

Providence Research
Monthly Reports Distribution Process- v1.6.5.2023

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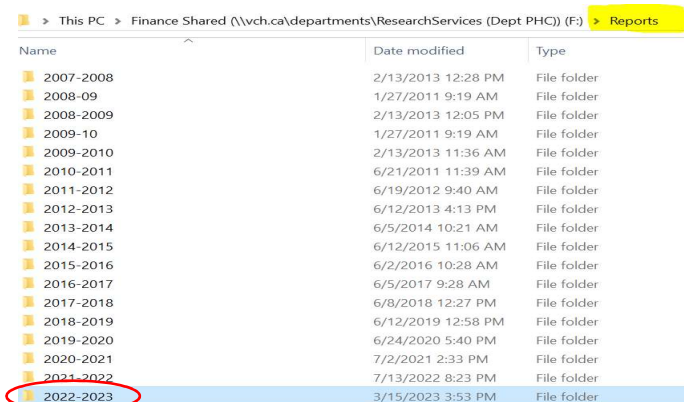
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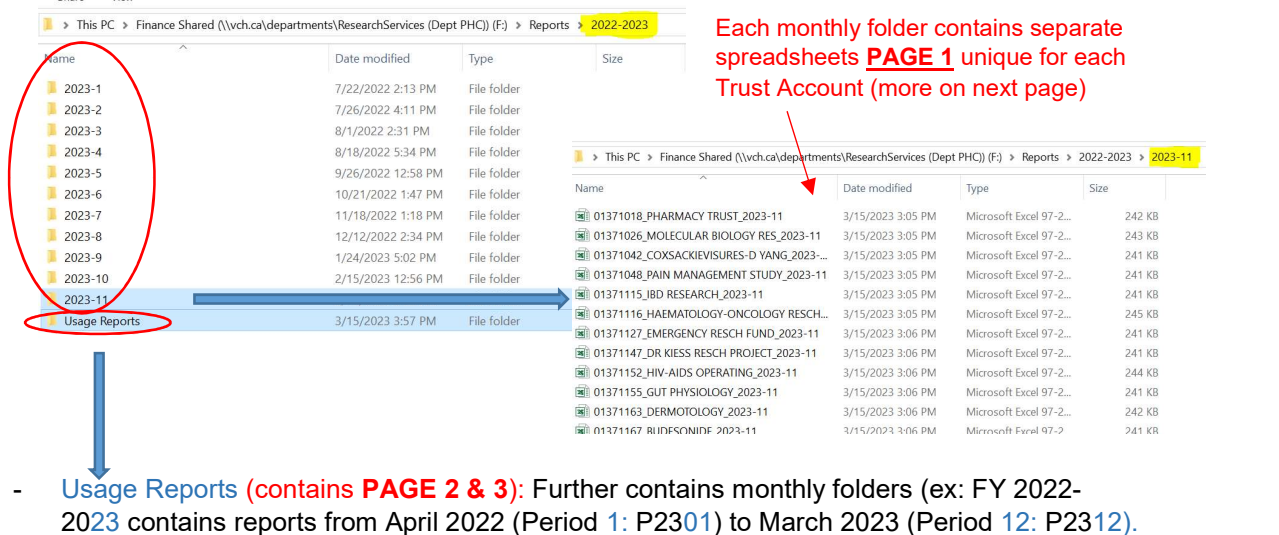
I. Current Process

1. Reports downloaded and saved on PHC Network shared drive by Providence Research's Accountant
 - a. Reports available since 2007-2008; organized in Fiscal Year FY folders (ex: 2022-2023)



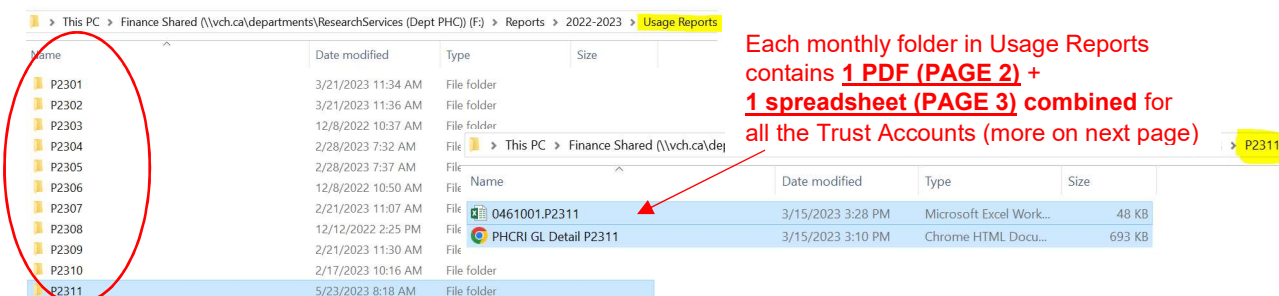
Name	Date modified	Type
2007-2008	2/13/2013 12:28 PM	File folder
2008-09	1/27/2011 9:19 AM	File folder
2008-2009	2/13/2013 12:05 PM	File folder
2009-10	1/27/2011 9:19 AM	File folder
2009-2010	2/13/2013 11:36 AM	File folder
2010-2011	6/21/2011 11:39 AM	File folder
2011-2012	6/19/2012 9:40 AM	File folder
2012-2013	6/12/2013 4:13 PM	File folder
2013-2014	6/5/2014 10:21 AM	File folder
2014-2015	6/12/2015 11:06 AM	File folder
2015-2016	6/2/2016 10:28 AM	File folder
2016-2017	6/5/2017 9:28 AM	File folder
2017-2018	6/8/2018 12:27 PM	File folder
2018-2019	6/12/2019 12:58 PM	File folder
2019-2020	6/24/2020 5:40 PM	File folder
2020-2021	7/2/2021 2:33 PM	File folder
2021-2022	7/13/2022 8:23 PM	File folder
2022-2023	3/15/2023 3:53 PM	File folder

- b. Each Fiscal Year folder contains April to March reports (12 reports in a year)
 - Monthly folders (contains **PAGE 1**): ex: FY 2022-2023 contains reports from April 2022 (Period 1: 2023-1) to March 2023 (Period 12: 2023-12).



Each monthly folder contains separate spreadsheets **PAGE 1** unique for each Trust Account (more on next page)

Usage Reports (contains **PAGE 2 & 3**): Further contains monthly folders (ex: FY 2022-2023 contains reports from April 2022 (Period 1: P2301) to March 2023 (Period 12: P2312)).



Each monthly folder in Usage Reports contains **1 PDF (PAGE 2) + 1 spreadsheet (PAGE 3)** combined for all the Trust Accounts (more on next page)

2. Page 1, 2 and 3 are printed each month from respective locations. Then combined for each **TRUST ACCOUNT** (say *Unique Identifier*) in one stack and distributed to the **CONTACT** of the study through internal mail.

II. Description – Page 1, 2 and 3 of the Reports

Page 1: STATEMENT OF FUND BALANCE

The location contains ~550 spreadsheets* for each **TRUST ACCOUNT** (one excel for one account).

**The number may vary each month depending on the new accounts opened and some accounts closed.*

File Explorer Path: This PC > Finance Shared (\\vch.ca\departments\ResearchServices (Dept PHC)) (F:) > Reports > 2022-2023 > 2023-11

Name	Date modified	Type	Size
01371018_PHARMACY TRUST_2023-11	3/15/2023 3:05 PM		
01371026_MOLECULAR BIOLOGY RES_2023-11	3/15/2023 3:05 PM		
01371042_COXSACKIEVISURES-D YANG_2023-11	3/15/2023 3:05 PM		
01371048_PAIN MANAGEMENT STUDY_2023-11	3/15/2023 3:05 PM		
01371115_IBD RESEARCH_2023-11	3/15/2023 3:05 PM		
01371116_HAEMATOLOGY-ONCOLOGY RESCH...	3/15/2023 3:05 PM		
01371127_EMERGENCY RESCH FUND_2023-11	3/15/2023 3:06 PM		
01371147_DR KIESS RESCH PROJECT_2023-11	3/15/2023 3:06 PM		
01371152_HIV-AIDS OPERATING_2023-11	3/15/2023 3:06 PM		
01371155_GUT PHYSIOLOGY_2023-11	3/15/2023 3:06 PM		
01371163_DERMATOLOGY_2023-11	3/15/2023 3:06 PM		

STATEMENT OF FUND BALANCE
For Fiscal Period 11 Ended February 28, 2023

Period 11, F2023	Account	Description	Year-to-Date
Current Period			
		PRIOR YEAR CARRY FORWARD DEFERRED REVENUE	49,861.83
		REVENUE	
(71.17)	0481001	DEFERRED REVENUE	92.27
0.00	1401002	UNRESTRICTED REVENUE	0.00
0.00		DONATIONS FOUNDATION	0.00

Page 2: GL Transaction Detail Report

The location contains one PDF for all the **TRUST ACCOUNTS** combined. May not be available for each Page 1.

File Explorer Path: This PC > Finance Shared (\\vch.ca\departments\ResearchServices (Dept PHC)) (F:) > Reports > 2022-2023 > Usage Reports > P2311

Report ID: PH IN021 FSVPRD
Business Unit: 20240 PHC Research Institute
Run Control: 20240_GL_DETAIL
Ledger: Actuals For Fiscal Year: 2023 Period: 11 To 11
Site: 300 PHC Corporate

GL Transaction Detail Report
Report Detail: Account/Category/Item/Transactions

Page 1 of 1
Run Date: 03/15/2023
Run Time: 3:09:55 PM

Type	Qty	Cost	Category Total	Account To
Department: 01371018 PHARMACY TRUST				
Account: 1401018 PROJECT FUNDING				\$-71.17
Category: OTHER Other Transactions				\$-71.17
11 02/28/2023 REALIZED REVENUE FEBRUARY 2023 REALREV_11 20240 GL		\$-71.17		\$71.17
Account: 6600010 PHOTOCOPY FEES				\$71.17
Category: OTHER Other Transactions				\$71.17
11 02/28/2023 HONG, CASARA AP_ACCP11 20240 GL		\$71.17		
Total For Department 01371018 PHARMACY TRUST				\$0.00

Page 3: Actuals

The location contains one spreadsheet for all the **TRUST ACCOUNTS** combined but separated by Page Break Preview. May not be available for each Page 1.

File Explorer Path: This PC > Finance Shared (\\vch.ca\departments\ResearchServices (Dept PHC)) (F:) > Reports > 2022-2023 > Usage Reports > P2311

Business Unit: 20240 PHC Research Institute
Ledger: Actuals

Page 1

Account	Acct	Department	Site	Monetary Amount	Date	Period	Journal Line Description
REALREV_11	0461001	01371018	300	71.17	2/28/2023	11	REALIZED REVENUE FEBRUARY 2023
01371018 Total				71.17			
REALREV_11	0461001	01371026	300	5702.26	2/28/2023	11	REALIZED REVENUE FEBRUARY 2023
01371026 Total				5702.26			
REALREV_11	0461001	01371042	300	18060.33	2/28/2023	11	REALIZED REVENUE FEBRUARY 2023
01371042 Total				18060.33			
REALREV_11	0461001	01371116	300	3702.20	2/28/2023	11	REALIZED REVENUE FEBRUARY 2023
01371116 Total				3702.20			
REALREV_11	0461001	01371152	300	8566.98	2/28/2023	11	REALIZED REVENUE FEBRUARY 2023
01371152 Total				-8566.98			
REALREV_11	0461001	01371199	300	110.57	2/28/2023	11	REALIZED REVENUE FEBRUARY 2023
01371199 Total				110.57			

III. Challenges associated with the Current Process

1. Printing (over 1000 pages each period) and assembling: involves significant time contribution from all team members and waste of printing resources (paper, ink)
2. Physical copy distribution doesn't give an insight on who is actually accessing the reports
3. No track of lost reports as few returned reports never make its way back to Finance
4. No ease-of-access and database available for the end-users as they rely on Finance to provide the details in case they miss any month's reports

IV. Sample of PHC Reports with proposed changes

HOME PAGE

PR's logo

Hierarchy:
Dept. > Sub dept. > PI > Account# **(RESTRICTED ACCESS AT PI LEVEL)**

Searchable box (for available access)

Selected Account Information Display

Available Report List

1. Statement of Fund balance
2. GL Transaction Detail Report
3. Actuals

Finance Report

REDIRECTING TO REPORT FOR SELECTED PERIOD

Dropdown for FY and Month/Period
2022/2023 - 01 is for FY 2022-2023 and period 01 (April 2022)

Selecting a month - directing to the selected report

REPORT

Download/ Print option

Display: Account# and name as mentioned on existing PR reports

Display: selected report name and FY - Period