



Release Notes  
Axiom Rolling Forecast  
Version 2019.1.3



KaufmanHall

AXIOM

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# Summary

Kaufman Hall is pleased to announce the 2019.1.3 release of Axiom Rolling Forecast. Each product release provides new features, enhancements, and configuration options to meet your needs. Many of these features and enhancements are a direct result of your feedback and suggestions.

Summary of the upgrade process:

1. **Review product release notes** – Review this document to familiarize yourself with the new features and functionality.
2. **Schedule an installation date** – Contact [support@kaufmanhall.com](mailto:support@kaufmanhall.com) or your implementation consultant, and they will confirm an installation period with you.
3. **Back up Axiom database** – Kaufman Hall will confirm that you have a current backup of your Axiom database before applying the upgrade.
4. **Apply upgrade** – Arrange with your IT staff on an agreeable time for scheduled downtime to apply the program and product upgrade. This includes any post-upgrade hot-fix files that need to be copied into the system to address any post-release known issues that have been resolved.
5. **Complete manual updates** – After installing the upgrade, if needed, review any manual configuration steps needed to enable features for this version.

**IMPORTANT:** Complete the [Manual configuration instructions](#) if you are using the Drivers form for the first time.

## Support

As always, we appreciate your support of Kaufman Hall and look forward to continuing to meet your financial management needs. If you have any questions about your upgrade, contact Kaufman Hall Software Client Success at 1-888-543-6833 or [support@kaufmanhall.com](mailto:support@kaufmanhall.com).

## Training

Kaufman Hall offers multiple training options for our customers. These courses are part of your maintenance agreement and are free of charge. We strongly urge you to take advantage of all training options, including:

- Self-help videos
- Recorded webinars
- Virtual training courses
- Self-help videos
- Recorded webinars
- Virtual training courses

For a complete listing of our courses, please visit [www.kaufmanhall.com](http://www.kaufmanhall.com).

# Product upgrade notes

**IMPORTANT:** If you have any customizations that were made specific to your organization and did not take the 2018.2, 2018.3 update, or 2018.4 update, please review the release notes for 2018.2, 2018.3, 2018.4, as well as the Axiom Rolling Forecast 2018.4 Administrator's Guide. If your customizations do not exist, submit feedback to us. However, if you have made customization and want to use the standard product, please apply the update.

When upgrading to the 2019.1.3 version of Axiom Rolling Forecast, keep in mind the following:

- This product upgrade contains updated templates, calculation methods, updated drivers, and remediated defects.
- KHA delivered reports may be replaced. Any report that you saved under a different name or created new will remain untouched. Replaced reports are available in Document History, if needed.
- Any KHA delivered report that was moved to a new location will automatically move back to its original location.
- KHA product templates and calculation method libraries will be replaced.
- Product task panes will be replaced.
- Process definitions will not be replaced.
- Driver files will be replaced.
- Security roles and sub-systems will be reset to their configured settings. All user security exceptions you may have made will remain intact.
- Specific items configured as part of your company or organization's implementation such as imports, exports, driver files, and process management files, will remain as is. Any required modifications to these areas are covered in the release notes, if required.

# New features summary

This section includes a description for each new feature included in this release.

## Plan Initiatives on a monthly basis

You can now forecast plan file Initiatives on a monthly basis for the current and next quarter, allowing you to set more specific goals for initiatives.

The same monthly columns available for the current and next quarters in the Forecast tab are now also available in the plan file RFInitiatives tab. Data entered into each month in a quarter is totaled for each row and displayed in a quarter rollup column, as shown in the following example.

**NOTE:** The option to enter the current and next quarters by month is controlled in the Workbook Visibility driver located in the RF Driver utility. Users must have the Rolling Forecast Global Driver Management role to make changes to this driver. For more information, see “Managing the Workbook Visibility driver” in the online help.

Forecast Initiatives EMA Internal Medicine		Months in current quarter			Current quarter rollup	Months in next quarter			Next quarter rollup	FY2019 Jul-Sep 2018	FY2019 Oct-Dec 2018	FY2020 Jan 2019
RF Code		FY2018 Jan 2018	FY2018 Feb 2018	FY2018 Mar 2018	FY2018 Jan-Mar 2018	FY2018 Apr 2018	FY2018 May 2018	FY2018 Jun 2018	FY2018 Apr-Jun 2018			
Geriatrics		Approve										
Volume												
K_Admissions	Admissions	411	414	409	1,234	422	403	450	1,275	30	30	
K_Discharges	Discharges	402	400	399	1,201	400	389	432	1,221	0	0	
Patient Revenue		Double Click to Insert Statistic										
R_PTRev_IP	Inpatient Revenue	\$4,110,000	\$4,140,000	\$4,090,000	\$12,340,000	\$4,220,000	\$4,030,000	\$4,500,000	\$12,750,000	\$0	\$0	
K_Admissions	Admissions	No. of Units 411	414	409	1,234	422	403	450	1,275	30	30	
	Rate	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00	\$0.00	
R_PTRev_OP	Outpatient Revenue	\$804,000	\$800,000	\$798,000	\$2,402,000	\$800,000	\$778,000	\$864,000	\$2,442,000	\$0	\$0	
K_Discharges	Discharges	No. of Units 402	400	399	1,201	400	389	432	1,221	0	0	
	Rate	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	
R_PTRev_Oth	Other Patient Revenue	\$513,750	\$517,500	\$511,250	\$1,542,500	\$582,592	\$554,226	\$611,631	\$1,748,449	\$0	\$0	
K_Admissions	Admissions	No. of Units 411	414	409	1,234	422	403	450	1,275	30	30	
	Rate	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,380.55	\$1,375.25	\$1,359.18	\$1,371.33	\$0.00	\$0.00	
Double Click to Insert New Patient Revenue												
Total Patient Revenue		5,427,750	5,457,500	5,399,250	16,284,500	5,602,592	5,362,226	5,975,631	16,940,449	0	0	
Deductions		\$375	\$450	\$445	\$1,270	\$550	\$525	\$525	\$1,600	\$0	\$0	
D_Contractual	Contractual Allowances	\$375	\$450	\$445	\$1,270	\$550	\$525	\$525	\$1,600	\$0	\$0	
Double Click to Insert New Deductions												
Net Patient Revenue		5,427,375	5,457,050	5,398,805	16,283,230	5,602,042	5,361,701	5,975,106	16,938,849	0	0	
Other Revenue		\$3,030,000	\$3,495,089	\$3,154,347	\$9,679,436	\$0	\$0	\$0	\$0	\$0	\$0	
R_NonOp_Other	NonOperating Revenue-Other	\$1,030,000	\$1,295,000	\$1,009,952	\$3,334,952	\$0	\$0	\$0	\$0	\$0	\$0	

For more information, see “Building a Department initiative” in the online help.

# Issues resolved in 2019.1

The following table lists the resolutions for issues addressed in 2019.1, released on April 1, 2019:

Issue	Description
PFB-04763 - RF_EPM Missing Pct Adjustments for Months in template [TFS 29307 and TFS 29308]	<p><b>Summary:</b> The percent adjustments for the monthly columns in the Rolling Forecast template for the current quarter months and the next quarter months do not save to the table. We need to save the percentage adjustments for both the current quarter and the next quarter just as we do the amount adjustments.</p> <p><b>Resolution:</b> Corrected by fixing errors in the plan file creation process. Added columns (HPCT1-12, PPCT1-12, QtrPct0, QTRPct1) to the RF_Forecast and RF_Waterfall data tables.</p>
PFB-04957 - RF_EPM Expense Method Not saving Forecast Method Selection [TFS 29303 and TFS 29304]	<p><b>Summary:</b> The Expense Method calc method can select the Statistic to drive the expense. This selection however, does not save to the Forecast table and needs to in order to display the previous saved value. Once saved, this value will need to be retrieved from the RF_Waterfall table upon rebuild.</p> <p><b>Resolution:</b> Corrected by updating the plan file template processing and by adding ExpenseCM_Statistic column to the template, RF_Forecast table, and the RF_Waterfall table.</p>
PFB-05439 - RF_EPM Security RF Custom filter not working [TFS 12011]	<p><b>Summary:</b> Without the Admin check box selected, users cannot access the ACCTMap table. For access, a filter for RF Custom tables should be RFGROUP&lt;&gt;'NA', but it will not accept this filter for ACCTMap. It also does not accept DEPT&gt;0.</p> <p><b>Resolution:</b> Corrected by setting the individual table read filters to ACCT&gt;0 (ACCTMap) and DEPT&gt;0 (DEPTMap).</p>
PFB-05882 - Rolling Forecast RF Summarize Financial Data [TFS 16883]	<p><b>Summary:</b> The RF Summarize Financial Data does not incorporate CYF data when a user chooses to complete the remaining quarter with CYF. The formula in R16 - AC16 does not include a condition for CYF.</p> <p><b>Resolution:</b> Corrected by revising the formulas in the utility to handle CYF data if selected on the RF Config driver.</p>

Issue	Description
PFB-05998 - RF_EPM Need to allow filter out of PayTypes in RF Monthly Payroll to GL [TFS 18050]	<p><b>Summary:</b> Because there is some payroll data in Pay26, users need the ability to filter out certain PayTypes in the RF Monthly Payroll to GL utility or it will cause reconciliation issues between Pay12 and GL.</p> <p><b>Resolution:</b> Corrected by changing the DB field name to RF_Pay26_Include_Exclude. Added the save functionality to any changes to the PAYTYPE filter. Made all refresh variables required.</p> <p><b>NOTE:</b> We only grant Rolling Forecast Administrators dimension access with the dimension maintenance security tool.</p>
PFB-06002 - Forecast Assembler save/email option does not work [TFS 18053]	<p><b>Summary:</b> Forecast Assembler save/email option does not work. In the data validation it is "Save and send file," but it should be "Save file and send email."</p> <p><b>Resolution:</b> Corrected by changing the third drop-down option to "Save File and Send Email."</p>
PFB-06372 - Rolling Forecasting: Paid Hours incorrect formula [TFS 29978]	<p><b>Summary:</b> On the RFInitiative tab of a workbook, when using the Add Rate Per FTE calc method, row 33 (Paid Hours) points to the wrong column (AP) and should point to AV. This affects the Rate per FTE calc method on the Initiatives tab, and also calculates to the penny when it should round to whole dollars.</p> <p><b>Resolution:</b> Corrected by updating the formulas in the Add Rate per FTE calc method.</p>
PFB-06649 - RF_RF Deduction Calculator Refresh Variables filtered by RFPlanGroup [TFS 29970]	<p><b>Summary:</b> When a user opens the RF Deductions Calculator utility and refreshes, they see all RFGroups and not the ones under the RFPlanGroup that they specified.</p> <p><b>Resolution:</b> Corrected by adding "AND RFPlanGroup NOT IN ('NA')" to the filter for all but global driver management to force exclude 'NA' from the PlanGroup selection.</p>
PFB-06793 - RF Income Statement Summary 12 Quarter column L wrong time series [TFS 30185]	<p><b>Summary:</b> The time series in cell L3 defaults to RF_Monthly.Y0_Q1 but it should be RF_Forecast.Qtr0.</p> <p><b>Resolution:</b> Corrected by hard coding value in cell L3 to RF_Forecast.Qtr0.</p>
PFB-06869 - Phantom Plan File lock on recalc [TFS 29954]	<p><b>Summary:</b> Plan files error out during the recalculation process; an error message displays that the plan files were locked when they were not.</p> <p><b>Resolution:</b> Corrected by making the <i>Save document after processing</i> check box deselected by default in the Options tab of the Process RF Plan Files task.</p>



Issue	Description
PFB-06882 - RF Driver DB Plan Query formula issue for BUD [TFS 28602]	<p><b>Summary:</b> When using BUD instead of QFM to start the current quarter forecast, the system uses the wrong formula for BD40. This results in the system incorrectly incorporating the budget data into the budget. The General tab in the Rolling Forecast template points to the stat codes tab.</p> <p><b>Resolution:</b> Corrected by changing the data source back to the General tab.</p>
PFB-07055 - RF_Benefits_Pct Of Salaries (2019.1) [TFS 30589]	<p><b>Summary:</b> An error in the calc method for Percent of Salaries in column AF refers to the Comments column AA instead of AF. Columns AC - AN need to be corrected and to have correct formatting.</p> <p><b>Resolution:</b> Corrected by changing the formula in column AC, and by formatting the cell as a percentage with two decimal points.</p>
PFB-07056 - RF Other Volume missing Growth Rate in col Q-S [TFS 30315]	<p><b>Summary:</b> The calc methods for Other Volume in columns Q, R, and S do not calculate the Growth Rate (row 5). The formulas are not consistent with what is used in IP and OP Volume.</p> <p><b>Resolution:</b> Corrected by fixing the formula.</p>
PFB-07057 - RF_Benefits Pct of Salaries CM Annual Avg CM wrong (2019.1) [TFS 30590]	<p><b>Summary:</b> The formula for the Benefits percent of Salaries calc method for the Annual Avg feature is dividing by three, but the formula already uses the AVERAGE feature. The Expense, Rate per FTE, and Other Revenue calc methods have the same formula problem.</p> <p><b>Resolution:</b> Removed the division by three from the formulas.</p>
PFB-07288 - URGENT RF Input Monthly Statistics Form [TFS 33302]	<p><b>Summary:</b> Set RF Driver to 12/31/2018. Set system period/year to 1 2019. Open asset. Save to RFMonthly, open RFMonthly. 2018 should be in the Y0 time series, but it is in the Y1 time series.</p> <p><b>Resolution:</b> Corrected by changing the code in the Variables tab of the RF Input Monthly Stats form.</p>
RF - Cannot link Multiple Benefits codes to the same Salary accounts [TFS 30583]	<p><b>Summary:</b> Unable to map more than one benefits RF Code to one salary RFCode on the RFDriver tab. The Percentage of Salaries and Rate Per FTE calc methods do not work for users who need to map more than one benefits RFCode to the same Salary code.</p> <p><b>Resolution:</b> Corrected by updating the drivers to select more than one benefits RF Code per salary RF Code. In addition, the Rate Per FTE and percentage of salary calc method for benefits has been updated to accommodate accordingly.</p>

# Issues resolved in 2019.1.1

The following table lists the resolutions for issues addressed in 2019.1.1, released on April 22, 2019:

Issue	Description
RF Double Count of Adjustments on Forecast tab [TFS 34125]	<p><b>Summary:</b> Adding third-period, current-quarter adjustments and actuals during a quarter's third period may result in the adjustments being double-counted: once in the actuals and again on the adjustment row.</p> <p><b>Resolution:</b> Corrected by removing the formula in the third month of the current quarter on the plan file Forecast tab.</p>
PFB-07305 - Incorrect Formatting of ADC, LOS and FTEs on Forecast tab in Rolling Forecast [TFS 34241]	<p><b>Summary:</b> In workbooks that use the Average Daily Census on the Forecast tab, the formatting for this row causes the Average Length of Stay and FTE rows to display as dollars instead of just numbers, which is incorrect.</p> <p><b>Resolution:</b> Corrected by changing the formatting on the affected rows.</p>
RF Initiatives tab in plan file - Summary Tab issue [TFS 34346]	<p><b>Summary:</b> The plan file Summary tab is not displaying the current Forecast Quarter data, is not pulling in the Deduction data, and the QTR1 column is displaying all zeros.</p> <p><b>Resolution:</b> Corrected by changing the mapping and correcting the formulas in the columns.</p>
RF Monthly Payroll to GL: paytype filter issue [TFS 34355]	<p><b>Summary:</b> Conflicting filters are causing all paytypes to appear in the report.</p> <p><b>Resolution:</b> Corrected by adjusting the AQ1 filter to include in the report only the paytypes where Paytype.RF_Pay26_Include_Exclude="Include".</p>
RF Expense CM Variable Rate has wrong format [TFS 34357]	<p><b>Summary:</b> In the Expense calc method, the Variable Rate is formatted as a percentage rate and should be formatted as a comma with two decimal places: 0.00.</p> <p><b>Resolution:</b> Corrected by changing the formatting in the Variable Rate row on the Expense calc method to two decimals with a thousands separator.</p>

Issue	Description
PFB-07292 - Correction of Annual Average CM on 2018.4 [TFS 34358]	<p><b>Summary:</b> Per PFB-07057, the “divided by three” was removed from the Annual Average forecast method for columns X, Y and Z (individual months) in the forecast months. This causes the average of the previous four quarters to be placed in the amount for each individual forecast month, resulting in an overstatement for the month's forecast.</p> <p><b>Resolution:</b> Corrected by fixing the calc method where needed.</p>
PFB-07408 - Forecast Statistics Calc Method Issue [TFS 34484]	<p><b>Summary:</b> Last Quarter statistics are reducing by the growth adjustment lines when the quarter is all actual values.</p> <p><b>Resolution:</b> Corrected by adjusting the calc method in column U (copied from column S) so that the adjustments and corrections for the quarter end period are reflected in the quarter end measure when the entire quarter is all actual values.</p>

# Issues resolved in 2019.1.2

The following table lists the resolutions for issues addressed in 2019.1.2, released on May 13, 2019:

Issue	Description
Forecast worksheet Calc Methods have incorrect GetData references [TFS 34899]	<p><b>Summary:</b> In the Rolling Forecast plan file template, errors in a couple of the calc method formulas result in the user selection not returning the correct setting. The dropdown/picklist box is initially populated with the wrong formula.</p> <p>The following Calc Methods are impacted by this defect: In column W:</p> <ul style="list-style-type: none"><li>• Expense (row 8)</li><li>• Other Revenue (row 7)</li><li>• Salary (row 6)</li></ul> <p><b>Resolution:</b> Corrected by fixing the formulas in the affected calc methods.</p>
PFB-07438 - RF Driver SalariesContract Issue [TFS 34900]	<p><b>Summary:</b> There is a mismatch between the RFCode.FSDetail (E_SalariesContract) and the RFDriver Expense Adjustment tab. When the user puts a percent increase into the Adjustments Expense section, nothing flows through to the plan file.</p> <p><b>Resolution:</b> Corrected by making the Code field in the RollingForecast_RFAdjustments table reference the correct field in the RFCode table (depending upon user selection in the RF Drivers form).</p>

# Issues resolved in 2019.1.3

The following table lists the resolutions for issues addressed in 2019.1.3, released on June 3, 2019:

Issue	Description
PFB-07596 - Rolling Forecast template (Z1...Z3 time series) [TFS 35877]	<p><b>Summary:</b> Currently, the first three months of the new year are saving to P1, P2, and P3 in the RF_Forecast table when the forecast period is set to 10, 11, or 12. They should be saving to the first three periods (Z1, Z2, and Z3) in the next fiscal year so that they do not overwrite the first three months of the current year.</p> <p><b>Resolution:</b> Corrected by updating the affected formulas in the RF Drivers and RollingForecast templates.</p>

# Manual configuration instructions

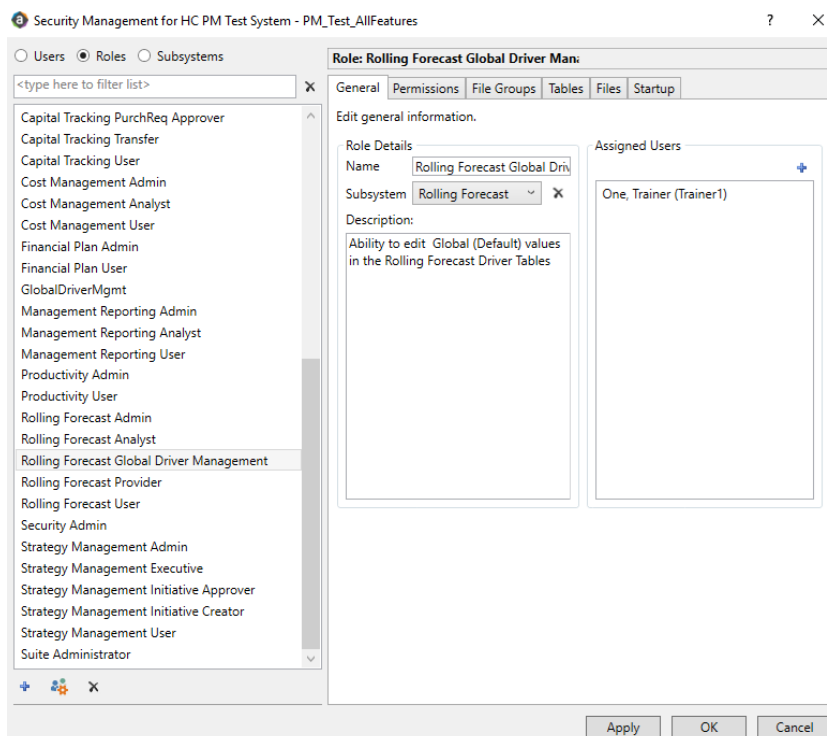
## Configure Driver form security

**IMPORTANT:** If this is the first time your organization is using the Drivers form, you must first complete these steps.

### To configure Driver form security:

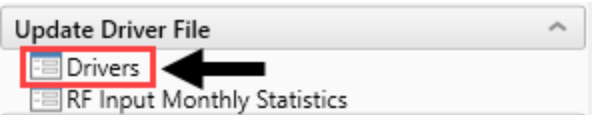
1. Save your current driver file before applying the update.
2. Apply the update.
3. Your Security Administrator must assign the new Rolling Forecast Global Driver Management role to at least one user (preferably a user previously assigned the RF Admin role). This role allows full access to all driver data in the updated form. If your organization does not decentralize the access to the drivers, you may assign this role to more than one RF Admin or RF Analyst user.

**NOTE:** If more than one user is assigned the Rolling Forecast Global Driver Management role and both users open the driver files simultaneously, the data from the user that saves last will override any data saved by the other user in the drivers.



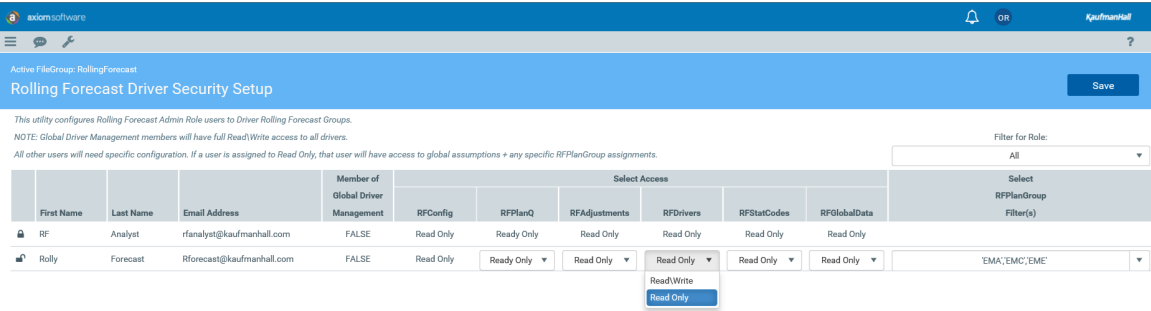
4. In the RF Admin task pane, in the **Update Driver File** section, double-click **Drivers** to open the

new Rolling Forecast drivers. Click each driver tab, and click **Save**. This will properly apply the correct RFPlangroup tags to the data for security purposes.



- These new drivers allow multiple users simultaneous access. If you have more than one Rolling Forecast Administrator and you want to control the access for that user without assigning the Rolling Forecast Global Driver Management role, the Security Administrator will need to update the Driver Security form for each of the users to apply the specific Driver Access and data access. The data access will be applied using the RFPlangroups as the filter.

**NOTE:** The filters applied for the driver files should coincide with the filters created in the table security. For example, all RFPlangroups assigned in the driver should encompass all the Entities and/or RFGroups assigned in the RF\_Monthly table.



# Known issues

The following are known issues for this release.

Issue	Description
Rolling Forecast users who do not have the Management Reporting subsystem assigned do not have access to Financial and Payroll tables [TFS 34206]	<p><b>Symptom:</b> For organizations that may not have the Management Reporting product, users will not be able to run some financial- and payroll-related reports. This is also true for organizations that have the Management Reporting product; however, a user is only assigned to the Rolling Forecast User roles.</p> <p><b>Explanation:</b> Clients with the Management Reporting and Rolling Forecast products should assign the Management Reporting subsystem. This issue will be addressed in a future release to allow Rolling Forecast users independent access to Financial and Payroll tables.</p>

**IMPORTANT:** Refer to the **Axiom for Healthcare Suite 2019.1 Release Notes** for any known issues that have a suite-wide impact.