY (for UCSF Health)

a. Target Setting Summary – wRVU Funds Flow version (Dombo)
   • Description: Provides both the “Net Eligible” monthly wRVU count as well as the “All wRVU” monthly count at the cost center level (with provider detail) by specified date range. Shows variances between the current period to the same period in the previous year, and provides straightline projection of current-year wRVU productivity.
   • Tip: Note that you can run the report showing “Net Eligible” vs. “All” wRVUs. Consult with the Business Office if you have questions about which metric to use.

b. E&M Coding Summary Report (Dombo)
   • Description: Comparison of individual provider’s E&M coding levels to coding levels of other providers in division. Data is displayed in graphical and tabular formats. Table also compares data on the individual provider between years to show the change in their coding levels over time.
   • Tips: User can create user lists to compare individual provider to a specific group of providers within the same division. Note that you can run the report showing “Net Eligible” vs. “All wRVUs. Consult with the Business Office if you have questions about which metric to use.

c. APEX Outpatient Open Encounters Summary by Provider (via email)
   • Description: Summarizes open encounters/unsigned notes by provider and DEP, by aging period.
   • Tip: FPO Revenue Management (Arlene Boro) emails monthly summaries of this report to the division managers. This report is used to generate DOM’s letters to providers for delinquent documentation.

d. Key Performance Indicators Report (Dombo)
   • Description: Report shows numerous metrics, but key metrics for DMs are in the wRVU section. Shows actual wRVUs by month at the divisional and/or cost center level, comparing FY YTD performance with previous FY performance for the same period. Also shows data on canceled and no show visits as a percentage of all visits.
   • Tip: Users can chose graphic version of data.
   • Tip: Report is based on All wRVUs. (Business Office may develop second version to show Net Eligible wRVUs.) User list can be created to analyze a group of specific group of providers within the same division.
   • Tip: Report has the capability to calculate budget-actual wRVU percentage variances, but was not used because budget was based on Net Eligible wRVUs in FY15.

e. CPT Summary: AllCodes Report (Dombo)
• **Description:** Report shows CPT volume and wRVUs filtered by time period, DEP, Cost Center, provider.

• **Tip:** User can choose “net eligible wRVUs” (which exclude NP shared visits for which DOM does not receive wRVU payments) or total wRVUs.

f. **MSO Data Report (emailed by MSOData, Mercedes Campus, Medical Staff Office)**

• **Description:** Report shows provider’s current status and their employment category. Provides information for dates of next med staff reappointment; current license and DEA numbers and expiration dates for these licenses. Separate from billing credentialing, which is reported via a PDF which is distributed via email.

• Includes faculty, residents, fellows, volunteers and affiliates

**Tips for clinical problem-solving**

• How do you initially identify wRVU productivity issues at the divisional level? How do you identify the cost center or provider causing the productivity issue?
  - DOMBO Target Setting Summary
  - Key Performance Indicators Report

• How do you identify the source of the provider’s wRVU productivity issue?
  - APEX Outpatient Open Encounters Summary by Provider
  - E&M Coding Summary Report