

Release Notes
Axiom Rolling Forecast
Version 2019.2.2



## KaufmanHall

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## Summary

Kaufman Hall is pleased to announce the 2019.2.2 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 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.

#### **Client Success**

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.

### **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

For a complete listing of our courses, please visit 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.

IMPORTANT: You must apply the Axiom Software 2019.2 upgrade before applying any 2019.2 Axiom product upgrades. Axiom Software upgrades are backwards compatible so you can upgrade different products at different times, but you must upgrade to the Axiom Software 2019.2 before the first product upgrade. Refer to the Axiom Software 2019.2 Release Notes and Axiom Healthcare Suite 2019.2 Release Notes for considerations before upgrading.

When upgrading to the 2019.2.2 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.

### New one-time adjustment for forecasts

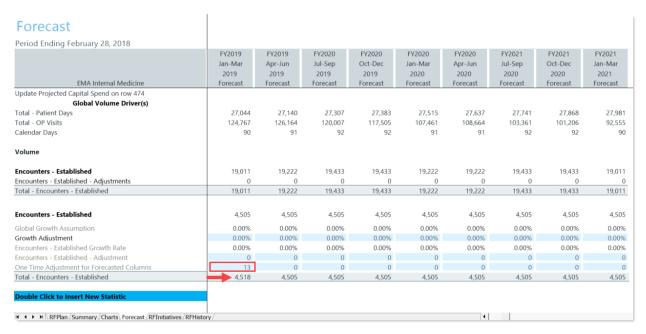
Now you can make one-time adjustments to calc methods that affect only the desired quarter/month and not other future quarters/months.

In the plan file Forecast tab, when you add a regular adjustment to a forecast column, it is compounded to the rest of the following forecasted quarters/months. A new row, One Time Adjustment for Forecasted Columns, is now available for inserted statistics, revenue, expense, and benefit items for all calc methods.

These one-time adjustments impact only the period in which they are entered. Just like other entries, one-time adjustments save to the RFForecast table and then roll to the waterfall utility.

In the following example, a one-time adjustment of 13 is added to forecasted encounters for the Jan-Mar 2019 quarter. Notice that only the Total for this quarter is affected—the totals for the other forecasted quarters are not changed.

You can still add adjustments that do compound into future forecasted columns by entering them in the Adjustment row above the One Time Adjustment row in each section.



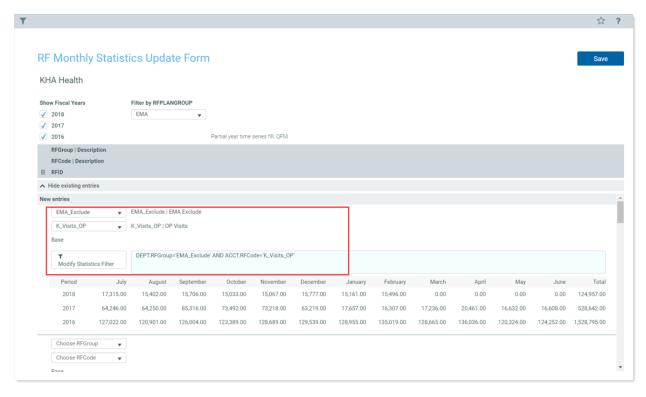
For more information, see "Forecast tab" in the online help.

### Saving RF Input Monthly Statistics Form filters

Previously, when you created statistics filters in the RF Monthly Statistics Update Form, the filters were saved in the RF\_Monthly table. If you zeroed out the table, the filters were lost.

Now filters created for the RF Input Monthly Statistics Form are saved to a new table, the RF\_StatFilter table. The RFGroup, RFCode, and RFID associated with the filters are also saved to the RF\_StatFilter table.

The following example shows a new filter added to RFGroup EMA\_Exclude and RFCode K\_Visits\_OP.



For more information on using this utility, see "Using the RF Input Monthly Statistics utility" in the online help.

## Known issues resolved in 2019.2

The following table lists the resolutions for issues addressed in 2019.2, released on June 24, 2019:

Issue	Description
PFB-05246 - Issues with RF MonthEnd RFGroup Variance [TFS 10946]	Summary: The RFMonth End RFGroup variance report (located in the Report Library > Rolling Forecasting Reports > Variance Comments > Comment Input\) has a number of formula errors causing cells to pull in the wrong data.
	<b>Resolution:</b> Corrected by fixing the formulas to align the data retrieved with the headers/category/levels.
PFB-05429 - RF_EPM Remove NA from RFStdLine as a default [TFS	<b>Summary:</b> When RFCODE.RFStdLine is used with a code of NA instead of NoForecast, the plan files are not interfacing.
11858]	<b>Resolution:</b> Corrected by changing the default value for RFCODE.RFStdLine from "NA" to "NoForecast".
PFB-05791 - Print views for Rolling Forecast plan files are not set up properly [TFS 16422]	<b>Summary:</b> The print views for Rolling Forecast plan files are not set up properly. For example, the view control column prints but the RF Code row labels do not.
	<b>Resolution:</b> Improved by removing the 1 from the view settings and replacing it with a 75 (indicating print zoom of 75%) one comma separator to the right.
PFB-05805 - RF_EPM RFinitiatives Benefits CM gives 2 insert CM choices [TFS 16425]	<b>Summary:</b> The Benefits calc method for the RFInitiatives tab has two pop-up boxes. The first prompts the user for the type of calc method to select: Percent of Salaries, Rate per FTE, or Expense. The second box provides a list of all Benefit RFCODEs, which is too many and confusing. The second box needs to provide only RF Codes for the calc method the user selects.
	<b>Resolution:</b> Corrected by adding an additional query that filters based on the selected calc method.
PFB-05936 - When creating Scenario, can't copy table data without Admin Check Box [TFS 17802]	<b>Summary:</b> Without the Admin Check box feature in Security, RF Administrators are unable to copy table data using the Copy Table Data utility in Imports, and Data Utilities after creating a scenario.
	<b>Resolution:</b> Corrected with platform fix 34860, which fixed a code error.

Issue	Description
PFB-05998 - RF_EPM Need to allow filter out of PayTypes in RF Monthly Payroll to GL [TFS 33882]	<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.
	<b>Resolution:</b> Corrected by adding column RF_Pay26_Include_ Exclude to the Paytype table, with Default Value 'Include'. The report will now only summarize values where Paytypes.RF_ Pay26_Include_Exclude='Include'.
PFB-06281 - RF_Discounts missing from FSPayor on RFAdjustments Driver [TFS 20667]	<b>Summary:</b> The code D_Discounts is missing from the list of FSPayor codes in the driver tab of the RFAssumptions driver.
	<b>Resolution:</b> Corrected by modifying the Adjustments_Revenue worksheet so that the driver matches the options available on FSDetail.
PFB-06596 - Avg Hourly Rate not calculating correctly in RF 4 Qtr Forecast Report [TFS 30255]	Summary: The Average Hourly Rate is calculating as: Salaries and Wages (not including Contract Labor) divided by Total Paid Hours (including Contract Labor). The numerator should include Contract Labor dollars if the denominator includes Contract Labor Hours.
	<b>Resolution:</b> Corrected by changing the formula to include the contract labor values in the average hourly rate.
PFB-07292 - Correction of Annual Average CM on 2018.4 [TFS 33609]	Summary: Under PFB-07057, on the Forecast tab, the Annual Average forecast method for columns X, Y, and Z (individual months) in the forecast months removed the "divided by three," which caused the average of the previous four quarters to be placed in the amount for each individual forecast month. Doing so causes an overstatement for the month's forecast.
	<b>Resolution:</b> Corrected so that values will Divide Annual Average total by 3 for monthly forecast.
PFB-07298 - RF Driver Current Quarter % Adjustment Column [TFS 33610]	<b>Summary:</b> For clients who do their rolling forecast based on Period 3, 6, 9, and 12, there is no reason for the percent adjustment columns in the Adjustments area to display for Expenses, Revenues, and Hours.
	<b>Resolution:</b> Corrected by adding a conditional formatting setup for the quarter end period to every calc method with an inflation adjustment row (or Growth Adjustment row) in column U. If the value in U4 is "History," then the cell is whited-out like those in Q, R, and S of the same row; otherwise, it is an input cell.

Issue	Description
PFB-07305 - Incorrect Formatting of ADC, LOS and FTEs on Forecast tab in Rolling Forecast [TFS 33676]	<b>Summary:</b> In Rolling Forecast, when building a workbook that has Average Daily Census in the Forecast tab, the formatting for this row, the Average Length of Stay row, and the FTE row on the Forecast tab, show as dollars instead of just numbers.
	<b>Resolution:</b> Corrected by updating the display results as applicable.
PFB-07306 - Adjust Rate per FTE formula to handle no salaries or preforecasted rate [TFS 33613]	<b>Summary:</b> On the Forecast tab, when using the Rate per FTE in the Benefits section, the forecast months in the projected quarter show a #Div/0 on the "Total - Benefits - Based upon Rate per FTE" line. Even if the user assigns the benefit codes to the salary codes in the Driver file, if the plan file has no salary/FTE information or a previously forecasted rate per FTE, the result is #Div/0.
	<b>Resolution:</b> Corrected by rewriting the affected calc methods.
PFB-07327 - RFID table in RFAdmin Task Pane [TFS 34269]	<b>Summary:</b> In the RFAdmin task pane > View Dimension table > RFID looks different from the rest.
	<b>Resolution:</b> Corrected by changing the settings: unchecked the Edit Table Structure and selected Read Only.
PFB-07368 - Various fixes needed for RF Template and Calc Methods [TFS 34270]	<b>Summary:</b> The first monthly forecast column (X) is not recognizing the Inflation Adjustment for the Expense calc method. The formula is not multiplying by "1 plus the inflation %".
	<b>Resolution:</b> Corrected by changing the calc methods for the inflation adjustments.
PFB-07438 - RF Driver SalariesContract Issue [TFS 34571]	<b>Summary:</b> When a user puts a percent increase into the Adjustments Expense section, nothing flows through to the plan file. There is a mismatch between the RFCode.FSDetail (E_ SalariesContract) and the RFDriver Expense Adjustment tab.
	<b>Resolution:</b> Corrected the formulas so that the Code field in the RollingForecast_RFAdjustments tables correctly references the FSPayor or FSDetail field in the RFCode table (depending on user selection in the RF Drivers form).
PFB-07408 - Forecast Statistics Calc Method Issue [TFS 34578]	<b>Summary:</b> The actual statistics for the last quarter data are reducing by the growth adjustment lines.
	Resolution: Corrected by updating the calc method.

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Issue	Description
PFB-07511 - Fixes to ProviderVolume tab of RF Template [TFS 35162]	<b>Summary:</b> When users' files contain inputs in the adjustments cells in ProviderVolume, refreshing the files deletes the inputs in the adjustment cells.
	<b>Resolution:</b> Corrected by removing the hard-coded field in AB9.
PFB-07596 - Rolling Forecast template (Z time series and ZAmt cols) [TFS 35786]	<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.
	<b>Resolution:</b> Corrected by updating the affected formulas in the RF Drivers and RollingForecast templates.
Financial and Payroll table Security- RF Users do not have access unless granted Management Reporting subsystem [TFS 34206]	Summary: 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.
	<b>Resolution:</b> Corrected by making changes to the Financial Table security role and other user roles as needed so that the Rolling Forecast roles will work independently of Management Reporting roles.
RF Initiatives tab in plan file- Summary Tab issue [TFS 34400]	<b>Summary:</b> When creating a Rolling Forecast initiative on the Initiative tab of the plan file, the current quarter and next quarter values are not appearing on the Summary tab.
	<b>Resolution:</b> Corrected by inserting a new column AE to reflect the current quarter (QTR0) data from the RF Initiatives tab.

### Known issues resolved in 2019.2.1

The following table lists the resolutions for issues addressed in 2019.2.1, released on July 22, 2019:

Issue	Description
FTE Calculation for Leap Year is not calculating properly on RF Drivers [TFS 36903]	<b>Summary:</b> In the Rolling Forecast drivers, the calculation is calculating incorrectly for the leap year when using the 2080 calculation. The 2080/2088 hourly computation should match the 2086/2092 calculation outcome. The leap year difference in hours should be entirely contained in the month of February.
	<b>Resolution:</b> Corrected by fixing the calculations and including the additional eight hours for leap year in the month of February or the forecasted quarter that contains the leap year.
RF Master/Forecast worksheet Calc Methods reference the wrong row [TFS 37097]	<b>Summary:</b> The Calc Methods in the Forecast worksheet reference the wrong row in the formulas in columns AC and AD, row 6, and are referencing blank cells.
	<b>Resolution:</b> Corrected by changing the formulas to reference the correct cells in the preceding row.

### Known issues resolved in 2019.2.2

The following table lists the resolutions for issues addressed in 2019.2.2, released on August 19, 2019:

Issue	Description
RF Input Monthly Stats - remove legacy reference to RF_ Monthly.StatFilter field in SUM BY clause [TFS 37637]	Summary: We moved the Stat_Filter field from the RF_Monthly table to a separate data table so that if a client erases the RF_Monthly data table, any Statistics filters are preserved.  However, the query that retrieves the data is keeping the Stat_Filter field in the Sum By field, which causes multiple entries per record in the output, making the form unusable.
	<b>Resolution:</b> Corrected by removing the reference to the Stat_ Filter field in the query's SUM BY clause.
RF Drivers - Hide Global Data if RF Global Allocation Table is used PLUS diminishing list defect fix [TFS 37638]	Summary: When clients use the RFGlobalAllocation table, the Global Data tab should be disabled. In the Adjustments_ Revenue tab, the formula in cell CI78 does not reference cell S78. Therefore, the exclusion list generated misses the output of S78 and causes a save problem because the S78 result becomes an option for selection. Attempting to save causes a duplicate key error.
	<b>Resolution:</b> Corrected by configuring the Global Data grid to be disabled when clients use the RFGlobalAllocation table.
Rolling Forecast Template - turn off Provider Volume for those without Provider License [TFS 37639]	<b>Summary:</b> For Rolling Forecast users who do not have the Provider license, the plan file Provider Volume tab needs to be hidden, and Axiom Queries 2 through 6 need to be disabled.
	<b>Resolution:</b> Corrected by changing the code so that the plan file Provider Volume tab does not display for Rolling Forecast users who do not have the Provider license.
PFB-07831 - RF Initiatives - Other Deductions [TFS 37710]	Summary: If clients use RFCode.RFType=OtherDeductions for their deductions RFCodes, when they try to add Other Deductions in the Initiatives tab, none of the RFCodes appear. The formula in cell BT514 is currently RFCode.RFType='Deduction, which is not correct.
	<b>Resolution:</b> Corrected by changing the formula in the cell to RFCode.RFType IN ('Deduction','OtherDeduction') for the Deduction blocks Add Department Initiative and Add New Project.

Issue	Description
Other Revenue CM not pulling in the Current Quarter values in column Q, R and S [TFS 37969]	<b>Summary:</b> In plan files' Other Revenue section, the Current Quarter is not populating. It looks like there are formulas missing. Columns Q, R, and S usually refer to columns, CN, CO, and CP. These rows were accidentally removed.
	<b>Resolution:</b> Corrected by restoring the rows so that the correct data is retrieved.

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**Release Notes** 

Issue Description

RF Template and Calc Method Library Files Fixes [TFS 38164]

**Summary:** Various issues, as noted:

- Forecast tab:
  - The One Time Adjustments rows need to be completely backed out for use in future periods, including stats calc methods that may impact other calc methods.
    - **Resolution:** Corrected by fixing calc methods for revenue and expense RFCodes that are influenced by statistics. One Time Adjustments to statistics only impact the period in which they occur and do not impact subsequent periods in related calc methods.
  - Salary calc method one time adjustments for either FTEs or Dollars should not affect the Rate Per FTE in Rate Per FTE Benefits calc method or Percent of Salaries in Percent of Salaries calc method in future months/quarters.
    - **Resolution:** Corrected by fixing Rate Per FTE and Percent of Salaries Calc Methods that are influenced by salaries. One Time Adjustments made to salaries only impact the period in which they occur and do not impact subsequent periods.
  - The Save process and re-import into the plan file (e.g., running for the next period) should not double count both the one-time and prior adjustments. The adjustments are embedded with the total and then brought back in as the "top line" beginning balance.
    - Resolution: In prior versions, the data saved to the RF tables double counted the normal (future impacted) and one-time only (period of entry only). The total line was saved, including the adjustments. To remedy this, the total line is saved as before, but the top line "beginning balance" removed the adjustments from the total. The adjustments will continue to appear on the adjustment lines, so the correct total is preserved.

• Benefits Rate Per FTE calc method has an incorrect reference in columns AG to AN. The "Same Quarter" portion of this formula incorrectly references U and V. This issue is present in columns AG to AN. A similar issue exists for the Average portion of the formula (false portion of, if statement for Last Quarter).

**Resolution:** Mismatches in the prior period options (Last Quarter, Same Quarter, etc.) were corrected to properly reference the appropriate column.

### • RF Initiatives Tab:

- The option to delete a row is incomplete. The data is deleted from the RF Forecast table, but unless the plan file is rebuilt and reprocessed, the deleted data remains in the file.
- The deleted row may have impact on other rows (e.g., deleting a stats row will still impact the totals in other calc methods that use that stat. Zeroing out the input cells resolves the problem, but is inconvenient.
- Using a delete tag on a multi-row section does not delete all the required rows.
- Using a delete tag on a row previously deleted, and thus not present in the data table, causes a system read/write error upon save. A solution is to use a GetData on the table with the relevant key fields and using the COUNT aggregation. A non-zero count allows the deletion to occur. A count of zero turns the "[Delete]" tag to "Do Not Save" or similar, so that there is no error in the save process.

**Resolution:** Corrected by fixing the plan file to default to save, and to no longer provide the option for users to select delete.

## Manual configuration instructions

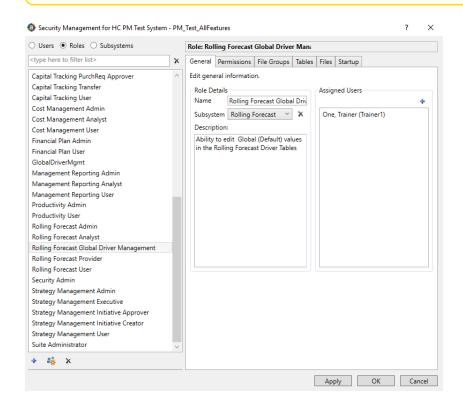
Configure Driver form security

**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:

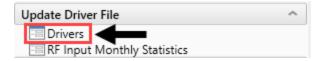
- 1. Save your current driver file before applying the update.
- 2. Apply the update.
- 3. Your Security Administrator must assign the new Rolling Forecast Global Driver Management role to at least one user (preferably a user previously assigned the RF Admin role). This role allows full access to all 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.



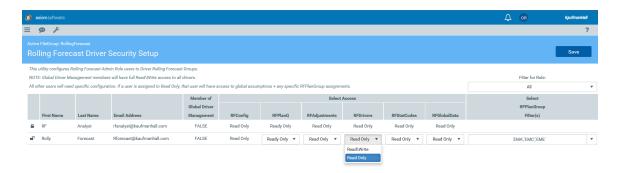
4. In the RF Admin task pane, in the Update Driver File section, double-click Drivers to open the

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.



5. 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
RF Driver Driver quarter doesn't update for Global Inflation [TFS 37389]	<b>Symptom:</b> On the Driver tab of the RF Driver, the quarterly global inflation adjustment does not update based on monthly input.
	<b>Explanation:</b> Currently, you must input the value in that quarter. This issue is under consideration for a future patch or release.
Global Inflation Adjustment Calculation for Current Qtr and Next Quarter incorrect for Monthly Forecast Option [TFS 37398]	<b>Symptom:</b> In the plan file for each RF CM, the current quarter and the next quarter global inflation factor is looking to the adjustment table for the percentage, which is not correct when using the monthly forecast option. The global inflation factor should be calculated based on the outcome of the monthly values after applying the monthly global inflation factor.
	<b>Explanation:</b> This issue is under consideration for a future patch or release.

**IMPORTANT:** Refer to the **Axiom for Healthcare Suite 2019.2 Release Notes** for any known issues that have a suite-wide impact.