Income Statement Variance Report

UCSF Health

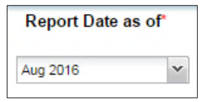
The **Income Statement Variance Report** displays Revenue, Expense, Non-Operating Income/Expense, Other Changes, and Net Position actuals as of a selected month and fiscal year-to-date (YTD). Monthly and YTD Fixed Budgets are also displayed, with options to include or exclude Flex Budget and Prior Year Actuals amounts. The report can be displayed at a summary or a detail level by selecting the desired Alt Account level.

What can I learn from the Income Statement Variance Report?

- Monthly and YTD actuals and fixed budgets for Revenue, Expense, Non-Operating Income/Expense, Other Changes, and Net Position for selected UCSF Health Business Units
- Option to include or exclude Flex Budget and Prior Year Actuals amounts
- Variance between budget and actuals for a selected month and fiscal YTD

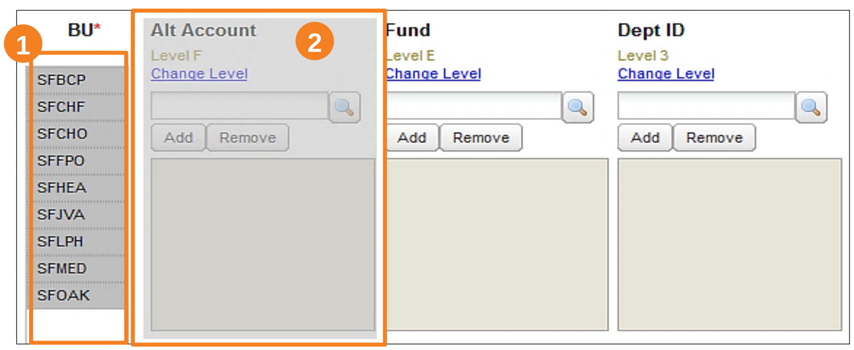
Report Date Filter

The default date for the **Income Statement Variance Report** is the current open month. Use the **Report Date as of** drop-down menu to select a previous closed month.



Chartstring Filters

1 Business Unit (**BU**) is the only *required* (*) chartstring filter. The filter page defaults to select *all* UCSF Health BUs. You may override the default and select an individual BU or multiple BUs.

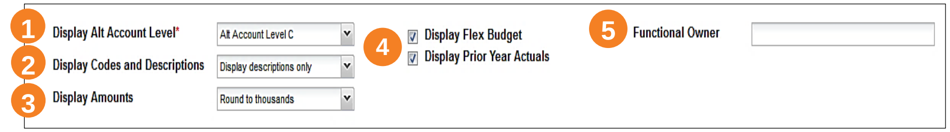


2 The **Income Statement Variance Report** displays all Revenue, Expense, Non-Operating Income/Expense, and Other Changes Alt Accounts; additional filtering by **Alt Account** is not available.

Additional chartfield parameters may be selected as desired.

Report Specific Filters

You can further refine your data or display additional data using the options in the **Report Specific Filters** section:



1 Display Alt Account Level*

- Select Alt Account Level
- Default is Level C

2 Display Codes and Descriptions

- Display codes and descriptions
- Display codes only
- Display descriptions only (default)

3 Display Amounts

- Round to dollars
- Round to thousands (default)
- Show 2 decimal places

4 Additional Options

- **Display Flex Budget** (default)
- **Display Prior Year Actuals** (default)

5 A filter for **Functional Owner** allows you to run the report for all Dept IDs where the selected **Functional Owner** is assigned the *Senior Executive, Executive Director, Business Officer, or Head of Unit* role in **PeopleSoft**

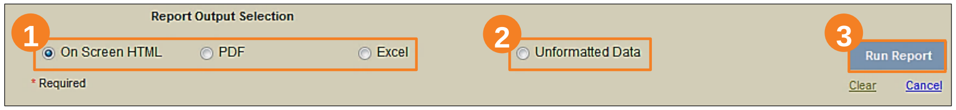
- You can only select a single **Functional Owner**
- The report will include a list of all assigned Dept IDs
- The **Functional Owner** filter *should not be used* in conjunction with the **Dept ID** filter

See the Filtering and Running Reports in MyReports job aid for additional information and tips & tricks for using the filters to configure your report criteria.

Income Statement Variance Report

Report Output

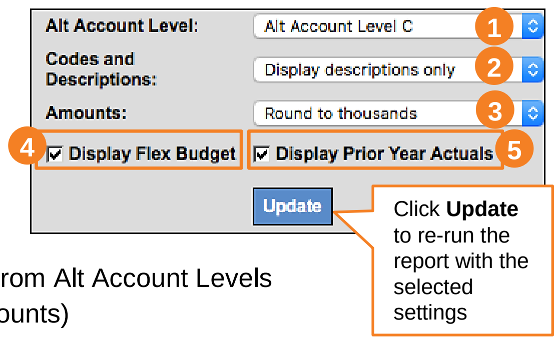
- In addition to the report output selections of **On Screen HTML** (default), **PDF**, and **Excel** (1), you can choose **Unformatted Data** (2)
- The **Unformatted Data** output returns an **Excel** file that has no special formatting and a single row for column headings, making it the best source for pivot tables and other advanced spreadsheet analysis
- Select your desired report output and click the **Run Report** button (3)



In both **Excel** outputs (standard **Excel** and **Unformatted Data**), the workbook will contain at least two tabs. The first tab/sheet always displays the entered filter criteria. The second tab/sheet displays the data and differs depending on whether you selected standard **Excel** or **Unformatted Data**.

Working in the Report View

Refine or display additional report data using any of the drop-down menus in the HTML report header. These are the same report selection options that appear in the **Report Specific Filters** section of the filter page:



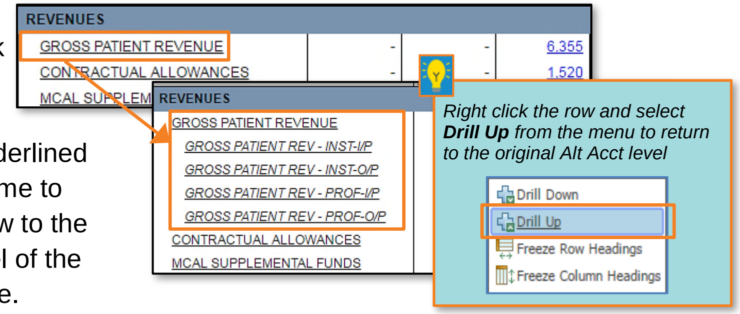
1. **Alt Account Level** – Select from Alt Account Levels B, C, D, E, or F (posting accounts)
2. **Codes and Descriptions** – Display codes and descriptions; Display codes only; Display descriptions only
3. **Amounts** – Round to dollars; Round to thousands; Show 2 decimal places
4. Click to hide or **Display Flex Budget**, then click the **Update** button to re-run the report

ACTUAL Nov-2016	FIXED BUDGET Nov-2016	VARIANCE Nov-2016	% VAR Nov-2016	FLEX BUDGET Nov-2016	VARIANCE Nov-2016	% VAR Nov-2016		ACTUAL YTD 2016-17	FIXED BUDGET YTD 2016-17	VARIANCE YTD 2016-17	% VAR YTD 2016-17	FLEX BUDGET YTD 2016-17	VARIANCE YTD 2016-17	% VAR YTD 2016-17
							REVENUES							
(63,824)	156,304	(220,128)	-140.8%	156,304	(220,128)	-140.8%	GROSS PATIENT REVENUE	656,705	829,923	(173,218)	-20.9%	829,923	(173,218)	-20.9%
51,817	(108,915)	160,732	-147.6%	(108,915)	160,732	-147.6%	CONTRACTUAL ALLOWANCES	(453,925)	(575,853)	121,928	-21.2%	(575,853)	121,928	-21.2%

5. Click to hide or **Display Prior Year Actuals**, then click the **Update** button to re-run the report

ACTUAL Nov-2016	FIXED BUDGET Nov-2016	VARIANCE Nov-2016	% VAR Nov-2016	PY ACTUAL Nov-2015		ACTUAL YTD 2016-17	FIXED BUDGET YTD 2016-17	VARIANCE YTD 2016-17	% VAR YTD 2016-17	PY ACTUAL YTD 2015-16
					REVENUES					
(63,824)	156,304	(220,128)	-140.8%	150,413	GROSS PATIENT REVENUE	656,705	829,923	(173,218)	-20.9%	810,163

- Click on any blue hyperlinked number to display transaction details in an **Alt Account Detail Report**
- Alt Account rows with black underlines can be expanded. Click on an underlined Alt Account name to expand that row to the next lower level of the Alt Account tree.



- To expand ***all*** Alt Account rows on the report, select a lower **Alt Account Level** at B, C, D, E, or F (posting Accounts) from the drop-down menu in the upper right-hand corner of the HTML report header. Click **Update** to re-run the report at the selected level.

Tips & Tricks

- The **MyFavorites** functionality allows you to save and retrieve frequently used filter criteria. See the [Managing and Scheduling MyFavorites in MyReports] job aid for instructions on saving report parameters to **MyFavorites**, and how to select and run a saved Favorite.
- For the easiest navigation when using **MyReports**, close extra browser tabs/windows (usually the result of drilling through to another report) when you have completed reviewing and/or exporting the information

Additional Information & Assistance

- Additional information about **MyReports** including how to request access, training and contact information can be found in the MyReports section of the [Controller's Office website]
- If you require help with a technical problem, or have a question about a specific report, contact the Controller's Office Solution Center at COSolutionCenter@ucsf.edu or 415.476.2126
- To stay informed about **MyReports** news, follow the directions in the MyReports section on the [Controller's Office website] to join the MyReports ListServ