Providence Research

Monthly Reports Distribution Process- v1.6.5.2023

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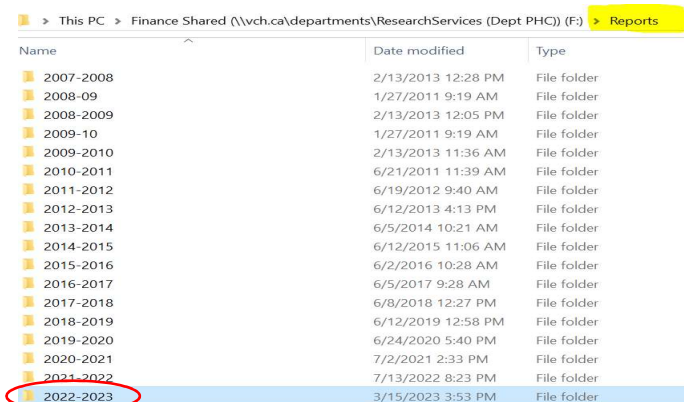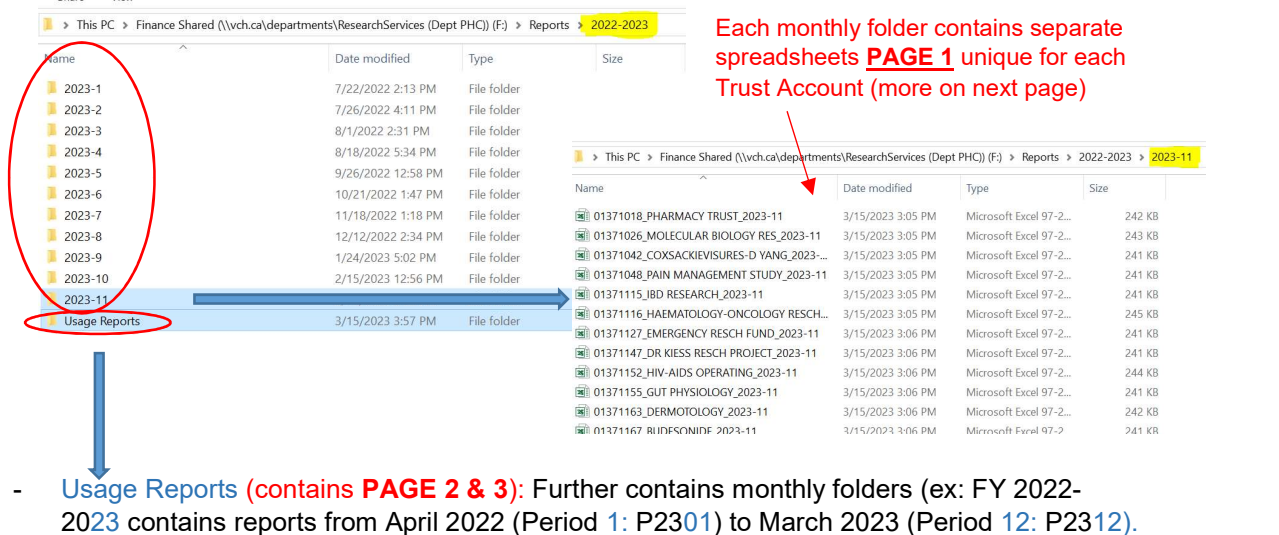
1. Reports downloaded and saved on PHC Network shared drive by Providence Research's Accountant
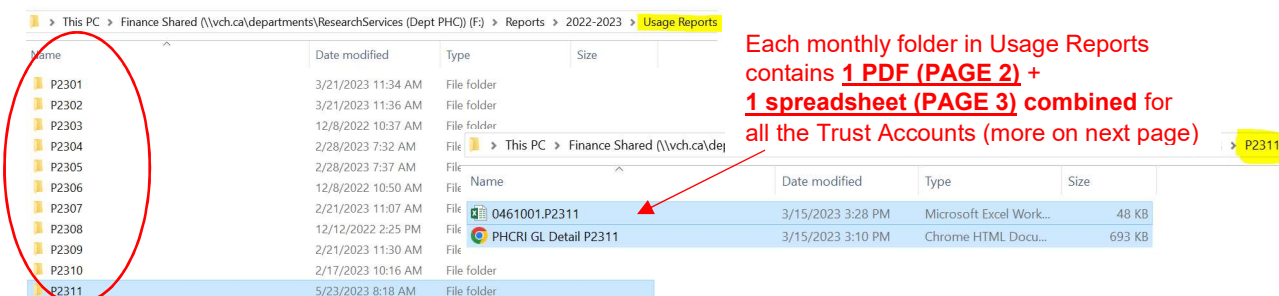   a. Reports available since 2007-2008; organized in Fiscal Year FY folders (ex: 2022-2023)

   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.

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.

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.

III. <u>Challenges associated with the Current Process</u>

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

Searchable box (for available access)

Finance Report

`77100000-300` **Search**

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

Research Services - Corp PHC
Cost Centre Number: 77100000-300

Selected Account Information Display

Available Report List

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

Providence Health Care
- PRESIDENT & CEO
  - BC CFE IN HIV AIDS
    - BCCFE Operating
      - 75106000-400 CFE in HIV-AIDS Ad
      - 75106002-400 CFE Lab - SPH
      - 75106003-400 CFE Education - SPH
      - 75106004-400 CFE Clinical Activitie
      - 75106005-400 CFE Epidemiology -
    - BCCFE Pharmacare
  - CARDIAC SCIENCES
    - 72204022-300 Regional Cardiac Scier
    - 73502013-300 Regional Heart Failure
  - CEO OFFICE
  - CFE OTHER
  - CGSHE

Available Report List
- **Revenue & Expense Reports**
  - Statement of Operations
  - Revenue & Expense Summary (Drill Down)
  - GL Transaction Summary by Account
  - GL Transaction Details
  - Financial Key Indicator (Current Period)
  - Financial Key Indicator (YTD)
  - GL Transaction Report for Foundation Recoveries
- **Labour Reports**
  - Earning Code Summary
  - Job Code
  - Labour Distribution

REDIRECTING TO REPORT FOR SELECTED PERIOD

Find... 1 of 1+ 100%

Main Report

Enter Values

Fiscal Year/Period

...
2021/2022 - 01
2021/2022 - 02
2021/2022 - 03
2021/2022 - 04
2021/2022 - 05
2021/2022 - 06
2021/2022 - 07
2021/2022 - 08
2021/2022 - 09
2021/2022 - 10
2021/2022 - 11
2021/2022 - 12

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

Enter Values

Fiscal Year/Period   Fiscal Year/Per

2022/2023 - 12
1*

Please wait while the document is being processed.

Download/ Print option

Display: selected report name and FY - Period

REPORT

Find...

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

Main Report

RESEARCH SERVICES

Dr. Darryl Knight

Statement of Operations
Fiscal Period 2022/2023 - 12
Ended March 02, 2023

Providence HEALTH CARE

	Period			Year To Date			Annual
	Act	Bud	Var	Act	Bud	Var	Budget