



Annual Rollover Process

(Based upon Version 2019.4)

Moderator: Anastasia Rundus, Client Relationship Executive

Deb Miller, Client Services Account Executive

Rod Nyberg, Product Lead

Wil Coiner, Client Analyst

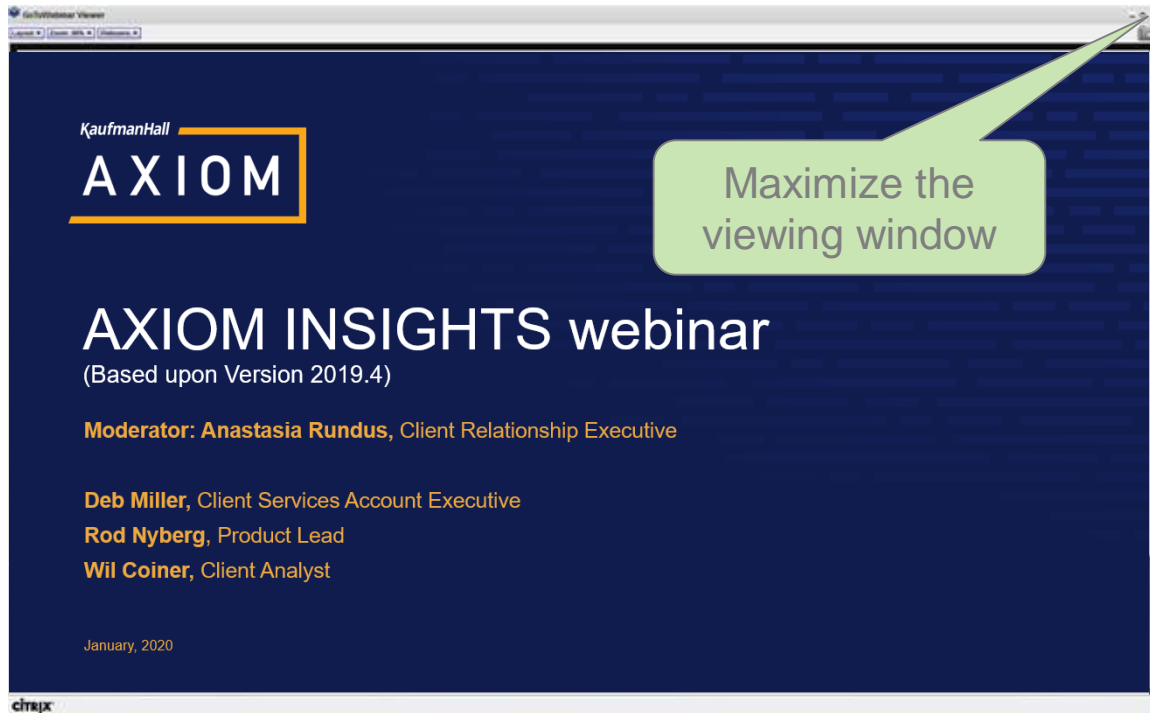
January, 2020

AGENDA

- Introductions & Webinar instructions
- Updates to the online Axiom HELP system
- Preparing for your next planning cycle
 - Budget
 - Capital Planning
 - Financial Planning
- Questions and Answers

WEBINAR INFORMATION

Maximize your viewing window



Maximize the viewing window

KaufmanHall
AXIOM

AXIOM INSIGHTS webinar
(Based upon Version 2019.4)

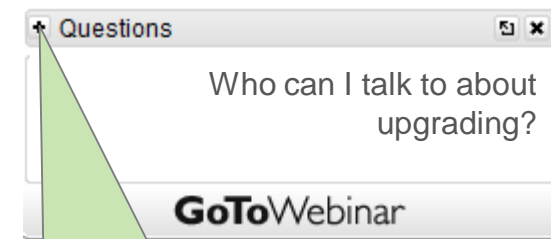
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January, 2020

citrix

Submit questions



Questions

Who can I talk to about upgrading?

GoToWebinar

Expand question window



Questions

Show Answered Questions

X	Question	Asker

Type your question here

Send Privately Send to All

REGISTRATION IS OPEN!

Registration Fee is \$1,395 through 3/20/20
After 3/20/20, registration fee is \$1,595



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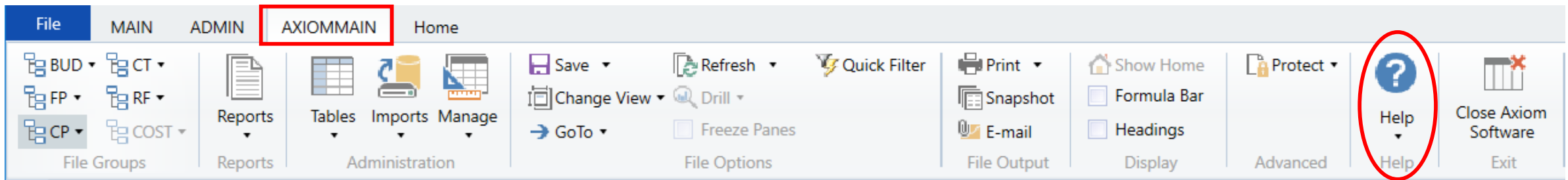
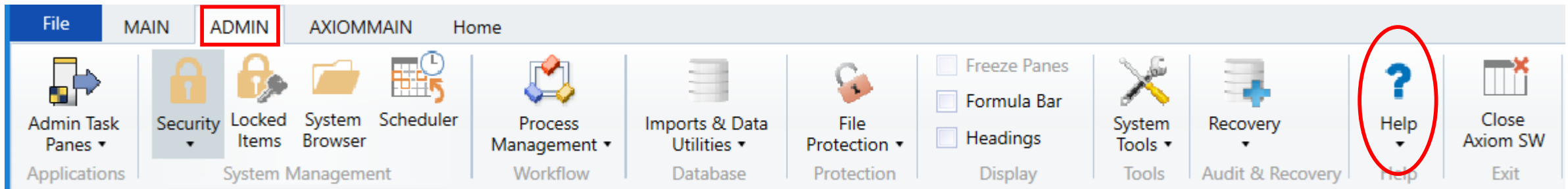
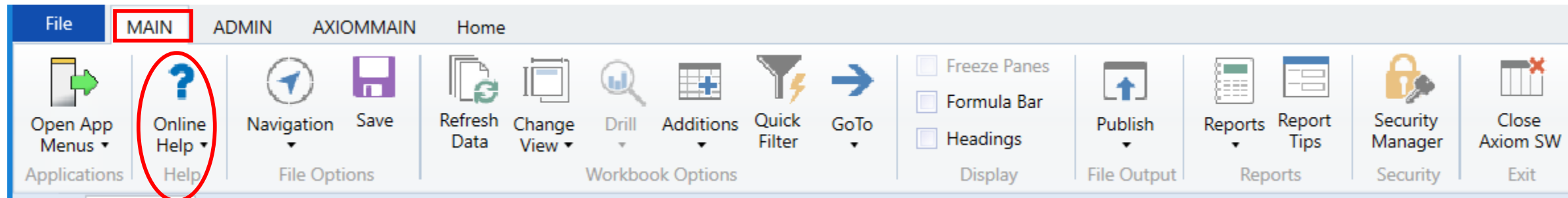
summit.kaufmanhall.com



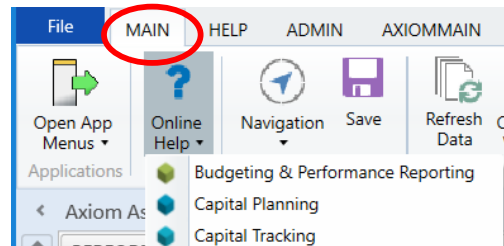
Updates to the online Axiom HELP system

AXIOM HELP – OVERVIEW

NOTE - With the release of Version 2019.4, all HELP options have been moved to the MAIN | AXIOM MAIN or ADMIN | AXIOM ADMIN menus



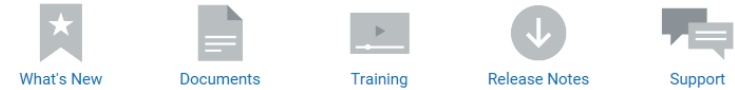
AXIOM HELP – ONLINE HELP



Online Help also available from the AxiomMain menu

- Product-based documentation is based upon the industry as well as the products which are licensed
 - What's New
 - Documents
 - Administrator's Guides
 - User Guides
 - Training Materials
 - Training – Register for classes and access on-demand videos
 - Release Notes – Current and previous releases
 - Support – How to contact
- Webinars – Axiom Insights – Sign up for upcoming webinars & view past recordings

Axiom Budgeting and Performance Reporting 2019.4 Help



Version 2019.4



NOTE: Significant changes were made to 2019.4. If you upgraded to 2019.4 from a version prior to 2019.3, we recommend that you review the [FAQ document](#) and watch [this video](#) to understand the scope of the changes.

Welcome to Kaufman Hall's Axiom Budgeting & Performance Reporting Suite—sophisticated, flexible performance management solutions that empower finance professionals to analyze results, model the future, and optimize organizational decision making.

Version 2019.4 features enhancements such as:

- New Executive and Department Monthly Package file collect utilities allow you to manage the distribution of multiple monthly reports to multiple executive and management personnel
- Resolved known issues as well as improving feature performance and usability

IMPORTANT: Some of the new features are included in the latest Prototype file group. You must create a new file group to use these features. For instructions (including video instructions), see [Rolling Forward to a New Budget Year](#)

Webinars - Axiom Insights



Join us for a free, live webinar hosted each quarter by Axiom technical experts. The webinars will cover a range of topics to help you get the most out of your Kaufman Hall products. Can't make the live event? Register and we'll send you a link to the recording.

Sign up today!

- [Healthcare](#)
- [Financial Institutions](#)
- [Higher Education](#)

For more information, including watching past recordings, click [here](#).

Troubleshooting



Need help resolving an error or other issue in Axiom Budgeting & Performance Reporting? Search our [Troubleshooting knowledge base](#) for answers to common issues.

AXIOM HELP – ONLINE RESOURCES

The screenshot shows the Axiom Software Help website interface. At the top left is the AXIOM logo. A search bar is located at the top right. A navigation menu on the left lists categories such as 'What's New', 'Using Axiom', 'Web Reports', 'FILE DESIGN', 'SYSTEM ADMINISTRATION', and 'MORE INFORMATION'. The main content area is titled 'Axiom Software Help' and includes icons for 'What's New', 'Documents', 'Training', 'Downloads', and 'Support'. Below these icons are three featured sections: 'Version 2019.4' with a welcome message and a list of enhancements; 'Webinars' with a sign-up link; 'Troubleshooting' with a link to a knowledge base; and 'Latest Updates' with a link to release notes. On the right side, six callout boxes provide additional context for key features.

Start Here! Search across over 8,000 included assets

Instructions for an MSU to escalate an issue to Support

Links to Webinars and register for training

Instructions for an IT staff to resolve technical issues

Live view of our latest updates available to you

Newest features currently in your system

Training on all Axiom features and capabilities

AXIOM HELP – SOFTWARE UPDATES

- Platform innovations released every quarter, all are cumulative and optional – and easy to apply
- Notifications are displayed in Axiom Help and provided via email
- **SANDBOX** - Axiom staff will update your sandbox environment at your request
- **PRODUCTION** - Axiom staff will update production when requested

The screenshot shows the Axiom Software Help website. At the top, there is a navigation bar with the title "Axiom Software Help" and five icons: "What's New" (star), "Documents" (document), "Training" (play button), "Downloads" (download arrow), and "Support" (speech bubbles). Below the navigation bar, there are three main content areas. The first area is titled "Version 2019.4" and features a large "A" icon. It contains a welcome message and a list of enhancements for the 2019.4 version. The second area is titled "Webinars" and includes an icon of a person at a presentation board, with text about signing up for training webinars. The third area is titled "Troubleshooting" and includes an icon of gears and a mouse cursor, with text about resolving errors. At the bottom right, there is a red-bordered box titled "Latest Updates" with a checkmark icon, containing information about the latest patch (2019.4.22) released on January 6, 2020.

Axiom Software Help

[What's New](#) [Documents](#) [Training](#) [Downloads](#) [Support](#)

Version 2019.4

Welcome to Kaufman Hall's Axiom Software Suite—sophisticated, flexible performance management solutions that empower finance professionals to analyze results, model the future, and optimize organizational decision making.

Version 2019.4 features enhancements such as:

- Fixed Report component enhancements to accommodate a wider variety of report needs, including greater flexibility to define the rows of dynamic row sections, and the ability to designate contra accounts to automatically subtract from subtotals
- Export Formatted Grid components to a spreadsheet with formatting automatically applied
- Import Wizard enhancements to assist in testing and troubleshooting imports
- Expanded support for Ellucian imports, including the ability to import from Colleague systems and specify default connections

See [What's new](#) and [Release notes](#) for more information.

Webinars

Looking for additional Axiom Software training opportunities?
Sign up for a training webinar [here!](#)

Troubleshooting

Need help resolving an error or other issue in Axiom Software?
Search our [Troubleshooting knowledge base](#) for answers to common issues.

Latest Updates

Latest patch: 2019.4.22 (January 6, 2020)
See the updated [release notes](#) for information on fixes included in this patch.

AXIOM HELP – CONTACTING SUPPORT

- Trained Administrators and MSUs of Axiom may contact Axiom Support for additional guidance on issues not resolved by Axiom Help resources
- Instructions, expectations and contact details are contained within **Axiom Help | Support**

Axiom Software Help

What's New Documents Training Downloads Support

Version 2019.4

Welcome to Kaufman Hall's Axiom Software Suite—sophisticated, flexible performance management solutions that empower finance professionals to analyze results, model the future, and optimize organizational decision making.

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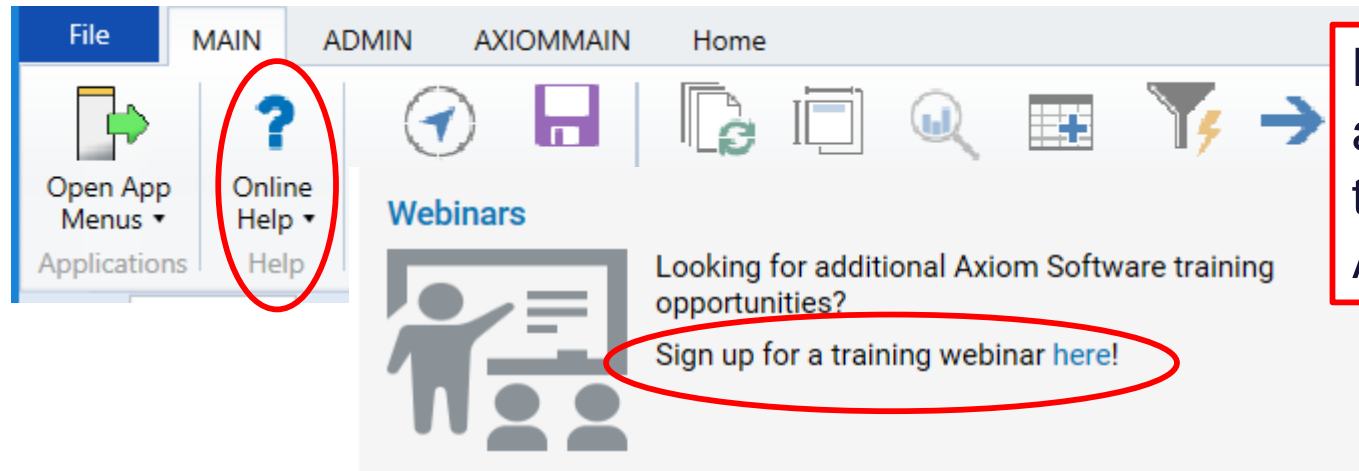
Troubleshooting

Need help resolving an error or other issue in Axiom Software? Search our [Troubleshooting knowledge base](#) for answers to common issues.

Latest Updates

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AXIOM HELP – ONLINE TRAINING



NOTE - With the release of Version 2019.4, all OnLine Training will be available through **Help** on the MAIN|AXIOM MAIN or ADMIN|AXIOM ADMIN ribbons.

- Training Overview
 - Register for all free online training classes (except Axiom Academy)
 - No longer requires a KH Axiom website login
- Training Videos
 - On Demand recorded videos on a variety of subjects ranging from 1-60 minutes
- Axiom Academy
 - Register by sending an email to AxiomAcademy@kaufmanhall.com

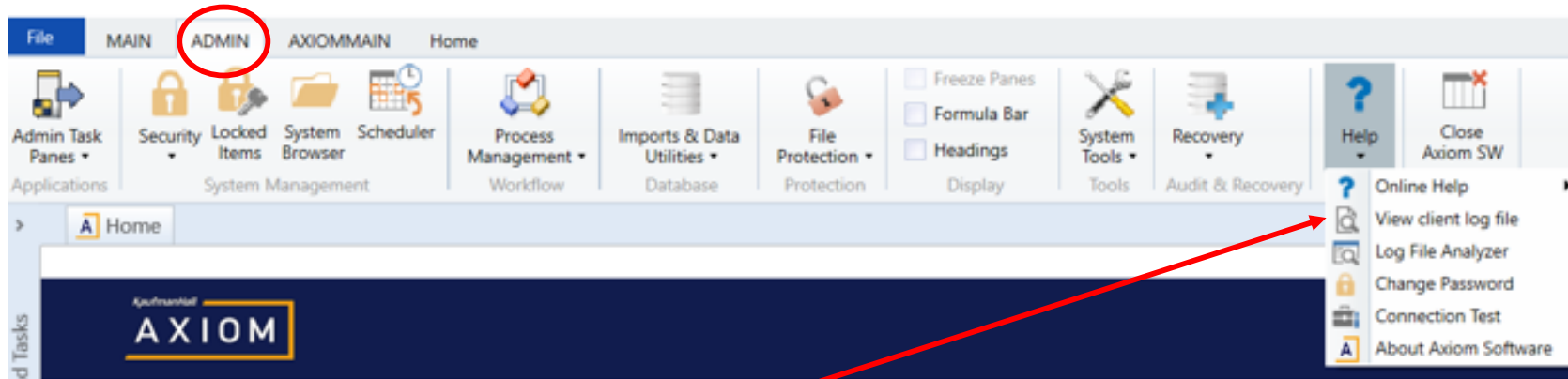
AXIOM HELP – TRAINING VIDEOS

- On Demand recorded videos on a variety of subjects ranging from 1-60 minutes

The screenshot displays the AXIOM help website interface. On the left is a navigation menu with categories like Process management, Scheduler, Security, File management, and MORE INFORMATION. The 'Tutorial videos' item is highlighted with a red box. The main content area shows 'Drivers - Tutorial videos' with sections for 'Assumptions' and 'Benchmark', each featuring a video player thumbnail. On the right, a blue sidebar contains a table of contents for the current page, also highlighted with a red box.

On this page
Assumptions
Benchmark
Expense Adjustments
Global Expense
Global Revenue
Configuration
Depreciation
Driver
General Overview
Global Data and Global Data Configuration
Labor Accounts
Labor Configuration
Labor Limits
Labor Rates
Labor Target
Revenue Adjustments
Stat Acct
Statistics Supplement
Statistics - Part 1
Statistics - Part II

AXIOM HELP – UTILITIES



- View client log file
 - Creates spreadsheet log of activity from user workstation
- Log File Analyzer
 - Log of activity from user workstation
 - Filter options
- Connection Test
- About Axiom Software

NOTE - With the release of Version 2019.4, these options have moved to the ADMIN | AXIOM ADMIN **Help** menus

Preparing for your next planning cycle

BUDGET

OBJECTIVES OF REBUILDABLE PLAN FILES

The focus of the 2019.3 and 2019.4 update was to improve performance via plan file open and save.

Two new features:

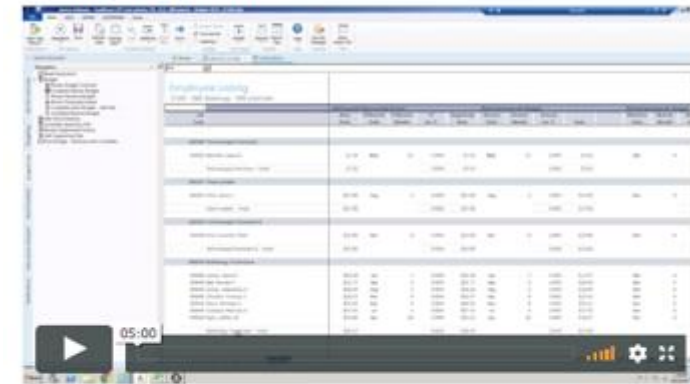
- 1.) Reapply current views
(Used for Labor worksheets)
 - Data currently exists but is hidden
- 2.) RAQB – Run Axiom Query Block
(Used for Provider and ProviderComp)
 - Actively querying database when you select it

All inputs in the plan files are saved to the database and the plan file is rebuilt every time it is opened.

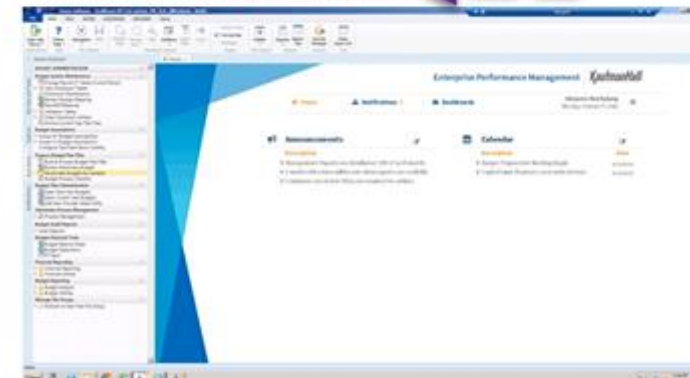
Note: 2 new short videos on provider are available

Plan files

Navigating plan files

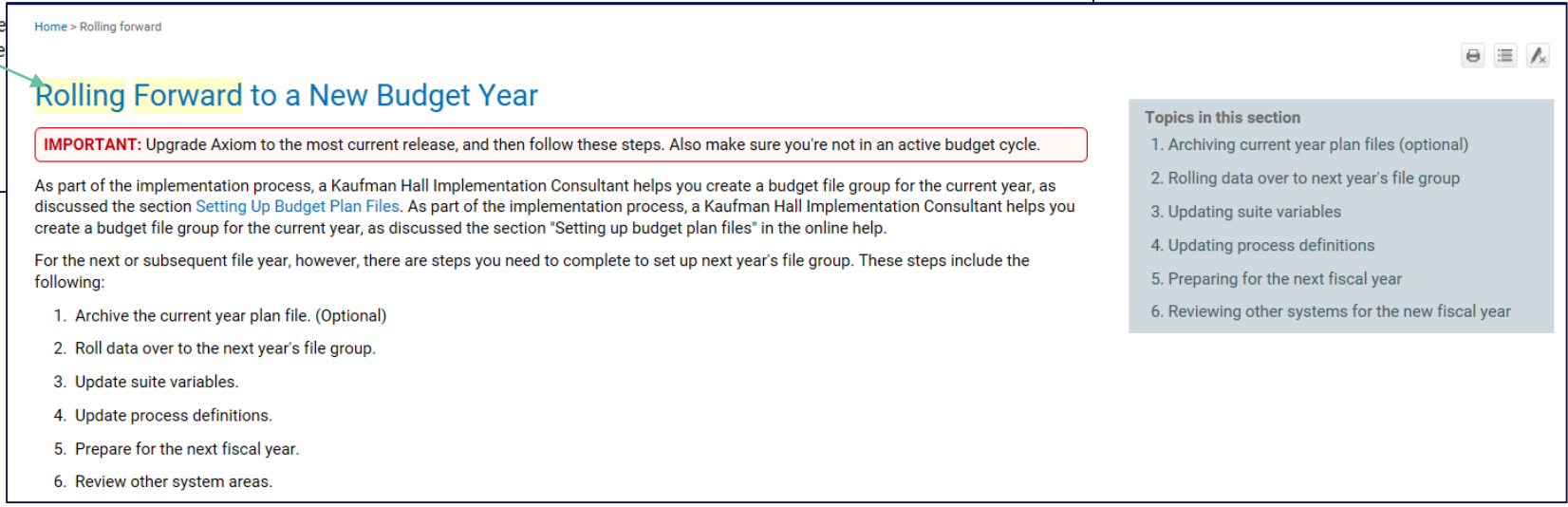
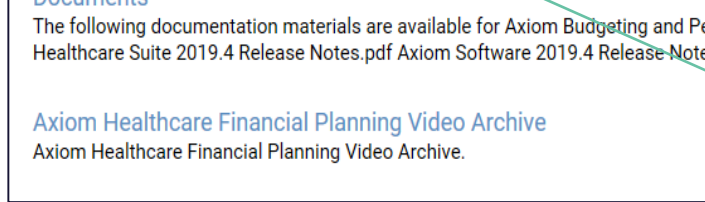
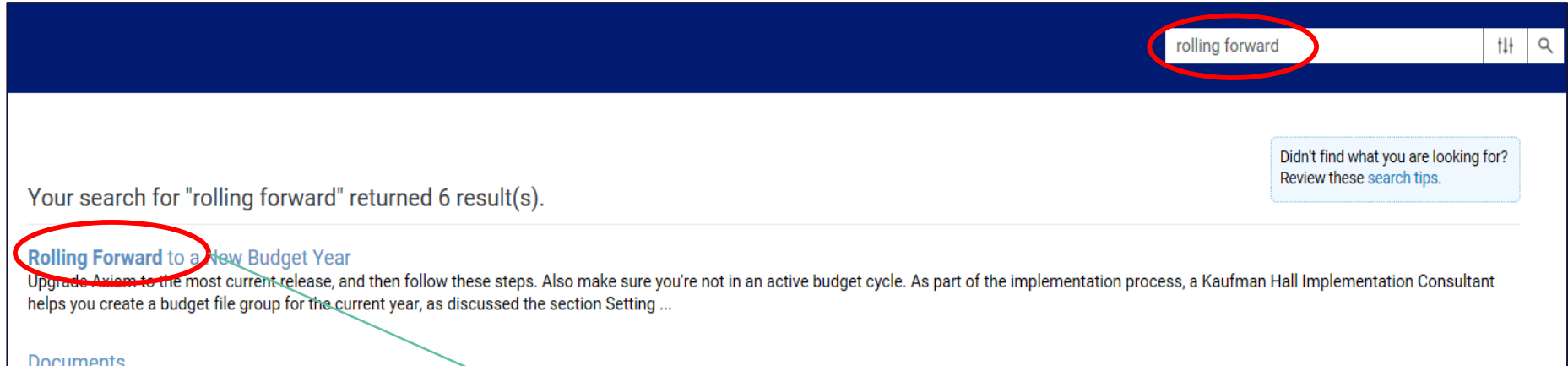
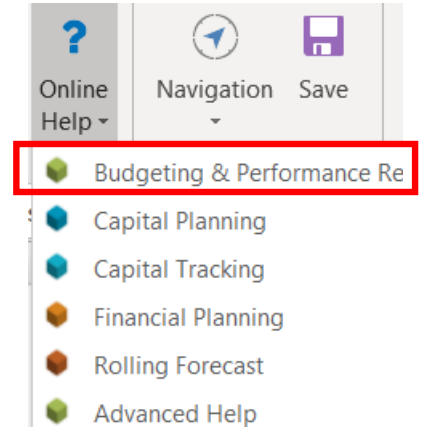


Provider Summary overview



FILE GROUP ROLL FORWARD - BUDGETING

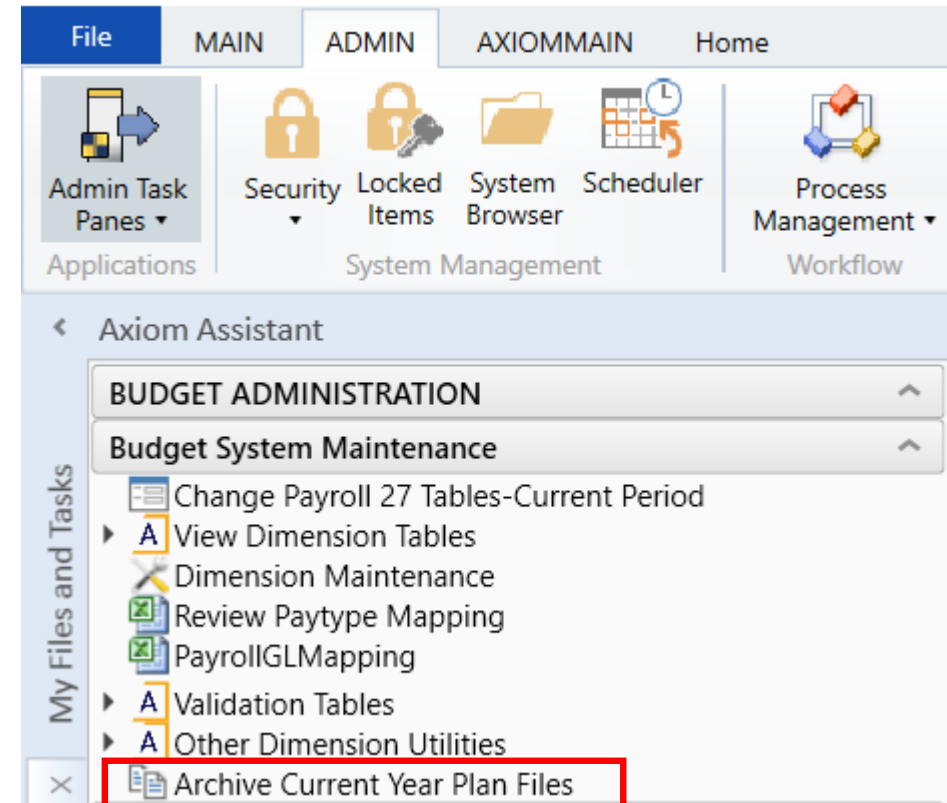
Using Axiom Help – Search for Rolling Forward



ARCHIVE CURRENT YEAR PLAN FILES

PURPOSE – Convert the current plan files to static snapshots for the files for Viewing only

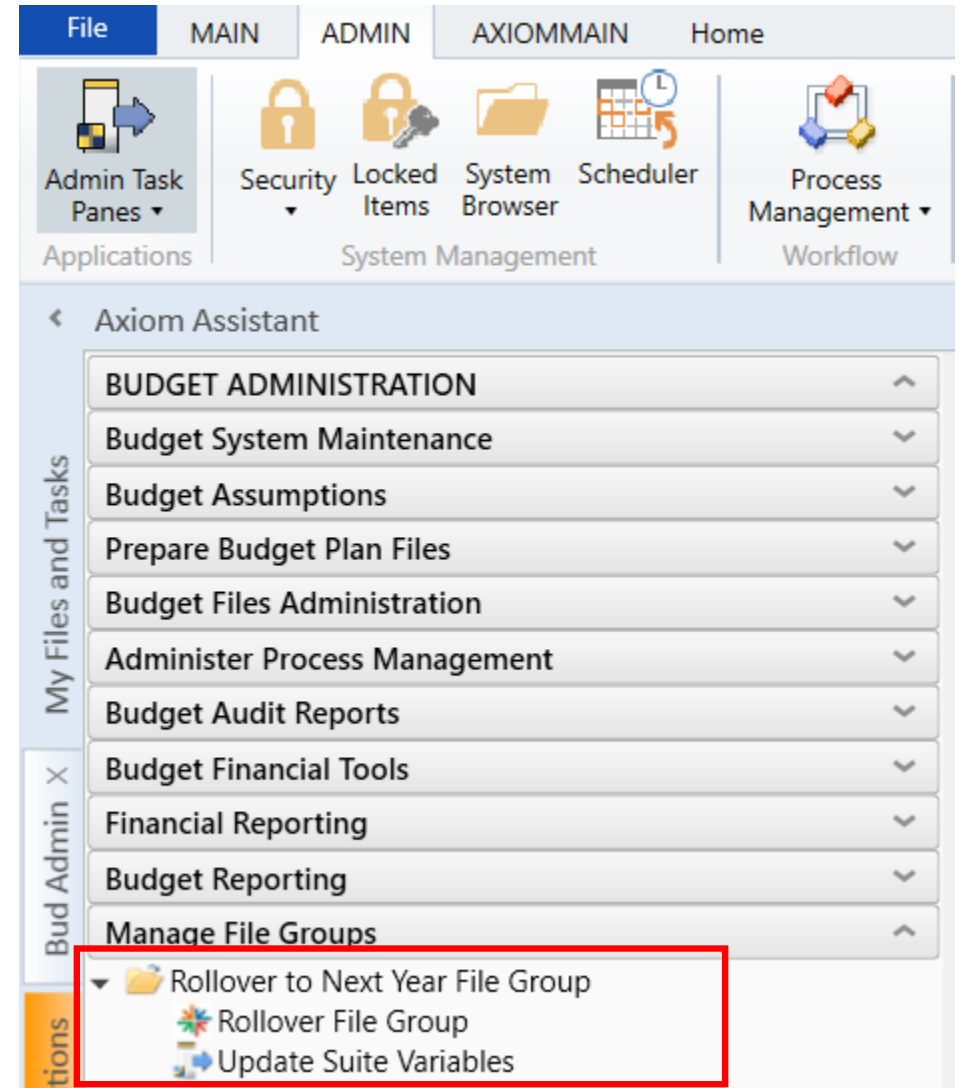
- Converts all formulas in the plan file to values
- Deletes all control sheets
- Disables refresh variables, action codes, and data lookups
- Applies workbook and worksheet protection
- Applied to the active file group
(should be Current Year)
- A plan file restore point is created before the process is executed



ROLLOVER TO NEXT YEAR FILE GROUP

- Confirm the Current Year file alias points to the file group you want to copy from (2020)
- **Rollover File Group**
 - Creates new file group (2021) from prototype
 - Copies driver file setup from current year (2020) to next year (2021)
 - Copies File Group Security from current year (2020) to next year (2021)
- **Update Suite Variables**
 - Makes new file group (2021) active
 - Video – Available in HELP

REMINDER – Cloning the current year file group is not recommended as you will NOT get the most current template, calc method library and driver table setup.



UPDATE SUITE VARIABLES

Makes new file group active

Video available on process

	E	F	G	H
21	SuiteVariables Input Form			
22	Suite_Info	Description		Parameter
23				Click "Save" to save values
24	Table to Post To: SuiteVariables			
25				
26	Suite_Info	Description		Parameter
27				
28	Suite			
29	ORNAME	OrgName		KHA Health
30	File Group Variables			
31	BudActiveFG	Budgeting Active File Group		FG0155
32	BudPlanCode	Budgeting Plan Code Table		DEPT
33	BudgetYr	Budget Active Budget Year		2021
34	BudActiveFGName	Budget Planning Active File Group Name		Budget2021
35	CMActiveFG			
36	CostMgmtYr			
37	RFActiveFG	Rolling Forecasting Active File Group		FG0017
38	RFActiveFGNameShort	Rolling Forecasting Active File Group Short Name		RollingForecast

File MAIN ADMIN AXIOMMAIN Home

Admin Task Panes Security Locked Items System Browser Scheduler Process Management

Applications System Management Workflow

Axiom Assistant

- BUDGET ADMINISTRATION
- Budget System Maintenance
- Budget Assumptions
- Prepare Budget Plan Files
- Budget Files Administration
- Administer Process Management
- Budget Audit Reports
- Budget Financial Tools
- Financial Reporting
- Budget Reporting
- Manage File Groups
 - Rollover to Next Year File Group
 - Rollover File Group
 - Update Suite Variables

ROLL DATA OVER TO NEXT YEAR FILE GROUP

What to do if File Group already exists

Patch or Update

Change Next Year Alias to Current Year Alias

Delete file group (refer to OnLine Help)

Delete BUDGET data tables

Execute Rollover File Group

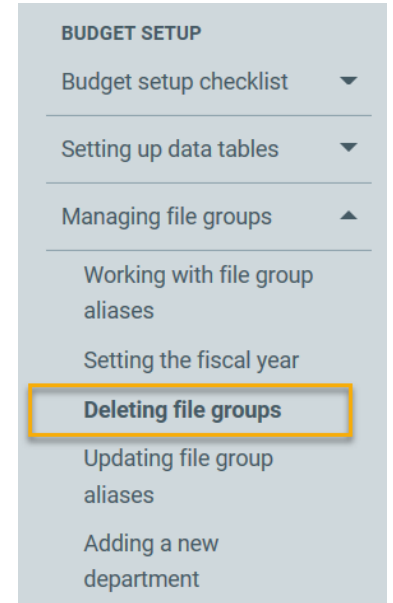
Do NOT copy prior file group

Message below indicates the underlying tables are not correct

AQ5: CMs for Labor User Changes on sheet 'Drivers'. Invalid field definition column '**AllKeysforRebuildCMAssign**' in cell 'AA3' Column was not found.

Future Updates:

- Working on automated process to assist
- Creating a document to assist – New KB article



ROLL DATA OVER TO NEXT YEAR FILE GROUP

Budget Data tables to delete

Table Name

BUD_PAY12_2021

BUD_PAY12_2021_SupportingDetail

BUD_PAY27_2021

BUD_PROV_2021

BUD_PROV_2021_SupportingDetail

BUD_RU_2021

BUD_RU_2021_SupportingDetail

BUD2021

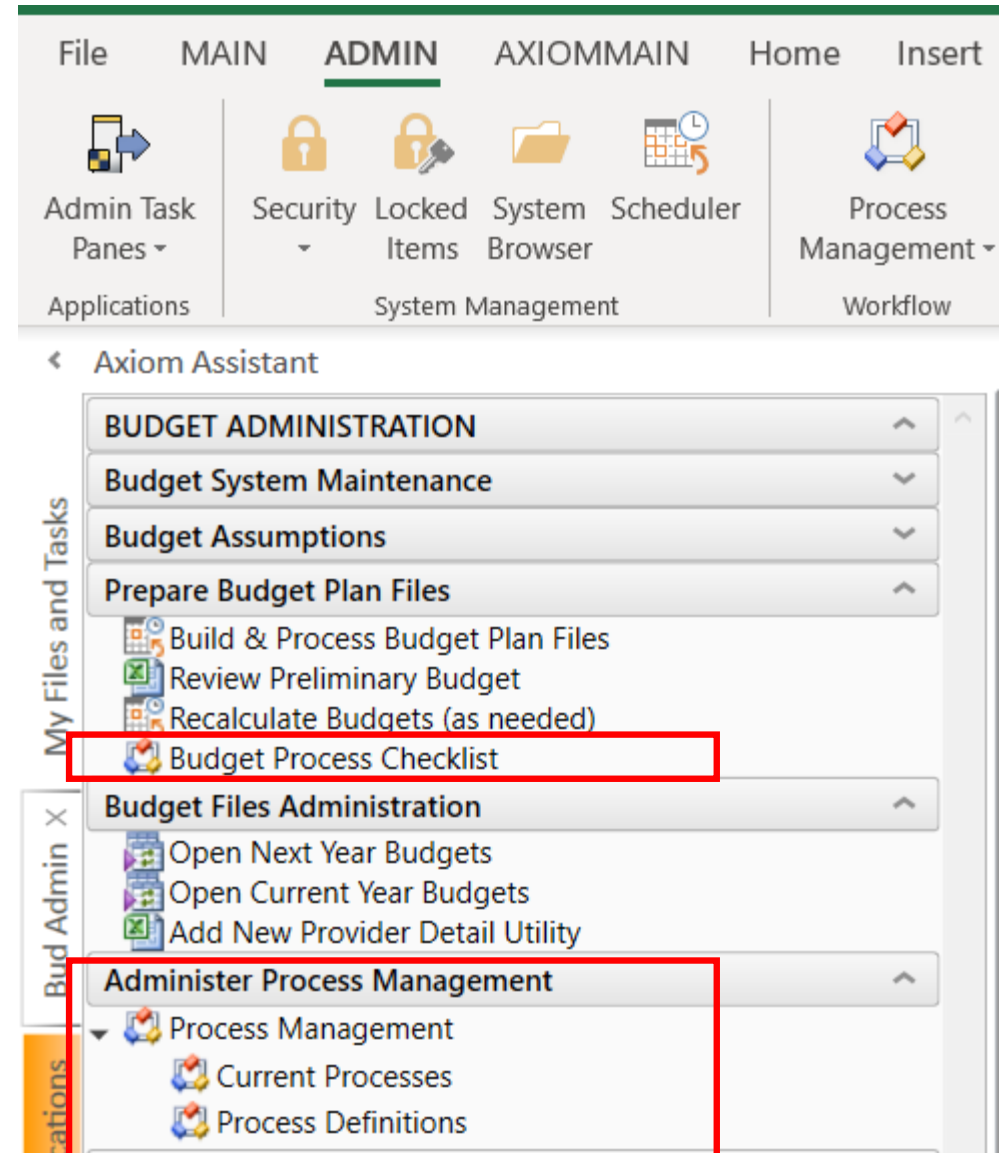
BUD2021_Detail

BUD2021_Detail_SupportingDetail

BUD2021_SupportingDetail

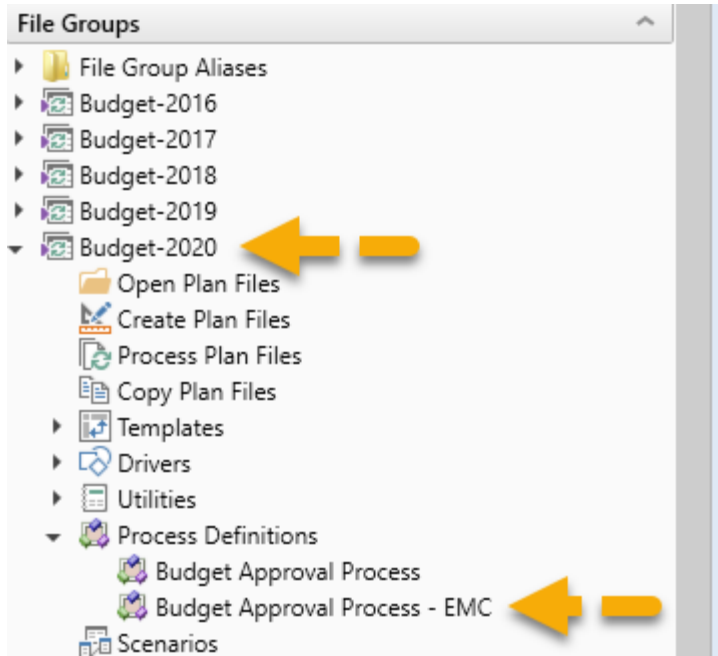
UPDATE PROCESS DEFINITIONS

- The new file group contains the Kaufman Hall default process definitions
 - “Budget Approval process”
 - You must review\update these definitions before use, as needed
 - You can also import the process definitions from the previous file group

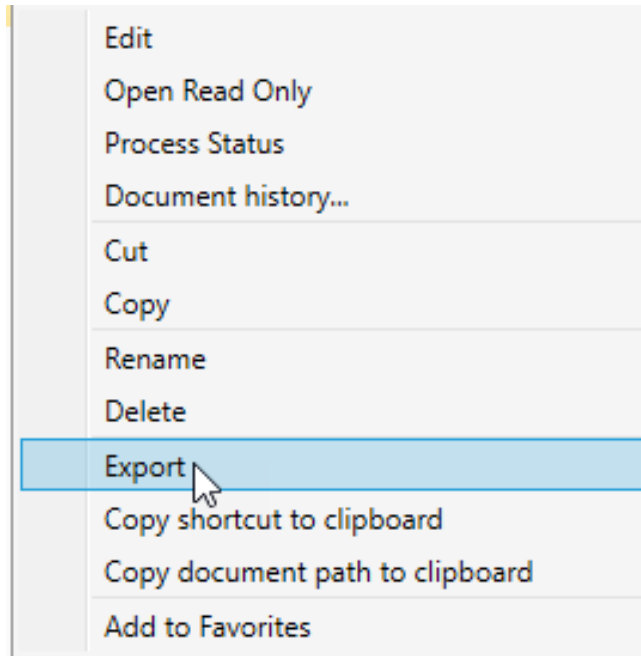


IMPORTING PROCESS DEFINITIONS

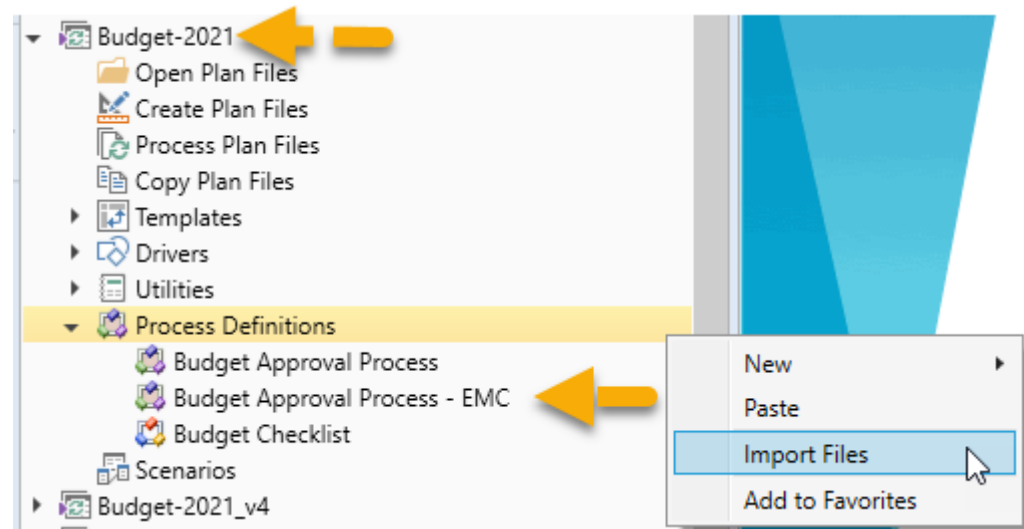
1



2

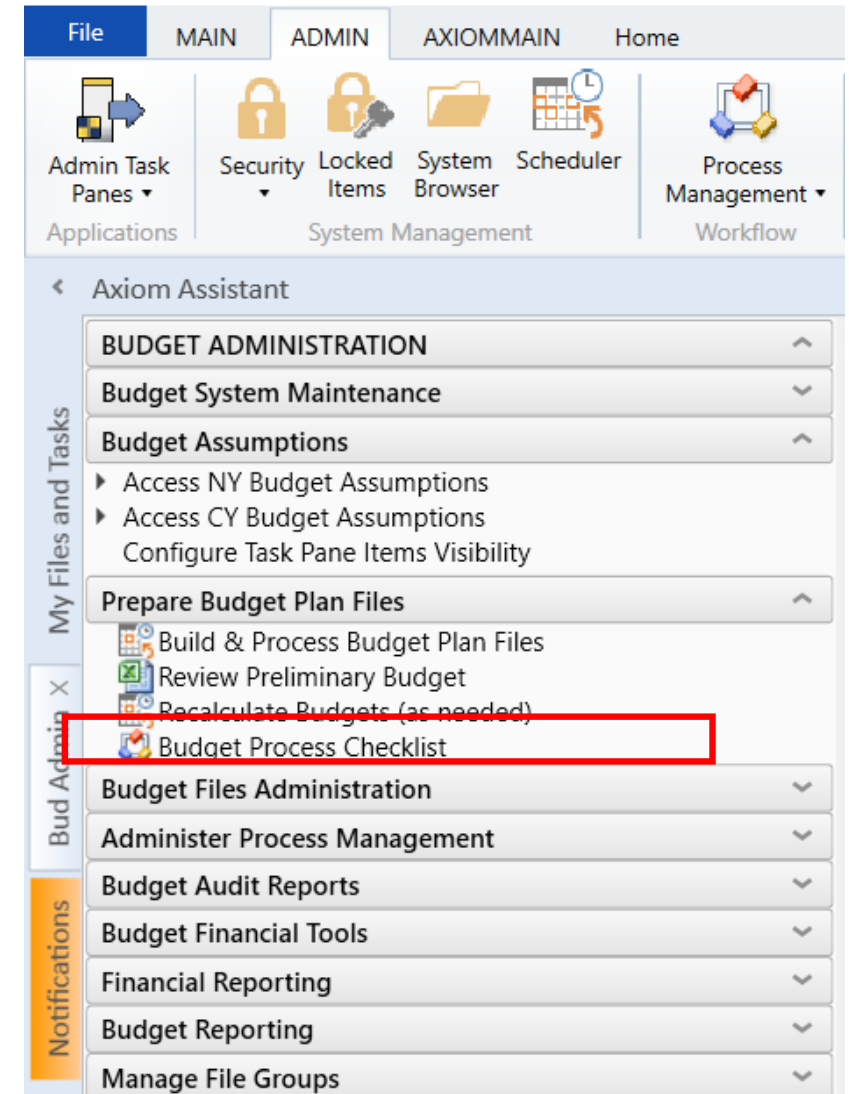


3



PREPARE FOR THE NEW FISCAL YEAR

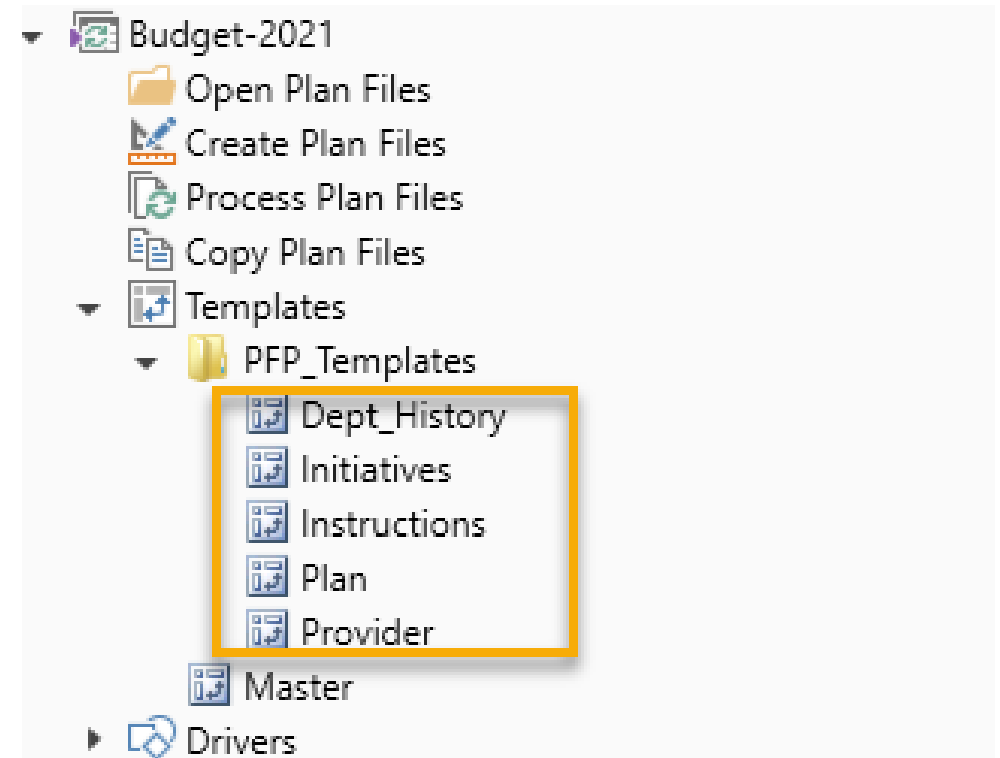
- **Follow the Budget Process Checklist**
 - Confirm system period and year
 - Update data to current – GL and Payroll
 - Provider, if used
 - Update the Budget Configuration driver
 - Check calendar days and FTE factors for 2020 as a leap year
- **New Scheduled jobs for 2019.3/2019.4**
 - New standard job for Build and Process
 - New standard recalc job
 - Copy the standard job to create your own
 - **Do NOT use your prior year recalc jobs**



CHANGE IN STANDARD JOBS

- As of 2019.3 the standard **Build & Process** and **Recalc** jobs have been modified and no longer contain Aqs in the jobs directly for the following:
 - Dept_History
 - Initiatives
 - Instructions
 - Plan
 - Provider (incl. ProviderComp)

These tasks are now managed within the Master template.



REVIEW OTHER SYSTEM AREAS

- Review and update Budget Control columns in dimensions
 - Dept
 - Acct
 - JobCode
 - PayType
 - Use PayType Mapping Analysis report to review
 - Provider
- Load Employee Master file
- Update driver table information
- Create test budget plan files
- Login as a user to test security and process management

Preparing for your next planning cycle

CAPITAL PLANNING

FILE GROUP ROLL FORWARD – CAPITAL PLANNING

Using Axiom Help – Search for Rolling Forward

The image shows a screenshot of the Axiom Help interface. At the top right, there are utility icons for Online Help, Navigation, and Save. A sidebar on the right contains a navigation menu with categories: Budgeting & Performance Re, Capital Planning (highlighted with a red box), Capital Tracking, Financial Planning, Rolling Forecast, and Advanced Help. The main content area shows search results for 'Rolling Forward', indicating 6 results. The first result, 'Rolling Forward to a New Capital Budget Year', is circled in red. A green arrow points from this result to a detailed view of the same article. The detailed view shows the article title, a list of steps (Step 1: Configuring the new file group for next year's budget cycle, Step 2: Configuring Axiom Capital Tracking for next year's budget cycle, Step 3: Configuring security for the new file group, Step 4: Running the CP Annual Rollforward utility), and a 'Topics in this section' box. The Axiom logo is visible in the top left of both screenshots.

CAPITAL PLANNING – ROLL FORWARD STEPS

Step 1: Configure the new file group for next year's planning cycle

- Legacy Clients
 - Upgrade to the latest version will install the new file group
 - Update the File group aliases
- Web Clients
 - Create the new file group
- All - Copy Process Management
- All - Enable Process Flow

Step 2: Configure Axiom Capital Tracking for next year's planning cycle

- Normally done at the beginning of the fiscal year

Step 3: Configure security for the new file group

Step 4: Run the Capital Planning Annual Rollforward utility

- Copies the driver table settings from the previous planning cycle

CAPITAL PLANNING – ROLL FORWARD STEPS

Step 5: Update Scheduled jobs

- Confirm the new file group is referenced
- Update any other year specific parameters

Preparing for your next planning cycle

FINANCIAL PLANNING

FILE GROUP ROLL FORWARD – FINANCIAL PLANNING

Using Axiom Help – Search for Rolling Forward

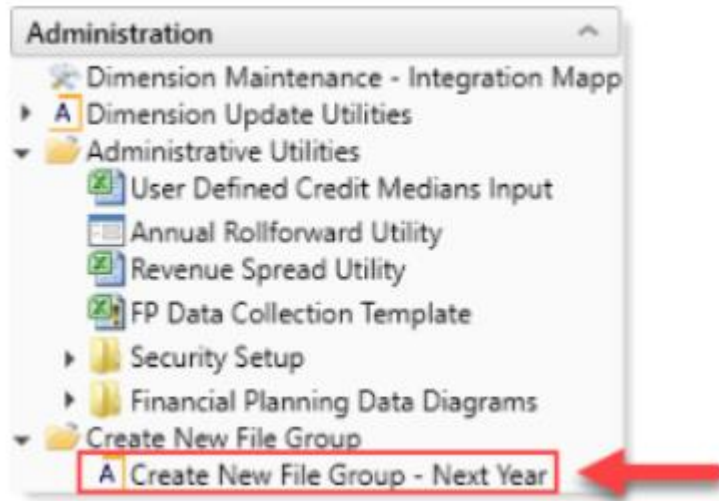
The screenshot shows the Axiom Help interface with a search bar at the top containing the text "rolling forward". Below the search bar, the results indicate that 13 results were returned. The first result, "Rolling Forward to a New Planning Year", is highlighted with a red circle. A green arrow points from this result to the detailed help page shown in the next screenshot.

The navigation menu on the right side of the interface includes options for "Online Help", "Navigation", and "Save". Below these are several topic categories: "Budgeting & Performance Re", "Capital Planning", "Capital Tracking", "Financial Planning" (which is highlighted with a red box), "Rolling Forecast", and "Advanced Help".

This screenshot shows the detailed help page for "Rolling Forward to a New Planning Year". The page title is highlighted in yellow. The content explains that as part of the implementation process, a Kaufman Hall Implementation Consultant helps create an Axiom Financial Planning file group. It provides instructions on how to use the Annual Rollforward Utility to pull data from the current year and import it to the next year's file group. A "NOTE" at the bottom states: "Axiom Financial Planning already includes file groups for 2016-2019, but to roll forward to years 2020 and beyond, you will need to create a new file group." A "Topics in this section" sidebar on the right lists: "Creating a new file group", "Getting data into a new file group", "Copy driver file data", and "Using the Annual Rollforward Utility".

FINANCIAL PLANNING – ROLL FORWARD STEPS

Step 1: Create the new file group – Admin task pane – Financial Planning



- Update the planning year
- The utility will create any tables needed for the new file group

FINANCIAL PLANNING – ROLL FORWARD STEPS

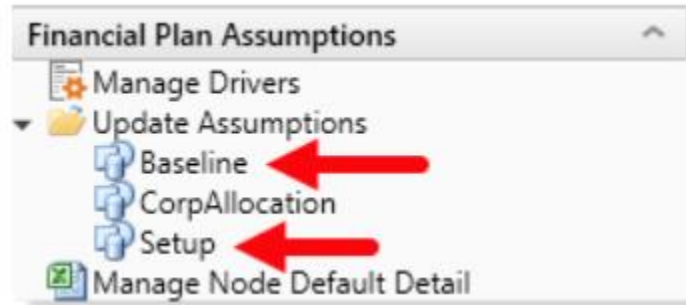
Step 2: Get data into the new file group

- **Copy driver file data**
- **Roll forward current file group data** – Use the Annual Rollforward Utility to pull data from the file group for the current year and import it to the file group for the next year.
- **Transfer operating budget data and Rolling Forecast data**
 - Use the Transfer to Financial Planning utility to leverage financial General Ledger and payroll data to update the years for historical models and nodes from Axiom Budgeting and Performance Reporting.
 - Use the utility to also leverage the Axiom Rolling Forecast data tables to update the historical model and node years.
- **Collect data from other sources** – Use the FP Data Collection Template to gather data outside of Axiom Financial Planning.
- **Manually enter data** – If needed, you can enter historical data into Axiom Financial Planning manually, directly into plan files.

You can use a combination of all of these methods to import data into a new file group for a new year's planning purposes. For example, you can use the Annual Rollforward Utility to bring in data from the 2018 and 2019 file groups into a new 2020 file group, and then use the Transfer to Financial Planning utility to bring in the budget data for 2020.

FINANCIAL PLANNING – ROLL FORWARD STEPS

Step 3: Copy driver file data



- Doubleclick to open the selected driver table
- **Copy data from previous year file group?** button defaults to “No.”
 - Click the drop-down arrow to the right and select **Yes**.
- Copy any custom driver tables

FINANCIAL PLANNING – ROLL FORWARD STEPS

Step 4: Run the Annual Rollforward utility

The roll forward utility has the following main processes:

- **Configuration** – Select the source file group for your roll forward.
- **Models and nodes selections** – Select which models and nodes to include and which models to save data to.
- **Finalize and submit** – Select whether to create nodes on submission or to not create nodes if you want to add data from another source and build the nodes later.

FINANCIAL PLANNING – ROLL FORWARD STEPS

Step 5: Update Scheduled jobs

- Confirm the new file group is referenced
- Update any other year specific parameters

Questions and Answers

Please send suggestions for future webinars to

ClientRelations@kaufmanhall.com